

大学英语写作指导

A Guide To College English Writing

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前 言

《大学英语写作指导》主要是为高等学校非英语专业一、二年级的学生编写的,也适合同等英语水平的自学者或其他院校使用。

在编写过程中,我们从学生的角度出发,充分考虑他们的实际水平及需要,力图做到以下几点:

第一,系统全面。本书涵盖了大学生需要掌握的所有写作技巧,内容包括词语选择、句子类型、段落扩展、篇章组织、体裁分析、大学英语四六级应试作文及常见实用英语写作,循序渐进,既有理论知识,又有实际操练,既可当工具书供查阅,又可作为教材在课堂上使用。书后两个有关标点和格言的附录为学生查询和引用提供了宝贵的资料。

第二,重实用性。本书所有的内容对学习英语写作者都有实用价值。除了介绍方方面面的写作基本方法之外,书中还针对学生的薄弱环节,论及遣词造句中的常用错误、中英文在表达习惯上的差异及文体和语域等方面的问题。此外,除了第3章精心组织的20篇范文,各章节都有大量的例子来说明问题并供学生模仿,每个章节后都附有练习供学生操练。

第三,重启发性。在体例编排上,本书注意调动读者积极参与,避免平铺直叙。书中多样形式的练习,特别是“思考与练习”,既启发读者的思维,使他们带着问题来阅读,并通过解决问题来掌握所学的写作知识,又符合当代教学法以学生为中心的要求。

第四,难易适度。针对学生英语水平参差不齐、学习要求也不尽相同的实际情况,本书力图兼顾各种层次。本书的起点并不高,只要掌握了一定的单词和句型并想学习写作,就可以打开这本书,学到最基本的写作常识,而基础好的读者或高年级的学生,如果想写好应试作文或者求职信、申请信等,一样可以从中获益。此外,我们给的例子中有许多来自大学英语精读教材,不仅为学生所熟悉,而且可以提醒学生注意所节选部分的写作特点,进而帮助他们更好地理解、欣赏课文。另一方面,我们还给例子中较难的单词都加了注释,希望能减少学生阅读的困难。

本书由张小梅讲师、仓兰菊副教授主编。编写工作按参编人员的姓氏笔画排列分工如下:

仓兰菊:第2章之2.2.1、2.2.2、2.2.3、2.2.4,第4章,附录2;

肖锦银:第1章之1.1;

张小梅:第1章之1.2,第2章之2.1,附录1;

张慧明:第2章之2.2.5,第3章之3.1;

第3章之3.2“作文宝库”为以上四人共同编写。

本书得以问世,首先感谢华南理工大学鼓励教师编写教材并因此制订教材建设规划。华南理工大学外语系秦秀白教授对本书的编写原则提出了宝贵的建议,并于百忙之中抽空审稿,提出宝贵的修改意见,体现了对青年教师培养和学校教材建设的热心支持。外语系副主任贾国栋副教授自始至终给予了无私的关心和帮助。大学英语教研二室主任黎进安副教授、副主任黄冬芳讲师也给予了大力支持。美籍教师 Diane Murdock 审阅了第3章“作文宝库”中的所有范文。外语系电脑室陈钢华老师、资料室李天文老师的协助使本书的编写更加顺利进行。

此外,编者还参考和引用了许多国内外有关的资料。对所有这些给予我们帮助和支持的人士,我们在此谨致以诚挚的敬意和衷心的感谢。

对于书中难免存在的错误,我们诚恳地希望外语界广大同仁及读者不吝赐教、予以指正。

编者

2000年10月24日

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1 遣词造句

1.1 遣词(using proper words)

1.1.1 词的概念意义和联想意义(conceptual meaning and associative meaning)

词的意义包含两个基本方面 ,即概念意义和联想意义。

1) 概念意义(conceptual meaning)

概念意义也称理性意义或外延意义 ,就是词在字典里的释义 ,指代存在于客观世界或想象世界中的事物或动作 ,不带任何感情色彩。如 mother ,woman 这两个词在《朗文当代英语词典(1995 年版)》中的释义 ,即概念意义 ,分别如下 :

mother : a female parent of a child or animal ;

woman : an adult female person.

