

大学英语四级考试系列用书

最新

大学英语四级 考试胜策 写作

□ 大学英语测试研究组

CET-4



高等教育出版社
Higher Education Press

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前 言

本书是根据教育部颁发的《大学英语课程教学要求(试行)》，结合大学英语四级考试改革最新动向而编写的。它系统全面地讲述了四级作文写作和英语应用文写作的方法和技巧。在指明重点、解决难点、阐述疑点、扫除盲点的同时，还特别强调了文章整体写作的训练。将写作要领、应试作文、写作模式和可供参考的范文有机地融合在一起，对于备战大学英语四级考试的学生和希望提高英文写作能力的英语爱好者来说，不失为一本理想的辅导资料。

本书的特点是：

一、系统性：系统地介绍了叙述文、说明文、议论文和图表作文的写作方法和技巧，并配有写作练习和改错练习以供学生实际操练。

二、实用性：本书针对每一种类型的写作都给出了相应的写作模板，掌握这些模板后，考试遇到各种命题，都可以“以不变应万变”。

三、全面性：本书还介绍了实用信函、留学申请等应用文的写作方法，旨在全面提高学生的英语写作能力。

本书共分为三大部分：

第一部分：大学英语四级作文细则通晓——主要介绍大学英语四级考试的改革动向、四级考试作文的评分原则和评分标准；

第二部分：大学英语四级作文制胜之道——主要介绍各种体裁的作文的写作策略与模板；

第三部分：英语应用文写作点拨指导——主要介绍英文书信写作、实用信函、留学申请等的写作方法。

本书的编写者均为长期从事大学英语教学及大学英语四六级考试作文评分的一线教师，具有丰富的四级考试教学和辅导经验。编写组成员有：总主编刘世娟教授，主编郭树林、张舍茹，副主编赵海燕、孔辉、宋爽、韩鹤卿、陈义家，编者谷颖、李莉、刘雪、王艳、李晶晶、冯震、郑晓蓉、刘洋、冯佳。主审为张德金。北京印刷学院在本书的编写过程中给予了全方位的大力支持，在此表示衷心的感谢；同时也对所有支持和帮助我们的相关部门和人士表示深深的谢意。

书中如有不当之处，敬请广大读者批评指正。

编者

2005年9月28日

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第一部分

大学英语四级作文细则通晓

1. 四级考试改革动向

从2005年开始,教育部开始全面推行了大学英语四级考试的改革,改革后的四级考试主要在以下几个方面发生了变化:

1.1 总分制的变化

总分由原来的100分制变为710分制,试题共由4部分组成:听力理解(35%)、阅读理解(35%)、综合测试(15%)和写作(15%)。

1.2 成绩报道方式的变化

改革前,通过四级考试的考生拿到的是合格证(显示成绩合格或优秀);改革后,考试分数在经过加权、等值处理后,参照常模转换为均值为500分、标准差为70分的常模正态分数。不再设及格线,给每个考生报总分和各部分的单项分。

1.3 听力理解的变化

听力的分值比例将从原来的20%提高到35%。听力对话增加了听力长对话,短文听力由原来的单考短文理解改成短文理解与短文听写并考。

1.4 阅读理解的变化

阅读理解部分的分值比例由原来的40%降低至35%,并增加了快速阅读的部分。

1.5 综合测试的变化

综合测试部分除了原有的完形填空或改错,还增加了短篇阅读问答或句子翻译。

2. 四级作文现状

英语写作是体现英语学习者语言运用能力的一个重要方面,也是大学英语四级考试的必考题型之一。按常规来说,学生通过多年的英语学习,积累了一定的词汇、语言结构等方面的知识,写作应该不是很难的事,但事实并非如此。从改革前的四级考试成绩看,全国四级考试作文的平均分数在及格线(9分)以下;11分以上的不到8%;5分左右的却高达40%以上。这种状况说明学生的英语四级写作已成为一个不容忽视的问题,其水平亟待提高。

2.1 失分原因

- (1) 拼写错误多,字迹混乱、书写潦草、猛涂猛改,让教师难以看懂,无法理解,产生不良印象;
- (2) 审题马虎、文不对题,语无伦次、东拼西凑,让人感觉不知所云;
- (3) 没有文采,缺乏写作技巧;
- (4) 用中文思维逐字翻译,句子不通,语法错误多;
- (5) 格式不规范;
- (6) 时间掌握不好,虎头蛇尾。

