

# 大学英语

# 写作实战训练

Practical Training of College English Writing

■ 寇红娟 贺海燕 张妮 主编



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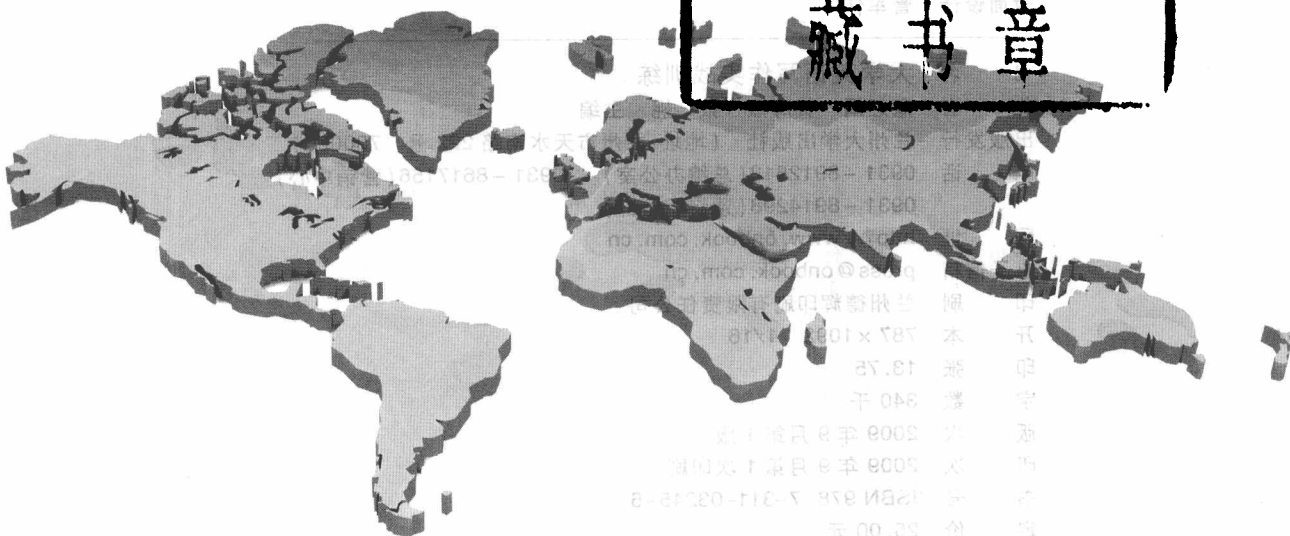
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## 前 言

写作不同于其他笔头练习,如造句、填空、选择、改错、单句翻译等。写作要求表达清楚而完整的思想,其他笔头练习则注重于语言项目的掌握。写作课的主要目的不是帮助学生熟悉一些语法项目或一些词汇,而是要提高学生用英语表达思想的能力。写作课不是语法课或词汇课,而是研究如何表达思想的课程。

写作涉及的问题很多,除了语言各方面的问题外,还有思想内容和所用的材料、组织条理、写作格式等。内容方面要求言之有物,观点正确,条理清楚。长期以来写作难学、写作难教已成共识,尤其是在英语说写的交际能力比以往更受到社会重视的今天。许多以前没有作文项目的英语考试纷纷增添写作,如 GRE;而原来英语考试中已设写作项目的对作文也提出了更高的要求,如大学英语四、六级,硕士研究生入学考试,托福、雅思等都对写作空前加强。对考生来说这并不是简单的字数增加,而是结构、语言要求上的一种挑战!

本书是笔者在长期的英语教学中研究应试写作规律后编写的,目的是帮助各层次的英语爱好及学习者掌握写作基础技能,提高自身语言表达能力及写作考试成绩。本书根据国内外几种著名的英语考试写作要求、特点和命题形式,归纳其共性,分八个章节训练写作技能:第一章概括介绍英语写作的国际惯用格式和标点;第二章从写作的最基本因素——措辞着手对英语常用词汇作简单概括;第三章是造句,遣词造句才能表达最基本的思想;第四章开始作文的基本框架——段落的写作;第五章是语言和修辞,着重从用词、句子结构和修辞等方面来说明如何提高整篇文章的质量;第六章从英语写作的主要文体着手,引导学习者掌握不同文体的特点和要求;第七章再次强调大学英语考试四、六级写作高分策略,精讲如何在大学英语考试中提高成绩;第八章就常用英语实用文写作展开训练和实战,以满足不同学习者的英语写作需要!

本书主要强调实战训练,编写材料大多来自学生的日常写作素材和手稿。本书由多年从事专业英语及大学英语教学的寇红娟、贺海燕、张妮共同编写,每人分担至少 10 万字的工作量;一起搜集资料并参编的还有杨霞,她承担了 3 万字的工作量。同时也得到了甘肃农业大学外国语学院各位领导及多年来一直从事英语专业写作教学的外籍教师 David Perrin 等人的悉心指导,在此深表感谢!总之,通过本书的学习,您会发现英语写作是可教的,也是可学的!

编写过程中,本书也参阅了近年来各类相关书籍,在此一并表示感谢。由于编者水平有限,经验不足,疏漏之处在所难免,恳请广大读者和各位同仁批评指正。

编者  
2009.7

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# Chapter 1 Manuscript Form and Punctuation

## 英语写作格式及常用标点

一般来讲,英语写作有一个比较规范的格式,这里所说的格式不同于其它应用类文章的固定格式要求,这是英文写作的一般格式规范,要求学习者用心掌握,以便从一开始就养成写作的好习惯!本章主要从手稿布局安排、单词拼写、大写问题及字迹要求讲述;鉴于许多学生对英语标点使用不重视,有的甚至通篇没有明确标点,故此本章涉及了多种常用英文标点的用法,很实用,对学生会有很大帮助。

### 1.1 Manuscript Form

#### 1.1.1 Arrangement

Writing in correct manuscript form is very important, because it makes it easy to read what is written and prevents misunderstanding. We should follow the general practices in writing the title, leaving the margins, paragraphing, capitalizing, and dividing words.

When we write an essay to be read by the teacher, we should write on every other line so that there will be room for corrections. It is necessary to leave a margin of about two centimeters at the top and the bottom of the page, and one centimeter and a half on the right and left side. In an exercise book the top and bottom margins are marked; we need only to draw a vertical line to mark the left margin.

We cannot make the right margin straight or neat, unless we are using a computer, but we should never write to the very edge of the page. When the space left near the end of a line is not or barely enough for the word we are going to write, we should write the word on the next line, or divide the word if it is a long one. There must be a blank space on the right side of the page.

The title or topic of the essay should be placed in the middle of the first line. Every word of the title (including words following hyphens in compound words) should be capitalized, except articles, prepositions, coordinating conjunctions (*and*, *or*, *but*, *nor*, and *for*) and to-infinitives. But if one of these words is the first or last word of the title, it should be capitalized. Topics are generally noun phrases (nouns with their modifiers), though other forms are possi-

ble. No full stop should be used at the end of a title. A question mark is needed if the topic is a direct question (but an indirect question is not followed by a question mark). The title of a book within the topic should be underlined (italicized in printing), and the title of an article put between quotation marks.

Below are some examples:

My Impressions of Beijing  
The Wall Between  
Where Do All the New Words Come From?  
What Traditions Mean to the Chinese  
A Clean, Well-Lighted Place  
Different Views on *Jane Eyre*  
Interpretations of Robert Frost's "Fire and Ice"

**Task 1 Capitalize the following titles.**

1. where i lived, and what i lived for
2. are transgenic crops safe?
3. well-known dramatists of the ming dynasty
4. a day to remember
5. approaches to teaching English as a foreign language
6. criticisms on the ending of mark twain's *adventures of huckleberry finn*

The first line of every paragraph should be indented <sup>d</sup> (started after a space of four or five letters).

