

第一章 培养写作技能

一. 自我水平测试

一) 作文决定命运

CET考试是国家检查考生是否达到大学英语教学要求的一种手段,并且制定了评判的具体准则。整个考试分为听力、语法、阅读、翻译与写作五大部分。而在这五部分当中作文是技巧性最强、在短期内收益最大,同时也是对拉开分数距离最起决定性作用的一部分。

俗语有“知己知彼,百战不殆”。我们可以将四级考试比作一场战争,而写作则是其中的一场决定性战役。为了打胜这场决胜战,我们首先必须了解“敌人”的底细,查出对方的喜好及弱点,然后武装自己,充实自己。这样,在“作战”过程中才可以瞅准目标,单刀直入地击中要害(hit the nail on the head)拿到高分。

作为备战中的第一步,我们先来研究一下CET作文的评分标准:

1. 满分15分。
2. 阅卷标准分为五个等级:2分、5分、8分、11分及14分。各有标准样卷一至两份。
3. 阅卷人根据阅卷标准,对照样卷评分,若认为与某一分数相似(如8分),即定为该分数(即8分);若认为稍优或稍劣于该分数,则可加一分(即9分)或减一分(即7分)。但不得加或减半分。

各等级基本要求:

2分——条理不清,思路紊乱,语言支离破碎。

5分——基本切题。表达思想不清楚,连贯性差。大部分句子均

有错误，且多数为严重错误。

8分——基本切题。有些地方表达思想不太清楚，文字勉强连贯；语言错误相当多，且有一些是严重错误。

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

字数不足酌情扣分。

注：1) 如题目中给出主题句、起始句、结束句，均不得计入所写字数；2) 只写一段者：0-4分；3) 只写两段者：0-9分（指规定三段的作文）

从1997年起，大学英语考试作文开始采用最低分制，即

1. 作文分0分者 最后得分一律不及格。
2. 作文分1-6分者 最后得分 = 原统计总分 - 6 + 实得作文分。

下面我们通过例子来看一下具体计算方法：



原统计总分为63分，实得作文分2分，则最后得分 = $63 - 6 + 2 = 59$ 分



原统计总分为80分 实得作文分4分，则最后得分 = 78分

从这两个例子 考生很容易看出作文部分的全局效应。能否顺利通过考试 甚至能否取得好的成绩在很大程度上取决于作文分数及等级。但幸运的是 作文水平可以在短期内得到提高。考生可以轻易拿

到“资格分”。基于我们对历次 CET 考试中作文题的仔细研究，我们发现四级作文的题目覆盖领域、写作技巧是有规律可循的。在本书中我们进行了广泛的选材，对文章的难易度及长度进行了严格的控制，以便读者能够有“一书在手，四级作文任你考”的感觉。

二) 我可以应考了吗？

几乎所有的考生在备考的过程中都经常问自己这样几个问题：“我复习到什么程度才可以顺利通过考试？”；“我现在该怎样准备才能取得优秀？”；“我现在可以应考了吗？”为了帮助大家找到这些问题的答案，请先完成下面我们为您精心设计的一系列小测验

书写测试

1. 下面所列单词、词组或句子的书写哪些正确 (T) 哪些错误 (F) ?

- 1) She was kind, honest, and beautiful. ()
- 2) She was kind, honest and pretty. ()
- 3) He said: “what did you buy there?” ()
- 4) Tom was born on Janu 5 1998. ()
- 5) I have been to many countries in Europe, eg. France and Italy ()
- 6) He writes 9s like 4s. ()
- 7) What? Four o'clock a.m. is too early! ()
- 8) George who is one friend of mine, has won a scholarship. ()
- 9) Mary had promised to visit me, but she didn't. ()
- 10) Have you seen the film Gone with the Wind? ()
- 11) a fiveyear plan ()
- 12) (Chinese)Yuan ()

- 13) in the 1980s ()
- 14) in the 1980's ()
- 15) Everyone expected it to be a success, however it turned out to be a failure. ()

2. 给下面一段小文章加标点，并对其中的大写字母、斜体、连字符等有误的地方进行修改。

zhang lin was very fat she weighed 200 jin and she was getting heavier every month so she went to see her doctor

