

ENGLISH WRITING

高一

全国著名特级英语教师教你

中学英语写作



写作指导

习作与点评

重点词语练习

写作基础练习

写作综合训练

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前言

P R E F A C E

随着我国加入WTO,我们与国际的交流也愈来愈频繁。英语作为一种重要的国际语言,使用的范围也越来越广泛。英语的书面表达能力也显得越来越重要。与外国朋友的信件来往,签署商务协议、合同,向国外学校作留学咨询或申请等都离不开写作。

英语写作在听、说、读、写、译五种能力中占有极其重要的地位。它能够反映一个人的整体语言水平和语言基本功,也就是说,一个人的英语水平高低可以通过写作水平体现出来。用英语写作并不比用汉语写作难,但是需要一个训练的过程,需要循序渐进。只要我们不断努力、不断实践,就一定可以自如地掌握和灵活地运用它。

《中学英语写作》是按新的《英语课程标准》编写的,内容与现行教材同步,是对英语教材在写作能力训练方面的有益补充。编者根据中国学生的实际特点,通过分析现代教学理论,总结教学实践,试图在训练学生写作能力方面摸索出一条新路。本书的目的是通过激发中学生英语学习的兴趣,帮助中学生打下牢固的英语语言基本功,以提高中学生的英语写作能力。

本书的主要特点如下:

一是注重写作基本功的训练和写作能力的培养。强调写作过程的训练。强调多输入、多接触和多练习。

二是练习的设计注重主观题目,这些练习形式不仅便于学生模仿课文的语言,而且便于学生灵活运用。

三是培养写作能力的同时,注重对学生跨文化意识的培养。

四是由浅入深,循序渐进。第一册从字母的书写开始,注意突出基础写作知识的指导和基本写作技能训练,注重通过用英语思维的方式逐步提高写作能力。

五是编者在把握《英语课程标准》和驾驭教材的基础上,着重针对教学中的重点、难点、疑点设置练习,密切联系学生在学习中的实际情况,具有针对性和指导性。

我们相信,通过使用本套书的大量写作练习,学生的写作能力一定会有很大的提高。

编者



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王路 1984年毕业于天津师大外文系,1997年毕业于天津师大外文系研究生课程进修班。1993年和1999年赴美国和英国工作、进修。是天津市第三中学英语特级教师、国际英语教师协会会员、首批国家级骨干教师成员、天津市青年学科带头人,天津市“131人才工程”人选。曾获全国高中英语优质课竞赛一等奖。她曾承担全国外语教学科研课题,并多次赴外省市做国家级别的英语教学观摩课,受到了专家和同行们的高度评价。

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Part One

(Units 1~2)

练习目的

1. 掌握有用的短语和句型:

go away, go on doing, as a result, in one's opinion, give one's regards/best wishes/love to..., first of all, by the side of, instead of, on holiday, turn off

2. 学习如何写书信。

写作指导

书信

书信是人际交往中使用最频繁的方式之一,可以分为商务信件(Business Letter)和私人信件(Personal Letter)两种。书信作为一种应用文形式有其自身的写作技巧和要求。

1. 信封的写法:

英语信封的写法和位置与中文相反:寄信人姓名、地址在左上角或反面稍上。收信人姓名、地址在右下角或中央稍偏右位置;地址从小到大写,即先写人名,再写门牌号或街道名、城市名、邮政编码,最后写国名。邮票一般贴在右上角。

请看下面一个中英文对比的例子:

(1) 中文信封

邮编:300050

邮票

中国天津市和平区南京路258号

王刚收

安徽省合肥市第一中学

邮编:230061

(2) 英文信封

Li Hong 100 # 5 th Avenue New York City N. Y. 20572 U. S. A	Mr. Wang Gang 258 # Nanjing Road He Ping District, Tianjin P. R. China 300050
------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------

另外,有些英文书信会在右上角或左下角附加说明信的性质,如:航空(Par Avion/By Air Mail)、内有照片(Photo Inclosed)、机密(Confidential)等。如果信件需要通过别人转交,信封上就应写实际最终收信人姓名,再写转交人姓名及地址,在中间加 c/o(care of)。比如寄往中国天津市和平区南京路 258 号王刚收转王红。英文为:

Ms. Wang Hong
c/o Mr. Wang Gang
258 # Nanjing Road
He Ping District, Tianjin
P. R. China
300050

