# 英语写作指导 范例与应试指南

编著 田育英



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## 前 言

《2000 版张卫平教授考研英语复习系列》是一套内容翔实、选材新颖、针对性强、实用可靠的考研专用分项辅导丛书。本系列丛书的宗旨,是通过提炼考题各项的重点和总结最佳的答题技巧,帮助考生掌握最有效的答题方法、进行考前强化训练。本丛书提供了复习重点精要和答题技巧要诀,以及大量的模拟习题,掌握了这些内容,广大考生就能在考试中得心应手、获得高分。

参加编写的老师都是具有丰富经验的考研辅导专家,在多年的考研辅导实践中, 摸索出一整套帮助考生复习和考试答题的实用、有效的方法。作者们对考生复习中存 在什么问题、辅导最迫切的需求是什么、如何引导考生抓住应试准备的关键,都有深刻 的感性认识。好的考研辅导讲座,重点针对应试答题的实际,提纲挈领,既有概念性的 陈述,也有相关例题的具体分析和解题应注意的各种问题的说明,同时详述各种不同 类型考题的答题技巧。听过这种辅导讲座的考生,普遍反应强烈,觉得收效很大。但 这类讲座由于时间所限,往往不够全面;加之考生水平参差不齐,接受能力不一,辅导 过后又找不到类似的书面材料加深印象,效果总是不尽理想。本丛书力求为考生创造 一种通过掌握复习重点和答题技巧进行应试训练的良好环境,利用书本的长处,提供 全面翔实、重点突出的考前强化辅导。

本丛书以考研试题的5个部分为基础分项编写,主体由4本专项辅导书组成:《英语词汇、语法范例与应试指南》、《英语阅读理解范例与应试指南》、《英语写作指导:范例与应试指南》和《英语翻译和完形填空范例与应试指南》。

《英语词汇、语法范例与应试指南》根据历年考研试题和其他水平相当的类似题目,提炼出适合实际应试答题需要的重点。先分析和讲解基本概念,然后配以相关的例题或例句。举例力求全面,选择多角度、多层次、多形式的若干例子,使考生了解和掌握测试某种概念可能会出现的多种不同情况。对每个例子,均进行具体分析和讲解,指出答题时应注意的问题,提供切合实际的答题技巧,帮助考生学会排除 4 项选择中的干扰,迅速确定正确答案。本书还包括按照考研试卷的格式和难度编写的 10 套语法结构与词汇模拟试题。

《英语阅读理解范例与应试指南》从应考的实际出发,采用讲解与练习相结合的方式,帮助考生有效地掌握应试阅读理解部分的解题方法和技巧。它有以下特点:强调

方法的动态训练;不强调语言知识,而强调掌握实际应试方法和知识运用;强调本书各部分的融会贯通;在强调方法的基础上,扩大考生的词汇量并培养翻译技能;宏观分析与具体分析相结合;重视对历年考题的分析和讲解;方法讲解与模拟训练相结合。本书还精选了50篇模拟试题并附有题解。

《英语写作指导:范例与应试指南》从英语写作的特点出发,既介绍了英语写作的基本常识,又详细分析了考研作文题的题型、评分标准和历年考题以及考研写作的技巧。它包含了大量英语作文题以及相关的范文和英语写作练习,为考生进行复习提供了不可多得的考前模拟训练材料。

《英语翻译和完形填空范例与应试指南》分成两部分对考研英译汉题和完形填空题进行专项辅导,详细分析和讲解历年考题,注重答题技巧与实例相结合,其中的英语难句典型句型汉译技巧分析尤为突出,颇具特色。书中分别编写了该两个专项的大量的考前模拟训练题,其中包含部分题解。

