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高考

英语

书面



表达

细说高考难点  
揭示命题规律  
精选经典试题  
配备权威解析  
最新全真模拟  
助您考场如意

王振山 主编  
刘光耀

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# 英语书面表达

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## 编者的话

随着我国加入 WTO 和改革开放的逐步深入,英语写作能力变得越来越重要了。目前,高考英语书面表达试题的分数比重已由原来的 15% 提高到 20% 左右。然而,在目前的英语教学中,写作仍然是最薄弱的环节。许多同学甚至把书面表达视为畏途,不知如何开头,如何展开,如何结尾,更谈不上恰到好处地遣词造句,布局谋篇。许多老师面对错误百出的书面表达作业,无从下手批改,甚至不敢轻易布置书面表达作业。为了帮助广大考生准确把握书面表达试题的做题要领,提高应试水平,我们结合日常教学工作,从书面表达的写作要求,书面表达与基础知识学习的关系,书面表达的体裁、训练方法和做题技巧以及考生常见错误类型等方面进行了长期的探索与研究,现将这一成果融入本书,以飨读者。

本书共分 7 节,分别向您介绍我们在书面表达试题方面的研究成果,并对近年来 NMET 书面表达试题进行了解题分析。为了帮助考生在写作实践中提高书面表达能力,我们还从近 20 年来的高考试题和全国各地经典试题中精选出 13 个类型共 218 篇书面表达训练材料,并附有全部参考答案。在本书最后一节,我们还为您准备了 NMET 书面表达试题最新全真模拟,并附有参考答案。

在本书编写过程中,编者学习、参考了国内外语言学者的一些论著和文章,并吸收、借鉴了其中的一些研究成果和素材,谨此一并致谢。

本书是为我国广大中学生朋友突破英语重点难点,提高英语写作水平而编写的实用参考资料,亦不失为中学英语教师或其他方面的英语学习者不可多得的参考资料。

本书尚有疏漏欠妥之处,诚望广大读者及英语界同仁不吝指正。

编著者

2002 年孟春



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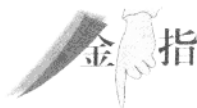
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## NMET 书面表达的写作要求

NMET 书面表达试题用来考查考生用英语进行写作的能力,即直接用英语以书面形式表达自己的感情、传送信息并进行交际的能力。它是英语高考试题中的主观性试题,要求考生有较强的综合运用英语语言的能力。近年来的《普通高等学校招生全国统一考试英语科说明》都明确提出,书面表达试题要求考生“根据所给情景,写一篇 100 个单词左右的书面材料。情景指的是目的、对象、时地、内容等;提供情景的形式包括图画、图表、提纲、短文等”。书面表达的要求是:

1. 切中题意,文理通顺;
2. 语言准确、得当。

“切中题意、文理通顺”要求考生必须首先搞清楚短文的写作目的和中心思想,弄明白短文必须包括的内容要点;然后安排好写作素材。素材的安排要做到井井有条,逻辑性强,且文理通顺。

“语言准确、得当”要求考生具备正确拼写单词并使用英语词汇的能力和选用适当句式并连词成句、聚句成篇的能力,而且还要确保语句语法正确,表达流畅、自然。





## 书面表达与基础知识的学习

书面表达是基础语言知识的集中体现。对课本上有要求的词汇、句型、语法,必须准确记忆,熟练掌握。在平时学习或阅读中,要注意词汇、习惯用法和各种句式的积累;不要孤立地去记忆,而要把它们与某种特定的语境联系起来。要养成一遇到某种语境,脑海里就能闪现相应的英语表达方法的良好学习习惯。另外,最好有一本英汉双解词典或英英词典,经常查阅,练习用英语来解释单词或句子的含义。

在学习课文时,首先要弄清文章的体裁和结构。然后,划分段落,找出主题句。在学习过程中,除了弄懂课文意思外,要注意文章是怎样开头,怎样展开,又是怎样结尾的,还要注意它叙述一件事情、说明一个问题或描写一个人物的写作技巧。对于较长的句子,要根据英语句子结构的特点和英汉表达方式的区别,在弄清句子层次、结构的前提下,去正确地理解。在深入理解的基础上,对课文中精彩的篇目或段落,要尽量背诵,多多益善,以便逐步培养语感。

在平时学习中,要注意进行实际写作训练。起初,可以从回答课文后面的阅读理解题做起,接下来练习说和写有连贯意义的几个句子,也可以逐步复述、缩写或改写课文。然后一步一步地过渡到做按要求或提示来写的书面表达练习。





## 书面表达基础训练方法举例

书面表达训练的方法多种多样,此处仅介绍下面几种。

### 1. 连句成文

训练逻辑思维能力,抓住文章脉络,理顺思路。

练习:将下面每题中的句子按正确顺序排列。

例 1) a. But I don't think they're right.

b. Some people suppose it is very silly to say so.

c. We all know the old saying "An apple a day keeps the doctor away".

