

EXAMPLES AND EXERCISES
TO ENGLISH WRITING

英 语 写 作 范 文 与 练 习

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【内容简介】 本书系统地介绍了英语写作知识，即从选词造句到谋篇布局，继而到应用文写作，还介绍了常见测试题型。

本书以范文和练习为主，简单介绍了写作知识。范文结构清楚，语句流畅，并附有常用句型写法及常用词。注重实践，练习和范文配套，易于模仿。

本书面向非英语专业本科生、研究生，也适用于参加四、六级考试、研究生入学考试、托福及水平考试等各种应试者使用。

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前 言

随着改革开放的步步深入，国际间的学术交流大大加强。这就要求科技人员不但要有一定的英语听说读译能力，而且还要有一定的写作能力，以利于书面交流。而英语写作能力对于以英语为外语的中国人来讲又是最难掌握的技能。所以人们急需指导，尽快地提高写作技能。本书是根据这个实际需要和《非英语专业研究生英语（第一外语）教学大纲（试行稿）》编写的。

本书具有以下四个特点：

1. 例子范文多、练习多，这是本书最主要的特点。

(1) 本书的例子、范文都是按照一定的扩展顺序（篇章结构）排列的，并给出相应的常见句型及常用词。经过这样训练，学生就可形成一种构思习惯：写作时从整体出发进行谋篇布局，按照一定的写作模式去写，紧凑，简洁；而不是从词句出发，想到哪儿写到哪儿，涣散，拖拉。仿照范文，利用所给的句型和常用词去练习，收效较快，这很适合非英语专业学生学习提高。

(2) 练习的主题涉及面广，包括日常生活、现代科技、经济、文化等方面。练习题型多样化，包括了四种测试：大学英语四、六级考试、托福及水平考试的常见题型。

2. 符合“大纲”要求。

本书基本上反映了《非英语专业研究生英语（第一外语）教学大纲》对“写”的要求。经过西北工业大学六届非英语专业研究生的使用，证明此书很适合作为非英语专业研究生的写作教材。

3. 中英文结合。

本书介绍写作技巧和写作要求时用汉语，而且很简要；列举例子、范文、常用词、常用句型及练习时用英语。这样学生很容易看懂，便于学习。

4. 内容全面系统，使用面广。

本书内容的排列是从易到难：从选词、用词及造句中的问题到谋篇布局、篇章结构的发展，然后到应用文，再到测试，系统地阐述了英语写作的基本常识和技巧。各类人员可系统地学习，也可根据需要有选择地学习：如统考硕士生可从第三章开始学，单考生（长工龄类）可从第一章开始学；参加测试的考生可着重学习第四章和第七章，实际应用人员可着重学习第五章和第六章。

本书在编写过程中得到西北工业大学研究生院领导和外语系领导及非英语专业研究生英语教学小组全体同仁的大力支持；杨云峰教授、潘幼博教授、陈红和阮红梅副教授及孙瑜、赵栓科等老师对本教材的编写提出了许多宝贵的建议和修改意见；此外，还参考了大量写作方面的书籍，对有关作者在此一并致以深深的谢意。

由于编者经验不足，书中可能会有错误和疏漏之处，敬请广大读者和各位同仁批评指正。

编 者

1996年3月

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CHAPTER ONE DICTION

(选词用词)

中国学生初用英语写作时常遇到选词用词问题。有的是对同义词、近义词不知该用哪个好;有的是基本的词法规则没掌握好,作文常出现词类、词的单复数用错等错误。

要用准用好词就要从以下三个方面做起:

- (1) 牢固掌握英语词法规则和一些基本的用词知识。
- (2) 广泛阅读,增强英语语感;同时精读一些文章,注意作者是如何使用那些常见词的。
- (3) 勤查词典,对词义不确定的词,不要乱用。

下面介绍一些选词用词的基本知识。

. THE CHOICE OF WORDS (选词)

1 . Denotation and Connotation(外延和内涵)

一个单词的词义有两个方面:外延和内涵。外延(也叫概念)是一个单词的字面意思,即字典对它所作的解释。内涵是人们主观上对外延意义的引申,是一个单词字面意思以外的意义或在文章里特定环境下所含有意义。

Example 1

The word “ home ” is defined as “ a house, an apartment or other place of residence ” (denotation) by The Random House Dictionary . Meanwhile, it reminds us of childhood, family, and gives us a sense of belonging and other comforting thoughts (connotation) .

