

英语八步系列之二

英语

(第2版)

短文写作八步

English Steps To Successful Short Essay Writing

(The Second Edition)

潘能



西安交通大学出版社

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英语八步系列之二

EIGHT STEPS TO SUCCESSFUL SHORT ESSAY WRITING

(The Second Edition)

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内 容 提 要

本书为《英语短文写作八步》的第2版,适用于大学英语四、六级考试和研究生英语入学考试的应试者,也适用于托福、雅思考试的应试者以及中等水平以上的英语自学者。各培训班或辅导班也可用作教材。全书八章分别讨论了英语写作的基本知识和技巧以及应试技巧。读者可在此基础上通过所提供的大量实践最后成功地完成英语考试中的短文写作。

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第 2 版前言

本书的对象为：

1. 应试大学英语四、六级考试的非英语专业本科生和专科生；
2. 研究生英语入学考试的应试者；
3. 应试英语专业四级考试的本科生和专科生；
4. 托福与雅思考试的应试者；
5. 中等以上水平的英语自学者；
6. 各种考试辅导或培训班。

本书为“英语八步系列之二——英语短文写作”的第 2 版。作者在两年多的时间里通过多个循环考试辅导和培训班的教学实践以及读者的反馈对原书的各个章节作了调整和增新，内容更加充实丰富。各章均提供了英语写作的基本知识和技巧，配置了大量练习（附答案）。此外，还就上述几种考试示范考题以及难易程度不同的范文。

本书的第 2 版曾得到刘蕙、潘莹、鱼秉浩以及责任编辑谭小艺女士的帮助，特此致谢。

潘能

2004 年 1 月

PREFACE

This book is geared towards:

1. Non-English major testees of CET4/6,
2. Testees of NETEM,
3. English major testees of Band 4,
4. Testees of TOEFL and IELTS,
5. Amateurs above intermediate English proficiency, and
6. Coaching and training courses.

The book is the second edition of *Eight Steps to Successful Short Essay Writing*, involved in the *English Eight Steps Series*. During these two years since the publication of the original book, the author has experienced several more cycles of teaching in coaching and training courses, which, along with the feedback from the readers, serves as the basis of the adjustment and supplement of the book.

In this new book, readers not only can learn the basic knowledge and skills of writing, but also are given ample chance for practice. Still more helpful, the author personally thinks, are the model essays in response to the above-mentioned tests.

While doing the second edition, the author frequently obtained help from Ms. Liu Hui, Ms. Pan Ying and Mr. Yu Binghao whose responsibility will always be appreciated. Finally the author's sincere gratitude goes to Ms. Tan Xiaoyi. Without her painstaking effort and precious advice, the book could hardly come out.

Pan Neng

Jan. 2004

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STEP ONE
第一步

WRITING CORRECT SENTENCES

写正确的句子

A sentence is a group of words making a complete thought. In English, there are three kinds of sentences. (一个句子由一组词组成,表示一完整思想。英语中有三种句子。)

1. The Simple Sentence 简单句

A simple sentence contains but one subject and one predicate. (一个简单句仅有一个主语和一个谓语。)

e. g.

John loves Mary.

The subject may consist of two or more nouns, and the predicate may consist of two or more verbs. The former is called a compound subject; the latter is called a compound predicate. Thus, a simple sentence may have many nouns or many verbs; or it may have many words or phrases modifying the subject or predicate; but it has only one subject and one predicate. (主语可包含两个或更多的名词, 谓语可包含两个或多个动词, 分别称为复合主语和复合谓语。这样, 一个简单句子中可有多个名词或动词, 也可有修饰语, 但它仅有一个主语和一个谓语。)

e. g.

John and Henry love Mary.

John and Henry love Mary and her sister.

John and Henry love Mary and her sister and give them money.

John Milton, the blind English poet, wrote "Paradise Lost."

A simple sentence can express: (一个简单句可表示:)

A. A statement (陈述)

Mr. Brown teaches this class.

B. A question (问题)

Do you understand me?

C. A command or a request (命令或请求)

Open the door.

Please help me with my work.

D. An exclamation (感叹)

How cold it is !

Exercise 1

Write 10 simple sentences as required.

