

新要求 · 大学英语学习辅导系列丛书

大学英语 写作技巧

Writing Skills

传授写作技巧 展示经典范文

主编 / 王忠樑

ADVANCED
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SKILLS
FOR
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前 言

教育部新近颁布了《大学英语课程教学要求》，更加强调了对读、写、译以及英语知识运用能力的灵活掌握，为此，我们编写了这套“新要求·大学英语学习辅导系列丛书”。

本系列丛书严格按照此要求及相关考试大纲精心编写，内容安排由浅入深、循序渐进，既非纯试题的汇编，又非试题精解，和一般的应试类书籍也有很大差异。本系列丛书在系统分析各类试题的基础上，分门别类、系统地阐述其特点及隐含的真谛，相对简单的题目要求“快”，相对复杂的题目要求“稳”，最终达到“稳中求快”的目的。通过归纳一定的应试技巧，使学生掌握考试的重点和难点，在实践中掌握应试的高分攻法，从而驾轻就熟地迎接各类考试。丛书主要供大学一、二年级学生以及准备报考硕士研究生的学生复习备考之用，也可供参加大学英语专业四级考试的学生使用。

《大学英语阅读技巧》从阅读方法、文章剖析、考点分析、应试技巧、实战演练、模拟强化等角度测试学生对文章的理解程度、获取信息的手段、把握文章中心思想的能力，从而使学生在“阅读理解”这一英语考试极其重要的环节中夺得高分。

《大学英语写作技巧》从文章的载体、框架结构、段落分析、遣词造句等方面向读者展示了写作精要、写作技巧，具有很强的实用性和针对性。

《大学英语翻译技巧》从常用的翻译技巧、常用的翻译手法及翻译的注意事项等方面提高学生对英语书面材料的确切理解能力，从不同侧面简明扼要地论述了翻译过程中常用的一些基本概念，书中的每一大类均分成若干细类，力求从感性着手，向理性过渡，并配有适量练习以求巩固，为学好考好大学英语打下坚实的基础。

《大学英语知识运用技巧》则从考试精要、应试技巧、实战分析、单项演练、综合强化、精析巩固等方面融词汇运用、语法知识运用、篇章分析于一体，培养综合运用语言的能力。

本系列丛书由上海交通大学王忠樑主编，高致远、Lotus 副主编，参加编写的还有易富姹、王冰以及李雷等。对于许多同仁的帮助，在此谨表示衷心的感谢。

由于编者水平有限,书中恐有疏忽或不当之处,恳请广大读者批评指正,以便再版时修改。

编 者

2005.8

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第一章 总 论

随着我们中国人学习英语的热情日益高涨,其水平也已今非昔比了。我们已经从语言习得(receptive)向语言应用(productive)方向发展了;我们已经不满足于遣词造句这样的初级阶段,而是向组句成段、连段成篇方向发展;已经走出死扣语法的怪圈,向注重文法、讲究修辞的方向发展。然而,真的做起来并非易事,因为写作不是从词、句、段、篇,由小到大,顺序渐进;而是必先谋篇,即先确定主题、体裁;再确定范围,收集素材;然后分好段落、层次,即把自己的思路转化为文章的脉络;最后才落笔于词句,形成文字。

谋篇是纲,纲举则目张。谋篇的重点在于仔细审题,题材适当。仔细审题是指要杜绝不求甚解,浮夸浮躁的现象。如:the family of stars 不是说“明星家庭”;而是表示“星系”。不是要你讲述明星家庭的悲剧——叙述文;而是要你表述浩瀚宇宙中恒星与行星的区别——说明文。

谋篇的目的在于统领全文的中心思想。主题要明确、集中、深刻;要有感而发,有情可表,有文可写。随心所欲地定题,必然杂乱无章,东拼西凑,苦不堪言。

谋篇的要点是保持切题,它是写作的最基本要求。何为切题?它是要求作者注意写作要求;围绕着写作提纲而写;不要偏题,更不要离题。

谋篇是对文章进行的宏观把握(global view),段落结构错落有序、枝节分叉、清晰明了(local view)。布局是通过结构加以体现。大凡国内学生通常采用三段式布局:引言(heading)点出文章的中心思想;主体(body)论述文章的中心思想;结尾(ending)概括文章的中心思想。

引言往往表达作者的总思路,隐含着文章的中心思想。中心句统率着某一段,乃至全文的关键句。没有它,文章就不受制约,松散无序;没有它,文章就缺乏逻辑,条理紊乱;没有它,文章就显得盘根错节,难知其所云。

主体是对引言的中心句进行展开。用什么方法展开是作者必须仔细谋划的,是对比,还是比较;是列举,还是举例;是论证,还是引语。这些都必须是在谋篇中完成。如果没有掌握好展开段落的方法,那么所写的词句充其量只是临时拼凑起来的杂乱无序的句子而已。

结尾是对全文的概括或总结,首尾相顾会给读者留下一目了然的印象。

好的结尾往往生动含蓄、催人奋进;好的结尾能使读者感到余味无穷,欲罢不能。

例 1

Most people are poor listeners. Even when we think we are listening carefully, we usually grasp only half of what we hear, and we retain even less. Improving your listening skills can be helpful in every part of your life-including speechmaking. The best speakers are often the best listeners. Your speech class gives you a perfect chance to work on your listening skills as well as your speaking skills.

