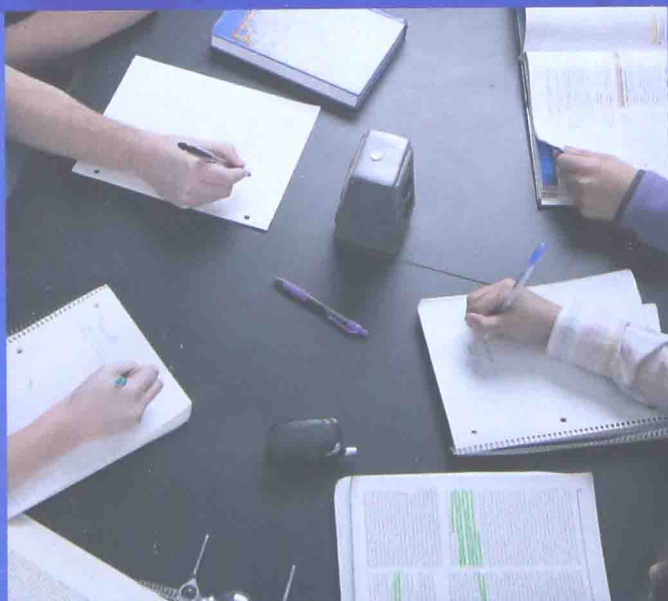


# 英语实用写作教程

张 红 主编

Practical English Writing Course



复旦大学出版社

# 英语实用写作教程

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## 上篇 写作基础知识



学习英文写作,应明确什么是恰当的行文格式。在标点的运用、标题的写法、纸边留空、段落开端的缩进、大写及单词的移行等方面,都应遵照通行的规则。写作要细致、认真,尽可能避免行文格式的错误。写好后还要认真检查。

## 1.1

## 标点(Punctuation)

在日常英语写作中,标点符号的使用是一个重要环节。正确地使用标点符号可以帮助读者明确句子的意思,因而学会常用标点符号的使用方法是非常必要的。

## 1.1.1 常见标点的用法

## 1.1.1.1 逗号(,)(Comma)

总体来说,逗号表示句子内部的一般性停顿。例如:

In a dark room nine black human skulls on stands, each lit from below by bright lights, are aligned with a round, mobile mirror on one side and a glass disc on the other. 黑暗的房间里,九个黑乎乎的人类颅骨竖立成架,连成一圈。每个颅骨都由强光从下打光上来,其一侧是一面可以移动的镜子,另一侧是一张玻璃圆盘。

我们通常在说完 stands 后会稍停一下,那就是把这个句子写出来时该打一个逗号的地方。但有时由于句子结构的需要也用逗号,即使在没有停顿的地方也一样。注意英文中不用顿号(、)。中文用顿号的地方英文用逗号。

逗号的具体应用体现在如下6个方面:

(1) 在并列句中连词 but, and, or, nor, for, yet 等的前面用逗号。例如:

There was little formality in class, but Mr. Stone never had to discipline us.

There's only enough room for people to walk in, take one of the eleven inserts, roll them together, slip a rubber band around them, and slide them into a plastic bag.



Hurry up, or you'll miss the plane.

She couldn't go to the park to meet him, nor could she send anyone instead of her.

It must have rained last night, for the ground is wet.

The clock was old, yet it was in excellent condition.

有两个以上分句时,前几个分句之间用逗号,最后两个分句之间用逗号加连词。例如:

The night wind died down, night closed in, the moon came out, and lights came on in the scattered houses.

(2) 在短语或状语从句被放置在句子的主语前面,或句子中间时,后面应该用逗号。例如:

When the bell rang, the teacher dismissed the class.

In the ancient palace, they saw the throne where emperors used to sit.

John, seeing that his brother was hurt, ran to help him.

或 Seeing that his brother was hurt, John ran to help him.

To make the trip more exciting for the kids, Oscar kept the destination a secret.

如主语前的状语成分很短,其后可不加逗号,当然也要考虑避免造成误解。例如:

On hearing the big noise I knew something terrible had happened.

In one corner of the hall they found the injured dog.

如果主要从句在前,状语成分在后,逗号一般要省去。例如:

You'll be unable to finish the work in time if you don't start at once.

I was trying to reach her by phone when she walked into my office.

(3) 一组作用相同的词或短语在一起使用时要用逗号分开。例如:

In summer, people like to go sailing, swimming, horse-riding and rock-climbing in the mountains.

