



New-Concept English Writing  
Course Book

# 新思维英语写作基础教程

许卉艳 杨 松 周英莉 编 著



北京师范大学出版集团  
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# 前言

《新思维英语写作基础教程》的前身是中国矿业大学(北京)英语专业本科生写作课程的自编教材。自 2006 年起,已连续使用 7 年。此间经编者不断补充、修改和完善。

本书的编写宗旨是帮助学生更好地了解汉英语言的异同,掌握地道的英语写作思维模式和各种语体知识,从而提高英语写作水平、语言组织和分析能力,培养批判性思维能力和跨文化交际能力,满足社会对英语人才的需求。

本教材作为写作教材供课堂使用,具有便于开展研讨式教学组织的特点。同时还可当作各类文体实用写作的参考手册,在提高学生的实用写作能力方面发挥其指导作用。

本书共分八个章节,具体包括书写规范,如何选词、造句、组段和成篇;各种文体的写作,如说明文、记叙文、议论文、应用文、专业写作、创新写作、网络写作;附录包括英语专业四级考试训练内容和近 12 年的考试真题及要求。

教材编写注重系统性、趣味性、实用性、指导性和前瞻性,内容充实,题材广泛,选文语言准确、地道。

系统性:教材编写体例安排合理,从词→句→段→语篇→各类文体写作的安排,对写作各个阶段(如构思、提纲、初稿、修改、编辑、定稿)的训练,符合中国英语学生的学习规律;详细的写作规范说明、丰富的练习形式、作文评价、批改方面的知识和规范的范例,均便于学生参考、模仿和借鉴。

趣味性:书中大量练习设计和语篇材料新颖独特,话题接近社会和生活实际,能引起学生的兴趣,激发他们的学习动机和积极思维。

实用性:该教材注意培养学生的实际运用能力,练习丰富、实用、易操作;写作选题和生活、社会及未来就业息息相关,如对求职信和履历表的设计;互联网辅助写作工具的介绍则可指导他们更好地利用网络资源。

指导性:教材的理论部分阐述详细、清楚;每章的小结,提纲挈领,重点突出,利于学生了解所学知识,方便复习和领会;英汉对比知识则便于他们自觉进行语言对比,掌握英语写作的特点,避免中式表达。

前瞻性：为了满足学生未来的职业发展的要求，提高其创新能力，在国内同类写作教材中率先增加了专业写作、创新写作、批判性思维技巧、网络写作工具等培养学生创新实践能力和研究能力的教学内容。

本教材在编写过程中参考了大量的国内外相关文献资料，在此编者特向相关作者表示感谢。同时还要感谢编者所在学校中国矿业大学(北京)以及北京师范大学出版社易新老师对本教材顺利出版的大力支持。

限于编者水平有限，书中不当之处，敬请专家读者批评指正，以便日后修订，更好地服务于英语学生。

如有需要，可联系编者，联系方式 [xuhuiyan1@126.com](mailto:xuhuiyan1@126.com)。

编者于 2013 年 2 月 16 日

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# Chapter 1 Manuscript Form

As you are learning to write, it's necessary to have a clear idea of what is good manuscript form, including how to write the title, leave margins, indent, capitalize and divide words.

## 1.1 Arrangement

**Pre-activity:** Find out the faults with the following news report in terms of margins, title, indentation, word division, capitalization and punctuation:

Chinese actress Zhang Ziyi grows into an international star. After dazzling audiences with her waifish beauty and graceful performances in a string of Chinese martial arts hits, Zhang Ziyi is coming of age as an actress on the brink of international stardom.

Zhang gives her most mature performance yet with a portrayal of a prostitute struggling with her feelings in Wong karwai's "2046", which had its US opening the first weeke-nd of august, and also stars in the hollywood version of the best-selling book "memoirs of a geisha" due in December.

"I've been lucky to work with the great directors", Zhang said "It's fate, it's timing, destiny. I believe in that. There's really a lot of opportunity right now."

**Margins:** Keep right-hand and left-hand margins roughly the same width. Exception: If a great deal of annotating or editing is anticipated, the left-hand margin should be roomy enough to accommodate this work.

**Title:** Write the title in the middle of the first line. Capitalize the first and last words of the title and all other words (including words following hyphens in compound words) except articles, coordinating conjunctions (*and, or, but, nor, for*), short prepositions (usually less than 4 letters), and the *to* in infinitives. Besides, no period is used at the end of a title. Use a question mark if the title is a direct question, but not the indirect one. Use quotation marks with quotes or titles of articles; and use italics with the names of books. For example:

On the Front Lines of Climate Change  
Universities Branch Out  
It's Never Too Cold to Eat Ice Cream



The Top Five Digital Threats to Your Business

UN Warns of Climate-Related Setbacks

Public Gives Teachers a Glowing Report

Is Choice a Good Thing?

Can We Save the World by 2015?

How *War and Peace* Works

Nicole Kidman's 'Compass' Points to Success

**Indentation:** Indent the first line of every paragraph, leaving a space of about four or five letters.

**General Punctuation Rules:** Do not begin a line with a comma, a period, a semicolon, a colon, a question mark or an exclamation mark. Do not end a line with the first half of a pair of brackets, quotation marks, or parentheses. The hyphen that indicates a divided word is put at the end, not at the beginning of a line.

## Practice 1

**Correct the following titles :**

1. The Interpreter Moves in
2. Does the Future belong to China
3. Why India is Attracting U. S. Money and Skills?
4. Battling Cyber-pickpockets
5. Addiction: How to Break the Chain?
6. Why Is New York City Called the Big Apple?
7. NBC's Saturday Night Live's Lazy Sunday
8. How will Katrina Impact U. S. Economy
9. No Shame in being A U. S. Soccer Fan
10. William Shakespeare and Hamlet

## 1.2 Word Division

When you write near the edge of the paper, take a look at the space left. If it is not enough for the word you are going to write, you have to decide whether to divide the word or to write it on the next line. Never squeeze a word into the margin.

### General Principle

Divide a word according to its syllables. Pay attention to the following:

**Hyphenated Words:** Divide them only at the hyphen: sister-in-law, poverty-stricken.

**Words with Prefixes or Suffixes:** Divide them between the prefix or suffix and the base part of the word: *re. write, care. ful. ness.*

**Two-Syllable Words with Double Consonants:** Divide them between the two consonants; *set. ting.*

### Words cannot be divided

- One-syllable words like *thought*, *may* and *rain* cannot be divided.
- Do not write one letter of a word at the end or at the beginning of a line, even if that one letter makes up a syllable, such as *a. live*, *word. y.*
- Do not put a two-letter syllable at the beginning of a line, like *start. ed*, *cab. in.*
- Avoid separating proper names of people or places, like *Japan*, *Korea*.
- Avoid separating names of radio or television stations, government agencies, institutions, or companies; the name of the month and the day; hours of the day; monetary expressions; and parts of an equation:  
KWLZ BBC RFC March 2  $6x+4y=27$  \$1,378.50 525 B. C. 4:00 a. m.
- Do not divide words in a way that may mislead the reader: *re. ally*.
- Do not divide the last word on a page. Instead, write the whole word on the next page.

## Practice 2

*Divide the following words according to general rules :*

around	common	father-in-law
welcome	recognition	himself
fiction	elevator	enable
book	paragraph	worn-out

## 1.3 Capitalization

Capitals are used mainly at three places: the first word of sentences, key words in titles, and proper names.

### 1.3.1 The First Word of Sentences

- Not only a complete sentence, but a sentence fragment treated as a sentence, should begin with a capital letter:  
Watch out!  
Life is sweet.
- The first word of quoted speech (words put between quotation marks) is capitalized. If a quoted sentence is broken into two parts and put in two pairs of quotation marks, the second part does not begin with a capital letter unless the first word is a proper noun or an adjective derived from a proper noun:

He said, "We will have a picnic to the seaside if it's fine tomorrow."

"We will have a picnic to the seaside," he said, "if it's fine tomorrow."

- The first word of salutations and complimentary closes in letters is capitalized:

Dear Sir:

Dear Mr. and Mrs. Brown,

Very truly yours,

Yours sincerely,

- Each line in poetry should begin with a capital letter:

### **The Solitary Reaper**

*By William Wordsworth*

Behold her, single in the field,

Yon solitary Highland Lass!

Reaping and singing by herself;

Stop here, or gently pass!

Alone she cuts and binds the grain,

And sings a melancholy strain;

O listen! for the Vale profound

Is overflowing with the sound.

.....

## **1.3.2 Key Words in Titles**

This includes titles of books, plays, musical compositions, magazines, radio programs, service signs, posts, and slogans:

*Romeo and Juliet / King Lear*

*The Times / Newsweek*

*Follow Me / Discovery*

Earth's Tropics Belt Expands

Top 10 Annoying Workplace Habits

Entrance / Exit

Information Desk/Boarding

No Parking/ Staff Only

**Note:** For the title of literary works, omit initial **A** or **The** from titles when you place the possessive before them: *A Tale of Two Cities*; *Dicken's Tale of Two Cities*.

## **1.3.3 Proper Nouns or Words Derived from Proper Names**

**Names of people and titles used for specific persons:**

George Bush; Yao Ming; the Senator; the President; the Secretary

**Names of countries, states, region, localities and other geographic areas:**

Canada; New York; West Lake; Hebei Province; Daqing Oilfield

**Names of streets:**

Seventh Avenue; Xueyuan Road; Sixty-Sixth Street; Dalian Road

**Names of the Deity and personal pronouns referring to him:**

Jesus Christ; the Almighty; God; He; His; Him; Heavenly Father; the Creator

**Days of the week and names of months:**

Monday; Tuesday; May; June

**Names of schools, universities and colleges:**

Peking University; China University of Mining & Technology, Beijing; Beijing Normal University

**Names of historical events, eras and holidays:**

Civil War; Zippergate Scandal; Watergate Scandal; Renaissance; Christmas;  
Cultural Revolution

**Abbreviations:**

Ph. D. ; M. A. ; B. A. ; A. D. ; B. C. ; VCD; SARS

**Governmental terms:**

the House of Representative; the Senate; the Department of Labor

**Trademarks:**

IKEA, Carrefour, Hilton, Morgan Stanley, Volvo, Chrysler, Honda

**Sports term:**

International Olympic Committee (IOC) ; World League; World Grand Prix;  
World Grand Champions Cup; NBA All-Star Game; FIFA World Cup

**Words from art, literature and anecdotes:**

Marxism, Confucianism; Hegelian; Judas; Shylock;

Micawberism (derived from *David Copperfield*, Micawber is a carefree and optimistic character who likes day-dreaming)

Pickwickian (derived from *The Pickwick Papers*, Pickwick is a very tolerant and honest character. In Chinese that means “好好先生”。)

Orwellian (derived from British writer George Orwell who describes the situation, idea, or social condition that identified as being destructive to the welfare of a free-society in his novel *Nineteen Eighty-Four*. It connotes an attitude and a policy of control by propaganda, misinformation, denial of truth, and manipulation of the past, etc., practiced by modern repressive governments.)

**Words from science and technology, esp. Internet:**

PMFJI — Pardon Me For Jumping In; A/S/L — Age/Sex/Location; FWIW — For What It's Worth; CUL8R — see you later; GTG — Got to go (at the end); GMTA — Great minds think alike; Gr8 — Great; IMHO — In my humble opinion.

