

研究生英语写作

English Writing for Graduates

主编 金敬红



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东北大学研究生院教材科研立项项目

研究生英语写作

English Writing for Graduates

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·北京·

内 容 简 介

本书在梳理学生以往学习到的英语知识的基础上,强调正确句子写作的重要性和写作时文章结构的重要性;同时突出实用性,尽可能地与学生将来工作中的需求相结合。全书共7章,分别为写作中的语法错误分析、句子错误分析、有效句子的写作、英文标点及大小写规则、段落的写作、英文 Essay 写作、英文简历和论文文摘的写作。学生通过学习此书,可初步掌握英文写作的技巧,为今后的学习和工作打下良好的英文写作基础。

本书可作为各类非英语专业硕士生、博士生的英语写作教材,也可供英语教师、英语专业本科生学习参考。

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前 言

本书为东北大学研究生院教材科研立项项目成果。

随着本科生英语教学改革的不断深入和发展,研究生英语教学的重点应转向培养学生的应用能力,而写作能力的培养是其中的一个重要环节。在东北大学研究生院和外国语学院共同努力下,东北大学对硕士生英语教学进行了较大幅度的调整,在教学中重视学生写作能力的培养。

本书编写过程中借鉴了国外写作教材的研究和出版成果,将它们吸收并溶入到本书之中;同时编写教师都具有丰富的写作教学的经验,保证了该书的科学性和实用性。

本书的主要内容有:写作中的语法错误分析、句子错误分析、有效句子的写作、英文标点及大小写规则、段落的写作、英文 Essay 写作,以及英文简历和论文文摘的写作等 7 部分。

本书具有以下特点:

(1) 编者在多年研究生英语写作教学实践中发现,中国学生在写英语文章时的最大弱点是语言错误偏多。在参考国外先进的研究成果,特别是错误分析和文体学等方面的研究成果的基础上,本书将学生在写作中常犯的 22 类错误总结出来,并且放在了教材的第一、二部分。旨在强调:如果学生在写作时总是犯错误的话,将严重影响写作的质量。本书还列出批改作业时针对这些错误使用的符号,便于教师批改作业,同时使学生在熟悉这些符号后,在教师批改作业的基础上,避免犯“类型”错误。

(2) 本书强调写作中结构的重要性。硕士生主要是以写说明文为主,而说明文的一个特点就是注重文章的结构,为此段落的写作和英文 Essay 写作部分所选取的范文结构性都非常强。学生通过英文 Essay 写作部分 Argumentation 的学习,可为今后英语论文写作打下良好的基础。

(3) 本书的语法错误分析、句子错误分析和有效句子的写作等部分主要选取了计算机和因特网方面的例句,而且绝大多数例句源于 2000 年以后的英文原文材料,避免了由于例句陈旧学生容易失去兴趣的可能性。

东北大学研究生院前瞻性地为《研究生英语写作》进行了立项,才使本书得以出版发行。在此对东北大学研究生院表示感谢!

由于我们的水平有限,书中一定存在许多遗憾和不足,殷望广大同仁和同学不吝赐教,提出宝贵意见。

编 者

A checklist for common errors and proofreading abbreviations

Abbreviation	Meaning	Examples
S-V	Subject/verb agreement problem	<p>Wrong: The teacher as well as the students <u>welcome</u> this change.</p> <p>Right: The teacher as well as the students <u>welcomes</u> this change.</p> <p>Wrong: I have a friend who <u>have</u> recently been admitted to a graduate school.</p> <p>Right: I have a friend who <u>has</u> recently been admitted to a graduate school.</p> <p>Wrong: <u>The student</u>, <u>he</u> received a letter yesterday.</p> <p>Right: <u>The student</u> received a letter yesterday.</p>
Pron	Pronoun form and agreement problem	<p>Wrong: We have no time to relax <u>oursel</u>.</p> <p>Right: We have no time to relax <u>ourselves</u>.</p> <p>Wrong: The student lost <u>their</u> book.</p> <p>Right: The student lost <u>his/her</u> book.</p>
V-T	Verb tense problem	<p>Wrong: He <u>comes</u> into the room, and said "hello" to everyone.</p> <p>Right: He <u>came</u> into the room, and said "hello" to everyone.</p> <p>Wrong: Recently English learning <u>becomes</u> more important.</p> <p>Right: Recently English learning <u>has become</u> more important.</p>
V-F	Verb form problem	<p>Wrong: The child <u>fal</u>ed ill yesterday.</p> <p>Right: The child <u>fell</u> ill yesterday.</p> <p>Wrong: I <u>fe</u>ed that my English was not enough.</p> <p>Right: I <u>felt</u> that my English was not enough.</p>
Verbal	Verbal problem	<p>Wrong: The mother was <u>exciting</u> when hearing the news of her son.</p> <p>Right: The mother was <u>excited</u> when hearing the news of her son.</p> <p>Wrong: I know little about the customs of English <u>spoken</u> countries.</p> <p>Right: I know little about the customs of English <u>speaking</u> countries.</p>

