

目 录

第一部分 翻 译

第一章	翻译概述	(2)
第一节	翻译的标准与过程	(2)
第二节	英汉语言的对比	(6)
第二章	英译汉技巧及实践	(11)
第一节	翻译技巧	(11)
第二节	题型练习及注释	(40)
第三章	汉译英技巧及实践.....	(111)
第一节	翻译技巧及练习.....	(111)
第二节	题型分析.....	(138)
第四章	应试指导.....	(146)

第二部分 写 作

第一章	写作要求及评分标准.....	(153)
第二章	写作基本步骤.....	(159)
第三章	文章的基本要素——词汇、句子、段落.....	(162)
第四章	写作技巧.....	(171)
第五章	常见文体与题型分析.....	(203)
第六章	常用过渡词和常用句型.....	(242)
第七章	写作范文.....	(249)
参考书目.....		(292)

第二 部 分
写 作
Writing

第一章

写作要求及评分标准

一、写作要求

英语学习的过程就是培养用英语进行听、说、读、写的能力的过程。其中写的能力尤难养成，它是一项语言综合能力，能全面反映作者对这一语言的掌握及运用能力。英语写作考试往往要求考生在一定时间内（通常为 30 分钟）根据所给题目、提纲、提示、情境或图表等完成一篇有字数限定（通常不少于 120 词，概要写作例外）的短文。要求文章切题，思想表达清楚，文理通顺，意义连贯且无重大语言错误。通过写作部分，可以较为客观地测试和较为直观地反映考生运用英语进行书面表达的能力。

二、评分原则及标准

（一）评分原则

短文写作部分的评分通常采取总体评分（global scoring）方法。阅卷员对文章的总体印象给出奖励分（reward scores），而不是按语言点的错误数目扣分。文章的内容和语言是一个统一体，应从这两方面对文章进行综合评判。文章应表达题目所规定的内容，内容则要通过恰当的语言来表达。内容方面要考虑文章是否切题，思路是否清楚，意义是否连贯，是否充分表达思想；语言方面要考虑所用词汇和句型是否能清楚而确切地表达思想，语言上的错误是否会造成理解上的障碍。评分应避免趋中倾向，该高

则高，包括满分；该低则低，包括 0 分。

（二）评分标准

1. 本题满分为 15 分。

2. 阅卷标准共分五等：2 分、5 分、8 分、11 分及 14 分。各有标准样卷一至二份。

3. 阅卷人员根据阅卷标准，对照样卷评分，若认为与某一分数（如 8 分）相似，即定为该分数（即 8 分）；若认为稍优或稍劣于该分数则可加 1 分（即 9 分）或减 1 分（即 7 分）。但不得加或减半分。

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：如题目中给出主题句、起始句、结束句，均不得计入所写字数；规定的内容未写全者，按比例扣分：只写一个要点者给 0~4 分，只写两个要点者给 0~8 分（指规定三个要点的作文）。

三、样卷分析

[14 分]

Some people take it for granted that some lucky numbers can bring good luck. For instance, the so-called lucky number “ 8 ” is widely used now because it is good fortune. The number “ 8 ”, some believe, can enable people to earn a lot of money and become very rich.

Yet many others don't think so. They think that numbers have nothing to do with luck. They regard numbers simply as a kind of tool used for counting. They are anything but a mystery. These people laugh at those who think numbers can bring good luck.

I am in favor of the latter. I think our society is very modern now. We mustn't depend on the so-called lucky numbers to fulfill our wishes. Numbers are only simple words. They do not have magic powers. We should work hard and create our own fortune instead of using lucky numbers and doing nothing.

这是一篇比较出色的作文。首先，全文篇章结构符合题目要求，紧扣所给提纲。头两段分述对 lucky numbers 的不同看法和态度，第三段阐明自己的观点，思路清晰，语言表达流畅简洁。有些词语和句型的选用得体到位。例如，第一段中“ Some people take it for granted that some lucky numbers can bring good luck ”，第二段“ 中 They are anything but a mystery ”，以及第三段中的“ I am in favor of the latter ”等等。段落间及句子间的衔接自然连贯，基本无语言错误。

[11 分]

Some people think that some numbers will bring them good luck. Eight is always regarded as a lucky number just because it sounds like having much money. Some young people also choose a date in which there is “ 8 ” to hold their wedding. They think it will bring them wealth.

But some people think that number is nothing to do with luck. They say , “ Number is just a number. Success or failure is more decided by one’s effort. ” They don’t think “ six ” will make things easy or “ four ” will make them unfortunate.

I think number is not important. If you think a good number would make you less worry about what you will do , you can choose it. But at the same time you should remember good luck can’t fall from the sky just because you choose a good date to begin. It is yourself who really bring good luck and success.

从这篇作文来看，文章切题，思路清晰，意思表达清楚，文字连贯，句子基本通顺，语言表达比较恰当。但和第一篇相比，这篇文章在语言方面有不足之处，部分表达有错或欠妥。例如，第二段中的 “ number is nothing to do with luck ” 等等。

[8 分]

Somebody think that “ Lucky Numbers ” will bring them good luck. In China , if your telephone number is “ 888888 ” , you will feel very happy and think that you will be rich.

But somebody think that number is nothing about luck. They have many “ lucky numbers ” , but they don’t luck at all.

I think number is nothing about luck too. People hope “ Lucky Numbers ” bring good luck. But that is only willing , like mothers

hope their children being good forever. We can get hope from “Lucky Numbers” and let our life more colorful. But we will never depend on it. We must depend on our ability, not some numbers. Perhaps we will feel better for “Lucky numbers” and connect them with some lucky things. But it's only our feelings. “Lucky Numbers” will bring nothing but hopes.

这篇文章基本切题，文字勉强连贯。但有些地方思想表达不够清楚，在语言方面有明显缺陷，语言错误相当多且有些是严重错误。例如，第一段中的“Somebody think that ‘Lucky Numbers’ will bring them good luck”；第二段中的“ They have many ‘lucky numbers’, but they don't luck at all”；第三段中的“ But that is only willing. . . ; We must depend on our ability, not some number ”等等，不胜枚举。

[5 分]

As the development of economy, more and more people thought that a “Lucky Numbers” can bring good luck. But I thought another people's point were right, they said that numbers were not connected with luck.

Long long ago, the knowledge is poor, people can not decide one thing depend on science. They thought everything has been certain indicated by god. But today, it is surprised that there were still many people would believe that.

In recently a lot of people believed that the number “8” means “get rich”. the number “4” means “die”. If somebody's phone number has many “4”, they would unhappy. But if it's “8” they will very very happy. I thought it's a fun.

So I thought “ Lucky Numbers ” don't bring Good Luck.

这篇文章基本切题，但与前一篇比较起来，其语言错误更多且多为严重错误，除个别句子外，大部分句子都有错误，连贯性差，思想表达不清楚，令人很难往下读，影响读者对作者所想要表达的意思的理解。

[2 分]

In some people opinion , the number really bring good luck , because their belive that something since numbers bring good luck. The numbers to be used people very inportent in scoity.

On the other hand , they don't believe that lucking number can bring somebody good luck. Because numbers is numbers , it is without “ Good Luck ”.

I don't belive that lucking numbers can bring me good luck. I think at arleary by have chance. Human being shoule have a kind of a heast. that it is uprosould. In a wony. I wish Good Luck wiuh me , but don't belive Lucking number bring me anything.

这篇作文条理不清，思路紊乱，语言更是支离破碎，全篇几乎找不出一个正确句子，大部分句子有严重的语言错误，许多地方读起来断断续续让人不知所云，对文章的理解造成很大障碍。

从以上的样卷分析可以看出一篇好的文章应在内容和语言方面符合以下要求：内容充实，紧扣主题，文章框架合理，层次分明，结构完整，思想表达清楚，语言流畅，段落间和句子间过渡连贯，衔接自然；用词得当、丰富，句式、句型多样化，基本无语言错误。