The doctor said you need a diet miss Zhang and I've got a good one here he gave her a small book and said read this carefully and eat the things listed on page 11 every day then come back and see me in two weeks time

miss zhang came again two weeks later but she wasn't thinner she was fatter the doctor was surprised and said are you eating the things listed on page 11 of the small book

yes doctor she answered

The next day the doctor visited miss zhang during her dinner she was very surprised to see him

miss zhang he said why are you eating potatoes and bread they arent in your diet

but doctor miss zhang answered i ate my diet at lunch time this is my dinner

句子测试

下面的句子哪些正确，哪些错误？怎样改正？

- 1) Bread and butter are good food for breakfast. ()
- 2) Everyone except two students have gone to the cinema ()

- 3) Two weeks is enough for a nice vacation, ()
- 4) Do you know where does he live? ()
- 5) Only then I realized that I was wrong. ()
- 6) I have a fabulous idea, and so other men have. ()
- 7) Tom enjoyed swimming, Jane enjoyed dancing. ()
- 8) Katherine looked for her dog but she couldn't find it. ()
- 9) To support his family and in order that he could put himself through college, Peter worked seven hours a day. ()
- 10) His ambition was to graduate at the head of his class. And to win a state scholarship. ()
- 11) He was the only candidate, there fore he was elected. ()
- 12) Johnson bought a car from Mr. Smith, the car had been used by Mr. Smith for five years, and Mr. Smith was going to immigrate into a foreign country so he sold it out. ()
- 13) The true fact is, Janet never likes you. ()
- 14) Not until recently he knew the truth. ()
- 15) Object though you May, they will go on as ever before. ()

段落测试

下面两段文章缺乏连贯性，请将其进行修改。

1) Now a new type called Walkman has come into being which is so convenient that you can take it with you wherever you want to go. Some may be as big as a hand box, some may be as small as a watch. There are many types of recorders. Therefore, almost every family has one or two recorders. The tape recorder is one of the most welcome and popular electronic devices ever invented. It is very cheap, about forty or fifty yuan, and the most expensive one costs only several hundreds, and it is very easy

to handle even for a child.

2) By nine, when the wind howled across the flat ledge of the summit, we knew as we shivered together for warmth that it had not been our lucky day. When we had been driving in the desert for nearly two hours it must have been close to noon—the heat nearly hid us in; the radiator boiled over and we had to use most of our drinking water to cool it down. We had a number of close calls that day. By the time we reached the mountain, it was four o'clock and we were exhausted. Sure enough, by six we were struggling and Andrew very nearly went down a steep cliff, dragging Mohammed and me along with him. Here, judgement ran out on us and we started the tough climb to the summit, not realizing that darkness came suddenly in the desert. When we rose, it was obviously late and we had to hurry so as not to miss breakfast; we knew the dining room staff was strict about closing at nine o'clock.

应用测试

1. 选出最合适的主题句。

- 1) A) African bees are quite interesting.
- B) Life in Africa is hard for a bee.
- C) Africa is full of killer bees.
- D) Killer bees in Africa should be exterminated.

_____. Nectar and pollen are sometimes scarce and landscape abounds with animals and people who think nothing of knocking over a beehive for its honey. The Africa honey hive has evolved; therefore, with a hypersensitivity to disturbance and a tendency to launch disconcerting mass attacks against potential enemies who come too near its nests.

2. 选出不能有效展开所给主题句的一项

2) 主题句: I enjoy weekends.

- A) I can sleep late Saturday morning.
- B) My friends and I can visit and run around.
- C) I can do all kinds of shopping.
- D) We usually go for a ride on Sunday afternoons.

3) 主题句: I easily give up doing my homework.

- A) I always start to feel hungry and go into the kitchen for a snack.
- B) I'll leave my studying to investigate any noise I hear.
- C) While I study, I try to listen to the radio with one ear.
- D) I often leave my desk to go to the mirror, to comb my hair.
- E) Often, in the middle of an assignment, I decide that my shoes need polishing and do that instead of the assignment in front of me.

4) 主题句: All the people on our block give us trouble.

- A) Mrs. Brown calls the police whenever we want to play ball on the street.
- B) Mrs. Green invites us in for lemonade every day.
- C) If we happen to stray into Mr. Handy's yard, he yells at us.
- D) Mrs. John complains that the skateboarding makes too much noise.
- E) Yesterday Mr. Crane kept the Frisbee when it landed on his front porch.

