

※ 非常经典 ※

English Writing  
Strategies & Drills

# 英文写作 技巧与训练

● 主编 陆乃圣



世界图书出版公司

适用大学英语四级、六级、专业四级、大专自考以及托福考试的作文训练  
提高出国深造、私人书信以及商业往来的英文书面表达能力

# 英文写作 技巧与训练

**ENGLISH WRITING STRATEGIES & DRILLS**

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世界图书出版公司

上海·西安·北京·广州

## 图书在版编目(CIP)数据

英文写作技巧与训练/陆乃圣主编. —上海:上海世界图书出版公司,2003.7

ISBN: 7-5062-5795-5

I. 英... II. 陆... III. 英语-写作-高等学校-白学参考资料 IV. H315

中国版本图书馆 CIP 数据核字(2003)第 012944 号

## 英文写作技巧与训练

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上海世界图书出版公司 出版发行

上海市尚文路 185 号 B 楼

邮政编码 200010 电话:(021)63783016

<http://www.wpcsh.com>

上海竟成印务有限公司印刷

各地新华书店经销

---

开本:890×1240 1/32 印张:10.875 字数 300 000

2003 年 7 月第 1 版 2003 年 8 月第 2 次印刷

印数:8 001—14 000

ISBN 7-5062-5795-5/H·376

定价:18.00

## 编者的话

中国加入 WTO,进一步融入世界大家庭,英语作为一种主要的国际语言,对于我们来说显得更加重要。学习英语有五大技能——听、说、读、写、译,其中“写”可能是我们的薄弱环节。然而,在我们的学习、生活和工作中,“写”是必不可少的,譬如说用英文写信,发 E-mail,写个人简历或申请书,进行商业谈判或签订合同等。更何况大学英语考试四级和六级、英语专业四级、大专英语自考以及国际英语考试,如托福、GRE、GMAT 等都有作文项目,最近出台的 APIEL(爱普)还要求考生写两篇英文作文。在如此环境下,一个人不会英文写作,可以说是半个“文盲”。为了有助于提高英文写作水平,我们从现实性、实用性的角度出发,编写了本书,供在校学生和自学英文者使用。我们的编写原则主要如下:



1. 我们大多数人都在中学或大学经过英语训练,具备一定的阅读和口语能力,但是写作技巧较弱。许多人写出的文章会错误百出,其中包括最基本的拼写、用词、时态、句子结构等方面的错误。我们认为,所以出现这些错误,主要是受到母语的干扰。许多学生不知道英文和中文究竟有什么差别,因此写出来的英文往往是中文式的。为此,本书的任务之一就是帮助学生了解英汉差异,明白自己在写英文时受到汉语哪些干扰,从而消灭各种类型的基本错误。

2. 要在较短的时间内提高英文写作水平,就需要一种极其有效的训练方法。美国迈阿密大学曾对 300 名新生进行过一次写作试验,让一半学生按传统方法(即通过语法训练)学习写作,而让另外一半学生通过新的方法(即 Sentence Combining 联句方法)去写。经过 15 周的训练,专家小组鉴定,运用新方法学习写作的学生要比传统训练的学生强,作文总的水平高于后者。《英文写作技巧与训练》将主要采取 Sentence Combining 联句方法,对学生进行强化训练。

3. 对于要求高一些的人来说,仅仅达到消灭基本错误是不够的。

我们认为也有必要让他们掌握英语的一些修辞手法,譬如说 metaphor, simile, metonymy, hyperbole 等,从而提高写作质量,更上一个台阶。

4. 至于具体写作,我们不主张让学生漫无边际地自由创作,而是提倡有指导的写作,也就是 Guided Composition。这种指导的方式很多,例如:

改写——学生先阅读一篇英文,然后改写成自己的文章;

翻译——学生把一篇中文按照原义写成英文;

串句——学生把一些所给的词、短语或句子串成一篇文章;

情景——学生按照规定的情景写出英文故事;

