教育研究

英语论文写作教程

Academic Writing Course



张 铭◆编著

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内容提要

该书旨在培养学生查找专业文献,用英语进行写作的能力,激发学生在调查研究过程中的好奇心和想象力。由于是针对文化产业管理专业的学生,专业文献主要选取的是和文管相关的一些英文期刊论文。每一个面对论文写作任务的人都会面临相似的困难,本书从入手研究、查找资料、图书馆的使用、题目的确定、开篇、收尾、摘要、内容、引文格式等方面进行了此类问题的解答。并配以时效性的例子和实用性的练习做支撑,为读者提供了专业论文的写作指南。

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Preface

Academic Writing Course aims to enable non-native speakers of English who wish to follow a course in the medium of English at tertiary level to express themselves coherently in writing; to provide samples of academic writing and appropriate practice material for such students and also for those who need to write essays or reports in English at an intermediate to advanced level; to act as a revision course for students who have previously learned English as a foreign language and who probably learned English with the sentence as the grammatical unit; to provide some practice in answering examination-type questions for public or internal exams.

The book is divided into three chapters in general. Each chapter is further divided into 5 ~ 7 units that are self-contained but are linked in their progression through the overall needs of students who have to write in English for an academic purpose. Many of the units focus on language functions that are used to express a particular notion or idea. The procedures of academic writing are also practised, e. g. paraphrasing and summarising. The most common genre (type of writing) that is practised is the essay. However, some practice is also provided in writing for exams, and information is given about writing research reports. Written practice is given at different levels within each unit, mostly in three stages.

To the student: writing is hard work. However, the sustained diligence it requires can also bring rewards—delight, even—if you have chosen to investigate a topic that arouses your curiosity and stirs your imagination. Developing and writing a

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good research paper can also have practical benefits in acquainting you with procedures and skills needed in future courses. Because the book is designed to be useful to you throughout your college career, it contains far more reference works and examples of documentation than you will need for a single paper.

Documentation seems daunting to some students and distracts them from more important matters like organizing materials logically and writing clearly. The system of documentation used in this book is that of the Harvard referencing system. It is simple and easy to use. Once you master the basic forms for a book and a periodical, you can adapt variant forms. You need to become familiar with its style.

The ability to gather, interpret, and organize information is a valuable skill in college and in almost any business or profession. The purpose of the book is to help you attain and use that skill.

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> 张铭 2013. 11. 30

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上篇 文章组织篇

Unit 1 Organising Your Essay

Unit 2 Brainstorming Your Topic

Unit 3 Academic Style

Unit 4 Introduction

Unit 5 Conclusion

Unit 6 Referencing within the Text

Unit 7 Harvard Referencing System

Unit 1 Organising Your Essay

Stage 1 Structure

Text A 5-paragraph Essay

Text B Example

Stage 2 Connectives

Stage 3 Paragraphs

Stage 4 Advice

It can be difficult to know where to begin when writing any type of essay. Organizing is the key. If you organize the skeleton of your essay, the rest of the content will quickly fall into place. This article will help you begin and organize a well thought out—an intelligent essay.



This unit is concerned with the general organisation of a piece of academic writing (e. g. a report, an essay, an assignment, a project), its structure and particularly the way in which different parts are linked together. The plan below of a piece of writing, in this case an essay, will help to explain the overall structure.

Stage 1 Structure

STRUCTURE

1. INTRODUCTION	The subject or topic. A statement of the problem, etc. Comments on the way it is to be treated.			
2. DEVELOPMENT	Presentation, analysis and discussion (involving comments on 'advantages' and 'disadvantages'). 1 main idea (+ examples, details) 2 main idea (+ examples, details) 3 etc.			
3. CONCLUSION	3. CONCLUSION Perhaps a summary of the main points in two own views/opinions and decisions.			

Most pieces of formal writing are organised in a similar way—introduction; development of main ideas or arguments; conclusions. Each part of the writing will consist of language functions; particular uses and structures of the language organised according to the specific purpose that the writer has in mind in wishing to communicate ideas etc. with other people-describing, defining, exemplifying, classifying etc.

Each language function consists of sentences and/or paragraphs that are joined together or linked by connectives (words or phrases that indicate a logical relationship). These language functions will be examined in details in the following units. In the rest of this unit we shall look at the linking of sentences by means of connectives.

