

高等教育自学考试

英语写作基础 热身30天

30-DAY WARMING-UP
EXERCISE OF
BASIC COLLEGE COMPOSITION

傅铮 雷芳 魏巍 陈琛 刘春梅 编著

新 时 代 出 版 社

<http://www.ntp.com.cn>



1200229737

19 高等教育自学考试

英语写作基础热身30天

30-DAY WARMING-UP EXERCISE OF
BASIC COLLEGE COMPOSITION

傅铮 雷芳 魏巍 陈琛 刘春梅 编著

H12.5

19

新时代出版社

·北京·

图书在版编目(CIP)数据

英语写作基础热身 30 天/傅铮等编著. —北京:新
时代出版社, 2002. 4

高等教育自学考试用书

ISBN 7-5042-0681-4

I. 英... II. 傅... III. 英语—写作—高等教育—自
学考试—自学参考资料 IV. H315

中国版本图书馆 CIP 数据核字(2002)第 004313 号

新 时 代 出 版 社 出版发行

(北京市海淀区紫竹院南路 23 号)

(邮政编码 100044)

北京奥隆印刷厂印刷

新华书店经售

*

开本 787×1092 1/16 印张 15½ 256 千字

2002 年 4 月第 1 版 2002 年 4 月北京第 1 次印刷

印数:1—3000 册 定价:21.00 元

(本书如有印装错误,我社负责调换)

前 言

高等教育自学考试是一种个人自学、社会助学、国家考试相结合的教育形式。为了帮助更多的自学者实现求学的理想与成才的追求,把“学校”送到每一个自学者的面前,把成才之路铺在每一个自学者的脚下,给自学者提供高质量、有实效的自学参考教材,因此我们编写了《英语写作基础热身 30 天》。本书以全国高等教育自学考试委员会指定的《英语写作基础考试大纲》为依据,针对英语写作基础自学考试的特点和基本要求编写,它可以帮助自学者正确理解并掌握考试大纲所要求的基本理论、基本知识,在较短的时间内,有效掌握英语写作基础课程的要点,提高写作能力,以达到花时少、见效快的目的。

本书以帮助考生为根本宗旨,在编写中力图体现以下特点。

第一,结构新颖。打破常规的书目结构,以天为单位设计课程。每天的课程分为 3 部分:知识点部分、语法部分和练习写作部分,这样便于自学者渐进地学习。

第二,内容丰富。本书把应试技巧、语法应用、应试作文模式合为一体,便于自学者参考应用。

第三,英汉对照。本书中的重点和难点用简单中文进行解释,简化难度,力求简明易懂。

第四,便于模仿。具有丰富的语言知识和开阔的思路才能写出好的作文,模仿例文是提高写作能力有效的办法之一。本书精心编写的便条和书信是为了达到便于模仿的目的。

第五,实用有效。本书针对历次写作考试试卷的试题题型和考核范围设计了 10 套模拟试题。本书重在介绍做题技巧,每套题的答案都详加注释,便于考生理解并能有助于考生顺利通过考试。

本书作者都是多年从事自学考试英语专业社会助学辅导的教师,他们对考试大纲和新编教材有深刻的理解并且非常熟悉自学考试的特点。其中,第 1~10 课由傅铮编写,第 11~17 课由雷芳编写,第 18~22 课由魏巍编写,第 23~26 课由陈琛编写,第 27~30 课由刘春梅编写。

由于编者水平有限,不足之处在所难免,恳请读者提出宝贵意见。

内 容 简 介

本书主要是为高自考生学习英语写作基础课程而编写的教学参考书,同时也是为自学英语初级写作的广大英语爱好者而编写的自学指南。全书共分为两部分:第1部分包括前20课,系统介绍了英语写作基础课程的重点内容和写作中必要的语法现象,其中课程的重点内容包括各种英语语句结构、常见错句、段落结构、段落写法、书写便条、书写信件并且附有必要练习;语法现象包括状语从句、定语从句、名词性从句、16种时态及其被动语态并且随附必要练习;第2部分包括后10课,依据历次考试试卷的试题题型和考核范围,专门设计了10套针对全国和各地高自考写作考试模拟习题,练习题量大、覆盖面广、内容丰富,并附有详尽的解释说明。

