

高考英语自学丛书

——概要写作

祝 嘉 编著



上海科学技术文献出版社
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序

一、写给老师

概要写作需要什么？该如何去教概要写作？作者在本书中就“如何教授概要写作”，力争从理论层面及教学实践经验层面给予一一阐述，为老师、学生们提供切实可行的训练方法，同时也为教师教学及学生们就“概要写作”提供切实可行的训练平台。

1. 一篇好的概要文章的要求是什么？

从高考要求来看，即“按要求概括了文章全部主要信息，没有增加与原文无关的信息，没有照抄原文句子。语言结构正确，行文规范。”

2. 如何去教授概要写作？

笔者认为在日常教学中如何去体现高考要求，教会学生在理解全文之基础上，去概写出篇好文章，我们不妨试着从以下8个步骤去思考如何去教会学生。

(1) 快阅原文，理会文章主意，并划出有关的主要句和关键词。

(2) 再次进一步阅读原文并在文章的主意句上做一些阐释。

(3) 在一些阐释基础上，在不看原文的前提下，写出你的概要。

(4) 并试着用一些连词，如(first, secondly, however, moreover, in addition. etc)使你的概写变得更加流畅。

(5) 切记，在写概要文章时，可适当摘用原文中的一些词和短语，但不要去照抄原句。

(6) 尽力去做到“忠于原味”，即概括出原文的主意出来。并切记在你的概要文章中，切忌体现与原文不相关的主题或你的观点来。

(7) 还要学生们注意，所写概要文章不要超出所要求的字数。

(8) 要教会学生“去芜存菁”，以达到“去树枝，留主干”之目的。

日常教学中，老师们不妨试着这样去教“概括”文章：

1) 找到文章的重点

大多数文章中，重点信息可以在每个段落的首句中找到。文章的最后一句往往包含重要信息。很多学生似乎洞察到了这点，并机械化地抄下首句和末句，却无法证明他们是否理解自己在写什么。只要摘要仍作为一种考试题型，运用这种技巧的概率将会居高不下。

为了强调并非所有重点信息都在首句中，把各类文体展示给学生并让他们划出重点，这可能是一种比较有用的方法。很多学习外语的学生在判断重点信息的重要性上会犯难。

方法之一，按次序排列关键语句，即列出最重要的语句，再列出次重要语句，以此类推。

方法之二,找一篇 200 字到 500 字之间的文章,选出最重要的三句话,再选出最不重要的三句话,后者可以直接从摘要中删去,前者在摘要中占有重要位置。熟练的学生可能不需要这类技巧,但是对于中等学生来说非常有用。

2) 在句子层面对重点进行改写

一方面,每一篇成功的摘要理解是理解和改写的结合。说它是理解,因为改写者必须明确知道原文中哪些部分是最重要的。说它是改写,因为在处理关键信息的用词上,必须要和原文有区别。改写在摘要过程中是重要的一环,因为它使得改写者能根据目标群体的兴趣和阅读水平来调整文字。

什么才是最好的学习句子层面的改写技巧?这需要长期的学习。词汇积累当然是不可或缺的环节。学生尤其要熟悉近义词和婉转用语。其他技巧,比如语法能力,在写作上要比摘要的相关度更大一些。

以此句为例: The temperature in many parts of the world is gradually rising.

有两种改写的方式:一、单词层面的改写(保持原文的句法规则);二、思考“深层结构”并做出重大变化。我们来看一下两种改写之后的例句:

例 1 The temperature in lots of places around the earth is slowly increasing.

例 2 Most parts of the world are getting hotter steadily.