Arabic numerals are generally used for paging. They can be put either in the upper right-hand corner or in the middle below the last line of every page.

A line is never begun with a comma, a period, a semicolon, a colon, a question mark or an exclamation mark; a line never ends with the first half of a pair of brackets, quotation marks, or parentheses. The hyphen that shows a word is divided is put at the end, not at the beginning, of a line.

### 1.1.2 Word Division

The following hints may be helpful to us in the division of words:

One-syllable words such as *count*, *health* and *thought* cannot be divided. Words with two or more syllables can be divided according to the formation of syllables: *re·peat·ed*, *in·sist*, *punc·tu·al*, *san·dal*, *de·cline*, *trans·la·tion*.

A stressed close syllable usually takes a consonant with it: *ded·ic·ate*, *grat·i·fy*, *la·bor·a·to·ry*, *fin·ish*.

A consonant plus *-le* is treated as a syllable: *min·gle*, *peo·ple*, *no·ble*, *gig·gle*.

A single letter cannot be put at the end or at the beginning of a line: *e·voke*, *heart·y*.

A two-letter ending should not be put at the beginning of a line: *hand·ed*, *hard·en*.

Divisions that may mislead the reader should be avoided: *re·ally*, *lay·man*.

Words with hyphens should be divided only at the hyphen: *broad-minded*, *broken-hearted*.

Two-syllable words with double consonants in the middle are as a rule divided between the two consonants: *strug·gle*, *lat·ter*.

Division of proper names should be avoided: *Dickens*, *Paris*.

The last word of a page should not be divided. It should be written on the next page.

Division of words at the ends of several consecutive lines should be avoided.

Division of words is not always easy. When we are not sure, we should consult a dictionary. In some dictionaries syllabication is indicated by a dot; as in the examples given above, in others by a space: *to geth er*, *sum mer*.

### 1.1.3 Capitalization

Capitalized words are used mainly in three places: **proper names, key words in titles, and the first words of sentences.**

Common words used as parts of proper names are capitalized:

the Summer Palace	Northwestern University
the National Library of China	the Middle Ages
Women's Day	the Yellow River

Words derived from proper names are usually capitalized:

Marxist	Darwinism	Freudian
Dickensian	Taoist	Latinize

Some proper names or their derivatives have become common words:

mackintosh (a raincoat; after Charles Macintosh who invented it)

lynch (to murder by hanging; after William Lynch who started it)

quixotic (like Don Quixote, hero of the novel of the same name)

All sentences, including sentence fragments treated as sentences, should begin with capital letters. In this regard, we should pay special attention to the use of capital letters and punctuation in quoted words and sentences.

Miss Johnson said, "When you write an essay, you should pay attention to both content and language."

"When you write an essay," she said, "you should pay attention to both content and language."

"When you write an essay, you should pay attention to both content and language," the teacher said.

Miss Johnson advised us to "pay attention to both content and language" when we wrote an essay.

These examples show: (1) the subject and verb of saying before the quotation are followed by a comma; (2) a complete sentence within quotation marks after the verb of saying begins



with a capital letter and ends with a full stop; (3) if the quoted sentence is broken into two parts and put between two pairs of quotation marks, with the subject and verb of saying placed between them, the first part ends with a comma, the second part does not begin with a capital letter (unless the first word is a proper name), and the whole sentence ends with a full stop; (4) if the quoted sentence is put before the subject and verb of saying, it ends with a comma, and the verb of saying is followed by a full stop; (5) if the quoted words are a phrase instead of a complete sentence, the phrase is treated as part of the whole sentence.

### 1.1.4 Handwriting

There are two common ways of writing the letters: to form loops and to print (to write without joining the letters in imitation of printed words). Both are good, but we had better stick to one of the two styles.

