



# 大学英语写作技巧

王世勤 刘黎华 编

西南交通大学出版社

# 大学英语写作技巧

College English Writing Skills

王世馥

合编

刘馨兰

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DAXUE YINGYU XIEZUO JIQIAO

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## 内容提要

本书共分六章，简明扼要地介绍了英语写作基本理论，并结合全国高校英语统考中写作试题的五种可能模式编选了各种类型的作文练习一百篇，目的在于通过大量写作实践有效地培养学生的英语写作技巧和CE-4级全国英语统考能力，书中还包括适应理工科大学生特殊需要的各种应用文，如申请出国学习访问等信函和个人简历等以及相应的写作练习，用以提高学生的书面交际能力。

本书可供高等院校给非英语专业学生英语写作课的教材，也可供英语自修者参考。全部练习另印有参考答案，供教师备课使用。

## 前 言

本教材是为理工科高等院校英语四级班(CE-4)学生编写的。《大学英语教学大纲》把读、听、写、说、译分为三个层次,列为教学目的,要求理工科大学生在读完CE-4之后,具备初步的写作能力。1987年年初公布的《大学英语四级考试大纲》中规定:“写作考试时间为30分钟,要求考生写出一篇100~120个词的短文。试卷上可能给出题目,或规定情景,或要求看图作文,或给出关键词要求写成短文。要求能够正确表达思想,意义连贯,无重大语法错误。写作的内容包括日常生活和一般常识。”

针对《大学英语四级考试大纲》的规定,不少高等学校已为CE-4级学生单独开设英语写作课,但目前国内还十分缺少符合上述具体教学目的和教学要求的英语写作教材。为此,我们编写了《大学英语写作技巧》。(17×2=34学时)

本书的主要特点是:

1. 英语写作基本理论简明扼要,重点突出。根据理工科学生当前的英语实际水平循序渐进地进行讲授,从词到句,从句到段,然后扩展到短文,形成写作基本知识完整的统一体系。

2. 针对性强。表现在 ① 结合英语统考写作试题的五种可能模式各编选了二十篇作文题目,共一百题。编号为: A-1~A-20(给出题目); B-1~B-20(规定情景);

C-1~C-20 (看图作文); D-1~D-20 (给出段首句); E-1~E-20 (给出关键词)。通过大量写作实践可以有效地培养学生的英语写作技巧和CE-4级全国英语统考应试能力。②书中还配有大量其他形式的练习,如易混词用法练习,基本句法练习、段落整体性及内部衔接练习等。这些练习大都是在总结学生英语写作中常见的错误的基础上编写出来的。

3. 实用性强。除上述一百篇作文练习外,我们还编选了一定数量的适应理工科大学生特殊需要的应用文,如申请出国学习、访问等信函,个人简历,邀请函以及其他常用的公私英语信件。书后并编有附录。

4. 载有写作范文。书中对五种可能的英语写作试题模式均载有1~2篇范文。对其他全部写作练习也均有参考范文,编入“教师用书”中,供任课教师参考。

全书共六章并有附录,第一、四、六章由王世馥同志编写;第二、三、五章及附录由刘馨兰同志编写。在编写和出版过程中得到我校外语系及有关领导的大力支持,对此我们表示衷心感谢!由于我们水平有限,加之时间仓促,疏漏与错误之处在所难免,请使用者不吝指出。

编者

## CONTENTS

PREFACE . . . . .	1
CHAPTER ONE      DICTION . . . . .	1
Section I BASIC PRINCIPLES IN USING WORDS . . . . .	1
Section II EXPANDING YOUR VOCABULARY . . . . .	29
CHAPTER TWO      SENTENCES . . . . .	45
Section I QUALITIES OF A GOOD SENTENCE . . . . .	45
Section II SUBORDINATION . . . . .	50
Section III PARALLELISM . . . . .	58
CHAPTER THREE PARAGRAPHS . . . . .	71
Section I BASIC ELEMENTS OF A PARAGRAPH . . . . .	71
Section II TOPIC SENTENCE . . . . .	72
Section III UNITY . . . . .	84
Section IV COHERENCE . . . . .	91
Section V TRANSITION SIGNALS . . . . .	96
CHAPTER FOUR      ESSAY . . . . .	113
Section I WHAT IS AN ESSAY? . . . . .	113
Section II STEPS IN WRITING AN ESSAY . . . . .	122
Section III TYPES OF WRITING . . . . .	128
CHAPTER FIVE      PRACTICAL WRITING . . . . .	165
Section I LETTERS . . . . .	165
Section II NOTES AND MEMOS . . . . .	196

