

## 第一部分 提纲式作文

提纲式作文是一种最常见的考试作文题型。相对而言，这种类型的作文写起来比较容易，虽然我们得到的只是一个粗略的而且通常是用中文表达的提纲，但实际上，这对我们审清题意，组织段落提供了很大的帮助。

众所周知，仔细审题是写作的第一步。提纲式作文刚好已经给出了文章段落应涉及的主要内容，从而更便于我们熟悉了解和准确把握所给题目要表述的主旨思想。这样自然就能保证写作时较快入题。然后，再全面分析段落之间的内在联系和逻辑关系，使用恰当的过渡连词，使写出来的作文配有很好的整体感和连贯性。

### I. 历届真题点评

#### Sample 1. (2003 年 1 月 CET-4 写作题目)

*Directions: For this part, you are allowed 30 minutes to write a composition on the topic **It Pays to Be Honest**. You should write at least 120/150 words according to the outline given below in Chinese:*

1. 当前社会存在许多不诚实的现象。
2. 诚实利人利己，做人应该诚实。

#### **It Pays to Be Honest**

As we all know, honesty, as a virtue of mankind, has been

challenged in the modern society as we encounter more and more dishonest things and people. Many people are asking, “Do I need to be honest?” Yes, we should be honest.

First, honesty is essentially important in building up trust among people. If we lose this moral standard, the world would be out of order because there is no trust among people. Therefore, it is every person’s responsibility to keep this virtue so that the society will not fall apart. Secondly, to be honest brings benefits to people around you. Your honesty will help your co-workers and company work successfully. Your spouse and your children will be happy and feel safe. Your friends will always come to you when they need help. Finally, you yourself will benefit from being honest. People will respect, trust and love you. You will be blessed by having a stable marriage, a prosperous career, many friends and more importantly, a peaceful heart.

It pays to be honest, but it is definitely worthwhile because you will get more than what you pay. Your life will be meaningful as you will be appreciated and remembered as an honest person.

## 参考译文

### 诚实要付出代价

众所周知，在现代社会，我们周围有越来越多不老实的人和不诚实的事，作为人类传统美德的诚实受到了巨大的冲击。人们问自己：“我应该诚实吗？”答案是肯定的。

首先，诚实建立人与人之间的信任的过程中是至关重要的。如果大家都丧失了道德标准，人与人之间缺乏信任，那么整个世界将陷入一片混乱。所以为了防止社会的分裂，每位公民都有责任保持这种美德。其次，诚实有益于你身边的人。你的诚实可以使你的同

伴顺利工作，公司成功运作。你的妻子和孩子会感到开心和安全。你的朋友在需要帮助的时候总会想到你。最后，你自己也能从中受益。你会得到大家的尊敬、信任和爱。会拥有一个稳定的婚姻、成功的事业、众多的朋友，而更重要的是有一份安宁的心境。

诚实肯定要付出代价，但所得大于所失。你的生活会更有意义，你会得到欣赏，成为大家心目中诚实的人。

### 吴老师特别提示

论述文 (Argumentation) 特点：

To persuade readers to accept a viewpoint (说服某人接受一个观点)

写作方法 (Writing Skills)：

1. The thesis statement (主题思想 观点的提出——社会存在许多不诚实的现象)
2. Supporting details (论证说明——诚实利人利己)
3. Concluding sentence or paragraph (结论句或结论段)
4. Generalization of the thesis and its expectations (通过对比的方式得出结论，对所论述的主题思想归纳和期望——做人应该诚实)。

结论段的写作：

结论段应紧扣短文的主旨句、段落的主题句和段落提供的细节信息，对整篇文章进行概括总结，预测可能要发生的事，提出能引起读者兴趣或注意的观点，表达出文章更广的含义等。

**Sample 2.** ( 1998 年 1 月 CET-4 写作题目 )

*Directions:* For this part, you are allowed 30 minutes to write a composition on the topic **Harmfulness of Fake Commodities**. You should write at least 120/150 words and you should base your composition on the outline given below in Chinese:

1. 目前社会上有不少假冒伪劣商品 ( fake commodities )。为什么会有这种现象 ?
2. 举例说明假冒伪劣商品对消费者个人、社会的危害。

**Harmfulness of Fake Commodities**

Nowadays the market is infested with fake commodities. Fake goods and clothes, fake cigarettes and drinks, fake electrical appliances, pirated books and discs ... the list can go on and on. Why are there so many fake goods?

The answer to the question lies in people's greed for money. The producers of fake goods want to amass a big fortune in a short time, the sellers want to get some illegal profits, whereas some of the consumers want to purchase some cheap goods and satisfy their own vanity.

