



大学英语四六级应试点津系列丛书

**上海交通大学 廖怀宝 总主编**

A One-stop Writing-Cloze-  
Translation-attacking  
Tutorial Handbook of CET-6

# 大学英语六级综合点津 写作、翻译与 完形填空

叶红卫 主编



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EDUCATION  
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上海交通大学外国语学院培训中心  
上海市四、六级考试命题研究组

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大学英语四六级应试点津系列丛书

# 大学英语六级综合点津

——写作、翻译与完形填空

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## 内 容 提 要

本书为“大学英语四六级应试点津系列丛书”之一。主要介绍了写作、完形填空和翻译的应试技巧。书中有大量真题解析和模拟训练,可供大学英语六级考生参考。

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### 大学英语六级综合点津

——写作、翻译与完形填空

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# 前 言

本丛书的编写与出版主要基于以下几个原因:

一是因为本人自 1997 年以来一直从事大学英语教学和四六级培训研究,在教学实践中,积累了大量提高大学英语教学效率的方法和技巧,以及如何做好四六级备考的丰富经验和宝贵资料。我很乐意将所有这些经验与有志于提高英语学习效率的人和全国广大的四六级考生们分享。

二是因为通过多年的工作积累,在我身边聚集了一大批一直从事四六级辅导培训的优秀教师,他们不但英语专业功底非常扎实,教学经验极其丰富,而且也乐于通过编写四六级丛书与大家分享自己的教学经验,更好地帮助广大考生顺利通过考试。

三是因为通过大量的问卷调查,我们发现很多考生都抱怨说很难买到真正能够手把手帮助自己切实有效地备考四六级的学习参考书。他们既需要针对真题的详细解析和点津,又需要针对每种语言技能的提高方法和技巧指点。

本系列丛书是按阶段编写和出版的,目前出版的图书有:

《大学英语四级真题解析》(第二版)

《大学英语六级真题解析》(第二版)

《大学英语四级全真预测试卷》

《大学英语六级全真预测试卷》

《大学英语四级阅读点津》

《大学英语六级阅读点津》

《大学英语四级综合点津》

《大学英语六级综合点津》

《大学英语四级听力点津》

《大学英语六级听力点津》

《大学英语四级考生常见错误点津》

《2000 词搞定大学英语四六级》

本书对于所有六级考生来说,都是一面镜子,因为书中的所有错误都来自于编者平时教学和培训期间积累下来的学生作业。书中分析的错误主要是以学生的作文为来源,简洁明了地分析了每个错误示例,同时针对每种错误给出了详尽清晰的知识讲解,最后还配有更多的改错练习,练习既有句子形式的,也有篇章形式的。

该书可以用于大学英语学习,也可用于四六级备考;它既可以用作一本极具针对性的工具书,也可以用作一本极具挑战性的练习册。

总而言之,本丛书的每一本书都有其各自的目标读者,其宝贵价值相信读者使用之后便会深有体会。欢迎广大读者在使用之后,提出批评意见,我们将按照大家的建议及时地对不足之处予以改善,从而使更多的读者受益。邮件请发至:shangraocity@hotmail.com。

丛书总主编 廖怀宝

2009 年 7 月

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# 第一章 写作

## 第一节 大纲解读

全国大学英语四、六级考试委员会 2007 年出版的《大学英语四、六级考试大纲(2006 修订版)》对六级写作部分提出了具体要求:写作选用考生所熟悉的题材;考生根据规定的题目和所提供的提纲、情景、图片或图表等,写出一篇不少于 150 词的短文;写作要求是思想表达准确,意义连贯,无严重语法错误;考试时间为 30 分钟。该部分考核的技能包括:

- (1) 思想表达:表达中心思想,表达重要或特定信息,表达观点、态度等;
- (2) 篇章组织:围绕所给的题目叙述、议论或描述,突出重点,连贯地组句成段,组段成篇;
- (3) 语言运用:运用恰当的词汇,运用正确的语法,运用合适的句子结构,使用正确的标点符号,运用衔接手段表达句子之间和段落之间的关系(如对比、原因、结果、程度、目的等);
- (4) 写作格式:运用正确的、符合英语表达习惯的写作格式。

## 第二节 评分标准

### 一、评分原则

改革后的写作部分在六级考试中占 15%,阅卷时按照 15 分的标准进行评分,最后再换算成 710 分的标准分。思想的统一性、内容的连贯性、语言的准确性仍然是评判一篇作文的三个主要标准。