(续)

Abbreviation	Meaning	Examples
Voice	Voice problem	<p>Wrong: The book <u>published</u> in 1998.</p> <p>Right: The book was <u>published</u> in 1998.</p> <p>Wrong: From what <u>has discussed</u> above, we may safely draw a conclusion.</p> <p>Right: From what <u>has been discussed</u> above, we may safely draw a conclusion.</p>
W-F	Word form problem	<p>Wrong: Pat dances quite <u>graceful</u>.</p> <p>Right: Pat dances quite <u>gracefully</u>.</p> <p>Wrong: The <u>arranging</u> of chairs permits maximum seating.</p> <p>Right: The <u>arrangement</u> of chairs permits maximum seating.</p> <p>Wrong: A late paper is <u>more better</u> than none at all.</p> <p>Right: A late paper is <u>better</u> than none at all.</p>
W-Ch	Word choice problem	<p>Wrong: <u>The amount of students</u> in this program is increasing.</p> <p>Right: <u>The number</u> of students in this program is increasing.</p> <p>Wrong: The level of Chinese education is <u>developing</u>.</p> <p>Right: The level of Chinese education is <u>increasing</u>.</p>
Art	Wrong usage of articles	<p>Wrong: <u>A</u> enterprise produces a kind of product.</p> <p>Right: <u>An</u> enterprise produces a kind of product.</p> <p>Wrong: I found that our ability to speak English is very important, especially when we visit <u>an</u> foreign country.</p> <p>Right: I found that our ability to speak English is very important, especially when we visit <u>a</u> foreign country.</p>
-s	Problem with the plural form of a noun	<p>Wrong: He wonders how these <u>teacher</u> think of him.</p> <p>Right: He wonders how these <u>teachers</u> think of him.</p> <p>Wrong: <u>Computer</u>, as a new instrument for education, can help Chinese <u>student</u> learn knowledge fast.</p> <p>Right: <u>Computers</u>, as a new instrument for education, can help Chinese <u>students</u> learn knowledge fast.</p>
W-O	Word order problem	<p>Wrong: They don't know clearly <u>what are their needs</u>.</p> <p>Right: They don't know clearly <u>what their needs are</u>.</p> <p>Wrong: <u>Only with their help</u>, we <u>can</u> prevent the situation from worsening.</p> <p>Right: <u>Only with their help</u>, <u>can we</u> prevent the situation from worsening.</p>

(续)

