



王秀珍 胡焰初 主编

大学英语四级 写作技巧与训练

武汉大学出版社

——大学英语四级考试指导丛书之三

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前 言

自贯彻《大学英语教学大纲》和《大学英语四、六级考试大纲》以来,在多年的教学及指导学生参加全国大学英语四级考试的实践中,教学与考试的关系一直在不断地进行着调节。近年来,为了进一步加强正常的课堂教学,培养学生实际运用语言的能力,防止应试教学,考试题型进行了较大的改革。主观题型由过去单一的写作增设了听写填空、英译汉、简短回答问题、复合式听写等四种新题型。这无疑对促进教学和指导学生加强语言基本功训练有较大的推动作用。

大学英语四级考试指导丛书的编写旨在抓好听、写、译诸方面的技能训练,巩固和提高语言运用能力。本丛书共三册:一、《大学英语四级听力理解与测试》;二、《大学英语四级阅读理解及其翻译》;三、《大学英语四级写作技巧与训练》。本丛书注重在理论上阐述明晰、深入浅出,在实际运用上练习编写语言规范、针对性强,是一套紧扣《大纲》微技能、理论联系实际的教学指导丛书,是广大教师、学生不可多得的教学参考书和良师益友。

本书为大学英语四级考试指导丛书之三,旨在帮助大学英语1—4级学生提高写作能力并顺利通过国家英语四级考试。本书具有以下特点:

1. 集长期教学实践之大成。本书的核心内容(段落写作→短文写作训练)业经我校多年教学实践,且已取得良好效果。

2. 强调在一级开始段落写作练习,然后过渡到短文写作和应试技巧训练。

3. 侧重在提高写作能力的基础上提高应试能力。没有“能力”的培养,再高明的应试技巧也只不过是空中楼阁。

4. 提供大量的各种写作练习,供读者根据自己的兴趣、程度和生活经验选择使用。全书共设计了近200道写作练习题,其中短文写作占170多题,而且每题均配有范文。

本书由王秀珍、胡焰初主持编写。其中王秀珍除负责全套丛书的构想与组织外,还具体承担了全书的审阅工作;胡焰初负责第一章、第三章第二节和书末附录的编写,并负责全书的内容规划和初审;徐歆玉负责第二章的编写,并协助主编执行计划;罗兰负责第三章第一、三、六节编写;阮琳负责第三章第四、五、六节的编写;王春阁除提供编写信息和全套丛书的选题构思外,还负责全书的审读工作。

由于编写水平有限,错误缺点在所难免,恳请专家、同行及读者不吝指正。

编 者

1996年10月于武昌珞珈山

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第一章 段落写作

写好段落是大学英语写作练习的重要环节。首先，段落写作 (Paragraph Writing) 是文章写作的基础。主要表现为段落的展开技巧和短文的展开技巧基本相同，即二者都是从不同角度解释、说明某一种看法。因此，练习段落写作实际上也是在练习短文的写作。其次，练习段落写作既节省时间又能提高练习的质量。一提到写作，学生往往会想到短文写作，于是，在练习写作时信口开河、长篇大论，而不太讲究章法。这样不仅浪费了学生自己的许多学习时间，同时对于教师来说，评改这类文章既耗时，又难以达到精练提高的目的。相反，段落写作因所需篇幅较少（本书的段落写作一般要求字数在 50—80 个单词之间），便于更好地操练、揣摩篇章结构技巧。正因如此，学生在练习短文写作之前应着重练习段落写作。

第一节 段落的特征

一个经过精心设计的段落具有一致性、连贯性和完整性。

一、段落的一致性 (Unity)

一个好的段落应在内容上前后保持一致。段落中的句子应该紧紧围绕一个主题（或中心）来展开。然而初练段落写作时，学生往往犯游离主题毛病。请看下例（为方便起见，文中的每句话均被编号）：

1. A fairy tale is a serious story with a human hero and a happy ending. 2. The hero in a fairy tale is different from the

hero in a tragedy in that his progression is from bad to good fortune, rather than the reverse. 3. In the Greek tragedy “Oedipus Rex”, for example, the hero goes from highest fortune to lowest misery. 4. The hero in a fairy tale usually has a miserable beginning. 5. He is either socially unimportant or looked down upon as being stupid and lacking in heroic virtues. 6. But in the end, he has surprised everyone by demonstrating his courage, consequently winning fame, riches, and love. 7. We clearly see this bad-to-good-fortune progress in stories like “Cinderella” and “Sleeping Beauty”.

