



大学英语

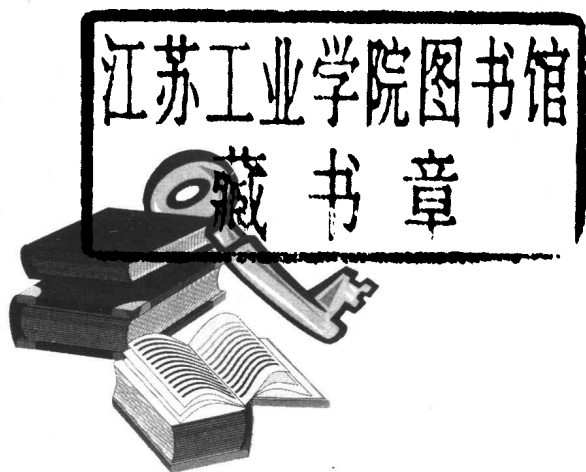
# 写作突破

主编 刘振清

石油大学出版社

# 大学英语写作突破

刘振清 主编



石油大学出版社

**图书在版编目(CIP)数据**

大学英语写作突破/刘振清主编. —东营:石油大学出版社, 2005. 6  
ISBN 7-5636-2049-4

I. 大... II. 刘... III. 英语—写作—高等学校—自学参考资料  
IV. H315

中国版本图书馆 CIP 数据核字 (2005) 第 008593 号

**书 名: 大学英语写作突破**

**主 编: 刘振清**

---

**责任编辑: 李文茂**

**封面设计: 傅荣治**

---

**出版者: 石油大学出版社 (山东 东营, 邮编 257061)**

**网 址: <http://www.upc.edu.cn/~upcpres>**

**电子信箱: [erbians@mail.hdpu.edu.cn](mailto:erbians@mail.hdpu.edu.cn)**

**印刷者: 石油大学印刷厂**

**发 行 者: 石油大学出版社 (电话 0546-8392563)**

**开 本: 850×1168 1/32 印张: 8.875 字数: 228 千字**

**版 次: 2005 年 6 月第 1 版第 1 次印刷**

**定 价: 12.00 元**

## 丛书编委会

总 编 刘振清  
编 委 刘振清 钟成芳 侯福霞

## 本书编者名单

主 编 刘振清  
副主编 李春玲 张彩霞  
编 委 刘振清 李春玲 张彩霞  
韩向华 刘爱萍 董利媛  
彭颖胜 孟 坤 鲁晓燕  
游英慧 张 榕

# 前言

本书是根据教育部高等教育司最新颁发的《大学英语课程教学要求》编写的。大学生不仅应满足于达到在校期间的应试写作要求,还应具备毕业后在工作、科研、交流中所需要的较强的写作能力。但目前的普遍情况是,学生的写作能力偏低,离《大学英语课程教学要求》中对写作能力的要求还有相当大的差距。为了使学生在较短的时间内,打下坚实的写作基础,迅速提高写作水平,以满足将来各方面的需要,我们编写了本书。

众所周知,英语写作水平的高低取决于语言基本功和写作技能两个主要因素。我们根据学生的实际情况,从基本功开始,详细介绍了如何遣词造句,如何连句成段,如何缀段成章,如何写各种体裁的文章,并精选了 50 篇内容新颖、语言丰富、感染力强的范文供学生模仿。每一章后,均选编了具有较强针对性的练习,以便帮助学生扎扎实实地把握写作要领,最终达到能用书面形式有效地表达思想和提高应试能力的目的。本书末的附录包括:一、批改作文的符号、错误统计表及批改范文;二、大学英语四级考试(CET-4)作文评分原则及标准;三、大学英语六级考试(CET-6)作文评分原则及标准。

对照其他写作方面的书籍,本书具有以下几个特点:

**1. 实用性** 本书用较大的篇幅对选词、造句、组句成段、组段成章、多种体裁写作的基本技能及标点符号的运用进行了详细、全面的论述,旨在帮助学生打下坚实的写作基础。

**2. 针对性** 每章均配有练习和答案,使学生做到学练结





合。所选的 50 篇范文体裁多样,内容广泛,可作为很好的背诵素材,有助于学生写作的实际操练。书后附有对四、六级考试写作部分的要求、命题形式和评分标准等,可供学生参考。

