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UNIT 1

Research Reports for Business and Technical Writing



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一、课文背景知识

1) 作者简介

韦恩·洛桑诺(Wanne Lonano), 1940 年生于英格兰新汉普郡的曼切斯特, 澳大利亚昆士兰工学院通信和普通研究系前任主席。他的大量作品是关于写作技巧的。

2) 文体(style)

根据不同的写作目的, 文章可分为四种文体: 描写文(Description)、记叙文(Narration)、说明文(Exposition)和议论文(Argumentation)。其实, 人们在写作的实践中往往同时使用若干种不同的文体, 例如记叙事件时也可以加进一些自己的议论或观点, 在表达自己的看法时也可叙述一些事例佐证自己的观点, 使之更加具有说服力。

3) 修辞格(Figures of Speech)

修辞格是为了提高语言的表达效果而有意识地偏离语言和语用的常规并逐渐形成的固定格式、特定模式。常见的修辞格有明喻(Simile)、隐喻(Metaphor)、拟人(Personification)、夸张(Hyperbole)、对照(Antithesis)、反语(Irony)、重复(Repetition)、排比(Parallelism)、双关(Pun)等等。



二、课文(单词、词组、句子)疑难详解

1. ...an individual will encounter many obstacles in school and on the job:

a person will meet with a lot of difficulties when he studies and works. 一个人将会在学习和工作中遇到很多障碍。

1) encounter 的用法:

a. *vt.* to meet with or be faced by 碰到, 遭遇

例: They encountered many unexpected difficulties on the way. 在路上他们碰到了许多意想不到的困难。

b. *n.* a sudden meeting 不期而遇, 邂逅

例: The encounter with an old friend made him very glad. 与老朋友不期而遇使他非常高兴。

2) obstacle: *n.* 障碍(物), 妨碍

例: The base parsimony of his uncle had thrown many obstacles in the way of his education. 他叔父的吝啬大大妨碍了他受教育的机会。

3) on the job: at work, working, busy 在上班, 在工作岗位上, 忙碌

例: ① He slept on the job and was punished by his boss. 他上班时睡觉, 受到了老板的惩罚。

② Joe was on the job all day long. 乔成天都忙碌着。

2. Graduate study often makes great demands on the student's

research-writing skills:

Graduate study usually requires the student to have the research and writing abilities. 研究生学习阶段对学生的科研写作能力提出了很高的要求, ……

make demands on/of: require, call for 对……提出要求

例: ① I know that they make the most unreasonable demands on you. 我知道他们对你提出了最无理的要求。

② She was determined to make stern demands of herself. 她决心严格要求自己。

3. These sections may be broken down into a variety of subsections:

These sections can be divided into many subsections... 这些部分可以分成很多小部分, ……

break down: to separate into different kinds or divide into types 分为……项, 分类

例: The figures must be broken down into several lists. 这些数目必须分为几项。



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此外, break down 还有以下用法:

- 1) (of machinery) to fail to work (机器、车辆等)坏了

例: ①The engine broke down. 发动机坏了。

②This bus has broken down, so we have to take another. 这辆公共汽车坏了, 所以我们得乘另外一辆。

- 2) to destroy, reduce to pieces 破坏, 粉碎

例: ①They broke down the enemy's attack. 他们粉碎了敌人的进攻。

②The police broke the door down and got into the room. 警察破门进入房间。

- 3) to be defeated, to fail 失败, 坚持不下去了

例: ①The negotiations broke down because neither side would compromise. 谈判失败了, 因为双方都不肯妥协。

②All our plans broke down. 我们所有的计划都失败了。

- 4) to lose control of one's feelings 感情控制不住

例: Peter broke down and wept when his mother died. 彼得母亲去世时, 他抑制不住感情, 失声痛哭。

- 5) to have a chemical change 分解, 分化

例: ①Water is readily broken down into hydrogen and oxygen. 水很容易分解为氢和氧。

②After many years, rocks broke down into dirt. 经过很多年后, 岩石分化为泥土。

4. ...but they regularly make up the core of the report;

but they usually form the main body of the research report. ...不过它们通常构成了科研报告的主体。

make up: constitute, form 构成, 形成

例: ①What are the qualities that ideally should make up a man's character? 构成人的理想所需的素质是什么?

②Five doctors and three nurses make up the medical team. 五名医生和三名护士组成了这个医疗队。

make up 还有以下几个主要用法:

- 1) to become friends again after a quarrel 和解, 言归于好

例: Mary and Joan quarreled, but made up after a while. 玛丽和琼吵了一架, 不过很快就和解了。

- 2) to invent (a story, poem etc.) esp. in order to deceive 创造, 编造

例: Not having a -- good excuse for being late, Jack made one up. 因为迟到找不到好借口, 杰克捏造了一个。

- 3) to compensate for 弥补, 补偿

例: ①We have to drive fast to make up the hour we lost in Boston. 我们必须开快些, 把我们在波士顿损失一个小时补回来。

②John must make up the work he missed. 约翰必须把他没做的工作补上。

- 4) to use special paint and powder on the face of 化装, 打扮



UNIT 1 Research Reports for Business and Technical Writing

- 例: ①The actors were making up when we arrived. 我们到达时演员们正在化妆。
 ②These days many girls make up when they are still quite young. 现在很多女孩小小年纪就化妆了。



5. This section requires a precise statement of the underlying question

which the researcher has set out to answer:

This part requires the researcher to state exactly the basic question that is to be answered. 这一部分要求对研究者所要回答的根本性问题作出精确的阐明。

1) **precise**: *a.* 精确的; 叙述正确的

例: Scientists must be precise in making tests. 科学家做实验时必须精确。

2) **underlying**: *adj.* basic, fundamental 根本的, 基本的

例: This book is on the underlying principles of the market economy. 这本书论述了市场经济基本原则。

3) **set out** 的用法:

a. begin, attempt 开始, 着手, 打算 (本课的用法)

例: ①He set out to write a history of civilization. 他着手写一部文明史书。

②George set out to improve his writing. 乔治打算提高自己的写作水平。

b. to start out 动身, 出发

例: ①They set out as the sun was rising. 太阳升起时他们动身了。

②We'll set out for Beijing tomorrow. 我们明天动身去北京。

c. to arrange or spread out in order 摆好, 布置

例: ①The goods were set out on the table. 货品摆放在桌子上。

②Set out the desks and chairs in the classroom. 把教室里的桌椅摆放好。

d. to state, describe 列举, 陈述

例: ①They set out all their reasons. 他们陈述了所有理由。

②He set out his ideas in simple English. 他用简单的英语说明了自己的想法。



6. In this same section there should be an explanation of the

significance—social, economic, medical, psychological, educational, etc.—of the question:

In the same part the author must explain the significance of the question from the angles of society, economics, medicine, psychology, education and so on. 在这同一部分中应该从社会、经济、医学、心理、教育等方面对这个问题的意义进行解释。

在本句中, “social, economic, medical, psychological, educational” 作定语, 后置, 修饰前面的名词 the significance, 这样主要是保持句子平衡。



7. consumption

n. 消费(量)



UNIT 1 Research Reports for Business and Technical Writing

例: Our consumption of fuel oil increases in cold weather. 我们燃油的消耗量在气候寒冷时有所增加。

8. ...we must explain that the question is thought to have significant

relevance to the health of this segment of the population:

...we have to make it clear that people think the question has something significant to do with the health of this part of the population.我们必须解释清楚: 人们认为这个问题同这部分人的健康有重要关系.....

1) **significance**: *n.* 意义; 重大, 重要性

例: The child did not understand the full significance of death. 那孩子并不完全了解死亡的含意。

2) **have relevance to**: be relevant to, be connected with, have something to do with 同.....有关

例: ① This accident has great relevance to the driver's carelessness. 这次事故与司机的粗心有很大关系。

② Lung cancer has relevance to smoking. 肺癌同吸烟有关。

3) **segment**: a part or section 部分

例: It's a segment of the tradition of our nation. 这是我国传统的一部分。

9. A frequent subsection of this problem section is a review of past

research on the topic being investigated:

A small part of this problem section is usually to review the past research that is being carried out about this topic. 这一问题中常有一小节对过去该课题的研究情况进行回顾。

句中 research 后有两个定语: "on the topic" 和 "being investigated".

10. **assessment**:

n. 估价; 评价

例: It's a correct assessment of historical figures. 这是对历史人物的正确评价。

11. **enhance**:

vt. 提高; 增加

例: The moonlight enhanced the beauty of the scene. 月光增加了景色之美。

12. ...grows out of some investigative tradition:

comes from a certain tradition of investigation.(所提供的数据)是从某种调查研究中得来的。

grow out of 的用法:

1) to develop as a result of 由.....产生/引起



UNIT 1 Research Reports for Business and Technical Writing

例: ① Her sympathy grew out of understanding. 她的同情是由理解产生的。

② Some sports grow out of people's labour. 有些体育运动产生于人们的劳动。

- 2) to become too big for (clothes, shoes, etc.) 因长大而嫌小

例: ① He grew out of his clothes. 他长大了, 衣服穿不了。

② She has grown out of her shoes. 她已经长大, 鞋子不能穿了。

- 3) to lose (a childish or youthful weakness) as one becomes older 年岁渐大而改掉(某习惯)

例: He has grown out of the bad habits of his childhood days. 他长大了, 改掉了儿时的坏习惯。



13. The second major section of the research report details, with as

much data as possible, exactly how the study was carried out:

The second main part of the research report states precisely how the study was investigated in more detail and with as much information as possible. 研究报告的第二大部分用尽可能多的资料准确阐述了研究进行的过程。

- 1) **detail**: *v.* to give a lot of facts about 详述, 细说

例: ① This book details the latest development of this field. 本书详细论述了这一领域的最新发展。

② He detailed for us the experiments leading to his new discovery. 他向我们详细讲述使他获得新发现的实验。

- 2) **data**: facts, information 数据, 资料, 是 datum 的复数形式。作主语时, 其谓语动词用单数或复数形式均可。

例: ① The data are/is all ready for examination. 这数据是为考试作准备的。

② The data for the project has been collected. 已经收集了这个项目的资料。

要注意是在本句中 data 用作不可数名词。这种用法现在越来越为人们使用, 不过还是有很多人不喜欢这种用法。



14. overall:

- 1) **adj.** including everything 总的

例: ① The overall situation is encouraging. 总的形势是令人鼓舞的。

② Overall industrial production was up by 49 percent compared with 1980. 与 1980 年相比, 总的工业生产增加了 49%。

- 2) **adv.** on the whole, generally 总的说来

例: Overall, prices are still rising. 总的说来, 物价还在上升。



15. The goal of the procedures section is to allow the reader to duplicate

the experiment if such were desired to confirm or refute, your findings:

The aim of the procedures section is to let the reader copy exactly the experiment if he wished to prove or denounce your findings. 过程部分的目的是让读者来模拟这项实验, 假如读者愿意这样做来证实或驳斥你的结果的话。



UNIT 1 Research Reports for Business and Technical Writing

- 1) **duplicate**: *v.* to copy exactly 复制, 复印, 照样制作

例: ① All the members received duplicated notices of the meeting. 所有成员都收到了会议通知的复印件。

② Can you duplicate the key for me? 你能为我复制一把这个钥匙吗?

- 2) **findings**: *n.* results of an enquiry 了解的情况, 发现的情况

例: Recently there have been a few noteworthy findings in this field. 最近这个领域有几项值得注意的发现。

16. hypothesis:

n. 假设, 假说

例: Notwithstanding the absence of facts, a fairly reasonable hypothesis can be built up. 尽管缺少事实, 还是能够作出一个相当合理的假设。

17. Of primary interest in business and technical research reports is the validity of the results as the bases for company decisions:

In business and technical research reports the truth of the results is what people are mainly interested in and the foundation for a company to make decisions on. 在商务和技术的研究报告中, 人们主要关注的是结果的可靠性, 这也是公司决策的依据。

- 1) 本句是个倒装句, 其正常语序是: The validity of the results as the bases for company decisions is of primary interest in business and technical research reports.
- 2) **valid**: *adj.* having a strong firm base, having value 正当的, 有效的; validity *n.* truth or soundness 确实, 有效

例: I have no doubt on the validity of the report. 我不怀疑报告的真实性。

- 3) **validity**: *n.* 正确(性); 合法(性), 有效

例: The ticket is of validity for one single journey between London and Dover. 这张车票在伦敦与多佛间单程有效。

18. construction:

n. 建设; 结构

例: This dictionary gives the meanings of words and also illustrates their construction. 本词典解释词义, 并举例说明词在句中的结构。

19. Will this new oil recovery technique be financially feasible?

Will this new oil recovery technique be possible in finance? 从金融方面看, 这项石油回收新技术可行吗?

feasible: *adj.* able to be carried out or done; possible 可行的, 行得通

例: ① Your plan sounds quite feasible. 你的计划听起来完全可行。

② It's not feasible to finish the task in one day. 不可能一天完成这项任务。



UNIT 1 Research Reports for Business and Technical Writing

20. applicable:

a. 能应用的, 适当的

例: The rule "Look before you leap" is almost always applicable. "三思而后行"这一准则几乎随时都适用。

21. As such, there is little emphasis on a lively style, although, of

course, there is no objection to writing that is pleasing and interesting:

Therefore, a lively style needn't be stressed, though to write pleasingly and interestingly is sure not to be opposed. 所以, 并不强调用活泼文体, 当然也不反对文章写得生动有趣。

- 1) **emphasis**: *n.* stress, special force given to something 强调; 搭配如下: place/lay/put emphasis on/upon, stress, emphasize

例: ① Now many schools place too much emphasis on examinations. 现在许多学校过分强调考试。

② This dictionary lays a special emphasis on grammar. 这本字典特别强调语法。

- 2) **objection**: (to) *n.* a statement or feeling of dislike, disapproval, or opposition 反对; object *v.* to be opposed to 反对

例: ① He has a strong objection to getting up early. 他强烈反对早起。

② She showed no objection to what I said. 她对我说的没有表示反对。

③ They objected to leaving school and going to work. 他们反对退学去工作。

22. ...headings enhance the formal appearance and professional quality

of the report, increase to some degree the writer's credibility by reflecting a logical and methodical approach to the reporting process, and eliminate the need for wordy transitional devices between sections:

...headings can make the report formal and professional, add to the author's credibility to some extent by means of having a logical and systematic way, and therefore, long description between sections is not necessary. 标题使报告显得很规范, 提高了其学术质量; 报告是按逻辑有条理地写出来的, 因此在某种程度上增加了作者的可信度, 消除了报告各部分之间冗长的承上启下的词语。

- 1) **to some degree**: to some extent 在某种程度上

例: To some degree that was my own fault. 在某种程度上那是我的错。

- 2) **methodical**: *adj.* done according to a method, systematic 讲究方法的, 有条不紊的

例: He is methodical even when he is on vacation. 他这个人即使休假时也是有条不紊的。

- 3) **eliminate**: *v.* remove, get rid of 消除, 排除, 淘汰

例: ① Can the government eliminate poverty? 政府能够消除贫困吗?

② He eliminated all the other players and took the first place. 他淘汰了所有选手, 夺得了第一名。



UNIT 1 Research Reports for Business and Technical Writing

23. For different readers different aspects will take on different degrees

of importance:

Different readers will be concerned about different ways of the reports. 对于不同的读者来说,不同的方面显示出不同的重要程度,……

take on 的用法:

1) to begin to have (a quality or appearance) 呈现,具有(特征等)

例:① Since 1979 her home town has taken on a new look. 1979 年以来她家乡呈现出新面貌。

② This phrase takes on different meanings in different contexts. 这个短语在不同的上下文具有不同的意思。

2) to start to employ 雇用

例: The factory has opened and is beginning to take on new workers. 这家工厂已经开工,开始雇用新工人。

3) to accept (work, responsibility etc.) 承担(工作、责任等)

例:① We are ready to take on heavy responsibilities. 我们乐意挑重担。

② I'll take the work on, but I can't tell you exactly when I'll finish it. 我来承担这项工作,不过我不能确切地告诉你何时完成。

24. ...and this should be highlighted in writing up research projects for

publication in professional journals or for presentation at professional conferences:

When people write up research programs to publish them in professional magazines or to present them at professional meetings, this part must be emphasized. ...在把研究项目整理成文用于在专业刊物发表或在专业会议上宣读时,这一部分应该着重突出。

1) **highlight**: *vt.* to pick out (sth.) as an important part, throw attention onto 使显著,着重

例: The senator's speech highlighted the need for reduced tariffs. 这位参议员的发言着重强调了降低关税的必要性。

2) **write up**: to write in a complete and useful form 整理好写成文章

例:① The students were asked to write up the chemistry experiment. 要求学生们把这次化学实验整理成文。

② For homework you can write up the rough notes you made in class. 你们的作业就是把课堂上作的笔记整理成文。

3) **presentation**: *n.* 提出,呈递;介绍,报告

例: He gave his presentation for new marketing procedures. 他对新的销售过程作了陈述。

25. visual:

a. 视觉的;视力的