正确掌握词的概念意义 ,有助于准确选词。若不清楚某个词的含义 ,应该勤查字典 ,但要注意阅读字典中的英语释义 ,不要将英汉词汇机械对应。

例如 “ send ”和“ 送 ”的主要概念很不一样。汉语中的“ 送 ”大多数情况下或指亲自送去 (来) ,或指赠送 ,而英语中的“ send ”却总是在本人不亲自送的情况下用的。

“ Who *sent* the letter ? ”中的“ send ”相当于汉语中的“ 发 ”; He has *sent word* that he will be unable to come. ”意为“ 他托人捎信说来不了了。 ”; “ Send him in. ”则是“ 叫他进来 (叫他进去) ”。

“ 谁送的信 ? ”在英语中要用“ Who *delivered* the letter ? ”; “ 你最好亲自送交主任 ”这句话中的“ 送 ”也还是不能用“ send ”:

You 'd better *present* it to the director in person.

2) 联想意义(associative meaning)

联想意义也称内涵意义 ,就是一个词给人的感觉或联想 ,附加在理性意义上 ,是词在语言发展的过程中逐渐获得的。例如 ,对说英语的人而言 “ woman ”往往和“ weak ”,“ frail ”,“ prone to tears ”,“ emotional ”,“ gentle ”,“ compassionate ”,“ hardworking ”等特点联系在一起。

有时不同语言或社会对某些词的联想会类似 ,如 mother 这个词一般使人有 love , warmth , kindness , sympathy , security 等积极的联想。但更多的情况下 ,词的联想意义会因不同的语言、文化而异。“ owl ”一词在英语中是“ wisdom (智慧) ”的代名词 ,猫头鹰在汉语中则是不祥的象征。在汉文化中 “ 龙 ”是一种富有传奇色彩的神物 ,享有至高无上的地位 ,炎黄子孙甚至自称为“ 龙的传人 ”,在英美文化当中 ,它充其量只是能喷火的、凶猛残暴、人人得而诛之的“ dragon ”而已。

词的联想意义有褒贬之分 ,因此也就有褒义词(laudatory words) ,贬义词(derogatory words)和中性词(neutral words)的区别。

“ resolute ”,“ stubborn ”,“ obstinate ”的概念意义基本相同 ,但 resolute 总是褒义 ,obstinate 总是贬义 ,而 stubborn 却不是这样。在下面这个句子中 ,如果是用来描述我们自己的战士 ,stub-

born resistance 就表示“顽强的抵抗”,是褒义,如果用来描述敌人的士兵,则是“负隅顽抗”的意思,成了贬义词:

They put up a *stubborn* resistance.

statesman 和 politician 都可表示从事政治的人,但前者是褒义词,是受人尊重的“政治家”,而后者带有贬义,是遭人鄙夷的“政客”。

例 A patriot and *statesman*, Thomas Jefferson devoted his life to the development of the republic he had helped to create.

cheap 和 inexpensive 都可表示“花钱不多”的意思,但 inexpensive 一般只表示价格低的事实,是中性词,而 cheap 往往含有因价格低而质量较次的意思,是贬义词。

例 Buying *cheap* shoes is not a good idea in the long run.

Her clothes, though made of *inexpensive* material, are quite elegant.

词的联想意义的区别还表现在搭配方式的不同上。如 pretty 和 handsome 以及 large 和 great 这两组词的区别主要在于它们需要与不同的名词搭配。

pretty: girl, boy, woman, flower, garden, color, village.

handsome: boy, man, car, vessel, overcoat, airliner, typewriter.

large: amount of money, number of people, quantity of beer.

great: confidence, courage, ability, wisdom.

又如“flush”和“blush”都可表示“turn red”这一概念,但我们只能说“He *flushed* with anger”,而不能说“* He *blushed* with anger”。

“durable”; lasting 都可以表示“持续很长时间”的意思,在形容友谊持久的时候,两个词都可以,而要形容鞋子等“经穿”、“耐穿”,就只能用“durable”。

概念意义很接近而联想意义不同的词,就是同义词或近义词。它们并非在所有的上下文中都可以相互替换。

如“country”, “nation”, “state”和“land”都有“国家”的意思,但“country”偏重地域意义,而“nation”则偏重民族意义;“state”偏重政治和法律意义;“land”偏重情感及文学意义:

例 He has visited many foreign *countries*.

Italy is a great *country* with a long history.

Trade between *nations* is better than war.

These industries are run by the *state*.

This is my native *land* and I'll defend it with my life!

old 和 elderly 都可表达“年龄大”这一概念,但 elderly 客气一些:

例 She was still speaking when an *elderly* gentleman limped up to the counter and began looking closely at the row of puddings with great interest.

