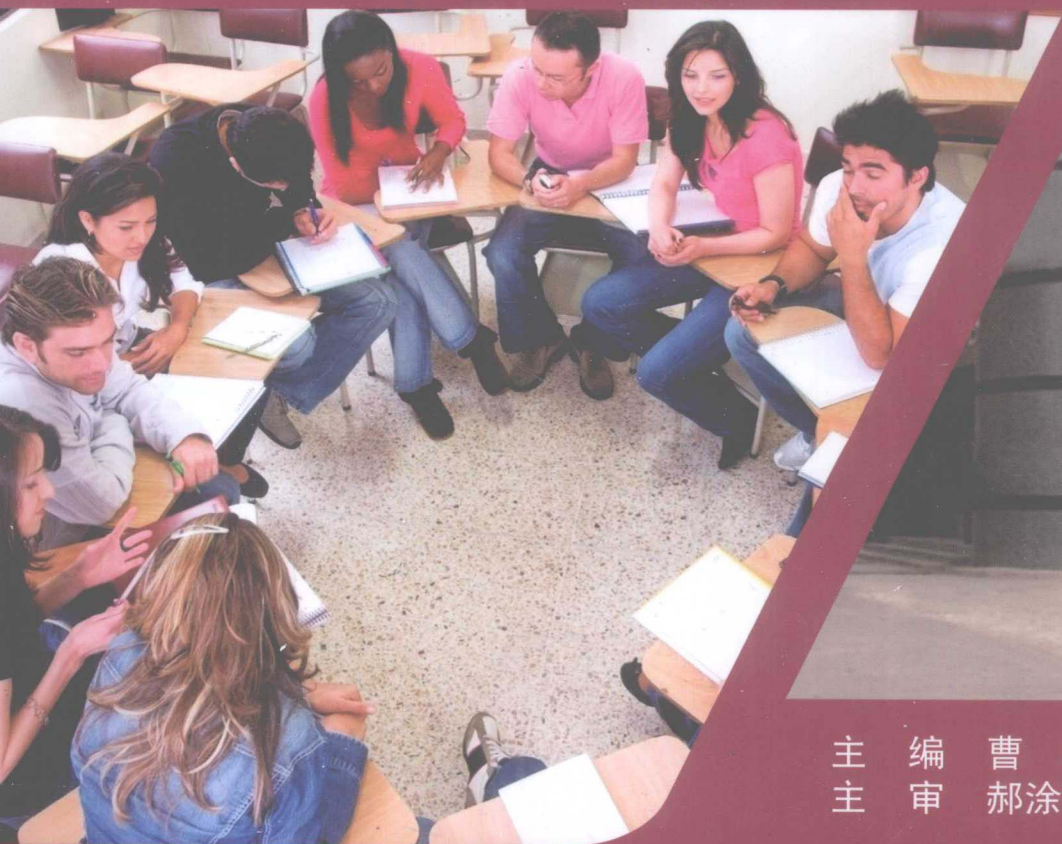


大学英语立体化系列规划教材

# 大学英语 过程写作教程



主 编 曹 军 杨 旗  
主 审 郝涂根

Process Writing Course  
for College English



北京师范大学出版集团  
BEIJING NORMAL UNIVERSITY PUBLISHING GROUP  
安徽大学出版社

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# 序 言

写作是语言交际过程中特别重要的交际手段之一,是人类文明得以传承的重要途径。写作能力直接影响一个人思维和情感呈现的维度,因此在语言教学实践中,对写作能力的培养也就成了特别重要的目标。在传统的英语写作教学中,教师和学生均将注意力放在写作结果上,忽视了写作过程的重要性。起源于美国的过程写作法在英国、澳大利亚等英语国家的写作课中受到相当程度的重视,近年来在中国的英语写作教学和实践当中也得到一定程度的应用,并取得了相当好的效果。