2 . Synonyms (同义词)

- (1) What are Synonyms (什么叫同义词)

外延相同或相近而内涵不同的词称为同义词。

Example 2

The words “ home ”, “ family ”, “ house ” and “ flat/ apartment ” have nearly the same denotation and may all be translated into “ 家 ” in Chinese, but their connotations are quite dif-

ferent .“ Home ” refers to both the atmosphere and belongings of a“ 家 ”; “ family ” to the people; while“ house ” and“ flat/ apartment ” refer to the places of living . Of the latter two, a “ house ” is usually a low-storied building, owned by someone; but an“ apartment ” is a high-storied building, used to rent to people for temporary living .

(2) How to Distinguish Between and How to Use Synonyms (如何区分和使用同义词)

使用同义词时要注意它们在程度的轻重、感情的强弱、使用的对象和场合、范围的大小及词的特性(即褒义、贬义或中性)等方面的差别。

Example 3

The words“ object ”, “ oppose ” and“ resist ” are verbs that all have the meaning of“ being against ” (“ 反对 ”), but the degree and the objects they“ are against ” are different .“ Object ” refers to“ being against ” someone, or something general; for example,“ Do you object to my smoking here ? ” As for“ oppose ”, the attitude and the objects it is against are more serious; for example,“ We oppose colonism . ” or“ I ’ m opposed to that plan . ”“ Resist ” means to oppose, stand or fight against by force; for example, “ They resisted the enemy ’ s attack . ”

Example 4

Both“ envious ” and“ jealous ” have the meaning of“ wanting to get what someone else has ”, but“ envious ” is commendatory; “ jealous ” is derogatory, according to Longman Dictionary of Contemporary English . If one is “ envious ” of a person, one envies the person ’ s luck, possessions or qualities . That is one wishes one had those things; for example, “ She was envious of her sister ’ s beauty . ” If one is“ jealous ”, one hates the lucky person who has received something that should have been given to oneself . It is a stronger and more unpleasant feeling; for example, “ He was jealous when he discovered that she loved someone else . ”

除了注意同义词的内涵差异外,还要注意它们所处的上下文即特定的句子、段落环境。

Example 5

If you are asked to choose the best synonym for the underlined word in the following sentence, which word will you choose ?

It will take time to develop alternative energy sources .

A . renewable B . different C . various D . other

The word“ alternative ” means“ one (of two things) that may be used instead of another ” (Longman Dictionary of Contemporary English) . According to the dictionary meaning, the choice of“ different ” or“ various ”, especially“ other ”, seems proper, but to the context of this sentence, only“ renewable ” is right . Because it is known that the present energy sources will be used up one day, people must develop other new kinds of energy sources . The word“ renewable ” has the meaning of“ replacing something old or used up with something new of the same kind ” (Longman Dictionary of Contemporary English), so it is the best choice .

. THE USE OF WORDS (用词)

1 . Specific and Concrete Words(确切的和具体的词)

好作文既需要概括性的词和抽象性的词,也需要确切的词和具体的词。概括与确切,抽象与具体是相对的。在某种情况下,一个词可能是概括的或抽象的,但在另一种情况下又可能成为确切的或具体的。

Example 6

“ Laugh ” and “ cry ” are the two verbs that are used to describe people ’ s different expressions . In this case, the word “ laugh ” is a specific word; but it is general, compared with the following words: “ smile ”, “ chuckle ”, “ giggle ”, “ chortle ”, “ titter ”, “ snigger ”, “ grin ” and “ guffaw ” .

Example 7

General: Tim was full of sympathy for Jane .

Specific: He smiled at Jane and her baby . He let the baby shake his finger and seemed as though he would like to go on talking .

从上面的例子中可以看出,确切的词和具体的词能把意思表达得生动、真实、清楚。所以,写作中用词要确切、具体。

2 . Common Mistakes in Grammar(用词中常见的语法错误)

(1) Subject Does not Match Predicate (主谓不一致)

写英语句子时,要使主语、谓语在人称、性、数上保持一致。在这方面出错有以下几种情况:搞不清真实主语;具有复数形式,但其意义多为单数的名词(如带后缀 - ics 表示学科名称和某些病名的词)作主语;某些代词(如 everyone, something, few 等)作主语。

Example 8

- 1) A box of eggs (are, is) on the table .
- 2) Optics (is, are) the scientific study of light .
- 3) Few (get, gets) rich; many remain poor .

