

第四章

英语短文写作

English Essay Writing

英语短文写作以有限的文字展示写作者的语篇能力和思维能力。一篇好的短文应具备以下特点：主题明确、论证翔实、推断合理、结构严谨、行文流畅、语篇连贯、语言通顺、表达地道。也就是说，只有做到了观点与论证、结构形式与语言风格统一和协调，才能写出好文章。

本章主要讨论布局谋篇、组段成章的写作方法和表达策略，阐述常见的语篇结构和语言特征，使学习者深入理解语篇的意义，提高其篇章知识的运用能力。同时，阐述《中国英语能力等级量表》中关于书面描述、书面叙述、书面说明、书面论述四个方面所涉及的不同类型英语短文的写作要求，以提高学习者和使用者撰写不同功能文本的能力。

第一节 英语短文的构成 Structure of English Essays

一篇英语短文是由几个相互关联的段落组成的，每一段阐述一个要点。文章结构具有系统性、严密性的特点。一篇结构完整、脉络分明的文章应具有三个主要组成部分：

引言段	(An introductory paragraph opens the essay and states the thesis.)
正文	(A main body provides the support for the thesis statement.)
结尾段	(A concluding paragraph closes the essay and restates the thesis.)

1. 引言段 (Introductory Paragraph)

引言段位于文章的开头，其最基本的作用是引导读者阅读文章的其余部分。引言段在全篇文章中所占比例较小，用于说明文章讨论什么问题，将要谈哪些内容等。引言段一般包括两部分：概括性阐述 (general statement) 和主题阐述 (thesis statement)。

概括性阐述引出文章主题，简要提供有关主题的背景信息，以引起读者的注意，便于读者了解文章论题的由来，对文章的意图和意义产生兴趣。

主题阐述意在阐明文章的主题。它包含了正文具体论述所扩充的内容，同时也表明作者的态度、意见和观点。与段落主题句相比，主题阐述更为宽泛，它表达整篇文章的中心思想，也可能表明整篇文章的组织构思方法。主题阐述通常位于引言段的结尾处。

主题阐述的要点（Main Points of Thesis Statement）

- 应在一个完整的句子中表达有关主旨的态度、观点或见解。
- 应表达一个观点，而不应表达一个事实，且此观点需要进一步的解释和论证。
- 并非简单地提出文章将要展开的主题，而要表明其展开的方法。
- 位置最好是在引言段的结尾或接近段尾处。

引言段的特点（Features of the Introductory Paragraph）

几乎所有的写作者都觉得写作最难的部分就是开头。在写作考试中，写作者大多会因思考如何下笔写好第一句而浪费宝贵时间。如果能把握住引言段的以下几个特点，写起来就会容易多了。

- 提供主题的概括性背景信息。
- 表明文章的主题将怎样展开。
- 语言简洁明快，文字生动有趣，能引起读者对论题的兴趣。

请阅读下面的引言段，并注意段中概括性阐述和主题阐述的内容及其写作技巧。

例1 Traveling to a foreign country is always interesting, especially if it is a country that is completely different from your own. You can delight in tasting new foods, seeing new sights, and learning about different customs, some of which may seem very curious. If you were to visit my country, for instance, you would probably think that my people have some very strange customs, as these three examples will illustrate. (Smalley & Ruetten, 1990, p. 169)

在这个引言段中，作者在第一个句子中引出了“traveling to a foreign country”的话题。然后，把这个题目缩小到具体的方面，即作者自己国家的风俗习惯。作者在段落最后的一个句子中提出对主题的阐述，其中表述段落主旨的关键词是strange。紧接着作者提出，在正文中将用三个具体的例子阐述其国家独特的风俗习惯。

例2 Are males and females truly equal? They do possess several common characteristics: intelligence, capacity for compassion, desire for acceptance. At the same time, however, males and females also exhibit very pronounced biological differences other than the obvious anatomical ones. Three of these differences will be discussed in the paragraphs that follow. (Coats & Sandel, 1986, p. 149)

在这个引言段中，前面两个句子是概括性阐述。作者首先运用反诘句提出问题，然后列举了男女的共同特性，以引起读者注意。在后两句中，作者笔锋一转，提出男女之间的差异这一主题。接着表明主题将要阐述的具体内容，为顺利地过渡到正文作好铺垫。

成功的引言（Effective Introduction）

把握要点、开门见山是议论文开篇的一个特点。有经验的作者在引言中力求使自己提出的问题发人深省。产生这种效果的方法主要有以下几种：

相关的引语 (Pertinent Quotation)

开篇恰当地引用名人名言或格言谚语会使文章显得富于哲理。这不仅是引起读者注意的一种简单而有效的方法,而且还可以增强文章的说服力和表现力。

例1 “The only useless life is woman’s,” wrote Benjamin Disraeli about a century ago. Today many feminists are hard at work to liberate woman from the “useless” life of housewife to a “useful” one of engineer, doctor, or political leader. All women, however, do not consider the life of keeping house and rearing children useless. In fact, as strange as it may sound to most people, not all women want to be liberated. (Coats & Sandel, 1986, p. 146)

这是一篇讨论妇女解放的议论文的引言段。作者引用了英国政治家本杰明·迪斯雷利 (Benjamin Disraeli) 说的一句话来说明歧视妇女的现象由来已久,而且妇女解放问题至今也未得到彻底解决。名人对于这一问题的关注很容易引起读者的思考。读过引言后,读者就会期望能够在正文段落中找到作者论证其观点的有力论据。

问题 (Question)

在引言段中提出一个将在文章中阐释的问题,可以引起读者对主题的思考。

例2 Heredity or environment: which is stronger? The potentials which a person is born with determine in some way what he will do in life. Therefore, heredity is fate, a kind of predestination. However, genes do not work in a vacuum; as soon as we begin considering the role that they play in the development of the individual, we see that there can be no development without the interacting environment. No characteristic is caused exclusively by either environment or genes.

段落开篇采用了二选一的提问形式,快速吸引读者的注意力,并对文章即将进行的论述产生一定预判。本段用了“提出问题—进行论证—得出结论”的论证方式,针对“遗传与环境两者,哪一个因素影响更强”这一问题,提出了两者无法截然分开并协同作用于性格形成过程的观点。

修辞性疑问句 (Rhetorical Question)

反诘句是以问句的形式表述自己观点的方法,用以加重语气或强调效果,而并不是真正的问句。作者不是为了获得新信息而发问,而是为了引发读者的思考,所以不要求回答。

例3 Are the courts abolishing sex discrimination in American education? Recent court decisions concerning charges of sex discrimination in university athletics have raised some very real doubts in the minds of female athletes about the willingness of the courts to abolish sex bias. A review of three of these cases will illustrate the point.

开头的句子是一个反诘句,目的是引起读者对主题的好奇心。第二个句子概述了文章的主题。最后一个句子表明正文中将有三个案例,每一个都是关于大学体育运动中有关性别歧视的论述。

个人经历 (Autobiography)

在引言段中,以描写与主题相关的个人经历或事件开头,引出主题,可使内容生动逼真。但是

在写比较短的文章时，尤其是有时间和字数限制时，尽量不要用此法，这种引言可能会显得太长。

例4 About a dozen people scampered off the bus as its doors swished open. When I reached the sidewalk, I stopped for several seconds before deciding to go into the corner restaurant and have a cup of coffee. As I entered the crowded restaurant and moved toward the lunch counter, a well-dressed elderly man (who seemed to have appeared out of nowhere) put his hand on my shoulder and said, “Young man, how would you like to make a lot of money?” This was the beginning of one of the most unusual experiences I ever had. (张玉娟, 1994, p.123)

事实 and 统计数字 (Facts and Statistics)

列举与论点相关的事实和统计数字可以引起读者的关注和兴趣。不过，必须确定所提出的事实或统计数字是真实的并与论点相关的。

例5 A new Census Bureau report predicts that there will be 383 million Americans in the year 2050. That’s 128 million more than there are now, and 83 million more than the Bureau was predicting just four years ago, when it appeared that the U.S. population would peak and stabilize at around 300 million.

