

面向“十二五”高等院校应用型人才培养规划教材

英语写作教程

何建乐 主审
刘爱平 编著

English
Writing
Course

中国铁道出版社
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图书在版编目 (CIP) 数据

英语写作教程/刘爱平编著. —北京: 中国铁道出版社,

2009. 8

面向“十二五”高等院校应用型人才培养规划教材

ISBN 978-7-113-10131-2

I. 英… II. 刘… III. 英语—写作—高等学校—教材

IV. H315

中国版本图书馆 CIP 数据核字 (2009) 第 146204 号

书 名: 英语写作教程

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责任校对: 张玉华

责任印制: 李 佳

出版发行: 中国铁道出版社

地 址: 北京市宣武区右安门西街 8 号

邮政编码: 100054

网 址: www.tdpress.com

电子信箱: 发行部 ywk@tdpress.com

总编办 zbb@tdpress.com

印 刷: 北京铭成印刷有限公司

版 次: 2009 年 8 月第 1 版 2009 年 8 月第 1 次印刷

开 本: 787mm×1 092mm 1/16 印张: 12.5 字数: 314 千

印 数: 1~4 000 册

书 号: ISBN 978-7-113-10131-2/H·76

定 价: 22.00 元

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Exposition

There are, at the beginning, three phrases when we learn English Writing in general: one problem, two whys and three hows. One problem is we are in short of English words; two whys are what we learn it for and why we have to learn it under the condition of being hard to learn it; three hows are how to learn it, how to learn to write it well and how to write after having learned English Writing.

General Writing Contents: 1) Title; 2) Abstract; 3) Key words; 4) Body; 5) Conclusion. Yet it is said in another way “key words, topic sentence, developing sentences, sub-developing sentences, conclusion”. It is revealed, at least, to us that we may begin learning our English Writing from the five aspects.

To the students:

Besides the five above, there have been more, like these in English Writing such as sentence arrangement, shifting, capitalizing, punctuations and calligraphy (书法). What is the benefit, and is there any help for the students of English? Sure, after months of learning English Writing, an affirmative answer will be certainly arisen that it is beneficial and helpful to our English learning. What really? A) Accurateness. It is helpful to grasp the English grammar, by way of learning accurately Accidence, Syntax, spelling, capitalization, punctuations. B) It broadens your eyesight on the language, since colloquial English is not complex while written English is much more difficult and various. C) Writing in English is helpful to raise your ability of thinking and analyzing logically. Although writing is much slower than speaking, yet it requires collecting carefully background materials, drawing conclusion, and yet it has to highlight the stress, and to be arranged in a proper way. D) Writing requires seriousness and attentiveness. A composition would be completed carefully, and considered over and over again. What's more, it needs to be neatly written and correctly styled so that it gives a chance to train the students to study rigorously (严谨地). E) Writing is helpful to reading, listening, speaking and understanding as well.

To the teachers:

Empirically speaking, students can be cultivated with the abilities of English writing, and they are able to write interesting, fluent and readable compositions. In the light of the course, English Writing can be an interesting, skillful and joyful one only when the instructors together with the students devote their talents, intelligence, enthusiasm in their job, that is to say, we come to a conclusion that writing can conveyed to each other.

In this book “*English Writing Course*”, **guided writing** integrated with a lot of short passages may help the readers in learning writing practice, reading comprehension, as well as

English grammar and lexicology. Lessons with coaches may be given to the students in the third or fourth term with 2 periods of classes in a week and may be finished within about seventeen weeks (a semester) and one lecture may be finished in 4 periods of classes (two weeks). How much is going to be taught depends on the meets from students, saying: what to teach in detail, to what extent, when to teach, etc. The exercises have been divided into two parts, on the whole, that one of both can be accomplished out of class and the rest can be done within the class. The aim is to teach the students knowledge of writing, improve their ability of English and raise their official rank of the English language, thus to re-activate their fervor of learning English.

For their special purposes, people write to convey their thoughts, to ask other people to do or nor to do things, to express their feelings, and even writing is helpful to applying for a job interview, to acquiring information, to voicing one's opinions, etc. So we say that every kind of writing has its own solo purpose and we can't do away with the English Writing. Mr. Huang Cidong said: "our personal experiences influence our writing by affecting our perceptions of the world. Each of us has a unique way of presenting ideas. Two persons can never see the event in exactly the same way, nor do they write about the world in identical terms.