- 5) 主题句: Different cultural groups in Hawaii organize holiday celebrations in different ways.
- A) The Japanese, Chinese, and Koreans celebrate the coming of a new year by setting off firecrackers, Roman candles, sparkles, tiny rockets and aerial lights.
 - B) The Filipinos have their own celebrations with music and dance exhibitions and Filipinos food such as Kakanin (“Pastries”) and Sabao (“soup”).
 - C) Mainlanders like to stroll down Kalakaua Avenue in Honolulu during the warm evenings.
 - D) Native Hawaiians gather to eat at a typical luau, sampling poi, lau lau, wild pig, lome lome, salmon, opihi, raw fish, and other Hawaiian favorites.

三) 自我测试答案

书写测试

- | | | | | |
|-------|-------|-------|-------|-------|
| 1) T | 2) T | 3) F | 4) F | 5) F |
| 6) F | 7) F | 8) F | 9) T | 10) F |
| 11) F | 12) F | 13) T | 14) T | 15) F |

Zhang Lin was very fat, she weighed 200 jin, and she was getting heavier each month. So she went to her doctor.

The doctor said, “You need a diet, Miss Zhang, and I’ve got a good one here.” He gave her a small book and said, “Read this carefully and eat the things listed on page 11 every day. Then come back and see me in two weeks’ time.”

Miss Zhang came again two weeks later, but she wasn’t thinner; she

was fatter, the doctor was surprised and said, "Are you eating the things listed on page 11 of the small book?"

"Yes, doctor," she answered.

The next day the doctor visited Miss Zhang during her dinner, she was very surprised to see him.

"Miss Zhang," he said, "why are you eating potatoes and bread? They aren't in your diet."

"But , doctor," Miss Zhang answered. "I ate my diet at lunch time, and this is my dinner."

句子测试

1) F: are→is

2) F: have→has

3) T

4) F: where does he live→where he lives

5) F: I realized→did I realize

6) F: so other men have→so have other men

7) F: ,→;

8) F: , but→hut

9) F :去掉in order that he could , 以保持句子的平行性。

10) F: And→and

11) F: there fore→therefore 或 therefore

12) F :改为Johnson bought a car from Mr. Smith, who sold it out after using it for five years because she was going to inmigrate into a foreign country 这样保持了句子的统一性, 整个句子只有一个中心, 即 Johnson。

13) F : true→去掉

14) F: he knew→did he know

15) T

段落测试

1) The tape recorder is one of the most welcome and popular electronic devices ever invented, there are many types of tape recorder, some may be as big as a hand box; some may be as small as a watch. Now a new type called Walkman has come into being, which is so convenient that you can take it with you wherever you want to go. On the other hand, it is very cheap, about forty or fifty yuan and the most expensive one costs only several hundred, and it is very easy to handle even for a child. Therefore, almost each family has one or two recorders.

2) We had a number of close calls that day. When we rose, it was obviously late and we had to hurry so as not to miss breakfast; we knew the dining room staff was strict about closing at nine o'clock. Then, when we had been driving in the desert for nearly two hours it must have been close to noon—the heat nearly hid us in; the radiator boiled over and we had to use most of our drinking water to cool it down. By the time we reached the mountain, it was four o'clock and we were exhausted. Here, judgement ran out on us and we started the tough climb to the summit, not realizing that darkness came suddenly in the desert, sure enough, by six we were struggling and Andrew very nearly went down a steep cliff, dragging Mohammed and me along with him. By nine, when the wind howled across the flat ledge of the summit, we knew as we shivered together for warmth that it had not been our lucky day.

应用测试

1) B 2) D 3) A 4) B 5) A

四) 测试结果分析

以上四个部分的小测试只是检验写作中的基本功要完成实践中的作文写作,所需的技能远远高出测试题的要求。你的测试结果如何?我们这里不规定分数,只需你核实一下自己的正确率为多少。只有以上试题你答对了75%以上,你才能保证写出的文章行文比较流畅,思路较清晰,很少出现语法错误。至于你的作文的内容、组织结构和信息量,要通过大量、广泛地阅读才能得到全面提高

