



普通高等教育“十一五”国家级规划教材

*An Advanced Course
for English Writing*

高级英语写作教程

主编 冀成会



高等学校英语拓展系列教程



语言技能类

语言应用类

语言文化类

专业英语类

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前 言

《高级英语写作教程》是根据《大学英语课程教学要求》(简称《课程要求》)编写的一本实用英语写作教材。

教育部高等教育司在2007年7月公布的《课程要求》中对学生的书面表达能力提出了全面、系统、高标准的要求:能完成一般性写作任务,能描述个人经历、观感、情感和发生的事件等,能写常见的应用文,能在半小时内就一般性话题或提纲写出不少于120词的短文,内容基本完整,中心思想明确,用词恰当,语篇连贯。能掌握基本的写作技能(一般要求);能就一般性的主题表达个人观点,能写所学专业论文的英文摘要,能写所学专业的英语小论文,能描述各种图表,能在半小时内写出不少于160词的短文,内容完整,观点明确,条理清楚,语句通顺(较高要求);能用英语撰写所学专业的简短的报告和论文。能以书面形式比较自如地表达个人的观点,能在半小时内写出不少于200词的说明文或议论文,思想表达清楚,内容丰富,文章结构清晰,逻辑性强(更高要求)。

大学英语教学由于学时少、任务重,培养学生的写作能力一直是教学中的一个弱项。学生对一般内容的文章的写作水平就很低,写技术报告、专业论文就更谈不上。要使学生的写作能力达到《课程要求》规定的标准,就必须有一本符合《课程要求》的写作教材,对学生进行严格训练。因此,我们编写了这本符合《课程要求》标准的《高级英语写作教程》。

鉴于近年来大学英语教学改革不断深入,各学校的大学英语教学都把培养学生的英语语言综合应用能力作为教学目标,学生的一般文章的写作能力有了普遍的提高,所以我们的这本教材主要是按照《课程要求》中“较高要求”和“更高要求”所规定的写作能力编写的。其主要内容包括各种常见的日常应用文、记叙文、描写文、议论文、个人简历、论文摘要、论文写作等,书后还附有英语写作常见的“启、承、转、合”表达方式及用法举例。

本教材编写中减少了繁杂的理论讲解,而是边举例,边分析,边讲解,边练习,一步一个脚印,每一步说明都详细透彻;每一部分都列举了常见格式,都附有常用句型,以使学生能迅速掌握各种文体的写作技能、写作方法和写作格式。

参与本书编写的主要教师有 11 人, 具体分工如下: 冀成会主编, 蒋学清编写第二部分第六章第一节概述、第二节邀请信、第三节感谢信和第四节投诉信; 邵钦瑜编写第二部分第五章第二节便条、第三节请柬; 张桂萍编写第一部分第三章说明文和第四章议论文; 包兰宇编写第二部分第七章第二节求职信; 钟舒乐编写附录一、附录二和附录三; 邱国旺编写第二部分第五章第一节通知; 靳铁柱编写第二部分第八章论文写作; 孙英黎编写第一部分第一章记叙文和第二章描写文; 李栩慧编写第二部分第七章第一节个人简历和第三节留学申请; 唱宇编写第二部分第五章第四节备忘录和第二部分第六章第五节道歉信。

本教材适用范围广, 可供本科生、研究生使用, 也可供其他涉外及商务人员使用。

编者

2008 年 3 月

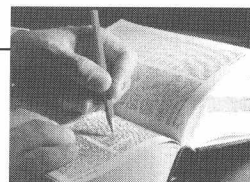
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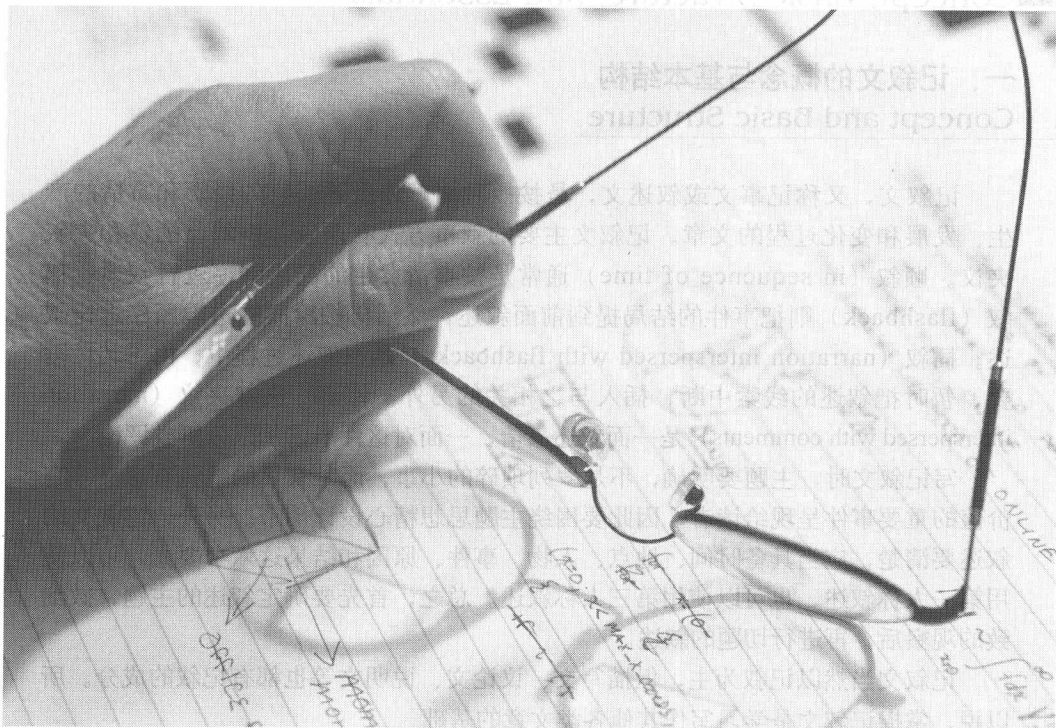
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文雅5折 第一册
Introduction



