

ADVANCED  
COLLEGE COMPOSITION  
REFERENCE BOOK  
FOR STUDENTS

全国高等教育英语本科自学考试统编教材辅导手册

英语写作

编著/刘旭东

南京师范大学出版社

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# 自序

写作不仅是一门技能,更是一个复杂的智力和社会活动的过程。它是人类学习、思考、探索、发现和交流的有力工具。英语写作也不例外。特别是对于一个英语学习者来说,英语写作对于提高其综合英语水平具有不可或缺的作用,而写作恰恰是许多英语学习者特别是自学者没有给予应有重视的一个问题。在笔者看来,英语写作对英语学习者提高其综合英语水平至少具有以下几方面的作用:

1. 有助于提高对英语语言输入的兴趣,检查和巩固语言输入的成果;
2. 有助于提高英语语言使用的准确性和精确性,包括措辞、句法、拼写、标点等;
3. 有助于拓展英语语言使用的范围,包括口语及适用于各种文体的书面语等;
4. 有助于提高英语语言其他方面的技能,包括阅读和听说技能;
5. 有助于增强逻辑思维及分析、解决问题的能力。

那么,如何有效提高英语写作能力呢?这是一个笔者被问了无数遍的问题,愿在此和读者朋友们交流一下本人多年来的英语学习和教学体会,希望对广大的英语爱好者,特别是英语自学者们能起到抛砖引玉的作用。要想具备良好的英语写作能力,要做到:

1. 具备最基本的语言知识和能力,包括系统的语法知识和一定的词汇量,特别是基本词汇要做到掌握而不仅仅是认知(ability to master but not just to recognize)。

2. 熟知基本的英文写作技巧,包括措辞、句子搭建、谋篇、修辞方法及跨文化因素,等等。

3. 进行大量的中英文阅读,获取有用的写作信息,并要学会做一个高效的阅读者,也就是说,在阅读的过程中,要学会思考、评判、鉴赏,特别要学习和吸收别人的长处,只有学会耐心积累,长久以后才能有所作为。

4. 注意培养一些良好习惯,包括良好的观察、思考和表达习惯。良好的观察习惯指要多观察社会生活及他人的习作,且在观察中善于抓住事物要领;良好的思考习惯指要勤于思考,且注意提高思维的逻辑严密性和合理性;良好的表达习惯指要多表达、会表达,做到言简意赅、条理清晰。

5. 注意多练,特别是在修改上要舍得花时间和精力。

本书是作者几年来在南京及其他周边城市教学经验的结晶,讲解深入浅出,详略得当,特别便于自学者们使用。本书共分六大部分:第一、第二和第三部分分别与教材中的三章相对应,对各章内容进行了详细的解说和辅导;第四部分提供了教材各章中练习的参考答案;第五部分提供了共十套真题和模拟题及答案;附录部分是写作中常用的套语及范文,供平时练习及备考时参考。

本书在出版过程中得到了王迎春编辑大量的支持和帮助,在此向她表示深深的感谢!

最后,希望读者朋友们对此书多提宝贵意见,并祝你们学业有成!

刘旭东

2003.3

# 目 录

第一章 摘要和读书报告 .....	( 1 )
第一节 一般摘要的写作 .....	( 1 )
第二节 读书报告的写作 .....	( 5 )
第二章 整篇文章 .....	( 6 )
第一节 短文写作的三个要求 .....	( 6 )
第二节 短文写作的步骤 .....	( 8 )
第三节 四种主要体裁的短文的写作 .....	( 13 )
第三章 论文写作 .....	( 37 )
第一节 写作阶段与步骤 .....	( 37 )
第二节 论文格式 .....	( 49 )
第四章 课本练习参考答案 .....	( 52 )
第五章 全国高等教育自学考试英语写作试题集及参考答案 .....	( 76 )
二〇〇一年下半年全国高等教育自学考试英语写作试题 .....	( 76 )
二〇〇〇年下半年全国高等教育自学考试英语写作试题 .....	( 78 )
模拟试题一 .....	( 79 )
模拟试题二 .....	( 81 )
模拟试题三 .....	( 83 )
模拟试题四 .....	( 84 )
模拟试题五 .....	( 86 )
模拟试题六 .....	( 87 )
模拟试题七 .....	( 89 )
模拟试题八 .....	( 91 )
二〇〇一年下半年全国高等教育自学考试英语写作试题参考答案及评分标准 .....	( 92 )
二〇〇〇年下半年全国高等教育自学考试英语写作试题参考答案及评分标准 .....	( 94 )
模拟试题一参考答案 .....	( 96 )
模拟试题二参考答案 .....	( 97 )
模拟试题三参考答案 .....	( 97 )

