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国际英语写作教程



短文写作

The Short Composition



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编著 [美] 安·O. 施特劳赫 (Ann O. Strauch)



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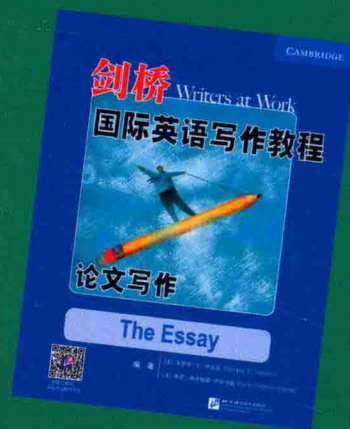
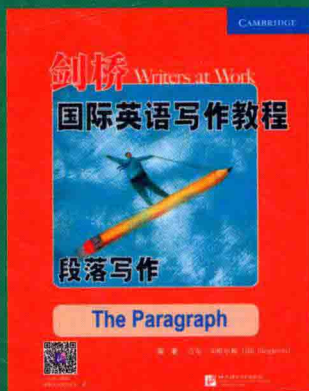
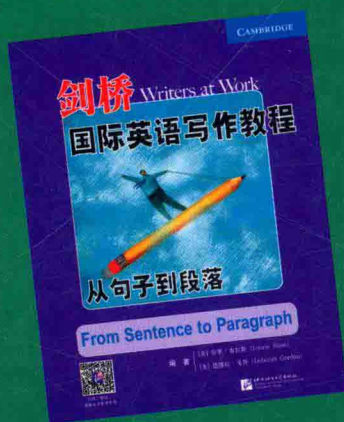
Writers at Work

“剑桥国际英语写作教程”系列图书

《剑桥国际英语写作教程》（*Writers at Work*）是为母语非英语的学生编写的一套英语写作用书。本套写作教程共四册，旨在为学生的写作技能打下坚实的基础。本书是其中的第三册：《剑桥国际英语写作教程：短文写作》（*Writers at Work: The Short Composition*）。本书采用过程写作法，帮助学生结合个人经历，写出语句连贯、表达准确的多段落短文。学生还将学会对小说和纪实作品进行总结和引用。

本书特色：

- 学生通过写作和改写作业来改进自己的短文。
- 写作之前的任务帮助学生汇集和组织想法。
- 学生通过分析段落和短文案例“发现”写作的策略。
- 语法解析和练习帮助学生写出完美的句子。
- 运用“检查表”鼓励学生准确编辑，培养学生自主性。



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The Short Composition

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出版说明

《剑桥国际英语写作教程》(*Writers at Work*)是从剑桥大学出版社原版引进,为母语不是英语的学生编写的一套英语写作教程。本套写作教程结合了过程写作法的理念,即英语写作能力来自知道要写什么,更来自知道如何去写。为此,本套教程围绕写作的整个流程进行编排,致力于教会学生掌握英语写作的整个流程并做到学以致用,逐级学会句子、段落、短文以及论文写作,帮助学生获得英语写作的自信,完成更为复杂的写作任务。

众所周知,学生在初学写作时,经常会遇到这样的困扰:是追求文意的创新,还是追求表达的准确?本套写作教程完美地解决了这个问题,它将指引学生在掌握整个写作流程的基础上,最终写出不但内容丰富,而且语言清晰明确的文章。

本套写作教程共四册,分别是:

《剑桥国际英语写作教程:从句子到段落》(*Writers at Work: From Sentence to Paragraph*),旨在帮助初级到初级高阶学生写出语法准确、与话题相关的句子,使其具备段落写作入门的基础。

《剑桥国际英语写作教程:段落写作》(*Writers at Work: The Paragraph*),旨在帮助初级高阶到中级低阶学生通过多种语言组织形式写出完整的段落。

《剑桥国际英语写作教程:短文写作》(*Writers at Work: The Short Composition*),旨在帮助中级低阶到中级水平学生学会将若干段落组织成一篇结构完整、语言准确的短文。

《剑桥国际英语写作教程:论文写作》(*Writers at Work: The Essay*),旨在帮助中级到中级高阶学生写出一篇结构完整、逻辑严密的论文,包括开头、主体段落和结尾。学完本册后,学生可以继续学习高级学术写作课程。

本书是其中的第三册:《剑桥国际英语写作教程:短文写作》(*Writers at Work: The Short Composition*)。

本书结构

本书共有九章,每章分为以下五个部分:

1. 开始 (Getting Started)

学生思考本章话题,理清写作思路。

2. 准备初稿 (Preparing the First Draft)

学生组织、构思并写出初稿。

3. 修改 (Revising Your Writing)

学生分析书中的段落和写作示例, 学习写作的关键要素, 运用所学原则修改初稿。

4. 编辑 (Editing Your Writing)

学生学习某类语法知识, 修改二稿, 使其语法准确, 完成终稿。

5. 后续 (Following Up)

