

写作技巧篇

第一章 用词准确

用词准确是指根据不同文体、不同目的和不同要求，选择准确词语的表达方式。词语的选择是遣词造句的基础，恰当使用词汇、充分表达作者的思想是英语写作的基本要求。现代英语比较讲究表达的精细、精巧和精当，而这种效果的获得也常常需要借助必要的词汇。英语写作的用词需要反复推敲、锤炼，因为用词的精练和精彩能加强文章的说服力，并寓于文采。

在应试英语写作中，准确用词应注意以下几个方面：一是书写正确，即没有拼写和大小写错误。这一点要求平时记单词要准确、考时要细心；二是词义准确，即所用的词能充分表达自己的思想；三是用法正确，包括词的意义搭配和语法搭配正确；四是适当得体；五是简洁精练。下面就以上几个方面分别进行简要说明。

一、书写正确

写作是对学生语言复用能力的考察，要求做到准确无误。然而在许多情况下，学生在阅读时可能明白某些词的词义却不能在写作时准确地表达出来，以致出现这样或那样的错误。常见的错误有拼写失误 大小写混淆 搭配失误等 如下面的几个例子：

(1) A morden student should broaden his knowledge. (应改为 modern)

(2) Nowdays, science and technology develop very quickly.(应改为 Nowadays)

(3) Internet benifits both individuals and society.(应改为 benefits)

(4) It is very convinient to travel by air.(应改为 convenient)

(5) Undoubtly smoking does harm to the smoker himself and people around him.(应改为 undoubtedly)

(6) china is making great efforts to curb the environmental pollution.(应改为 China)

(7) In the one hand, our government should make some laws to protect the environment, in the other hand, individuals should raise the awareness of the environmental protection.(应改为 on the one hand; on the other hand)

只要在平时的英语学习中能够注意对词汇、词组准确性的把握 反复练习 相信能在很大程度上避免这类问题的出现。

二、词义准确

所谓词义不准确是指词义没有正确、充分地表达作者想要表达的意思，或词义超出了作者想要表达的思想。如：

(1) I respect my father very much because he is a wise guy (英语中的 wise guy 是指自作聪明的人，wise man 指真正聪明的人，应改为：wise man) .

(2) Excessive smoking will injure your body(body 在英语中指的是“ 躯体 ”而汉语“ 身体 ”一词有两个意思，一是指“ 躯体 ”二是指“ 身体健康状况 ”。本句受汉语的影响误用了 body 没有表达出作者想要表达的意思，应改为：harm your health) .

一位同学在写以“ Which one do you prefer, state-run enterprise or foreign enterprise? ”为题的作文时 写了这么一段话 :During the session of my working at the foreign enterprise, I' ll be a spy. I want to

know how the foreign enterprise runs with high efficiency. I'll find the secret that determines a high quality commodity and I'll gain the experience of how to run an international enterprise. I'll memorize all this by heart and take it to our state-run enterprise.

作者说自己毕业后要到外企工作，要做一个 spy 去偷学国外的先进技术和管理方法。英语中的 spy 是指间谍、密探、特务。用在此处没有正确充分地表达作者想要成为一个积极的学习者 (learner) 去学习、掌握国外先进技术和管理方法的意思。

写作中要把握词义的准确性，可以从以下几个方面入手：

1. 掌握好词语的感情色彩和语体色彩

在充分了解词语意思的基础上，掌握好词语的感情色彩和语体色彩。因为一个词不仅有词典上的意思，还有内涵的、联想的、带有感情色彩的意义。例如，country, nation, state 和 land 它们的字面意思有相似之处，都可以译成“国家”，但其内涵却相差甚远。country 主要指领土意义上的国家；nation 侧重指民族、种族意义上的国家；state 多指国家的政府及政府机构，而 land 指国家时常常富有文学色彩。比 country 一词带有更多的感情。因此，“The entire country was watching the development of the incident”句中的 country 应改为 nation。词的内涵意义往往比词的所指意义更加复杂、更加重要。在很多情况下，人们说话或写文章是通过词语的内涵意义来表达思想的。人们很少只是使用词语对事实进行记述或作不褒不贬的反应。恰恰相反，人们通常使用词语来表达自己的态度或情感。所指意义相同的一组词语很可能在内涵意义上有所区别，有褒义，有贬义。如 politician 的内涵意义是指到处游说的政客，为贬义，statesman 是指政治活动家，为褒义；peasant 指没有受过教育、举止行为很粗俗的人，为贬义，farmer 指辛勤劳动的农夫，为褒义。propaganda（宣传）一词在中国并不带有西方人所理解的贬义，上面提到的 spy 一词也因具有强烈的贬义色彩而不适合当时的语境。

由于词语具有丰富的内涵意义 写作中有时会选错词 更多的时候是选词不全错, 而是不够准确, 导致词不达意, 甚至违反本意和造成误解。如描写一位苗条女士时用 “thin” 不会引起反感 如用 “skinny” 恐怕就要得罪人家了, 如果用 “slim” 或 “slender” 她则会十分高兴 因为 thin, skinny, slim, slender 这几个词的本义都是 below the average weight, 但它们的内涵却大不相同, 正如中文里的 “瘦 皮包骨 苗条” 一样。同样, “The teacher was an extremely fat woman.” 中的 fat 应改为 apparently overweight, 因为 fat 用来指人含有一定的贬义。可见, 词的褒贬色彩包含着对某种事物、现象或行为的评价态度, 它是词义的一个组成部分。在英语写作中, 要准确选词, 就不能忽略词语可能具有的内涵意义。

2. 注意词的多义性

一词多义是英语中常见的语言现象, 也是影响准确用词的一大障碍。如 heavy 这个词 词典的释义为 “重的”, 超出一般大小、数量、力量等的, 一旦与 heavy metal (重金属), heavy rain (大雨), heavy heart (沉重的心情), heavy drinker (酗酒的人), heavy road (泥泞的道路), heavy sky (阴沉的天空), heavy sea (汹涌的大海) 等词搭配, 便产生了完全不同的含义。汉语中的同一个词, 在不同的语言环境中却需用不同的英语词语或短语来表达, 这也是写作中经常碰到的难点 例如:

- (1) 在这种情况下, 我们必须请求他的帮助。

Under such circumstances, we must ask for his help.

- (2) 这种情况必须改变。

This state of affairs must be changed.

- (3) 现在情况不同。

Now things are different.

- (4) 你兄弟的情况怎样?

How do matters stand with your brother?

(5) 前线有什么情况？

How is the situation at the front?

(6) 可是在其他地方，情况却完全两样了。

But the picture outside this place is quite another story.

(7) 我们可能去那儿，但得视情况而定。

We may go there, but it all depends.

同是汉语的“情况”在不同的语境中却应使用完全不同的英语词语和表达方法。再如：family 和 home 都可译成汉语的“家”但 family 主要指家庭成员而 home 指的是居住地点、住宅。在一篇题为“ My family ”的习作中，一名学生把家里养了一条狗写成“ My home has a dog ”这显然是不准确的应改为“ My family has a dog ”或“ We keep a dog at home ”。except 和 besides 都可译成汉语的“除了”但它们的意思却是相反的。尽管许多英语对应的汉语词汇都能表达它们的真正意思，但往往有些英语词汇没有准确的汉语对应词，只有在不同的上下文中才能确定词汇的含义。例如 send 一词如果单把它理解为汉语的“送”那么“他送信给我”就可能被写成“ He sent me the letter ”。正确的表达是“ He brought me the letter ”。因此平时注意广泛地阅读积累、收集、掌握词的多重意义和词语的习惯搭配对英语写作非常重要。

3. 注意区别同义词

英语中的同义词很多 这给我们选用词语提供了有利条件 使我们能在这个丰富的词汇宝库里选择最确切、最恰当的词来准确、鲜明、生动地表达思想。但要注意的是 同义词之间往往存在着细微差别 以及具体运用时的色彩变化。只有注意到这一点 才有可能正确分辨像 car, automobile(American), jalopy(dated slang), motor (current slang), private motor vehicle(official) 这一组同义词的区别。此外，使用时需斟酌同义词词义的强弱，以求把握词义的准确性。例如 汉语的“很不幸我们最终也未查明真相。”可以表达为“Unfor-

tunately, we never found out that truth”。但如果将“他父亲不幸去世了”表达为“Unfortunately, his father died.”就欠妥。因为“unfortunately”是一个语义较轻的词，它往往表达“遗憾、不走运”等意思。此句需用一个语义较重的词，如“sadly”或“to his great sorrow”等，才能表达与句意相当的较强语气。事实上，选择语气强弱相当的词是写作中常碰到的问题。surprised, astonished, astounded, shocked 都可以表示“惊讶”，词义的强弱却有很大的区别。看到一个人冬天穿短袖不应该感到“shocked”，而一个人举止行为突然失常，“surprise”就表达不了那种震惊。因此，写作中要注意区别词义的强弱，选择最恰当的词来表达思想。

