

全方位大学英语系列教材

# 大学英语写作

(第二版)

College English

Writing (Second Edition)

陈倩 编著



对外经济贸易大学出版社

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# 大学英语写作

(第二版)

**College English Writing**

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编著 陈 倩

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**College English Writing (Second Edition)**

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# ( 第一版 ) 前言

写作是英语专业的一门必修课。随着因特网通讯和交流的日益普及和科学研究的深入发展,英语写作课更显重要。

然而,我国目前的英语写作教材多按传统的教学方法编写,不适合现代教学理论与实践的要求,使用起来也不方便;在范文的选材上多侧重于文学,难于用来培养宽口径人才,满足社会需求。为此,编者以自己在这方面的研究成果为基础,以高校英语专业教学大纲及高校英语专业四、八级考试大纲对写作课程的要求为基本指导方针,在教学实践中完成了这本教材。

语言是交流的工具。写作的目的是为了传递信息,表达思想感情。本书着重使学生建立起写作目的,在写作中考虑作文的读者对象,有的放矢。在教学方法上采用启发提问教学,组织活动,培养学生的思维能力,活跃课堂气氛,促进相互学习,充分发挥教材的优势,融内容、语篇结构、语言、技巧和实践为一体。

本教材包括基础写作(便条、摘要和书信写作等),中级写作(段落写作)和高级写作(论文)三部分内容,共三十五单元。在编排上采用从简单到复杂,从易到难的顺序。书中范文选自英文原版杂志、报纸、学生作文及作者自撰等多种渠道,内容涉及广泛。它不但适用于英语专业本科生,也可供非英语专业的学生、研究生及所有英语自学者使用。

本书曾在我校九五、九六、九七英语专业本科生以及九五、九六夜大英语专业使用,效果甚佳,学生在参加全国英语专业四、八级统考中取得好成绩。

此教材在编写过程中得到了院系等有关人士的大力支持及九五、九六、九七级学生的积极配合,在此特向他们表示深深的谢意。美国加州大学教授 Gary Negin 博士不辞辛苦审阅了全稿并提出了宝贵的意见,在此向他表示诚挚的感谢。

由于时间仓促,水平有限,书中难免有不妥和纰漏之处,恳请使用者提出宝贵意见。

编者  
2000年8月

# 再版说明

本书自 2001 年出版以来深受广大师生的欢迎，在教学中收到很好的效果。毕业生纷纷反映本教材使他们在工作、升学学习中受益匪浅。本教材是宽口径的写作教材，几年来它既用于英语专业本科生、非英语专业本科生、成教生的写作教学，也用于中、小学教师培训班，以及英语爱好者和自学者学习。

时代在发展，科学在进步，原版中个别单元的内容已不太符合时代需要，一些单元的内容需要修改、补充，此外第一版出版时间较仓促，条件设备有限，书中难免有些不足和纰漏，因此本书的再版成为必然。

新版共 22 个单元，删除了原版中第 4 单元 TELEX（电报），划出了论文写作部分的 23、24、27、28、29、30、32、34、35 单元。对原版中第 5、8、16、18、21 单元的范文和练习进行了修改和补充，使内容更加翔实，更便于课堂教学。例如，新版第 9 单元“Writing and Designing a Brochure”增加了范文和写作语言特点的引导，使其内容得以充实并更具有指导性。原第 8 单元“Analyzing Topics and Brainstorming”改为“Analyzing Titles and Brainstorming”（新版第 10 单元），并对其中的关键词“Analyzing Titles”给出明确的定义，使内容更清晰更便于理解。16、18、21 单元的 Task 进行了调整，对内容给予补充和更详细的说明，更便于教学和自学。此外其他单元的内容也或多或少有所修改。新版同前版一样，都遵照从简单到复杂，从易到难的原则循序渐进。

特别感谢书中申明的有关出版社、报刊杂志社和作者对版权或非版权材料应用的许可。特别感谢美国加利福尼亚大学教授 Gary Negin 博士对本修订版再次进行的全面审阅和指导。感谢同行老师们、学生们的支持和配合。希望本书的再版能给它的使用者带来更大的效益。

