**概要写作示例与写作训练1**

**【写作示例】**

**【原文呈现】**

阅读下面短文，根据其内容写一篇60词左右的内容概要。

Regular exercise can reduce a woman’s risk of cancer, but the benefits may slip away if she gets too little sleep, U.S. researchers said on Monday.

The study involving 5,968 women in Maryland confirmed previous findings that people who do regular physical activity are less likely to develop cancer.

But when the researchers looked at the women ages 18 to 65 who were in the upper half in terms of the amount of physical exercise they got per week, they found that sleep appeared to play an important role in cancer risk.

Those who slept less than seven hours nightly had a 47 percent higher risk of cancer than those who got more sleep among the physically active women, the researchers reported at a meeting of the American Association for Cancer Research.

“We think it’s quite interesting and intriguing. It’s kind of a first look into this. It isn’t something that has been widely studied,” James McClain of the National Cancer Institute, part of the U.S. government’s National Institutes of Health, said in a telephone interview.

McClain, who led the study, said it is unclear exactly how getting too little sleep may make one more susceptible(易受感染的) to cancer. “Getting adequate sleep has been long associated with health,” McClain said.

The U.S. Centers for Disease Control and Prevention calls sleep loss an under-recognized public health problem, saying Americans are getting less and less slumber. The CDCP said the percentage of adults reporting sleeping six hours or less a night increased from 1985 to 2006.

Sleep experts say chronic sleep loss is associated with obesity, diabetes, high blood pressure, stroke, cardiovascular disease, depression, cigarette smoking and excessive drinking.

In addition, research had shown that people who get regular exercise have a reduced risk of breast, colon and other types of cancer. Experts think the effects of exercise on the body’s hormone levels, immune function and body weight may play an important role.

**【思维路径】**

**[核心内容]**

本文是一篇说明文。文章介绍了一项科学研究发现。第一段科技报道类文章的中心所在，该段告诉我们文章主要说明的要点：经常锻炼可以降低妇女患癌症的风险，但是如果睡眠不足，锻炼的这种好处也将不存在。文章的第二、三、四段讲述了该项研究中的具体的方法与数据统计。文章的第五、六段讲述了研究者对这个研究结果的看法与评论。文章的第七段讲述了美国疾病控制与预防中心对睡眠不足的看法。第八段进一步引证有关睡眠专家对睡眠不足带来的负面影响的看法。最后，第九段又回到该项研究发现上，告诉我们经常锻炼可以降低患那些癌症的风险及其原因。

**[写作思路]**

**(1)熟悉文本类型，把握表述特征。**通过文章第一段中的“U.S. researchers said on Monday”可知，本文是一篇科研报告。科研报告类的写作一般会在文章的开头部分交代文章的中心，然后具体介绍研究的设计、实施以及数据分析等，最后会根据相关研究发现进一步展开说明研究可能会带来的影响等。通过分析文本类型及其表述特征，我们可以准确地筛选文章的中心及其各个部分的分论点。

**(2)理清文章结构，概括段落大意。**根据(1)部分的分析，我们可以进一步的梳理文章的层次结构：第一段是文章的点题；第二至地四段是文章的数据分析；第五、六段是研究者的评论；第七、八段是引用他人的观点来进一步分析自己的发现；第九段则是进一步分析本研究。通过对文章层次的梳理，我们可以逐一罗列文章的中心及其各个分述的分论点。

**(3)确定表述中心，连贯表达要点。**在(2)的基础上，我们可以逐一列出要表述的中心：第一段引出文章中心，即Regular exercise can reduce a woman’s risk of cancer, but the benefits may slip away if she gets too little sleep(要点1)；第二至四段是第一个分论点，即People who do regular physical activity are less likely to develop cancer, but those who sleep less than seven hours nightly have higher risk. (要点2)；第五、六段引出第二个分论点，即This research is quite new, so it is still unclear exactly how sleeping little may make one more susceptible to cancer.(要点3)；第七、八段引出第三个分论点，即Sleep loss may give rise to such health problems as obesity, diabetes, stroke, depression and so on. (要点4)；最后一段进一步引出研究的发现，即Regular exercises may have an active effect on the body’s hormone levels, immune function and body weight which thus may reduce the risk of cancer. (要点5)。在理清每部分的中心之后，我们可以利用有效的衔接手段，把这些要点组织成一个意义连贯的语篇。