#### (一) 总的原则

(1) CET 作文题采用总体评分(Global Scoring)方法。阅卷人员就总的印象给出奖励分(Reward Scores),而不是按语言点的错误数目扣分。

(2) 从内容和语言两个方面对作文进行综合评判。内容和语言是一个统一体,作文应表达题目所规定的内容,而内容要通过语言来表达。要考虑作文是否切题,是否充分表达了思想,也要考虑是否用英语清楚而确切地表达了思想,也就是要考虑语言上的错误是否造成了理解上的障碍。

(3) 避免趋中倾向。该给高分的给高分,包括满分;该给低分的给低分,包括 0 分,一名阅卷人员在所阅的全部作文卷中不应只给中间的几种分数。

(4) 本题满分为 15 分。阅卷标准共分五等:2 分、5 分、8 分、11 分及 14 分。各有标准样卷一至二份。阅卷人员根据阅卷标准,对照样卷评分,若认为与某一分数(如 8 分)相似,即定为该分数(即 8 分),若认为稍优或稍劣于该分数,即可加一分(即 9 分)或减一分(即 7 分),但不得加或减半分。

(5) 字数不足应酌情扣分(详见下表),且题目中给出的主题句、起始句和结束句均不得计入所写字数。

六级作文字数不够扣分标准

字数	140~149	130~139	120~129	110~119	100~109	90~99	80~89	<79
扣分	1	2	3	4	5	6	7	9

## (二) 具体标准

- (1) 0分:白卷,文不对题,只有几个孤立的词而无法表达思想。
- (2) 2分:条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。
- (3) 5分:基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。
- (4) 8分:基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。
- (5) 11分:切题。表达思想清楚,文字连贯,但有少量语言错误。
- (6) 14分:切题。表达思想清楚,文字通顺,连贯性好。基本无语言错误,仅有个别小错。

## 二、评分示例

了解 CET 写作部分的评分标准可以帮助考生在主观上重视内容和形式的统一以及行文中的连贯性,是获取高分的重要一环。下面通过分析实例和评析答卷详细解读这部分的评分标准。

### (一) 例1 Teacher's Day

**Directions:** For this part, you are allowed 30 minutes to write a short essay on the topic of *Teacher's Day*. You should write at least 150 words following the outline given below:

1. 颂扬老师的人品和对工作的态度;
2. 回忆曾发生在你和老师之间的一件难忘的事;
3. 你打算如何报答自己的老师。

#### 14 points

Teaching is the most glorious and respectable career. On Teacher's Day, I would like to express my innermost appreciation and gratefulness to all the teachers in the world.

Teachers are the elevators of human souls. I still remember how my teachers pulled me through a critical moment. I did a poor job in my first preparation test for the college entrance examination and I was considerably depressed. Then my teachers came to my rescue! Patiently, my English teacher analyzed the paper word by word and encouraged me to carry on. My chemistry teacher also gave me a precious gift. He told me not to be obsessed with the test results and encouraged me to find fun in study. Their help enabled me to survive the competition and will surely benefit me in the future.

Perhaps I'll never have a chance to repay all that I have received from my teachers. But I'll try to be a useful person and become their pride.

**【答卷评析】**文章第一段表达的内容先以教师职业性质开头,然后说想在教师节衷心地谢谢老师。第二段主要讲述了高考前老师帮助我分析学习上的缺点,并从心理上帮我树立信心及自我并找到学习的乐趣。最后一段则表明自己要做个对社会有用的人,使老师以我为荣。文章



三段分别契合题目中的三点内容,切题上无可挑剔。文中思想表达清楚,并以“Teaching is the most glorious and respectable career”和“Teachers are the elevators of human souls”等人们常说的俗语分别作为第一段和第二段的开头,增添了文章的亮点。文字通顺流畅,并用“still”、“then”、“also”等使表达非常连贯。同时,语法上基本上没有错误。结合评分标准,自然应评为最高档次。

### 11 points

Teacher's Day is coming. On this accession, I want to deliver my genuine gratitude to all the teachers.

I will never forget my class teacher's devotion and care to me. Before National Entrance Examinations, I was so nervous that I could not focus on the books. I wasn't confident about my ability. The idea of giving up even occurred to me. My teacher noticed my anxiety. Then she encouraged me and advised me a lot. However, I still couldn't calm down. So my teacher talked to me a lot. She told me how she overcame the obstacles of life when she was faced with important affairs.

Her words touched me a lot. And I began to face the exam with full courage and confidence. Luckily I achieved my exams successfully. I know it's the result of my teacher's love and care.

I will cherish the words of her through my life. I will try to face the difficulties in my life without hesitation. That's the best way to return her love.

