

大学实用英语写作

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清华大学出版社

(京)新登字158号

内 容 提 要

本书是为有一定英语基础的理工科学生编写的写作教材,内容包括英文句子的正确写法;基本写作技巧;连句谋篇手段及实用应用文写作。

本书的特色是提供大量范文指导学生进行比较和仿写实践,归纳了一些常用句型。各章节后均配有带提示的课堂练习和课后练习,并附有参考答案。

图书在版编目(CIP)数据

大学实用英语写作/胡宛如编著. —北京:清华大学出版社, 1996
ISBN 7-302-02065-5

I. 大… II. 胡… III. 英文-写作-高等学校-教材 IV. H315

中国版本图书馆CIP数据核字(95)第23859号

出版者: 清华大学出版社(北京清华大学校内, 邮编 100084)

印刷者: 北京市海淀区清华园印刷厂

发行者: 新华书店总店北京科技发行所

开 本: 787×1092 1/16 印张: 12.5 字数: 294 千字

版 次: 1996年3月第1版 1996年3月第1次印刷

书 号: ISBN 7-302-02065-5/H·150

印 数: 0001—8000

定 价: 12.00 元

前 言

本书主要为有一定英语基础的理工科学生编写；其宗旨是指导学生通过**阅读范文和仿写实践**学习英语写作。本书大体分为四个部分：英文句子的正确写法（第一章）；基本写作技巧（第二章）；连句谋篇手段（第三章、第四章）；应用文写作（第五章）。

为什么倡导学生从阅读和仿写入手学习英语写作呢？

我们的理工科学生有时会抱怨，读过不少讲解写作技巧的书仍然不会用英语写作。造成这种状况的原因很多，其中很重要的两条是他们欠缺强化阅读训练和在此基础上的仿写训练。因此，他们的“使用词汇”数量少，英语的语感太弱，提起笔来自然就难以写下去，而硬性写出来的却往往是一个个由英语单词堆砌成的汉语式的句子。他们能读懂较深奥的专业文献，能辨认大量生僻的单词，却不会用简单的英语写地道的英语句子。为了帮助他们在较短的时间内弥补这一缺憾，我们应该鼓励他们把**阅读、仿写和创作**结合起来。教学实践证明这是学习写作的一个行之有效的方法。

无论中外，凡写作有成者无不从模仿起步。理工科学生学习英语写作当更离不开这根手杖。他们为了仿写而阅读难度适中的范文时所使用的方法和所得到的感受必然与仅仅为获取信息而阅读时的不同。为了模仿，他们的注意力必将集中在范文的遣词、造句、谋篇及语言环境等活生生的语言现象上，而不仅仅停留在读懂的水平上。在这种阅读基础上再进行“现趸现卖”式的仿写，就会事半功倍。经过一年左右的训练，他们会扩大“活的”词汇量，在仿写实践中掌握写英语句子的“洋味儿”和写英语文章的要领。这个过程可以按本书要求在老师指导下进行，也可按要求循序渐进地自学。

如何使用本书？

一、熟读范文，背诵精彩句子

本书每一章节都配有中等偏下难度的范文，读者只要逐篇细读，品味写作方法并欣赏语言，就会经常在阅读中产生“踏破铁鞋无觅处，得来全不费工夫”的惊喜而情不自禁地背下许多语汇，进而产生自我表达的冲动。这时他们在读与写之间自会筑起一座桥梁——**仿写**。这个过程反复进行几十次，就必能收到集腋成裘的成效。

二、分析范文，模仿写作方法

为指导读者体察并实践写作技巧，本书每一章节后都配有带提示的课堂练习和课后练习，读者可按学习过的范文进行仿写。在仔细揣摩范文的写作技巧，背诵其中的佳句后，在提示的帮助下趁热打铁做仿写练习，必将能意会到一些别人难以在讲解中言传的诀窍，而不致有读写作理论文章后的那种隔靴搔痒般的不满足感。

三、强记关键句型，试写应用文

很多理工科学生日渐感到需要写一些常用应用文，如邀请信、申请书、备忘录及其他商务、公务往来信函。本书第五章“应用文 (Practical Writing)”为读者提供了一套范文、常用句型及仿写练习（附参考答案）。为尽快掌握简单应用文的写法，读者仍要背诵相关的语汇，记住基本模式，并用这些语言材料按要求逐一试笔。