三、用法正确

一般情况下，所谓的词的用法不正确是指词的意义搭配关系和语法搭配关系没有掌握好。如：

(1) A well-written composition calls on good choice of words and clear organization among other things. (calls for, call on 表示“号召”，“请求”，call for 表示“需要”，“提倡”。)

(2) There are other problems which I don't suppose to go for at the moment. (go into, go for 表示“去请，对……适用”，go into 含“探究、讨论”之意。)

(3) Young adults other than older people are more likely to prefer pop songs. (rather than, other than 表示“除了……”，young adults 和 older people 不存在包容关系，即整体与局部的关系，rather than 表示“而不是”符合题意。)

(4) Jean doesn't want to work right away because she thinks that if she could have got a job she probably wouldn't be able to see her friends very often. (were to get, if 条件从句谓语动词的时态应对应主句的 wouldn't be able to 此处应使用一般过去时或虚拟条件句将来进行

式的特殊形式 were to.)

英语中有些词义看起来接近，用法却并不一样，例如：ensure 和 assure 都有‘保证、确保’的意思，但下列两句却不可互换：

(5) We can ensure that the work shall be done in the right way.

(6) Investigation assured us of his honesty.

ensure 强调说明对行为或行为的结果有把握，一般以事物名词或从句作宾语，而不以人作宾语；assure 却相反，通常以人作为直接宾语，再接 of sth. 短语，也可以人作为间接宾语，以 that 从句为直接宾语。

还有些词意义上很接近，却牵涉到习惯表达法的问题。如：instruments, appliances 和 facilities 都有‘工具、器具’的意思，实际使用时却各有侧重。instruments 往往指较精细的工作或科学上使用的器械或仪器，如 optical instruments；appliances 指较为一般的器具、家具和医疗器械，如：electrical appliances, medical appliances；facilities 指‘工具、器具’时通常只用复数形式，常指有利于开展工作的环境、器具或设备，如：facilities for travel, sports facilities。一般情况下，这些词不能互换使用。词的习惯用法是比较让学生头痛的问题。比如 large 和 big 都指‘大’，但 large 通常用来修饰 number, amount 及 quantity (a large number of students, a large amount of money, a large quantity of wine, etc.)。像‘勇气’、‘信心’、‘能力’、‘智慧’等表示个人素质的名词，却要用 great 而不用 big 或 large 来修饰。英语中有些动词要求与一定的介词或副词搭配，由于没有很好地掌握这种搭配规律，在写作时往往容易出错。例如：

(7) It spends us 15 minutes to go to the park from the center of the city by bus. (spends 应改为 takes)

(8) They must spend a lot of time caring about their babies. (about 应改为 for)

由此可见，所选词语必须合乎英语的习惯用法和语法搭配关

系。因此，在写作中要注意根据意思和语法选择词语搭配，在平时的阅读中也要留心观察，注意积累。

四、适当得体

选用什么样的词 是否用在最恰当的场所 是准确用词的重要方面。尽管词汇有正式和非正式，抽象和具体，高雅和通俗，褒和贬之分，词语本身并没有优劣之分，关键在于使用是否得体。词汇使用是否适当得体取决于该词语是否与文章的文体、内容、对象、目的等相吻合。