Abbreviation	Meaning	Examples
W-A	Wrong attributive clause	<p>Wrong: Everyone is busy, <u>which requires us to express ourselves effectively</u>.</p> <p>Right: Everyone is so busy that we have to learn how to express ourselves effectively.</p> <p>Wrong: In the institute, there are many experienced researchers, <u>which is the advantage to finish a large project</u>.</p> <p>Right: The institute has an advantage that there are many experienced researchers, who make it possible to finish a large project.</p>
W-Sc	Wrong subordinate clause	<p>Wrong: I will work hard <u>after get my degree</u>.</p> <p>Right: I will work hard <u>after I get my degree</u>.</p> <p>Right: I will work hard <u>after getting my degree</u>.</p> <p>Wrong: We can make our choice <u>that gets a degree in a research institute or in a university</u> based on our ability and interest.</p> <p>Right: We can make our choice <u>whether we will get a degree in a research institute or in a university</u> based on our ability and interest.</p>
	Parallel form problem	<p>Wrong: We should be clear <u>what we will do, how to do it, and how we can gain the expected result</u>.</p> <p>Right: We should be clear <u>what we will do, how we will do it, and how we can gain the expected result</u>.</p> <p>Right: We should be clear <u>what to do, how to do it, and how to gain the expected result</u>.</p> <p>Wrong: Teachers in a research institute have fewer students <u>than in a university</u>.</p> <p>Right: Teachers in a research institute have fewer students than <u>those in a university</u>.</p>
Frag	Sentence fragment	<p>Wrong: We have to study further. <u>For we must follow the most recent development of the subject that we focus on</u>.</p> <p>Right: We have to study further, for we must follow the most recent development of the subject that we focus on.</p> <p>Wrong: <u>Those people who are opposed to the above-mentioned opinion</u>. They think that this method will lead to nowhere.</p> <p>Right: Those people who are opposed to the above-mentioned opinion think that this method will lead to nowhere.</p>

(续)

Abbreviation	Meaning	Examples
C-S	Comma splice	<p>Wrong: The wind intensified, it turned toward land.</p> <p>Right: The wind intensified, and it turned toward land.</p> <p>Right: The wind intensified. It turned toward land.</p> <p>Right: The wind intensified; it turned toward land.</p> <p>Right: The wind that intensified turned toward land.</p>
R-O	Run-on sentence	<p>Wrong: The wind intensified it turned toward land.</p> <p>Right: The wind intensified, and it turned toward land.</p> <p>Right: The wind intensified. It turned toward land.</p> <p>Right: The wind intensified; it turned toward land.</p> <p>Right: The wind that intensified turned toward land.</p>
Dgl	Dangling modifier	<p>Wrong: Working harder than ever, this job still proved to be too much for him to handle.</p> <p>Right: Working harder than ever, he still found this job too much for him to handle.</p> <p>Right: Although he worked harder than ever, this job still proved to be too much for him to handle.</p> <p>Wrong: Having no job experience, the boss did not hire my friend.</p> <p>Right: Having no job experience, my friend did not get the job.</p> <p>Right: Because my friend did not have any job experience, the boss did not hire my friend.</p>
Fused	Fused sentence /Mixed construction	<p>Wrong: There are many people believe that English is very important.</p> <p>Right: Many people believe that English is very important.</p> <p>Wrong: The ability to communicate, cooperate, and compete can not be learned in the book can be formed in the future.</p> <p>Right: The ability to communicate, cooperate, and compete can not be learned in the book, but can be formed in the future.</p>
Punt	Punctuation problem	<p>Wrong: He made a proposal but, the committee did not accept it.</p> <p>Right: He made a proposal , but the committee did not accept it.</p>
Capt	Capitalization problem	<p>Wrong: We spent the Fall in Southern spain.</p> <p>Right: We spent the fall in Southern Spain.</p>
Exp	Expression problem	<p>Wrong: I am a doctoral student now, but my English ability is still bad.</p> <p>Right: I am a doctoral student now, but my English level is still very low.</p> <p>Wrong: We can express rightly ourselves opinions and understand others.</p> <p>Right: We can express ourselves and understand others.</p>

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Chapter 1 Grammar error analysis

1.1 Subject/verb agreement problem

1.1.1 Five kinds of subject

In English, there are five kinds of subjects:

Computer viruses annoy people. (a noun, or a noun phrase)

They can be killed by anti-virus software. (a pronoun)

To kill computer viruses requires anti-virus software. (an infinitive phrase)

Killing computer viruses requires anti-virus software. (a participle phrase)

What we need to kill computer viruses is anti-virus software. (a subject clause)

1.1.2 Rules for subject verb agreement

Subjects and verbs must agree in number.

Typical example:

Wrong: Everyone have a computer.

Right: Everyone has a computer.

1. Rules for singular subjects

(1) When the following words are used as subjects, they are always singular. Although some of these words are plural in meaning, they always require singular verbs.

everyone	someone	anyone	no one	each
everybody	somebody	anybody	nobody	either
everything	something	anything	nothing	neither

Everyone has a log-in number.