学生互相分享习作。完成自我评价表, 以反思自己在本课学习过程中所取得的进步。

本书特色

1. **开篇打基础**。本书开篇为介绍部分 (Begin with the Basics), 详细介绍了英语写作过程和短文的基本要素, 包括格式、主旨、正文及论据、结论、标题等。本部分为后面展开本书的学习打下了基础。

2. **专题式学习**。本书的九个章节讲解一般写作和学术写作的常见格式和体裁, 提供相关活动和练习, 使学生能学以致用。

3. **充分利用例文**。本书充分使用了例文, 所选例文内容生动有趣, 具有代表性。学生可以在教材活动的引导下分析、修改、编辑例文, 为自己的写作打好基础。

4. **重视学生间的合作和互动**。合作任务和同伴反馈让写作练习充满乐趣。

5. 以有趣的**分享作文活动 (Sharing Your Writing)** 结束写作过程, 实现写作的交流目的。

6. 本书配有电子版“教师手册”(含答案), 师生可通过扫描封面二维码获取, 也可登录我社官网 (www.blcup.com) 下载。

希望通过本书的学习, 你能够充分了解英语写作过程, 提高英语写作能力, 享受英语写作的乐趣。

Introduction

THE WRITERS AT WORK SERIES

The *Writers at Work* series takes beginning to high intermediate-level writing students through a process approach to writing. The series is intended primarily for adults whose first language is not English, but it may also prove effective for younger writers or for native speakers of English who are developing their competence as independent writers in English.

- *Writers at Work: From Sentence to Paragraph* prepares beginning to high beginning students to write grammatically accurate, topic-related sentences as the basis for an introduction to paragraph writing.
- *Writers at Work: The Paragraph* prepares high beginning to low intermediate students to write well-developed paragraphs using a variety of organization types.
- *Writers at Work: The Short Composition* prepares low intermediate to intermediate-level students to put together several paragraphs to write well-constructed and well-edited short compositions.
- *Writers at Work: The Essay* prepares intermediate to high intermediate students to write fully-developed essays with an introduction, body paragraphs, and a conclusion. Upon completion of this book, students will be ready for more advanced-level academic writing courses.

The approach

Competence in writing comes from knowing *how* to write as much as from knowing *what* to write. That is why the *Writers at Work* books are organized around the process of writing. They teach students about the writing process and then guide them to use it as they write. We believe that once students understand how to use the writing process in writing sentences, paragraphs, short compositions, and essays, they will gain the confidence they need to advance to more complex writing tasks.

In teaching writing to lower-level students, there is always the danger of sacrificing creativity in order to achieve accuracy, or vice versa. The *Writers at Work* books guide students through the writing process in such a way that their final pieces of writing are not only expressive and rich in content, but also clear and accurate.

ABOUT WRITERS AT WORK: THE SHORT COMPOSITION

Chapter structure

Each chapter is divided into the following five parts:

I Getting Started

Students are stimulated to think about the topic of the chapter. They generate ideas that they can use later in their writing.

II Preparing the First Draft

Students organize, plan, and write their first draft.

III Revising Your Writing

Students analyze sample paragraphs and compositions, learn about key elements of writing, and apply those principles to the revision of their first draft.

IV Editing Your Writing

Students are introduced to selected aspects of grammar. They edit their writing for accurate grammar and write their final drafts.

V Following Up

Students share their writing with each other. Finally, they fill out a self-assessment form, which allows them to track their progress as writers throughout the course.

Key features

- The book begins with an introductory section, “Begin with the Basics,” which introduces students to the writing process and to the basic elements of a short composition, including format, main idea, the body and supporting details, conclusions, and titles. This section lays the foundation for the chapters that follow.
- The nine chapters of the book present common organizational patterns and types of writing used in personal and academic writing. All of the activities and exercises in a chapter relate to the pattern or type of writing. In this way, students are able to apply what they learn in their own writing.
- The book makes extensive use of sample compositions. These have been chosen for their representative nature and their engaging content. The activities in the book guide students through analysis, revision, and editing of these compositions as preparation for their own writing.
- It is important that students collaborate and interact when learning how to write. Collaborative tasks and peer feedback activities in the text make learning to write manageable and enjoyable.
- “Sharing Your Writing” activities round out the steps in writing, providing a high-interest activity that underscores the communicative goal of writing.

Acknowledgements

Writers at Work: The Short Composition would not have been possible without the help and support of innumerable people.

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At El Camino College in Torrance, California, I have always appreciated the warm support and helpful comments of my fellow instructors in the ESL Department. I may owe my deepest gratitude, however, to the many ESL students who have contributed the delightful sample compositions for the text. They have provided the greatest gift in offering their heartfelt hopes, dreams, and life experiences on paper. They have been the true source of inspiration for me in writing this text.

Finally, I am ever grateful to my family: Walt, Mark, and Reyna, for their patience, their unwavering confidence in me, and especially their talent for tickling my funny bone.

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