1999年3月

# 目 录

概 述…		1
第一章	英语优秀作文写作指导	
第一节	5 一致性原则与主题句	3
(-)	· · · · · · · · · · · · · · · · · · ·	
(1)	一致性原则在段落中的体现	2
(2)	一致性原则在文章中的体现	4
(=)		
(1)		
(2)		
(3)	* · · · · · · · · · · · · · · · · · · ·	
(4)		
(5)		
第二节		
(-)		
(=)		
(三)		
(四)	) 使用过渡词语连接上下文	19
(1)		
(2)		
(3)	The state of the s	
(4)		
(5)	· · · · · · · · · · · · · · · · · · ·	
(王)		
(1)		
(2)		
第三节		
(一)		
()	) 按空间和时间的顺序安排文章内容	28
(1)	•	
(2)	•	
(三)	) 按归纳法或演绎法安排文章内容	31
(1)	归纳法——分总法	31
(2)	演绎法——总分法	32
(3)	总分总法	34

第二章	英语文章类型	
第一节	描写文	37
第二节	记叙文	39
第三节		
第四节	议论文	52
第三章	文章、段落铺叙及写句技巧	
第一节	写说明文常用技巧	62
()	定义法	62
(_)	分类法	64
(三)	举例法	66
第二节	写议论文常用技巧	68
()	因果法	68
(二)	类比法	70
(三)	例举法	71
(四)	比较与对比法	72
第三节	写句技巧	76
()	对称结构	76
(二)	复合句技巧	78
第四章	考研英语写作特征	
第一节		Q 1
(1)	1999 年作文试题和范文	
(2)	1998 年作文试题和范文	
(3)	1997 年作文试题和范文	
(4)	1991—1996 年作文试题	90
第二节	考研英语写作题型分析	92
第三节	考研短文写作评分原则及标准	94
()	评分原则	94
(二)	评分标准	95
(1)	首要标准是切题	
(2)	语言表达要清楚	
(3)	文字连贯、语言流畅	
(4)	句式有变化、用词面要宽	
(5)	语言规范、语法错误少	)2
第五章	作文考试题型	
第一节	命题作文	)4
第二节	20	
第三节	7.00	
第四节	情景作文	
第五节	看图作文	12

第六节	图表作文	114
第六章	实践	
第一节	范文	116
1.	Shopping in Luxury Mall sor Discount Shops	116
2.	Combatting Fake Goods	116
3.	Preciousness of Time	116
4.	An Important Lesson	117
5.	Shortage of Fresh Water	117
6.	A Letter	117
7.	Dangers from Air Polution	117
8.	A Graph——Car Accidents Declining In Qingdao City ······	118
9.	Global Awareness of Grain Shortage	
10.	A Cartoon ·····	118
11.	Is "Serving the People" Out of Date	119
12.	Who Influence Young Men Most ·····	119
13.	Which Is Easier—Oral English or Written English	119
14.	A Letter—University Students Like Reading Newspapers In English	119
15.	Parents and Their Children's Education	120
16.	Encourage or Not Encourage Private Automobiles	120
17.	Spring Festival ·····	
18.	A Picture ·····	120
19.	Tourism Is to Develop Rapidly	121
20.	Aged People Tend to Live Alone	121
21.	Science and People ·····	122
22.	Natural Gas Production	122
23.	Traffic Problems in Big Cities	122
24.	Intelligence and Diligence	123
25.	A graph——The Problem of Human Population ·····	123
26.	On Opportunity	124
27.	A Cartoon—Sending Gifts ·····	124
28.	Changing Criteria of Good College Students	124
29.	Economic Status and Women's Equality	125
30.	Funds on Library or Sports Activities	125
31.	Health Improvements in Developing Countries	
32.	Motives	126
范文	答案	126
第二节	英语写作练习	145
	The Game I Like Best ·····	
_	Improve Our Reading Abilities	