(2) Misuse of Adjectives or Adverbs (形容词或副词误用)

使用形容词或副词时常出现以下错误:修饰可数名词和不可数名词时形容词误用;修饰形容词、副词和动词时形容词和副词误用;以及表达比较级时出错等。

Example 9

- 1) He did not give (much information, many informations) about the accident .
- 2) You have certainly done (well, good) in finishing your paper this time .

3) Fortunately, my wife is (quicker - thinking, quick - thinking) and (better - mannered, well - mannered) than I am .

(3) Mistakes on Using Verbs (使用动词时的常见错误)

使用动词时的常见错误有:时态误用,时态不一致,静态及物动词误用被动语态及终止性动词和延续性动词的误用等。

Example 10

1) The short, quick steps (were growing, grew) louder until they (seemed, seem) very near . Frank (found, finded) it impossible not to turn round . As he (does, did) so, he (caught, caught) sight of a figure (coming, came) towards him .

2) He lacks confidence .

(误: Confidence is lacked by him .)

3) This book (has been lying, has been put) on the table for two days .

另外,用词时还常在动宾搭配、介词选择等方面出错。

EXERCISES

Exercise 1 选择合适的词并变成适当形式填空。

1 . bring, take, fetch

1) _____ your umbrella with you in case it rains .

2) Please _____ me some newspapers when you come back .

3) We are short of chair . Please _____ some from the next classroom .

2 . continual, continuous

1) He hates these _____ arguments with his wife .

2) Three days ' _____ flight made me very tired .

3 . hung, hanged

1) He _____ himself in sorrow after his wife died .

2) I 've _____ the picture on the wall .

3) The soldier was _____ by the enemy .

4 . lose, loose

1) This document is very important . Don 't _____ it !

2) You have a _____ button on your shirt .

5 . raise, rise

1) The wages will be _____ from next month .

2) The pollution level _____ dangerously last week .

6 . act, action

1) What we need is _____s, not words .

2) He was caught in the very _____ .

3) We should suit the _____ to the word .

7 . amazed, surprised, astonished

- 1) I am _____ at his appearance .
- 2) I was _____ that he got a mark of 100 .
- 3) He was _____ to receive a letter from a friend he had not heard from for years .

8 . some, any

- 1) Is she _____ better today ?
- 2) I waited _____ twenty minutes .
- 3) Does she know _____ English ?
- 4) Would you like _____ more ?
- 5) _____ person is asking to see you .
- 6) _____ schoolboy would know that .

9 . obvious, apparent, evident

- 1) It was soon _____ to the crowd that our horse was winning the race .
- 2) It's _____ that two and two makes four .
- 3) It is _____ that the apparent honesty of some criminals is their greatest asset .
- 4) From the quick success of the business, it was _____ that he had invested his money wisely .

10 . below, under

- 1) He is next in rank _____ the mayor .
- 2) He studies _____ a professor .
- 3) I am placed _____ him .

11 . may, can

- 1) The weather _____ get very hot in August in Guilin .
- 2) I _____ be wrong .
- 3) Anybody _____ make mistakes .

12 . cheat, deceive

- 1) He _____ a man out of his money .
- 2) He _____ me into believing it .
- 3) John _____ at the examination, but the teacher was not _____ .

Exercise 2 重写下列句子,用准确的词代替那些意义含糊的词。

- 1 . Mr . Grissom did not like some of the duties connected with his new assignment .
- 2 . The doctor recommended a program of physical exercise and proper diet to cure Jerry 's ailment .
- 3 . Robert 's trip to Chicago was memorable for its many interesting events .
- 4 . The critic 's comments about the painting indicated his displeasure .
- 5 . After doing our errands, we decided to have some fun .

Exercise 3 选择合适的词完成下列句子。

- 1 . In these (literature, literatures), the mechanism of secretion (is, are) rarely dealt

with .

- 2 . No one among the players (want, wants) to work hard .
- 3 . Do you say“ a raise in salary ”or“ a rise in salary ”? Either will do . Both (is, are) correct . The British use“ rise ”, while the Americans,“ raise ”.
- 4 . His news of the election (result, results) nothing but bad news in the newspaper today .
- 5 . Everybody (accept, accepts) (his, their) responsibilities .

Exercise 4 从括号中选择合适的词完成下列句子。

- 1 . There are (fewer mistakes, less mistakes) in his homework this time .
- 2 . Mrs . Greenberg has (little knowledge, few knowledges) about plant .
- 3 . This job requires (much experience, many experiences) .
- 4 . Which of our three dictionaries do you use (more, most) often ?
- 5 . His temper is quick and he can often get (terrible, terribly) violent .
- 6 . The day was grey and the wind blew (bitter, bitterly) .
- 7 . People looked (alert, alertly) waiting for the predicated earthquake .
- 8 . Samuel is (the most unique, a unique) person .