收信人的姓名前要加适当的尊称(Title),如:Mr. (先生),Mrs. (太太),Miss (小姐),Dr. (博士),Prof. (教授)等。

2. 书信的结构:

一封完整的英文书信通常包括六部分,即:信端(Heading),信内地址(Inside Address),称呼(Salutation),正文(Body),结束语(Complementary Close)及签名(Signature)。

- 1) 信端:在信笺的右上方距信纸顶头约 3 厘米处,包含寄信人的地址和写信日期。(地址在上,隔一行写日期)。日期的写法英、美两国不同,英式写法的顺序是日、月、年,而美式写法则是月、日、年。另外,一般私人信件可以省去寄信人的地址。
- 2) 信内地址:包含收信人的地址、姓名,写在日期下方空一至两行处,从左边顶格写。这一部分在私人信函中也常省略。
- 3) 称呼:信内地址下方空两行处左边顶格写。称呼语后可用逗号或冒号隔开。称

呼语常以 Dear 开头。

- 4) 正文: 称呼下方一至两行处开始写正文, 即信的主体。英文书信中正文可以采用“齐头式”或“缩行式”写法。齐头式即正文每一段首行都顶格写, 段与段之间空一行; 缩行式是指每段第一行左边空 5 个格起写, 且正文后的落款写在右下方。
- 5) 结束语: 写在结尾语下隔两行处, 其内容因寄信人与收信人的关系而定。较正式的信件可用 Sincerely yours, Yours truly 等; 一般熟人和亲友可用 Yours, Love, Yours ever 等, 后面加逗号。
- 6) 签名: 为表示对收信人的尊重并表明信件的真实性和可信性, 常在结束语下打印出姓名并再由写信人手写签名。

除上述部分外, 一些书信还带有其他附加成分。

- 7) 附件(Enclosure): 即随信附加其他文件、证明等需要在信的最后说明。附件的缩写形式为 Encl., 复数为 Encls.。例如: Encl. 1 photo(附照片一张)。
- 8) 附言(Postscript): 信中遗漏的内容可以在最后加以补充, 缩写形式为 P. S.。例如: P. S. I got your letter on Feb. 2, 2001. 附言一般有失郑重, 在正式信函中应避免使用。尽量把内容写在正文中。请看下面这封完整的书信例子:

①寄信人的地址: 100 # 5th Avenue

New York City, N. Y. 20520

U. S. A

Feb. 2, 2001

②收信人的地址: 258 # Nanjing Road

Heping District, Tianjin

P. R. China

300050

③称呼: Dear Mr. Wang Gang,

④正文: I am glad to receive your letter. ...

⑤结束语: Sincerely yours,

⑥签名: Li Hong

3. 书信的语言:

英文书信要求语言准确、简洁、清晰、礼貌、体贴。尤其正式书信更是如此, 而私人信件则可以较自由地抒发感情。书信也有许多常用语句, 下面列举一些:

- 1) 开头: Thank you for your letter on Feb. 2, 2001. 非常感谢你 2001 年 2 月 2 日寄给我的信。How is everything in the U. S.? 美国的一切都好吗?
- 2) 结尾: I'm looking forward to hearing from you soon. 期待早日回信。Please give my best regards to your family. 请代我向你的全家问好。Take care! 保重!

习作与评析

例 1:

Dear Amy,

It is three months since I heard from you. I am thinking about you a lot.

I'm now studying in No. 3 High School. This term is my first term in senior high school. I have classes from Monday to Friday. My classmates are very nice and all of them study very hard. The classes are interesting and the teachers are kind to us. I'm sure we'll learn a lot from them in this term.

How are you doing? Tell me about your school and your classmates.

Best wishes to you.

Yours,

John

评析:

这是一封朋友间的书信。主要是介绍新学期的情况。做到了主题明确,条理清楚,接续自然,语言通顺。这封信采取齐头形式,格式准确。语言上亲切、友好,可以让对方感受到一种真诚,不仅介绍自己的情况,也询问对方情况,让人觉得体贴。

例 2:

John,

Hello!

My family moved to a new apartment for 3 months. I didn't write to you because I am very busy. I go to school every day and have a lot of homework. My new home is very bright and beautiful. The living room is big enough to have a party!

Write me soon!