本书结合学习和练习系统地开展英语写作基础训练,并采用英汉对照的形式、含有详细语法辅导,内容由浅入深使自学者达到良好的学习效果。本书不但可用作英语高自考相关学科师生自学、教学的参考书及初级写作培训班的教材,对普通高等学校、成人高等学校学生和英语爱好者也大有裨益。

Contents 目 录

THE FIRST DAY	1
Section One: The Periodic Sentence & the Loose Sentence (掉尾句和松散句)	1
Section Two: Adverbial Clauses of Time & Place (时间和地点状语从句)	2
Section Three: Precis Writing (写摘要)	4
Key to Exercises	8
THE SECOND DAY	10
Section One: The Simple Sentence (简单句)	10
Section Two: Adverbial Clauses of Condition (条件状语从句)	13
Section Three: The Format of a Note & Note of Thanks (短笺形式及感谢短笺)	15
Key to Exercises	16
THE THIRD DAY	19
Section One: The Compound Sentence (并列句)	19
Section Two: Adverbial Clauses of Concession (让步状语从句)	21
Section Three: Notes of Messages (留言短笺)	23
Key to Exercises	24
THE FOURTH DAY	26
Section One: The Complex Sentence (复合句)	26
Section Two: Adverbial Clauses of Reason (原因状语从句)	29
Section Three: Notes of Invitations (邀请短笺)	29
Key to Exercises	32
THE FIFTH DAY	34
Section One: The Compound - Complex Sentence (并列复合句)	34
Section Two: Adverbial Clauses of Purpose & Result (目的和结果状语从句)	35
Section Three: Reply to Invitations — Acceptance or Refusal (邀请回复——接受或拒绝)	36
Key to Exercises	40
THE SIXTH DAY	42
Section One: Run - On Sentence (串句)	42
Section Two: Adverbial Clauses of Manner & Comparison (方式和比较状语从句)	46
Section Three: Notes of Appointments (约会短笺)	47
Key to Exercises	48
THE SEVENTH DAY	51

Section One: Fragmentary Sentences (破句)	51
Section Two: Restrictive Attributive Clauses (限定性定语从句)	57
Section Three: Notes of Apologies (道歉短笺)	59
Key to Exercises	60
THE EIGHTH DAY	63
Section One: Dangling Modifiers (垂悬修饰语)	63
Section Two: Non – Restrictive Attributive Clauses (非限定性定语从句)	66
Section Three: Notes of Requests (请求短笺)	67
Key to Exercises	69
THE NINTH DAY	71
Section One: Faulty Parallel Sentences (错误平行)	71
Section Two: Noun Clauses & Subject Clauses (名词从句及主语从句)	76
Section Three: Letters & Form of Letters (信件及信件格式)	78
Key to Exercises	81
THE TENTH DAY	84
Section One: Misplaced Modifiers (修饰语错置)	84
Section Two: Object Clauses (宾语从句)	88
Section Three: Addressing an Envelope & Language (写信封和常用语言)	90
Key to Exercises	92
THE ELEVENTH DAY	94
Section One: Simple Outline (列出提纲)	94
Section Two: Predicative Clauses (表语从句)	98
Section Three: Application for a Job (求职信)	99
Key to Exercises	100
THE TWELFTH DAY	103
Section One: The Topic Sentence (主题句)	103
Section Two: Appositive Clauses (同位语从句)	107
Section Three: Application for a College (求学信)	108
Key to Exercises	109
THE THIRTEENTH DAY	111
Section One: Unity (统一性)	111
Section Two: The Present Tense (现在时)	116
The Present Indefinite Tense & Its Passive Voice	
(一般现在时及其被动式)	116
The Present Continuous Tense & Its Passive Voice	
(现在进行时及其被动式)	116
Section Three: Letters of Invitation (邀请信)	118
Key to Exercises	120
THE FOURTEENTH DAY	122
Section One: Coherence (连贯性)	122
Section Two: The Present Perfect Tense & Its Passive Voice	

