

第四週：



# 英文撰寫技巧與科技論文概論

---



# 前言

---

- 本週課程主要是閱讀兩本英文寫作的書籍後，整理其內容，並對“科技論文寫作”此一主題作廣泛地討論。因此，在本週主題下可分為下列四個子題：
  - “用Google 3分鐘寫出道地英文：寫出流暢英文速成法”重點整理
  - “愈忙愈要學英文Email (Biz English for Busy People - Email Writing)”重點整理
  - 淺談科技論文之撰寫
  - 撰寫論文時可用於連接前後句之句首副詞

# 用Google 3分鐘寫出道地英文： 寫出流暢英文速成法

用Google  
3分鐘寫出道地英文

寫出流暢英文速成法

Google 搜尋

遠田和子◎著

按滑鼠 英文寫作不求人！

- ⊗ 不知道該用什麼英文才好時……
- ⊗ 擔心自己寫的英文可能有錯時……
- ⊗ 字典上找不到你想表達的英文時……

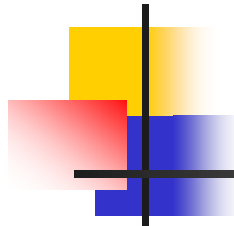
本書教你用雙引號 “ ” 和 星號 \* 上 Google 就搞定！

文經社

博客來  
books.com.tw

作者：遠田和子  
譯者：婁愛蓮  
出版社：文經社  
出版日期：2011年3月1日

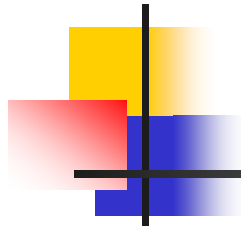
(書籍封面的圖取自博客來網站)



# 大綱

---

- 引言
- Part 1：用Google提升英文寫作能力的方法
  - CH 1: 開啟Google首頁畫面
  - CH 2: 兩大超強英文寫作招式
  - CH 3: 「人氣排名法」與「填空法」
- PART 2 如何寫出道地英文的簡單技巧
  - CH 4: 找出適當的介系詞
  - CH 5: 找出適合的動詞
  - CH 6: 找出正確的形容詞和副詞
  - CH 7: 找尋字典裡沒有收錄的詞彙



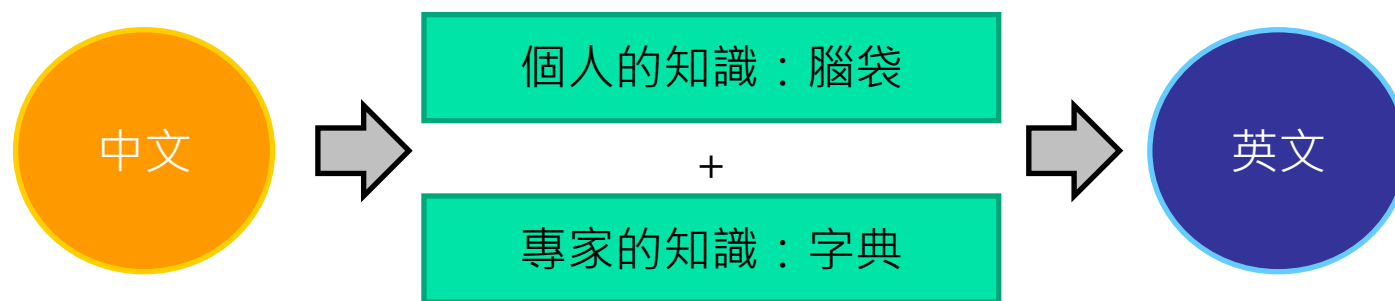
# 大綱

---

- 引言
- Part 1：用Google提升英文寫作能力的方法
  - CH 1: 開啟Google首頁畫面
  - CH 2: 兩大超強英文寫作招式
  - CH 3: 「人氣排名法」與「填空法」
- PART 2 如何寫出道地英文的簡單技巧
  - CH 4: 找出適當的介系詞
  - CH 5: 找出適合的動詞
  - CH 6: 找出正確的形容詞和副詞
  - CH 7: 找尋字典裡沒有收錄的詞彙

# 引言

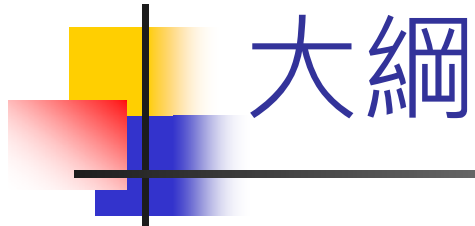
## ■ 現今英文寫作流程：



# 引言

- 今後英文寫作流程：
  - 多應用網路上的知識





- 引言
- Part 1：用Google提升英文寫作能力的方法
  - CH 1: 開啟Google首頁畫面
  - CH 2: 兩大超強英文寫作招式
  - CH 3: 「人氣排名法」與「填空法」
- PART 2 如何寫出道地英文的簡單技巧
  - CH 4: 找出適當的介系詞
  - CH 5: 找出適合的動詞
  - CH 6: 找出正確的形容詞和副詞
  - CH 7: 找尋字典裡沒有收錄的詞彙





# 開啟Google首頁畫面

---

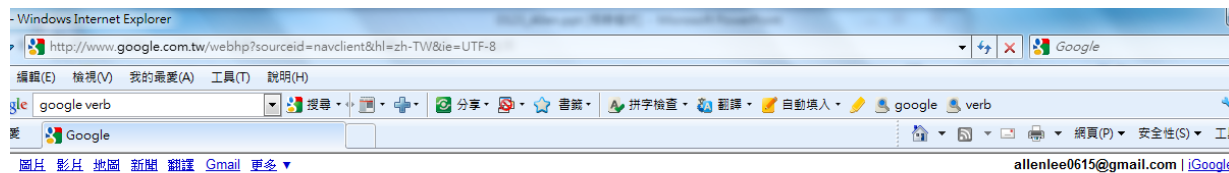
- Why Google?

1. 簡單
2. 世界通用
3. 就搜尋結果而言，可信度越高的網站會排得越前面

# 開始搜尋

1. 輸入搜尋文字(關鍵字)
2. 點選「Google搜尋」

注意：確認「所有網頁」已經點選





## 問：Google可當成動詞嗎？

---

- “I googled the keyword on the Internet, getting 45,700 hits.”
- 但... 這是否為正確的用法？

# 利用Google做驗證

- 在Google網頁上，輸入 “google verb”  
(註：Google搜尋時，不分大小寫)



The screenshot shows a Google search interface. The search bar contains the text "google verb". Below the search bar, it indicates "約有 6,640,000 項結果 (搜尋時間：0.04 秒)". To the left of the search bar, there are navigation links: "全部", "圖片", "影片", "新聞", and "更多". Below these, there are links for "台南市" and "變更位置". At the bottom left, there are links for "網路", "所有中文網頁", "繁體中文網頁", and "台灣的網頁". The search results are displayed on the right. The first result is "Google (verb) - Wikipedia, the free encyclopedia" with a link to "en.wikipedia.org/wiki/Google\_(verb)". The second result is "Google - Definition and More from the Free Merriam-Webster Dictionary" with a link to "www.merriam-webster.com/dictionary/google". The third result is "linking verb 的中文(繁體) - Google 字典" with a link to "www.google.com.tw/dictionary?hl=zh-TW&sl=tl...verb".