	3.	Chinese Agriculture Needs Science and Technology	146
	4.	On Advertisement	147
	5.	Can College Students Make Money ·····	147
	6.	Ambition	148
	7.	Population Grows Slower in China	149
	8.	Preserving the Environment	149
	9.	Looking Forward to the 21st Century	150
	10.	Vegetable Basket Programme ······	150
	11.	Housing Reform ·····	151
	12.	Advantages and Disadvantages of Exams	152
	13.	A Cartoon ·····	152
	14.	Reform of State-owned Enterprises	153
	15.	China's Trade With the US	153
	16.	High Time to Conserve Water Asset	154
	17.	A Table — Air Pollution	155
	18.	A Cartoon ·····	155
	19.	Knowledge Is Power ·····	156
:	20.	A Cartoon — Fever of Certificates	156
	21.	Coal — Environment — Continuous Development	157
	22.	A Cartoon — Overburden ·····	
考	文献·		159

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#### 概 述

本书作者长期从事英语写作理论与教学的研究,十分了解学生在英语写作中存在着的众 多问题。对于学生自己来说,英语写作也是最令人头痛的难题。究其原因,造成写作困难的因 素很多,作者认为可归结为以下两个主要方面。

第一,在外语学习五项能力——听、说、读、写、译——的训练方面,学生从中学到大学在听、说、读三项能力方面得到的训练比较多,而在写的能力上得到的培养最少,有时最基本的写句训练都是靠做选择项的形式来完成的,很少有真正动手写的机会;因而很多学生在做语法题或改错时有敏锐的辩别力,能够找出很复杂的语法错误,可是一旦自己真正动笔写,却错误多得不得了,而且很多都是最简单最基本的语法错误。所以,平时写的少,练的少,是构成写作困难的主要原因。

第二,不少学生缺乏对写作知识和写作技巧的了解和学习。他们一写作文,就感到脑子空空,不知如何下笔,写起来也是想到哪儿,写到哪儿,有时还东拼西凑,因而写作文时,常常是低水平上的重复,提高不快。如果能了解和学习一些英语写作知识,加上适当的指导和训练,写作水平会很快得到提高。

目前全国英语四、六级考试、硕士英语入学考试都有英语写作考试项目,很多单位也需要能说会写的英语专业人才和业余人材,因此提高英语写作能力已成为社会发展和应试考生的迫切需要。作者在多年的教学和辅导中,在英语写作方面积累和收集了大量素材和经验,本书的编写,则是应目前形势需要应运而生的。它将对想要提高英语写作能力的中、高水平读者和广大考生具有较大的指导意义。

本书有以下六个特点:

- 1. 本书融入了作者多年来对英语写作的研究和教学实践的体会。作者了解学生的需要及学生在写作中常出现的问题,因而本书有较强的针对性,能帮助学生尽快的掌握英语写作知识和技巧,提高写作水平。
- 2. 第一章的"英语优秀作文写作指导"给出了作者对英语基本写作知识的归纳和概括,提出了学习英语写作必须了解和掌握的三原则——一致性原则,连贯性原则和条理性原则。

书中把一致性原则与主题句放在一起进行讲解,并且强调要有写好主题句的意识,这有利于更好掌握英语文章中一个段落一个中心的特征;把按时间、空间顺序,按重要性顺序,按归纳法、演绎法安排内容展开写作等方法归纳为条理性原则,强调了中英文写作的差异——英语写作更加强调其严密的逻辑性;最后指出了英文写作与中文写作相同的方面——写作重心在后的分总法、写作重心在前的总分法、写作重心均衡的总分总法,目的是让读者能够更准确并且更迅速地掌握英语写作方法,提高英语写作能力。

英语文章、段落的铺叙技巧是建立在英语写作三原则的基础上。如果不掌握这三条原则,如果文章上下不一致、不连贯、而且无条理可言,无论是采取何种铺叙技巧展开写作都是徒劳的。

3. 第四章给出的"评分标准的五个方面"是衡量和评价任何一篇英语作文优劣的标准,书

中用了具体范例做了详细说明,从中可了解英语写作的基本要求。

- 4. 由于说明文和议论文在实际生活中用途广泛,教科书、报刊杂志上的文章及工作报告等 大多是说明和议论文,因而本书在第二章着重介绍了写说明文和议论文的铺叙技巧。
- 5 本书收录了作者长期积累的一些英语优秀文章。有些文章有一定难度,但是文字非常优美。结合书中介绍的写作知识和技巧,不仅能提高阅读理解水平,还能通过欣赏作品的优美之处,体会写作方法,收到立竿见影的效果。
- 6. 本书独特之处是给出了 32 篇考试题型及范文, 另外还含有 20 多篇写作练习。其中作文内容广泛、题型多样; 有些作文题结合中国目前国情, 比如: 国有企业改革、房改、能源问题、空气污染程度的分析报告等; 有的题型提供了一些有关内容的词、词组和句子, 有利于考生尽快进入写作状态, 不被一些不会的词所困扰, 并通过写作练习掌握和扩大词汇量。

建议写作基础薄弱的考生要从第二章的后半部分和第五章的前半部分练起。虽然部分讲解用的范文给了详细的提纲,但将其写成文章还需要再创作。对基础薄弱的考生来说,这是比较容易迈出的第一步。

# 第 一 章 英语优秀作文写作指导

许多考生英语学了许多年,无论是在课堂上还是课外学习中掌握了许多英语知识,平时经常听录音、练口语、背单词、做语法和阅读题,在听、说、读三方面有较强的能力,但是缺乏英语写作训练。部分考生了解一些写作常识,也接受过一些培训,但相当一部分在职考生对写作理论知之甚少。随着改革开放的不断深入,社会对人材的要求也更加全面,只会讲几句日常用语,看一些文字材料,已不能适应当今信息化社会的需要,因而提高写作能力已成当务之急。国家教委考试中心已对四、六级写作考试成绩与总分的关系做了比较大的调整,同时,为能选拔更优秀的人材,它也加大了考研写作题的难度,所以了解和掌握写作知识和理论变得越来越重要。

有关英语写作知识与理论很多,范围也很广,考生并不需要了解和掌握全部,但为了进一步提高英语水平,必须对基本常识有所了解,并且在实践中学会运用,比如英语强调文章或段落应具有一致性、连贯性;描写、叙述、说明或议论时要有条理性;段落展开常用的几种模式,英语常用文体等。掌握这些写作常识不仅可以提高写作能力,还能促进阅读及其他能力的提高。

### 第一节 一致性原则与主题句

#### (一) 一致性原则

#### (1) 一致性原则在段落中的体现

英语写作中的一致性原则体现在段落上。一般来说,英语一个段落一个核心,或者说一个段落只能有一个中心思想,全段各句要围绕这一中心思想展开或铺叙,凡是与中心思想无关的句子都不能出现在段落中,否则就破坏了英语写作中的一致性原则。请看下例:

#### 例 1

Many of us impose unnecessary limitations upon ourselves. We say, or think, we can't do something without really checking. We hold ourselves back when we could move ahead. We assume that certain good occupations are closed to us, when they're really not closed at all. We think we're NOT OK when we're really just as good as the next person.

例1的中心思想是"我们中许多人的能力被我们自己人为地束缚住了",后面四句都是围绕这一核心展开的。

#### 例 2

Of the several typical units in a shopping center, the department store, the five-and-ten-cent store, and the drug store deserve special mention. A department store, true to its name, is composed of many departments. Indeed, it is in itself a miniature shopping center, selling virtually every thing but foodstuffs. Men's and women's clothing, shoes, hats, furniture, floor coverings, large and small electrical appliances, housewares, sporting goods, books, jewelry, stationery, cameras, records, cosmetics, toys, linens, curtains and draperies, silverware and chinaware—all these and many other items are part of the regular stock of the modern department store.

例 2 的核心内容是介绍百货商店,下面几句都是在讲百货店的售货范围。然而段中的第一句是统率下面三段的核心句。根据第一句,读者可以判断出下面的三段是分别围绕三方面展开。

#### 例 3

Like the department store, the five-and-ten-cent store, or the dime store, offers a great variety of items for sale, but the emphasis is upon smaller items not to be found in the department store and cheaper versions of many of the basic goods the department store has to offer. Here one finds kitchen gadgets, costume jewelry, school supplies, shoe polish, candy and nuts, nails and screws. Contrary to the title of the store, very few items actually cost as little as five or ten cents, but the prices are low, especially for items such as clothings, toys, dishes, and kitchen utensils.