上例中的第一句话给读者的印象是，下文要解释什么叫 a fairy tale。但第二、三句话却游离了主题，对 a fairy tale 和 a tragedy 做了没有意义的比较。这两句对解释什么叫 a fairy tale 没有多大帮助，应该删除。修改后的段落为：

A fairy tale is a serious story with a human hero and a happy ending. The hero in a fairy tale usually has a miserable beginning. He is either socially unimportant or looked down upon as being stupid and lacking in heroic virtues. But in the end, he has surprised everyone by demonstrating his courage, consequently winning fame, riches, and love. We clearly see this bad-to-good-fortune progress in stories like “Cinderella” and “Sleeping Beauty”.

请做 Exercises 1 & 2。

二、段落的连贯性 (Coherence)

一个段落无论在意思上多么完整，在内容上多么一致，如果缺少意义上的连贯，就不能算是一个好的段落。因此，只有内容上的一致是不够的。

连贯是指段落的层次和顺序(也就是句子的先后顺序)。一个段落中尽管所有的句子都围绕同一个中心,而这些句子却是杂乱无章地排列,这样,它们之间就没有连贯性。例如:

1. In less than three years, the farm had gone to pieces.
2. All the windows had been broken out of the big two-story farmhouse. 3. In front of the house, the grass was about three feet tall. 4. There were no more horses to ride or cows to milk or pigs to be fed. 5. My grandmother's farm has a lot of enjoyable memories for me, after she died, I left home to join the army and when I returned, I was disappointed at the changes that had taken place. 6. Paint was peeling(脱落) off the house and the porch roof was sagging(下垂). 7. Lively as the place had been before my grandmother died, it seemed to have died with her now. 8. This farm has once been lively with the noise of a tractor plowing the land and a dog barking whenever someone came up to the house.

上面这一段落中的每一个句子都围绕第五句所表达的中心。但由于这些句子没有按合理的逻辑顺序排列,读者很难理解该段落要说明的主要问题。如果将所有的句子按5—1—2—6—3—4—8—7的先后顺序调整,就可以构成如下连贯性很强的文字:

My grandmother's farm has a lot of enjoyable memories for me, but after she died, I left home to join the army and when I returned, I was disappointed at the changes that had taken place. In less than three years, the farm had gone to pieces. All the windows had been broken out of the big two-story farmhouse. Paint was peeling off the house and the porch roof was sagging. In front of the house, the grass was about three feet tall. There were no more horses to ride or cows to milk or pigs to be fed. This farm had once been lively with the noise of a trac-

tor plowing the land and a dog barking whenever someone came up to the house. Lively as the place had been before my grandmother died, it seemed to have died with her now.

本章第五节将详细介绍有关使段落连贯的一些具体方法。
请做 Exercise 3。

三、段落的完整性 (Completeness)

完整性指段落要对所提出的问题进行分析、解释、说明和论证。一个只下结论而不提供细节材料的段落是不完整的。例如：

The tape recorder is useful in many ways. We can use it for many purposes and we need it for many activities.

第一句提出了主题，但下文并没有提供任何细节去说明收录机究竟可以用来做些什么。后二句只是用不同的措辞重复第一句的意思。因此，该段落在内容上空洞无物，不能使读者从中了解收录机有何用途。

要使段落在意思上完整，就必须提供适当的证据和理由来展开段落的主题。请看下例：

The tape recorder is useful in many ways. Through the machine, we can listen to music and enjoy ourselves when we are alone. When we hold a dancing party, the tape recorder is surely the best choice since a band is always expensive. We can also record our words and send the tape to our relative and friends. For us students, the most important use of a tape recorder is that it helps us practise speaking and listening when we are learning a foreign language.

第一句（划线部分）为本段的中心。下文一共列举了四个例子说明收录机的用途。这样，该段落在内容上有血有肉，意思也比较完整。

四、练习

Exercise 1 : Unity

Compare the following paragraphs on “Surviving Cancer” and decide which one has good unity and which one has poor unity.

1. Progress is gradually being made in the fight against cancer. In the early 1900s, few cancer patients had any hope of long-term survival. In the 1930s, less than one in five cancer victims lived more than five years. In the 1950s, the ratio is one in four. Currently the ratio is down to one in three. The gain from one in four to one in three represents about 58 000 lives saved each year.

2. Progress is gradually being made in the fight against cancer. In the 1900s, few cancer patients had any hope of long-term survival. But because of advances in medical technology, progress has been made so that currently one in three cancer patients survives. It has been proved that smoking is a direct cause of lung cancer. However, the battle has not yet been won. Although cures for some forms of cancer have been discovered, other forms of cancer are still increasing. Heart disease is also increasing.

Exercise 2 : Unity

Underline the sentence that is not related to the main idea of each paragraph.

1. Tourism is the state of Hawaii's leading industry. Every year, some 3.2 million tourists visit the islands. During the popular winter months, a planeload or shipload of tourists arrives every fifteen minutes. New hotels, new resorts, and new restau-

rants are being built every year to accommodate the increasing numbers of visitors. Sugar cane and pineapples are also important industries in Hawaii.

2. The convenience and economy of small cars account for their popularity. They are easy to park quickly and take smaller parking spaces. Small cars are also a means of conserving energy because they use less gas than big cars. Small cars are inconvenient and uncomfortable on long trips, however, because of their limited passenger and trunk (行李箱) space. They are also economical to operate and maintain, and they cost less. Because of all these advantages, the next car I buy is going to be a small one.

3. The rapid increase in crime in Chicago is causing a great deal of concern to the city's citizens. People are afraid to go out into the streets at night because they are afraid of being robbed or even killed. More and more families are moving out of the city into the suburbs because of the high crime rate. The chief of police was fired last month because of his inability to reduce crime. People are buying strong locks for their doors and installing heavy iron bars across their windows to prevent burglaries. Some citizens are even purchasing guns to protect themselves and their property. Indeed, it seems that the increase in crime is turning the average home in Chicago into a prison for its inhabitants.

Exercise 3 : Coherence

Arrange the following sentences in order so that they form a coherent paragraph.

Paragraph 1

- a. For one thing, individual I. Q. scores vary considerably.
- b. Many experts also question whether I. Q. scores are related to intelligence.
- c. Furthermore, most psychologists agree that intelligence tests are biased (偏向) in favor of middle-class children.
- d. The validity of standardized intelligence tests is being seriously questioned by educators and psychologists.
- e. In fact, motivation seems to be just as important as intelligence in determining a person's ability to learn.

Paragraph 2

- a. If there had been a big storm on the day of a baby's birth, the baby might have been named Thunder Cloud.
- b. American Indian names are very descriptive, for Indians were usually named for a physical attribute, for an occurrence in nature, or for an animal.
- c. Grey Eagle, Red Dog, Big Bear, and Spotted Wolf are examples of Indian names after animals.
- d. Indians with distinctive (独特的) physical characteristics might be given names such as Big Foot or Crooked Leg.

Paragraph 3

- a. Later on, people began to write on pieces of leather, which were rolled into scrolls (卷).
- b. In the earliest times, people carved (刻) or painted messages on rocks.
- c. In the Middle Ages, heavy paper called parchment was used for writing; books were laboriously copied by hand.

- d. With the invention of the printing press in the middle of the fifteenth century, the modern printing industry was born.
- e. Some form of written communication has been used throughout the centuries.

五、练习答案 (1—3)

Exercise 1 :

1. 该段内容一致。第一句话陈述了段落的中心，核心词为 progress。其余句子提供了一连串的数据来说明能活 5 年以上的 cancer patients 越来越多： $\text{few (1900s)} \rightarrow \frac{1}{5} \text{ (1930s)} \rightarrow \frac{1}{4} \text{ (1950s)} \rightarrow \frac{1}{3} \text{ (currently)}$ 。比例的逐步升高正好解释了段落的中心：Progress is gradually being made in the fight against cancer。

2. 该段缺乏一致性。前三句说明了人类在与癌症作斗争上做出的成绩，但余下的句子游离了这一主题，并在内容上同上文形成了对立。

Exercise 2 :

1. 应删除最后一句：Sugar cane and pineapples are also important industries in Hawaii.

2. Small cars are inconvenient and uncomfortable... trunk space. 该句同段落中心 (the convenience and economy of small cars) 对立，应删除。

3. The chief of police was fired last month because of his inability to reduce crime. 该句同第一句话 (本段中心) 无关，应删除。

Exercise 3 :