

全国高等教育英语专业
自学考试指导丛书

《英语写作基础》技巧与训练

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内 容 简 介

本书从句子、段落、摘要及应用文写作三大部分讲述了英语写作的基础知识。从简单句入手，对句子的各种类型、常见的句子错误以及句子的多样性等用例子加以讲解和阐述；段落写作部分讲解了段落主题句、主题句在段落中的位置、段落的统一和连贯以及发展段落的主要形式；应用文写作包括摘要写作、便条写作、信件写作和个人简历写作四大要点。本书的三大部分旨在训练学生最基本的写作理论与技巧，以使學生能够写出主题突出、内容完善、语言通顺、格式规范的英语文章，为进一步的学习打下坚实的基础。

为使學生方便有效地学习本书，在书后附有各章的练习题答案以供参考。为了使读者对所学知识有一个全面地了解和运用，我们特意编写了五套自考模拟题，力求模拟试题的难度与正式考试相同，使學生能够对所学知识进行自测，为顺利通过有关考试做好准备。

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前 言

我们所处的时代是一个信息时代，信息高速公路为信息的获得和发送提供了一种新的方法。英语作为媒介手段和信息转换工具越来越显出其重要性，越来越为社会各界所重视。英语的使用场合也日益增多，范围日益扩大，它自然成为我国一种通行的国际交流语言。因此，作为英语教师，帮助广大英语学习者全面学习和掌握英语语言知识和英语运用能力，是我们责无旁贷的任务。

现代语言研究表明：口语超前于书面语，收受能力超前于发送能力。写作则既属书面语同时又兼具发送能力，所以一向被看作是攻克听、说、读、写四种语言技能的最后一道堡垒。写作是要求学生具有综合运用语言知识的一项技能。学生在用英语笔头表达自己的思想感情、传递信息和进行交际的时候，不仅要有词汇、语法、习惯用法方面的语言知识，而且还应该具有一定的语言组织能力、分析能力、逻辑推理能力和对各种不同语体与文体的基本了解。

全国高等教育英语专业自学考试在 1998 年以前一直将写作列入综合技能(阅读)考试的一部分来测试。从 1999 年开始，写作被作为英语专业的一个单项考试课程，由此不难看出其重要性。《英语写作基础》自学考试大纲要求学生能写出一般的书信、通知、便条及请帖等，要求格式正确、语言得体、内容完整、条理清楚、语法基本正确；写作速度能达到 200~250 词/小时。依据大纲，本书试图从实用和应试的角度，在句子、段落和应用文写作三大部分中辅以大量的例题和练习，对大学生或具有中等水平的自学者进行系统而有步骤的训练，最终使学习者能在规定的时间

内写出规定词汇量的短文、书信、便条等，并做到用词准确、结构合理、语句连贯、文理通顺、层次清楚、逻辑性强、首尾完整、格式规范。本书的实用性主要表现在应用文写作部分，我们精选了大量的求职信、求学信、邀请信、感谢信、祝贺信以及个人简历等，使读者能学有所用，以满足他们在社会交往中的实际需求。

本书的选材丰富多彩，书中的例句例段(包括练习中的句子、段落)都是精心挑选而来的，有的来自经典名著，有的源于名人言论。再加上本书的练习编排突出突践性这一特点，我们衷心希望读者在阅读本书时，能够认真研究和分析文中所列出的实例，然后认真做好各章节后的每一个练习，对一些好的例句、例段，最好能够背诵或仿写，进而把典型精练的语言结构运用在自己的写作实践中。

总之，写作是培养学生实际应用语言能力的主要途径，写作是综合所学语言知识、在吸收的基础上再创造的过程。写作也是更有效地学习外语的过程，写作有利于学生发现自身不足，通过发现差距，从不完善过渡到完善，从力不从心发展为运用自如。没有数量就没有质量，只有大量实践，才能熟能生巧。

最后，恳切希望广大读者和诸位同行提出宝贵意见，对本书的不足之处批评指正。

编 者

1999 年 10 月于西安外国语学院

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第一部分

句子(The Sentence)

一般语法书都是从两个角度对句子进行分类的。

从使用的角度，有陈述句(declarative sentence)，疑问句(interrogative sentence)，祈使句(imperative sentence)和感叹句(exclamatory sentence)等。从结构的角 度，有简单句(simple sentence)，并列句(compound sentence)，复合句(complex sentence)，并列复合句(compound-complex sentence)等。

在此，我们主要从句子结构的角度讲解几种类型的句子以及它们的结构和作用。通过本部分的学习，学生应掌握各种常见的句子结构，识别并能修改常见的错误结构，利用所学的写作基础知识和技巧，将结构单一、层次混乱的句子，通过不同手段改写成层次分明、结构灵活、形式多样的句子。

简单句

(The Simple Sentence)

一个独立的句子，如果只有一个主语(可以是并列主语)和一个谓语(可以是并列谓语)，这样的句子就称为简单句。

1.1 主语和谓语(The Subject and the Predicate)

句子是含有主语和谓语的一组词按语法规律构成的语言单位，它具有相对独立而又完整的意义。主语是句子叙说的主题，说明句子讲的是谁或者什么情况。谓语用来说明主语的动作或状态，一般由动词或动词短语承担，谓语动词具有各种时态、语态的变化。

Sentence

Subject	Predicate
Mosquitoes	bite.
Happy people	often laugh.
Mirrors	reflect images.
My cousin's apartment	has wall-to-wall carpeting.
The fish in this market	is always fresh.

The Statue of Liberty

was a gift from the French
people to the people of the
United States.

以上例子表明：主语和谓语可以是单个词或词组。简单句只包含一个主谓结构，而且句中的每个成分都只由单词或词组表示。

The dish is made from a mixture of four different summer fruits.