模拟试题四参考答案 .....	(98)
模拟试题五参考答案 .....	(98)
模拟试题六参考答案 .....	(99)
模拟试题七参考答案 .....	(99)
模拟试题八参考答案 .....	(100)
附录一 参考词组与句型 .....	(101)
附录二 参考习作及范文 .....	(105)
参考书目 .....	(113)

# 第一章 摘要和读书报告

## 第一节 一般摘要的写作

### 一、摘要的概念

摘要就是将篇幅较长的文章,如一个段落、一篇论文或演讲辞、一份报告、一首史诗乃至一整篇小说等进行压缩后而得到的简明扼要的短文。摘要在日常生活中很常见,报刊上的文摘、小说的简介、秘书的会议报告等均属此类。

摘要有如下特点:

1. 写摘要时,写作者必须用自己的语言对原文进行适当的压缩,不能照搬照抄原文或仅仅做剪刀加浆糊的工作。

2. 摘要是对原文的全部而不是局部进行的概括,应该是对作者的确切意图及写作内容的准确精辟的概括。

3. 摘要通常不包括写作者个人的评论或看法,也不需要保留原文中的具体事例及其他一些细节内容。

4. 摘要的长度并不固定,但一般而言,摘要的篇幅应为原文长度的 1/3 或 1/4。

### 二、摘要撰写的方法和步骤

摘要写作的步骤如下:

1. 首先是透彻理解原文,准确把握原文作者的观点。这是避免误解或曲解原文的基础。

2. 对原文作者的重要观点进行笔记记录,以便能列出一个提纲,做到纵观全文,抓住要点。

3. 在提纲的基础上,用自己的话归纳出各部分的大意。

4. 检查初稿,注意既要不遗漏要点,又要做到简洁流畅。

压缩原文内容的技巧与方法有:

1. 删除细节。摘要中只能保留那些重要的要点,而用来说明要点的细节应该删除。

2. 减少具体事例。原文中的每五六个事例只能挑选其中的一至两个留在摘要中,其余都可以略去。

3. 简化详细的描写。如果原文中描写某人或某物的句子达到十句左右,在摘要中只能保留其中的一至两句。

4. 删除所有重复部分。有时在英文中为了取得强调的效果,要重复使用一些完全相同的或相似的表述,这些重复部分在摘要中都必须略去。

5. 压缩冗长的句子。如:

His courage in battle might without exaggeration be called lion-like.

⇒He was very brave in battle.

The account the witness gave of the incident made everyone that heard it laugh.

⇒The witness's story was absurd.

They acted in a manner that rendered them liable to prosecution.

⇒They acted illegally.

John fell into the river and, before help could reach him, he sank.

⇒John was drowned in the river.

He was hard up for money and was being pressed by his creditor.

⇒He was in financial difficulties.

有时也可以把句子或从句转换成短语。如：

Beautiful mountains like Mount Tai, Lushan Mountain, and the Yellow Mountains, were visited by only a few people in the past. Today, better wages, holidays with pay, new hotels on those mountains, and better train and bus services, have brought them within reach of many who never thought of visiting them ten years ago.

⇒Beautiful mountains like Mount Tai, once visited by only a few people, are today accessible to many, thanks to better wages, paid holidays, new hotels and better transportation.

