

COLLEGE ENGLISH TEST

大学英语短文写作200篇

大学英语考试专项训练系列丛书
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上海交通大学出版社

大学英语短文写作 200 篇

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内 容 提 要

本书主要介绍了大学英语四、六级考试中常见的一些英语短文写作类型,如:议论文、说明文、图表作文、英文书信、英文缩写及关键词作文等。本书理论阐述简明扼要,重点突出。范文内容丰富,题材广泛,深浅适度。每章配有练习及学生作文修改示范,以便读者更好地掌握写作技巧。另外,还选编了一定数量的应用文,如商业上用的公私信函等。本书实用性强,有助于广大英语读者尤其是大学生、研究生提高英语短文写作能力。

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前 言

本书精心安排全书内容,科学设计相应习题。全书共分 10 章。第 1 章对作文的一般理论与技巧作一总体概述;后面几章对当今常用的一些作文类型分门别类一一予以介绍,并对各种不同类型的作文技巧予以细致具体的指导。本书在理论上力求简明扼要,重点突出,着重阐述文章发展的手段、技巧和应注意的要点。为了防止“练”的盲目性和随意性,每章均配有相应的练习及参考范文,以利对照、找出差距、修改提高,并加深对作文基本理论的理解与技巧的掌握。

本书范例及范文参考了近年来出版的各种英文写作专著及原版英文杂志。范文内容丰富、题材广泛、深浅适度。本书力求简明实用,累计提供范文 200 篇。为了适应我国改革开放形势的需要,本书还选编了一定数量的应用文,如申请出国学习、访问、商业往来等信函及其他常用的公私英语信件等。

本书适用于大专院校学生及欲参加研究生和 TOFEL, EPT 考试或申请出国留学的读者,同时也是广大英语自学者及大、中学校教师的一本必备参考书。

由于编者水平有限,书中难免有错误和缺点,敬请读者批评指正。

编 者

1998 年 1 月

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1 作文写作基础

从《大学英语教学大纲》(文理科用)颁布以来,10多年过去了。这些年来,许多大专院校的学生们在英语学习方面取得了不同程度的进步,但在写作方面的进步并不令人满意。主要原因之一是平时训练少,词汇、语法、句型等知识生疏,不能灵活运用。四、六级考试及托福考试都要求学生在半小时左右写出一篇100~150字、内容连贯又无重大词法和语法错误的短文来。要又快又好地写出一篇英语作文,绝非一日之功,而要有一个循序渐进的过程:一、二级培养学生组词成句的能力;三级培养学生联句成段的能力;四级培养学生写短文的能力;五、六级培养学生写书信及文章摘要等应用文的能力。由此可见,一级到六级的学习过程同时也是英文写作从句子水平上的书面表达能力提高到语篇水平上的写作能力的训练过程。

1.1 写好每个句子

1. 背句子、文章来扩大词汇量 文章由段落构成,段落由句子构成。要想写好文章,首先要把遣词造句的基本功打好,这就需要有一定的词汇量做基础。词汇量少,或是虽能认得一些单词,却对其含义及用法一知半解,就写不出通顺、正确的句子,更谈不上写好一篇短文了。记单词的好方法就是多背句子、文章,这样才能真正掌握这些词的用法,灵活地用到自己的文章中去。

2. 尽量使用简短的句子 主旨句(topic sentence)应尽量使用简单句(simple sentence)或比较简洁的句子,避免使用多余或累赘的字。如:

①Tom is a recent newcomer to our class. 这里 recent 与 newcomer 重复,所以 recent 是多余的,应该去掉。

②His report moved everyone who is present. 此句用简单句就行了,不必用主从复合句。应改成:His report moved everyone present.

主旨句的基本作用是要直接并清楚地表达一个段落的中心意思,因此主旨句不能太复杂。例:“Gone with the Wind”is a book which

I think I enjoyed reading very much.

此句复杂了,应改为:I enjoyed reading "Gone with the Wind" very much. (此句直接,清楚。)

国家四、六级考试一般是给出主旨句的,但也有些考试是不给的,所以我们必须对写主旨句的基本要求有所了解。

3. 注意句子的多样性 写作文应尽量使用简洁的短句,但并不是说文章全篇都用简单句。作文中最好以单句、并列句和主从复合句混合使用,注意句子的多样性,这样才能使文章的表达更清楚、层次更分明、内容更有趣。比较下面两段文章,看哪段写得更好:

①He was bent down behind the counter. On the counter stood the cash register(数钞机). Then he heard the door open. He remained there for a moment. His back bent. His hands were on the shoe boxes. He had been arranging them. He wondered who it might be.