英语的语域有正式体 (formal)、中性体 (common)、非正式体 (informal) 三种。词的恰当性体现在词汇的使用适合文章的题材和风格。严肃的题材、正式的文体用词要相应地正式庄重一些 非正式的文体用词则要亲切自然一些 而中性语体居于两者之间 是日常写作、对话的常用语体。例如 英语中表达“死”这一概念，decease 是较为正式体，一般用于正式、庄重场合；非正式体是 kick the bucket 用于非常口语化的场合 中性词是 die 它既不过于专业化，也不流于粗俗 属于中性体。同样 表达“孩子”这个概念可用 offspring-children-kids 三个不同程度的词 其中 children 属普通词。普通的、中性的词汇可适用于不同的范围和语体 是语言中的“共用核心”，简称“共核”。共核是指操某种语言的人中大多数都能懂得而且会使用的那部分语言 是语言中最活跃、生活中最必需、意义最明确、生命力最强的基本词汇的总和。语言学家认可的一种用词原则就是：“当不能决定使用哪一个词时 最安全的办法就是使用共用核心部分的词”。这也是我们写作中值得借鉴的用词原则。

大多数情况下，应试写作使用的是语言中的共核词汇。如果使用太正式的词汇 会显得过于深奥 甚至晦涩难懂 如果使用非正式的词汇，又难免使写作过于口语化，失去应有的庄重和严肃。

请看以下范例：

With the steady growth in material wealth freeing them from long hours of bread-earning work, people have more spare time to become re-absorbed in their old hobbies or get fond of new ones. Some may enjoy popular interests, like travelling or wandering about the Internet, while others may show special love towards creative ones, such as tree-root carving or computer art of drawing. My hobby of reading, though subject to changes of time and space, remains as firmly rooted in my habit as it did at the start.

At this critical moment in history, it is important to recall that the very first resolution adopted by the United Nations dealt with the elimination of atomic weapons and the use of atomic power for peaceful purposes. Today, 40 years later, this goal seems remote, the terminal danger posed by the nuclear-arms race has grown rather than abated. Meanwhile, the conventional arms race has proceeded apace and exacted a toll in scores of wars and a vast number of dead.

以上范例使用的词语几乎全属语言的共核部分，第一段文章简述物质财富的增长使人们有了更多的闲暇时间重新专注于久违的嗜好或钟情于新的乐趣，进而非常自然地引出作者自己的爱好——读书。此段文章用词简洁 贴切 非常符合应试英语的写作要求。

第二段使用的词语短小精悍，寥寥数语回顾了联合国所通过的第一个决议——消除原子武器和原子能的决议，描述了 40 年后的今天核军备竞赛和常规军备竞赛的泛滥及恶果，表达简洁明快干净利落。

要注意的是共核词汇不是一成不变的。有些属于共核成分的词汇，经过转义可以成为具有明显文体色彩的词汇。英语中许多的缩略词都具有口语体色彩，像 *prof.* (*professor*), *specs.* (*specta-*

cles). lab.(laboratory) . psych.(psychology) 等带后缀 -y 的词也具有明显口语色彩 像 christmasy, toasty, bossy 等, 这类词在写作中一般要避免使用。

五、简洁精练

写作的目的是要准确有效地把信息传递给读者。用词精练不仅能节省篇幅, 更重要的是能准确清晰地表达思想。应试写作要在有限的时间内完成, “言简意赅”则显得尤为重要。废话赘言不仅使文章冗长 多余的词语往往影响思想内容的表达 给读者理解信息带来困难和误差。那种挖空心思使用大词、偏词或华丽的词藻 企图写出不同凡响的佳作的做法是不可取的 那样写出的文章往往会令人费解。例如:

(1) I am transmitting the enclosed resume to facilitate your efforts to determine the pertinence of my work experience to your opening.

句中的 transmitting, facilitate, efforts, determine, pertinence 等均属大词, 措词显得不伦不类。可以改为: I am sending the resume for your consideration of my job-application.

再如:

(2) He will fall into a risky and dangerous situation if he places all his funds in one investment.

句中的 fall into a risky and dangerous situation 使人感到累赘、啰嗦 稍作改动 句子便显得简洁、生动 形象逼真: He will skate on thin ice if he places all his funds in one investment.

那么 写作用词如何做到简洁精练呢 其实 我们前面谈到的准确用词就是最有效的简洁手段。一般说来, 除非为了达到某种修辞效果 在可以使用较简洁、朴实、大众化的词语表达意思时 就不要用复杂、矫饰的词语 能用单词表达的地方就不要用短语 能用短语表达的地方就不用从句。请看下面的例句, 括号里修改后

的句子完善了原句 使整个句子显得简洁、精练。

(3) While we were organizing our material for the debate, we decided that we would present only three reasons for the affirmative. (While organizing our material for the debate, we decided to present only three affirmative reasons.)

要做到简洁精练，还应尽量避免一些赘加词语，因为这些不利于明白、清晰地表达思想。例如：

during the same time that —— while
 because of the fact that —— because
 at this point in time —— now
 at any point in time —— whenever
 by virtue of the fact that —— because
 in a great many instances —— often
 bring all this to a conclusion —— conclude
 the reason why —— why
 give consideration to —— considerate
 in spite of the fact that —— although
 be of the opinion that —— think
 in the course of —— during
 has the ability to do —— can do
 on account of the fact that —— because

此外，还要尽量避免拐弯抹角的词语和多余的重复词语，例如：mutual understanding (to each other) ; repeat (again) ; return (back) from ... ; yellow (in color) ; connect (together) ; in (the month of) January; In my opinion, (I think) ... ; As far as I'm concerned, (I hold the opinion that) -

以上加括号的部分只是简单地重复括号外的词的意思，都属于多余部分，应该省去。写作中还有一个常见的现象就是用动词

或动词词组替代较为复杂的名词短语，用后置修饰词代替前置修饰词，用名词代替形容词以使语言显得简洁而又庄重，并能起到强调作用。介词 *of* 和 *'s* 形式常用于表示“所属关系”，可简洁地运用“名词 + 名词结构”(Noun + Noun Construction)。如用 *the value of a Syracuse education* 来表达 *the value of an education at the State University of New York at Syracuse* 的意思，前者显得干净利落；*the science of computer* 可简洁地用 *computer science* 来表达。还可使用带连字符的复合词作修饰语，以使语言结构显得紧凑。如用 *get-acquainted session* 表示 *sessions at which both parties get acquainted* 所表达的意思。在选词方面，人们容易受传统语法书和词典的约束，对英语的某些新变化、新发展缺乏了解，往往使文章显得累赘繁琐。例如，要列举数条事实或理由时，英语的传统措辞是使用 *firstly, secondly, thirdly ... lastly*，而当代英语已经将它们简化为：*first, second, third, last*。时过境迁，原来的形式已被认为是“低级的形式”(inferior form)，如若在写作中再加以使用，只会显得累赘繁琐而又陈旧过时。

练 习 题

一、根据本章内容，判断下列句子是否正确

1. When you write, your continual effort is to search for appropriate words to convey your thoughts.
2. Words must be used in context clearly, accurately and effectively.
3. If you want to write accurately, the first and most important thing is to pay attention to denotation and connotation.
4. Appropriateness of diction refers to the right choice of words to produce the right effect.

5. Conciseness or simplicity means expressing much in few words.
6. Shakespeare's saying "Brevity is the soul of wit" means we should use only simple, short words in writing on all occasions.

二、用适当的词或短语替换下句中画线部分

1. I will not interpose any objection to your proposal.
2. We were unable to commence our journey to your place of residence because of inclement weather conditions.
3. I'm of the opinion that the proposal is a good one.
4. We are not going to offer assistance to you.
5. He brought all this to a conclusion.
6. The hat I bought is green in color.

第二章 丰富句式

写作中如果能够适当地变换句型可以避免表达上的单调，并能体现出作者雄厚的语言基本功底。句式多样化可表现在以下几个方面。

一、丰富句子开头

句子开头是句式多样化的重要方面。句子开头多样化有助于克服文章单调、死板、缺乏生机的毛病。“主—谓—宾”、“主—系—表”是英语的基本句型，主语领先句也是用得最多的句型。很多学生在写作时习惯采用以上所谓“规范”的句式来表达思想，总是以主语开头或者清一色地使用 *there be* 句型开头，不仅影响上下文的连贯性，读起来也觉得佶屈聱牙。例如：

We were near the end of the trip. The storm kept getting worse. The snow and ice covered the windshield. I could hardly see the road ahead. I knew I should stop. I kept on driving. Once I barely missed a trunk.

一连串以主语开头的句子使整段文章显得单调刻板，且句子之间缺乏应有的逻辑联系。修改后的文章语义连贯 意义明确 生动活泼：

As we were near the end of the trip, the storm kept getting worse, covering the windshield with snow and ice until I could hardly see the road ahead. Even though I knew I should stop, I kept on driving, once barely missing a truck.