6. 用泛指词来替代具体词。如：

She brought home several Chinese and English novels, a few copies of *Time* and *Newsweek*, and some textbooks. She intended to read all of them during the winter vacation.

⇒She brought home a lot of books and magazines to read during the vacation.

7. 尽量使用一些较短的过渡词。如：可用 *but*, *then*, *thus*, *yet*, *for* 来替代 *at the same time*, *on the other hand*。

8. 把直接引语改为间接引语。如：

Kate looked at Paul disapprovingly, "You use too much salt on your food, Paul—it's not at all good for you!" Paul put down his knife and frowned, "Why on earth not! If you didn't have salt on your food it would taste awful... like eating cardboard or sand... just imagine bread without salt in it, or potatoes or pasta cooked without salt!" Kate was patient. She didn't want to quarrel with Paul. She wanted to persuade him. She said firmly, "But too much salt is bad for you. It causes high blood pressure and later on, heart-attacks. It also disguises the tastes of food, the real tastes, which are much more subtle than salt, and which we have lost the sensitivity to appreciate any more."

⇒Kate suggested to Paul that he should eat less salt. She thought that eating too much salt would do harm to Paul's health and that it could reduce the real tastes of food. But Paul disagreed. He said that food without salt would be tasteless.

要从整体上对摘要的写作有全面的了解,可参见下面的例文:

#### 例文 1:

The significance of all earlier attempts to scale Mount Everest is that, regardless of the height they reached, each added to the mounting sum of experience. The building of this pyramid of experience was vital to the whole issue; only when it had attained a certain height was it within



the power of any mountaineering team to succeed. Seen in this light, other expeditions did not fail; they made progress. We were inspired by their example, their persistence, their spirit of quest, their determination that there should be no surrender.

Thus inspired, we gave ourselves to sound, thorough, meticulously detailed planning. On Everest, the problems of organization assume the proportions of a military campaign, and we planned the ascent on these lines. It was thanks to this that we were able not only to foresee our needs in every detail but also to have constantly before us a clear program to carry out at every stage.

The chance of success of big Himalayan expeditions has often been adversely affected by ill-health among the climbers. The number in our party, though sufficient to execute our predetermined plan, left no large margin to allow for any handicap of sickness. The plan adopted was an ambitious one in that it depended on the active participation high on the mountain of almost the entire team; if several of us had been sick when the opportunity for the Assault occurred, it is very doubtful if we should have reached the top. That we were so fit was due initially to careful selection of the party. In the field, the training and acclimatization carried out in the period allotted for this purpose was an astounding success. We have also to thank those who furnished our sound and sufficient diet and emphasized the need for drinking large quantities of liquid daily throughout our time on the mountain, and especially at high altitudes. Nor must we forget the care we received from our doctors.

Our unity as a party was undoubtedly the biggest single factor in the final result, for the ascent of Everest demands a very high degree compensating for any weakness in this respect. It would be difficult to find a more closely knit team than ours. It is a remarkable fact that throughout the whole four months that we were together, often in trying circumstances, I never heard an impatient or angry word passed between any members of my party. This made my task infinitely easier, and most particularly when the time came to decide the individual tasks to be undertaken during the period leading up to and during the Assault. It could not fall to everyone to attempt the summit, and for some there must have been disappointment made greater by their fitness to go higher. But everyone rightly believed that he had a vital part to play in getting at least two members of the team to the top, and it was in this spirit that each man carried out his job. In this lay the immediate secret of our success.

#### *Summary*

A combination of four factors contributed to our successful expedition to conquer Mount Everest.

First, the success was achieved on the basis of the experience gained by all the earlier attempts. Those mountaineers before us did not fail. On the contrary, they inspired us with their strong will-power.

Second, we made our plan as meticulously as that of a military campaign, which allowed us to know clearly when to do what during the whole process.

Third, to avoid dropouts at any critical moment, we carefully selected our team members through field and acclimatization training. Also, our supply personnel and doctors did good jobs to

provide us with sufficient food, drink and medical care, especially when at high altitudes.