**3. 新颖性** 本书所选的材料均出自近几年的报纸杂志及实考试卷,涉及学生在生活中所关心、关注的热点话题和社会现象,材料新颖,语言规范。

**4. 系统性** 本书不但有详细的理论阐述,针对性强的练习,易于上口的范文,而且有作文批改的符号及四、六级考试的多种要求,内容充实、系统。

本书作者为在教学第一线工作三十余年的教授及中青年优秀教师,他们既有扎实的理论基础,又有丰富的教学经验和卓越的科研成果,本书是他们将多年的英语教学写作资料融合新形式、新要求的一部力作,相信本书对帮助学习者切实突破英语写作难关,提高英语应用能力有较大的作用。本书可作为大学生学习英语写作的教材,也可供教师或报考研究生、TOEFL、GRE 等考试的人员参考使用。

由于编者水平有限,加之时间仓促,书中的错误及不足之处在所难免,恳请广大读者批评指正。

编者

2005 年 1 月





# 目 录

<b>第一章 遣词造句</b> .....	(1)
一、词汇的选择 .....	(1)
二、句子的表达 .....	(3)
三、句子的规范 .....	(8)
四、句子要灵活多变 .....	(19)
五、修辞的运用 .....	(22)
<b>第二章 怎样写好段落</b> .....	(31)
一、段落的模式 .....	(31)
二、段落的特征 .....	(38)
三、段落中句子间的逻辑关系 .....	(49)
四、段落的展开方法 .....	(52)
<b>第三章 怎样写好文章</b> .....	(68)
一、文章的结构和写作步骤 .....	(68)
二、文体的类别 .....	(92)
<b>第四章 标点符号的用法</b> .....	(164)
<b>第五章 范文</b> .....	(176)
<b>Key to Exercises</b> .....	(220)
附录一 批改作文的符号、错误统计表及批改范文 .....	(257)
附录二 大学英语四级考试(CET-4)作文评分 原则及标准 .....	(263)
附录三 大学英语六级考试(CET-6)作文评分 原则及标准 .....	(268)
主要参考书目 .....	(275)



# 第一章

## 遣词造句

句子是语言交际的基本单位,英语写作的基础是句子写作,句子结构是否准确和用词是否得当是写作好坏的关键。英语句式和汉语句式是不同的,英语句子有其特定的组织原则,如果违反这些原则,就很可能写出一些不符合语法规范的句子,这样就不能向读者准确地传递信息。只有平时的基本功扎实,才能在短文写作中层层深入,步步提高。



### 一、词汇的选择



#### 1. 准确

##### 1) 同义词的区分

同义词因其内涵或程度不同,应注意区别。因为有些词在汉语中词意相同,使用中很容易出错。如 see, look, watch 都有“看”的意思,但在句中使用时却不相同。

##### 2) 词的恰当使用

英语中的介词可以和动词构成各种各样的词组和短语,这些词组和短语词意不同,用法不同。这是写作中常易出错的地方,只有不断总结和记忆,找出规律,才可以避免错误。



#### 2. 精练

精练不在于句子的长短,而取决于是否高效地运用文字来清楚地说明问题。如果注意砍掉赘词,词语便会简练清晰。有







些写作者有时会在同一句子中连续使用两个或几个意义相同的词或短语,导致句子冗长,语意重复。其实,简洁的表达更能起到强调的作用。通常在不改变句子意义的情况下,在能用句子和短语的地方,就选择短语;能用短语和词的地方,就选择词。例如:

[误] All the people had a good time on **Christmas Eve** evening.

[正] All the people had a good time on **Christmas Eve**.

[误] If people still don't pay particular attention to **their surrounding environment**, they will be punished by the nature in future.

[正] If people still don't pay particular attention to **their environment**, they will be punished by the nature in future.

常出现在写作中的类似的重赘还有:

return back

new creative idea

basic fundamentals

end result

final outcome

past historical

believe in my mind

first beginning



### 3. 具体

合理使用具体概念的词能使句子准确生动,更富有感染力。有时我们习惯用 food 代替 meat, bread, rice 等,用 tool 代替 spade, hoe 等,这样往往给人一种模糊的印象。抽象词常会使读者产生疑问。所谓抽象词,即那些只能通过思维过程才能感受到的词,常用的有 glory, democracy, loyalty 等,而不是通过触觉器官能直接感受到的,如 flower, tool, cry 和 sweet 等。具体是相对的,但能使读者感到更真切。





## 二、句子的表达

英语句子的形成主要靠结构上的空间搭架,首先要将主谓语两个支柱竖起,若有从句就要抓住连接词。不管多复杂的句子,只要把它们的位置固定了,其他成分就会按关系就位。

所谓完整的句子,一是要求结构完整,二是要求意义完整,要避免残缺句和融合句。一个完整的句子是由至少包含一个主语和一个谓语的一组词构成的。这个句子不论长短只能有一个中心思想。因此,在写作中应该避免以下几种情况:



### 1. 残缺句

残缺句包括从属分句和短语,它们仅仅是句子的一部分,不能独立存在。要想使这些从属分句和短语有意义,必须把它们附属在相应的句子中,而不能另成一句。

1) 误用非谓语动词的残缺句。例如:

[误] Tom **talking** as if he had been to New York.

