



# 英语写作

【通关宝典】

【内部资料】

## 课程介绍

### 一、课程性质

英语写作是英语专业本科阶段一门重要的实践课程，是专科阶段英语写作基础的继续。

### 二、考试题型

| 类型   | 题型     | 数量 | 分值 |
|------|--------|----|----|
| 非选择题 | 段落填充   | 1  | 20 |
|      | 列出文章提纲 | 1  | 20 |
|      | 命题作文   | 1  | 60 |

### 三、考核方式

**第一题：**将“残缺不全”的文章补齐，要求应考生根据所提供文章的一部分，补齐所缺的部分，所缺的部分可以是文章的开头，也可以是文章的结尾，还可以是文章的主体部分。补缺时要求保持文章风格的统一性。

**第二题：**列出提纲，或是列出关键词，或是列出转折词和转折句等，要求应考生在仔细阅读文章的基础上，根据文章内容列出以上项目。

**第三题：**命题作文，命题作文可以是只给出“要求”和“范围”，也可以是给出“要求”和一篇引人深思的短文，要求应考生首先阅读短文，然后在按照要求完成作文，对短文中的观点和现象提出自己的看法并论证自己的观点。

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## 第一章 考试题型分析

### 第一大题 (20 分)

- 1、题目概述：Supply the missing paragraph
- 2、具体要求：The following passage is incomplete with one beginning /body/ concluding paragraph missing. Study the passage carefully and write the missing paragraph in about 100 words. Make sure that your tone and diction are in unity with the passage provided. 所给文章缺少开头，中间或者结尾段落，根据文章内容用大概 100 词写出该缺失段落，使整体风格保持一致。
- 3、文章长度：320—370 words
- 4、文章体裁：exposition (说明文), narration (记叙文)。
- 5、考核重点：记叙文的要素和发展方式及说明文的多种展开方式。

### 第二大题 (20 分)

- 1、题目概述：Write an outline 写出文章框架结构
- 2、具体要求：Read the following passage carefully and compose a "topic outline / sentence outline" for it. 仔细阅读下文并写出主题框架（或者句子概要）。
- 3、文章长度：420—470 words
- 4、提纲类型：在考试中，本题目要求的提纲是我们学过的两类中的其中的一种，即：topic outline or sentence outline。
- 5、考核重点：提纲的书写方法和格式要求。

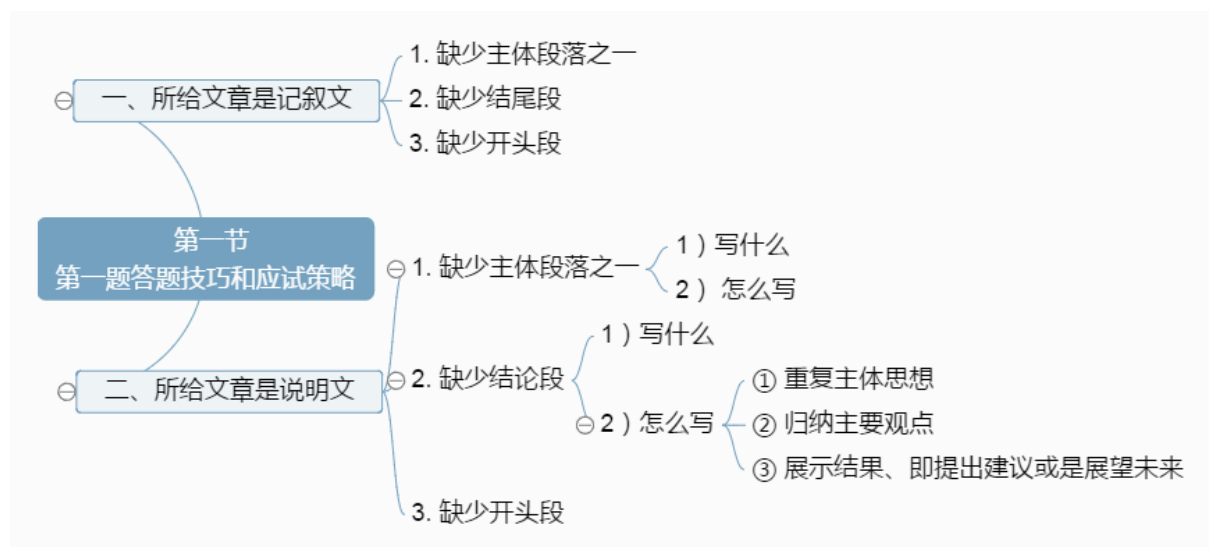
### 第三大题 (60 分)

根据所给材料，或者自拟题目，按照要求写一篇大概 300 单词的文章。

- 1、题目概述：Compose an essay 写一篇论文
- 2、具体要求：According to the materials provided, write an essay 根据所给资料，写一篇文章
- 3、文章长度：About 300 words 大概 300 词
- 4、考核重点：四种英语写作的文体方式在说明文写作中的综合应用。

## 第二章 答题技巧和应试策略

### 第一节 第一题的答题技巧和应试策略



在进入具体的细节讲解之前，我们有必要了解一下本题目的命题目的，从而加深我们对下面内容的理解。本命题旨在考察学生对四种基本写作类型的准确区分和把握，以及学生对四种基本写作类型（特别是说明文和记叙文）的写作特点、结构特点、组织方式和展开方式的把握和运用；同时，本命题也融入了对学生在选词造句、句段衔接等方面的能力的考察。而这些也正是我们在教材《英语写作》当中所学习的重点内容。下面我们就结合教材内容讲解本题的答题程序和技巧。

#### 一、当所给文章是记叙文时

记叙文的两大写作特点（六要素和按时间顺序发展）便是我们答题的突破口。从我们教材中的讲解中，我们知道，一篇完整的记叙文必须具备六大要素，即时间、地点、人物、起因、经过和结果，缺少了任何一个，文章便不完整。同时我们也知道，绝大多数的记叙文是按照时间顺序（chronological order）来安排材料的，中断和颠倒都是不合乎逻辑的。对这两点的准确把握和运用，足以让我们非常出色的完成本命题。另外，记叙文的本质是讲故事，保证故事的完整性也是完成本命题的要害之一。下面，我们通过几段例文进一步的对这种方法进行深入的学习和理解。

#### 1. 当缺省的是主体段落之一时

##### 【例文一】

#### The Stamp Incident

I can never forget the stamp incident which happened when I was a primary school pupil.

My best friend whose nickname was Apple was a stamp-collector. He tried every way to get stamps and spent every penny he had on them. Once he obtained a beautiful or precious stamp, he would be more than happy. I was always his companion in his search for stamps.

One day Apple whispered to me mysteriously that he had found a most wonderful stamp on a letter addressed to our young arithmetic teacher, who was a very pretty and kind-hearted girl. Apple wanted the stamp so badly that the idea of stealing occurred to

him. I was frightened and begged him not to do that. He showed signs of much hesitation, too. Without saying any more words, he left.

That evening he hurried to my home and almost dragged me out of the house to the corner of the street and showed me the letter. It was a man's handwriting. In the letter the man implored our teacher to forgive him and asked her to meet him at the gate of the Shanlin Park at eight that evening. If not, he'd take it that she would never forgive him, and it meant the end of their relationship.

We were completely at a loss. Too frightened to go to the teacher,

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A few days later, our teacher asked Apple to go to her room and gave him many stamps. She told Apple that she once had a friend who was a stamp-collector too, but she has lost him forever, so the stamps she had collected for him were no longer useful. Apple ran to me with stamps in his hand and tears in his eyes. We both cried bitterly. From then on, Apple never collected stamps, neither did I.

在阅读以上例文后，首先我们要判断的是文章缺省了记叙文六要素中的哪一个或是某一个当中的一部分。

下面我们来分析：

**时间**：when I was a primary pupil

**地点**：in my school

**人物**：Apple and I

**起因**：Apple wanted to steal the letter to my teacher for the beautiful stamp

**经过**：stole the letter → found it important → did not know how to deal with → .....

**结果**：from then on, Apple and I never collected stamps

通过以上的分析，我们发现本文章缺省的“经过”当中的一部分，即过程不完整。我们要做的是修补文章发展的过程，使其完整并达到事件发展的高潮。我们应由以下几方面入手：

1) 查找原文在字里行间透露给我们的一些相关信息，以确定其发展方向，使我们的补充部分既在情理之中，又在预料之外，以此来达到最佳效果。就本文而言，我们从 Too frightened to go to the teacher,... 和 ...but she has lost him forever 可以断定，这封信没有及时的到老师手中，至于 Apple 和我是怎样处理的这封信，这里就有我们充分的想象空间，可以使趁着夜色把它悄悄地放回原处，但第二天发现它依然在那里；也可以是我俩当晚去了公园的门口，亲眼目睹了老师男友的焦急等待；也可以是.....

2) 在补充记叙文的“过程”或是其中的一部分时，一定要把事件的发展带入高潮，这就是我们谈到的“既在情理之中，又在预料之外”。

3) 在答题过程中，注意与原文在时间上的衔接，不要颠倒或是中断时间顺序。时间跨度的长短由原文而决定，我们只能遵循而不能违背。同时，要根据原文的过渡词运用特点，适当采用一些表示时间顺序的过渡词，以此来达到与原文的和谐统一。

**Eg.**

after、after a while、afterward、again、also、as long as、at last、at length、at that time、at the same time、before、besides、earlier、eventually、finally、formerly、further、

furthermore、 in addition、 next、 then、 etc

## 2. 当缺省的结尾段时

记叙文不同于说明文和议论文，不是每一篇文章都有一个相对独立而又不可分割和缺少的结论段。就说明文而言，必须有一个结论来总结归纳全文或是与主题思想(thesis statement)遥相呼应；就议论文而言，结论是论点、论据、结论中必不可少的部分；因此，在这两种文体当中，结论段是相对独立却又必不可少的。但是，在记叙文当中，有些文章是可以有结论段的，那就是文中的事件对主人公造成的后果和影响；而有些文章是没有结论段的，随着文中叙述的事件的发展并达到高潮，在保证故事的完整性的前提下，这篇文章就自然而然的结束了。所以，当考题出现缺省结尾的记叙文时，我们就要分情况而论了。下面我们以一篇文章为例，对此进行深入分析。

### 【例文一】

#### My First Train Trip

To tell the truth, my first train hopping experience was really stupid but exciting, not even worth mentioning, but worth being memorized.

It was fourteen years ago. I traveled from my hometown to Beijing for my college dream.