这段文章除最后一句外全都使用简单句。经过修改后成为:

②He was bent down behind the counter on which the cash register stood. Then he heard the door open. For a moment he remained there, his back bent, his hands on the shoe boxes he had been arranging, wondering who it might be.

修改后的这段文章有简单句、主从复合句和表示伴随状况的现在分词短语(及分词独立结构),把人物当时的情景表达得淋漓尽致,而且条理清楚,这是只用简单句所远远不能奏效的。

4. 不可使用太多的代词 代词可以代替前面提到过的人物、事物,以免重复。但当几个人物或事物同时出现时,就要注意代词不能用得太多,否则易造成混乱,产生误解。

5. 尽量使用英语中现成的习惯的句型(sentence patterns)和成语(idioms) 在英语作文中,应尽量避免写出以中文为思考方式的中式英语(Chinese English)。平时要多阅读、多背熟一些句型,用时就可得心应手。人们常说:“熟读唐诗三百首,不会作诗也会吟”。这在英文写作的训练中也是十分有用的:如:

①I think you are not right. 我认为你不对。这是典型的中式英语,应改成:I don't think you are right.

②Playing with fire can get a person to burn himself. 作者想用此句表达“玩火者必自焚”的意思,但这样表达不符合英语表达习惯,应改为:Playing with fire can result in burned fingers.

③很多学生喜欢把“根据我的看法”写成“according to my opinion”,这是不对的。正确的英语表达法是“in my opinion”。

6. 要注意句子的统一性(unity)、连贯性(coherence)和逻辑性(logicality) 统一性指句子要完整,不论长短,只能有一个重心。看下面两个句子:

①I was walking in the park yesterday afternoon, and saw a snake.

②The doctor is about thirty, but has already published some books.

以上两句都不符合句子只能有一个重心的写作要求,应改为:(划线部分为句子的重心)

①Yesterday afternoon, while I was walking in the park. I saw a snake.

②The doctor who has already published some books is about thirty.

连贯性指句子结构要紧凑,句意要明了。要使句子连贯,必须注意很多问题,这里仅提出两点,希望同学们注意:一是用词要正确、得当;二是说明语的位置要恰当。例如:

①The reason(why) I was late for dinner was because my car broke down on my way home. 本句若将 because 改为 that 句意就连贯了。

②Speaking without a subject will not impress anyone worth talking about. 作者本来想表达“没有一个值得谈论的主题,谈话是不会给人留下什么印象的”的意思,但由于“worth talking about”放错了位置,句意就无法表达清楚。应改为:Speaking without a subject worth talking about will not impress anyone.

另外,句子还要符合逻辑性,这样才能明确表达思想。如:

When I came home, I saw him driving on the motor way. 本句前后矛盾,既然已经“到家”,怎么可能看见“他”在公路上开车呢? 应把划线部分改为:On my way home,这样就合乎逻辑了。

7. 少用被动语态 We were taken into a small, dark room, where we were told we will be interviewed by the boss, but we had to wait for about forty minutes, because the boss was very busy at the moment. We were so depressed that we were nearly ready to give up the application.

此段用了三个被动语态,还有时态错误,读后使人感到句子生硬、别扭、很不流畅,做如下修改,文章就显得通顺流畅了。

The secretary took us into a small, dark room, where she told us that the boss would come and meet us, but we had to wait for about forty min-

utes, because the boss was very busy at the moment. We were so depressed that we were nearly ready to give up our application.

如果我们能把每个句子都写得正确,写得漂亮,我们就比较有把握写好一个段落,最后达到写好一篇短文的目的。

1.2 段落的写作

段落基本上由三部分构成:第一部分是一句或两句中心句(或叫主旨句)(topic sentence)——点出段落的中心思想;第二部分是若干个推展句(development sentence)——说明、支持中心思想;第三部分是结尾句(concluding sentence)——作出结论。

1. 中心句(主旨句) 一般中心句在段落的开头,是一个完整的句子。因为中心句规定了段落要讨论的中心内容,因此具有统率全段的作用。如:

Books are our teachers. They hand down knowledge from generation to generation. They tell us how to do things and how to live a useful life. We should read as much and widely as possible.