—Michael Kinsley, *Gatecrashers*

驳斥 (Refutation)

在引言段中先总结陈述对方的观点或意见，然后再表达自己不同的观点。以一种灵活的方式确立论点，对于议论文不失为一种恰当的写作手法。

例6 Forcing children to do things, in general, is good if the child is in danger or too young to make major decisions. Parents may also argue that forcing their child to take up certain hobbies, like playing the piano, will give the child a well-rounded education and a possible future career in music. However, there are several problems with forcing children to comply: a breakdown in communication between the children and the parents, rebellion, and failure in school. (Leonhard, 1999, p. 101)

在这个引言段中，作者首先提出了对方的观点，而后用 however 一词转折，提出了与之相反的观点。

例7 We live in an era where television is the national pastime. Since the invention of the television set, people have been spending more of their free time watching television than doing anything else. Many of the television addicts feel that this particular pastime is not a bad one; indeed, they argue that people can learn a great deal watching television. I am sure that if you look long and hard enough, you can probably find some programs that are educationally motivating. But, for the most part, I say that watching television is a waste of time. (Smalley & Ruetten, 1990, p. 286)

该引言段开篇阐述一种比较普遍的观点，即看电视是有意義的消遣。但在段落末尾，作者提出完全相反的看法。在反驳一个观点时可采用这种结构模式。

Useful Expressions

- A proverb says... /As the proverb says...

- Generally speaking, ...
- It goes without saying that...
- It is (quite) clear that...
- With the development/progress/growth of...
- Many people often ask this question: ...
- Currently there is widespread concern that...
- Now people in growing number are coming to realize that...

2. 正文 (Main Body)

文章的正文也称主体，是文章的核心 (true substance)，位于引言段之后。正文一般由一个或多个段落组成，在文中占较大篇幅。作者在正文的写作中围绕文章引言部分提出的主题，选用相关细节和事实依据说明、解释主题，并深化主题，使主题思想得到论证和升华。主题一般由若干个次主题 (subtopic) 组成，每个段落阐述一个次主题，所以正文中段落的数目一般由次主题的数目决定。正文部分通过对次主题的逐一论证而实现对主题的论证。正文部分的逻辑性，如正文内容的安排顺序和层次，都是依据主题对各个次主题统率以及次主题对事实、数据、细节的统率体现出来的。

正文的结构模式 (Outline Pattern)

Thesis Statement:

- I. *First main idea*
 - A. *First subordinate idea*
 1. *First example or illustration*
 2. *Second example or illustration*
 - a. *First supporting detail*
 - b. *Second supporting detail*
 - B. *Second subordinate idea*
- II. *Second main idea*
- ...

下面的例子说明了正文是以主题为指导展开论证的。

Thesis Statement: I chose medicine for three major reasons: my strong interest in the field, personal (family-related) reasons, and the need for medicine in the western regions.

- I. *First, I chose medicine for my strong interest in the field.*
- II. *Another reason for my choice of major is personal (family-related).*
- III. *Finally, I chose medicine because of the future need for the development of the western regions of our country.*

3. 结尾段 (Concluding Paragraph)

结尾段位于短文的末尾，是整篇文章不可缺少的组成部分，是对短文要点的总结。它总结归纳文章正文阐述的观点，并重申主题，与引言段首尾呼应。结尾应该警策有力而又耐人寻味。

结尾段的写作要求 (Writing Requirements)

- 以不同的简洁的语句重申主题使之得到深化。
- 对主题作最后评论，以引起读者对文章主题的回味和思考。
- 总结文章论证要点，加深读者对整篇文章的理解，并留下更深刻的印象。
- 在结尾段开首时，运用表示结论的转承词语以示整篇文章就要结束，同时也使结尾段与正文的衔接更为顺畅自然。

请阅读下面这个例子，并体会结尾段是怎样与引言段相呼应的。

The House of Life

Introduction

How many decisions do people make in their lives? There could be thousands of decisions in one person's life. However, only a few of them will have a great influence. A metaphor of building a house shows how the five most significant decisions are related to one another and reflect on people's lives. The five most important decisions concern education, career, marriage, residence, and religion.

Main Body

...

Conclusion

The above five decisions—education, career, marriage, residence, and religion—control people's expectations in life. This metaphor illustrates how those five decisions are significant to people's lives. Therefore, people should think patiently and carefully before making important decisions. (Leonhard, 1999, p. 112)

几种典型的结尾 (Typical Conclusions)

- 评价主题 (Evaluating the Subject)
These amazing, controversial photographs of the comet will continue to be the subject of debate because, according to some scientists, they yield the most important clues yet revealed about the origins of our universe. (Wyrick, 1993, pp. 92-94)
- 阐述深远的影响 (Stating Broader Implication)
Because these studies of feline leukemia may someday play a crucial role in the discovery of a cure for AIDS in human beings, the experiments, as expensive as they are, must continue. (ibid.)

- 用诙谐的语言深化主题 (Using Witticism)

No one said dieting was easy. But for some of us who have surrendered, the cliché “half a loaf is better than none” has taken on new meaning! (ibid.)

- 推论或展望前景 (Inferring and Forecasting)

Soap operas will continue to be popular not only because they distract us from our daily chores but also because they present life as we want it to be: fast-paced, glamorous, and full of exciting characters. (ibid.)

- 用修辞性疑问句引发深思 (Using a Rhetorical Question)

No one wants to see hostages put in danger. But what nation can afford to let terrorists know they can get away with murder? (ibid.)

Useful Expressions

- From this point of view, ...
- In a word, ... /To sum up, ... /In conclusion, ... /In summary, ...
- On account of this we can find that...
- The result is dependent on...
- Therefore, these findings reveal the following information: ...
- It is high time that we put considerable emphasis on...
- From the foregoing, we know...



Practice 1-1

The following outline includes items that are not logically related to the main topic suggested by the title and the main division. Identify the inappropriate items.

Giving and Taking Tests in College

I. Advantages

- Motivates students to study
- Causes teachers much extra work
- Helps students to learn from mistakes
- Interferes with students' recreation
- Develops students' attention span
- Helps students to gain self-knowledge
- Takes time away from study of new material

II. Disadvantages

- Sometimes causes friction between students and teachers
- Gives students something to talk about
- May destroy students' intrinsic interest in the subject

D. May cause bitter competition among students

E. May foster dishonest practices

F. May frustrate students' creative capacities

Practice 1-2

Identify which sentence is better in each group of thesis sentences.

1. A. The proposed no-smoking ordinance in our town will violate a number of our citizens' civil rights, and no one has proved second-hand smoke is dangerous anyway.
B. The proposed no-smoking ordinance in our town will violate our citizens' civil rights.
C. The most recent studies claiming that second-hand smoke is dangerous to non-smokers are based on faulty research.
2. A. High-school athletes shouldn't have to maintain a certain grade point average to participate in school sports, and the value of sports is often worth the lower academic average.
B. High-school athletes shouldn't have to maintain a certain grade point average to participate in school sports.
C. For some students, participation in sports is often more valuable than achieving a high grade point average.