上面测试题中句子改错的12和段落改错的1)与2)你做对了吗?若答案是“是”,则你已具备了较强的语言运用和材料组织能力,下一步你要做的就是尽可能地大量阅读,甚至背诵各类题目的优秀范文,以扩大自己的信息量,做到精益求精,通过作文拿高分这一捷径来提高总体分数。若是你没有答对,那么你在语言运用及材料组织方面有待提高。作文的一大特点同时也是一大优点,就是可在短期内迅速提高。因此你目前的权宜之策就是在文章结构、材料组织以及语言运用上找窍门,打动批卷人,同时结合广泛信息搜集。相信你同样可以写出优秀的文章。

关于作文的文章结构、材料组织,以及语言运用等方面的技巧,我们会在接下来的几个部分中逐一讲解

二. 高分作文必备的几种基本技能

一) 审题是关键

审题在作文中是一项极其重要的关键性工作。它是指根据提示部分所给的信息和作文题目及自己所掌握的知识和实践来分析、理解问题并判断出题人的意图。

只有审题正确,才能保证文章按照要求顺利进行;否则,盲目下

笔，审题不仔细，那么作文还未开始就已注定你要失去大半分数。这种情况已令无数考生后悔莫及。因此，下笔前，在文章题目上花费一番功夫是“物有所值”，收效事半功倍。

审题的第一步是看到文章题目后确定文章体裁，即看一看所要完成的作文是说明文、记叙文还是议论文等其他文体。这一点，考生可以从试卷作文题目的要求中比较直接、迅速地确定下来

例如

作文标题：**Housing Problem**

- 要求：
- 1) 住房问题以及由其引出的其他问题；
 - 2) 住房问题产生的原因；
 - 3) 解决住房问题的办法。

从作文标题及三项提纲我们会确定下来所要求写的是一篇说明文。因为文中所要做的是说明住房问题的来龙去脉，并提出解决问题的途径。有的考生将这一题目下的作文写成了议论文。原因就是审题不仔细。若是题中要求考生写篇议论文，提纲中就会让考生讨论关于住房问题存在的不同观点等。我们再来看另外一个作文题：

例如

作文标题：**Bikes**

段首句：1) Bikes are the popular vehicles in China today.

2) With every passing year, more and more bikes crowd our roads and streets.

3) In small towns and on country roads...

一看到 **Bikes** 这个作文题，我们猜想它可能是说明文或议论文，是叙述文的机会较小。但当我们接着读完三个段首句后，就会发现，三个句子逐步推进，提出了一个可供讨论的问题，而并不是将作者引入对 **Bikes** 的说明描述或对有关 **Bikes** 的故事情节的描述。基于这些

观察结果，可以确定这将是一篇议论文。

Bikes

Bikes are the popular vehicles in China today. They do not consume any fuel; they do not need a garage or a large parking lot; they can run on rough narrow roads; they provide exercise for townspeople. It is said that about fifty percent of people in our city go to work by bike. On farms, bikes are even more useful: they are horseless carts.

With every passing year, more and more bikes crowd our roads and streets. This has created a serious problem: many accidents are caused by bike riders who neglect traffic regulations.

In small towns and on country roads, mixed traffic is still common. Bikes go along with pedestrians and motor vehicles. This, of course, is very dangerous. It is necessary for them to keep away from each other wherever possible.

二) 材料组织有窍门

当题目、体裁确定下来后，马上就要进行材料的组织和安排工作。这一步对作文的整体效果有决定性作用，因为好的文章内容及结构会使批卷人对你“特别偏爱”。

这时，你的头脑里可能已经有许多相关的内容和思想，但你不能太贪心，要认真地取舍，在有限的时间内作出结构明朗，内容充实的文章。

在结构上 我们选择的余地不太大 基本上采取“三段式”(“提出主题—深入展开—得出结论”)的模式，同时提倡在每一段的首句一定要明确点出该段的中心思想，然后在各段中或充分地论证或细腻地描写来深入展开，这样才能给读者以清晰、饱满的感觉。下面一篇文章就在这方面给人以深刻的印象：

例如(1992年1月四级全真试题)

作文题目 : **Is Failure a Bad Thing?**

- 提纲 :
1. Failure as a daily occurrence;
 2. People's different attitudes towards failure;
 3. My attitude towards it.

Is Failure a Bad Thing?

Failure is a common thing in our daily life. For example, as a student, we may get a very low score in our composition. Perhaps, we cannot pass our examinations. All these failures happen naturally and almost anyone of us had such an experience.

However, there are different attitudes toward failures, some students lose hearts in front of failure. They think the world is at its end. Other students don't take failures seriously. They just let it be. While some others learn much from a failure and thus see the light of hope through failure.

In my opinion, what really counts is not failure itself, but what we think of failure and do after a failure. As long as we learn something from a failure, we'll certainly make our marks in the end. So I'm not afraid of failure, for I believe that "Failure is the mother of success".

首段的论点是“失败是常有的事”。既是常有的事，可以自然联想到作为一名大学生，经常在学习及生活中遭受各种失败，从而展开说明。这样开篇给人以平实、自然的感觉。

第二段阐述不同人对待失败的不同态度，可以承接上文，且从学生中引入例子，是亲身所感受到的，增加文章的可信度与说服力。

第三段点明作者自己的观点，直截了当，简明地作了结论，与标题和文章开头相照应，使全文浑然一体。

三) 语言妙用 收获意外

作文拿高分的另一个诀窍就是语言的巧妙运用。在批卷过程当中，文章的脉络、细节以及论据和行文是批卷人的兴奋点。文章的脉络即结构我们已经讨论过。怎样在细节及论据上让批卷人“赏心悦目”，这就要在词、短语及句型的使用上追求准确性、多样化。

要达到准确多样，就要求多背诵一些特定领域的词汇，并且将同义词、同义词组放在一起记忆，以免在同一作文中多次使用同一词汇，暴露自己语言贫乏的弱点。

例如 (1994年6月四级全真试题)

作文题目：**My Ideal Job**

- 提纲：
- 1) 人们的理想职业因人而异；
 - 2) 我的理想职业；
 - 3) 我怎样为我的理想职业作准备。

My Ideal Job

There are various kinds of jobs in the world, such as writing, nursing, teaching and engineering. But different people choose different jobs as their ideal careers. This is because everyone has his own interest.

As for me, I have made up my mind to be a teacher mainly for three reasons. I want to teach because I like the pace of academic calendar. Two long vacations offer an opportunity for reflection, research and writing. I want to teach because I like the freedom to make my own mistakes, to learn my own lessons, to stimulate myself and my students. And I have the opportunity to keep on learning. I want to teach because, being around the students who are beginning to grow and change in front of me, I will grow and change with them.

But teaching is no easy job at all. I must study hard to obtain more knowledge. And, at the same time, I will make every effort to purify my soul so that I can become an architect of man's soul.

这篇文章在语言运用上就有许多独到之处，现在我们来回味一下：

1. 主题并未直接提出，而且通过一个转折关系的but来引出，较新颖。

2. 第二段中有一个过渡词组 as for me 点明中心：我想作教师的原因；for three reasons 一目了然地向读者介绍了将要采取的展开方式。

3. offer 一词用得很英语化。多掌握、应用一些这样的词汇，会使你的英语更地道，作文分数当然也就更高。

4. I want to teach because.....I want to teach because..... 三个排比，气势庞大，层次分明，增强了表达效果。

5. to make my mistakes,myself and my students显示了这位考生的坚实的语言功底。

6. but teaching is no easy job at all 承上启下，增强全文的整体性。

7. so that I can become an architect of man's soul 既是对三个原因的深化总结，又回应了文章主题。

四) 文章校改 琢石成器

作文完成后，一定要再通读一遍，进行认真地校改。通过修改，文章会少一些由于初稿的疏忽而造成的错误。修改的内容主要有拼写、标点、主谓一致、时态、语态、连接词等。

这里我们未谈及文章的结构、内容等较大的“工程”但这并不意味着它们不需要修改，而是因为这些工作应该在下笔前构思好；若在文章完成后（特别是考试时），还作这样大的改动，那么你的卷面一

定会面目全非，影响批卷人的情绪，最后吃亏的还是自己。

修改只是在原文的基础上作一些细枝末节的变动，使行文更加流畅 避免拼写等错误。例如 在实际情况作过程中有连续四个句子都以“1”开了头(不是排比句的情况)但是当时作者可能不会感觉到有何不妥，而当他进行文章修改工作时就会发现这种句式太显单调、乏味。这时他就该对句子的主语作调整或转换语态来增加句式的多样性。

由于修改工作是建立在前几步工作的基础上，并需要较强的语言运用功底，在这里就不再赘述了。