高等教育自学考试指定教材辅导丛书

英语写作基础

自学与考试

天津市高等教育自学考试委员会办公室 组编 ● 主编 马洵



高等教育自学考试指定教材辅导丛书

英语写作基础自学与考试

天津市高等教育自学考试委员会办公室 组编

主 编 马 洵 副主编 简 怡 编 著 马 洵 简 怡 张 艳 康晓秋 刘建喜 刘宏伟

天津科学技术出版社

1 1

策 划:胡振泰 责任编辑:王 祯 版式设计:維桂芬 责任印制:王 莹

高等教育自学考试指定教材辅导丛书 英语写作基础自学与考试 天津市高等教育自学考试委员会办公室 组编 主编 马 洵

天津科学技术出版社出版 天津市张自忠路 189 号 「邮编 300020 电话(022)27306314 天津新华印刷三厂印刷 新华书店天津发行所发行

开本 850×1168 1/32 □ 印张 8/75 字數 213 000 2000 年 6 月第 1 版 2000 年 6 月第 1 次印刷 印数: 1-5 000

ISBN 7-5308-2852-5 H・13 定价:14.00元

高等教育自学考试指定教材辅导丛书 编 委 会

主 任 乔丽娟

副主任 刘凤桐

委 员 李占伦 贾汾泉 葛洪贵 丁立新

高凤萍 王建国 胡 浩 王松龄

赵尔健 赵彤璐

出版说明

《英语写作基础自学与考试》是天津市高等教育自学考试委员会办公室组织编写的高等教育自学考试指定教材辅导丛书之一。本书是以全国高等教育自学考试委员会制定的《英语写作基础考试大纲》为依据,针对英语写作基础自学考试的特点和基本要求编写的,旨在帮助自学者正确理解、掌握考试大纲所要求的基本理论、基本知识,提高分析问题、解决问题的能力。作者还根据历次考试试卷的试题题型和考核范围设计了10套模拟试题。

本书作者都是多年从事自学考试英语专业社会助学辅导的教师,他们熟悉自学考试特点,对考试大纲和新编教材有较深刻的理解。

本书在编写过程中,得到了天津市协合商贸进修学院的支持,南 开大学外语学院严启刚教授审阅了全书,在此一并表示感谢。

《英语写作基础自学与考试》不仅是参加自学考试考生的学习津梁,而且对普通高等学校、成人高等学校学生也大有裨益。

高等教育自学考试 指定教材辅导丛书编委会

AB57/3

此为试读,需要完整PDF请访问: www.ertongbook.com

目 录

Part One Key to Practices ··	•••••	(1)
Key to Practice (p. 2)	• • • • • • • • • • • • • • • • • • • •	(1)
Key to Practice 1 (p. 8)	••••••	(2)
Key to Practice 2 (p. 9)	••••••	(2)
Key to Practice (p. 15)		(3)
Key to Practice 1 (p. 17)	••••••	(4)
Key to Practice 2 (p. 18)		(4)
Key to Practice 3 (p. 20)	••••••	(5)
Key to Practice 1 (p. 21)	••••••	(5)
Key to Practice 2 (p. 22)	••••••	(6)
Key to Practice (p. 26)	••••••	(7)
Key to Practice 1 (p. 30)	••••••	(8)
Key to Practice 2 (p. 31)		(8)
Key to Practice 3 (p. 31)		(9)
Key to Practice 1 (p. 33)	•••••••••••••••••••••••••••••••••••••••	(10)
Key to Practice 2 (p. 33)	((11)
Key to Practice 3 (p. 36)	((13)
Key to Practice 4 (p. 39)	((13)
Key to Practice 1 (p. 44)	((15)
Key to Practice 2 (p. 45)	((15)
Key to Practice 1 (p. 48)	((16)
Key to Practice 2 (p. 49)	((17)
Key to Practice 1 (p. 52)	((18)