这段文字的中心句是“Books are our teachers.”中心句限制了讨论的内容,段落中其他句子都要围绕中心句的内容展开。

2. 推展句 推展句应紧扣中心句,把这一段的内容展开;绝不能写出与中心句不相干的句子。并且句子结构要有变化,应注意各种句型的混合使用。如:

Lei Feng was always ready to help others. For example, he saw someone lose his way. He would lead him to the place. I remember once I lost my way in a forest, I got very worried. On the bus, he always gave his seat to others. He did a lot of good things. He was respected by the people all over the country.

这一段的中心句是第一句“Lei Feng was always ready to help others.”后面的推展句都要围绕着这一中心来展开,这样才显得统一、和谐。但是“I remember once I lost my way in a forest, I got very worried.”这一句就与中心句无关,应该删掉。另外,这一段中全是简单句,显得枯燥,没有文采。修改如下:

Lei Feng was always ready to help others. For example, whenever he saw someone lose his way, he would lead him to the place where the per-

son wanted to go. On the bus he always gave his seat to others. He did a lot of good things, for which he was respected by the people all over the country.

段落除了要紧扣中心句以外,还要写得层次分明、前后连贯。层次安排有不少方法:

(1) 按事物发生、发展或变化的时间顺序来写

下面这段文章就是按事物发展的时间顺序来写的。它清楚地交待了“我”从一个孩子变成一个画家的发展过程。

例:Ever since I was a child, I had wanted to study art. Since my adolescence, I used to draw whenever I could. Ten years ago, when I was eighteen years old, I came to the United States. At first I studied only English. Then I went to art school. After graduation I began to win prizes from my paintings. Finally I became very rich.

(2) 根据事物空间和位置安排来写

一般的写法是从近及远,或从远到近,或从上到下,或从下到上,或由里及外,或由四周到中央,或从边到边。

例:In the western suburbs of the city of Wuhan there stands a small town. That is my hometown. To the south of the small town, there is a little river, on the bank of which many trees are flourishing. At some distance to the north, there rises a hill which is called Flower Hill, on which there are many big trees and beautiful flowers.

这段文章就是采取从南向北、由近及远的写法,介绍了小镇的环境、风景等情况,使读者一目了然。

(3) 按问题或事物的性质、特征安排来写

对事物进行分类、比较、下定义或举例说明。这一方法不考虑事物时间或空间上的关系,而是从事物内部寻找一定的联系来进行叙述。如下面一段就是按事物的性质来写的。

例:Politicians and political parties may be different from country to country, but I know people's political views fall into three categories. First is the conservative(保守派). They want to be comfortable, but they don't want to spend much on anyone else's comfort or welfare. Second is the liberal(自由派). From what I've read in the newspapers, liberals seem to want the government to do everything. They usually don't have much experience in the real world of hard work. The third is "the middle-of-the-

roader". Middle-of-the-roads can't make up their minds about what side to be on.

(4) 正确使用转承语

转承语是在一段中起连贯过渡作用的词语。一段文章中有无转承语有很大的差别。有转承语的文章显得层次更加清楚,意思更加连贯。

例: There are several main causes of the noise pollution. Planes thunder overhead, trains roar past, buses come to and fro, especially the noise from factories. Some of young people like the "noisy" music. They believe in the fact: the louder, the better. Recently, more and more young men have got motorcycles. If they come at the same moment, the noises seem to be tearing everything apart.

加上转承词后的文章如下:

There are several main causes of the noise pollution. For one thing, planes thunder overhead, trains roar past, buses come to and fro, especially the noise from factories. For another, some of young people like "noisy" music. What's more, they believe in the fact: the louder, the better. Recently, more and more young men have got motorcycles. In one word, if they come at the same moment, the noises seem to be tearing everything apart.

虽然只加了几个转承语,文章却显得层次分明,条理清楚。所以在学习写作的过程中一定要学会使用转承语。

表时间(time)或次序(sequence)的转承语有:

after, and so forth, at last, eventually, finally, first, first of all, in the first place, lately, second, since then, soon, third. . .

表空间(space)的转承语有:

above, across, against, around, at the bottom, before, behind, below, beneath, close to, in front of, in the center of, next to, opposite to. . .

表因果关系的(cause and effect)转承语有:

accordingly (于是), as a consequence (因此), as a result, consequently, due to, hence, in this way, so, therefore (因此), thus. . .