Text A 5-paragraph Essay

Introductory Paragraph

The introductory paragraph should also include the thesis statement, a kind of

mini-outline for the essay. This is where the writer grabs the reader's attention. It tells the reader what the paper is about. The last sentence of this paragraph must also include a transitional "hook" which moves the reader to the first paragraph of the body of the essay.

Body-First Paragraph

The first paragraph of the body should include the strongest argument, most significant example, cleverest illustration, or an obvious beginning point. The first sentence should contain the "reverse hook" which ties in with the transitional hook at the end of the introductory paragraph. The subject for this paragraph should be in the first or second sentence. This subject should relate to the thesis statement in the introductory paragraph. The last sentence in this paragraph should include a transitional hook to tie into the second paragraph of the body.

Body-Second Paragraph

The second paragraph of the body should include the second strongest argument, second most significant example, second cleverest illustration, or an obvious follow up the first paragraph in the body. The first sentence of this paragraph should contain the reverse hook, which ties in with the transitional hook at the end of the first paragraph of the body. The topic for this paragraph should be in the first or second sentence. This topic should relate to the thesis statement in the introductory paragraph. The last sentence in this paragraph should include a transitional hook to tie into the third paragraph of the body.

Body-Third Paragraph

The third paragraph of the body should include the weakest argument, weakest example, weakest illustration, or an obvious follow up to the second paragraph in the body. The first sentence of this paragraph should contain the reverse hook, which ties in with the transitional hook at the end of the second paragraph. The topic for this paragraph should be in the first or second sentence. This topic should relate to the thesis statement in the introductory paragraph. The last sentence in this paragraph should include a



transitional concluding hook that signals the reader that this is the final major point being made in this essay. This hook also leads into the concluding paragraph.

Concluding Paragraph

The fifth paragraph is the summary paragraph. It is important to restate the thesis and three supporting ideas in an original and powerful way as this is the last chance for the writer to convince the reader of the validity of the information presented.

This paragraph should include the following:

- 1. an allusion to the pattern used in the introductory paragraph,
- 2. a restatement of the thesis statement, using some of the original language or language that "echoes" the original language. (The restatement, however, must not be a duplicate thesis statement.)
 - 3. a summary of the three main points from the body of the essay.
- 4. a final statement that gives the reader signals that the discussion has come to an end. (This final statement may be a "call to action" in a persuasive essay.)

Text B Example

¹ Stephen King, creator of such stories as Carrie and Pet Sematary, stated that the Edgar Allan Poe stories he read as a child gave him the inspiration and instruction he needed to become the writer that he is. ² Poe, as does Stephen King, fills the reader's imagination with the images that he wishes the reader to see, hear, and feel. ³ His use of vivid, concrete visual imagery to present both static and dynamic settings and to describe people is part of his technique. ⁴Poe's short story "The Tell-Tale Heart" is a story about a young man who kills an old man who cares for him, dismembers the corpse, then goes mad when he thinks he hears the old man's heart beating beneath the floor boards under his feet as he sits and discusses the old man's absence with the police. ⁵ In "The Tell-Tale Heart," a careful reader can observe Poe's skillful manipulation of the senses.

The **introductory paragraph** includes a paraphrase of something said by a famous person in order to get the reader's attention. The second sentence leads up to the thesis statement which is the third sentence. The thesis statement (sentence 3) presents topic of the paper to the reader and provides a mini-outline. The topic is Poe's use of visual imagery. The mini-outline tells the reader that this paper will present Poe's use of imagery in three places in his writing: (1) description of static setting; (2) description of dynamic setting; and (3) description of a person. The last sentence of the paragraph uses the words "manipulation" and "senses" as transitional hooks.

¹ The sense of sight, the primary sense, is particularly susceptible to manipulation. ²In "The Tell-Tale Heart," Poe uses the following image to describe a static scene: "His room was as black as pitch with the thick darkness ... "Poe used the words "black," "pitch," and "thick darkness" not only to show the reader the condition of the old man's room, but also to make the reader feel the darkness". "Thick" is a word that is not usually associated with color (darkness), yet in using it, Poe stimulates the reader's sense of feeling as well as his sense of sight.