With this in mind, it is a good idea to ask yourself a few questions each time you get ready to write:

Why am I writing this?

Who will read this?

What ideas do I want to convey?

The essential theory of writing is presented that teaching may be adjusted to what the students mostly need or to what they are in short of urgently. In the book, we provide eight lectures, each of which composes of essential theory, examples, explanation and exercises. Some of the exercises can be finished in class; the rest of them can be finished out of class.

However, it has been known to us all that reading more is helpful to improve the students in writing. Learning writing skills, drawing references from others, understanding thinking and ideas of others confirm system of teaching English writing. The modern teaching concept of English writing is composed of Process Teaching, Result Teaching and Literary Teaching. So, we, as English teachers, have to put the emphasis more not only on process of teaching, but on analysis and styles of writing itself.

This book can be used as a reference of writing for the students of self-teaching on almost any occasion. On the other hand, it can also be used as a kind of guidance to writing well and expressing yourself in English.

This book is acknowledged by Professor Wu Jiafeng and Xu Zhongyi. It owes a great deal to Zhejiang Yuexiu University of Foreign Languages. Whole-hearted thanks to them all and to those who are going to give us suggestions and criticisms of the book.

[illegible]

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Lecture 1 Punctuations

Guided Teaching

Punctuations indicate full-stop, comma and question mark, exclamatory mark, semicolon, colon, quotation mark, parenthesis and so on that are commonly used in English writing. They have their own features in each use and in the articles, they play their respective roles.

1. 1 General Introduction

One should make himself understood before writing: What kind of writing you are going to have and whether the writing style you've selected matches perfectly the process of story. Besides these, title, margin, capitals of letters, shifting of words and retraction at a composition's beginning would be regarded as a real thing in learning according to the writing principles.

1. 1. 1 Arrangement

Title should be written at the middle of a line, generally, without punctuations except question mark and quotation mark.

There must be margin around the paper.

The first letter of the first word of a sentence should be capital.

Shifting of words at the end of a line must be a little bit difficult to a student, but it is really important.

Retraction of letters (4 or 5) at the beginning of a composition should be trained as a good habit in learning English writing.

More: Every letter of every word of the title should be capital except article, some conjunctions, prepositions and the infinitive symbol "to".

Examples:

How to Get a Job
Reptiles Fight It Out in Curt
A Brief History of Stephen Hawking
Surviving the Job Search Blues
Winston Church—His Other Life
Local Delicious May Please Palate or Eye

Outstanding Teacher Engages Students Through Storytelling Skills

1. 1. 2 Shifting

When a word is hard to be complete at the end of a line, it is necessary to divide the last word into two parts and then shift. But shifting should be completed according to its syllables.

Examples:

The next morning she saw he had written below her mes-
sage: “Wife, I missed you. ”

You thought I was asleep, but I was just resting my eyes and thin-
king about that peculiar wo-
man who talked to us in church a long time ago.

1. 1. 3 Capital Letter

The next three should be capital: the first letter of the word at the beginning of a sentence; every first letter of every substantive word in the title; every first letter of proper nouns.

The first letter of the word at the beginning of a sentence should be capital.

The first letter of the word at the beginning of the quotation should be capital.

Examples:

He told me, “You’d get a chance to tell your plan in the class. ”

“Stop talking here,” the teacher said, “and it’s time for class. ”

The boy asked his father, “Where are you going?”

He answered, “To the library. ”

1. 1. 4 Punctuations

When there should be any punctuation in expression, no one can be omitted. Then, punctuations are punctuations, not dots, so it would be paid great attention to avoid writing dots after every word except after a complete sentence (Punctuations will be further studied in Lecture 3).

Be careful to use commas and semi commas.

Be in right way to use question mark, comma, full-stop within quotation marks.

Make sure of yourself where the punctuations have been exactly put.

Examples:

The boy asked me, “How long will it be from here to the station [?]”

The old man told me, “He missed you much [.]”

Father said, “Stop and sit down [!]”

1. 1. 5 Writing

Writing here means written form. Careful writing is convenient for others to read. Clean, clear, correct and received writing is important to a composition.

1.2 The Ending Punctuations

It is helpful to use correct punctuations and symbols in English writing. Punctuations and Symbols mean much to indicate ending or unending to a paragraph as well as to a sentence. Appropriate use of punctuations and symbols also means much to the students in good education. There is much punctuation in the English language just like Chinese, but here only some of them are introduced that are used generally.

