

SHI YONG



Ying Yu Xie Zuo

实用英语写作

◎编著 胡昌智

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前 言

Mack, Karin, and Eric Skjei 在《克服写作障碍》(Overcoming Writing Blocks, 1979)称:所有阶段的学生习作,无论是小学还是研究生,其总体目的都在于展示作者对一整套思想和信息的掌握,检验作者在写作中吸收、理解,并流畅自然有序的组织 and 表达自己的想法的能力(“The overall function of student writing at all levels—from the elementary grades through graduate school—is to demonstrate the student’s command over a body of ideas and information, to show the ability to absorb, understand, organize, and express a coherent sequence of thoughts in writing.”)。

本教材从词汇、句法、段落、语篇、衔接、逻辑、等层面系统分析中国学生英语写作存在的问题,总结中国学生英语写作的重点和难点。书中所选章节都是中国学生在写作中经常遇到的问题,有利于学生词汇运用、语言组织、行文布篇,实用性强。

本书重视学生写作思维的培养。从英语词汇、句子结构出发,让学生体会英语句子重结构,强调形合,英语作文偏爱个性、轻共性等特点。第三部分分门别类列举英语作文行文特色,如事例法,比较法,因果法,分类法等,使学生在揣摩中英差异基础上,写作时有章可循。

本书以词汇、句子技巧为支撑,以段落为编写单位,以各种典型考题为实战操练,时刻重视语篇的连贯性、衔接性,行文流畅自然。书中所选例句,有来自名人名篇,小说诗歌,有来自报刊时文,涵盖文学,经济,政治等不同领域,可以作为很好的阅读及写作模仿材料。促进读写结合。

本书实用性强。第四部分在前三部分句子、段落和布篇技巧的基础上,介绍了目前雅思考试英语作文的技巧和特点。

内容概要

第一部分 词与句的层次

第一部分主要介绍了中国学生在英语写作中需要解决的一些难点问题，并且选择的这些问题存在可显著改善的空间。本章根据大学初年级的水平，精心挑选词与句子层次上的多个问题，并添加了大量练习题。

第一章从写作的第一个字母——大写字母——的规则开始，提出了大写的指导性原则，然后就具体情况、特殊例子进行分门别类。

第二章 复合词

复合词按结构可分为闭合式、破折式和开放式复合词。闭合式随着大量的应用已经成为独立单词。破折式和开放式组合形式多样，如noun+noun、adj+noun等，并且有名词后缀、前缀，这些增加了复合词的构词方式。第二、三节介绍了复合名词的复数、所有格形式以及复合词的重读模式。

第三章 修饰语位置

修饰语位置不同，句子意思则不同。修饰语位置摆放不同，造成句子意思含混不清，有时甚至使意义不合逻辑，难以理解，尤其是一些小词，如only, just, nearly, barely。本章第二、三节分析了造成修饰语和被修饰部分意义含混的原因，以及纠正方法。

第四章 并列结构

并列结构增加行文气势，一气呵成。并列结构增强句子间联系，使读者容易理解整个结构。重复关键词也可达到同样的效果。蹩脚的并列结构导致文章不流畅，句意晦涩难懂。本章分析了并列词和并列句中可能出行的问题，并提供了解决办法。同时，并列结构也不是刻板、一成不变的，允许多样性的变化。

第五章 残缺句(sentence fragment)

残缺句缺少句子成分，其原因可能是无主谓关系、非谓语动词充当谓语或者复合句中缺少独立句等。第二节区分了残缺句与微型句(minor sentence)。第三节针对不同残缺类型提供了补充方法。

第六章 融合句与逗号粘连句(Run-on Sentence and Comma splice)

融合句缺少逗号。逗号粘连有逗号，但缺少连接词。二者纠正方法根据句子不同关系采取四种不同方法。

第七、八章 句子组合 (sentence combining)

句子组合可以梳理句子之间关系,提高表达水平和效率。但这并不代表句子越复杂、越长就越好。这取决于表达需要和不同的文体。评价句子组合是否合理应根据以下六个原则:意义原则;清晰度;流畅性;简洁原则;强调原则;节奏感。句子组合方法多种多样,分两章叙述。