——“The Sampler”(CEIR*-Book I)

small 和 little 都表示“小”的概念,且常可互换使用,但 small 只是客观地说明物体的大小,而 little 可表明说话人对某个小的东西或人有喜爱或同情的感情。

例 He packed his things in a *small* bag.

A *little* old lady lived in the house opposite.

What a sweet *little* dog !

我们在学习英语词汇时,不能满足于仅仅知道词的概念意义,而应该特别注意掌握词的联想意义,才能做到用词准确。

练习 1 举例说明以下每组词中的两个词为什么不能在所有的上下文中互换。

(1) courageous/foolhardy

(2) famous/notorious

(3) skinny/slim

(4) fair/objective

(5) intelligent/smart

(6) polite/courteous

练习 2 选择合适的词。

(1) disinterested/uninterested

I 'm completely _____ in football.

We need the advice of a(n) _____ party.

He was not a(n) _____ advisor ; he hoped to make money from the deal.

(2) economical/mean

He is too _____ with his money to buy us a meal.

She is a(n) _____ housekeeper and feeds her family carefully.

(3) childlike/childish

Don 't be so _____ ; you 're 18 now , and should behave like a grown man !

She followed him with _____ trust.

(4)homely/ugly

He had a(n) _____ , dangerous look on his face.

She is a(n) _____ girl but she 's kind-hearted.

(5)modest/humble

The young actress is very _____ about her success ,she says it 's due as much to good luck as to her own abilities.

This servile man was especially _____ when he was talking with is superiors.

(6)surprised/stunned

The taste _____ him ; it was not as he 'd imagined it.

He was _____ by the unfairness of their judgment.

(7)envious/jealous

I 'm _____ of your good luck.

(8)sympathies/pities

He sent them his _____ on the death of their father.

(9)cheaply/inexpensively

She is well , but _____ dressed.

(10)refused/declined

We asked them to come to our party , but they _____ the invitation.

1.1.2 词的层次 (levels of words)

【思考与练习】

在著名的童话《爱丽丝漫游奇境记》中 ,有这样一个场景 :一群小动物掉进爱丽丝的泪水形成的水池里 ,浑身湿透 ,上岸之后开会讨论如何使身上变干。动物们七嘴八舌 ,讨论毫无结果。这时有一个动物 Dodo 站起来提意见。

“ In that case ,” said the Dodo solemnly , rising to its feet , “ I move that the meeting adjourn , for the immediate adoption of more energetic remedies — ”

“ *Speak English !* ” said the Eaglet. “ I don 't know the meaning of half those long words , and what 's more , I don 't believe you do either ! ”



Dodo 说的明明是英语 ,Eaglet 为什么还要让他“ *Speak English* ”呢 ?

从文体的角度来说 ,英语词汇大体可以分为三个层次 :正式词汇(formal words) ;非正式词汇(informal words) ;普通词汇(common words)。

正式词汇常用于公共和严肃的场合 ,一般不会出现在日常口语中 ;非正式词汇口语化程度比较高 ,出现于比较不正式场合 ,如日常非正式交谈或日记、给朋友、家庭成员等的信件中。

正式词汇和非正式词汇在英语词汇中 ,只占很小的比例。英语中的绝大部分词汇都属于

普通词汇。所谓普通词汇 ,就是使用英语的人中大多数都能懂得而且会使用的那部分语言 ,它的适用范围较广 ,是语言中的“ 共用核心”(the common core) ,是语言中最活跃的部分 ,也是日常一般交谈与写作的主要成分。大学英语四、六级词汇基本上属于普通词汇的范畴 ,如能很好地掌握 ,对写作大有裨益。

例 Downstairs , the doctor left three different medicines in different colored capsules with instructions for giving them. One was to bring down the fever , another a purgative , the third to overcome an acid condition. The germs of influenza can only exist in an acid condition , he explained. He seemed to know all about influenza and said there was nothing to worry about if the fever did not go above one hundred and four degrees.