**Note:** Proper names or their derivatives may become common nouns, verbs or adjectives, in this case they aren't capitalized. For example:

chauvinistic (derived from Nicolas Chauvin, a devoted adherent of Napoleon)  
quixotic (after Quixote, hero of the novel of the same name)

### Practice 3

*Use capitals where necessary in the following passages :*

1. I still get many Christians who hear me preach about the jewish belief in the world to come after death and are amazed that jews believe in life after death. Many Jews know how their rabbi feels about “desperate housewives,” but not about eternal salvation under the wings of god’s protecting care.

2. Inside ford motor co.’s top-secret design studio, stylists gather around a hulking clay model of a work-in-progress pick-up truck. Their boss, Peter Horbury, sweeps in, throws off his suit coat and declares: “let’s do some designing, shall we?” But while the workhorse vehicle before him is quintessentially American, Horbury, who moved to detroit only last year, speaks like a proper British gentleman; until a year ago he was designing jaguars.

3. The “smartbomb” authors claim that those who still don’t understand why someone would pay hard-earned cash for a fictional online character, or wait for hours to get one of microsoft’s new xbox 360 game players, are simply out of the 21st-century loop. Newsweek’s Gersh Kuntzman spoke with Aaron Ruby and Heather Chaplin about the evolution of videogames and why cyberathletes might be the new jocks.

4. Bosh, who scored 31 points in the second half, also had eight rebounds for the Atlantic division-leading raptors, who have won nine of 11. Toronto entered the day with a 3½-game lead over New Jersey. Bosh, elected to the eastern conference all-star team for the first time, went 13-for-25 from the field and 15-for-17 from the line.

## 1. 4 Punctuation

.....

The following are a few basic rules that should be remembered:

- Use a period (full stop) at the end of a complete sentence, however short it is.
- Do not just use a comma to join two coordinate clauses; use a comma and a conjunction, or a semicolon:

I went to his house yesterday, but he had left town.

I went to his house yesterday; he had left town.

- Use question mark at the end of a direct question but not the indirect one:

“Have you finished your homework?” the mother asked.

The mother asked her whether she had finished her homework.

- Use the exclamation mark only after true exclamations or commands:

What a nice day it is!

- Put direct speech between quotation marks. The subject and verb that introduce as quotation may be put before, after, or in the middle of the quotation, but the punctuation used and capitalization are different:

She said, "Now, my boy, we shall see how well you have learned your lesson."

"Now, my boy, we shall see how well you have learned your lesson," she said.

"Now, my boy, " she said, "we shall see how well you have learned your lesson. "

**Note:** In the first sentence "She said" is followed by a comma; in the second, the quotation closed with a comma and "she" is in small letters; in the third, "boy" and "she said" are followed by commas, and the second half of the quotation begins with a small letter. In short, the quotation and "she said" are treated as one sentence; only the first word of the quotation has to be capitalized.

## Practice 4

***Punctuate the following sentences and use capitals where necessary :***

1. The speaker has arrived yet most of the audience are still on their way.
2. George was lonely at first but after a while he came to like having the whole house to himself.
3. What's more he added they would never consent to the plan.
4. Mark Twain says a classic is something that everybody wants to have read and nobody wants to read.
5. Mr Murphy playing a solitaire game of cards called once in a blue moon on a kitchen table in his back yard beside the pens would occasionally look up and blink his beautiful blue eyes and say you're peaches to make over my wee friends I love you for it.

## 1.5 Spelling

While there are certainly many more varieties of English, American and British English are the two varieties that are taught in most ESL/EFL programs. Generally, it is agreed that no one version is "correct", however, there are certainly preferences in use. The most important rule of thumb is to try to be consistent in your usage. If you decide that you want to use American English spellings, then be consistent in your spelling. The following guide is meant to point out the principal differences in spelling between these two varieties of English.

