

全国 2008 年 1 月高等教育自学考试

英语写作基础 试题

课程 代码： 00597

. 重写句子 (30 points, 3 points each)

Revise the following sentences according to the requirement.

Example: The history of English words is the history of our civilization in many ways.

(periodic sentence)

In many ways, the history of English words is the history of our civilization.

1. The bridge had been weakened by successive storms, It was no longer safe.

(simple

sentence)

2. In the contract, there are too many ifs. (loose sentence)

3. It will save money, if you make your own clothes. (periodic sentence)

4. To know how to study is important for college students. And to learn how to arrange time is also important for college students. (parallel structure)

5. It was a huge rock. It took five people to move it. (complex sentence)

6. He doesn't smoke. He does not drink. (compound sentence)

7. We wanted to play a joke on Pauline. We sent her a Valentine's card. It said " From your secret lover " . (compound-complex sentence)

8. Go anywhere, and I will follow you. (complex sentence)

9. After her parents died, she was sent to live with her aunt. (simple sentence)

10. If we do not hurry, we will be late. (compound sentence)

. 改写病句 (15 points, 3 points each)

Correct the errors in the following sentences.

Example: Made by his mother Tony ate up the cake.

Tony ate up the cake made by his mother.

11. I never saw so many cheerful, courteous students and helpful.

12. I am very tired this evening, it was a long day at the office.

13. I have followed the instruction faithfully given by the manual.

14. To take this course, the professor must give her approval.

15. A very powerful story that really puts its message across.

. 标出主题句 (15 points, 5 points each)

16. Choose the best topic sentence from the group below.

- A. Picasso was thought to be dead at birth in Malaga on. Oct. 25, 1881.
- B. By the age of 25, Picasso was an able and gifted artist.
- C. Picasso's father was a painter named Jose Ruiz Blasco.
- D. The full sweep of Picasso's effect on modern art is difficult to document.

Answer: _____

17. Read the following paragraph and underline the topic sentence.

There is a popular belief that some particular scientific discoveries or theories, such as the Darwinian theory of evolution, have led to the downfall of religion. It would be foolish to deny that these discoveries have had a great effect in undermining religious dogma. But this account does not at all go to the root of the matter. Religion can probably outlive any scientific discoveries which could be made. It can accommodate itself to them. The root cause of the decay of faith has not been any particular discovery of science, but rather the general spirit of science and certain basic assumptions upon which modern science, from the 17th century onwards, has proceeded.

18. Read the following paragraph carefully and select the best topic sentence from the four possible answers that follow the paragraph.

Topic sentence _____

At one time, transistor radios were not practical, because they were too expensive, Now all of that has changed. With the reduced price of transistors and the cheaper costs of mass production, the transistor radio is cheaper than the old-style tube model. In addition, transistor radios do not heat up like the old tube radios, so they will not wear out as quickly. Also, transistor radios can be made much smaller because transistors are smaller than tubes. Furthermore, transistor radios are more reliable. They have fewer parts, so less can go wrong.

- A. Transistor radios are practical and inexpensive.
- B. Transistor radios have undergone much improvement.
- C. Transistor radios are cheaper than tube radios because of mass production.
- D. Transistor radios are better than the old-style tube radios.

. 重新组合段落 (10 points, 2 points each)

Rearrange the following numbered sentences so that they will read logically, put the number in proper sequence in the boxes provided below.

19. Those who did not become miners found work in railroad construction, farming and light industries, doing low-paid jobs.
- 20.As in California they formed small pockets of Chinese culture that were known as “ Chinatowns ” .
21. The government issued Exclusion Acts to stop the immigration of Chinese laborers into the United States.
22. The Chinese called the new land “ Mountain of Gold ” .
23. Many workers fled the concentrated Chinese communities in the West and scattered to the Mid-west and the East.
24. He was accused of taking jobs away from the white man.
25. By the 1880?s, American industrialization brought changing economic realities, resulting in an explosion of resentment toward the Chinese laborer.
26. The first big wave of Chinese immigration to America came when gold was discovered in California in 1848.

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。 标出与段落内容无关的句子 (10 points)

Read the following paragraph and underline irrelevant sentences (either one or two).

A diamond?s hardness makes it useful in ways you may not know about. If you have a record player in your house, it probably has a diamond-tipped needle. Your dentist uses a diamond tipped drill. Similar drills are used in industry to cut very hard materials. However, not all drills are made of diamonds. When a diamond is cut, the dust is gathered and saved. Manufacturers then use it in many grinding, polishing and sawing jobs. Recently, diamonds have been put to new uses. Eye surgeons use diamond knives for delicate operations. A spacecraft sent to Venus had a diamond window. A diamond was the only transparent material that could withstand the extremes of temperature and pressure on Venus. Scientists have developed ways to make man-made diamonds, which, if successful, might greatly reduce the cost of diamonds.

。 写信 (20 points)

Suppose you were Claudia Spangle, a rug saleswoman selling rugs on the floor in the First Department Store in Shanghai for five years already. You want to have a change,

so when told a rug salesperson to cover Beijing territory is required, you write a letter of job application. In your letter, make sure to provide some necessary information like your qualifications, working experience, the achievement(s) you have made in the work and your wish as well.(150-200 words)

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英语写作基础试题
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.重写句子 (15 points, 1.5 points each)

Revise the following sentences according to the requirement.

Example: The history of English words is the history of our civilization in many ways. (periodic sentence)

In many ways, the history of English words is the history of our civilization.

1. Hockey is a sport which is popular in many countries around the world. (simple sentence)
2. Not until he crossed the line and felt the tape snap against his chest did Johnson know he had won the race. (loose sentence)
3. I have checked my documents several times. I still can't find the problem. (compound sentence)
4. The teacher returned the homework. The teacher noticed the error. (complex sentence)
5. When we are relieved of working pressures of the office, we can enjoy happiness and relaxation at home. (modifying phrase)
6. Alan passed the test. Alan had studied hard. Alan had understood the material. (complex sentence)
7. Fossil fuels are non-renewable. We need to find alternative energy sources. (compound sentence)
8. We slipped on the road when we could see no lights in the heavy rain that night. (periodic sentence)
9. At the international museum, you can find ancient Egyptian art. You can explore African artifacts there. You can discover beautiful textiles from around the world there. (parallel structure)
10. We lived in a small town when I was a small child. We moved to Shanghai later. My father landed a better job there. (compound-complex sentence)

.改写病句 (15 points, 3 points each)

Correct the errors in the following sentences.

Example: After seeing an offensive mouthwash ad on television. I resolved never to buy that

brand again.

After seeing an offensive mouthwash ad on television, I resolved never to buy that
brand again.

11. In summer, Juanna didn't love traveling in Rome she felt it was too hot there.

12. Shakespeare wrote comedies, tragedies, romances, and the plays which were based on historical events.

13. While driving on Blueberry Avenue yesterday afternoon, a tree fell toward Jack's car.

14. One of Jenny's greatest joys in life is eating desserts. Such as milkshake, cookies or strawberry cake.

15. Peter ordered the meal for his friends ranging from fried shrimp to chopped beef.

.标出主题句 (15 points, 5 points each)

16. Choose the best topic sentence from the group below. Write the choice in the blank.

A. The most critical election happened in 1896.

B. The Great Depression produced conditions for 1932 election.

C. Abraham Lincoln won the election of 1860 and became the 16th American president.

D. America's two-party system has experienced three critical elections, each of which affected the party balance in government.

Answer: _____

17. Read the following paragraph and underline the topic sentence.

A family group is a good example for illustrating norms, roles, status positions, and social structure. Charlie has certain expectations for Alice that have developed between them over time. Alice is his wife, and he expects her to have the primary responsibility for childrearing and for dealing with relatives. She is expected to listen to his complaints about his boss, to give him encouragement concerning his professional life, to be nice to his friends, to be patient with his impatience, and to spend the family funds carefully. Alice, on the other hand, expects Charlie, her husband, to share in housework, to prepare the meals, to play with the children, to listen to her complaints about her boss, to encourage her to pursue her professional growth, and to know what to do in a weather emergency or when the plumbing breaks down.

18. Read the following paragraph carefully and select the best topic sentence from the four possible answers that follow the paragraph. Write the choice in the blank.

Topic Sentence: _____

Until the early 1960s, most people reported getting more news from newspapers than from any other source. By the mid-1960s, television nudged (轻推) out newspapers as the public's major source of news. By the 1980s, about two-thirds of the public cited television as their news source, compared with less than one-half who named newspapers and less than one-fifth who relied on

radio. Not only is television the public?s most important source of news now, but television news is also rated as more trustworthy than newspaper news—by a margin of more than 2 to 1.

A. Virtually all citizens rely on the mass media for news.

B. Only a very small number of the public relied on the radio for news.

C. The public got news mainly from newspapers before the early 1960s.

D. Television now has become the most popular and trustworthy source of news.

.重新组合段落 (5 points, 1 point each)

Rearrange the following numbered sentences so that they will read logically. Put the numbers in proper sequence in the boxes provided below.

- 19.The house they put us in was ugly, with an ugly yard and a few ugly bushes.
- 20.Yet our guardians? efforts to punish us were not always effective.
- 21.And the clothes we wore were continually pieced; the food we ate was terrible.
- 22.After our parents? death, our comfortable life came to an end and we were kept well below the poverty line by our guardians.
- 23.No more could they put a halt to it than they could keep us.
- 24.They could keep books out of our hands, restrict our communication with the neighbors? children by penning us within a wire-net fence.
- 25.The passionate pleasure we got from soap bubbles, rainbows, holy pictures and spider webs was beyond our guardians? power of prevention.
- 26.However, they could not stop us from using our eyes.

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.标出与段落内容无关的句子 (10 points)

Read the following paragraph and cross out the irrelevant sentences.

When my friend Tom sets to work in the kitchen, disaster often results. I, frankly, am not much of a cook. Once he tried to make toasted cheese sandwiches for us by putting slices of cheese in the toaster along with the bread, he ruined the toaster. On another occasion, he had cut up some fresh beans and put them in a pan to steam. The water in the pan steamed away while Tom was on the telephone, and both the beans and the coating in the pan were ruined. Finally, another time Tom made spaghetti for us, and the noodles stuck so tightly together that we had to cut off slices with a knife and fork. The tomato sauce, on the other hand, turned out well. Because of Tom?skitchen mishaps (事故) , I never eat at his place without money in my pocket in case we have to go out to eat.

.写信 (40 points)

Write a letter according to the following situation: the Wenchuan earthquake has made this winter extremely difficult for the victims. Write to tell your friend Smith that you are raising money to buy 200 pieces of cotton-padded clothing and some other necessities for the earthquake victims. Ask him to join the charity and show your appreciations for his help. Don't forget to tell him your phone number 555-5555 for further discussion. Please sign your name as Li Ping. (150-200 words)

全国 2007 年 10 月高等教育自学考试

英语写作基础 试题

课程 代码： 00597

I . 重写句子 (15 points , 1.5 points each .)

Revise the following sentences according to the requirement.

Example: The history of English words is the history of our civilization in many ways. (periodic sentence)

In many ways, the history of English words is the history of our civilization.

1. My roommate closed her books when it was nearly midnight. (simple sentence)
2. We must plan our family budget carefully. The price of food has risen recently.
(compound sentence)
3. His vision begins to fade. He knows he'd better get some rest. (complex sentence)
4. Tom had worked at the construction site all day. He was too tired. He decided not to meet his friends at the dinner. (compound-complex sentence)
5. There are many exercises to do if you want to build a muscular (肌肉发达的) body. (periodic sentence)
6. It was nearly dark. A snowmobile appeared. The snowmobile was roaring. It was running without lights. It hit Mrs. Li. (long sentence)
7. My sister was a teacher, a school principal, and finally she became a successful business executive. (parallel structure)
8. He felt that the world had come to an end when he failed in the university entrance exam last year. (periodic sentence)
9. The film projector broke for a second time in the cinema. Some people in the audience hissed, and others made catcalls. (compound-complex sentence)
10. English is offered only in the morning. Law can be taken at night. (complex sentence)

II . 改写病句 (15 points , 3 points each)

Correct the errors in the following sentences.

Example: After seeing an offensive mouthwash ad on television. I resolved never to buy that brand again.

After seeing an offensive mouthwash ad on television, I resolved never to buy that brand again.

11. She got A's in her math exam by using her pocket calculator. ~~With~~ she was not allowed to use at school.
12. He was staring at the girl by the vending machine (投币式自动售货机)wearing dark glasses.
13. Sara leaped up screaming a black spider was on her leg.
14. Relieved of your responsibilities at your job, your home should be a place to relax.
15. Charlotte loved the movieGone with the Wind, but Lyde hated it. His chief objection being that it lasted four hours.

. 标出主题句 (15 points , 5 points each)

16. Choose the best topic sentence from the group below. Write the choice in the blank.

- A. The purposes of sleep are to rest our bodies and mind.
- B. Passive sleep helps us to rest our bodies while active sleep helps us to rest our minds.
- C. In passive sleep, the heart slows down and the body processes become very slow, leaving the body at rest.
- D. In active sleep, the brain temperature rises and the brain becomes very active and then dreaming occurs, helping us to rest our minds.

Answer:_____

17. Read the following paragraph and underline the topic sentence.

Deaf people — people who can't hear— are still able to communicate quite well , with a special language. It's called sign language. The speaker of sign language uses hand gestures in order to communicate. Basic sign language has been used for a long, long time. But sign language wasn't really developed until about 250 years ago. Inthe middle of the 1700's, a Frenchman named Epee developed sign language. Epee was able to speak and hear, but he worked during most of his life as a teacher of deaf people in France. Epee developed a large number of vocabulary words for sign 1 language. Epe's system used mostly

“ picture-image ” signs. We call them picture-image signs because the signs create a picture.

18. Read the following paragraph carefully and select the best topic sentence from the four possible answers that follow the paragraph.

Topic Sentence:_____

If you are tired of making vague excuses for another dull summer at home, here is a thought to lift your spirits. You do not need anything so radical as winning a lottery to finance a trip to Europe. A student identity card that can be obtained for a few dollars from the Council on International Educational Exchange entitles you to discount tickets on certain charter flights to London and Paris, as well as reduced admission to many museums, cinemas, and musical events. Once in Europe, you can stay at approved youth hostels for about two dollars a night. So don?t give up your hopes of becoming an international traveler.

- A. It is easy for a student to travel in Europe during the summer.
- B. The student needs to obtain an identity card to travel at a cheap rate.
- C. The student could stay at approved youth hostels for about two dollar a night.
- D. The students will become international travelers in summer.

. 重新组合段落 (5 points , 1 point each)

Rearrange the following numbered sentences so that they will read logically.

Put the numbers in proper sequence in the boxes provided below.

- 19. Next place the boiling hot peaches and syrup (糖浆) into the hot, sterilized jars.
- 20. After steaming for twenty minutes remove the jar from the steam bath.
- 21. The peaches will stay fresh for several years.
- 22. Linda Miller preserved peaches which lasted for years, and you can too if you follow these few simple steps.
- 23. While the lids boil, wash the jars and rings in hot, soapy water.
- 24. As soon as the jar is full within a half inch of headspace, wipe the rim of the jar clean, immediately cap the jar with the hot lid and place the jar in a steamer.
- 25. First check the jars for cracks or chips and place the lids in boiling water to sterilize.
- 26. Once the jar has cooled you can store it until needed.

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V . 标出与段落内容无关的句子 (10 points)

Read the following paragraphs and cross out the irrelevant sentences.

Youth workers Bill Nash and Jim Boyle are house-hunters, not so much for a house as for a concerned family willing to house and feed troubled youngsters temporarily. They try to give prompt (及时的) attention to those who cannot or will not live at home. There are numerous parents who want to find houses for their children to live by themselves.

For some, leaving home may have been the result of a hasty decision, based on a scorching (灼热的) remark and the subsequent tempest (风暴) within the family. The cooling-off period away from the family is a time to soothe (安抚) feelings. With sympathetic outsiders, youngsters have a chance to redeem (弥补) themselves. The hope, of course, is that they will learn to relate to adults again and quickly resume a normal life of harmony with their own families.

Some people refrain from offering their homes, expressing vague fears of the harmful effects on their own children. But this has not been the case, even when the problem of the “ visitor ” was the illegal use of narcotics (麻醉剂). One parent remarked, With us it worked the other way. The horror of drugs became real to my own son. We got a lot more than we gave. ” The “ visitor ” really helped the family avoid the danger of becoming drug addicts.

VI. 写信 (40 points)

You (Liu Dan) are a student from School of English and International Studies. You were impressed by the students ’ performance of Shakespeare ’ s play King Lear (《李尔王》) at University of International Business and Economics and want to know more about drama. Write a letter to Prof. Sun of the University to invite her to offer a lecture on Drama to your classmates. Prof. Sun, with profound knowledge of this subject, has rich experience in arousing students ’ interest in drama by encouraging them to put on plays on campus. You will ask Prof. Sun to decide the date to make the trip to your school. (150-200 words)

全国 2007 年 1 月高等教育自学考试英语写作基础试题

来源：

点击数：2163



录入时间：07-07-23 16:36



I . 重写句子 (20 points, 2 points each)

Revise the following sentences according to the requirement.

Example: The history of English words is the history of our civilization in many ways. (periodic sentence)

In many ways, the history of English words is the history of our civilization.

1. One cannot succeed in his study if he is too lazy. (periodic sentence)
2. Susan ate the fish. Susan began to feel sick. (complex sentence)
3. Patiently and skillfully Peter was repairing my car. (loose sentence)
4. Lisa's hair was long. Lisa's hair nearly touched the floor. (simple sentence)
5. I am going home. I intend to stay there. (compound sentence)
6. There are so many cars on the street. It is impossible to arrive in time for the meeting. (complex sentence)
7. We warned them that their plan wouldn't work. They would not listen to us. (compound sentence)
8. John bought a coat. He tried it on. He found a hole in one sleeve. (parallel structure)
9. The power line stopped. Jack was listening to the stereo. Linda was reading in bed. (compound-complex sentence)
10. The old lady takes courses in painting and music instead of looking after her grandkids. (periodic sentence)

II. 改写病句 (15 points, 3 points each)

Correct the errors in the following sentences.

Example: After seeing an offensive mouthwash ad on television. I resolved never to buy that brand again.

After seeing an offensive mouthwash ad on television, I resolved never to buy that brand again.

11. To join the club, a form should be filled in first.
12. Martine is friendly, clever and has a lot of humor.
13. I watched the children singing and laughing with great interest.
14. Some of the students working in Professor Smith's laboratory last semester.
15. He is talking excitedly to the children. As if he knew everything in the world.

III. 标出主题句 (15 points, 5 points each)

16. Choose the best topic sentence from the group below.

- A. Skydivers(跳伞运动员) have found a way to fly without a machine.
- B. The fall is so smooth that skydivers don't feel like they're moving at all.
- C. Skydivers jump from an airplane and fall at the rate of 120 miles an hour.
- D. For many years people have wished they could fly through the air like birds.

Answer _____

17 . Read the following paragraph and underline the topic sentence.

Wilma was very sick when she was four. She could not move her left leg. Her mother rubbed her leg for a long time every night. When Wilma was six she would hop a little. Wilma worked hard to learn to walk and run. When she went to high school she ran on the girls' track team and won. Then she ran track in college. Wilma was so good that she went to the Olympics and won two gold medals. The little girl who could not walk grew up to be a winner through hard work

18. Read the following paragraph carefully and select the best topic sentence from the four possible answers that follow the paragraph.

Topic sentence _____

On a cloudy day the clouds hide the sun, but the sun is always there. The clouds of thoughts, worries and desires cover and hide our happiness. We have to get rid of them in order to experience it. Then the happiness that lies in the soul and is always there will give us warmth. Also, happiness does not depend on circumstances. Objects and events are not its causes. It is dependent only on one thing: the peace in our mind. This means that in order to experience happiness intentionally, we have to make our mind silent, calm and relaxed. This happiness I am talking about is constant and existing for ever. It is our nature; only our thoughts stand in our way of experiencing it. Drive away the thoughts and you are happy.

- A. Happiness always gives us warmth.
- B. Happiness can be found everywhere.
- C. Happiness is not dependent on our mind.
- D. Happiness is inside us and is not far away.

IV. 重新组合段落 (5 points, 1 point each)

Rearrange the following numbered sentences so that they will read logically. Put the numbers in proper sequence in the boxes provided below.

19. One evening Polson took his son and daughter to dinner at Bananas, a fashionable restaurant.
20. When he brought them their dinners, the professor couldn't help telling him that he had a good memory.
21. Yet he found himself watching the waiter closely when he returned to take the orders at a nearby table of eight.
22. He just listened, made small talk, told them that his name was John Conrad, and left.
23. The young man was pleased.
24. Again the waiter listened, chatted, and wrote nothing down.
25. When the waiter took their orders, Polson noticed that the young man didn't write anything down.
26. Polson didn't think this was exceptional: there were only three of them at the table.

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V. 标出与段落内容无关的句子 (10 points)

Read the following paragraph and cross out irrelevant sentences.

As a boy, Sanders was much influenced by books about the sea, but in fact by the age of fifteen he had decided to become a doctor rather than a sailor. His father was a dentist and as a result, Sanders had the opportunity of meeting people socially. He was surprised to find that he didn't hate the sight of blood. When he was fourteen he began to work as an assistant for the local doctor so that he was able to hear the doctor's conversations with patients. During the war Sanders served in the Navy as a surgeon. After the war he married a nurse in a nearby clinic.

“ That was the happiest time of my life, doing major surgery. I was dealing with very real suffering and saving the soldiers from pains. ” He saw himself as a life-saver. This gave the young man plenty of opportunity to go on working as a life-saver. In Rhodes where he worked under an old doctor, he taught the country people simple facts about medicine. He found that those people lived simply and possessed qualities and a secret of living which he lacked. Thus, while teaching them what to do, he could feel he was serving them.

VI. 写信 (35 points)

Supposing one of your foreign teachers is going to visit some places around your hometown. You (Wang Ming) are going to write a letter to him/her. In your letter, make sure to provide some necessary information about some places of interest and

some good restaurants he/she may go to. Remember to tell him/her how to get there.
(150-200 words)

2006-9-14 【大 中 小】

近几年的英语写作基础试卷在考查内容和试题类型上改动不大，保持了命题的连贯性。考查内容包括三大部分：句子的组成、段落的写作、应用文写作。题型有重写句子、改写病句、识别主题句、重新组合段落、识别与段落内容无关的句子、写信六种。本文将按题型顺序对 2000 年试题的考核知识点与解题思路进行分析和探讨，同时，也将对考生答题中的典型错误作一剖析，希望能有益于准备参加今年考试的同学。

第一大题 重写句子（本大题共 10 小题，每小题 1.5 分，共 15 分）

Rewrite each of the following sentences according to the requirement.

一，考核知识点：考查 loose sentence 与 periodic sentence 之间的转换。

试题：

2. I felt like taking a walk after watching the sunset. （periodic sentence）

3. While they were waiting in line for the concert tickets , the rain stopped. （loose sentence）

答案：

2. After watching the sunset , I felt like taking a walk.

3. The rain stopped while they were waiting in line for the concert tickets.

解题关键：

（1）明确两种句型的特点：就语义结构而论，periodic sentence（掉尾句）中主要信息在后，次要信息在前，使句子的重心置于句尾，旨在造成悬念，引人入胜；而 loose sentence（松散句）则正相反，将句义重心放在句首，使主要信息一目了然。就语法结构而言，periodic sentence（掉尾句）将句子成分中的修饰部分放在主要成分（一般为主谓结构）之前；而 loose sentence（松散句）则反之。

（2）第二题原句主要信息为 I felt like taking a walk，放在次要信息 After watching the sunset 之前，原句是 loose sentence（松散句），变换句型只要将主次信息换位即可。第三题原句的主要信息为 the rain stopped，次要信息为 while they were waiting in line for the concert tickets，原句是 periodic sentence（掉尾句），变换成 loose sentence（松散句），需主次信息换位。

二，考核知识点：考查将两个独立短句合并成一个 simple sentence 的能力。

试题：

5. The letter is from my foreign friend. The letter arrived today. （simple sentence）

9. My roommate was waiting for me at the door. He had a book in his hand. (simple sentence)

答案：

5. The letter from my foreign friend arrived today.

9. My roommate with a book in his hand was waiting for me at the door.

解题关键：

(1) 明确 simple sentence(简单句) 的构成：simple sentence(简单句) 包含一个主语 + 谓语动词 (S+V) 的结构。

(2) 将两个短句的共同主语作为合并后的 simple sentence(简单句) 的主语，并将其中包含主要信息的短句的谓语动词确立为 simple sentence(简单句) 的谓语动词，另一短句转化为修饰成分。

(3) 第 5 题原句中第一个短句为次要信息，介词短语 from my foreign friend 可作为修饰成分。第 9 题原句中，第一个短句包含主要信息，其谓语动词 was waiting 可作为合并后的 simple sentence(简单句) 的谓语动词，第二个短句 He had a book in his hand，可转化为 with 引导的介词短语结构，作修饰成分。

考生典型答题错误分析

(错误) The letter which arrived today is from my foreign friend.

(分析) 错误有二：一、未将原句中包含主要信息的短句的谓语动词 arrived 作为合并后的 simple sentence (简单句) 的谓语动词；二、含有定语从句的句子不是 simple sentence (简单句)，而是 complex sentence (复合句)。

(错误) The letter arrived today is from my foreign friend.

(分析) 这是一个病句，句中出现两个没有合适方式连接的谓语动词，根本不符合语法规则。

(错误) My roommate , who had a book in his hand , was waiting for me at the door.

(分析) 此句中 who had a book in his hand 是定语从句，而 simple sentence(简单句) 中不能含有从句。

三，考核知识点：考查独立短句与 compound sentence 之间的转换

试题：

1. Jerry is a good student. He studies hard and grasps concepts well. (compound sentence)

6. We could take a taxi. We could walk to the restaurant. (compound sentence)

10. I needed butter to make the cookie better. I couldn,t find any. I used vegetable oil instead. (compound sentence)

答案：

1. Jerry is a good student , for he studies hard and grasps concepts well.

6. We could take a taxi or we could walk to the restaurant.

10. I needed butter to make the cookie better , but I couldn,t find any , so I used vegetable oil instead.

解题关键：

(1) 明确 compound sentence (并列句) 的特点：compound sentence (并列句) 是由并列连词或特定的标点符号将意义相关、结构完整的两个或两个以上的 simple sentence (简单句) 连接起来构成的。

(2) 理顺独立短句间逻辑关系：是承递、转折、选择、还是因果？确定好后在并列连接词 and, nor, but, yet, or, for, so 之中选一个出来连接各分句。

(3) 第 1 题中，两分句间的关系为前因后果，所以选择 for 引出解释原因的分句。第 6 题中，两分句为选择关系，可用 or 连接。第 10 题较为复杂，前两个分句是转折关系，可用 but 或 yet 连接；它们又与第三个分句形成前因后果的关系，所以选择 so 引出结果。

考生典型答题错误分析

(错误) Jerry is a good student for he studies hard and grasps concepts well.