——“ A Day 's Wait”(CEIR-Book III)

从词汇的角度看 ,这段文字属于普通体 ,除了 purgative ,influenza 等词稍显正式以外 ,其他都是普通词汇 ,短语动词 bring down 和 go above 的运用 ,使文章显得平实自然。这是因为短语动词一般不如单个动词正式 ,短语动词更多地用于口语中 ,而相应的单个动词具有比较精确严格的词义范围。如 tolerate/put up with ,participate /take part in 等。

现在回到热身练习中提出的问题。Dodo 的话中 ,move(正式提议) ,adjourn(停止)等都是非常正式的词汇 ,不在普通词汇的范围之内。难怪 Eaglet 要抗议 ,认为他说的根本不是英语了。

2) 写作时 ,应该根据不同的场合选择不同正式程度的词语 ,切忌为了炫耀自己对英语的熟练程度而大量使用俚词 ,或用大量正式和过于冷僻的词。

还应该特别注意文章风格统一的问题 ,不要把文体风格相差太大的词汇用在同一篇文章中。

例 I got to the platform ten minutes before the train was due to come in. Suddenly there was an announcement over the loudspeaker : the train had been delayed for three hours , and I had got to be at Gatwick airport by eight o 'clock. Thus I was obliged to address the problem of alternative transportation and darted off immediately to the bus station.

这段文字当中 ,作者混淆了两种不同的文体风格。一方面 ,他使用了“ got ”和“ darted off ”这样的口语词 ,给人感觉这是比较随意的文章 ;另一方面 ,他又用了“ was obliged to ”和“ address ”这些非常正式的词汇 ,应该分别改为“ had to ”和“ cope with ”。

练习 3 找出与下列动词意思相同或相近的短语动词。

动词	短语动词	动词	短语动词
build		investigate	
continue		postpone	
encounter		replace	
expect		request	
insert		surrender	

练习4 判断以下每组句子中的两个句子哪一个更正式,并说明理由。

- (1) a. Father was somewhat fatigued after his lengthy journey.
b. Dad was pretty tired after his long trip.
- (2) a. The meeting will commence at 4 p. m.
b. The meeting will begin at 4p. m.
- (3) a. The government is continuing its struggle against inflation.
b. The government is keeping up its fight against inflation.
- (4) a. The concert concluded with a performance of Beethoven 's 5th Symphony.
b. They ended the concert with Beethoven 's 5th.
- (5) a. For a while , it looked as though the bad habits he had picked up were irremediable.
b. For a while , it looked as though the bad habits he had picked up could never be corrected.

练习5 以下句子措辞是否贴切,如否,请加以修改。

- (1) Small and poor as the country was , it refused to receive economic help from big countries.
- (2) The hospital receives no State aid and is entirely dependent upon voluntary support.
- (3) The reception will commence from 6 30p. m.
- (4) Now , let 's commence the meeting.
- (5) After the banquet , all the guests retired for the night.
- (6) When did you retire to bed last night ?
- (7) With a heavy heart , the poor old man retired to his humble cottage.

练习6 以下的词或短语比较正式,找出与之对应的普通词(答案可能不只一个)。

例:chamber — room , incorporate — include , residence — home/address

aid _____ , anticipate _____ , assist _____ , commence _____ , deem _____ ,
desire _____ , dissimilar _____ , effect _____ , endeavor _____ , feeble _____ ,
indicate _____ , initially _____ , in the event that _____ , locate _____ ,
presently _____ , prior to _____ , prohibit _____ , require _____ ,
state _____ , sufficient _____ , supply _____ .

练习7 请指出并改正以下两段文字中措辞不当之处。

- (1) British trade-union leaders would appear to be amendable to reason. What they 're out for is an end to people getting sacked just like that. If they get treated O. K. by British Coal , they will be prepared to enter into negotiations.
- (2) Today I wanna discuss problems connected with thermodynamics and I 'm gonna present some new material which I trust will be of considerable interest to all the people at this conference.

1.1.3 词序 (word order)

1) 形容词 (adjective)

A. 一部分形容词的意思会随它们的位置不同而改变,使用这些形容词时,一定要多加留意。

例 live

The broadcast is *live* from New York. (现场直播)

The wire is *live*. (带电的)

a *live* monkey (活的)

例 old

an *old* friend (时间长)

My friend is *old*. (年纪大)

例 present

He was not *present*. (出席)

the people *present* (在场)

the *present* owner (目前)

例 proper

a *proper* dog (真正的 , 此处相对玩具狗而言)

the city *proper* (严格意义上的 , 此处指城市本身 , 而非郊区)

例 late

a *late* train (晚班的)

The train is *late*. (晚点了)(*early* 也有类似的用法)

the *late* president (已故的)