(按**要求**写出 10 个句子。)

1. _____ . (a statement)
2. _____ ? (a question)
3. _____ . (a command)
4. _____ . (a request)
5. _____ ! (an exclamation)
6. _____ . (a negative statement)
7. _____ . (a negative question)
8. _____ ? (a tug question)
9. _____ . (with modifiers to the subject)
10. _____ . (with modifiers to the predicate)

Exercise 2

Write questions to which the following could be answers.

(按右栏的回答在左栏内写出相应的问题。)

1. _____ ? No, I am Austrian.
2. _____ ? Yes, he has.
3. _____ ? No, only for three months.
4. _____ ? Yes, we go there every year.
5. _____ ? Yes, I know him very well.
6. _____ ? No, he has a bad accent.
7. _____ ? Yes, I went there last May.
8. _____ ? Yes, I saw her on the ship.
9. _____ ? She said that she was coming
next week.

10. _____? Because it is such a cold day.

2. The Compound Sentence 并列复合句

A compound sentence is made up of two or more independent clauses connected by a coordinating conjunction, such as *and*, *or*, *nor*, *but*, *for*, *yet*. Each clause in a compound sentence must have a subject and a verb, is of equal importance, and can stand alone. (并列复合句是由两个或两个以上的独立分句组成,由并列连接词如 *and*, *or*, *nor*, *but*, *for*, *yet* 等连接。并列复合句的各个独立分句必须有主谓结构、同样重要且意义独立而完整。)

The following sample sentences indicate how coordinating conjunctions work to make compound sentences. (以下例句指示并列连接词的用法。)

1. George has applied for a scholarship, *and* Diana has requested financial aid. (additional idea related to first idea)
2. Students may live in dormitories, *or* they may live in off-campus housing. (choice of two possibilities)
3. Gerry has completed two math courses, *but* he must still take calculus. (contrast with first clause)
4. Bob completed his homework early, *so* he decided to go to the party. (result of first clause)
5. Foreign students must take English classes, *for* they must be able to communicate easily in speaking and writing. (reason for first clause)
6. I have taken two finals, *yet* I must take two more this week. (contrast to first clause)
7. Many students do not like to study for tests, *nor* do they like to write term papers. (negative choice in both clauses)

Coordinating Conjunctions (并列连接词)	Sentence Connectors (并列连接词语)	Meaning (意义)
and	furthermore, besides, in addition, moreover, also, likewise, not only... but also	additional idea (表示并列关系)
but, yet	however, nevertheless, still, in contrast	contrast idea (表示对照和转折)
for		reason(表示原因)
or	otherwise	choice of two possibilities (表示选择关系)
so	consequently, therefore, thus, accordingly, then	result (表示结果关系)
nor	neither	negative choice (表示否定选择)

Exercise 3

Choose the correct coordinator from the following selection and combine the two independent clauses in each pair in logical order. Rewrite the sentence and punctuate it correctly. (选择正确的并列连接词将以下各组句子合为一句,注意正确使用标点符号。)

AND, OR, NOR, BUT, FOR, SO, YET

1. Are you applying for graduate school ?

Will you look for a job ?

_____.

2. Geology is concerned with the structure of the earth.

Astronomy is concerned with the physical universe beyond the earth.

-
3. Energy needs are not going to decrease.
Energy sources are not going to increase.
-

4. Our supplies will decrease.
Consumers must conserve energy sensibly.
-

5. The cost of installation is very high.
Solar domestic heating systems are economical to operate.
-
-

Exercies 4

Add a sentence connector with the same meaning as the word in parentheses and insert the correct punctuation. (按括号中的要求在下列各句中填入并列连接词语,并加上标点符号。)

- Advertising plays a significant part in American business _____ it has a tremendous impact on the nation's economy. (addition)
- Without commericals, the public's favourite programs would not be shown _____ viewers must accept them as necessary. (result)
- Some people are using bicycles for transportation _____ others are joining carpools or taking public vehicles to get to their destinations. (addition)
- Many junior colleges do not provide dormitories _____ they provide referral services. (contrast)
- Students must take the final exam _____ they may be given the final grade of INCOMPLETE. (choice)
- You can receive individual guidance from your tutor _____ you should take advantage of this service. (result)