

英语高考
应试技巧丛书

王思敏 主编

高中英语书面表达

100篇

外语教学与研究出版社



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前 言

为了配合高中英语总复习，帮助考生适应 1996 年开始的高考英语试题（NMET）的改革，北京一批资历深的中学英语教师和长期致力于中学英语教学研究的同志集体编写了这套《英语高考应试技巧丛书》，其中包括《高中英语完形填空 100 篇》、《高中英语阅读理解 100 篇》、《高中英语书面表达 100 篇》和《高中英语短文改错 100 篇》，共 4 本。

这套丛书是根据中学英语教学大纲及高等学校招生统一考试英语科的要求，在总结和吸收多年辅导高考复习的经验基础上编写的。整套丛书突出对高考应试技巧的培养和训练，在由简入深的练习过程中帮助考生在应试能力上有较大的提高。

这本《高中英语书面表达 100 篇》由北京四中英语教研组编写，是四中老师们多年来组织高考英语复习的经验汇集而成，是集体智慧的结晶。

本书共分 6 章。每章包括两项内容：（一）指导语——指出本章的特点及其表达方法；（二）练习题。书后附练习参考答案，并对部分答案作了分析。

所选 100 篇短文，体裁多样，内容广泛，包括了各种实用文体，涉及到日常生活的各个方面。难度上也考虑了各个层次学生的需要。

《英语高考应试技巧丛书》由单先健主编。

本书编者：李俊和、高志林、马瑛、王思敏。全书由王思敏主编，王思敏、单先健统编并审订。

限于作者水平，书中不足之处，恳请广大读者批评、指正。

编 者

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补全对话

第一章

(一) 指导语

补全对话是根据所给的情景，填上缺少的词、词组或句子，使其意思完整。因此，要注意以下几点：

1. 认真读提示，了解清楚对话发生的情景、谈话人的身份及谈话的内容。
2. 要根据相邻的上下句的意思及语气，来确定所缺句子的意思和语气。
3. 平时要熟记学过的各种场合下的习惯用语和句型，根据具体情况灵活运用。

(二) 练习

1

提示：Tom 到图书馆想借几本书。他向图书管理员了解有关借书的一些规章制度。请根据上下文提供的情景，补全对话。

Tom: Good afternoon.

Assistant: Good afternoon. Can I help you?

Tom: ①

Assistant: Fill in the card inside the cover of the book and let me have your library card.

Tom: ②

Assistant: You can borrow five books.

Tom: ③

Assistant: Two weeks.

Tom: Can I keep it a little longer?

Assistant: Yes, you can. But you must come and renew it ④

Tom: ⑤

Assistant: The magazines and newspapers are only used in the library. You can't take them away.

Tom: ⑥ Thank you.

2

提示: Mary 想去邮局。她向一位警察打听最近的邮局在哪里。那位警察指点她如何走。请根据上下文补全对话。

Mary: ① Can you tell me ②

Policeman: Yes, of course. Just go ③ at the second crossing. At the end of the road ④

Mary: ⑤

Policeman: About half an hour. But you can get there by bus.

Mary: ⑥

Policeman: The No. 3 bus over there.

Mary: Thank you.

3

提示: Jenny 的同学 John 要求 Jenny 晚上帮他补习功课。但 Jenny 的母亲生病了。于是 Jenny 打电话通知 John 晚上不能来。接电话的是 John 的母亲 Mrs. Black。请根据上下文提供的情景, 补全她们的对话。

Mrs. Black: Hello!

Jenny: Hello. ①

Mrs. Black: Sorry, John isn't in.

Jenny: ②

Mrs. Black: Yes, ③

Jenny: This is Jenny. I called at five ten this afternoon. But nobody was in.

Mrs. Black: Oh, we were all out. John isn't back home now. ④

Jenny: Yes, please. John asked me to help him with his lessons this evening. ⑤ I can't do that today. My mother is ill. ⑥

Mrs. Black: ⑦ Just stay at home and take good care of your mother. Don't worry about John.

Jenny: ⑧

Mrs. Black: OK.

Jenny: Thanks a lot. Bye-bye!

Mrs. Black: Good-bye!