(现在完成时及其被动式)	127
The Present Perfect Continuous Tense (现在完成进行时)	127
Section Three: Letters of Thanks (感谢信)	129
Key to Exercises	130
THE FIFTEENTH DAY	132
Section One: Way of Developing a Paragraph (展开段落的写作方法)	132
Development of Time & Process (时间顺序和过程顺序)	132
Section Two: The Past Tense (过去时)	136
The Past Indefinite Tense & Its Passive Voice	
(一般过去时及其被动式)	136
The Past Continuous Tense & Its Passive Voice	
(过去进行时及其被动式)	136
Section Three: Letters of Complaints (申诉信)	138
Key to Exercises	140
THE SIXTEENTH DAY	142
Section One: Development by Space, Definition & Classification	
(空间顺序、定义法和分类法)	142
Section Two: The Past Perfect Tense & Its Passive Voice	
(过去完成时及其被动式)	147
The Past Perfect Continuous Tense (过去完成进行时)	147
Section Three: Letters of Congratulations (祝贺信)	148
Key to Exercises	150
THE SEVENTEENTH DAY	151
Section One: Development of Enumeration, Exemplification and Generalization	
(列举法、举例法和概括法)	151
Section Two: The Future Tense (将来时)	156
The Future Indefinite Tense & Its Passive Voice	
(一般将来时及其被动式)	156
The Future Continuous Tense (将来进行时)	156
Section Three: Letters of Recommendation & Personal Statement	
(推荐信和个人陈述)	158
Key to Exercises	160
THE EIGHTEENTH DAY	162
Section One: Development by Comparison, Contrast and Comparison & Contrast	
(比较法、对比法、比较和对比法)	162
Section Two: The Future Perfect Tense & Its Passive Voice	
(将来完成时及其被动式)	167
The Future Perfect Continuous Tense (将来完成进行时)	167
Section Three: Letters of Apology (道歉信)	168
Key to Exercises	169

THE NINETEENTH DAY	171
Section One: Development by Cause & Effect and Development by a Combination of Methods (因果法和几种方法结合)	171
Section Two: The Past Future Tense (过去将来时)	175
The Past Future Indefinite Tense & Its Passive Voice (一般过去将来时及其被动式)	175
The Past Future Continuous Tense (过去将来进行时)	175
Section Three: Letters of Introduction & Private Letter (介绍信和私人信件)	176
Key to Exercises	179
THE TWENTIETH DAY	181
Section One: Ending a Writing (结束文章的写作方法)	181
Section Two: The Past Future Perfect Tense & Its Passive Voice (过去将来完成时及其被动式)	184
The Past Future Perfect Continuous Tense (过去将来完成进行时)	184
Section Three: Resume (简历)	185
Key to Exercises	187
THE TWENTY—FIRST DAY	188
Model Test One (模拟试题一)	188
Key to Model Test One (模拟试题一答案)	190
THE TWENTY—SECOND DAY	193
Model Test Two (模拟试题二)	193
Key to Model Test Two (模拟试题二答案)	196
THE TWENTY—THIRD DAY	198
Model Test Three (模拟试题三)	198
Key to Model Test Three (模拟试题三答案)	201
THE TWENTY—FOURTH DAY	203
Model Test Four (模拟试题四)	203
Key to Model Test Four (模拟试题四答案)	206
THE TWENTY—FIFTH DAY	208
Model Test Five (模拟试题五)	208
Key to Model Test Five (模拟试题五答案)	211
THE TWENTY—SIXTH DAY	213
Model Test Six (模拟试题六)	213
Key to Model Test Six (模拟试题六答案)	216
THE TWENTY—SEVENTH DAY	218
Model Test Seven (模拟试题七)	218
Key to Model Test Seven (模拟试题七答案)	221
THE TWENTY—EIGHTH DAY	223
Model Test Eight (模拟试题八)	223
Key to Model Test Eight (模拟试题八答案)	226