例 2) a. They throw anything into their stomachs, eating hurriedly and carelessly.

b. Do you agree with me?

c. In the modern western world many people are too busy to sit down and eat properly.

d. I believe it no good for their health.

例 3) a. To master a language one must be able to speak and understand the spoken language as well as to read and write.

b. So spoken languages are becoming more and more important.

c. Lenin and his wife Krupskaya once translated a long English book into Russian.

d. Nowadays more and more foreigners are coming to China and more and more Chinese are going out to foreign countries to work or study.

e. But when they went to England in 1902, English people couldn't understand a word they said and they couldn't understand what



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was said to them.

例 4) a. It is needed in our food, industry, agriculture and many other fields.

b. No. Salt is of great importance to us.

c. Most of the salt in our country comes from the sea.

d. Can we live without salt?

e. The white and clean salt is left on the ground.

f. The sea water is irrigated into salt points, shone by the sun, blown by the wind, by and by the water is evaporated(蒸发).

附: 参考答案: 例 1) c—b—a

例 2) c—a—d—b

例 3) a—c—e—d—b

例 4) d—b—a—c—f—e

## 2. 补全对话

在理解试题大意, 上下文语境清晰的前提下, 根据语境的需要, 作出适当的反应, 这是一种融会话与写作为一体的训练方法。它既有利于训练口头表达能力, 又能提高把握文章脉络的能力。

练习: 根据对话内容, 从对话后的选项中选出能填入空白处的最佳选项。选项中有两项为多余选项。

例 1) Policeman: Now, Jimmy, did you get a good view(看清) of the accident?

Jimmy: Oh, yes. I was standing outside the bank building and I saw it all quite clearly.

Policeman: Do you know what time it was?

Jimmy: Yes. ① It was 2:45 exactly.

Policeman: Good. ②

Jimmy: Well, quite slowly—about 10 miles an hour. It was coming up York Road. ③ But they were still red when he went over them.

Policeman: I see. ④ Was it also driving slowly?

Jimmy: It was coming along Union Street about 30 miles per hour. It was a blue Toyota. ⑤

Policeman: Did you see what colour his traffic(交通) light was?

Jimmy: Yes, it changed to yellow just before he crossed it.

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- A. What about the car?
- B. I checked my watch.
- C. Didn't you see the car?
- D. Now, how fast was the truck moving?
- E. Was the car going beyond the speed limit?
- F. I suppose the truck driver knew the lights were going to change.
- G. The driver stopped his car when he saw the truck crossing the street.

例 2) —Have you told the news to Mr Black?

—No. I tried to phone him, but ① The line was always busy.  
I'll try again later.

(A few minutes later.)

—Hello! New World Company.

—Hello! ②

—③ I'll see if he is in. (A moment later.) Sorry. He's not in at the moment. Can I take a message?

—Yes, please. ④ Can you ask him to ring me back, please?

—Certainly. ⑤

—Perhaps not. It's 73108259.

—All right. I'll ask him to call you back. Goodbye!

—Thank you. Bye!

× × × × × ×

A. This is Peter Baker speaking.

B. Does he have your telephone number?

C. That man didn't answer the phone.

D. Can I speak to Mr Black?

E. Don't put down your telephone receiver.

F. Hold on, please.

G. I couldn't get through.

附: 参考答案及试题解析:

例 1) ①B; 从下面一句可以看出答案。

②D; 从下面一句可以看出答案。

③F; 从下面的对话内容可以推知答案。

④A; 同上。

⑤G; 从上面的对话内容可以推知答案。





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例 2) ①G; get through 在此处意为“打通(电话)”;从上下文大意可以推知答案。

②D; Can I speak to...意为“请找……接电话好吗?”

③F; Hold on 在此意为“请等一下(别挂机)!”

④A; This is...speaking 意为“我是……”。

⑤B; 从下文的大意可推出答案。

## 3. 改写与缩写

改写的形式多种多样。改写时,文章的体裁、叙述的角度常常改变,并由此而引起人称、时态、语态、结构、词汇等方面的一系列变化。但需要注意的是,文章的大意、主要情节或论点、论据均不能改变。

缩写也同样要求忠于原文,只能将与主题关系不大的细节适当删去,或通过更换句式、词汇来压缩篇幅,但对说明主题的重要细节则不能删减。缩写时不能改变原文的体裁,例如不能把记叙文缩写成议论文。

改写与缩写都需要注意文章的连贯与完整。

### 例 1)

Mrs Brown 和她的小女儿 Alice 正在海关同海关人员谈话,下面是他们谈话的内容。请将其改写成以第三人称叙述的短文。

Customs officer: Did you buy anything new in Europe?

