

大学英语立体化系列规划教材

张同乐 总主编

实用大学英语 写作教程



路遐 张宏国 主编

Practical Writing Course
for College English



北京师范大学出版集团
BEIJING NORMAL UNIVERSITY PUBLISHING GROUP
安徽大学出版社

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前 言

《实用大学英语写作教程》是根据相关英语考试的写作大纲和大学学生的应试需求编写的非英语专业大学生写作教材。本书从大学生英语学习的实际出发,将大学生(基础)英语写作中的常见句型、段落和文章模式进行科学编排,并按照应试模块和应用实例进行系统的分类。应试模块部分不仅详尽列举了四、六级和考研英语写作中的主流写作模式,同时还提供了雅思、托福、GRE 等国外流行的英语考试的写作框架。

为全面提高大学生的英语写作能力,本书应用实例部分覆盖了大学生应该掌握的信件、毕业论文、学术论文、个人简历、备忘录和报告等六种常用应用文体写作。此外,为帮助学生熟悉写作过程并掌握文章修改及润色技巧,本书特设习作点评环节,从拙作和佳作两个角度对例文进行评析。同时,本书还提供了翔实的句型和语汇资源,以巩固学生的写作基础。全书理论与实践、基础与技巧之间联系紧密,相辅相成,相得益彰。

本书在理论应用基础上突出实用性和时效性,针对性强,涉及面广,分类科学,讲解清晰,读者可以用较少的时间集中复习并掌握写作中的常用句型、段落写作和文章模式,并在此基础上举一反三,融会贯通,收事半功倍之效。

本书既可作为提高写作基础的教科书,又可作为写作应试指南,对大学生、研究生以及其他各类英语学习者均具有一定的参考价值。

本书由张同乐教授任总主编,路遐、张宏国任主编,顾正敏、邱少波、刘先珍、吴君任副主编。参加编写工作的有程鹍、林绪芹、程芬、陈孝顺、胡祥鑫、王家根、张龙峰和王琦。

由于编者水平有限,书中错误与疏漏之处在所难免,恳请同仁及广大读者批评指正。

编 者

2010 年 5 月

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第一章 高分要略

第一节 写作要求

教育部《大学英语课程教学要求》对大学生的书面表达能力作出了明确要求,即:能用常见的应用文体完成一般性写作任务;能描述个人经历、事件、观感、情感等;能就一般性话题或提纲在半小时内写出 120 词至 150 词的短文,内容基本完整,用词恰当,语篇连贯;能在一般或应用写作中使用恰当的写作技能。大学英语四、六级作文范文档的要求也是要切题,表达清楚,条理清晰,文字通顺,连贯性较好,基本无语言错误。

纵观历年的大学英语考试真题,不难发现大学英语写作考查的基本类型包括记叙文写作、议论文写作、说明文写作和应用文写作。

记叙文主要是对人物或事件进行叙述,要求语言准确、生动、形象,这种文体在英语考试中出现得相对较少。

议论文是各类英语考试中考得最多的一种文体,它一般是要求考生根据某一热点话题阐明自己的观点或表明态度。其结构一般来说是三段式:第一段引出话题,第二段立论并且进行论证,第三段给出明确的结论,尽量做到首尾呼应。

说明文则要求写作者对某一给定事物的特征、功能、结构、用途等进行客观而具体的阐述,要求语言既简明扼要,又准确客观。说明文中也包括图表作文。图表作文对学生来说有一定的难度,因为它要求写作者必须看懂图表所传递的信息,然后透过数据分析深层次的内容,最后得出结论。写作者必须对图表进行仔细观察,把握住信息间的内在联系并且进行合乎逻辑的分析,最后确定写作的主题和内容。

应用文写作主要包括书信、通知、便条等。由于它是考查学生英语的实际应用能力,所以近年来在英语考试中出现的频率也不断增加。对于应用文写作,写作者尤其要注意写作格式,以便明确传达写作目的。

第二节 写作评分

英语作文一般采用总体评分方法(Global Scoring)。阅卷人员就总的印象给分,而不是按语言点的错误数扣分。阅卷人员从内容和语言两个方面对作文进行综合评判。内容和语言是一个统一体:作文应该表达题目所规定的内容,而内容要通过语言来表达。要考虑作文是否切题,是否充分表达思想,即要考虑语言上的错误是否造成理解上的障碍。

阅卷标准分五个档次。具体分数在此基础上可以上下浮动。

第一档:切题。表达思想清楚,文字通顺,连贯性较好;基本上无语言错误,仅有个别小错。

第二档:切题。表达思想清楚,文字连贯;有少量语言错误。

第三档:基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。

第四档:基本切题。表达思想不清楚,连贯性差;有较多的严重语言错误。

第五档:条理不清,思路紊乱;语言支离破碎或大部分句子均有错误,且多数为严重错误。

一般来说,高分作文有如下特征:

- A. 内容切题。审题准,不跑题。
- B. 表达清楚。语言简洁、准确,条理清晰,主题明确。
- C. 意义连贯。遣词造句得当,表达连贯、平稳,论点、论据展开合理。
- D. 句式有变化。采用适当的句式来表达相应的内容。常用句式包括简单句、并列句、复合句、主被动句、长句、短句、否定句、双重否定句、疑问句、反问句、倒装句、强调句、插入语、独立主格成分等。
- E. 用词有变化。避免重复使用相同词汇,恰当使用代词、同义词、近义词、关联词,使表达富有动感。同义词的使用是衡量考生语言运用能力的一个尺度。
- F. 语言规范。符合英语的表达习惯,语法错误少,写出的英语不是中式英语。
- G. 字数达标。

【实例1】(2001年考研英语作文,满分20分。)

Directions: Among all the worthy feelings of mankind, love is probably the noblest, but everyone has his/her own understanding of it. There has been a discussion recently on the issue in a newspaper. Write an essay to the newspaper to:

1. show your understanding of the symbolic meaning of the picture below,

2. give a specific example, and

3. give your suggestion as to the best way to show love.

You should write about 200 words on ANSWER SHEET 2.



例文

1

It is generally believed that love is a hot topic which is most talked about. This is true not only in China but also in other countries. We live in different countries, speak different languages, but love is something common to us all. But how to show love may be different with different people in different countries. This is something we should give more thought to.

As shown in the picture, love is like a lamp which shines brightest in dark places. This tells us a simple truth: Love is like a lamp. It is most valuable when it is most needed. For example, once I saw a foreign lady get lost in the street. She could not speak Chinese and nobody seemed to be able to help her. Though my English is not very good and I am a shy person, I thought she needed help very much. I asked her what she wanted. She told me she lost her way, so I showed her the way to her hotel. It was a small thing but she thanked me very much because my help was needed very much. My help was like a lamp in a dark place.

I think we all should be like a lamp in a dark place, showing our love, giving our help to others, even to strangers. In this way we can make this world a harmonious and peaceful world.

评析 本文内容切题,包含要求中所列三方面的全部内容。语言通顺、流畅,句式变化多样,用词面较宽。长度符合要求。虽有个别不妥之处,但仍能看出该生基本功较好,表达能力较强。得分 18 分。

2

I saw a picture recently in your newspaper. There is a small lamp in the picture and a flame on the lamp, which is smiling. The lamp says, "Love is a lamp, it will be brightest

in the darkest place.” I think it shows us a vivid picture: Where and who need love, love is the noblest feeling. So I believe that we should give our love to those who are in need. If everyone can give his love to whom in need, then the world will be filled with love.

For example, in the countryside. There are millions of pupils, who can't afford to attend school. Some of them never attend school. They are unfortunate, but now there are many warm-hearted people who give help to the pupils. Of course, we can also show our love in many other ways. For instance. As a friend, we should help our friends when they are in trouble. There is a saying. A friend in need is a friend in deed. As a young man, we should respect the older. When we walk on the street, we can help the blind or old people and children to cross the road.

In a word, There are many ways to show our love. The people all over the world should love and respect each other. The best way to show our love is to help others when they are in difficulties.

评析

本文内容切题,包含要求中所列三方面的全部内容。表达基本清晰,文字连贯,句式变化较多,长度符合要求,但结构与用词有少量一般性错误。得分 16 分。

3

As is shown in the picture, we can see clearly that love is like a lamp and the darker the environment is, the brighter love is. And it is no denying that among all the worthy feelings of mankind, love is the noblest. Actually, because of love, many people in trouble get help and encourage, so they will try their best to overtake the difficulty and look forward to a better future. What's more, when others are in trouble, they take helping them for granted. Therefore, love will be found all over the world.