There are three punctuations at the end of sentences: full stop, question mark and exclamatory mark (感叹号). “Full stop” means a sentence comes to an end and “full stop” has been put to every end of a sentence.

1.2.1 Full Stop

(1) Used after the abbreviation of proper names:

Examples:

Dr. Williams (Doctor Williams 威廉姆斯博士, 威廉姆斯医生)

Prof. Jackson (Professor Jackson 杰克逊教授)

B. A. (Bachelor of Arts 文学学士)

B. S. (Bachelor of Science 理学学士)

Mr. Zhang (Mister Zhang 张先生)

Mrs. Mary Jones (Mistress Mary Jones 玛莉·琼斯太太)

Ms. Huang (Miss 或 Mrs. Huang 黄女士)

(2) Used after the abbreviation of time:

Examples:

9 a.m. to 5 p.m. or 9 A.M. to 5 P.M. (朝 9 至晚 5)

1564-1616 A.D. William Shakespeare, (1564-1616 Anno Domini = since Christ was born, 公元 1564-1616 年)

339 B.C. (Qu Yuan was born in 339 Before Christ 屈原生于公元前 339)

etc. (et cetera)

vs. (versus)

Sun. (Sunday), Mon. (Monday), Tues. (Tuesday), Wed. (Wednesday), Thur. (Thursday), Fri. (Friday), Sat. (Saturday), Jan. (January), Aug. (August), Dec. (December)

Examples:

Certainly, we will not write a casual letter in a too formal way.

In this sense, considering also some other restrictions, free writing does not mean absolutely free.

For me, a best example for free writing is diary, for I think there is much freedom when a writer is the very reader of his/her piece.

During this process we are not as free as we do when thinking, though we have certain

freedom to choose potential readers, to decide a writing style or structural organization, and to write sentences of any length or to use any diction (措辞).

Now it is easier for us to understand that when we usually say free writing, we actually refer to free thinking, which is a part of writing process.

1. 2. 2 Question Mark and Exclamatory Mark

Examples:

What do you think of it?

Where are you going?

“How much did you have on earth??”

“Is it?!”

“You’ve told me such nonsense!!”

What a beautiful place!

How nice of you!

Open the door, please!

1. 3 Usual Punctuations

1. 3. 1 Comma

There are three ways in using comma.

(1) It is used in clauses, independent elements and some adverbials.

Examples:

As long as we understand the two steps of writing process, something turns clear to us.

Thinking is the first and basic step, *during which we do preparations for the next step*.

What is more, *as long as one can understand*, one can write in any way, even using some symbols.

I think *this proposition itself is free*, to some extent.

In order to understand free writing more precisely, it is necessary to presume that thinking and drafting together make up writing process.

(2) A comma should be put between two simple sentences.

Examples:

In the classroom the teacher told an old story about the city, but one of the pupils responded.

Both of the students are sitting in the classroom. One is writing a letter home, and the other is reading today’s newspaper.

(3) When two or more than two (including objects, persons and adjectives) are put in order, there should be commas.

Examples:

At the party, I met Li Wei, an old friend, Peng Hongliang, an old teacher in our middle school.

The little child is white, long-haired, childish and lovable.

This is a small residence district where many well-known film stars are living there, such as Zhang, Liu, Wei, and Yang.

1. 3. 2 Semicolon

It is used:

(1) Between two sentences, independent in form but well-knit in structure (结构紧凑).

Examples:

Dr. Liu Li teaches in our university; his major academic achievements covered the fields of lexicology, grammar and literature.

The 2008 Olympic Games were successfully held in Beijing; China got more than 50 gold medals.

(2) Between two sentences tightly linked by a conjunction or adverbial conjunction.

Examples:

In the Ming Dynasty the Chinese landscape painting was divided into two schools, the northern school and the southern school. The northern school was generally depreciated; for the theory, presented by Dong Qichang, believed that the southern school represented the tradition of Chinese landscape painting with its use of Chinese ink and wash.

Maxim Gorki had hard times in his childhood; admittedly, his literary achievements were the outgrowth of his sustained effort in self-education.

1. 3. 3 Colon

It is used:

(1) In direct speech.

Examples:

The teacher said: "There will be a great concert in our College Music Hall, and all the students are welcomed there."

Happily, my father told me yesterday: "Shengzhou 7 will be launched tomorrow evening."