Neither of these websites is reliable.

(2) When *each* or *every* comes before singular subjects joined by *and*, a singular verb is required.

Every boy and girl likes computer games.

Each student and teacher has a digital camera.

(3) Introductory *it* is singular and always followed by a singular verb.

It is online shopping that starts the heated discussion.

It is Tim Berners-Lee who created the Web as we know.

(4) Expressions stating one amount of *time*, *weight*, *volume*, etc. are plural in form

but take a singular verb.

Two years is enough time for this project.

Thirty pages means much work to do in a week.

(5) Titles of books and movies, even if plural in form, take singular verbs.

The New York Times is a good newspaper.

Star Wars proves a good movie.

2. Rules for plural subjects

(1) Subjects joined by *and* or *both . . . and . . .* take a plural verb.

Both Yahoo and Google were small companies ten years ago.

Googling and blogging are two trends among teenagers.

(2) *Several*, *many*, *both*, *few* are plural words and always take a plural verb.

Only a few have registered this online course.

Many have different opinions on online education.

3. Rules for other subject-verb agreement

(1) Words that come between a subject and its verbs do not change the number of the subject.

Every one except him has a blog.

The teacher together with her students believes that loud phone conversations in public places are manner less.

(2) *There*, *here*, *where* are never subjects (except in a sentence like this one). When a sentence begins with one of these words, the subject comes after the verb.

There is a Net-bar around the corner.

Here are the results of this online survey.

(3) When the subjects are joined by the structures like *either . . . or . . .*, *neither . . . nor . . .*, *not only . . . but also . . .*, the verb must agree with the closer subject.

Neither the students nor the teacher is allowed to use cell phones in class.

Not only the nurses but also the doctor is coming soon.

(4) Many words, such as *None*, *all*, *some*, *any*, *majority*, *most*, *half*, etc., may be singular or plural depending on what they refer to. When these words are followed by a prepositional phrase, the number of the object of the preposition will determine whether the words are singular or plural.

All of the book has been destroyed.

All of the books have been destroyed.

All of the water is polluted.

(5) The expression *a number of* is plural, and the expression *the number of* is singular.

A number of user-generated videos have been uploaded.

The number of victims of identity theft is increasing.

(6) Collective nouns are usually singular, but may be plural if the numbers are function-

ing independently. Watch the pronouns for clues to the singular or plural nature of the subject. Some of these words are *class*, *team*, *police*, *committee*, *audience*, *family*, *faculty*, etc.

That class has its final test on Friday.

That class are working on their individual projects today.

(7) Nouns for nationality that end with *-ese*, *-ch*, or *-sh* may be singular or plural depending on their meaning. Some of these words are *Chinese*, *French*, *English*, etc. When the word refers to a language, it takes a singular verb. When the word refers to the people of the country, it takes a plural verb and is preceded by the article *the*.

French is a Romance language.

The French are romantic.

English is spoken in the U.S.

The English love tea.

(8) In attributive clauses, the number of the verbs must agree with the number of the antecedents, if the relative pronouns function as the subjects of the clauses.

I am using a kind of software that has been developed by my own company.

The new satellites will do little or nothing to improve on the quality of service, which is handicapped by the capacity of the satellites and their distance from Earth.

Wrong: Carbon dioxide is the major factor that cause the earth to become warmer.

Right: Carbon dioxide is the major factor that causes the earth to become warmer.

(9) When the subject of a sentence is a verbal phrase or a subject clause, the predicate of the sentence should be in singular form.

Wrong: Attending international conferences are very useful for us.

Right: Attending international conferences is very useful for us.

Wrong: What you said sound real.

Right: What you said sounds real.

(10) The verb of an inverted sentence must agree in number with the subject following it.

Wrong: There is many differences between them.

Right: There are many differences between them.

Alert: Present participial and past participial forms of verbs can't function as predicates of complete sentences.

Wrong: People all known the importance of education.

Right: People all know the importance of education.

Wrong: They are able to listen to lectures by eminent scientist who winning the Nobel Prize.

Right: They are able to listen to lectures by eminent scientists who have won the Nobel Prize.