在不会造成误解的情况下,连词前面的逗号可省略。

That she knew where the money was, was news to me. (如果两个 was, 之间不加逗号,可能会引起误解。)

Outside, the lawn was cluttered with hundreds of broken branches. (这句

话的意思是“在外面,草坪上到处是断枝”。如果 outside 后的逗号去掉,可能会被误解成“在草坪的外面”。)

(4) 逗号用来分隔非限定性修饰语,即该修饰语对于句子的意义并非必不可少。非限定性修饰语与限定性修饰语的区别在于,前者即使被省略,也不会改变句子的主要意思。

#### ① 同位语

Ma De, the former Party Secretary of Suihua, in Northeast China's Heilongjiang Province, was charged with taking bribes worth 6.03 million yuan during his 10 years in various government positions. (*China Daily*, July 29, 2005)

注意: 限定性同位语不用逗号隔开,如下例。

U. S. President George W. Bush said on Wednesday that he looked forward to meeting President Hu Jintao later this year. (*China Daily*, July 29, 2005)

#### ② 从句

Getting a foothold in that city is a big step for the opposition, which had failed to foment sustained unrest in the heart of Damascus or Aleppo. 对于未能在大马士革或阿勒颇中心区煽动持续骚乱的反对派来说,在那个城市站稳脚跟是一大进步。

#### ③ 副词短语

Just like spoken language, body language varies from culture to culture.  
By the way, did you hear about Sue's car?

(5) 逗号用来分隔与句子其他部分密切相连的简短插入语或旁白。较长的、更为突兀的或复杂的插入成分则用破折号或圆括号来分隔。例如:

The director, in fact, has done very little work.

Chemical fertilization, for example, helps to produce better crops, but is harmful to the environment.

You know, of course, what a phrasal verb is. I needn't, therefore, explain it now.

(6) 逗号也常常出现在下列用法中。

① 用于分隔一系列的简单内容,例如: I will go to Shanghai, Beijing, and

Shenzhen.

② 用于修饰名词的多个形容词之间,例如: a small, fancy bike. 用逗号分开两个以上的并列形容词,如果并列的形容词之间可加上 and, but 等,那就加上逗号;否则不可,例如: That tall, distinguished, good-looking fellow. 可写成: He is a tall and distinguished fellow. 而 She is a little and old lady. 不可写成: She is a little, old lady.

③ 用于连接两个较长的独立子句,而且每个句子的主语不同,例如: The Grizzlies were out of timeouts, and Miller missed a desperation 3-pointer as time expired.

④ 用于关联的子句之间,例如: Since he's your younger brother, please take care of him.

⑤ 用于一个较长的修饰短语之后,例如: In the middle of the coldest winter on record, the pipes froze.

⑥ 用于直接引用的句子之前,例如: Mary said, "Let's go fishing." (注意:如果是引用比较正式的发言讲话就要用冒号,一般情况下就用逗号。)如果句中使用间接引语就不需要逗号,例如: Mary said we should go fishing.

⑦ 用于在反问句之前,例如: He worked very hard, didn't he?

⑧ 写日期时,如次序是月、日、年,那么逗号要加在日和年之间;如次序是日、月、年,就不需要加逗号。例如: He was born on March 15, 2005. 或 He was born on 15 March 2005.

在“月”和“年”之间,或“季节”和“年”之间,不使用逗号。例如: The events of July 1789 are as familiar to the French as those of July 1776 are to Americans.

⑨ 千以上的数字可用逗号按千数把数字分开,也就是从右至左每三个数字前加一个逗号。例如:

19,087,563,654,085

The voyage from England and back covered 282,500 miles.

⑩ 在 Jr., Sr., Esq., Ph.D., F.R.S., Inc. 等名称之前及后都要加上逗号(其所有格除外),例如:

They identified him as Howard R. Williams, Jr., Chairman of their board.

That is Howard R. Williams, Jr.'s company. (Jr.'s 后面不可再加逗号)

#### 1.1.1.2 句号 (.) (Period/Full Stop)

(1) 用于陈述句、语气舒缓的祈使句和间接引语问句之后。例如：

There are no known active domestic terrorist groups or issues likely to foment terrorism in Switzerland. Nor are international terrorists likely to harbour intent to target the country. 在瑞士境内并没有已知的恐怖组织或恐怖事件可能会挑起恐怖主义,也没有国际恐怖分子意欲将其作为目标。

The teacher says that the value of this exercise is that it challenges the students to express themselves freely. 这位老师说这项练习的价值在于它能促使学生自由地表达自己的思想。

(2) 用于表示缩写,例如:

称呼: Mr. = Mister, Mrs. = Mistress, Dr. = Doctor,

Min. = Minister/Ministry, Esq. = Esquire

时间: yr. = year, min. = minute, a. m. / A. M. = ante meridiem, p. m. / P. M. = post meridiem