However, all the above factors appear less important when compared with the solid unity among the team members. During those four months, nobody complained of difficulties, neither did any one scramble for the honor of the final Assault. The teamwork was consummated by everybody's selfless dedication to the final success.

### 例文 2:

Four score and seven years ago our fathers brought forth upon this continent a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battlefield of that war. We have come to dedicate a portion of that field as a final resting-place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

But in a larger sense, we cannot dedicate, we cannot consecrate, we cannot hallow this ground. The brave men, living and dead, who struggled here, have consecrated it far above our poor power to add or detract. The world will little note nor long remember what we say here; but it can never forget what they did here. It is for us, the living, rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us: that from these honored dead we take increased devotion to that cause for which they gave the last full measure of devotion; that we here highly resolve that these dead shall not have died in vain; that this nation, under God, shall have a new birth of freedom; and that government of the people, by the people, and for the people, shall not perish from the earth.

### Summary A

The central significance of this occasion, for us who are still alive, is that we should continue to work for the accomplishment of that purpose for which our soldiers who died here gave their lives: the championing of freedom and the preservation of our truly democratic kind of government.

### Summary B

In one sense it is appropriate for us to do what we have come here to do: to dedicate part of this battlefield as a cemetery. In a more fundamental sense, however, the dedication has already been made, by the battle itself.

What we say now is not important; what is important is what we have to do from now on. We must support the cause for which our soldiers fought here; we must make sure that those of them who were killed did not die for nothing. We must continue to promote the cause of freedom and democracy.

### Summary C

We are fighting a civil war; its outcome will show what the prospects of permanence are for the kind of free country that was founded here eighty-seven years ago.

We have come together now, on one of the battlefields of those wars, to dedicate part of the field as a cemetery for our soldiers who were killed in the battle. Our action, though proper, is

really superfluous; the true dedication of this land has already been accomplished, by the brave men who fought here. Their action was important; our speechmaking is not.

But there is one kind of dedication that we genuinely can make: a dedication of ourselves to the work which they were doing. We should be impelled by their example to finish that work, so that that bloodshed will not have been a waste. We must devote ourselves to the freedom of this nation and the democracy of its government.

## 第二节 读书报告的写作

撰写读书报告不仅能提高我们的理解能力、分析能力及概括能力,而且是一种较好的写作训练手段。除此以外,撰写读书报告是许多专业人士必须具备的一项写作技能,如秘书、律师、科研人员等。

读书报告一般由三个部分组成:

1. 有关该书作者的情况介绍,包括作者的生平、所生活的时代背景、创作的有关作品、写作风格等。

2. 全书内容概要,包括故事情节及主要人物。这部分的写作要求做到:主题突出,即概要要围绕一个明确的中心展开;清晰简洁,即要忽略细节,使用语言要简洁、流畅;客观完整,即在这一部分只客观地概括书的内容,不要包含任何个人的看法或评论,且概要要包括书中所有的重要内容,做到不遗漏要点。

3. 个人对书的评论及看法。这部分可包括对书的优点及缺点的概括和总结、书的内容所涉及到的时代背景及写作意义,还可加上对作者的写作风格及特点的评论。

以下是对书上 Sample 1(P.2)的评析:

本读书报告的第一段简明扼要地介绍了有关该书的基本信息,包括书名、作者名、出版社名及出版时间。

第二、三段概括了该书的主要故事情节。

第四及第五段是这篇读书报告的重点。作者较为详细地分析了书中两位代表人物的性格及特点,特别指出了他们所代表的两种不同的社会力量,一种注定要失败,另一种注定要胜利,这也就是本书的主题所在。

因此,这篇读书报告写得主题突出、简洁易懂、有详有略,撰写者详写其个人的评论及看法,略写原书作者的概况及故事情节。

因为此章不是学习和复习应考的重点,故在此不做深入阐述。

## 第二章 整篇文章

以前,通过《英语写作基础》一书,大家已经学习并掌握了段落写作的基本技能,知道了段落写作必须遵循统一和连贯的原则。也就是说,段落中的各个句子都必须围绕一个主题展开,且句子之间要有严密的逻辑联系且过渡自然。其实,整篇文章的写作与段落的写作有很多共同之处,下面是一个段落以及由此段落而展开的短文:

During the long history of the development of human society, the relation between man and nature has undergone three great revolutions. The first was a material revolution in which man discovered iron. The second was an energy source revolution in which man developed new kinds of energy sources. And the third was the information revolution which greatly raised human productive force by amplifying man's mental power.

### Man and Nature

During the long history of the development of human society, the relation between man and nature has undergone three great revolutions.

The first was in fact a material revolution, which took place about 10,000 years ago when man discovered iron. With it, man made very valuable tools and weapons, and thus man grew a lot stronger than any other animal being on earth.

The second was an energy source revolution. It happened approximately 200 years ago. New energy sources freed man from manual labor so that a laborer was no longer the chief party in the process of production. He also stood by it in the capacity of an overseer and regulator. The process of labor thus went far beyond the limitations of the human body.

The third revolution, the information revolution, took place after World War II. This revolution has raised human productive force without relying on the intensification of either manual labor or the increase of motive power. It is the amplification of man's mental power and the extension of man's brain and his other organs that have led to the explosion of the productive force.

对比以上的段落及短文,我们可以清楚地看出:它们具有相同的主题,短文中的第二、三、四段也是由原段落中的三个句子扩展而来的。为了让大家在学习写作短文之前对短文的特点有个更完整的认识,下面我们来进一步地了解写好一篇短文的具体要求。

### 第一节 短文写作的三个要求

#### 一、统一性

文章的统一性指的是文章的各个段落均应紧扣全文的主题,并为它服务。同时,每个段落中的句子和实例也应与本段的内容相关,任何偏离文章中心的内容都必须摒弃。试看下面的

短文:

### The Population and Economy

Today there is a serious social problem—population explosion. There are about 5,100,000,000 people on the earth. And the population tends to increase. At the same time, the distribution is not in balance, which affects the development of economy and causes a lot of social problems.

In the developed countries, the birth rate is low. The work force is getting older. The absence of young workers delays the developing speed of economy in these countries. To solve this problem, they have to hire young workers from other countries.

On the contrary, in the developing countries, with the improvement of medical care, the population increases very fast. The increase of population is faster than that of economy. This causes a lot of trouble. For instance, young people cannot find jobs. The land resources and food supply have been greatly reduced. So it is necessary for these countries to control the population and perform birth control policy.

在这篇文章中,首段指出了全球人口的数目、增长趋势及不均衡的分布现状,然后自然地指出主题:人口增长的不均衡影响经济发展,并带来了许多社会问题。发展段说明,发达国家由于出生率低导致年轻工人缺乏,从而影响了经济的发展速度。结尾段从相反的方面说明发展中国家由于人口猛增,经济发展同样受到影响,同时也出现了许多问题。最后得出结论,这些发展中国家必须控制人口的增长。可见,这篇文章无论是就意义,还是就结构而言,都具有较强的统一性。

## 二、连贯性

文章的连贯性是指对中心思想的阐发要合乎逻辑、前后连贯地展开,且各个句子及段落之间应有适当和清晰的联结手段。连贯性与统一性有着密切的关系,但两者决不是一回事。统一性是作者思维质量的体现,而连贯性是作者语言表达能力的反映。统一性通过舍弃一切与主题无关的内容加以保证,连贯性借助用不同手段联结与主题有关的内容来达到。仔细阅读下面的习作并分析文章里运用了哪些联结手段:

Some people like living in the country. They find country life most enjoyable. Different from the hustle and bustle of city life, country life is normally peaceful, quiet and slow-paced. There you can enjoy more privacy than in town; there you don't have to hurry to catch a crowded public vehicle as you often do in the city. Moreover, the country people are often acquainted with each other. You can never fail to receive a friendly nod or a kind word from anyone you chance to meet. But the townspeople, on the other hand, are often strangers to each other. What's more, while the city dwellers are constantly troubled by traffic jams, noises and pollution of different sorts, people in the rural areas, being much closer to nature, are somewhat free from all these headaches. Simple as it is, country life is indeed pleasant and enjoyable.

However, other people prefer to live in the city. They say the city is a nice place to live in. It offers people various conveniences of life.

Much of house work there is done by machines. All means of transportation and communications are available. The latest exhibitions, films, plays or concerts are always within easy reach.

Shopping, too, is always a pleasure. Besides, the city residents, the young in particular, have much more chance of receiving education and making job choice. Evidently, all this is hardly available to our country-folks. Isn't it grand to make your home in town?

Everything, as we know, tends to be two-sided. Either country life or city life has its own advantages and disadvantages. Countryborn and citybred, I, personally, prefer to live in the suburbs and work or study in the city proper. In this way, I would be able to enjoy the advantages of both as fully as possible.

在上文中,第一段的最后一句起到了“承上”的作用。第二段的开头使用 however 这一过渡词,起到转折的作用;另外,这一段是个过渡段,起到启下的作用。第四段的首句中的 too 也是一个过渡词,承接上文。最后一段的首句起到了“合”的作用。总之,全文无论从意义还是从结构上来看,都非常连贯。

### 三、语言的准确、有效性

可以说,语言的准确、有效性是写作的基础。语言的准确指的是用词要贴切,在句子结构上不能有一些语法上的错误。句子的有效指的是用词能充分表达作者的意图,同时,所用词语能组织成有效的句子和段落,以传达作者思想和感情。在《英语写作基础》一书中大家已经学习过了“用词和造句”的规律,在此不再赘述。

## 第二节 短文写作的步骤

### 一、确定一个好的标题

标题是一篇完整的文章不可缺少的组成部分。好的标题有时还能起到画龙点睛的作用。因此,确定一个好的标题是写作的第一步。那么,好的标题的标准是什么呢?首先,好的标题应对读者有吸引力,能激起读者的阅读欲望。例如,比较一下“*No More Sundays*”和“*Grandmother*”这两个标题,就很容易知道前者比后者更具新意,因此更具吸引力。另外,一个好的标题既不能太大也不能太小,太大了可以写一本书,太小了没有展开的余地。

### 二、选定好文章的主题

就像每个段落通常都有一个主题句一样,每篇文章通常都有一个主题。主题包含了文章的中心思想。它一般是用一个陈述句来表示,该句可以是简单句,但大都是复合句。主题不能用短语、从句或疑问句来表示。另外,主题必须表述得具体而明确,但它对标题的限制不能过窄。

### 三、收集写作材料

许多考生曾说过,当他们看到考试作文题时,经常是脑子里一片空白,一时不知道该写些什么。解决这类问题的最常见的一种方法是被称为 *brainstorming* 的方法。这种方法既适合写作者一个人单独使用,也适用于小组活动。该方法的最大的特点是,把自己或小组中的每一个成员所想到的一切与主题相关的思想都记录下来,只强调快而多,不必过分追求思想对阐明主

题的有效性。在把所有的相关内容记录下来以后,就可以停下来对这些内容进行评价和筛选,挑选出最能反映主题的内容。例如,在讨论关于中国教育系统这个主题时,通过使用 brainstorming 这个方法,可能会想到以下内容:

Chinese educational system  
poor  
expensive books  
underpaid teachers  
dropouts in poor areas  
insufficient government investment  
private schools emerging  
Project Hope  
influence of business  
shabby classrooms and brilliant temples  
students paying tuition in university  
money  
society  
traditional idea in the modern world  
intellectual, the “stinking ninth category”  
70% dropouts in a mountain village  
young people’s craze for pop stars  
pupils in class and peddlers in streets  
students lack motivation  
eaching—an undesirable profession for young people

显然,这只是个杂乱无章的笔记。为了选出与文章有关的内容,我们需要重新审核表中的各个条目以找出那些对表现文章的主题有效的条目,也就是以下画线的部分:

Chinese educational system  
poor  
expensive books  
underpaid teachers  
dropouts in poor areas  
insufficient government investment  
private schools emerging  
Project Hope  
influence of business  
shabby classrooms and brilliant temples  
students paying tuition in university  
money  
society  
traditional idea in modern world  
intellectual, the “stinking ninth category”

70% dropouts in a mountain village

young people's craze for pop stars

pupils in class and peddlers in streets

students lack motivation

teaching—an undesirable profession for young people

#### 四、撰写提纲

拟定写作提纲就好比设计建筑蓝图,对文章写作的成功与否也起着重要的作用,且它也是自考中的一种常见题型,考生应该重点加以学习和训练。写提纲就是按照文章的主题把文章展开成相应的分支段落,经常需要用罗马数字、阿拉伯数字和英文字母来分别表达各个不同的大、小条目。如:

Thesis (controlling idea)

I. Introduction

II. Main idea

A. Sub-idea

B. Sub-idea

a. Supporting detail

b. Supporting detail

1. Fact 1

2. Fact 2

III. Main idea

A. Sub-idea

B. Sub-idea

a. Supporting detail

b. Supporting detail

c. Supporting detail

C. Sub-idea

IV. Conclusion

1. 提纲的分类:

一般说来,提纲分为两种不同的类型:短语提纲和句子提纲。提纲可根据需要写得详细或粗略。如:

句子提纲:

Thesis: Foreign trade is beneficial to and indispensable for all nations.

I. Introduction: The utilization of different economic resources and the development of different skills from the foundation of foreign trade.

II. Trade in commodities (visible trade) is necessary between nations.

A. No nation has all the commodities it needs.

B. A nation may not have enough of certain commodities.

C. A nation may sell certain commodities at a profit.

D. Latest innovations and different styles of commodities make foreign trade necessary.



E. All nations strive to maintain a favorable balance of trade so as to be assured of the means to buy necessary goods.

III. Exchange of services between nations (invisible trade) is part of foreign trade.

A. Nations vie in providing transportation for foreign trade.

B. Prudent exporters purchase insurance for their cargoes.

C. Tourism brings a nation huge profits.

D. Technology is also exported and imported.

IV. Conclusion: The purpose of foreign trade is to earn money for necessary imports and it is important to keep the balance of payments.

短语提纲:

I. Introduction: the foundation of foreign trade

II. The necessity of visible trade—trade in commodities

A. Lack of certain commodities

B. Insufficiency of particular items

C. Comparative advantage in certain items

D. Latest innovations and different styles of commodities

E. The importance of a favorable balance of trade

III. The necessity of invisible trade—exchange of services between nations

A. Transportation

B. Insurance

C. Tourism

D. Technology

IV. Conclusion: the purpose of foreign trade and the importance of the balance of payments

2. 撰写提纲时需注意的原则:

1) 避免短语与句子混用的混合型提纲。提纲中的所有条目要么都用句子表达, 要么都用短语表达, 不能出现句子与短语混用的情况。

2) 避免单个标题的出现。如: 出现主条目 I, 必须有主条目 II; 出现分条目 A, 必须有分条目 B, 等等。

3) 提纲的平行条目必须以平衡结构表达, 以保持其对等的特点。

4) 注意提纲中标点符号及字母的大小写。句子提纲中每个大小条目后都必须有相应的符号(一般都是句号), 句子开头的第一个字母必须大写; 短语提纲中的每个条目后没有标点符号。

5) 提纲中的主题必须用一个完整的陈述句表达, 不能用问句、短语或从句。

对照下列的短文及提纲:

例文:

### Should Smoking Be Allowed in Public Places?

In the West, there is a growing tendency of prohibiting smoking in public places. In China there is also much discussion on the feasibility of taking such a step. But people seem to differ in their opinions. Those who are for smoking in public places think that smoking helps one in many ways. Firstly, it is a sign of manly maturity. Youngsters feel that they would be on top of the