第二节 英语短文写作程序 Writing Process of English Essays

写作是一种复杂的心理认知过程和语言交际过程。构思是书面表达策略的重要步骤，构思过程渗透着写作者的思辨能力。对作文主题作出判断，确定个人观点或立场，组织论点和论据等构思过程都会有写作者的分析、推理与评价等思辨技能的参与。

写作过程有一定规律可循。在考试写作中，许多考生一看到题目，提笔就写，看似省时，实则费时。为了正确表达自己写作的意图和内容，应该养成在动笔前谋篇布局的良好习惯；确定自己要写什么、如何写，避免在不知不觉中偏离主题。

虽然这个道理很简单，却很少有人肯花时间去编列写作提纲。试想，有多少人在开始千里驾车旅行之前，不先察看地图、计划一下行车路线就盲目启程呢？写作对大多数人来说是困难的，尤其开始的第一步将会是写作过程中最难的，然而却是最重要的。我们应遵循写作的逻辑思维规律，按照写作程序踏踏实实、按部就班地进行。

1. 写作的五个步骤 (Five Steps in Writing)

写作的过程一般包括五个步骤：确定主题、收集和选择素材、组织材料和编列提纲、打草稿、检查修改。

确定主题 (Determining the Topic)

主题是作者写作的主要意图的体现，是文章的灵魂。写文章一定要有明确的主题，所以在正式写作之前应认真审题，理清思路，确定主题，而后收集和选择素材。要选择自己最熟悉和最感兴趣的内容，并要找到一个理想的切入点，这样写文章时才能得心应手。

主题确定应具体。譬如，当我们谈论关于运动的话题时，它可以涉及以下几个方面：the Olympics, why we play sports, the athletes等。根据自己的知识结构和素材，选择自己能驾驭的话题，譬如：选择了why we play sports这个主题后，还要对它加以限制，考虑把材料处理得更具体些 (narrow your topic to a more specific subject)，然后再考虑可能涉及主题的几个方面，如health, money, fun, team work，从中选择自己认为最合适的材料来论证主题。例如，如果确定论述health，就可以把主题确定为Sports and Health，这样就把话题缩小到自己的认知和写作能力范围之内。选择写作内容的基本原则应是选择自己最了解、最感兴趣，并能够提供充足的事实依据进行阐述、论证的题目。

收集和选择素材 (Finding and Selecting Materials)

这一步骤主要涉及题目具体要谈什么，是选择资料的过程。调动已有的资源，从长期记忆中提取写作素材。素材包括自己的亲身经历和别人的经历以及读到和听到的有关信息，是自然形态的未经加工处理的东西。素材必须为主题服务，并要与主题保持一致。凡是与主题无关的内容，都不要写到文章中，避免下笔千言，离题万里。写作者通过确定不同思想内容之间的关系，明确作文的总体结构，从而保证作文内容的条理性与连贯性。

例如，要写一篇题为Learning Outside the Classroom的作文，在确定写作主旨后，写一个含有中心思想的主题句。假设我们把主题句写为“Students with alert and curious minds may learn a great deal from sources other than their formal classes.”那么我们可能需要列出一些有关的论证细节：books, jobs, social clubs, social service, television, newspapers, radio, magazines, the Internet等。然后，通过分析和比较，对这些论证细节进行恰当的综合与归类。从思维的特点出发，再用概括的名称来描述这些不同的类别。如果我们把列出的项目按学习的途径归类后即是：

- jobs: part-time jobs, internship programs
- social activities: volunteer work, parties, clubs, social service
- mass media: broadcasts, television, radio, the Internet
- reading materials: books, newspapers, magazines

此外，确定论点与分论点之间的关系还须按一定的逻辑顺序排列，而且要明确在这些项目中哪些是课外学习的重要途径。通过分析比较和逻辑推理，确定论述的顺序。按主次顺序排列，可以考虑把最重要的放在最后，第二重要的放在最前，而最不重要的一点应放在中间位置，这样比较符合人们的思维表达习惯。如果认为social activities是最重要的，jobs是第二重要的，那么就可以排列为：

1. jobs
2. reading materials

3. mass media
4. social activities

组织材料和编列提纲 (Organizing Material into an Outline)

提纲就是写作的蓝图 (blueprint), 是写作构思过程的核心部分。组织材料、编列提纲的过程就是对文章精心构思、布局谋篇的过程, 而提纲是写作过程中作者在内容、思想和文章布局上所遵循的计划。在审题立意后对选取的材料加以具体化、条理化处理, 就是编列提纲。例如, 给前面的例子编列的提纲就可以是:

- I. *Working at a part-time job*
- II. *Reading non-classroom materials*
- III. *Learning through the mass media*
- IV. *Attending social activities*

打草稿 (Drafting)

前面三个步骤都属于文章的预写阶段。在此基础上, 就可以开始写文章了。正式撰写时, 要按照拟好的提纲, 从作文结构和作文内容两个方面来组织文章, 将思路一步步展开, 选择最合适的段落扩展方法和技巧来展开细节。

语言表达应注意句子的主谓一致和时态、语态、语气等因素的变化, 句法结构和措辞以及文字的通顺流畅。同时, 要注意运用转承词语和逻辑顺序, 以达到结构严谨、行文流畅、浑然一体的效果。

写作者还可适当地运用倒装句式和平行结构以加强语气, 达到强调的目的, 并使行文明快流畅, 富有韵律。此外, 在写作中要选用适当的语言形式, 正确运用与写作题材有关的语域 (appropriate register)。语域是指在书面表达中根据不同的交际对象所采用的语言风格和形式。

检查修改 (Revising)

按照提纲写成的初稿尚须检查修改。修改草稿是写作过程中的最后一个步骤, 也是不可忽视的一个重要环节。若时间允许或有条件, 可先搁置一段时间, 譬如几个小时或几天, 在有意或无意的思考中也许会得到启发。

检查时应特别注意以下几点: 主题是否明确, 思想是否具有创意, 组织结构是否清晰合理, 文章的构思和发展是否合乎逻辑, 文章段落内容是否切题, 论证主题的细节是否充分。注意到这几点才能使文章在组织结构、主题论证以及内容一致等方面更趋完善。

此外, 还可以通过校读 (proofreading) 进行润色。遇到某个词或短语读起来感觉不对时, 应检查拼写是否有误, 用词是否恰当, 也应考虑是否包含残缺句、粘连句以及误置修饰语等。总之, 一篇好的文章要经过写作者反复修改和加工润色才能完成。

2. 如何编列提纲 (Ways of Making an Outline)

在写作过程中,拟定提纲是很重要的一个步骤,应掌握编列提纲的技巧、原则、方法以及提纲种类。

提纲说明 (Directions for Outlining)

“哈佛 (Harvard) 提纲体例”是一种表达一篇文章中各个部分内容之间关系的结构框架。根据这个结构框架,主要有六个从属层次:用大写的罗马数字表示主要划分 (main divisions);用大写英语字母表示续分 (subdivisions);用阿拉伯数字表示再续分 (further divisions);用小写英语字母表示下个层次的再续分 (still further divisions),等等,依次类推。

一般短文写作不要超过从属的第三个层次,并且要注意在同一层次中避免单一的划分。同一层次的字母要上下对齐,并较之高一层次进行缩进,用缩进式排列。此外,各项内容的表述一定要用平行的结构。

请看下面提纲框架 (essay outline framework):

Introduction

- I. *First major point or division*
 - A. *First point belonging to this division*
 - B. *Second point belonging to this division*
- II. *Second major point or division*
 - A. *First point belonging to this division*
 - 1. *Details belonging to A.*
 - 2. *Other details belonging to A.*
 - a. *Finer details belonging to 2.*
 - (1) *Still finer details belonging to a.*
 - (2) *Other still finer details belonging to a.*
 - b. ...
 - B. ...
- III. *Third major point or division*
 - A. ...
 - B. ...
 - C. ...

