

## 第一章 英语四级考试写作困惑与分析

根据大学英语四级考试写作要求,我们认为,一篇文章最基本的要求是内容切题,思想表达清楚,其次是组织结构规范,最后才是文字通顺,连贯性好。如果学生能从上述几方面进行写作,他们不仅能提高写作能力,而且还能取得较高的写作分数。由于种种原因,大学英语四级考生对这一写作基本要求与技能掌握得不够全面,因而使他们对四级写作感到困惑与无奈。通过分析,我们感到他们有下列一些问题。

### 1. 面对写作题目和提示无所适从

对于没有经过写作训练的大学生来说,往往会出现面对写作题目和提示而无所适从的现象,对专科学生来说,则更加突出。由于专科学校英语教学重点与大学英语教学不同,而学校又鼓励或要求学生参加大学英语四级考试,但实际上,他们的英语程度还未达到大学英语四级程度,所以他们很难通过大学英语四级考试。此外,专科写作重点不同于本科写作,使学生很难短期内提高四级写作水平。教师会布置写作任务,批改作文中的错误,但因时间关系通常不会在课堂中进行详细讲评,致使学生不知道自己的文章写得如何,应如何改进与提高。所以,对写作题目和提示,他们会无所适从,不知如何下笔。

### 2. 对于不同的写作题材,不知如何写好每一段落

对于不同的写作题材如记叙文、论述文、说明文等其写作手法有所不同,写作重点也有所变化。学生应学会审题,然后确定写作思路,最后才开始写作。如果学生对于这些写作基本要求一概不知,或所知甚少,他们必定会无从着手。学生在写作上反映出的问题也就是教学上的问题。对于上述问题,我们不能一概要求学生背诵一些范文,我们还应该对各类写作题材向学生作简要的介绍与归纳,以使学生对写作的整个思路、过程及框架有较全面的了解,以免使学生陷于不知所措的

困境。

### 3. 文章无中心或多中心

一篇文章一个中心，而每段文章也有段落的中心，这是文章的基本结构。一些学生知道文章的基本结构，但在开始表达时，往往会忽略这些基本常识 或者说 在组织文章时 根本没有考虑到文章的基本结构，而是想到什么就写什么，也没有分析这些内容与文章的要求或者某一段的要求是否相符合，老师往往会认为这样的文章杂乱无章或华而不实，而学生却会持相反的观点，并与老师据理力争。原因在于教师没有对学生的文章进行点评，没有帮助学生找出文章中的主旨与细节的关系、句与句之间的衔接关系、段与段之间的关系，而使他认为他所写的内容就是文章的中心，但其实未必如此。只有通过文章点评分析，才能使他自己找出文章无中心或多中心的问题的症结。

### 4. 结构欠严密 语句欠连贯

一篇文章写得好与坏，不仅反映在语言表达正确与否或得体与否，而且也反映在语句是否连贯。语句的连贯性是指句与句之间的衔接不显突兀，读起来通顺连贯，这与连接词的正确使用有很大关系。中国学生在英语表达的连贯性方面比较欠缺，主要原因在于两国人的不同思维方式在英汉语言表达上有所差异。

### 5. 注重语法表达正确，忽视文章整体结构

这是学生的通病，究其原因可发现，这也反映出教学上的问题。其主要原因在于教师在写作教学、特别是在写作批改时过分注重语法表达正确，批改作文时，主要批改错句或不正确的语言表达，譬如句子表达是否正确。句与句之间的衔接是否连贯、拼写是否正确等，而忽视了文章整体结构的介绍，忽视了文章段落层次的说明，忽视了文章中心与细节关系的说明，以致使写作课成了语法改错课。

## 第二章 四级写作评分标准

### 2.1 评分标准基本情况

[ 提示 ]