Several years ago, some areas suffer disaster because of heavy rain. The PLA help them rebuild their families. This year, Taiwan also suffer disaster because of the earthquake. Many people in our country do our best to help them.

It is necessary to take some measure to spread the love. For one thing, we should encourage people who have love and are happy to help others. For another, we should enhance the awareness of people that love is benefit for all of this society. Also I make sure that by this way, we have a brighter future.

评析

本文内容切题,包含要求中所列三方面的全部内容。表达基本清晰,但结构与用词错误较多,有少数严重错误,长度符合要求。得分 12 分。

4

This picture tells us a reality that love can bring up lighting and the light will make everywhere bright. Although the light is weak, it plays a great effect which will make people more firmly than before.

When I was at middle-school, my parent were both out of employee. My parent felt disappointed and I was greatly worried my future. Our life became very terrible, I even decided to suicide. Our neighbor learnt about my family's condition, and they began to help us. They lent a few money to my parent and my parent use these money to open a shop. They help me to study. My parent finally got through hard life. So I say that love is great.

I think that there are some ways to show love. You may give money to the poor and help the old do some working and give your love to the disable. The best way show love is from heart rather than from appearance. By this way those people who accepted helps will feel warmly. Our world will bright if everyone show love.

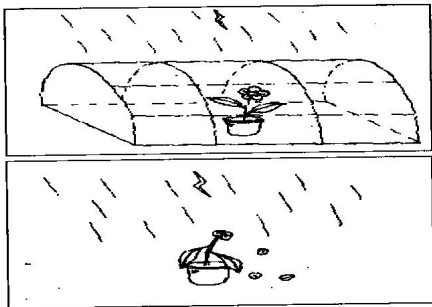
评析 本文内容切题,包括题中所列要点。语句尚可理解,但结构与用词错误多,有些是严重错误,长度基本符合要求。得分 8 分。

【实例 2】(2003 年考研英语作文,满分 20 分。)

Directions: Study the following set of drawings carefully and write an essay in which you should

1. describe the set of drawings, interpret its meaning, and
2. point out its implications in our life.

You should write about 200 words neatly on ANSWER SHEET 2.



温室的花朵经不起风雨

例文

1

The two picture describe the flower in the warm-room can't endure the bad invirmmental. It is most likely that the drawer intends not only to tell us the fact but to set

us thinking what is under the iceberg.

For the time being. The entrance of WTO has become the hot topic. Different people have different idea about the entrance of WTO, there are advantages and disadvantages. There are some possible reasons why China important reason for this issue. The most important reason is that the development of China can't leave nation's economic will stop developing and will not have a chance to take part in the world economic. Another reason for joining WTO is that the entrance of WTO could be of great benefit to our nation.

Of course. The coin has two sides. The entrance of WTO has other harmful aspects, but to some extent. It has more advantages. If we can't take part in WTO, our country will lost the chance that enhance our power of competition. In my opinion, our nation should be take effect measure to avoid the harmful aspects by ourselves

评析 本文所述内容与题目无关,大多是生搬硬套事先准备的句子,文不对题,得分0分。这是平时死记硬背范文导致的后果。当然,背诵优美的句子、学习好的表达方式是应该的,但是应该活学活用,而不是生搬硬套。

2

As is show by the two pictures. A flower was cowerd with room. It was raining out of the room. The second picture, There is only one dead flower. It's clear, If move the flower out of the room, That the servere reforestation resulted the flower, dead.

Obviously, The dawner, Throught the two pictures, Aims at revealing to us the serious qus-tions, The children like the flower.

To solve te problem, I think the teacher and the parents and society make a sustained effort. The teacher and the parents sould not only make plans but also ensure rational study lessons of the children. As dor the bread masses of the people, They should fully important the question. In a word, If the teacher and parents and scociety have really lali/osed and worked on it, There is certain to be an encouraging respect in children glowing.

评析 本文条理不清,词不达意,语句错误多且严重,句子基本上无法理解。字数不足。得分2分。

3

The flower in warm house can't stand on rain and wind. There are two pictures, one is said that a flower can't be hurt by rain and wind, she grows wonderful. The other picture is said that, the flower was took out of the warmhouse. then she died.

The two pictures tell us a turth, our children like the flower. They beautiful and

lovely. They have a lot of time and change. They have the future. Parents love their children so much that they keep them under their arms.

But they don't know their children will never grown up like this. When they go into the sociality. They will find it was so weak themselves for doing anything. Like the flower in the greenhouse was brought out. If man no experience as a child, he can not almost make successes. No progress for him. He is fail in study and work.

In my opinion, parents should give the free space to their children. They must learned solving problems by themselves and face to every difficulties in brave. Children can grow better by themselves they will be strong and healthy.

评析 本文基本包括题目要求的内容。句子可以理解,但语言错误较多。得分6分。分数主要丢在语言表达上,如有较多的语法和拼写错误,还有一些汉语式的表达。

4

The flower growing in the warm house can't bear raining day. There has been a discussion recently about a pictures—the flower growing in the warm house can't bear raining day. There are many perspectives about the picture.

I am attracted at a glance of a flower which is growing healthily. Looking at it carefully, I find the flower is protected from the rain outside the warm house. When the warm house is removed, the flower is going to be dead. It looks so slight that couldn't stand up in the raining day.

Simply designed as the picture is, the symbolic meaning the picture conveys is deep and profound. By drawing the picture, the artist intends not only to tell us about a flower but also to set us thinking about why the flower couldn't bear the raining day. Nowadays, most families have only one child. So parents are very careful to them. Even many parents meet all their children's need, protect them from all things that may be hard to them. Growing by parents' protecting, some children are independent, and can't have the ability to face hard problems.

Thinking about the picture, I think we should encourage children to face some hardship. Only like this, we are able to face the problem we will meet in our lives.

评析 本文内容切题,符合题目要求。表达基本清楚,但有些结构和用词错误,比如最后一段人称使用混乱。得分10分。

5

As we can see from the first picture, there is a flower in a greenhouse which is blooming and growing well while it is raining and thundering outside. But in the second picture, the greenhouse is removed. This time, the flower can't stand in the heavy rain. Compared the two pictures we can conclude that the flowers in a greenhouse are too weak to bare the worse outsetting.

These pictures describe a common social phenomena in China today that children are taken care of and protected by their parents and grandparents so well that they can't even do anything themselves. When children are young, some reasonable protection and care are acceptable because they still have not the ability to live and do things on themselves. But when children grow up, it is better to let them handle things on their own. On the other hand, as children grow up, their parents become old too, and it will be children's turn to take care of their parents. We can't image a society full of adults having the ability like seven-year-old children. It is harmful to the social development.

Chinese parents should give their children more opportunities to deal with things themselves, push them to uncomfortable environments to some extent, make them dure some trouble, and so on, all of these will benefit their growing. Only through these, they can take on greater responsibilitie and have more abilities to fulfill themselves and serve the country and society when they grow up.



本文内容切题,符合题目的各项要求。表达清楚,但有一些语言错误。得分 12 分。

6

As depicted in the pictures, the flower in green house cannot stand for the severe storms and may be dead in the near future. What does the author realy want to tell us? In my opinion, the real implication of the author is that everyone has to meet difficulties in their life experiences, so we have to make adequate preparations for them.

There is no denying that a majority of young people, especially who are endored by their rich parents, take their happiness for granted. I am fully convinced that they may inevitably suffer from failures in their future. For the simple reason is that they like the flowers in green house. Therefore, it is necessary for those parents to take some measures to control this trend which may lead to their children's failure. The best way to solve this problem I think is to give young people opportunitites to do things independently. Only in this way can young people confront with difficulties and deal with them easily.

As far as I am concerned, I am greatly in favor of the idea that encouraging young

generation practice in hard environments. Because young people can benefit a lot from their own experiences in hard times and earn enough confidence to face their future challenges.

评析 本文内容切题。句式有一定的变化,表达清楚,语言错误很少,但第一部分描述不够,因此扣除4分,得分16分。

7

It goes without saying that the drawings aim at revealing a common and serious problem in China: how to educate and cultivate the young. Let's take a closer look at the drawings. In an ideal condition, the flower blooms. But when moved out of the green house, it perishes under the rain and storm. It is obvious that the flower in greenhouse can't withstand wind and rains.