辩论——学生针对某个观点发表自己的反观点。

5. 为便于实际生活与工作的需要,《英文写作技巧与训练》也将涉及私人书信训练,例如个人简历、申请、求助信、邀请信、感谢信等等。

6. 为了满足商业需求,我们还结合商务英语特点,介绍如何书写商业英文信函,尤其是用词和意义表达,使语言更符合时代要求。

以上六个方面不仅是《英文写作技巧与训练》的编写原则,也是它所覆盖的全部内容。教师或学生在使用本书时,可以根据具体情况和实际需要有所舍取或偏重。

本书由上海对外贸易学院陆乃圣教授主编,由朱建忠编写第二章,周芹芹编写第三章,蔡莉编写第五章,倪咏梅编写第六章。限于编者水平,书中难免有不足之处,望大家不吝指正。



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# Standard Written English

(标准书面英语)

Chapter

One

## ! Punctuation Abuse(标点错误)

中文与英文的最大区别,在于中文句子是意合的(paratactic),而英文句子则是形合的(hypotactic)。例如,中文可以说“他赢了,我们笑了。”英文则不能说“He won, we laughed.”而是要用连词把两句话连起来,成为“He won, and we laughed.”又如“他笑了,我哭了。”英文不可以说“He laughed, I cried.”而应该是“He laughed, but I cried.”以上两个病句“He won, we laughed”和“He laughed, I cried”,是典型的标点错误,英语语法家称之为 run-on sentences 或 comma splices,翻译成中文就是“串句”。“串句”是中国人写英文常犯的一种错误。由于英汉语言的巨大差异,我们在英文标点使用方面会出现各种各样的错误。下面让我们做一些有趣的练习,来提高我们的英文标点符号使用能力。



(1) 以下英文句子都是串句,为了便于我们改错,每句话都附上中文意思。需要指出的是,改错并不仅仅是加上一个 and 或 but,而是可以采用多种方法,例如主从句、分词短语、不定式等等:

- a. The exam was postponed, the class was cancelled.  
(考试推迟了,上课取消了。)
- b. His feet hurt from the long hike, his stomach was growling.  
(长途远足使得他脚也疼了,肚子也饿得咕咕叫。)
- c. It rained all night, the ceiling began to leak.  
(雨下了整整一夜,天花板开始漏水。)
- d. A woodpecker was tapping the trunk of a tree, a kitten observed from a

distance.

(啄木鸟在啄树干,一只小猫在远处观看。)

- e. The window screens were torn, flies were getting into the house.

(纱窗破了,苍蝇飞进屋里来。)

- f. He lifted a rock, it fell on his feet.

(他举起一块石头,石头砸在他的脚上。)

- g. She leaped up screaming, a snake was moving toward her.

(她尖叫一声跳了起来,一条蛇正朝她游来。)

- h. The steak was too rare, I asked the waiter to take it back to the kitchen.

(牛排煎得太嫩,我叫服务员把牛排退还给厨房。)

- i. Heavy clouds gathered, thunder drummed in the distance.

(乌云密布,远处雷声隆隆作响。)

- j. Many people lined up at the ticket booth, all the tickets had been sold out.

(售票处排起了长队,所有票子都已售完。)

(2) 有的学生不仅两个句子中间使用逗号,犯了串句错误,而且更有甚者到处点逗号,结果错误百出。指出下面句子中哪些逗号是多余的:

- a. The rise in crime is attributed to drug abuse, and organized robbery.  
b. I leaned over the parapet, and looked at the city, spread out below me.  
c. He told me that he hoped to buy a new car, and to sell his old one.  
d. John Smith, his wife, his two children, and his dog Pluto, were under a pear tree, in the garden.  
e. The next day, late in the evening, Charles was killed, by a gang of villains.  
f. His students, listened eagerly, busily taking down his words.  
g. A letter, that is written in pencil, is difficult to read.  
h. We were overjoyed, not unnaturally, at the news, that our soccer team had won.  
i. Indeed, overpopulation, a problem, most people have only recently begun to recognize, is the main source of the majority of our other ecological difficulties.

- j. Americans, who go to other countries, expecting the same air conditioning, ice water, and private baths, found in hotels in the United States, are often very poor ambassadors.

(3) 同样一句话,用了逗号,或是多用了逗号,意思会完全改变。下面是两个典型的例子:

- a. 托福考试结构部分曾经有这么一道试题,你不妨做一下,注意逗号的使用:

There were ten chairs in the room. Three of them were broken. The others were fine.

(A) The chairs, which were in bad condition, were sent out to be repaired.

(B) The chairs which were in bad condition were sent out to be repaired.