【答卷评析】本篇文章第一段对老师表示感谢,第二段则是回忆高考前老师对我的帮助,第三段写自己在老师的帮助下找回了勇气和信心并通过了考试,最后则写自己要勇于面对困难来回报老师的爱。文章内容切题,思想表达清楚,但作文中出现了少量的语法错误,如“achieved my exams”搭配不当,“teacher's care to me”中 to 的用法不当等。在一些表达上比较生硬,如“I could not focus on the books”,“my teacher talked to me a lot”,“Her words touched me a lot”等。作者应当在用词和句式表达上多下功夫。

### 8 points

Today is teacher's day. I want to give best wishes to my teachers, who assist me to learn and who shape the world to me.

I remember it was in 2001, I would have the chemistry olimpic competition for high school students. As the only girl in my class, I didn't have confidence to compete with my boy classmates. Mr. Wang who was my classmate always encouraged me: “remember girls can do all things what boys can do.” Besides, he helped me with my studies. Even during the winter vacation we could do some interesting small experiments at Mr. Wang's home. What he made us known are not only some difficult questions but also the core for science, he love for science and the courage to think and to ask question. In brief, Mr. Wang made us enjoy science rather than work just to win the game.

Today, I am studying in university. I'll always remember what Mr. Wang taught us, I will work hard on my studies and remind myself to work for the benefit of humans.

【答卷评析】这篇文章的内容基本切题,但是作者将绝大多数篇幅用在对过去事情的叙述上,对颂扬和回报老师体现得不够。文章有些地方表达思想不够清楚,如“who shape the world to



me”是纯粹汉语式的表达,“As the only girl in my class”表达晦涩,字面意思让人难以理解,“Mr. Wang who was my classmate always encouraged me”到底是指老师还是同学令人难以捉摸。此外,文中出现了较严重的语法错误,如“What he made us known”中的 known 应该用 know,“remind myself to work”应改成“remind myself of working”才符合动词的搭配。再者,文中还出现了“olimpic”的拼写错误,正确的应为 Olympic。全文的连贯性也较差,句式结构比较单一。

## 5 points

Today is Teacher's Day. Happy Teacher's Day, my teachers.

In the evening, all of my classmates and I make a party for our teachers. In the party, each of us give prerents to teachers and hope them feeling happy and healthy. Then, teachers and us play together. All of us feel very happy.

I also remember when I was in my midschool, my English teacher help me to study English. At that time, my English is very poor. Although I studied it day and night, it seemed wother and worthier. Then my English teacher told me that the way I studying is worry. He told me the right way and helped me friendly everyday. With his help, my English become better and better.

Teachers are also friends for us. I think I must study hard to repay my teacher.

【答卷评析】这篇文章的内容基本切题,主要是讲给老师办晚会和回忆过去得到老师帮助的事例。思想表达上,“Then, teachers and us play together. All of us feel very happy”最后的 us 是否包括老师不很清楚,“in my midschool”是中文拼凑的表述。语法上也现了严重错误并且影响了意思的表达,如“Then my English teacher told me that the way I studying is worry.”中 studying 应改为 study, worry 应改为 wrong, 否则不知所云;再如“helped me friendly everyday”中 everyday 两词组合应当拆开。文中也出现了拼写错误,如 wother and worthier (正确的为 worse and worse)、prerents (正确的为 presents)等。文中第一段与第二段跳跃性太大,其他主要意思的衔接都较差。

## 2 points

Teacher's Day. Happy Day. I hope teachers feel luck. I believe it is time we elevated the teacher to the space where it belongs, thereby setting an example to the people to teacher's attitude,

Remember, when I was a young boy, I am a outrageous boy. In the classroom, I have been observed to throw something across the court without consider such a move might have angry someone in their seat. Therefore, my teacher Mr. Li always smailed to me. She often talk to me. You like athletic, like Jodan. I feled happy. She tall me when class is over, Don't do it in class, We can play together when class is over.

Not so just, I sometimes throw something at someone, yet. But, I can remember my teacher's words. Don't do it!

Is there enough helps to help secure me future? I certainly think so. Thanks, teacher.

Teacher, you may soon see and possily feel difference in you reaction I am going to a teacher to help some students like me. Actually, I will become syudent's good friends.

【答卷评析】本篇文章内容无切题可言,因为绝大多数句子不知讲的是什么。文章表达逻辑混

乱,条理不清,一大堆的语法错误、拼写错误以及标点错误,在此不便一一列举。若不彻底下功夫提高语言水平,就不可能大幅提高写作得分。

## (二) 例2 The Best Way To Stay Healthy

**Directions:** For this part, you are allowed 30 minutes to write a short essay on the topic of *The Best Way To Stay Healthy*. You should write at least 150 words following the outline given below:

1. 越来越多的人认识到健康的重要性,人们有各种不同的保持健康的方法。
2. 我认为保持健康最好的方法是……,因为……
3. 结论。

### 14 points

As the living standard improves, more and more people are paying attention to their healthy conditions. Different people usually have different ways to stay healthy. In my opinion, the most important thing is to keep a healthy attitude toward life.

It is true that physical factors affect one's health conditions a great deal, but at the same time, we should not neglect the mental factors. Many scientific researches have shown that anger, suspicion and anxiety do great harm to human bodies, while being optimistic can cure prediction after they have been diagnosed incurable diseases. That is because they keep a good physical pain, we healthy people are much luckier and therefore have more reason to maintain a healthy attitude to life no matter what kind of hardship life may give us.

People use all kinds of methods to keep healthy because they want to live happily. Then in my point of view, there is no other way than keeping a healthy attitude toward life can make people happier and healthier both physically and mentally.

**【答卷评析】**文章以生活水平提高,人们对个人健康的关注日益增加为开头。第二段阐述作者所认为的保持健康的最好方法是保持健康的生活态度。第三段写结论,对第二段的论述进行总结。全文内容紧扣主题,逻辑严谨,结构完整;语言流畅,过渡自然,用词丰富多样,观点表达清楚明确,并以强势论据支撑论点;文章没有拼写错误和语法错误。文中句式多样,佳句也不鲜见,尤其是结尾以“there is no other way than keeping a healthy attitude toward life can make people happier and healthier both physically and mentally”总结全文,更是文章的一大亮点。

### 11 points

With the rapid advancement of modern medicine and medical care service, people are more and more obsessed with their health, and think about various ways to stay in the best condition. To me, the best way to keep healthy is to lead a regular life.

To lead a regular life means to keep everything in good order. I don't think it's good for my health to stay up to midnight today and go to bed before sunset tomorrow. Irregular sleep makes me upset and listless. Proper amount of food is also an essential element of a regular life. An extremely large meal after a long time of starvation can do nothing but harm. Actually, what I call “a regular life” is fostering and keeping good habits in ordinary life. In doing this I stay physically fit and mentally happy.

Many think that is boring and excludes excitement and surprise from life. But in fact I

find enough room for flexibilities in a regular life. Therefore, I believe that the best way to stay healthy is to lead a regular life.

【答卷评析】文章内容切题,脉络清晰,逻辑较为严谨,总体结构完整;行文自然流畅,意思衔接自然,用词较为丰富,运用足够的论据支撑论点;但的确还有一些问题:第一句话的“mordern madicine”(正确的为 modern medicine)两个拼写错误,“think about various ways”(正确的为 think of it in various ways)的表达错误,最后一段第一句话引出结论,与主题不太契合。从句式上看,与上一篇文章相比逊色许多,没有很特别的亮点句子出现。

### 8 points

Nowadays people pay much attention to their health. And I think the best way to stay healthy is to do some exercise every day.

First, to do some exercise every day can help you improve your ability both physically and mentally. With regular exercise, your physical condition is improved. So you can be stronger and healthier than before and thus you are likely to steer of the epidemic diseases. Second, to do some exercise every day can help you lead a regular life. You have to find some time to do the exercise and arrange you time carefully. Day by day, it may develop into a habit.

So everybody who wants to stay healthy should go out to do some exercise every day.

【答卷评析】文章内容切题,层次也较为清楚,但论述的逻辑不够严密,第二论据与主题的相关性没有点明或不太确切;在组织结构方面,第一段和第二段句意之间的衔接过渡不自然;文章的开头和结尾较为简单,语言较为平淡;在用词上,文章的词汇略显贫乏,某些词在句中多次重复;文中还出现了语法错误,如“steer of the epidemic diseases”(正确的为 steer clear of the epidemic diseases)。

### 5 points

Nowadays people are becoming increasing aware of the importance of health. Although people have various ways to stay healthy, as far as I can see, the best of them is to eat proper food in the proper way.

“Eat an apple everyday, and you will never need a doctor.” This old saying in America has already showed the importance of proper food. Since our body needs various kinds of neutritions, we have to eat different kinds of food in order to get them. For example, in order to get enough Vitamin C, we have to eat lots of fruit and vegetables.

As the conclusion, proper food can be the best way to help us stay healthy, not only because it provides us with all the neutritions our body need, but also because it is a pleasure to enjoy. Make the best use of your everyday food, and your healthy will stay with you forever.

【答卷评析】文章内容基本切题,论据基本上围绕着论点展开,但显然不够有说服力;论述的逻辑性不太严谨,且不够深入,如没有提及维生素等营养的缺乏对人体健康有何影响;在文章的组织结构上,开头结尾都不甚突出;在过渡上,段与段之间并不十分自然;出现了用词错误,如“Eat an apple everyday”(正确的为 Eat an apple every day,因为 everyday 一般作形容词),“becoming increasing aware”(应改为 becoming increasingly aware, increasing 为形容词,不宜修饰后面的形容词,表示程度);文中还出现了拼写错误,如“neutritions”(正确的为 nutrition,

一般不用复数)。

## 2 points

Nowadays people like to be health. So they choose many ways to keep health. But in my opinion, the best way to stay healthy is do some exercise.

As you know, the living conditions increased a lot. People can eat good food. They can also see their doctor when they are ill. But they don't know how to keep health. Today people eat well, but they are sometimes too lazy. So they become more and more fat. Then some diseases come to them. Then they become ill. If they do exercise, they can't become fat, and can get away from the illness. They can also enjoy themselves during doing the exercise.

On the whole, do much exercise is the best way to keep health. If you don't believe me, have a try.

**【答卷评析】**论证上没有信服的论据;思想表达不清楚,如“they are sometimes too lazy”就表达得不够确切。文章连贯性差,多次重复使用 but, then 等来进行连接;文章词汇相当贫乏,基本上没见大学英语中所学的词汇;严重语言错误有“to be health”(应改为 to be healthy),“the best way to stay healthy is do some exercise”(应改为 is to do some exercise),“the living conditions increased a lot”(应改为 have increased),“more and more fat”(应改为 fatter and fatter),“do much exercise is the best way to keep health”(应改为 to do much exercises is the best way to keep healthy)等。

## 第三节 命题类型

从文体上看,大学英语作文常见的体裁是议论文、说明性议论文和应用文。其他如单纯记叙文和描写文在六级写作中很少见到。议论文以论述为主,要求作者通过摆事实、讲道理阐述自己的观点。在六级命题形式中,并不存在纯粹说明事物和现象的说明文,一般都用提纲或图表等要求先说明某种事物或现象,对现象或事物进行评析,并阐释自己的观点,这类命题作文姑且称之为说明性议论文。应用文是指在工作和交际中使用的一种文体,主要有书信、通知、便条、启示、摘要等,它不同于其他几类文体,在日常生活和工作中应用很广,且一般都有约定俗成的样式。我们以历年真题为例,可将议论文和说明性议论文笼统地归结为四种类型,即观点阐述、问题解决、对比论证和现象解释,再加上应用文,六级作文总共归结为五大命题类型。

议论文写作在考试中最常见。要写好议论文,必须注意以下几点:①确定论点,论点通常在文章的第一段提出;②立足论据,要有足够的论据,论据可以是生活实例、精确数据及权威观点等;③严密论证,论证要有严密的逻辑性,所有事实、原因、理由应紧密地同结论联系起来;④层次清晰;⑤端正态度,态度要诚恳、友好,因为议论文重在说理,以理服人;⑥充实论据,论据要充分。如要证明自己的观点,必须有丰满、可靠的证据,作者可以列举事实、展示数据、提供事例、借助常识或利用亲身经历。

具体而言,议论文的格式应分为三个部分:立论部分、论证部分和结论部分。一般说来,议论文可分三个基本段落来写:第一段引出话题;第二段立论且加以论证;第三段给出明确的结论。第二段是中心段落,应试者应将主要的内容放在第二段中,同时也要注意开篇及结尾段落的完整性,且应尽量做到首尾呼应,切忌前后矛盾。

下面我们一一介绍观点阐述型、问题解决型、对比论证型、现象解释型和应用型作文的写作形式和特点,并对各种类型的作文提供两篇水平不同的习作,同时对习作进行较详细的分析,以期通过实例让大家体会各种命题形式作文的写作技巧。

## 一、观点阐述型

观点阐述型作文是指考题提出一种观点,要求考生根据题目的论点,按提纲的结构要求对其进行论证,然后表明自己的立场和看法。通过摆事实、讲道理的方式剖析事物,论述事理,发表意见,确立或否定某一主张。作文的表达方式以议论为主,叙事说明为辅。一般具备论点、论据和论证三大要素。

这类作文要求考生对某一现象进行分析、论证,将论点贯穿全文。在论证中要用事实或推理来阐明观点,并使整个论证过程紧紧围绕着观点进行,从而得出令人信服的论点。一般按照“提出主题—根据提纲要求进一步分析—结论或实际的建议”这三个步骤进行。这种作文带有强烈的说明性质,往往要列举例子来佐证论点。这就需要例子有说服力并要保证多个例子之间的有机连接,并避免单纯地罗列几个例子,同时要把最典型、突出的例子置于前面以引起读者的注意。

### 【真题再现】

**Directions:** For this part, you are allowed 30 minutes to write a short essay on the topic of *Don't Hesitate to Say "No"*. You should write at least 150 words following the outline given below:

1. 别人请求帮助时,在什么情况下我们会说“不”;
2. 为什么有些人在该说“不”的时候不说“不”;
3. 该说“不”时不说“不”的坏处。

### 【学生习作 1】

In our daily life, there are many occasions on which we should not hesitate to refuse when asked for help. For one thing, when it is beyond our ability, we should give a direct reply “no”. For another, if the thing we are asked for is unreasonable or even illegal, we should say “no” without hesitation.

However, it is not the case in our real life. Many people prefer to say “yes” when they should say “no”. Some are afraid to lose their face, since they think refusal means their inability. Some people are afraid to offend their acquaintances' face, such as their friends, relatives and so on.

In fact, doing so is quite harmful. If you agree to do the things beyond your ability, the result will only be worse. The other might as well have asked another person who can help. And if you agree to do the unreasonable or even the illegal favors, such as cheating in the exam, you are in fact not helping the other but hurting him. You yourself will get into trouble too.

**【习作评析 1】**本文第一段开头直接点明论点,即人们应当在很多场合说“不”,然后说明两点原因:一是无力帮忙,二是所帮事项非法或不合理。第二段则对人们难以说“不”的原因进行说明,如说无力帮忙会失去脸面或怕冒犯熟人亲戚等。第三段阐述该说“不”时不说“不”于己于人都是不利的,因而应当断然说“不”。从以上内容分析,文章完全按照命题的三点来进行,并分别进行阐释。从立论的角度来说,文章采用“立论—破论—边破边立”的论证方法:第一段立

论并进行论证,第二段对前面提出的两个论据进一步论证其原因,第三段再深入揭示反面论据的危害,从而进一步论证了论点的正确性。总体而言,文章观点鲜明,论据有力,论证逻辑严密。

### 【学生习作 2】

When we are asked to help but unable to do so, we might as well say “No” with explanation of the reasons for our refusal. However, there are many instances in our life that we are afraid of saying “No”. For instance, when our good friend invites us to join his birthday party; when our classmate asks us to do him a favor; when our relative wants to borrow our new car or new cell phone. Faced with the anxious look on their face, we may find it really difficult to say “No”, even though we don’t want to do we are asked to do.

Actually, it is natural and often necessary for us to say “No” if we really don’t want to say “Yes”. We have the right to choose what and how we shall do. Moreover, we should know that if we do not say “No” when we should have done so will not only cause delay in others’ business, but also make others think that we are “untrustworthy”.

Therefore, don’t hesitate to say “No”.

【习作评析 2】本文首先表明了论点,随后又举例说明难以说“不”的情况。但在反驳反面观点的层面上,过于简单,不够深入。与上一篇习作相比,在立论、驳论和论证技巧方面都有差距。特别是文章对举出的三个例子并没有针对性的反驳,所以后面的论述只能是泛泛而谈。相对而言,论证方面要比上一篇习作低一个档次。

## 二、问题解决型

问题解决型作文是命题提供了描述文字或图画,要求考生解释试题文字或图画反映出的问题,指出问题的危害性或解决这一问题的紧迫性,然后对问题展开分析,提出解决问题的方案或应对措施,最后一段要求考生表明自己对这一问题的态度等。

问题解决型作文遵循“提出问题—分析问题—解决问题”的基本思路进行。写好此类提纲式作文,审题并按照所提供的提纲组织文字相当重要。由于命题和提纲对整篇文章的内容和选材范围进行了规范,考生一般不容易偏题,但在第二部分的阐述中,考生给出的对策往往不止一两个,因此主次的先后和层次的衔接就显得非常重要。因此,此类文章一定要注意解释原因或给出对策之间的逻辑关系,并恰当运用相关的连接手段才能使论述条理清晰,论证严密。

### 【真题再现】

**Directions:** For this part, you are allowed thirty minutes to write a composition on the topic **How to Succeed in a Job Interview?** You should write at least 150 words, and base your composition on the outline given in Chinese below:

1. 面试在求职过程中的作用;
2. 取得面试成功的因素:仪表、举止谈吐、能力、专业知识、自信、实事求是。

### 【学生习作 1】

Nowadays, in an ever tighter job market, great importance has been attached to an interview by both the employer and the applicant. The interview, so to speak, has become indispensable for getting a satisfactory job. On the one hand, the interviewer can take

advantage of the occasion to learn about the candidates, such as their work experiences, education and their personalities, so as to pick out the right person for the company. **On the other hand**, the interviewee can make use of the opportunity to get to know the job he is going to take up, the salary, the working conditions and many other things about the job he is interested in.

Therefore, the job interview is very important to a job-hunter. But how can one succeed in it? **Firstly of all**, the interviewee must pay attention to his or her appearance. The first impression is always where we start. Get dressed properly and neatly. **Secondly**, good manners are equally important. Don't be too proud, and neither too timid. Just be courteous. **Thirdly**, the interviewee must demonstrate his aptitude and skills for the job and his knowledge about the job-related areas. Be confident. **Last but not the least**, the interviewee ought to be honest about his or her personal as well as academic background, for honesty is the best policy.

**To sum up**, the job interview is indeed important, but there is no need to be nervous. As long as the interviewee has the ability for the job, **with careful preparation and a fairly confident and honest performance, his or her success can be ensured.**

【习作评析 1】本文遵循“提出现象—分析原因—给出对策”的分析论证结构。文章先以“in an ever tighter job market”引出面试对求职者和招聘者都十分重要。然后,作者用“On the one hand”和“On the other hand”来解释相关的原因。第二段,作者先承接上文意思,再引出问题,然后从四点对问题的对策进行阐释,分别运用了“Firstly of all, Secondly, Thirdly 和 Last but not the least”有条理地给出对策。最后,作者以“To sum up”归纳结论,最后用“with careful preparation and a fairly confident and honest performance, his or her success can be ensured”给求职者树立信心,并统领全文。综观整篇文章,内容紧紧围绕着提纲进行,观点明确,条理清晰,逻辑缜密,结构完整。

### 【学生习作 2】

Just as the society is getting more and more competitive, so the graduated students may encounter a host of difficulties in job hunting. By virtue of this situation, the job interview is playing a significant role in seeking a job. If you can leave a good impression on the boss in an interview, you will mainly probably get this dreamable job, which means a promising future.

The great importance of job interview is self-evident and widely shared. But how to succeed in a job interview? It depends on many aspects, such as appearance, well-behavior, competence and self-confident, and so on. I think the self-confident plays a crucial role in a job interview. A survey shows the most managers employ peoples who have strong self-confident rather than those who even not believed in themselves. Also it is evident that well-behavior is an internal part of succeeding in a job interview. It can give the boss a first impressing; he can identify your family background and education level in accordance with your behavior.

【习作评析 2】这是一篇不太成功的作文。文章的内容基本切题,即文章的意思主要围绕着提纲来写。第一段对面试的重要性只用“By virtue of this situation”列举现象并泛泛而论,后面只是说出了结果,并没有明确点明它与论点之间的逻辑关系。第二段继续简单列出前面的观点,再引出问题,然后笼统地列举出几点,并只对其中的两点进行了进一步的阐释。最后作者



也没有归纳结论以总结全文。总体而言,文章论点虽有罗列,但论证不力,逻辑性不强,条理也有所欠缺。此外,文章中出现了严重的语法错误,如文章第一句和“A survey shows the most managers employ peoples who have strong self-confident rather than those who even not believed in themselves.”都是错句。还有,文章有用词错误,如“dreamable job”中的 dreamable 就是一个生造的词汇,“an internal part of successing in a job interview”中的 successing 应用 succeeding,“self-evident”和“well-behavior”都是错词。

### 三、对比论证型

对比论证型作文要求比较明确,富有针对性,直接要求考生比较两种观点或两种做法的优劣,进而表明作者对问题的态度或观点,即要从中作出选择。

此类作文的写作思路遵循“举出观点—论证观点—陈述论证我的观点”的基本思路。作者可以提出一种观点,也可分别提出两种观点。提出一种观点的,作者往往要提出相反的观点并说明;提出两种观点的,作者或赞同其中一种观点并说明,或否定两种观点并树立自己的观点且加以说明。无论提出何种观点,都应对观点进行阐释,否则会因内容空洞影响评分。