第二章

写作基本步骤

Ralph Waldo Emerson 曾把写作比做建房，把自己比做是建房工人，这是一个十分恰当的比喻。写作与建房有着不少共同之处。在房子动工之前，我们得有一个明确的目标或者设计方案——应该建成怎样的房子，然后根据这一方案选择所需的建筑材料，接下来用各种适当的方法把这些材料用于房屋修建。待房子初步建成，再进行粉刷、装修等，最后经过检验合格就算大功告成了。写作也包含类似的步骤：首先，需要审题，理解题意，抓住文章要表达的主题，明确写作内容；其次，通过对主题和内容的分析，搜集相关素材，从中选择最能表现主题的材料并进行分类整理，列出写作提纲，其作用类似于建房设计方案；然后，根据所列提纲，通过段落扩展等方式对文章主题进行发挥和充实，完成草拟工作；最后，对文章初稿进行修改润色，主要是针对初稿的文章结构、语法和遣词造句，检查文章是否内容切题，主题明确，层次分明，衔接自然，遣词造句是否准确、恰当，有无语言错误（如拼写错误、标点错误、句子结构错误等）。因为考试作文往往要求在 30 分钟内完成，所以对于以上写作步骤应合理安排好时间，建议考生前后各留出几分钟时间用于理清思路、拟定提纲并完成初稿后的检查。

下面我们以作文题目 *Life in Big Cities* 为例来分析一下英语写作的基本步骤：

Directions : For this part , you are allowed thirty minutes to write a composition on the topic **Life in Big Cities** . You should base your composition on the information given below and write no less than 120 words .

Life in Big Cities

有人认为在大城市中生活有很多优点，另一些人则认为在大城市中生活有很多缺点。你的看法如何？写出你的观点，并说明理由。

分析：这篇文章要求考生按照所给的中文提示进行写作。通过仔细审题可以知道，这是一篇应围绕“大城市生活”的利弊这一主题而展开的议论文。题中给出的中文提示提供给我们十分清楚的信息：既要说明人们对于大城市生活的两种不同看法，也要说明作者自己的观点及理由。就信息的每一个层次来说，可以包含很多内容，生活在大城市的优点和缺点都很多，自己的看法也会有很多。但是在 30 分钟之内，在一篇 120 词左右的短文中不可能把所有的优点、缺点和看法都写出来，这就需要我们选择最重要的、最能表现主题、论证最有力的方面进行阐述和发挥。

因此，提纲可列为：

1. 生活在大城市的优点（便利、更多机会）；
2. 生活在大城市的缺点（住房拥挤、竞争激烈、环境污染等）；
3. 我的看法及理由（有利也有弊，各人依据自身情况选择；我的选择及理由）。

在提纲拟好之后，就可以进行文章初稿的写作。在写作过程中紧扣所拟提纲，将所选素材通过遣词造句、联句成篇等方式组

织起来。

最后再从文章语篇结构、语言等方面对初稿进行修改润色，定稿成文。

Life in Big Cities

Big cities certainly have their attractive points ; otherwise they wouldn't be so populous. In my opinion , the greatest advantage is that there are a lot of convenient facilities , such as public libraries , theatres , sports facilities , etc. We can easily obtain service and entertainment. The second advantage is that big cities provide far more chances than small towns and the countryside. This is especially appealing to the young.

However , the disadvantages of living in big cities seem more self-evident , such as , over-crowded housing , fierce competitions , high living-expenditure and frequent traffic jams. Besides , we have to endure all the frustrations in a dirty environment.

In my opinion , life in big cities has both advantages and disadvantages. Therefore , everybody should make a sound choice according to his own conditions. As to me , I prefer to stay in a big city , for I'm still young and anxious to try my luck.

第三章

文章的基本要素 ——词汇、句子、段落

一、词汇

英语作文考试往往要求考生在 30 分钟内用 120 个词左右的篇幅来清楚地表达一个完整的意思或观点。要做到这一点，首先要选择恰当的词语。所选词语应符合英语表达习惯，简洁明了且丰富多变，并要求做到准确达意，语法正确。

考生作文在词汇上暴露出的问题很多，最常见的有以下几类：

1. 拼写错误。

这主要是因为平时基本功不扎实，记忆单词时只侧重记词义而忽略了拼写，在实际运用中又常常混淆几个在拼写上相近的词，如 develop 和 envelope，emergency 和 emergence，frustrate 和 fracture，effect 和 affect，custom 和 costume 等等。

2. 搭配错误。

这主要表现在常用短语尤其是含介词的短语的运用上，如：

误：This machine is superior than that one in many aspects.

正：This machine is superior to that one in many aspects.

be superior to 是一个固定搭配，表示“比……优越，胜过……”，其中的 to 不能用表示一般比较的词 than 替代。

误：We are long to go abroad.