可见，主语开头的句子用得太多太频繁，会导致文章单调、刻板。要把文章写得生动活泼一些 除用主语领先句外 还可使用其它句

子成分领先的句子。

Consider, for example, the struggle of insects for life. The worsening of their living conditions, especially the pollution and heavy use of insecticide, has been greatly threatening their existence. To survive, they have to accommodate themselves to the changed surroundings by adjusting protective coloration or becoming more and more pesticide-resistant. According to the new findings of entomologists, the species best suited to the bad environment wear darker colors of skin so as to protect themselves against the natural enemy and show a stronger resistance to the action of farm chemical than those least suited to the same environment and living on the edge of extinction. Clearly, this natural selection depends on the adaptability of an organism to its changing conditions.

本段共五个句子，几乎每个句子的开头方式都不一样。第一句是以祈使句开头 第二句用非人称抽象名词开头 第三句用非谓语形式的动词不定式引出句子 第四句用介词短语开头 第五句则以副词开头 句式富有变化 文章显得生动活泼。

下面介绍几种常用的句子开头的方法。

1. 用副词、介词词组开头

(1) Admittedly, criticism may make people feel unfriendly, unfair, or simply hurt.

(2) Obviously, bribers tend to weave a protective web around themselves for the purpose of getting more personal interests.

(3) With the steady growth in material wealth freeing them from long hours of bread-earning work, people have more spare time to become re-absorbed in their hobbies or get fond of new ones.

(4) Under no circumstance shall we neglect the importance of study.

(5) According to the new finding of entomologists, the species best

suited to the bad environment wear darker colors of skin so as to protect themselves against the natural enemy.

2. 用-ing 形式、-ed 形式或不定式开头

(1) Smoking is prohibited in this section of the plane.

(2) Entering the shop, we were greeted by a salesman.

(3) Being criticized means standing a good chance of being judged, and such judgement implies a demand that we should make improvement in our work.

(4) Defeated in the minor exchanges, I now play my queen of trumps.

(5) Delighted, she met her father on her way home.

(6) To begin with reading feeds me with pleasure and satisfaction.

(7) To improve your reading comprehension, you need to develop certain reading skills.

3. 用并列连词或连接副词开头

(1) We no longer tend to think of change in terms of decades, but rather in terms of years.

(2) Some people face adversity with a smile. However, some face it with anxiety and gloom.

(3) The purpose of all this, however, is not merely to prove my own worth but more importantly, through the efforts of countless people like me, to make our nation mere and more powerful.

4. 用从句开头

(1) As is pointed out in a report, more and more young fellows in recent years, whose parents work hard to protect them from failure, lack the courage to face disappointment.

(2) If this century does not slip forever through our fingers, it will be only because learning will have directed us away from our private inter-

ests and will have helped us focus on our common goals, both nationally and globally as well.

(3) Although the present decline in students' class attendance cannot be solved immediately, maintaining student attention and interest is still a big challenge for the classroom lecturers.

5. 用虚拟语气表达法开头

(1) If there were no power, our world would be in a state of confusing, and we would have to live in a world without many industrial products. (比较: Power is essential to our life.)

(2) We can't live without electricity. Were there no electricity, no one could expect to do any reading or writing conveniently in the evening. Were there no electricity, no one could expect his food fresh in the ice box. Were there no electricity, no one could enjoy himself in either listening to music by radio or watching TV shows. (比较: Electricity is important in our daily life.)

(3) It's about time that college students stepped out of campus into society and joined in various social activities in order to get to know the real world and obtain valuable social knowledge and experience. (比较: College students should step into society and get to know the outside world.)

二、变换句式

句式是写作中的结构成分 在符合表达思想内容的基础上 要尽量注意句子形式的变化, 注意句型的多样性。写作的一个重要任务就是选择和创造最能贴切、生动地表达思想的句子结构 并将其合理安排好以达到好的效果。王佐良先生在《英语文体学引论》一书中指出“英语句法形式对于确切、鲜明、生动、完美地表达思想内容具有不可轻视的作用 句法手段是否运用得体 是衡量语言质