In the first sentence of the second paragraph (first paragraph of the body) the words "sense" and "manipulation" are used to hook into the end of the introductory paragraph. The first part of the second sentence provides the topic for this paragraph—imagery in a static scene. Then a quotation from "The Tell-Tale Heart" is presented and briefly discussed. The last sentence of this paragraph uses the expressions "sense of feeling" and "sense of sight" as hooks for leading into the third paragraph

¹Further on in the story, Poe uses a couple of words that cross not only the sense of sight but also the sense of feeling to describe a dynamic scene. ²The youth in the story has been standing in the open doorway of the old man's room for a long time, waiting for just the right moment to reveal himself to the old man in order to frighten him. ³Poe writes: "So I opened it [the lantern opening] —you cannot imagine how stealthily, stealthily—until, at length, a single dim ray, like the thread



of the spider, shot from out the crevice and fell full upon the vulture eye." ⁴By using the metaphor of the thread of the spider (which we all know is a creepy creature) and the word "shot," Poe almost makes the reader gasp, as surely did the old man whose one blind eye the young man describes as "the vulture eye."

The first sentence of the third paragraph (second paragraph of the body) uses the words "sense of sight" and "sense of feeling" to hook back into the previous paragraph. Note that in the second paragraph "feeling" came first, and in this paragraph "sight" comes first. The first sentence also includes the topic for this paragraph—imagery in a dynamic scene. Again, a quotation is taken from the story, and it is briefly discussed. The last sentence uses the words "one blind eye" which was in the quotation. This expression provides the transitional hook for the last paragraph in the body of the paper.

¹The reader does not know much about what the old man in this story looks like except that he has one blind eye. ²In the second paragraph of "The Tell-Tale Heart", Poe establishes the young man's obsession with that blind eye when he writes: "He had the eye of the vulture—a pale blue eye, with a film over it." ³This "vulture eye" is evoked over and over again in the story until the reader becomes as obsessed with it as does the young man. ⁴ His use of the vivid, concrete word "vulture" establishes a specific image in the mind of the reader that is inescapable.

In the first sentence of the fourth paragraph (third paragraph in the body), "one blind eye" is used that hooks into the previous paragraph. This first sentence also lets the reader know that this paragraph will deal with descriptions of people: "...what the old man looks like...." Once again Poe is quoted and discussed. The last sentence uses the word "image" which hooks into the last paragraph. (It is less important that this paragraph has a hook since the last paragraph is going to include a summary of the body of the paper.)

¹ "Thick darkness", "thread of the spider", and "vulture eye" are three images that Poe used in "The Tell-Tale Heart" to stimulate a reader's senses. ²

Poe wanted the reader to see and feel the real life. ³He used concrete imagery rather than vague abstract words to describe settings and people. If Edgar Allan Poe was one of Stephen King's teachers, then readers of King owe a debt of gratitude to that nineteenth-century creator of horror stories.

The first sentence of the **concluding paragraph** uses the principal words from the quotations from each paragraph of the body of the paper. This summarizes those three paragraphs. The second and third sentence provide observations which can also be considered a summary, not only of the content of the paper, but also offers personal opinion which was logically drawn as the result of this study. The last sentence returns to the Edgar Allan Poe-Stephen King relationship that began this paper. This sentence also provides a "wrap-up" and gives the paper a sense of finality.

5 paragraph essay topics are not limited to anything, as anything can be discussed in this type of essay. You can choose the essay topic that you know the most about, for example:

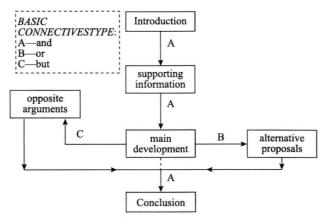
- Economic Power of the US
- The Best City in the World
- My Grandfather
- My First Teacher
- What is the Green House Effect
- Teaching Techniques

Stage 2 Connectives

A piece of writing or text will often have the following structure:

A The discussion, argument, or comment in the development of the topic may be very straightforward, in which case ideas will be added together one after another. The basic connective "and" is used here. (A number of connectives have a





similar or related meaning to "and".)

- B Sometimes the comments may be expressed in another way, or an alternative proposal may be made. This is represented by the basic connective "or" (A number of other connectives have a similar meaning.). After the alternative has been considered, the main argument will continue.
- C There are also occasions in arguments, etc. when the opposite is considered or referred to. This is represented by the basic connective "but" (There are also a number of other connectives with a similar meaning.). After the opposite or opposing view has been considered, the main argument is continued.

A list of the connectives divided into main groups of "and", "or", "but" is contained in "Appendix 2: Connectives".

1 "And" type: Connectives of Result (Type A)

Look at the following example:

therefore,
as a result,
accordingly,
consequently,
thus,
hence,