学无止境，书中难免还有不妥和纰漏，恳请使用者提出宝贵意见。

编者  
2013 年 7 月

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# **PART ONE**



## **MECHANICS**

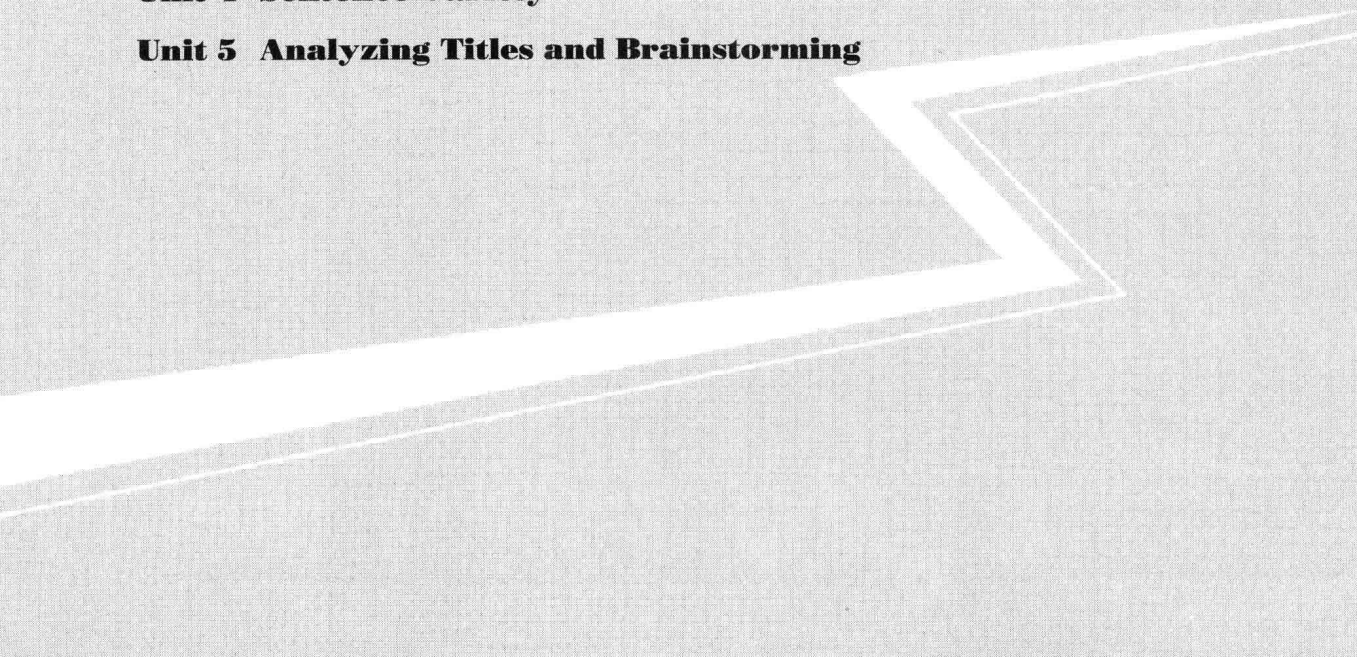
**Unit 1 Punctuation**

**Unit 2 The Use of “The”**

**Unit 3 Cohesion**

**Unit 4 Sentence Variety**

**Unit 5 Analyzing Titles and Brainstorming**







# Unit 1

## Punctuation

### INTRODUCTION

The ability to punctuate accurately is one of the essential skills of effective writing. Failing to punctuate, or incorrect punctuation, may cause difficulty and misunderstanding as in the following example.

“Now there are six mayor departments in the institute namely; Business Administration Department, Accounting Department, Statistics Department, Food Technology and Science Department Electronics Department and Information System Department. Besides the institute has set up The Social Science Division The Language Division, The English Training Centre, The Test Centre under the CIECB administering TOEFL TSE GRE and GMAT. The Training Division, and The Correspondence Division It has also set up an Evening College in 1988.”