THE TWENTY-NINTH DAY	228
Model Test Nine (模拟试题九)	228
Key to Model Test Nine (模拟试题九答案)	231
THE THIRTIETH DAY	233
Model Test Ten (模拟试题十)	233
Key to Model Test Ten (模拟试题十答案)	236
Main Points of the Book	238

THE FIRST DAY

Section One: The Periodic Sentence & the Loose Sentence (掉尾句和松散句)

A periodic sentence is one where its main idea is put at the end of the sentence while its secondary idea is put at the beginning of the sentence. (掉尾句是句中的主要意思出现在句尾,而次要意思出现在句首。)

A loose sentence is, opposite to a periodic sentence, a sentence in which its main idea is put at the beginning of the sentence while its secondary idea is put at the end of the sentence. (松散句是句中的主要意思出现在句首,而次要意思出现在句尾。)

Characteristics of a periodic sentence:

1. A periodic sentence is more effective than a loose one because readers must catch its main meaning until he finishes it to the end. (掉尾句比松散句表达更有力,因为读者必须读完全句才能理解句子意思。)
2. A periodic sentence is likely more emphatic than a loose one because the main idea is put at the end of the sentence. (掉尾句比松散句语势更强,因为其主要内容都放在句尾。)

How to turn a loose sentence into a periodic sentence:

1. A loose sentence 主语 + 系动词 + 表语
Mark Twain is my favorite writer.
A periodic sentence 表语 + 系动词 + 主语
My favorite writer is Mark Twain.
2. A loose sentence 主语 + 谓语(宾语) + 分词/不定式/介词词组
Heat is required to change ice to water.
A periodic sentence 分词/不定式/介词词组 + 主语 + 谓语(宾语)
To change ice to water, heat is required.
3. A loose sentence 形式主语 It + 谓语(宾语) + 真正主语(动名词/不定式/名词)/主语从句
It's no use trying to keep him in bed.
A periodic sentence 真正主语(动名词/不定式) + 谓语(宾语)
Trying to keep him in bed is no use.

A loose sentence:
It is clear that we will never behave like a superpower.
A periodic sentence:
That we will never behave like a superpower is clear.
4. A loose sentence "There be" + 主语 + 分词/定语从句
There have been many students trained by the foreign teachers.
A periodic sentence 主语 + 分词/定语从句中暗含的谓语(宾语)
The foreign teachers have trained many students. (最好使用主动语态。)

A loose sentence:

There are many birds that are flying to the north.

A periodic sentence:

Many birds are flying to the north.

5. A loose sentence 主句 + 状语从句

They managed to finish it in time though the task was difficult.

A periodic sentence 状语从句 + 主句

Though the task was difficult, they managed to finish it in time.

Practice 1

Rewrite the following sentences and change them into periodic sentences.

1. Elizabeth L. Post was wife of Mrs. Post's grandson.

2. I found out a secret, while swimming in this river.

3. She was born into a well-to-do Baltimore family in 1878.

4. It is great joy to battle against nature.

5. There are many people waiting for a bus.

6. Mary left the Manager's Office, not saying good-bye to the manager.

7. You should make sure all the windows are shut when you leave.

8. It is a nuisance, this delay.

9. He did not come, since he was busy.

10. It is still uncertain whether we will take a day off or not.

Section Two: Adverbial Clauses of Time & Place (时间和地点状语从句)

1. Adverbial clauses of time (时间状语从句)

Time clauses indicate when an action takes place. They are introduced by *when*, *as soon as*, *the moment*, *instantly*, *directly*, *while*, *as*, *before*, *after*, *until*, *till*, *since*, *every time*, *each time*, *whenever*, *no sooner... than*, *hardly (scarcely)... when* and other words or phrases.

WHEN

He was fond of swimming when he was yet a child. (当...时, 主、从句都是过去时。)

I like perfect quietness when I am studying. (当...时, 主、从句都是现在时。)

When we arrived at the airport, the plane had taken off. (当…时,主句过去完成时,从句一般过去时。)

We were working in the garden when it began to rain. (when 表示“突然”意思,主句用进行时。)

AS SOON AS/INSTANTLY/DIRECTLY/THE MOMENT/WHEN

As soon as he wakes up, he will think about the complicated problem. (一…就…,as soon as, when, the moment, instantly, directly 用法基本上相同,主句一般将来时/一般现在时,从句一般现在时。)

The machine will start instantly you press the button.

Directly he uttered these words, there was a dead silence.

The moment my mother arrives home, she will prepare the dinner.

We will start when the team leader comes.

WHILE

While the teacher was talking, the absent-minded student was playing with his fingers. (和…同时发生。)

While she was playing with her new toy, her mother put her rag doll into her lap. (当…的时候。)

I learned a lot of French while I was in Paris. (在…期间内。)

AS

The thief was arrested as he was leaving the bank. (正当。)

Hot metal contracts, as it grows cooler. (主、从句同时发生。)

BEFORE

She learned English before she came to England. (在…之前,先于。)

It may be many years before we meet again.

AFTER

After the work was done, we sat down to sum up experience. (在…之后,后于。)

I will arrive after you have left.

UNTIL/TILL

We kept on playing energetically, until the match came to an end. (直到…为止,主句谓动词要用延续性动词。)

I will wait for my girlfriend till she comes out of the room.

NOT...UNTIL

He didn't arrive until the game had begun.

或者 Not until the game had begun did he arrive. (在…以前,直到…才;可使用半倒装。)

SINCE

They have often seen each other since they met. (从…以来,自从。)

It was the first time for me to win since I had learned to play chess.

EVERY TIME/EACH TIME

Every time I close my eyes, I think about you. (每当,基本上与 each time, whenever 相同。)

Each time I pass the shop, I say hello to the storekeeper.

HARDLY (SCARCELY)...WHEN.../NO SOONER...THAN...

We had hardly gathered in the grain when it began to rain.

或者 Hardly had we gathered in the grain when it began to rain. (刚…就…,主句用完成时,从句用过去时,主句可使用半倒装。)

I had no sooner begun my walk than it began to snow.

或者 No sooner had I begun my walk than it began to snow.

2. Adverbial clauses of place (地点状语从句)

Place clauses indicate where an action takes place. They are introduced by *where*, *wherever* or *everywhere*.

WHERE

Where there is a will, there is a way. (在…的地方,到…的地方,where 作为连接副词,主句结构要完整。)

One should go where one is most needed by the motherland. (go 是不及物动词不带宾语,从句只能是状语。)

WHEREVER/ EVERYWHERE

Wherever she goes, there are crowds of people waiting to see her. (各处,处处。)

They were warmly welcomed everywhere they went.

Practice 2

Fill in each blank with a proper joining word and phrase.

1. It is already thirty years _____ he joined the revolution.
2. Not _____ he had talked to his teacher did he realize his wrongdoing.
3. The enemy plane was shot down _____ it intruded into our air space.
4. It will be a long time _____ we finish this dictionary.
5. He was able to set up his camp very close to the volcano _____ it was erupting violently.
6. _____ the plane had been built, it was tested thoroughly.
7. _____ had she finished her speech when someone rose to refute her argument.
8. _____ the bus pulled into the town, we saw many birds on the oak tree.
9. _____ there is injustice, we try to help.
10. It was usually easy to find jobs, _____ labor power was badly needed.

Section Three: Precis writing (写摘要)

A precis is a brief restatement of the essential thought of a longer composition. (摘要写作是把长篇作品缩成简短的梗概。)

1. Uses of Precis Writing

- A. Precis writing is a very good exercise for improving reading comprehension. It is also training in concentration of attention. (摘要写作可提高阅读理解力,同时训练集中注意力。)
- B. Precis writing is helpful to composition writing. It trains you to express your thought clearly, concisely and effectively. (摘要写作对写作文有帮助,训练清晰地、简明地、有效地表达思想。)

2. Procedures

- A. First, read through the passage carefully to get the gist of it. If reading it once is not enough to give you a clear understanding of it, read it over again. (首先,仔细通读文章,找出要点。)
- B. Second, decide which parts of the passage are essential and which parts are comparatively unimportant and can be omitted without much loss. (其次,决定哪部分是要点,哪部分是相对次要的可被省略掉。)
- C. Third, jot down the main points in brief notes that you consider essential or important. (再次,草草记下你认为的要点。)
- D. Finally, revise the precis writing and make it as brief as possible. (最后,修改摘要写作,使它尽可能的简短。)

3. Writing

- A. A precis writing should usually be about one – third to one – fourth as long as the original passage. (摘要写作应该是原文的三分之一或四分之一。)
- B. The precis writing should be all in your own words. It must not be a patchwork made up of phrases and sentences quoted from the original passage. (摘要写作应该用自己的话来描述,不能是从原文引用的词或句的拼凑。)
- C. You should follow the logical order of the original passage. Ideas and facts need not be rearranged. (应遵循原文的逻辑顺序,概念和事实不需要重新安排。)
- D. The precis writing should be self – contained, i. e. it must convey the message of the original fully and clearly, so that your reader need no reference to the original to understand what its main ideas are. (摘要写作应包括全文,必须完整清晰地传达原文的信息,这样读者不需要参考原文就可理解其主要意思。)
- E. A precis contains no comments of your own. It must be objective, not subjective. (摘要写作不能包括你的个人评论。它应是客观的,而不是主观的。)
- F. You may compress the original passage in the following practical techniques. (可用以下实用方法压缩原文。)
- (1) Omit the details and the examples. You should include only the important points in the precis writing and leave out all the details. (省略细节和例子。)
 - (2) Simplify the descriptions. If in the original passage there are ten sentences describing a person or an object, it will be enough to keep one or two in the precis writing. (简化描述。)
 - (3) Eliminate all repetitions. Sometimes a statement is repeated for emphasis. This is not necessary in a precis writing. (删除重复。)
 - (4) Compress wordy sentences and change phrases to words. (压缩冗长的句子,把短语转换成词。)

Example 1:

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

Cut to:

The river drowned him.

Example 2:

My father is up to his neck in work and has been engaged in a lot of business.

Cut to:

My father is busy.

Example 3:

His friend Mike was hard up for money problem and was being pressed by his creditor.

Cut to:

He had financial difficulties.

Example 4:

My student Owen can not come to class today, because a car knocked him down while he was riding a bicycle to school.

Cut to:

My student Owen is absent today because of an accident.

- (5) Use general words taking the place of specific words. (用普通词替代特殊词。)

Example:

My sister went to a public library and borrowed some English novels, a few copies of *English Language Learning*, and *Beijing Review*. She intended to read all of them during the holidays.

Cut to:

My sister borrowed many books and magazines from a library to read during the holidays.

- (6) Put the main points of a dialogue in indirect speech. This is advisable because indirect speech can be made very brief while it is difficult to abridge dialogues. (把对话中的重点转换成间接引语。用间接引语消减对话是可行的。)

Example:

His wife asked the Ambassador, "How did your clothes get into such a mass?" He answered, "When I was in my office as usual this morning, the fire broke out in the basement. I went down immediately, of course, and that fool, Buddy, aimed a fire extinguisher at me. He thought I was on fire. I must definitely get that fellow posted."

Out to:

The Ambassador explained it to his wife that Buddy aimed a fire extinguisher at him and his clothes got into a mass when on fire.

The following is two reading passages followed with a precis. Study them carefully and identify the principles applied.

The First Passage:

Lee is a sanitation worker in a restaurant, a much honored one. He has been awarded for his "excellent work and satisfactory service" by the National Tourism Administration four times since he took the job seven years ago.

His job seems simple. Every morning, he is required to clean two washrooms, two bathrooms, two locker rooms, the balcony and the corridor. But it is hard and demanding work, especially for a boy who suffers from heart disease. "I usually have to come at 8:30, half an hour before the working time begins and start to bustle in and out without a break," says Lee. At 11, the opening time of the restaurant, everything is washed up. So is he. Then he stands in front of the washrooms to greet every guest with a smile, help them and do the cleaning whenever it is necessary.

"It is unusual work for such a young man," says the manager of the restaurant. "It is not only the hard work but also the psychological pressure that he has to stand."

"I felt very ashamed and humble when I stood in front of the washroom on my first working day," recalls Lee. Then only 17 years old he blushed whenever a guest came. His colleagues poked fun at him and his friends called him a fool.

"Because of my work, they think I am inferior and can only work in the washrooms. But I am not," he says. And the young man, who had been eager to do everything well since he was a child, vowed to prove it.

Four years ago, he was honored as Excellent Sanitation Worker by the National Tourism Administration. It was the happiest day of his life. "Standing on the stage, I was excited, because it is not only a prize, but a kind of understanding and recognition," Lee says.

In spite of the heavy during the daytime, Lee spends every night learning from his brother's textbooks. "Sometimes I read till 3 o'clock in the morning and get up at 6 o'clock to go to work," he says. Two years ago, he passed the entrance examination for the "Worker College", and this year, he obtained a diploma in business. His thesis was selected for excellence and was honored at the commencement. (380 words)

Main points:

1. Lee is a model worker.
2. His chores are cleaning.
3. He was ashamed of his work.
4. He overcome difficulties and won an award.

5. He studied in a college and graduated from it.

Precis:

Lee is a model worker doing clean – up work in a restaurant. His daily chores include cleaning the washrooms and bathrooms. When he was at the age of 17, he felt ashamed of it and people laughed at him. But the young man has overcome all difficulties and excelled in his work. For this he won an award. He also studied hard at night and sometimes stayed up late. In the end he graduated from the “Worker College” with good results. (82 words)

The Second Passage:

Going through the Customs is a tiresome business. The strangest thing about it is that really honest people are often made to feel guilty. Such feeling, on the other hand, never troubles the hardened professional smuggler, even if he has five hundred gold watches hidden in his suitcase. When I returned from abroad recently, a particularly officious young Customs Officer clearly regarded me as a smuggler.

“Have you anything to declare?” he asked, looking me in the eye.

“No,” I answered confidently.

“Would you mind unlocking this suitcase please?”

“Not at all,” I answered.

The Officer went through the case with great care. All the things I had packed so carefully were soon in a dreadful mess. I felt the Officer’s face light up. He had spotted a tiny bottle at the bottom of my case and he pounced on it with delight.

“Perfume, eh?” he asked sarcastically. “You should have declared that. Perfume is not exempt from import duty.”

“But it isn’t perfume,” I said. “It is hair – oil.” Then I added with a smile, “It is a strange mixture I make myself.”

As I expected, he did not believe me.

“Try it!” I said encouragingly.

The Officer unscrewed the cap and put the bottle to his nostrils. He was greeted by an unpleasant smell that convinced him that I was telling the truth. A few minutes later, I was able to hurry away, I was able to hurry away with precious chalk – marks on my baggage. (246 words)

Main points:

1. It is tiresome to go through the Customs.
2. I had nothing to declare.
3. The Customs Officer regarded me a smuggler.
4. He went through the case carefully.
5. He found a bottle and thought it was perfume.
6. I told him it was hair – oil, but he didn’t believe it.
7. He smelt the hair – oil and let me pass.

Precis:

I find it is hard time to go through the Customs. It is strange that honest people feel guilty, but real smugglers feel innocent. Returning from abroad, I had nothing to declare and was regarded a smuggler. Searching my suitcase carefully, the Officer found a small bottle. He thought it was perfume, but it was hair – oil. He didn’t believe it and smelt it. The terrible smell convinced my innocence. He let me pass through the Customs. (76 words)

Practice 3

Write a precis for each of the following two passages. Then compare your writing with the reference ver-