We should always try to write neatly so that our handwriting can be read easily. We should make capital letters bigger and higher than small letters, *a's* different from *o's*, *n's* different from *u's*, and we should not forget to dot *i's* and *j's*, or cross *t's*. A little space (about that of one letter) should be left after a comma, and a slightly bigger space (about that of two letters) after a full stop.

When we want to cross out a word, we should draw a thick line through it. It is misleading to put it between brackets, because that means the word is an explanatory remark. When we want to add a word, we should write it above, not below, the line of words we have written with a clear sign showing where it is to be inserted.

## 1.2 Punctuation

标点符号在语言表达中的作用是不可忽略的,英语的标点和我们汉语的标点一样丰富,最明显的日常使用差异表现在书名号上,汉语的书名号在英语中以下划线和斜体两种常见方式来表现。学生对英文常见常用标点应予以足够的重视。

### 1.2.1 The Comma ( , )

1. A comma is used to join coordinate clauses. It is put before the conjunction (*and*, *but*, *or*, *for*, *so*, *nor*, or *yet*):

We started early in the morning, **and** before dark we reached the village.

He wanted to go on, **but** other people disagreed.

Hurry up, **or** we'll miss the train.

He couldn't do it himself, **nor** could he find anyone to do it for him.

Nobody was listening, **for** everybody was shouting to be heard.

He tried hard, **yet** he failed to convince her.

We should remember that coordinate clauses have to be joined with a comma and a conjunction. One comma alone cannot do the job though it is possible in Chinese. Using a comma to

link two clauses is a common mistake which has a name: **the comma fault or the comma splice**. But we can use a semicolon, a dash, or a colon between two coordinate clauses (see explanations of these marks).

2. A comma is used after an adverbial clause or phrase, including a prepositional and a participial phrase placed before the subject, or inserted in the middle of the sentence:

When the rain stopped, we continued to work in the fields.

On hearing about the accident, he went to the site at once.

Some listeners, bored by the lengthy talk, closed their eyes and dozed off.

If the adverbial element follows the main clause, no comma is required:

The students were busy working in the reading-room when the lights went off.

3. Commas are used to separate a series of words or phrases with the same function in the sentence:

Present at the meeting were Dean Lee, Professor Brown, Associate Professor Major, Miss Linden, and a few other members of the faculty.

Every weekend she goes to the nearest supermarket to buy pork, chicken, fish, vegetables, bread and other foods for the next week.

The children sang, danced, jumped, and chased each other.

The comma before the conjunction and the last item is optional. It can be omitted if there is no danger of misreading.

4. Nonrestrictive clauses and phrases are set off by commas:

At 22 she left the college, where she had spent four fruitful and memorable years.

Miss Wang, who has returned from America with a doctor's degree, is going to offer a course in American history.

Mr. Huang, the new director of the company, will soon announce his plans for reforms.

The speaker, after glancing at his notes, began to talk about the next point.

Restrictive clauses and phrases are not set off by commas:

The economist who developed this new theory of investment has been awarded a Nobel Prize.

This is the lab where students listen to tapes and see films.

5. Commas set off parenthetical elements:

The machines you have supplied us, I'm glad to tell you, work very well.

Many interesting places in Beijing, such as the Summer Palace and the Temple of Heaven, attract thousands of visitors daily.

The world's three great religions, Buddhism, Christianity, and Islam, all have believers in China.

6. In dates, a comma is used to separate the day and the year if the order is month-day-year; no comma need to be used if the order is day-month-year:

Hong Kong was restored to China on July 1, 1997.

She was born on 15 September 1980.

7. With numbers of 1 000 or over, commas or little blank spaces may be used to separate digits by thousands. From right to left, a comma is placed after every three numerals:

1,253,900

53,807,214

690 843 201 279

Commas in numbers help with the reading: the figure before the last comma is in thousands, and the one before the second comma from the right is in millions.