American	British	American	British
“-or” vs. “-our”		“-er” vs. “-re”	
color	colour	center	centre
favorite	favourite	meter	metre
honor	honour	theater	theatre
“-ll” vs. “-l”		“-e” vs. “-oe” or “-ae”	
enrollment	enrolment	encyclopedia	encyclopaedia
fulfill	fulfil	maneuver	manoeuvre
skillful	skilful	medieval	mediaeval
“-ck” or “-k” vs. “-que”		“-dg” vs. “-dge (or “-g” vs. “-gu”)	
bank	banque	aging	ageing
check	cheque	argument	argument
“-ense” vs. “-ence”		judgment	judgement
defense	defence	Other	
license	licence	jewelry	jewellery
“-ze” vs. “-se”		plow	plough
analyze	analyse	program	programme
criticize	criticise	tire	tyre

In British English, words that end in *-l* preceded by a vowel usually double the *-l* when a suffix is added, while in American English the letter is not doubled. The letter that will double in the stress is on the second syllable.

Base word	American	British
counsel	counseling	counselling
equal	equaling	equalling
model	modeling	modellling
quarrel	quarreling	quarrelling
signal	signaling	signalling
travel	traveling	travelling

## Spelling of Verbs

This is related to formation of the simple past or past participle for some verbs. Below is a sampling of the three main categories of differences with verbs.

### 1) “-ed” vs. “-t”:

The first category involves verbs that use *-ed* or *-t* for the simple past and past participle. Generally, the rule is that if there is a verb form with *-ed*, American English will use it, and if there is a form with *-t*, British English uses it. However, these forms do not exist for every verb and there is variation. For example, both American and British English would use the word ‘worked’ for the past form of ‘to work’, and in American

English it is common to hear the word ‘knelt’ as the past tense of ‘to kneel’.

Base word	American	British
to dream	dreamed	dreamt
to leap	leaped	leapt
to learn	learned	learnt

## 2) Base form vs. “-ed”:

The second category of difference includes verbs that use either the base form of the verb or the **-ed** ending for the simple past.

Base word	American	British
to fit	fit	fitted
to forecast	forecast	forecasted
to wed	wed	wedded

## 3) Irregular vs. “-ed”:

The third category of difference includes verbs that have either an irregular spelling or the **-ed** ending for the simple past.

Base word	American	British
to knit	knit	knitted
to light	lit	lighted
to strive	strove	strived

**Note:** There are also a few of the more common words which are different in American and British English. Some words mean different things in the two varieties. For example:

Mean; (American English: angry, bad humored; British English: not generous, tightfisted)

American	British	American	British
apartment	flat	motor home	caravan
fries	chips	movie theater	cinema
band-aid	plaster	napkin	serviette
bathroom	loo or WC	nothing	nought
can	tin	overpass	flyover
cookie	biscuit	pants	trousers
corn	maize	parking lot	car park
diaper	nappy	period	full stop



Continued

American	British	American	British
elevator	lift	pharmacist	chemist
eraser	rubber	potato chips	crisps
flashlight	torch	rent	hire
gas	petrol	sidewalk	pavement
guy	bloke, chap	soccer	football
highway	motorway	sweater	jumper
jelly	jam	truck	lorry
line	queue	vacation	holiday
lawyer	solicitor	vest	waistcoat
license plate	number plate	windshield (car)	windscreen
mail	post	zip code	postal code

For further information concerning these areas please refer to the following links:

[British vs. American English vocabulary tool](#)

Check British to American English or American to British English with this interactive tool.

[American-British/British-American Dictionary](#)

An impressive resource for reference information concerning the differences in vocabulary use between American and British English.

[American vs. British English](#)

An exhaustive study by the University of Tampere on the differences between American and British English and the geo-political reasons behind these differences.

[English Around the World](#)

An excellent link page to information, recordings, and vocabulary examples of English as it is used in many different countries around the world.

[United Kingdom English for the American Novice](#)

An amusing (some might find patronizing) instructive site dedicated to helping Americans understand United Kingdom English.

## 1.6 Numbers

For the number writing, pay attention to the following rules:

**Use words:**

In formal nonscientific writing, numbers from one to one hundred and numbers that