

# 英语

A GUIDE TO ENGLISH WRITING

## 写作指南

张明爱 张亚丽 编著



Not that I have  
all this on hand  
perfect but I  
of that for u  
0 me



# ENGLISH

hold on ...  
Brothers, I do not  
yet to have taken  
thing I do: Forgetti  
and straining toward  
I press on toward  
prize for which  
heavenward in Ch

der myself  
of it. But one  
what is behind  
what is ahead



西南交通大学出版社

[Http://press.swjtu.edu.cn](http://press.swjtu.edu.cn)

# 英语写作指南

张明爱 张亚丽 编著

西南交通大学出版社  
· 成 都 ·

-----  
图书在版编目 (C I P) 数据

英语写作指南 / 张明爱, 张亚丽编著. —成都:  
西南交通大学出版社, 2010.11  
ISBN 978-7-5643-0940-4

I. ①英… II. ①张…②张… III. ①英语—写作—  
高等学校—教学参考资料 IV. ①H315

中国版本图书馆 CIP 数据核字 (2010) 第 211759 号  
-----

Yingyu Xiezuozhinan

英语写作指南

张明爱 张亚丽 编著

责任编辑	邓 岚
封面设计	墨创文化
出版发行	西南交通大学出版社 (成都二环路北一段 111 号)
发行部电话	028-87600564 87600533
邮政编码	610031
网 址	<a href="http://press.swjtu.edu.cn">http://press.swjtu.edu.cn</a>
印 刷	成都蓉军广告印务有限责任公司
成品尺寸	170 mm×240 mm
印 张	13.75
字 数	321 千字
版 次	2010 年 11 月第 1 版
印 次	2010 年 11 月第 1 次
书 号	ISBN 978-7-5643-0940-4
定 价	24.00 元

图书如有印装质量问题 本社负责退换  
版权所有 盗版必究 举报电话: 028-87600562

# 前 言

本书对中国大学生英语写作经常涉及的题目与领域提供了较为全面的分类词汇与习惯表达方式；对不同文体的写作思路进行了简明扼要的阐述；对英语写作中经常出现的中式英语或错误表达方式进行了正误对比；对大量同义或近义词进行了分析，以便学生在写作中更加准确地选词；对英语写作中应注意的基本语法进行了归纳。所有这些必将对大学生写出内容充实、思路巧妙、表达得体、文辞优美的英语美文大有帮助。

本书可供大学英语专业学生作为英语写作课程的参考或辅导书使用，也可作为大学英语四、六级考生获得写作高分的辅导用书。由于本书编排系统而全面，内容丰富而充实，亦可作为英语写作课程教材或英语写作课教师的备课参考书使用。

本书主要包括以下几部分：英语写作的文体及审题；英语写作规则；英语写作常用分类词汇；英语写作常用同义/近义词辨析；英语写作常见错语修改；英语写作常用习语（220 条）；英语写作常用谚语（90 条）；英语写作范文（50 篇）。

外籍专家 Stanley Roy 教授和 Michael Radice 博士对本书内容做了全面阅读和部分修订，在此向他们表示诚挚的感谢。

作 者

2010 年 10 月

# 目 录

一、审 题 .....	001
(一) 说明文 .....	001
(二) 议论文 .....	005
(三) 描写文 .....	009
(四) 记叙文 .....	012
(五) 应用文 .....	016
二、规 则 .....	028
(一) 总体构思 .....	028
(二) 规范语法 .....	029
(三) 恰当选词 .....	042
(四) 运用修辞 .....	044
(五) 使用习语与谚语 .....	050
三、英语写作常用分类词汇 .....	055
(一) 人物形态与性格 .....	055
(二) 乡村田园 .....	057
(三) 饮食与家居 .....	060
(四) 风景旅游 .....	063
(五) 天气与灾害 .....	066
(六) 娱乐与体育 .....	067
(七) 色彩与形状 .....	070
(八) 交通与传媒 .....	070
(九) 评论与争辩 .....	073
(十) 商业与贸易 .....	074
(十一) 计算机与网络 .....	076

(十二) 文化与教育 .....	077
(十三) 医药与卫生 .....	079
四、英语写作常用同义/近义词辨析 .....	081
五、英语写作常见错语修改 .....	137
六、英语写作常用习语 ( 220 条 ) .....	150
七、英语写作常用谚语 ( 90 条 ) .....	168
八、英语写作范文 ( 50 篇 ) .....	171
(一) 说明文 .....	171
(二) 描写文 .....	175
(三) 记叙文 .....	179
(四) 应用文 .....	184
(五) 议论文 .....	188

## 一、审 题

首先要清楚题目的要求，然后才能根据其要求写出恰如其分的作文。审题就是对题目进行判断，确定其属于何种文体。通常，大学英语写作的文体主要有说明文、议论文、描写文、记叙文与应用文等几种。

### (一) 说明文

说明文(Exposition)是用来解释说明事物的性质、功能、特征或用途的。在写作时，应注意将事物的本质特征清楚地表现出来。说明文也可以解释或说明现象、原因、关系、过程或计划与安排等。

说明文的写作可以采用定义、对比、分类、例证等方法，要系统地按照某一顺序进行说明，可按时间顺序、空间顺序、结构顺序、主次顺序或过程顺序等展开。进行说明文的写作时，语言要客观精确，避免模棱两可、意义不清或夸大其词的描述。

#### 说明文 A. The Mid-Autumn Festival

Directions: You should write at least 200 words within 30 minutes according to the following directions.

- (1) A general introduction to the festival.
- (2) Major activities in the festival.
- (3) Other things that you know related to this festival.

本题要求对中秋节做介绍与说明。

#### 【思 路】

(1) 中秋节的日期与地位: The Mid-Autumn Festival is on August 15<sup>th</sup> according to the Chinese Lunar Calendar. It is the second most important festival in China.

(2) 中秋节人们的庆祝活动: Red lanterns are hung in streets. Family

members have a sumptuous dinner together. People go outside to enjoy the silvery full moon. People eat moon cakes and fresh fruits.

(3) 中秋节的起源与对周边国家的影响: Chinese people paid sacrifices to all deities on this day, and gradually it became a joyous festival. The Japanese, the Korean and the Vietnamese also observe this festival.

### 【形成作文】

#### The Mid-Autumn Festival

In China there are many traditional festivals, among which the Mid-Autumn Festival is the second most important one except the Spring Festival. This festival is on August 15<sup>th</sup> according to the Chinese Lunar Calendar.

The Mid-Autumn Festival is a national holiday, which is also a day for family reunions. On that day red lanterns are hung in streets of villages, towns and cities, which creates a rather happy atmosphere. In every home, one or more family members cook lots of delicious traditional food and the whole family have a sumptuous dinner together. After dinner people usually walk out of their homes to the courtyard, the balcony, the lawn, the riverside, the hillside or the park to enjoy the silvery full moon, which is quite bright on that night. At the same time, they enjoy moon cakes, which are the most important traditional food for this holiday, together with some fresh fruits such as grapes, peaches, pears or melons.

The celebration of this festival in China has a long history of thousands of years. In ancient times, Chinese people paid sacrifices to all deities on this day, which was in the middle of autumn, to ask deities for a bumper harvest of crops. Gradually it became a joyous festival all over the country. Greatly influenced by Chinese culture, the Japanese, the Korean and the Vietnamese also observed this festival, which was, and still is a very important festival in these countries.

#### 说明文 B. How to Lose Weight

Directions: You should write at least 200 words within 30 minutes according to the following directions.

- (1) Harm of being fat.
- (2) Effective ways to cut down weight.
- (3) Problems what should pay attention to.

本题要求说明如何减肥。



**【思 路】**

(1) 肥胖的害处: Fatness may lead to diseases, such as high blood pressure, coronary heart disease and diabetes, etc..

(2) 有效的减肥方法: Be on a diet. Do more exercises and sports. Take some weight-losing-medicines.

(3) 减肥时要注意的问题: You must persevere in your efforts.

**【形成作文】*****How to Lose Weight***

It is well-known that fatness may lead to certain diseases, such as high blood pressure, coronary heart disease and diabetes, etc.. So we must avoid being too fat.

There are many means to lose weight, of which the following are most popular and effective.

Strictly go on a diet. Try to eat more vegetarian food and fruits, eat as little meat as possible so that the body may not take in more nutrients than it needs.

Do more exercises and sports. For example, playing basketball or football, climbing mountains, doing morning exercises, taking a walk after dinner, all of which may prevent us from being fat. In this way, calories which are more than enough in the body will be consumed, unnecessary flesh will be got rid of, an elegant figure will be kept.

Take some weight-losing-medicines. Some medicines are helpful to lose weight, but some others are not of effect in spite of their attractive advertisement, and some are harmful, dangerous, even deadly. So you must be alert when taking weight-losing-medicines.

If you wish to succeed in cutting down your weight, remember to persevere in your efforts. Losing weight is not an easy job that can be finished in one or two days. Don't lose heart when meeting with difficulty. Perseverance will bring success. You should also remember that you mustn't harm your health by eating too little when going on a diet.

**说明文 C. The Advantages and Disadvantages of Living in the Countryside**

Directions: You should write at least 200 words within 30 minutes according to the following directions.

(1) The advantages of living in the countryside.

(2) The disadvantages of living in the countryside.

(3) How to make life in the countryside better.

本题要求说明农村生活的优缺点及如何使农村生活更美好。

**【思路】**

(1) 农村生活的优点:

① The air in the countryside is very fresh. Tall trees and colourful flowers are everywhere.

② Drinking water is drawn from wells and contains more minerals.

③ Expenses of life are low.

④ People in the countryside are plain and friendly.

(2) 农村生活的缺点:

① Public environmental sanitary conditions are not satisfactory.

② Public traffic is not so convenient.

③ Recreation facilities are scarce.

(3) 改善农村的生活条件: Public environmental sanitation must be paid attention to; traffic condition should be improved; more recreation facilities should be set up.

**【形成作文】**

**The Advantages and Disadvantages of Living in the Countryside**

In my opinion, there are both advantages and disadvantages to live in the country.

The major advantages are the following. First of all, the air in the country is very fresh, which is quite beneficial to your health. Everywhere you can see green crops, vegetables, grass and bushes, and every house is surrounded with luxuriant/ flourishing tall trees and colourful flowers. Secondly, drinking water, which is usually drawn from wells and contains more minerals, is more nourishing than tap-water from water works. Thirdly, vegetables, fruits and grains are inexpensive, and expenses of life are low. Last but not the least, folks in the country are generally plain and friendly and are easy to get along with.

There are also disadvantages to live in the country, the main ones are as follows. Firstly, public environmental sanitary conditions are not satisfactory. For example, bad smells from poultry and livestock come to your nose from time to time, which make you feel sick sometimes. Secondly, public traffic is not so

convenient. It takes you hours to get to a nearby town or city. Thirdly, recreation facilities are scarce. It's hard to find a park or a cinema, let alone a dancing-hall or a skating rink.

In order to live a better life in the countryside, public environmental sanitation must be paid attention to. Poultry and livestock can be raised in a concentrated area away from dwelling places. Local governments and village administrations should build more and better roads and improve traffic condition. Public or private organizations may set up more recreation facilities for villagers to enjoy a better cultural and recreational life.

## (二) 议论文

议论文 (Argumentation) 一般由三部分组成, 即论点、论据与结论。论点要清晰明确, 不可含糊; 论据要充分有力, 一步一步地将论点阐明, 使之成立; 结论要紧扣论点, 使之鲜明突出。议论文用于摆事实、讲道理、发议论、阐明作者的观点和主张。议论文与说明文的不同之处在于: 说明文只是客观地解释事物, 使读者能够理解, 而议论文却试图影响读者的思想与行动, 说服读者接受作者的观点。议论文要以理服人, 因此必须特别注意论述的逻辑性。

议论文通常可由三段组成。第一段为引言段, 列出论点; 第二段为正文, 对事实和状况进行分析和说明; 第三段为结论段, 通常要求写出个人的看法、结论, 或者解决问题的办法、措施等。

### 议论文 A. My Opinion on Traditional Chinese Culture

Directions: You should write at least 200 words within 30 minutes according to the following directions.

- (1) Brief introduction of your viewpoint.
- (2) Present condition of traditional Chinese culture.
- (3) How to preserve and develop traditional Chinese culture.

本题要求说明对中国传统文化的看法。

#### 【思 路】

(1) 对中国传统文化的评价: China has glorious traditional culture and rich fine cultural heritage.

(2) 中国传统文化目前所处的状况: Traditional Chinese culture and the virtues it contains are being increasingly ignored by quite a few Chinese youth.

(3) 如何更好地保持与发扬中国传统文化: The government should ordain traditional Chinese festival as legal national festival. Schools should teach the youth to know Chinese history and its excellent culture.

【形成作文】

**My Opinion on Traditional Chinese Culture**

It is well-known that China is a country with glorious culture and rich fine cultural heritage. Lots of Chinese ancient relics have been made UNESCO World Heritage Sites. Traditional Chinese culture represented by Confucius has been admired and absorbed by many Asian countries such as Korea, Japan, Vietnam and so on for thousands of years. Traditional Chinese culture has played and is still playing a very important role in the social civilization of China and many other countries.

But nowadays, many young people in China are fond of western culture. They observe western festivals such as Christmas, Easter, and Halloween etc. instead of traditional Chinese festivals such as the Dragon Boat Festival, the Mid-Autumn Festival, the Lantern Festival and so forth. Traditional Chinese culture and the virtues it contains are being increasingly ignored by quite a few Chinese youth.

It's time to call on the young to keep traditional Chinese culture. In my opinion, firstly, the government should ordain traditional Chinese festivals as legal national festivals and organize significant celebrations during the festivals. Secondly, schools should teach the youth to know Chinese history and its excellent culture, educate young people to understand the value and importance of traditional Chinese culture and let them realise that a great nation is one who highly appreciates her own culture.

**议论文 B. My Viewpoint about Chatting Online**

Directions: You should write at least 200 words within 30 minutes according to the following directions.

- (1) Benefit of chatting online.
- (2) Harm of chatting online.
- (3) How to treat chatting online.

本题要求对网上聊天进行评论。

【思路】

- (1) 网上聊天能够让人们放松和休息, 是一种有益的活动。Chatting online

is a relaxation and pastime and is beneficial for the people.

(2) 网上聊天也会给人们的学习与生活带来负面影响。Cheats play tricks on it; students spend too much time on the internet and neglect their lessons.

(3) 正确看待与处理网上聊天。People should keep sober mind to distinguish right from wrong; they should refrain from too much chatting.

### 【形成作文】

#### My Viewpoint about Chatting Online

Nowadays, many people, especially students from colleges, middle schools and even primary schools, are fond of chatting on the internet. In my opinion chatting online is a relaxation and pastime for the people. The society is full of competitions, people are usually living a tense life in their weekdays and they need to relax themselves in their spare time and find someone to talk to is a way to serve this purpose. As for students, there are too many assignments for them at school and they may have a rest by chatting on the internet, for a proverb goes, "All work and no play makes Jack a dull boy."

But chatting on the internet may also bring about some harmful effects. Some cheats play tricks on it and deceive people into doing something that may make them regret for all their life. Some evil men persuade girls to believe the lies they tell and seduce them. Some prostitutes make use of the internet to do illegal and immoral things. Some middle school students and primary school pupils spend too much time on the net at the expense of neglecting their lessons.

So we must see chatting on the internet from two aspects. On one hand it can bring relaxation and is also a way to have social contact. More importantly, it may broaden our horizons and increase our knowledge. On the other hand it may bring harm. People should keep sober mind to distinguish right from wrong and avoid suffering losses. Besides, they should refrain from too much chatting so as not to neglect their normal study and work.

#### 议论文 C. Where There Is a Will, There Is a Way

Directions: You should write at least 200 words within 30 minutes according to the following directions.

- (1) Your viewpoint to this proverb.
- (2) Prove your viewpoint.
- (3) Emphasize your viewpoint.

本题要求对谚语“有志者事竟成”进行评论。

**【思路】**

(1) 表明自己对该谚语的观点: This proverb is reasonable, instructive and significant.

(2) 用事实论证自己的观点: The success of the president of a famous corporation from an ordinary farmer to a successful businessman can explain the proverb well.

(3) 进一步强化自己的观点: As long as there are necessary basic conditions and we have an object in our heart and make great efforts to carry it out, it will become a reality.

**【形成作文】**

**Where There Is a Will, There Is a Way**

This proverb is rather reasonable, instructive and significant for us as an inspiration to our work and our ambition for success. As long as you cherish an aim in your life and have a strong will and determination to realise it, it will be reached sooner or later. Of course, your ambition must be within your actual power. Otherwise, it is only a fond dream however great it might be.

I have a friend who is the president of a famous corporation now and his experiences from an ordinary farmer to a successful businessman can explain the proverb well. Once he said to me that his ideal of the life was to be a manager in a big company. He began to act to realise his dream. At the beginning of his career, his only property was some chickens. Then he rented a piece of land and put up some sheds to raise more chickens. He remained frugal and hard-working and his money kept accumulating. With the money from selling eggs and chickens, he established a factory that processed fresh vegetables. The factory was prosperous and later it became a joint-venture enterprise with some companies from Republic of Korea, Japan and Australia. Now his business is quite thriving and his money has surpassed ten million yuan.

Where there is a will, there is a way. As long as there are necessary basic conditions and we have a firm object in our heart and make great efforts to carry it out, it will become a reality at last.

### (三) 描写文

描写文 (Description) 可以是对事物的外部特征加以描绘,也可以是对人们的心理活动或性格特点进行刻画。在进行描写文写作时,应当对内容的顺序、层次和布局进行适当安排,做到条理清晰、布局自然。描写文要做到形象、生动、栩栩如生,就要求作者拥有充足的英语词汇量、丰富的想象力和一定的英语修辞知识。

#### 描写文 A. A Tourist Guide's Brief Introduction to Scenic Spots

Directions: You should write at least 200 words within 30 minutes according to the following directions.