编者 1995年12月

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第一章 学习写正确的英文句子 (Writing Good English Sentences)

1.1 避免典型的错误 (Avoiding Popular Mistakes)

1.1.1 不要忽略英语句型在学写英文时的作用

初学英语写作，必须首先培养写英语的习惯，即用英语固有句型、惯用法或词组表达自己思想的习惯。切不可急功近利，忽视积累句型和词组，养成用熟识的英语单词和习惯的汉语语法堆砌汉式英语的坏毛病。学写英语要从多读入手，坚持句型和词组的积累工作。这种集腋成裘之功效必将在日后写作水平的提高中显示出来，这对理工科学生尤为重要，因为他们很少大量阅读英语文章，又缺乏英语专业学生的语言训练，因而更易受汉语的影响。

CLASSROOM WORK 1-1-1

阅读下面的句子及句后括号内说明，指出各句的错误。

- 1) 他真建议做那件事吗? Did he suggest to do that?
(suggest sth. /suggest doing sth. /suggest that...)
- 2) 他梦想有一天能见到他。 He dreamed to see him one day.
(dream of/ dream about/ dream that...)
- 3) 他们有一肚子怨气。 They had a lot to complain.
(complain of / complain about/ complain that...)
- 4) 在场的人都批评他太粗心。 All present criticized that he was careless.
(criticize sb./ criticize sth./criticize sb. for sth.
/ criticize sb. for doing sth.)

1.1.2 不要违反英语词组的搭配习惯

汉语词组搭配比较灵活，而英语词组搭配比较固定，尽量多地掌握一些这样的搭配，以避免写汉语式英语。

比较下面几组词组翻译：

- 大：大风 strong wind / 大雨 heavy rain / 大风暴 a great storm / 大损失 much damage / 大爆炸 terrific explosion / 大人 adult / 大人物 an important man / 大局 whole (general) situation / 大考 final exam / 大路 highroad /
- 高：高楼 tall building / 高山 high mountain / 高见 good idea / 高风格 fine style / 高档 top grade / 高难 exceedingly difficult / 高声 loud voice /
- 假：假象 false appearance / 假广告 deceitful ads / 假牙 artificial teeth / 假检讨 insincere self-criticism / 假文件 forged documents /
- 长：长河 a long river / 长城 the Great Wall / 长处 strong points / 长久之计 a permanent

solution/长眠 eternal sleep/长年 all the year round/长篇小说 full-length novel/ 长叹
a deep sigh /长足 by leaps and bounds/

1.1.3 不要做机械的汉英翻译

汉语词义丰富，同一个汉字在不同的语言环境中所对应的英语词汇不尽相同，这就给写作带来很多困难。

比较下列几组动词的译法。

想：	我想你是对的。	I believe you're right.
	我想游泳。	I want to have a swim.
	他很想家。	He missed his family.
	容我想想。	Let me think a moment.
准备：	我准备让你们多做些练习。	I intend to give you more exercises.
	你准备走了吗？	Are you ready to leave?
	你准备今天干什么？	What are you going to do today?
	我正准备去那儿。	I'm about to go there.
	你准备在会上讲点什么吗？	Do you want to say something at the meeting?
创造：	创造世界	create the world
	创造奇迹	perform wonders
	创造新方法	invent (develop) a new method
	创造伟业	do miracles
做：	做功课	do one's homework
	做计划	make a plan
	做手术	perform an operation
	做报告	give (make) a report
使：	使我想起	remind me of ...
	使我看到	...enable me to see...
	使敌人投降	force the enemy to surrender
	使马往前走	make the horse go
介绍：	介绍新书	recommend a new book
	介绍一位客人	introduce a guest
	介绍经验	pass on experience
	介绍情况	provide information

1.1.4 不要重复含义相同的修饰语

汉语中常用重复以示强调，若这样写英语句子，既不合英语习惯，也使读者读起来感到沉重。学习写英语句子要逐渐接受英语不喜重复的特点。

CLASSROOM WORK 1-1-2

去掉下列句子或短语中多余的词或词组。

- | | |
|---------------|--------------------------------------|
| 1) 他戴了假面具。 | He wore a false mask. |
| 2) 他主动提出帮我忙。 | He voluntarily offered me his help. |
| 3) 急忙赶回家 | hurry to go home |
| 4) 一起合作 | cooperate together |
| 5) 还在继续 | still continue |
| 6) 周围环境 | surrounding environment |
| 7) 看起来好像 | seem to look like |
| 8) 装满许多书 | be full of many books |
| 9) 学习知识 | learn knowledge |
| 10) 用心背下来 | memorize by heart |
| 11) 再重复 | repeat again |
| 12) 掌握得很好 | master very well |
| 13) 更偏爱 | prefer more |
| 14) 无论他走到任何地方 | no matter wherever he goes |
| 15) 他马上要出发。 | He is to start at once. |
| 16) 到处乱放东西 | leave things about everywhere |
| 17) ……原因是由于 | ... the reason for ... is due to ... |

1.1.5 不要从汉语原文的角度审查自己的英文写作

汉语与英语的语法和词法等差异很大，写出英文句子后应尽量摆脱头脑中的汉语意念，从英语角度审查句子。

CLASSROOM WORK 1-1-3

读下列句子，指出不符合英语语法之处。

- 1) How do you think of my new house? 你认为我的新房怎么样?
- 2) I bought a pair of new shoes again. 我又买了双新鞋。
- 3) Do you think who will come? 你以为谁要来?
- 4) Thank your help. 谢谢你的帮助。
- 5) We won Class One. 我们赢了一班。
- 6) In our hearts were full of joy. 在我们心中充满喜悦。
- 7) The price of the book is too expensive. 这本书价钱太贵。
- 8) He was regardless of difficulties and finished the report. 他不顾困难完成了报告。
- 9) The baby is easy to catch cold. 这个孩子易患感冒。
- 10) You're dangerous to go alone. 你自己去很危险。
- 11) This year will produce new machine. 今年将生产新机器。

- 12) He works hard for mastering English. 为了掌握英语他努力学习。
13) Thanks for your kindness, but I can't accept. 谢谢你的一番好意, 但我不能接受。
14) Do you want? 你要吗?

1.2 句子的连贯性和一致性 (Unity and Coherence of a Sentence)

1.2.1 保持句子的连贯性

写完一句话后要反省自己的思路是否连贯, 是否整句环绕一个中心。不要写“多元句子”而破坏了句子的连贯性。切忌随意用 and, but, so 等连词信手将几个主谓结构凑成无中心的句子, 或简单地将几个相互密切关连的主谓结构分解为不相干的单句。另外, 也不要破坏句子的平行结构而使句子不连贯。

CLASSROOM WORK 1-2-1

阅读下列句子, 并将其改写, 使之符合连贯的原则。

- 1) Our teacher came from the South and he has worked in the city for several years.
- 2) I was reading in the library and met a strange woman there.
- 3) I had not realized how useful the course was but it taught me a lot about human behavior.
- 4) He came to see me but I was out, and so he went back, but he called me later and we made an appointment to meet in the park the next day.
- 5) There is a reading room in the building, which contains many books about computers that I know little about.
- 6) He has two sons and I met him in the drug store when they came there with their father.
- 7) I was writing my essay, when there was a wonderful TV show. But as I finished it, the program was over.
- 8) He sat back in his armchair with a kind smile on his face, but he didn't want to help me when I was in trouble.
- 9) We used to talk a lot by telephone, but I left that city and didn't see him again.
- 10) Li was born in a peasant's family. His father worked hard and when two years old, his father died.
- 11) He left the office when all the papers of his students were corrected.
- 12) We saw where our weak points lay and how to overcome difficulties.
- 13) It was the Europeans destroyed the Indian civilization.
- 14) I work more hours than you but doing less.
- 15) Commonly-used words should be studied but difficult words looked into the dictionary.
- 16) He came up, offering his help.

1.2.2 遵循句子的一致性

写英语句子必须避免以下的类似错误，句子才能前后一致而不会引起误解。以下几组错句违背了四个重要原则因而辞不达意。

CLASSROOM WORK 1-2-2

找出下列句子的错误之处并改正之。

A. 非谓语动词的逻辑主语与句子的主语不一致：

- 1) After translated into a foreign language, the word order of the sentence is different.
- 2) When doing the experiment, the test tube was broken.
- 3) Considering the consumption level of the Chinese, the salary is rather high.
- 4) He felt sad for many years passed without making much progress.
- 5) On opening the door, a stranger stood in front of me.

B. 主语和谓语不一致：

- 1) To learn English is step by step.
- 2) His boss made him lose his job and became a beggar.
- 3) My heart sank and could hardly stand.
- 4) His job is a teacher.
- 5) They sent him to the hospital and had an operation at once.

C. 代词或物主代词使用或省略不当：

- 1) When failing to stand my test I won't call it education.
- 2) In the past only necessities could be bought preferring cheaper things.
- 3) It was observed by strong body and mind by making a simple experiment.
- 4) He offered to cover myself with his overcoat but I declined.
- 5) My mother insisted going to college but I failed to get the admission.
- 6) When he told me what had happened we all felt surprised.

D. 连词、副词或其他连接句子的结构用得不恰当：

- 1) My sister was taller but not as strong as me.
- 2) Young people usually seldom like the old game.
- 3) Naive and happy as they are, the girls know neither tears nor sorrow.
- 4) Solar stoves not only are expensive but inefficient.
- 5) There is not any resemblance between the mother and the son both in appearance or in character.
- 6) Born in a remote area, he grew up to be a scholar.
- 7) My home is closer to Beijing than Zhengzhou.

HOMework

1. Error Finding

- 1) This is a piece of exciting and encouraging news.
- 2) The reason why he won't come is because he has not finished his paper.
- 3) She has seen further into this man than anybody else.
- 4) His achievements are comparable to the top students.
- 5) The shop steward condemned the supervisor more than the operator.
- 6) The English woman is richer than anybody in the world.
- 7) One of the greatest, if not the greatest difficulty is the injection.
- 8) Japanese is an example of the syllabic writing system, which one sign equals one syllable.
- 9) When talking and laughing in the classroom their teacher stopped them.
- 10) His view is either out of date or our idea is ahead of our times.
- 11) He tried to lock up the file in the drawn twice.
- 12) Only I agreed with him in that the first part of the plan was OK but he tried to persuade me to accept the whole thing.
- 13) Thank you for the loss that you saved me.
- 14) I really don't know what I ought to do it.
- 15) The teacher found a mistake in my composition again.
- 16) The failure taught me a good lesson and we should have avoided the mistake if we had been more careful.
- 17) We will exam maths tomorrow.
- 18) There are a variety of drinks everywhere in summer.
- 19) You are clever that you have solved the problem.
- 20) I made clear that there would be a quiz on Saturday.

2. Blank Filling

- 1) _____ there are strong points of similarities between one genus and another, the related genera are grouped together.
- 2) This system of classification has _____ us to differentiate species of fish.
- 3) He knows his lessons _____ is always ready to answer questions.
- 4) He knows his lessons _____ is shy to answer the teacher's questions.
- 5) Summer has the most rain; _____, it is the wettest season.
- 6) The table lists the major captions with the page numbers _____ these captions appear.
- 7) He spent his money carelessly and _____ he had a financial embarrassment.
- 8) The article caused a renewed interest in UFOs _____ scientists.
- 9) His opponent didn't show up for the debate _____ he was able to dominate the forum.

10) People who work together don't socialize on weekends _____ the Japanese do in their country.

3. Finding Proper Locations for the Words Given

- 1) write/headings for each of groups of information/the data sheet itself/ (as well as, for)
- 2) the birds fly to the south/because of shortage of food/ cold/ (and, both)
- 3) he/is/good at/ chemistry/ English/ (not only, but also)
- 4) the two provinces/are/alike/that/they have a small population/ (in)
- 5) an operation on the brain/he can not count from one to ten/ (as a result of, even)
- 6) the lecture/ will begin/ (this evening, at seven)
- 7) changes/ have taken place/ (in the past few years, in the area)
- 8) before/ now /having read the essay/ I have to read it/ (not)
- 9) we can see/ he is a well-informed man/ (that, from his speech)
- 10) in any discussion/ we should start/ from definitions/ from actual facts/ (not, but)

4. Translation

- 1) 新方法使科学家很容易就完成实验。
- 2) 你怎么会觉得我的建议不切实际呢?
- 3) 我们可以用两种方法中任一种来做。
- 4) 使用“限制”这个词，我指的是那些多少会影响实验结果的东西。
- 5) 拒绝别人的请求自然是件不愉快的事。

第一章练习参考答案

CLASSROOM WORK 1-1-1

- 1) Did he really suggest doing that?
- 2) He dreamed of seeing him one day. (He dreamed that he could see him one day.)
- 3) They had a lot to complain about.
- 4) All present criticized him for his carelessness.