Mrs Brown: Just a few small things. I didn't buy anything valuable.

Customs officer: May I open your case, please?

Mrs Brown: Of course, but it's full of dirty clothes.

Customs officer: It doesn't matter. I'm used to that.

Alice: Oh, you must not open that case. My mother has hidden her new gold watch in there. It's in her black handbag.

(注意:把对话改为记叙文时,首先要对地点、人物作交代。谓语的动词的时态有较大变化。大部分句子都要用间接引语表达;只有个别句子为了修辞目的才保留直接引语形式。)

### 例 2)

按照下面的要求改写 I Am Tired 这个故事。

①把原文的第三人称改为第一人称,以 Mr Brown 的口气进行叙述。

②把 Mr Brown 给警察打电话求助这一情节改为在公园门口遇到了警察,并要叙述其具体情景。其他情节可作适当变





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动,但基本大意不能变。

### I Am Tired

Mrs Brown's old grandfather lived with her and her husband. Every morning he went for a walk in the park and came home at half past eleven for his lunch.

But one morning a police car stopped outside Mrs Brown's house at twelve o'clock, and two policemen helped old Mr Brown to get out. One of them said to Mrs Brown, "The poor old gentleman lost his way in the park and telephoned us for help, so we came in the car to bring him home." Mrs Brown was very surprised, but she could only thank the policemen and then they went away.

"But grandfather," she then said, "you have been to the park nearly every day for twenty years. How did you lose your way there?"

The old man smiled, closed one eye and said, "I did not lose my way. I just got tired and I didn't want to walk home."

例 3)

把下面的短文缩写成 100 个词左右的文章。缩写后的文章要求主题鲜明,结构完整。

### British and American English

British English and American English are almost the same. But there are some differences between the two.

The first difference between British English and American English is in vocabulary. Almost all of the words used in British English and American English are exactly the same. Only a very small number of words are used differently. For example, Americans would say "elevator (电梯)" when talking about a moving cage for taking people up and down to another floor. Englishmen would say "lift" instead. In England people might say, "I'll ring you up tonight." But in the USA people might say, "I'll call you up tonight."

The second difference between British and American English is pronunciation. The main difference in pronunciation concerns the vowels, especially [æ], [ɑ:], [ɔ] and [ə]. Some American dialects and some British dialects use these vowels in different ways. Sometimes, Americans and Britishers do not understand each other's pronunciation. But most of the time, Britishers and Americans do understand each other because most of





the sounds of the two dialects are the same.

The third difference is the difference in spelling. The most common examples are words like "centre" and "colour".

Generally we can say that small areas of difference between British and American English are found in vocabulary, pronunciation and spelling.

提示:

a. 这是一篇说明文, 主要介绍英国英语和美国英语的部分区别。缩写时要抓住这个主旨。

b. 开头一段为引言段, 作者在该段中点明了全文的主题。最后一段为结束段, 对全文内容进行概括。缩写时这两部分均须保留。

c. 正文中三个段落分别从 vocabulary、pronunciation 和 spelling 这三个方面说明英美两国语言的某些区别。每段的第一句都是所在段落的主题句, 缩写时不能随意删去。对每段的辅助句则要尽力压缩。

例 4)

把下面的故事压缩到 100 个词左右。缩写后的文章, 主题要明确, 结构要完整。还要注意保留原文的幽默点。

### A Big Mouth

It's the first week of school. Fred is a new student and he does not know anyone. After a few weeks, he notices the same pretty girl is in nearly all of his classes. He decides to make friends with her.

"Hi, my name is Fred Shamah. What's yours?"

"Mara Chavez."

"I'm new to this school, and I really don't know many people. I notice that you're in nearly all of my classes, and so maybe we can be friends. How were your first few weeks?"

"Just great. I'm new here, too. I have excellent teachers. My uncle teaches here, so it was easy for me to adjust (适应). He was a great help to me. Was it hard to get used to your new schedule?"

"No. The schedule was easy to get used to, but I have another problem. There's one teacher who just doesn't like me. He picks on (吹毛求疵) me all the time. He tells me to stand in the corner if I call out. He takes me to the dean if I forget my homework. He even calls my mother if





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I fail a test."

"It seems that he cares a lot about you."

"No, he doesn't. He hates me, and I hate him, too. Do you know what I did? I wrote a letter and told him I hated him. I even wrote that he wasn't a nice person and simply didn't understand teenagers. I asked the dean to put me in a different class. And I put chewing gum(泡泡糖) on my teacher's chair this morning. Well, let's not talk about school. What are you doing tonight?"

