

# 循序渐进写英文

Successful College Writer

● 程晓玲 王一普 / 主编



南开大学出版社

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## **Successful College Writer**

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## 前言

编写一本循序渐进引导学生系统地学好英语写作的教材是编者从教多年来的想法。在长期的英语语言教学科研中,我们发现英语写作课是听、说、读、写、译各项语言技能中最难教、最难学的课程之一。其根本原因,除了写作技能培养自身的特点和多重影响因素之外,更重要的是英语写作课的教学方法往往被认为是枯燥乏味、无法创新的难题。

不得不提到的是,许多学习外语的学生仅把此看成是一门单纯的沟通工具。其实,学会一门语言,能够领悟另一种思维方式,并能够比他人从更多的角度反思母语文化,对思维缜密有很大助益。因此,学习外文写作,绝不是以母语思维来翻译成外文。本书编写的主要目的是引导学生用英语的逻辑思维来进行英语写作。

国内大学英语写作教材往往有两大特点:第一是强调从词、句、段落、篇章的顺序学习写作;第二是单纯从英汉修辞对比角度整体地分析英汉写作的差异。同时,写作课是一门实践课程,如果没有足够的练习,尤其是课外习作,而只依赖每周一次仅一个半小时的课堂学习是远远不够的。然而,这又使教学方法落入了“学生写—老师批”的传统老路上。这些方法都各有利弊。

本书主编在大学担任英语写作课程教师近十年,在反复的教学和科研实践中感悟到写作应该是一个循序渐进、由整体到局部的思维和动手过程。英语写作由定题开始,就应该先着手文章的结构和衔接问题,进行积极的头脑风暴过程,然后再花大量的时间和精力在语言上。所以笔者强调由篇章和段落开始,然后再回归到词与句的写作步骤。汉语与英语写作之间的差异是两种不同文化习惯的碰撞。目前国内关于英汉写作修辞对比的教材很少,现有的也都没有遵循笔者主张的“循序渐进、由整体到局部”的习得过程,逻辑编排比较混乱。所以,笔者旨在编写一部新的英语写作教材,以英语写作中“英汉修辞差异”和“写作实例”为主要线索,贯穿写作中整体的结构衔接与细节的遣词造句各过程之中。强调英语写作过程中头脑风暴、组织、大纲、主题与回顾的重要性,引导学生从模仿范文写作到创作性写作,循序渐进地引导读者走入英语写作中。

本教材针对性强,深入浅出,注重技巧,突出过程,适合英语专业大学生和非英语专业研究生使用。现在将本教材的特点、编写思路和指导原则扼要陈述如下:

一、用汉语写作。这是本教材的独特之处。目前国内大量的英语写作教材是用英语写的,或者是英汉双语、以英语为主写的。这样的教材虽然可能便于编写者借鉴国外相关教材的内容,但并不适合中国学生的阅读和学习。以母语为主的教材编写能使学生感到更为亲切和方便,从而把更多的精力专注于提高写作能力本身。

二、循序渐进的教学原则。本教材包括三大部分:英语短文写作的基本技巧、中英修辞对比以及以读带写的短文写作,循序渐进引导学生走入从把握整体到关注细节,最后再回归到整体的学习过程中。每章均安排有“辅助性写作”(Supported Writing)与“自由写作”(Free Writing)两个部分。两者紧密衔接,相互呼应。前者帮助学生在赏析范本的基础上进行仿写

或者续写，后者鼓励学生开展自由创作，并鼓励学生在该过程中进行作品修改、同学评估及自我评估等多样化的写作活动。

三、亲自动手写的原则——针对每一种技巧设计丰富的练习题及答案，便于教师组织课堂教学，也有利于学生课外练习自学。书内附活页（worksheet），包括用于完成课内写作任务（比如段落与短文写作）的作文活页和用于完成同学、自我评估的活页表。完成后撕下上交，便于教师统一管理。同时，本书配有生动、活泼的画面，清晰明了，便于教师和学生使用。

在本书的编写过程中，我的研究生叶蕊、鲁丽娟、李佩琴和赵潇潇参与了部分资料和书稿校对工作。我特别感谢我的同事庞继贤教授、朱晔副教授，他们为本书的编著提供了很好的建议。