### 1.2.2 The Period (.)

1. The period (full stop) is used at the end of a declarative sentence, a mildly imperative sentence, and an indirect question:

Punctuation marks are important in writing.

Don't overuse punctuation marks.

She asked the teacher how parentheses are different from brackets.

The period marks the end of a sentence. The word after it begins a new sentence and has to be capitalized.

2. The period is used with most abbreviations:

Mr. Mrs. Ms. Dr. U.S.A. U.K. a.m. p.m.

But some people prefer not to use the period with abbreviations. They just write Mr, Ms, etc. Names of well-known organizations, news agencies and broadcasting corporations are often written without periods, like UN, UNESCO, NATO, VOA, BBC.

3. Three spaced periods make the ellipsis mark, which indicates the omission of one or more words within a quoted passage:

The original passage:

No two libraries are exactly alike in their holdings, in their physical layout, or in their regulations and procedures. Consequently, people are often frightened by the thought of using a library. When they finally do venture inside, they sometimes waste their time wandering aimlessly around because they do not know how to get the information they want. This fear of the library is not unreasonable – after all, li-

braries are intimidating places. But they are not as confusing as they seem at first glance. There are standardized procedures for storing and retrieving information that are common to almost all libraries, and once you have learned how to use one library, you will know how to use other libraries as well.

The passage quoted with ellipsis:

No two libraries are exactly alike in their holdings, in their physical layout, or in their regulations and procedures. Consequently, people are often frightened by the thought of using a library. ... But they are not as confusing as they seem at first glance. There are standardized procedures for storing and retrieving information that are common to almost all libraries, and once you have learned how to use one library, you will know how to use other libraries as well.

The use of ellipsis should not change the meaning of the original passage, and what is omitted should not be anything important.

Three spaced periods are sometimes used to show a pause in conversation or faltering speech:

“What did he say?”

“He said many things, such as ... such as ... oh, yes, he said that he would resign from the committee.”

If a sentence ends with an ellipsis, a period should be used after it. The result is that four periods are used together.

### 1.2.3 The Semicolon ( ; )

1. The semicolon is used between two coordinate clauses which are not linked by a conjunction.

She doesn't like this film; she is disgusted with it.

She was interested in history a few years ago; today her main interest is in anthropology.

Each of the above two sentences can be turned into two separate sentences without any change in meaning. But there is this difference: the two parts in one sentence seem more closely connected than they are as two sentences. On the other hand, the two parts get greater emphasis as two sentences.

2. Conjunctive adverbs like *therefore*, *however*, *nonetheless*, *hence*, *otherwise*, *besides*, *moreover*, etc., should not be used as conjunctions to link two coordinate clauses. Before them there should be a semicolon, not a comma.

He promised to come to the meeting; however, he didn't appear.

She didn't go with them to climb the mountain; otherwise, she would have been caught in the storm.

The students gained valuable knowledge from their professors; moreover, they learned how to do research work from them.

He didn't go to the meeting; therefore, he doesn't know what new decisions were made.

Some writers use semicolons with *as* and *yet*, for they consider these two words adverbs.

3. The semicolon is used with conjunctions when the clauses contain internal punctuation.

He wrote a few good books when he was young and poor; but after he became famous and rich, he wrote nothing worth reading.

As he promised, he donated a large sum of money; and this money helped with the completion of the project.

4. The semicolon is used to separate a series of items with internal commas.

Among those who joined the discussion were Miss Wu, a well-known writer; Mr. Li, editor of the literary supplement of the local newspaper; Dr. Qian, a professor of literary criticism; and Ms. Sun, a famous historian.

5. A semicolon may be used to join clauses with words omitted, and the omission is sometimes indicated by a comma.

**In this prestigious university there are many famous professors; in that smaller university, a few; in our college, none.**

#### 1.2.4 The Colon ( : )

1. The colon is used to introduce a quotation or a statement.

It will do everyone good to remember this old saying: "One will know that he does not know enough after he begins to learn."