Fake commodities can do great harm to both consumers and our society. Suppose you buy a fake pair of leather shoes, they may cause inconvenience and a waste of money. If you buy some fake medicine, the consequence can be fatal. It was reported that fake brand liquor had caused hundreds of people to become blind.

To sum up, fake commodities have done lots of harm to people's health and upset the fairly competitive market, in the long run, they will corrupt people's morality and erode trust. So we

should take every step to ban the production and sale of fake commodities.

### 参考译文

#### 假冒伪劣商品的危害

现在市场上充斥着大量的假冒伪劣商品。假食品、假衣服、假烟酒、假电器、盗版书籍和光盘……，难以罗列。为什么会有这么多的假商品呢？

问题的答案在于人们对金钱的贪婪。假冒伪劣产品的制造者想在短时间之内聚敛高额财富，贩卖者意图赚取非法利润，而购买者贪图便宜，想少花钱。

假冒伪劣商品对消费者和社会都会带来巨大危害。假皮鞋会给你带来不便和金钱的浪费。假药会给你带来致命的伤害。据报道，假酒已经使几百人失明。

总之，假冒伪劣产品给人们的健康带来了巨大的伤害，扰乱了市场的公平竞争。长远来看，会腐蚀人们的道德，损害人与人之间的信任。因此我们应该采取一切措施取缔假冒伪劣产品的生产和销售。

#### 吴老师特别提示

说明文 (Exposition) 特点:

To explain or give information. To explain things through examples . process analysis . comparison and contrast , classification . and causal analysis ( 解释或提供信息的作品 通过事例分析、比较和对比、分类说明、因果关系的分析等方法进行写作 )

1. The thesis statement ( 主题思想 : 说明 —— 伪劣商品的种类 ) 。
2. Supporting ideas ( 对主题思想的解释或说明 ) : examples for the thesis statement ( 说明主题的例证 )

例证(产生伪劣商品的原因)

3. Concluding sentence or paragraph (结论句或结论段):  
 Generalization of the thesis and its comments (ideas & 对所论述的主题思想归纳和评论),  
 结论(对社会的危害)

## II. 写作语言积累

通过多年研究我们发现,英语应试写作的题材多数同我们日常生活相关,它通常涉及描述一种现象,针对一个问题提出并论证一个观点,进行事物间的比较,说明其相似性和相异性,解释事物之间的因果关系,有时要求考生分析某种现象或变化的原因或提出解决问题的方法等,所以考生在复习英语写作时,要尽可能熟悉和掌握表达这些关系的常用句型。

1. ... is a very popular topic which is much talked about not only by ... but also by ...

*Example:*

Whether a large family is a good thing or not is a very popular topic, which is often talked about not only by city residents but by farmers as well.

家庭人口多好还是家庭人口少好,是一个非常通俗的主题,不仅是城里人,而且农民都经常谈论这个问题。

2. There is no denying the fact that ...

*Example:*

There is no denying the fact that air pollution is an extremely serious problem; the city authorities should take strong measures to deal with it.

不可否认,空气污染是一个极其严重的问题:城市当局应该采取

有力措施来解决它。

3. Today an increasing number of people are realizing the importance of ...

*Example:*

Today an increasing number of people have realized that law education is of great importance, In order to keep law and order, very one of us is supposed to get (= receive) a law education.

现在越来越多的人认识到法制教育的重要性。为了维护社会治安，我们每人都应该接受法制教育。

4. From what I have mentioned above we can see clearly that ...

*Example:*

From what I have mentioned above . we can see clearly that violence on TV has ( a ) great influence on young adults' behaviors. ( 或 teenagers' behaviors 或 youngsters' behaviors ) 从上面我所提到的，我们可以清楚地看到，电视暴力对青少年的影响是极其深远的。

5. It is important ( necessary . urgent . difficult . easy . expensive . desirable . advisable . convenient . comfortable ) for sb. to do sth. ( 发表意见 )

*Example:*

It is desirable to build more hospitals . shopping centers . recreation centers . cinemas and other public facilities to meet the growing needs of people.

人们希望建立更多的医院、购物中心、娱乐中心、电影院和：用设施来满足人民日益增长的需求。

6. It is generally believed /accepted /thought/held that ... ( 观点 )

*Example:*

It is generally believed ( =thought ) that the chief reason for the increase in population in developed countries is not so much the rise in birth rates as the decline in death rates as a result of the improvement in medical care.