公元: A. D. = *anno Domin*, B. C. = Before Christ

星期: Mon. = Monday, Tues. = Tuesday, Wed. = Wednesday, Thurs. = Thursday, Fri. = Friday, Sat. = Saturday, Sun. = Sunday

月份: Jan. = January, Feb. = February, Mar. = March,  
Apr. = April, Jun. = June, Jul. = July, Aug. / Ag. = August,  
Sept. = September, Oct. = October, Nov. = November,  
Dec. = December

邮政: G. P. O. = General Post Office, C. O. D. = Cash on Delivery,  
P. O. / p. o. = Postal Order, R. T. S. = Return to Sender

国名/国人: Afr. = Africa/African, Aus. = Austria/Austrian,  
Fr. = France/French, Ger. = Germany/German,  
It. = Italy/Italian, U. K. = the United Kingdom, U. S. A. =  
the United States of America

其他: etc. = *et cetera*, Xmas. = Christmas, min. = minimum/minor, max. =  
maximum, pc. = piece, Ltd. = Limited, num. = number(s)

**注意：**以下是通常不加句点的缩写词：

组织名称：UN, UNESCO, WTO

数目：2nd, 5th, Henry V

常用词：memo, math, exam, lab, dorm, TV, CD, VCD, DVD,  
SARS, PS = postscript(附言)

度量衡：mm, cm, km, g, mg, ml, kw, kv

(3) 用于表示小数点,例如: \$ 12.50, ¥200.20, RM4.45, 50.45%, 5.2 kg

#### 1.1.1.3 省略号 (...) (Ellipsis)

英文省略号的写法是三个小黑点(...),而中文则是六点(……)。省略号的主要用法:

(1) 表示省略,例如:

Peel some oranges, bananas ...

(2) 表示迟疑或犹豫,例如:

He said hesitatingly, "I ... I ... I ... don't ... like it."

(3) 在句子中间删节,跟着省略号的字母必须小写:

He agreed that the prices were ... reasonable.

#### 1.1.1.4 分号 (;) (Semicolon)

(1) 两个并列从句之间如不用连词(and, but, or, nor, for, so, yet 等),也可用分号。例如:

Understanding is a two-way operation; learning doesn't consist in being an empty receptacle.

Work is more than a necessity for most human beings; it is the focus of their lives, the source of their identity and creativity.

上面所给出的句子都可以分成两个独立的句子并且不改变原意。但连成一句使两部分的联系比分成两句时要紧密一些。分号的主要功能是表示意思相关的句子之间的联系。有些起联系作用的副词,如 however, therefore, hence, nevertheless, moreover, thus, otherwise, besides, consequently, furthermore 等,是不应该用作连词来联系并列从句的,因此在它们之前应用分号而不是逗号。例如:

She planned to go with them on the trip; however, her son's sudden

illness prevented her from leaving home.

- We didn't know what to do; therefore, we did nothing.

The invention brought him fame; moreover, it brought him money.

(2) 如果从句内已有标点,即使句中有连词仍然应该用分号。例如:

Unfortunately, he couldn't come; and his absence made things difficult for us.

Before she came, we had expected her to help us; but when she was with us, she didn't do much.

(3) 如果若干个项目内已有逗号,可用分号将各项分开。例如:

On the committee are quite a few well-known people; for example, Professor Zhang, Dean of the Normal College; Mr. Zhao, editor-in-chief of the local evening paper; Miss Xu, a popular actress; and Mr. Hu, Director of the Bureau of Culture.

There will be three foreign teachers next term: Miss Ann Smith from Boston, America; Mr. John Baker from London, England; and Ms. Mary Blake from Sydney, Australia.

(4) 如果一个从句内带有省略部分,可用分号把它和相关从句联系起来;省略处有时可以用逗号标出。例如:

There are four winners in their university; in our university, none.

#### 1.1.1.5 冒号(:)(Colon)

冒号用来引起读者注意下文,多用于正式而庄重的话题中,具体用法如下:

(1) 用来引出解释语、小结部分或同位语,或引出表示列举、详细解释或补充说明性的词语,常用在 such as, for example, for instance, in the following example, as follows 等短语之后。例如:

To do the experiment you need four things: a kite, a key, some really bad weather and a condenser, to store electricity.

We also make a choice based on how the products are grown or made: environmentally friendly food, or "eco-food", is produced by companies who have tried to use green and clean ways to grow it.

I've just had some good news: I've been offered a part-time job in the

computer center.

The garden had been neglected for a long time; it was overgrown and full of weeds.