(C) The chairs, which were in bad condition were sent out to be repaired.

(D) The chairs which were in bad condition, were sent out to be repaired.



- b. 下面两个英文句子,文字完全一样,只不过其中一句多了一个逗号,你说说意思有什么不同:

(A) Although all their furniture was destroyed when their house burned down, most of Peter's records, lectures, and speeches, were saved.

(B) Although all their furniture was destroyed when their house burned down, most of Peter's records, lectures and speeches, were saved.

- (4) 滥用逗号固然不好,但是缺少逗号也不成为句子。你能不能给下面句子添上逗号?

- a. "I see my son you are wearing one of my best ties again."
- b. Rosemary suspected of having murdered her husband was questioned by the police for over three hours.
- c. Robert entered the inn and ordered half a loaf of new bread some local butter some cheese a large onion and a pint of beer.

- d. He should or rather must attend better to his studies.
- e. The lady was dressed in gray the color of a pigeon's feathers.
- f. It is a sad truth but in this unfriendly world he who cries cries alone.
- g. "I do not know when he will come how he will come with whom he will come or whether he will come at all."
- h. We do not have to tell you the truth a very good opinion of him.
- i. The suggestion was submitted to and immediately approved by the committee.
- j. Before he would make any reference to the solar explosion he insisted on evaluating theories about the moon's origin criticizing predictions that the moon would move closer to the earth and presenting arguments that the sun was slowing down the earth's rotation.

(5) 以上讲到中国学生常犯串句错误。其实,如果我们使用分号来替代串句中的逗号,那么句子就正确了。分号常用在两个或两个以上关系较为密切的分句之间。下面这些句子,只要添上分号就成立了:

- a. The moon went down the stars grew pale.
- b. One moment he was friendly the next he was indifferent.
- c. Far into the night he worked as day dawned he sank back into the chair.
- d. The escaped prisoner scrambled over the wall beyond he caught sight of a river.
- e. He wondered what to do. He couldn't go back he couldn't borrow money he couldn't even telephone his mother.
- f. He knew what he wanted however he did not know how to get it.
- g. The plan has some weaknesses nevertheless we have decided to adopt it.
- h. You must work hard otherwise you will not pass the examination.
- i. There seemed no chance of coming to an agreement therefore it was decided to break off negotiations.
- j. That that is is that that is not is not that that is is not that that is not that that is not is not that that is.

(6) 引号主要用于直接引语,但也可用于书名或用于要引起人们注意的单词或短语上。引号还分双引号和单引号,美国英文一般用双引



号。如果引语里面还有引语,那么外面用双引号,里面用单引号。请给下列句子添上引号,同时注意标上其他必要的符号,如逗号、句号、冒号、问号、惊叹号等:

- a. How do you spell the word Renaissance
- b. The movie is adapted from Charles Dickens' novel Great Expectations
- c. The coach yelled Shoot when the clock had run down to only three seconds
- d. He said Alas How foolish I have been
- e. I know he said but I can't wait
- f. Then addressing me she said with enforced calmness My son is ill
- g. These said Eden taking some sheets of paper clipped together are some things I wrote in Italy
- h. Mr. Jones said I remember Roosevelt's words The only thing to fear is fear itself
- i. After the lecture he had but one comment Useless
- j. Was it Mr. Pickwick who said If the law says that sir then the law's an ass



(7) 撇号,又称省字号,在英文句子里占据重要地位,而且不太好用。请给下列各句添上撇号:

- a. Too many ands suggest immaturity of style.
- b. How many As have you got in the terminal exams?
- c. You must mind your ps and qs when you get there.
- d. Picasso was the dominant figure in the 1900s.
- e. Everybodys business is nobodys business.
- f. Do you see Mr. Jones car over there?
- g. This is my father-in-laws room. That is Helen and Marys room.
- h. Will you buy a stock of cigarettes tomorrow, please. Get them in 10s and 20s.
- i. "Im sure youdve done it, if youd known how important it was."
- j. Congreve seldom crossed his ts, his 7s looked like 9s, and his ands were usually £s.

## 标点错误练习答案

### (1) 改正串句

- a. 考试推迟了,上课取消了。

The exam was postponed, and the class was cancelled.

As the exam was postponed, the class was cancelled.

- b. 长途远足使得他脚也疼了,肚子也饿得咕咕叫。

His feet hurt from the long hike, and his stomach was growling.

The long hike made his feet hurt and his stomach growling.

- c. 雨下了整整一夜,天花板开始漏水。

It rained all night, and the ceiling began to leak.

The ceiling began to leak because it had rained all night.

The night-long rain caused the ceiling to leak.

- d. 啄木鸟在啄树干,一只小猫在远处观看。

A woodpecker was tapping the trunk of a tree, and a kitten observed from a distance.

A woodpecker was tapping the trunk of a tree while a kitten observed from a distance.

From a distance a kitten observed a woodpecker tapping the trunk of a tree.

- e. 纱窗破了,苍蝇飞进屋里来。

The window screens were torn, and flies were getting into the house.

As the window screens were torn, flies were getting into the house.

Flies were getting into the house through the torn window screens.

- f. 他举起一块石头,石头砸在他的脚上。

He lifted a rock, but it fell on his feet.

He lifted a rock only to drop it on his feet.

- g. 她尖叫一声跳了起来,一条蛇正朝她游来。

A snake was moving toward her, and she leaped up screaming.

She leaped up screaming when a snake moved toward her.



She leaped up screaming when she saw a snake moving toward her.

- h. 牛排煎得太嫩,我叫服务员把牛排退还给厨房。

The steak was too rare, so I asked the waiter to take it back to the kitchen.

The steak was too rare, and so I asked the waiter to take it back to the kitchen.

As the steak was too rare, I asked the waiter to take it back to the kitchen.

- i. 乌云密布,远处雷声隆隆作响。

Heavy clouds gathered, and thunder drummed in the distance.

While heavy clouds were gathering, thunder drummed in the distance.

- j. 售票处排起了长队,所有票子都已售完。

Many people lined up at the ticket booth, but all the tickets had been sold out.

Many people lined up at the ticket booth, though all the tickets had been sold out.

Many people lined up at the ticket booth, despite the fact that all the tickets had been sold out.

(2) 去掉多余逗号

- a. The rise in crime is attributed to drug abuse and organized robbery.
- b. I leaned over the parapet and looked at the city spread out below me.
- c. He told me that he hoped to buy a new car and to sell his old one.
- d. John Smith, his wife, his two children, and his dog Pluto were under a pear tree in the garden.
- e. The next day, late in the evening, Charles was killed by a gang of villains.
- f. His students listened eagerly, busily taking down his words.
- g. A letter that is written in pencil is difficult to read.
- h. We were overjoyed, not unnaturally, at the news that our soccer team had won.
- i. Indeed, overpopulation, a problem most people have only recently begun to recognize, is the main source of the majority of our other ecological difficulties.



- j. Americans who go to other countries expecting the same air conditioning, ice water, and private baths found in hotels in the United States are often very poor ambassadors.

(3) 用不用逗号

- a. 正确选择为(B)。如果选(A),那就意味所有椅子都坏了。(C)、(D)在语法上都不成立。
- b. (A)表示三样东西被保存下来: records, lectures, and speeches。(B)表示只有两样东西保存下来: lectures and speeches, 它们是 records 的同位语。

(4) 增添逗号

- a. "I see, my son, you are wearing one of my best ties again."
- b. Rosemary, suspected of having murdered her husband, was questioned by the police for over three hours.
- c. Robert entered the inn and ordered half a loaf of new bread, some local butter, some cheese, a large onion, and a pint of beer.
- d. He should, or rather must, attend better to his studies.
- e. The lady was dressed in gray, the color of a pigeon's feathers.
- f. It is a sad truth but, in this unfriendly world, he who cries cries alone.  
It is a sad truth but, in this unfriendly world, he who cries, cries alone.  
(为了更清楚地表达意思,也可以在两个 cries 之间加上逗号。)
- g. "I do not know when he will come, how he will come, with whom he will come, or whether he will come at all."
- h. We do not have, to tell you the truth, a very good opinion of him.
- i. The suggestion was submitted to, and immediately approved, by the committee.  
The suggestion was submitted to and immediately approved by the committee. (也可以不增添逗号)
- j. Before he would make nay reference to the solar explosion, he insisted on evaluating theories about the moon's origin, criticizing predictions that the moon would move closer to the earth, and presenting arguments that the sun was slowing down the earth's rotation.

