

周铁成 编 著
蒋坚松 审 校

英语写作实用教

The city's Peace Hotel

the century and which used to be known

in the Far East," was recently titled the most famous

in the world by the World Organization of the Most

Famous Hotels. The four-star hotel of

Shanghai Jiujiang (Group) Holding Corpor

only one in China to have been included.



A Practical Course
in
English Writing

英语写作实用教程

编 著 周铁成
审 校 蒋坚榕

海洋出版社

1992·北京

前 言

怎样解决我国非英语专业学生学习英语的难题——写作，这是大学英语教师和学生共同关心的问题。若开设系统的写作课，时间上不允许，若完全不讲写作理论，一味地进行盲目的写作实践，学生的写作能力也难以有显著的提高。因此，笔者认为，只有把他们所必需的写作理论与其所进行的写作实践恰当地融为一体，才能收效较快，事半功倍。为此，本书：1. 阐述了十五个方面的写作理论，编写了大量的相应练习帮助对理论进行消化和吸收；2. 为了把学生自己的写作实践深化到理论的高度，先将他们的原文进行第一次修改，使之没有错误，再进行第二次修改，按写作理论使其英文味道更浓更地道，以期学生对怎样写出好的文章有所领会；3. 对某些修改作了简明、扼要的注释，使学生理解这样修改的道理，使理论在实践中转化为学生自己的知识、技能和技巧。

本书将理论与实践、写作与改错融为一体，将正确英文与较写英文进行比较，以期对学生有较大的帮助和启示。

本书在大学英语 4、6 级统考辅导中仅用了前三课，学生的作文成绩便提高了一分（总分为 15 分），这一事实说明，笔者的上述设想有一定道理。

第一次修改放在括号中，其前的原文上面若有星号（*），该处为错误，若没有星号，则只是不够妥当。修改 I 中的斜体字部

分与修改 I 中的相应处表示正确英文与地道英文的相互对照。

在您实现升入高等学府深造的美好愿望中、在您取得 4、6 级统考优异成绩的奋斗中、在您攀登科技高峰的艰苦征途中、在您对美好生活的炽热追求中,本书定将成为您的良师益友,帮助您写出正确、地道的英文。

本书承蒙湖南师大外语系主任蒋坚松教授审阅,美籍英语语言专家 Phyllis Thompson 和美籍教师 Jeniffer Auriderik 二位女士提出了不少好的意见,在此表示衷心的感谢。

本书 6 小时讲授一课,54 小时可授课完毕。

由于编者水平有限,书中疏漏、不妥之处在所难免,热诚希望专家和读者不吝指出。

编者 1992 年 2 月于湖南医科大学

Contents

Lesson One	1
Text; What We Know About the Moon	1
I . The Original and Improvement One	1
II . Improvement Two	2
Writing Theory; Style	4
汉语提要	7
Exercises	8
Key	16
Lesson Two	20
Text; The Computer	20
I . The Original and Improvement One	20
II . Improvement Two	21
Writing Theory; Sentence Variety and Comma	
Faults	24
汉语提要	28
Exercises	29
Key	36
Lesson Three	39
Text; Advertisements	39
I . The Original and Improvement One	39

II . Improvement Two	41
Writing Theory; Parallel Structure and How to Learn	
Synonyms	44
汉语提要.....	50
Exercises	51
Key	60
Lesson Four	64
Text; Traffic in the Big City	64
I . The Original and Improvement One	64
II . Improvement Two	65
Writing Theory; Avoid Unnecessary Shifts and Avoid	
the Unnecessary Passive Voice	68
汉语提要.....	71
Exercises	72
Key	79
Lesson Five	83
Text; Population Control in China	83
I . The Original and Improvement One	83
II . Improvement Two	85
Writing Theory; Misplaced Adverbs	
or Adverb Phrases	89
汉语提要.....	97
Exercises	98
Key	106

Lesson Six	110
Text; A Strange Thing	110
I . The Original and Improvement One	110
II . Improvement Two	112
Writing Theory; Conjunctive Adverbs	114
汉语提要	119
Exercises	120
Key	132
Lesson Seven	134
Text; A Letter	134
I . The Original and Improvement One	134
II . Improvement Two	136
Writing Theory; Coordination, Subordination, Wordiness, and the Semicolon	139
汉语提要	143
Exercises	144
Key	154
Lesson Eight	160
Text; Are Men Superior to Women?	160
I . The Original and Improvement One	160
II . Improvement Two	162
Writing Theory; Ellipsis	164
汉语提要	170
Exercises	171

Key	178
Lesson Nine	182
Text; My Hometown	182
I. The Original and Improvement One	182
II. Improvement Two	184
Writing Theory; Substitution	188
汉语提要	198
Exercises	200
Key	208

Lesson One

Text: What We Know About the Moon

I . The Original and Improvement One

When we look at the moon , we can see that it has dark and light patches on its * face (there are dark and light patches on its surface) . These things are always seen¹ (We can always see them) when the sky is clear. We can see * some times that (that sometimes) the moon is round and * some times its semilunar² (some times it is not).

We know a great many facts about the moon now. The moon (It) is our nearest neighbour in space . It' s (It is) also the earth' s only satellite. There are no forests, seas, lakes or rivers on the moon. In fact , it' s (it is) a dead world. * A few (Few) people have visited the moon * through the (by) spaceship .

The moon still has many secrets. We don' t (do not) know how the moon (it) was formed . * Have (Has) it grown up in space on its own * and been separate from the earth (or has it grown up as

twin sisters simultaneously with the earth and then separated itself from the earth)? * Scientists think ³that we can know the answer until we can make (Scientists do not think that we can know the answer until we have made / Scientists think that we will know the answers only when we can make) a direct study of * it' s (its) rocks, mountains and air (the air) around the moon(it).

II . Improvement Two

When we look at the moon on a clear night, we can see that there are dark and light patches on its surface. The moon varies considerably in shape; sometimes it is round but usually it is not.

We know a great many facts about the moon now. It is not only our nearest neighbour in space; it is the earth' s only satellite as well . The moon is a dead world because there are no creatures , no seas , no lakes or rivers on it⁴ . Though only few people have visited the moon by spaceship , they have brought to light many of its secrets.

However, the moon still has many secrets. Its ⁵origin still remains mysterious to us; was it born in space on its own, or did it first grow as part of the earth , like a Siamese twin , and then separate itself ? Scientists do not think that we can know

the answers until we have made (Scientists think that we will know the answers only when we can make) a direct study of its rocks , mountains and the air around it.

Notes

1. The shifts(更换) of persons from the first to the third and of the voices from the active to the passive are unnecessary here . (See *Avoid Unnecessary Shifts* in Lesson Four)

2. Do not use scientific jargons (行业用语) which only a particular group of people know when you write in every-day English . Explain technical words by using everyday English in an appositive if you have to use them, *semilunar*, *half-moon-shape*, for example.

3. *Until* indicates a terminal point of time (结束的时间点) with positive and a commencement point of time (开始的时 间点) with negative predication and *think* takes a transferred negation with a negative clause ;

They worked *until* 12: 00 a. m. (= They stopped working then).

They *did not work until* 12:00a. m. (= They started working then).

I *do not think* that you can read very well until you have a large vocabulary.

4. This sentence is both concise and coherent (紧凑) when compared with the one in *improvement One*.

5. As far as a transitional device is concerned, " Its origin still remains mysterious to us " is better than " we do not know how it was formed " because of the association in meaning of the word *its* with the word *the moon* in the previous sentence.

Writing Theory: Style

Style means the overall effect of your writing on the reader and the subject. The effect depends on the choice of words and grammatical structures, since several ways to say the same thing are often possible. Chinese students should learn how to properly apply *formal English*, *informal English* and *standard English* in thinking about the style of their writings.

Formal English is an elevated form appropriate only for

special purposes , such as international treaties , manifestoes , or liturgical solemnity . In formal English writing , for example , a lamp is a *lighting fixture* . Contractions and shortened forms are generally unacceptable .

Informal English is also known as *colloquial English* . Here the choice of words is at the level of everyday speech . Contractions (you ' re , don ' t) and shortened forms (TV , OK) are acceptable .

Standard English is between the two extremes and is the language of careful and popular writing in good newspapers and in most books . Written *standard English* is carefully edited and , for the most part , should lean toward the standards of usage for *formal English* . Spoken *standard English* tends toward the *colloquial* . For most college writing , *standard English* is appropriate , while *informal English* is nonstandard or unacceptable , as is *dialect* or *slang* .

Chinese students should , therefore , observe the following rules of written English and should not try to imitate speech exactly in composition , reports and business letters ;

1. Do not use contractions unless you are reporting dialogues .
formal ; The moon is not so big as the earth .

informal ; The moon isn' t / The moon' s not so big as the earth .

2. Do not use most abbreviations or shortened forms of words though some abbreviations are acceptable ; a. m. , p. m. , and o' clock.

formal ; examination , mathematics , technology , etc.

informal ; exam , math , tech , etc.

3 . Use the pronoun forms that are grammatically correct.

formal ; Mr. White is an astronaut *whom* we respect.
(object)

informal ; Mr. White is an astronaut *who* we respect.

4. Choose words that are precise. Usually use a single verb with one precise meaning instead of a two-word verb with several different meanings.

formal ; The **student** *arrived* late for the lecture.

informal ; The student *showed up* late for the lecture.

5. Write sentences of **different** lengths and structures.

Do not write too many monotonous simple sentences.

bad style ; The moon is our nearest natural neighbour in space. It is also the only satellite of the earth. There are no forests , seas , lakes and rivers on it . In fact , it is a dead world . (As all are simple sentences with almost the same length and structure , and as the sentences are not very coherent , the writing is dull.)

good style; The moon is not only the nearest natural neighbour, it is the earth's only satellite as well. The moon is a dead world because there are no creatures, forests, seas, lakes and rivers on it. (Since different types of sentences are used and sentence relationships are clear, the style is good.)

6. Do not omit conjunctions or relative pronouns that can be grammatically omitted in informal writing.

formal ; She told me *that* she had borrowed a very interesting novel from the library *which* she visited the previous day.

informal; She told me she' d borrowed a very interesting novel from the library she visited the previous day.

汉语提要:文体是指文章对读者和所阐明的主题产生的总体效果,这种效果取决于词汇和语法结构的选择,因为表达同一意义在这方面常有多种方法。我国学生要处理好文体,应学会恰当运用正式英语、非正式英语和标准英语。

正式英语是一种高雅的文体,常用于国际条约,宣言,庄严的宗教礼拜仪式等中,以达到文字精确无误等特殊目的,因此缩略(如:don't, he's)、缩写(如:exam, fridge)一般不用。

非正式英语亦称口语,使用日常词汇,在语法结构上可使用缩略及缩写。

标准英语介于上述两极端之间,是好的报刊和大部分书籍

中一般严谨的文章所使用的一种文体,标准英语用于笔头时,接近于正式文体,用于口头时,近似口语。大学的大部分写作实践使用标准英语较恰当,而非正式英语象方言或俚语则视为不标准,因而不可接受。我国学生在写作、报道和公文中,不要盲目模仿口语。他们应特别注意下面各点:1、除非引用对话,否则不要用缩略形式;2、大多数缩写及缩略形式也不使用;3、按语法正确与否使用人称代词的形式;4、选用意义精确的动词,一般用单个动词,而不用有多个意义的两个词构成的短语动词;5、使用各种类型的句子,勿用太多的简单句,以免文章乏味,意义主次不清,这点对写好英文文章十分重要;6、勿省略非正式英语中按语法规则可省略的连词或关系代词。

不要随意变更人称和语态。用日常英语写作时,一般不用行业用语,非用不可时,需用日常英语加以解释。until 在肯定句中,表示结束的时间点,在否定句中,表示开始的时间点。

物主代词与它所代表的名词意义联系紧密,是获得好的过渡效果的手段之一。

Exercises

1. Change the italicized informal style into formal style(将用斜体字排印的非正式文体变为正式文体):

1. *It's* lifeless and atmosphereless.
2. *He's* never been to a planetarium.

3. We *didn't* observe the partial lunar eclipse yesterday.
4. There *aren't* any lakes or seas on the moon.
5. A total lunar eclipse occurred last *Fri.*
6. She failed the astronomy *exam* last *Aug.*
7. I met a friend of mine on the *st.* yestarday.
8. The talk lasted three *hrs.*

II. Change the italicized part, if possible, to make the style formal or more formal(如有可能改变斜体字单词,使文体正式或更正式):

1. This is the astronaut *who* we saw on television the day before yesterday.

2. The old woman feels lonely because she has no one to *whom* she can talk.

3. I wonder *who* he is.

4. I know *who* you are going to give the present to.

5. My landlady invited Tom and *me* to go with her to the mountains.

6. She is the one *who* wants to see the doctor.

7. If you leave now, it will be too late for Tom and *me* to go with you to the seaside.

8. A: "Who's taken my dictionary?"