Heading

The most important cause of poor listening is giving in to physical and mental distractions. Many times we let our thoughts wander rather than concentrate on what is being said. Sometimes, however, we listen too hard. We try to remember every word a speaker says, we lose the main message by concentrating on details. In other situations, we may come to conclusions and prejudice a speaker without hearing out the message. Finally, we often judge people by appearance or speaking manner instead of listening to what they say.

Body

You can overcome these poor listening habits by taking several steps. First, taking listening seriously. Think of listening as an active process and commit yourself to becoming a better listener. Second, resist distractions. Make a conscious effort to keep your mind on what the speaker is saying. Third, try not to be diverted by appearance or delivery. Set aside preconceived judgements based on a person's look or manner of speech. Fourth, suspend judgement until you have heard the speaker's entire message-even if you think you are going to disagree. Fifth, focus your listening by paying attention to main points, to evidence, and to the speaker's techniques. Finally, develop your note-taking skills. When done poorly, note-taking is an excellent way to improve your concentration and to keep track of a speaker's ideas. It can help you to become a more attentive and creative listener.

Ending

例 2

There is no doubt that everyone is exposed to all kinds of temptations. To a great extent, one's success depends on his ability to resist temptations. Those who are easily tempted have to give up their goals halfway or go so far as to commit crimes of different kinds.

} Heading

Since temptations are inevitable. What we should do is not trying to avoid them but improving our skills to deal with them. In order to resist some temptations, first we must have clear idea of the consequences they may lead us to, which may prevent us from being affected. Second, we should have a good knowledge of what we are. Before taking any action, we ought to think about whether we are entitled to what is luring us. And last, we should have a clear realization that benefits of one's country are beyond everything. Whatever we do, wherever we are, we should bear it in mind.

} Body

As far as I am concerned, it is impossible to live in a world free of temptations. And sometimes, we really need some. The key is that we should have a correct attitude toward them and we should also learn to distinguish temptations from opportunities. Only by doing so, can we be successful in the end.

} Ending

第二章 文章的体裁

由于作者的写作目的和意图、处理各种题材和信息的方法截然不同,文章的体裁也各不相同。对大学生和研究生而言,一般需要掌握四种体裁:1. 记叙文(narrative);2. 描述文(descriptive);3. 说明文(expository);4. 议论文(argumentative)。了解这些体裁的各种特点和特征将有助于我们的英语写作。

第一节 记 叙 文

记叙文是对历史事件或事件发生的过程进行叙述。其特点是有动作、情节的变化;是通过作者的笔触将现实生活中充满情趣、意蕴或美感的人物、事件、情景传达给读者,让别人也感受和体验到那种不懈的精神、高尚的情操、崇高的形象、生动的事件以及宜人的乐趣,等等。

一、记叙的方式有顺叙、倒叙和插叙等

(一) 顺叙

顺叙是按照事件发生、发展和结局的顺序来叙述。文章的层次、段落、布局都是平铺直叙,一览无遗。其优点是有头有尾,来龙去脉清楚,符合人们的阅读习惯。

例 1

Stamp collecting is said to have begun when the first postage stamp appeared in Britain in 1940. At that time, fashionable ladies there often gathered used stamps to decorate their rooms, door curtains, windows and candy or fruit containers.

Around 1850, many countries followed Britain's example and used adhesive stamps denoting pre-paid postage. In order to arouse students' interest in geography, some teachers encouraged them to accumulate used stamps and paste them on maps. Under their influence, their parents and friends also took up stamps collecting as a hobby and pastime. By 1862, stamp collecting had become very popular, collectors

exchanged their duplicates, and people began to make stamp-albums for sale on the market. At the same time, dealers also appeared and stamps became a commodity.

The earliest stamp in Britain was set up in 1861. At about the same time, a French woman became famous for selling foreign stamps in Paris. By now, stamp collecting had become a popular pursuit. Philatelists collected stamps about arts, history, geography, industry, trade, science and culture for the purpose of enjoyment, research and enriching their knowledge. With the passing of time, stamp collecting gradually spread to all parts of the world. According to statistics, the number of stamp collectors before World War II had exceeded 10 million, and there are even more after the war.