2.2 得分要领

- (1) 内容要切题，引申不要脱离主题；
- (2) 层次要清楚，结构要合理；
- (3) 写好段首句，每段的第一句话要体现出本段的中心思想；
- (4) 要保证思路清晰流畅，使用一定的连接词；
- (5) 结论要正确；
- (6) 语法、拼写要准确。

3. 《大学英语课程教学要求(试行)》对写作的要求

《大学英语课程教学要求(试行)》对写作有三个层次的要求：一般要求、较高要求和更高要求。大学英语四级考试适用一般要求。

能完成一般性写作任务，能描述个人经历、观感、情感和发生的事件等，能写常见的应用文，能就一般性话题或提纲在半小时内写出120词的短文，内容基本完整，用词恰当，语意连贯。能掌握基本的写作技能。

4. 四级作文如何评分

4.1 评分原则

大学英语四级作文考试采取总体评分的方法，即阅卷人员就总的印象给出奖励分，而不是按语言点的错误数目扣分。这种评分方法的好处在于更注重篇章结构，也更客观地反映考生表达思想的能力。但事实上，阅卷教师在看到类似 He is study ... 等的低级错误时，大脑中的给分标准就已经成形。因此，考生既要注意篇章的总体结构，更要注意拼写、标点符号以及基础句式等具体内容，力争做到审题透彻、言简意赅、逻辑性强、语言规范、字迹清晰、标点正确和卷面整洁，从而给阅卷教师眼前一亮的感觉。

4.2 评分标准

- (1) 写作题占卷面的15%。
- (2) 阅卷标准共分5等：2分、5分、8分、11分、14分，并各有标准样卷1份以供阅卷参考。最后报道成绩时需经过分值转换。
- (3) 阅卷老师根据阅卷标准，对照样卷评分。若认为该试卷与某一分数等级（如8分）的样卷相似，即定为该分数（即8分）；若认为稍优或劣于该分数的样卷，则可加1分（即9分）或减1分（即7分），但不得加或减半分。
- (4) 具体评分标准如下：

15~13分：内容切题，包括提纲的全部内容表达清楚，文字连贯，句式有变化，卷面整洁，基本上无语言错误，仅有个别小错。

12~10分：内容切题，包括提纲的全部内容表达清楚，文字基本连贯，句式有一定的变化，句子结构和用词无重大错误，但有少量语言错误。

9~7分: 内容切题, 基本包括提纲的全部内容, 表达基本清楚, 文字勉强连贯, 句子结构和用语有少量错误, 其中有一些是严重错误。

6~4分: 基本切题, 语句可以理解, 有较多句子结构和用词错误。

3~1分: 条理不清, 思路紊乱, 只有少数句子可以理解, 错误百出。

0分: 文不切题, 语句混乱, 无法理解。

4.3 作文最低及格线

大学英语四级考试以6分作为最低作文及格分数线, 赋予作文对考试成绩特有的部分单项否决权。也就是说, 如果作文分数低于6分, 那么总分要倒扣。若其作文分在0~6分之间, 报成绩时须从总分中减去6分, 再加上实际的作文分。

5. 四级作文自我测评

5.1 参考标准

作文自我批改评分表(得分)														
扣题及结构			字数(120字为准)			语法及单词错误			书法			连贯及风采		
好	中	差	过 多	适 中	过 少	少	适 中	过 多	好	中	差	好	中	差
5	4	2	1	2	0	3	2	0	2	1	0	2	1	0

5.2 真题参考: 2004年6月四级作文

A Brief Introduction to a Tourist Attraction

14 points

I feel it a great honor to be your tour guide today. First, on behalf of my company, I warmly welcome all my distinguished guests from Australia to visit Shanghai and the Oriental Pearl TV Tower.

Located on the Huangpu River, the Oriental Pearl TV Tower is now the symbol of the city. Built in 1994 and opened to the public in 1995, it is now the highest building in Shanghai and the third highest in Asia. The tower has a quite unique structure and consists of 3 large balls and 5 small balls. Inside the balls, you can have a bird's eye view of the city.

Our schedule for the trip to the TV tower is as follows: you have an hour from 9:30 to 10:30 a.m. to experience the history of Shanghai on the first floor. Then we'll assemble in the middle of the hall at 10:30 and have another hour to overlook at the beautiful city sceneries in the middle ball. Finally please do remember to go to the top ball at 11:30 to enjoy your lunch.

Thanks for listening. Have a good time!

185 words

分析点评: 文章切题, 思想表达清楚, 文字流畅, 内容比较充实, 基本上无语言错误。

11 points

Welcome to this beautiful city — Hangzhou. I'm very honored to be your tour guide to show you the most charming scenery of the city. I'm sure you will never forget the wonder visit I will lead you to.

Now, I'm going to give you the introduction of today's schedule. In the morning, we will visit the Lingyin Temple. It's one of the most famous temple in China because of its long history and good location.

After visiting the temple, we plan to have lunch at the restaurant near the West Lake. There, you will have the real traditional Chinese food and enjoy the landscape of West Lake. In the afternoon, we will go to Leifeng Tower which has an romantic Chinese love story which I will tell you during the visiting after dinner, I will show you the most well-known scenery—West Lake. You can bating in the lake and enjoy the beautiful views.

What do you think of the plan? If you have some advise, please tell me. I will arrange it and give you a most comfortable trip.

180 words

分析点评：文章切题，思想表达清楚，文字流畅，但有个别语言错误。

8 points

Welcome everyone come to visit Shanghai. I'm the tour guide. I'm glad to introduce you the city where I grow up.

Now the following is the schedule for the day where we will go. At first, we'll go to the Shanghai Museum at 9 am. I believe you'll like there. You can learn some history of China as you are interest in our country. Secondly, at noon, we'll go to the Yu Garden and have a rest. You can not only buy something that you like but also have something to eat. The food is so delicious that I'm sure that everyone will like. At 2 pm we'll go to the next site which is also the last one today. The last place is Pudong. You'll find the development of Shanghai is fast. And at about 4 pm, it will be end and we'll go back to the hotel.

I hope everyone will have a good time today. If you meet with troubles, you can turn to me for help at any time.

173 words

分析点评：文章切题，但有些地方表达不够清楚。有较多的语言错误和标点错误。

5 points

Hello! Everybody. Welcome to here! Today I'm your's guide. I believe we will have a good trip.

We will go to the An Ji. An Ji is very beautiful city in Zhe Jiang. I think you will be intrest in it. The day's plan is so much. First, We will go to the ZhuZhongYuan at 8:00 am. There have

so much and vary of ZhuZi. At 11:30am, We will eating lunch.

And at the afternoon, We will go to the CangLongBaiPu. At 1:00 pm In the mountain, a river still around it. The river so clear and cold. We can see some small fish in the river. Walk alone the stone road. We will be seeing the view beside of the stone road. I believe that You will very like it. At 5:30 We will take the bus and back to hotel. Later, You can eating the dinner in the hotel. This is the plan of today. Now, Are you have some questions? If have then asked me, And I will give you a perfect answer!

So I hope and believe that We will have a good trip.

188 words

分析点评：基本切题，思想表达不清楚，连贯性差，有较多严重语言错误。

2 points

I'm very glad to your come to Shanghai, Welcome. We are visit Jin Mao Building today.

Jin Mao Building stand Lujazui Finanent Trade, in Pu Dong. The shopping and eating all above in Lujazui Finanent Trade. Zheng Da Guang Chang, Do Fang Ming Zhu etc.

Jin Mao Building is 800 miller-higher, Jin Mao Kai Yue Hotel in it. It's the highest for building in Shanghai. At 88 stairs, We can look all of Shanghai, Jin Mao Building is steel above all, glass above with. It's very clear in the Sunny.

Some business office in here, so it's the famous Finanent Trade in Shanghai.

We are visiting Jin Mao Building can introduce people's living in Shanghai.

I'm wish your visiting happy today.