本书编者分别来自浙江大学、南开大学和浙江传媒学院。在编写过程中，我们参考了国内外大量的文献资料。在此，我们谨向这些文献资料的作者表示我们诚挚的谢意，并恳求包括这些作者在内的专家和读者给我们提出宝贵意见！

程晓玲  
于浙江大学紫金港校区  
2011 年春

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# 第一部分

## 英语短文写作的基本技巧

### **Basic Techniques for English Essay Writing**

- Unit 1 头脑风暴 Brainstorming
  - Unit 2 拟提纲 Outlining
  - Unit 3 主题及其贯穿 Paragraph Structure
  - Unit 4 论点一致 Paragraph Unity
  - Unit 5 连贯性 Paragraph Coherence
  - Unit 6 开头段和结尾段 Opening and closing paragraphs
  - Unit 7 整体回顾 Reviewing
- 写作技巧练习





## Unit 1 头脑风暴 Brainstorming

头脑风暴，顾名思义就是作者记录下头脑中出现的和这一主题相关的或者由此主题联想到的所有材料。作者根据题目要求进行完全的或者不完全的发散思维，充分搜集细节材料，并对其作初步的归纳。例如：

What do you need to survive on a deserted island for a week? You can bring no more than FIVE items.

Possible answers:

a gun

some bullets

some matches

a tent

a knife

drinkable water

a net

a mobile phone

a PC

a dog

a box of cookies

some battery

a torch

a camera

a pan

necessary medicines

my mom

...

由这个题目可以引发很多联想，在第一个环节中，作者可以尽情发挥想象力，把所有想到的事物都列举出来。由于根据要求最多只能选择五项，所以再进行下一步的筛选。

### 头脑风暴练习

在进行头脑风暴的时候，由于所给的题目类型不同，操作时也会有所差别。我们通常把头脑风暴区分为**完全发散**和**不完全发散**两种类型。面对描写性的题目，作者的思维可能更容易发散；面对议论性的题目或者要求明确表示态度的题目，作者可能一开始就会站住立场，再朝着一定的方向发散思维；还有些在所给的题目中暗示了方向，比如：Advantages and

disadvantages of the ATM; 而像 Learn how to learn 这种题目就属于完全发散的题目了。

## A. 完全发散

*Example 1* 描写类的例子：请描述一下你的外籍教师 Ariadne。

● 可能的发散结果有以下内容：

1. wears flattering clothes
2. eats ice cream and pineapples
3. always has a new joke to tell
4. short (five feet one)
5. wears glasses
6. likes Beijing opera
7. blonde (light)
8. blue eyes
9. can laugh at herself
10. likes to read Shakespeare
11. likes comedies
12. 30 years old
13. never criticizes us in class
14. likes plants
15. her mother died last week
16. looks intelligent and charming

● 列举之后对以上细节进行分类，归纳出几个主要方面，把和主线不相关的细节排除：

通过 3, 9, 11 可以总结出第一个方面：Ariadne has a good sense of humor;

通过 6, 10, 11, 14 可以总结出第二个方面：Ariadne has many hobbies;

通过 1, 4, 5, 7, 8, 12, 16 可以总结出第三个方面：Ariadne has adorable looks;

即：

- |                                       |   |                                    |
|---------------------------------------|---|------------------------------------|
| 1. Ariadne has a good sense of humor. | { | 3. always has a new joke to tell   |
|                                       |   | 9. can laugh at herself            |
|                                       |   | 11. likes comedies                 |
| 2. Ariadne has many hobbies.          | { | 6. likes Beijing opera             |
|                                       |   | 10. likes to read Shakespeare      |
|                                       |   | 11. likes comedies                 |
|                                       |   | 14. likes plants                   |
| 3. Ariadne has adorable looks.        | { | 1. wears flattering clothes        |
|                                       |   | 4. short (five feet one)           |
|                                       |   | 5. wears glasses                   |
|                                       |   | 7. blonde (light)                  |
|                                       |   | 8. blue eyes                       |
|                                       |   | 12. 30 years old                   |
|                                       |   | 16. looks intelligent and charming |

至于 2. eats ice cream and pineapples, 13. never criticizes us in class, 15. her mother died last week 分别体现了 Ariadne 的饮食偏好、对待学生的态度和家庭情况，而这三点与本篇文章的关系不大，可以略去不写。如果作者就某一点，比如对待学生的态度，补充更多的细节的话，也可以成为一个段落。那就要看作者的写作目的和篇幅限制了。

### ● Sample 1: My Teacher Adridne

Our English teacher Ariadne looks as striking as her name. She knows that the original Ariadne was a heroine in a Greek myth, and she carries herself like a heroine even though she's only five feet one. But her posture isn't the only thing that catches your eyes. Her skillful use of jewelry, scarves, and other accessories and the way she blends the colors and lines of her clothes make her stand out in any group of people. It doesn't matter that her clothes aren't always in the current fashion. They are right for her. Even glasses look good on her; they give her a look of intelligence and self-confidence. Up closer, you can see her vivid, deep blue eyes that contrast strikingly with her light blonde hair. The effect of all these features is to make her seem as ageless as the myth that gave her her name.

*Example 2* 议论文表达个人观点: My point of view on Dink family.

● 可能的发散结果有以下内容:

1. a modern way of life
2. the definition of Dink family
3. release a financial burden
4. popular among high income or well educated families
5. the pressure of raising a child
6. the lack of supporting from the last generation
7. enjoy more privacy
8. can be lonely in the old age
9. aging society
10. education is expensive
11. some couples suffer from acyesis
12. it is selfish to do so
13. a child increases family tie
14. child makes one's life complete
15. too much sacrifice for the couple's life

● 同样地，在列举之后进行分类，总结主要方面，排除次要因素:

通过 1, 2, 4 可以总结出第一个方面: a general idea about Dink family;

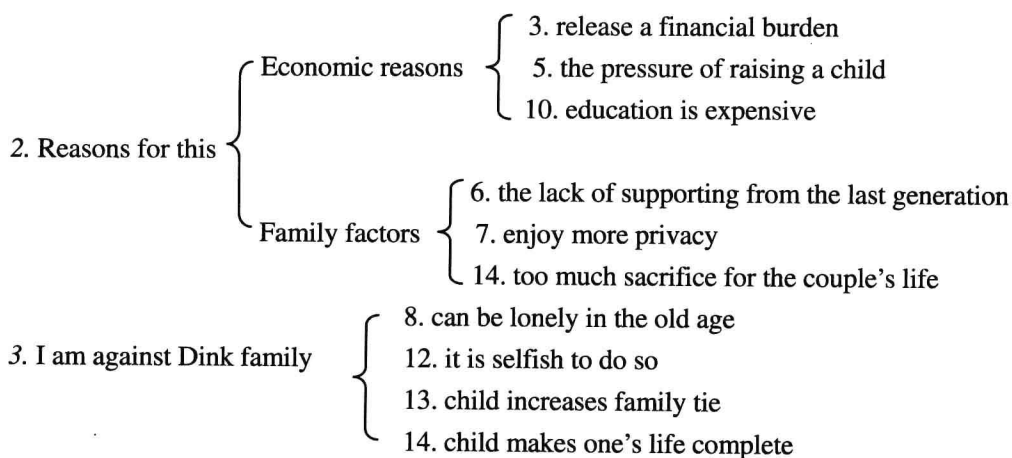
通过 3, 5, 6, 7, 10, 15 可以总结出第二个方面: the reasons for the phenomenon. 其中又可以分成两个层次: 3, 5 和 10 是从经济角度说的; 6, 7, 15 是从家庭生活方面说的;

通过 8, 12, 13, 14 可以总结出第三个方面: I am against Dink family.

9 和 11 与文章主题无关，被排除在外;

即:

- I. A general idea about Dink family
- 1. a modern way of life
  - 2. the definition of Dink family
  - 4. popular among high-income or well-educated families



*Example 3* 最后我们再来看一个详细的描写文的例子: My Strict Parents.

