

总主编 闵璇 黄川
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时代英语学习丛书

英语写作 基础

English Writing

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前 言

随着我国经济的发展和国际交流的扩大,社会对英语学习者的写作能力提出了更高的要求。应该说,用一种外语把自己的思想诉诸笔端是有相当难度的。外语学习阶段分为输入和输出——阅读和听力是输入,写作和口语是输出。输出比输入难度更大,要求更高,因为输出时需要学习者有一定的输入量,如写作不仅要求学习者具备一定的词汇量、阅读量,还要有语法知识、修辞知识、写作技巧等。

教育部最新颁布的《大学英语课程教学要求(试行)》中对写作提出三种不同等级的要求:

1.对书面表达能力的一般要求:能完成一般性写作任务,能描述个人经历、观感、情感和发生的事件等,能写常见的应用文,能就一般性话题或提纲在半小时內写出 120 词的短文,内容基本完整,用词恰当,语意连贯,能掌握基本的写作技能。

2.对书面表达能力的较高要求:能就一般性的主题基本表达个人观点,能写所学专业论文的英文摘要,能撰写所学专业的英语小论文,能描述各种图表,能在半小时內写出 160 词的短文,内容完整,条理清楚,文理通顺。

3.对书面表达能力的更高要求:能就一般性主题比较自如地表达个人的观点,做到文章结构清晰,内容丰富,逻辑性强,能用英语撰写所学专业的简短的报告和论文,能在半小时內写出 200 词的说明文或议论文,内容完整,文理通顺,思想表达清楚。针对这一形势及要求,结合我国大学英语教学的实际,我们编写了这套英语写作教材。

本书由浅入深,理论联系实际,介绍了英语写作基础知识。由字词句到段落篇章书写,四六级、托福、雅思常见写作考试题型的解析,以及应用文的写作方法和常用修辞技巧等都一一做了介绍。我们相信大家通过本书的学习对英语写作会有更深的了解与把握。

参加本书编写的都是长期在一线工作的教师,有丰富的教学经验。他们分别是陈琳琳、邓英、许明莲、杨学玲、张昆、张红超。


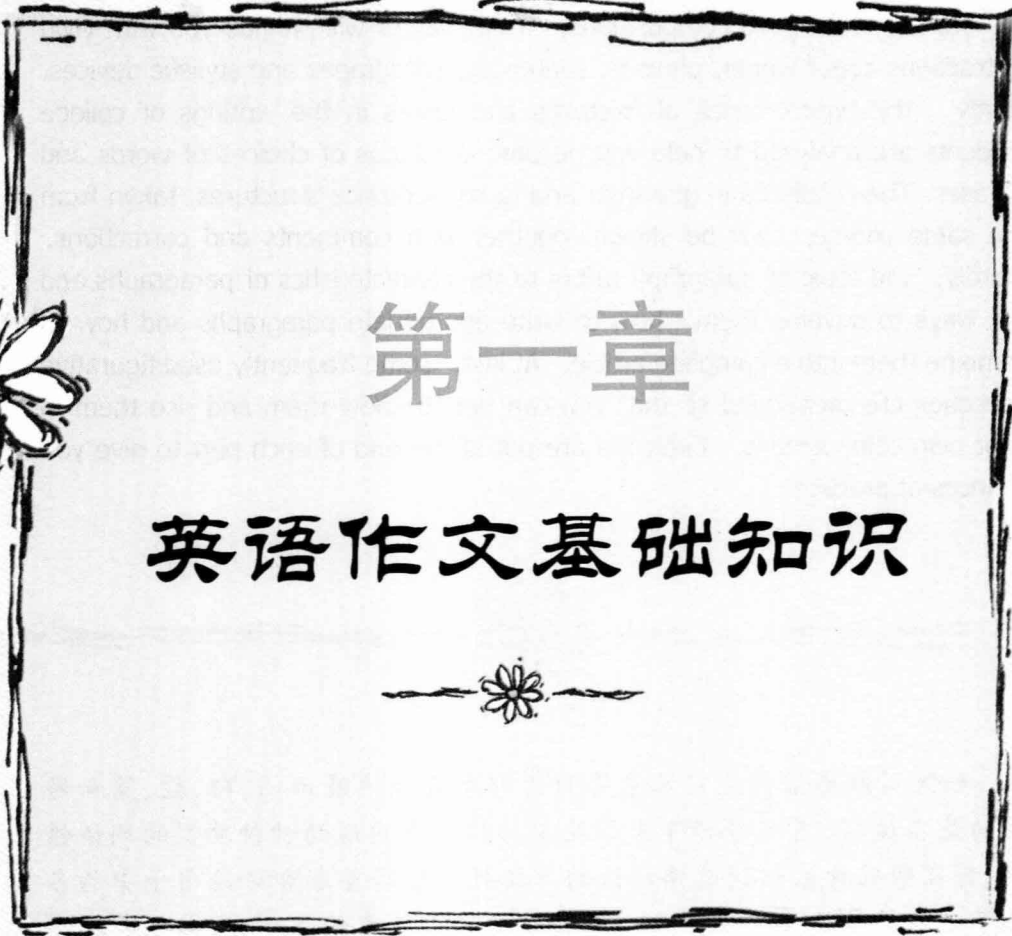
本书可作为大学生和英语爱好者练习英文写作的指南。同时,我们恳切希望读者在使用过程中对本书的不足之处提出批评指正,以使该书能不断地得到改进和完善。

编者

2011 年 8 月

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第一章

英语作文基础知识



Introduction to Chapter One

How to write good compositions? This chapter will provide you with vivid instructions about words, phrases, sentences, paragraphs and stylistic devices. Firstly, the typical cases of mistakes and errors in the writings of college students are analyzed to help you become conscious of choices of words and phrases. Then, failures in grammar and faulty sentence structures, taken from the same source, will be shown together with comments and corrections. Thirdly, the topic of paragraph refers to the characteristics of paragraphs and the ways to develop them—how to write appropriate paragraphs and how to combine them into a complete article. At last, some frequently used figurative speeches are mentioned so that you can get to know them and use them in your own compositions. Exercises are put at the end of each part to give you chances of practice.



如何写好英语作文？本章将为你形象直观地展示词、句、段、篇和修辞的基本技巧。首先分析了大学生英语作文中出现的种种典型的词语错误，旨在帮助你意识到选择词语的重要性。然后整理和评论句子中的各类语法和结构错误。词语和句子是文章的最基本组成部分，对能否把思想观点转换成文字至关重要。第三部分是讲述段落的构成、特点和写作方法，是关于如何写出合格的段落，以及如何把相关的段落连接成整篇的文章。最后涉及的是常见的英语的修辞格，了解并熟练掌握它们，争取在自己的文章中适当地加以运用，那便是锦上添花了。每个部分后都配置了练习，帮你及时巩固和领会相关内容。

第一节 单 词

单词是文章的最基本的组成部分,为了写好文章,首先要关注单词的选择。选词的原则是恰当、准确、简单、避免冗余。所谓恰当和准确,就是某个单词放在一个位置能够充分地表达作者的意思,而且符合上下文的语境。所谓简单,就是选用人们常用的一般的熟悉的单词(专业文章除外),不必刻意去用生僻的单词。所谓避免冗余,就是把意思说明白,不需要为了增加字数而堆砌单词使句子显得很啰嗦。为了能够做到这些,笔者建议同学们背单词时,不仅要注重其发音、拼写和汉语意思,而且要注意其使用场合,也就是说把单词和短语放到句子当中、放到文章当中去记,这样自己写英语文章时,就不会只把汉语的词翻译成对应的英文的词,而根本顾不上词性、语法和语境。下面就选词方面出现的问题作具体的分析。

1. 内涵错误(Misunderstanding of Connotation)

对单词的内涵理解错误,包括词义的褒贬和使用场合。

【例1】 My excuses are as follows.

剖析:作者对该句中的excuses(借口,托词,辩解)的内涵理解错了,没注意到它是贬义词。

改为:My reasons are as follows.

【例2】 People hold different attitudes towards the spot.

剖析:只记得spot(小点,污点,地点,场所)有“点”的意思就拿来用了。

改为:People hold different attitudes towards the topic / issue / problem.

2. 词类错误(Failure in Parts of Speech)

只记得汉语意思,忽视单词的类别和它在句中的语法作用,把名词当动词用、形容词当名词用,等等。

【例1】 It brings convenient and comfortable.

剖析:此句中的convenient 和comfortable都是形容词,不可以做宾语。

改为:It brings convenience and comfort.

【例2】 We are not doing enough in preventing the environment from been polluted.

剖析:这里的been是be的完成时态形式,只能是谓语的一部分,不可以做from的宾语。

改为:We are not doing enough in preventing the environment from being polluted.

3. 介词错误 (Faulty Preposition)

介词的固定搭配也是写作中常见的错误。

【例如】 ... so that we can live in a better earth. 以及 In the same time, ...

剖析:这两处都出现了介词错误。

改为: ... so that we can live on a better earth. 和 At the same time, ...

4. 把单词的结构用错 (Faulty Structure)

记单词时如果习惯只记词义而忽视结构,到写文章时就会出这样的错。

【例1】 It is sure that ...

剖析:sure 用在这里算语法错误,somebody be sure of / that 可以,it is sure that 却不可以。

改为:It is certain that ...

【例2】 One can be very convenient if he has a car.

剖析:convenient 的结构错误,它的结构应是 it's convenient for sb to do sth.

改为:It can be very convenient if one has a car.

5. 搭配错误 (Faulty Collocation)

【例1】 Private cars take lots of problems.

剖析:take 和 problem 一般不搭配在一起。

改为:Private cars bring / cause / make lots of problems.

【例2】 Facing the environmental question, we should do something from ourselves.

剖析:environmental 和 question 搭配用也不合适,这样的问题是要用实际行动解决的,而不是口头上回答就可以的。通常的搭配是 to answer a question, to solve a problem, to settle a matter

改为:Facing the environmental problem, we should do something from ourselves.

6. 短语错误 (Misuse of Phrases)

短语的意思或者语法结构用错。

【例1】 Some people think that it's of course to have their cars.

剖析:of course 介词短语,相当于副词 certainly, naturally, 不是形容词,不能充当表语。

改为:Some people think that it's useful / necessary, of course, to have their cars.

【例2】 The waste gas which is putting out by cars pollutes the air.

剖析:put sth out 意思是“生产;驶出港口;熄灭”等,没有“释放出气体”的意思。

改为:The waste gas which is sent out / given off by cars pollutes the air.

7. 直接翻译 (Literal Translation)

先有汉语的意思,然后直接找出对应的英文单词来翻译,即使不知道这个英文单词是否



存在。

【例1】 With the improvement of life level, ...

剖析：“生活水平”对应于“life level”是把life和level分别找来放在一起组成的，可实际上人家并不这么用。

改为：With the improvement of living standards, ...

【例2】 Some people are against a lot.

剖析：“非常反对”对应于“against a lot”，against需要带名词或名词短语作宾语。

改为：Some people are against the idea. 或者Some people are very much opposed to the idea.

8. 口语化 (Improper Use of Spoken Language)

文章一般用书面语，不宜用口语的单词，除非是对话部分。

【例1】 I think bus is OK for us.

剖析：OK 用在这里，过于口语化。

改为：I think buses serve us well. 或者 I think we are served well with buses.

【例2】 You know, car factories can give our country much money, it's a great income to Chinese government.

剖析：you know 插在句中好像是对话，但是根据其上下文看来并不是对话体裁。所以最好去掉它们。

9. 连接词错误 (Misuse of Connectives)

连词和关系代词、关系副词等出现问题，使得句子的意思和逻辑关系不明了。

【例】 More and more people take private cars, which will be bad for their health, if they take cars do everything.

剖析：三个句子的顺序有点乱，which引导的非限制性从句削弱了句子的意思。

改为：If more and more people drive their cars to do everything, it will be bad for their health due to the lack of exercises.

10. 一般和抽象单词 (Overuse of General and Abstract Words)

可能是由于对于具体词汇重视不够，掌握不足，写作时用一般的抽象单词代替具体词汇。

【例】 Too many cars are not only a waste of resources, ...

剖析：resources 范围很广，在可能的情况下可用具体的单词。

改为：Too many cars are not only a waste of petrol / petroleum, ...

11. 重复冗余 (Wordiness)

该错误一般表现为不止一次地表述同一种意思，或者某个单词不必要。

【例2】 needless repetition 或者 In my own opinion, I think...

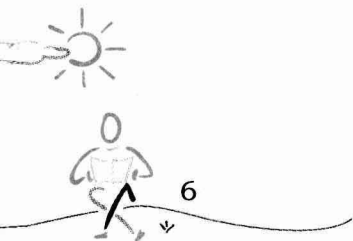
剖析：上面两个短语中，“repetition”就包含有“needless”的意思，修改的方法是将重复的部分去掉。而“in my opinion”和“I think”的意思一样，保留一个即可。



课后练习 1

Correct the mistakes in the following sentences.