(2) In a series of quoted phrases.

Examples:

As far as the question asked by my mother is concerned, the question of how many books I read last year, I said: "Gone with the Wind", "Oliver Twist", and "Roots."

Three students are absent in the class: Marry, George and Susan.

1. 3. 4 Quotation Mark

It can be used:

(1) In direct speech.

Examples:

The woman said: "Never destroy the trees!"

"Technologically speaking," Grandma responded: "what you did is meaningless."

(2) In title of books, papers, etc.

Examples:

“English Writing” is one of our courses studied in this university.

“American Army Construction” (美国陆建公司, 世界一流)

(3) For special purpose.

Examples:

In 2008, “Great Events” have occurred in China, such as “the 2008 Olympic Games”, “Sichuan Earthquake” and “Ice Disaster”.

My brother announced: “My book ‘Scientific Research’ will be published next month.”

1. 3. 5 Parenthesis (括号)

It is generally be used:

(1) In separation of main sentence from subordinate sentence or phrase.

Examples:

William Shakespeare (baptized 26 April 1564 – died 23 April 1616) was an English poet and playwright (剧作家), widely regarded as the greatest writer in the English language

Abraham Lincoln (February 12, 1809 – April 15, 1865), the sixteenth President of the United States, successfully led his country through its greatest internal crisis, the American Civil War.

China has restored to station troops in Heixiazi Island (黑瞎子岛, 327 m²) on Oct. 15th, 2008.

(2) In routine.

Examples:

I have explained this note in Part Two (see Page 221-226).

This is our Classroom Building (No 2, 40 classrooms in it), a tallest building in our university.

1. 3. 6 Square Brackets

It is used to tell the readers what in square brackets is quoted from outside.

Examples:

He knows nothing about the composition written by Liangzi (*The Bumper Harvest*, 1998) [Beijing: Reader's Digest, Apr. 2005].

The U. S. A. is a developed country [the United States] in the world, with GDP [\$ 14,483 billion] as over 7 times as that of China [\$ 1,932 billion] in 2004.

1. 3. 7 Dash

It is always used:

(1) In a pause in the process.

Examples:

I'm having a little bit of garlic—with *jiaozi* .

I'm feeling a big fire in my mouth—swallowing a little of red pepper powder.

(2) In an un-fulfillment sentence.

Examples:

“Your opinion is—.”

What you said can—can—can not be proved.

(3) To turn out a conclusion sentence after a series of nouns.

Examples:

Dance, songs, plays, crosstalk, acrobatics,—today’s evening party will certainly be great to everybody.

Math formula, serious derivation, clear example on the blackboard—all these shocked the teacher and the students.

(4) As a sign of a parenthesis in a sentence.

Examples:

He turned back the old book—the dictionary—to me from the post office.

My friend is working hard at repairing the door—broken by Li yesterday—as I have to lock it before 5 P. M.

(5) Before the subtitle, speaker or narrator.

Examples:

Keep fit, study well and work hard.

—Mao Zedong

On Verb Patterns in Oxford Advanced Learner’s Dictionary

—Improvement of Verb Patterns

1. 3. 8 Bias (/)

It is usually used:

(1) In the choice from one of the two.

Examples:

What he said “you” indicates Jack/George.

“Repetition of something” means frequence / frequency.

(2) In separating numerator (分子) from denominator (分母).

Examples:

A standard pole is 4 m and 65 / 100 cm high.

Peasants are 7/10 of the total population in China.

(3) In meaning “every”, and in separating from the expression of “year”.

Examples:

His car runs 120 km/h.

His doctor papers will be finished before Jun. 2nd/2009.

1. 3. 9 Italicizing and Underlining the Words

(1) Certain words or phrases, even sentences have to be italicized or underlined for special purposes in books, magazines, newspaper, plays, dramas, films, poems and so on.

Examples:

I’ve read Gong with the Wind for over a week.

The People's Right is one of Martin Luther King's famous books.

New York's Time is known to us all.

(2) Borrowed words should be italicized or underlined in sentences.

Examples:

The old woman reads *La Prensa* (墨西哥日报) everyday.

He has only RMB 900 yuan now. (or He has only RMB 900 *yuan* now)

(3) Names of ships, planes or work of art have to be italicized or underlined.

Examples:

George Bush, President of the United States, came to China yesterday with his Air Force One.

Zhai Zhigang is going out into the space from Shengzhou No. 7.

I bought *Hongri* from the auction market (拍卖场) last year.

(4) It is for an emphasis on something to italicize and underline.

Examples:

He does do exercise everyday in the morning.

We all have seen the film the Titanic.

1. 3. 10 Apostrophe

(1) It is used for various omissions in sentences.

Examples:

There are many famous books in my bag, such as "Gone with the Wind", "Oliver Twist", "Roots"...

I have many friends in your college, Smith, Jackson...

There are many sightseeing in Shaoxing, such as Luxun's Native Place, Yu Mausoleum...

(2) It is used for various omissions in paragraphs.

Sample:

I was just pulling into the actor Marlon Brando's yard in the Hollywood hills when the news came over my car radio. "Martin Luther King, Jr., has just been fatally wounded in Memphis, Tennessee!" I stopped the car abruptly... "My God, my God," I said, over and over to myself. It was a bottomless moment. That voice I had loved so much had been stilled-forever. It was a terrible moment, without sound, without motion, without reason.

—Gordon Parks

1. 3. 11 Apostrophe's

It is used in sentences and sometimes for various omissions.

Examples:

my brother's coat

developing countries' need

friend of my father's

a book of the old writer's

Shanghai's changes

boy students' bathrooms

a recent student of my teacher's

some ideas of the women's

1. 3. 12 Capitalization

It is often used:

- (1) To write the first letter of the first word of a sentence.

Examples:

Books are very important to our students.

Rice means everything to our people.

- (2) In proper names.

Examples:

Zhejiang, Yuexiu Foreign Language University, Shaoxing, the Yangtse River, Xinjiang,

Sunday, April, the Year 2008, God, Spring Festival, Dear Smith

- (3) In writing the first person of me.

Example:

Only you and I can enter the room.

1. 3. 13 Hyphen

Hyphen can be used:

- (1) In compound nouns and adjectives.

Examples:

good-looking

face-to-face

long-hired

light-bright

shop-assistant

road-cleaner

time-alarm

save-defender

- (2) In words with prefix and suffix.

Examples:

post-graduate

anthrop-raiser

pre-speaker

pro-dispose

re-write

trans-port

in-dependant

il-legal

work-ed

quest-ion

state-ment

report-or

make-ing

lie-ing (lying)

dread-ful

emphat-ic

1. 3. 14 Digital

Digitals are widely and freely used in sentences.

Examples:

Turn to Page 68 and read the text aloud.

The population in China has reached to 13 billion now.

I live in Room 406.

It is Oct. 16, 2008.

Our university's code number is 312,000.

His composition has been scored 89. = He has got 89 scores in the composition quiz.

I've finished almost 80% of the exercises.

1/2 students attended the meeting.

The rope is 100.65 meters long.

The building is 23.57 meters high.

He is 125.6 kilograms weight.

Temperature today is from 23 °C to 30 °C.

After you give me RMB 2.36 Yuan (or ¥2.36), I'll give you the book.

Professor's Comments

1. Arrangement

So far as arrangement, shifting, capitalizing, punctuation and handwriting are concerned, they are the first barrier in learning English writing.

Arrangement: Apart from these in the book, there is another arrangement in a sentence: What is the structure of a sentence? Which is the subject? Which is the object? What is the grammatical function and what is the relationship between the words in a sentence?

Furthermore, the students maybe are puzzled with: "Where is the adjective put? Where is the adverb put? How can we arrange the order of a sentence? In a word, how can we write idiomatic English sentences?"

2. Shifting

Shift out of the first line into the second line according to the syllable of the word. When the students are confused with it, ask them try to look up in the dictionary.

3. Capital Letter

There are some capital letters created in original, such as I, proper names such as Li Ming, special words (special in use), etc.

Examples:

"I" is capital at anytime and anywhere, just like the proper names: "the United States", "Chinese", "Zhang Xiaoming".

There are slogans on the wall. They read:

No Spitting!

No Smoking!

The purposes of punctuations and symbols are not only for separation of one word (or sentence) from another, but also they are actions of rhetoric though they are used as minor parts in a paragraph or an essay. It can be said that there will be no punctuations; there will be no qualified essays.

There 16 kinds of usual punctuations have been introduced in this lecture, but more than these can be seen in writings used on rare occasions.

These symbols can be used in daily English writing and in math as well.

Pay attention to this kind of use of quotation mark with full top, question mark.

General: He asks me: "What is about the book [?]"