

大学英语写作

王崇义 编著

COLLEGE ENGLISH
WRITING

湖南师范大学出版社

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前 言

学习英语,在最初阶段以“听说领先”“口语为主”,是人们多年积累和总结的经验,也是大家取得的共识。但是,经过一个时期的最初阶段后,单是“听说领先”就显得不够,难于使学习深化下去,必须加上“写作齐步跟上”,形成“听说读写”一个完整的学习方法和过程,使口语和笔语同步进行,相辅相成,达到口笔并举、全面发展的学习效果 and 目的。由此可见,写作是英语学习的重要组成部分。

自从改革开放的英明国策执行以来,我国的党政部门、社会团体、企事业单位、普通公民与国外的交往联系普遍增多,而且迅速发展。人们使用英语书面语的机会日益频繁。出国考试、国内各种专业考试或考查,均有写作专项或内容。为了满足这一普遍的客观需要,国内各大学、大专英语专业大都为二年级以上的学生开设专门的英语写作课,帮助他们学习和掌握有关写作的知识和技巧;但就目前的状况而言,英语写作作为一门课程,可以说才开始起步,尚需进一步完善和提高,教材和参考用书更嫌不足。

湖南师范大学外语学院英语副教授王崇义同志根据自己多年讲授大学英语专业写作课的经验 and 留学美国深造进修时积累的成果,针对当前教学的需要,结合中国学生的具体实际,编著了“大学英文写作”的教本。作者在教学和科研中,精于钻研,勤于阅读和拾取,善于借鉴美国大学给英语为第二语言的学生开设写作课的某些行之有效的作法,并参考美、英等国出版的各种有关专著 and 报刊信息,使本书在内容和形式上都具有自己的特点。

本书理论结合实际,强调掌握和运用。全书共九篇(含附录),

每篇又有五大章节。内容丰富充实,由浅入深,解说释义,明白晓畅,系统地介绍了一般文章、书信、摘要、图表等各种体裁的写作理论和技巧,讲述从标点符号到遣词用语、从句子结构到段落篇章等写作的各个方面和环节的基础知识。书中对中国学生在英语写作中难于处理的典型问题和容易出错的地方进行了精辟的分析,给读者启发甚多。

本书书末附录部分收集了一些范文和精选的阅读材料,可以帮助读者提高理解、赏阅和模仿的能力。学习外语,贵在勤于实践。为此,书中配有丰富多样的练习,供读者复习和巩固所学内容之用。练习答案置于书末,便于教学、自学时查阅参考。

本书既可作为大学、大专英语专业学生的写作教本,也可作一般性写作参考手册,或作英语专业四级、八级考试、TOEFL、EPT 或其它各类英语写作考试的备考指南。

本书用英文撰写,表达精练,语言地道纯正,文字流畅,可读性强,是一本理想的教科书和参考书。

读后获益颇多,特作此前言,把它介绍给读者,愿大家试读试读。

廖世翘

一九九四年二月

编者的话

十七世纪英国哲学家培根(Bacon)曾说：“写作使人精确。”(Writing maketh an exact man.) 在英语学习的过程中，培养和提高书面表达能力是一个非常重要的环节和内容。提高写作能力的过程即是极大地促进、巩固和深化英语学习的过程。一个人的英语写作能力是其英语水平及各方面知识的真实体现。虽然，英文写作与中文写作一样，本无刻板的模式，但仍然是有理可依有规可循的，“理”和“规”即英文的写作理论和技巧。懂得一些英文的写作理论和技巧，可以帮助克服写作中的盲目性，更快地提高英语写作水平。此外，要想真正提高写作水平，还必须进行大量的阅读、模仿和系统的坚持不懈的写作练习。首先要练习写出规范有力的英语句子，这是写作的基础。一篇作品无论长短都是由段落、章节组成，而段落章节由句子组成。所以，离开了规范有力的句子也就没有了好的段落和文章。