"I'm going to visit my uncle Burt. Why don't you come with me? Maybe he can help you with your problems at school. I live at 672 John Street. Come over at 8:00 p.m."

"Thanks. That's a good idea, Mara. See you at 8:00."

Later that evening, Fred and Mara meet and walk over to her uncle's house. Mara rings the bell, and a man answers the door.

"Hi, Uncle Burt!"

"Hello, Mr Chavez?"

Fred is surprised and embarrassed (窘迫). He does not expect to see the teacher he hates.

提示:

- a. 首先要搞清楚文章的内容层次。第一段为第一层次,介绍基本情况,对下文故事的发展作了铺垫。接下来一直到 Let's not talk about school 为第二层次, Fred 和 Mara 谈论初到学校的情况。其余为第三层次, Fred 和 Mara 一起去拜访她的叔叔。
- b. 在各个层次中,要注意以下几点:
  - a) Fred 想和 Mara 交朋友。
  - b) Fred 给他不喜欢的老师写信。
  - c) Mara 的叔叔就是 Fred 不喜欢的那个老师。把上面几点交代清楚,是保持原文幽默的前提。
- c. 本文的对话占了较大篇幅。缩写时,要注意把对话变成简明扼要的叙述。

附:参考答案:

1) Mrs Brown and her little daughter Alice were at the Customs office. The Customs officer was a young man. He asked Mrs Brown if she had bought anything new in Europe. She said she had got a few small





things, but nothing valuable. The man wanted to open her case and have a look. Mrs Brown said the case was full of dirty clothes. The man insisted on opening the case when Alice, Mrs Brown's little daughter, said, "Oh, you must not open that case. My mother has hidden her new gold watch in there. It's in her black handbag."

2)

**I Am Tired**

I was too old to work and lived with my granddaughter, Mrs Brown, and her husband. Every morning I went for a walk in the park and came home at half past eleven for my lunch.

One morning while I was walking home, I saw a police car coming towards me. Suddenly a good idea came to my mind. I was standing near the gate of the park, waving my hand to the car and the car stopped. Two policemen got out of the car and asked me what the matter was. I told them that I lost my way and asked for help. Quickly they helped me get on the car and sent me home at twelve o'clock. My granddaughter was very surprised when she saw the police car. One of the policemen told her what had happened to me. She could only thank them and they went away.

"But grandfather," she then said, "you have been to that park nearly every day for twenty years. How did you lose your way there?"

I smiled, closed one eye and said, "I did not lose my way. I just got tired and didn't want to walk home."

3)

**British English and American English**

British English and American English are almost the same. But there are some differences between the two.

The first difference is in vocabulary. For example, Americans would say "elevator" when talking about a moving cage for taking people up and down to another floor. Englishmen would say "lift" instead.

The second difference is in pronunciation. The main difference is about the vowels, especially [æ], [ɑ:], [ɔ] and [ə].

The third difference is in spelling. For instance, the word "colour" is spelled "color" in the USA.

Generally, then, we can say that some differences between the two languages are found in vocabulary, pronunciation and spelling.

4)

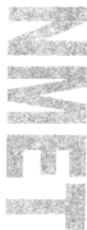
**A Big Mouth**

Fred is a new student. He notices the same pretty girl is in nearly all





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of his classes. He decides to make friends with her. He is talking about school with her and saying that there's one teacher who doesn't like him and picks on him all the time. And he writes a letter telling the teacher he hates him. Mara invites him to visit her uncle Burt, who is teaching there and may be able to help him. Later that evening Fred and Mara walk over to her uncle's house. Fred is surprised and embarrassed. He does not expect to see the teacher he hates.

#### 4. 按照问句写文

根据所给问句和答语所用的关键词语,先写出答句,所给出的关键词语是为了控制答句。把答句连接起来便是一篇短文。但要注意加上必要的连词或副词,以保持句与句之间的衔接与连贯。

例:根据下列问句,写一篇短文,描写你的英语老师。

- ① What kind of person is your English teacher?  
(middle-aged man, with a pair of glasses)
- ② Why do you like your English teacher?  
(kind to us, strict in his work)
- ③ How many years has he taught English?  
(more than 10 years)
- ④ Does he often help you to practise speaking English in class or after class?  
(not only... but also)
- ⑤ Do you love him?  
(yes)



#### 答案解析

### My English Teacher

Mr Wang is our English teacher. He is a middle-aged man with a pair of glasses. We like him very much because he is very kind to us.

On the other hand, he is strict with us in our English not only in class but also after class. It's more than 10 years since he became a teacher. And he has been working hard for more than 10 years.

We all love him very much.