普遍认为，在发达国家人口增长的主要原因与其说是出生率的上升，还不如说是由于医疗保健的改善使死亡率下降了。

7. ... causes ( produces . brings about . leads to . results in ... )  
( 因果关系 )

*Example :*

There is no doubt that the increase in demand causes ( results in/ leads to ) the rise in prices.

毫无疑问，需求的增长导致了价格的上涨。

8. According to a recent survey( conducted by WHO/CCTV) , ...

*Example:*

According to a recent survey . four million people die each year from diseases linked to smoking.

依照最近的一次调查，每年有 400 万人死于与吸烟有关的疾病。

9. The latest survey shows that ...

*Example:*

The latest survey shows that quite a few children have unpleasant association with homework.

最近的一项调查显示相当多的孩子对家庭作业没有什么好感。

10. No invention has received more praise and abuse than ...

*Example:*

No invention has received more praise and abuse than Internet.

没有一项发明像互联网那样同时受到如此多的赞扬和批评。

11. People seem to fail to take into account the fact that ...

*Example:*

People seem to fail to take into account the fact that education does not end with graduation.

人们似乎忽视了教育不应该随着毕业而结束这一事实。

12. Effective measures should be taken . . .

*Example:*

In view of the seriousness of this problem, effective measures should be taken before things get worse.

(全句都可以套用) 考虑到问题的严重性, 在事态进一步恶化之前, 必须采取有效的措施。

13. Proper measures should be taken to . . .

*Example:*

Proper measures should be taken to limit the number of foreign tourists and the great efforts should be made to protect local environment and history from the harmful effects of international tourism.

应该采取适当的措施限制外国旅游者的数量, 努力保护当地环境和历史不受国际旅游业的不利影响。

14. An increasing number of experts believe that . . . will exert positive effects on . . .

*Example:*

An increasing number of experts believe that migrants will exert positive effects on construction of a city.

越来越多的专家相信移民对城市的建设会起到积极作用。

15. When it comes to . . . the majority of people believe that

*Example:*

When it comes to education, the majority of people believe the education is a lifetime study.

说到教育，大部分人认为是一个终生的学习过程。

16. 表达相似性 (similarity)

- (1) A is to B what /as C is to D (A 之于 B 犹如 C 之于 D)

*Example:*

Physical disease is to an individual body as moral correction is to the state.

身体的疾病对于一个人，正如道德对于一个社会。

- (2) Just as... so... (正如....., 则.....)

*Example:*

Just as woods are indispensable to birds, so is the earth to human beings.

地球对于人类正如森林对于鸟类一样重要。

- (3) A and B have sth. in common (A 和 B 有共同之处)

*Example:*

As far as personality is concerned, they have almost everything in common.

就性格而言，他们有很多共同之处。

- (4) A is similar to B. (A 与 B 相似)

*Example:*

My hobby is similar to his in that we both like collecting records, foreign and domestic.

我们俩兴趣相投，都爱搜集国内外唱片。

- (5) The same is true of... /The same can be said of... (.....也是如此)

*Example:*

As the economies of all countries are closely interrelated, no country can develop in self-seclusion. The same is true of China.

世界各国间的经济互相渗透，没有一个国家可以在自我封闭的状态下发展。中国也是如此。

17. 相异性 (difference)

- (1) A is just the opposite (to B) (A 与 B 正相反)

*Example:*

Beijing is populous and crowded, while Canberra is just the opposite.

北京人口稠密，非常拥挤，而堪培拉则正好相反。

- (2) A differs from B in that ... (A 不同于 B 在于……)

*Example:*

China's condition differs from ours in that China has the largest population in the world.

中国的状况和我们不同在于中国拥有世界上最多的人口。

- (3) ... is not the same (...既有优点也有不足)

*Example:*

While it may be true that basketball and volleyball share certain features, the excitement each arouses in the spectators is not the same.

纵然篮球和排球有一些共性，但两者给观众带来的感受是不同的。

18. 权衡 (weighing)

- (1) The advantages outweigh the disadvantages (利大于弊)

*Example:*

It seems safe to say that the advantages of marriage outweigh the disadvantages of divorce.

保险的说，结婚的利要远远大于离婚的弊。

- (2) Nothing can rival... (……是无与伦比的)

*Example:*

Perhaps nothing can rival the pleasure from reading.

读书的乐趣是无与伦比的。

- ( 3 ) ... have drawbacks as well as merits ( .....既有优点又有不足 )

*Example:*

There could be no doubt that job-hopping has its drawbacks as well as merits.

毋庸置疑，跳槽既有优点又有不足。

- ( 4 ) A is superior to B ( A 优于 B )

*Example:*

Men may be superior to women in physical affairs . yet there is no difference in intelligence.