正：We long to go abroad.

短语 long to do sth. 中的 long 是动词而非形容词。

3. 用词单一，缺乏新意。

不少考生能自如运用于写作的词汇量与其能记忆的词汇量相比是少之又少，原因在于考生在进行单词记忆时只侧重了解词义而忽略了该词的正确用法和适用语境等等，只是单纯地达到了望词生义而无法或是无意识将之运用于写作。如描述某物很好，只会一味地使用 good；陈述人们的不同想法，只会 think 到底，而不知道用 believe, feel, claim, argue, maintain 等词进行变换。一起来看看下面的例子：

修改前：

Some college teachers think that students should give up love for the sake of learning. They think that love wastes time and tears one away from learning. If a student falls in love, he will certainly fall behind in his courses. However, students think that forbidding love affairs among college students is no good. They think that a student who falls in love with someone will study harder and will make greater progress. They don't think that a person who has not fallen in love can necessarily concentrate himself on learning.

本文分别陈述了一些教师和学生在学习和爱情两者间关系上的不同见解。应该说文章在内容方面相当不错，美中不足的是在表述不同看法时所用谓语动词过于单一，缺乏变换，从而影响了全文的表现力。

修改后：

Some college teachers argue that students should give up love for the sake of learning. They maintain that love wastes time and tears one away from learning. If a student falls in love, he will certainly fall behind in his courses. However, students hold that

forbidding love affairs among college students is no good. They insist that a student who falls in love with someone will study harder and will make greater progress. They don't believe that a person who has not fallen in love can necessarily concentrate himself on learning.

4. 中式英语表达。

一些考生的英语写作过程往往是将中文底稿硬译成英文的过程，其间却忽略了中英文在表达上的不同，从而形成了所谓的（Chinglish）。如中文的“学习知识”在英语里就不能生硬地译成 study knowledge，而应是 acquire knowledge；“看报”“看电视”“看电影”在英文中则应分别译成“read the newspaper”“watch TV”“see a film”。又如，中文“有事找警察”中的“找”不能译为“look for”，而应是“turn to”；全句可译为“You can turn to the policeman if you are in trouble”。再如，中文“他像牛一样强壮”按英语的习惯表达应译为“He is as strong as a horse”。

要克服上述毛病，考生在平时的学习中应注意扩大自己的词汇量，尤其要注意对同义词、近义词的意义及用法进行辨析，在记忆过程中不但要知其意，还要做到正确拼写和正确运用。将词放在某个特定的语言环境中加以记忆与掌握是一个行之有效的办法。

二、句子

任何文章都由连词成句、连句成段、连段成篇而来。造句也是写作的一个重要部分。一个好句子通常应在意思与结构两方面都做到完整统一和通顺连贯，而且要力求表达上的简洁地道以及句式上的灵活多样。

考生作文在造句方面常见的问题主要有以下几类：

1. 语法及逻辑错误。

语法上的错误通常表现为时态不一致，主谓不一致，句子成分残缺，垂悬修饰语（即不定式、分词的逻辑主语与句子主语不一致）和溶合句等等。例如：

(1) 误：Bicycles are so popular in China that almost every family had one. (时态不一致)

正：Bicycles are so popular in China that almost every family has one.

(2) 误：It is reported that one of the newly built railways are to be put to use next week. (主谓不一致)

正：It is reported that one of the newly built railways is to be put to use next week.

(3) 误：He is not strong to lift the heavy box. (句子成分残缺)

正：He is not strong enough to lift the heavy box.

(4) 误：There are still many people believe that theory. (句子成分残缺)

正：There are still many people who believe that theory.

(5) 误：He was absent yesterday. Because his mother asked him to send an important message to his uncle. (because 引导的是一个原因状语从句，不能作为一个句子独立使用)

正：He was absent yesterday because his mother asked him to send an important message to his uncle.

(6) 误：I persuaded him not to drive so fast , I don't want him to put himself in danger. (分句之间必须有连接词或适当的标点符号连接，否则就成为溶合句。)

正：I persuaded him not to drive so fast because I don't want him to put himself in danger.

(7) 误：Seen from the top of the hill, she found everything was so small. (垂悬修饰语：分词 seen 的逻辑主语是 everything，