**概要写作示例与写作训练10**

**【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。

It was once common to regard Britain as a society with class distinction. Each class had unique characteristics.

In recent years, many writers have begun to speak the 'decline of class' and 'classless society' in Britain. And in modern day consumer society everyone is considered to be middle class.

But pronouncing the death of class is too early. A recent wide-ranging society of public opinion found 90 percent of people still placing themselves in particular class; 73 percent agreed that class was still a vital part of British society; and 52 percent thought there were still sharp class differences. Thus, class may not be culturally and politically obvious, yet it remains an important part of British society. Britain seems to have a love of stratification.

One unchanging aspect of a British person's class position is accent. The words a person speaks tell her or his class. A study of British accents during 1970s found that a voice sounding like a BBC newsreader was viewed as the most attractive voice, Most people said this accent sounded 'educated' and 'soft'. The accents placed at the bottom in this study, on the other hand, were regional(地区的)city accents. These accents were seen as 'common' and 'ugly'. However, a similar study of British accents in the US turned these results upside down and placed some regional accents as the most attractive and BBC English as the least. This suggests that British attitudes towards accent have deep roots and are based on class prejudice.

In recent years, however, young upper middle-class people in London, have begun to adopt some regional accents, in order to hide their class origins. This is an indication of class becoming unnoticed. However, the 1995 pop song 'Common People' puts forward the view that though a middle-class person may 'want to live like common people' they can never appreciate the reality of a working-class life.

**【思维路径】**

**[核心内容]**

本文是一篇议论文，全文共分五段。第一段主要讲在英国社会中，阶级划分是重要的一部分，每一阶级都有其独立的特征；第二段讲近几年来，许多作家认为英国已经渐渐转变成一个“阶级消亡”的社会；第三段主要讲英国对大众进行了一个调查，结果发现90％的人们任然把自己划分在一定的阶层中，73％的人认为阶级是英国社会一个必不可少的部分，因此说英国已面临“阶级消亡”还为时过早；第四段主要讲另一项调查，该调查时关于人们认为的好的口音，英国和美国的调查结果正好相反，也说明了英国阶级划分的根源非常深；第五段承接第四段进一步说明现在英国人对待口音的态度开始改变。

**[写作思路]**

(1)理清文章脉络、概括段落大意。这篇短文给我们讲述了在英国社会中，阶级划分是重要的一部分。作者在短文中给我们介绍了两项调查，通过调查的结果我们可以看到，英国社会里的阶级划分没有消失，它是英国社会重要的一部分。该文章第一段的主题句为It was once common to regard Britain as a society with class distinction；第二段的主题句也是段落首句；第三段主题句为该段的首句But pronouncing the death of class is too early和结尾句Britain seems to have a love of stratification；第四段的主题句是One unchanging aspect of a Britain person’s class position is accent；第五段的主题句是This is an indication of class becoming unnoticed.

(2)审视文章布局，总结文章结构。这篇文章的主要构成是“两个观点，两个调查”，“两个观点”指的是一个旧观点，即文章所指人们普遍认同的观点Britain as a society with class distinction(要点1)，第二个观点是新观点，是指近年来许多作家所提出的“decline of class”或者说“classless society”的观点(要点2)，作者为反驳这一个观点提出了英国社会所做的“两个调查”，分别是“a recent wide-ranging study”(要点3)的“A study of British accents”(要点4)，这两个调查的结果都证明了class remains an important part of British society(要点5)，读时理清文章结构，有助于写时理清概要思路。

**[参考范文]**

British was commonly regarded as a class society. (要点1)However, some writers commented that class seemed to disappear in Britain nowadays. (要点2)This conclusion was made too early because two studies of public carried out among British people proving that class was still a vital part in British society. (要点5) Class was rooted in British people’s minds though not that deep as old days (要点3)and it could be seen from people’s attitudes toward accent.(要点4) (75 words)

**[范文解析]**

范文把要点1和要点2放在开头，用however进行衔接，与原文结构相同，然后把要点3和要点4总结成two studies of public先在第三句提出，并且引出调查结果即英国社会仍然是一个等级社会，等级观念仍旧深入人心class was still a vital part in Britain society要点5，这样安排使得行文更加流畅自然，最后再具体提出两个调查的内容要点3和要点4，其中要点3是对文章第四第五段的高度概括。

**[提炼归纳]**

1. 重构主题句

概要既要表达文章中各段主题句的含义又不能原文照抄，因此学生需要在原文主题句的基础上对其进行重构，如范文中的第一句British was commonly regarded as a class society即是对原文中It was once common to regard Britain as a society with class distinction的重构，在重构过程中需要用到词性转换，句式转换，同义词替换等技巧。

2. 重建支撑句

文章中的支撑句是对主题句的补充，同时也为主题句论点提供论证，概要当中应当点到支撑句或者支撑部分的内容，同时，信息要做到高度浓缩。如范文中Class was rooted in British people’s minds though not that deep as old days这一句既概括了第一个调查中的内容同时也点到了最后一段人们的等级观念的确在发生改变这一事实。

**【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。

College admission season is upon us. With the ever-increasing competition among college applicants, writing an effective and sincere college recommendation letter is one way high school teachers can help students stand out among the competition. Here are a few things I have learned how to write a recommendation for my students.

Try beginning your letter with something the person tasked with screening hundreds of recommendation letters will remember. I like to start with an amusing story that illustrates who the student is and how others perceive them. Make sure to use the student’s full name for the first reference and then just the first name after that. My favorite strategy is to end the paragraph with a single sentence that highlights the student’s strongest characteristics.

In the body of the letter, focus on who the student is rather than what the student has done. What college reps want to know is how the student will fit into their environment. Give specific examples of how the student achieved--did they overcome obstacles or tackle any challenges to reach their goals? I usually write two short paragraphs for the body. Sometimes the first relates character to academics, and the next relates character to extracurricular activities. Other times, I use the student’s characteristics as the main focal points.

Conclude with a sincere statement of recommendation for the student to the college of their choice. When sending the recommendation to a single college, use the college’s name in your recommendation. Lastly, I return to using the student’s full name in my final reference to him in the letter.

My last statement encourages the college to contact me with any further questions. I’ll be surely delighted to receive any of their inquiry, meaning my student is under their consideration!

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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。

Should You Disinfect Your Online Shopping?

People who are self-isolating are increasingly relying on grocery deliveries. This raises a new worry: whether delivered goods carry the new coronavirus. Research suggests it can spread via particles in the air, but also via surfaces. How long can the virus survive and how can we protect ourselves?

COVID-19 is a respiratory(呼吸道的)illness and is largely transmitted via drops in the air from coughing or sneezing, says John Lednicky at the University of Florida. The new virus has also been found to persist on surfaces. A team led by Vincent Munster at the US National Institute of persist on surfaces. A team led by Vincent Munster at the US National Institute of Allergy and Infectious Diseases in Montana found it may survive on plastic and stainless steel for up to 72 hours.

But other research suggests the coronaviruses that cause SARS and MERS can persist on metal, glass and plastic for up to nine days. Research by the US Centers for Disease Control and Prevention suggested that traces of the new coronavirus could be on surfaces for even longer; its RNA was detected in cabins of people who had vacated the Diamond Princess cruise ship 17 days earlier, including those without symptoms.

This doesn't necessarily mean these virus particles could still infect other people, says Lednicky. How long virus particles remain active depends on various factors. Those coughed or sneezed out may be covered in a layer of mucus(黏液)that helps them survive longer. Surface survival may also be affected by UV light, which can destroy the ability of some viruses to reinfect us. Heat and higher humidity can also inactivate viruses.

Is it worth trying to disinfect your shopping? Lednicky doesn't think so. Most household cleaning products won't kill coronaviruses, he says. Even if you use one that does, you're unlikely to be able to clean every nook and cranny of, for example, a bunch of grapes. It is more practical to practise social distancing and good personal hygiene, he says.

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3.阅读下面短文，根据其内容写一篇60词左右的内容概要。

Have you ever been involved in animal rescue? This is what happened to the Winter the dolphin. Winter was found off the coast of Florida in December of 2005. She was just a few months old, alone, and caught in a crab trap. The ropes from the trap were wrapped tightly around her body.

The fisherman who found her called for help, and the rescue team soon arrived. The ropes had cut off the blood circulation to her tail. She was badly hurt. Her rescuers didn't think she would survive. Hoping for a miracle and racing against time to save her, the rescuers transferred her to the ClearwaterMarine Aquarium in Florida.

The doctors managed to save Winter, but sadly, not her tail. He tail flukes were too damaged and had to be removed so Winter could live.

The little dolphin Winter survived against all odds, but she would never be able to swim normally without a tail. Thankfully the story doesn't end here. Winter was able to swim, but not very well. Because she didn't have a tail. She moved her body in a side-to-side motion like a shark. But doctors at the aquarium were worried that unconventional moment would hurt her spine.

Kevin Carroll heard Winter's story and for thought, he would could help. He is a specialist who designs and provides prostheses for people. If he could help people, why not help a dolphin? He started working with Winter and came up with a solution for the new fluke and tail section

Kevin designed a stretchy sleeve to fit winter's body and protect her skin. Then a tail made of silicone and plastic was made to tightly fit over the sleeve. Now winter can swim like other dolphins. And she is a great inspiration to people who struggle with their own injuries.

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4.阅读下面短文，根据其内容写一篇60词左右的内容概要。

This is a story about a book that just kept selling, catching publishers, booksellers and even its author off guard. The book is Sapiens, by the Israeli academic Yuval Noah Harari, published in the UK in September 2014.It is a recondite(深奥的) work of evolutionary history charting the development of humankind through a scholarly examination of our ability to cooperate as a species.

Sapiens sold well on publication, particularly when it came out in paperback in the summer of 2015.What is remarkable about it, though, is that it's still selling in vast numbers. Sapiens has sold a further half million copies, establishing itself firmly at the top of the bestseller lists. The book's wild success is symptomatic of a broader trend in our book-buying habits: a surge in the popularity of intelligent, challenging nonfiction, often books that are several years old.

It was trade publication, the Booksellers, that first noted the rise of what is called the “brainy backlist”, it also highlighted a concomitant fall in the sales of the books that had been such a staple of publishers' catalogues-celebrity biographies. We are turning away from exciting but disposable stories of fame towards more serious, thoughtful, quiet books that help us understand our place in the world. Mark Richards, publisher at John Murray Prese, see the return to serious works of nonfiction as a response to the spirit of the age, “People have a hunger both for information and facts, and for nuanced(有细微差别的) exploration of issues, of a sort that books are in a prime position to provide.” he says.

In the end, the story of Sapiens is about a book becoming part of a national conversation. At a time when politics is more furious and fragmented than ever, when technology is colonizing our everyday existence.

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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。

Throughout history, music spread among people of different cultures. In today's technologic advanced society, however, people spread music online, sometimes without an artist's permission. This can lead to many problems, and music companies are now dealing with this practice. Sharing music online without permission is theft (盗窃).

Sharing music online prevents recording companies from making money from their efforts. They say that sharing music online has led to a huge drop in profits and sales over the past 10 years. People who find music for free online are not paying for CDs or every MP3 downloaded. To truly understand the influence of music piracy (盗版) on creators, we must understand how many people are involved in the recording process. For the sale of each album, profits must be shared between musicians, sound engineers, music producers, managers, advertisers, and the company selling the product. Many people believe sharing music only affects the recording artist, but the reality is that sharing hurts business for all companies involved.

There are many people who don't see the harm in sharing music online and even think they have the right to do it. One online blogger states that he originally paid for an entire CD and that he should be able to do with the material whatever he wants. While he may have legally paid for the music, he does not have the right to provide permission, which means people like the blogger are thieves.

Although we don't spread today's music the same way we did before, there's no doubt that people around the word love to share music. However, Internet piracy would prevent musicians from continuing producing albums for fear of theft. Therefore, if people want to continue listening to their favorite artists, they need to buy their music so that artists will make enough profits to continue their music careers.

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**答案与解析**

1.【参考答案】

High school teachers should know how to write college recommendations for students. First, a unique beginning such as a story can attract profession’s eye. Second, using examples to demonstrate how the student achieved his aims for the body part is essential. Finally, a conclusion includes both college’s name and student’s full name, necessary for encouraging the college to ask questions.

【解析】

本篇书面表达是概要写作，概括高中老师对如何写好学生推荐信给出三点建议，包括一个独特的开始，具体事例以及一个包括学院名称和学生全名的结论，注意词数要求和使用自己的语言。

1、写之前，需要认真仔细地读几遍原文材料，让理解更深刻。本文重点要涵盖高中老师对如何写好学生推荐信的三点建议。

2、遵循原文的逻辑顺序，对重要部分的主题、标题、细节进行概括，全面清晰地表明原文信息。建议内容包括一个独特的开始，具体事例以及一个包括学院名称和学生全名的结论。

3、给摘要起一个好标题，比如：可以采用文中的主题句。

4、尽量使用自己的话完成，不要引用原文的句子，篇幅控制在原文的三分之一或四分之一长。

2.【参考答案】

During the coronavirus outbreak, many people wonder if they should disinfect grocery deliveries. Research indicates that COVID-19 is mainly spread through air particles. Even though the coronavirus may survive long on surfaces, many factors including UV light and heat can affect its survival. Killing the virus with household products is also impractical, so disinfecting deliveries is not advisable

【解析】

这是一篇概要写作。

全文共五个自然段。第一段通过引用现象：自我隔离的人越来越依赖于食品杂货外卖。提出担忧问题：货物是否携带新冠状病毒？进而根据研究：病毒可以通过空气中的微粒传播，也可以通过表面传播。提出问题： 病毒能存活多久？我们如何保护自己？

第二段主要介绍了对新冠病毒的传播途径研究及其在存活期限；第三段介绍了对新冠病毒的在其他物品诸如金属、玻璃和塑料上存活期限的研究；第四段谈到了Lednicky对新冠病毒的研究发现：病毒颗粒的活跃时间取决于紫外线、高温和湿度等因素。第五段继续谈Lednicky对家用物品是否要消毒提出自己的观点：保证社交距离和良好的个人卫生更有效。

据此，可以对文章分为三个部分：第一部分(第1自然段)，主要介绍人们对是否要对外卖食品消毒的担忧；第二部分(第2、 3自然段)从不同角度介绍对新冠病毒的传播及其存活期限的研究结论。第三部分(第4、 5自然段)阐述了Lednicky谈论自己对影响新冠病毒活性及对家用物品是否要消毒，提出个人观点。总结时候要包含三部分的内容。

3.【参考答案】

It is about an inspiring rescuing a dolphin Winter found trapped in ropes by a fisherman. Badly injured, she had to be transferred to an aquarium where doctors saved her but her damaged tail was removed. Luckily, a specialist Kevin designed an artificial tail for her, helping her swim normally again.

【解析】

这是一篇概要写作类作文。

第1步：根据提示可知，本篇为一篇记叙文。

第2步：根据写作要求，确定关键词(组)，如：inspiring (鼓舞人心的)，transfer(转移)，Badly injured(严重受伤)，an artificial tail(人造尾巴)等。

第3步：根据提示及关键词(组)进行遣词造句，注意主谓一致和时态问题。

第4步：连句成文，注意使用恰当的连词进行句子之间的衔接与过渡，书写一定要规范清晰，保持整洁美观的卷面是非常重要的。

本文内容完整，语言规范，语篇连贯，词数适当。另外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。

【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Badly injured, she had to be transferred to an aquarium where doctors saved her but her damaged tail was removed. 运用了定语从句；非谓语动词的运用Luckily, a specialist Kevin designed an artificial tail for her, helping her swim normally again.。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.【参考答案】

Homo Sapiens is a book written by Yuval Noah Harari on the evolutionary history of human development. This book is especially popular and heralds the new trend of reading. We are turning away from exciting but disposable stories of fame towards more serious, thoughtful, quiet books that help us understand our place in the world.

【解析】

这是一篇概要写作。

写作步骤

1)细读原文。首先要仔细阅读短文，掌握文章主旨。文章主要介绍了《智人》是Yuval Noah Harari写的关于人类发展的进化史的书。这本书特别受欢迎，预示着阅读的新趋势。我们正在从那些激动人心但可以随意使用的名人故事转向更严肃、有思想、安静的书籍，这些书籍帮助我们了解自己在世界上的位置。

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。

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。

5.【参考答案】

Sharing music online without permission is in fact a theft, which can cause many problems. It mainly affect the recording companies, preventing them from making money from their efforts. However, many people don’t see the bad effects, and some of them even think they have the right to do that. So, to continue listening to their favorite artists, people need to buy their music so that artists will make enough profits to continue their music careers.

【解析】

本篇书面表达考查概要写作。

概要写作是将阅读与写作有机结合，要求考生既能读懂文章信息，又要依据要求规范连贯地表达内容，其中准确概括很有挑战且十分重要，根据记叙文、议论文、说明文等不同文体作相应概括，总的来说，遵循以下步骤：确定主题句；寻找关键词；重构主题句；重组支持句。

第一段的段落大意是：未经许可在网上共享音乐是一种盗窃行为，会导致很多问题。

第二段的第一句是该段中心句：该句了未经许可在网上共享音乐的害处：在网上分享音乐阻止了唱片公司从他们的努力中赚钱。共享音乐会损害所有相关公司的业务。

第三段的第一句是该段中心句：有许多人没有看到网上分享音乐的危害，甚至认为他们有权利这样做。

最后一段主要提出建议：如果人们想要继续听他们最喜欢的艺术家的音乐，他们需要购买他们的音乐，这样艺术家才能获得足够的利润来继续他们的音乐事业。

在此基础上，综合运用语法与句法结构，按照行文逻辑组织语言，就可以写出很好的概要。

【高分句型1】

Sharing music online without permission mainly affect the recording companies, which prevents them from making money from their efforts. 未经允许在网上分享音乐主要影响唱片公司，这使他们无法从自己的努力中赚钱。本句使用了短语prevent…from…“阻止……做某事”，同时使用了非限制性定语从句。

【高分句型2】

It is illegal to share music online without permission, which can cause many problems. 未经允许在网上分享音乐是非法的，这可能会导致很多问题。本句使用了it作形式主语，代指后面的to share music online without permission。另外，还使用了非限制性定语从句。