表示比较(comparison)或对比(contrast)的转承语有:

although, but, despite (纵使), even so, however, in contrast, in spite of, instead, likewise, nevertheless (不过), not only. . . but also. . . , on the

contrary(相反地), on the other hand, similarly, whereas, yet...

表示举例(example)或例证(illustration)的转承语有:

a case in point, as an illustration, for example, for instance, incidentally, namely, that is, such as...

表示强调(emphasis)的转承语有:

anyway, besides, furthermore, in addition, in fact, in particular, moreover, naturally, truly...

表示结论的(conclusion)或摘要(summary)的转承语有:

as has been noted(如前所述及), in any event(无论如何), in brief(简言之), in conclusion, in short, in summary, therefore, thus, to conclude, to sum up...

3. 结尾句 归纳、总结一段中心思想的句子称为结尾句。结尾句写得好,就能在段与段之间起到承上启下的作用。

例: During the middle ages, classes at the university of Paris began at 5 am. All morning, students attended their regular class lectures, and all afternoon, they attended special lectures. After twelve hours of classes, the students had sports events. Then came homework—copying, recopying and memorizing notes. In short (in conclusion, to sum up), the school day at the university of Paris was a long and hard one.

由于用了这样一个结尾句,这一段的中心思想就显得一目了然了。

每一段除了要注意层次安排合适及过渡连贯外,还要注意段落里句子的时态、语态、人称、数等的正确运用。段首句的主语通常是文章中的主要角色,后面句子的主语应该与这个主语保持一致,时态也应前后呼应、一致。

1.3 文章的写作

一篇文章的结构和一个段落的结构非常相似。一个段落可以说是一篇微型短文(minicomposition)。一个段落的中心句就相当于一篇文章的引言段(introductory paragraph),推展句就相当于主体段(main body),结尾句就相当于结论段(concluding paragraph)。但是一篇文章的开端和结尾要比段落的中心句和结尾复杂些,引言段和结论段的内容有关全篇文章的主题,也不一定都有中心句和结尾句。

文章的结构:引言段→推展段(1—若干个段)→结尾段。

1. 文章的引言段 文章的引言段必须指出文章的主题,使推展段能有所遵循。有时还需引发读者的兴趣,使他们愿意读下去。用来写引言段的方法有不少,在此介绍一些主要的方法:

(1) 引用与文章有关的引言,以指出读者阅读的方向

例:I often hear people say, "No pains, no gains". I never really thought about it until yesterday when I received the admission notice(录取通知书). Through so many years' hard work, my dream to go to college has come true at last.

(2) 强调主题的重要性,以引起读者注意

例:One of the most serious problems in our world is the serious pollution of air, water and soil. Some scientists think that man may not find life pleasant in the world of the future. Others think that he may not be able to live in it at all. If we continue to pollute our earth, we will destroy ourselves.

(3) 简明地列出后面各段所要阐述的项目,使读者对于文章内容的先后有个概念

例:There are at least five areas of gross(显著的) negligence(疏忽) in our food raising. One is the feedstuff(饲料) used on our beef cattle. Another is our overuse of injection of chickens with antibiotics(抗生素) harmful to them and us. Third is the growing pollution of fresh and salt water that produces poisonous substances in fish. Still another is the question of preservatives(防腐剂) added to milk and milk products. Last is the harmful chemical stimulants(激素) and fertilizers used on growing crops.

(4) 提出一个或几个问题,激起读者的兴趣

例:Road accidents are the serious problems of our times. Every day there are far too many people killed or injured on the roads. Who are most to blame, the drivers or the pedestrians(行人)?

(5) 用简短有趣的小故事,来引起读者的兴趣

例:It happened on January 16. A cold wind was blowing hard and the temperature had dropped to -10°C . I was walking along a river when I heard someone crying for help not far away.

当然也可以综合两种以上的方法来写文章的开头。

2. 文章的结论段 文章的结尾也是写作成败的关键。结论段必

须依照前面各段所述的内容,自然顺势地写成,不可太突兀。下面介绍几种结论段的写法:

(1) 留给读者一个问题,让他们自己去解答

例:As a result, kids are growing up with everything they desire being provided by their parents. These children have no idea that poverty exists in China. They only see their own luxurious lifestyle. This idealistic view will eventually prove harmful to them as these children grow up and have to face reality. Is this what you want to happen?