过程写作法关注学生的整个写作行为。本书的编写即以过程写作法为指导思想,把培养学生的思维能力和交际表达能力作为主要目标,注重在写作教学过程中结合学生实际,以培养学生分析话题的能力,启发学生思维,帮助学生拓宽思路,提高学生的语言组织能力和自我评价能力。本书的重点放在帮助学生理解和掌握写作过程、熟悉写作阶段上,同时培养学生鉴赏文章和修改文章的能力,构建有效的评改能力。通过逐层深入的写作模式探讨,从写前准备阶段入手,梳理英语写作相关的基础知识,确保学生对写作有清楚的认识。写作阶段注意训练学生的题材挖掘、谋篇布局、思维创意以及文章修改的技巧。修改阶段注重提高学生的鉴赏修改能力,以此提高学生对各种错误的认识和修改能力,从而达到自我修正的目的。本书提供了大量范文并进行细致分析,帮助学生认识写作的过程以及学习重点。写作过程不是一个简单的线性过程,而是循环往复、螺旋状提升的过程,需要经历长期训练后才能得到提高。这就要求我们在教学过程中需要师生互动,及时反馈,多

样评改,全面提高学生在写作过程中的参与程度。

本书由黄山学院、安庆师范学院、合肥师范学院、合肥工业大学、安徽建筑工业学院、宿州学院、巢湖学院等多所高校的英语骨干教师共同合作编写。合肥师范学院的曹军同志和黄山学院的杨旗同志负责对全书进行统筹校订。本书在编写过程中得到安庆师范学院郝涂根同志的悉心指导,特此致谢。本书在编写过程中参考了许多国内外相关资料,在此一并致谢。

由于时间和水平限制,本书体例和内容方面的讹误恐在所难免,希望各位专家和使用本书的同学能够不吝指正,一定于再版时改正!

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# 第一章 句子的写作

句子是能够表达完整意义的最小的语言单位。句子的写作是段落和篇章写作的基础,因为任何文章都是由若干句子组成的,句子写作的好坏会直接影响到段落与篇章的质量。因此,我们讨论英文写作时,首先可以从句子的写作入手。

## 1.1 句子的类型

句子类型的划分存在不同的标准,一般说来有以下几种划分方法。

### 1. 按说话者的用意划分

按照说话者的用意,句子可划分为陈述句(declarative sentence)、疑问句(interrogative sentence)、祈使句(imperative sentence)和感叹句(exclamatory sentence)四种类型。

(1) 陈述句用来叙述事实或表达看法。

例:In my opinion, university campus should be open to public.

(2) 疑问句用来进行提问。

例:Do you want to go to the school?

(3) 祈使句用来表示命令、要求或建议等。

例:Let's go.

(4) 感叹句用来表达惊讶、喜悦等情感。

例:What a wonderful day!

### 2. 按结构划分

按结构划分,句子可分为简单句(simple sentence)、并列句(compound sentence)、复合句(complex sentence)和并列复合句(compound-complex sentence)。

(1) 一个句子,无论长短,如果只包含一个主语(subject)和一个谓语动词(predicate-verb),其他的部分是修饰成分,如定语(attribute)或状语(adverbial),则这个句子就是简单句。

例:Time is money.

The little boy slowly went across the crowded street at night.

(2) 并列句由两个或两个以上的简单句用并列连词连接而成,意义上相互并列,而非从属。常见的并列连词有 and, but, or 等。



例:Hurry up, or you'll be late.

The small village is not prosperous but the people living there like it.

有时没有并列连词,而是用分号来隔开。

例:I will not lend you any money; I don't have much.

有时除了分号以外,还需要有一些连接副词,如 however, therefore, thus, besides 等。

例:I planned to go shopping today; however, the bad weather is troublesome.

(3) 复合句由主句(main clause)和从句(subordinate clause)借助表明主从句关系的连接词(connective word)组成。从句充当的可以是主语、宾语、表语、定语、状语、同位语等。

例:What you said is absolutely right. (主语从句)

He said he would come back before 9 p. m. (宾语从句)

The reason is that we missed the train. (表语从句)

The man who is speaking is my brother. (定语从句)

It is about ten years since I met you last time. (状语从句)

News came that she had been dead because of cancer. (同位语从句)

(4) 并列复合句是由两个或多个简单句和一个或多个从句并列构成的。

例:When we entered the room, father was reading a novel, and mother was watching TV.

### 3. 按修辞划分

(1) 就修辞角度而言,句子可分为圆周句(periodic sentence)和松散句(loose sentence)。圆周句是指把中心意思放在句子末尾的一种句子。次要部分或修饰部分先出现,主要意思在句子末尾,只有读完整句才能完全明白整句的含义。

例:Yesterday while we were talking about him, he appeared.

在这个句子中,作者主要想表达的意思是 he appeared,之前的状语只起到一个先抑后扬的作用,目的就是要引出 he appeared 这个中心意思。相比松散句而言,圆周句的强调效果更为突出。

(2) 松散句与圆周句正好相反,通常是指中心意思出现在句首、修饰语出现在句尾的一种句子。其特点是简单、自然、直接。这样的句式有利于描述事物,可使读者一目了然。

例:We can't go there with you because we have to attend the meeting.

### 4. 按长、短划分

根据长、短不同,句子可分为长句(long sentence)和短句(short sentence)。长句一般用于对复杂信息的描述或对细节的描写。短句一般字数很少,多为简单句,简短有力,节奏感强。

例 1: Scientists at an English university have grown a miniature artificial human liver in a major medical breakthrough. It is hoped mini-livers could be used to test drugs, reducing the need for animal experiments, help repair damaged livers and eventually produce entire organs for lifesaving transplants, the Daily Mail newspaper reported.

这是一段新闻报道。新闻报道中对一个新闻事件的扼要阐述往往会使用长句,使有限的篇幅能容纳大量的信息。

例 2: The evolution of symbolism was once thought to have been as rapid as “flicking on a light switch”, as archaeologist Clive Gamble of the Royal Holloway, University of London, put it some years ago. But given new evidence that symbolic behavior appears long before cave paintings, Gamble now says that his much cited comment needs to be modified: “It’s a dimmer switch now, a stuttering candle.”

上文出自理论性较强的文章,为了深刻地描述事物,需要使用融合了修饰语的长句。

例 3: No! You can’t, you mustn’t do this, it’s raining, you can’t put her there where the rain will fall on her. She feels the cold so, she mustn’t be left in the cold rain. I can’t watch, I can’t bear it, I won’t believe she’s gone. She loves me, she is my friend, my only true friend. Melly loves me, she wouldn’t leave me now just when I need her most. (*Scarlett* by Alexandra Ripley)

这一段是对 *Scarlett* 的心理活动的描写,短句有力的节奏生动地刻画出 *Scarlett* 内心的激动与挣扎,以及对 *Melly* 逝去的不舍而又无力改变的心情。如果换成长句表现,则达不到这样的效果。

## 1.2 简单句的写作技巧

无论句子是长是短,是并列句还是复合句,都是由简单句组成,所以我们要掌握好简单句的写作方法和技巧。简单句共有五种基本句型:

(1) 主语 + 谓语,简称主谓结构,谓语一般都是不及物动词。

例: He is smiling.

Did you go by car?

(2) 主语 + 系动词 + 表语,简称主系表结构。

例: Mr. Smith is a teacher.

She became a lawyer.

(3) 主语 + 谓语 + 宾语,简称主谓宾结构,它的谓语一般是及物动词。

例: They never play basketball.

He is doing his homework.

(4) 主语 + 谓语 + 直接宾语 + 间接宾语,简称主谓双宾结构,谓语应是可接续双宾语的及物动词,两个宾语一个是直接宾语,一个是间接宾语。

例:He gave the pen to his brother.

I lend her 5 pence.

(5) 主语 + 谓语 + 宾语 + 宾补, 简称主谓宾补结构, 其中补语是宾语补语, 与宾语一起构成复合宾语。

例:I found the boy funny.

He'll let me read.

有时, 两个或两个以上的并列主语拥有一个共同的谓语, 或者句子包含并列的两个主语和两个谓语, 这样的句子仍然是简单句。

例:She and I often study together and help each other.

再长的简单句, 都是建立在基本句型的基础之上的, 不过是增加了定语或状语等修饰成分。常见方法如下:

(1) 增加形容词或副词: 形容词一般修饰充当主语或宾语的名词或代词, 副词一般修饰谓语动词。

例:The girl came. (1)

The pretty girl came quietly. (2)

句(1)是简单句, 是主语 + 谓语(不及物动词充当)的基本句型, 已经表达了完整的意义。但是为了更准确生动地表达原句, 可以加上一些修饰语。句(2)较句(1)在表达上就更为具体。形容词 pretty 修饰主语 girl, 副词 quietly 修饰谓语 came。

(2) 增加介词短语: 介词短语一般充当句子的定语和状语, 可以表示方式、时间、地点、特征等。

例:The pretty girl came by bus. (3)

The pretty girl in red came at 9 a. m. (4)

句(3)中, 通过增加 by bus 使谓语动词实现的方式更为具体化。句(4)中, in red 能表明主语的某一特征, at 9 a. m. 则是对时间的具体化。

(3) 增加分词短语: 分词短语包括现在分词短语和过去分词短语, 在句中可以充当定语或状语。

例:Climbing to the top of the mountain, we saw a beautiful sight.

Frightened by his words, they couldn't say a word.

(4) 增加不定式结构: 不定式结构可充当定语或状语, 可以表示目的、结果等, 使句子表达更明确。

例:I haven't enough time to finish my homework.

Do you have anything to declare?

### 1.3 句子结构的多样性

英语写作时要注意安排句子与句子之间的衔接, 做到长句与短句相结合, 简单句、并列句和复合句相结合。句子的结构有变化, 整篇文章才会生动鲜活, 富于灵气。

例如:

Mr. Smith is my favorite teacher. I have never been late for his lecture. (1)

Mr. Smith is my favorite teacher, so I have never been late for his lecture. (2)

句(1)由两个简单句组成,有各自的主语和谓语,但从意义上看两句是有关联性的,所以在英语重形合的原则下,句(2)则显得更为得当与贴切。

再看下面一组句子:

Tom is my friend. (1)

He is my best friend. (2)

He will graduate from high school in 6 months. (3)

这三句都是简单句,从语法的角度看,三句均无错误。但是在英语写作中,句子写作的最终目的是构成段落,形成语篇,所以句与句之间的关系在结构关联上就显得尤其重要。根据所强调的句子的不同,可以将这三句改成下句:Tom, my best friend, will graduate from high school in 6 months. 这样句(3)要表达的意思得到重点强调。此句也可以改为:Tom, who will graduate from high school in 6 months, is my best friend. 这样句(2)的意义表达得到强调,句子的衔接也更为紧密,语言也更为精炼。所以我们可以根据所要强调部分的不同来安排组织句子结构,使语言更好地服务于思想的表达。

#### 1.4 巧用修辞手法

在句子的写作中,修辞手法的合理运用可以使句子表达更加形象生动,富有感染力,增强读者阅读的兴趣。英语中的修辞手法非常丰富,现介绍几种比较常用的。

##### 1. 明喻(simile)

明喻是指将具有某种共同特征的两种不同的人或事物连接起来的一种修辞手法。其中,本体、喻体、比喻词都要出现。常用的比喻词有 as, like, seem, as if, as though 等。表达方式为:A 像 B。

例:Army and people are as inseparable as fish and water.

The boy listened as if he had been turned to stone.

##### 2. 暗喻(metaphor)

暗喻又称隐喻,是一种含蓄的比喻,本体和喻体同时出现,没有比喻词。表达方式为:A 是 B。

例:Huangshan is the calling card of China.

Beijing is the heart of our country.

##### 3. 拟人(personification)

拟人是指把物拟作人,把原本用于修饰人的词语用来修饰物。

例:The leaves nodded in the breeze.

There in the garden stands a tree about forty feet high.

#### 4. 夸张(hyperbole)

夸张是为了增强效果、抒发感情,在事实的基础上做出放大或缩小某一特征的艺术手法。

例:A drop of ink may make a million think.

Oceans of people are rushing into the theatre.

此外,在英语句子的写作中,词语的选用也很重要,因为词语本身有正式与非正式之分。如果是学术论文、法律条文、政治文件、正式信函等,一般采用的是正式的词语。比如:

On behalf of Huangshan College, it is my great pleasure to extend this invitation to our upcoming meeting on October 10th in Huangshan City.

而大学英语作文的主题大多与我们日常生活密切相关,所以在词汇方面应多选用通俗易懂的常用词。比如:

Here's a chance for you to meet them. The reunion is on next Sunday, at 10 a. m. Be sure to come on time and we'll stay for a whole day. We're looking forward to seeing you!

如果在同一篇作文中,在多处需要表达相同的意思,应尽量使用同义词或者代词来代替,而非反复使用相同的词。比如:

Some people prefer to stick to one occupation as their lifelong career. These people are of the opinion that one can never do his work well unless he is devoted to only one job in his lifetime. So if one changes his job frequently, he will not get the necessary experience needed in his work.