At the beginning, people tried to get hold of the stamps of every country. As this was impossible and also too costly and time-consuming, many of them turned to limited fields, collecting stamps of only one country, or of special fields, such as politics and history, or of limited subjects, such as maps, well-known personages, places of scenic or historical interest, animals, plants, and transportation.

Stamp collectors often began their pursuit merely for fun. Through long years of collecting and studying stamps, they gained a wealth of knowledge about history of stamp issuance and postal service, and some of them have been invited by postal authorities to be their advisers.

④ 2

We Americans use so much oil that we have to import almost half of it from foreign lands. If our oil imports were completely cut off today, this country would soon be in serious economic trouble. Without foreign oil, the price of American gasoline would skyrocket. This would spell disaster for a country that is so dependent on transportation. Driving to work (you could say goodbye to those pleasure trips in the country) would become a luxury only a few could afford. What's worse, there would be a sharp increase in prices across the board. The price of the countless items that are shipped by gasoline-powered vehicles (that includes food) and the price of the countless items that are produced with oil (that includes clothing and plastics) would shoot so high that we would soon find ourselves wishing for a return to the days of 18% inflation.

(二) 倒叙

倒叙就是倒过来叙述,先交代结局,再回过头来叙述事件的由来与演变。倒叙用得好的能造成悬念,抓住读者的心。

例 1

Weather routing is, simply, a method of planning a course of travel around and through bad weather. It is the shortest course, generally, in terms of both time and risk. It is an instrument of control and efficiency in navigation, a means to greater safety and speed.

In recent years weather routing has been very much refined, yet as an idea, it is new. Men have long been helpless before the weather and, like other creatures, have withdrawn in fear and simply suffered catastrophe. Those most exposed suffered most, and these taught them both caution and courage. They understood the wind's message and faced with confidence or feared with reason the motions of the sea and sky.

例 2

Worldwide fame burst upon Albert Einstein on November 7, 1919, when British astronomers announced they found the first confirmation of Einstein's general relativity theory. Einstein had already become known in scientific circles because of his two astonishing theories: the special theory of relativity, published in 1905 when he was only twenty-six and a minor clerk in the Swiss patent office, and the general theory of relativity, advanced between 1913 and 1915. He was considered so brilliant by other scientists that in 1914 he was invited to join the prestigious Royal Prussian Academy of Sciences and to become head of the research branch at the Kaiser Wilhelm Institute. He accepted the offer and move to Berlin.

(三) 插叙

插叙是在循着主线叙述的同时插进一段别的叙述或追忆,使文章的内容丰富充实;使人物的描写有血有肉;使形象充满活力。这是较高层次的写作手法。

例 1

Figures can be deceiving. For example, time magazine recently reported that the

average Yale graduate of the class of 1944 was making \$35,111 a year. Well, good for him! But what exactly does that figure mean? Is it proof that if you send your child to Yale you won't have to work in your old age and neither will he? What kind of sample is it based on? You could put one Texas oilman with two hundred hungry writers and report their average income as 35,111 a year. The figure is exact, but it has no meaning. In ways similar it used to point out the truth, when in fact they inflate, confuse, and over-simplify the truth. The result is "number non-sense."

例 2

A recent survey in the United States showed that the average family there spent more money on its pets than on its children. Although this is rather shocking statistics, it should not surprise anyone who has seen the doggy beauty parlours or the quiet shady groves where loved pets of all varieties are laid to rest for ever. It is possible that the Americans are unique in treating their little friends in this way, but what information we do have would suggest that the English, too, are slavish in their attentions to the whims of their pets.

This can be seen when we look at pet foods, which often contain more vitamins than human food or, at least, are seldom less nutritious. They certainly cost much. Last year the British public spent two hundred million pounds on pet food alone, to say nothing of veterinary bills and animal furniture. It is difficult not to feel resentful about this when one considers what the same amount could do for victims of starvation and poverty, and so it is not unusual for me to get hot under the collar when I read about another old person who has left all his money to a dog and a cat home.

二、叙述文可以写人、写事,也可以写景,还可以抒情

(一) 写人

例 1

Alexander Graham Bell was born in Scotland and first came to the new world for his wealth, moving to Canada in 1890 and later to Washington, D. C., at the age of 24. He is widely known for his invention of telephone, but not many people know of his other inventions.

For a time, Bell and his father had both studied and worked together on the development of speech and the teaching of the deaf. In 1876 Bell exhibited an apparatus to transmit sound by electricity and this was the basis of the modern telephone.