Section III INVITATIONS . . . . .	201
Section IV TELEGRAMS . . . . .	206
CHAPTER SIX SUPPLEMENTARY EXERCISES . . . . .	210
APPENDIX I GLOSSARY . . . . .	238
APPENDIX II PEER EVALUATION GUIDELINES . . . . .	250
APPENDIX III RESUMES . . . . .	253
APPENDIX IV PROGRAMMES . . . . .	258
APPENDIX V TRANSITION SIGNALS . . . . .	266



# CHAPTER ONE

## DICTION

### Section I BASIC PRINCIPLES IN USING WORDS

#### 1. What is diction?

Diction is the choice of words. A student who has studied English for a few years may have a vocabulary of thousands of words. He should learn to make good choices from his vocabulary to express himself. It is therefore necessary for him to have a basic knowledge of diction, of the principles that guide the choice of words.

#### 2. Basic principles in using words

Generally speaking, college students should stick to the following principles in English writing .

##### 1) Use short words instead of long words

English vocabulary contains tens of thousands of words, of which a few thousand are most frequently used. These words (usually short words) may be regarded as the core of the language. Use such short words as far as possible, unless long words

are more appropriate.

Prefer this ... to this		Prefer this ... to this	
do	accomplish	person	individual
expect	anticipate	sign	indication
use	application	methods	methodology
begin	commence	change	modification
about	concerning	show	reveal
so	consequently	later	subsequently
show	demonstrate	enough	sufficient
meet	encounter	end	terminate
build	fabricate	use	utilize

### Practice 1.

Substitute simpler or more appropriate expressions for the underlined words and rewrite these sentences,

e.g. He resides in an elegant mansion.

He lives in an elegant house.

- (1) After breakfast they commenced to do their homework.
- (2) Last week my neighbour purchased a clock.
- (3) The film show terminated at 5 p.m.
- (4) At last they extinguished the forest

conflagration.

- (5) The altitude of this cottage is 5 meters.
- (6) The little girl remarked that she doesn't like candy.
- (7) Jack endeavoured to convince his young sister but failed.
- (8) As soon as they got off the vessel, they hired a taxi.
- (9) Please come to my residence whenever you like.
- (10) On seeing a thief, little Mary concealed herself behind a tall tree.

2) Avoid using superfluous words.

Words with only one meaning should not be qualified. FACTS, for example, are verified past events; things observed and recorded. So there is no need to write ACTUAL before FACTS, which means to say the same thing twice.

Incorrect	Correct
absolutely perfect	perfect
an actual investigation	an investigation
small in size and red in colour	small and red
quite obvious	obvious
the smallest possible	the minimum

minimum	true
very true	new
wholly new	every one
every individual one	the reason is
the reason for this is	
because	will disappear
will disappear in sight	enclosed
enclosed with this letter	in September
in the month of September	dash
dash quickly	each unit
each separate unit	

## Practice 2.

Underline the superfluous words or expressions in the following sentences,

e.g. If you don't believe this undoubted truth, you may go and see yourself.

- (1) He is equally as anxious as you.
- (2) As a new beginner, you did quite well.
- (3) This village was completely surrounded on all sides by the enemy.
- (4) Each separate incident on the border would cause us a lot of trouble.
- (5) I shall tell him when he returns back.

- (6) If I had abundant wealth and plenty of resources, I should travel the rest of my life.
- (7) The radio announcer repeatedly kept saying that economic crisis in America is doomed to come without any doubt.
- (8) An impure sample may, of course, be a mixture of individually pure compounds.
- (9) Architect Li Xua, the designer of the building, was born in Chengdu.
- (10) They have the entire monopoly of the trade.