Exercise 5 用合适的形容词或副词完成下列句子。

- 1 . His idea sounds quite _____ . No one agrees with it .
- 2 . The structure of Paris New Cultural Center is not only good in design but also _____ in colour .
- 3 . Do you think that knowledge comes _____ ?
- 4 . I agree that nothing smells _____ .
- 5 . This has been one of our _____ experiences .
- 6 . The arrangement for the trip has been _____ worked out .

Exercise 6 用动词的适当形式或选择合适的动词形式完成下列句子。

- 1 . Not long ago farmers still _____ (get) water from a stream .
- 2 . He _____ (run over) by a car .
- 3 . How many films you _____ (appear) during the last twenty years ?
- 4 . So far Mary _____ (enjoy) her time in the film industry .
- 5 . Keith used to smoke a lot of cigarettes . He _____ (say) that people _____ (keep) offering him cigarettes .
- 6 . His brother has (joined, served in) the army for half a year .
- 7 . A thousand people are held by this hall .
Or: This hall holds a thousand people .
- 8 . The exact date has escaped me .
Or: I have been escaped by the exact date .
- 9 . Many girls (wear, put on) skirts in summer .

CHAPTER TWO PRINCIPLES OF AN EFFECTIVE SENTENCE

(增强句子表达效果的方法)

作文中的句子不仅应写正确,即符合英语语法规则,还应该有较强的表达效果。这样才能把作者的意思表达清楚。这一章要介绍一些有关增强句子表达效果的基本知识和方法。

. WHAT IS A SENTENCE(什么是句子)

句子是表达一个完整意思的一组词。它一般应包括三个方面:基本句子成分、句子标志、表达一个完整的意思。

1 . The Structure(句子结构)

英语是主谓为纲的语言,特别注重句子语法结构的完整。每个标准的句子应包括两个最基本的成分:主语和谓语。

由于受汉语影响,即第一语言干扰(First Language Interference),初学英语写作的人写句子时可能会掉了主语或谓语,特别是写含有很多修饰成分的长句时,更是如此,如 Example 1。因此初学写句子时一定要检查句子结构,以保证清楚地表达意思。

Example 1

- 1) The director will see you if (you) wait a few minutes .
- 2) My mother's room (is) on the second floor .

2 . The Mark (句子标志)

英语句子的标志是句子开头的第一个单词的第一个字母大写,句尾用句号、问号或感叹号。

3 . The Meaning (表达意义)

一个句子应该清楚地表达一个完整的意思。

4 . Common Punctuation Marks (句子中常见标点符号的主要用法)

(1) Period(句号)

句号常用在陈述句、祈使句或带有间接引语的句子末尾。

(2) Comma(逗号)

逗号用于并列连词(and, or, so, yet, either, neither, nor 等)前隔开两个并列的句子;用于隔开从句在前(且长),主句在后的复合句;用于隔开系列成分;用于隔开直接引语。

(3) Semicolon(分号)

分号用于无连接词的句子中;用于由一些词(如 moreover, furthermore, however, otherwise, nevertheless, therefore, consequently, accordingly, namely 等)连接的并列句;用于隔开内含有逗号的系列成分。

(4) Colon(冒号)

冒号用于一系列同位语或由一些词(the following, as follows 等)引出的系列成分前;用于句子的第二部分是第一部分的解释或扩展的句中。

(5) Dash(破折号)

破折号可用来强调;可用于句子的第二部分是第一部分的总结或解释的句中。

Example 2

- 1) I asked if you knew how to play chess .
- 2) We eat to live, but we must not live to eat .
- 3) The magazine article covers five paper, is illustrated in color, appeals to teen-aged readers .
- 4) Mrs Voros told her secretary, " These letters must be typed and mailed today ."
- 5) Some people can sing well; others cannot .
- 6) The cost of raw materials has increased drastically; as a result, we are raising the list price of each product .
- 7) Substances are generally classified into two types: conductors and insulators .
- 8) The people of the United States have come from many—a great many—different ethnic backgrounds .
- 9) The rainy weather, the unreasonable, and the general air of gloom—all of these were factors that helped to spoil our vacation .

5 . Common Mistakes on the Mark of a Sentence (有关句子标志的常见错误)

(1) Sentence Fragment(片语)

片语就是句子的某一部分,如一个词组、短语或从句,像句子那样开头结尾,即开头的第一个字母大写,末尾有句号。片语也叫残句或破句。

Example 3

- 1) Fragment: A popular person usually has three good personality traits . A good sense of humor, considerateness of others, and good grooming .

Revised: A popular person usually has three good personality traits: a good sense of

humor, considerateness of others, and good grooming .

2) Fragment: National elections and student elections may be compared as closely as an object and its photograph .The only difference being in size .

Revised: National elections and student elections may be compared as closely as an object and its photograph .The only difference is in size .

(2) Comma Fault (逗号的使用错误)

有些中国学生写句子时习惯一逗到底,或用逗号代替句号、分号、冒号、破折号等,这就是逗号的使用错误。

Example 4

Faulty: Public transportation will have to be subsidized by the government, it will be too expensive for people to ride otherwise .

Correct: Public transportation will have to be subsidized by the government . It will be too expensive for people to ride otherwise .

Correct: Public transportation will have to be subsidized by the government; it will be too expensive for people to ride otherwise .

Correct: Public transportation will have to be subsidized by the government, because it will be too expensive for people to ride .

Correct: Because it will be too expensive for people to ride, public transportation will have to be subsidized by the government .

Correct: It will be too expensive for people to ride, so public transportation will have to be subsidized by the government .

(3) Run - on Sentence(没有标点符号的句子)

有些学生写句子不用标点符号,如 Example 4 的句子就可能写成: Public transportation will have to be subsidized by the government it will be too expensive for people to ride otherwise . 这就是没有标点符号的句子,或叫串句。

. SENTENCE VARIETIES(句型变换)

1 . Classification (句子类型)

英语句子的类型一般可从三个角度来划分。从用途上分,可分为陈述句、祈使句、疑问句和感叹句;从句子结构上分,可分为简单句、并列句、复合句和并列复合句;从作者的表达需要上分,可分为长句和短句。

上面这三种分法,我们都比较熟悉。下面要介绍一种从修辞角度来划分的方法。从修辞角度上,句子可分为直接句、调尾句和均衡句。

(1) Loose Sentence(直接句)

直接句就是把主要观点、主要信息放在次要观点、次要信息之前的句子。直接句前半部分在语法结构上是完整的。并列句是直接句,因为两个句子的分量是一样的;复合句如果主句在

前从句在后时是直接句;简单句根据句子顺序安排可能是直接句,也可能是调尾句。

(2) Periodic Sentence(调尾句)

调尾句和直接句相反,它是把主要观点、主要信息放在次要观点、次要信息之后。调尾句只有延伸到句子末尾,才算完整。从句在前,主句在后的复合句是调尾句;有些简单句,如果主要内容在后面,就是调尾句。

(3) Balanced Sentence(均衡句)

均衡句就是结构相似意义对比的并列句。由两个平行从句组成的平行结构,如果在意义上对比就是均衡句。

Example 5

- 1) I could tell that he was disappointed by the tone of his voice and the look on his face .
(A Loose Sentence)
- 2) It was really a pleasure to see you during the vacation .
(A Loose Sentence)
- 3) By the tone of his voice and the look on his face, I could tell that he was disappointed .
(A Periodic Sentence)
- 4) To see you during the vacation was really a pleasure .
(A Periodic Sentence)
- 5) Action is directed by thought whereas thought is to be tested by action .
(A Balanced Sentence)

2 . The Importance (变换句型的重要性)

写作时,要表达得生动形象,句型就要有变化。单一的一种句型会使文章显得单调枯燥。

不同类型的句子可用在不同的场合,会产生不同的效果。长句能准确地表达复杂的观点;短句可用在文章开头、结尾,提出观点、总结内容或罗列重要的事实。用直接句可平铺直叙,既自然又简单(这是最常用的句子);调尾句可产生“高潮(Climax)”效果,有强调作用;均衡句常用在议论文和说明文中,特别是用在对比观点的地方,很有说服力。

3 . The Methods (变换句型的方法)

为了避免单调,不要总用同一种方法写一系列句子的开头,如用同一个词、同一个主语、或同一种分词短语。一段不能只用一种句型,要有变化。下面介绍一些变换句型的方法。

- (1) 把几个简单句变成复合句或并列句。
- (2) 在几个长句中间放一个短句。
- (3) 偶而用修饰语而不是句子的主语作为句子开头。
- (4) 偶而用连词作开头。

请看下面的例子。

Example 6

I did not like my summer job . (simple)