The president has made the following announcement: students who need financial assistance may apply at the Student Affairs Office.

2. The colon is used to introduce an explanation, a summary, or an appositive.

He gave two reasons for his failure in the examination: poor health and insufficient time for preparation.

She bought many souvenirs: two small bronze statues, a carved wooden case for jewelry, and a kerchief with wax-printed designs.

3. The colon is used between the hour and the minute to show the time, to record the scores of games, to end the salutation of a business letter and the introductory remark of a speaker to the chairman and audience.

There are three flights to Tokyo today: at 11:35, 16:20 and 20:50.

China beat Japan 3:2 in the women's volleyball championships.

Dear Mr. Johnson: (in a personal letter the comma is more common)

Mr. Chairman, Ladies and Gentlemen: (the beginning of a speech)

In Chinese the colon is used after the verb of saying and before a quotation. In English the comma is used in such places (see the section on capitalization in "Manuscript Form").

### 1.2.5 The Question Mark (?)

1. The question mark is used after a direct question.

"When did the Norman Conquest take place?" the teacher asked.

"Could you explain to me the meaning of this complex sentence?" she said.

An indirect question is punctuated in the same way as a declarative sentence.

She asked me where I had bought that interesting book and how much it cost.

2. The question mark is used after a statement turned into a question (said in a rising tone).

"You like it? You want to buy it?"

3. A question mark put between parentheses indicates the writer's uncertainty about the correctness of the preceding word, figure or date.

Cao Xueqin, who wrote *Dream of the Red Mansions*, was born in an aristocratic family in 1715 (?), and died in poverty in 1764 (?).

### 1.2.6 The Exclamation Mark (! )

1. The exclamation mark is used after an exclamatory sentence, or an emphatic interjection, or a phrase expressing strong emotion.

How beautiful Yellow Mountain is!

"Help! Help!" shouted the boy struggling in the river.

"Get out!" he yelled.

The exclamation mark indicates strong emphasis and therefore should be used sparingly. It is preferable to close a mild interjection with a comma or a period.

"Have a nice day," her mother said when she was leaving.

"What nice weather we are having," she said.

2. Sometimes the exclamation mark is used after a slogan.

Long live the People's Republic of China!

**Task 2 Punctuate the following passages.**

1. most American people are fond of cats and or dogs it is said that every year they spend about \$5.4 billion on their pets including \$1.5 billion on pet food four times the amount of money they spend on baby food now there are about 100 million dogs and cats in the country the number is still going up rapidly since 12 500 puppies are born every hour

2. its 745 on Tuesday morning and 26 year old Steve Clarkson is going to work he puts on his jacket and picks up his cell phone pager and laptop as he leaves the house he turns on his mp3 player and puts on his head-phones he is ready to go

**1.2.7 Quotation Marks ("...")**

1. Double quotation marks are used to enclose direct quotations in dialogue or from books or articles.

"Which American poet do you like best?" Bill asked.

"I like many of them," Ann answered. "Perhaps I like Robert Frost better than anyone else." (direct quotations in dialogue)

George Orwell wrote in one of his articles, "When you have come back to England from any foreign country, you have immediately the sensation of breathing a different air. Even in the first few minutes dozens of small things will give you this feeling ..." (a quotation from a book or an article)

George Orwell wrote that Englishmen who have come back to England from a foreign country may immediately have the sensation of "breathing a different air". (part of a sentence quoted directly)

2. Single quotation marks are used to enclose a quotation within a quotation.

The professor said, "Confucius says, 'Do not impose on others what you do not desire yourself.' This is a very good principle of moral conduct."

3. Indirect quotations are not enclosed by quotation marks.

The professor said that one principle of moral conduct, according to Confucius, is not to impose on others what one does not desire oneself.

He said that he liked Robert Frost's poems.

4. Quotation marks are used for titles of articles, essays, short stories, short poems, songs, etc., and for headings of chapters or subdivisions of books. Titles of books, newspapers and magazines are generally underlined or italicized.

You can find Byron's poems "She Walks in Beauty" and "When We Two Parted" in *The Romantic Poets*.

5. Words with special meaning are sometimes put between quotation marks.

Here “register” refers to a particular type of vocabulary.

That warlord was said to have been “elected” president of his country.

6. When other marks of punctuation are used with quoted words or sentences, the following rules are generally observed: a) the comma and the period may be placed either inside or outside the quotation marks; b) the colon and the semicolon are placed outside the quotation marks; and c) the dash, the question mark, and the exclamation mark are placed within the quotation marks when they are connected only with the quoted words, and they are placed outside when they are connected with the whole sentence.

I have just finished reading his story “An Unusual Experience,” which is very interesting.

I have just finished reading his story “An Unusual Experience”.

In the book there is a chapter on “Peking Man”; there is also a chapter on Banbo Village.

He gave a very brief explanation of “register”: a particular type of word used in a certain situation or a certain type of writing.

She asked, “What do you mean?”

Could you explain to us the meaning of “postmodernism”?

The man cried, “Fire! Fire! ”

Stop crying “I’m hungry”! We’ll have lunch in a minute.

### 1.2.8 Parentheses / Brackets ((...))

1. Parentheses are used to set off parenthetical, supplementary, or illustrative words.

A WTO (World Trade Organization) delegation is to visit China next week.

Tang Xianzu (1550 – 1616), who wrote *The Peony Pavilion*, was a famous dramatist of the Ming Dynasty.

The four municipalities directly under the central government (Beijing, Tianjin, Shanghai and Chongqing) play a very important role in the national economy.

2. Parentheses enclose figures or letters used for enumeration.

This book consists of three parts: (1) ancient history, (2) modern history, and (3) contemporary history. (a, b, and c can be used instead of the figures.)

### 1.2.9 Square Brackets ([...])

1. Square brackets are used to indicate corrections or explanations in quoted matter made by the writer who is quoting.

In the article he wrote, “Not for a moment did she [Emily Dickinson] intend to make herself famous by publishing her poems.”



2. Square brackets are used instead of parentheses within parentheses.

There are quite a few good translations of classical Chinese literary works in these two volumes (Anthology of Chinese Literature [New York: Grove Press, Inc., 1965]).

### 1.2.10 The Dash (–)

1. The dash indicates a break in thought or a change in tone, or a speaker's confusion or hesitation.

At the beginning of the year, he made many resolutions – only to be forgotten in few days.

Many people went to see the match – did you go?

2. The dash indicates an unfinished or interrupted statement.

“He is making preparations for –” “For going abroad?”

3. A pair of dashes set off a parenthetical element.

His favorite authors – Jane Austen, Thomas Hardy and Bernard Shaw – kept his company.

All his belongings – a few articles of clothing and a few books – are here.

4. The dash is sometimes used to introduce a summarizing clause after a series of nouns.

Changes in the market, poor management, and miscalculated speculations—these caused the bankruptcy of the company.

Bob, Lily, Adrian, Judy – none of them know where he is.

5. The dash is sometimes used just like quotation marks in a dialogue.

– When was Shakespeare born and when did he die?

– He was born in 1564 and died in 1616.

6. The dash may be used to introduce subheadings and authors after quotations.

Wang Zhaojun in *Autumn in the Han Palace*

– An Interpretation of the Theme of the Play

“It is upon bad fortune that good fortune leans; it is upon good fortune that bad fortune rests.”

– Lao Zi

#### Task 3 Punctuate the following.

I dialed a number and the phone rang once twice then someone picked it up  
you got the wrong number a husky male voice snapped before the line went dead mysti-  
fied I dialed again