### 1.5 常见的句子结构错误

#### 1.5.1 残缺句(fragmentary sentence)

残缺句是相对于完整句而言的,是指缺少句子的主要成分(主语或谓语)的不完整的句子,或者把从句或词组当成一个完整的句子。主要有以下几种情况:

##### 1. 缺少主语、谓语或其他主要成分

例 1: Since my car was repaired and has been behaving well.

在上句中, since 引导一个从属部分,缺少主句中的主语部分,可以改为: Since my car was repaired, it has been behaving well. 或 My car was repaired and it has been behaving well.

例 2: The person who is near the window.

这句话只有一个主语和修饰主语的定语从句,从句是完整的,可是主句没有谓语部分,可以改为: The person who is near the window is my best friend.

例3: We should read books may be useful to us.

上句中,定语从句缺少关系代词,所以可改为: We should read books which may be useful to us.

## 2. 只有从句,没有主句

例1: Because he said he would come back the next morning.

上句是由 because 引导的原因状语从句,没有主句,可改为: Because he said he would come back the next morning, we should visit him that afternoon.

例2: Although we were tired.

此句是 although 引导的让步状语从句,同样也没有主句部分,可改为: Although we were tired, we went on with the job.

## 3. 主从复合句之间,由于标点使用不当,使从属部分成为残缺句

例1: They entered the room. Smiling.

此句中,分词 smiling 作伴随状语,可是中间的句号使它与主语断开了,成了残缺句,所以可改为: They entered the room, smiling.

例2: We must stop talking now. As I have rather a lot of work to do.

as 引导的原因状语从句与主语之间被句号切断了,成了一个残缺的句子,可改为: We must stop talking now, as I have rather a lot of work to do.

### 1.5.2 误置修饰语 (misplaced modifier)

句子须包含主语和谓语才是完整的,而修饰语能使句子的表达更生动。如果修饰语没有明确地指向它所修饰的对象,就会出现修饰语误置现象,从而产生对句子的曲解。一般来说,无论是哪种类型的修饰语,都应尽量放在离被修饰成分最近的地方。

例: Every 50 minutes he asked me to ring the bell.

句中的 every 50 minutes 是表示时间的修饰语,从原句看,离谓语 ask 较近,意为“他每隔 50 分钟要求我按一次铃”。可是按常理,应该是“他要求我每隔 50 分钟按一次铃”,Every 50 minutes 应该放在离 ring 较近的地方。所以原句应该改为: He asked me to ring the bell every 50 minutes.

例2: The writer almost finished 20 novels in a year.

almost 修饰 finish 是指差不多完成,但还没有完成。如果要表达作家完成差不多 20 本小说,almost 应该放在 20 novels 之前。像这样类似的词还有: only, hardly, nearly, scarcely, just, even 等。

例3: I put the book in my bag that I borrowed from her.

句中的定语从句离 bag 最近,意为“我把书放进了我从她那借的书包里”。而原句如果是想表达“我把从她那借的书放进了我的书包里”,定语从句就应该放在 book

之后,否则就是误置了修饰语。

### 1.5.3 悬垂修饰语 (dangling modifier)

修饰语的逻辑主语与所修饰的主句的主语不一致时,被称为悬垂修饰语。这种修饰语与主句无依附关系,处于悬垂状态,在正式的英文写作中应该尽量避免出现。

例 1: Looking out of the windows, several students are talking in the garden.

分词动作的逻辑主语并不是 students。全句可改为: Looking out of the windows, I can see several students talking in the garden.

例 2: To win the game, more efforts are made.

不定式的逻辑主语不是 effort。全句可改为: To win the game, we should make more efforts.

例 3: From reading the newspaper, 30 people were injured in the traffic accident.

介词短语的逻辑主语很显然不是 30 people。全句可改为 From reading the newspaper, we got to know that 30 people were injured in the traffic accident.

例 4: While walking across the street, traffic rules must be obeyed.

省略从句省略了主语,而此动作的主语并非主句的主语。全句可改为: While we are walking across the street, the traffic rules must be obeyed. 或 While walking across the street, we must obey the traffic rules.