● 一位 90 后的留学生在确定题目后在纸上写下了以下的发散结果:

1. They insist that I use my silverware correctly.
2. Never speak with food in my mouth.
3. Address people politely.
4. Study from seven to nine on Sunday through Thursday nights.
5. They gave birth to my younger sister when I was five.
6. Follow a good study pattern.
7. Never study with the radio or television on.
8. Stand to give my seat to an older person.
9. Making a good impression on the others.
10. They love each other deeply.
11. I learned to be polite.
12. I am comfortable putting my hand out to shake hands to greet people.

● 列举之后对以上细节进行分类, 归纳出几个主要方面, 把和主线不相关的细节排除:

通过 1, 2, 9 可以总结出第一个方面: Cultivating good manners;

通过 4, 6, 7 可以总结出第二个方面: Enforcing good study habits;

通过 3, 8, 11, 12 可以总结出第三个方面: Being respectful;

即:

1. Cultivating good manners
  - 1. They insist that I use my silverware correctly.
  - 2. Never speak with food in my mouth.
  - 9. Making a good impression on the others.
2. Enforcing good habits
  - 4. Study on Sunday through Thursday nights.
  - 6. Follow a good study pattern.
  - 7. Never study with the radio or television on.
3. Being respectful
  - 3. Address people politely.
  - 8. Stand to give my seat to an older person.
  - 11. I learned to be polite.
  - 12. Shake hands to greet people.

*For example:*

目的: Write to your boss telling him or her that you are quitting the job

决定: will quit the job

原因: move to another city and find a good job there

not satisfied with the pay or working conditions

not feel comfortable working with my immediate manager or co-workers

need a more challenging or less challenging position

interested in another field

感谢: thank you for everything you have done (help, concern, instruction)

## 2. 导向性明确 (一部分议论文)

这类议论文在题目中暗示了发展的方向, 具有明确的导向性。在发散的时候要按照提示所指的方向进行。

*Example 1:*

Comparison: A Major Advantage of Advertising on Television

仔细审题之后, 发现题目中有两个关键词指明了选材的方向: **advantage** 说明要阐述的是电视广告的优势, 而非劣势; **comparison** 说明要通过和其他媒体进行比较来说明电视广告的优势。在这两个关键词的指引之下, 我们的发散方向就是突出电视媒体的优势, 强调其他形式的媒体在相应方面的不足。可以用以下的表格说明比较的过程:

	TV	Newspaper& magazines	Radio	Internet
advantages	the most popular medium; best remembered with sound, pictures and actions; can be seen all the time	cheap; covers certain group of people; long-lasting	cheap; reaches large population; compulsory	vivid; attractive; novel
disadvantages	expensive	easily overlooked; visual messages only	easily missed or forgotten; audio messages only	may not reach every family; expensive

所以我们可以总结出来:

A. TV is the most popular medium that reaches almost every family.

— Computers: expensive, not needed by every family.

— Newspapers and magazines: not subscribed by every family.

B. TV commercials are best remembered with sound, pictures and actions.

— Newspapers and magazines: words but no sound and actions.

— Radios: sound but no pictures and actions.

C. TV commercials are rarely missed.

— Arranged between hot shows.

— Appearing at best time of day.

— Seen at random.

对以上表格进一步分析可以发现，可以从多个角度对几种媒体的优缺点进行比较，比如可以分别比较优点或者缺点，当然也可以根据题目要求对特定的某些方面进行比较。所以用表格进行比较是有效、很方便的。

*Example 2:*

**The Positive and Negative Aspects of Exams**

审题之后很快明确要从两个方面进行论述，所以思路也要向这两个方向展开，最后表达自己的观点。

三个基本方向：

1. Exams do have their positive aspects.
2. They also have many negative effects.
3. I think that exams are more harmful than beneficial.

	Positive aspects	Negative aspects
exams	an effective and fair means for collection; make knowledge permanent; motive to drive students	great pressure on students; lead to corruption; may be misleading in learning; narrow students' minds
My view point	Exams do more harm than good to students' study.	

通过表格对考试模式的优缺点进行比较，从而逐步归纳出作者自己的结论。

## Unit 2 拟提纲 Outlining

在头脑风暴过后，写作的下一步就是要对搜索出来的材料进行分类和组织。上一单元我们讲到了如何对材料进行初步的归纳，在本单元中将进一步从形式和顺序两个方面说明如何组织文章结构。

### 把握全文结构——提纲（outline）

提纲直观地体现了一篇文章的结构，提纲和文章的关系可以比喻为骨架和身体的关系。其重要性在于可以清晰地看出文章结构的各部分是否合理，从而有效地避免头重脚轻等比例失调问题。在上一节的总结过程中，不论是括号还是列表，都是提纲的雏形。

提纲的写法比较多，从最简单的**标号式提纲**到形式和内容都比较完善的**标题—句子式提纲**都可以使用，只要能清楚地表达自己的思路就好。如果有**关键词**，最好体现在提纲中。

#### 1. 提纲的形式

**标号式提纲：**使用简单的标号就可以轻松地整理出文章的整体结构。

I.

A.

B.

1.

2.

II.

A.

1.

2.

B.

**标题式提纲：**进一步给标号附上标题，文章就有了清晰的思路和线索。

I. Physical description of the school

A. the building itself

1. run-down

a. exterior

b. interior

2. overcrowded

a. hallways

b. classrooms

B. facilities

1. terrible library
  - a. few books
  - b. useless computers
2. inadequate labs
  - a. chemistry lab
  - b. biology lab

## II. Courses I took

**句子式提纲：**中心思想的陈述和完整的句子提纲出现后，文章已经初具雏形。

### The Student Center

Thesis statement: eating in the student center is a pleasant experience.

#### I. Food is excellent.

- A. Foods are well-prepared and delicious.
- B. There are many different foods (hamburgers, tacos, pizza, and chicken).
- C. Students can select foods by themselves.

#### II. Environment is positive.

- A. Young people are talking happily.
- B. The calm atmosphere is good for study.

#### III. People are friendly.

- A. Strangers say “hi” and share tables.
- B. Conversations help to improve my English.

Conclusion: It is nice to go to the Student Center cafeteria once in a while to enjoy eating, studying, and talking with new people.

**标题—句子式提纲：**详略得当，可以帮助作者快速高效地理清思路 and 材料。

### The Benefits of TV

Thesis statement: TV is so related to our daily lives that we cannot even imagine the world without it. TV can give us benefits such as information, entertainment, and education.

#### I. One major benefit of TV is information.

- A. news
  - local, national, international
- B. living
  - weather, shopping, recreation

#### II. Another major benefit of TV is entertainment.

- A. various programs
  - movies, shows, comedies, music
- B. favorite programs
  - live sports relay, cartoons

#### III. Finally, TV benefits us because it provides education.

- A. correspondence classes
- B. child education
- C. adult education



In conclusion, TV is becoming more beneficial in our daily lives when it is used correctly.

## 2. 提纲的要求

Points that must be checked while going over the outline.

- Make sure every major heading or idea relates to your thesis.
- Make sure every major heading has adequate supporting details.
- Make sure every supporting detail relates to its major heading.
- Don't let any major point get buried as a supporting detail or any minor points get elevated as major headings.
- Don't allow any careless repetition of ideas anywhere.

提纲检查表:

- 你的提纲的各主要标题和你的主题相关吗?
- 你的提纲的各主要标题有充分的细节材料支撑吗?
- 你的细节材料和其支撑的各主要标题相关吗?
- 你的主要观点黯然失色了吗? 次要观点喧宾夺主了吗?
- 你的提纲里有没有一些重复啰嗦的观点?

## 3. 提纲与主题句

从上面的提纲中可以发现, 不管是全文还是各个自然段, 都会出现提纲挈领式的句子, 表达一个鲜明的观点或者陈述一个清晰的阶段。这样具有概括性的句子称为主题句 (topic sentence)。在思考的过程中, 可能先出现某个特别强烈的观点, 再去找材料来支持证明它 (很多表达观点的议论文是这样的); 也有可能先有各种材料, 再从中总结出来能概括这组材料特点的句子。不论是由材料归纳出观点还是找材料去支持观点, 在文章中都体现为二者的总一分关系。关于篇章主题将在下一单元中展开讲解。