Nowadays the young generation in China, like the flower in the greenhouse, live under the full protection from their parents. Parents want to show all their love to their children. They give their children all the best things they can afford and do not let their children do anything at home. Self-centeredness and arbitrariness have become a trait of the young generation. Once leaving their parents, many young people cannot make a living of their own. They get lost when stepping into the complex reality and cannot face any hardships and difficulties.

Child education has become one of the most popular topics discussed not only by educational experts, but also by people in all walks of life. The failure of child education does more harm to the development of our society and our civilization than to the children themselves. Thus, it's high time that parents, educators and the government made concerted efforts to put an end to this situation.

评析 本文内容切题,包含要求中所列三方面的全部内容。文章通顺,语言流畅,句式变化多样,用词面较宽,长度符合要求。得分20分。

【实例3】(2005年1月大学英语四级作文,满分15分。)

Directions: For this part, you are allowed 30 minutes to write a campaign speech in support of your election to the post of chairman of the student union. You should write at least 120 words following the outline given below in Chinese.

1. 你认为自己具备什么条件(能力、性格、爱好)可以胜任学生会主席工作?
2. 如果当选,你将会为本校同学做什么?



例文

1

Dear fellow students,

I am grateful that you offer me the chance to speak here. I am impressed by the speeches of the previous candidates. Yet, I want to prove myself better for the post of chairman.

First of all, I have a pleasant personality. Last year I was the dorm director of our building and I managed to get along with all the students well. I have acquired working experience and communication skills which I consider as the most essential for the coordinator of the whole student union.

Secondly, I'm always ready to create. At present our union is very well organized. However our activity schedule is slightly monotonous. I am willing to add some vivid elements into it in order to make our campus life more enjoyable.

If I am elected the chairman, I promise I will become your voice and build the student union into a bridge between the students and the university.

I'm your best choice, vote for me, vote for yourself, thank you!

评析 本文内容切题,文章通顺,语言流畅,句式有一定的变化,用词面较宽,长度符合要求。得分 14 分。

2

Hello, everyone.

I believe I am the best choice of the post of chairman of the student union.

First, I have the ability which is necessary to the post of chairman of the student union. I have been monitor of our class since I came to this school. In the past years, I worked very well on the post. Second, I have many interests. For example, I play basketball and football very well. My tennis is good too. Third, I have a lot of friends. Almost everyone likes me.

If I were chosen to be the chairman of the student union, I will work for the need of the students. I will tell the school what we students really need and what we don't want.

I believe, I am the best choice for the post of chairman of student union.

Thank you!

评析 本文内容切题,表达基本清晰,文字连贯,句式变化较多,结构与用词有少量一般性错误,长度符合要求。得分 11 分。

3

Ladies and Gentlemen, all the schoolmates and teachers:

I will elect to the post of chairman of the student union. The reasons I make this decision is that I'm desire to do more things for you. Apparently, only wishes are not available. I'll make you belive that pot only did I have wishes but also capacity.

First, when I was a freshman, I took part in many kinds of activities to accumulate experiences and now I familar with the process that how the students union works. Second, I love making friends and I had extensively hobbies. These can make me orgernize people easily. The third, I take this work very sireously and I'll try my best to improve and develop the students union to make you satisfired.

In a word, I'm the right person you have ever been searching. So, support me! I'll never make you disappointed!

评析

本文内容切题,符合题目的各项要求。表达清晰,但有一些语言错误。得分 8 分。

4

Thanks everybodies to give me a chance to electe the post of chairman of the student union. I'll do my best in that post.

I will inform myself first. I am a man of hard-working. So I will do anything with my best. I can help everyone who needs help. I have a weild-eyesight. Using computer is my farveate thing. Above all, is the reason why I elected the post.

If I get the post, I'll solve the problems of every students. First thing I think must solve is the price in the school. It is too expensive to our student. Second, I think we must have more free time. Nowaday, too many coures in our table. So we cannot do something which we want to do. I think it is bad. Last, I will orginaze more performances in school, In order to fill the rest time.

I hope everyone give me a chance to acheve my hopes. Thanks!

评析

本文内容基本切题,包括题中所列要点。语句尚可理解,但结构与用词错误多,有些是严重错误。长度基本符合要求。得分 5 分。

5

Nowadays in our highly technoligical society, it's wildly belived that the person's ability is very crucial in our daily life.

As for as I can do chairman of student commitment for best. first at all I have good