**[参考范文]**

US researchers have found that regular exercises may have an active effect on the body’s hormone levels, immune function and body weight which thus may reduce the risk of cancer (要点1，要点５) ,but the benefits may slip away if she gets too little sleep (要点1), especially less than seven hours nightly (要点2) which may cause such health problems as obesity, depression and so on. (要点4) However, it is still unclear exactly how sleeping little may make people more susceptible to cancer.(要点3)(76 words)

**[范文解析]**

范文把要点1分为两部分并且与要点5、要点2、要点4进行整合，这样使得文章更加紧凑、言简意赅。范文把要点5放在了开头，这样先交代了regular exercises之所以能够降低患癌症的风险的原因；在这之后，用衔接词but把要点1的后半部分整合了进去，要点2正好也对要点1的后半部分进行了进一步的细化与解释；此外要点4缩写成一个which引导的定语从句，进一步说明睡眠不足带来的健康问题。最后用however引入要点3，说明了该项研究所存在的不足，这也正好符合科研报告类文章的写作特点。

**[提炼归纳]**

**1、关注文本的特征。**缩写是对原文要点的综述，因而其表达方式或陈述方式也必须与原文相符合。本文是一篇科研报告，所以在缩写部分就要点明是谁做的研究、研究的结果怎样、以及研究是如何进行的等。

**2、注重语义的转换。**缩写很大程度上依赖于对原有的句子表达的浓缩与改写，这就需要对原文语句进行语义转换，包括使用非谓语动词短语替换原句子，或者用定语从句整合两个句子之间的关系等。范文中对要点1、2、4、5的整合就充分体现了在缩写中语义转换的重要性。

**3、强化整合的逻辑。**要点整合涉及到事件或观点之间的时间先后、条件、因果关系等逻辑关系，因而在缩写的过程中，需充分关注各个要点之间的逻辑关系，并在此基础上对原文要点进行合理地整合。

**【写作演练】**

1.阅读下面短文，根据其内容写一篇60词左右的内容概要

First Offer: Take It or Keep Waiting

Anyone who has searched for a job fresh out of college knows how difficult it is to get that first job. And if you’re very lucky, eventually there’s a job offer on the table. Should you grasp it, or wait for something better to come along the way?

It depends on whether you are a “maximizer” or a “satisficer”. Simply put, satisficers are more likely to cut their job search short and take the first job offer. Maximizers are more likely to continue searching until a better job offer comes along. Which type of approach yields the better payoff? A maximizer. Specifically, quoting the results of a study of the job search of 548 members of a school, the maximizers put themselves through more difficulties in the job hunt. They applied to twenty jobs, on average, while satisficers applied to only ten, and they were significantly more likely to make use of outside sources of information and support. But it turned out to be worth it: the job offers they got were significantly better, in terms of salary, than what the satisficers got.

Satisficers were offered jobs with an average starting salary of $37, 085; the average starting salary offered to maximizers was $44, 515, more than 20 percent higher. The trouble is, however, that higher pay doesn’t make maximizers a happier group than satisficers. In fact, maximizers were significantly more likely than satisficers to be unhappy with the offers they accepted.

Evidently, being a maximizer can help you earn more income, but that income doesn’t buy more happiness, as the maximizer’s likely to worry about the prospect of a better job offer out there he or she missed. Maximizers may have objectively superior outcomes, but they’re so busy obsessing about all the things that they could have had, so they tend to be less happy with the outcomes they do get.

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2.阅读下面短文，根据其内容写一篇60词左右的内容概要。

Human beings are smart. However, it seems that people are gradually losing their smartness as smartphones become more and more important assistants in their lives, reported news website Record Japan on Oct. 22. As we rely too much on technology instead of our brains, many people have lost three basic abilities, said the website.

The first skill many people have lost is remembering phone numbers. Because phone numbers are stored in smart phone contacts, there's no need to dial a number or look at it again.

And some people may also have lost their sense of direction because navigation apps can guide people anywhere they want to go. These apps can even find shortest routes for you and avoid traffic jams. But the worst lost skills may be social ones, meaning that some people are becoming socially inept(无能的). People often bury themselves in their smart phones. As we're too addicted to what's happening in the virtual world, some of us have lost conversational skills and sometimes can't even tell whether a person is happy or not.

In August, researchers at the University of California, Los Angeles, studied 51 students aged 11 and 12 who had over five hours' screen time every day. Their task was to tell the emotions of 48 pictures of faces that were happy, sad, angry or scared. The children made an average of 14.02 mistakes at the beginning. But after a five-day camp without electronic (电子的) products, they made only 9.41 mistakes on average. “If you’re not practicing face-to-face communication, you could be losing important social skills,” concluded professor Yalda Uhls from the research.

Luckily, people still have a chance to get these abilities back. You should try to keep your parents' numbers in mind for emergencies. You should also pay more attention to street signs and stores, which will help you to draw a mind map and stop you from getting lost. And the easiest solution to social skill loss is to take a break from electronic devices because we are social creatures. We need device-free time.

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Happy, angry, amazed – these are some of the emotions we like to express these days when we’re sending a message on our smartphones! That’s why many of us now add little pictures to our texts to brighten up someone’s mobile screen but we’re also using them as a quick way of telling someone how we’re feeling. Yes, emojis have become a vital tool for communication.

The emoji was first invented in Japan in the late 1990s and the word “emoji” comes from the Japanese words for “picture” and “character”. The number of different images has dramatically increased since then and now we have a picture for every mood or situation.

So now we have the option to give this new creation the visual “thumbs-up” but have you thought why we’ve become so addicted to using emojis? Professor Vyv Evans has written a book called *The Emoji Code*. He says, “Increasingly, what we’re finding is that digital communication is taking over from certain aspects of face-to-face interaction. One of the reasons emojis are so interesting is that they really do enable us to express our emotional selves much more effectively.” So emojis are a sort of replacement for the visual signals or non-verbal clues we normally give when we speak to someone face-to-face.

Another advantage of emojis is that they are an international language – they don’t use words but tell a message in the form of pictures so they can be easily understood whatever your native language is. However, the emojis you send need some thought as they can sometimes be misunderstood – if a friend sends you an emoji of a hammer, you may think he is angry when really he is saying he has hurt himself or he is clumsy!

Emojis are a good way for showing common emotions. But as linguist Neil Cohn says, “To many, emojis are an exciting development of the way we communicate; To others, they are extinction of language.” It does show there is a lot more to our communication than words alone but does this mean the decline in traditional writing?

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Why is the world’s population growing？The answer is not what you might think.The reason for the explosion is not that people have been reproducing like rabbits，but that people have stopped dropping dead like flies.In 1900，people died at the average age of 30.By 2000 the average age was 65.But while increasing health was a typical feature of the 20th century，declining birth rate could be a defining one of the 21st.

Statistics show that the average number of births per woman has fallen from 4.9 in the early 1960s to 2.5 nowadays.Furthermore，around 50% of the world’s population live in regions where the figure is now below the replacement level (i.e.2.1 births per woman) and almost all developed nations are experiencing sub-replacement birth rate.You might think that developing nations would make up the loss (especially since 80% of the world’s people now live in such nations)，but you’d be wrong.Declining birth rate is a major problem in many developing regions too，which might cause catastrophic global shortages of work force within a few decades.

A great decline in young work force is likely to occur in China，for instance.What does it imply？First，China needs to undergo rapid economic development before a population decline hits the country.Second，if other factors such as technology remain constant，economic growth and material expectations will fall well below recent standards and this could invite trouble.

Russia is another country with population problems that could break its economic promise.Since 1992 the number of people dying has been bigger than that of those being born by a massive 50%.Indeed official figures suggest the country has shrunk by 5% since 1993 and people in Russia live a shorter life now than those in 1961.Why is this occurring？Nobody is quite sure，but poor diet and above all long-time alcoholism have much to do with it.If current trends don’t bend，Russia’s population will be about the size of Yemen’s by the year 2050.

In the north of India，the population is booming due to high birth rates，but in the south，where most economic development is taking place，birth rate is falling rapidly.In a further twist，birth rate is highest in poorly educated rural areas and lowest in highly educated urban areas.In total,25% of India’s working-age population has no education.In 2030，a sixth of the country’s potential work force could be totally uneducated.

One solution is obviously to import foreign workers via immigration.As for the USA，it is almost unique among developed nations in having a population that is expected to grow by 20% from 2010—2030.Moreover，the USA has a track record of successfully accepting immigrants.As a result it’s likely to see a rise in the size of its working-age population and to witness strong economic growth over the longer term.

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5.阅读下面短文，根据其内容写一篇60词左右的内容概要。

Online schools are becoming very popular today. Whether it is working professionals who cannot afford the time to go to a full-time college because of their huge workload or stay-at-home mums who have many duties and cannot join in a college, online schools are much enjoyed at all. And now, even regular students, who have the time to go to college, are going in for online education, as it leaves them with enough time to pursue other things, such as a part-time job or a hobby, along with studying. However, as with everything, there are both advantages and disadvantages of online schooling.

Let’s start with the positives. These schools cost much less. You don’t have to spend money on buying books or bus fees. Another advantage is the flexibility it provides. You can study at any time during the day. You can study wherever you want---in your house, at a cafe or even in a park.

Move on to the disadvantages of online schooling. Those students who always need a push from their teachers to do well, are very likely not to do well in online schools. And the greatest disadvantage going to school online is that there are many employers who prefer students with a traditional degree to those who have an online degree. The employers feel that students who go to full-time colleges are more knowledgeable compared to those who have online degrees. Since the very purpose of education is to land a person a good job, online degrees, many a time, do not serve this purpose.

No doubt that online schools offer the freedom which no regular college can provide. However how much the employers will value the degrees and whether a student can actually make his own study schedule and most importantly, stick to it, depend upon individuals( AA). So in the end, it can be rightly said, online schools are good for some, while others should give them a skip.

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**答案与解析**

1.【参考范文】

Facing the first job offer, satisficers probably grasp it while maximizers will likely keep waiting for a better one. Having submitted more applications than the satisficer, maximizers are more likely to have better payoff. However, despite the higher salary, maximizers are more worried about the other working opportunities they missed, so they are less happy than satisficers. (57 words)

【解析】

这是一篇概要写作，完成本题主要依赖于对文章中心内容的精准提炼和概括。

与文章保持一致，进行概要写作时应使用第三人称、一般现在时。分析原文内容，第一段是引入，且无实质内容，只是一个设问，可不进行概括。第二、三、四段主要讲了三层内容。

第一层：易于满足者比利益最大化者更容易找到工作，利益最大化者要等久一点；

第二层：然而，利益最大化者工资起薪更高；

第三层：虽然工资更高，但她们并不快乐、幸福。

据此，可以进行本篇概要写作。

【范文点评】

本篇概要写作要点全面，语言凝练，使用了现在分词作状语的表达，如Facing the first job offer和Having submitted more applications than the satisficer，同时，despite the higher salary这样的短语表达也十分出彩。

2.【参考范文】

Smart phones are playing an increasingly important role in people's life, but they are also depriving people of three basic abilities. For one thing, some people lose the ability to remember telephone numbers. Secondly, some people lose their sense of direction. Third, some people lose their social skills. Fortunately, people can reclaim these abilities by returning to the way they used to be. Most importantly, we need some time without cell phones.

【解析】

本文是一篇议论文。文章以论证的方式说明了智能手机时代给人们带来的三种能力的丧失，以及如何恢复这三种能力。

本文是一篇概要写作，要求写出文章的主题大意和要点，要写全要点，抓住重点，要使用自己比较熟悉的词汇、短语和句型，恰当使用过渡词和连接词，以使文章连贯、流畅。要尽量使用高级词汇和句型、各种从句以及非谓语动词等高级形式，以体现较高的写作水平。本文写作时人称以第三人称为主，时态采用一般现在时。

在写作时应注意把握本文文章要点：1. 智能手机在人们生活中扮演着重要角色，但也给人们带来了三种能力的丧失；2. 有人丧失了记忆电话号码的能力；3. 有人丧失了方向感；4.有人丧失了社交技能；5. 应该积极找回这些能力。有时候，我们需要一些没有手机在身边的时候。写作时应注意上下文连贯及词数要求。

【范文点评】

范文内容完整，要点全面，语言规范，语篇连贯，词数适当，上下文意思连贯，符合逻辑关系。作者在范文中使用了不少固定用法，比如：play an important role in，sense of direction等让文章增色不少。文章长短结合，错落有致，语句自然。

3.【参考范文】

Emojis have become important in communication. Since the creation in Japan in the 1990s, their number has risen so sharply that now each emotion has a corresponding emoji. They replace non-verbal languages in face-to-face communication due to its efficiency in conveying feelings while emojis can cause misunderstanding：they add color to communication, they may indicate the weakening of traditional writing.

【解析】

写作步骤

1)细读原文。首先要仔细阅读短文，掌握文章主旨。文章介绍了表情符号在交流中的重要地位，历史演变过程以及表情符号的优点与它可能会造成的一些问题。

2)弄清结构，归纳段意。概要写作是写全文概要，不是写某一部分的概要，或者就某些问题写出要点。因此一定要弄清文章结构，归纳文章各段大意。本文第一描写表情符号在如今交流中的运用；第二段描写表情符号的历史演变进程；第三、四段描写表情符号的优点；第五段描写表情符号的运用可能会产生的一些问题和缺点。

3)列出原文要点。分析原文的内容和结构，将内容分项扼要表述并注意在结构上的顺序。在此基础上选出与文章主题密切相关的部分。本文中要点有三：第一，介绍表情符号的地位；第二，表情符号的历史演变；第三，表情符号的优点；第四，表情符号会造成的问题。

4)在写作时要特别注意下面几点：

(1)概要应包括原文中的主要事实，略去不必要的细节。

(2)安排好篇幅的比例，概要应同原文保持协调，即用较多的文字写重要内容，用较少的文字写次要内容。

(3)注意要点之间的衔接，要用适当的关联词语贯通全文，切忌只简单地写出一些互不相干的句子，但也不要每两句之间都加关联词语，以免显得生硬。

(4)不排斥用原文的某些词句，但不要照搬原文的句子，如果不能完全用自己的话语表达，至少对原文句子做一些同义词替换，如果结构上也能有一些转换会更好。

(5)计算词数，看是否符合规定的词数要求。

【范文点评】

范文内容完整，语言规范，语篇连贯，词数适当。作者在范文中使用了较多高级表达方式，如Since the creation in Japan in the 1990s, their number has risen so sharply that now each emotion has a corresponding emoji. 运用了结果状语从句。They replace non-verbal languages in face-to-face communication due to its efficiency in conveying feelings while emojis can cause misunderstanding 运用了while表前后对比。全文中没有中国式英语的句式，显示了很高的驾驭英语的能力。另外，文章思路清晰、层次分明，上下句转换自然，为文章增色添彩。

4.【参考范文】

The impact of dropping birth rate in the 21st century may be disastrous to both developed and developing countries, resulting in lack of young work force. (要点1) This population problem facing China will greatly affect its economic growth. (要点2) The earlier death of Russians caused by people's way of life will also damage its economic future. (要点3) One solution, like America, is to increase its population through immigration, which will compensate for the decline. (要点4) (71 words)

【解析】

这是一篇概要写作题。文章要求是写一篇60词左右的文章概要。

分四个要点：第一、出生率的下降也许是灾难，因为这样会缺少劳动力。The impact of dropping birth rate in the 21st century may be disastrous to both developed and developing countries, resulting in lack of young work force. (要点1)

第二、中国要面对的这个人口问题会严重影响其经济增长。This population problem facing China will greatly affect its economic growth. (要点2)

第三、因为生活方式导致俄罗斯人早死也会导致其经济问题。The earlier death of Russians caused by people's way of life will also damage its economic future. (要点3)

第四、一个解决方案就像美国一样增加移民以增加人口数量，这会弥补人口的衰减。One solution, like America, is to increase its population through immigration, which will compensate for the decline. (要点4)

【范文点评】

使用高级句型如使用现在分词和过去分词作各种成分：...resulting in lack of young work force.作结果状语。problem facing China作定语。caused by people's way of life作death的定语。非限制性定语从句的使用：...immigration, which will compensate for the decline. (要点4)

5.【参考范文】

Nowadays online schools are enjoying great popularity by people from all walks of life. Nevertheless, they have both strengths and weaknesses.(要点1)On one hand, online schools have the low cost and freedom that regular schools can’t offer.(要点2)On the other hand, those who lack self-discipline may do badly in online schools. Worse still, many employers don’t value online degrees(要点3)In brief, how to make use of online schools varies from person to person.(要点4)(73 words)

【解析】

本文是概要写作。这是一篇说明文。文章分析了网络学校的优缺点。最后文章强调，如何使用在线学校因人而异。

本文是概要写作，要求写出文章的主题大意和要点，要写全要点，抓住重点，要使用自己比较熟悉的词汇、短语和句型，恰当使用过渡词和连接词，以使文章连贯、流畅。要尽量使用高级词汇和句型、各种从句以及非谓语动词等高级形式，以体现较高的写作水平。本文写作时人称以第三人称为主，时态采用一般现在时。