**概要写作（议论文）**

二、**议论文概要写作要点点拨**

【文本分析】

该类型文章主要对观点进行阐释和论证，往往由若干个分论点组成。此类文章的 典型结构及内容要点见下表：

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| --- | --- | --- | --- |
|  | **文本结构** | **内容要点** | **说明** |
| 第一部分 | 观点 | 观点的具体内容 |  |
| 第二部分 | 分论点 | 1.主题句  2.展开说明的支持性细节，如原因、方式、影响等 | 展开句中用于说明主题句的具体例子和数据不需要写入概要，但总结性的展开说明则需要 |
| 第三部分 | 总结 | 1.重申观点  2. 提出评论、希望、建议等 | 本部分可能不出现在文本中 |

【概要写作步骤】

1)根据此类文章的基本结构，将文本分为两到三个部分。

2)圈划各个部分的内容要点。

3）撰写概要。概要由以下三个部分组成 ：

第一部分：一句话总结观点；

第二部分：每个分论点的主题句与支持性细节的关键词句；

第三部分(如有)：总结作者提出的评论、希望、建议等。

4）用精炼的语言连接、润色每个部分。

5）认真检査。

自检标准：观点、分论点的具体内容及展开说明。

**附评分标准:**

1. 本题总分为10分, 其中内容5分, 语言5)

2. 评分时应注意的主要方面:

内容要点

信息呈现的连贯性

准确性。

3. 词数超过60，酌情扣分。

Getting rid of dirt, in the opinion of most people, is a good thing. However, there is nothing fixed about attitudes to dirt.

In the early 16th century, people thought that dirt on the skin was a means to block out disease, as medical opinion had it that washing off dirt with hot water could open up the skin and let ills in. A particular danger was thought to lie in public baths. By 1538, the French king had closed the bath houses in his kingdom. So did the king of England in 1546. Thus began a long time when the rich and the poor in Europe lived with dirt in a friendly way. Henry IV, King of France, was famously dirty. Upon learning that a nobleman had taken a bath, the king ordered that, to avoid the attack of disease, the nobleman should not go out.

Though the belief in the merit (优点) of dirt was long-lived, dirt has no longer been regarded as a nice neighbor ever since the 18th century. Scientifically speaking, cleaning away dirt is good to health. Clean water supply and hand washing are practical means of preventing disease. Yet, it seems that standards of cleanliness have moved beyond science since World War II. Advertisements repeatedly sell the idea: clothes need to be whiter than white, cloths ever softer, surfaces to shine. Has the hate for dirt, however, gone too far?

Attitudes to dirt still differ hugely nowadays. Many first-time parents nervously try to warn their children of touching dirt, which might be responsible for the spread of disease. On the contrary, Mary Ruebush, an American immunologist (免疫学家), encourages children to play in the dirt to build up a strong immune system. And the latter position is gaining some ground.（303words）

①Underline the main idea sentence

②Underline the topic sentence of each paragraph

③Paraphrase (改写)

1. What is the main idea?(改写)

2. What are the supporting ideas（改写）

Write a summary according to the article in no more than 60 words.

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样题

Four-day Workweek

In the United States, employees typically work five days a week for eight hours each day. However, many employees want to work a four-day week and are willing to accept less pay in order to do so. If a law required companies to offer their employees the option of working a four-day workweek for four-fifths (80 percent) of their normal pay, it would benefit the economy as a whole as well as the individual companies and the employees who decided to take the option.

The shortened workweek would increase company profits because employees would feel more rested and alert, and as a result, they would make fewer costly errors in their work. Hiring more staff to ensure that the same amount of work would be accomplished would not result in additional pay the company has to prepare for these people, because four-day employees would only be paid 80 percent of the normal rate. In the end, companies would have fewer overworked and *error-prone* (容易出错的) employees for the same money, which would increase company profits.

For the country as a whole, one of the primary benefits of offering this option to employees is that it would reduce unemployment rates. If many full-time employees started working fewer hours, some of their workload would have to be shifted to others. Thus, for every four employees who went on an 80 percent week, a new employee could be hired at the 80 percent rate.

Finally, the option of a four-day workweek would be better for individual employees. Employees who could afford a lower salary in exchange for more free time could improve the quality of their lives by spending the extra time with their families, pursuing private interests, or enjoying leisure activities.

Write a summary according to the passage in no more than 60 words

Write a summary according to the article in no more than 60 words.

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