- (1) Remarks about the tour schedule.
- (2) Introduction of scenic spots.
- (3) Closing remarks.

本题要求导游对旅游景点做简单介绍。

#### 【思 路】

(1) 开场白与景点游览安排计划: Welcome to...! To visit the Mausoleum of the First Emperor of the Ming Dynasty; to go to an antique shop...

(2) 景点介绍,包括景点的外在风貌、相关人物、历史典故与民间传说等: After founding the Ming Dynasty, the emperor ordered that his and his wife's mausoleum be built on a hilltop of Mount Purple Gold. It took tens of years to build the majestic/magnificent tomb before he and his wife died one after the other and were buried into it. Now it has become a world-famous UNESCO World Heritage Site.

(3) 结束语: I hope you will enjoy your trip and have a pleasant tour.

#### 【形成作文】

#### A Tourist Guide's Brief Introduction to Scenic Spots

Welcome to Nanjing! I'm very glad to be the guide to accompany all of you during your tour in Nanjing! Let me say something about today's schedule. First we are to visit the Mausoleum of the First Emperor of the Ming Dynasty. After that/afterwards, we'll go to an antique shop nearby.

The mausoleum was built in the early years of the Ming Dynasty, of which Zhu Yuanzhang was the first emperor. After founding the Ming Dynasty, the emperor ordered that his and his wife's mausoleum be built on a hilltop of Mount

Purple Gold. It took tens of years to build the majestic/magnificent tomb before he and his wife died one after the other and were buried into it. Now it has become a world-famous UNESCO World Heritage Site. Every year, there are hundreds of thousands of travelers from all over the world to visit it.

The environment surrounding the mausoleum is wonderful with luxuriant trees, blooming flowers and winding creeks. It is one of the most charming places to sightseers. The antique shop, which is filled with antiques of different dynasties, supplies chances of getting rare ancient treasures to those travellers who are interested in curios.

I hope you will enjoy today's trip to your hearts' content and have a pleasant tour in Nanjing!

### 描写文 B. An Odd Man

Directions: You should write at least 200 words within 30 minutes according to the following directions.

- (1) Introduction of the person.
- (2) Detailed description of the person.
- (3) Emphasize the person's character.

本题要求对一人物做描写。

#### 【思路】

- (1) 人物的大概情况: He is an old man of about sixty who is a retired teacher.
- (2) 对人物某些特性或品质的详细描写: His marriage is a bit romantic; he does not wear stocks in winter; his hair is always disorderly; his whiskers, moustache and beard are rarely shaved or trimmed; he has only two baths per year.
- (3) 加深读者对所描写的人物特性的印象: What an odd man he is!

#### 【形成作文】

### An Odd Man

I know a strange man who is a neighbour of mine. He is an old man of about sixty who is a retired teacher of a high school nearby.

This neighbour of mine got married very late and his marriage is a bit romantic. Although he graduated from Fudan University before the founding of new China and is really an honest man and an academically serious man, he did not get married until he was nearly fifty years old. One evening while he was still a



bachelor, he and another teacher went to a student's home to visit the parent, who was a widow, to talk to her about the student's study. During the visit, there was a power failure and the electric light went out suddenly. While both the parent and he were searching for a match to light the candle, their hands happened to touch one another. At that moment he was "electrified" and an strong wish occurred him, which was his determination to marry her. Several weeks later, they really got married to many people's amazement.

Besides his romantic marriage, he has many peculiar habits such as the following: he does not wear stocks in winter; his hair is always disorderly; his whiskers, moustache and beard are rarely shaved or trimmed. It is even said that he has only two baths per year!

What an odd man he is!

### 描写文 C. The Chinese Dumpling

Directions: You should write at least 200 words within 30 minutes according to the following directions.

- (1) Brief introduction of the Chinese dumpling.
- (2) Outside features and inside connotations of the Chinese dumpling.
- (3) How to make the Chinese dumpling.

本题要求对饺子进行描写。

#### 【思 路】

(1) 饺子在中国人饮食中的地位: It has been a popular food for more than a thousand years, and is still the best loved food for the Chinese in festivals.

(2) 饺子的外在形状与内在寓意: It is like a shoe-shaped gold or silver ingot used to be a currency, so it has the implied meaning of happiness, auspiciousness and wealth to the Chinese.

(3) 饺子的制作方法: to prepare the filling; to make the dough; to make wrappers; put filling into the center of a wrapper; pinch the two ends of the wrapper together tightly; cook dumplings in boiling water for some minutes

#### 【形成作文】

### The Chinese Dumpling

The Chinese dumpling (the Chinese call it "Jiaozi"), which has been a popular food for more than a thousand years, and is still the best loved food for the