(Taken from a student’s work)

The common punctuation marks are:

Full stop ( . )

Comma ( , )

Semicolon ( ; )

Colon ( : )

Question mark ( ? )

Exclamation mark ( ! )

Quotation marks ( “ . . . ” )

Apostrophe ( ‘ )

Dash ( — )

Parentheses ( ( ) )

Square brackets ( [ ] )

In this unit, we will look at full stop (period in American English), comma, colon, semi-colon, dash, parentheses, exclamation mark, and question mark.

## THE FULL STOP (.)

### A. A full stop is used to mark the end of all sentences except direct questions (?) and exclamations (!).

For Example:

- 1) He has been to town already.
- 2) We have included separate car-parking space as near as possible to each area of activity to avoid congestion. In times of need, the sports pitch car park can obviously supplement the cinema car park, and vice versa.

### Task 1

Read the following news paper article. Supply capital letters and full stops when necessary. No other punctuation marks are needed here.

Violin Recital—a violin recital by Maestro Salvatore Accardo will be held at the Beijing Concert Hall on November 3 Accardo was born in Italy in 1941 his first concert was given when he was 13 at 17 he was awarded the first prize of Concorso Paganini of Geneva

### B. A full stop is used in abbreviations.

For example:

Doctor Christine Nuttall

Dr. C. Nuttall

The United Nations

The U. N.

### Task 2

Write abbreviations for the following words, and mark the abbreviations with correct punctuation.

Doctor Hellen Lounders

October

Professor Sophia Weldon

September

Bachelor of Arts

January

Master of Education

February

Avenue

March

Street

April

Post meridiem

August

Ante meridiem

December

United States of America

Page

Chapter

That is

Editor

For example

People's Liberation Army

Number

United Nations Educational, Scientific, and Cultural Organization

Most common abbreviations end in a full stop. But certain abbreviations are written without a full stop, and modern practice is shifting more in this direction. Generally, a full stop is omitted in abbreviations written in capital letters, e.g. UN, BBC, VOA.

### C. A full stop is used between dollars/cents and pounds/pence.

For example:                      \$ 388.9                      £ 8.7

## THE COMMA (,)

The comma is perhaps the most flexible of punctuation marks. Here are some of its common uses:

### A. To join the parts of a compound sentence.

For example, to change two sentences into one:

- 1) He made several innovations that year. After that he rarely made any.
- 2) He made several innovations that year, but after that he rarely made any.

Now punctuate the following sentences with commas in the proper places:

- 1) Most writers are considerate enough to avoid the more extreme forms of elliptical expression but from time to time it will present problems.
- 2) If you are planning to use group work you must work out how you want to sequence the activity because this may affect the way you prepare your material.
- 3) There is often a cool breeze in the evenings so don't forget to pack a couple of jerseys.
- 4) Seats can be booked through a ticket agency or they can be purchased at the theatre.

Decide whether the following sentences need any changes:

- 5) You can go there by bike, you can also take bus No 11.
- 6) The evening market usually starts at 6:00 p.m. in summer, it lasts for about six hours.
- 7) It may be raining, take an umbrella.
- 8) Group the ideas that you have, decide on the best order.

### B. To prevent a confusing, ambiguous, or awkward reading.

For example: Mr Robert our teacher has been hurt. (ambiguous)

Mr. Robert, our teacher, has been hurt. (clear)

Now punctuate the following sentences with the commas in the proper places:

- 9) A few years ago the World Bank described China's social insurance system as "disintegrated." But now a national scheme combining social and personal responsibilities is being implemented.
- 10) The Three Gorge Dam project the largest in the world offers numerous opportunities for foreign companies including American ones.
- 11) Chen Xianyi deputy director of the Diseases Control Department under the Ministry of Health says the ministry is drafting national regulations on the management of epidemic reporting for communicable diseases in order to standardize epidemic surveillance and establish a sound reporting system.

**C. To separate a list of words or phrases that have the same grammatical use.**

For example: He eats, drinks, and talks too much.

(or) He eats, drinks and talks too much.