但是有些悬垂修饰语已经成为固定的用法,作为插入语使用,也是正确的。例如:

Generally speaking, what he said is reasonable.

To be frank, I don't think the problem can be solved successfully.

Given his inexperience, he has done a good job.

Judging from his appearance, he was confident of passing the exam.

### 练习一

1. 判断下列句子的类型是简单句、并列句还是复合句。

(1) More people in the Third World live in the countryside.

(2) He made more efforts to improve his spoken English.

(3) What is at the top of your care now is not likely to be at the top of your joy in future.

(4) Mary broke a cardinal rule of table manners and talked with food in her mouth.

(5) Once his mind was made up, he would never give up.

(6) He that would eat the fruit must climb the tree.

(7) The Stock Exchange exists to provide a channel through which the savings can

reach those who need financial help.

- (8) Each person has his own personal problem and money is an object for the majority of the people.

2. 将下列句子连接成并列句。

- (1) Her father's name is Smith. Her mother's name is Mary.
- (2) Jim likes reading novels. His sister likes reading novels.
- (3) It was raining. We remained indoors.
- (4) Hurry up. You will be late for the meeting.
- (5) Our director is a kind man. Everybody likes him.
- (6) His leg was injured. He won the race.
- (7) He spoke more correctly. He spoke more easily.
- (8) We must start early. It will take two hours to drive to the airport.

3. 用括号中的从属连词或关系代词来连接句子。

- (1) I want to borrow the book. You bought the book yesterday. (which)
- (2) He worked overtime. He got overpaid. (because)
- (3) You've tried your best. Don't care too much about the result. (as long as)
- (4) He failed to pass the examination. That made him depressed. (which)
- (5) Both of them liked the pianist. The pianist was in the concert they attended last night. (who)
- (6) He is thin. He is healthy. (although)

4. 将下列句子改成末尾着重的句子(圆周句)。

- (1) The phone rang while they were watching TV.
- (2) She bought a dictionary in order to study English well.
- (3) We have been late for the class according to my watch.
- (4) Shanghai is one of the global financial centers.
- (5) People were not very happy on May12, because the federal taxes were due.
- (6) I won't interrupt you, since you are so busy.
- (7) Professor Wang is the most respectable teacher for many students.
- (8) I will tell her the news as soon as she comes back.

5. 将下列短句改成长句,不要改变原句的意思。

- (1) He rose.  
He opened the window.  
He looked out.  
That was a peaceful world.
- (2) Teachers are increasing rapidly in number.  
Teachers are not increasing in remote areas of China.



Teachers are needed in these areas.

- (3) Her homework was finished.

Her housework was done.

Mary decided to go and see the movie.

- (4) Tim came here at Hyde.

Tim insulted everybody.

Tim cursed everybody.

6. 指出下列句中所含的修辞方法。

- (1) The little boy ran as quick as a rabbit.

- (2) When I am standing outside in the winter, my teeth keep on protesting how it's so cold.

- (3) It takes me a million years to find a friend like you.

- (4) The orange was so sour that my mouth didn't like it.

- (5) The world is a stage on which men and women are the actors and actresses.

- (6) Silence is golden.

- (7) My headache is killing me.

- (8) Love is like a red rose.

7. 改正下列成分残缺的句子。

- (1) Many things are important in my life. Such as love, friendship and job.

- (2) I've never seen the woman. Much less have I spoken to her.

- (3) Because I was short of money then.

- (4) The book is about a poor little boy lived in Africa.

- (5) The girl who is good at singing.

- (6) Three of us attended the meeting. Including Tom, Lily, and I.

- (7) He asked me inside and sat down beside him. Patting the cushion next to him.

- (8) The person came to see me yesterday is an old friend of mine.

8. 找出下句中误置的修饰语,然后改写句子,使修饰语的指向更准确,原句意思更清楚。

- (1) We saw many mountains driving on the superhighway.

- (2) The teacher pointed the mistake out to the boy with a marker.

- (3) He killed the pest with a flyswatter.

- (4) I bought a novel from the bookstore which is my favorite.

- (5) The young parents decided to send their son abroad at the moment he was born.

- (6) The event shows that two sides need cooperation obviously.

- (7) The mother prepared the dinner for her children ranging from broth to roasted fish.