例 2

Charles Lindbergh was a very darling flier. He flew the Atlantic alone and did it in a very small plane at obviously great risk. However, he was not the first to cross the Atlantic by air. Eight years before, in 1919, Alocok and Brown had flown from Newfoundland to Ireland. It was in that year that a wealthy New York hotel owner offered the prize of 15,000 which Londbergh later won for the first nonstop flight between New york and Paris. It was also in that year that an American navy seaplane, the NC-4, with five men aboard crossed the Atlantic by way of the Azores, and the British dirigible R-34 carried thirty-one men from Scotland to Long Island and then returned safely to England. Five years later, in 1924, the German dirigible ZR-3 flew thirty-two people from Friendrichshfen to Lakehurst, New Jersey, and two American army planes crossed the North Atlantic by way of iceland, Greenland, and Newfoundland.

(二) 写事

例 1

Watercolor is the oldest painting medium known. It dates back to the early cave dewllers who discovered they could add lifelike qualities of drawings of animals and other figures on the wall of caves by mixing the natural colors found in the earth with water.

Fresco, one of the greatest of all art forms, is done with watercolors. It is created by mixing pigments and water and applying these to wet plaster. Of the thousands of people who stand under Michelangelo's heroic ceiling in the Sistine Chapel, very few are aware that they are looking at perhaps the greatest watercolor painting in the world.

The invention of oil painting by the Flemish masters in the fifteenth centruy led to a decline in Fresco painting, and for the next several centuries watercolor was used mainly as a medium for doing preliminary sketches or as a tool for study. It was not

until the eighteenth and nineteenth centuries that English painters reinstated watercolor as a serious art form. The English have a notorious love for the outdoors and also a great fondness for small, intimate pictures. The subdued tones of watercolor had a remarkably strong appeal for them.

The popularity of watercolor continued to grow until in the twentieth century the United States passed England as the center for watercolor, producing such well-known watercolor artists as Thomas Eakins and Andrew Wyeth.

例 2

The fork was an ancient agricultural tool, but for centuries no one thought of eating with it. Not until the eleventh century, when a young lady from what is now as turkey brought her fork to Italy, did the custom reach Europe.

By the fifteenth century the use of the fork was widespread in Italy, but anyone who used a fork to eat with was laughed at in England for the next hundred years. Men who used forks were thought to be sissies, and women who used them were called show-offs and overnice. Not until the later 1600's did using a fork become a common custom.

(三) 写景

例 1

Manhattan, an island about thirteen miles long and two miles wide, forms the principal part of the New York City, from whose mainland it is separated by the Harlem River. It was first occupied as part of Netherland by the Dutch. They applied the name Manhattan to the local Indians, and in 1626 the accomplished fact of its settlement was given some semblance of legality by its purchase from the Indians for Sixty guilders \$24. One of the five boroughs of New York City, the island houses the principal business districts and includes Wall Street, Greenwich Village, Broadway, the Bowery, the East side, Harlem, and the Battery.

例 2

Cubist paintings have many straight lines and angular planes. They sometimes present several different views of an object at the same time. Brooklyn Bridge by

Josheph Stella is a cubic picture of the great cable suspension bridge at night. The bridge, large and important, fills the entire painting (84 inches by 76 inches). Spots of light which shine on the various structures of the bridge suggest the headlines of cars speeding along.

Despite the light, we do not see any activity in the picture. There are no cars or trains, and there are no human forms. Stella is mainly interested in the structure of the bridge. He presents the mystery of the bridge — how it extends through space from shore to shore, how it rises into the sky and does not fall.

(四) 抒情

例 1

You can imagine my astonishment, then, when I realised that nothing had changed and the situation was continuing as before. It is getting so bad now that I find it difficult to stay in the house, my nerves are shattered, and I invent any excuse to go out for the evening to be away from the squeaks and wails of your children playing their various instruments. Much as I like music, I have had enough, and to be frank, I am not prepared to put up with the situation any more.

I am a fairly reasonable man, and I am quite prepared to help others when I can, but this has gone far enough. I think it's high time you realised your responsibilities as a member of the community, and I must warn you that unless you do something about the situation I will be forced to take legal action.

在这篇文章里,作者发泄了他对邻居家的孩子晚上弹奏乐器发出的噪音的不满。

例 2

For centuries town and country have been regarded as being in opposition to each other. It has been suggested that the superficial differences between the two — wide-open spaces contrasting with brick and concrete — are less important than the contrasting attitudes of town and country.

I am one of the many city people who are always saying that given the choice we would prefer to live in the country away from the dirt and noise of a large city. I have managed to convince myself that if it weren't for my job I would immediately head out