了解四级写作评分标准，能帮助学生了解写作的重点是什么，这样学生就能把握方向，分清主次，这是写好作文的基本条件。

1. 写作满分为 15 分。

2. 写作评分标准为 5 等。

3. 写作评分以阅卷教师对学生作文的印象为主，而不是以语言点的错误数目扣分。阅卷教师根据阅卷评分标准，对照样卷评分，某一学生作文与某一档分数 8 分 相似 (即为该分数 8 分) 若认为略优或劣于该档分数 则可加 1 分 (即 9 分) 或减 1 分 (即 7 分)。

4. 评分标准：

2 分——条理不清，思路紊乱，语言支离破碎或大部分句子均有错误，且多数为严重错误。

5 分——基本切题。表达思想不清楚，连贯性差。有较多的严重语言错误。

8 分——基本切题。有些地方表达思想不够清楚，文字勉强连贯；语言错误相当多，其中有一些是严重错误。

11 分——切题。表达思想清楚，文字连贯，但有少量语言错误。

14 分——切题。表达思想清楚，文字通顺，连贯性较好。基本上无语言错误，仅有个别小错。

(注 白卷 作文与题目毫不相关 或只有几个孤立的词而无法表达思想 则给 0 分)

### 5. 字数不足应酌情扣分：

累计字数在 90~99 之间 扣 1 分；

累计字数在 80~89 之间 扣 2 分；

累计字数在 70~79 之间 扣 3 分；

累计字数在 60~69 之间 扣 4 分；

累计字数在 50~59 之间 扣 5 分；

累计字数在 50 以下 最多给 5 分。

注 ① 如题目中给出主题句，起始句，结束句，其字数均不得计入所写字数。② 只写一段者 0~4 分；只写两段者 0~9 分（指规定三段的作文）。

## 2.2 四级考试 (CET-4)1993 年 12 月作文评分样卷

### [ 提示 ]

通过分析样卷学生不仅可了解评分标准，而且更能了解自己的作文已达到几分的水平，同时对自己的作文分数再提高 2 分或 3 分有了具体的改进方向，知道自己该做什么，该怎样做。

Directions: For this part, you are allowed thirty minutes to write a composition on the topic:

The World Is Getting Smaller and Smaller. You should base your composition on the outline (given in Chinese) below:

1. 现代化的交通工具越来越发达。
2. 人与人之间的交往越来越频繁。
3. 结论。

Your composition should be logical. Remember to write your composition neatly.

### 样卷 1 The World Is Getting Smaller and Smaller

Following the society developping. The vihiew are developping. Some of it, such as, bus, airport, they have a speed of 1 - 10 hundred. per an hour.

So we will arrive at Washington in several hours if we are by air.

Other hand. The people on the earth are becoming actively. Some of them are more and more like to visit the famous view, or the best place. Some of them visit the places for business. So people are understand the world and the geography of the world.

There are better and better between people and people. A country people have relation in the other country. Between country and country. There have a better relate.

So following the world development The traffic will became better and better more and more country have shipness.

So there have a famous word: The world is getting smaller and smaller.

样卷 1 得分——2 分

本样卷条理不清 不成篇章 除个别句子外 内容基本无法理解 语言错误严重且数量多。

## 样卷 2 The World Is Getting Smaller and Smaller

The earth on today is the earth on yesterday. Why do we say that the world is getting smaller and smaller?

The first reason. The car and train. plane make is easily that we go to anywhere in the world. We can be able to get New York by air from Shang Hai in several hours. An hundred years ago, the trip would cost us two months. We can arrival in Beijing by train from Shang Hai in one day. a few hundred years ago, the trip would cost us several months.

The second reason. We are working and studing with many people. We must get along with many people. We conect with more peopel, because we need more help than before our grand pearents need . and grandgrnd farther and mother need.

The world is seen smaller and smaller. Because we can be able to anywhere easily, we conect with a great number people. Several hundred years ago, human being can't do this, so they see the world so big.

样卷 2 得分——5 分

本样卷基本切题，连贯性差，意思表达不清楚，有不少严重的词汇和语法错误。

### 样卷 3 The World Is Getting Smaller and Smaller

You will say "Oh ! The small world!" the moment you run into one of your friends in another city one day. It just express your surprise. But now, the world is getting smaller and smaller.

A good case in point is the development of modern transports. We can visit some of the countries on the other side of the world several hours later provided that we take a plane. But in the old years, only a dozen miles can we travel. So to go abroad is like to drop in some of my neighbours now. the world is smaller than before.

Another case in point is that the communication between people are more and more frequent. Many people keep company with each other through the convenient facilities. They can telephone each other like two man talk about sth. face to face. Isn't the world smaller?

By and large, with the development of the economy, the world is like getting smaller and smaller.

样卷 3 得分——8 分

本样卷基本切题。有些地方表达思想不够清楚，且欠连贯，语言错误相当多，其中有一些是严重错误。

### 样卷 4 The World Is Getting Smaller and Smaller

With the progress of science and technology, more and more modern forms of transportation appear nowadays. Buses, trains and ships have come into use for nearly a century, and travelling by air is getting common in our days. The times when man could only travel by foot has gone away for ever.

And communication between people is also becoming more convenient and frequent. From my point of view, not only the communication is one's own country, but the communication with other countries as well is getting vigorous. This is a great era full of information and communication. No one can deny this point.

So, I think, in such a great era, we should unite as one to face anything that would occur to us human being. To sum up, what we need most in the epoch – making days are unity, friendship and progress.

样卷 4 得分——11 分

本样卷切题。条理清晰，层次分明，文字连贯，有少量语言错误。

### 样卷 5 The World Is Getting Smaller and Smaller

Most of us many have such experiences: when you go to some place far away from the city you live in and think you know nobody there, you are surprised to find that you should run into one of old classmates on the street. Perhaps both of you would cry out, "What a small world!"

Why is the world getting smaller and smaller? For one thing, modern technology had made various means of transportation more and more advanced. Buses, trains, planes, taxis, ships are available in most cities of the world. They carry goods and passengers to and from every corner of the world. For another thing, with the development of modern society, people are contracting with one another more frequently. Everyday we must deal with a lot of people known or unknown to us before. The more advanced a society, the more contracts with others we make.

So we draw to the conclusion that as long as technology makes progress, the world will be getting smaller and smaller.

样卷 5 得分——14 分

本样卷文字通顺，层次分明，连贯性好，表达清楚，仅有个别小错。

## 第三章 写作模式与写作步骤介绍

### 3.1 写作模式

[ 提示 ]

写作模式介绍是本书的特色，是区别于其他写作书的主要部分。

写作模式是文章的写作结构，它能让你模仿每一段如何写，写什么，文章如何开头，如何结束，每一段用什么语言表达。本节特别介绍五种写作模式，向你介绍根据不同的写作提示要求如何选择写作模式。如果你能学会五种写作模式，相信你能过写作关，并会得写作高分。

#### 3.1.1 写作模式 1

Topic sentence (1) supporting sentences	根据作文标题确定第一段主题句。中心思想可以从正面论述，也可以从反面论述。然后再以事例论证。
Topic sentence (2) supporting sentences	根据第一段中心思想确定第二段主题句。中心思想可以从正面论述，也可以从反面论述，但论据必须与第一段一致。并以事例论证。
In short / Therefore	结论应与前两段的论据保持一致，对前两段观点作个总结。

### 写作模式 1 模仿

Doing part-time jobs can help students to gain more social and working experiences. These experiences are valuable to students in their job interviews. If they don't have \_\_\_\_\_, they will \_\_\_\_\_. **So** \_\_\_\_\_.

Doing part-time jobs can **also** help students to reduce their family financial burden, **as** they have to pay for their tuition and living costs. **Otherwise** they \_\_\_\_\_.