	Key to Practice 2 (p. 53)		(18)
	Key to Practice 1 (p. 56)	***************************************	(20)
	Key to Practice 2 (p. 57)	•••••	(21)
	Key to Practice 3 (p. 59)		(23)
	Key to Practice 4 (p. 60)		(23)
	Key to Practice 5 (p. 63)		(25)
	Key to Practice (p. 71)	••••••	(27)
	Key to Practice (p. 75) ··	••••••	(31)
	Key to Practice 1 (p. 81)		(32)
	Key to Practice 2 (p. 83)		(36)
	Key to Practice 1 (p. 90)		(36)
	Key to Practice 2 (p. 93)		(37)
	Key to Practice 3 (p. 94)		(38)
	Key to Practice (p. 99)	••••••	(41)
	Key to Practice (p. 102)		(42)
	Key to Practice (p. 104)		(42)
	Key to Practice (p. 109)	•••••	(43)
	Key to Practice (p. 113)	•••••	(44)
	Key to Practice 1 (p. 115)	•••••••••••	(45)
	Key to Practice 2 (p. 116)	•••••	(45)
	Key to Practice 3 (p. 118)	••••••	(46)
	Key to Practice 4 (p. 119)	••••••	(46)
	Key to Practice 5 (p. 122)	••••••	(47)
	Key to Practice 6 (p. 125)	••••••	(49)
	Key to Practice 2 (p. 133)	••••••••••	(50)
	Key to Practice 3 (p. 135)	••••••	(50)
	Key to Practice 1 (p. 147)	•••••••••	(51)
	Key to Practice 2 (p. 149)	••••••	(53)
2			

Key to Practice 3 (p. 149) ······	•••••	(53)
Key to Practice 4 (p. 150)	•••••	(54)
Key to Practice 5 (p. 152)	•••••	(55)
Key to Practice 1 (p. 156)	•••••	(57)
Key to Practice 2 (p. 156)	•••••	(58)
Key to Practice 1 (p. 161)	••••••	(59)
Key to Practice 2 (p. 161)	••••••	(60)
Key to Practice 3 (p. 162)	••••••	(60)
Key to Practice 4 (p. 163)	•••••	(61)
Key to Practice 5 (p. 168)	•••••	(61)
Key to Practice 6 (p. 169)	•••••	(62)
Key to Practice 7 (p. 171)	••••••	(64)
Key to Practice 8 (p. 172)	•••••	(65)
Key to Practice 1 (p. 178)	•••••	(66)
Key to Practice 2 (p. 182)	••••••	(69)
Key to Practice 1 (p. 201)	••••••	(69)
Key to Practice 2 (p. 229)	•••••	(70)
Key to Practice (p. 240)	••••••	(72)
Part Two Practical Writing	•••••	(74)
一、Notes ······	•••••	(74)
1. Note of Thanks ·····		(74)
2. Messages ·····	••••••	(75)
3. Invitations ······	••••••	(80)
4. Appointments	••••••	(84)
5. Apologies ·····		(86)
6. Notice	•••••	(88)
二、Letters ······	••••••	(91)
1. Letters of Application	••••••	(95)

2. Letters of Invitation	(99)
3. Letters of Thanks	(104)
4. Letters of Complaints	(108)
5. Letters of Congratulations	(110)
6. Letters of Recommendations	(113)
7. Resume	(117)
Part Three Guide to Writing	(119)
一、段落写作······	(119)
二、短文写作	(124)
三、说明文······	(129)
四、论说文	(144)
五、图表评述	(151)
六、记叙与描写	(161)
Part Four Model Tests	(164)
Model Test 1 ·····	(164)
Key to Model Test 1 ·····	(170)
Model Test 2 ·····	(173)
Key to Model Test 2 ·····	(179)
Model Test 3 ·····	(182)
Key to Model Test 3 ·····	(188)
Model Test 4 ·····	(192)
Key to Model Test 4 ·····	(198)
Model Test 5 ·····	(201)
Key to Model Test 5	(209)
Model Test 6 ·····	(212)
Key to Model Test 6 ·····	(218)
Model Test 7 ·····	(221)
Key to Model Test 7 ·····	(227)