例 1 代表的是单词层面的改写,例 2 为深层次的改写。

在帮助学生在单词层面改写时,老师可以多教授近义词,并举例演示如何重组单词,同时不失去句子原有的重要意义。深层改写对于大多数外语学习者来说较复杂,因此,在教学中要引入词法、句法、词义变化这些学生容易犯糊涂的方法。对于一些学生来说,这部分教学会导致自信心下降。因此,比起单词层面中的深层改写,句子层面改写的教学更好操作一些。

3) 将句子层面的改写转换成间接引语

这是摘要中最简单的步骤,只需要把原文转换成第三人称和过去时。在教学中引入大量例句,再进行间接引语的转换即可。

原文: I am a Chinese, but I have lived in Canada for several years now. I am surprised at how Canadian society respects the rights of women ...

转换成间接引语

The author is a Chinese, but has lived in Canada for several years now. He was surprised at how Canadian society respects the rights of women ...

4) 增加连接词

连接词表明了文章的先后顺序。虽然短篇摘要可能不需要连接词,但是长篇摘要往往需要连接词。因此,老师需要确定学生熟悉这些连接词:

First, Next, Then, In addition, In the section which follows, After this, Finally, Lastly, Moreover, In conclusion ...

我们一起来看看三种提高连接词使用流利度的方法。

一、给学生一篇文章,要求他们划出连接词,在课堂上简单讨论。

二、给学生一篇拓展文章,但是其中略去了连接词,要求学生添加合适的连接词。这时

要注意,填入的词不唯一。有时候选择哪个词要看文体及学生个人习惯。因此,老师们要注意不要过度强加自己的观念给学生。

三、帮助学生更熟悉连接词,可以把一篇完整的文章打乱次序给他们看。这对于培养理解能力和熟悉连接词都是很有帮助的。

5) 增加引导句

有些概要本身太复杂,需要增加引导句,以此来告诉读者这篇文章的主要内容。成功的引导句会把读者引入之后的文章。写引导句的一个要点在于,判断体裁、作者、时间线。在大多数情况下,引导句会遵从如下模式:

This is an article about _____.

This passage reflects the opinion of _____ about _____.

This story expresses the thoughts of _____ concerning _____.

This is a book written for _____ about _____.

二、写给学生

1. Summary Model

In sbs..., the author tells us the... of... in daily life

In the very beginning, the author mentions that...

Secondly, the author states that...

Next, the author points out...

In the next part, the author goes on with...

As a conclusion, the author stresses that...

2. What a good summary should be

Summarizing is an excellent way of making sure that you understand and remember what you have read. The practice of summarizing a text from notes you have made is a useful safeguard against the temptation to use the words of the original or lift chunks of language.

A good summary:

conveys the information in fewer words

expresses the content in fewer sentences

omits information of little importance

leaves out details and examples

departs from the vocabulary and structure of the original text

doesn't include your own opinions or feelings

3. To write a good summary follow these steps:

(1) Read the task carefully and underline what exactly you are required to summarize.

(2) Scan the text (read it quickly) to get the general meaning and underline or highlight the main points relating to the task.

(3) Read the text again and make notes of the main points.

(4) DO NOT look at the original text and write out your summary based on your notes.

(5) Don't forget to use linking words! (First, secondly, finally, however, moreover, in addition, etc.)

(6) Read through your summary making sure you have not copied in extent from the original text or included irrelevant points. You can use words or short phrases from the original text but your summary must be your own writing!

(7) DO NOT exceed the word limit!

4. Rating criteria

Content:

Include main ideas of the original article;

Be focused and brief;

Be well-organized and clearly expressed.

Language:

Write in one's own language;

Have few grammatical errors;

Meet word limit;

Write clearly and be easy to read.

Structure:

Some connectives are needed to make your summary flow easy, e. g:

First Next Then In addition In the section which follows

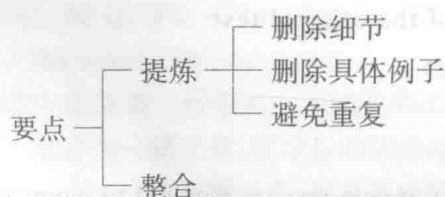
After this Finally Lastly Moreover In conclusion

注意:

1) 切忌完全照抄原文

2) 要根据原文灵活地改变句型结构、更换用词、改变词性等手段使得所写文章结构清楚、逻辑通顺、语言流畅。

5. Skills of Summary Writing



语言 — 同义转换：近义词、同义词、反义词等替换
 — 句子重构：调整词类、句型、时态、语态等

逻辑 衔接：照应、替代、省略、连接和词汇衔接

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Now your turn!

You can summarize ideas in different ways:

I. Through Vocabulary

Sample:

We spoke to the man who was wearing a white coat and a stethoscope.

= We spoke to the doctor.

1. Such experiences are not unusual for people who collect shells.

2. Those who become addicted to drug use sometimes rob or break into houses or stores to steal money to pay for the drugs.

3. My nephew, John is really fond of the study of man's mind, behavior or actions under certain conditions.

4. Today young couples who are just starting their households spend lots of their money on washing machines, refrigerators and color TV, etc.

5. My report on the study of the buried remains of ancient times, such as houses, pots, tools and weapons interested many of those who had attended my lecture yesterday.

6. Fifty-four men put their names on the Declaration of Independence.

7. I can't imagine my leaving here for another job, for I've really been enjoying it.

8. The bomb exploded and caused many casualties.

9. In your spare time, you may look through Time Magazine, Newsweek, or The New Yorker.

10. These nine years constitute a period in which the national economic strength has increased.

11. Tom was admitted to the Harvard University, and that makes his parents very

relieved and satisfied.

12. "I don't have my family," said the boy pitifully.
13. This kind of tire is strong and will last for a long time.
14. The poor family has no more money for children's education expense, a house to live in or even spared clothes to resist the bitter cold.
15. I often visited a shop which sells pens, pencil-boxes, sharpeners, erasers, rules, etc. regularly when I was young.
16. Writing essays can be a task which is challenging.
17. Now that you're growing up you must learn to stand on your own two feet.
18. If you are in the mood to smile, Zootopia is the movie for you.
19. Finally the enemy threw down their weapons and walked out of the housed with their hands over their heads.
20. When he reached the place with his army, he found a river lying in front of him, preventing them from marching on.

II. Through Ellipses

Sometimes, we can leave out words such as a subject or a verb provided that the meaning is clear.

Sample:

Baby chickens are very sweet when they hatch.

= Chicks are sweet when hatched.

1. Someone has used my bike, but I don't know who has used it.

2. While we were waiting, we were reading some magazines.

3. The river has suffered a lot from such heavy pollution already, so now it may be too late to clean up the river.

4. Though they were tired, they went on working.

5. He paused as if he was expecting her to speak.

6. I know you can do better than he can do.

7. A young man in Teheran(德黑兰) was tired of sleeping on the floor. He saved up for years to buy a real bed.

8. He glanced at the bits of wood and metal. They lay around him. He sadly picked up the mattress and carried it into his house.

9. His suggestions made John happy, but his suggestions made Mary angry.

10. Though he was a young man, he has written three famous novels.

11. She has finished the work earlier than it has been expected.

12. The boy wouldn't leave even though he had been asked to leave.

13. Every one of us expects to live the place where is not polluted.
14. No matter you are poor or rich, no matter you are sick or in health, no matter you are beautiful or have the wrinkled face with the age, I will love you forever.
15. If it is exposed to the sun, the cloth will lose its color.
16. If it is necessary, the airship can stay up there for days to keep out of danger.
17. If all things are considered, her paper is better than yours.
18. The drivers who were working in the bus company asked for a pay increase last month.
19. The man who was injured by the bullet was taken to hospital.
20. Betty saved money so that she could buy a portable computer.

III. Through Generalization

Sample:

She went to the market and bought apples, bananas and oranges.

= She bought fruit at the market.

1. Junior high school students are eager to be respected and understood. Punishment will hurt them. It's better to encourage them rather than separate some "bad" students.

2. In American schools, teachers post test results on the wall. Instead of using student names, they use secret numbers. This way, students know their secret numbers and can check their own grades only. Some teachers might call the students up to the desk and tell them their scores one at a time.

3. Your body cannot work well unless it receives the proper kind of "fuel" (燃料). Don't eat too much food with lots of sugar and fat. Eat plenty of foods high in protein, like meat, fish, eggs and nuts. Vegetables and fruits are very important because they provide necessary vitamins and minerals.

4. Since the raising of most crops necessitates the prior removal of the natural vegetation, crop failures leave extensive tracts of land devoid of a plant cover and susceptible to wind and water erosion.

5. The iPhone 7, the latest model, went on sale on 16 September but the company has struggled with supply issues, meaning that most of the uplift from sales will come in the current quarter, which also includes Thanksgiving and Christmas.

6. Today nearly all museums, large or small, carry on education programmes.

7. Donald Trump says that he'll be packing his schedule with events from now until Election Day so that he won't have any regrets. He said he never wants to look back and think if he'd only held one more rally, he could have won a state.

8. Extremophiles(极端微生物) are organism that have been discovered on earth that

survive in environments that were once thought not to be able to sustain life.

9. The World Bank, whose key members are mostly rich countries, provides poor countries with low interest loans each year. These countries can improve their infrastructure, such as schools, hospitals and public transport systems, with the loans. In the poorest countries, international financial aid and food aid can help to save lives because in these countries, many people suffer from starvation and extreme poverty. Rich countries that provide generous aid to poor countries are also regarded as responsible members of the international community and are therefore respected by other countries.
10. They are not allowed to wear slippers, vests or bare breast in teaching areas, library or other public places. Weird clothes and hairstyles are prohibited severely.
11. People who stays up late will not only be tormented by frequent fatigue, decreased immunity and headache but also suffer from dark circles, puffiness, dry skin, dark spots and acne.
12. There used to be a piece of wasteland, but now it's a beautiful park; there used to be a stink river, but now a winding road; my hometown used to be an isolated village, but now it's hustling and bustling.
13. In order to improve my English, I worked for a rich family in New York. I never had a day off and I had to do everything — cooking, cleaning, shopping and looking after their horrible children.
14. He knows Chinese, English, French and Spanish, and, what's more important, he spoke all of them fluently.
15. She brought home several Chinese and English novels, a few copies of "Time" and "Newsweek" and some textbooks. She intended to read all of them during the winter vacation.
16. Longer prison terms are therefore more likely to make offenders change their behavior and become law-abiding citizens after they are released from prison.
17. The more retired people there are in a society, the more claims are made for state pensions. The government will have to increase funds for the public pension system,

while reducing funds for other social programmes, including financial support for low income families, unemployment benefits and student loans.

18. There was pastry on the phone, on my fingers, on the table, and on the doornobs.
19. It is better to prevent something unpleasant from happening than try to put it right afterwards.
20. He was very changeable and never settled on one idea.

IV. Through Shorter Constructions

Sample:

Despite the fact that it was raining, I still went out.

= Despite the rain, I went out.

Now your turn!

1. Do you mind if I use your telescope?

2. If it had not been for your help, we wouldn't have succeeded.

3. China is getting ready to put its second experimental space station around the earth into work this year, and 2 astronauts will be on board for several days.

4. How was the gap between a walking mammal and a swimming whale bridged? This is a question that has puzzled many scientists for many years.

5. He suggested that we should try it once again.

6. She won't come if she is not invited.

7. If I had been given more time, I'll be able to do it better.

8. The girl is so short that she can't reach the apples on the trees.

9. He felt his leg tired when night came, and his hands and face were lashed by the branches on a thick wooded ridge.

10. Despite the fact that we produce more than enough food to feed the entire world population, there is one in every nine people who have no food to eat.

11. Some children are addicted to violent video games, and because of this, they can show aggression and bully their peers at school.

12. It's because the space for the library is limited that many books are stored in