(2) 重点摘述,即将前面各段所描述的内容,以摘要的方式作一整理

有篇文章主要谈的是中国目前独生子女的教育问题。很多独生子女被父母宠坏了,花钱如流水,不知天下还有很多穷人,养成了自私自利、好逸恶劳、没有责任感等坏品质,对本人和国家的前途都很不利。最后做出总结如下:

In summary, it is necessary we make certain that: One, we need to treat this matter as urgent and try to educate children about the real value of money and the responsibilities that lay ahead of them; two, that children should be made aware of the nation's hardship instead of being sheltered from the truth; and three, that it is the responsibility of both parents and society to safeguard the future of our country by teaching children to be independent, frugal and hardworking.

(3) 要求读者参与行动

这种方法论及与读者切身的事物,列明利害关系,然后说服读者参与行动。

例:In conclusion, nothing is more valuable than health. In good health, you can study and work efficiently; you can achieve more success and make more contributions to the society. So try your best to keep fit.

(4) 综合结论,即将前面各段所述总结为一项结果,使读者接受你的论点

例:In a word, nothing is more treasured than a true friend in one's life. If you have made a good friend, keep your friendship with every possible effort you may make and develop it.

以上讨论了如何写引言段和结论段。至于推展段部分那是文章的主体,它以文章的开头为线索,用较详细的事实和例子说明、分析

或进一步论证文章的主题,不能写出与主题不相干的内容来。文笔要简洁。

3. 段与段之间的连接 一篇文章里各个段落并非孤立的,只有各段之间互相关联,全篇文章才能连贯。过渡要自然、顺畅,前后要照应,防止各段内容重复。选词也不能过分重复几个单词,要给人一种一气呵成的感觉。请注意以下几点:

(1) 以上一段的结尾句引导下一段文章的主旨句

例:Nowadays,many parents in China unselfishly satisfy every material needed for their only child. They buy their only child a children's bicycle which costs 700 yuan,or a jigsaw puzzle (拼图玩具) 1,800 yuan...
Are people in China really as rich as they are thought to be?

这段的结尾句向读者提出了一个内容与本段所述的现象相对立的问题,由此可知此结尾句是要引出下段文章。可以推知下一段的内容是要证明中国人并没有富到如此地步。因此这段的结尾句起到了承上启下的作用。

(2) 以既合理又明了的顺序来连接一篇文章的段落

论说文一般应该首先提出问题或疑问,然后提供论据详细地进行论证,最后作出结论。叙述文、描写文一般以事情发生的时间顺序或空间顺序来写。

(3) 一个段落只能有一个中心思想

一个段落只能有一个中心思想,这叫段落的一致性。推展句要围绕着这一中心思想发展,不然就会偏离主题。

(4) 用适当的转承语来连接段落

这一点在前面讨论段落写作时已经讨论过了。在写篇章连接段落时转承语也同样重要。

1.4 作文的类型

英语作文有不少类型。但目前主要的类型有以下几种:议论文、说明文、叙述文、描写文、关键词作文、看图表作文、英文改写、英文书信等。这些作文的写作方法与技巧将在本书中分门别类、较详细地一一介绍。

2 说明文

说明文是对事物的形状、性质、特征、成因、关系、功能及用途等进行解释、介绍、阐述的一种文体。这类文章最常见于新闻报道、报告、传记、历史、评论、广告及说明书中。

2.1 说明文的特点

1. 说明性 侧重对客观事物或事理作如实的介绍、简要的说明，力求使人有所知。

2. 知识性 说明的内容不外乎是自然科学知识、社会科学知识，人们日常生活、工作、学习所需要的知识。

3. 实用性 用于说明一种机械的制造过程、解释一些自然或社会现象、阐明一个难题等。

在写说明文时特别要注意充分体现其写作特征：

(1) 主题集中 必须抓住事物的特点和本质，把握说明中心。

(2) 素材充足 用例证、细节充分解释主题，避免抽象叙述。

(3) 条理清晰 按时间、空间或逻辑推理的顺序展现事实与观点。

(4) 言简意赅 使用准确明了、生动有趣的词句，既能说明问题，又能使读者得到艺术的享受。

2.2 说明文的写法

由于说明文的目的在于提供知识、解释和表明观念，我们常用下面几种说明方法来达到这一目的：

1. 定义法 用简要明确的语言，指出说明对象的性质特点。下定义时要避免采用否定形式和比喻说法。

2. 举例法 用一个或几个例子来补充说明一个中心思想。有代表性的实例可以把抽象复杂的内容具体化，令文章明白易懂。注意在举例时要慎重挑选事例，并按一定的次序排列，如由次要到主要。