	Model Test 8 ······	(230)
	Key to Model Test 8 ·····	(235)
	Model Test 9 ·····	(238)
	Key to Model Test 9 ·····	(244)
	Model Test 10 ·····	
	Key to Model Test 10	(254)
附录	共 英语写作基础答题纸	(258)

Part One Key to Practices

Key to Practice (p. 2)

Rewrite the following sentences so that the final emphasis falls on the idea in the clause presented at the beginning of each sentence. (改写下列句子,将句子重点放在开头的从句中。)

- 1. Although I didn't receive a high grade, the course was not very difficult.
- 2. When he wasn't chosen for the football team, he felt that the world had come to an end.
- 3. To do the job safely requires steady nerves.
- 4. As soon as it lifted off the runway, the plane began to shake noticeably.
- 5. To put off the fire, she filled a bucket with water.
- 6. Bursting into tears as she left the room, Jane walked out of his life.
- 7. One of my favorite poets is Emily Dickinson.
- 8. If you want to build a muscular body, there are many exercises to do.
- 9. For many people, summer is the most enjoyable season.
- 10. Because he had been trained in it from an early age, he played the

1

violin well.

Key to Practice 1 (p. 8)

Combine each of the following groups of short sentences into the best long sentence you can write. Don't change any of the key words and don't leave out any information. As an example the first has been done in three ways. (将下列短句组合为最佳长句,不得改变任何关键词,也不得省略任何信息。)

- a. The old man died on his way home from the woods, where he had worked all of a damp, dismal, and cold winter day.
 - b. After working all day in winter woods that were damp, dismal and cold, the old man died on his way home.
 - c. On his way home from working in the woods on a damp, dismal, cold winter day, the old man died.
- 2. It was nearly dark when a roaring snowmobile appeared, running without light lights, and hit Mrs. Clifford.
- The store manager told the judge that he saw Louis carry an open purse, eye the perfume, and put it in her purse when the clerk turned around.
- 4. Entering the room, Peg found Lisa lying on his couch, and with her cat Tikky on her stomach, Lisa appeared to be asleep, her long hair nearly touching the floor.

Key to Practice 2 (p. 9)

How many short sentences can you made out of a long one? Here is the opening sentence of Edgar Allen Poe's short story, "The Fall of the House of Usher". Study this passage and try to form short sentences orally. (从一个长句中可以写出多少个短句?

这里是埃德加・艾伦・波的 "The Fall of the House of Usher" 的开 头句。仔细观察,然后说出尽可能多的短语。)

- (1) The day was dull.
- (2) The day was dark.
- (3) The day was soundless.
- (4) It was in the autumn of the year.
- (5) The clouds was oppressively low.
- (6) The clouds hang in the heavens.
- (7) I had been passing alone.
- (8) I was on horseback.
- (9) I had been riding through a tract of country.
- (10) It was singularly dreary.
- (11) The shades of evening drew on now.
- (12) At length, I could see the House of Usher.
- (13) It was a melancholy house.

Key to Practice (p. 15)

Combine the following pairs of simple sentences. Use a comma and a joining word (and, but, for, so) to connect each pair. (用逗号或连接词 and, but, for, so 等连接下列简单句。)

- My son is studying computer science, but my daughter is majoring in communication.
- 2. We are watering the trees, for we don't have any rain for a month.
- 3. The children started arguing, so I made them turn off the TV.
- At midnight my roommate closed her books, but I studied until ?
 A. M.
- 5. We must plan our family budget carefully, for the price of foci

has risen recently.

Key to Practice 1 (p. 17)

Use appropriate dependent words to combine the following pairs of simple sentences into complex sentences. Place a comma after a dependent sentence when it starts the sentence. (用适当的从属连词将下列句子连成复合句。如果从句在前,要在从句后边加逗号。)

- 1. Although English is offered only in the morning, Chemistry can be taken at night.
- 2. Because the movie disgusted him, the coach walked out after fifteen minutes.
- 3. After the house had been burglarized, Smith couldn't sleep soundly for several months.
- 4. When his vision begins to fade, he knows he'd better get some rest.
- 5. Before the storm hit the coast city, we crisscrossed our windows with strong tape.