1. On my opinion, we should create a car that can't pollute the air.
2. We see the climate is going up.
3. Some people are in favour of the problem.
4. Private cars have become one of the most common transports in modern life.
5. Cars give us many good functions.
6. We shouldn't use it too much when have no necessary.
7. Others don't think so. They said too many cars will product much harmful gas.
8. A private car will save us much precious time, which we can do more meaningful things.
9. The private car is a symbol of richness.
10. They will not endure the crowd in the bus any longer.
11. In the one hand, private cars would make traffic worse.
12. Through the high-level development of the past thirty years,
13. It is possible now for people in China to buy a car by themselves.
14. We are impossible to say what is good and what is bad.
15. Some people object to have the private cars in China.
16. Many people don't agree that.
17. Our resource is short.
18. With the improvement of life, the private cars are more and more.
19. I think it is because there are many people who approve of that private cars should be encouraged in China.
20. A private car would bring us much convenience for our life.
21. It wouldn't appear this situation.
22. At the same time, the traffic jams will be much more.
23. Two opinions are divided in this topic.



第二节 句 子

句子是文章的二级单位,为了写好文章,同样应重视句子的写作,下面把句子层面的错误做些整理和分析,希望能对大家有所帮助。

1. 句子不完整 (Sentence Fragments)

这种错误主要表现为句子缺少主语或谓语,或将不能独立成句的从句升格为句子。

【例】 Life in New York is dangerous to your health. Particularly when you are wearing a gold chain.

剖析:上面的第二句“Particularly when you are wearing a gold chain.”不是一个完整的句子,仅是对第一句补充说明的从句,不能独立成句。修改的方法是将两个句子连接起来。

改为:Life in New York is dangerous to your health, particularly when you are wearing a gold chain.

2. 双谓语动词 (Double Predicates)

表现为一个句子中有两个成份以谓语动词的形式出现。

【例1】 Some people are support the idea.

剖析:这句中的are 和support都是谓语的形式,造成病句,必须去除或改变一个。

改为:Some people support the idea.

【例2】 On the other hand, buy cars can help our country to pull through the worldwide economic crisis.

剖析:该句里的buy 和can help只能保留一个做句子的谓语。

改为:On the other hand, buying cars can help our country to pull through the worldwide economic crisis.

3. 不一致 (Disagreements)

这里所说的“不一致”既包括主谓不一致,也包括时态不一致。

【例1】 When one have money, he can do what he want to.

剖析:上面这句话是典型的主谓不一致,“one”是单数第三人称,因而本句的“have”应改为“has”;同理,“want”应改为“wants”。

改为:When one has money, he can do what he wants to.

【例2】 When a semester break approaches, the dorms emptied quickly.

剖析:上面这句话是典型的时态不一致,一般来说,除非强调时态的变化,否则一般不随意改变时态。修改的方法是把时态统一起来。

改为:When a semester break approaches, the dorms empty quickly.

4. 代词指代不明确 (Ambiguous Pronoun Reference)

代词的指代一定要明确,否则会给读者带来不小的困扰。

【例】 My roommate smokes cigars 24 hours a day, and plays loud tapes at four a.m.. They drive me crazy.

剖析:一般来说,代词指代不明确的问题可以通过改变语序或重复所指代的部分得到解决。上面这一句中的“they”指代不清,不知道到底是什么使“I”发疯,根据句子本身的含义,此处的“they”应当理解成其室友的这些坏习惯比较恰当。

改为:My roommate smokes cigars 24 hours a day, and she plays loud tapes at four a.m.. Her habits drive me crazy.

5. 人称和数转换频繁 (Shift in Person and Number)

这种错误主要表现在段落中,人称的转换过于频繁。一般来说,表述观点时文章中的人称应当是一致的。

【例】 Some people believe that money is the source of happiness. With money, we can buy whatever we want... If you have enough money, you can also help the poor... So, they regard money as the source of happiness.

剖析:上面的段落就出现了人称转换过于频繁的问题,从“some people”到“we”再到“you”最后再到“they”。修改的方法是将人称的使用尽可能地统一起来。

改为:Some people believe that... With money, they can buy... If they have enough money... So, they regard money...

6. 悬垂修饰语 (Dangling Modifiers)

这种错误一般出现在句首,看似取代主语,其实句首的短语与后面句子的逻辑关系混乱不清。

【例】 Walking across campus on a Sunday morning, the campus seemed deserted.

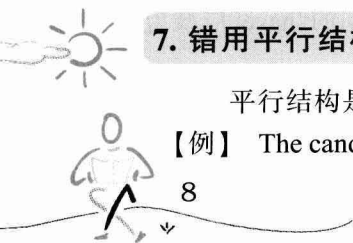
剖析:上面的句首分词短语“walking across campus on a Sunday morning”的逻辑主语不清楚,按一般推理不可能是主句的主语“the campus”。修改的方法是把句首短语的逻辑主语与主句的主语统一起来,或分别明确起来。

改为:Walking across campus on a Sunday morning, I noticed that the campus seemed deserted.

7. 错用平行结构 (Faulty Parallelism)

平行结构是很容易出错的,在托福语法中也是出题点,这种错误很容易被忽视。

【例】 The candidate's goals include winning the election, a national health program, and the



educational system。

剖析:上面这句话中就有平行结构用错的问题,我们在使用平行结构的时候一定要注意主谓、动宾的搭配应一致,以及主动和被动的转换等问题。

改为:The candidate's goals include winning the election, enacting a national health program, and improving the educational system.

8. 滥用填充词 (Overuse of the Expletives)

There be 和 it 放在句首,可以起到延缓句子主语的出现从而强调的作用。但是滥用它们就会使句子显得累赘。

【例】 There are some people not agree with them.

剖析:此句中的 there are 没有多大作用,而且导致句子有两个谓语。

改为:Some people do not agree with them.

9. 避免连环句 (Avoiding the Stringy Sentences)

把过多的句子松散地连在一起,结果可能是没组成效果好的复句。

【例】 When going to work, we needn't wait for a long time for the crowded bus if we get a private car, which would promise us a more efficient way of working, they think.

剖析:此句子用了 when, if 和 which 连接,加上最后的 they think, 略显啰唆。

改为:When going to work, we needn't wait for a long time for the crowded bus if we get a private car. As a result, we may have more time and energy to work efficiently.

10. 数字的错误表达 (Faulty Presentation of Numbers)

一般来说,除了页码以外,1~10的数字必须要拼写出来,不能用阿拉伯数字代替。出现在句首的大数字也必须要拼写出来,但若其出现在句中则可以用阿拉伯数字来代替。

【例】 520 cows and 4 bulls died in the flood.

剖析:根据上述原则,句首的“520”应该拼写出来,“4”小于10也要拼写出来。

改为:Five hundred and twenty cows and four bulls died in the flood.

11. 逗号的误用 (Misuse of Commas)

这种错误的出现一般有三种情况:一是逗号的省略;二是逗号的滥用;三是仅用逗号来连接两个独立的分句。

【例1】 The Huns who were Mongolian invaded Gaul in 451.

剖析:上面这句话属于第一种情况的错误——逗号的省略。对于一些非限制性的,非必要的信息,我们可以通过添加逗号来明确各部分间的关系,避免困惑。

改为:The Huns, who were Mongolian, invaded Gaul in 451.

【例2】 Field trips are required, in several courses, such as, botany and geology.

剖析:上面这句话属于第二种情况的错误——逗号的滥用。滥用逗号会让句子的意思变得很难理解。

改为: Field trips are required in several courses, such as botany and geology.

【例3】 I went to the library, I fell asleep.

剖析: 上面这句话属于第三种情况的错误——仅用逗号来连接两个独立的分句。修改的方法有以下三种: 保留逗号但添加连词; 将逗号改为分号或句号; 重新组织句子。

改为: I went to the library, but I fell asleep.

或 I went to the library. I fell asleep.

或 I went to the library; I fell asleep.

或 I went to the library, where I fell asleep.

12. 其他常见的标点问题 (Problems of Punctuations)

在英语写作过程中, 标点符号的使用规范往往被学习者忽略。一般来说, 除了上面所提到的逗号外, 由于英语中的句号是用点来表示的, 学习者在书写的时候无意中使用了太多的句号。此外, 学习者还容易滥用分号、感叹号和破折号。在英语中省略号是3个点, 而书名号是没有的, 我们需要用斜体来表示或者在书名下面画线。这些常见的标点问题都是学习者需要注意的。



课后练习 2

Correct the mistakes in the following sentences.

1. More people have had their cars is a fact.
2. It's not a good idea to do.
3. You must either take the examination or to write a research paper.
4. With private cars people can go wherever they want.
5. Only show to others can we be known widely.
6. There are still a few people think the private cars shouldn't be encouraged in China.
7. As the improvement of the people's living levels. More and more people have their own car.
8. As is known to us all, China become stronger and stronger.
9. What he claims to believe in rarely coincides with the things he actually does.
10. Most citizens hold the opinion that it make no sense to take part in these shows.
11. We just need to improve the energy we use, in the future, we perhaps can drive a solar-powered car.
12. Some of them agree with the policy of encouraging people to buy their private cars. Because the cars make our life convenient and it's good for the development of our economy.