The game was called off because of the rain.

1. 1. 1 主语(The Subject)

简单句的主语可以是一个名词(a single noun)、一个名词词组(a noun phrase)、一个代词(a pronoun)或动词的非谓语形式(verbal noun)等。

1. 表示人、事物、地点或抽象概念的名称的名词作主语

Jack speaks four languages fluently.

Toronto is the capital of Ontario.

Tigers generally hunt alone.

Necessity is the mother of invention.

2. 含有修饰词(modifiers)的名词词组作主语

A yowling cat kept up awake.

The loud rumble of a jeep startled me.

3. 代词作主语

Sally was delighted. She could enter law school in September.

Children in the playground were laughing. They had just finished free ice-cream cones.

A big crowd gathered to see the president. He arrived just after noon.

4. 动词的非谓语形式(动词不定式(infinitives)和动名词(gerunds))作主语

Surfing takes practice.

Learning a foreign language takes both practice and patience.

To create is pleasing.

To conquer all of Asia became Alexander's boldest goal.

5. 复合主语

Mr. Smith and Ms. Jones gave the Christmas presents to the employees.

My friends and I play tennis and go bowling every weekend.

Practice 1

Part A In each of the following sentences, underline the subject. Then in the brackets at the end of the sentences state whether the subject is a noun, a noun phrase, or a pronoun.

1. Customers sometimes complain about the service. ()
2. They grow tired of waiting in line at the checkout station.
()
3. Clerks, in turn, have horror stories about certain customers.
()
4. A day without complaints is like a bee without a sting. ()
5. The heavysset man in the trench coat looked like somebody's bodyguard. ()
6. She thought me unreasonable. ()
7. Insects have impressive survival skills. ()
8. All roads over the mountain have been closed because of bad weather. ()

9. To finish school and to get a good job are my ambitions. ()
10. A savage tornado devastated the town. ()

Part B In each of the following sentences, underline the subject. Then do two more things in the space below the sentence: tell whether the subject is an infinitive, an infinitive phrase, a gerund or a gerund phrase; finally, write a new sentence patterned after the original.

1. To err is human.
2. Collecting old arrowheads was one of Thoreau's hobbies.
3. To increase the production of steel is one of the nation's goals.
4. Relaxing seems to be your favorite activity.
5. Reading the comics can brighten one's outlook for sixty seconds.
6. To surrender was unthinkable.
7. Casting for trout in the icy stream demanded all of her attention.
8. Mary's singing of the anthem lifted everybody's spirits.
9. To launch a counterattack during a blizzard was a clever action.
10. It was good to talk with you.

1. 1. 2 谓语——动词的作用(The Predicate—The Role of Verbs)

每一谓语至少包括一个动词，它可以是连系动词(linking verbs)、不及物动词(intransitive verbs)或者及物动词(transitive verbs)三种形式的任何一种。

1. 连系动词

连系动词用于连接主语和表语，表示主语的性质、状态、特征、身份等。连系动词有自己的意义，但不能单独作谓语，必须和后接的表语一起构成句子的谓语。

George Washington was the first president of the United States.

The dog became friendly.

The lemonade tasted bitter.

It is growing cold.

英语中常见的连系动词有：be, look, smell, taste, feel, become, turn, get, grow, seem, appear, remain, keep 等。

2. 不及物动词

不及物动词后面不接宾语，句子的意义就已完整。

They have arrived.

My mother smiled.

Water freezes at 32 degrees Fahrenheit.

Wagons bearing weary settlers rumbled across the prairie.

3. 及物动词和直接宾语

A snowball broke the window.

Paper planes filled the room.

Hospitable innkeepers have welcomed tourists for years.

We congratulated David on his promotion.

4. 及物动词和间接宾语

My grandfather sent me a camera for my eighteenth birthday.

College officials give freshmen advice.

A young woman offered the old man her seat on the bus.

后面能接间接宾语的及物动词包括 send, give, offer, show, write, tell, sing, play, make 等。

5. 及物动词和宾语补足语

只有少数及物动词后面有宾语补足语, 如 consider, judge, elect, appoint, call, think 等。

Music critics consider Gretchen a talented composer.

Doctors judged the case hopeless.

1.2 主要的句子类型(The Chief Sentence Types)

由以上不难看出, 只有一个主语、谓语的简单句不外乎以下几种类型:

J Subjectp linking verbp subject complement:

Robert is a librarian. (名词谓语)

Gorillas are strong. (形容词谓语)

R Subjectp intransitive verb:

Steam rises.

w Subjectp transitive verb (active voice) + direct object:

A dentist polished my teeth.

x Subjectp transitive verb (passive voice) + agent:

My teeth were pulled by a dentist.

d Subjectp transitive verbp indirect objectp direct object:

Sarah has loaned us a typewriter.

u Subject p transitive verb p direct object p object

complement :

Success makes most people happy⁷

c Auxiliaryp subjectp base verbp completing wordsg

Has Harriet been the manager for long?

Did you sleep?

Could detectives find the suspect?

Practice 2

Part A In each of the following sentences, circle the verb. Then underline the direct object once and the indirect object twice.

1. The lifeguard gave them a sharp warning.
2. I sent my application to the main office.
3. The real-estate agent showed us a three-bedroom house.
4. The congressman sent his constituents a letter.
5. A few weeks ago, everyone in our civics class wrote the president a letter.
6. On the first day of class the teacher told us the story of her life.
7. The dealer offered me a five-hundred-dollar trade-in allowance.
8. I bought my brother a pair of gloves.
9. He made me a light table.
10. Every year I send all of my relatives the same Christmas card.

Part B In each of the following sentences, circle the verb. Then underline the direct object once and the object complement twice; finally, write a new sentence patterned after the original.