Key to Practice 2 (p. 18)

Rewrite the following sentences, using subordination rather than coordination. Include a comma when a dependent statement starts a sentence. (用从属连词,不用并列连词改写下列句子。如果从句在先,就要在从句后边加逗号。)

- 1. Although the muffler shop advertised same-day service, my car wasn't ready three days.
- 2. Because the high blood pressure pills produced dangerous side

- effects, the government banned them.
- 3. After David lopped dead branches off the tree, Michelie stacked them into piles on the ground below.
- 4. Diana wedged her handbag tightly under her arm, because she was afraid of muggers.
- 5. Although Richard counted the cash three times, the total still didn't tally with the amount on the register tape.

Key to Practice 3 (p. 20)

Combine the following simple sentences into complex sentences. Omit repeated words. Use the dependent words who, which, or that. (用 who, which 或 that 将下列简单句连成复合句,省略重复的词。)

- 1. The boy who was in a motorcycle accident limps.
- 2. Joan, who is a champion weight lifter, is my neighbor.
- 3. The two screws that held the bicycle frame together were missing from the assembly kit.
- 4. The letter which arrived today is from my friend abroad.
- The tall hedge which surrounded the house muffled the highway noise.

Key to Practice 1 (p. 21)

Read through each sentence to get a sense of its overall meaning. Then insert a coordinating word (and, or, but, for, or so) and a subordinating word (because, since, when or although). (弄清各句的主要意思,填入并列连词 and, or, but, for, or 或从属连词 because, since, when 或 although。)

- 1. <u>Because (或 Since)</u> he had worked at the construction site all day, Tom decided not to meet his friends at the dinner, <u>for</u> he was too tired to think.
- 2. When the projector broke for a second time, some people in the audience hissed, and others shouted for a refund.
- 3. Nothing could be done <u>before (或 although)</u> the river's flood- water receded, <u>so</u> the townspeople waited helplessly in the emergency shelter.
- 4. When you are sent damaged goods, the store must replace the items, or it must issue a full refund.
- 5. Sears had the outdoor grill I wanted, <u>but</u> the clerk wouldn't sell it to me because (或 since) it was the food sample.

Key to Practice 2 (p. 22)

Use coordination or subordination to combine the groups of simple sentences into one or more longer sentences. Omit repeated words. Keep in mind that, very often, the relationship among ideas in a sentence will be clearer when subordination rather than coordination is used. (用并列连词或从属连词将下列各组简单句连接成一个或几个长句。省去重复的词。要注意,用从属连词而不用并列连词会使句子的意思更清楚。)

- 1. I needed butter to make the cookie better, but I couldn't find any, therefore I used vegetable oil instead.
- Because Gena had worn glasses for fifteen years, she decided to get contact lenses, she would be able to see better and look more glamorous.
- The children at the day-care center unrolled their sleeping mats, then they took their naps.

- 4. Jack dialed the police emergency number, but he received a busy signal, so he dropped the phone and ran, for he didn't have time to call back.
- 5. Louis disliked walking home from the bus stop because the street had no overhead lights and it was lined with abandoned buildings.
- 6. When the rain hit the hot pavement, plumes of steam rose from the blacktop. Cars slowed to a crawl, for the fog obscured the driver's vision.
- 7. When his car went through the automated car, Harry watched from the sidelines. Floppy brushes slapped the car's doors and sprays of water squirted onto the roof.
- 8. The pipes had frozen because the heat had gone off, so we phoned the plumber, He couldn't come for two days since he had been swamped with emergency calls.
- 9. I took my car to the service station because it developed an annoying rattle. The mechanic looked under the hood, but he couldn't find what was wrong.

Key to Practice (p. 26)

Correct the run-on sentence by putting a period at the end of the first thought and a capital letter at the start of the next thought. (用句号和首字母大写的方法改正下列串句。)

- 1. No one swam in the lake that summer. A little boy had dropped his pet into the water.
- The window shade snapped up like a gunshot. Her cat leaped four feet off the floor.
- I always have bad luck with cotton jeans. They shrink so much that they end up around my ankles.

7