第一部分 一般文体写作

General Types of English Writing



第一章 记叙文

Narration

学习要点

- 记叙文的概念、基本结构与写作要点 Concept, Basic Structure, and Essentials
- 记叙文范文与赏析 Samples and Appreciation
- 记叙文学生写作实例分析 Case Studies of Students' Writings
- 记叙文常用句型 Commonly Used Sentence Patterns
- 记叙文写作练习 Writing Practice

第一节 记叙文的概念、基本结构与写作要点

Concept, Basic Structure, and Essentials

一、记叙文的概念与基本结构

Concept and Basic Structure

记叙文，又称记事文或叙述文，是按照时间顺序叙述人物的经历和事情的产生、发展和变化过程的文章。记叙文主要的叙事方式有顺叙、倒叙、插叙和夹叙夹议。顺叙 (in sequence of time) 通常是按事情发生的先后顺序进行叙述；倒叙 (flashback) 则把事件的结局提到前面叙述，然后再按时间的进展顺序进行叙述。插叙 (narration interspersed with flashbacks) 是在叙述过程中，由于某种需要，暂时把叙述的线索中断，插入与之相关的另外一件事。夹叙夹议 (narration interspersed with comments) 是一面叙述事情，一面对这件事情加以分析或评论。

写记叙文时，主题要明确，不是罗列琐碎的小事，而是有目的地将有意义、有价值的重要事件呈现给读者，因此要围绕主题思想精心设计情节。另外，记叙文的叙述要清楚，应当具备时间、地点、人物、事件、原因和结果这六个要素，可以使用第一人称叙述，也可以使用第三人称叙述。总之，首先要确定叙述的主题，做细致的观察后，再进行切题的叙述。

记叙文当然以记叙为主，但描写文、议论文、说明文等也都有记叙的成分。所以说，掌握记叙文是学习写作其他各类文章的基础。

下面是两篇记叙文的范文：

【范文 1】

A Seaside Holiday

Once we spent our holiday at the seaside. When we arrived at the seaside, the weather was fine and everything around us was beautiful. The sea was all blue with seagulls hovering to and fro. Some boats were floating on the still sea and some speed boats were rushing quickly across the water.

We all enjoyed a pleasant time. Most of us swam in the sea. We played and splashed water onto one another. Having swum for a while, we went to the shore and bathed in the sun on the sand ground. Some went boating. They sang as they boated. The others played games at the shore.

We all spent the time happily. When it was time to go back, we were all reluctant to leave. We were freshened by the sea wind and fascinated by the scenery. The bath in the sea made us healthy and comfortable. I should say a holiday at the seaside is really enjoyable and profitable.

本文是一篇典型的记叙文，具备了记叙文的六个要素。

第一段段首句是该段主题句。开篇点明写作目的，传达重要信息，向读者介绍了我们去海滨度假时的情景。仅此一句话就交待了时间、地点、人物、事情、原因五个要素。第二段的首句是本段的主题句。接下来是对主题句的详述：我们玩得很开心，在海里游泳、打水仗、划船、唱歌、做游戏，足够的细节描写使文章生动有趣。第三段段首句是本段的主题句。接着就借海风和风景来抒发内心的感受。最后一句也是全文的结论，即：海滨度假确实是既快乐又有意义。记叙文的另一要素“事情的结果”在结尾句体现了出来。

【范文 2】

The Insurance Office

A man went to an insurance office to have his life insured. The manager of the office asked him how old his parents were when they died.

“Mother had a bad heart and died at the age of thirty. Father died of tuberculosis when he was thirty-five.”

“I am very sorry,” said the manager, “we cannot insure your life as your parents were not healthy.”

As the man was leaving the office, depressed, he met a clerk, who had overheard the conversation.

“You must not be so frank and tell the truth,” said the clerk, “no office will insure you if you speak like that. Use your imagination a little.”

The man went to another office and was shown into the manager's room.

“Well, young man, how old were your parents when they died?”

“Mother was ninety-three, and she died from a fall off her bicycle. Father was ninety-eight and he died while he was playing football.”

The manager immediately agreed to insure the man's life.

这是一篇以叙事为主的记叙文，记叙了一名男子申请人寿保险的经过，文中运用的对话很精彩。前三段引用申请人的话，叙述了他诚实却受挫的经历，经理和公司职员的话表现了保险公司的伪善。后面几段叙述了他在另一家保险公司说起谎来，结果申请却顺利通过。最后一段画龙点睛，既是对上文的发展，又起到了深化主题的作用。

二、记叙文写作要点 Essentials

1. 人称角度

记叙文写作时视点的掌握非常重要。记叙文常用第一人称或第三人称记述。用第一人称的视角记叙，使人感到亲切，读者很容易产生身临其境之感。这种形式常用在写自传、本人经历或记叙耳闻目睹的事件；用第三人称的视角记叙，使人感到客观。这种形式常用在对重大事件的客观报导，以及记叙他人的经历或事迹。

下面看一例以第一人称写的记叙文：

【范文 1】

An Adventure

One sunny morning in summer I left my sister's house and went for a walk along a hilly path. It was a warm day and there was no one on the path. At the end of the path I was sitting down to rest when a big black dog suddenly appeared. It ran up to me barking and lay down at my feet. I touched its head. When I started to walk home, it followed me and it would not go away. It had a collar round its neck but there was

no name on the collar. When I got home, I rang up the nearest police station. I told the police that I had found a big black dog. I said that I would keep it until its owner called for it. I gave the police my name and address. Two days later an old gentleman came to my home to ask about the dog. He said he had lost his dog because it hated riding in cars. One day it jumped out of the open window of his car. He offered me ten dollars, but I did not take the money. Then he gave me his name and address and invited me to visit him.

该文虽然只有一段，却是一篇典型的记叙文。作者以第一人称的形式叙述自己在夏天的一个早晨的经历。这篇记叙文行文流畅，主题鲜明，表达清楚。段首句 One sunny morning in summer I left my sister's house and went for a walk along a hilly path 交待了人物、事件、时间和地点，然后按照时间的先后顺序进行叙述：从早晨离开姐姐家去散步，坐下来休息到狗的出现，然后到家给警察局打电话，再到狗主人的出现。注意本文用的时态有一般过去时、过去进行时和过去将来时等。

下面看一例以第三人称写的记叙文：

【范文 2】

Just the Way You Are

Mark Tucker produces and delivers multimedia slide presentations to audiences across the country. One night, following one of his shows on the East Coast, a woman came up to him and said, "You know, you really should be using my son's music in your show."

So Mark started to give her the usual rap. First, her son should make a demo tape. It didn't have to be professional, he explained. In fact, her son could just go into his bedroom and play some simple chords on his guitar—just enough to give Mark an idea of the type of music he played.

After he had explained the whole process, the woman gave him a funny look and said, "Well, my son is Billy Joel."

As soon as he had recovered from the shock, Mark quickly assured her that her son would not need to send a demo tape! He then listened as this woman urged him to consider using one particular song her son had written. She felt it contained a positive message about self-worth that would fit Mark's work beautifully. And she went on to describe how the seeds of that song had been planted in his early childhood.

As a young boy, she explained, Billy Joel often wanted to be someone else, someone different from who he was. It seems he was teased a lot because he was shorter than the rest of the kids. It was common for him to come home from school and complain that he wasn't good enough.

His mother, of course, never believed that her son was anything less than perfect. So every time he expressed something negative about himself, she said to him, "Don't worry—it doesn't matter. You don't have to be like anyone else because you're already perfect. We're all unique, we're all different. And you, too, have something wonderful to share with the world. I love you just the way you are."

In this case, the words of a mother who unconditionally loved her son came back many years later in the form of a song. You see, as Billy Joel grew up, he learned who he was and he found his dream of creating music for the world. And millions of people got to hear with their hearts, as his mother did, the words of his Grammy Award-winning song:

*Don't go changin'
to try and please me...*

I love you just the way you are.

该文用第三人称的写法叙述了 Mark Tucker 制作多媒体幻灯片并在全各地示范展览的过程中发生的故事。作者在文章的开始部分向读者介绍了事件发生的时间、地点和背景。他仅用一句话就将这些内容全概括了：One night, following one of his shows on the East Coast, a woman came up to him... 此刻，读者不知不觉地被引入故事的情节之中。作者在文中还采用了插叙的写作手法讲述故事，如：As a young boy, she explained, Billy Joel often wanted to be someone else, someone different from who he was.

作者立足于事件之外进行叙述，虽然不能使读者置身于事件之中，但作者能够较自由地从不同角度和侧面来展现事件的经过，表达不同人物的思想感情。时间、场面变换灵活，给人以自然顺畅之感。

2. 时间顺序

按照时间顺序，要有恰当的叙事角度，适当安排次序，先发生的事件先说，后发生的后说。但有时也用倒叙，先交待事情发生的结果，再叙述原因。常用的表达时间顺序的词和短语有：first, second, third, after that, next, meanwhile, while, afterward, later, whenever, finally, from then on, soon after, during 等。

阅读下面的一段文章，并注意文章中所用的 first, second, third。

We planned a surprise party for Lucy recently. She never had a birthday party and she was twenty-one years old. First, we carefully made a guest list. We included many of her friends from school, a few of her other friends from church, and all of her brothers and sisters. Second, we planned a suitable menu. We needed some refreshing drinks and food. We were going to serve fruit punch and coffee. We also wanted chicken sandwiches, a birthday cake with twenty-one candles, and ice cream. Third, we planned entertainment. A boy did magic tricks skillfully. Another boy played the guitar well. We all liked group singing. We had a lot of records and a record player. Everyone helped. The party became a secret community project.

该段的第一句概括了本段的中心：时间 (recently)，人物 (we)，事件 (planned a surprise party for Lucy)。第二句话解释为什么要举行宴会。下面的几个句子按照时间的顺序介绍了为宴会做出的安排。最后两个句子是对本段的归纳和总结。

3. 对话

叙述文中对话的使用，即运用直接引语，也很重要。从对话中可以区分出事情的变化，也间接衬托出说话者的个性与见解。幽默的对话可引发读者的好奇心与兴趣。写历史事件时，一般不用对话形式，但应包括记叙文的六要素和重点的细节叙述，同时应按照时间顺序记叙。

阅读下面的一篇文章，仔细体会对话在叙述文中的运用。

A Fantasy

When the Ambassador of Escalopia returned home for lunch, his wife got a shock. He looked pale and his clothes were in a frightful state.

“What has happened?” she asked. “How did your clothes get into such a mess?”

“A fire extinguisher, my dear,” answered the Ambassador drily. “University students set the Embassy on fire this morning.”

“Good heavens!” exclaimed his wife. “And where were you at the time?”

“I was in my office as usual,” answered the Ambassador. “The fire broke out in the basement. I went down immediately, of course, and that fool, Horst, aimed a fire extinguisher at me. He thought I was on fire. I must definitely get that fellow posted.”

The Ambassador's wife went on asking questions, when she suddenly noticed a big hole in her husband's hat.

“And how can you explain that?” she asked.

“Oh, that,” said the Ambassador. “Someone fired a shot through my office window. Accurate, don’t you think? Fortunately, I wasn’t wearing it at the time. If I had been, I would not have been able to get home for lunch.”

本文摒弃了平铺直叙的手法，而是在叙述中运用了人物对白，使得语言生动、幽默、人物活泼，充满活力，避免了枯燥、乏味、单调的叙说。在人物对话中，要注意标点符号的正确使用。

运用对话时必须注意以下几点：

- 1) 一句对话，不论长短，必须是完整的一段话。
- 2) 话本身要用引号，与对话有关的标点符号都应放在引号里面。如：

Unexpectedly, the problem was solved for her. One day a wrinkled old white neighbor said to her, “Can you read?”

- 3) 对话本身第一个词的首字母必须大写。如：Lucy asked, “Where do you live?”

- 4) 如果对话分几部分，引号应分别使用。如：

“What has happened?” she asked. “How did your clothes get into such a mess?”

“A fire extinguisher, my dear,” answered the Ambassador drily. “University students set the Embassy on fire this morning.”

第二节 记叙文范文与赏析

Samples and Appreciation

【范文 1】

Because She's My Friend!

One day during the war, an orphanage was hit by shells which killed two children and wounded others, one of the wounded being a little girl. On being informed of the accident, doctors and nurses from a nearby hospital rushed to the scene with first aid kit. A careful check indicated that she was so seriously wounded that save an instant rescue she would die of bloodshed and shock.

So a blood transfusion was badly needed. But her blood type was not in agreement with that of any of the doctors or nurses. Still some orphans there who were left unscathed from the bombardment could be available for the transfusion.