[正] Tom **had been talking** as if he had been to New York.

[误] As **being** announced on TV, the Shanghai Commodities Fair is also open on Sundays.

[正] As **is** announced on TV, the Shanghai Commodities Fair is also open on Sundays.

[误] Why does he go home once a week? **To see his grandparents.**

[正] He goes home once a week **to see his grandparents.**

2) 独立从句的残缺句。例如:

[误] **When you speak English.**

[正] **When you speak English, you should pay attention to your pronunciation.**

[误] Some people think one should read selectively. **Because some books are beneficial to him and some books are**





**harmful to him.**

[正] Some people think one should read selectively **because some books are beneficial to him and some books are harmful to him.**

3) 举例说明的残缺句。例如:

[误] There are different kinds of relationships in the society.  
**For example, teacher and student, parents and children, doctor and patient, etc.**

[正] There are different kinds of relationships in the society,  
**for example, teacher and student, parents and children, doctor and patient, etc.**

[误] Some customers are not quite satisfied with some aspects. **Such as its quality and its price.**

[正] Some customers are not quite satisfied with **such aspects as its quality and its price.**

4) 以 who, that 和 which 引起的从句残缺句。例如:

[误] **That good books can give us pleasure and knowledge.**

[正] It is claimed **that good books can give us pleasure and knowledge.**

[误] There are some people. **Who think it important to protect the environment.**

[正] There are some people **who think it important to protect the environment.**



## 2. 错误的省略

用词精辟是写好英文句子的诀窍,但不能随意省掉一些属于固定搭配的或有助于理解句意的词,通常这些词决定着句子语法结构和意义的完整,省掉就会出现句子不完整的现象,影响读者理解。

常见的省略错误有:





1) 部分谓语的省略。

有些句子错误地省略部分谓语, 会使句子结构失去平衡。

例如:

[误] We students **always have** and always will do our arrangements at first.

[正] We students **always have done** and always will do our arrangements at first.

2) 介词的省略。

有些词需要固定的介词与之搭配使用, 当它们出现在并列结构中时, 除非它们所需的介词是一致的, 否则介词不能省略。

例如:

[误] The boss **has confidence** and ambition for his assistant.

[正] The boss **has confidence in** and ambition for his assistant.

[误] There are not sufficient subjects for students to **choose** in the university.

[正] There are not sufficient subjects for students to **choose from** in the university.

3) 比较级中心词的省略。例如:

[误] The salary of a driver is 30 percent higher than **a worker**.

[正] The salary of a driver is 30 percent higher than **that of a worker**.

[误] The mistake you made is more serious than **Mike made**.

[正] The mistake you made is more serious than **the one Mike made**.

4) 定语从句中关系代词的省略。例如:

[误] The audience **is composed entirely of students** is larger than ever.





[正] The audience **which is composed entirely of students** is larger than ever.

[误] Which of us **knows something about English** does not know this.

[正] Which of us **that knows something about English** does not know this.



### 3. 连写句

当两个或两个以上的独立句子被错误地用逗号隔开或根本就没有标点符号相连时,就形成了连写句。有的书把用逗号分割成两个完整的句子而中间又无并列连词的句子叫逗号错接句,而把两个独立句子间无任何标点符号的句子叫融合句。对此可采用下面几种改正方法:

1) 中间用句号使各句子独立。例如:

[误] The alarm had begun to ring the workers dashed from the building.

[正] The alarm had begun to ring. The workers dashed from the building.

[误] Jane wrote the boss a letter he answered it in person.

[正] Jane wrote the boss a letter. He answered it in person.

2) 如果两个句子意思联系紧密,也可用分号分开,分号后用小写字母开头。例如:

[误] I opened the door one student stormed in, suddenly she burst into tears.

[正] I opened the door; one student stormed in; suddenly she burst into tears.

[误] The sports meeting was postponed the class was cancelled as well.

[正] The sports meeting was postponed; the class was cancelled as well.





3) 两个句子若平等重要,可用并列连词 and, but, or, for, yet, nor 等连成并列句。例如:

[误] Tom decided to study harder he wanted to pass the exam.

[正] Tom decided to study harder, for he wanted to pass the exam.

[误] We are always on the move, we don't have a close relationship with the neighbors.

[正] We are always on the move, so we don't have a close relationship with the neighbors.

4) 根据句子内容可将其中一部分用主从连词 because, when, while, since, even though, even if, as soon as, although, but, when 和 if 等变成从句。例如:

[误] Judy forgot the time he didn't take part in the wedding.

[正] Because Judy forgot the time, he didn't take part in the wedding.

[误] We had arrived at the station it began to rain.

[正] As soon as we had arrived at the station, it began to rain.

5) 连接副词 then, consequently, therefore, likewise, furthermore, nevertheless 或 moreover 等不能单独连接两个完整的句子,可以根据句子内容借助句号、逗号或分号完成。例如:

[误] The item you requested is no longer available we are returning your check.

[正] The item you requested is no longer available; therefore, we are returning your check.

[误] The house is too small for a family of four, it is in a bad location.

[正] The house is too small for a family of four; further-





more, it is in a bad location.

[正] The house is too small for a family of four, and furthermore it is in a bad location.



### 三、句子的规范



#### 1. 语序的严格性

英语语序,即主、谓、宾、定、状等句子成分的位置,与汉语有差别,但差别不大。英语属形构法,其句子的形成主要靠严谨结构上的空间搭架。而汉语为意构法,往往根据意思、逻辑或时间等顺序安排。所以在用英语写作时一定要打破原来汉语的语序,按英语结构安排句子形式。

在写作中应该注意以下几种倒装形式:

1) 由 so, neither, nor 引起的表示前面所说情况也适用于另一个人(或东西)的句子,so 用于肯定句,neither, nor 用于否定句。例如:

I have never been dishonest, nor do I intend to start being so now.

Society has changed and so have the people in it.

2) 省略了 if 的虚拟条件从句。例如:

Should we want to accelerate the motion, we should have to apply some force.

Had I known it earlier, I wouldn't have lent him the money.

3) 由 as, be, though 引导的让步状语从句。例如:

Try as I did, I couldn't solve this problem.

Everybody must obey the law, be he a common citizen or a high ranking official.

Difficult though it is, we won't lose heart.

4) 以否定意义的词或短语 never, little, not, only, not un-





til, hardly, scarcely, under no circumstances, in no case, by no means 等放在句首作状语时。例如:

Not only should the quality be improved, but the price should be reduced as well.

Seldom has a devoted teacher been so splendidly rewarded.

Hardly had the boss arrived when she started complaining.

5) 当一个句子没有宾语而主语又比较长,常将状语、表语或系动词提到主语前面。例如:

To the list may be added the following reasons.

Of utmost importance is public awareness of how important it is to protect our environment.



## 2. 句子的一致

### 1) 谓语动词的特点

句子的标志是具有主谓结构,而主谓必须保持一致。充当谓语的动词总是表现出人称、数、时态、语态、语气五个方面的特点。在句子中谓语动词或动词词组这五个方面应保持一致,错误地改变这些成分的一致关系会使句子逻辑混乱、意义含糊不清。掌握谓语动词的特点,是写好句子的基本功,它和运用英语句型、句式一样,具有重要的意义。

#### (1) 人称和数

主语人称分为第一人称(I, we)、第二人称(you, 单数和复数同形)、第三人称(he, she, it, they);数分为单数和复数。谓语动词形式必须与句中主语在人称、数上保持一致。这方面最突出的问题表现在单数第三人称作主语时,谓语动词常常出错。例如:

[误] The population in this area have been growing in the past five years.

[正] The population in this area has been growing in the past five years.







[误] Somebody hold that one should be responsible for his own behavior.

[正] Somebody holds that one should be responsible for his own behavior.

## (2) 时态

在英语时态方面, 应该注意以下的问题:

① 时态前后不一致。例如:

[误] Many students complained that the canteen service is terribly awful.

[正] Many students complained that the canteen service was terribly awful.

[误] But while Bill Clinton was busy claiming credit for reducing crime, Rudolph is quick to point out that his "zero-tolerance" policy was the reason.

[正] But while Bill Clinton was busy claiming credit for reducing crime, Rudolph was quick to point out that his "zero-tolerance" policy was the reason.

② 主句是将来时或对将来情况进行判断, 条件状语从句和时间状语从句中的时态应该是一般现在时或者现在完成时, 但是学生常常误用将来时。例如:

[误] You will feel a lot better about yourself if you will work on solutions to your upsetting situations.

[正] You will feel a lot better about yourself if you work on solutions to your upsetting situations.

[误] As soon as situations will improve, they will be allowed to go abroad.

[正] As soon as situations improve, they will be allowed to go abroad.

③ 把现在完成时和一般过去时相混淆, 或用纯表示过去的时间状语来修饰现在完成时。例如:

