

## 全国大学生英语竞赛小作文写作指导——【报告】写作指导

### 例 1

Directions: You are preparing for a field report, please write it in about 100 words with such items as following:

- ① the current situation of the equipments
- ② your reason and suggestion

To: Mr. Zhao Minghua, president of Beijing University  
From: Mr. Li HongJun, Dean of Studies.  
Subject: Buying computers and videotape recorders.

Dear Mr. President:

Upon the request of the Equipment Division of the university, we have inspected the laboratory of the Physical Department and found its present equipments unsatisfactory to student, particularly to post graduates. Because there are forty computers in our laboratory, but there are almost ten times the students and 25 percent are postgraduates. The laboratory material is so shortage that the situation have to be improved at once. In order to enhance the effect of experiments, it is hereby recommended that twenty computers and ten videotape recorders be bought and issued to the laboratory.

Li HongJun

**\*. 这是一份实地考察报告, 要求将所看到的状况实事求是的反映出来。** upon the request **表示在……的要求下, 以 request 表示要求一般比较正式。** postgraduates **即研究生**

## 例 2

Direction: Take a report by the academic department of an association. Follows should be pay attention to:

- 1) the immediate schemes
- 2) detailed information such as dates, related persons and numbers

WORK-IN-PROGRESS REPORT FOR THE MONTH OF MARCH, 2002

From: Anny lee, Head, Academic Department

To: Mr Ng sik-hung, Chairman Shang Hai Evergreen Association

Ref: 0091963

Date: 2 April 2002

### I. Shang Hai Secondary School

1. The number of students for the month is: Form 1: 329, Form 2: 300, Form 3: 500, Form 4: 238, Form 5: 234

2. The week starting from 17 March 2002 was scheduled as a "week".

3. Mental consult was scheduled to be March offered 2002 in the School Hospital within the period 29 to 1 May 2002. The persons in charge of the program would be staff of the Mental Health Society.

### II. Academic exchange

1. As one of the initiators, the Association has agreed to host the seminar "The fostering of talented personnel in Mainland China", to be held on 3 May 2002 in Shang Hai.

2. The Chairman has agreed to give a talk on behalf of the Association in a seminar on the exchange of talented personnel within South East Asia, which is scheduled to be held on 1 July 1997 in Tokyo.

[signature]

**\*. 这是一份工作报告，这类报告应注意言之有序，无论是说一件事的始末，或多项事的情况，都必须有条不紊，思路清晰，并且言之有据，引用的数据要准确，事实的真相要客观地陈述。**

### 例 3

Directions: A ship accident took place in Chang Jiang. Please write a research report to tell:

- 1) the cause of the accident
- 2) the results
- 3) the response of authority

To Li Ming

From Liu Hua

Subject: Ship Accident off West Coast of Chang Jiang, No Casualties.

Date: April. 9, 1999

Yesterday evening two boats collided in thick fog in Chang Jiang not far from Wu Han. One was a cargo ship carrying lumber, apparently on its way to Chang Jiang. The other was a National ferry on its regular run from Jiu Jiang to Wu Han.

However, because of the weather conditions, the captains did not realize the danger until a few seconds before the collision took place. Consequently, there was no time for them to prevent the accident.

Fortunately, there were no casualties among the crews or passengers, but both ships suffered badly damages.

A spokesman for the port authorities said that a committee would be set up to determine the cause of the collision.

**\*这是一份非正式报告，有几点必须注意：开头就交待清楚写报告书的目的。详细阐述调查经过，尽量做到客观公正。**

## 全国大学生英语竞赛小作文写作指导——【海报】写作指导

### 二、海报

海报是人们日常生活中极为常见的一种招贴形式，多用于电影、戏曲、比赛、文艺演出等活动。海报中通常要写清楚活动的性质，活动的主办单位、时间、地点等内容。海报的语言要求简明扼要，形式要做到机关报颖美观。

海报的格式，通常有三部分组成，即标题、正文与落款。

海报的标题对于海报的宣传极为重要。因此标题的撰写昼做到简洁明快，新颖醒目，抓住读者的注意力，海报的标题形式通常有两种：一是直接使用“海报”（Poster）一词；另一种则是根据海报的内容，撰写标题。

海报正文是海报的核心部分，它是对海报标题的具体描述。语言要求形象生动，简明扼要。做到既有鼓动性，又不夸大其辞。正文的常见表现形式有：简介说明式，文学描述式，

## 美术设计式。

### 例 1

Directions: You are preparing for a friendly Basketball Match.

Write a poster which asks for:

- 1) the right form of a standard poster
- 2) write the place and time clearly

You should write about 100 words.

#### POSTER

#### Friendly Basketball Game

There is going to be a friendly and wonderful basketball match between Beijing Forestry University Basketball Team and ours under the auspices of the Recreational and Physical Culture Department of the students' union of the college. It has been decided that this basketball match will be held at the students' activity center which could contain at least 200 people on Saturday, Aug. 23rd, 2004, at 5:00 p. m. It is expected that the competition between the two teams will be keen and severe. All of you are cordially welcome to present the match.

The Recreational and Physical

Culture Department of the Students'

Union of the college.

Thursday. Aug. 21st . 2004

\*. “由……举办”可以用词组“under the auspices of…” , 另外, 注意中

英文通知中落款时间书写位置的差别, 中文一般写在右下角, 英文写在左下角。

### 例 2

Directions: You are going to write a notice for an English-speaking contest.

- 1) the right form of a standard notice
- 2) tell the purpose and content of this contest clearly

You should write no less than 100 words

#### English-Speaking Contest

In order to carry out some after-class oral English practice activities and improve the students' ability of speaking English, the Students' Union of the English department has decided to hold a department-wide English speaking contest at the students' activity center on Saturday next week, i. e. Aug. 23rd. 2004.

Everyone who is willing to join in may tell your name and your topic of the speech to your monitor. We will invite five English teachers to work as judges. The first six winners will get the awards as an encouragement. Warmly wish everyone to attend and your presence will certainly encourage and cheer the contestants.

The Students' Union of English Department

**\*课外活动在英语里可表达为 after-class activities. “in order to…” 是表达 “为了……” 的一种常用句型。另外，书写通知的语言应注意做到言简意赅。**

#### 例 3

Directions: You are preparing for a poster to introduce a great place of interest—Gold Coast of Australia. Please write it in about 100 words.

#### WELCOME to GOLD COAST of AUSTRALIA

The Gold Coast is the undisputed tourist capital of Australia. Each year about three million people visit the holiday city that rivals the most famous world resorts. And we can almost promise sunshine, three hundred sun-drenched days a year.

A yearly average of 25 degrees Velsius and a winter average of 21 degrees Celsius are nature' s guarantee for a fabulous holiday. There is nothing we cannot do on the Gold Coast. World class attractions include Sea World, Dream world, Wildlife Sanctuary, and the surfing beaches.

HOTLINE: (075) 921 655

MOBLIE: (018) 754211

FAX: (075) 921472

**\*这是一张澳大利亚“黄金海岸”张贴的公告，供大家参考使用。请着重注意一下有关联系方式的书写格式。**

## **全国大学生英语竞赛小作文写作指导——【通知】写作指导**

### **全国大学生英语竞赛小作文写作指导——通知写作指导**

#### **一、通知**

通知是上级对下级、团体对个人部署工作、传达事情或召开会议时所用的一种文体。同级单位有事情要进行讨论或协商，也可以互发通知。通知分两种：一种是以布告形式，把事情通知有关人员；另一种是以书信形式，把相关事情传达给有关人员。一般说来，通知正文上端正中的地方往往有 Notice 或 NOTICE 一词作为题目，正文的下面是发出通知的单位名称。有时，发出通知单位的名称也可写在正文之前。发出通知的日期一般写在左下角；发出通知的人或单位的名称，可以写在右下角。这两项有时也可以省略。发出通知的单位和通知对象一般都用第三人称，但若正文前用了称呼语，则应用第二人称表示被通知的对象。

### 例 1

Directions: If you are the organizer of a tour and you should give a notice to tell the tourists something about it. It should include:

- 1) Where is the destination of the tour.
- 2) What should the tourists pay attention to.

You should write no less than 100 words.

#### NOTICE TO TOURISTS

According to the schedule, the touring party will visit the Summer Palace and Tian Anmen Square today. You can leave your baggage in the Left Baggage Office and pick it up later this afternoon if it is too heavy to carry with you. The receipt of the baggage should be kept carefully because you will need it. We will come to the Summer Palace first and finish the tour at 2 pm. Then we are going to the destination of Tian Anmen Square without parking. So please don't get off the sightseeing bus during the journey until the driver says that it is time for food and drinks or toilets. Please be on time!

**\* 这是一张旅行团张贴的布告，告知游客当天的活动以及注意事项。 “行李寄存处” 叫 Left Baggage Office, 这是美国英语。 英国人管行李叫 luggage, 与此相对的, 行李寄存处便是 Left Luggage Office. 领取行李, 美语 to claim baggage, 英国人说 to reclaim luggage. 旅游车是 sightseeing bus 或 coach.**

### 例 2

Directions: There are something important to tell the passengers of the plane. Write notice about:



- 1) Reconfirmation the reservation
- 2) What' s the validity of a normal fare ticket.
- 3) About the refund.

You should write about 100 words

#### Important Notice

RECONFIRMATION If you break your journey for more than 35 hours at any point and hold a continuing or return reservation, please reconfirm your intention of using the reservation.

VALIDITY A normal fare ticket is valid for one and a half years from the date of issue if none of any portion of it has been used, or from the date of commencement if the carriage is commenced. When in doubt, please check with the carrier' s office concerned.

REFUND The refund should be made not later than 19 days after expiry date of the ticket and only refunded in the same country.

**\*以上是乘坐飞机的注意事项, 包括来回票机座的确认问题 (reconfirmation)、机票的有效期问题 (validity) 以及退票事项 (refund) 。在飞行前应着重注意这些琐碎的问题。**

#### 例 3

Directions: You are a member of the students' union. You want to hold a lecture. Write a notice to the students to inform:

- 1) the topic and mainly contents of the lecture
- 2) time and place.
- 3) the professor who will give the lecture.

You should write about 100 words

#### NOTICE

Jointly sponsored by the Students' Union and the Youth League Committee, a professional lecture naming "How the Tariffs changed after China entered into WTO" will be given by Professor Wang Yanqiong. This lecture is mainly about how the import and export policies affect the development of economy, especially the tariffs. Some experts on WTO problems will be present too. They are going to have a discussion during the meeting. The lecture will be held in the terraced classroom No.5 of the building on Friday, October 1, 2004 at 2:30 p.m. Welcome all the intelligent students to join in the lecture. Please be punctual.

Jointly sponsors: The Student's union and The Youth League Committee

**\*在表示联合发起时，用 Jointly sponsors 加合作单位名称**

#### 例 4

Directions: You are a secretary of the Dean's Office. Professor Wang Ting is absent for health reasons. Write a bulletin to tell the students. A few of details should be clear:

- 1) why professor Wang Ting can't come to work.
- 2) who will substitute for her
- 3) how long the situation will be kept

It should be no less than 100 words.

#### BULLETIN

Professor Wang Ting, English teacher of Grade Three, is temporarily prevented from coming to class for health reasons. Professor Xu Zhiyuan will substitute for her to instruct Listening English for two weeks. The first week, a movie will be given to practise the listening English, and the second week, there will be a class

discussion. Professor Li Chaoshan will substitute for her to instruct Conversational English for three weeks. The last week is for the final examination. The topic of this week will be “The Society and The Humanrights”. You should collect some materials and prepare enough before the class. Please tell each other about the message and go to the class on time.

Dean’ s Office

\* “代课”用 substitute 表示。substitute 可用做名词，例如 his or her substitute。Substitute 也可用做动词，有两种表示法：to substitute B with A 或 to substitute A for B. “上课”，大学里一般用 instruct。

#### 例 5

Directions:The Residents’ Committee needs to hold a meeting to discuss the security in the residential area. write a notice to tell the residents that:

- 1) why the meeting is necessary.
- 2) The time and place of this security meeting

You should write about 100 words on ANSWER SHEET 2

#### NOTICE

It is reported by several inhabitants from this residential area that some strangers with dirty clothes (one of them has a scar on the face) have lately haunted this area. Some stealings have happened from time to time. So the Residents’ Committee decided to hold a meeting to talk about the problems concerning security in our residential area. The meeting will be held in Room 202 of Building No. 4, the time is from 2 to 4 p.m. of May 12, 2004. It is very important that at least one member of each household is requested to attend. Please be punctual and don’ t forget to take the notebooks with you.

