

英语专业四级

作文指南

A Guide to the Writing in TEM 4

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前 言

英语专业四级考试是针对英语专业在校二年级学生的英语水平考试。对多数考生来说，其中的作文项目是最大的难点之一。本书是专门为英语专业四级（TEM4）考生编写的一本有的放矢的作文应试书，具有很强的针对性和可操作性。水平高一些的同学可以通过阅读本书的范文，熟悉四级考试作文的要求和套路，在考场上超常发挥自己的水平；水平不太高的同学更是可以通过研读这些范文，在短时间内迅速提升自己的作文水平和作文得分。

本书主要包括：

1) 英语专业四级考试作文大纲要求、评分标准；针对英语专业四级考试作文的写作技巧概述。编者依据自己的教学经验，针对多数同学英文写作的弱点、难点，介绍了相关技巧，虽不面面俱到，但却有的放矢。

2) 历年英语专业四级考试作文真题及参考范文；符合考试要求、专业四级常考题材的作文范文各190篇左右。很多题目提供了两篇范文，其观点、风格各异，更能开阔考生的思路，提高应试能力。这些范例与四级考试的要求完全一致，可供考生参考、模仿，以便在考场上发挥出自己的最高水平。

3) 60篇专业四级note-writing范文，涉及各种场合下的Note（便条、留言条、通知、请帖等），对考生更具有立竿见影之效果。

本书参考范文承蒙与编者一起任教的多位外籍教师审阅，谨此表示真诚的感谢。虽经反复校阅，难免还有疏漏，望读者不吝赐教。

常春藤英语考试研究组

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第一部分 英语专业四级考试作文概述

一、英语专业四级作文考试大纲要求

作文：要求考生根据所给出的题目和所列出的写作提纲或图表、统计数字等写一篇150词左右的短文。能做到内容切题，完整，条理清楚，文章结构严谨，语法正确，语言通顺恰当。考试时间为35分钟。

便条：要求根据提示写一篇大约50~60词的通知、便条、请帖等。要求格式正确、语言得体。考试时间为10分钟。

二、英语专业四级考试写作评分标准

1. 叙述文、描写文评分等级表

	优秀 (100~90分)	良好 (89~80分)	中等 (79~70分)	及格 (69~60分)	不及格 (59分以下)
思想内容 (50%)	包含所有重要的、必不可少的内容，没有任何无关紧要的或不切题的内容	包含所有重要的内容，有些无关紧要的或不切题的内容，但无伤大体	遗漏了一些重要内容，有较多无关紧要或不切题的内容，但能反映问题或事物的全貌	遗漏了较多重要内容或有较多无关紧要或不切题的内容，但能勉强反映问题或事物的全貌	重要内容遗漏过多，或根本不切题，不能达到要求的交际目的

续表

		优秀 (100~90分)	良好 (89~80分)	中等 (79~70分)	及格 (69~60分)	不及格 (59分以下)
组织段落 (10%)		细节安排有条理,叙述层次清楚,段落之间联系自然,句子连贯	细节安排较有条理,叙述层次较清楚	细节安排尚有条理,叙述层次基本清楚	细节安排较乱,叙述层次不很清楚,但读者尚能勉强看明白大意	细节安排混乱,读者不得要领
语 言	语法 (20%)	偶有个别句子结构等有重大错误,但不造成误解,拼写、标点、大小写等正确或有个别错误	有少量句子结构错误,但不造成误解,拼写、标点、大小写有些错误,但无伤大体	句子结构错误较多,但能表达主要内容,拼写、标点、大小写错误多,使读者理解内容有些困难	句子结构错误多,但能勉强表达主要内容,拼写、标点、大小写错误多,使读者感到写作者的英语水平较差	句子结构受汉语影响,或缺乏基本的英语句法概念。拼写、标点、大小写错误很多,使读者看不明白内容
	用法 (15%)	用词(包括习惯语)确切、恰当	有些词用得不正确或不恰当,但尚能表达内容	少量词用得不够确切,表达不清楚	较多词用得不够确切,表达不清楚,有的造成误解	用词不正确,生硬地从汉语出发找对应词,使读者不得其解
	得体 (5%)	语言得体,能用恰当的文体表达思想,达到预期的交际效果	语言较得体,能用较恰当的文体表达思想,达到较好的交际效果	语言不很得体,文体不甚恰当,基本达到交际效果	语言不很得体,文体不甚恰当,勉强达到交际效果	语言不得体,文体不恰当,不能达到交际效果

2. 说明文、议论文评分等级表

	优秀 (100~90分)	良好 (89~80分)	中等 (79~70分)	及格 (69~60分)	不及格 (59分以下)
思想内容 (50%)	观点清楚,前后不矛盾,并有充分、恰当的例证说明自己的观点	观点清楚,前后无矛盾但例证不足,有个别不恰当的例证	观点大体清楚,但前后有些矛盾之处,例证不足或不恰当	观点大体清楚,但前后有些矛盾之处,有观点,无例证,或有事例,无观点,或列举事例无说服力,不能说明自己的观点	看不清或没有观点,列举事例不清或与论点无关
组织结构 (10%)	细节安排有条理,叙述层次清楚,段落之间联系自然,句子连贯	细节安排不够有条理,但无伤大体	细节安排较乱,但读者能看明白大意	细节安排较乱,读者能勉强看明白大意	细节安排混乱,读者不得要领
语言 (20%)	没有句子结构上的重大错误。拼写、标点、大小写等正确或有个别错误。引用原文适度,不超过作者文章的10%	句子结构基本正确,错误之处并不造成误解。拼写、标点、大小写有些错误,但无伤大体。引用原文适度,不超过作者文章的15%	句子结构错误较多,但能表达主要内容。拼写、标点、大小写错误较多,使读者理解内容有些困难。引用原文略多,达作者文章的25~30%	句子结构错误较多,但能勉强表达主要内容。拼写、标点、大小写错误多,使读者感到写作者英语水平较差。引用原文较多,达作者文章的30%	句子结构受汉语影响,或缺乏基本的英语句法概念。拼写、标点、大小写错误很多,使读者看不明白内容。引用原文过多,达作者文章的30%以上

续表

		优秀 (100~90分)	良好 (89~80分)	中等 (79~70分)	及格 (69~60分)	不及格 (59分以下)
语 言	用 词 (15%)	用词(包括习 惯用语)确 切、恰当	有些词用 得不正确 或不恰当, 但尚能表 达内容	用词不确 切,表达不 清楚	用词不正 确,表达不 清楚,有的 造成误解	用词不正 确,生硬地 从汉语出 发找对应 词,使读者 不得其解
	得 体 (5%)	语言得体,语 气恰当,以理 服人,有说 服力	语言较得 体,语气也 较恰当,有 一定说 服力	文章语气 不够恰当, 说 服 力 稍差	文章语气不 恰当,含糊 其词,缺乏 说服力	语气生硬, 有失分寸, 没有说 服力

3. 评分标准实例

Directions: Write a composition of about 150 words on the following topic: PRACTICE MAKES PERFECT.

You are to write in three parts. In the first part, state clearly your understanding of the saying. In the second part, give one or two reasons to support your point of view. In the last part, bring what you have written to a natural conclusion.

Marks will be awarded for content, organization, grammar and appropriacy. Failure to follow these instructions may result in the loss of marks.

Sample 1 (优秀)

Practice Makes Perfect

“Practice makes perfect” is a famous saying. The truth of it is self-evident. The more you practice, the more skillful you will be. Moreover, practice helps you find better ways of doing things. As everyone can see, practice helps us to be efficient.

When we study English, we have so much to learn such as grammar and vocabulary. In order to learn it well, we need much practice. We must read a lot and write a lot. Only through practice can we have a good command of the language. Do remember to practice if you want to speak English fluently and express yourself freely.

Another case in point is typing. A good typist can type fast and accurately. But you will not be surprised at her performance if you know how much time she has spent practicing. Through practice, she has both her speed and accuracy improved.

It goes without saying that practice makes perfect. Since all of us have realized the importance of practice, why not put it into practice?

Sample 1内容切题，条例清楚，语言较为规范。第一段先解释了“熟能生巧”的含义，用了self-evident, skillful, efficient等比较贴切达意的词汇。第二段以学英语为例论证了“熟能生巧”的含义。第三段又举一例进一步说明了“熟能生巧”的意义，最后一段总结了全文，有相当的说服力。

Sample 2 (优良)

Practice Makes Perfect

Practice makes perfect. It means that after you have plenty of practice in what you are doing, you will be perfect in it. He who practices a lot will spend less time mastering the skills than he who

seldom or never practices.

For example, when we learn English, we have to learn grammar, words, expressions and so on. The most important thing may be how to put what we've learned into practice. If you only learn the grammatical rules by heart and don't do enough exercises, it is certain that you can't understand them perfectly. But if you practice a lot, maybe you will understand them more deeply and you can find some good methods of applying them. Memorize the English words whenever time permits, and we can easily memorize them and even can find a way to memorize them more quickly.

There is another good example for it. A famous singer can sing very well. Of course, his talent is very important, but the practice is necessary. It is the practice that makes the singer sing better and better.

It is evident that practice is important to everybody. If you want to improve your study and work, you should remember that practice makes perfect.

Sample2虽然存在不切题的个别内容，句子之间的连贯性也很一般，但叙述层次清楚，语言较为得体，语气比较恰当，而且有一定的说服力。文章长达206单词，远远超出了TEM-4作文对字数的要求。

Sample 3 (中等)

Practice Makes Perfect

There is a good saying in China: Practice makes perfect. That is to say, when we learn a skill, we should practice it from time to time, and thus we will gradually master it and do it perfectly.

For example, English study requires reading, listening, speaking and writing. In a word, it needs much practice every day. If you want to improve your listening comprehension ability, you must listen to

the type frequently. Then after a short time, you will find you can catch what was said. Keep up it, you will improve it greatly.

Practice leads to perfect. To master almost every skill, you can't but practice. If you want to become a singer, you could not always listening to the others' song. You should practice by yourself under the direction of a teacher. Diligence and hard work leads to success. If you encounter difficulty in your study, don't be discouraged. Keep up it, remember: practice makes perfect.

Sample 3第一段第一句写出中心句，然后对其含义进行了比较适当的解释，语句显得流畅、自然，内容比较切题。第三段第一句对命题刻画颇有深度，结尾句使首尾呼应，给人以深刻印象。这篇作文的缺点是出现了不少语言错误。

Sample 4 (及格)

Practice Makes Perfect

As we all known, "Practice Makes Perfect" is an old saying. It means that the more you practice, the more you know and get. The saying can be found in every respect.

For example, we learning English. We have studied English for more than eight years. At the beginning of the study. Our vocabulary is so limited increasing. We practice speaking English, writing in English, listening English, and so on. Now we participate in the TEM-4 to show our English standard.

On the other hand, besides in learning English, practice is useful to others. When we are learning the new subject. At first, we all find it difficult to master it. But after hard working and practice, we gradually learn it well. Practice is main method of learning everything.

According to this, we all know that the more you practice, the more you will know and get. If you want to succeed, you should have practice for a long time. Because hard work, practice and chances due to success. Let's try our best to practice more and more.

Sample 4个别句子的表达尚可，还比较恰当地运用了一些过渡词，总体基本切题。但是，这篇作文语法错误很多，用词不确切，表达不清楚，缺乏说服力。

Sample 5 (不及格)

Practice Makes Perfect

Why practice makes perfect? Because practice help you developing the knowledge and experience about what you do. The more practice you do the more skill you will improve. So you will be perfect.

For example. In the English studying, practice will make you a progress. More listening practice help you hear more fast rate, and help you hear more clearer. If you keep up reading about one hour in the morning every day, you will improve your speaking ability. And reading more novels will probably help you read more faster, more understandable. And writing practice could make you be more familiar with the English.

For another example, such as in basketball sports. More practice help you know more how to pass ball, how to throw a ball, and how to help others to play.

At all, I think practice makes perfect.

Sample 5出现了很多严重的语言错误，用词不正确，语法、标点符号、拼写等错误很多，而且细节安排混乱，没有说服力。

三、英语专业四级历年作文实考题分析

历年的专业四级作文大多数为议论文，少量为说明文或记叙文。说明文和记叙文均为与考生日常生活紧密相关的话题，如：A Brief Description of My University Library; A Brief Description of My Leisure Activities等。

议论文考题从出题思路上大致可分为三个类型：第一种为二选一型，即题目给出两种观点，问考生倾向于哪一种观点。例如：While some people claim that a person's essential qualities are inherited at birth, others hold that the circumstances in which a person grows up are mainly responsible for the type of person he/she later becomes. Write a composition of 300 words on the following topic, expressing your views: ESSENTIAL QUALITIES: INHERITED OR NOT? 第二种题型给出一个观点，问考生是否同意这一观点。例如：“Nowadays people spend too much of their spare time indoors.” How far do you agree with this statement? Write a composition of about 300 words to state your view. 第三种题型要求考生仅就事物的一个方面进行详细的论证。例如：A Major Advantage/Disadvantage of Playing Computer Games.

二选一的题型又有两种结构模式，第一种二选一的题型是一边倒的结构模式，即考生完全倾向于一种观点。这一模式又可分为两种，一边倒和修正型一边倒。一边倒是说考生在文章中完全同意一种观点，这种写法的优点在于思维单一，只需要列举几个理由，并展开讨论，不会由于内容复杂而产生逻辑上的混乱，而缺点在于相对单一的内容会使考生觉得没有太多话可写。修正型一边倒的写法是指考生既可以写赞成这种观点的理由，也可以谈反对它的理由，但由于赞成的理由多于反对的理由，所以最终考生还是同意这一种观点。第二种二选一题型的结构模式是折衷的写法。考生可以先写赞成一种观点的几点理由，接着写赞成另一种观点的理由，最后考生就自己的情况，明确表示最终

赞成哪一种观点。

第二种题型的结构模式相对简单得多。针对提出的一种观点问考生是否同意这种观点，考生应在第一段里明确表态是同意还是不同意题目所给观点，然后用二到三个自然段举例来支持自己的态度，最后一段做一小结，并再次表明自己的态度。

第三种题型的总体构思也不复杂，但是考生应该记住该题型仅限于对事物的一个方面进行论证。以专业四级作文题 A Major Advantage/Disadvantage of Playing Computer Games 为例，如果考生认为玩电脑游戏的一个主要好处是锻炼智力的话，在文章的第二部分就应该紧紧围绕这个 advantage 进行详细的论述，不应再牵扯到其他的 advantages；如果考生认为玩电脑游戏的一个主要 disadvantage 是浪费时间的话，那么，在文章的第二部分就应该只论述玩电脑游戏为什么浪费时间，如何如何浪费时间的问题，不要再牵扯到其他的 disadvantages，如损害视力，对学习不利等等。

四、英语专业四级考生作文常见问题

1. 篇章结构公式化

不少考生对英语作文的宏观语篇结构掌握过于死板，不论是何种体裁的作文，都机械地分成三段，加上母语思维方式和文化差异的干扰，他们既不能在起始段开门见山，又不能结尾段干脆利落。以 My Views on Happiness 为例，89 篇作文中有 77 篇开头是照抄提示部分，大多数学生从“happiness”的定义入手，显得呆板，下面是一篇作文的开头和结尾（注：本书引用的所有考生作文均未经任何修改）：

a) What is happiness? different people have different ideas. Some people hold the view that happiness can be brought with money so that wealth means happiness; but other people regard happiness as something like spiritual.

So happiness means different to different people. In my opinion nothing can be as happy as when I live with my parents.

b) In a word, the definition of happiness differs among people, sometimes happiness comes from out friends' help and encouragement and so on.

作者的本意似乎是想起到照应的作用，但是过于规则的重复加之正文缺乏具体的论据或令人信服的论证，使得全篇内容贫乏，只有一个空架子。

而在46篇以The Person Who Impressed Me Deeply为题的作文中，有31篇用三段式（introduction—body—conclusion）结构。开头为“人的一生会遇到很多人，有的人如过眼烟云，有的人却能给人以深刻印象，我要告诉你某某人，他是给我印象最深刻的”。结尾也是诸如“这就是某某，我从他身上学到了很多，他将永远留在我的记忆中”此类画蛇添足的套话，显得机械、俗套。下面的开头a)和结尾b)来自同一篇作文，具有较强的代表性：

a) Being a college students, I have been in school for over ten years. In so many years, I have met lots of teachers, young or old, man or woman.

But a bright star shines in my sky brilliantly, all the time, all the way! I know who he is; I cannot forget him, my junior middle school English teacher, and a handsome man, tall and thin. What impressed me deeply is nothing else but his willpower and optimistic characteristics.

b) This is my admired teacher, who gives me huge intangible strength! I purely hope he will live a happy life beyond the misfortune; his smile will never disappear again!

2. 混淆口语体和书面体的区别

相当一部分考生混淆书面语体和口语体的区别，在写作过程中使用极具口语特色的词语和句式，甚至连标点符号都打上了口语体的印记，使文章显得十分幼稚和情绪化。

1) 用词的口语化和单调化

在议论文中，大量使用“well”，“why”，“why not”，“you know”，“I think”，“How to be happy”，“I'd like to”，“iust like me”，“won't you”，“oh,my God”，“what do I know”，“I want to say”等口语化的词和短语，尤其是“I think”，“they think”，“some think”，“others think”，“Do you think”，“Don't you think”等。另外，在议论文中频繁使用“every coin has two sides”，“As far as I am concerned”，“In my opinion”，“on one hand,on the other hand”，通篇读起来好似公文条款，刻板一眼，枯燥无味。

2) 标点符号的滥用

许多考生尚不能娴熟地运用精确的词汇和恰当的句式来表达自己的思想感情或对某个观点的看法，所以求助于感叹号和问号来表达自己的立场之坚定，情感之强烈，企图感染读者的情绪。现举较严重的一段为例，该文讨论电脑在人们生活中的重要地位，所摘为其中的第三段：

Firstly, why computer and internet could be friends to people? As we know, there are more and more competition in our society. And, all kinds of competition lie in the competition of information, only because the information is very important and can bring many profit to the boss! Then, why? Our country's economy system is market economy in which the information can be looked on as commodity. Therefore, it has been established that information society! So, how to collect as much of information as possible

becomes more and more important! Beside the TV, radio and newspaper, the internet is our main means to obtain as more information as possible! By the internet, we can acquire the cost of the ticket of the train and airplane; we can acquire the timetable of the train and plane; we can know about the most new outcome of the nowadays science and technology, and so on! From what the above has been stated, it is obvious that the internet can be a friend to people!

作者为了强调电脑的作用，模仿演讲词的标点特征，在10个句子中堆砌了6个感叹号和2个问号，意欲增强气势，但给读者的印象却是虚张声势，夸大其词，犹如空洞无力的口号。

3) 句式的口语化

口语化的特点在句型上表现为简单句的比例远远超过复杂句和复合句。以一篇包含21个句子的My Views on Happiness的文章为例，14个是简单句，6个是复合句，而复杂句只有1个。又如，一篇22个句子的描述文，有17个句子是简单句，5个是复合句，没有复杂句。

4) 语气的过度口语化和主观化

语气的口语化和主观化着重表现在叙述角度千篇一律地局限于第一人称。撇开命题作文题目例如“ My Views on Happiness ” 中人称代词的影响，即使是在写其他一些作文如“ Health and Wealth ”，“ On Faith and Confidence ” 这类具有普遍性意义的严肃话题时，不少考生还是偏向采用“ 你 ” 和“ 我 ” 直接对话的形式，仿佛是在与读者漫不经心地闲聊。另外，主观化在语法上的表现为多用主动语态，很少使用被动语态。尽管完全可以使用被动语态，但是绝大多数考生喜欢使用“ someonesaid ”，“ somepeople think ” 来表达观点的来源出处。

再者，由于遣词造句过于随便和主观（“ I think ”，“ you should ”，“ trust me ” 等频繁使用），容易给人以文不对题、一家之言的印象。下面以“ Health and Wealth ” 为题的作文就是很好的例证。

Maybe you have famous doctors, specialists and lovely nurses concentrating entirely on you, but do you feel happy? I don't think so. On the contrary, if you are a poor guy with no money, and the only thing you possess maybe is health. Take it easy. You can work to earn money with your healthy body. Though you have no villa, no car, you can enjoy the happiness of life, just if you are healthy.