When the train was stationary I climbed in alone, with my parents seeing me off. I was carried by the crowd in the aisle forwards stupidly before I said "good-bye" to my parents, and if not the long wander in the aisle, I hardly failed to find my seat which was not guaranteed along such routes. I tried every effort to steady my luggage and myself so as not to be overthrown.

With the welling-up tears in my eyes, the lump in my throat and the waving hand of both my parents and I, the train was drawn out of the station and taking me away from home.

After I calmed myself down, I began to examine the environment around me. I found I was seated amongst an extended family and near a man with an orange and red duffle bag....

About three hours later, I had to take a walk from my seat to the end of the car where W.C was located. Thanks to the elder sister from Peking University, who picked me out from the crowd, I walked through the aisle successfully, over legs, over luggage, over people, and got the access to W.C....

In the early morning, at a small town, we stopped to add helper units for the climb over the mountains at Badalin. Now, I got the right to enjoy the beautiful scene of the mountain in the sunshine because my stupidity and fright had been driven away by the passed hours....

The train stopped for a long time (30 minutes or more) at a station near Beijing, to cut out the helpers. The car turned warmer and warmer, and I became more and more excited....

My heart gave a leap when I heard the announcement that our train would soon arrive at its destination—Beijing.\_\_\_\_\_.

通过对以上文章的阅读和分析，原文缺省的是故事的结尾部分，即高潮，所以我们续写出高潮部分，保证了故事的完整性，全文也就自然的结束了。如果原文一直写到火车到站及出站的过程和作者的所见所闻，那我们能做的也只有去写“我”从第一次火车旅行中学到了什么以及它对“我”日后生活的影响了。

**以下是给大家的几点建议：**

- A、阅读完后，先去审题，判断故事的完整性。
- B、如果故事完整，就去写一个完整而又独立的结论段，侧重于文中事件造成的后果和其对作者的影响。
- C、如果故事不完整，给出故事一个完美的结尾并将之带入高潮，做到自然结尾。

**【例文二】**

Study the following passage carefully and write a conclusion of about 100 words. Make sure that the tone and vocabulary you use are in unity with the passage provided.

Like the most little girls, I thought it would be very grown up to get my hair done in a beautiful parlor instead of by thy mother or older sister as it had been done for years. I also knew that at a beauty parlor I could get my limp dull hair changed into shining curls, and I wanted curls more than anything. I was positive that blond waves were just what I needed to acquire the maturity of popularity so essential in the third grade.

For a month I cried and badgered my family, promising everything if they would only let me get my hair done as I wished. Finally, after hearing enough of my Whining, my mother gave in and made an appointment for me. I was sure I was on my way to becoming an adorable Shirley Temple.

Things didn't turn out quite the way I imagined. To begin with I was not taken to one of the fashionable beauty houses I had often seen on my way home from school, but rather to the oldest salon in town. Its outdated interior hosted only a few older women getting their thin hair inexpertly teased over their visibly pink scalps. I should have suspected then and there that things would not be the way I dreamed, but still, naive, I waited for my transformation. I sat through my appointment nutmeat never questioning the mass of hair that fell to the floor nor the burning sensation as the rollers were pulled tight against my head. In fact it wasn't until I arrived home that I was able to take a good look in the mirror to see what had happened. Looking back at me was not a reflection of a cute, curly top, but instead a mop of indescribable frizz: the classic example of the overworked permanent.

Needless to say I overreacted and spent the remaining part of the day washing and re-washing my hair to remove the tangled mess. When this did little to improve the situation, I cried hysterically for hours, my head well hidden beneath a pillow. It took a week until I would see anyone without a towel over my head and a month before I could look at someone without feeling that they were making fun of me the minute I turned my back.

参考答案：



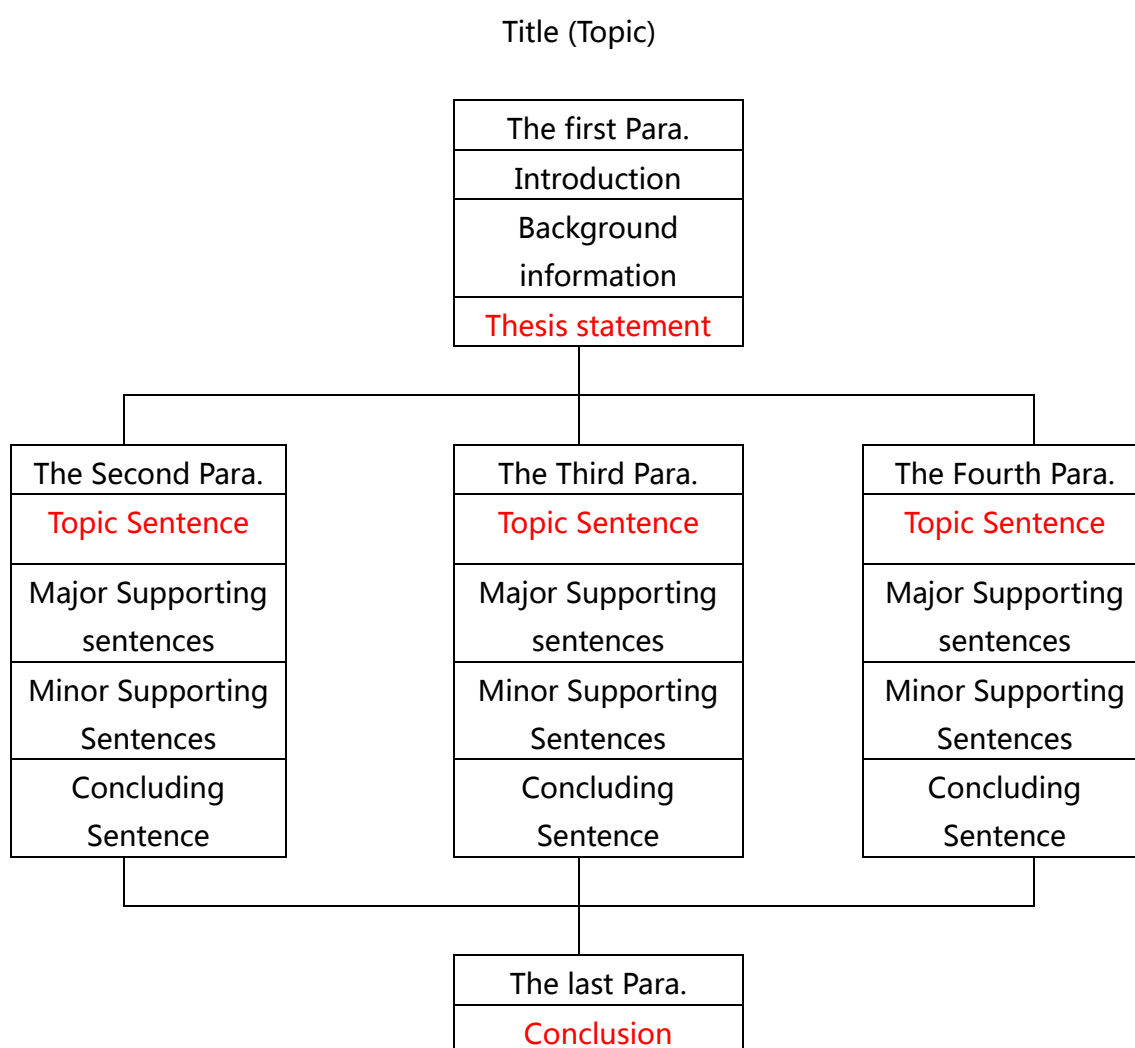
When I think about how silly I behaved, I always laugh. Now it seems easy to accept such small disappointment, but if you had asked me then I would have assured you that nothing could possibly have been worse. In a way I feel that such a fruitless journey to the hairdresser actually helped me a bit further along the road to adulthood since it was a perfect example of a disappointing obstacle that can be improved only by time and patience, and not by tantrums or senseless worrying.

### 3. 缺少开头段

记叙文中不可能缺省开头段落，因为，像时间、地点、人物这些基本要素一般是出现在开头的，缺省后随机性太大。这里就不再详讲。

## 二、当给出的文章是说明文时

在详谈这个问题之前，我们有必要了解一下说明文的一般结构形式及各部分的功能，如下图所示：



从上表中我们可以看出，说明文一般包括三个大的部分，即：开头段、数个主体段（一般为 2-3 段）和结论段；开头段由导入语和主题思想句组成，导入语的功能就在于做铺垫，导出主题思想句；主体段落是对主题思想句的分项分点的详细阐述和说明，每一个主体段落包括一个主题句，数个主

要推展句和数个次要推展句（有时没有）；结论段是对全文的总结和概括，是对主题思想句的强调和深化，是对全文主题思想的升华。

我们考试所涉及的就是补充其中的某一个主体段落或是补充结论段，这也正是我们课本重点讲解的内容。下面，我们就如何有效合理地补写出所需段落作进一步的讲解。

### 1. 当需要我们补写出主体段落之一时

其实，困扰大家的不外乎就两个问题，第一是写什么，第二是怎么写。下面我们就这两个问题展开讨论。

#### 1) 写什么

写什么呢？写该写的！切不可信马由缰。那什么是该写的呢？如果不是很清楚，就找人问问。问谁呢？去问 thesis statement！因为，一个合格的 thesis statement 不但是全文的中心思想句，而且还初步规定和限制了每一个主体段落的大体内容和全文的发展方式。这个问题的本质在于考察学生对 thesis statement 的作用的认识以及学生对文章的 Unity 和 Coherence 的把握。我们通过例文来验证这一点。

#### 【例文一】

2014 年 10 月真题

#### The Job I Would Like to Do after Graduation

After years of industrious yet fruitful study in college, I will graduate and be ready to serve society by taking up my first job. Most of my classmates consider pay as the top priority in choosing a job, but to obtain a job that is intellectually rewarding, creative, and contributive has been my ambition for many years. I believe that this kind of job is worthiest of devotion.

A job that is intellectually rewarding is one that can provide me with opportunities to deal with books every day, and to busy myself with the mystery of mankind and the universe. In a world in which money is very often valued more than anything else, I sometimes feel as if I were pulled by some evil force to the acquisitive society. Therefore, I wish the job I do in the future will be able to keep me from being enslaved by materialism. Good books, I know, will keep me awake. Moreover, a job, which brings me into contact with great minds, will excite my curiosity and fire my imagination. It will lay one question after another in front of me, urging me to seek the answer. Thus, I will always be able to maintain a youthful spirit.

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A contributive job is one that helps to make my country strong and prosperous. I remember my first train journey to the university. On the way I was shocked to see, in some rural areas, the shabby huts that I took for cowsheds but were actually people's dwelling places. Thereafter, these huts flash into my mind from time to time, reminding me of my duty to help those people improve their lives. Therefore, the job which I would like to choose after graduation is not one which promises a bright future for myself only, but one which will help to bring about a better life for many other people.

These are what I would seek in my career. Provide me with a job which bears the above characteristics, and I will dedicate myself to it. I trust that an intellectually rewarding, creative and contributive job will give me the greatest satisfaction.

上文要求我们补写出主体段落当中的第二段（共三段），那么，到底应该写什么，我们通过对文章的分析来确定。

### 分析如下：

主旨句（Thesis statement）：Most of my classmates consider pay as the top priority in choosing a job, but to obtain a job that is intellectually rewarding, creative, and contributive has been my ambition for many years.

第一段主旨句（Topic sentence in the first body paragraph）：A job that is intellectually rewarding is one that can provide me with opportunities to deal with books every day, and to busy myself with the mystery of mankind and the universe.

第二段主旨句（Topic sentence in the second body paragraph）：??

第三段主旨句（Topic sentence in the third body paragraph）：A contributive job is one that helps to make my country strong and prosperous.

总结（Conclusion）：I trust that an intellectually rewarding, creative and contributive job will give me the greatest satisfaction.

通过分析，我们发现，第一主体段主要写的是：A job that is intellectually rewarding；第三主体段主要写的是：A contributive job；第二主体段写什么是再明白不过的了，其主要内容是：A creative job。

### 参考答案：

A creative job is one that respects the ingenuity of man and places human beings above machines. As science and technology progress, computers and robots are more and more widely used. Those mechanical brains of iron and steel are sometimes so clever and skillful that they make me doubt the necessity of man's very existence. Yet a creative job, such as teaching, writing, scientific research, and management, which requires much wisdom and imagination or involves much human interaction and understanding, may well release me from such anxiety. Thus, I will be able to demonstrate my own intelligence and talent.

在另外一些文章的 Thesis statement 当中，没有很明确的给出类似于 A intellectually job, a contributive job, 和 a creative job 的关键词，然而，我们也可以从主题思想句和其它的主体段落中获取足够的有效信息来完成答题。例如：

### 【例文二】

#### What We Want from Sports

Students in our school have one thing in common—an interest in sport. According to their different intentions in taking part in sports, they fall into three groups.

Many students go to the playground when they feel tired after a few hours of study. These students put much more stress on their study efficiency than the fun of sports. They

just want to go back to their classroom from the playground with a clearer and quicker mind. Thus they don't actually care whether they can enjoy themselves on the playground. Most of them chose long-distance running, the kind of exercise which few real sports enthusiasts like. So this group of students can be well labeled as study-oriented participants.

Students who make up the second group are real sports lovers. Sometimes they even put aside their studies for a match. They take part in the sports that interest them most, not caring whether it is most beneficial to their health. They may be called fun-oriented sports participants.

No matter which group we belong to, we all benefit from the sports. If you look around the campus, you will find that bookworms have disappeared, and, instead, there are healthy, strong, clever, modernized students everywhere.

本文当中的 Thesis statement 中是没有包含关键词的,但我们通过对比 Thesis statement 和其它两个主体段落当中的主题句,仍然可发掘出有价值的线索。如下所示

Thesis statement : According to their different intentions in taking part in sports, they fall into **three groups**.

Topic sentence in the first body paragraph: So this group of students can be well labeled as study-oriented participants.

Topic sentence in the second body paragraph: They may be called fun-oriented sports participants.

Topic sentence in the third body paragraph: ?

把 Thesis statement 当中的 **three groups** 和前两个主体段落当中的主题句相比较,我们不难看出第三段中应该写 the third group 是一些什么样的体育爱好者。也许是 beauty-oriented sports participants,或许是 strong body-oriented sports participants,也可能是 colorful life-oriented sports participants 等等。这种类型的考题较前一种而言,给考生自由发挥的空间较为广阔,但不能因此而置原文于不顾,发挥过火,适得其反。

现在就 “写什么” 的问题给出大家几点建议:

- A、仔细阅读,找准 Thesis statement 及其中的关键词。
- B、找出其它主体段落中的主题句,并将之与 Thesis statement 中的关键词进行逐一对比,从而确定缺省段落主题句当中的关键词。
- C、根据已经被确定的关键词,参考其它段落的主题句,写出缺省段落的主题句。
- D、围绕主题句,运用类似于其它主体段落的写作方法,展开缺省段落。

## 2) 怎么写

其实,上面的第四点也正是我们即将要谈的第二个问题,“怎么写”的问题,下面,我们就进入这个问题。

怎么写呢?这个问题的本质在于考察学生对说明文的多种展开方式的认知和运用以及学生驾驭语言本身的能力。我们的教材详尽的讲解了说明文的展开方式,具体有:举例法(exemplification)、进程分析法(process analysis)、分解法和分类法(division & classification)、因果分析法(cause and effect)、对比法或比较法(comparison & contrast),除此之外,还有像列举法(details)、叙述

法(narration)、定义法(definition)、重复法(repetition)等多种展开方式。任何一篇说明文的展开,都是以上某种方式的单一运用或 是几种方式的联合运用。所以,当我们处理“如何写”的问题时,首先要做的是准确判断原文的写作方式和写作特点,以此来保证补写内容与原文的一致与连贯;同时,我们还要分析其它主体段落内部的展开方式和写作特点,并再补写缺省段时加以模仿。这才是我们处理“如何写”的问题的正确途径。下面,我们以几段例文来说明这一点:

### 【例文一】

2015 年 4 月真题

#### The Doubt That Haunts

When most people are asked to produce something creative, they freeze. They panic. They choke. They seize up with self-doubt "Creativity" they say. "Not me!" If you disbelieve this statement, consider how often you try new things in your life. How readily do you try something creative, such as writing, drawing or singing? Most of us believe we can't create and have believed it for so long that the belief has become reality. **People possess a large capacity for self-doubt about their creative ability in terms of writing, drawing, and music.** (关键词) 主题思想句

Writing offers a classic example. **About 90 percent of adults believe they cannot write, although nearly all young children believe they can write. Self-doubt seems to creep in as we grow older.** 主题句一 I witnessed this last year in a college writing class when the instructor asked the students if they ever wrote outside of school. One student raised his hand. When the instructor asked how many students thought of themselves as writers, no students—zero out of twenty—raised a hand. By contrast, a first grade teacher had asked her students the same questions and received quite different responses. Did any first graders write outside of school? Twenty out of twenty-two hands shot up. Did any first graders think of themselves as writers? Twenty-two out of twenty-two hands went up. 举例子 **Plainly, adults are more self-conscious about their creativity than children are.** 总结句

**Drawing is another creative ability that many adults doubt they have.** 主题句二 For instance, at a recent family party I suggested we play "Pictionary", which involves drawing clues for secret words. "Absolutely not!" my family said. "We can't draw." The interesting part, however, is that we played "Pictionary" and had a wonderful time with some very creative drawings. 举例子 **This experience showed me that people often doubt they can be creative because they haven't tried.** 总结句

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Self-doubt about creativity in areas such as writing, drawing, or music seems nearly universal among adults. It seems probable, however, that almost all adults have the capacity for creativity in those areas. People all have the potential to be creative and would be able to express their creative side as long as they try. What keeps people from being creative? In my opinion, people are afraid of looking inept, so they hesitate to try creative things. If people would learn to do things to please themselves rather than to please others,

maybe their doubts would disappear. **结论段**

从分析中我们可得知全文的展开方式是分类法(classification), 把人们对自己的创造力的怀疑主要表现为三大类, 并在每一个主体段落中对其中的一类进行详细阐述。我们在补全缺省段落的时候, 应该充分注意这个一致性, 即所写内容也是对其中某一类的详尽阐述, 以确保所写内容与原文载写作方法上的一致和连贯。同时, 我们也得知在原文的第一、三主体段落中, 作者是用举例 (developed by examples) 的方法来进一步对主题句进行详细阐述的, 所以我们在完成题目是应该效仿这种推展方法, 用举例的方式完成缺省段, 以此来保证各个主体段落中的写作方法的一致。

### 参考答案:

Self-doubt about musical ability is also common. For example, at sporting events where the national anthem is sung, many people just mouth or whisper the words, even though in such a crowd their individual voices would not be heard. Recently, however, I was at a football game when the electricity failed and the tape-recorded national anthem could not be played. The crowd sang without accompaniment and sounded pretty good, though nearly all of them were convinced that they couldn't "carry a tune in a bucket". Obviously many people doubt they can be creative because they fear the results will not be perfect.

### 【例文二】

2011 年真题

#### To Change or Not to Change?

In the modern workplace there is no longer the attitude that "a job is for life". Nowadays, many people take the option to change jobs, while others prefer not to. **In my opinion, there are both good and bad points of the above attitudes. 主题思想句**

**不换工作的好处 1、** One of the main benefits of staying in one job is security. Changing an employer often means a period of instability, where one may have to think about moving house, or temporarily losing a steady source of income. Staying in one job means these problems are avoided. **不换工作的好处 2、** Another benefit of not changing an occupation is that one is able to gain a lot of experience and expertise in his specific profession, thus enhancing job security. One's company may recognize his loyalty and reward his service. On the other hand, those who often change jobs may be seen as unreliable and lacking in experience; thus employers might be reluctant to hire and invest training in them. **不换工作的好处**

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Overall, it can be said that the disadvantages of changing jobs are the advantages of staying put, and vice versa. In my opinion, changing jobs every once in a while is of more benefit.

### 归纳总结主体段落的主要内容并呼应主题思想句

根据文章的题目和主题思想句, 文章主要讲的是两方面的内容, 即换工作和不换工作的好处, 全文是采用对比法(contrast)展开的, 缺省段落中应该写 另一主体段落的相反方面, 即换工作的好



处，这才与全文的写作方法相吻合。同时我们也注意到，在另外一个主体段中，作者是采用了列举法(details)来展开主题句的，在补写时，这种方法当然是最有效的。

### 参考答案：

However, there are arguments in favor of changing jobs frequently. 换工作的好处 1、One is that a worker improves his employability. Working in several different jobs often means that the individual has more skills. Such people are seen as more dynamic and versatile. 换工作的好处 2、Another benefit of changing jobs frequently is that one never gets stuck in a rut. From my own experience, I got bored when I spent too long in a job. Following this, the quality of my work would suffer. I also believe that employers generally don't tend to greatly reward loyalty or commitment. Increased wages and promotion are often easier to attain by changing jobs.

### 通过对以上两篇文章的分析，我们给大家归纳几点建议

- A、分析全文的展开方式，以保证所写内容与全文融为一体。
- B、分析其它主体段落的推展方式，并在答题时加以效仿，以保证段落之间的融洽与和谐。
- C、在不得不运用一些较为复杂的展开方式时，要注意具体方式的选择。如：对比较法(comparison)的两个具体方式( point-by-point comparison and subject-by subject comparison )的选择，这很大程度上是由其它主体段落的推展方式决定的。

## 2. 当需要我们补写出结论段时

写文章的结论段要比写任何一段主体段都容易，因为全文的大多数我们已经尽收眼底，在这种情况下总结出一个合乎情理的结论来，应该不是么难事。那结论段中应该写什么呢？

### 1) 写什么？

确切地说，结论段的作用就是概括全文内容，进一步强调或肯定文章的中心思想，使读者加深印象；有时也用于展望未来，提出今后方向或令人深思的问题给读者留下回味和思考的余地。而结论段的写作，也正是根据前文的内容和特点，选择最为合适的方法来达到最为理想的目的。

但是，如何才能写好结论段呢？下面就介绍几种写结尾段最常用的方法：

### 2) 怎么写？

在明确了结论段的特点和功能后，我们再来看在日常和应试写作中，结论段的写作方法。

#### ① Restating the thesis statement ( 重复主题思想 )

在文章开头阐明的中心思想或主题句上，达到再次肯定和强调的效果。

首先值得一提的是，采用这种方法时，我们重复的是主题中的思想和内容，并不是仅仅简单地照搬照抄其结构和内容。也就是说，我们在操作的过程中，是不受主题思想句的句式结构和表达方式的限制的。其次，我们也应该知道，用这种方法写出来的句子，只是结论段当中的中心部分，离题目要求的 100 单词还差很远，还需要我们去充实和扩展。另外，在主题思想句中包含着限制主体段落发展的关键词的文章较为适合采用此种方式。举例如下：

#### Eg 1:

Topic: The Popularity of Sports

Thesis: Sports and games are not only the **source of the strong body and strong mind**, but also the **components of happy life and happy work**.

**解析：**

在 Thesis 中包含了四组关键词，即 **source of the strong body**、**source of the strong mind**、**components of happy life**、**and components of happy work**。我们要做的就是，用另外的表达方式和句式结构来重述主题思想句的内容和精神，并且要包含关键词的精髓。试看下面的表达：

**Conclusion:**

It is no wonder that sports and games give us **strength** and **energy** to make the **life** colorful, as well as the **work** meaningful. With all these benefits, the popularity of the sports is inevitable.

结论当中的四个词与主题思想句当中的关键词遥相呼应，既重申了主题思想，起到了深化主题的作用，又不显得单调和乏味，没有重复累赘之感。

**Eg 2:**

Topic: How to Choose the Major

Thesis: In choosing a major, a student has to consider various factors, such as **personal interests, job opportunity and the availability of the training**.

**解析：**

在上面的主题思想句中，作者给出了选专业时要考虑的三个基本要素，我们再对此进行深化结尾的时候，也要充分考虑这三点，试看：

**Conclusion:**

Nobody can deny the influence of these factors on our major-choosing, and everybody knows that **personal interests** will stimulate our eagerness for more knowledge, which makes us out of the successful in the coming years; at the same time, a well-chosen major will provide us numerous **opportunities** to own a rewarding job, and an **available training** in the college will encourage your contribution to the nation as well as the society. So, understanding the things that concerns with our major-choosing, as students, serves us with success and happiness.

作者在结论段中重现了主题思想当中的关键词，但采用的是不同的表达方式，既强调了主题思想，又与原文浑然一体，丝毫没有割裂的感觉。

**②Summarizing the main points ( 归纳主要观点 )：**

做出结论 文章最后用几句话概括全文的主要观点，并进一步肯定文章的中心思想或作者的观点。

首先，主要观点指的是文中主体段落中的主题句所表达的观点的总和，集中体现在每一个主题句中的关键词上。其次，如果文章的主题思想句中只体现了全文的展开方式，而没有规定具体的展开内容，即主题思想句中并没有较为具体的关键词，这种方法较为适用。试看：

**Eg 1:**

Thesis: There are more disadvantages than advantages in the use of TV.



没有具体的关键词，只有一个模糊概念：**disadvantages**

**Main points:**

- a) Be bad for eyes
- b) Waste time
- c) Misguide the reality

以上三点是各个主体段落当中的主题句中的关键词组，都属于 disadvantages of TV，确保与主题思想的和谐统一。

**Conclusion:**

On the whole there are more disadvantages than advantages in the use of TV. It is really an **eyesight-killer, time-consumer and life-distorter**. Yet different people may have different attitude toward TV. But we must realize that television in itself is neither good nor bad. Its value to people and society depends on how we make use of it.

结论段中的三个合成名词把全文的主要观点有机而又巧妙的归纳到了一起，给读者以总结的感觉，符合说明文的结尾方式。

**Eg 2:**

**Thesis:** When asked about the ambitions after graduation, A lot of students prefer getting the further study to applying for a job, and it is estimated that more than 60% senior students have the tendency of accepting the graduate education for the **following reasons**.  
模糊的关键词

**Main points:**

- a) some of them want to lead a better life.
- b) Some of them are forced by the job opportunity in the future.
- c) Some of them want to get more knowledge to reach their goals.

主要观点都是想接受本科后教育的原因，与 **reasons** 相一致

**Conclusion 1:**

The enthusiasm in graduate studies is caused by the **wish for the better life, the pressure of challenge from job** and **the motivation to accomplish one' s goal**. It is shaped by the society, but, in return, it also helps to shape and benefit the society.

Conclusion 2: Whether attracted by **colorful life** or forced by **jobs** or pushed by **eagerness** for more knowledge, those who devote themselves to graduate study should be praised, because they may form a strong intellectual power in building our country and will symbolize the rising of our national education.

由以上两段中，我们可知即使是采用同一种方法为同一篇文章做结论段，形式也可以是多样的，我们在形式上可以不拘一格，但在思想内容上务必与原文保持一致。

**③ Showing a result (展示结果、即提出建议或是展望未来)**

告诉读者，如果按照（或不按照）文章的建议去做，将会出现什么样的结果（提出建议法），或是向读者发出号召和期待，并设想未来（展望未来法），这样，既可升华主题，又寄希望于读者，是一种较为有效的结尾方式。我们应当试着应用于我们的习作当中。

**Eg:**

**Thesis:** Eating and reading are different completely, but they **are quite similar in some ways by nature.**

**Main viewpoints:**

- a) To keep ourselves alive, we need eating. When we eat, we should regard eating as a pleasant enjoyment but not a passive acceptance for the sake of health.
- b) To enrich our mind, we need reading. When we read, we should consider it as a pleasure instead of a burden.

**Conclusion:**

Either eating or reading needs our sensibility, **so please eat sensibly and read sensibly to give yourself a strong body and a healthy mind.** 提出建议

此种结尾方式常用的句式结构为：条件从句 + 此条件下的结果，如：If no quick actions are taken to prevent fresh water from being wasted and polluted, it is needless to say that the last drop of water on the earth will be human's tears.

尽管在完成说明文的结论段是还有多种其它方法，如：引用谚语法、渐入高潮法、反问读者法等，但我们以上介绍的三种是运用最为广泛的，基本上能满足各种说明文结尾的需要。所以，大家只要掌握了其中的精髓，就能写出一个令读者和自己都满意的结论段来。

以下题为例，大家不妨在这篇文章上检验一下我们的方法

**Manners Are Important**

As one looks about, it becomes very easy to conclude that good manners seem to be a thing of the past. More and more people seem to be discourteous to one another, more indicative of a "survival of the fittest" attitude than of living in a civilized society. Although much of what was considered good manners at the turn of the last century may no longer be appropriate, common courtesy and acceptable behavior are still necessary to make life pleasant, especially as our cities become more and more crowded. **Although common courtesy is the underlying framework, good manners are manifested in two distinct areas, business and social relationships.**

The world of business has become increasingly impersonal over the years. The fast development of computers has removed the personal touch from many business dealings. It is not uncommon, when phoning a company, to get a recorded message telling us which number to press. When we finally do get a live person on the other end, he often seems uncaring. Good business sense would dictate the importance of getting back to the personal touch. The speaker should identify himself by name to the caller and make every effort to be courteous and helpful. Above all, he should take great pains to assure the call is not disconnected. In addition, he should make certain that the caller is connected to his party and not kept waiting long while listening to canned music. **Good manners will assure happy, loyal customers.**

**Good manners are, perhaps, most frequently associated with social relationships.** Unfortunately, here again they seem to be in decline. Giving up one's seat on a crowded bus to an elderly person, a pregnant woman, or an obviously tired person seems to be a

thing of the past. People also seem to have forgotten how to behave as an audience. It is not uncommon to see people putting their feet up on the seats in front of them or talking loudly during a movie or play. Even restaurants are not immune from the lack of good manners. Young parents do not seem to care that their children are roaming throughout the restaurant or are crying and disturbing the other guests. These examples touch only the surface of the rapid decline of good manners.

#### 重复主题思想法

Despite of the decline of the good manners, they show both the inside and outside of man. **They are the first step and the underlying factors of success in business and social relationships.** Since we are all creatures in the same society, there is a responsibility for us to keep and develop the good manners go forwards.

#### 归纳主要观点法

Although some people deny that the decline of good manners is becoming a black sheep in our moral world inevitably, it carries a far-reaching **bad influence to the business management and social relationship. It keeps the businessman away from their customers, as well as the common people out of the door of social communication.**

#### 提出建议展望未来法

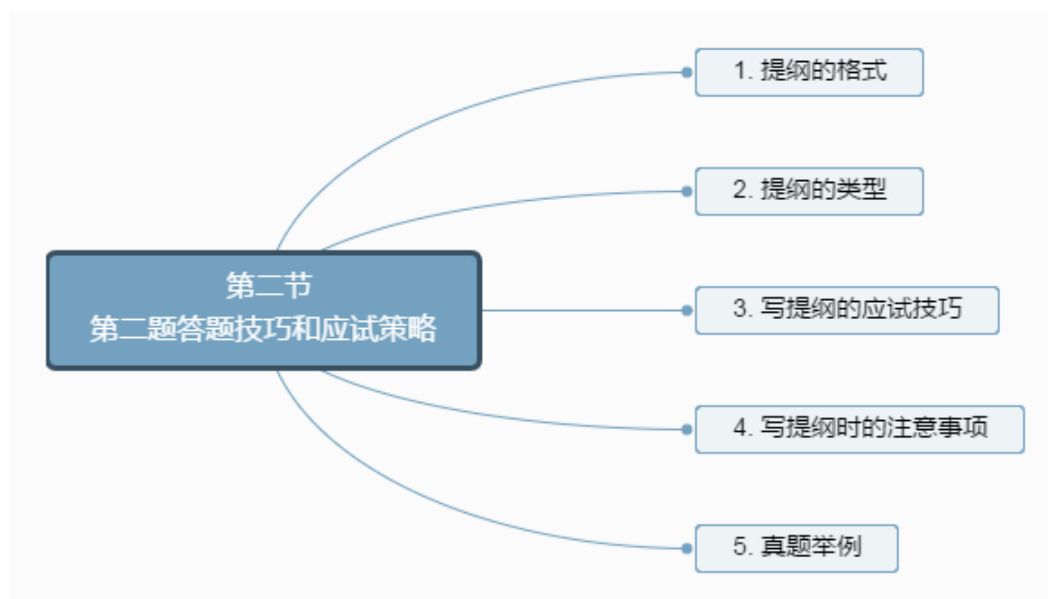
Anyhow, whether good manners continue declining or not, one thing is certain, that is good manners can never be out of date, but essential part of life. **If everyone could care much about good manners in daily life, what a more pleasant life atmosphere we would create for ourselves and for everyone around you.**

以上是我们对同一篇文章用不同方法的结尾的中心部分，还不是一个完整的结论段，还需要补充和扩展。同时，大家也要注意，在写结论段时，最好也能用一些表示归纳总结的过渡词，如：as a result, accordingly, as far as I am concerned, as mentioned (concerned, discussed) above, consequently, in short, in conclusion, in brief, in a word, in general, in summary, on the whole, to sum up, to summarize, to conclude, therefore, thus, taken as a whole, 等等

### 3. 缺省开头段

在历年考试中，没有出现缺省开头段的题型，所以我们这里不作详解。但提醒大家一句，一旦出现，也不必慌张，用我们完成结论段的方法再加上一个导入语，就是一个完美的开头段。即从原文的结论段和主体段中寻求有用信息，从而归纳总结出主题思想，加上导入语，成为开头段。

## 第二节 第二题的答题技巧和应试策略



本题目旨在考察学生建立在其阅读能力上的分析，归纳和总结的能力，同时也在考察学生对各种文体（特别是说明文）在结构上的把握能力。这些都是对英语写作理论的简单运用的考察。虽说是简单，但要拿到高分，

得下一番功夫，掌握一些技巧。下面，我们就提纲的问题进行讲解：

### 1. 提纲的格式

一个完整的提纲由三大部分组成，即 Topic, Thesis, Outline，而第三部分又是其主要部分，下面，我们以一个模版提纲来说明相关问题：

Topic : XXXXXXXXXXXXXXXX

Thesis : XXXX XXXX XXXXXX XXXXXXXX XXX XXXX

Outline :

I. XXXXXXXXXXXX XXXXXXXXXXXX ( main idea 1 )

A. XXXXXXXXXXXX XXXXXX XX (sub-idea 1)

1. XXX XXXX XXXXXX (supporting detail 1)

a. XXX XX XXX (fact 1)

b. XXX XX XXX (fact 2)

2. XXXX XXX XXXXXX (supporting detail 2)

B. XXXXXX XXXXXXXX XXXXXX XXXXXXXX (sub-idea 2)

1.

2.

3.

C.

II. XXXXXXXX XXXXXXXX XXXXXXXX XXXXXX ( main idea 2 )

A.

B.

III. XXXXXX XXXXXX XXXXXXXX XXXXXXXX (main idea 3)

IV . Conclusion: XXXXX XXXXXXXX XXXX XXX

A、书面格式：先写什么，后写什么，往什么位置写

B、层次标号：第一层关系用罗马数字，第二层用大写英文字母，第三层用阿拉伯数字，第四层用小写的英文字母，一般情况下，不得颠倒和调换。

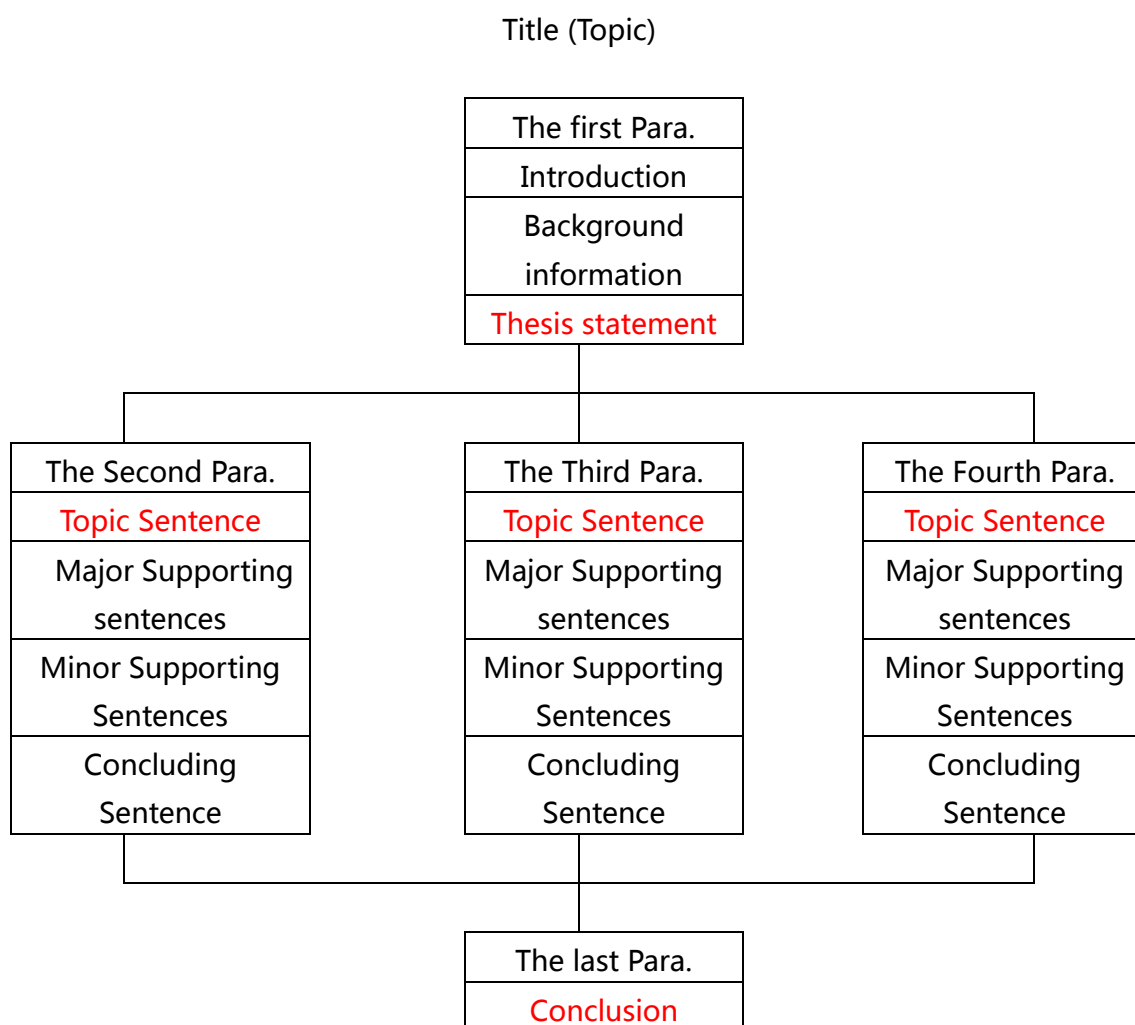
C、提纲有简有繁，在保证正确的前提下，可以往复杂写，但最简单的提纲要至少写出两层关系，即 **main ideas** and **sub-ideas**。

## 2. 提纲的类型

一般来讲，提纲有两种常见类型，即 Topic outline 和 Sentence outline。前者是指用文中的关键词和短语（Thesis 除外）组成的提纲，而后者则指用主谓结构俱全的句子组成的提纲。比较而言，前者较难把握。

## 3. 写提纲时的应试技巧

其实，提纲的层次结构与说明文的段落间及段落内部的结构是——对应的。



- ① 文章的题目对应提纲的 Topic 的内容
- ② 文章的主题思想句对应提纲中的 Thesis
- ③ 文章各个主体段落中的主题句对应提纲中的各个 Main idea
- ④ 文章中每一个主体段中的主要推展句对应提纲中相应的 Main idea 下面的 sub-ideas
- ⑤ 文章中每一个主体段之下的每一个主要推展句下的次要推展句对应提纲中的 supporting details
- ⑥ 文章的结论段对应的是提纲中的 Conclusion

对这些——对应的考察也正是命题的目的。所以我们在答题时，首先要做的是找出文章的主题思想句、各主体段的主题句、各主体段中的主要推展句和次要推展句。然后，将其浓缩，对号入座，写入提纲，便大功告成！

#### 4. 写提纲时的注意事项

1) 有 1 必有 2，有 A 必有 B，指在提纲的各个层次中不可以只出现唯一的 Main idea 或是 Sub-idea

2) 避免在同一提纲当中同时使用句子和短语关键词，即在 Sentence outline 中不可以出现作为关键词的短语或单词，反之亦然。

3) 切记，提纲中 Thesis 的内容永远使用完整的句子来表达的，即便是在 Topic outline 中，并且，这个句子永远是陈述句，不要用疑问句、感叹句或是祈使句来填充这这一位置

#### 5. 真题举例

以下给出第二部分的例子：2015 年 4 月真题

II. Write an outline (20 points)

Read the following passage carefully and compose a "topic outline" for it.

##### E-Wastes

The past few decades have witnessed amazing advancement in technology, especially in the field of electronics. Despite the remarkable facilities offered by these advances, they have given birth to a new type of hazardous waste, called e-waste. E-waste, containing numerous poisonous wastes, makes hazardous impacts and renders recycling problems.

Electronic waste, or e-waste, is any broken or unwanted electronic device or appliance; sometimes, it is also called WEEE—waste from electrical and electronic equipment. Discarded computers, monitors, televisions, printers, scanners, fax machines, mice, keyboards, CD players, digital cameras, walkie-talkies and cell phones form the major chunk of e-waste.

It has been estimated that around 50 million tons of electronic products are discarded annually around the world. Most of the electronic wastes are produced by developed nations, which are later exported to developing countries for disposal. Since the government regulations are absent or are not enforced in these third world countries, the used electronic products are often easily accessible to the general public, who are exposed to health hazards associated with e-wastes.

The primary concern with e-wastes is the hazardous content they carry. Studies

indicate that more than 1000 chemicals including PVC plastics and various types of gases are used for manufacturing electronic products and their components. For instance, computer monitors typically contain lead, a heavy metal known for causing brain damage among children.

Similar to monitors, flat panel TVs contain large amounts of mercury, which is likely to cause cancer. Switches and batteries contain cadmium (镉) and nickel, which are harmful to humans, animals and plants. Metal housing and joints, often coated with chromium corrosion protector (镀铬防护层), cause damage to liver and kidney. Similarly, beryllium (铍) dust generated from relays, connectors and motherboards are highly poisonous to humans.

The waste management of electronic appliances is complicated, primarily because most of the countries are not able to recycle more than 20 percent of the e-waste they generate. The leading reason for this low rate of recycling is the lack of information and initiative on part of the consumers. In addition, in many parts of the world, tons of electronic waste is discarded in illegal dump sites, where no waste monitoring system exists.

The extensive variety of the materials involved in electronic appliances also makes the sorting tedious, thereby rendering the e-waste recycling business less effective. The problem can only be resolved by adopting improved recycling solutions and generating public drive for e-waste recycling.

E-waste represents one of the most diverse mixtures of the waste categories. Increasing at an alarming rate, e-wastes pose serious health hazards to humans and wild life. Consumer awareness and commitment are necessary for controlling the problem. Technological advances such as clean computers and appliances are also beneficial since they can address the problem at root.

参考答案：

#### I. Introduction: (Paragraph 1)

A. Technology advancement and birth of e-waste

B. Thesis: E-waste makes hazardous impacts and renders recycling problems.

#### II. E-waste and its current situation (Paragraph 2-3)

A. Definition: broken or unwanted electronic device or appliance

B. Disposal of e-waste threatening developing countries

#### III. Hazardous content of e-waste (Paragraph 2-3)

#### IV. Problems with e-wastes management (Paragraph 6-7)

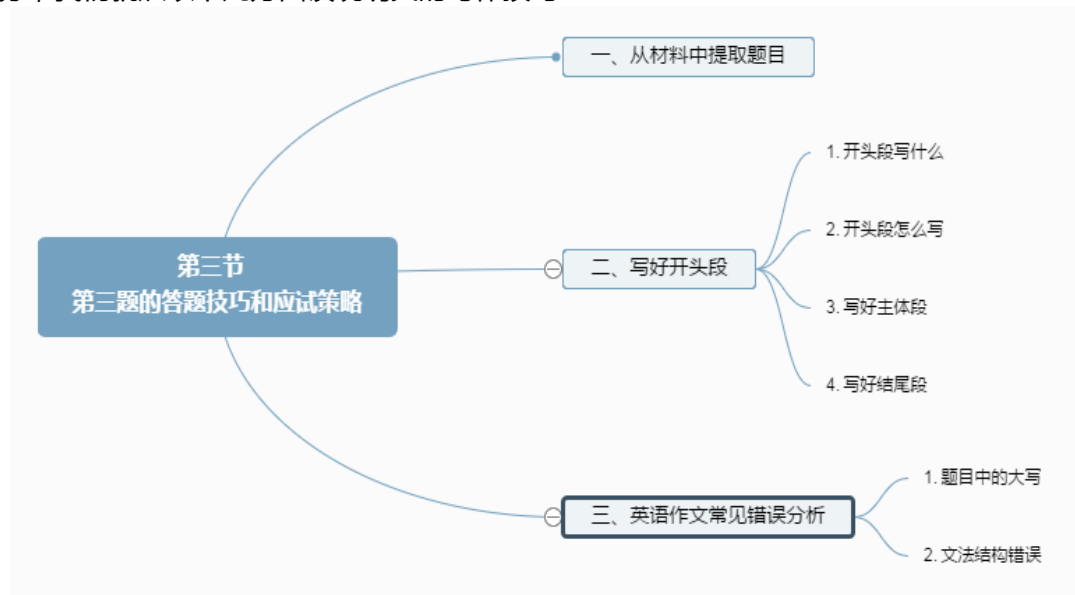
A. Low rate of recycling and its reason

B. Less effective sorting and the ways to resolve the problem

#### V. Conclusion: Need for consumer awareness and clean appliances (Paragraph 8)

### 第三节 第三题的答题技巧和应试策略

第三题是整套试卷中难度最大、分值最重的部分，它考察的是学生对英语写作理论的综合运用能力。从历年考题看，说明文的写作是考察的重中之重，这与说明文在教材当中的地位是一致的。在这部分，我们就从以下几方面谈说明文的写作技巧



#### 一、从材料中提取题目

在历年的考题中，作文都从来没有给出过题目，都是所谓的材料文，那么，从有限的材料中提取出一个合理、有效且能够吸引读者注意力的题目，就显得尤为重要。下面我们介绍提取题目时的几项指导原则：

1. 贴近材料原则，题目源于材料，却又高于材料，是材料的浓缩于精华
2. 短语优先原则，简洁、明了且表达力极强的短语是题目的首选
3. 小范围、窄涵盖原则，小范围、窄涵盖的题目有利于用最少的笔墨导出文的主题思想
4. “两拳头打人”原则（只适用于应试作文），避免离题，留条后路

下面，我们以真题为例，来检验以上原则

#### 例 1：

Teachers pay little attention to those school failures, assuming that academic failure means failure in everything. What do you think of this attitude? Write a short argumentative essay (about 300 words) explaining your view.—2001

#### 参考作文题目：

All Road Lead to Rome

School Failures Need More Care From Teacher

Once Failed, Always Fail

#### 例 2：

With the increasing popularity of the Internet, someone says, “The more friends you get on line, the fewer friends you will have around you.” Write an expository essay (about 300



words) expressing your views on the statement.—2002

### 参考作文题目：

True Friend Are Always Surrounded by His Friends

A Friend in Need Is a Friend Indeed

More Pay and More Gain in Friendship

The Really Source of Friendship

### 例 3：

More and more college students are now renting apartments outside campus instead of living in students' dorms. Write a 300-word expository essay about your preference and reasons.—2005

### 参考作文题目：

Where Should We Live, Apartment or Dorms

Find Your Own Living Space

Living in Campus or Outside

## 二、写好开头段

开头段是全文的门面，Well beginning is half done! 好的开头段可以吸引读者，提升读者的兴趣和文章的质量

### 1. 开头段写什么

说明文的开头段由两部分组成 Introduction (介绍) 和 thesis statement (主题句)，这两部分紧密相连，却又自成一体，各自起着自己的作用

Introduction 的作用：① 缩小话题；② 提供话题相关信息；③ 引出主题；④ 引起读者注意

thesis statement 的作用：① 说明文章的目的或文章的构思，是对文章的一句话总结。② 陈述作者的态度或观点；③ 包括文章的构思或者主题段落的中心话题。

### 2. 开头段怎样写

1) 介绍部分怎样写 (The ways of composing the introduction)

根据 introduction 的特点，开篇写作时要兼顾到优美性、与题目的关联性、对主题思想的导入性和自身的流畅性，下面，我们介绍几种常用的开头方式：

#### a. A Quotation (引用)

我们可以引用名言警句来导出主题思想句。

例如：As an old saying goes / said: "Time and tide wait for no man." It is true. However, I always wish the lost time could come back again. So very often I wish I were a freshman again. If I were a freshman, I would do everything once again in my expected ways.

#### b. Contrast and Comparison (对比)

先提出一个大众化的，或是过时的观点，后接不同意见来导出主题思想句

例如：To the general public, the freshmen should be escorted by their families to the university on the enrollment day. But in my opinion, it's time for the freshmen to learn to be adults. Parents should stop treating them as children because they have to learn to live by

themselves in the future.

例如：For years, (education) had been viewed as (teacher-centered activity), but now (this rule has been always challenged by the reality).

### c. Description

Description of a phenomenon

描述一种现象，再去分析造成此现象的原因或是此现象导致的后果，分析的过程就是文章的主体部分。例如：

Recently, the phenomenon has aroused wide concern, (-----)

Recently, the problem has been brought into focus (-----)

Many nations have been faced with the problem (-----)

One of the searching questions facing our world is (-----)

In recent years, there is a sudden increase (-----)

Any visitor to this city would be surprised (-----)

#### 2) 主题句部分怎么写 (The ways of composing thesis statement)

根据主题思想句的特点和功能，我们写出的主题思想句必须是具体的，有着高度概括性的，能够指导全文展开的，包含主体段落关键词的句子。下面我们通过对比来说明这个问题：

例 1：Graduate study becomes more and more popular.

The number of students who devoted themselves to graduate studies is increasing year by year, and several factors contribute to this phenomenon. **Some of them are forced by job opportunity; some of them are pushed by the eagerness for more knowledge ; and some of them are attracted by better life. :**

例 2：Friendship is a wonderful thing.

Friendship serves many functions in the journey of the life; **it is both a source of pleasure and a component of good health.**

例 3：In choosing the major, a student must be cautious.

In choosing the major, a student has to consider various factors, such as personal interests, job opportunities and the availability of the training.

例 4：Living in an apartment for the first time can teach you a lot.

By living in an apartment, a freshman can learn valuable lessons in **financial planning and time arrangement.**

### 3. 写好主体段

这些段落是文章的主体部分，也是文章成败的关键，在这些段落中，我们不但要做到语言流畅，过渡自然，而且要内容充实，结构合理。具体要求如下：

#### 1) Unity 统一性

一个段落内的各个句子必须从属于一个中心，任何游离于中心思想之外的句子都是不可取的。这个中心就是各段的主题句，卷面上如果这种句子多了，造成偏题或离题，那问题就更严重了。

#### 2) Coherence 连贯性

连贯性包括意连和形连两个方面，前者指的是内在的逻辑性，后者指的是使用转换词语。当然这两者常常是不可分割的。只有形连而没有意连，句子之间就没有内在的有机的联系；反之，只有

意连而没有形连，有时行文就不够流畅。

### ① 意连

段落中句子的排列应遵循一定的次序，不能想到什么就写什么。如果在下笔之前没有构思，边写边想，写写停停，那就写不出一气呵成的好文章来。下面介绍几种常见的排列方式。

- a. 按时间先后排列(chronological arrangement)
- b. 按位置远近排列(spatial arrangement)。
- c. 按逻辑关系排列 (logical arrangement)
- d. 按重要性顺序排列(arrangement in order of importance)
- e. 由一般到特殊排列 ( general-to-specific arrangement )
- f. 由特殊到一般排列(specific-to-general arrangement)

### ② 形连

行文的逻辑性常常要靠适当的转换词语及其他手段来实现。请读下面这一段文字并找出文中用以承上启下的词语：一个段落里如果没有 transitions 也就很难有 coherence 了。

**例：**

Speaking and writing are different in many ways. Speech depends on sounds. Writing uses written symbols. Speech developed about 500 000 years ago. Written language is a recent development. **It** was invented only about six thousand years ago. Speech is usually informal. The word choice of writing is often relatively formal. Pronunciation and accent often tell where the speaker is from. Pronunciation and accent are ignored in writing. A standard diction and spelling system prevails in the written language of most countries. Speech relies on gesture, loudness, and rise and fall of the voice. Writing lacks gesture, loudness and the rise and fall of the voice. Careful speakers and writers are aware of the differences.

本段中除了第 6 句开头出现一个起过渡作用的 " it " 之外，没有使用其他的过渡词语.这样，文中出现许多重复的词语，全段读起来也显得生硬而不自然。如果加上必要的过渡词语来修饰的话，这一段就成了下面一个流畅连贯的段落：

Speaking and writing are different in many ways. Speech depends on sounds; writing, on the other hand, uses written symbols. Speech was developed about 500 000 years ago, but written language is a recent development, invented only about six thousand years ago. Speech is usually informal, while the word choice of writing, by contrast, is often relatively formal. Although pronunciation and accent often tell where the speaker is from, they are ignored in wiring because a standard diction and spelling system prevails in most countries. Speech relies on gesture, loudness, and the rise and fall of the voice, but writing lacks these features. Careful speakers and writers are aware of the differences .

### ③ 有损连贯性的几种情况：考生在写作中经常出现下面几种错误：

- a.不必要的改变时态
- b.不必要的改变单复数
- c.不必要的改变人称

因此写作中，一定要注意时态，人称以及数的变化是否正确，要注意保持一致。

### 3) Completeness 完整性

正像我们前面说得那样，一个段落的主题思想靠推展句来实现，如果只有主题句而没有推展句来进一步交待和充实，就不能构成一个完整的段落。同样，虽然有推展句，但主题思想没有得到相对圆满的交待，给读者一种意犹未尽的感觉。这样的段落也不能完成其交际功能。

### 4. 写好结尾段

我们前面所讲过的完成结尾段的方法，也是写好结尾段的方法。这里就不再重复了。

#### 【例文一】

Children are always fascinated about fairy tales. Write a short expository essay (about 300 words) examining the effects of fairy tales on children.

#### 【解析】

本题要求写一篇关于童话对孩子影响的评论性文章。考虑到这是一篇评论性的文章，所以使用的语言就必须有说服力；同时论点又鲜明。首先，以“童话对孩子有利”为观点来做个分析。

童话教会孩子一个简单而明确的道理：要对抗邪恶。从童话“George 杀恶龙”中就能看出这一点。但是不得不承认有一些人认为童话对孩子有害，比如一位女士写信告诉我。童话会让孩子产生恐惧，因为童话中有太多关于妖怪、地狱之类邪恶的东西但是如果童话都回避这些东西，那么孩子很可能就会自己想象，而想象可能比实际的更可怕，因为人们总是对于未知的东西产生恐惧。

我们先列个提纲：

1. Thesis: Fairy tales give children their first clear idea of the defeat of bogey.

Example: Children's imagination of dragon comes from the fairy tales.

2. Fairy tales does not give children fear.

A. Give an example that someone says that it is cruel to teach children fairy tales.

B. Prove the example wrong.

① The example is based on forgetting what a child is like.

② Children will invent bogeys, hells, monsters themselves in an even worse way if they didn't give a clear idea of them.

③ Children like horrors.

C. Conclusion: the fear does not come from fairy tales.

3. Fairy tales do not give children fear.

A. The timidity of the child to the savage is entirely reasonable.

B. Fairy tales are not responsible to put children in fear.

文章的组织：

这类议论性的文章，论据要充分，可以运用反证法，例如在反驳一些人认为“童话会让孩子不利，因为这会让他们害怕时，可以假设童话不涉及到妖怪、地狱等，由孩子的天性我们可以得出他们会自己想象，很可能他们想象出的东西会很可怕，真的吓倒他们。从而得出，童话中出现邪恶等只是让孩子客观地认识他们，并非吓唬他们。还可以运用类比法。例如。在证明“童话不是用来吓唬小孩的”时，引用“伤感的小说的本意不是为了让女孩哭”这一观点的正确性类比。当然最多的使用

例证法。例如用“童话中与邪恶的龙斗争”的事例证明童话教给孩子要对抗邪恶。

论点性强的句子

- 1) What fairy tales give the child is his first clear idea of the defeat of bogey.
- 2) I find that there really are human beings who think fairy tales bad for children.
- 3) The fear does not come from fairy tales; the fear comes from the universe of the soul.
- 4) Fairy tales do not give the child the idea of the evil or the ugly.
- 5) Fairy tales do not give a child his first idea of bogey.

论证中 if 句型的应用：

If you kept bogeys and goblins away from children, they would make them up for themselves.

### 【参考作文】

#### Fairy Tales are Good for Children

What fairy tales give the child is his first clear idea of the defeat of bogey [ghost or evil spirit]. The baby has known the dragon intimately ever since he had an imagination. What the fairy tale provides for him is a St. George to kill the dragon.

I find that there really are human beings who think fairy tales are bad for children. A lady has written me an earnest letter saying that fairy tales ought not to be taught to children even if they are true. She says that it is cruel to tell children fairy tales, because it frightens them. You might just as well say that it is cruel to give girls sentimental novels because it makes them cry. All this kind of talk is based on that complete forgetting of what a child is like, which has been the firm foundation of so many educational schemes. If you kept bogeys and goblins away from children, they would make them up for themselves. One small child in the dark can invent more hells than Siedenburg. One small child can imagine monsters too big and black to get into any picture, and give them names too unearthly and cacophonous to have occurred in the cries of any lunatic. The child, to begin with, commonly likes horrors, and he continues to indulge in them even when he does not like them. There is just as much difficulty in saying exactly where pure pain begins in this case, as there is in ours when we talk of our own free will into the torture chamber of a great tragedy. The fear does not come from fairy tales; the fear comes from the universe of the soul.

The timidity of the child to the savage is entirely reasonable: they are alarmed at this world because this world is a very alarming place. They dislike being alone because it is verily and indeed an awful idea to be alone. Barbarians fear the unknown for the same reason the Agnostics worship it—because it is a fact. Fairy tales, then, are not responsible for producing children fear, or any of the shapes of fear; fairy tales do not give the child the idea of the evil or the ugly; that is in the child already, because it is in the world already. Fairy tales do not give a child his first idea of bogey.

**【例文二】**

Mini-plays have enjoyed great popularity over the past decade. Write a short expository essay (about 300 words) examining the popularity of one of the mini-play actors or actresses.

**【参考作文】**

### The Popularity of Zhao Benshan

Over the past decade, mini-plays have become a popular form of entertainment. Together with the popularity of mini-plays, there emerged some well-liked actors and actresses. One such an entertaining actor is Zhao Benshan, who rose from an unknown actor for the local stage to a national star. His humorous acts, fine portrayal of the Chinese farmers and the social implications in the subject matter he has chosen contribute greatly to his popularity.

The humorous actions and words are the key to Zhao's success and popularity. Anyone who has watched him "walking on the stage ——with his hands hanging down along the sides and head projecting forward ——will remember him forever. Of all the roles he has played, the "farmer" is the most successful. On the stage, he becomes a genuine farmer. He does not only act like a farmer, he thinks like one and talks like one too. In one of his plays when a model coach from town demonstrates a stage movement for the farmer models, Zhao immediately interprets it as spraying chemicals onto apple trees. No wonder so many TV viewers conclude that inside Zhao circulates the blood of a farmer.

While entertaining the audience, Zhao shows a particular concern for the living conditions of the rural population. Many of his mini-plays are set to reflect the wail and woe of the Chinese farmers and to voice their aspirations. In a play, he, who owns a chicken farm, worries about the forthcoming "inspections" from an official because his experiences tell him that some officials come under the disguise of "inspections". In another mini-play, acting as an old farmer, he expresses the hope of the local people for a better road for exporting their native produce to the markets of nearby cities. Plays concerned with such subjects move not only the farmers, but city dwellers as well.

As one of the most brilliant mini-play stars, Zhao certainly has captured the hearts of millions with his spectacular performance. Since the Chinese viewers' taste for mini-plays is still on the upward slope, it's likely that Zhao Benshan will continue to shine for many years to come.

### 三、英语作文的常见错误分析

#### 1. 题目中的大写:

一般情况下，题目中的单词都需要首字母大写，除了冠词，连词，介词，to 等一些虚词不需要首字母大写。但以下情况要多加注意

例: My Sister-in-Law Is a Warm-Hearted Lady

The Students in My University  
The City We Passed By  
The People Without a Country  
The River Before My House

## 2. 文法结构错误

### 1) 不连贯 (Incoherence)

不连贯是指一个句子前言不对后语，或是结构上不畅通。这也是考生常犯的毛病。

例 1：

The fresh water, it is the most important things of the earth.

剖析：The fresh water 与逗号后的 it 不连贯。It 与 things 在数方面不一致。

改为：Fresh water is the most important thing in the world.

例 2：

What we need are strong body and necessary.

改为：What we need is strong body and it is necessary.

### 2) 累赘(Redundancy)

言以简洁为贵。写句子没有一个多余的词；写段落没有一个无必要的句子。能用单词的不用词组；能用词组的不用从句或句子。

例 1：

In spite of the fact that he is lazy, I like him.

剖析：本句的“the fact that he is lazy”系同位语从句，我们按照上述“能用词组的不用从句”

可以改为：In spite of his laziness, I like him.

### 3) 不一致 (Disagreements)

所谓不一致指主谓不一致，它还包括了数的不一致；时态（语态）不一致及代词不一致等。

#### ① 主谓不一致

例：

When one have money, he can do what he want to. (人一旦有了钱，他就能想干什么就干什么。)

剖析：one 是单数第三人称，因而本句的 have 应改为 has；同理，want 应改为 wants。本句是典型的主谓不一致。

改为：Once one has money, he can do what he wants (to do)

#### ② 数的不一致

例：

It is the most important things of the earth.

剖析：It 与 things 在数方面不一致。

改为：It is the most important thing in the world.

#### ③ 时态（语态）不一致

例：

原文：She reviewed the lesson taught last week and all the exercises assigned by the teacher were done.

改为：She reviewed the lesson taught last week and did all the exercises assigned by the teacher.

④ 代词的不一致

例：

And we can also know the society by serving it yourself.

剖析：句中人称代词 we 和反身代词 yourself 指代不一致。

改为：We can also know society by serving it ourselves.

4) 指代不清(Ambiguous Reference of Pronouns)

指代不清主要讲的是代词与被指代的人或物关系不清或是代词无所指。

① 代词与被指代的人或物关系不清

例：

Mary was friendly to my sister because she wanted her to be her bridesmaid. (玛丽和我姐姐很要好，因为她要她做她的伴娘。)

剖析：读完上面这一句话，读者无法明确地判断两位姑娘中谁将结婚，谁将当伴娘。如果我们把易于引起误解的代词的所指对象加以明确，意思就一目了然了。

改为：Mary was friendly to my sister because she wanted my sister to be her bridesmaid.

② 代词无所指

例：

He was knocked down by a bicycle, but it was not serious.

改为：He was knocked down by a bicycle, but was not badly hurt.



## 第三章 常用句型和短语

### 第一节 万能的开头段

盘点英语作文写作六大开篇句型，开篇就抓住阅卷老师的兴趣，帮你拿高分。

#### 一、对立法

先引出其他人的不同看法，然后提出自己的看法或者偏向于某一看法，适用于有争议性的主题。

1. When asked about..., the vast/overwhelming majority of people say that .... But I think / view a bit differently.
2. When it comes to ..., some people believe that.... Others argue/claim that the opposite / reverse is true. There is probably some truth in both arguments/statements, but I tend to the former/latter.
3. Now, it is commonly/generally/widely believed /held /acknowledged that..... They claim/ believe/argue that ... But I wonder/doubt whether.....

#### 二、现象法

引出要剖析的现象或者问题，然后评论。

1. Recently the rise in the problem/phenomenon of ... has cause/aroused public / popular / wide / worldwide concern.
2. Recently the issue of the problem/phenomenon of ...has been brought into focus / into public attention.
3. Inflation/Corruption/Social inequality ... is yet another of the new and bitter truth we have to learn to face now/constantly.

#### 三、观点法

开门见山，直接了当地提出自己对要讨论的问题的看法。

1. Now people in growing/significant numbers are beginning/coming to realize/accept/ (be aware) that...
2. Now there is a(n) growing awareness/recognition of the necessity to....
3. Now people become increasingly aware/conscious of the importance of ....
4. Perhaps it is time to have a fresh look at the attitude/idea that....

#### 四、引用法

先引出名人名言或者有代表性的看法，来引出文章要展开论述的观点！

1. "Knowledge is power." This is the remark made by Bacon. This remark has been shared by more and more people.
2. "Education is not complete with graduation." This is the opinion of a great American philosopher. Now more and more people share his opinion.
3. "...." We often hear statements/words like those/this.
4. We often hear such traditional complains as this "....".

#### 五、比较法

通过对过去、现在两种不同的倾向、观点的比较，引出文章要讨论的观点。

1. For years, ...had been viewed as .... But people are taking a fresh look now. With the growing ..., people ....
2. People used to think that ... (In the past, ...) But people now share this new idea.

## 六、故事法

先讲一个较短的故事来引发读者的兴趣，引出文章的主题。少用!

1. Once in (a newspaper), I read of/learnt..... The phenomenon of ... has aroused public concern.
2. I have a friend who ... Should he ....? Such a dilemma we are often confronted with in our daily life.
3. Once upon a time, there lived a man who .... This story may be (unbelievable), but it still has a realistic significance now

## 第二节 英语写作九大常用段首句

1. 俗话说(常言道).....，它是我们前辈的经历，然而，即使在今天，在许多场合它仍然适用。  
There is an old saying..... It's the experience of our forefathers, however, it is correct in many cases even today.
2. 任何事物都是有两面性，.....也不例外。它既有有利的一面，也有不利的一面。  
Everything has two sides and ..... is not an exception, it has both advantages and disadvantages.
3. 根据统计数字/表格中的百分比/数字可以看出.....。很显然.....，但这是为什么呢？  
According to the statistics/percentages/figure in the line/graph /chart, it can be seen that..... while. Obviously, ....., but why?
4. ...已成为人的关注的热门话题，特别是在年青人当中，将引发激烈的讨论。  
\_\_\_\_\_ has become a hot topic among people, especially among the young and heated discussions are right on their way.
5. 现在，.....很普遍，许多人喜欢.....，因为.....，另外.....。  
Nowadays, it is common to \_\_\_\_\_. Many people like \_\_\_\_\_ because \_\_\_\_\_. Besides, \_\_\_\_\_.
6. 人类正面临着一个严重的问题.....，这个问题变得越来越严重。  
Man is now facing a big problem \_\_\_\_\_ which is becoming more and more serious.
7. ...在我们的日常生活中起着越来越重要的作用，它给我们带来了许多好处，但同时也引发一些严重的问题。  
\_\_\_\_\_ has been playing an increasingly important role in our everyday life. It has brought us a lot of benefits but has created some serious problems as well.
8. 关于.....人们有不同的观点。一些人认为.....  
There are different opinions among people as to \_\_\_\_\_. Some people suggest that \_\_\_\_\_.
9. 关于.....人们的观点各不相同，一些人认为(说).....，在他们看来，.....  
People's opinions about \_\_\_\_\_ differ from person to person. Some people say that \_\_\_\_\_. To them, \_\_\_\_\_.

### 第三节 中间段常用句型

#### 1. 描述原因的句型

- ① due to /because of /for the reason that
- ② The chief reason why ..... is that .....
- ③ Now that.....
- ④ Another factor/ reason is that.....
- ⑤ There are ample / powerful/ sufficient/ various reasons in saying that.....
- ⑥ One may criticize/ find fault with/ disapprove of..... but the real cause/ motivation/ root/ purpose of..... is .....
- ⑦ ..... results from/ arises from/ can be attributed to the fact that .....
- ⑧ As far as I am concerned, there are some reasons accounting for this phenomenon.

#### 2. 论证说明句型

- ① It is obvious / apparent/ clear/ conspicuous / without doubt that .....
- ② A recent report indicates that .....
- ③ According to the statistics provided by ....., it can be seen that .....
- ④ Based on the survey/analysis/investigation of....., there is a growing /increasing/ decreasing number of people who show concern about .....
- ⑤ There is sufficient evidence showing that.....
- ⑥ This sets forth the important fact that .....
- ⑦ No one can ignore / overlook / be exempt from the fact that „
- ⑧ No one can deny / withdraw the fact that.....
- ⑨ As is known to all / It is well-known / that .....
- ⑩ I am convinced that.....
- ⑪ There is no doubt that .....
- ⑫ My idea/ view/ belief/ can be proved/ supported by .....

#### 3. 举例说明句型

- ① I will take ..... for example
- ② Another special consideration in this case is that.....
- ③ For instance / example .....
- ④ Take ..... as an example .....
- ⑤ We may cite / quote / take a common example to illustrate that .....

#### 4. 演绎法常用的句型

- ① There are several reasons for..., but in general, they come down to three major ones.
- ② There are many factors that may account for... , but the following are the most typical ones.
- ③ Many ways can contribute to solving this problem, but the following ones may be most effective.
- ④ Generally, the advantages can be listed as follows.
- ⑤ The reasons are as follows.

## 第四节 万能的结尾段

### 1. 总结性句型

- ① Based on the above reasons, I firmly believe that .....
- ② A lesson that we can draw from this example is quite obvious.....
- ③ In one word,.....
- ④ All in all, I think .....
- ⑤ Judging from all the evidence offered, we may suggest that...
- ⑥ From what I have discussed above, we may safely arrive at/reach/ come to/draw the conclusion that...
- ⑦ All the above facts goes to show that ...
- ⑧ In general / In summary /In conclusion / In a word / In short/ In brief/ In conclusion/ To conclude...
- ⑨ Finally/ Lastly / Last but not the least ...

### 2. 建设性句型

- ① To solve this problem, a combined effort is really very necessary. First, factories should try all means to clean the polluted water and gas before such waste stuff flow into the river or emit into the air. Second, each government should make effective laws to punish various illegal conducts that are potentially harmful to the environment. Last but not the least, anyone of us has good reason to take actions for the restoration of the beauty of our globe.
- ② To eradicate this tumor of society, two measures might be involved/have to be taken immediately. For one thing, we should appeal to our government to make rigid laws to punish the briber and the bribed. For another, we ought to enhance their sense of serving people, not mastering people.
- ③ To improve college entrance examination system, I suggest the following steps.
- ④ The best way to solve this problem I think is to give young people opportunities to do things independently.
- ⑤ My suggestion is that more people from all walks of life should be encouraged to finance the Project with their deeper love and stronger sense of responsibility for these children. And I am sure that the Project Hope will be meeting with hearty and generous response.
- ⑥ There is no immediate solution to the problem of ..., but ... might be helpful / beneficial.
- ⑦ It is, therefore, evident that the task of ... requires immediate attention.
- ⑧ The general awareness of the necessity and importance of ... might be the first step to solve this problem.
- ⑨ It is urgent/ important/ necessary that appropriate / effective / rapid measures / steps / method should be taken to ...

### 3. 号召性句型

- ① It is high time that parents, educators and the government made combined efforts to put an end to this situation.
- ② It is high time that broadcasters provided public messages on TV screens that would warn viewers about the potentially harmful effects of viewing televised violence.
- ③ From now on, let us take actions to heal our globe, and clean up our environment! Someday, peoples in all nations will be enveloped with the blue sky and green lands.
- ④ It is prime time that we put considerable / great/ special emphasis on ...

#### 4. 警示性句型

- ① As the issue of census plays such an important role both in our society and life, due attention should be paid from the general public as well as the government.
- ② Our society is no longer prepared to tolerate unnecessary cruelty to animals for science and entertainment. If we continue our crimes against these creatures, we will be remembered as cruel and inhuman by the generations of the future.
- ③ Not surprisingly ... demands/ requires/ deserves immediate/ serious attention/ consideration.

#### 5. 展望性句型

- ① Just imagine how great the world would be if only we would have greater concern for our fellowmen.
- ② I firmly believe that the relationship between people will be harmonious and our society will be a better place for us to live in.
- ③ I believe a happy and bright future is awaiting us if we make every effort to promote cultural development both nationally and internationally.
- ④ Undoubtedly/ Obviously/ Consequently/ Clearly, ... is valuable/ worthwhile for ...

#### 6. 观点性句型

- ① As far as I am concerned, I hate the terrible dirt and noise in the city. So, given the chance, I would prefer to live peacefully in the country.
- ② In my opinion, the real implication of the author is that ...
- ③ Personally, I prefer to ...
- ④ In my point of view, I think ...
- ⑤ From my personal point of view, I agree with the opinion that ...