第九章 句子多样化 (sentence variety)

长句可表达复杂意思。短句行文简洁,铿锵有力。长短句各有所长,可根据表达需要或取舍、或混合应用。变换句子长度可以增强文章的可读性和节奏。另外,通过变换开句词 (sentence openings, such as participles and gerunds, conjunctions, prepositional phrases), 并变换他们的位置,也可以增加句子的多样性。

第二部分 段落层次

第二部分从开篇段开始,过渡到主旨句和段落发展的关系,然后介绍结尾段的写法。并总结了段落的二要素:统一性 (unity) 和流畅性 (coherence)。

第三部分 写作发展模式

该部分介绍7种写作发展模式,可应用于3-5段作文写作,也可应用于3000-4000字的学术论文。每种写作模式均选择一篇范文,并分析它的典型特征、写作思路和不足之处。

第一章 叙述与描写法

第一节介绍叙述的主要元素以及叙述文写作的基本步骤。第二、三、四节分别介绍人物、地点、过程的基本写法。

第二章 比较和对比法

比较和对比是为了展现两事物的相同和不同,作者介绍两种方式展开比较对比段落:在引申中指出相同点,然后在中心段讨论不同点,反之也适用。

第三章 分类分析法

分类是将事物按照某种标准分门别类,然后进行分析。本章讨论分类文的两种主题。

第四章 因果法

因果法阐述事情发生的原因和结果。本章介绍了三中因果法:肯定结果,详细论证原因;肯定原因,详细论证结果;论证整个因果正确与否。

第五章 问题-解决法

遵循提出问题、分析问题和解决问题的方法

第六章 论证法

本章分别介绍了议论文的定义、演绎推理和归纳推理和议论文的结构安排。

第四部分 实战雅思作文

本部分为前三部分的实战演练，详细介绍了雅思考试作文的特点和技巧。

第一章 整体介绍

雅思考试IELTS（国际英语语言测试系统）奉行以沟通为本的测试理念，是听说读写四项英语交流能力的测试。本章介绍了Task 1(书信或图表)和Task 2(议论文)评分标准，并详细分析了中国学生普遍存在的失分项。

第二章 书信写作

雅思书信写作通常为正式书信，包括称呼（salutation），目的（objective），正文（body）结尾套语(end-of-letter pleasantry)和署名。本章根据不同的书信类别分别介绍了常用的表达方式和写作步骤。

第三章 图表类作文

雅思图表类作文通常包括四类，饼形图（pie chart），曲线图（line chart），柱形图（bar chart）以及数据表（table）。图表作文要明确时间段，研究对象以及采用的数据。图表作文要求客观描述，要归纳图表趋势，辅以相关数据，得出客观结论。作者根据不同表达需要，如开篇句，引出数据，做出归纳，比较和对比等，介绍经典的套用句型和过渡用语，达到简明扼要，流畅优美地作文。

第四章 议论文

本章根据雅思大作文的特点，将议论文分为观点表述型，已有观点辨析型，原因分析型，解决问题型和比较对比型。根据不同的特点，提供经典考题，详细分析各种类型的遣词造句，行文布篇。

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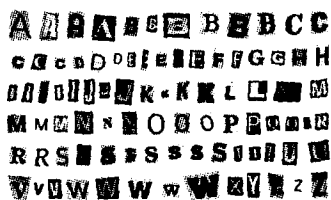
Part 1 Word and Sentence Level

Chapter 1 Capitalization

It is a common sense that every sentence should begin with a capitalized letter, but it does not necessarily mean that capitalization is easy to command. It sometimes can be very tricky, and if used appropriately, help you come to your point quickly.

1.1 General Rule

Capital letters call attention to themselves and to words containing them. This, where you are in a sentence, you should remember. Your readers expect capitalization to signal the start of sentences or to identify specific people, places, and things. Capitalization that follows convention not only makes reading easier but also reflects a general sense that certain people and things deserve the kind of recognition that capital letters can provide.



1.2 Specific Rules

The full rules of capitalization for English are complicated. The rules have also changed over time, generally to capitalize fewer terms.

Capitalize this!

1) The first word of a sentence, including a sentence of quoted speech or writing (not including sentences set off within another sentence by dashes or parentheses).

As Shakespeare wrote, "To die is to sleep".

What employers look for in interviews is what you might call personal chemistry—how you look and act, and whether you exhibit the self-confidence.

2) The first-person singular pronoun, *I*.

3) The first, last, and important words in a title. The concept "important words" usually does not include articles, short prepositions, the "to" of an infinitive, and coordinating conjunctions.

Across the River and into the Trees

A Readers' Guide to Contemporary Literary Theory

4) Specific persons and things: George W. Bush, the White House, General Motors Corporation

5) Capitalize the opening word in a quoted sentence.

Speaking of *Blind Man with a Pistol*, James Lundquist says, “The Novel begins with an opening chapter that, without exaggeration, is one of the strangest in American literature

6) Places and geographic terms. The capitalization of geographic terms in English text generally depends on whether the author perceives the term as a proper noun, in which case it is capitalized, or as a combination of an established proper noun with a normal adjective or noun, in which case the latter are not capitalized.

Central Asia

North Temperate Zone, the Equator

Yangtze River valley

Western Arizona, central New Mexico, upper Yangtze, lower Rio Grande

7) Names of newspapers and journals: China Daily. Do not, however, capitalize the word *the*, even when it is part of the newspaper's title: the *Hartford Courant*.

8) Historical events: World War I, the Renaissance, the Black Sunday

9) Capitalize the first word of a line of poetry.

Lines of poetry generally begin with a capital letter, regardless of where the initial word appears in the “sentence”.

Long since, we pulled brown oak-leaves to the ground

In a winter of dry tress; we heard the cock

Shout its implacable cry, the axe's sound

Delay a moment after the axe's stroke.

—Louise Bogan, “Old Contryside”

10) Names of relationships only when they are a part of or a substitute for a person's name. (Often this means that when there is a modifier, such as a possessive pronoun, in front of such a word, we do not capitalize it.)

Let's go visit Grandmother today. Let's go visit my grandmother today.

I remember Uncle Arthur. I remember my Uncle Arthur. My uncle is unforgettable.

11) People's Titles and the Names of Political Entities:

U.S. Secretary of State Colin Powell (On the other hand, when the title appears after the name, it is not capitalized: Herschel Farbman, professor of history; Eddie

Perez, mayor of the city of Hartford)

Department of Behavioral Sciences

12) The Salutations and Closings of Letter:

Dear Fred,

Dear Mr. Reynolds

Sincerely,

Very truly yours

EXERCISE

Check the following sentences or words. If there is any mistake in Capitalization, underline the word, correct it and provide the reason.

1. He said, "treat her as you would your own daughter."

He said, "treat her as you would your own daughter."

"Look out!" she screamed. "you almost ran into my child."

2. chairperson Petrov

Ms. Petrov, the Chairperson of the company, will address us at noon.

3. sincerely,

Ms. Haines, Chairperson

4. The President will address Congress.

All Senators are expected to attend.

The governors, lieutenant governors, and attorneys general called for a special task force.

Governor Fortinbrass, Lieutenant Governor Poppins, Attorney General Dalloway, and Senators James and Twain will attend.

5. Will you take my temperature, Doctor?

6. We have had three relatives visit from the South.

Go South three blocks and then turn left.

We live in the Southeast section of town.

7. The Day Of the Jackal

What Color Is Your Parachute?

A Tale Of Two Cities

8. The state has evidence to the contrary.

That is a Federal offense.

The State Board of Equalization collects sales taxes.

We will visit three States during our summer vacation.

The Federal Bureau of Investigation has been subject to much scrutiny and criticism lately.

Her business must comply with all County, State, and Federal laws.

9. I must take English and math.

10. These are my favorite foods: chocolate cake, spaghetti, and artichokes.

I love Jane Smiley's writing: Her book, *A Thousand Acres*, was beautiful. Also, *Moo* was clever.