提示: Tom 觉得不舒服。下午他去找医生看病。下面是他与医生的对话。请根据上下文提供的情景, 补全对话。

Tom: Good afternoon, Doctor.

Doctor: Good afternoon. Do sit down. ①

Tom: My nose is stopped up. I can't breathe and my head aches.

Doctor: Now ② your tongue please. Oh, it's very yellow.

Tom: I don't like eating anything. And I feel hot and feverish.

Doctor: ③ It's a bit high. Thirty-eight point five. ④

Tom: About four days.

Doctor: You must ⑤ medicine and ⑥ bed for another two days. Here is the medicine.

Tom: ⑦

Doctor: Three times a day, after dinner, please. Drink plenty of water.

Tom: Thank you very much, Doctor. Good-bye.

Doctor: Good-bye!

提示: Glenn 遇到 Bob 告诉他说, Mary 打电话来说她新近搬入新居, 想让他俩去帮忙。请根据上下文提供的情景, 补全对话。

Bob: ①

Glenn: Hi, Bob. Mary has just phoned me.

Bob: ②

Glenn: She has just moved, and she wants us to help.

Bob: ③

Glenn: On Borden Avenue.

Bob: ④

Glenn: Paint the bedrooms.

Bob: ⑤

Glenn: She wants us to move the furniture, too.

Bob: ⑥ I'm not so well.

Glenn: Are you sure? Mary has baked a cake for lunch.

Bob: Oh, maybe I can come.

6

提示: Mr. White 和 Mr. Black 各在一家公司工作, 两人早上上班出家门时相遇, 相互寒喧问候。请根据上下文提供的情景, 补全对话。

Mr. White: ①

Mr. Black: Good morning.

Mr. White: ②

Mr. Black: By bus.

Mr. White: ③

Mr. Black: At eight or eight-thirty.

Mr. White: When do you have to be at work?

Mr. Black: At nine.

Mr. White: ④

Mr. Black: It takes me about twenty minutes to get there.

Mr. White: ⑤

Mr. Black: No, sometimes I'm late.

7

提示: Bill 从自行车上摔下, 碰伤了腿。他把父亲办公室的电话号码告诉了 Dick, 请他给父亲去个电话, 让他立刻来。他叫 Dick 骑他的自行车去, 并提醒他不要骑得太快。请根据上下文提供的情景, 补全对话。

Dick: What's the matter, Bill? Why are you sitting on the ground?

Bill: ①

Dick: I'm sorry to hear it. Is there anything I can do for you?

Bill: ②

Dick: Is he in his office or at home?

Bill: ③

Dick: 553246. I've got it down. Now I'll run to the nearest public phone. Wait for me here.

Bill: ④ It'll save some time.

Dick: That's good idea. I'll be back soon.

Bill: ⑤

Dick: Don't worry. I won't.

提示：一个学生拾到一个钱包，问一位警察是否看见有人在这儿找过钱包，并问警察能否找到那个人，如果找到那人，就请还给他。后来他又问可否把钱包留在警察那儿。警察夸他做了一件好事，问他叫什么名字，他说那无关紧要，他只是做了他应该做的事。

Pupil: ①

Policeman: Yes, about ten minutes ago, a man had asked about it. Why?

Pupil: Well, I found a wallet around the corner. It might be his. ② if it's really his?

Policeman: I'm not sure. He didn't leave his name and address behind.

Pupil: But he might come back again. ③

Policeman: Of course not. You've done a good deed. What's your name?

Pupil: That doesn't matter. ④

Policeman: You're really a good boy. You've done the right thing.

Pupil: Thank you. ⑤ Good-bye.

Policeman: Good-bye.

缩写、改写

第二章

(一) 指导语

缩写就是对原文加以压缩、概括，从而达到缩短篇幅、使内容更为简明、语言简短、生动、中心思想突出的目的。缩写时要忠实于原文，保留原文体裁、题材、主要内容、主题思想、结构顺序、语言风貌、人称角度和表现方法。缩写时不能对原文加入个人的认识、体会或对原文进行评论，也不能在缩写中加入一些原文所没有的东西。不要只摘取原文中的一些要点，而要连成文。

改写则是用多种形式来表达同一文章的练习方式，使之成为与原文意思相同而又表达方式、文体不同的作品。改写可以变换文章的人称、顺序，对原文的体裁、结构也可变动，可以灵活地运用自己的语言，尽可能用多种方法来表达、替换原句的内容。

(二) 练习

9

缩写下面短文，主要意思不得变更，语法和拼写正确，语言符合英语习惯。词数：70~80。

A Day in the Country

Nobody likes staying at home on a public holiday—especially if the weather is fine. Last August we decided to spend a day in the country. The only difficulty was that millions of other people had exactly the same idea. We moved out of the city slowly behind a long line of cars, but at last we came to a quiet country road and, after some time, stopped at a lonely farm. We had

brought plenty of food with us and we got it out of the car. Now everything was ready so we sat down near a path at the foot of a hill. It was very peaceful in the cool grass—until we heard bells ringing at the top of the hill. What we saw made us pick up our things and run back to the car as quickly as possible. There were about two hundred sheep coming towards us down the path!

10

缩写下面短文，主要意思不得变更，语法和拼写正确，语言符合英语习惯。词数：120~150。

Good Manners

Manners are important to happy relations among people. Everyone likes a person with good manners. No one likes a person with bad manners. But what are good manners? How does one know what to do and what not to do?

Well, here are some examples.

A person with good manner never laughs at people when they are in trouble. Instead, he tries to help them. He is always kind to others. When people are waiting for a bus, he takes his turn. He does not push to the front of the line. On the bus he gives his seat to an older person or a person with a very young child. If he knocks into someone, or gets in his way, he says "Excuse me" or "I'm sorry".

He says "Please" when he asks for something and "Thank you" when he receives something. He stands up when he is speaking to an older person, and he does not sit down until the other person takes his seat. He does not interrupt other people when they are talking. He does not talk too much. He does not talk loudly or laugh loudly in public. When he is eating he does not speak with his mouth full of food. He uses a handkerchief when he sneezes or coughs. He does not spit in public.

As a student, it is bad manners to come late for class. If you are late you should make an apology to the teacher either at the time or after class. It is also bad manners to keep silent when the teacher asks you a question. If you do not know the answer, say so immediately. If you do know, answer in a loud enough voice so that all the class may hear. It is polite for the students to help the teacher. Sometimes students can help their teachers to clean the blackboard, to close or open the door and windows. Sometimes there are papers to collect or to hand out. This kind of help is always appreciated.

Ideas of what are good manners are not always the same in different countries. But in all countries it is important to be kind and helpful.

缩写下面短文。要求意思连贯、主要意思不得变更，无语法及拼写错误，语言符合英语习惯。词数：120~150。

Brown, a Clever Man

Mr. Brown lived in a house less than two miles from his office. He was therefore able to drive home every day for lunch. Every time he drove home in the middle of the day, he found at the road outside his house cars were parked, and there was no room for his own. He had to drive two more blocks before he could find a place to park his car. Then he had to walk back home. This made him very angry.

He had put up a board, saying: "No Parking" in the garden facing the road, but nobody seemed to take any notice of it. People obeyed a police notice, but not a private one. There were no parked cars, where there was a blue board with white letters on it:

Police Notice No Parking

Mrs. Brown suggested that he steal a police notice. He dared not, being afraid of going to be arrested. She then suggested that he make one just like a police notice. He said that he was not the police and couldn't use the word "police". He decided he must find a way out and started thinking hard.

For several days a smell of paint filled the house before one night he showed his wife a new notice board. It was painted in white letters on blue:

Polite Notice No Parking

"Oh!" Mrs. Brown said, "But you told me you weren't use the word 'police'. That's exactly like a police notice."

"Is it?" he asked. "Look again."

She started to laugh. "You are really a clever man."

今天早晨 Betty 上学迟到了，下文是她和化学教师 Miss Edwards 相遇时的对话。请把对话改写成一篇叙述文，说明她们相遇和对话的内容，词数：100~120。

Miss Edwards: Good morning, Betty.

Betty: Good morning, Miss Edwards. I'm really sorry I'm late.

Miss Edwards: You look a little tired. Is something wrong?

Betty: No, not really. I went to a football game last night and took some pictures. I wanted to develop them right away, so I was up until midnight.

Miss Edwards: You should really get more sleep at night.

Betty: I know. I'm not going to do that again. Oh, Would you like to see the pictures? They are quite good.

Miss Edwards: O.K.

13

将下面一段电话中的对话改写成短文。要求意思清楚正确，无语法错误，语言符合英语习惯。词数：100~120。

Mary: Hello!

Carl: This is Carl speaking. I'd like to speak to Jack.

Mary: I'm sorry, but he left home a few minutes ago.

Carl: That's too bad.

Mary: Will you ring him up again tonight?

Carl: I'm sorry, but I won't be free tonight.

Mary: Would you like to leave a message?

Carl: It's very kind of you. There'll be a lecture on English grammar by a visiting professor at 1:30 tomorrow afternoon. Tell Jack not to be late.

Mary: I certainly will. By the way, where is the lecture to be given?

Carl: It will be given in the Lecture Hall.

Mary: I'll tell him as soon as he comes back. Anything else you want to tell Jack?

Carl: No, nothing else. Thanks a lot. Goodbye!

Mary: Goodbye!

14

以下面两句开头，将下面的短文改写成对话。词数：100~120。

Doctor: What's your name and address?

Richard: I'm Richard Foster and I'm staying at the Swan Hotel.

短文:

The doctor asked me my name and address. I told him I was Richard Foster and was staying just then at the Swan Hotel. I was a salesman and had arrived two days before. He asked me what the trouble was and I explained that I had had a bad headache that day. The medicine I had taken had made no difference. In reply to his question, I said that I seldom had headaches. He asked me whether I was used to that very hot sunshine. I told him that this was my first experi-

ence of the hot weather. When he wanted to know how long I would be staying there, I answered that I would be leaving for England the following week. He told me to spend the next day in a darkened room, to wear sunglasses when I went out and to take some medicine which his assistant would give me. These would relieve (减轻) the headache. If the headache continued, I was to get in touch with him again. I thanked him and said goodbye.

看图作文

第三章



(一) 指导语

做看图作文时，要仔细观察画面，把画中的事物、人物、时间、地点和背景看清楚；要抓住画中所表达的中心思想，并注意图中的细小部分；根据画面和所给词语的提示构思一个完整的故事。构思时，努力运用自己所学过的英语来思维，避免想表达的思想超出自己的英语水平。因看图作文一般是描述画面上所发生的事，常用现在时态表示。但是根据故事情节的需要，有时也要用过去时或将来时。

(二) 练习

15

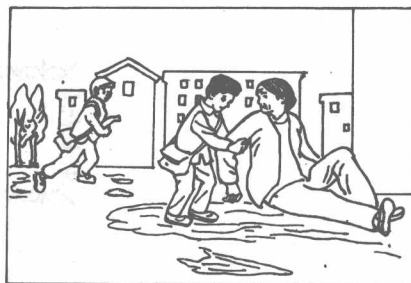
根据下图，用所给的单词和词组写出短文。要求意思完整、语法正确、表达清楚、书写整洁。全篇词数：100 左右。

- 1) John, Peter, Lisa
- 2) plant trees
- 3) do a good thing for sb.
- 4) along the road
- 5) make a hole with a spade (铁锹)
- 6) be happy and gay



根据下图用英语写出短文。要求意思完整、语法正确、表达清楚、书写整洁，并且自己拟一标题。所给的单词、词组供参考使用，不一定都用上。文章结尾可以自己发挥。全篇词数：120 左右。

- 1) wet
- 2) praise
- 3) slippery (adj. 滑)
- 4) fall down
- 5) grandmother
- 6) rise to one's feet
- 7) in front of
- 8) cross the road
- 9) on the way



根据下图用所给的单词和词组写出《乌鸦喝水》的故事。要求意思完整、语法正确、表达清楚、书写整洁。全篇词数：100 左右。

- 1) crow
- 2) bottleneck (n. 瓶颈)
- 3) beak (n. 鸟咀)
- 4) have an idea



根据下图，用英语写出《周总理和清洁工人》的故事。要求意思完整，表达清楚，结尾可以加一些议论。全篇词数：80~140。

- 1) Premier Zhou 周总理
- 2) street cleaner 清洁工人
- 3) the Great Hall of the People 人民大会堂
- 4) daybreak 黎明
- 5) after a night's work 一夜工作之后