Yours,

Amy

评析:

这是 Amy 给 John 的回信。信写得有些问题。此信采取了缩行式,但格式不太标准。如:日期的位置应在开头而不是结尾。称呼没有加“Dear”等词,有失礼貌。第一段只有一个“Hello”显然是受中文的影响。正文部分也有错误,如:My family moved to a new apartment for 3 months,“moved”是过去式,时间状语应是 3 months ago,而本文是 for 3 months。逻辑也不连贯,一会儿说搬家,一会儿又说学校。结尾命令式的语言也不合适。

Feb. 10, 2001

课文重点词句练习

I. Put the proper words into the following sentences. (用方框内的单词完成下列各句。)

introduce, practice, practise, hope, wish, unless, allow, request, taste, once, follow

1. _____ you have heard the story, you will never forget it.
2. The students _____ their teacher into the classroom.
3. She _____ her new boyfriend to her parents.
4. Mrs. Wang _____ her students to make progress in English study.
5. They _____ they can meet each other again.
6. Let me _____ myself to you. My name is Bei Bei.
7. He won't attend the meeting _____ he is invited.
8. Smoking is not _____ in this area.
9. The new English teacher spoke too fast and we couldn't _____ her.
10. The apple pie _____ good.
11. He _____ them to leave the house within one week.
12. _____ you want to do it, do it well.
13. The mother _____ her daughter to go to the party.
14. All the students _____ to attend the meeting.
15. Liu Yun is asked to _____ playing the piano every day.
16. They put the idea into _____.
17. I _____ I were 20 years younger.
18. Ma Lan is such a hard-working student. We all _____ she can go to university next year.
19. Do not leave the office _____ you are told so.
20. You will never learn to swim if you don't _____.

写作基础训练

II. Sentence-making. (用所给的词和短语造句。)

1. physics, chemistry, biology, geography

2. would like, introduce

3. not go out, unless, fine, tomorrow

4. hope, pass the exam

5. in my opinion, have no homework

6. go shopping, instead of, stay at home

7. turn off, electricity, leave

8. on holiday, next week

9. taste, wonderful, like

10. what about, go to Canada, this summer

III. Complete the following sentences. (完成下列句子。)

1. It was raining, but the farmers _____ (继续干活) in the fields.

2. _____ (在我看来), you should eat more fruit.

3. Oh, you are going home. Please _____ (请代我向你父母问好).

4. It was late at night and there was no bus. _____ (结果, 我们不得不走回家).

5. _____ (查清楚) that they have finished their homework.

6. Can you see the children _____ (在河边玩)?

7. When you use the computer _____ (你应该按照要求去做).

8. _____ (开始她还是小声抽泣 sob), then she started to cry.

9. They told us that _____ (他们仍然在意大利度假).

10. Our English teacher is very kind. _____ (她允许我们用她的录音机听英文歌曲).

IV. Put the Chinese into English by using the underlined English structures. (用英文句子划线部分的句型翻译下列中文。)

1. Please give my love to your sister.

A. 请代我向你父母问好。

B. 请转达我对他们的良好祝愿。

2. What were they doing at this time last week?

A. 昨天你这个时候在哪?

B. 去年这个时候她在哪所学校读书?

3. The mixture tasted terrible.

A. 这盘菜闻着很香。

B. 她的上衣看上去总是怪怪的。

4. He was a little man with thick glasses.

A. 她是一个长着金黄色头发的漂亮女孩。

B. 这是一件有四个口袋的上衣。

5. Wash your hands with soap at the end of your experiment.

A. 在街道的尽头有一家超市。

B. 我们的新教学楼将在今年年底建成。

V. Fill in the blanks with the verbs given. (用所给动词的适当形式填空。)

lead, take, make, have, listen, follow

In our middle schools, we(1) _____ such labs as sound lab, physics lab, chemistry lab, and biology lab. When the students are (2) _____ experiments, they must (3) _____ the instructions of dos and don'ts

and (4) _____ to the teacher carefully. Any careless mistakes will (5) _____ to terrible results. (6) _____ good care of public property is also very important for students in schools, so it is not only a matter of teaching science but moral education.

VI. Write a short passage based on your answers to the following questions. (回答问题并连成短文。)

1. What new subjects are you doing this term?
2. Do you know a lot about them?
3. Which subject do you like best? Why?
4. What some other subjects do you enjoy?
5. What subject aren't you good at?
6. What are you going to do with it?

写作练习

1. 写作过程训练。

1) 补全下列缺少的单词。

(1) _____ Li Hua,

How time flies! It's two months (2) _____ we met last time. How are you? I miss you very much.

Right (3) _____ it is the winter (4) _____ and I'm helping my grandparents (5) _____ home. They are very old, so I work from (6) _____

until dark every day. It often snows here. As a (7) _____, everything outside is white and the road is very slippery.

Well, I must stop and go to sleep. I'm looking (8) _____ to hearing from you soon. Please give my (9) _____ to your family.

Best (10) _____.

Yours,

Li Mei

2) 下面一封信缺少中间部分, 请用以下单词将这封信补充完整。

Keywords: class student classmate teacher study play interesting games

Feb. 10, 2001

Dear mom and dad,

It has been two weeks since I left home. Everything in school is fine. Let me
tell you about my life here.

Please don't worry about me. I know how to take care of myself.

Your son,

Edward

2. 综合运用训练。

1) 在习作与讲评中“例文2”有许多问题。请发挥想像力, 根据例2的内容把这封信重新改写一下。要求将正文分成两段, 第一段写搬家, 第二段写学习情况。字数在100个左右。

2) 下面一封信已经有了开头,请发挥想像力续写下去。80~100 字。

Dear Linda,

Feb. 20, 2002

I have been away from home for this trip for 2 months. I visited 5 countries and I am now in England.

3) 请用下面的关键词写一封 100 字左右的英文信。

advertisement newspaper position interest English child teacher kindergarten(幼儿园)

Part Two

(Units 3~4)

练习目的

1. 掌握有用的短语和句型:

ask... for, and so on, more or less, change... into, come about, bring in, a great many, be about to, see somebody off, have a good trip, have a nice time, say "hi/hello" to...

2. 学习如何改写对话或短文。

写作指导

改写文

改写文是将一篇对话改写成一段叙述性文字,或者将一篇文章改写成对话,也可以通过缩写和换人称描述的方式改变原来的文章。

改写的范围很广,包括题材改写、文章的缩写、文章的续写或摘要等形式。

题材改写一般包括将对话改写成短文或变换人称进行改写,在改写时,如遇到直接引语和间接引语相互转换,要注意人称、时态、时间状语等的变化。另外,改写的内容要忠于原文,要抓住原文的重点,要体现原文的精神,还要注意语句通顺流畅,连接自然。

缩写是将一篇长文章或一本书的要点摘录出来写成短文。摘要是一种缩写,就是将一篇文章,一个故事或一本书的主要内容或要点写下来,摘要也可以作为读书笔记帮助读者在阅读时用心思考。这种写作能培养清楚、简明、有效的书面表达能力。摘要是原文的缩影,是原文的浓缩和概括。缩写要忠于原文,不能加上自己的观点;另外在语言风格、文章结构及逻辑顺序上要与原文吻合。当然这些都是以对原文的全面准确的理解为基础的。

摘要的写作步骤如下:

1. 阅读原文,抓住要点。
2. 确定主题,可以拟一个题目或主题句。主题句往往出现在概要的开始或结尾。

3. 确定原文中重要的内容。
4. 利用缩句的方法将最基本和最重要的内容用最简洁的文字写下来。

习 作 与 评 析

例 1: 人教版高中英语第一册第三单元第 9 课的对话改写后的短文。

原文

Dialogue

Yang Mei is now studying in the States. She meets her new teacher, Sara, for the first time. Sara is an American. They are talking before the term starts.

SARA: So you are Yang Mei. Nice to meet you.

YANG MEI: How do you do? I'm sorry. I know only a little English. I have some difficulty in pronouncing some of the words in English.

SARA: No, you're doing fine.

YANG MEI: Thank you.

SARA: And when do you take your next exams?

YANG MEI: In June.

SARA: I see. What do you want to do next fall?

YANG MEI: Pardon? Would you please say that again more slowly?

SARA: What do you want to do next fall?

YANG MEI: Next what? I'm sorry I don't quite follow you.

SARA: What do you want to do next September? Do you have any plans?

YANG MEI: I'd like to study medicine and become a doctor.

SARA: Right. Nice meeting you. Yang Mei. Bye.

YANG MEI: Goodbye.

Yang Mei is now studying in the States. 评析:

One day, she met her new English teacher, Sara. Yang Mei told the teacher that she knew only a little English and she had some difficulty in pronouncing some of the words in English. The teacher asked Yang Mei when she would take the next exams and what she wanted to do next fall. Yang Mei didn't understand the mean-

这是一篇改写文,是把原文的对话形式改成了第三人称的叙述形式。短文在将直接引语变为间接引语时,注意了人称、时态和语序的变化。在内容上也能忠实原文,这是一篇比较成功的改写文。