第三节 段落

段落是文章的基本组成部分,段落要围绕文章的主题思想对其进行有组织的、符合逻辑的描述、论证或说明。

1. 段落的构成和特点

1) 段落的构成

段落一般由三部分组成,即主题句(topic sentence)、支持句(supporting sentence)和结尾句(concluding sentence)。

【例1】 In my opinion, the entertainment program is beneficial. Firstly, the program can provide a big stage for excellent people to show their skills. Secondly, people will face failure and success through the program which can make them more and more strong. Last, if he or she wins, he or she will possibly have a wonderful future life. So, isn't it good to show personal charm in entertainment program?

这是一段典型的英文段落。第一句是本段的主题句。第二到第四句是支持句,围绕主题。最后一句是结尾句,对主题句进行重申和强调。

当然,并非每一段都包括以上三部分。大部分情况下,只要有主题句和支持句就足够了。相反,每段都写个结尾句倒显得累赘。

【例2】 Nevertheless, I believe that personal charm show has more advantages to some extent. Only in this way can we let more people show themselves and let us enjoy the time.

第一句可以看做是主题句,但是后面仅有一句支持句,对于more advantages却没有充分展开,这样的段落就显得单薄。

【例3】 Most people hold the view that there is no much sense in taking part in the program. First of all, they think the program is just for amusing viewers. It's nothing but kill their time. On the other hand, people's participating in the program often costs them much money that may add their burden.

【例4】 But many people don't think that makes sense. They think people in the program only entertain people who watch the program and the show is only a kind of show.

以上两段来自两位学生的习作,要说明的观点是“人们普遍认为电视上的才艺展示节目没有多大意义”。例3基本上达到了要求。第一句是主题句,其后三句是支持句,列出两点理由。而例4就不同了,它的第一句是主题句,但是第二句却没有具体的内容,所以这一段就没有支持句了。

2) 段落的特点

段落有两个主要特点,即整体性(unity)和连贯性(coherence)。整体性是指每一个段落只能围绕一个主题思想展开。做法是每一段都写出明确的主题句,然后段落中的其他句子都要支持主题句,和主题句关系不紧密的或不能支持主题句的句子应该删除。如果行文中出现了另一个相关的主题,就应该另起一段。有的学生写作文不分段,误以为只要把与题目相关的内容都写出来就行了,放哪里无所谓。这样的做法使得句与句之间的逻辑关系不明确,同时破坏了段落的整体性。

【例1】 Parrots and mynah birds are famous for their ability to produce human speech. Mynah birds can imitate human vowel sounds better than parrots, but parrots can remember a larger vocabulary. The record is 100 words. The parrot, with its vivid green and red feathers, is more brightly colored than the black mynah bird. Many parrots learn to associate particular words with specific actions. They may say “goodbye” when someone leaves the room or “hello” when the telephone rings. It is difficult, however, to show that such words have a real meaning for the parrot. They certainly do not serve among parrots for communication, which, after all, is the function of language.

画线的句子破坏了这个段落的整体性,与主题的关系不紧密,故最好删除。

【例2】 With the development of entertainment program, a lot of TV stations begin to hold charm show program. At the same time, more and more people want to show their personal charm in these programs. Most people think this kind of charm show doesn't have much meaning. But I have the opposite opinion. I think this charm show program has many advantages. Firstly, ... Secondly, ... Thirdly, ...

这个例子是根据提纲写的,汉语给了3个要点的提纲:1)随着电视娱乐节目的发展,越来越多的人愿意在节目中展示自己的才艺和魅力;2)人们普遍认为这种才艺展示没有多大意义;3. 我认为个人才艺秀有很多好处。对照提纲看,这篇文章的前两个要点都没有写出支持句,只有第3点有支持句(3点理由在省略的部分),而且整篇没有分段。

【例3】 As a matter of fact, so many years later our experiences tell us that there are too many cars on the road. Currently almost every city is faced with the bad traffic. The road is limited, but cars become more and more. This makes people worry about it. Some people keep up with building more roads. They think building more roads can resolve this problem.

这一段的主题应该是How can we solve the problems of heavy traffic? 这段共有六句话,可是前四句并没有回答问题,只有最后两句才跟主题相关,也只提到一种方法,还没有展开,段落就匆匆结束了。

段落的连贯性是指一段之内的句子之间和一篇文章之内的段落之间在内容上是连贯