CLASSROOM WORK 1-1-2

- | | |
|--------------------|-----------------------------|
| 1) He wore a mask. | 2) He offered me his help. |
| 3) hurry home | 4) cooperate |
| 5) continue | 6) environment |
| 7) look like | 8) be full of books |
| 9) learn | 10) learn by heart |
| 11) repeat | 12) master |
| 13) prefer | 14) no matter where he goes |

15) He is to start.

16) Leave things about.

17) ...the reason for... is...

CLASSROOM WORK 1-1-3

- 1) What do you think of my new house ?
- 2) I bought another new pair of shoes.
- 3) Who do you think will come ?
- 4) Thank you for your help.
- 5) We won over Class One.
- 6) Our hearts were full of joy.
- 7) The book is too expensive. (The price of the book is too high.)
- 8) Regardless of difficulties, he finished the report.
- 9) The baby catches cold easily. (The baby is liable to colds. / The baby is liable to catch cold./ The baby is subject to colds.)
- 10) It is dangerous for you to go alone.
- 11) New machine will be produced this year.
- 12) He works hard (in order) to master English.
- 13) Thank you for your kindness, but I can't accept it.
- 14) Do you want it?

CLASSROOM WORK 1-2-1

- 1) Our teacher, who came from the South, has worked in the city for several years.
- 2) I met a strange woman in the library when I was reading there.
- 3) I came to realize how useful the course was because I had learned a lot about human behavior from it.
- 4) He had just missed seeing me on his visit to my house, but we talked later on the phone and appointed a meeting in the park the next day.
- 5) I can borrow many computer books from the reading room in the building if I want to, but I can hardly read those books.
- 6) I met him in the drug store with his two sons for accompany.
- 7) I had tried in vain to finish writing my essay before the wonderful TV show was over.
- 8) Kind as he appeared to be, he didn't want to help when I was in trouble.
- 9) We used to talk a lot by telephone, but we have never seen each other again since I left that city.
- 10) When Li was only two years old, his father, an industrious farmer, died.
- 11) Having corrected all the papers of his students, he left the office.
- 12) We saw where our weak points lay and how we could overcome our difficulties.
- 13) It was the Europeans that destroyed the Indian civilization.

- 14) I work more hours but do less than you.
- 15) We should remember how to use a commonly-used word, but we don't have to do so if we come across an uncommon word. We only need to find its meaning in a dictionary.
- 16) He came up to offer his help.

CLASSROOM WORK 1-2-2

A.

- 1) When a sentence is translated into a foreign language, its word order is different.
- 2) When doing the experiment, he broke the test tube.
- 3) The consumption level of the Chinese being taken into consideration, the salary is rather high.
- 4) He felt sad because he had not made much progress in the past few years.
- 5) On opening the door, I found a stranger standing in front of me.

B.

- 1) To learn English, one must go step by step.
- 2) His boss made him lose his job and reduced him to beggary.(... and he became a beggar.)
- 3) My heart sank and I could hardly stand.
- 4) His job is that of a teacher. (He is a teacher.)
- 5) He was sent to the hospital and had an operation at once.

C.

- 1) When it fails to stand my test I won't call it education.
- 2) In the past we could only afford life necessities that was why we preferred buying cheaper things.
- 3) It was observed by strong body and mind in a simple experiment.
- 4) He offered me his overcoat but I declined.
- 5) My mother insisted my going to college but I failed to get the admission.
- 6) When he told me what had happened I felt surprised.

D.

- 1) My sister was taller than but not as strong as me.
- 2) Most young people don't like the old game.
- 3) Naive and happy, the girls know neither tears nor sorrow.
- 4) Solar stoves are not only expensive but inefficient.
- 5) There is not any resemblance between the mother and the son either in appearance or character.
- 6) He was born in a remote area and grew up to be a scholar.