The Residents’ Committee

\* “居民区”用 residential area 或 residential quarters 来表示, “居委会”有两种译法, 一是 the Residents’ Committee, 另一个是 the Neighborhood Committee, 两者皆可。

## 例 6

Directions: You are the leader of the new Public Security Team, you should tell the residents about the security situation of the residential area. The details including:

- 1) the purpose of this new Public Security Team.
- 2) How to contact with the team.

You should write about 100 words

### BULLETIN.

Recently, there have been several burglaries in our residential quarters. A few of muggings have been reported by the inhabitants too. A public security team has been set up in order to maintain the order and security of this residential area. Everyone and each household are expected to be on guard. If you see some strangers haunting around this residential area at any time, please be very cautious and careful. Should there be any emergency or you may be in trouble, please call 64941101 or you can go to Room. 1101. of Building No.9. to ask for help. Thank you for cooperating with the team.

Public Security Team.

\*城市尤其是大城市人员流动频繁, 犯罪率比较高, “撬门”是 burglary, “偷盗”是 theft, “拦路抢劫”是 mugging, “掏包”是 pickpocket, 警卫或保安人员, 是

security guards. Should there be any emergency, **是一种虚拟证据**, 有“万一”的含义。

**例如** Should you be in trouble, please call 110.

### 例 7

Directions: You are a guard of the Guardroom Residential Area. You want to notice something to the inhabitants of this area. The followings should be clear:

- 1) What's the purpose of this notice?
- 2) What should the inhabitants do if the situation mentioned happens?

You should write about 100 words

#### NOTICE

It is reported from the inhabitants and residents in our residential area that a few persons came to house holds to sell gas from time to time. They pretended to be the workers of the Gas Company and entered into the inhabitants' home on the pretext of examination of the gasline. This kind of situations have happened several times. This activity is illegitimate and should be forbidden. The Gas Company didn't send anyone to check the gas or gasline lately. Should such people come again, please immediately contact the security guards. We will come over and interfere. The emergency number is 64492889. You can call at any time you need. Guardroom. Residential Area

**\*小区居民**, 是 residents 或 inhabitants. to pretend **冒充**, on the pretext of.

### 例 8

Directions: Suppose you are one of the organizers of English evening. Write a notice about it, which should include sponsor, time, place and the program.

You should write about 100 words on ANSWER SHEET 2

#### NOTICE

The after class Activities Group takes pleasure in announcing that under the auspices of the students' union of English Department, annual English evening is to be held in the students' activity center on Saturday, Aug, 23rd, at 7:00 p. m. The program includes songs, dances, recitations, story telling, skits and plays which are played all by students. Admission tickets may be obtained on application to the after class Activities Group, Room 205, Office Building for free. It must be a good time to enjoy and relax yourselves. All are cordially welcome to give your encouragement to the players and cheer them.

\*take pleasure in doing sth. 很高兴做某事, under the auspices (复数) of ...

由...举办, of 后跟主办、赞助的人或单位。

#### 例 9

Directions: You are a resident in Hong Kong and need a larger flat. Write a bulletin including following details:

- 1) your reason for the larger flat.
- 2) your contact information

You should write no less than 100 words.

Dear Sir/Madam,

I am a permanent resident in Hong Kong and my present residence is Rm 206 Block 8, Kai Man Estate. I have been living with my mother, wife, younger brother and my two children in the above flat.

Not long ago, my brother died in an traffic accident. Because of this, his wife and his two children were allowed to come to Hong Kong from Mainland China to live with us. The change from a 6-member family to a 8-member one has created a very crowdy living environment. I therefore would like to apply for a move to a larger flat in accordance with the housing regulations concerned. Below are my personal particulars for your reference:

ID Card No. : A 306955(1)

Contact Telephone No. : 3568496

Correspondence Address:

Rm 206, Block 8, Kai Man Estate, N.T.

Your consideration over this case will be highly appreciated.

Yours faithfully,

[signature]

\* permanent resident 长久公民, in accordance with 符合, Correspondence Address 通讯地址。

### 三、常用句式

常用的起首语有:

- 1) Thank you for your letter dated Dec.22,1969.
- 2)Many thanks for your letter of Sept.5, 1997.
- 3)A thousand thanks for your kind letter of June 5,1997.
- 4)Your kind letter of November 22th arrived this morning.

- 5)Your letter which arrived this morning gave me great comfort.
- 6)In reply to your letter dated 4th July,I want to say...
- 7)Thank you very much for your letter of August 2 and the gift you sent me on Christmas Eve.
- 8)What a treat to receive your kind letter of May 5th!
- 9)It is always a thrill to see your nice handwriting.
- 10)First of all I must thank you for your kind assistance and high attention to me .
- 11)With great delight I learn from your letter of this Sunday that ...
- 14)I am very much pleased to inform you that my visit to your country has been approved.
- 15)I wish to apply for teaching position you are offering.
- 16)I am too excited and delighted at your good news.
- 17)I am very obliged to you for your warm congratulations....

**常用的结束语有:**

- 1) Awaiting your good news,
- 2)Looking forward to your early reply,
- 3)Hoping to hear from you soon,
- 4)We await your good news.
- 5)I hope to hear from you very soon.
- 6)We look forward to your reply at your earliest convenience.
- 7)I look forward to our next meeting there in Los Angeles.
- 8)Your early reply will be highly appreciated.
- 9)Any other particulars wanted we shall be pleased to send you.
- 10)The help you give me is sincerely valued.
- 11)I hope everything will be well with you .
- 12)Please let us know if you want more information.



- 13) I hope you always enjoy yourself.
- 14) I wish you very success in the coming year.
- 15) Please remember me to your family.
- 16) With best regards to your family.
- 17) All the best.
- 18) With love and good wishes.

## 5. 结束语 (Complimentary Close)

结束语是写信人表示自己对收信人的一种谦称，只占一行，低于正文一二行，从信纸的中间或偏右的地方开始写。第一个词的开头字母要大写，末尾用逗号。结束语视写信人与收信人的关系而定例如写给机关、团体或不相识的人的信，一般用：

Yours (very) truly, Yours (very) faithfully, Yours (very) sincerely, 等等。

写给上级和长者的信一般可用：

Yours (very) respectfully, Yours (very) obediently, Yours gratefully, Yours appreciatively, Your obedient servant, 等等。

写给同志或同事的信一般可用：

Fraternally yours, Comradely yours, 等等。

写给熟人或朋友的信可用：

Yours, Ever yours, Yours affectionately, As ever, Yours sincerely Yours devotedly, (Most) Fondly yours, Yours excitedly, Intimately yours, 等等。

写给亲属或挚友的信一般用：

Yours, Ever yours, Yours as ever, As ever, Yours affectionately, Lovingly yours, (Much) Love, With Love, Lovingly, Your loving son, Your most affectionate, Your devoted friend, Devotedly, 等

等，意即：“您的”、“永远是您的”、“您的亲爱的”、“您的爱子（孩子、姐妹、侄、侄女、祖母）”、“您的挚友”等。

写给挚友的信有时也可用：

Yours hurriedly, Yours hastily, Yours in haste, 等等。

写信给挚友，表示歉意时，可用：

Contritely yours, Regretfully yours, Yours in (with) regret, Yours in (with) deep remorse 等。

在欧洲一些国家里，多把 Yours 放在 sincerely 等词的前面。在美国和加拿大等国，则多用，把 yours 放在 Sincerely 等词之后。Yours 一词有时也可省略。

#### 例 4

Directions: Bill got a Doctorate in literature for Tsinghua University. Write a letter to congratulate him. You should write about 100 words and do not need to write the address.

Dear Bill,

I got the news from Mike that you have received a Doctorate in literature from Tsinghua University. I congratulate you for this. To have reached this milestone in your scholarship at a young age is really great. It means, I believe, years of assiduous study and hard work on your part. And it is an achievement you can be well proud of. As your best friend, I hope you can reach higher level in your study and do more contribution to the society. My best wishes to you!

Sincerely,

×××

**\* 朋友年轻有为，获得博士学位，应该祝贺。正如信中所说，这一成就是“多年来刻苦学习和努力工作的结果” (years of assiduous study and hard work) 。英文有一句成语：No sweet no sweat. 世界上不劳有获的事情是没有的。**

## **[技巧&方法] 特别推荐：[精华]写作绝招**

### **精华, 写作, 绝招**

#### **[精华]写作绝招**

#### **写作绝招**

#### **开头万能公式**

##### **1. 开头万能公式一：名人名言**

有人问了，“我没有记住名言，怎么办？尤其是英语名言？”，很好办：编！

原理：我们看到的東西很多都是创造出来的，包括我们欣赏的文章也是，所以尽管编，但是一定要听起来很有道理呦！而且没准将来我们就是名人呢！对吧？

**经典句型：**

A proverb says, “ You are only young once.” (适用于已记住的名言)

It goes without saying that we cannot be young forever. (适用于自编名言)

**更多经典句型：**

As everyone knows, No one can deny that...

##### **2. 开头万能公式二：数字统计**

原理：要想更有说服力，就应该用实际的数字来说明。

原则上在议论文当中十不应该出现虚假数字的，可是在考试的时候哪管那三七二十一，但编无妨，只要我有东西写就万事大吉了。所以不妨试用下面的句型：

According to a recent survey, about 78.9% of the college students wanted to further

their study after their graduation.

**看起来这个数字文邹邹的，其实都是编造出来的，下面随便几个题目我们都可以这样编造：**

Honesty: **根据最近的一项统计调查显示，大学生向老师请假的理由当中 78%都是假的。**

Travel by Bike: **根据最近的一项统计调查显示，85%的人在近距离旅行的时候首选的交通工具是自行车。**

Youth: **根据最近的一项统计调查显示，在某个大学，学生的课余时间的 70%都是在休闲娱乐。**

Five-day Work Week Better than Six-day Work?: **根据最近的一项统计调查显示，98%的人同意每周五天工作日。**

**更多句型：**

A recent statistics shows that ...

**结尾万能公式**

#### 1. 结尾万能公式一：如此结论

**说完了，毕竟要归纳一番，相信各位都有这样的经历，领导长篇大论，到最后终于冒出个“总而言之”之类的话，我们马上停止开小差，等待领导说结束语。也就是说，开头很好，也必然要有一个精彩的结尾，让读者眼前一亮，这样，你就可以拿高分了！比如下面的例子：**

Obviously (**此为过渡短语**) , we can draw the conclusion that good manners arise from politeness and respect for others.

**如果读者很难“显而易见”，但说无妨，就当读者的眼光太浅罢了！**

**更多过渡短语：**

to sum up, in conclusion, in brief, on account of this, thus

**更多句型：**

Thus, it can be concluded that..., Therefore, we can find that...

## 2. 结尾万能公式二：如此建议

如果说“如此结论”是结尾最没用的废话，那么“如此建议”应该是最有价值的废话了，  
因为这里虽然也是废话，但是却用了一个很经典的虚拟语气的句型。拽！

Obviously, it is high time that we took some measures to solve the problem.

这里的虚拟语气用得很经典，因为考官本来经常考这个句型，而如果我们自己写出来，你说考官会怎么想呢？

更多句型：

Accordingly, I recommend that some measures be taken.

Consequently, to solve the problem, some measures should be taken.

写作的“七项基本原则”

### 一、 长短句原则

工作还得一张一弛呢，老让读者读长句，累死人！写一个短小精辟的句子，相反，却可以起到画龙点睛的作用。而且如果我们把短句放在段首或者段末，也可以揭示主题：

As a creature, I eat; as a man, I read. Although one action is to meet the primary need of my body and the other is to satisfy the intellectual need of mind, they are in a way quite similar.

由此可见，长短句结合，抑扬顿挫，岂不爽哉？牢记！

强烈建议：在文章第一段（开头）用一长一短，且先长后短；在文章主体部分，要先用一个短句解释主要意思，然后在阐述几个要点的时候采用先短后长的句群形式，定会让主体部分妙笔生辉！文章结尾一般用一长一短就可以了。

### 二、 主题句原则

国有其君，家有其主，文章也要有其主。否则会给人造成“群龙无首”之感！相信各位读过一些破烂文学，故意把主体隐藏在文章之内，结果造成我们稀里糊涂！不知所云！所以奉劝各位一定要写一个主题句，放在文章的开头（保险型）或者结尾，让读者一目了然，必会平安

无事！

**特别提示：隐藏主体句可是要冒险的！**

To begin with, you must work hard at your lessons and be fully prepared before the exam **(主题句)**. Without sufficient preparation, you can hardly expect to answer all the questions correctly.

### 三、一二三原则

领导讲话总是第一部分、第一点、第二点、第三点、第二部分、第一点… 如此罗嗦。可毕竟还是条理清楚。考官们看文章也必然要通过这些关键性的“标签”来判定你的文章是否结构清楚，条理自然。破解方法很简单，只要把下面任何一组的词汇加入到你的几个要点前就清楚了。

- 1) first, second, third, last **(不推荐, 原因: 俗)**
- 2) firstly, secondly, thirdly, finally **(不推荐, 原因: 俗)**
- 3) the first, the second, the third, the last **(不推荐, 原因: 俗)**
- 4) in the first place, in the second place, in the third place, lastly **(不推荐,**

**原因: 俗)**

- 5) to begin with, then, furthermore, finally **(强烈推荐)**
- 6) to start with, next, in addition, finally **(强烈推荐)**
- 7) first and foremost, besides, last but not least **(强烈推荐)**
- 8) most important of all, moreover, finally
- 9) on the one hand, on the other hand **(适用于两点的情况)**
- 10) for one thing, for another thing **(适用于两点的情况)**

**建议：不仅仅在写作中注意，平时说话的时候也应该条理清楚！**

#### 四、 短语优先原则

写作时，尤其是在考试时，如果使用短语，有两个好处：其一、用短语会使文章增加亮点，如果老师们看到你的文章太简单，看不到一个自己不认识的短语，必然会看你低一等。相反，如果发现亮点—精彩的短语，那么你的文章定会得高分了。其二、关键时刻思维短路，只有凑字数，怎么办？用短语是一个办法！比如：

I cannot bear it.

可以用短语表达：I cannot put up with it.

I want it.

可以用短语表达：I am looking forward to it.

这样字数明显增加，表达也更准确。

#### 五、 多实少虚原则

原因很简单，写文章还是应该写一些实际的东西，不要空话连篇。这就要求一定要多用实词，少用虚词。我这里所说的虚词就是指那些比较大的词。比如我们说一个很好的时候，不应该之说 nice 这样空洞的词，应该使用一些诸如 generous, humorous, interesting, smart, gentle, warm-hearted, hospital 之类的形象词。再比如：

走出房间，general 的词是：walk out of the room

但是小偷走出房间应该说：slip out of the room

小姐走出房间应该说：sail out of the room

小孩走出房间应该说：dance out of the room

老人走出房间应该说：stagger out of the room

所以多用实词，少用虚词，文章将会大放异彩！

#### 六、 多变句式原则

### 1) 加法 (串联)

都希望写下很长的句子，像个老外似的，可就是怕写错，怎么办，最保险的写长句的方法就是这些，可以在任何句子之间加 and，但最好是前后的句子又先后关系或者并列关系。比如说：

I enjoy music and he is fond of playing guitar.

如果是二者并列的，我们可以用一个超级句式：

Not only the fur coat is soft, but it is also warm.

其它的短语可以用：

besides, furthermore, likewise, moreover

### 2) 转折 (拐弯抹角)

批评某人缺点的时候，我们总习惯先拐弯抹角说说他的优点，然后转入正题，再说缺点，这种方式虽然阴险了点，可毕竟还比较容易让人接受。所以呢，我们说话的时候，只要在要点之前先来点废话，注意二者之间用个专这次就够了。

The car was quite old, yet it was in excellent condition.

The coat was thin, but it was warm.

更多的短语：

despite that, still, however, nevertheless, in spite of, despite, notwithstanding

### 3) 因果 (so, so, so)

昨天在街上我看到了一个女孩，然后我主动搭讪，然后我们去咖啡厅，然后我们认识了，然后我们成为了朋友…可见，讲故事的时候我们总要追求先后顺序，先什么，后什么，所以然后这个词就变得很常见了。其实这个词表示的是先后或因果关系！

The snow began to fall, so we went home.

更多短语：

then, therefore, consequently, accordingly, hence, as a result, for this reason, so that



#### 4) 失衡句（头重脚轻，或者头轻脚重）

有些人脑袋大，身体小，或者有些人脑袋小，身体大，虽然我们不希望长成这个样子，可如果真的是这样了，也就必然会吸引别人的注意力。文章中如果出现这样的句子，就更会让考官看到你的句子与众不同。其实就是主语从句，表语从句，宾语从句的变形。

举例：This is what I can do.

Whether he can go with us or not is not sure.

同样主语、宾语、表语可以改成如下的复杂成分：

When to go, Why he goes away...

#### 5) 附加（多此一举）

如果有了老婆，总会遇到这样的情况，当你再讲某个人的时候，她会插一句说，我昨天见过他；或者说，就是某某某，如果把老婆的话插入到我们的话里面，那就是定语从句和同位语从句或者是插入语。

The man whom you met yesterday is a friend of mine.

I don't enjoy that book you are reading.

Mr Liu, our oral English teacher, is easy-going.

其实很简单，同位语——要解释的东西删除后不影响整个句子的构成；定语从句——借用之前的关键词并且用其重新组成一个句子插入其中，但是 whom or that 关键词必须要紧跟在先行词之前。

#### 6) 排比（排山倒海句）

文学作品中最吸引人的地方莫过于此，如果非要让你的文章更加精彩的话，那么我希望你引用一个个的排比句，一个个的对偶句，一个个的不定式，一个个的地词，一个个的短语，如此表达将会使文章有排山倒海之势！

Whether your tastes are modern or traditional, sophisticated or simple, there is plenty in London for you.

Nowadays, energy can be obtained through various sources such as oil, coal, natural gas, solar heat, the wind and ocean tides.

We have got to study hard, to enlarge our scope of knowledge, to realize our potentials and to pay for our life. (气势恢宏)

**要想写出如此气势恢宏的句子非用排比不可！**

## 七、挑战极限原则

**既然是挑战极限，必然是比较难的，但是并非不可攀！**

**原理：在学生的文章中，很少发现诸如独立主格的句子，其实也很简单，只要花上 5 分钟的时间看看就可以领会，它就是分词的一种特殊形式，分词要求主语一致，而独立主格则不然。**

**比如：**

The weather being fine, a large number of people went to climb the Western Hills.

Africa is the second largest continent, its size being about three times that of China.

**如果您可一些出这样的句子，不得高分才怪！**

## 文章主体段落三大杀手锏

### 一、举实例

**思维短路，举实例！提出一个观点，举实例！提出一个方案，举实例！而且者也是我们揭示一个观点最好的方式，任何情况下，只要我们无法继续文章，不管三七二十一，尽管举例子！**

In order to attract more customers, advertisers have adopted every possible stimulative factor in making ads, such as sound, light, colours, cartoon films and human performance. For instance, to advertise a certain food, advertisers will ask an actor or actress to sit at a table and devour the seemingly delicious food while they film him or her.

**更多句型：**

To take ... as an example, One example is..., Another example is..., for example

## 二、做比较

**方法：**写完一个要点，比较与之相似的；又写完一个要点，再比较与之相反的；

**世界上没有同样的指纹，没有相同的树叶，文章亦同，只有通过比较，你才会发现二者的**

**相同点 (through comparison) 和不同点 (through contrast) 。下面是一些短语：**

**相似的比较：**

in comparison, likewise, similarly, in the same manner

**相反的比较：**

on the other hand, conversely, whereas, while, instead, nevertheless, in contrast,  
on the contrary, compared with ..., ...

## 三、换言之

**没话说了，可以换一句话再说，让你的文章在多一些字，或者文邹邹地说，是让读者更充分的理解你的观点。**

**实际就是重复重复再重复！下面的句子实际上就三个字 I love you!**

I am enthusiastic about you. That is to say, I love you.

I am wild about you. In other words, I have fallen in love with you.

**或者上面我们举过的例子：**

I cannot bear it.

**可以用短语表达：** I cannot put up with it.

**因此可以这样说：** I cannot bear it. That is to say, I cannot put up with it or I am  
fed up with it.

**更多短语：**

in more difficult language, in simpler words, put it more simply