3) Use the right word. <sup>辨别, 区分</sup>

Here we distinguish a number of words that people often confuse. The mastery of these easily confused words would be very helpful for us in choosing the right word or expression when writing a composition or essay.

### Practice 3.

Study the difference between each pair of words, and then fill in the blanks with correct words.

- (1) all ready — completely prepared  
already — previously, before

<1> We were \_\_\_\_\_ to go, for we had eaten and packed \_\_\_\_\_ that

morning.

- <2> Sally has already phoned them twice to ask if they'll be able to go by nine o'clock.

(2) brake — stop; apparatus bringing to a stop

break — come apart; interval in space or time

- <3> Jim slams the brake pedal so hard that I'm afraid I'll lose my neck in his car.

- <4> I hit the brake pedal so hard that my car spun around on the slick highway; luckily, there was a gap in the traffic at that point.

(3) coarse — rough (a.)

course — part of a meal; a school subject; direction (n.)

- <5> During the course of my career as a waitress, I've dealt with some very coarse customers.

- <6> As her final project in the weaving course, Lisa made a tablecloth out of coarse fibers in shades of blue.

(4) its — belonging to it

it's — the shortened form for it is or

it has.

<7> The kitchen floor has lost \_\_\_\_\_  
shine because \_\_\_\_\_ been used as a  
roller skating rink by the children.

(5) passed — went by; succeeded in; handed  
to (v.)

past — a time before the present;  
by; (n, prep, a.)

<8> After Jane \_\_\_\_\_ the driver's  
test, she drove \_\_\_\_\_ all her  
friends' houses and honked the horn.

<9> As his mother \_\_\_\_\_ around her  
traditional Christmas cookies, Terry  
remembered all the time in the \_\_\_\_\_  
when he had left some of those very  
Claus on a plate for Santa Claus.

(6) peace — calm

piece — a part

<10> I won't give you any \_\_\_\_\_  
unless you share that \_\_\_\_\_ of  
coconut cake with me.

(7) plain — simple (a.); area of flat land  
(n.)

plane — aircraft; flat or level  
surface (n.)

<11> The \_\_\_\_\_ box contained a

- very expensive model \_\_\_\_\_ kit.
- (8) principal — main; a person in charge of  
a school
- principle — a law or standard
- <12> The \_\_\_\_\_ sport in our high school,  
basketball, was coached by a man whose  
guiding \_\_\_\_\_ was team play.
- (9) weather — atmospheric conditions  
whether — if it happens that; in case;  
if
- <13> Because of the threatening \_\_\_\_\_,  
it's not certain \_\_\_\_\_ or not  
the game will be played.
- (10) accept — receive; agree to  
except — exclude; but
- <14> If I \_\_\_\_\_ your advice, I'll  
lose all my friends \_\_\_\_\_ you.
- (11) advice — a noun meaning an opinion  
advise — a verb meaning to counsel,  
to give advice
- <15> I asked a plumber to \_\_\_\_\_ me,  
since the \_\_\_\_\_ in the do-it-  
yourself book had been disastrous.
- (12) affect — a verb meaning to influence  
effect — a verb meaning to bring  
about something;



—— a noun meaning result

<16> A dangerous flooding \_\_\_\_\_ is  
created when the full moon \_\_\_\_\_  
the tides in the spring.

(13) can —— refers to the ability to do  
something

may —— refers to permission or  
possibility

<17> If you \_\_\_\_\_ work overtime on  
Saturday, you \_\_\_\_\_ take  
Monday off.

(14) clothes —— articles of dress  
cloths —— pieces of fabric

<18> I tore up some old \_\_\_\_\_ to  
use as polishing \_\_\_\_\_.

<19> Helen used inexpensive dust \_\_\_\_\_  
to make \_\_\_\_\_ for her daughter's  
doll.

(15) desert —— a stretch of dry land(n.);  
to abandon one's post or  
duty (v.)

dessert —— last part of a meal (n.)

<20> Guests began to \_\_\_\_\_ the  
banquet room after the strawberry  
shortcake \_\_\_\_\_ had been cleared  
away.