

● 专门用途英语课程系列



College English Creative Writing
Essay Skills

英语短文写作

Student's Book

学生用书

Ian Smallwood
Li Po Lung



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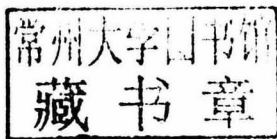
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Introduction

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This book provides training in essay writing. There are further books developing skills for academic and business writing.

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- Part Two: Advanced Grammar and Usage
- Part Three: Punctuation Review
- Part Four: Expanding Your Creativity

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- writing process;
- characteristics of different text types;
- components of different text types.

To reinforce what they have learnt in this part and to prepare them for the writing tasks in Part Four, students are encouraged to complete various tasks, including:

- sentence completion;
- sentence writing;
- blank filling;
- proofreading;
- editing;
- paragraph writing;
- identifying common signposting words;
- analyzing texts; etc.

In this part, there is a vocabulary section which is aimed at helping students to improve their vocabulary knowledge by:

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such knowledge they can improve their own writing. To achieve this, there are detailed notes about commonly used grammar items, including:

- the gerund;
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- the suffix “-ish”;
- present time, past time, present continuous time, past continuous time;
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- reference;
- absolute adjectives and adjectives expressing degree;
- phrasal verbs;
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Punctuation symbols, which play a significant role in writing, are sometimes neglected in English courses. In this part, emphasis is placed on punctuation marks which allow writers to tell their readers when to pause, which words should go where, and so on. Extracts are also referred to when illustrating the functions of the following punctuation marks:

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Descriptive Writing I: Places

Unit Focus

This unit is the first on descriptive writing. In it we look at writing about places. As with any other type of writing, once we are clear what general type of writing we are considering, the questions to be asked are:

- Who are you writing for? The audience play a key role in determining the style of a text.
- Why are you writing? The purpose of writing is also very important in determining style.

Questions such as these will help us decide what kind of style and approach we must adopt in our writing, and we must keep our audience in mind all the time as we write.

Part I

Looking at Texts

There are many ways in which the audience we are writing the description for will influence our writing style. See the mind map on the next page for an illustration of the different aspects that need to be considered: