

Writing Workshop

College English Writing Course

大学英语写作教程

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西安交通大学出版社

内容提要

本书以大学英语三年级水平的中国学生为对象,以提高学生的英文写作能力和欣赏水平为目的。全书共分四部分:第一章到第三章为写作基础知识概述,使学生对英文文章的欣赏和英文写作的基本要求有所了解,并就英语选词、造句技巧进行训练;第四章到第六章介绍段落写作的基本方法,对主题句、开头和结尾段写作、段落扩展的方法和技巧等方面作系统介绍;第七章到第十章,概括并归纳了四大文体(描写文、记叙文、说明文和议论文)的基本结构和写作特点,重点放在实用性较强的说明文和议论文上;第十一章是实用写作常识的介绍。列举了书信、便条、各种报告的写法和四、六级考试写作题型。书的附录部分,列出了修正符号以备学生修改文章使用。本书是大学英语的教学用书,可供开设两学期,64学时的大学英语写作课使用,也可作为非英语专业学生辅修英语写作使用,并且适用于中等水平的广大英语爱好者作为学习参考。

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前 言

现在越来越多的人意识到英文写作无论在学校的英语学习中还是在实际社会工作中都十分重要,但写作仍是英语教学中的薄弱环节。为了帮助学习者在英文写作方面得到系统的理论指导和训练,作者参考了大量英美出版的此类书籍,结合中国学生的实际和自身的教学体会,从教学需要出发编写了 *Writing Workshop: College English Writing Course*。教材用英文编写的目的是使学生大量接触英文,造成良好的语言环境,其中的少量中文解释希望能起到提纲挈领的作用。

本教材以大学英语三年级水平的中国学生为对象,以提高学生的英文写作能力和欣赏水平为目的。根据《大纲》要求,大学英语三年级学生已掌握了五千个以上英语单词,其中包括两千五左右能比较熟练地应用的词汇和已经比较熟练地掌握了英语写句的能力。由于一般中国学生在中学阶段受过较好的汉语写作训练,对文章的篇章结构很清楚。对于他们来说,英文写作的最大问题是掌握的语言材料不够丰富,运用语言材料的能力不够纯熟,造成中国式英语或不妥的表达。

本教材共分四部分,十一章。第一篇从第一章到第三章,为写作基础知识概述,包括阐述提高写作能力的重要性和中英文写作的特点,比较中英文由于文化背景的差异所造成的思维方式的不同,以及写作角度、方法和用词的不同,使学生对英文文章的欣赏和英文写作的基本要求有所了解,并就英语的选词、造句技巧进行训练。第二篇从第四章到第六章,介绍段落写作的基本方法,分别从主题句、

开头和结尾段写作、段落扩展的方法和技巧等方面系统介绍,并针对中国学生易犯的错误,配备了大量练习;第三篇从第七章到第十章,按传统文章分类法讨论各种文章的写作,概括并归纳了四大文体(描写文、记叙文、说明文和议论文)的基本结构和写作特点,重点放在了实用性较强的说明文和议论文上;第四篇是第十一章,实用写作常识的介绍。列举了书信、便条、各种报告的写法,目的在于增加教材的实用性。为使教材能对学生的四、六级考试有所帮助,四、六级考试写作题型也被列入在此篇作为学生练习参考,因为考试题也是一种实用文体。附录部分,列出了修正符号以备学生修改文章之用,如何避免剽窃则是提醒学生尊重他人的成果。

在教材的编写过程中,作者吸取以往教学的经验和教训,尽可能注意适合中国学生学习英语的需要和特点,选择了大量文字优美而用词准确的范文。为使其具有针对性和实用性,教材选取了各种类型的范文,内容涉及面广,并且把重点放在与生活和工作紧密相关的题材上,以利于学生拓宽视野和实践。编写大量练习的目的在于纠正中国学生在写作中的常见错误,而习题的多样性使学生能够对同一题目用不同的手法或体裁来写。生动有趣的插图不但增加了教材的趣味性,而且是习题的一部分,还是活跃课堂气氛的手段。

此书是大学英语的教学用书,可供开设两学期,64学时的大学英语写作课使用,也可作为非英语专业学生辅修英语写作使用,并且适用于中等水平的广大英语爱好者作为学习参考。

本教材编写过程中西安交大管理学院的领导给予了大量支持。张传德教授审阅了书稿,为教材编写提出了宝贵的建议和修改方案。潘能教授也为教材提出了中肯的修改意见,使编者在前辈的提携下受益匪浅。秦茂盛同志为本书的编辑做了辛勤而细致的工作,在此一并致谢。

编者

1999.9

致学习者

17 世纪英国哲学家培根曾说：“阅读使人充实，谈话使人机智，写作使人精确。”我国著名学者李赋宁认为，区别一个人受过教育和没有受过教育的最有效标准是看他会不会写作，因为能够准确地、系统地表达思想是文明人的标志。在英语学习过程中培养和提高书面表达能力是一个非常重要的环节和内容。提高写作能力的过程是极大地促进、巩固和深化英语学习的过程。

我们用自己的语言写一篇文章已经不容易，更不用说用英语来写了。那么学习用英语写作究竟对英语学习有什么好处，有什么帮助呢？

首先，写作能扩大所用语言的范围。口语所用的语言一般是比较简单和常用的，复杂和文雅的语言很少用，也不宜用。而写作所用的语言则是多种多样的，所用的词汇和句型比口语中常用的要多而复杂。

其次，写作对阅读、听力、口语有促进作用。自己了解写作的规律，就会对别人的写法更敏感，善于抓住别人说话的要点，语言质量因此提高，口语也因此更准确。

最后，写作帮助提高逻辑分析能力。一篇作文无论长短，都需要妥善地组织材料，得出结论，做到重点突出，条理清楚。

一个人的英语写作能力是其英语水平及各方面知识的真实体现。虽然英文写作与中文写作一样，本无刻板的模式，但依然是有理可依，有规可循的。这里的“理”和“规”就是英文写作的理论和技巧。了解它们，可以克服写作中的盲目性，更快地提高英文写作水平。除此之外，以下几点也是十分重要的：

一、多读书。既要读英文 ,也要读中文。通过读书丰富思想与感情 ,扩大知识面 ,同时适当注意作者的写作方法 ,吸取有用的语言。

二、在语言的使用上 ,能恰当地表达思想的语言就是好语言 ,所以不必追求某一类型的语言 ,如文雅 ,浅显或是俚俗。对学习者来说 ,首先要学会英语的核心部分 ,即常用的语言。

三、大量的模仿和系统的坚持不懈的写作练习是提高英文写作水平的关键。写出规范的英文句子 ,掌握段落篇章的结构和连接技巧 ,才能写出好文章。

有一位美国教授曾说过 :“大学的一切课程都是写作课 (Every course is a writing course) 。”可见写作对于学生掌握知识的重要性 ,但只有肯下工夫 ,才能有所收益。

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第一篇

写作基础知识

Chapter One What Is Good Writing (好文章的标准)

Clear writing leads to clear thinking ; clear thinking is the basis of clear writing . Perhaps more than any other form of communication , writing holds us responsible for our words and ultimately makes us more thoughtful human beings .

Ernest Boyer

写作是最有效的交际手段之一。无论是汉语写作或英语写作 ,好文章的标准是相似的 ,但文化背景的不同又使它们各有特点。

A lonely clown in a drifting lifeboat has a special problem. All his life has given pleasure to audiences with his antics(滑稽的举动) and his painted-on smile. Floating on the sea , though , he turns his smile to a world that cannot understand it. Suddenly he can no longer communicate. A student learning to write in a language that is not his own has a similar problem. Like the clown , he must learn to communicate in terms that his new world will understand. But every writer finds it hard to express in a new language the many ideas filling his mind. To release these bottled-up ideas , he must gain an understanding of the vocabulary and writing techniques of the new language. Only when he has done this will he be able to present himself to best advantage in writing.

Writing is a continuous process , a process of choosing , selecting



and rejecting , expanding and compressing , adding , deleting , and rearranging at every stage of the writing process. Learning to write well involves aware of the options open to us and the choices we can make. Writing engages the writer in a continuing series of conflicts with himself. Whether writing is pleasant and exciting or tedious and frustrating depends on the writer his subject matter , and the writing task at hand. Whatever the case , he should always consider writing work in progress ; that is , it is constantly being changed and improved.

As Ernest Boyer says : *Clear writing leads to clear thinking ; clear thinking is the basis of clear writing . Perhaps more than any*

other form of communication , writing holds us responsible for our words and ultimately makes us more thoughtful human beings .

1.1 What Is Writing ?(何为写作)

The dictionary defines writing as “ *relating or communicating by forming symbols on a surface with a pen , pencil , or other tool .* ” The key words here are relating and communicating. Written ideas are usually meant to pass on a message.

Some linguist says , “ *Writing is a way of making thoughts stand still ... It is oral language translated into a permanent and at times a more structured form ; Writing requires the ability to listen , speak , read and think .* ”

Another way of defining writing is that *it is thought transformed into a visual form* . In other words , *writing is a visual expression of ideas* . The process of writing begins with an idea , and ideas come from an individual 's reaction to events occurring with in his environment and from within himself by restructuring his reception , feelings , and knowledge , an idea is born and this is the substance of writing. Writing is the process of taking an idea from inside of one 's head and putting it into a code so that it can be shared with others.

An American writing teacher describes writing as “ *One of the most complex intellectual and emotional process a person engages in .* ” Or , stated another way , writing is plain hard work.

1.2 What Is Good Writing , Anyway ? (何为好文章)

What we consider good writing today would not necessarily have been admired a few hundred years ago when people put great stock in measured rhythms , rhetorical , flourish , and elaborate words. Tastes change in language , just as in dress , but luckily not with such frequency and splash. There always remain common elements of good writing. A noted professor lists these basic principles as honesty , clarity , brevity , and variety. His advice boils down to this :

1. Be honest : don 't try to fake your ideas.
2. Be clear : don 't puzzle your readers.
3. Be brief : don 't waste your reader 's time.
4. Seek variety : vary sentence length ; work on liveness.

He still mentions other attributes of effective writing : “ good humor , good sense , vitality , imagination ”. If you can master the four essentials — honesty , clarity , brevity , and variety , you 'll be a competent writer.

Of the four characteristics of good writing listed , the one that relates most directly to the goal of communication is clarity. When you write , you need to let your readers know at the outset what you are writing. You need not attempt to dazzle them with multi-syllable words and long sentences. Graceful phrasing certainly contributes to good writing , but you need to strive first for clarity. Work on refining the style after you are positive that what you have written cannot be misunderstood. It 's ill-mannered to make your readers rack their brains (绞尽脑汁) trying to understand you. So

make your writing clear. If possible , also make it graceful , make it persuasive , make it forceful. Primarily , make it communicate , and you will fulfill your chief duty as a writer.

Note Before you write , think like a reader. Here is a story :

It is 1943. World War II has started. The British learn that Hitler is ready to invade England. Prime Minister Winston Churchill quickly calls a meeting of the British War Ministry.

At the time for the meeting , the ministers sit around a large table at 10 Downing Street. Suddenly the door opens. Prime Minister Churchill walks in , his face serious. Churchill stands at the head of the table. He raises his right hand in the Nazi salute. He says , " Gentlemen , I am Adolf Hitler. You are the members of the German War Council. Today we shall make final plans to invade England. "

Churchill 's plan works. He wanted his statesmen thought like Germans. And in the end , the Germans did not defeat the English. Maybe thinking like Hitler helped Churchill beat Hitler.

1.3 Comparison between House Building and Writing(造房与写作的比较)

Once Ralph Waldo Emerson said , "*I go out one day and see the mansion and carpenters busy with building a house and I discover with joy the parallelism(相似) between their work and my construction and come home glad to know that I am too a house builder .* "

Building a house and writing have three main characteristics in common :

A. When we build and when we write , we make something that was not there when we started. On our university campus , there are many buildings where two years ago there was empty field but dirt. Similarly , before we begin writing , this sheet of paper is blank and then it is filled with words.

B. Both the builder and writer have many possibilities from which to choose. When a builder decides to build , he could construct depending on his need. And if he decides to make a house it could be a big house or a little house , it could have one story or two stories. The house could be shaped like a box or U-shaped or even a square with an open area or patio(天井) in the middle. The possibilities are endless. Likewise , when a writer sits down at his desk to write a letter , it could be a business letter or a letter to his mother or a love letter. Again , the possibilities are endless.

C. Both follow a process or an order. A builder of a house begins with an idea. He knows he wants to build a house but his options are infinite so he must gather ideas and consider all of the possibilities. Then , while keeping in mind his finances and the size of the lot , etc. , the builder has to make a plan. This design or blueprint tells the builder exactly what materials he needs and how they are put together as the house is built. Next , the builder has to order or collect his materials so they are available when they are needed. Now he is finally ready to build the house. When the house is finished , the walls are painted , the curtains are hung , pictures are put on the walls and everything is made perfect for those who will live in the house to move in.

The writer also begins with an idea. He knows what he wants to say but there are many ways to communicate this messages. Like the builder , he must also gather ideas and examine possibilities.