Conclusion

一篇文章的提纲可能是这样的:

Thesis Statement: Academic facilities and standards were so poor at my high school that I learned very little while I was there and became discouraged.

- I. *Physical description of the school*
 - A. *The building itself*
 - 1. *Run-down*

- a. Exterior*
- b. Interior*
- 2. *Overcrowded*
 - a. Hallways*
 - b. Classrooms*
- B. *Facilities*
 - 1. *Terrible library*
 - a. Few books*
 - b. Useless computers*
 - 2. *Inadequate labs*
 - a. Chemistry lab*
 - b. Biology lab*
- II. *Courses I took*

...

(Hodges, Horner, Webb & Miller, 1998, pp. 352-353)

提纲按照短文的结构分为三个部分：引言、正文和结尾。提纲标示有两种方法：一种是在这三个部分前面用罗马数字标示，表示各部分的内容。例如：

Problems of the Elderly

- I. *Introduction*
- II. *Nutrition*
- III. *Housing*
- IV. *Medical care*
- V. *Conclusion*

另一种方法，即在提纲中写出 Introduction 和 Conclusion，而只在正文的主要层次划分上标示罗马数字。这种标示方法比较清晰。短文提纲的正文应至少有两个主要划分。例如：

World Shortage

- Introduction
- I. *Food*
- II. *Wood*
- III. *Energy*
- Conclusion

编列提纲的技巧与原则 (Techniques & Principles in Outlining)

编列提纲是把思想条理化的过程，逻辑平行是编列提纲的重要原则。主要项目的分类在逻辑上应是并列平行的，也就是说，它们在等级、程度上都应是相同的；在语法结构上应由互相平行的词、短语或句子组成。例如：

My Favorite Outdoor Sports

- I. *To fish*
- II. *Swimming*

这两个主要项目的分类在逻辑上是并列的，两者都是户外活动，而且在等级和程度方面都是相同的。然而两者在语法结构上却不对称。

提纲的主要分类 (I. II. III. ...) 在逻辑上应互相并列平行。其他层次的项目也都应是平行对等的。例如：

The Art Exhibit

- I. *Paintings*
- II. *Portraits*
- III. *Sculptures*
- IV. *Watercolors*

这个提纲中的主要项目的分类出现了重叠。其中 paintings 与 sculptures 是并列的，但 watercolors 应是 paintings 下面的续分，还有 portraits 与其他三个主要分类在逻辑上是不平行的。因为 portrait 既可以是 painting 又可以是 watercolor。此外，portraits 还可以考虑是 sculptures 下的续分。

Women Competing for Jobs

- I. *Managerial*
- II. *Business*
- III. *Professional*

这三个主要分类在逻辑上不并列。因为一个担任管理职务的人可以是专业人员，管理人员和专业人员也都可以是商业领域的。

Sisters and Brothers

- I. *As children—fighting*
- II. *As teenagers—being envious*
- III. *As adults—being mature and understanding*

上列提纲中列出的三个主要分类在逻辑上是并列的，而且是以相同的语法形式表达的，提纲思路清晰。这样的提纲无疑是有效的。

提纲种类 (Types of Outlines)

文章的提纲有很多形式。在英语写作中，提纲在形式上通常分为三大类：标题式提纲 (topic outline)、句子式提纲 (sentence outline)，有时把这两种提纲结合起来，构成标题-句子式提纲 (topic-sentence outline)。

标题式提纲 (Topic Outline)

标题式提纲是最常用的一种提纲。这种提纲通常将各个层次的内容用名词或短语列出，标示出文章的大意，其特点是简洁醒目，比较适合短文写作。请看下面的例子：

例 1

The Cost of Attending the University

Thesis Statement: Coming to study at the university is worth the various costs of having come.

- I. *Financial costs*
 - A. *Academic costs*
 1. *Tuition*
 2. *Books*
 3. *Lab fees*
 - B. *Living costs*
 - C. *Travel costs*
- II. *Emotional costs*
 - A. *Distance from family and friends*
 - B. *Distance from a familiar way of life*
 - C. *Difficulties in adjusting to American campus life*
 1. *Language*
 2. *Culture*
 3. *Social adjustment*
- III. *Worthwhile gains*
 - A. *Personal development*
 1. *Better education*
 2. *Broader understanding of the world*
 3. *Friendships with different kinds of people*
 4. *More maturity and self-confidence*
 - B. *More secure future*
 1. *Better pay*
 2. *More prestige* (Oster, 1984, p. 133)

这个提纲从三个方面阐述和论证主题，所列出的标题和小标题均只用词或短语表示。

句子式提纲 (Sentence Outline)

这种提纲通常用一个完整的句子列出各部分的内容。拟定提纲的基础是文章的主旨及各段主导思想的确定。句子式提纲能比较详细地表现出文章的实质内容和各个部分之间的逻辑联系。句子式提纲是文章较详细的提要，在写作中可以把提纲作为依据，进一步扩展成文。例如：

例 2

The Student Center

Thesis Statement: The Student Center is an enjoyable place on campus.

- I. *Food is excellent.*
 - A. *Food is well-prepared and delicious.*

B. There are many different kinds of food (hamburgers, tacos, pizza, and chicken).

C. Students can select food themselves.

II. *Environment is positive.*

A. Young people are talking happily.

B. The calm atmosphere is good for study.

III. *People are friendly.*

A. Strangers say "Hi" and share tables.

B. Conversation helps my English.

Conclusion: It is nice to go to the Student Center once in a while to enjoy eating, studying, and talking with new people. (Reid, 1994, pp. 90-91)

本提纲的主旨为在学生中心进餐是一个很愉快的经历，分别从美味的食物、良好的环境、友好的人们三个方面来进行论证。在每一个次主题下，又通过具体的实例展开论证。

标题-句子式提纲 (Topic-Sentence Outline)

把标题式和句子式这两种提纲结合起来，构成标题-句子式提纲。其中，主题句、主要论证扩展句以及结尾句用句子写出，其他部分则用关键词语或短语表示。这种提纲有详有略，比较实用。

例3

A Contrast of School X and School Y

Introduction: It is not easy to find a good school. I have considered many schools, but School X and School Y seem to be the best choices. The two schools differ in many ways. School Y is a better school for me than School X with regard to cost, quality of teaching, and study facilities.

I. *First, School Y is more affordable than School X.*

A. School X

1. Tuition and fees

2. Dorm

B. School Y

1. Tuition and fees

2. Dorm

II. *In addition to its affordability, School Y's faculty is superior to School X's.*

A. School X

1. Professors' reputations

2. Teaching methods

B. School Y

1. Professors' reputations

2. Teaching methods

III. *Finally, School Y provides much better study facilities than School X does.*

A. *School X*

1. *Library*

2. *Computer labs*

B. *School Y*

1. *Library*

2. *Computer labs*

Conclusion: After analyzing the differences in cost, quality of teaching, and study facilities in School X and School Y, I have decided to attend School Y. It stands out as the better choice because it is more affordable, the faculty is superior, and there are excellent study facilities. (Leonhard, 1999, p. 168)

这个提纲采用了逐点比较的结构，遵循了逻辑上并列平行、语法结构上平行对称的原则。提纲层次展开有序，提纲中支撑主题思想的素材逻辑分明、脉络清晰。

Practice 2-1

Group Work *Here is a topic outline with its thesis statement and conclusion. Continue to write supporting details for each part of the body. Hold a group discussion.*

Weather Information on TV

Thesis Statement: TV plays an important role in broadcasting the daily weather information.

I. *Importance of weather information*

A.

B.

II. *Practical use of the Weather Channel in my life*

A.

B.

III. *Watching warnings on TV about bad weather*

A.

B.

Conclusion: In conclusion, people benefit from the weather information on TV and make use of it in their daily lives. (Leonhard, 1999, p. 82)

Practice 2-2

Group Work *Here is a topic-sentence outline with its thesis statement and conclusion. Continue to write supporting details for each part of the body. Hold a group discussion.*

The Benefits of the Internet

Thesis Statement: The Internet is so related to our daily lives that we cannot even imagine a world without it. The Internet can give us benefits such as information, entertainment, and education.

- I. *One major benefit of the Internet is information.*
 - A. *News*
 - B. *Living*
- II. *Another major benefit of the Internet is entertainment.*
 - A. *Various programs*
 - B. *Favorite programs*
- III. *Finally, the Internet benefits us because it provides education.*
 - A.
 - B.
 - C.

Conclusion: In conclusion, the Internet is becoming more beneficial in our daily lives when it is used correctly. (Leonhard, 1999, p. 81)



Practice 2-3

Group Work *Hold a group discussion about **Students' Financial Pressure**. Then make a topic outline according to the thesis statement and conclusion.*

Thesis Statement: Although students are subject to a variety of pressures, the main one for many is financial.

Conclusion: Students need to practice thrift and do thoughtful planning.

第三节 英语短文的类型 Types of English Essays

文章在反映客观事物时，由于涉及的内容不同，所采用的表达方法也就不同。叙述、描写、说明和议论是经常应用的四种表达方法。在实际写作中，这四种表达方法不能截然分开，它们往往融合在一起，交织使用。根据表达内容的需要，一篇文章有时以一种表达方法为主，穿插运用其他几种表达方法与之配合。根据写作目的和内容，英语短文通常分为四种类型：记叙文、描写文、说明文和议论文。

1. 记叙文 (Narration)

记叙文也称叙述文，是以叙述为主要表达方法，以人物、事件为主要表达内容的文章。通讯、新闻报道、历史、散文、故事、游记、人物传记、日记等都属于记叙文。

记叙文要求具有六个要素：人物、时间、地点、事件发生的原因、经过和结果。写作时要把这些要素交代清楚，使读者了解事件的来龙去脉。记叙文的写作要安排好结构，选择合适的叙述方式。叙事的方法有顺叙、倒叙、插叙等。按照事件发生、发展的顺序进行叙述，即顺叙，是英语写作中最常用的叙述方式。

人称是记叙文进行叙述的“基准点”，记叙文中的主体都要用人称来表示。在记叙文中，基本上采用第一人称或第三人称作为叙述的主体。用第一人称叙述，主观色彩较浓，显得真切，便于表达细腻的思想感情；用第三人称叙述便于超越时空限制，能够比较真实、客观地叙述一件事情的全过程。人称要通篇一致，一般不要在行文中更换人称。

写作记叙文时还应注意时态的一致。叙事时一般用过去时态，即一般过去时、过去完成时、过去进行时和过去将来时。

记叙文是最常见和应用最广泛的一种文体，同时又是进行其他各类文章写作的基础。因此，记叙文的写作训练是一项重要的基本功训练。

例 1

Building the Memorial

Jefferson's importance as one of the great figures in the nation's history demanded a memorial site of prominence in the Capital City equal to that occupied by the Washington Monument and the Lincoln Memorial. Placing the Jefferson Memorial on the Tidal Basin, directly south of the White House achieved this, for these monuments, the White House, and the Capitol completed the east-west axis and its complementary north-south alignment, creating a monumental heart for the city. In the preparation of the plans for the memorial, the architect, John Russell Pope, was clearly influenced by Jefferson's taste as expressed in his writings and demonstrated by his works. The circular colonnaded structure is an adaptation of the classical style that Jefferson introduced into this country. Rudolph Evans was sculptor of the bronze statue of Jefferson in the center of the memorial. The memorial was dedicated in 1943 on the 200th anniversary of Jefferson's birth, four years after President Franklin Roosevelt laid the cornerstone. The memorial appears at its most beautiful in early spring when the Japanese cherry trees are in bloom. The first of these trees planted along the Tidal Basin were presented as a gift from the city of Tokyo to the city of Washington in 1912. (Washington, D.C., National Park Service, U.S. Department of the Interior, GPO, 1997)

这篇文章按照时间顺序，概括叙述了修建杰斐逊纪念堂整个事件的过程，内容完整，脉络清楚。文章先讲述了在美国首都华盛顿修建杰斐逊纪念堂的重要意义，又介绍了杰斐逊纪念堂的特殊地理位置，接着叙述了纪念堂的建筑特点。最后，通过描写纪念堂周围美丽的樱花来结束文章。

例 2

How I Met My Friend

It was my first time abroad without my parents and I felt both excited and a little nervous. I was

traveling with a group of students to the Soviet Union. We had been in the train for two days, singing, drinking beer, and looking at the flatness and immense forests of Northern Europe.

Early in the morning we drew in to Leningrad Station. It was a sunny day and already quite hot. We were to be met by some Soviet students and there they were, carrying bunches of flowers for us in the traditional Russian way of greeting travelers.

“Does anyone here speak Russian?” asked one of their group.

“I do—a little,” I replied timidly, speaking for the first time to a real live Russian.

“How many are there in your group?” he continued.

“Eighty,” I answered and was alarmed at the look of horror on the Russians’ faces. Fortunately I quickly realized my mistake as I always had found Russian numbers confusing. “Eighteen,” I hastily corrected myself.

For the next week the Leningrad students showed us their magnificent city and I spent most of my time with the first one I had spoken to at the station. That is how, ten years ago, I first met my friend, my husband. (O’Dell, 1986, p. 191)

这是一篇饶有情趣的记叙文。作者讲述了十年前第一次去列宁格勒（今为圣彼得堡）旅行时与她先生的邂逅。文字朴实无华，描写真实生动。



Practice 3-1

Write a narrative essay on one of the following topics.

1. Explain how you went about improving your health: losing weight, exercising, reducing stress. Describe in detail the process you followed to achieve your goals.
2. Narrate a dangerous experience in your life, reserving the greatest detail for the most dramatic part.
3. Narrate an experience that was very important to you, one that possibly changed your life.

2. 描写文 (Description)

描写文是一种以描写为主要表达方式，以人物、景物和其他事物的形态、状态、特征为主要表达内容的文章。

描写分为人物描写和环境描写两种。人物描写就是描写人物的容貌、神情、气质、语言、动作、心理活动等。人物描写有助于表现人物的个性特征，可以准确、鲜明地刻画人物性格。环境描写主要包括社会生活场景描写与自然景物描写。人物活动和事件的展开都是以社会环境和自然环境为依托的，也是为表现主题服务的。描写时要抓住场面或景物的特征，确定合适的观察点，按照一定的空间顺序进行描写。

总之，描写时应突出目的和主题，避免泛泛而谈，可采用主次顺序、空间顺序、从一般到具体等顺序进行描写。

例 1

A Basketball Coach

This afternoon I went to watch a basketball game at my old high school. From where I was standing, I could see one of the coaches very well. He was a tall, fat guy with blond hair and a beard. He was wearing black pants and a white shirt. He never stopped walking up and down, and got very upset when his team was losing. He shouted at the players, blaming them. When a young girl said something against his school, he got so mad that he ran toward her and had her sent out of the gym. Then something else caused him to shout at the other team's coach. When at last his team won, he looked so happy—even his ears were laughing. It was such a funny thing to watch him kissing the players and running around like a pig. (Tucker & Costello, 1985, p. 161)

这篇短文描写了一个体态发胖、一头金发、蓄着络腮胡子的篮球教练。他的情绪随着比赛的进行跌宕起伏，输球时狂呼乱喊，胜利时又喜笑颜开。这篇短文将人物的外表和性格刻画得细致入微，活灵活现。

例 2

My Hometown

My hometown has a very beautiful name—Changchun, which means perennial spring. And the city is as beautiful as its name suggests. It is the capital of Jilin Province, and is the political, economic, and cultural center of the province, and one of the key metropolises in China.

With an area of over 20,565 square kilometers and a population of about eight million, it is a fascinating city situated in the hinterland of the Northeast Plain of the country, and has long enjoyed the national reputation as “Film City”, and “Automobile City”. As a cultural city, it is proud to be the home of a number of noted universities and institutes of science and technology including Jilin University, which has national prominence.

Changchun is noted not only for its historical relics such as the Palace Museum of the Manchurian Regime but also for its wide streets, lush greenery, and pure fresh air. Rows upon rows of high-rises are standing among the boundless and immense forests. Therefore, Changchun also has been nicknamed “City in the Forest”. The scenery of the city is full of touching beauty, which inevitably leaves visitors with a memorable experience.

这篇短文是对“我”的故乡吉林省长春市这座美丽城市的概括性介绍和描述，对其地理位置和在政治、经济、文化等方面所起的重要作用都作了概述。在描写中抓住了特点，突出了主题。长春市素有“电影城”“汽车城”之称。它也是一座文化名城，不仅因伪满皇宫博物院等名胜古迹而闻名，也因街道宽阔、绿树成荫而享有“森林城”之美誉。通过描写，作者表达了对家乡的热爱。同时，使读者对长春这座美丽的城市产生了较深刻的印象，使其有身临其境之感。

例3

The Lake of Heaven

In July 1995, I had an opportunity to visit the Changbai Mountains with its noted Lake of Heaven. I had been there before, but I had yet to take in the beauty of the Lake of Heaven. Like a shy girl hiding behind a thin veil, reluctant to come out, the Lake of Heaven can only be viewed at special times. Many people who travel there miss out on this spectacular experience.

After spending a peaceful night near the base of the mountains, we got up early the next morning and headed for the lake. Before we arrived at the foot of the volcano, we were dismayed by the light drizzle. The sky was overcast. We became very anxious for fear that we would not be able to see the lake.

We rented a jeep, which took us to the top of the volcano. Along the way up we observed sections of multi-layered earth separated by areas of distinct vegetation as well as different kinds of trees and grass. As we climbed higher, we noticed fewer and fewer plants and trees. Near the top of the volcano, we observed various alpine plants. Before our eyes stretched a rolling terrain covered with light green moss. We remained a little anxious, as the sky was still cloudy.

Finally we reached the top and proceeded on foot up a slope of about 100 meters. Upon arriving at our destination, we stood there in awe of the tremendous beauty of the Lake of Heaven directly below. The surface of the lake was as smooth as a bright mirror showing off a reflection of the surrounding hills. A thin mist-like veil of gauze floated lightly above the lake, increasing its mystery. When I turned and looked in the opposite direction, I was filled with wonder as I peered out at green rolling hills like waves stretching far into the distant horizon. At that moment, it seemed like time stood still and I had actually merged with nature. This was truly an experience I will never forget.

这是一篇游记，描写了长白山天池风景区美丽的自然风光。文章按由下至上、由近至远的顺序，描写了攀登长白山的整个过程中所看到的自然景观。文章开篇描绘了上山前的蒙蒙细雨以及沿途起伏的山峦上各种奇异的自然植被。继而作者描写了上山后所见到的迷人景象：天是灰蒙蒙的，湖面四周的环山倒映在如镜的水中，一层薄雾飘过天池，变幻莫测，给人以神秘之感。天池就像一个披着一层薄纱、面带羞涩的少女，终于露出了她美丽的容貌。在这篇短文的描写中，作者用词准确，描写细腻，把长白山天池描绘得栩栩如生，令人陶醉和神往。

**Practice 3-2**

Group Work *Firstly write a descriptive essay on one of the following topics. Then present it in your group.*

1. Describe a person, choosing details or actions that illustrate his or her most outstanding quality. Let your feelings for this person, positive or negative, come through.
2. Describe a place that you like very much or that gives you a deep impression.

**Practice 3-3**

Group Work *Hold a group discussion. Imagine that all the television channels of your city go blank,*

starting tonight. What would you and your family do on a typical night without television? You may write about:

1. what each individual would be doing;
2. what the family could do together;
3. problems the lack of TV would cause;
4. benefits of a TV-less family life.

3. 说明文 (Exposition)

说明文是以说明为主要表达方法，对客观事物的形态、性质、特点、功能和用途等进行科学说明或解释的一种文体。各类科学实验报告、影视介绍、广告、旅游介绍以及各种说明书等都是说明文。

写好说明文应遵循客观性和科学性的基本原则，应仔细观察，抓住事物的特征，准确、实事求是地反映客观事物的性质和规律。在写作中要安排合理的说明顺序，常见的说明顺序有：时间顺序、空间顺序、主次顺序等。说明文要求语言客观、准确、简明、通俗，使读者一目了然。

例1 Hoover Tower is a 285-foot (87 m) structure on the Stanford campus. It was dedicated in 1941, the year of Stanford's 50th anniversary, and was built in memory of Herbert Hoover, a Stanford alumnus, who served as the 31st President of the United States. The tower is part of the Hoover Institution on War, Revolution and Peace. It houses the Hoover Institution as well as the Hoover Library, a vast collection of historically important primary resources that Hoover began assembling during World War I. From the observation deck, 250 feet (76 m) above the ground, it offers a spectacular view of the Stanford University campus with its surrounding areas. On sunny days, the visitors may enjoy a superb panorama of the San Francisco Bay Area.

这篇短文是美国斯坦福大学标志性建筑胡佛塔的简要说明和介绍，讲述了胡佛塔的历史背景和其周围的美丽风光。文字精炼，言简意赅，体现出典型的旅游景点介绍的语言风格。

例2

Grand Canyon

Perhaps no landscape on earth is as startling to the observer as the vast yet intricate face of the Grand Canyon. Over several million years the Colorado River has carved an immense chasm through an arid land—one of the greatest geological features of its kind. The layers of rock exposed in the canyon walls record much of the geologic history of North America. But it is the sheer visual impact of the landscape that impresses most people. The world seems larger here with sunrises, sunsets, and storms taking on an added dimension to match the landscape. It is a land to humble the soul. Grand Canyon National Park is a U.S. fee area with charges for entering the park and for camping. (Arizona, National Park Service, U.S. Department of the Interior, GPO, 1997)

这是美国亚利桑那州国家公园服务中心的导游说明，介绍了世界上著名的科罗拉多大峡谷的

历史渊源，并描写和说明了其地理位置和神奇的自然景观。科罗拉多大峡谷位于亚利桑那州的西北部，是世界自然奇观之一。科罗拉多河水流淌了几百万年，在这块干涸的土地上鬼斧神工般地劈凿出一个悬崖峭壁和险峰比比皆是的十分壮观的大峡谷。峡谷壁上暴露的石层记录了北美的地理史。简短的文字生动而又极具吸引力，使读者为之心动，渴望到此一游。

例3

Convenience at Your Fingertips

ATM/Debit Cards for Cash and Purchases

Since the first automated teller machine (ATM) was installed in New York over 20 years ago, these time-saving and convenient transaction machines have become a part of our everyday lives.

Today, ATMs are located in all 50 states and in more than 110 countries worldwide. Over 70 percent of Americans own an ATM card or ATM/debit card.

Your ATM/debit card allows you immediate access to your deposit accounts, 24 hours a day, seven days a week.

The ATM function makes it possible to:

- **carry out transactions “as needed”.** With your ATM card and a PIN (personal identification number) you can virtually set your own hours. At any time you may withdraw cash, make deposits, transfer funds, or verify balances on your accounts.
- **shop wherever VISA is accepted.** The debit card function can be used to access your checking (share draft) account and make purchases at over 14 million locations worldwide. Because your debit card purchases are deducted automatically from your checking account, you're spending money you have, not risking interest charges on a revolving credit balance.
- **gain convenience and safety.** When you travel, an ATM/debit card will be accepted far more readily than an out-of-state check and is safer than carrying large amounts of cash.

(Quarterly Newsletter, United of Century Federal Credit Union, July 1998)

这一段文字是对银行自动柜员机的介绍说明。文章用事实告诉人们，这种省时、方便的货币存取机器已成为人们日常生活的一部分。这个说明书的标题新颖醒目，用词简洁，通俗易懂。



Practice 3-4

According to your knowledge of the map of time zones, write an exposition essay about **Time Zones**.

4. 议论文 (Argumentation)

议论文是一种写作者就某个话题、某个问题或某个事件发表自己的看法，进行议论、分析、说明和论证，阐明自己的观点和主张的文体。议论文以逻辑思维和辩证思维为主要思维方式，通过充分的论证，影响读者的认知活动，说服读者接受作者的观点。社论、评论、书评、杂文都属于议论文范畴。

一篇完整的议论文应包含论点、论据和论证。因此，鲜明的论点、确凿的论据、严密的论证是议论文的三个基本要素。论点是作者对讨论的问题所持的见解和主张。中心论点是议论文的基本观点，它是全文的主旨和核心，在文章中起主导作用。分论点是说明中心论点的论据，是为论证中心论点服务的。议论文的论点应该是正确、鲜明并具有现实意义的。

论据是为论点服务的，是用来说明观点的事实或理论材料，在文章中起支持和证明论点的作用。所以论据要典型真实、充分有力、针对性强，要与论点有本质的、内在的联系。如果论据不真实、不充分、不能紧扣论点，就讲不清道理，没有说服力。

论证就是用一定的推理方法，用论据来证明论点的过程。论证要求论据充分、合情合理，使论据与论点之间具有内在的逻辑关系。论点与论据有机地联系起来，构成一个统一的整体。

议论文通常按照提出问题、分析问题、解决问题的顺序来安排层次，也称为引论、本论和结论，即所谓的“三段式”论法。引论是议论文的开头，旨在提出问题、说明论点或介绍背景情况；本论是论证部分，旨在分析问题、论证观点，内容安排应缜密连贯，要根据事物的内在联系安排论证的先后顺序及层次；结论是对文章的概括与总结，或对有争议的论题提出独特见解及个性化的阐释。

在议论文中，作者经常需要对某一个具体问题提出赞成或反对的观点。批判性思维要求提出的理由与主题紧密相关，并具有逻辑性。请看针对题目“Lecturing as a Method of Teaching”写出的赞成和反对的理由：

For

1. Lectures are an economical way of giving information to a large number of students.
2. The latest information or views can be heard.
3. It is more interesting to hear and see a person than to read a book.
4. A good lecture can stimulate thought and discussion.

Against

1. Lectures are often badly delivered and are boring.
2. Often the same lecture notes are used year after year.
3. It is difficult to take notes in a lecture.
4. Many lecturers just read aloud parts of their books. It is easier to read the books.

(Jordan, 1980, pp. 66-67)

根据上面“Lecturing as a Method of Teaching”的提纲，可写出辩论型议论文（pro-and-con essay），如例1所示。

例 1

Lecturing as a Method of Teaching

Lecturing is one of the most commonly used teaching techniques at universities and colleges. However, it is often attacked by educational psychologists and students who claim that lectures are badly delivered and are as boring as sermons. In fact, some lecturers have never spoken with humor and they just read aloud parts of their books. Other lecturers use the same lecture notes year after year with little revision. As to the students, they have found it difficult to make notes during a lecture.

In spite of its disadvantages, lecturing is generally considered an economical way of giving information to a large audience. Compared with textbooks, lecturing can provide the students with the latest information and may inspire and stimulate thought and discussion among the audience. On the part of the students, they would feel more interested when they hear and see a person than read a book. In addition, there would be interactions between a lecturer and the audience and a raised question can be discussed or hopefully be solved during the lecture.

Lecturing as a method of teaching has brought students both advantages and disadvantages. However, all things considered, the advantages of lecturing far outweigh its disadvantages.

请分析下面两个议论文的段落是怎样就其论点提出论据并进行论证的。

例 2a

One reason people over 75 should not be allowed to drive is that they are a hazard on the road. By that age most people's vision and hearing have deteriorated; thus, they cannot see cars, pedestrians, and traffic signs as well as they could in their youth. In addition, they have slower reaction time. This is particularly problematic because while driving one must be constantly on the alert to the need to stop or swerve suddenly to avoid a collision. These physical and mental impairments lead to a lot of accidents. In fact, if we compare on a per-mile basis the elderly with other age groups of drivers, it turns out that the elderly are involved in 25 accidents per 100 drivers. This is second only to the group aged 24 and under.

反驳意味着通过讨论证明反面的观点是错误的。写作者在讨论说明相反观点的同时，应以更有说服力的论据阐明自己的观点。请看下面段落是怎样对上述观点进行反驳的。

例 2b

My opponents argue that people over 75 should not be allowed to drive because they are a hazard on the road. While it is true that the accident rate per mile driven is high for the elderly, the fact is that the elderly simply do not drive as much as those in other age groups; consequently, the actual number of accidents in this age group is the lowest among all the younger age groups. Moreover, while it is also true that their abilities to see, hear, and react are not as sharp as they were when they were younger, this does not necessarily have to make them hazardous on the road. In fact, elderly drivers can be trained to compensate for their deficiencies by taking special driver's education courses designed for them. (Smalley & Ruetten, 1990, pp. 408-409)

第一段(例2a)的作者提出的论点是:不应当允许75岁以上的老人驾驶汽车。其论据是:大多数75岁以上的老人视力和听力均已衰退。他们在公路上不能像年轻时那样清晰地辨别行人、车辆和交通信号,反应又迟钝,因此容易引发交通事故。

第二段(例2b)的作者对第一段作者提出的观点进行了驳斥。作者认为,75岁以上的老年人不像其他年龄段的人那样频繁地开车,因此与年轻人的交通事故相比较,老年人的驾车事故发生次数是最少的。另外,75岁以上老年人视力、听力的衰退并不必然导致交通事故,可以通过特殊驾驶培训来弥补他们的不足之处。因此,第二段的驳斥有理有据,使人信服。

例3

My View on Space Research

I cannot agree with the statement that money spent on space travel is wasted. On the contrary, I feel that space research does bring mankind real benefits.

Firstly, there are all sorts of by-products of space research. Space research has improved the quality of life in all sorts of areas which do not seem to be directly concerned with space. Thanks to space research, we have, for example, better medicines, better air travel, better technology in the kitchen and the office.

Secondly, it is exciting for people to think of space travel. It is thrilling not only for small boys but also for adults to think of exploring the stars. It seems to meet some need in the human spirit for adventure. Throughout history, man has aspired to go out to seek the unknown. Most corners of the earth have now been discovered and so we are turning our sights even farther afield.

Thirdly, who knows when we will actually have a real need of space? The world is steadily becoming more and more over-populated. In addition, the resources of the world are being gradually used up. We may find that our children actually have to make use of any living-space and resources that can be found in space.

For these three reasons given above I feel quite strongly that money spent on space research is money put to good use. (O'Dell, 1986, p. 183)

这是一篇比较典型的议论文，主题突出，层次清晰，文章具有思辨性。对于要讨论的问题，作者开篇就直截了当地提出了自己的观点：“太空研究确实造福人类”，立论清楚，态度鲜明。论证分三个次主题，用摆事实、讲道理的方法逐一进行论证。第一段用实例说明太空研究的副产品改善了人们的生活质量。第二段论证说明太空旅行能够满足人类探险的精神需求。第三段从前瞻角度说明世界人口越来越多，或许有一天需要利用在太空中发现的生活空间和资源。最后一段为结尾段，作者再一次强调自己的观点，认为对太空研究的投资是值得的，与主题相呼应，点题有力。

例4

Chinese Lyric Songs vs. Rock 'n' Roll

Whenever you tune into a music program in China, Chinese lyrics are so moving. You can't help being in a cheerful mood. However, listening to Rock 'n' Roll you may well find your good mood shift into melancholy. Generally, there are three aspects to contrast Chinese lyric songs with American Rock 'n' Roll.

So far as the melody is concerned, all the Chinese lyric songs are generally characterized by cheerfulness and light-heartedness. Unlike Chinese lyric songs, the melody of Rock 'n' Roll is rather varied. Sometimes the tune is elegant and gentle, and sometimes the tune can leave you with eerie and terrible feelings.

The words in Chinese lyric songs usually express a clear meaning, and are often about love and a

happy life. But in Rock 'n' Roll songs, the meaning is often veiled due to obscure language, often leaving the listener with a depressed feeling.

Performers can express various kinds of emotions through the use of different musical instruments. Chinese singers of modern lyrics often prefer to be accompanied by the clear and melodious sound of electronic musical instruments. However, the guitar and other typical Rock 'n' Roll musical instruments can successfully express the frustrated feelings of teenage Americans.

Generally speaking, Chinese lyric songs as well as American Rock 'n' Roll songs can be appreciated for their unique cultural expression.

在这篇短文中，作者采用了逐点对比的方法，对中国的抒情歌曲和美国的摇滚乐进行了比较。文章主要从曲调、歌词和乐器三个方面展开。中国抒情歌曲节奏富有韵律，优美抒情；美国摇滚乐曲调时而舒缓，时而怪异。文章的结论是：无论是中国的抒情歌曲，还是美国的摇滚乐，都是各自国家文化的独特表现形式。本篇短文结构清晰、语言流畅，在对比中使读者深刻地了解了这两种音乐形式。

例5

Why Chinese People Love Calligraphy

Traditional Chinese calligraphy has a long-standing history, which can be traced back to the Qin Dynasty or even earlier. Nowadays almost everybody would like to learn traditional calligraphy using the so-called four treasures of the study: writing brush, ink stick, ink slab and paper (*Xuanzhi*). Generally, there are five writing styles, i.e. seal script, regular script, running hand, official script, and cursive script. Each of these has its own peculiar characteristics, and each is regarded as a unique art form.

However, people not only appreciate the famous works, but also use calligraphy as an art to enrich their daily life. They use it, for example, to make public announcements, to write book titles, letters, words of encouragement, and so on. Especially during the Spring Festival, people inevitably use it to present antithetical couplets as gifts and symbols of best wishes for the Chinese Lunar New Year.

Apart from appreciation and communication, people practice traditional calligraphy to cultivate their moral character. While one practices calligraphy, the demand for concentration is so great that one forgets everything else temporarily. As a result, it is good for one's mental and physical development.

Chinese calligraphy is regarded as such an important cultural heritage that people have even organized various activities to promote it. Scholars from all over the country gather together annually to display their calligraphy and exchange academic ideas.

Traditional calligraphy originated in ancient times; however, it is also a vital part of contemporary culture. Chinese people treasure calligraphy as a national heritage and proudly hand it down from generation to generation.

文章主要从历史和传统文化的角度说明论证中国人为什么喜欢书法。文字简洁流畅，具有较强的知识性和趣味性。从结构上，是按照议论文的三个组成部分来写的。第一段为引论，首先讲述了中国书法的历史渊源，然后介绍了文房四宝和五种书体。第二、三、四段为本论部分。作者从三个方面讨论了人们喜欢书法的原因：作为欣赏和馈赠的艺术品；有助于人们修身养性，陶冶情操；书法艺术是中国文化传统和文化遗产。最后一段总结全文，提出书法也是中国现代文化的组成部分。

Practice 3-5

Pair Work *Work in pairs to write a short pro-and-con essay in accordance with the following outline.*

Advertising	
For	Against
<ul style="list-style-type: none"> a. Advertisements give up-to-date information about products. b. If there were no advertising, consumers would only know about goods in their local shop. c. Advertising helps to sell to a bigger market. Therefore, as more goods are sold, they are cheaper. d. Advertisements provide revenue for newspapers, etc. 	<ul style="list-style-type: none"> a. Advertisements do not give information, but they try to persuade us to buy. b. They create a demand for goods that are not really needed. c. Advertising adds to the cost of the goods. d. Advertisements are generally ugly to look at and spoil the environment. <p style="text-align: right;">(Jordan, 1980, p. 67)</p>

Practice 3-6

Group Work *Work in two groups to debate on the topic: **Should College Students Do Part-time Jobs?** Then write down your viewpoint, give your support and your reasons.*

Part-time Jobs for College Students

Reasons to do part-time jobs	Reasons not to do part-time jobs
<ul style="list-style-type: none"> a. Good for developing money management skills b. Good for skills in dealing with the public c. Experience with possible future careers d. A chance to use the skills learned in school e. Learning to take responsibility and make decisions f. Learning to budget time for job, school, and social life 	<ul style="list-style-type: none"> a. More time to study, higher achievement in school b. More time to spend with friends and family c. More chances for recreation and hobbies d. Not to push teenagers into adult roles too soon