例 3 完全扣住 the five-and-ten-cent store 展开。

#### 例 4

The drug store also sells an amazing variety of goods, a far cry from the pharmacy of other nations which sells only drugs and medicines. The filling of prescriptions is, of course, one of the basic services of the drug store. The pharmacy department must be operated by a licensed pharmacist, an expert in the compounding of drugs and medicinal ingredients. The pharmacy also sells medications such as aspirin, vitamin preparations, antiseptics and patent medicines not requiring a prescription. Other important parts of the average drug store are the soda fountain, the tobacco stand, the cosmetics counter, and the news stand. Since the drug store is usually open evenings and Sundays, it is, in a sense, an "emergency store", where one can buy things needed on sudden notice.

例 4 介绍了美国药店的特点,全段也是一个中心。

#### 例 5

"Of the good things in life he has about one-half those of whites; of the bad he has twice those of whites", wrote Dr King. Half of all black people lived in poor houses. They received about half as much pay as whites. They had twice as many of their people out of work and twice as many babies dead for lack of proper care. Allowing for their numbers, twice as many black men as white fought in the war in Vietnam, and twice as many died in that war.

例 5 也是反映英语写作一致性原则比较好的一段、该段以美国黑人白人不平等为中心思想展开。

#### (2) 一致性原则在文章中的体现

英语一致性原则不仅体现在段落上,也体现在文章上。一篇文章可能由许多段落组成,但是无论多少段落都要紧扣该篇的中心,偏离这一中心就不符合英语写作的规范。

请看下面文章:

#### 例 1

There were two widely divergent influences on the early development of statistical methods. Statistics had a mother who was dedicated to keeping orderly records of governmental units (state and statistics come from the same Latin root, status) and a gentlemanly gambling father who re-

lied on mathematics to increase his skill at playing the odds in games of chance. The influence of the mother on the offspring, statistics, is represented by counting, measuring, describing, tabulating, ordering, and the taking of censuses—all of which led to modern descriptive statistics. From the influence of the father came modern inferential statistics, which is based squarely on theories of probability.

Descriptive statistics involves tabulating, depicting, and describing collections of data. These data may be either quantitative, such as measures of height, intelligence, or grade level—variables that are characterized by an underlying continuum—or the data may represent qualitative variables, such as sex, college major, or personality type. Large masses of data must generally undergo a process of summarization or reduction before they are comprehensible. Descriptive statistics is a tool for describing or summarizing or reducing to comprehensible from the properties of an otherwise unwieldy mass of data.

Inferential statistics is a formalized body of methods for solving another class of problems that present great difficulties for the unaided human mind. This general class of problems characteristically involves attempts to make predictions using a sample of observations. For example, a school superintendent wishes to determine the proportion of children in a large school system who come to school without breakfast, have been vaccinated for flu, or whatever. Having a little knowledge of statistics, the superintendent would know that it is unnecessary and inefficient to question each child; the proportion for the entire district could be estimated fairly accurately from a sample of as few as 100 children. Thus, the purpose of inferential statistics is to predict or estimate characteristics of a population from a knowledge of the characteristics of only a sample of the population.