B. 几个形容词同时修饰一个名词时 , 需按一定的顺序排列。一般而言 , 在意义上与名词关系越密切的形容词 , 在位置上与名词就靠得越近 , 但有时可略作调整。以下是形容词在名词前面的基本顺序。

a. 与名词最靠近的是表目的或功能的形容词 :

例 a *carving* knife

an *administrative* building

a *dinner* jacket

b. 然后是表材料或质地的形容词 :

例 a *stainless-steel* carving knife

a *red-brick* administrative building

a *velvet* dinner jacket

c. 然后是表产地的形容词 :

例 a *Swedish* carving knife

an *Italian* velvet dinner jacket

d. 然后是表颜色的形容词 :

例 *brown* French riding boots

a *black* Italian velvet dinner jacket

e. 然后是表年龄、形状、大小和温度的形容词 :

例 a *young* Spanish lady

an *enormous* black cloud

cool red Bulgarian table wine

a *small* , *oval* swimming pool

f. 然后是表明作者或说话者态度或感受的形容词 :

例 a *gorgeous* young black cat

an *ugly* , red-brick administrative building

a *magnificent* old wooden house

a *horrible* enormous black cloud

g. 然后是表数目的形容词 :

例 *two* gorgeous young black cats

h. 离名词最远的是表所属关系的词 :

例 *Susan* 's two gorgeous young black cats

the University 's ugly red-brick administrative building

2) 副词(adverb)

A. 副词一般不能放在动词和宾语之间 ,但可以出现在句首、句中或句末。

例 **Suddenly** she looked up. (主语之前或从句开头)

She **suddenly** looked up.(动词之前)

She looked up **suddenly**. (从句的结尾)

B. 当然 ,并非所有的副词都可以出现在这三个位置 ,比如表可能 (*certainly* , *definitely* , *probably*)或程度 (*almost* , *nearly* , *hardly* , *quite* , *rather* , *really* , *scarcely*)的副词一般不放在句末位置 :

例 He will **certainly** be there.

She has **almost** got to the end.

* He will be there **certainly**. (错)

* She has got to the end **almost**. (错)

C. *only* , *merely* , *even* 等词应放在所修饰词的前面 :

例 I **only** ate the vegetables. (= I ate nothing else.)

Only I ate the vegetables. (= No one else ate them.)

Even he can 't answer this question. (= not to mention others)

He can 't **even** understand this question. (= not to mention answering them)

He can 't understand **even** this question. (= not to mention other questions)

D. 描述性格或智力的副词 ,如 *arrogantly* , *foolishly* , *generously* , *kindly* , *meanly* , *stupidly* ,处于句中不同位置时 ,含义也会有所改变。如 :

例 He **foolishly** replied. (= He was foolish enough to reply.)

He replied **foolishly**. (= He replied in a foolish manner.)

She **kindly** treated us to ice cream. (= She was kind enough to treat us to ice cream.)

She treated us **kindly**. (= She treated us in a kindly way.)

练习 8 请把每个句子后面所提供的词加入原句(可能有一种以上的方法)。

- (1) The cottages were built by the first settlers. + probably
- (2) As Mrs. Wright made fun of the weaker students, she was hated. + also + sometimes + widely
- (3) I was present at his death. + by chance
- (4) I hope our government will help the poorest. + especially
- (5) Having worked, they resigned. + for three weeks + under awful conditions + there
- (6) She found an old diary. + there + unexpectedly
- (7) He will be shown the documents. + soon
- (8) They went to the village. + together

练习 9 选择正确的词序(答案可能不只一个)。

- (1) a. a Hungarian nineteenth-century patriot
b. a nineteenth-century Hungarian patriot
- (2) a. a beautiful young girl
b. a young beautiful girl
- (3) a. Thanks to these all attractions, L. A. is a wonderful place.
b. Thanks to all these attractions, L. A. is a wonderful place.
- (4) a. this amazing little creature
b. this little amazing creature
- (5) a. the American prosperous film industry
b. the prosperous American film industry
- (6) a. a long dark dress
b. a dark long dress
- (7) a. They claim to lead better, honest, new lives.
b. They claim to lead new, better, honest lives.
c. They claim to lead better, new, honest lives.
d. They claim to lead honest, better, new lives.
e. They claim to lead new, honest, better lives.
f. They claim to lead honest, new, better lives.
- (8) a. his rough red hands
b. his red rough hands
- (9) a. historic, beautiful Prague
b. beautiful, historic Prague
- (10) a. He tries to bring back to life Simon.
b. He tries to bring Simon back to life.