现在，虽然越来越多的人意识到英文写作无论在学校的英语学习中还是在实际的社会生活和工作中都是十分重要的，但英文写作仍是不少学校教学中的一个非常薄弱的环节。为了帮助英语学习者在英文写作方面得到系统的理论指导和训练，作者参考了美国和英国出版的此类书籍，及美国大学对以英语为第二语言的学生开设英文写作课的作法，结合中国学生的实际和教学体会，从教学需要出发编写了《大学英语写作》(College English Writing)。本书由九个部分组成，系统而简明地阐述了从句子到段落和文章以及各类书信、概要、图表等的写作理论和技巧。一至八部分分别配有练习，书末有参考答案。除了书后附录中的范文

外,各部分还有帮助说明写作理论和技巧的例句,例段和范文。

本书兼有教材与手册的功用,可作为大学英语专业二、三年级的写作教材,也适用于具有中上英语水平的英语自学者。授完本书大约需要 100 课时。

全书由美国波士顿大学 Laursen 教授审阅。本书的编写和出版得到了湖南师范大学外语学院领导,长沙电力学院廖世翘教授,湖南师范大学出版社周玉波先生等的热情鼓励和支持。在此,对他们表示衷心的感谢。

由于作者水平有限,书中难免有不足或不当之处,敬请同行专家和读者批评指正。

编 者

一九九四年八月

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Preface to the Student

It is easy to imagine that you are still illiterate or semi-literate in Chinese no matter how well you can speak Chinese and understand people speaking Chinese if you can not write properly in this language. The same is true of a student of English. Being a student of English, you have probably gained some ability to express yourself orally in English and to understand people speaking English. But you are actually only semi-literate in English unless you have developed the ability to read and write in this language.

Writing in English means to think in English and to communicate ideas, facts, feelings, or any information with people when speech is impossible or impractical. Writing is like house building. You have to have both design, the creative part of writing, and materials or structural elements; capitalization, punctuation, syntax, diction, organization from sentence to passage etc. Writing is also a skill that improves with practice. Just as you can not expect to type seventy words a minute by typing once a year, you can not expect to write well in English by writing once a semester or a year. Memorizing rules of capitalization, abbreviation, punctuation, syntax, diction, etc., without using them is of little value. Writing is creative imitation. You should do as much extensive and intensive reading as possible and try to imitate the style and techniques used by first-class writers of English.

It is not easy to write good compositions in Chinese, your native language, let alone in English. Being a Chinese learner of English, you have to remove linguistic as well as cultural and various other obstacles before you can write well in English. And you should also know that to speak English well doesn't necessarily mean that you are able to write well, for spoken English and written English do have differences.

Writing is a basic skill, which is necessary for success in the real world as well as in college. Sir Francis Bacon once said, "Writing maketh (makes) an exact man." You can make your thoughts more understandable to other people and to yourself through writing, and it will certainly promote your mastery of the English language to learn to write well in this language.

This book, containing eight parts followed by five appendixes, aims at helping you to enhance your writing ability with not only concise systematical explanation of the English writing theories, conventions, and strategies but also various examples to follow and exercises to practice. This book should help you to lay a solid foundation in basic English writing and to pass national or international writing examinations at the intermediate to advanced level, and get yourself well-prepared for more advanced English writing.

Finally, I'd very much like to express my special indebtedness to Professor Richard A. Laursen of Boston University for careful editing of the manuscript for this text. I also wish to express my thanks to Professor Liao Shiqiao, and to all others who, in one way or another, helped in the completion of this book.

Part One: Mechanics

I. Margins and Paragraphing

1. Margins

Before you begin to write anything on a sheet of paper, plan its arrangement of the space on the sheet. It is generally preferable to leave margins at the top and bottom and on the side of each page. Never write to the very edge on either side of the page. If the work is to be bound, the left margin should be wider.

Moreover, since you are a student writer, it is advisable to write on every other line if you use a lined exercise-book so that your instructor will have some space to write comments or corrections between the lines or in the margins.

2. Paragraphing

The first thing a reader sees after opening a composition book, letter, newspaper, or a book is a page full of writing or print. If one were faced with a solid block of writing, it might be difficult to understand what is written. On the other hand, comprehension by the reader can be greatly improved if the material is broken up into sections——paragraphs——that help to orga-