

Eight Steps to Successful Short Passage Writing



英语短文 写作八步

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潘 能



西安交通大学出版社

英语科

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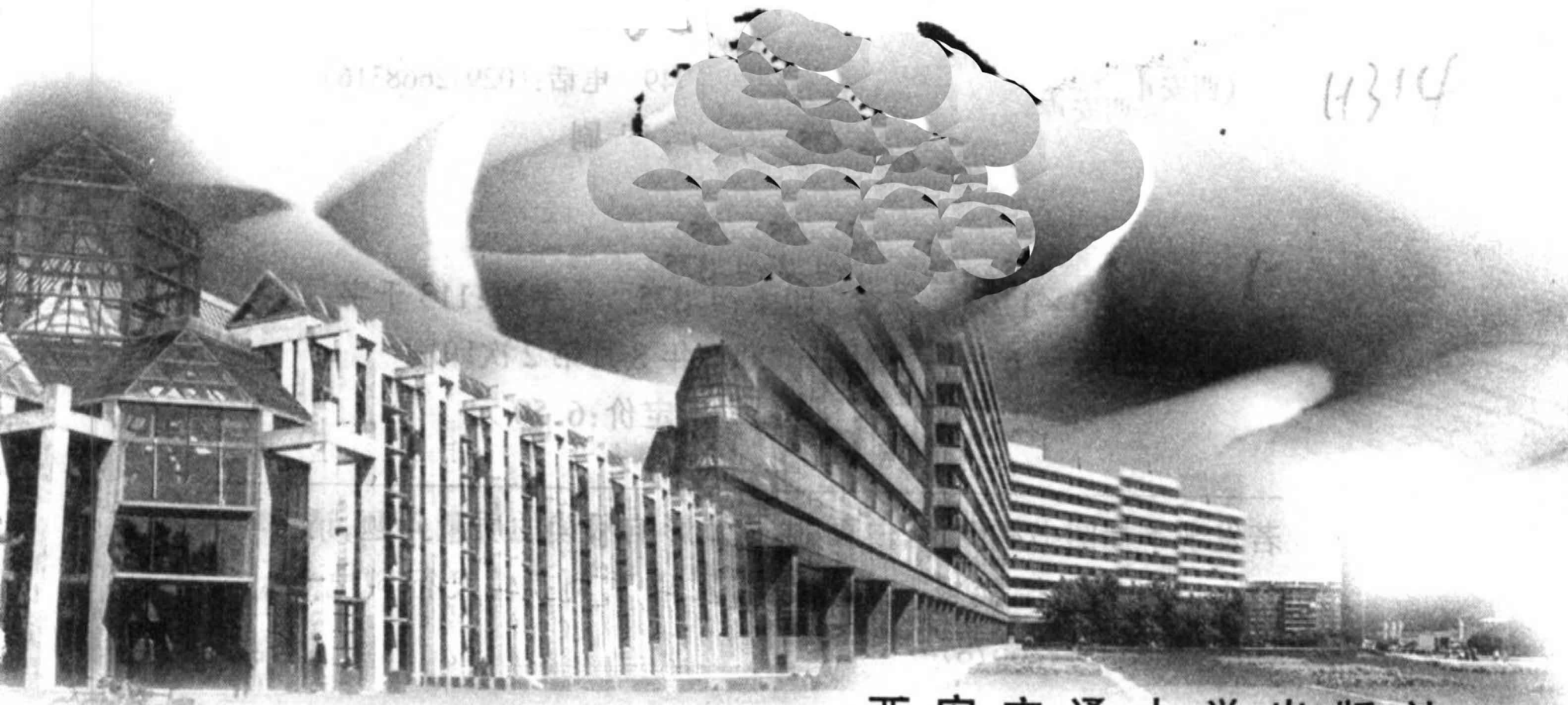
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内容提要

本书适用于考研和大学英语四、六级考试的应试者,也可供辅导班和中等以上英语水平的自学者使用。全书八章,包括写句子、标点符号的使用、正确用词、句型变换、写段落、写短文、考试题型和习作。本书的特点为通过学习写作的基本知识和技能,经过大量的练习和习作,最后达到能成功地完成考试中要求的短文写作。

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前 言

本书的对象为参加考研和大学英语四、六级考试的应试者。全书八章均为帮助应试者提高英语短文写作的能力而设计的。练习,尤其是习作,是各章的重要组成部分,提供了大量的实践。各章练习均同等重要。表面看来,前几章练习似乎难度不大,但均要求高度的准确性和熟练的写作运用能力。

编者以为应试者应首先学会各章中提供的有关短文写作的基本知识和技巧,会写正确的句子和段落,然后多习作。练习答案内第八步中提供的 35 篇难易不同的参考作文,应对考试者有很大的帮助。

本书完成前,编者曾经过多个循环的课堂实践,证明本书亦可用于考研和四、六级辅导班以及中等以上水平的英语自学者。

本书由刘树华、潘莹协助整理手稿,在此致谢。

潘 能

1999 年 9 月

PREFACE

This book is geared towards testees of both PPEE (Prospective Postgraduate Entrance Examination) and CET4/6 with intermediate English proficiency. The eight steps presented are expressively designed to help testees develop skills needed for short passage writing. The exercises, which are the main component of each unit, offer a great deal of practice and therefore will certainly be found equally useful. Do not let yourself be miscarried by the superficial simplicity of some of the exercises in the first few units. When you do them, you will immediately find that they require high accuracy and skillful use in your writing.

The author suggests that testees learn the basic knowledge and skills of writing as the first step, learn to write correct sentences and meaningful paragraphs as the second step before starting to write short passages. The reference essays provided in the last unit may help testees a great deal.

Before the completion of the book, the author has used the manuscripts in classroom teaching for many times with results as satisfactory as expected. Undoubtedly, the book will find its way to

coaching classes as well as to teachers sharing responsibility for guiding testees to successful English writing.

Finally, I would like to thank Liu Shuhua and Pan Ying who helped in rectifying my manuscripts.

Pan Neng
Sept. 1999

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STEP ONE: WRITING SENTENCES

第一步：写句子

1. Seven basic sentence patterns (七种基本句型)

S + V (主语 + 动词)

I am speaking.

S + V + O (主语 + 动词 + 宾语)

I study English.

S + V + O₂ + O₁ (主语 + 动词 + 间接宾语 + 直接宾语)

He gives me a book.

S + V + O + OC (主语 + 动词 + 宾语 + 宾语补足语)

We call him John.

S + LV + N (主语 + 联系动词 + 名词)

I am a student.

S + LV + A (主语 + 联系动词 + 形容词)

I am happy.

S + V + O + A (主语 + 动词 + 宾语 + 形容词)

We find the work difficult.

2. Four types of sentences (句子的四种类型)

1) Simple sentence (简单句)

John loves Mary.

John loves Mary and gives her money.

John and Cliff love Mary.

John and Cliff love Mary and her sister (and give them money).

一个简单句可表示:

A. a statement (陈述)

Mr. Brown teaches this class.

B. a question (问题)

Do you understand me?

C. a command or a request (命令或请求)

Open the door.

Please help me with my work.

D. an exclamation (感叹)

How cold it is!

2) Compound sentence (并列复合句)

John loves Mary, but she doesn't love him.

Finally John persuaded Mary to marry him for he is a charming persistent young man.

The wind is blowing; the lightning flashing; the thunder roaring; the rain pouring down; the earth rocking.

并列复合句的常用连词有:

A. the AND group (表示并列关系的连词)

I like English and he likes French.

Not only the fur coat is soft, but it is also warm.

The car was almost new; furthermore, /besides, /likewise, /moreover, /again, it was in excellent condition.

B. the BUT group (表示转折关系的连词)

The coat was thin but it was warm.

The car was quite old; yet/still/however/nevertheless it was in excellent condition.

In spite of/Despite/Notwithstanding its age, the car was in excellent condition.

The car was quite old; despite that it was in excellent condition.

C. the OR group (表示选择关系的连词)

You must work harder, or you will lose the exam.

Either your answer or mine is wrong.

Your answer is not right, neither is mine.

Neither you nor I am to blame.

D. the SO group (表示因果关系的连词)

The rain began to fall, so we went home.

We worked until six; then we went home.

He broke the rules of the school; therefore/so/consequently/accordingly he had to leave.

3) Complex sentence (主从复合句)

What we must do we must do. (宾语从句)

What must be done must be done. (主语从句)

This is what we must do. (表语从句)

What is done cannot be undone. (主语从句)

What we cannot eat we can. (宾语从句)

Although John loves Mary, she does not love him.
(状语从句)

The man whom you met yesterday is a friend of mine.
(定语从句)

Whatever happens, my heart will go on. (状语从句)

[注]主从复合句的连词可参阅语法书。

4) Compound complex sentence (并列主从复合句)

When heavy rain comes, the streams rise; and farmers know that there will be floods.

The neighbourhood that Henry grew up in was fairly prosperous, but it was by no means wealthy.

3. Common errors in writing sentences
(写句子时的常见错误)

1) Dangling modifier

(不定式、动名词、分词、形容词短语悬垂)

e. g.

incorrect	correct
To learn English well, much practice is necessary.	To learn..., we need much practice.
Heated, we can make water into steam.	Heated, water can be made into steam.
After reading the letter, my heart was beating fast.	After reading ..., I found my heart beating fast.
Afraid to eat any more seafood, the waiter removed it from his table.	Afraid to eat..., he asked the waiter to remove it...

2) Misplaced modifier (修饰语错位)

e. g.

incorrect	correct
The newsboy walked his bicycle to the house of his first customer	The newsboy burdened with newspapers walked...