Google

google verb

約有 6,640,000 項結果 (搜尋時間：0.04 秒)

搜尋

進階搜尋

全部  
圖片  
影片  
新聞  
更多

台南市  
變更位置

網路  
所有中文網頁  
繁體中文網頁  
台灣的網頁


提示：如只要搜尋中文（繁體）的結果，可使用使用偏好指定搜尋語言。

[Google \(verb\) - Wikipedia, the free encyclopedia](#) - [ 翻譯此頁 ]  
The transitive **verb** to **google** (also spelled to **Google**) refers to using the **Google** search engine to obtain information on the Web. A neologism arising from ...  
[en.wikipedia.org/wiki/Google\\_\(verb\)](#) - 頁庫存檔 - 類似內容

[Google - Definition and More from the Free Merriam-Webster Dictionary](#) - [ 翻譯此頁 ]  
Definition of **GOOGLE**. transitive **verb**. : to use the **Google** search engine to obtain information about (as a person) on the World Wide Web ...  
[www.merriam-webster.com/dictionary/google](#) - 頁庫存檔 - 類似內容

[linking verb 的中文\(繁體\) - Google 字典](#)  
linking **verb** : 繫詞；連繫動詞 - **Google** 免費線上字典服務。  
[www.google.com.tw/dictionary?hl=zh-TW&sl=tl...verb](#) - 頁庫存檔

# “Google verb” 的第一筆搜尋結果



WIKIPEDIA  
The Free Encyclopedia

- Main page
- Contents
- Featured content
- Current events
- Random article
- Donate to Wikipedia

Interaction

- Help
- About Wikipedia
- Community portal
- Recent changes
- Contact Wikipedia

Toolbox

Log in / create account

Article Discussion Read Edit View history Search

## Google (verb)

From Wikipedia, the free encyclopedia

*For the use of the verb in cricket, see [Googly](#). For other uses, see [Google \(disambiguation\)](#).*

**Googled** *redirects here, for the book of the same name see [Ken Auletta](#)*

The **transitive verb**<sup>[1]</sup> **to google** (also spelled **to Google**) refers to using the [Google search engine](#) to obtain information on the [Web](#). A [neologism](#) arising from the popularity and dominance<sup>[2]</sup> of the [eponymous search engine](#), the [American Dialect Society](#) chose it as the “most useful word of 2002.”<sup>[3]</sup> It was officially added to the [Oxford English Dictionary](#) on June 15, 2006,<sup>[4]</sup> and to the eleventh edition of the [Merriam-Webster Collegiate Dictionary](#) in July 2006.<sup>[5]</sup> The first recorded usage of *google* used as a verb was on July 8, 1998, by Google founder [Larry Page](#) himself, who wrote on a mailing list: “Have fun and keep googling!”<sup>[6]</sup>

Fearing the [genericizing](#) and potential loss of its [trademark](#), Google has discouraged use of the word as a verb, particularly when used as a synonym for general web searching. On February 23, 2003,<sup>[7]</sup> the company sent a [cease and desist](#) letter to [Paul McFedries](#), creator of [Word Spy](#), a website that tracks [neologisms](#).<sup>[8]</sup> In an article in the [Washington Post](#), Frank Ahrens discussed the letter he received from a Google lawyer that demonstrated “appropriate” and “inappropriate” ways to use the verb “google”.<sup>[9]</sup> It was reported that, in response to this concern, [lexicographers](#) for the [Merriam-Webster Collegiate Dictionary](#) lowercased the actual entry for the word, *google*, while maintaining the capitalization of the search engine in their definition, “to use the [Google search engine](#) to seek online information” (a concern which did not deter the Oxford editors from preserving the history of both “cases”).<sup>[10]</sup> On October 25, 2006, Google sent a plea to the public requesting that “you should please only use ‘Google’ when you’re actually referring to Google Inc. and our services.”<sup>[11]</sup>

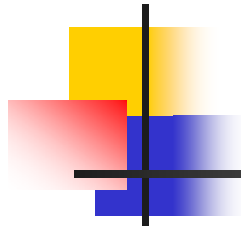
Look up *google* in Wiktionary, the free dictionary.



# "Google verb" from Wiki

---

- The transitive verb<sup>[1]</sup> **to google** (also spelled **to Google**) refers to using the Google search engine to obtain information on the Web. A neologism arising from the popularity and dominance<sup>[2]</sup> of the eponymous search engine, the American Dialect Society chose it as the "most useful word of 2002."<sup>[3]</sup> It was officially added to the Oxford English Dictionary on June 15, 2006,<sup>[4]</sup> and to the eleventh edition of the Merriam-Webster Collegiate Dictionary in July 2006.<sup>[5]</sup> The first recorded usage of *google* used as a verb was on July 8, 1998, by Google founder Larry Page himself, who wrote on a mailing list: "Have fun and keep googling!"<sup>[6]</sup>



# 大綱

---

- 引言
- Part 1：用Google提升英文寫作能力的方法
  - CH 1: 開啟Google首頁畫面
  - CH 2: 兩大超強英文寫作招式
  - CH 3: 「人氣排名法」與「填空法」
- PART 2 如何寫出道地英文的簡單技巧
  - CH 4: 找出適當的介系詞
  - CH 5: 找出適合的動詞
  - CH 6: 找出正確的形容詞和副詞
  - CH 7: 找尋字典裡沒有收錄的詞彙



# 兩大超強英文寫作招式

---

1. 「片語搜尋」
  - 使用 " " (雙引號)
2. 「通配符號搜尋」
  - 使用 \* (星號)





## 範例一：應證用語是否正確？

---

- 傳說：tradition has it that
- 但... 不知道用語是否正確？

# 利用Google驗證

The screenshot shows a Google search interface. The search bar contains the text "tradition has it that". Below the search bar, the results count is displayed as "約有 2,450,000 項結果 (搜尋時間：0.21 秒)". This count is highlighted with a red rectangle. To the left of the search bar, the Google logo is visible. Below the logo, there are links for "全部", "圖片", "影片", "新聞", and "更多". On the far left, there is a link for "台南市" and "變更位置". To the right of the search bar, there is a "搜尋" button and a "進階搜尋" link. Below the search bar, there is a提示: "如只要搜尋中文(繁體)的結果, 可使用使用偏好指定搜尋語言。". Below the提示, there are two search results. The first result is "tradition+has+it+that... 例句翻译 写作句库 爱词霸英语" with a link to "dj.iciba.com/tradition+has+it+that...". The second result is "tradition has it that... 是什么意思 tradition has it that... 的翻译 ..." with a link to "dict.linwow.com/querv/tradition%20has%20it%20that...".

- 最後得到：2,450,000筆結果，  
因此，此為正確用語。

# 增加關鍵字字數

- Ex: "Japanese tradition has it that"
  - 最後得到：1,510筆結果
- 隨著關鍵字輸入字數愈多，結果就愈少



The screenshot shows a Google search interface. The search bar contains the text "Japanese tradition has it that". Below the search bar, it indicates "約有 1,510 項結果 (搜尋時間：0.12 秒)". To the left of the search results, there are navigation links: "全部", "圖片", "影片", "新聞", and "更多". Below these links, there is a section for "台南市" with a link to "變更位置". The search results list includes:

- [How Safe is it to Eat Sushi or Raw Fish During in Pregnancy ...](#) - [ 翻譯此頁 ]  
Japanese tradition has it that post-partum women get certain kinds of Sushi in the hospital during their recovery. However, in the United States pregnant ...  
[www.babymed.com/.../how-safe-it-eat-sushi-or-raw-fish-during-pregnancy](http://www.babymed.com/.../how-safe-it-eat-sushi-or-raw-fish-during-pregnancy) - 美國 - 頁庫存檔
- [Why dont the japanese government admit and apologize for the ...](#) - [ 翻譯此頁 ]  
The Japanese Emperor is supposedly divine, and Japanese tradition has it that the Emperor can trace his descent back in direct line to the sun (really). ...  
[answers.yahoo.com/.../Arts & Humanities/History](http://answers.yahoo.com/.../Arts%20&%20Humanities/History) - 頁庫存檔
- [The unusual, bizarre and funny from GardenAction](#) - [ 翻譯此頁 ]



## 額外說明

---

- 當只輸入下列單字作為關鍵字，Google 會省略不理：
  - It, that...
  - The, a 等冠詞
  - For, at, in, on 等介系詞
  - @, \, %, =, ? 等標點符號和特殊符號
- 因此，在搜尋時必須加入 " " (雙引號)



## 範例二：不確定用法時？

---

- 聽說：rumor has it that
- 但... 不確定該如何使用？

# 利用Google搜尋

- 於Google輸入：
  - "rumor has it that \* bankruptcy"



The screenshot shows a Google search interface. The search bar contains the text "rumor has it that \* bankruptcy". To the left of the search bar is the Google logo. Below the search bar, it says "約有 928,000 項結果 (搜尋時間: 0.10 秒)". To the right of the search bar is a button labeled "搜尋". Below the search bar, there are two search results from "Bankruptcy Litigation Blog". The first result is titled "Bankruptcy Litigation Blog : Code Statutory Interpretation" and includes a snippet: "... Judge Markell's decision (issued late May and released for publication last month), though rumor has it that Arizona's Bankruptcy Judge Randolph Haines, ...". The second result is titled "Bankruptcy Litigation Blog: Judge Markell's Bombshell BAP Ruling ..." and includes a snippet: "12 Aug 2008... though rumor has it that Arizona's Bankruptcy Judge ...". Both results include a link to "www.bankruptcylitigationblog.com" and a note "頁庫存檔 - 類似內容". At the bottom of the search results, there is a link to "顯示更多來自 bankruptcylitigationblog.com 的結果". On the left side of the search results, there are links for "全部", "圖片", "影片", "新聞", and "更多". At the bottom left, there is a link for "台南市" and "變更位置".

Google

"rumor has it that \* bankruptcy"

搜尋

約有 928,000 項結果 (搜尋時間: 0.10 秒)

進階搜尋

全部  
圖片  
影片  
新聞  
更多

台南市  
變更位置

[Bankruptcy Litigation Blog : Code Statutory Interpretation](#) - [ 翻譯此頁 ]  
... Judge Markell's decision (issued late May and released for publication last month), though rumor has it that Arizona's Bankruptcy Judge Randolph Haines, ...  
[www.bankruptcylitigationblog.com/.../cat-code-statutory-interpretation.html](#) - 頁庫存檔 - 類似內容

[Bankruptcy Litigation Blog: Judge Markell's Bombshell BAP Ruling ...](#) - [ 翻譯此頁 ]  
12 Aug 2008... though rumor has it that Arizona's Bankruptcy Judge ...  
[www.bankruptcylitigationblog.com/.../code-statutory-interpretation-judge- markells-bombshell-bap-ruling-that-a-winning-credit-bi...](#) - 頁庫存檔 - 類似內容

顯示更多來自 bankruptcylitigationblog.com 的結果



# Google搜尋結果

---

- *Rumor has it that Century City Hospital filed for bankruptcy ...*
- *Rumor has it that Mychael will soon be filing bankruptcy and will then be reborn as Charlie Montana forever; or at least until he ruins Charlie's good name ...*
- *Rumor has it that TV5 was on bankruptcy that the only thing that is keeping them alive is their weekend block ...*

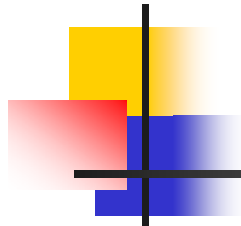


## 總結說明

---

- \* 的作用類似 fill in the blanks(填空)
  - 表示在這個地方填入任何一個或數個單字都可以。
- 因此，常用在“不確定”用法時

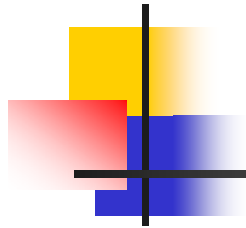




# 大綱

---

- 引言
- Part 1：用Google提升英文寫作能力的方法
  - CH 1: 開啟Google首頁畫面
  - CH 2: 兩大超強英文寫作招式
  - CH 3: 「人氣排名法」與「填空法」
- PART 2 如何寫出道地英文的簡單技巧
  - CH 4: 找出適當的介系詞
  - CH 5: 找出適合的動詞
  - CH 6: 找出正確的形容詞和副詞
  - CH 7: 找尋字典裡沒有收錄的詞彙



# 「人氣排名法」與「填空法」

---

- 進階使用：
  - 「人氣排名法」
  - 「填空法」



## 範例三

---

- 謝謝您來信詢問有關技術博覽會的事宜
- Thank you for your inquiry (是用into?  
還是用about?) the Technical Fair.



## 利用Google驗證

---

- 於Google分別輸入：
  - “Thank you for your inquiry into”
    - 得到：73,900筆結果
  - “Thank you for your inquiry about”
    - 得到：99,600筆結果
- 最後得到：Thank you for your inquiry  
**about**為較正確用語



## 範例四

---

- 展示內容主要分為七大類
- The exhibits are classified into seven (是用chief? main? 還是用major?) categories.



# 利用Google驗證

---

- 於Google分別輸入：
  - “classified into seven chief categories”
    - 得到：9筆結果
  - “classified into seven main categories”
    - 得到：102,000筆結果
  - “classified into seven major categories”
    - 得到：156,600筆結果
- 最後得到：**major** categories為較正確用語



## 範例五

---

- 祝您有個好年
- Hope you have a great new year!!
- 但... great不是“大”嗎？怎麼是“好”呢？  
不是應該用“good”或是“nice”嗎？



# 利用Google驗證

---

- 於Google分別輸入：
  - “have a great new year”
    - 得到：1,680,000筆結果
  - “have a good new year”
    - 得到：713,000筆結果
  - “have a nice new year”
    - 得到：153,600筆結果
- 最後得到：have a **great** new year為較正確用語





# 進階用法

---

- 使用「填空法」
  - 目的為：
    - 擴大搜尋範圍
    - 使用星號找出答案



## 再回頭看看範例三

---

- 謝謝您來信詢問有關技術博覽會的事宜
- Thank you for your inquiry (是用into?還是用about?) the Technical Fair.
- 還是有其他更通用的用語?



## 利用Google先搜尋

---

- 於Google輸入：“Thank you for your inquiry \*”
  - 會發現共有regarding、about、into...等用法



# 利用Google驗證

---

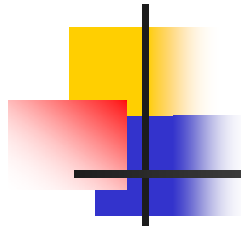
- 於Google分別輸入：
  - “Thank you for your inquiry regarding”
    - 得到：221,000筆結果
  - “Thank you for your inquiry into”
    - 得到：73,900筆結果
  - “Thank you for your inquiry about”
    - 得到：99,600筆結果
- 最後得到：Thank you for your inquiry  
**regarding**為較正確用語。



## 秘訣

---

- 關鍵字串儘可能地選擇**任何人都會使用的常用單字**，這是達到搜尋目的的重要訣竅
- 因此，可善用Google輸入的“**提醒功能**”以及“**更正功能**”



# 大綱

---

- 引言
- Part 1：用Google提升英文寫作能力的方法
  - CH 1: 開啟Google首頁畫面
  - CH 2: 兩大超強英文寫作招式
  - CH 3: 「人氣排名法」與「填空法」
- PART 2 如何寫出道地英文的簡單技巧
  - CH 4: 找出適當的介系詞
  - CH 5: 找出適合的動詞
  - CH 6: 找出正確的形容詞和副詞
  - CH 7: 找尋字典裡沒有收錄的詞彙



# 介系詞的位置

- 名詞前面，形容詞、動詞後面

- He is good **at** tennis

形容詞 + 介系詞 + 名詞

- She got **on** the escalator

動詞 + 介系詞 + 名詞

- 模擬兩可的介系詞，用**片語搜尋**出正確用法

- 遇到地震時，請躲在**在桌底下**

If an earthquake hits, hide **below** the desk

179筆

If an earthquake hits, hide **under** the desk

46,400筆



## 找出適當介系詞

---

- 不知道用何介系詞時，用**通配符號搜尋**出正確用法
- A. 用顯微鏡觀察
  - “observe \* a microscope”
  - “observe **under** a microscope”
- B. 用望遠鏡觀察
  - “observe \* a telescope”
  - “observe **through** a telescope”

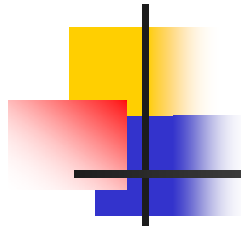




## 秘訣

---

- 就Google搜尋而言，**關鍵字長度三至六個字**比較恰當。結果不如預期，請利用字數增減、更換再重新搜尋
  - 例：不曉得live後面的介系詞  $\Rightarrow$  live \* Japan
  - 關鍵字搜尋：“live \* Japan”
    - 搜尋結果：範圍太大
  - 更改：“**She** live \* Japan”
    - 搜尋結果：She live **in** Japan



# 大綱

---

- 引言
- Part 1：用Google提升英文寫作能力的方法
  - CH 1: 開啟Google首頁畫面
  - CH 2: 兩大超強英文寫作招式
  - CH 3: 「人氣排名法」與「填空法」
- PART 2 如何寫出道地英文的簡單技巧
  - CH 4: 找出適當的介系詞
  - CH 5: 找出適合的動詞
  - CH 6: 找出正確的形容詞和副詞
  - CH 7: 找尋字典裡沒有收錄的詞彙



# 中文和英文動詞無法一一對應

---

- 上妝 (英文) **wear** makeup ⇒ 穿妝!?
- 在英文中，化妝品跟衣服被歸為同一類
  - 她卸了妝，脫下衣服

She **took off** her makeup and clothes



## 動詞的位置

---

- 主詞後面
  - She **has** two daughters.
- Will、must、may、can 等助動詞後面
  - My son will **go** to college next year.
- 不定詞句型 (to+動詞)
  - He studied hard to **pass** the exam.



# 利用搜尋功能找出適當動詞

- 在進入今天的議程之前…
  - Before we **enter** today's agenda
- 關鍵字搜尋：“before we **enter** today's agenda”
  - 搜尋結果：找不到 ⚠
- 關鍵字搜尋：“before we **\*** today's agenda”
  - 搜尋結果：

before we <b>begin</b> today's agenda	9筆
before we <b>take up</b> today's agenda	4筆
before we <b>proceed with</b> today's agenda	156筆
before we <b>move into</b> today's agenda	6筆



# 利用搜尋功能增加英文字彙

---

- 請將照片變成DVD寄過來
- 關鍵字搜尋：“change photos to DVD”
  - 搜尋結果：找不到⚠
- 關鍵字搜尋：“\* photos to DVD”
  - 搜尋結果：太多，名詞前可以是形容詞或介系詞，例如beautiful photos

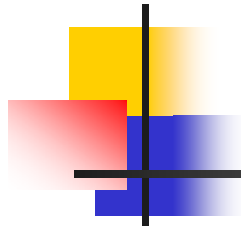


# 利用搜尋功能增加英文字彙

- 善用動詞出現位置特性
  - 使用不定詞句型 (to + 動詞)
- 關鍵字搜尋：“to \* photos to DVD”

- 搜尋結果：

to copy photos to DVD	複製	16,500筆
to transfer photos to DVD	轉檔	27,400筆
to backup photos to DVD	備份	8筆
to save photos to DVD	儲存	8筆



# 大綱

---

- 引言
- Part 1：用Google提升英文寫作能力的方法
  - CH 1: 開啟Google首頁畫面
  - CH 2: 兩大超強英文寫作招式
  - CH 3: 「人氣排名法」與「填空法」
- PART 2 如何寫出道地英文的簡單技巧
  - CH 4: 找出適當的介系詞
  - CH 5: 找出適合的動詞
  - CH 6: 找出正確的形容詞和副詞
  - CH 7: 找尋字典裡沒有收錄的詞彙





# 形容詞查詢

---

- 形容詞是為了修飾名詞，所以置於名詞前
- 範例：
  - 政治家具有很大的影響力  
Politicians have a (?) influence
- Google：
  - “have a \* influence”
- 結果：
  - have a **great** (強大的) / **strong** (很強的) / **profound** (深刻的) / **significant** (重大的) influence



## 副詞查詢 (1)

---

- 副詞多用來修飾動詞和形容詞，但位置較靈活
- 範例：
  - 他快步走進辦公室
    1. He **quickly** walked into the office.
    2. He walked into the office **quickly**.
    3. **Quickly**, he walked into the office.
- Google :
  - "he \* walked into the office"

## 副詞查詢 (2)

- 結果：**slowly, calmly, boldly, casually, ...**



Google

“he \* walked into the office” 搜尋

約有 5,150,000 項結果 (搜尋時間：0.29 秒) 進階搜尋

[全部](#)  
[圖片](#)  
[影片](#)  
[新聞](#)  
[書籍](#)  
[更多](#)

台南市  
變更位置

網路  
所有中文網頁  
繁體中文網頁  
台灣的網頁  
外文網頁翻譯版  
更多搜尋工具

[Gregg Zaun retires « NCTimes.com Blogs](#) - [ 翻譯此頁 ]  
7 Mar 2011 ... Later in the afternoon **he apparently walked into the office** of Padres manager Bud Black and informed him he was retiring. ...  
[www.nctimes.com/app/blogs/wp/?p=12329](#) - 美國 - 頁庫存檔

[The End Result of Rumor, a Criminal Minds fanfic - FanFiction.Net](#) - [ 翻譯此頁 ]  
3 Jul 2008 ... It had begun the first day **he had walked into the office**. Spencer Reid, in testament to his true self, had found out about that rumor seven ...  
[www.fanfiction.net > TV Shows > Criminal Minds](#)

[no she&#039;s not a mary sue | Tumblr](#) - [ 翻譯此頁 ]  
**He had walked into the office** with a smile, all the way to those admittedly killer blue eyes - eyes that reminded her of those picture you see in National ...  
[www.tumblr.com/tagged/no+she's+not+a+mary+sue](#) - 頁庫存檔

[Maratha Vs Mali Politics In Full Swing - eCharcha.Com](#) - [ 翻譯此頁 ]  
9 篇文章 - 5 位作者 - 最新文章：2010年11月29日  
**He simply walked into the office** of NCP state chief Madhukar Pichad with all the MLAs supporting him, and demanded that he be made Deputy ...  
[www.echarcha.com > ... > Taaza Khabar - Breaking news](#) - 頁庫存檔

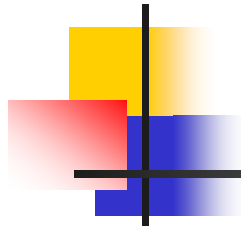
[So Who Is This Walton Guy?](#) - [ 翻譯此頁 ]  
Then, when he was 12, I guess **he casually walked into the office** of an Atlanta casting agent named Shay Griffin and said that he wanted to be an actor. ...



## 找出恰當的形容詞和副詞

---

- 本人對貴公司的職缺很有興趣
  - 草稿：I am (very?) interested in a position with...
  - 適當修辭：I am particularly interested in a...
- 本人擁有豐富的業務經驗
  - 草稿：I have (豐富?) experience of sales...
  - 適當修辭：I have extensive experience of sales...



# 大綱

---

- 引言
- Part 1：用Google提升英文寫作能力的方法
  - CH 1: 開啟Google首頁畫面
  - CH 2: 兩大超強英文寫作招式
  - CH 3: 「人氣排名法」與「填空法」
- PART 2 如何寫出道地英文的簡單技巧
  - CH 4: 找出適當的介系詞
  - CH 5: 找出適合的動詞
  - CH 6: 找出正確的形容詞和副詞
  - CH 7: 找尋字典裡沒有收錄的詞彙



# 找尋字典裡沒有收錄的詞彙

---

- 查詢：無話可說的英文
  - Google：中英 無話可說
  - 結果：I have nothing to say about it.
- 查詢：seat-of-the-pants
  - Google：英中seat-of-the-pants
  - 結果：憑經驗的
- 查詢：資源回收再利用法
  - Google：資源回收再利用法 law
  - 結果：Resource Recycling Act



# 字典查不到的單字

---

- 本公司要求**做出**品質
  - X: make quality into products
  - O: **build** quality into products (**建造**)
- 而且**始終**追求卓越
  - X: in completely pursuit of excellence
  - O: in **relentless** pursuit of excellence (**嚴厲**)



## 秘訣

---

- 有時候形容詞或副詞可能為母音，可以用 “an” 代替 “a”
- 可以依照查詢到的句子數量，決定使用哪一個形容詞或副詞
- 若查詢到的網址是.jp或.cn結尾（代表非英語系國家），則該語句可能非道地的英文



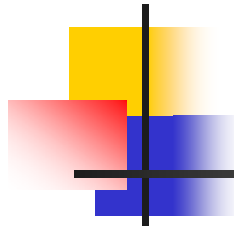
# 愈忙愈要學英文Email

## (Biz English for Busy People - Email Writing)



作者：Quentin Brand  
譯者：金振寧/譯  
編者：陳家仁/編  
出版社：貝塔  
出版日期：2004年3月1日

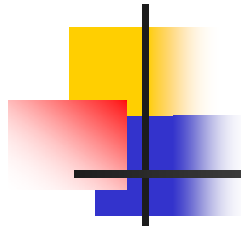
(書籍封面的圖取自貝塔網路書城)



# 大綱

---

- 前言
- 商務Email的寫作
- 開場白的Set-phrases
  - 制式的信件開端
  - 回信的set-phrases
  - 發信的set-phrases
- 請求信的結構
  - 寫請求信，交代事項與索取資訊
  - 提供請求的背景資訊
  - 說明請求的原因與處理期限



# 大綱

---

- 前言
- 商務Email的寫作
- 開場白的Set-phrases
  - 制式的信件開端
  - 回信的set-phrases
  - 發信的set-phrases
- 請求信的結構
  - 寫請求信，交代事項與索取資訊
  - 提供請求的背景資訊
  - 說明請求的原因與處理期限



# The Leximodel

---

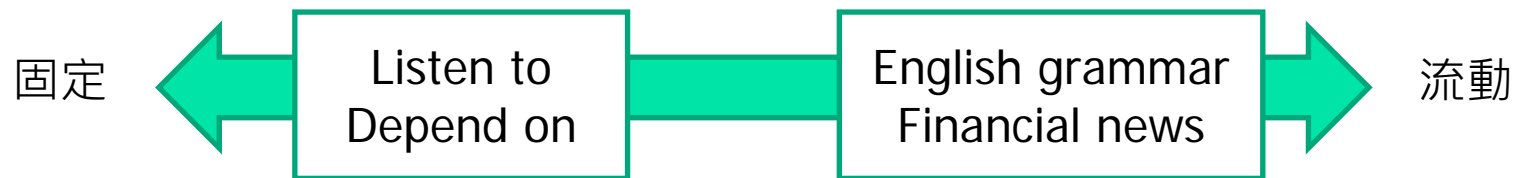
- Listen \_\_\_\_
- Depend \_\_\_\_
- English \_\_\_\_
- Financial \_\_\_\_



# The Leximodel(Cont'd)

---

字串之可預測度





- 字串(multi-word items, MWI)
  - Chunks
  - Set-phrases
  - Word partnerships



# Chunks

---

- Meaning words (e.g. listen, depend)
- +
- function words (e.g. to, on)

They listened  
are listening  
have not been listening carefully to the presentation



# Set-phrases

---

- 固定性高
- 字串較長，甚至是完整的句子
- 遇到即背，原原本本照用

Thank you for sending me *n.p.* ...

Thanks for your reply.

Just to let you know that + *n. clause* ...

Please confirm that + *n. clause* ...

I look forward to hearing from you.

If you have any questions, please do not hesitate to contact me.





# Word Partnerships

---

- 流動性高
- 包含兩個以上 meaning words
- 通常為 形容詞+名詞
- 與產業極度相關



# Word Partnerships

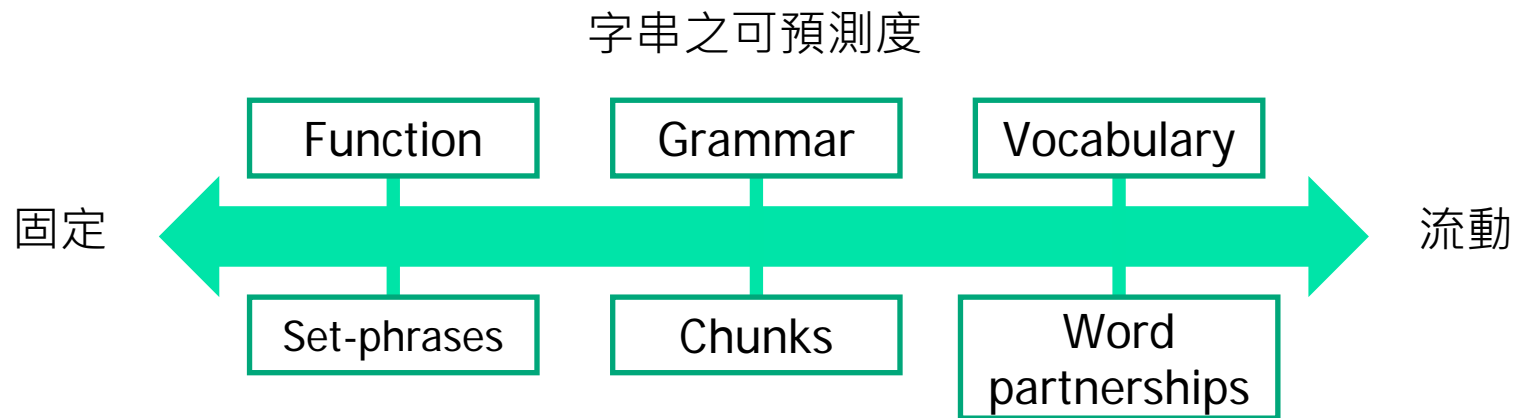
---

- Word partnerships set A
  - Government regulations
  - Hospital budget
  - Drug trail
- Word partnerships set B
  - Latest technology
  - User interface
  - Input data



# Complete Leximodel

---





## 注意

---

- Regarding the report you sent me ... ✓
- Regarding to the report you sent me ...
- Regards to the report you sent me ...
- With regards the report you sent ...
- To regard the report you sent me ...
- Regard to the report you sent me ...



## 注意

---

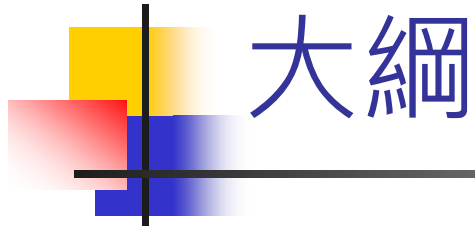
- 確定學習範本100%出自於英文為母語人士之手
  - 美國、英國、澳洲、紐西蘭、加拿大、南非
- 不可信任之可能人物
  - 老闆 (英文非母語)
  - 外國留學回國之博士 (大家公認英文很好)



## 注意

---

- 留意set-phrases中所有字
  - 短字 (a, the, to, in, at, on, but)
  - 字尾 (-ed, -ing, -ment, -s)
  - 結尾 (n.clause, n.p., V, V-ing)



- 前言
- 商務Email的寫作
- 開場白的Set-phrases
  - 制式的信件開端
  - 回信的set-phrases
  - 發信的set-phrases
- 請求信的結構
  - 寫請求信，交代事項與索取資訊
  - 提供請求的背景資訊
  - 說明請求的原因與處理期限



# 商務Email的寫作

---

- 清楚明白
- 簡明扼要
- 資訊正確且完整
  - 句子短而簡單、不寫無關的資訊
  - 使用自己領域中常見的字串
    - MOS = Mountain, Ocean, Sun /  
Metal Oxide Semiconductor
    - Power = 功率 / 權力





# 商務Email的寫作

---

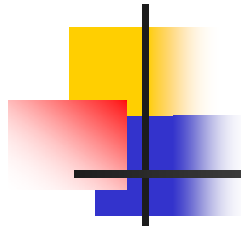
- 例:
  - I would be extremely grateful and eternally obliged to you for your great kindness and the honor you do me if you could ...
  - Could you ...? Thanks.
- 明明是同樣的意思，不要寫得如前者般太過冗長
- 同義字不要重複用



# 商務Email的寫作

---

- 例:
  - I need financial statement, product list, import list and export list.
  - I need these things:
    - financial statement
    - product list
    - import list
    - export list
- 雖然兩種寫法都可以，但後者較清楚



# 大綱

---

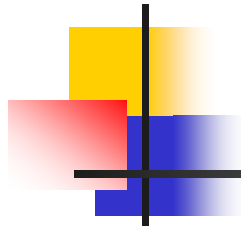
- 前言
- 商務Email的寫作
- 開場白的Set-phrases
  - 制式的信件開端
  - 回信的set-phrases
  - 發信的set-phrases
- 請求信的結構
  - 寫請求信，交代事項與索取資訊
  - 提供請求的背景資訊
  - 說明請求的原因與處理期限



## 制式的信件開端

---

- 信件開端有說明主旨的作用
- 將常用的電子郵件開端的用語當作 set-phrases 使用
  - 回信的 set-phrases
  - 發信的 set-phrases



# 大綱

---

- 前言
- 商務Email的寫作
- 開場白的Set-phrases
  - 制式的信件開端
  - 回信的set-phrases
  - 發信的set-phrases
- 請求信的結構
  - 寫請求信，交代事項與索取資訊
  - 提供請求的背景資訊
  - 說明請求的原因與處理期限



## 回信的Set-phrases

---

- Thanking
- Responding to bad news
- Apologizing for a delay



# Thanking

---

- Thank you for purchasing n.p. ...
- Thank you for your query about n.p. ...
- Thank you for your mail about n.p. ...
- Thanks for your reply.

例：“Thank you for your mail about the meeting.”



# Responding to Bad News

---

- We're sorry to learn (from X) of n.p. ...
- I am very sorry to learn (from X) that n.clause ...
- I was sorry to hear about n.p. ...

例： “I was sorry to learn about the project cancellation.”



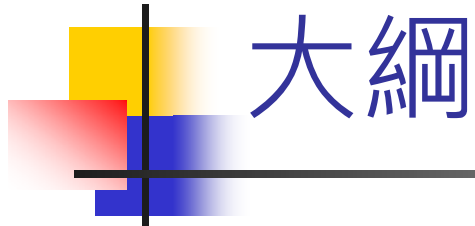


# Apologizing for a Delay

---

- Apologies for the delay in getting back to you, but ...
- Sorry for not getting back to you earlier, but ...
- Sorry for the delay in responding to ...
- Apologies for the delay.

例： “Sorry for the delay in responding your message.”



- 前言
- 商務Email的寫作
- 開場白的Set-phrases
  - 制式的信件開端
  - 回信的set-phrases
  - 發信的set-phrases
- 請求信的結構
  - 寫請求信，交代事項與索取資訊
  - 提供請求的背景資訊
  - 說明請求的原因與處理期限



## 發信的set-phrases

---

- Announcing
- Reminding
- Making Confirmation
- Requesting Confirmation



# Announcing

---

- For your information, ...
- Just to inform you of n.p. ...
- Please noted that n.clause ...
- We have been asked to V ...

例： “Just to inform you that I will be on leave for the next two weeks.”



# Reminding

---

- Have you remembered to V ...?
- Just a quick note to remind you to V ...
- Just to remind you that n.clause ...
- Please remember to V ...
- Please be reminded to V ...

例：“Please remember to record your  
working hours”



# Making Confirmation

---

- I can confirm that n.clause ...
- Just a quick note to confirm n.p. ...
- We wish to confirm the following: n.clause ...
- Your request has been successfully processed.

例： “I can confirm that we have received your payment.”



# Requesting Confirmation

---

- Please confirm if n.clause ...
- Please confirm receipt of n.p. ...
- Please give me a call to confirm that n.clause ...
- Would you please confirm that n.clause ...?

例： “Would you please confirm that you are still using the computer system?”

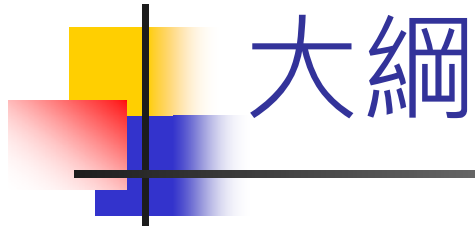


## 注意

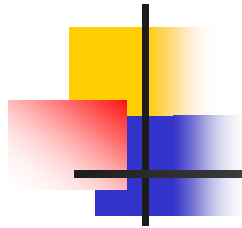
---

- Set-phrases 可以讓信件的主旨更明確
- 根據你的郵件內容選擇適合的 set-phrases
- 注意不要寫錯 set-phrases





- 前言
- 商務Email的寫作
- 開場白的Set-phrases
  - 制式的信件開端
  - 回信的set-phrases
  - 發信的set-phrases
- 請求信的結構
  - 寫請求信，交代事項與索取資訊
  - 提供請求的背景資訊
  - 說明請求的原因與處理期限



# 交代事情

---

- 交代事情必備語庫
  - Could you ...?
  - Can you ...?
  - Do you think you could ...?
  - Do you think you could possible ...?
  - I wonder if you could ...
  - I was wondering if you could ...
  - Would it be possible for you to ...?



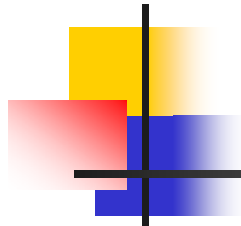
# 索取資料

---

- 索取資料必備語庫
  - Can you tell me 'wh' ...?
  - Do you think you could possible tell me 'wh' ...?
  - Would it be possible for you to tell me 'wh' ...?
  - I wonder if you could explain 'wh' ...
  - Could you explain 'wh' ...?
  - I was wondering if you could let me know 'wh' ...
  - Do you think you could possible let me know 'wh' ...?

例：When is the conference starting? (較直接)

⇒ Can you tell me when the conference is starting? (較禮貌)



# 大綱

---

- 前言
- 商務Email的寫作
- 開場白的Set-phrases
  - 制式的信件開端
  - 回信的set-phrases
  - 發信的set-phrases
- 請求信的結構
  - 寫請求信，交代事項與索取資訊
  - 提供請求的背景資訊
  - 說明請求的原因與處理期限



## 背景和理由

---

- 解釋請對方處理事情或提供資訊的原因，有助於對方了解請求的重要性
- 以現在完成式說明背景



## 背景和理由範例

---

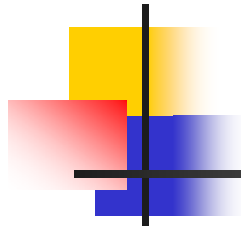
Dear Oliver,

I **have** recently **received** a request from a client for more information about our marketing strategy for this product. Because I am going to HK this afternoon, I do not have time to handle their request.

Could you please contact the client - details below - to find out what they want to know? Would you also please call me later tonight to let me know what they want?

Thanks,

Emily



# 大綱

---

- 前言
- 商務Email的寫作
- 開場白的Set-phrases
  - 制式的信件開端
  - 回信的set-phrases
  - 發信的set-phrases
- 請求信的結構
  - 寫請求信，交代事項與索取資訊
  - 提供請求的背景資訊
  - 說明請求的原因與處理期限



## 說明原因

---

- 使用because說明原因
  - because + n.clause
  - as + n.clause
  - since + n.clause
  - because of n.p.
  - so + n.clause





# 處理期限

---

- 未來時間的chunks就是用來指示期限的字串
  - ... ASAP (as soon as possible) ...
  - ... in a few days ...
  - ... next week ...
  - ... by the end of this week ...
  - ... no later than ...
  - ... in advance ...
  - ... with the next few days ...
  - ... at once ...
  - ... the day after tomorrow...
  - ... before COB (close of business) today ...



# 請求信範例

---

Dear Marjorie,

I **have just received** a call from customer XYZ asking me for information on his account. **Since** our computer system is broken again, I wonder if you could help me with this. <-背景理由、說明原因

**Could you** let me know how many payments the customer made last month, i.e., from August 1 to August 30? Also, **can you** tell me how many of those payments were over NT\$10,000, and how many were under NT\$10,000? <-交代事情

As I need this information really quickly, **would it be possible** for you to ask someone to bring the printout of this information over to me **ASAP**? I really appreciate it. <-索取資料、處理期限

Thanks for your help.

Best wishes,

Alvin



# 淺談科技論文之撰寫

---



# 科技論文之特徵

---

- Originality
  - 原創性 (是自己寫的)
- Reproducibility
  - 可再現性 (可依樣畫葫蘆做出同樣結果)
- Format
  - 符合一定格式
- Peer review
  - 有大家的評論和建議可讓論文更完善



# Abstract (摘要)

---

- 整篇論文的縮影
- 以英文撰寫，字數約150~250字
- 通常以一個段落完成
- 內容描述包含問題、方法、結果及貢獻
- 不宜含任何未提及的資訊或結論



# IMRD Principle

---

- Introduction (前言)

- 介紹問題內容及重要性
- 做此研究之動機 (motivation)
- 文獻回顧後，應說明我們採取何種新的方式進行研究，將會產生何種成果
- 以例子來說明，較容易讓讀者了解
- 創新的想法



# IMRD Principle

---

- **Materials and Methods** (撰寫材料與方法)
  - 敘述研究所使用的方法並完善說明
  - 需說明選定之方法而不用其他方法的理由
  - 實驗數據太少，會失去其客觀性
  - 必要時提供實驗誤差值



# IMRD Principle

---

- **Results (結果)**

- 概略描述實驗過程
- 指出任何例外或欠缺關聯處，並且說明未解決之問題，實驗結果不符合者，切勿隱瞞
- 比對我們的實驗結果是否和先前發表的成果一致或對立





# IMRD Principle

---

- **Discussion (Conclusion)**

- 討論的目的在於說服讀者，說明研究結果是合理的
- 綜合提出歸納性看法，針對研究不足之處提出建議，提及未來研究方向
- 不分章節，結論與主題呼應
- 強調論文所做的貢獻，以凸顯論文的價值



# 論文寫作之要領

---

- 培養寫作情緒
  - 避免寫作時間短又斷斷續續
- 結構清晰、層次分明
  - 事先要思考文章結構 (骨架)
  - 可先打草稿再動手寫作
- 論述要有邏輯
  - 寫文章前先確立主幹的邏輯論述
  - 句子與句子間要有緊密的銜接關係
- 以讀者為尊
  - 一方面維持自己所要傳遞給讀者的結構、邏輯和論述，另一方面要站在讀者的角度思考，讓讀者循著你的思維前進
- 反覆咀嚼與修改文字



# 論文寫作之要領

---

- 單一動詞比起片語較為正式
  - 例：觀察宜用observe而非look at
- 用字精準，少用模糊或口語化的字詞
- 不要直接稱呼讀者為you
- 盡量使用第三人稱的客觀方式
  - This research (work, study, paper, ...)
- 少使用虛主詞
- 避免隨意使用縮寫



# 學術倫理

---

- Dual publication
  - 不可一稿多投
- Plagiarism
  - 不可以抄襲
- Quote
  - 有引用時要特別註明出處



# 以IEEE格式呈現參考資料

---

- Handbook: Documentation IEEE Style
  - <http://www.ecf.utoronto.ca/~writing/handbook-docum1b.html>
- Sample IEEE Documentation Style for References
  - [http://www.carleton.ca/~nartemev/IEEE\\_style.html](http://www.carleton.ca/~nartemev/IEEE_style.html)
- Electrical Engineering Citation Style
  - <http://www.lehigh.edu/library/footnote/footee.html>

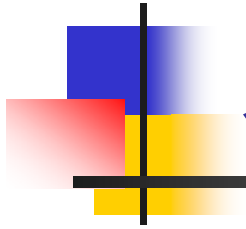


## 參考資料

---

- 如何寫好科技論文,  
<http://www.wretch.cc/blog/allarticle/20459442>
- 李國賓, “科技論文寫作”
- 葉乃嘉, “中英論文寫作綱要與體例”
- 廖柏森, “英文研究論文寫作”
- 張真誠, “撰寫科技研究論文之要領”
- 唐經洲, “如何寫好一份報告/論文”

撰寫論文時可用於連接前後句  
之句首副詞





# 限定表達方式

---

- 簡而言之，具體而言
  - broadly speaking 概括來說
  - generally speaking 一般而言
  - strictly speaking 嚴格地來說
  - intuitively 直觀地
  - specifically 具體來說
  - theoretically 理論上而言





## 換言之

---

- 換句話說~，也就是~
  - in other words 換句話說
  - in another word 換句話說
  - that is/ that is to say 也就是說
  - namely 亦即
  - to put it differently 換個方式說



# 因果關係

---

- 根據 ...
  - therefore 因此
  - hence 因此
  - thus 從而
  - accordingly 於是
  - so 所以



# 因果關係

---

- 結果是~
  - as a result 結果
  - as a consequence 作為結果
  - in consequence 結果
  - so that 結果
  - consequently 因此



## 目的

---

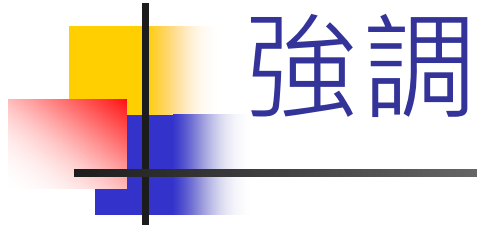
- 為何～，由於...理由
  - for this reason 為此
  - for this purpose 為此



## 強調

---

- 強調敘述、描寫
  - in fact 事實上
  - indeed 真正地
  - surely 當然
  - certainly 確定地
  - specifically 明確地
  - above all 尤其是
  - most importantly 最重要地是



- clearly 顯然地
- interestingly 有趣地
- intriguingly 有趣地
- naturally 理所當然地
- obviously 明顯地



## 舉例

---

- 比方說~
  - for example 例如
  - for instance 例如
  - for actually 實際上
  - in this case 在這個例子中



## 歸結

---

- 由此可以說是 ...
  - in a word 總之
  - all in all 總體來說
  - finally 最後
  - in conclusion 最後
  - in brief (=briefly) 簡言之
  - in short 簡言之、總之





## 歸結

---

- in general 一般而言
- on the whole 基本上
- collectively 全體地
- mainly 總體上



## 表示對比

---

- 但是～，雖然～
  - however 不過
  - although 雖然
- 儘管如此，仍然～
  - nevertheless 然而
  - nonetheless 儘管如此
  - even so 儘管是
  - still 仍然



## 表示對比

---

- 然而另一方面~
  - in contrast 相反地
  - on the contrary 相反地
  - on the other hand 另一方面
  - at the same time 同時
  - otherwise 在其他方面
  - alternatively 另一個選擇
  - relatively 相對地



## 表示例外

---

- 除... 之外
  - moreover 此外
  - furthermore 此外
  - besides 此外
  - also 此外
  - additionally 此外
  - in addition 另外
  - then 另外
  - subsequently 之後



## 其它

---

- 第一~、第二~、最後~、
  - First, ... Secondly,... Finally,...
- currently 最近地
- similarly 相似地



## 參考資料

---

- 英文論文寫作14》連接副詞 Conjunctive Adverbs,  
[http://mag.udn.com/mag/campus/storypage.jsp?f\\_MAIN\\_ID=171&f\\_SUB\\_ID=472&f\\_ART\\_ID=55388](http://mag.udn.com/mag/campus/storypage.jsp?f_MAIN_ID=171&f_SUB_ID=472&f_ART_ID=55388)
- 副詞子句連接詞,  
[http://tw.myblog.yahoo.com/jw!uvuF2ZieGRZJuB4yD\\_bOH6qQO9E-/article?mid=325](http://tw.myblog.yahoo.com/jw!uvuF2ZieGRZJuB4yD_bOH6qQO9E-/article?mid=325)