#### 【真题再现】

**Directions:** For this part, you are allowed thirty minutes to write a composition on the topic **Is a Test of Spoken English Necessary?** The first sentence has already been written for you. You should write at least 150 words, and base your competition on the outline given in Chinese below:

1. 很多人认为有必要举行英语口语考试,理由是……
2. 也有人持不同意见,……
3. 我的看法和打算。

#### 【学生习作 1】

A host of people, especially teachers think it is necessary to hold spoken English test. They regard if someone want to master English well, he had to speak English fluently. Firstly, through such a test, it can motivate students to plunge into learning spoken English. Secondly, China is a competing society. Perhaps you will beat your rival obtaining your job which you are satisfied with by speaking fluent English. Lastly, China is experiencing reform and opening-up. Many foreigners come into China. If you want to communicate with them, you had to grasp spoken English well. All these points are indispensable to holding spoken English test.

Some people, however, take a different attitude. Spoken English test is regarded as being unnecessary. For one thing, they think China has not a good language circumstance to practice spoken English. For another, In daily life, most of us have a touch with Chinese. It is unnecessary for us to communicate with each other in using English.

As far as I am concerned, I am in favor of holding spoken English test, which will benefit students forever. If you can speak English fluently, you will be proud of yourself. So I decide to study spoken English hard and grasp every opportunity to practice my spoken English.

**【习作评析 1】**本文的写法按照“举出观点—论证观点—陈述论证我的观点”的思路进行。第一段,文章根据提纲,直接切入一种观点,然后对此观点进行论证,并用相关表达顺序的副词条理

清楚地陈述了原因。第二段,文章举出相反的观点并进行论证。第三段,作者亮出自己的观点,即对第一种观点表示赞同并加以简单的论述。从篇幅上,作者在第一段作了较为详尽的论述,这也是有道理的,因为作者本身赞同这一观点,并且是以老师这一比较权威的身份举了理由。第二段开头以“Some people, however, take a different attitude.”较为委婉地转折承接第二种观点,逻辑衔接把握得很好。后面用“As far as I am concerned”这一较为新鲜的表达方式自然过渡到自己的观点,处理得相当巧妙。全文总体论证有理有据,条理清晰,思路缜密。最后作者表示自己将努力去做,进一步加强论点。

### 【学生习作 2】

A test of spoken English will be included as an optional component of the College English Test (CET). A host of people believe that the spoken English test is necessary in CET. To begin with, in our society dominated by the emphasis on education, nowadays there is a growing realization about the significance of mastering spoken English. Meanwhile, practical capability instead of only knowledge from the book performs an increasingly vital function in our life. What is more, people in increasing numbers are beginning to believe that learning spoken English can enable them to obtain the job or promotion opportunities. In a word, they are in favor of it.

Other people, however, hold distinct belief. For one thing, spoken English test is not only the standard to show a student's ability. We should improve it in daily life as well as step by step. For another, they argue that there are a multitude of students will participate the spoken English test. As a consequence, the time must be a serious problem. To sum up, they are opposing to it.

When it comes to me, I maintain we should rationally consider the problem about emphasis on spoken English. They both have something right. But people seem to ignore the fact that education does not merely include test. For us who want to adopt a healthy and meaningful life style, it is critical to find time to learn certain new knowledge. Just as an old saying goes: it is never too late to learn. A much brighter future is waiting for us.

【习作评析 2】这篇作文与前一篇相比要差一些。文章写作思路也是“举出观点—论证观点—陈述论证我的观点”。第一段在观点论述上,第一个原因力度不够,似乎很多人赞同是随大流,人云亦云。第二段,逻辑关系承接尚好,但也存在论证力度不够的缺点。两段都用了总结的话,感觉有点画蛇添足。第三段,与前面的衔接尚可,但树立自己的论点时不够明确。总之,文章的逻辑关系尚可,但作者自己的论点不明晰,论证不到位。此外,作者在语言表达和语法运用上都出现了错误,如“there are a multitude of students will participate the spoken English test”,“We should improve it in daily life as well as step by step”等。

## 四、现象解释型

现象解释型作文是指命题中提供对某一社会现象的提示性文字、图表或图画,要求考生对这一相关现象或状况进行解释说明,分析其原因并加以评论的作文。如果出现命题图表或图画,首先要看懂图表或图画,因此审题一定要谨慎,要从相关数据和信息中找出问题的关键,并提炼主题。

此类作文的基本写作思路是:首先描述现象并说明其状况,然后分析这种现象产生的原因或相关因素,最后提出建议或总结出观点。