(2) 用来引出独立于主句结构之外的引文(引号内第一个单词的首字母大写)。例如:

The new art relation of modernism is a concept that was most memorably given expression by Walter Pater: "All art constantly aspires towards the condition of music." 沃尔特·佩特对现代派的新艺术关系作了最难以忘怀的阐述:“所有的艺术都不断追求音乐般的境界。”

(3) 在表示时间时,冒号可以用在小时与分钟之间。此外,冒号还可以用在数字时间的表示、比率数和赛事比分中,在事务性的信件中可用于称呼之后,在演讲稿中可用于对主席和听众的称呼之后。例如:

The plane leaves at 11:37 p. m.

The proportion of men to women is 3:5.

China beat Japan 3:1 in the women's volleyball tournament.

Dear Mr. Johnson: (在个人信件中逗号更常见)

(4) 用于分隔标题和副标题,例如:

Math Applications: Using Calculus to Determine the Age of Rocks

I recommend Chinnery's book *Oak Furniture: the British Tradition*.

#### 1.1.1.6 问号(?) (Question Mark)

(1) 用于直接问句之后,间接问句后不用问号。例如:

What's in your big box?

He asked, "Where are you going?"

She asked me where I had put her book.

(2) 陈述句和祈使句被用作问句时,句末也要加问号。例如:

You read the book for us this morning?

Five yuan is enough?

(3) 一个问句中涉及许多项目时,各项之后都可以使用问号。例如:

Did he bring milk? butter? beef? eggs?

(4) 放在括号中的问号表示不能肯定它前面的那个词、数字或日期的准确性。例如:

The author of the book was born in 1026(?) and died in 1106.

#### 1.1.1.7 感叹号(!)(Exclamation Mark)

(1) 用于感叹句及抒发某种强烈感情的感叹词或短语之后,例如:

Help! Help! A boy has fallen into the river!

“Get out!” he cried.

How beautiful the girl is!

Oh! What a strange hat!

感叹号不宜使用过多。语气舒缓的感叹句之后可以用逗号或句号。例如:

Hi, don't worry about it.

“What a fine day.” she said.

(2) 有时在表示愿望的口号之后也使用感叹号,例如:

Long live the People's Republic of China!

中华人民共和国万岁!

#### 1.1.1.8 单引号和双引号(‘ ’和“ ”)(Quotation Marks)

(1) 不论是在对话还是引文中,直接引语的两端用双引号,引语中的引用则用单引号。例如:

“Will you go to school with me?” he asked his sister.

“Yes, I do.” she answered.

Why did parents permit their children to work in mines and factories? In answering this question, the author says that there was usually nothing else to do, “except to starve.”

“You've done very well so far,” said Joy, “but I remember that someone said, ‘Who laughs last, who laughs best’.”

(2) 注意: 间接引语不使用引号。例如:

The author writes that the reason why parents permitted their children to work in mines and factories was that there was usually nothing else to do, except to starve.

(3) 文章、短篇故事、短诗、歌曲等的题目和书中各章节的题目,用引号标出。但书刊名称应用斜体字或下划线标明。例如:

*China Daily* carries an interesting article today: “How to Improve Your English.”



“Life in the Cave,” one of the chapters of My Adventures, is very interesting.

(4) 意义特殊的词有时用引号标明,例如:

Pointing to a small desk in a corner of the room, he said, “My ‘headquarters’ is there.”

A ship is always referred to as “she”.

(5) 引号和其他标点符号配合使用时,常用的书写办法如下:

① 句号和逗号放在引号之内。例如:

“Tom,” she said, “I’ve lost my bag.”

“The Great Wall of China is like a dragon,” he said.

② 冒号和分号放在引号之外。例如:

First he talked about the “impressionism”; then he discussed “postmodernism.”

This dictionary gives a brief explanation of “postmodernism”: a style of building, decoration, art, etc., which uses an unusual mixing of old and new forms.

③ 破折号、问号和感叹号,如只是与引语有关,放在引号之内;如与整个句子有关,则放在引号之外。例如:

He asked, “What does postmodernism mean?”

What is the meaning of the “impressionism”?

“Stop! Stop!” he cried.

#### 1.1.1.9 圆括号(( ))和方括号([ ])(Parentheses & Brackets)

(1) 圆括号主要用于句子内容的补充说明。一般插入性的、补充性的或注释性的词语用圆括号来标明。其功能相当于英语的插入语,具体用法如下:

① 括出例证、引文出处、参见、补充说明等解释性文字。例如:

Emily Dickenson (1830 - 1886) was a great poet in American literature.

② 括出表示列举的数字或字母。例如:

You should finish three subjects by the end of this term: (1) Chinese,

(2) maths, (3) English.

③ 括出可以省略的词语。例如:

It seems (to me) that he is not so honest.

④ 括出可供选择的内容。例如: