

学位英语

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基础精讲 14

短文写作



三、解题要领

1. 审题

审题是短文写作的前提,审题审得好,写起来就可以事半功倍。在审题的时候,先从题目要求中分析其包含的内容和信息根据这些信息确定文章属于哪一种体裁。然后抓住题目中的关键词和内在逻辑关系,进一步考虑怎样组织文章的具体结构,合理地谋篇布局,使文章紧扣主题。



三、解题要领

2. 构思

确定好作文的体裁之后,考生要梳理写作思路,列出简单的提纲确定各段写作方法和对应的素材。提纲因人而异,可详可略,不必太过字斟句酌,只要具备轮廓就可以。同时,要做好三件事:安排好层次段落;铺设好过渡;处理好开头和结尾。此外,如何安排每段的内容,如何做好段与段之间的衔接和过渡,都是需要考生勾画好的。



三、解题要领

3. 成文

提纲列好之后,考生需要顺着提纲的思路,动笔完成各个段落。文章一般分为三段:一是开头部分,应开篇点题,对文章要点、核心问题或对某种现象进行描述;二是主体部分,可用一段或两段来写,主要围绕主题展开阐述或论证,可采用举例法、列举法和对比法等;三是结尾部分,要归纳概括全文的内容,重申中心思想或自己的观点,深化主题、首尾呼应,最好要有定的升华,给阅卷老师留下深刻的印象。



三、解题要领



4. 检查

在扩展成文之后,要对文章进行检查复核,这是短文写作的最后一关。在**语篇层面**上,考生需要检查整篇文章内容是否切题,主题是否明确等。在**段落层面**上,考生需要检查段落结构是否完整,上下文是否连贯,段与段之间是否衔接自然等。在**句法层面**上,考生需要检查是否有单词拼写、语法、大小写以及标点符号等方面的错误,主谓是否一致,动词时态和语态的使用是否正确,词汇的搭配是否合乎习惯等。还有就是注意卷面整洁。



四、技巧点拨

在进行短文写作的时候,无论是在整篇文章的结构布局、遣词造句、时态和语态的选择还是标点符号的使用方面,都有一定的技巧可循。以下几点供参考:

1. 在开始动笔之前,先确定文章用第几人称写,基本时态是什么。使用人称时人物不能张冠李戴或指代不明,整篇文章的时态也要尽量保持一致。
2. 在整篇文章中,避免重复用同一单词或词组或只使用两个句式。英语中存在着极为丰富的同义词,在写作中要准确地使用同义词,避免用词重复单调。同时要灵活运用各种句式,如倒装句、强调句、省略句、主从复合句、对比句、分词短语等,使文章句式结构多样化,从而增强文章的可读性。



四、技巧点拨

3. 使用不同长度的句子。如果一个意思用一句话表达不清楚的话,通过分句和合句或用两句、三句来表达,增强句子的连贯性和表现力。

4. 改变句子的开头方式,不要一味地以主、谓、宾、状的顺序进行写作,有时可以把状语置于句首或以分词短语开头等。

5. 注意运用一些固定词组、习语、谚语来代替一些词表达意思,并使用一些特殊句子句型,以增加文采。



四、技巧点拨

6. 恰当使用过渡词,使上下文逻辑连贯,行文流畅。例如:

表示时间顺序: first, first of all, then, afterwards, meanwhile, later, finally, at last...

表示空间顺序: near, next to, far from, in front of, on one side, on the left...

表示递进关系: furthermore, moreover, besides, in addition, then, what's more...

表示转折关系: however, but, nevertheless, after all, instead, in spite of, yet, while...

表示比较关系: compared with, equally, in comparison with, in contrast, on the contrary...



四、技巧点拨

表示因果关系: accordingly, as a result of, because(of), consequently, due to, therefore...

表示选择关系: either...or..., neither...nor..., instead of..., rather than..., not only...but also...

表示总结: to sum up, on the whole, in brief, in a word, to conclude, in conclusion...

表示强调: really, indeed, certainly, surely, truly, above all...

7. 要做到卷面整洁、美观, 尽量不涂改, 给阅卷老师留下良好的第一印象。



五、万能模板

1. 提纲类

(1) 现象解释型

第一段: 描述现象,对现象进行简单说明。

第二段: 分析产生上述现象的各种原因。

第三段:表明自己的观点或建议。

Nowadays, we have witnessed _____. And _____ has always aroused the greatest concern. What impresses us most is _____. There are some reasons accounting for this phenomenon.

Among the various reasons, _____ plays an important role. That is to say, _____. What's more, _____. For example, _____.

As to me, _____. On the one hand, _____. On the other hand, _____. In brief, _____.



五、万能模板

真题回顾：

Directions: You are to write in no less than 120 words on the topic of "Will Robots Take over All Jobs From Human?" You should base your composition on the outline given in Chinese below. Write your essay on the Answer Sheet.

1. 机器人的发展越来越快许多工作将可以由机器人完成;
2. 描述这种趋势,并探讨机器人取代完成一切工作的可能性。

(2018年真题)



五、万能模板

【写作思路】

这是一篇提纲作文，文体为议论文。要求考生简单描述现象：许多原来由人类完成的工作，现在可由机器人来代替，随后围绕机器人“是否会完全取代人类完成一切工作”的话题正面阐述自己的观点，并说明自己的理由。第一段可简单陈述现象；第二段可表明自己的观点，并阐述理由，以支撑自己的观点；第三段总结概括、提出对策等。



五、万能模板

【参考范文】

Will Robots Take over All Jobs From Human?

The fast development of automation technology has been profoundly changing our life. It may just be a matter of time when you get out of your self-driving car, open your door by speaking to it, and sit down to enjoy a supper prepared by your robots.



五、万能模板

As the robots are doing more work that used to be done by human, we can't help wondering whether they will take over all jobs from human. My answer is negative. Why? First of all, getting robots to do all without human intervention is technologically unpractical. Robots could be multi-functional but they are limited by their hardware. Thus, they need a man hand to help direct them toward a specific goal. Secondly, robots without human control may cause social problems. A machine is not a morally responsible agent, so any consequence of its behavior must be borne by the human. Finally, robots are limited in the fields that require complicated communications and innovation abilities.



五、万能模板

So, robots will not take over all the jobs you can do, but they will change the demands and traits of your work. We should prepare ourselves by cultivating our creativity and complex communication, and learning how to work with the robots.



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(2) 问题解决型

第一段: 说明现阶段存在的问题。

第二段: 分析问题产生的原因和可能导致的后果。

第三段: 给出解决问题的方法或建议。



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Nowadays one of the serious problems China is faced with is _____. According to a survey, _____. Therefore, it is clear that _____ has been getting more and more serious.

Take _____ for example. To account for the phenomenon, people have come up with various causes as listed below. On the one hand, _____. On the other hand, _____. There is no doubt that the issue has exerted harmful effects on _____.

Therefore, some measures should be taken to put an end to this problem. To begin with, _____. In addition, _____. Only through these measures can we hope to solve the problem.



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(3) 观点论证型

第一段: 引出话题,发表个人观点。

第二段: 给出论据,论证自己观点。

第三段: 做出总结,重申观点。

In recent years, _____ has aroused wide/ considerable public attention.
Undoubtedly, _____. /There is no doubt that _____.

As is known to us, _____ play (s) an important role in _____. For one thing, _____. For another, _____. Meanwhile, _____.

Considering the above situation, it is high time that we put great emphasis on _____. First of all/ In the first place, _____. Furthermore, _____. Only in this way can we _____.



五、万能模板

真题回顾：

Directions: You are to write in no less than 120 words on the topic of "A Penny Saved Is a Penny Earned" . You should base your composition on the outline given in Chinese below. Write your essay on the Answer Sheet.

1. 你认为一个家庭需要存钱吗?
2. 给出你存或不存的理由;
3. 谈谈你是怎样做的。

(2017年真题)



五、万能模板

【写作思路】

这是一篇提纲作文，文体为议论文。要求考生正面阐述自己的观点：认为一个家庭需不需要存钱，并举例说明自己的理由。第一段可首先分析下人们对存钱这一做法的不同态度，然后表明自己的观点；第二段可阐述自己的理由，以支撑自己的观点；第三段可指出自己关于这一问题所采取的做法。



五、万能模板

【参考范文】

A Penny Saved Is a Penny Earned

As the saying goes, "money is not almighty, but without it you can do nothing." Therefore, we can see the importance of money in our life. Some people treasure it very much and believe "a penny saved is a penny earned", so they save it. However, others think money is important just because they can exchange their money for what they want, and gain immediate pleasures. In my opinion, saving money is necessary for a family.



五、万能模板

First of all, saving money can help us deal with unexpected things in the future, thus giving us more security. What' s more, sometimes saving money can bring us happiness. It allows us to build up a larger sum, so we can then buy something more worthwhile. Even we can use our savings to help those in need.

As for me, I' d like to lead a more secure and happier life, so I have the habit of saving money every single month for unexpected needs. In this way, I will also be able to buy things I truly want but cannot afford right now.



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(4) 对比观点型

第一段: 概述现象, 提出要讨论的主题。

第二段: 分别阐述人们对此现象的不同观点及原因。

第三段: 提出自己的看法并给出理由。

When it comes to _____, people hold different opinions.

Some contend that _____. For one thing, _____. For another, _____. In spite of all these claims, others maintain that _____. They point out that _____. Another instance often cited is that _____.

It's no easy task to find a satisfactory answer to the issue. As for me, there's some truth to both arguments. It's advisable to _____.



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(5) 分析利弊型

第一段: 交代事物现状,引出话题。

第二段: 说明利弊。

第三段:发表自己对现状(或前景)的看法。



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Nowadays, there is a widespread concern over _____. In fact, there are both advantages and disadvantages in _____.

Generally speaking, its advantages can be seen as follows. Firstly, _____. And secondly, _____. Just as a popular saying goes, "Every coin has two sides" , _____ is no exception, and in another word, it still has negative aspects. One of the important disadvantages is that _____. To make matters worse, _____.

To sum up, we should try to bring the advantages of _____ into full play, and reduce the disadvantages to the minimum at the same time. In that case, we will definitely make a better use of the _____.



五、万能模板

真题回顾：

1. Directions: You are to write in no less than 120 words on the topic of "Imagine we stop using our mobile phone for one day" . You should base your composition on the outline given in Chinese below. Write your essay on the Answer Sheet.

现如今人人都有手机。手机很方便,使我们保持与世界的联系...

然而,看手机、用手机占用了我们太多时间...

设想我们停用手机一天,结果会是...

(2019年真题)



五、万能模板

【写作思路】

这是一篇提纲作文，要求考生按照汉语提示写作。文章讨论的话题是“想象我们停用一天手机”。根据提示，可将文章分为三段：第一段写人们普遍使用手机及手机带来的便利；第二段写过度使用手机的弊端；第三段写假如我们一天不用手机会出现的情况。



五、万能模板

【参考范文】

Imagine We Stop Using Our Mobile Phone for One Day

Today, almost every person has a mobile phone and keeps close connection with the world by it. Mobile phones equipped with various apps provide all kinds of service covering almost every aspect of people's daily life.

But on the other hand, many people indulge in staring at their screens and can't stop surfing the internet. They spend so much time on the mobile phone that they even ignore the real world.



五、万能模板

Imagine what would happen if we stop using our mobile phone for one day. Many people would be overwhelmed by feelings of anxiety and panic, because contrary to connecting with the world closely, they know nothing about what is happening outside. Work would have to be postponed, communication delayed, information held up... But if people can handle this situation properly, they can also enjoy a good day, going out with their family, having a face-to-face talk with friends or reading without being disturbed by ring tones.



五、万能模板

真题回顾：

2. Directions: You are to write in no less than 120 words on the topic of "Is It Necessary for Children to Do Housework?" . You should base your composition on the outline given in Chinese below. Write your essay on the Answer Sheet.

现在,为让孩子专心学习,很多家长往往不让他们做家务。结果长大以后,这些孩子连做饭、洗衣服都不会,给生活造成困难。

1. 你认为孩子有必要做家务吗?
2. 为什么?
3. 结合自己的经历谈谈你的看法。

(2016年真题)



五、万能模板

【写作思路】

这是一篇提纲作文，文体为议论文。首先考生应抓住论文的主题，提出自己的观点：家长是否应该让孩子做家务；其次应举例具体说明让孩子做家务和不做家务的好处和坏处；最后应该谈一谈自己的做法。



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【参考范文】

Is It Necessary for Children to Do Housework?

Some parents think that it is necessary and important for students to do some housework. Housework is a kind of physical exercise necessary for mental development. Other parents, however, hold that it is study that is of extreme importance to children. Priority should first and foremost be given to study both at school and at home. Hence children should be exempt from any tedious and time-consuming housework.



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I think students should share some housework with their parents. The reasons are as follows. First, doing some housework can enable the children to have some sense of responsibility. There is a lot of housework in each family. As a member of the family, each one should do his or her share. Since a child is a member of the family, undoubtedly, he is of no exception. In the second place, doing some housework can give children opportunities to get to know their parents better. By doing housework, children will know how hard it is for their parents to go to work everyday while raising a family. They will make even greater efforts in their study later on. Finally, doing some housework can give children a chance to do some physical exercises. Since children have to sit and study most of the time, this is certainly beneficial to their health.

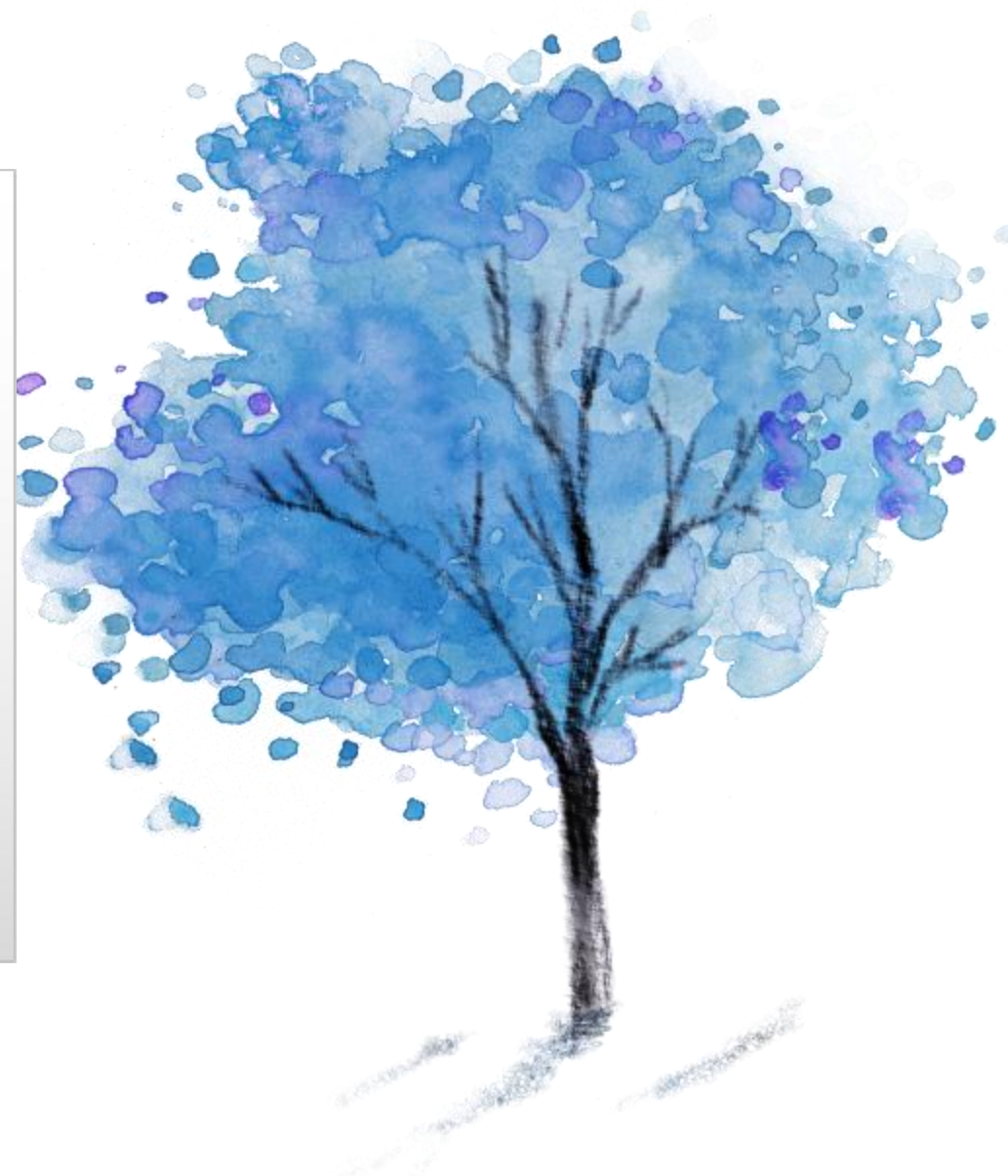


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In light of the above, I strongly recommend that those who are not in the habit of doing housework start doing some right now. Your parents will be pleased and you will learn something from it.

► 请同学们对本次课程做出评价

注：一门课程仅做一次评价哦。



Thank you

主讲教师：李利玲