(分析) 用 for 引导表示原因的分句时，它前面一定要用 comma (逗号)。

(错误) For Jerry is a good student, he studies hard and grasps concepts well.

(分析) 除了因果关系不受外，for 的位置也不正确。用 for 连接两个简单句时，前句表示结果或结论，后句说明产生前述结果的原因，所以 for 只能出现在后句中。

(错误) We could take a taxi or walk to the restaurant.

(分析) 此句仍是一个 simple sentence(简单句)而不是 compound sentence(并列句)，compound sentence(并列句)必须包含两个或两个以上的 simple sentence(简单句)

四，考核知识点：考查 compound sentence 与 complex sentence 之间的转换

试题：

4. The tape recorder was not working right, so I returned it to the store. (complex sentence)

答案：

4. Because the tape recorder was not working right, I returned it to the store.

解题关键：

(1) 了解 complex sentence(复合句)的构成：complex sentence(复合句)包含一个主句及一个或多个从句。从句分为名词性从句、形容词性从句和副词性从句。

(2) 第 4 题原句是 compound sentence(并列句)，两个分句为因果关系，要把 compound sentence(并列句)重写成 complex sentence(复合句)时，只需将第一个分句改为由从属连接词 because 引导的原因状语从句即可。

考生典型答题错误分析

(错误) I returned the tape recorder to the store, for it was not working right.

(分析) for 虽然也可引导表示原因的分句，但它是并列连接词，用在 compound sentence(并列句)中，这点与 because, as, since 等引导原因状语从句的从属连接词不同。

五，考核知识点：考查对 compound-complex sentence 的掌握和运用。

试题：

7. If you want me to clean your windows, please give me a week's notice. I am very busy this month.

(compound-complex sentence)

答案：

7. If you want me to clean your windows, please give me a week's notice, for I am very busy this month.

解题关键：

(1) 了解 compound-complex sentence (并列复合句) 的构成：顾名思义，compound-complex sentence (并列复合句) 是由复合句并列而形成的。具体地说，compound-complex sentence (并列复合句) 可以是一个简单句与一个主从复合句用并列连接词连接起来的，也可以是两个主从复合句的并列。

(2) 第7题原句中的第一个句子是含有条件状语从句的主从复合句，第一句与第二句是前因后果的关系，将两句话用并列连接词 for 连接起来，即可合并为一个 compound-complex sentence (并列复合句)。

考生典型答题错误分析

(错误) Please give me a week's notice if you want me to clean your windows, because I am very busy this month.

(分析) 此句仍是 complex sentence (复合句)，因为 because 为从属连接词。在表示原因的连接词中，只有 for 是并列连接词，用于连接两个具有并列关系的分句。阅卷中发现，相当多的考生没有掌握好连接词 for 的用法。

六，考核知识点：考查对 parallel structure 概念的掌握和运用

试题：

8. Minnie bought a ticket to the play. She went out for dinner. She arrived at the theater by 8 : 00. (parallel structure)

答案：

8. Minnie bought a ticket to the play, went out for dinner, and arrived at the theater by 8 : 00.

解题关键：

(1) 明确 parallel structure (平行结构) 的特点：parallel structure (平行结构) 是把两个或两个以上意思并列的成分用同等的语法形式表示出来。平行的结构可以是单词、词组、从句，也可以是句子。

(2) 第8题原有的三个短句中，主语均为 Minnie，谓语动词 bought、went out、及 arrived 是意思并列的成分，可以成为平行结构。

考生典型答题错误分析

(错误) Minnie bought a ticket to the play, arrived at the theater by 8 : 00, and went out for dinner.

(分析) Minnie 买票、外出吃饭、到达剧院是按照时间顺序先后发生的，次序不能随意更改。

(错误) Minnie bought a ticket to the play, went out for dinner, then arrived at the theater by 8 : 00.

(分析) then 不是并列连接词，不能取代 and.

上一讲，我们对第一种题型“重写句子”的考核知识点与解题思路进行了分析和探讨，并对考生答题中的典型错误作了剖析。本讲我们将研究第二种题型“改写病句”，病句中的一些语病在中国学生的英文写作中十分常见，值得认真推敲。

第二大题 改写病句 (本大题共 5 小题，每小题 3 分，共 15 分)

Correct the errors in the following sentences

一，考核知识点：考查对连接词 (joining word) 使用错误的识别与修正。

试题：

11. Your sales are up , therefore , your bonus is forthcoming.

答案：

11. Your sales are up ; therefore , your bonus is forthcoming.

解题关键：

(1) 连接词 (joining word) 可分为连词 (如 : and , but , for , so , because , although , since 等) 和连接性副词 (如 : therefore , consequently , accordingly , moreover , furthermore , otherwise , likewise , however , nevertheless 等) 。连词和连接性副词在用法上有很多相似之处 , 但也有不同点。

(2) 连词和连接性副词在连接两个分句时 , 前后使用的标点符号不同 : 连词之前常用逗号 (,) , 之后通常不用标点 ; 而连接性副词之前要求用分号 (;) 或句号 (。) , 之后常用逗号 (,) 。

(3) 该句最简便的修正方法是将连接性副词 therefore 前的逗号 (,) 改为分号 (;) 。另外也可改为 : Your sales are up . Therefore , your bonus is forthcoming . 评分标准 ” 中规定 : “ 与标准答案不一致 , 但句子结构正确 , 表意准确 , 也得满分。否则 , 酌情给分或不得分。 ”

考生典型答题错误分析：

(错误) If your sales are up , your bonus will be forthcoming

(分析) 原句中的两个分句之间是因果关系 , 而不是假设关系。

(错误) Your bonus is forthcoming , therefore , your sales are up .

(分析) 有些考生识别不出病句结构上的错误 , 就以为句义有误 , 对两个分句的因果关系作了调整。

值得注意的是 , 写作基础试卷改写病句一题中的病句通常错在结构上 , 而不是语义上。

二 , 考核知识点 : 考查对破句 (fragmentary sentence) 的识别和修正。

试题：

12. People worked together on the assembly line. Moving quickly and efficiently. They wanted to make as much money as possible.

答案：

12. People worked together on the assembly line , moving quickly and efficiently. They wanted to make s much money as possible.

解题关键：

(1) 了解破句 (fragmentary sentence) 的特点 : 把句子的一部分当成了一个句子。英语中一个完整的句子必须包含 “ 主语 + 谓语 ” 结构 , 否则就是破句 (fragmentary sentence) 。

(2) 找出病句中结构不完整的句子 (即不包含主谓结构的句子) : Moving quickly and efficiently.

(3) 由于用分词结构而引起的破句的修改方法为 : 将分词结构还原为谓语形式使其独立成句 , 或者将分词结构与其前面或后面的句子融合在一起。本句最简便的修正方法是将 moving 前的句号 (。) 变成逗号 (,) , 使 moving quickly and efficiently 融入前面的句子 , 成为表示伴随状况的分词短语。

考生典型答题错误分析：

(错误) People worked together on the assembly line , moving quickly and efficiently . , they wanted to make s much money as possible.

（分析）这是一个串句（run-on sentence），误将两个独立分句合写在一个句子里面而没有适当地分离标识。

（错误）People worked together on the assembly line moving quickly and efficiently. They wanted to make as much money as possible.

（分析）moving 的逻辑主语是 people，不是 assembly line，因此 moving 前必须有逗号（，），否则分词短语 moving quickly and efficiently 就变成了修饰名词 assembly line 的定语，而不再是谓语动词 worked 的伴随状况。

三，考核知识点：考查对垂悬修饰语（dangling modifier）的识别和修正。

试题：

13. Watching the parade, my wallet was stolen.

答案：

13. While watching the parade, I had my wallet stolen. / While I was watching the parade, my wallet was stolen.

解题关键：

（1）了解垂悬修饰语（dangling modifier）的特点：修饰语在句中找不到逻辑上被修饰的对象。分词结构、不定式结构和介词短语做修饰语修饰句子时，易发生垂悬修饰现象。

（2）修正时，可调整句子的主语，使之与上述结构或短语的逻辑主语一致；也可将分词结构、不定式结构或介词短语带上自己的逻辑主语，将其扩展成从句。

（3）原句中做修饰语的分词结构 watching the parade 的逻辑主语与句子主语 my wallet 不一致，所以可将句子主语调整为 I，或将句子主语保持不变，使 watching the parade 带上自己的逻辑主语 I。

考生典型答题错误分析：

（错误）While watching the parade, my wallet was stolen.

（分析）分词结构 watching the parade 前加上连词 while 或 when，不能改变其垂悬修饰语（dangling modifier）的性质，因为其逻辑主语 I 未变，而与从句的主语 my wallet 仍然不一致。

（错误）Watching the parade, I lost my wallet.

（分析）修正病句不应该改变原句的意思。钱包丢失的原因可能是被盗，但也可能是别的原因，例如由于粗心遗忘在某地等。另外，从这一修改中，可看出相当一部分考生对 have sth. done 结构不太熟悉。

四，考核知识点：考查对错误平行结构（faulty parallelism）的识别和修正。

试题：

14. If a publisher rejects a novel, it is either because the story is unsaleable or the author is unknown.

15. Our new car not only is more user-friendly, but also it is more comfortable than our old one.

答案：

14. If a publisher rejects a novel, it is either because the story is unsaleable or because the author is unknown.

15. Our new car is not only more user-friendly but also more comfortable than our old one.

解题关键：

(1) 了解错误平行结构 (faulty parallelism) 产生的原因：平行结构 (parallelism) 是把两个或两个以上意思并列的成分用同等语法形式表达，如果意思上并列的成分用不同等的语法形式来表达，就破坏了其平行结构。

(2) either ...or, neither ...nor, not only ...but also, both...and 等关联并列连接词 (correlative conjunction) 用于连接意思并列的成分，所以每个连词后所跟的成分必须有相同的语法形式。

(3) 14 题原句中连词 either 后是 because 引导的原因状语从句， or 后也应补上 because.

15 题病句最简便的修正方法，是将两个形容词比较级作为平行成分，用 not only ...but also 连接。

考生典型答题错误分析：

(错误) If a publisher rejects a novel , either the story is unsaleable or the author is unknown.

(分析) 从全句来看，这是一个逻辑关系模糊，句法不当的病句。不过应当肯定的是，平行的结构可以是单词、词组，也可以是从句甚至句子。

(错误) Not only our new car is more user-friendly but also it is more comfortable than our old one.

(分析) not only ...but also 可以连接两个平行结构的句子，但 not only 后的句子必须倒装，如：Not only is our new car more user-friendly , but also it is more comfortable than our old one.

另外，not only ...but also 连接两个主语、谓语相同的句子时显得啰嗦和没有必要，故常用来连接两个主语、谓语不同的句子，如：Not only is he himself interested in the subject , but also all his students have begun to show an interest in it. 前两讲，我们讨论了“句子的组成”部分考核知识点与解题思路，下面我们将研究“段落的写作”方面的内容。

第三大题 标出主题句 (本大题共 3 小题，每小题 5 分，共 15 分)

一， 考核知识点：考查对主题句 (topic sentence) 特征的掌握以及识别主题句的能力。

试题：

16. Choose the best topic sentence from the group below. Write the letter of the choice in the blank.

[A] Temperatures in the western hemisphere have stayed the same in the past century.

Temperatures in the western hemisphere are being studied by scientists.

[C] Temperatures in the western hemisphere are gradually warming.

[D] Temperatures in the western hemisphere are being changed.

答案：

16. [C] Temperatures in the western hemisphere are gradually warming.

解题关键：

(1) 了解主题句 (topic sentence) 的特征：主题句 (topic sentence) 是一个段落中最重要的句子，它的作用是概括一个段落的中心意思，所以往往是表示一般概念的句子。范围太大或太小，都会使作者无法展开段落，必须通过某些限制性词语将内容范围限制到一定程度，因此主题句应包括主题和限制性词语。从语义层次分析，主题句是一个概括性的语句 (general statement)，它必须包涵段落要谈论的主体 (subject) 和这个主体的某一所谈论的方面 (controlling idea)，即 Topic sentence=Subject+Contrlling idea.

(2) 比较 16 题中的四句，看哪一句既有一定的概括性，又能留出一定的展开余地。

(3) [C] 句符合上述的条件，其中 Temperatures in the western hemisphere 是 subject；are gradually warming 是 controlling idea，有待推展和细节支持。

(4) 其余三句虽也符合主题句 “Topic sentence=Subject+Controlling idea” 的特征，但 [A] 句中 have stayed the same in the past century 是静态的描述，不利于推展；句中 are being studied by scientists 意义笼统，缺乏探讨的价值；[D] 句中被动语态 are being changed 的使用使句义不够明晰，令人费解。

二，考核知识点：考查在段落中寻找主题句 (topic sentence) 的能力。

试题：

17. Read the following paragraph and underline the topic sentence.

I don't like algebra this semester, and I'm not too fond of history. But I'm enjoying my racquetball class a lot. I'm getting a lot of exercise, and I'm also enjoying the game. We usually play partners and compete in small tournaments within the class. The competition is fun, and playing partners keeps it relaxed. I also have found that I have some ability in racquetball that I haven't had in other sports. I may sign up for intermediate racquetball next semester.

答案：

17. Topic sentence: I'm enjoying my racquetball class a lot.

解题关键：

(1) 段落中的主题句 (topic sentence) 是全段的统领，它说明段落的中心思想和作者写作的目的。段落的其余句子必须与主题句密切相关，共同阐明、证实主题句。因此，主题句具有概括性，支配段落中其他各句的走句。

(2) 多数情况下主题句出现在段首，但也可以在段中或段尾。17 题段落中的第二句 I'm enjoying my racquetball class a lot 包含 subject (racquetball class) 和 controlling idea (I'm enjoying it a lot)，下文各句就 enjoying 一词展开，详细说明喜欢 racquetball class 的事实和原因。所以敲定该句为主题句。

考生典型答题错误分析：

(错误) Topic sentence: I may sign up for intermediate racquetball next semester.

(分析) 该句适合做结论句 (concluding sentence)，因为它必须依赖前文对 enjoying my racquetball class 的探讨才有效度。

三，考核知识点：考查根据段落中的支持句 (supporting sentences) 来推断主题句 (topic sentence) 的能力。

试题：

18. Read the following paragraph carefully and select the best topic sentence from the four possible answers that follow the paragraph.

Topic sentence:

First, there are always customers to be served. I work in a downtown McDonald's that gets lots of traffic, and as soon as I serve one customer, there is always another one ready to order. There is constant pressure because I can never step back for a few minutes and relax. Second, I have to put together all of the orders myself. To do that, I have to move all over the serving area: French fries on one side, drinks on the other, and burgers

in middle. It's easy to get sloppy and spill a Coke or throw French fries on the floor. Also , I must always move at a fast pace. McDonald,s has an image to uphold , and its workers must scurry about like ants. If I don't move fast enough , some customers will say , “ Hey, speed it up , ” or “ I though McDonald,s had fast service. ” And with all of this nonstop work , I only get one ten-minute break every two hours. However , ten minutes isn't enough time to rest and feel like getting back to work. It only gives me enough time to realize how tired I am , so I go back to work depressed. Finally , my manager really keeps the pressure on. He watches us like a hawk , and every time I do something wrong , he seems to catch it. He also has a reputation for firing people , and he never lets any of the workers feel that their jobs are safe. By the end of the day , I,m emotionally and physically drained , like everyone else , and we all head out the door grumbling.

[A] The hamburger sold at McDonald,s is my favorite food.

There are several reasons that I like McDonald,s.

[C] Working at McDonald,s is very tiring.

[D] I have no idea about working at McDonald,s.

答案：

18. Topic sentence : [C] Working at McDonald,s is very tiring.

解题关键：

(1) 明确主题句 (topic sentence) 与支持句 (supporting sentence) 的关系：主题句 (topic sentence) 是统领，起着开宗明义、提纲挈领的作用，其余的与主题相关的支持句 (supporting sentences) 都围绕主题句来展开，用来阐明、证实主题句。

(2) 18 题段落中的各句描述了麦当劳员工工作的情况：店员要不停地接待一个又一个顾客，异常忙碌，身体极度疲劳，还要承受顾客的诸多抱怨和经理的严厉监督。所有这些 supporting sentences 都用细节支持说明一个事实：在麦当劳工作十分辛苦。故 [C] 句 Working at McDonald,s is very tiring 就是该段落的 topic sentence.

(3) [A] 、 [D] 三句，与段落各支持句内容或不相关或相矛盾，故为错解。

《英语写作基础》课程简介

2006-9-14 【大 中 小】

一、《英语写作基础》课程简介

《英语写作基础》是全国高等教育自学考试英语专业基础阶段 (专科阶段) 的一门重要的实践课程，本科程着重培养应考生英语写作的基本技能，重点教授英语写作的最基础内容。主要包括三大部分：句子的组成，段落的写作，概要及应用文写作。

《英语写作基础》考核重点

《英语写作基础》的考核目标和出题原则在《考试大纲》中有明确的阐述。但是根据历年考题看，考核重点有以下三点：

1. 掌握句子，段落写作的基概念，基本理论和基本方法；
2. 能写一般的书信、通知、便条以及请贴等，格式正确，语言得体，内容完整，条理清楚，语法基本正确；
3. 写作速度每小时 200—250 词。

《英语写作基础》备考方法

1. 立足教材，基础领先

《英语写作基础》是一门基础课，考查的重点也在于一些基础的知识。例如句子类型，常见错误，句式变化等。这些都是英语写作的基本概念和基本理论，考生要能够理解并准确地利用这些概念对一些写作问题做出正确的判断，进而增强自己的写作意识，提高自己的写作基础水平。这正是考试判断题，改错题，改写题等题型的考查对象。因此同学们第一步就要认真阅读教材。阅读教材时要认真研究其讲解部分和所列出的实例，尤其是中国学生容易出错的句子结构以及动名词搭配等。只有把教材的讲解部分和实例消化了，才能应对考试。另外段落写作中理论部分侧重比较多，主要有一致、连贯、结尾和发展段落等，这些理论比较抽象，不如改错等题目那样明显，需要认真阅读教材，确实理解这些基本概念，并且分析现成段落，认真体会，把理论和实际相结合，抓到各个概念的实质；同时还要牢记一些重要的，显现的特征，作为解答应用题，例如段落句子排序，寻找主题句，找出多余句子等题型。应用文写作要求格式和内容的统一，对格式的要求是十分严格的，这同样需要大家认真阅读教材，牢记各类应用文的写作格式。因此，大家要立足教材，夯实基础，搞懂教材所列实例和练习，并举一反三，牢固掌握。

2. 重视句段，严守格式

英语写作基础是为英语学习本科段的《英语写作》奠定基础的一门课程。因此，它侧重句子和段落，以及有严格形式的应用文写作。我们大家都知道，涉及到句子的语法称之为句法，主要涉及到句子的结构，句子的类型等。它在很大程度上是考查考生的语法知识，例如各、类句子错误，这需要大家要注意句子的基本知识，熟知各种类型的错误；一个语法上正确的句子，放到作文中可能就不合适，因为单个句子可能不适合整篇文章的语境，需要对句式进行调整，以适合段落的需要。因此，从修辞的角度，我们对句子进行了重新的划分，例如掉尾句、长句、短句等。这些新的写作术语，要求大家要彻底理解，以此作为解题的基础。段落不是句子的简单堆砌，需要各句子之间的连贯和衔接，这就需要大家掌握基本的段落概念。应用文写作在基础阶段就是段落写作加上严格的格式。因此大家要注意应用文写作，并严格遵循格式。

3. 广泛阅读，勤写多改

《英语写作基础》还需要考生增加阅读量。研究证明阅读和写作之间存在着不可分割的联系，应考生写作中出现的问题，大多和阅读量不够有直接关系，如语言不通顺，句子之间缺乏逻辑性，思路混乱，词性变化不正确等。要想避免这些方面的错误，一个好的方法就是多读书。读书时要勤于思考，要注意观察句子的结构，观察句与句之间的逻辑和联系，并把自己所学理论运用到阅读中，反复揣摩和体会，必会大有收获。适当地背诵范文也是很有益的学习写作的方法。说一千，道一万，写作归根到底还是要写文章。因此考生平时要勤学多练，多写多改。写作能力是在写作实践中获得的。经常动笔是英语写作能力质的飞跃的前提。另外考生还要养成反复修改草稿的良好习惯，可以自己改，也可以相互改。对自己草稿的修改中就会练习到修正病句，错句，删除对统一性和连贯性起到破坏作用的句子，剔除不合逻辑的内容等，实际上就是在练习所学内容，在进行考试练兵。所以考生应该多写多改。

二、考试题型及分析

高等教育自学考试《英语写作基础》考试满分 100 分，考试时间为 150 分钟。全部题目用英文作答。其形式相对固定。《英语写作基础自学考试大纲》的规定“本课程试卷采用的题型主要包括：判断题、改错题、改写题、概要写作、应用文写作等”。近几年的英语写作基础试卷在考查内容和试题类型上改动不大，

保持了命题的连贯性。考查内容包括三大部分：句子的组成、段落的写作、应用文写作。题型有重写句子、改写病句、识别主题句、重新组合段落、识别与段落内容无关的句子、写信六种。具体如下：

。 重写句子 （本大题共 10 小题，每小题 1.5，共 15 分）

Revise the following sentences according to the requirement

。 改写病句 （本大题共 3 小题，每小题 5 分，共 15 分）

III. 标出主题句 （本大题共 3 小题，每小题 5 分，共 15 分）

Select the topic sentence

1. Choose the best topic sentence from the group below.

2. Read the following paragraph carefully and underline the topic sentence.

3. Read the following paragraph carefully and select the best topic sentence from the four possible answers that follow the paragraph

IV. 重新组合段落（本大题共 5 小题，每小题 1 分，共 5 分）

Rearrange the following numbered sentences so that they will read logically. Put the numbers in proper sequence in the boxes provided below.

V. 标出与段落内容无关的句子（本大题共 10 分）

Read the following paragraphs and cross out the irrelevant sentences.

VI. 写信 （本大题共 40 分）

You are planning to further your studies in a college or university. Write an application letter. In your letter , provide the necessary information about yourself , tell them you want to study math and find out about the possibility of receiving financial support. （150-200 words ）

VII. 写便条

Write a note of invitation according the situation described. 写便条在《英语写作基础大纲》中虽然列出。但是该题型自 2000 年以来就没有考过。大家应该防患于未然，掌握各类便条的写法，尤其是便条的日期，署名，称谓等的格式。

三、《英语写作基础》课程讲解

考核内容主要集中在句子种类之间的转换，常见的错误结构，段落中的主题句，连贯性，应用文的书信写作几个部分。这里我们简单的复习一下这几部分里出现的术语、概念、和格式。

（一）句子种类 （Types of Sentences）

1. The Periodic Sentence 掉尾句

中心意思出现在句尾的句子称为掉尾句。这种句子结构通常要比中心意思出现在句首、修饰语出现在句尾的结构效果更好。修饰语可以是词组（例如介词词组，分词词组等），状语从句（如条件状语从句，让步状语从句，地点状语从句等），也可以是其它结构（如不定式结构等）。大家在写作时，不妨注意掉尾句的使用。

2.The Short and Long Sentences 长短句

短句显得简练，有力量。但句子太短也会影响写作上的流畅性，解决这一问题的方法是利用连词，包括从属连词，将短句连接在一起。长句可以将比较复杂的逻辑思维表达清楚。短句长句要根据所表达的思想 and 内容结合使用，长短句的不断变化会给读者新奇感。

3. The Simple Sentence 简单句：只有一个主谓结构的句子。

4. The Compound Sentence 并列句：有两个和两个以上的简单句组合而成，通常由逗号加上并列连词（and, but, for, or, nor, so, yet）连接。

5. The Complex Sentence 复杂句：一个简单句加上由从属连词连接的另一个句子。从属连词就是指除并列连词之外的连词。

6. The Compound-Complex sentence 并列复合句：一个或一个以上的简单句加上一个或一个以上的复合句。

（二）常见结构错误（Common Errors）

1. Run-on sentence 串句：

误将两个句子穿在一起，有的用逗号隔开，有的标点都没有使用。修改串句有三种方法：1) 将其分成两个句子；2) 用连词连接两个句子；3) 用分号连接两个句子。

2. Fragmentary Sentences 破句：

破句是串句的另一个极端，即把句子的一部分当成是一个句子。任何句子都必须要有主语和谓语并且要表达一个完整的思想。如果缺少其中之一就会造成破句。每一种破句都可以用多种方法来更正。常见的破句有：1) 从属连词引出的破句。从属连词例如 after, unless, even (even though/even if), since, before, when, (whenever), because, if, who, while, as, which, although, though, so, where, until, that 等，不能单独引导独立的句子，它们引导的句子必须要依靠另一个主句。修改时，使其与前面或后面的句子相结合，使其从属于某一个主句。2) ing 分词和不定式引起的破句。修改办法是将 ing 分词融合到相邻的句子中，或是为其加上一个主语，将 ing 变为动词的某种形式。3) 增加细节引起的破句。这样的破句缺乏主语或是动词。经常以下面这些词引出：for example, also, except, such as, including, especially. 修改的办法就是给破句增加主语和动词。4) 缺少主语引起的破句。改正办法是将破句和相邻的前句结合或是增加一个主语。

3. Faulty parallelism 错误平行结构：

平行结构是把两个或两个以上的意思并列的成分用同等的语法形式表达出来。如果意思上并列的成分用不同等的语法形式来表达，就破坏了平行结构。平行结构可以是单词、词组、从句、也可以是句子。这里要注意几个十分容易犯的错误。1) 不要使用 And who/and which 结构，如 James Joyce's Ulysses, a long and complicated novel and which is on our reading list, has been banned by the school board. 2) 一些成对连词如 either or; neither or; not only but also; both and 等要连接一致的语法成分。3) 再有就是 than 和 as 引导的比较句。要是比较的东西或是思想在逻辑上和语法上要一致。如 The students in our school are more intelligent than your school. 错在逻辑上把 the students 和 your school 进行了比较，应该添上 than the students in your school 或是 than those in your school. 又如 His learning is as extensive as Paul. 应该为 as extensive as Paul's.

4 Misplaced Modifiers 错置修饰语

错置修饰语指的是应为修饰语的位置不正确而导致的句子错误。例如 I nearly earned a hundred dollars last week. 这里是说你差点就赚了 100 美元还是你赚了差不多 100 美元呢？如果表达后者的意思就需要将 nearly 放到 a hundred dollars 前面。改正的最好办法是让修饰语和被修饰词尽量靠近。

5. Dangling modifiers 垂悬修饰语：

即修饰语在句子中找不到逻辑上修饰的对象，这是中国学生经常犯的一种语法错误。常见的有以下五种：垂悬分词；垂悬动名词，垂悬不定式，垂悬介词，垂悬省略句。常用改进方法有两种，一是明确动作的实施者，使主语成为悬垂部分修饰的对象；二是将省略句或是分词词组扩展为从句。例如：

错误 After practicing for three hours , a large mug of beer was what the thirsty dancers wanted.

。 正确 After practicing for three hours , the thirsty dancers wanted a large mug of beer.

错误 Watching the parade , my wallet was stolen.

正确 While I was watching the parade , my wallet was stolen.

（三）段落（ The Paragraph）

1. 主题句（ The Topic Sentence）

多数情况下主题句出现在段首，但也可以出现在段中或断尾。主题句是一个段落中最重要的句子，是段落的“纲”。它说明段落的中心思想和作者的写作目的。段落的其它句子必须与主题句密切相关，共同阐述、证实主题句。主题句主要有三个方面的功能：

- 1) 限制内容范围 主题句的作用是概括一个段的中心意思，所以往往是一个表示一般概念的句子。范围太大或太小，都会使作者无法展开段落，必须通过某些限定性词语将内容限制到一定程度，因此主题句应包括主题和限定词。
- 2) 体现段落展开方向。主题句暗示段落可能展开的方向，涉及的内容以及作者的思路。
- 3) 预示段落展开的方法。主题句起着开宗明义、提纲挈领的作用，支持句都要围绕主题句展开。

2. 统一性（ Unity ）

即所写的文章紧扣主题。统一性要求作者切记文章的题目和写作目标，写出的句子都必须为中心思想服务。任何与该段的中心思想相悖的句子，内容，无论其表达如何完美，都应该毫不吝惜的予以删除，以确保该段的统一性。

3. 连贯性（ Coherence）

连贯性和语言表达的形式相关。 指的是一个句子能自然的过渡到下一个句子。 既指句与句之间的联系，又指整个段的组织。在一个段落中，句子与句子之间有一种自然的逻辑关系。段落中的每一个句子，都是前一个句子的某种逻辑归宿与承诺，从而使整个段落浑然一体。做到句与句之间连贯性较好，经常采用下面的几种方法。（ 1）使用代词 大部分代词是用来替代前面出现的名词的。写作中使用代词可以避免重复，使文章简洁。它们往往是前指的，也就是说，上下两个句子如果下句出现的代词是代指上句出现的名词。这样就为我们提供了两句间的先后关系和逻辑关系。（ 2）重复核心词和短语 词汇手段也是达到段落连贯性的手段之一。经常重复核心词和短语，使读者注意到文章的中心所在。这里重复的词汇可能是以多种形式出现的。（ 3）正确使用过渡词 正确使用关联词可以大大提高段的连贯性。 像是 first , second , next , for example 等连接词，它们就像路标一样指引读者沿着作者的思路顺利阅读下去。

（四）应用文写作 （ Practical Writing ）

应用文是一种特殊的文体，它的行文格式和措辞用字各具特点，与中文应用文的写法有很大的区别。通过对本章的学习， 考生应该掌握应用文写作技巧， 同时应将写句子和段的技巧融合在应用文写作之中，最终写出格式正确、用词得当、表达得体的应用文来。应用文写作主要有便条（ Notes ），信件（ Letters ），个人简历（ Resume）。这里着重讲解一下信件的写法。

1. 便条（ Notes ）

便条的写作相对来说比较简单，重要的是格式，尤其要注意邀请类，预约类和道歉类便条的写法。写便条时要注意以下几点： 1) 如果想签署写便条的日期，应该写在右上角。 2) 如果需要别人的回执，在左下角写上 R.S.V. P. 3) 邀请类便条中有些是十分正式的邀请卡的写法，它是打印的，要求较高。 4) 写作要注意写作对象，区分语言的正式与非正式形式。 5) 地点和时间的顺序是先地点后时间，时间遵循星期 + 月份 + 日子 + 小时 + 分钟。例如：一个便条是 2 月 28 日上午 9 时 40 分写的，英语格式应该为： Sat. Feb. 28. 9: 40 a.m. 当然这只是理论上的可能，实际生活中便条的日期写到几号就行了，如 Sat. Feb.28, 或者只写月日 Feb.28.6) 要注意一些省略词，例如月份， R.S.V. P. 等。

了解了便条写作的格式，再就是内容。审题要仔细，划出便条内容要点，这些要点在便条中是缺一不可的。然后要分清便条的种类，要学会一些表达邀请，预约和道歉的英语常用表达句式。这些可以通过阅读课文例子获得。最后将形式和内容相结合写出便条。

2. Letters 信件的写法

1) 信件的格式

a. 信头 (Heading)

信头指的是写信人的详细地址和写信日期，一般写在第一页的左上角。如果所用信纸上印有，就可以省略；私人信件往往只写日期。信头地址单位要从小到大排列，一定要写邮政编码。要留出约 3 厘米的边距。

b. 信内地址 (The inside address)

信内地址指的是收信人的详细地址，位置在左边称谓的上方。

c. 称谓 (The salutation)

称谓是对收信人的称呼，和他打招呼。它在信内地址下空两行。称谓后跟逗号 (美国) 或是冒号 (英国)。私人信件一般用 Dear + 姓的格式。商业信件比较正式，一般用 Dear + Mr./Mrs./Ms./Miss + 名的形式，如 Dear Mr. Hamilton : 这里要注意 Mr. 的复数形式是 Messrs , Mrs. 的复数形式是 Mmes. 如果收件人不明确，可以用 Dear colleague , Dear Sir/Dear Madam/ Dear Sir or Madam : To whomever it may concern : 只用于推荐信和证明书。

d. 正文 (The body)

正文是信件的主体部分，指的是正文的段落。有两种形式，齐头式和缩进式。齐头式比较常用，段内行距为一空格，段落间行距为两空格。

f. 结束语 (Complimentary close)

结束语的表达很多，要根据和收信人的关系来确定。商务信件常用结束语有： Sincerely yours , Sincerely , Cordially yours , Yours sincerely , Yours truly , Yours cordially , Very truly yours , 私人信件常用结束语有： Love , Yours , As ever , Fondly , Sincerely , Affectionately , With love , Yours with love , Best wishes , With Best wishes , Yours truly , Sincerely yours , Yours sincerely. 第一个字母要大写，后面用逗号。位置在左边，正文最后一行后空两行。

g. 签名 (Signature)

私人信件比较随便，视人际关系而定。商务信件签名必须是全名 (手写) ，底下是打印全名。信内附件，写上 “ Enclosure 或是 “ Encl. 位置在左边签名的下方，中间空一行。附言用 P.S 表示，位置在左边，签名下方空两行。

h. 信封 (The Envelope) 写信人地址在左上角，收信人地址在中间。

2) 信件的种类

a. 求职信 (Application Letter)

第一段往往是引出写信者如何获得的职位信息，例如报纸广告，电视，网络等媒体。然后表示自己的兴趣，并表示自己这一职位。

第二段介绍自己的情况，并结合职位要求来介绍一下自己的经历和技能。

结尾，表达感谢，盼望面试机会，附带简历，留下联系方式。

b. 求学信 (Application For a College)

第一段表达对申请学习某一专业的兴趣，然后说明写信目的，是了解入学要求，还是课程。

第二段私人信息。和自己所申请专业相关的学习和工作经历。附带简历备查等。

结尾，表达感谢，期盼回信。

c. 邀请信 (Invitation Letter)

第一段，几句赞扬被邀请人的话。代表某一单位，向某人发出正式邀请。

第二段，有关邀请事项的细节安排。活动时间，地点，流程，以及受邀请人的旅费问题。

结尾，期盼回复，表达希望受邀人到达的愿望，附件日程安排等。

4. 感谢信 (Thanks)

第一段，表达感谢，感谢事由。

第二段，回顾共同渡过的时光，经历的事情，表达高兴，和对他人帮助的感激。

结尾，再次表达谢意，祝福收信人及家人，表达再次相见的愿望。

5. 抱怨信 (Complaints)

第一段，表达写信目的，产品购买时间及其问题。

第二段，表达产品质量问题的详细情况和所做的咨询、维修等相关事情。表达虽经努力仍然无法使用的状况。提出你的明确要求，退货还是其它。

结尾，期待回复，解决问题。

6. 祝贺信 (congratulations)

第一段，表达祝贺，祝贺的事由。

第二段，较为详细的对事由的描写，表达继续合作的意向。

第三段，祝福的话。

四、各题型解题思路 and 技巧

下面我们将按题型顺序，以考试题为例题，理出试题考试的考核知识点与解题思路。同时，也将对考生答题中的典型错误做出剖析，希望大家能够以此为例，举一反三，熟练掌握基本写作术语的概念，增加解题经验，取得较好的成绩。

I. 重写句子 (本大题共 10 小题，每小题 1.5 分，共 15 分)

1. 考查 loose sentence 与 periodic sentence 之间的转换。

例题：

1. I felt like taking a walk after watching the sunset. (Periodic sentence)
2. While they were waiting in line for the concert tickets , the rain stopped. (Loose sentence)

答案：

1. After watching the sunset , I felt like taking a walk.
2. The rain stopped while they were waiting in line for the concert tickets.

解题思路：（1）明确两种句型的特点：就语义结构而论，periodic sentence(掉尾句)中主要信息在后，次要信息在前，使句子的重心置于句尾，旨在造成悬念，引人入胜；而loose sentence(松散句)则正相反，将句义重心放在句首，使主要信息一目了然。就语法结构而言，periodic sentence(掉尾句)将句子成分中的修饰部分放在主要成分（一般为主谓结构）之前；而loose sentence(松散句)则反之。（2）第一题原句主要信息为 I felt like taking a walk，放在次要信息 After watching the sunset 之前，原句是 loose sentence（松散句），变换句型只要将主次信息换位即可。第二题原句的主要信息为 the rain stopped，次要信息为 while they were waiting in line for the concert tickets，原句是 periodic sentence(掉尾句)，变换成 loose sentence（松散句），需主次信息换位。

2.考查将两个独立短句合并成一个 simple sentence 的能力。

例题：

1. The letter is from my foreign friend. The letter arrived today. (Simple sentence)
2. My roommate was waiting for me at the door. He had a book in his hand. (Simple sentence)

答案：

1. The letter from my foreign friend arrived today.
2. My roommate with a book in his hand was waiting for me at the door.

解题思路：（1）明确 simple sentence(简单句)的构成：simple sentence(简单句)包含一个主语 + 谓语动词（S+V）的结构。（2）将两个短句的共同主语作为合并后的 simple sentence(简单句)的主语，并将其中包含主要信息的短句的谓语动词确立为 simple sentence(简单句)的谓语动词，另一短句转化为修饰成分。（3）第1题原句中第一个短句为次要信息，介词短语 from my foreign friend 可作为修饰成分。第1题原句中，第一个短句包含主要信息，其谓语动词 was waiting 可作为合并后的 simple sentence(简单句)的谓语动词，第二个短句 He had a book in his hand，可转化为 with 引导的介词短语结构，作修饰成分。

典型错误

The letter which arrived today is from my foreign friend. 这个句子错误有二：一、未将原句中包含主要信息的短句的谓语动词 arrived 作为合并后的 simple sentence(简单句)的谓语动词；二、含有定语从句的句子不是 simple sentence(简单句)，而是 complex sentence(复合句)。还有 The letter arrived today is from my foreign friend. 这是一个病句，句中出现两个没有合适方式连接的谓语动词，根本不符合语法规则。再如 My roommate , who had a book in his hand , was waiting for me at the door. 此句中 who had a book in his hand 是定语从句，而 simple sentence(简单句)中不能含有从句。

3.考查独立短句与 compound sentence之间的转换

例题：

1. Jerry is a good student. He studies hard and grasps concepts well. (compound sentence)

2. We could take a taxi. We could walk to the restaurant. (compound sentence)

3. I needed butter to make the cookie better. I couldn't find any. I used vegetable oil instead. (compound sentence)

答案：

1. Jerry is a good student, for he studies hard and grasps concepts well.

2. We could take a taxi or we could walk to the restaurant.

3. I needed butter to make the cookie better, but I couldn't find any, so I used vegetable oil instead.

解题思路：(1) 明确 compound sentence(并列句)的特点：compound sentence(并列句)是由并列连词或特定的标点符号将意义相关、结构完整的两个或两个以上的 simple sentence(简单句)连接起来构成的。(2) 理顺独立短句间逻辑关系：是承递、转折、选择、还是因果？确定好后在并列连接词 and, nor, but, yet, or, for, so 之中选一个出来连接各分句。(3) 第 1 题中，两分句间的关系为前因后果，所以选择 for 引出解释原因的分句。第 2 题中，两分句为选择关系，可用 or 连接。第 3 题较为复杂，前两个分句是转折关系，可用 but 或 yet 连接；它们又与第三个分句形成前因后果的关系，所以选择 so 引出结果。

典型错误

(错误) Jerry is a good student for he studies hard and grasps concepts well.

(分析) 用 for 引导表示原因的分句时，它前面一定要用 comma(逗号)。

(错误) For Jerry is a good student, he studies hard and grasps concepts well.

(分析) 除了因果关系不受外，for 的位置也不正确。用 for 连接两个简单句时，前句表示结果或结论，后句说明产生前述结果的原因，所以 for 只能出现在后句中。

(错误) We could take a taxi or walk to the restaurant.

(分析) 此句仍是一个 simple sentence(简单句)而不是 compound sentence(并列句)，compound sentence(并列句)必须包含两个或两个以上的 simple sentence(简单句)

4. 考查 compound sentence 与 complex sentence 之间的转换

例题：

1. The tape recorder was not working right, so I returned it to the store. (complex sentence)

答案：

1. Because the tape recorder was not working right, I returned it to the store.

解题思路：(1) 了解 complex sentence(复合句)的构成：complex sentence(复合句)包含一个主句及一个或多个从句。从句分为名词性从句、形容词性从句和副词性从句。(2) 第 4 题原句是 compound sentence(并列句)，两个分句为因果关系，要把 compound sentence(并列句)重写成 complex sentence(复合句)时，只需将第一个分句改为由从属连接词 because 引导的原因状语从句即可。

典型错误：

(错误) I returned the tape recorder to the store, for it was not working right.

(分析) for 虽然也可引导表示原因的分句，但它是并列连接词，用在 compound sentence(并列句)中，这点与 because, as, since 等引导原因状语从句的从属连接词不同。

5.考查对 compound-complex sentence 的掌握和运用。

例题：

1. If you want me to clean your windows , please give me a week,s notice. I am very busy this month.
(compound-complex sentence)

答案：

1. If you want me to clean your windows , please give me a week,s notice , for I am very busy this month.

解题思路：

(1) 了解 compound-complex sentence (并列复合句) 的构成：顾名思义， compound-complex sentence (并列复合句) 是由复合句并列而形成的。具体地说， compound-complex sentence (并列复合句) 可以是一个简单句与一个主从复合句用并列连接词连接起来的，也可以是两个主从复合句的并列。(2) 第 1 题原句中的第一个句子是含有条件状语从句的主从复合句，第一句与第二句是前因后果的关系，将两句话用并列连接词 for 连接起来，即可合并为一个 compound - complex sentence (并列复合句)。

典型错误：

(错误) Please give me a week,s notice if you want me to clean your windows , because I am very busy this month.

(分析) 此句仍是 complex sentence (复合句)，因为 because 为从属连接词。在表示原因的连接词中，只有 for 是并列连接词，用于连接两个具有并列关系的分句。阅卷中发现，相当多的考生没有掌握好连接词 for 的用法。

6. 考核知识点：考查对 parallel structure 概念的掌握和运用

例题：

1. Minnie bought a ticket to the play. She went out for dinner. She arrived at the theater by 8 : 00. (Parallel structure)

答案：

1. Minnie bought a ticket to the play , went out for dinner , and arrived at the theater by 8 : 00.

解题思路：

(1) 明确 parallel structure (平行结构) 的特点： parallel structure (平行结构) 是把两个或两个以上意思并列的成分用同等的语法形式表示出来。平行的结构可以是单词、词组、从句，也可以是句子。(2) 第 1 题原有的三个短句中，主语均为 Minnie，谓语动词 bought、went out、及 arrived 是意思并列的成分，可以成为平行结构。

典型错误：

(错误) Minnie bought a ticket to the play , arrived at the theater by 8 : 00 , and went out for dinner.

(分析) Minnie 买票、外出吃饭、到达剧院是按照时间顺序先后发生的，次序不能随意更改。

(错误) Minnie bought a ticket to the play , went out for dinner , then arrived at the theater by 8 : 00.

(分析) then 不是并列连接词，不能取代 and.

II. 改写病句 (本大题共 5 小题，每小题 3 分，共 15 分)

1. 考查对连接词 (joining word) 使用错误的识别与修正。

例题：

1. Your sales are up , therefore , your bonus is forthcoming.

答案：

1. Your sales are up ; therefore , your bonus is forthcoming.

解题思路：

(1) 连接词 (joining word) 可分为连词 (如： and , but , for , so , because , although , since 等) 和连接性副词 (如：therefore , consequently , accordingly , moreover , furthermore , otherwise , likewise , however , nevertheless 等) 。连词和连接性副词在用法上有很多相似之处，但也有不同点。(2) 连词和连接性副词在连接两个分句时，前后使用的标点符号不同：连词之前常用逗号 (,) ，之后通常不用标点；而连接性副词之前要求用分号 (;) 或句号 (.) ，之后常用逗号 (,) 。(3) 该句最简便的修正方法是将连接性副词 therefore 前的逗号 (,) 改为分号 (;) 。另外也可改为： Your sales are up. Therefore , your bonus is forthcoming. 评分标准 中规定： “与标准答案不一致，但句子结构正确，表意准确，也得满分。否则，酌情给分或不得分。”

典型错误：

(错误) If your sales are up , your bonus will be forthcoming

(分析) 原句中的两个分句之间是因果关系，而不是假设关系。

(错误) Your bonus is forthcoming , therefore , your sales are up.

(分析) 有些考生识别不出病句结构上的错误，就以为句义有误，对两个分句的因果关系作了调整。

值得注意的是，写作基础试卷改写病句一题中的病句通常错在结构上，而不是语义上。

2. 考查对破句 (fragmentary sentence) 的识别和修正。

例题：

1. People worked together on the assembly line. Moving quickly and efficiently. They wanted to make as much money as possible.

答案：

1. People worked together on the assembly line , moving quickly and efficiently. They wanted to make as much money as possible.

解题思路：

(1) 了解破句 (fragmentary sentence) 的特点：把句子的一部分当成了一个句子。英语中一个完整的句子必须包含 “主语 + 谓语” 结构，否则就是破句 (fragmentary sentence) 。(2) 找出病句中结构不完整的句子 (即不包含主谓结构的句子) ： Moving quickly and efficiently. (3) 由于用分词结构而引起的破句的修改方法为：将分词结构还原为谓语形式使其独立成句， 或者将分词结构与其前面或后面的句子融合在一起。本句最简便的修正方法是将 moving 前的句号 (.) 变成逗号 (,) ，使 moving quickly and efficiently 融入前面的句子，成为表示伴随状况的分词短语。

典型错误：

(错误) People worked together on the assembly line , moving quickly and efficiently , they wanted to make as much money as possible.

(分析) 这是一个串句 (run-on sentence) , 误将两个独立分句合写在一个句子里面而没有适当地分离标识。

(错误) People worked together on the assembly line moving quickly and efficiently. They wanted to make as much money as possible.

(分析) moving 的逻辑主语是 people , 不是 assembly line , 因此 moving 前必须有逗号 (,) , 否则分词短语 moving quickly and efficiently 就变成了修饰名词 assembly line 的定语 , 而不再是谓语动词 worked 的伴随状况。

3.考查对垂悬修饰语 (dangling modifier) 的识别和修正。

例题 :

1. Watching the parade , my wallet was stolen.

答案 :

1. While watching the parade , I had my wallet stolen. / While I was watching the parade , my wallet was stolen.

解题思路 :

(1) 了解垂悬修饰语 (dangling modifier) 的特点 : 修饰语在句中找不到逻辑上被修饰的对象。分词结构、不定式结构和介词短语做修饰语修饰句子时 , 易发生垂悬修饰现象。 (2) 修正时 , 可调整句子的主语 , 使之与上述结构或短语的逻辑主语一致 ; 也可将分词结构、不定式结构或介词短语带上自己的逻辑主语 , 将其扩展成从句。 (3) 原句中做修饰语的分词结构 watching the parade 的逻辑主语与句子主语 my wallet 不一致 , 所以可将句子主语调整为 I , 或将句子主语保持不变 , 使 watching the parade 带上自己的逻辑主语 I.

典型错误 :

(错误) While watching the parade , my wallet was stolen.

(分析) 分词结构 watching the parade 前加上连词 while 或 when , 不能改变其垂悬修饰语 (dangling modifier) 的性质 , 因为其逻辑主语 I 未变 , 而与从句的主语 my wallet 仍然不一致。

(错误) Watching the parade , I lost my wallet.

(分析) 修正病句不应该改变原句的意思。钱包丢失的原因可能是被盗 , 但也可能是别的原因 , 例如由于粗心遗忘在某地等。另外 , 从这一修改中 , 可看出相当一部分考生对 have sth. done 结构不太熟悉。

4. 考查对错误平行结构 (faulty parallelism) 的识别和修正。

例题 :

1. If a publisher rejects a novel , it is either because the story is unsaleable or the author is unknown.

2. Our new car not only is more user-friendly , but also it is more comfortable than our old one.

答案 :

1. If a publisher rejects a novel , it is either because the story is unsaleable or because the author is unknown.

2. Our new car is not only more user-friendly but also more comfortable than our old one.

解题思路：

(1) 了解错误平行结构 (faulty parallelism) 产生的原因：平行结构 (parallelism) 是把两个或两个以上意思并列的成分用同等语法形式表达，如果意思上并列的成分用不同等的语法形式来表达，就破坏了其平行结构。(2) either ...or, neither ...nor, not only ...but also , both ...and 等关联并列连接词 (correlative conjunction) 用于连接意思并列的成分，所以每个连词后所跟的成分必须有相同的语法形式。(3) 1 题原句中连词 either 后是 because 引导的原因状语从句， or 后也应补上 because. 2 题病句最简便的修正方法，是将两个形容词比较级作为平行成分，用 not only ...but also 连接。

典型错误：

(错误) If a publisher rejects a novel , either the story is unsaleable or the author is unknown.

(分析) 从全句来看，这是一个逻辑关系模糊，句法不当的病句。不过应当肯定的是，平行的结构可以是单词、词组，也可以是从句甚至句子。

(错误) Not only our new car is more user-friendly but also it is more comfortable than our old one.

(分析) not only ...but also 可以连接两个平行结构的句子，但 not only 后的句子必须倒装，如：Not only is our new car more user-friendly , but also it is more comfortable than our old one. 另外，not only ...but also 连接两个主语、谓语相同的句子时显得啰嗦和没有必要，故常用来连接两个主语、谓语不同的句子，如：Not only is he himself interested in the subject , but also all his students have begun to show an interest in it.

III 标出主题句 (本大题共 3 小题，每小题 5 分，共 15 分)

1. 考查对主题句 (topic sentence) 特征的掌握以及识别主题句的能力。

例题：

1. Choose the best topic sentence from the group below. Write the letter of the choice in the blank.

[A] Temperatures in the western hemisphere have stayed the same in the past century.

[B] Temperatures in the western hemisphere are being studied by scientists.

[C] Temperatures in the western hemisphere are gradually warming.

[D] Temperatures in the western hemisphere are being changed.

答案：

1. [C] Temperatures in the western hemisphere are gradually warming.

解题思路：

(1) 了解主题句 (topic sentence) 的特征：主题句 (topic sentence) 是一个段落中最重要的句子，它的作用是概括一个段落的中心意思，所以往往是表示一般概念的句子。范围太大或太小，都会使作者无法展开段落，必须通过某些限制性词语将内容范围限制到一定程度，因此主题句应包括主题和限制性词语。从语义层次分析，主题句是一个概括性的语句 (general statement)，它必须包涵段落要谈论的主体 (subject) 和这个主体的某一所谈论的方面 (controlling idea)，即 Topic sentence=Subject + Controlling idea。(2) 比较上题中的四句，看哪一句既有一定的概括性，又能留出一定的展开余地。(3) [C] 句符合上述的条件，其中 Temperatures in the western hemisphere 是 subject；are gradually warming 是 controlling idea，有待推展和细节支持。(4) 其余三句虽也符合主题句 “Topic sentence=Subject + Controlling idea 的特征”，但 [A] 句中 have stayed the same in the past century 是静态的描述，不利于推展；[B] 句中 are being studied by scientists 意义笼统，缺乏探讨的价值；[D] 句中被动语态 are being changed 的使用使句义不够明晰，令人费解。

2. 考查在段落中寻找主题句 (topic sentence) 的能力。

例题：

1. Read the following paragraph and underline the topic sentence.

I don't like algebra this semester , and I'm not too fond of history. But I'm enjoying my racquetball (短网拍墙球) class a lot. I'm getting a lot of exercise , and I'm also enjoying the game. We usually play partners and compete in small tournaments within the class. The competition is fun , and playing partners keeps it relaxed. I also have found that I have some ability in racquetball that I haven't had in other sports. I may sign up for intermediate racquetball next semester.

答案：

1. Topic sentence : I'm enjoying my racquetball class a lot.

解题思路：

(1) 段落中的主题句 (topic sentence) 是全段的统领 , 它说明段落的中心思想和作者写作的目的。段落的其余句子必须与主题句密切相关 , 共同阐明、证实主题句。因此 , 主题句具有概括性 , 支配段落中其他各句的走向。(2) 多数情况下主题句出现在段首 , 但也可以在段中或段尾。上题段落中的第二句 I'm enjoying my racquetball class a lot 包含 subject (racquetball class) 和 controlling idea (I'm enjoying it a lot) , 下文各句就 enjoying 一词展开 , 详细说明喜欢 racquetball class 的事实和原因。所以敲定该句为主题句。

典型错误：

(错误) Topic sentence : I may sign up for intermediate racquetball next semester.

(分析) 该句适合做结论句 (concluding sentence) , 因为它必须依赖前文对 enjoying my racquetball class 的探讨才有效度。

3. 考查根据段落中的支持句 (supporting sentences) 来推断主题句 (topic sentence) 的能力。

例题：

1. Read the following paragraph carefully and select the best topic sentence from the four possible answers that follow the paragraph.

Topic sentence :

First , there are always customers to be served. I work in a downtown McDonald's that gets lots of traffic , and as soon as I serve one customer, there is always another one ready to order. There is constant pressure because I can never step back for a few minutes and relax. Second, I have to put together all of the orders myself. To do that , I have to move all over the serving area : French fries on one side , drinks on the other , and burgers in middle. It's easy to get sloppy and spill a Coke or throw French fries on the floor. Also , I must always move at a fast pace. McDonald's has an image to uphold , and its workers must scurry (急赶) about like ants. If I don't move fast enough , some customers will say , " Hey, speed it up , " or " I thought McDonald's had fast service. " And with all of this nonstop work , I only get one ten-minute break every two hours. However , ten minutes isn't enough time to rest and feel like getting back to work. It only gives me enough time to realize how tired I am , so I go back to work depressed. Finally , my manager really keeps the pressure on. He watches us like a hawk , and every time I do something wrong , he seems to catch it. He also has a reputation for firing people , and he never lets any of the workers feel that their jobs are safe. By the end of the day , I'm emotionally and physically drained , like everyone else , and we all head out the door grumbling (喃喃鸣不平的)

[A] The hamburger sold at McDonald,s is my favorite food.

[B] There are several reasons that I like McDonald,s.

[C] Working at McDonald,s is very tiring.

[D] I have no idea about working at McDonald,s.

答案：

1. Topic sentence： [C] Working at McDonald,s is very tiring.

解题思路：

（ 1 ）明确主题句（ topic sentence）与支持句（ supporting sentence）的关系：主题句（ topic sentence）是统领，起着开宗明义、提纲挈领的作用，其余的与主题相关的支持句（ supporting sentences）都围绕主题句来展开，用来阐明、证实主题句。（ 2 ）上题段落中的各句描述了麦当劳员工工作的情况：店员要不停地接待一个又一个顾客，异常忙碌，身体极度疲劳，还要承受顾客的诸多抱怨和经理的严厉监督。所有这些 supporting sentences都用细节支持说明一个事实： 在麦当劳工作十分辛苦。 故[C] 句 Working at McDonald,s is very tiring 就是该段落的 topic sentence.（ 3 ）[A]、[B]、[D] 三句，与段落各支持句内容或不相关或相矛盾，故为错解。

V. 重新组合段落（本大题共 5 小题，每小题 1 分，共 5 分）

例题：

19. Wines must be drunk quickly once they are opened , otherwise bacteria will use the air to convert the alcohol to vinegar.

20. Red wine is made from dark grapes , and white wine from whiter grapes or from dark grapes whose skins have been removed from the wine press at an early stage.

21. Wine is the fermented juice of fresh grapes.

22.The bacteria are killed by a higher alcohol content that is found in wine and that is why sherry and port , the specialties of Spain and Portugal , are fortified by the addition of spirits to make them last longer.

23. Wine was made in England in the Middle Ages , but the climate is not really suitable for grapevines.

24. In wine-making , the grapes are crushed in a wine press and the yeast converts the sugar to alcohol, when there is no air present , by a process called fermentation.

25. The most famous wine-making countries are France , Germany and Italy.

26. The juice of the wine grape contains sugar , and growths of yeast form on the outside of the grape skins.

20 25 23

答案：

21 24 26 20 25 23 19 22

解题思路：

本题考查段落的连贯性。 连贯性和语言表达的形式相关。 指的是一个句子能自然的过渡到下一个句子。既指句与句之间的联系，又指整个段落的组织。在一个段落中，句子与句子之间有一种自然的逻辑关系。段落中的每一个句子，都是前一个句子的某种逻辑归宿与承诺，从而使整个段落浑然一体。做到句与句之间连贯性较好，经常采用下面的几种方法。（ 1 ）使用代词 大部分代词是用来替代前面出现的名词的。写

作中使用代词可以避免重复，使文章简洁。它们往往是前指的，也就是说，上下两个句子如果下句出现的代词是代指上句出现的名词。这样就为我们提供了两句间的先后关系和逻辑关系。（2）重复核心词和短语 词汇手段也是达到段落连贯性的手段之一。经常重复核心词和短语，使读者注意到文章的中心所在。这里重复的词汇可能是以多种形式出现的。（3）正确使用过渡词 正确使用关联词可以大大提高段落的连贯性。像是 first , second , next , for example 等连接词，它们就像路标一样指引读者沿着作者的思路顺利阅读下去。常见的连接词参见附录。

解答这类问题首先应该读懂各句，在读的过程中就要开动脑筋，思考几句之间的关系。然后在根据前面所学有关连贯性的表达标志来做出判断。解答类似题目，找出第一句很关键。在寻找第一句时，应该先将提示的即给出的连续三句划出，推敲其它五句。根据我们学习的知识，段落的主题句往往出现在段落的第一句。这样我们就可以利用段落主题句的知识来判断哪一句可能是第一句。大家注意，这里讲的是一种最大可能性，而不是绝对。有时主题句出现在第二句，那么第一句应该都是比较宽泛的论述。然后利用其它三个手段来定位句子之间的先后关系。

这篇文章第一句应该是 21 句，它给 wine 下了一个定义。其中一个词 fermented 是理解这个定义的关键；这预示着下一句要解释这一词。这时我们发现第 24 句中重复了关键词 fermentation. 这两句应该是本段的第一、二句。这句话正好解释了 fermentation 发酵 一词的含义，这一概念中提到了 sugar , alcohol , yeast , no air 等关键词。而这些关键词分别包含在的 19、22、26 句中。这说明第 24 句应该在这三句之前。第 20、26 句中关键词 skins 重复出现。通过分析我们看到第 26 句要比第 20 句宽泛，20 句是对 skins 和葡萄酒关系的限定，所以 26 句应该放在 20 句前面。提示给定了第 23、25 句的顺序，我们可以看成这两句相对比较独立，说的是葡萄酒的产地。剩下的第 19、22 两句，根据宽泛统辖限定的原理，第 19 句应该在第 22 句之前。

通过分析，我们发现一条段落发展的脉络，抽象一点讲，就是一句话中，主题受到限定，即前面讲的 Topic + Controlling Ideas = A Sentence. 第二句话的发展就以上一句话的限定语作为主语，再加上自己的限定语，如此类推下去。因此，大家在解题时，阅读句子时要有一种期待感，即注意把握限定语的核心部分，来期待下一句的进一步展开。

| | | |
|--|----------------------------------|------|
| 主题 | 核心限定语 | 句子 1 |
| 主题 | 核心限定语 | 句子 2 |
| 主题 | 核心限定语 | 句子 3 |
| | | |
| Wine fermented juice of grapes. 21 | | |
| Fermentation | yeast , sugar , alcohol , no air | 24 |
| growths of yeast sugar grape skins. 26 | | |
| ... whose skins Red/ white wine 20 | | |
| Wine | France , Germany and Italy. | 25 |
| Wine | in England in the Middle Ages , | 23 |
| once they are opened , bacteria 19 | | |
| The bacteria 22 | | |

V. 标出与段落内容无关的句子 （本大题共 10 分）

例题： Read the following paragraph and cross out irrelevant sentences.

1. The chief reasons people wear masks are these: to have fun, to protect themselves, to disguise themselves, and to acquire a new identity. 2. Masks are very useful. 3. At Halloween, children wear masks for fun; they may, of course, also think they are disguising themselves, but chiefly their motive is to experience the joy of saying "boo" to someone. 4. Soldiers wore masks for protection in ancient times against swords and battle-axes, in more recent times against poison gas. 5. Bank robbers wear masks to disguise themselves, and though of course this disguise is a sort of protection, a robber's reason for wearing a mask is fairly distinct from a soldier's. 6. All of these reasons so far are easily understood, but we may have more trouble grasping the reason that primitive people use masks in religious rituals. 7. Some ritual masks seem merely to be attempts to frighten away evil spirits, and some seem merely to be disguises so that the evil spirits will not know who the wearer is. 8. The masks are usually made of paper. 9. But most religious masks are worn with the idea that the wearer acquires, through a union with supernatural powers, a new identity, and thus in effect becomes—really becomes, not merely pretends to be—a new person.

解题思路：本题考查的是考生对统一性的掌握。统一性就是指段落中所有的句子都要和主题句相关，围绕主题句展开，不允许出现和主题无关的句子。即所写的文章紧扣主题。要求作者切记文章的题目和写作目标，写出的句子都必须为中心思想服务。因此，首要任务是找出段落的主题句。通读全文我们知道段落主题句是 The chief reasons people wear masks are these: to have fun, to protect themselves, to disguise themselves, and to acquire a new identity. 后面的句子都要围绕这一思想即“戴面具的原因是出于娱乐，保护，伪装和获得新身份。不难发现，第 3 句，第 4 句，第 5 句分别是主题句中“戴面具的原因是出于娱乐，保护，伪装”的三个例子。很明显第 2 句是多余的。第 6，7，8，9 句是对“戴面具的原因是获得新身份的解釋”，连词 But 说明第 8 句间和第 9 句有转折关系，但是我们发现第 8 句和第 9 句的关系并非如此，而是和第 7 句有转折关系。因此，第 8 句是多余的。第 5 句的后半部分多余，原因是它对细节描写过于详细，又引出了新话题“士兵和抢劫者的伪装截然不同”，背离了段落中心思想。另外还可以参照，第 3 句，这两句的句式相似。

V. 写信（本大题共 40 分）

信件写作是每年必考的题型之一，而且分值较高，应该引起大家的重视。从 2000 年以来，先后考过了求职信，感谢信，邀请信，抱怨信等。可以看成几种信件类型同等重要，大家复习时不能偏好，应该扎实掌握各类信件的基本句型和格式。

考生在复习时，要注意一些常见的表达兴趣，表达感谢，表达祝贺，表达抱怨，表达期望，表达附带简历的句型，这就要求考生要认真阅读课本例子，甚至要背诵一些其中较为固定的表达。有时，试题中的要求会将几种类型的信件结合起来，例如先感谢后邀请，这时大家要根据要求所列要点，灵活写作。

具体考试时，要认真审题，看清所写信件类型，明白写作的。认真阅读题目，找出信件的内容细节，不能漏掉。列出大纲要点，然后写作。格要准确，目的表达要明确，内容要完全，这三点完备，就能写出好文章。

五、补充材料

英语写作常见错误

一。不一致（Disagreements）

所谓不一致不光指主谓不一致，它还包括了数的不一致，时态不一致及代词不一致等。

例 When one have money, he can do what he want to. 此句中，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。应该改为：Once one has money, he can do what he wants (to do)

二。 修饰语错位 (Misplaced Modifiers)

英语与汉语不同，同一个修饰语置于句子不同的位置，句子的含义可能引起变化。对于这一点中国学生往往没有引起足够的重视，因而造成了不必要的误解。例， I believe I can do it well and I will better know the world outside the campus. 此句中 better 位置不当，应置于句末。

三。 句子不完整 (Sentence Fragments)

在口语中，交际双方可借助手势语气上下文等，不完整的句子完全可以被理解。可是书面语就不同了，句子结构不完整会令意思表达不清，这种情况常常发生在主句写完以后，笔者又想加些补充说明时发生。

例 There are many ways to know the society. For example by TV , radio , newspaper and so on. 本句后半部分 “ for example by TV, radio , newspaper and so on 不是一个完整的句子，仅为一些不连贯的词语，不能独立成句。应改为 There are many ways to know society , for example , by TV , radio , and newspaper.

四。悬垂修饰语 (Dangling Modifiers)

所谓悬垂修饰语是指句首的短语与后面句子的逻辑关系混乱不清。例如： At the age of ten , my grandfather died. 这句中 “ at the age of ten 只点出十岁时，但没有说明 “谁” 十岁时，按一般推理不可能是 my grandfather. 如果我们把这个悬垂修饰语改明确一点，全句就不那么费解了。

应改为 When I was ten , my grandfather died. 再如： To do well in college , good grades are essential.

句中不定式短语 “ to do well in college 的逻辑主语不清楚，应该改为： To do well in college , a student needs good grades.

五。词性误用 (Misuse of Parts of Speech)

“词性误用”常表现为：介词当动词用；形容词当副词用；名词当动词用等。例 None can egative the importance of money. “ nega 是形容词，误作动词。应改为： None can deny the importance of money.

六。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，或者先后所用的代词不一致。试看下面这一句： Mary was friendly to my sister because she wanted her to be her bridesmaid. 读完这一句话，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。这个句子可改为： Mary was friendly to my sister because she wanted my sister to be her bridesmaid. 再如 And we can also know the society by serving it yourself. 句中人称代词 we 和反身代词 yourself 指代不一致。应改为： We can also know society by serving it ourselves.

七。串句 (Run-on Sentences)

什么叫 run-on sentence? 请看下面的例句。 There are many ways we get to know the outside world. 这个句子包含了两层完整的意思： “ There are many ways. 以及 “ We get to know the outside world ..简单地把它连在一起就不妥当了。应该改为： There are many ways for us to learn about the outside world. 或 There are many ways through which we can become acquainted with the outside world.

八。措词毛病 (Troubles in Diction)

Diction 是指在特定的句子中如何适当地选用词语的问题，囿于教学时间紧迫，教师平时在这方面花的时间往往极其有限，影响了学生在写作中没有养成良好的推敲，斟酌的习惯。他们往往随心所欲，拿来就用。所以作文中用词不当的错误比比皆是。例如： The increasing use of chemical obstacles in agriculture also makes pollution. 显然，考生把 obstacles 障碍 ”， “障碍物 ” 误作 substance 物质 ”了。另外 “ the increasing use ”

应改为 “ abusive use(滥用) ”。应该改为： The abusive use of chemical substances in agriculture also causes/leads to pollution.

九。 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。如： In spite of the fact that he is lazy , I like him.

本句的 “ the fact that he is lazy 系同谓语从句， 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. 再如 For the people who are diligent and kind , money is just the thing to be used to buy the thing they need. 整个句子可以大大简化。改为： Diligent , caring people use money only to buy what they need.

十。 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。 再如：The fresh water , it is the most important things of the earth. The fresh water 与逗号后的 it 不连贯。 It 与 things 在数方面不一致。应改为： Fresh water is the most important thing in the world.

常见连接词

1. To add ideas together

And , also , besides , furthermore , in addition , moreover , too , first , second , finally

2. TO show emphasis and clarity

Above all , after all , in fact , particularly , that is

3. To show similarity

Like , likewise , in the same manner , in the same way , similarly

4. To show contrast

Although , but , however , in comparison , in contrast , in spite of , on the contrary , on the other hand , unlike , whereas , while , yet

5. To express cause and effect relationship

As , because , due to , for , for this reason , now that , since , owing t , as a result (consequence) , accordingly , consequently , therefore , thus

6. To point out examples

For example , for instance , to illustrate

7. To draw a conclusion , an inference , or a summary

In a word , in conclusion , in brief , in short , in summary , to conclude , to summarize , to sum up , therefore

8. To indicate time

At times , after , afterward , from then on , immediately , later , meanwhile , next , now , then , until , while.

2006-9-14 【大 中 小】

根据 1997 年 6 月全国高等教育自学考试指导委员会最新颁布的 《英语写作基础自学考试大纲》 的规定，英语写作基础这一课程着重培养考生英语写作的基本技能， 重点教授英语写作的最基础内容： 句子的组成、段落的写作、概要及应用文写作。通过本课程的学习，要求考生掌握句子、段落以及应用文最基本的写作理论与技巧，以便写出主题较为突出、内容较为充实完善、语言较为通顺流畅、格式符合要求的短文，为学习本科阶段的英语写作课程打下坚实的基础。

英语写作基础考试题型： 《英语写作基础自学考试大纲》的规定 “本课程试卷采用的题型主要包括：判断题、改错题、改写题、概要写作、应用文写作等”。判断题、改错题、改写题等主要考核应考生对句子（The Sentence）和段落（The Paragraph）基本知识点如改写句子包括改写掉尾句（periodic sentence）、平行结构（parallel structure）等和判断主题句（topic sentence）等掌握情况；例如：

。Revise the following sentences according to the requirement

1.The plan began to shake noticeably as soon as it lifted off the runway.（periodic sentence）

2.James Joyce's Ulysses, a long and complicated novel and which is on our reading list , has been banned by the school board.（parallel structure）

。Read the following paragraph carefully and select the best topic sentence from the four possible answers that follow the paragraph.

Topic sentence：

Actually , this idea is far from the truth.The Aborigines have been able to survive for centuries in the harsh environment of the desert because their minds are highly trained in the knowledge of food sources.Since they have no means of storing food , their entire attention must be directed toward their daily search for food.From the youngest child to the oldest member of the tribe , food gathering is the top priority.The Aborigines possess a profound understanding of the life around them.

a. In the earliest years ,children are taught when foods ripen ,where foods are to be found ,when animals sleep for months and produce , and where water is likely to be found.

b. The Aborigine's in - depth knowledge of the environment around them.

c. The interior of Australia is arid and inhospitable to human beings.

d. Many observers have mistakenly thought that the aborigines , with so few tools.

must have a lower intelligence than other races.

概要写作和应用文写作则不仅要求应考生掌握写概要的基本要领及应用文写作的技巧，同时要求他们将写句子和段落的技巧融合在应用文写作之中，最终写出格式正确、用词得当、表达得体的应用文来。概要（Precis）写作主要是先给出一篇文章， 然后给出写概要的指令，如 “ Read the following passage and write a precis in one paragraph of about 100words.Try to write in your own words as far as possible. 应用文（ Practical Writing ）写作由三部分组成：便条（ Note ）、信函（ Letter ）和个人简历（ Resume ）。它们写作的形式必须根据要求写出或是某种便条，或是某种信函，或是个人简历。如下面是一则未能赴约而表示歉意的便条写作指令： Write a note of apology about 70 - 100 words to your friends according to the situation described：

You have made an appointment with your friends to have lunch together. But for some reasons you cannot keep the appointment. Please state your reasons and express your regret for breaking the appointment. You could also express your hope for the gathering.

再如：下面是一则打算上大学继续深造的申请信写作指令： You are planning to further your studies in a college or university. Write an application to that institution. In your letter , provide the necessary information about yourself , tell them you want to study math and find out about the possibility of receiving financial support. (150 - 200)

从上述的几种题型中，尤其是后三种，我们可以发现，无论是概要、便条还是信函等写作都是一种根据所提供信息的短文写作把这些已知信息写成一篇具有连贯性的概要、便条、信函或个人简历。换言之，就是考核应考生的基本写作能力。

下面重点讨论怎样写概要和应用文。

首先谈谈怎样写概要 (Precis)。要写好一篇文章的概要应考生应具备两种基本能力。首先应具备理解原文，掌握全文中心思想的能力；其次应具有用简练的语言将原文的中心思想表达出来的能力。一般说来，概要的篇幅为原文的 1/3 至 1/4，因此在写概要时务必注意语言的概括和精练。概要写作一般按下列步骤进行：

1. 认真仔细地阅读原文两遍，理解和掌握全文的内容。

2. 仔细地阅读考题指令，明确了解考题要求，在原文上标出重点，如议论文中的论点、论据；记叙文的发展、高潮、结局等。

3. 再一次阅读原文，并将所需要采用的要点列出。要点的记录应尽可能简洁明了。

4. 根据记录的要点写出概要的初稿，并尽可能不参照原文，除非当你需要核实某个要点。这将十分有益于用自己的语言组织内容，而不是照抄原文中的某些词句。完成初稿后应数一数字数，但千万不可在写完每一句句子即数数字数。这样不仅浪费宝贵的时间，而且会搅乱写作的思路。

5. 进行一些必要的修改和调整，誊清完稿，并在最后注明具体字数。

应考生在重读誊清稿时，有两点还应牢记：首先，你写出的概要内容必须忠实于原文，或者说精确 (accurate)。概要中所有的内容和信息必须来源于原文，既不可篡改原文内容也不能包括原文未涉及到的内容。其次，概要读起来应是一完整连贯的段落。要取得这一完整连贯，就应该使用一些连接词 (link - words)，如 ,but? , ,and? , ,however? , ,also? 等连接要点；同样，也可使用诸如 ,since? , ,though? , ,even if ? , ,when? , ,after? , ,before? 等词。请看下面一例子：

The sentry watched a hawk that hovered overhead , looking for some unsuspecting prey to pounce upon. Then he heard the distant , muffled roar of planes , then silence. For the past week he had been told to take note of everything that happened on the hill within his range of vision , and to report anything suspicious. The hill led to an experimental factory , where new and secret weapons were tested. There was a threat of war and the factory would be invaluable to the enemy. So the approaches to it were watched day in , and day out.

He shifted his position ; he felt that he had been crouching in the heather since the beginning of the time , but only a couple of hours of the day's duty had passed. Suddenly he saw something falling from the sky like snow , only it was not snow. [He put out his hand and caught bits of that were drifting near him. They were thin strips of metal to confuse delicate instruments , so that it would not be possible to detect the landing of enemy craft. Next he heard a long , low , continuous roar from the east and saw bundles descending from the sky which looked like umbrellas opening , but which he knew to be parachutes with men hanging from them. He wanted to go at once to give the alarm , but he had to be sure that the parachutes were not his own men out on an exercise. The men were on

ground now. One of them pointed in the direction of secret factory and they all began marching toward it. He had no more doubts and set off at once down the hill. He crawled slowly , sometimes on his stomach , sometimes on his side , weaving decided that he had ample cover and started to run. But he had erred , for bullets were soon whistling past him. He drooped flat on the ground. Nobody came to search for him , so he counted up to a hundred and then began crawling again. He moved tortuously and as silently as he could to his camp at the foot of the hill.]

Describe in not more than 80 words what the sentry saw and did from the moment when the strips of metal fell from the sky until he got back to his camp. Use your own words as far as possible. Do not include anything that is not in the passage.

(Cambridge Lower Certificate in English Examination.)

MODEL

1. Points (Saw and Did)

1) Put out hands ; caught strip metal.

2) Saw bundles.

3) Waited.

4) Saw men on ground.

5) One pointed ; all marched.

6) Went downhill.

7) Crawled— stomach , side—to stream.

8) Started running.

9) Dropped flat (why ? —bullets) .

10) Counted 100 ; crawled.

11) Silently to camp.

2. Rough Draft (Linking of Points)

When the sentry held out his hand to catch what was falling out of the sky , he found that it was strips of metal. The bundles began coming down. The sentry waited until men appeared on the ground. One of them pointed and the sentry saw them march towards the factory. Crawling on his stomach and on his side , the sentry moved downhill. He began running when he came to a stream , but dropped down when he was shot at . After counting up to a hundred to himself , he began crawling silently again downhill.

(95 words)

3. Fair Copy (Corrected Draft)

After catching hold of metal strips falling out of the sky , the sentry saw bundles descending and , after a time , some men appeared on the ground. One of them pointed and they all began marching towards the factory. The sentry crawled downhill on his stomach and on his side. When he came to a stream , he began running but dropped down when the men shot at him. He counted up to a hundred , then silently started crawling again towards his camp.

(80 words)

不管是私人信函、商业信函还是各类便条都是重要的交际形式。所以，要写好各种信函和便条，首先要掌握其写作的语言，同时必须熟悉并运用恰当地表达内容的方式及格式。只有做到这两点，考试时才能真正做到胸有成竹，得心应手。就格式而言，不论写哪一种都有其特定的格式。英语书信，在形式上可分为下面六个部分：

1.信头（ The Heading ）：包括发信人地址和写信日期。

2.受信者（ Inside Address ）：包括受信人姓名、地址。

3.称谓（ The Salutation or Greeting ）如 Dear Sir , Gentlemen , 。

4.正文（ The Body ）：是信的主要部分，包括写信人所要表达叙述的事情。

5.结束语（ The Complimentary Close ）—— 如 Yours Truly , Yours respectfully 等

6.签名（ The Signature ）。

现举一实例说明英文书信格式：

1.8765 Sunset Street

Hollywood 56 Calif.

U.S.A

May 17 1998

2.Mr.Alan Liu

122 Ninghai Road ,

Nanjing P.R.C.

3.Dear Sir ,

4.This is to confirm in writing our telephone conversation of yesterday regarding an interview you have been kind enough to grant me.

Green Book magazine has assigned me a short article on the hibernation of animals.As Curator of Mammals at the Zoological Park , yiu are one of three porminent zoologists I plan to interview before writing the piece from notes I have already carefully researched.The other two to be interviewed are your colleagues , Dr.Fuller and Dr.Meade , of the University staff.

I can match my plan to suit your schedule ,but some day early next month would be best for me.I don't plan to bring a photographer as this piece is to be illustrated by rather amazing pictures I already have of hibernating animals.

A self - addressed, stamped envelope is enclosed and I would appreciate a reply as soon as you can arrange a convenient time.

5.Sincerely yours ,

6.John Warner

写这封信的人用正式而又简单的语言，开门见山而又不失礼貌地说出了写这封信的目的——只是核实他要确定的事实。

便条和书信的格式基本相同，只不过要比正式书信要简单一些。如可省略信头、结语等。信函和便条的最大区别在于表达的方式不同：前者要求用正式的书面语言，而后者则常常使用非正式的口头语言。请看下面一个请柬：

Dear Lucy ,

Can you think of a single good reason why you shouldn't spend next weekend with us ? I've just been out looking at the garden , and it's beautiful , you'll like it.

Also , I'm going to have a young man here a friend of Alva's.His name is Peter Groesbeck.Other information you can find out for yourself.Bring your bathing suit , we will meet your usual Saturday morning train.

Affectionately ,

Alan Liu

请看下面一则留言条（ Message ）：

July 20 , 1998

Jack ,

Here are the two tickets I mentioned yesterday for the Beijing Opera “ Farewell To My Concubine. ” You may bring anybody along with you.I hope you'll enjoy it.

Xiao Zhang

由于便条主要是写给朋友和熟人的，形式上可简单化，语言上可口语化。但如果便条是写给陌生人、生意上的合作伙伴或年尊者，语言就应该较正式化。还有一点值得强调的是，请柬等便条一定要写得直接、简明、完整；时间、地点、对象都应交代的一清二楚，千万不可使人模棱两可，捉摸不定。

一般说来，试卷上所有试题做完后，仍应有余留的几分钟。在这几分钟里，应从改错（ Proof - reading & Error Correction ）的角度出发，重点检查语言错误。着重点应在语法结构和词语等方面。请看下列例子：

1.Having studied your report carefully , I am convinced that neither of your solutions are correct. （主谓不一致）

Having studied your report carefully , I am convinced that neither of your solutions is correct.

2.When he tried to make a reservation ,he found that the restaurant that he likes was completely filled because of a wedding function. （时态错误）

When he tried to make a reservation , he found that the restaurant that he liked was completely filled because of a wedding function.

3.If he made better use of his time , he will be more likely to finish his research. （语气错误）

If he made better use of his time , he would be more likely to finish his research.

4.The climate here is often said to be similar to one of Japan. （代词误用）

The climate here is often said to be similar to one of Japan.

5.The firemem were unable to determine exactly what caused the fire when they said they would continue the investigation. （连接词误用）

The firemen were unable to determine exactly what caused the fire but they said they would continue the investigation.

6.It is often difficult finding'trained men than to get financial support for scientific research. (非谓语动词误用)

It is often difficult to find trained men than to get financial support for scientific research.

7.The guests were shown into a beautiful decorated dining room. (词类误)

The guests were shown into a beautifully decorated dining room.

8.It is encouraging to note that in recent years , cigarette smokers have been in the decline , especially among the older people. (固定搭配错误)

It is encouraging to note that in recent years , cigarette smokers have been on the decline , especially among the older people.

9.As far as weather passes, the hotter it gets , the better I like it. (固定搭配错误)

As far as weather goes , the hotter it gets , the better I like it.

此外还要大小写是否正确，标点符号使用恰当与否，应用文的格式是否正确。

以上简要地谈了概要和应用文的应试和写作技巧。但真正要取得优异的成绩，还得依靠平时打下扎实的写作基础。要有扎实的写作基础，就必须“读破万卷书”，才能“下笔如有神”。所以平时一定要勤读书，勤练笔；再加上适当的方法和技巧，不断地训练和培养自身写作技能，一定能写出“主题较突出、内容较为完善、语言较为通顺、格式符合要求的短文”。