男人可能在体力上优于女性，但智力上是没有任何区别的。

- ( 5 ) varies from person to person ( .....是因人而异的 )

*Example:*

People's attitude towards drugs varies from person to person.

对待毒品的态度因人而异。

## 19. 分类 (classification )

... may be	classified into		a number of ...
	divided into		several...
	put into		
	categorized into		

## 20. 举例 (example )

There are many examples to show that ...

One example is ... ; another example is ...

## 21. 空间顺序 (space order )

To the left ( right ) stands...

When you arrive at /in... you can see...

A is situated /located at /in...

## 22. 原因 (cause)

Among the most convincing reasons given by people for... , one should be mentioned.

One may think of the trend as a result of ...

The change in... largely results from the fact that ...

There are several causes for this significant growth in... , First... Second... Finally...

A number of factors could account for the development in...

Why are /do...? For one thing..., for another... and the primary reason is...

... is chiefly responsible for...

The reasons for... are complicated. And probably they are found in the fact...

We may look into every possible reason for this complicated phenomenon, which involves many factors.

## 23. 结果 (effect)

It follows that...

This explains why...

The result /effect /consequence of... is...

## 24. 过渡性句型 (承上启下, 使新观点不至显得过于突兀、武断)

- (1) It is true that most jobs are a series of more or less unpleasant chores, but it doesn't follow that's all they are.
- (2) This is true, no doubt, but it is not the whole story by any means.
- (3) It is fairly well known that vitamin C is indispensable to health, but it is probably less well known that taking it excessively may do harm to the human body.
- (4) This story also illustrates the importance of seizing an

opportunity when it presents itself. It is one thing to be offered an opportunity; it is another thing to take it and use it well.

针对下面的句型用上面的方法进行练习：先将该句型翻译成汉语，然后用所给句式去表达自己相关想法，多做造句练习，熟练掌握这些句式。

1.	Recently	there	are	increasing
	Currently		is	growing
	In the past 5 years		has been a(n)	large
	For years			unbelievable

number	of	people	who...
percentage			
population			
amount			

2.	With the	improvement	of	education
		development		economy
		progress		industry
		growth		science and technology

people	has	...
women's role	have	
great changes		

3.	When it comes to ,	most	people would	say	that...
	Faced with	the majority of		argue	
	When asked about ,	quite a few		claim	

4. Recently the 

issue
problem
conflict

 of... has 

become the focus of...
been brought to public attention.

5. According to a (n) 

recent	study,
new	poll,
official	report,
	analysis,

 there has been a(n)

sharp	rise	in...
sudden	fall	
dramatic	increase	

6. It is 

necessary
urgent
essential

 that 

special	attention
immediate	measures
adequate	actions
effective	
serious	

 (should) be

paid	to	stop	the	situation.
taken		prevent		phenomenon.
called		improve		
introduced				

7. 

Considering all these factors,
All the evidences taking into account,
From what has discussed above,

 we may (safely)

draw  
come to the conclusion that...  
reach  
arrive at

8. It is high time that we put an end to  
the government looked into the  
the whole society stopped

trend.  
phenomenon.  
tendency.

9. It is strongly believed that great  
firmly recommended persistent efforts  
generally hoped continuous endeavors  
suggested sustained measures

(should) be made to check  
taken to promote the...  
control

10. Obviously no easy solution can be found  
Surely no quick remedy assured to  
instant method guaranteed

tackle  
resolve the problem.  
solve

11. It must be pointed out that it is one of our basic state policies to control population growth while raising the quality of the population.

12. It is (has been) estimated that the world's population could

reach 6 billion by the end of the century.

13. It must be kept in mind that there is no secret of success but hard work.
14. It can be seen from this that there is no difficulty in the world we can not overcome.
15. As is known man is the product of labor.
16. It is a common saying that man who has a settled purpose will surely succeed.
17. It is clear that the enemy has no desire for peace.
18. It is hard to imagine how Edison managed to work twenty hours each day.
19. If's hard to say whether the plan is practicable.
20. There is no doubt that you will be helped by others if you have any difficulties.
21. It seems certain that they have made a series of experiments.
22. It is said that bats have been using radar for millions of years.
23. To tell the truth, many mistakes we made could have been avoided.
24. As we know, it was not until recently that the problem was solved.
25. It must be admitted that you haven't done what you promised to do.
26. In my opinion, this computer is different from that one you saw.
27. It is certain that we have a long way to go.
28. All this shows that nothing can prevent us from reaching our aims.
29. As far as we know, it took him more than a year to write the