121 words

分析点评：文章全篇条理不清，思想混乱，语言支离破碎，病句甚多。

6. 让阅卷人眼前一亮

所谓让阅卷人眼前一亮就如同让一个在沙漠中跋涉一天的人突然见到一片绿洲，考生就是这片绿洲的策划人。那些让阅卷老师眼前一亮的作文亮点是剪除阅卷老师阅卷时心理弱点的锐利武器。那么，这些令人为之振奋的兴奋点或作文亮点是什么呢？其实它们就是一直存在于四、六级阅卷老师们大脑中的框框——四、六级作文评分标准。考生的作文如果符合了这些条条框框，老师们因长时间阅卷而感到怠倦的神经就会感到振奋，作文要取得高分也就变得容易多了。

漂亮清晰的英文书写就像一个人漂亮的外表；准确的拼写、标点符号的恰当使用、地道的英语表达句式，而不是用汉语思维生搬硬套，会使漂亮的外表锦上添花；突出的主题、巧妙的构思、清晰的脉络、流畅的行文则会使这漂亮的外表增添几分内涵；恰到好处字数又不暴露漂亮外表之后的瑕疵。这样的作文才会给阅卷人一种众里寻她千百度的美妙之感。



第二部分

大学英语四级作文制胜之道

- 叙述文
- 说明文
- 议论文
- 图表作文



第一单元

叙述文 Narration



- ☐ 阅读比较
- ☐ 什么是叙述文
- ☐ 叙述文的基本写作规则和技巧
- ☐ 范文赏析
- ☐ 叙述文写作模板
- ☐ 写作练习
- ☐ 改错练习

1

阅读比较



1.1 阅读下面两篇文章，然后回答下列问题

- ▶ 这两篇文章属于哪种文体？
- ▶ 对这两篇文章进行对比，指出较好的一篇。较好的一篇好在何处？
- ▶ 假如是你在评阅四级考试作文题，15分为满分，你给它们多少分？

Article One

An Early Morning Walk

It was a Monday morning and the red sun was rising in east. When the rest of my roommates were in their dream, I and Guo Xiao, we were called the early birds, and we got up to do morning exercise. It was very quiet outside the dormitory. Working in the noisy daytime and having a good sleep overnight, I like the morning silence very much.

I walked directly towards the park I think that there would be few people there. The streets were almost empty except for a few people. When I arrived at the park, but I found, to my surprise, there are so many people. Some are running. Some are doing morning exercise. Some are playing the badminton. The weather was very enjoyed and the surroundings were warmful and cheerful. Suddenly, I meet with one of my old intimate friends. He was very happy to tell me that his recent experiences then, he introduced some new friends to me. We chatted about a lot we are interested, we played the badminton, and danced several social dancing together. We are very happy.

On the way back to school, I thought a lot. Taking early walks are good to our health. It can help us to know more about the world and open our eyes because only by doing so can we keep health and strong. If we are ready to take early morning walk, the world will certainly be active and beautiful, our country will also be stronger and younger.

Article Two

An Early Morning Walk

It was a Monday morning and the red sun was rising in the east. When the rest of my roommates were in their dream, Guo Xiao and I, who have preference to walking in the morning, got up and decided to do exercise. It was very quiet outside the dormitory. Having a good sleep overnight after a day's work in the noise, I overjoyed with the morning silence.

So I walked directly towards the park, assuming that there must be few people there. The streets were almost desolate except a few pedestrians. However, when I arrived at my destination, I found, to my surprise, there were so many people. Some were running. Some were doing morning exercises. Some were playing the badminton. The weather was very enjoyable and the atmosphere was warm and cheerful and soothing. Fortunately, I happened to meet with one of my old intimate friends. He was very happy to tell me his recent experiences and introduced some new friends to me. We chatted about a lot we are interested in, playing the badminton, and dancing several social dances together. We had a good time in the morning.

On the way back to school, I thought a lot. Taking early walks is good to our health. Moreover, it helps us to know more about the world and widen our field of vision because only by doing so can we keep health mentally and physically. An old saying suddenly crept into my mind: "Early to bed and early to rise, makes a man healthy, wealthy, and wise." If we are ready to take an early morning walk, the world will certainly be energetic and young, and our nation will be stronger and younger.

1.2 分析点评

- ▶ 阅读完上面两篇文章，从文体上分析，我们可以判断它们属于叙述文。因为两篇文章都在开篇揭示了故事发生的时间(It was a Monday morning...)，接着告诉了读者故事发生的地点(the park)，以及故事中涉及到的主要人物(Guo Xiao and I)、故事的经过与结局等，符合叙述文的要素构成。因此，从体裁上讲当属叙述文体。

- ▶ 通过对这两篇文章进行对比，我们认为第二篇文章写的比第一篇要好。

通读完第一篇文章，我们感觉到作者思维混乱、思路不清，行文结构也

不连贯, 语言错误相当多。语言表达像 “I and Guo Xiao”、“Working in the noisy daytime and having a good sleep overnight” 不符合英语语法规范。

通读完第二篇文章, 我们感到这篇文章表达清楚, 文字通顺, 连贯性较好。作者通过娴熟的遣词、地道的造句, 把自己的多感性情、亲切体验与细微观察惟妙惟肖地表达了出来。比如, 下面这些表达 “preference (偏爱)”、“desolate (人烟稀少的、荒凉的)”、“widen (开阔、拓展)”、“crept into my mind (进入脑海)” 显得很典雅别致, 它们的妙用使文章灵光闪现。

- 如果按照四级考试作文评阅标准来评分, 第一篇文章应给 6 分, 第二篇文章应给 13 分。

2

什么是叙述文 (Narration)



叙述文, 顾名思义, 就是记人叙事的文章体裁, 即通过作者的笔触, 将现实生活中充满情趣或美感的人物、事件、环境和景物, 表达成文字, 让别人也能感受到那种生动的形象、高尚的精神和怡人的乐趣。叙述文主要采用叙述、描写和抒情等方法, 描绘活生生的人物、感人的事件和悦目的景色。叙述文有四个最基本的要素: 时间、地点、人物、事件, 此外, 还有与此相关的原因、经过、结果、背景等等。其中又自然地要求穿插与人和事有关的动作、言语 (对话)、心理活动和景物等的叙述与描绘。

3

叙述文的基本写作规则和技巧



很多学生都有这样一个认识误区, 即我的汉语叙述文写得不错, 英语叙述文也一定能写好。其实, 汉语叙述文的写作与英语叙述文的写作不完全是一回事。与说明文、议论文等其它文体相比, 英语叙述文有其特殊的写作方法与技巧。掌握了这些写作方法和技巧, 往往能获得事半功倍的效果。

3.1 把握语言特征

英语和汉语是两种完全不同的语言, 有各自的语言特点。那么, 英语叙述文有哪些语言特点呢? 让我们先来读下面这篇短文:

A Morning Talk

It was a Monday morning. A graduate student went to see his teacher, who had just sought an important job and now was coming to wave farewell to him. The teacher asked him how he would behave among the high officials. The graduate said, "I will be all right. I have prepared a hundred high hats, one for each official I meet. I am sure I will succeed." The teacher became angry at the words. "What!" he shouted, "Is this what I have been teaching you for the past ten years? Nothing but a mean flatter!" "Forgive me, my honored master!" The student rose to his feet and apologized hurriedly. "But you have always been interested in your studies only and do not know how vulgar the world has come to be. Very few men in the world are behaving honestly as you do." "There is something in what you said," the teacher sighed, nodding his head. So they parted on the best of terms, with the graduate's total number of "high hats" being one less.

在这篇178个词的短文中,出现了9种不同的动词时态,几乎包括了英语中所有的重要时态形式。在这些时态中,又以一般过去时为主。正是这些时态的变化,才使这篇文章所叙述的动作有了层次感和立体感。因此,以**一般过去时为主,多种时态为辅,合理使用丰富多彩的谓语动词时态**是英语叙述文的首要语言特征。

在写作实践中,我们不难发现:许多学生在写英语叙述文时,时态概念淡薄。有的在文章中将一种时态使用到底,没有任何变化;有的不顾上下文,随心所欲地使用不同的动词时态。这样写出的文章不具备动作的先后性和层次感。究其原因,就是在写叙述文时,没有在英语动词时态这一最为重要的语言特点上下功夫。我们必须明白,汉语动词本身是没有时态变化的,但对英语叙述文来说,动词时态错了,即便文字再漂亮,它所记叙的内容也会成了一个没有时间概念的“混乱世界”。

现在,让我们再回过头来看那篇短文:在178个英语单词中,动词及其变化形式占了47个。由于这些动词的存在,整篇短文有了“动感”,而这种让往事再现的“动感”正是优秀的叙述文所要追求的。有了时态、语态和非谓语动词等表现形式,才能更醒目地体现出这种动感。

因此,**多用动词,特别是动态强的行为动词**是英语叙述文又一个明显的语言特征。下面这篇文章较好地表现出了这一特点:

To Be Honest

It was a Monday morning. When my Grandpa went out, my playmate Mary and I, who was eight years old, naughty and eager to know how the things around us worked, found a little clock in my Grandpa's room.