例1是一篇说明文。该文第一、二、三段分别从三个方面对统计学做一简要介绍。

#### 例 2

I was very disappointed not to be able to go to the jazz concert last Friday. The announcement in the paper said that you could buy tickets at the theater box office in Richland Hills any day between 10:00 and 4:00. Since I work from 9 o'clock to 5:30, the only time I could go to the theater was during my 45-minute lunch break. Unfortunately, the theater is on the other side of the town, and the bus service between my office and Richland Hills is not very good. But if you are lucky, you can make the round trip in 45 minutes. Last Monday, I stood at the bus stop for fifteen minutes waiting for a bus. By the time I saw one come around the corner, there was not enough time left to make the trip so I gave up and went back to the office. The same thing happened on Tuesday, and again on Wednesday. On Thursday, my luck changed. I got on a bus right away and arrived at the theater in exactly twenty minutes. When I got there, however, I found a long line of people at the box office. I heard one man say he had been waiting in line for over an hour. Realizing I would not have enough time to wait in line, I caught the next bus and headed back across the town. By Friday I realized my only hope was to make the trip by taxi. It was expensive, but I felt it would be worth it to hear the concert. The trip by taxi only took 10 minutes, but it felt like an hour to me. When I got to the theater, I was relieved to see that nobody was waiting in line. The reason, I quickly discovered, was that they had already sold all the tickets.

#### 例 3 Pens

Small as it is, the pen has changed the course of history, shaped the destiny of nations, facilitated the commerce of peoples, imprisoned the elusive thoughts of man, recorded events, carried news, and done more work for mankind than all other tools or weapons.

Progress without it would have been almost impossible. The invention of the wheel and screw, the introduction of steam-power, the use of electricity, all these have changed the lives of millions; but the pen has done more. It has removed mountains. It has prepared the way for all advancement. Whatever plans have been drawn up, whatever laws formulated, have come from the pen.

Today the pen is more highly esteemed than ever. The type-writers clicking in every continent are the drudges, the pen is the aristocrat, governing all and giving the final flourish. In the past the pen did all the work, for all writing intended to last for any length of time was valid only if written with pen and ink. The lawyers took up their pens and wrote the law of the land from the days when papyrus was first used to the day Magna Carta was compiled, and for 500 years after. The most famous letters in the world were written with a pen; and it was with a pen that the greatest thinkers of all time wrote down their thoughts.

The Law and the Prophets, the four Gospels, the letters of St Paul, how should we have had these today had they not been preserved for us by the pen? To the pen we owe The Pilgrim's Progress, Paradise Lost, The Canterbury Tales; and it was with his pen that Shakespeare shook the world.

The servant of the greatest, the pen is the slave of the humblest. The serving maid and schoolboy may drive it as they will.

Behind all we do today is the pen. We cannot sign a cheque or write a letter or buy a house or complete a business transaction without our pen. The editor stirs' the world with it, the student would fail to pass his examination without it, a deed is worthless till our name is written with pen and ink, though the signature is there it becomes irrevocable. For the stroke of a pen is legally binding, and few things are more thrilling or mysterious.

With a stroke of the pen Bradshaw sent Charles Stuart to the block. Queen Elizabeth took up her pen and signed a document which hurried Mary Queen of Scots to her tragic end.

Queen Victoria saved a life with her pen, for, when the Iron Duke gave her a death-warrant to sign she wrote Pardoned, so giving a bad soldier a chance to make good. When the Declaration of American Independence was signed John Hancock was the first to write his name. "There, (said he) I guess King George will be able to read that."

Our coming into the world is recorded with pen and ink. Before we have been at school a day our name is enrolled with a pen. We cannot be married till we have signed the register. A pen records our death.

The next time we take up our pen to write let us remember that we hold in our hand the most powerful instrument mankind possesses.

例3这篇文章有十个段落,如果认真阅读一下就可发现段段都有各自的核心,只要出现与该中心有差异的观点或事例,作者马上就另起一段,而每一段又都围绕全文的中心"笔"展开的。

以上各例无论是以段为例,还是以篇章为例,都体现了一致性原则。

下面给出几篇一致性原则体现较差的学生例文。

#### 例 1

Watching TV has become a very common activity in every family. It has become a necessity to some modern young people. And it is also an easy way to fritter away retired people's time. By watching news report, people can know recent social events and important affairs of home land and the world, or are attracted by a TV play. However, watching TV cannot take place of reading and outdoors activities. But in brief, watching TV has already been a part of modern life.

在例1中,作者对英语一致性原则可能了解不多或掌握不好。根据第一句和最后一句我们可以推测作者的中心思想是看电视已成为每个家庭最常见的活动,第二句,第三句基本扣住中心思想展开,但是到划线句,作者就开始偏离中心,However 后带的内容应另起一段阐明。这种情况的出现会影响对全文的理解,使该段段意表达不清。

#### 例 2

Today the computer is widely used in the society. It is used in offices, homes and universities and so on. Using computers, we can work <u>efficiently</u>. And it costs us <u>less time</u> to do things more than before. So the job can be done by <u>few people</u>. Thus <u>the rest persons can work in other departments</u>. More and more people want to learn how to use computer with the development of society. In a word, the computers become popular.

例 2 全段有两个核心,一是电脑广泛应用,二是电脑所带来的效率。作者在第一、二句写电脑的广泛应用,后面几句连续写效率,没有把握住一致性原则,因而使读者不明白文章到底想说什么。所以,没有掌握好一致性原则,就不能做到表达清楚。

从以上正反两方面的例子我们可以得出这样的结论: 学习和掌握一致性原则是英语写作的基础。

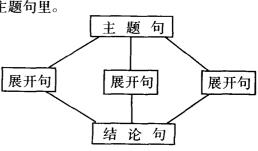
### (二)主题句

#### (1) 主题句的概念

在英语篇章中,一致性原则通常体现在各段的主题句里。

一个比较规范的段落通常由三部分组成:主题句(Topic sentence),展开句或推展句(Developing sentences)和结论句(Concluding sentence)。

如果用图来表示即为右图。主题句是全段核心,它是通过一个句子来点明全段的中心思想;展开句一定要围绕主题句展开,偏离主题句的展开句不能出现在段落里。请看下例:



#### 例 1

Women are playing an increasingly important part in society today. In many countries, more and more women are acting as workers, farmers, scientists and even leaders, and so we can say that almost all jobs which men can do are done equally well by women. Women are no longer looked down upon in society.

例1划线句是全段的中心思想,以后各句都围绕妇女的作用在社会上不断得到加强展开的。最后一句为结论句。

#### 例 2

As a boy, Mark Twain caused much trouble for his parents. He used to play practical jokes on all his friends and neighbors. The nature of his jokes often led to violence. He hated to go to school, and he constantly ran away from home. He always went in the direction of the nearby Mississippi. He was fascinated by that mighty river. He liked to sit on the bank of the river for hours at a time just gaze at the mysterious islands and passing boats and rafts. He was nearly drowned nine different times. He learned many things about the river during those days. He learned all about its history and the unusual people who rode up and down it. He never forgot those scenes and those people. He later made them part of the history of America in his books Tom Sawyer and Huckleberry Finn.

例 2 以马克·吐温童年时期经常给父母找麻烦为核心内容展开, 例举了三个典型例子: 开玩笑过火导致打架争斗、逃学, 到密西西比河边玩, 九次差点被淹死, 这些经历为他以后写文学作品奠定了基础。

有时候有的段落并没有主题句,然而全段各句都突出一个中心。例如:

An Eskimo baby who was brought up by American parents would speak English, hate castor oil, and act like any other American child; and an American baby who was brought up by an Eskimo family would grow up to be a seal hunter, to like eating blubber, and to speak Eskimo.

上段虽然没有一个明确的主题句,但是读后仍可较清楚地知道其中心思想:不同环境造就不同风俗习惯的人。

因此,可以这样说,没有一个明确表达中心思想的句子——主题句,并不等于全段没有中心思想也并不等于全段就可以出现多个中心。

但是有些段落里必须有主题句,否则读者就很难准确地抓住作者要表达的思想,如:

For example, how do we learn language? Man differs most from all the other animals in his ability to learn and use language but we still do not know exactly how this is done. Some children learn to speak when they are very young compared to average children. But scientists are not sure why this happens. They are trying to find out whether there is something about the way we teach language to children which in fact prevents children from learning sooner.

此段原主题句被删去,请归纳上段中心思想,然后再看下面的段首主题句:

Scientists hope that if we can discover how the brain works, we will be able to put it to better use.