Now punctuate the following sentences with commas in the proper places:

- 12) He stated that conflict was imminent that the opponents were well prepared and that he felt uncertain of victory.
- 13) Besides machinery and electric equipment 10 million tons of steel timber cement coal ash oil and explosives are needed for the project.

It is also used to separate descriptive words when several are used together.

For example: Glass is a hard, brittle, and transparent material.

**D. To separate directly or indirectly quoted material from such speech tags as "He said, She answered," and "We replied."**

For example:

- 1) "The Long March was a big struggle between the revolutionary force and counter-revolutionary force, between the bright fate and the dark fate," Jian said.
- 2) "Businessmen from the United States still have a chance to participate in the project, although the U.S. Government was said to have declined to support it," Lu said.  
(*China Daily*, 1996)

**Task 3**

Add commas where appropriate to these sentences.

- 1) Over the past three years China has absorbed an annual average of \$30 billion in foreign funds and this year the figure will increase to more than \$37 billion.
- 2) The engine installed the brakes failed and the car started to roll backward.

- 3) The steelworkers' representative a foundry man from Humberside argued for rapid modernization.
- 4) Britain now has a system as advanced as any in the world and other countries are adopting similar measures.
- 5) The fire having been lit for some time the room was warm.
- 6) The fire having been lit for some time needed more wood.
- 7) The new crystals tended to be long smooth knife-like forms.
- 8) The new experimental procedures are intended to improve safety in the laboratory.
- 9) It was his spelling not his punctuation that he needed to improve.
- 10) It was a letter from my mother who was worried because I had not written lately.
- 11) Mr. Branston who is a rather shy man does not like making speeches.
- 12) Everest which is the highest mountain in the world was not climbed until 1953.

## THE SEMICOLON (;)

The semicolon is a stronger version of the comma. It marks a longer pause, a more definite break in the sense, than the comma. At the same time, it shows a change for a sentence which is too closely related to what has gone before to be cut off by a full stop. It is used for joining and listing.

### A. Joining.

To separate two clauses that are balanced both in structure and subject matter; the two clauses usually show some degree of contrast without the use of conjunction in between.

For example: —Try this one; it looks like your colour.  
—Try this one, since it looks like your colour.

It is also used between independent clauses joined by a transitional connective.

For example: His argument has some merit; however, he goes too far.

Transitional connectives (关联词) are words like “also, besides, consequently, furthermore, hence, however, in addition, likewise, moreover, nevertheless, still then, therefore.” These connectives are not subordinating conjunctions (从属连词), and they require a stronger mark of punctuation than a comma.

### B. Listing.

To separate items in a series when one of the items itself contains a comma.

For example: Among those present were Dr. Susan Black, a professor; Mr. Robert Lundley, one of the biggest property owner in Plymouth; and Mrs. Ruth Maynard, a business executive.



## Task 4

Pick out the comma that should be replaced by a semicolon in the following sentences:

- 1) Heavy chemicals are essentially those produced in bulk and used in large quantities, fine chemicals are made on a comparatively small scale, some indeed in quantities of only a pound or two.
- 2) His first paper was published in Britain, all his later ones were published in China.
- 3) Last year this time they were busy working on their dissertations, now they are serving in a university.
- 4) Each team was allowed the following: 10 kilos of food, including fruit, water and salt, and ample petrol.
- 5) The summer is hot and short, the winter is long and cold.

## THE COLON (:)

The colon is mainly used for the following purposes:

### A. To indicate that something is to follow, especially a formal statement or series.

For example: Tel: (0315) 2888666                      Post code: 063000

The reason is clear: they could not afford the fare.

### B. To introduce quoted material, particularly if the question covers more than one sentence.

For example:

- 1) *China Daily* (2 Oct., 2003) commented: “. . .”
- 2) I wrote about this sculpture in 1982: “The head is powerfully conceived...”
- 3) Ding Lao Hui, a 64-year-old villager, said: “I know who I’ll vote for because that candidate is one of the most competent people in the village.”

Note: The colons in the sentences in “B” could be replaced by commas.

## Task 5

Punctuate the following sentences with colons and commas in the proper places.