**Therefore**, we must encourage students to \_\_\_\_\_, **in this way** they will \_\_\_\_\_.

点评：

写作模式模仿能帮助学生写好每一段落。

前两段表达主题的两个方面，学生可根据本文提供的内容，完成划线部分的内容，特别要注意粗黑斜体字，这些字一般表达句与句或段与段之间的连接如 **so, as, otherwise, in this way**。第二段是表达主题的另一面，段中以 **also** 为连接词，表达与第一段相同的主题的两个不同的方面。

第三段以 **therefore** 引出对全文的结论。其结论与前两段意思相同。学生可在划线部分中表达自己的意思。

学生在开始写作之前，应确定文章内容是从两个正面，或一正一反，还是先以总起段落引出主题，然后才分段进行写作。这种写作思路和方法能保证学生得到基本分。

### 3.1.2 写作模式 2

Topic sentence (1)  
supporting sentences

根据作文标题确定第一段主题句。第一段中心思想可以从正面或反面论述，并以事例说明。

<p>Topic sentence (2) supporting sentences</p>	<p>根据第一段中心思想确定第二段并列主题句。中心思想可以从正面或反面论述，但论据必须与第一段一致，并以事例论证。</p>
<p>However / In spite of / Although</p>	<p>根据前两段的论证，本段段意对全文作个总结。本段以转折词引出，如 <i>however</i>, <i>although</i>, <i>in spite of</i> 等。</p>

### 写作模式 2 模仿

Doing part-time jobs can help students to gain more social and working experiences *as* these experiences are valuable to students in their job interviews. *If* they don't have \_\_\_\_\_, they will \_\_\_\_\_.

Doing part-time jobs can *also* help students to reduce their family financial burden, *as* they have to pay for their tuition and living costs. *Otherwise* they \_\_\_\_\_.

*In spite of these advantages*, there are some disadvantages, *for example*, \_\_\_\_\_ *so* they must \_\_\_\_\_, *in this way* they will \_\_\_\_\_.

点评：

前两段分别表达同一主题的两个不同方面，第二段以 *also* 连接，说明第二段意思与第一段意思相同。*as*, *if*, *otherwise*, *so* 和 *in this way* 都起到连接句与句的作用。

第三段为结论段落。本段落意思与前两段意思相反，以 *in spite of these advantages* 引出自己的观点，以 *for example* 引出例子。学生要学会连接词的用法，如本段中的 *so*, *in this way*，这些连接词使句与句意思更加连贯。得体地使用连接词能使你获得写作高分。

## 3.1.3 写作模式 3

Topic sentence(1) supporting sentences
However, topic sentence(2) supporting sentences
I think / My point is that / In my opinion

确定本段中心思想，并以事例进行说明。

本段主题转折以 *however* 等转折词引出与前一段意思相反的中心思想，并以事例进行论述。

根据前两段不同的中心思想，本段引出作者的观点，作者可以从正面或反面提出自己的观点，常以 *In my opinion, I think* 等表达方式引出作者的观点。

## 写作模式 3 模仿

Some people think that doing part-time jobs can help students gain more social and working experience. Many facts show if students have social and working experiences, they will have more strengths than those without \_\_\_\_\_, *because* \_\_\_\_\_, *so* more and more students \_\_\_\_\_.

*However*, some think doing part-time jobs will \_\_\_\_\_. As students, they \_\_\_\_\_, *in this way* they can \_\_\_\_\_, *so* doing part-time jobs \_\_\_\_\_.

*My point is that* there is more gain than loss. As students, they must \_\_\_\_\_.

点评：

根据写作要求，确定第一段的中心思想。第一句为主题句，以一些人的看法，提出一个观点。第二句起解释为什么这些人会有这些想法

的原因。本段以 *because, so* 连接词使这些表达更加连贯。

第二段引出另外一些人的观点。本段以 *however* 引出本段意思的转折，提出不同的观点。

第三段应是作者的观点 所以以 *my point is that* 表达提出自己的观点。本段的观点不管是从正面论述，还是从反面论述都可以，但一定要提出自己的观点 如 *there is more gain than loss*。然后还可以提出解决另一相反观点的方法，以使结论段落观点更加完整、全面。

### 3.1.4 写作模式 4

<p>General paragraph / Introductory paragraph</p>	<p>本段为总起段落，引出本文要论述的内容。总起段落一般对全文作基本的概括，也可以对有关形势作基本概括，并引出全文中心，或以提问引出全文论述的论题。</p>
<p>Topic sentence (1) supporting sentences Topic sentence (2) supporting sentences</p>	<p>本段确定全文论述的两个并列中心句，并分别以两个事例对两个中心句进行论述。</p>
<p>So / Therefore/ In this way</p>	<p>本段对上述两个并列中心句作总结，其引导词为 <i>therefore, so, in this way</i> 等。</p>

#### 写作模式 4 模仿

There is an increasing number of college students who are holding part-time jobs ( Nowadays more and more college students are holding part-time jobs). *Why* is this situation becoming more and more popular? I think there are two main reasons for it.

*The first reason is that* part-time jobs can help students to gain more so-

cial and working experiences. These experiences are valuable to students in their job interviews. *If* they don't have \_\_\_\_\_, *they* will \_\_\_\_\_. *So* \_\_\_\_\_. *The second reason is that* part-time jobs can help students to reduce their family financial burden, *as* they have to pay for their tuition and living costs. *Otherwise* they \_\_\_\_\_.

*Therefore*, we must encourage students to \_\_\_\_\_, *in this way* they will \_\_\_\_\_.

点评：

第一段为总起段落，引出本文要论述的内容。总起段落一般要对全文内容作基本的概括。总起段落可以以形势、提问、现象、问题等方法提出。本段以一种现象提出主题，并以 *why* 解释这种现象。

第二段提出两个原因，分别以 *the first reason is that* 和 *the second reason is that* 进行说明。

第三段以 *therefore* 作概括，其结论与主题思想一致。对于划线部分，学生可以根据上句的提示表达自己的观点。

### 3.1.5 写作模式 5

<p>General/Introductory paragraph</p>	<p>本段为总起段落，引出本文要论述的内容。总起段落一般对全文主题作基本的概括，也可以对有关形势作基本概括，并引出全文中心，或以提问引出全文论述的论题。</p>
<p>Topic sentence (1) supporting sentences However, topic sentence (2) supporting sentences</p>	<p>本段引出两个不同的中心句，两个不同的中心句中间应以转折引导词引出，如 <i>however</i>, <i>although</i> 等，然后对此进行论述。</p>
<p>I think/My point is that/ In my opinion</p>	<p>本段应以 <i>I think / In my opinion</i> 等词语表示作者观点。作者可以从正面或反面表示自己的观点，以此作为全文的总结。</p>

### 写作模式 5 模仿

There is an increasing number of college students who are holding part-time jobs (Nowadays more and more college students are holding part-time jobs). Some maintain it is \_\_\_\_\_, while others think \_\_\_\_\_. (*However*, or my point is) everything has two sides.

Some maintain doing part-time jobs can help students gain more social and working experience which is \_\_\_\_\_, *because* \_\_\_\_\_, *so* more and more students \_\_\_\_\_. *However*, others think part-time jobs will \_\_\_\_\_. As students, we \_\_\_\_\_, *in this* way we can \_\_\_\_\_, *so* part-time jobs \_\_\_\_\_.

*My point is that* there is more gain than loss. *One reason is that* \_\_\_\_\_, *another reason is that* \_\_\_\_\_. *So* \_\_\_\_\_.

点评：

第一段为总起段落引出本文要论述的内容。总起段落一般要对全文作内容基本的概括。总起段落可以以形势、提问、现象、问题等方法提出。本段以一种现象提出主题，并提出两种不同的观点，以便在第二段中进一步阐述。

第二段提出两种不同的观点，第二种观点以 *however* 转折词引出一种观点，说明这种观点与前一种观点不同。

对于第二段提出的两种不同的观点，在第三段中必定要提出作者自己的观点 所以用 *my point is that* 引出自己的观点，然后以 *one reason is that* ... *another reason is that* ... 进行说明。最后以 *so* 提出与第一段提出的现象相一致的结论。

## 3.2 写作步骤介绍

[提示]

写作步骤介绍是本书主要特色之一。它详细地向你介绍写作的每一步骤，引导你写好每一段落，使你的观点不离主题，并围绕主题组织

段落，阐述观点。

### 3.2.1 罗列提纲

罗列提纲指学生应根据写作题目，所给的材料及写作模式，围绕主题，罗列出一系列与每一段落有关的信息、短语或句子。在罗列有关的信息、短语或句子时，应考虑主题的正反两方面的内容，以便学生在选择段落中心和段落内容时有更大的选择余地，挑选容易表达、并具有代表性或说服力的思想内容进行语言表达。这样就可以避免段落层次不鲜明、细节内容相近等的写作通病。

如以 1995 年 1 月考题为例：

#### “Can Money Buy Happiness”

1. 有人认为金钱是幸福之本。（source of happiness）
2. 也有人认为金钱是万恶之源。（root of all evil）
3. 我的看法。

Money is source of happiness.

Money is a symbol of happiness and wealth.

With money we can buy TV sets and fashionable clothes.

With money we can buy books and even go to university.

With money we can have a trip at home and abroad.

With money we can buy anything.

Without money we can do nothing in our life.

Money is everything.

Money is root of all evil.

Money is important, but not everything.

People can not resist the temptation of money.

People may commit crimes because of money.

Someone may rob banks.

Someone may use his power to do illegal business.

People who have much money may not be happy because they have no friend-

ship or love.

People with much money may not have a peaceful life because they are haunted by robbery.

### 3.2.2 筛选素材，确定中心

根据第一步罗列提纲所给出的与主题有关的素材，进行整理与归纳，从中确定两个中心段落，即把内容相近的句子合并成一个中心段落，构成本文的第一段，论述“有人认为金钱是幸福之本”的主题。

以下一些句子都与“有人认为金钱是幸福之本”主题有关。

Money is source of happiness.

Money is a symbol of happiness and wealth.

With money we can buy TV sets and fashionable clothes.

With money we can buy books and even go to university.

With money we can have a trip at home and abroad.

With money we can buy anything.

Without money we can do nothing in our life.

Money is everything.

根据本文的提示要求，我们可以确定 *Money is source of happiness* 为第一个中心思想。而从罗列提纲所给出的有关素材中，我们又能把下列句子归纳为与第二个主题思想有关的素材：

Money is root of all evil.

Money is important, but not everything.

People can not resist the temptation of money.

People may commit crimes because of money.

Someone may rob banks.

Someone may use his power to do illegal business.

People who have much money may not be happy because they have no friendship or love.

People with much money may not have a peaceful life because they are haunted

by robbery.

根据本文的第二个提示要求，我们可以确定 *Money is root of all evil* 为第二个中心思想。

### 3.2.3 选择支撑句

支撑句指以细节、事例、观点、方法、理由、解释等手法对中心思想进行阐述或说明的句子。确定了主题句之后，就要找出与主题思想相关的支撑句。

比如在第一个中心思想的素材中，我们能找出下列有关支撑句：

*With money we can buy TV sets and fashionable clothes.*

*With money we can buy books and even go to university.*

*With money we can have a trip at home and abroad.*

*With money we can buy anything.*

以上例子论述主题具有说服力，通顺，也很恰当，与主题句也很连贯。三句句正好表达了三个方面：买东西、求学、娱乐或旅游。有时在选择支撑句时也应考虑句子意思上的调整，以使每一句句表达一层意思。

在第二个中心思想的素材中，我们能找出下列有关支撑句：

*People may commit crimes because of money.*

*Someone may rob banks.*

*Someone may use his power to do an illegal business.*

上述三个例子对主题句“*Money is root of all evil*”进行阐述，是解释为什么“*Money is root of all evil*”的原因。

### 3.2.4 组织段落

本题写作要求既适合写作模式 3 又适合写作模式 5。

按写作模式 3

根据本题写作要求，本模式由三段组成，首先，把两个截然相反的