- 1) But as he spoke he turned his head and looked at Ford’s coat “It was a good coat” and Patterson thought about it a lot as he kept his eyes on the road in front.
- 2) He called out politely “Good night!”
- 3) One day I should turn around and say “Oh shut up you’re much better at English and geography!”
- 4) The villagers showed their fear of the new machine the women averted their eyes the

children became silent and the men muttered uneasily to one another.

## DASH (—)

Dash is used:

### A. To emphasize a word or phrase at the end of a sentence.

For example:

In the whole world there is only one person he really admires — his grandfather.

### B. To summarize or conclude an involved sentence.

For example:

To live as free people in a free country, to enjoy, even to abuse, the right to think and speak as we like; to feel that the state is the servant of its people to be, even in a literal sense, a trustee and a partner in the conduct of a nation—all this is what democracy means to us.

### C. To interrupt your sentence with a phrase or clause, or to indicate unfinished dialogue.

For example:

- 1) She saw her sisters—all five of them—standing in front of the building.
- 2) “Help! Help! I can’t seem to—” She fell to the ground, gasping for breath.

## PARENTHESES ( )

There are three main uses for parentheses:

### A. To enclose an explanation, abbreviation, qualification, or example.

For example:

- 1) Her husband (She married about a year ago.) is...
- 2) English for science and technology (EST)

### B. To indicate cross reference.

For example: Nineteen sets of language course books have been investigated (See Appendix 1).

### C. To repeat a sum of money previously stated in words in business transactions.

For example: I am enclosing a cheque of six hundred pounds (£600) to cover my share of

the cost.

## EXCLAMATION MARK (!)

Used to indicate excitement, shock, or anger.

For example: "You get out of here!"

## QUESTION MARK (?)

Used at the end of a question.

For example: "Did you say you were ill?"

### Task 6

Add punctuation to the following sentences and capitalize the word where necessary.

- 1) People typically vacation at five places mountains beaches historical sites religious places and big cities.
- 2) Jiang Zemin said today when we mark the victory of the Long March we are remembering the glorious deeds of Red Army summarizing the history experience of the Long March carrying forward the revolutionary spirit of the Long March and continuously pushing forward the great cause pioneered by the veteran revolutionaries.
- 3) Time is short one month is not a long time
- 4) During the primary stage we normally give this education in one type of school according to the age of the child that is to say all except the relative few who go to independent or private schools
- 5) From any given bit of teaching some learn more than others we teach some lessons when everybody seems to learn something and other lessons when nobody seems to learn anything

### Task 7

Add semi-colons, commas, full stops and capitals to the following passages.

Although this branch of the chemical industry is the one with which the general public most frequently comes into direct contact it is nevertheless one about which many misconceptions exist plastics are often spoken of as though there was little difference between the various kinds in fact they differ enormously in their properties plastics are often thought as new substitutes in fact they have been in use for a century plastics are often regarded as cheap substitutes for other and better construction materials such as wood metal and natural textiles in fact many have found favour on their own merits and often are far from cheap.

# Unit 2

## The Use of “The”

### INTRODUCTION

“The” is a frequently used word. Although “the” itself does not imply any meaning, it may be crucial for successful communication when it is used in front of nouns. However, we non-native speakers usually have problems in making proper use of “the.”

#### Task 1

The following are sentences taken from students’ homework. Read them and point out where “the” is improperly used or missed.

- 1) Teaching is the teachers’ job, and learning is the students’ task.
- 2) Third stage was from 1949 until now. The universities were developed quickly in this period.
- 3) The Chart One shows Country A’s expenditure on housing, fuel and power; the Chart Two is County B’s expenditure on housing, fuel and power.

### THE USE OF “THE”

The general grammar rule for the use of “the” is that “the” is used at the beginning of noun groups to refer to someone or something when a reader knows exactly who or what we are talking about, or when we go on to explain which person or thing we mean.

#### Task 2

Work in groups and list any other uses of “the” you know.

There are generally 19 uses of “the” in *Collins Cobuild English Language Dictionary* (1987). The following are eight basic usages. These are: