

# 2019

第4版

博士研究生入学考试辅导用书

# 考博英语 作文万能模板

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# 考博英语作文万能模板

博士研究生入学考试辅导用书编审委员会 编著



机械工业出版社

考博英语写作是英语科目考查中的关键部分。本书分为5章，分别讲述英文写作规范、写作语言、历年真题解析、写作技巧和范文模板等方面，结合最新考博大纲要求从多个角度分析讲解英文写作，从而帮助读者在短时间内提高考博英语的写作成绩。

## 图书在版编目（CIP）数据

考博英语作文万能模板 / 博士研究生入学考试辅导用书编审委员会编著. —4版. —北京：机械工业出版社，2018.4（2018.7重印）

博士研究生入学考试辅导用书

ISBN 978-7-111-59856-5

I. ①考… II. ①博… III. ①英语—写作—博士生入学考试—自学参考资料 IV. ①H319.36

中国版本图书馆CIP数据核字（2018）第077144号

机械工业出版社（北京市百万庄大街22号 邮政编码100037）

策划编辑：郑文斌 责任编辑：郑文斌

责任印制：常天培

北京铭成印刷有限公司印刷

2018年7月第4版第2次印刷

169mm×239mm·18印张·352千字

标准书号：ISBN 978-7-111-59856-5

定价：40.00元

凡购本书，如有缺页、倒页、脱页，由本社发行部调换

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# Foreword 前言

中国已经走上了国际化的道路，改革开放的程度已经在向纵深方向发展，与国外进行经济、贸易、科学、教育、管理和军事等领域的合作更加紧密，对我国人才的知识水平提出了更高的要求，对国际化通才的需求量也越来越大。国际化人才首先要具备良好的外语水平，包括听、说、读、写、译的综合能力。作为我国高等教育最高层次的博士研究生教育，要求博士生有较高的外语水平，就是理所当然的事情了。

从整体上看，由于博士生招生形势的不断发展，各院校博士生入学考试的难度越来越大，对考生的外语水平要求也越来越高。在实际测试中，很多院校都将写作作为考试项目，一般占总分的15%~20%，词数150个左右，时间为0.5小时。各院校的写作题型一般为命题作文和看图作文，以议论文为主。英语写作具有一定的难度：一方面，考生要了解并掌握基本的写作技能，学会如何构思、如何行文，并能恰如其分地表达主旨；另一方面，考生要熟悉近年来的写作热点话题以及社会文化流行趋势，写作的主旨要跟得上时代的发展。考生要想在写作中取得高分，首先要具备两方面的英语基本功：一是较强的英语表达能力，句子要写正确、用词准确、表达到位，并要有一定的英语修辞知识；二是要具备英语语篇写作知识，这样才能适应不同类型的命题。

为了满足广大考生的迫切需求，我们特组织了大量有丰富教学、辅导及培训经验的专家和教授，花费大量的时间精心编写了这本《考博英语作文万能模板》。尽管英语写作有一定的难度，但与阅读、语法和翻译相比，英语写作是有可能在短时间内集中突破的。在该考试中，作文是能够最快提高考试分数的重要部分，也是英语技能运用发挥最充分的部分。本书的特色如下：

## 一、作者阵容强大、辅导经验丰富、深谙命题动态

本书的作者长期从事考博英语命题、阅卷与辅导，对考博英语的考点非常熟悉。他们结合多年的授课经验，有相当丰富的辅导和教学工作经验，深谙命题规律和出题的动态，从而使本书具有极高的权威性。本书的出版凝结着参与编写的专家和学者们多年教学、命题和评卷的经验。

## 二、内容全面、凝练，重点突出

本书的讲解部分从词、语、句等方面详细分析了高分作文闪光点的成功之处，对用词错误、语法错误、段落内容错误等方面有针对性地进行了归纳总结，后面





精心选取了 150 篇经典范文，内容广泛、题材新颖，几乎涵盖了当前各类热点和难点，供考生背诵和仿写。

实践证明，一套好的复习资料，能够帮助考生收到事半功倍的良好效果。本书的作者以考博英语专家组辅导经验的深厚积累，以在继承中创新、在开拓中前进的精神，凭借阵容强大的专家编写队伍，向广大考生奉献这本《考博英语作文万能模板》。希望考生在考试中能蟾宫折桂，夺得高分！

凡是购买正版图书，超值赠送新东方在线考博精品 480 元大礼包。读者登录新东方在线官网 [www.koolearn.com](http://www.koolearn.com)，点击免费注册成为新东方在线用户，点击网站最上部导航栏里的“注卡”进入注册页面，输入刮开封面涂层获得的卡号以及验证码并点击确定，进入“我的课堂”可免费听价值 380 元的 2017 考博英语精品课程。购物车金额满 1000 元可勾选 100 元代金券，即可减免 100 元。该礼券号注册卡有效期至 2019 年 5 月 31 日止。

参加本书编写的除了李雪、陈冬冬、连庆玲、陈杨庆、黄艳以外，还有刘爽、李铁红、汪华、刘仕文、陈明慧、孟楠、成芬、涂振旗、张永艳、赵娜、王宇、董亮、姜宝静、王欢、黎兴刚、高鹏、王德军、范宏博、唐淑华、王春华、刘岩、王芳、陈欢、曹银菊、王艳平、黄春丽、孙璇、张艳霜、张一平、沈二婵、吴经林、范秋杏、李建霞、张秀娟、耿淑玉、王印有、刘东和、王英、王迎秋、刘颖、孙源龙、朱振华、佟琳。另外，外国朋友 Michael Anderson 对本丛书的审订工作付出了很多艰辛的劳动，在此一并表示感谢。

限于编者水平，书中不足之处在所难免，望广大读者和专家批评指正。

博士研究生入学考试辅导用书编审委员会

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# 第一章

为什么作文分数不高  
的人总是“我”







作文是考博英语试卷中分值较高、难度较大，同时也是考生不容易得高分的主观型试题。这一部分内容既能测试考生对英语词汇、语法、句法等的掌握和运用能力，同时也能测试考生的英语书面表达能力。因此，作文能真实地测试出考生综合运用英语书面语言的能力。在各种标准化英语考试中，作文都是必不可少的题型。评分时，阅卷人主要是从内容和语言两个方面进行综合评定。如果短文内容不切题，即使语言得当、用词准确，也将会被判为零分；反之，如果内容切题，而语言错误较多，也不能得高分。下面将从内容、语言、格式、语法这几方面进行分析。

## 第一节

### 向导致低分的内容形式说 “No”

#### 内容为什么会空洞

有些考生常写一些和主题无关的背景类型的信息。这样就使文章的主题词和其相关的内容相割裂，阅卷人读起来就会感觉这个考生总是前言不搭后语，句子之间不能相辅相成。另外，有些作文容易出现文章内容不充实的情况，这与考生不注重材料的收集、积累，或手中材料过于陈旧贫乏有关，导致写作时感到无话可说，无内容可写。

例如：

1. Cigarette smoking has many advantages. First of all, it can bring a lot of money to our country because of its high taxes. Second, it can also let many people work.

2. Cigarette smoking has many advantages. In 2002, *China Daily* shows that cigarette industry is the second largest contributor to China's GNP with an annual profit and taxes of more than 15 billion RMB. It also creates many jobs because it involves tobacco growing, processing and cigarette wholesaling and retailing. As a result, among China's 200 largest enterprises, 45 are connected with cigarettes.

**【分析】**例1中仅用两个句子简单概括了烟草的好处，显得空洞、干瘪。例2引用权威来源的数据进行佐证，使读者更加信服，还详细地指出了造成这种贡献的原因，逻辑衔接十分紧密。

#### 内容不切题怎么办

一篇合格的作文应表达题目规定的所有内容，且中心思想明确、突出。具体体现为要求段落“中心突出”，即每段只能有一个中心思想或主题，只能说明某

一件事或某一个问题的等。

例如：

My name is Mary, and I like to keep physically fit. I used to weigh two hundred pounds, but I joined the YMCA for an exercise class and diet program. In one year I lost much weight. I bought two new suitcases last week. Every day I practice jogging three miles, swimming fifteen laps, lifting twenty-pound weights and playing tennis for one hour. My mother was a premature baby.

**【分析】**以上段落基本围绕主题句 I like to keep physically fit 展开，但其中有两个句子与主题无关，即 I bought two new suitcases last week 和 My mother was a premature baby。这两个句子对主题的进一步展开没有帮助，反而削弱了主题，使文章显得松散。同一段落中的各个句子必须从属于一个中心，任何游离于中心思想之外的句子都是不可取的。

### 如何让不连贯的内容顺畅起来

英语的句子总是较长，用从句来修饰名词的情况较多，这就需要使用大量衔接词来明确句意关系。有些作文中较少使用语句间的连接成分，内容缺少连贯性，导致信息未能清楚地传达给读者。

例如：

People who like traveling have own reasons. Most travelers appreciate sight-seeing for the sake of enjoyment. People have lost the interest of the noisy urban life, and want to enjoy the peace of mind and the closeness of nature. Traveling everywhere, travelers have many opportunities to get familiar with different customs and cultures of foreign countries. Pleasure, knowledge, and adventure appeal to travelers.

**【分析】**以上段落基本没有语法错误，内容也切题。其中，第一个句子是主题句，统领全段，之后的几个句子围绕中心展开。但句与句之间没有内在的有机联系，行文不够流畅，逻辑不够严谨。

（修改后）People who like traveling have their own reasons. Most travelers appreciate sightseeing for the sake of enjoyment. Some of them have lost the interest of the noisy urban life, for they want to enjoy their peace of mind and the closeness to nature. Moreover, traveling everywhere, travelers have many opportunities to get familiar with different customs and cultures of foreign countries. In conclusion, pleasure, knowledge, and adventure appeal to those travelers.

**【分析】**修改后的段落明显弥补了原文的不足。第一句中的 their 与前面的主语部分形成呼应，第三句开头的 some of them 将第二句和第三句自然地衔接在一起。第三句后半部分的 for 和第四句开头的 Moreover 是两个表示补充说明的连接词，进一步阐述了人们喜欢旅游的其他原因。第五句开头的 In conclusion 明确起到了



总结上文的作用。正是有了这几处承上启下的连接（词），整段文字才显得结构清晰，语义完整连贯，逻辑性强。

## 第二节

# 如何将那些导致扣分的语言错误彻底抛弃



练就“火眼金睛”，识别英语写作语言错误之一——用词错误

### 1. 名词（包括词组或短语）数的错误

名词单、复数的变化是短文写作中的常见错误，会影响谓语句词数的变化。

误：There is no doubt that radio is an important mean of communication.

正：There is no doubt that radio is an important means of communication.

误：Kinds of aircrafts were involved in the attack.

正：Kinds of aircraft were involved in the attack.

有些名词的单、复数相同。此类名词有：sheep, deer, fish, trout, Chinese, works 等。

误：Cigarettes productions has much disadvantage.

正：Cigarette production has many disadvantages.

【分析】作为定语的香烟 cigarette 不能用复数形式；production 一般用单数形式；advantage 为可数名词，应用复数形式。

### 2. 近形异义词（短语）混用

英语中有很多单词（短语）词形非常相似，但词义却相差甚远，使用起来往往容易混淆。这是考博英语作文中词汇方面的另一常见错误。这些词（短语）的混用或误用经常会引起歧义，有时甚至会产生相反的意思。

例如：

courage（勇气）——encourage（鼓励）

transmit（传送）——transform（转换）

liter（升，公升）——litter（乱丢，乱扔）

consist of（由……组成）——consist in（存在于……）

belong to（属于）——belong in（应归入……）

### 3. 拼写错误

拼写是考生应该具备的基本功，但在考生的作文中却经常能发现很多拼写错误。大量拼写错误的存在不仅体现出语言基本功差，同时也直接影响内容的表达。以下例子中，画线部分为拼写不正确的单词。从中可以看出，有些拼写错误影响了整个句子的意思。

例如：With the development of socility, ... (画线词应为 sociality)

We could do anything hapily. (画线词应为 happily)

If we have a family fuling of people who love you, ... (画线词应为 fulling)

### 4. 词语搭配错误

词语的搭配错误主要指名词、动词、形容词和介词、副词之间搭配不当。

误：Various companies lay over their merchandise for the public.

正：Various companies lay out their merchandise for the public.

【分析】lay out 是固定搭配，意为“展览，展示”；lay over 意为“在旅行过程中停留”。

此外，每种语言都有其约定俗成的说法或固定搭配。以动词为例，一个动词只能与某些名词搭配，而不能与其他名词搭配。以汉语为母语的英语学习者在说话或写作时经常忽视英语中的固定搭配，喜欢根据汉语的模式造句，使语言显得不地道。例如：

误：David is gaining a lot of progress in learning French.

正：David is making a lot of progress in learning French.

【分析】句中的 gain 和 progress 搭配不当，“取得进步”在英语中的习惯表达方式是 make progress。当然，可与动词 make 搭配的名词很多，汉语意思却不大相同：

make trouble (惹麻烦)      make an attempt (进行一次尝试)

make a mistake (犯错误)      make a contribution (做贡献)

make an excuse (找借口)      make money (赚钱)

make an offer (提供帮助)      make no difference (无关紧要)

既然用英语去表达思想，就要遵从其习惯的表达方式，避免主观地仿造汉语模式。再如：

误：The speed of a space shuttle is much faster than that of an airplane.

正：The speed of a space shuttle is much higher than that of an airplane.

误：At present, the opportunity to be promoted in a joint venture will be very small if a person cannot speak English.

正：At present, the opportunity to be promoted in a joint venture will be very rare if a person cannot speak English.

### 5. 词类混淆

汉语中的动词、名词或形容词的词性发生变化时，常通过变换词在句中的位



置来确定其词性，或借助“的”“地”“得”来示意，词本身并不发生变化。在英语中，词性的变化较为灵活、复杂，若考生对词性的判断能力不强，则容易造成词性误用。

词性误用的常见表现为：误将介词做动词用；误将形容词做副词用；误将名词做动词用等。例如：

误：If you work hard, you will be sure to success.

正：If you work hard, you will be sure to succeed.

【分析】二者在汉语中意思相同，但在英语中则词性不同，造成了名词和动词的混用。

误：Hawaii has a temperate climate benefit to the health.

正：Hawaii has a temperate climate beneficial to the health.

【分析】误将动词做形容词用。

误：None can denial the importance of time.

正：None can deny the importance of time.

【分析】误将名词做动词用。

## 6. 动词的语法错误

动词的语法错误涉及及物和不及物、时态变化、持续性和瞬时性等。例如：

误：He rose his arms above his head.

正：He raised his arms above his head.

【分析】例句混淆了及物动词和不及物动词。类似的情况还有：hear 和 listen, see 和 look 等。

误：The woman dressing a red skirt is wearing a boy.

正：The woman wearing a red skirt is dressing a boy.

【分析】例句不仅反映了动词的搭配关系，也反映了动词的持续性特征。dress 的常用搭配为：be dressed in, dress oneself in, dress somebody（给某人穿衣服），既可表示动作，也可表示状态。wear 只可表示状态，不能表示动作。

## 7. 副词用法错误

副词用法错误主要涉及一些容易混淆的副词。

误：He spent sometime exercising every day.

正：He spent some time exercising every day.

【分析】sometime 是副词，意为“在任何时候，在不固定的某个时候”（at one time or another, at some indefinite time）。some time 是名词短语，意为“一些时间”。另外，sometimes 意为“有时，间或”（at times, now and then）。

例如：

He will come to see me sometime next week. 他下星期的某个时候会来看我。

Sometimes I help my mother in the house. 有时我帮妈妈做家务。

It took me some time to finish this novel. 我花了些时间看完了这本小说。

### **S.** 转换问题

写作中如果出现突兀的转换，如单数变为复数、主动变为被动、第一人称变为第二人称、间接引语变为直接引语等，文章所要表达的意思就有可能被误解。例如：If you work hard, we will succeed. 这句话的问题在于人称没有保持一致，因此在逻辑上讲不通。若改为“If you work hard, you will succeed.”或“If we work hard, we will succeed.”，则意思就清楚了。

(1) 避免间接引语和直接引语的转换

误：The Smiths wonder how the thief got the car keys and why didn't he steal the money?

正：The Smiths wonder how the thief got the car keys and why he didn't steal the money.

误：The man said that he was sick and would I please buy some medicine for him.

正：The man said that he was sick and asked me to buy some medicine for him.

(2) 避免正式文体和非正式文体的转换

误：After the lengthy journey, the man became fatigued and kicked the bucket in the midnight.

正：After the lengthy journey, the man became fatigued and passed away in the midnight.

误：I will thank you very much when you consider the possibility of increasing my salary.

正：I should be grateful if you could give serious consideration to the possibility of increasing my salary.

误：Will you come to my residence tonight?

正：Will you come to my home tonight?

(3) 避免人称和数的转换

误：A man has to expect criticism when you are successful.

正：A man has to expect criticism when he is successful.

误：Every student in favor of this proposal was asked to sign their names.

正：Every student in favor of this proposal was asked to sign his or her name.

(4) 避免时态、语气和语态的转换

误：While it was raining, Tim offered me his raincoat and Mary gives me her umbrella.

正：While it was raining, Tim offered me his raincoat and Mary gave me her umbrella.





误: If I were rich and if my father is still alive, my life would be different.

正: If I were rich and my father were still alive, my life would be different.

误: The old man had to enter a nursing home, but it was not liked by him.

正: The old man had to enter a nursing home, but he did not like it.



练就“火眼金睛”，识别英语写作语言错误之二——语法错误

英语句子的形成主要根据结构搭建。同以意构（根据意义、逻辑时间等顺序安排句子）为特征的汉语相比，英语的结构显得严谨。考生在写作过程中应尽量避免犯常见的英语语法错误。

**1. 代词指代不明**

代词的作用是指代前句中出现过 的名词以避免重复。当一句话中同时涉及两个或多人或物时，后面的代词就有可能出现指代不明的问题。例如：

误: I saw Tom talking to Jack just now, and he looked very angry.

正: I saw Tom talking to Jack just now, and Tom looked very angry.

误: My mother called my aunt before she left the room.

正: Before my mother left the room, she called my aunt.

试比较下面各组句子：

误: The man was knocked down by a bike, but it was not serious.

正: The man was knocked down by a bike, but was not badly hurt.

误: Mary wrote to Lisa every day when she was in the hospital.

正: When Mary was in the hospital, she wrote to Lisa every day.

误: Although the teacher talked about James’s mistakes, Henry misapplied it to himself which is true in real life.

正: Although the teacher talked about James’s mistakes, Henry misapplied it to himself, and such mistakes occur in real life.

误: In the book it says that many blind people have a good memory.

正: The book says that many blind people have a good memory.

**2. 修饰语错误**

与汉语不同，在英语中，同一个修饰语置于句子中不同的位置时，句子的含义可能发生变化。如果考生受汉语句子结构的影响，对句子中的主谓语及状语之间的位置安排不妥，就可能造成句子逻辑混乱或表意不清。例如：

(1) 动名词用法上的错误

误: After reading the letter, my heart was beating fast.

正: After I read the letter, my heart was beating fast.

误: Before submitting any written work, careful proofreading must be done.

正: Before submitting any written work, you should proofread it carefully.

(2) 动词不定式用法上的错误

误: To be well informed, reading widely is necessary.

正: To be well informed, we should read widely.

误: To arrive there in time, a bus should be taken.

正: To arrive there in time, we should take a bus.

(3) 副词修饰语用法上的错误

误: I can understand hardly his words.

正: I can hardly understand his words.

误: I nearly earned a hundred dollars last week.

正: I earned nearly a hundred dollars last week.

### 3. 主谓不一致的问题

写英语句子时要遵循的一个最基本的原则是主谓一致，否则就会出现错误。

例如:

误: Not only the students but also the teacher have doubts.

正: Not only the students but also the teacher has doubts.

误: Neither you nor she are the lucky dog.

正: Neither you nor she is the lucky dog.

【分析】当 either...or, neither...nor, not only...but also 连接两个主语时，句中谓语动词的数要和与之最近的那个主语取得一致，即所谓的“就近原则”。

误: There is a combination of factors which contributes to the problem.

正: There are a combination of factors which contribute to the problem.

【分析】a series of..., a kind of..., a portion of... 等短语做主语，谓语动词用单数；a number of..., a variety of..., a combination of... 等短语做主语，谓语动词用复数。

误: Television, along with other means of communication, help us to keep informed about contemporary affairs.

正: Television, along with other means of communication, helps us to keep informed about contemporary affairs.

误: The Chinese girl together with her two American friends are eating at a restaurant.

正: The Chinese girl together with her two American friends is eating at a restaurant.

【分析】当主语和谓语之间插入了由 with, as well as, except, in addition to, along with, together with, as much as, more than, combined with, including 等引导



的名词词组时，谓语动词仍与主语保持一致。

#### 4. 连写句问题

连写句是一种常见的不规范的英语句式。所谓连写句，是指由两个或多个独立分句连写而成的句子（有时用逗号连接，有时不用），分句之间没有并列连词或连接副词。这类句子在一般情况下不会造成歧义和误解，因此在初学者的书面语言中经常出现。

例如：

Bob decided to go back to his hometown, he wanted to stay together with his parents.

针对上述问题，考生可以通过使用并列句、复合句等方式来避免连写句。

(1) 使用并列句

Bob decided to go back to his hometown, for he wanted to stay together with his parents.

Bob decided to go back to his hometown; he wanted to stay together with his parents.

(2) 使用复合句

Bob decided to go back to his hometown because he wanted to stay together with his parents.

Because Bob wanted to stay together with his parents, he decided to go back to his hometown.

#### 5. 串句的问题

在英语中两个或两个以上的句子要用适当的标点符号或连词连接起来，或用分号“；”断开，主句和从属句之间要用从属连词连接。有些考生在写句子时，不管句子各个部分间的逻辑关系如何，一概用逗号连接，或除了句号外不使用任何其他标点符号。这样让整个句子看上去结构不清、逻辑混乱。这种错误被称为串句错误。串句错误是中国学生常犯的错误之一。

例如：

误：Different people have different attitudes toward life, some are seeking wealth, fame and high position others are after health and a happy family.

正：Different people have different attitudes toward life. Some are seeking wealth, fame and high position while others are after health and a happy family.

误：You have had the disease, you are immune to it for the rest of your life.

正：Once you have had the disease, you are immune to it for the rest of your life.

误：One day I lost my mind accidentally as a result I dropped down from the stairs, badly injured.

正: One day I lost my mind accidentally; as a result I dropped down from the stairs and was badly injured.

误: I was very reluctant to agree to their condition I didn't really have much choice.

正: I was very reluctant to agree to their condition, but I didn't really have much choice.

误: The talk was about educational opportunities for adults the speaker also touched on sources of finance.

正: The talk was about educational opportunities for adults, and the speaker also touched on sources of finance.

误: Continued protection and conservation the countryside will be used and enjoyed by our children and grandchildren.

正: Given continued protection and conservation, the countryside will be used and enjoyed by our children and grandchildren.

### 6. 破句的问题

破句也称片语，是考生在作文中常犯的一个错误。破句实际上是非完整句，这样的句子在结构上是不完整的，在语法上也是不正确的。英语中，一个意思和结构都完整的句子至少有主语和谓语两部分，当然祈使句除外。若将句子中的某一部分当作一个句子，就会出现破句错误。例如：

误: He failed to pass the examination. Which disappointed his parents.

正: He failed to pass the examination. That disappointed his parents.

误: I was very excited and astonished. When I had a chance to know American culture through the English language.

正: I was very excited and astonished when I had a chance to know American culture through the English language.

误: You will be punished even more severely. If you don't make a total confession of your guilt.

正: You will be punished even more severely, if you don't make a total confession of your guilt.

误: When demand for goods was shrinking. Firms would close down or lay off workers.

正: When demand for goods was shrinking, firms would close down or lay off workers.

误: After obtaining IQ scores. The experiments selected the names of 20 percent of the children completely at random.



正: After obtaining IQ scores, the experiments selected the names of 20 percent of the children completely at random.

误: She was at first very happy with the blue sports car she bought for only \$500. Not realizing until a week later that the car averaged 7 miles a gallon of gas.

正: She was at first very happy with the blue sports car she bought for only \$500, not realizing until a week later that the car averaged 7 miles a gallon of gas.

## 7. 结构平行问题

句式的结构平行是指在语言表达方面的一致性, 即同类词、同类短语和同类分句的并列。平行结构是一种优美的表达方式, 因为使用了同样的语法因素来表达一系列思想, 所以句子结构会显得更加清晰, 表意也更为流畅。如:

### (1) 同类短语的并列

If you want to learn a foreign language well, you should try to think in the language and to speak the language as much as possible.

You can learn a foreign language in the classroom, at home or in a foreign country where the language is spoken.

### (2) 同类分句的并列

At an international conference, the participating countries discussed who the major producers were and how much they would export.

### (3) 同类单词的并列

The company produces copiers, duplicators and self-correcting typewriters.

The new computer is the most important, useful and exciting electronic product of today.

His job is gathering, editing and synthesizing information.

在写作中, 如果没有注意到同类语法因素的并列, 那么句子结构就可能出现不平行。例如:

误: A student needs textbooks, notebooks, and he needs pens.

正: A student needs textbooks, notebooks and pens.

误: A student who does well in exams attends class, reads the textbook, and he reviews the notes.

正: A student who does well in exams attends class, reads the textbook and reviews the notes.

误: The student wanted to know what the calculus problems were and the due date.

正: The student wanted to know what the calculus problems were and when the due date was.

## 8. 逻辑关系混乱

有些考生在写作文时容易受汉语语言结构的影响, 文章中各种逻辑关系安排

得不妥，致使上下文之间逻辑关系混乱不清。

例如：

Among all the worthy feelings of mankind, love is probably the noblest. Therefore, all of us survive in a love world.

**【分析】**第一句话后半部分的意思是“爱是人类最高尚的情感”，第二句话的意思是“因此，我们都幸存于爱的世界中”。这两句话之间的因果关系显然不成立，因此此处属于逻辑关系混乱的错误；此外，在第二个句子中，survive 一词属用词不当。

### 第三节

## 小格式，大问题

练就“火眼金睛”，识别英语写作格式错误之一——标点符号错误

#### 1. 书名号使用错误

英语中没有书名号（《》），书名或电影名一般用引号。

误：Yesterday she read an English book 《Oliver Twist》.

正：Yesterday she read an English book “Oliver Twist”.

#### 2. 逗号使用错误

用复合连接词连接两个或多个句子时，在复合连接词前面加逗号。常见的复合连接词有：and, but, or, nor, for, so, yet 等。

误：I have wondered for the whole day yet cannot find any place for a rest.

正：I have wondered for the whole day, yet cannot find any place for a rest.

在表示引导的短语或句子后面用逗号，该引导语一般充当状语。

误：Near a stream at the bottom of the valley we discovered a strange animal.

正：Near a stream at the bottom of the valley, we discovered a strange animal.

表示三个或三个以上项目时用逗号分开。

误：The activities include a search for lost treasure, dubious financial dealings, discussion of ancient heritage and midnight orgies.

正：The activities include a search for lost treasure, dubious financial dealings, discussion of ancient heritage, and midnight orgies.

出现插入语时用逗号分开，如 however, therefore, moreover, for instance 等。





误: She cannot understand our language; moreover she is hostile to us.

正: She cannot understand our language; moreover, she is hostile to us.

### 3. 顿号使用错误

英语中没有顿号(、)。要表示句中较短的并列词语之间的停顿,汉语习惯用顿号,而英语只能用逗号。

误: She is a beautiful、kind-hearted、independent woman.

正: She is a beautiful, kind-hearted, independent woman.

### 4. 省略号使用错误

英语的省略号是居下的3个点(...),不是汉语中居中的6个点(……)。

误: “He was hesitant and……” It is really hard to say!

正: “He was hesitant and...” It is really hard to say!



## 练就“火眼金睛”, 识别英语写作格式错误之二——大小写错误

在作文的评改过程中,有关大小写方面的错误层出不穷,这是考生容易忽略的一个地方。一般来说,大写规则有以下几条:

1. 文章标题每个单词的首字母要大写。介、连、冠除外。

2. 头衔在专有名词前要大写,在专有名词后就小写。如:

Captain Smith — Smith, the captain

Uncle George — George, my uncle

3. 大写每句话的第一个字母和直接引语的第一字母,如:

He said, “He is going to Shanghai next week.”

4. 大写专有名词,或用作专有名词的部分普通名词的首字母,有时也用缩略形式表示。如:

Dr. G. G. East

5. 大写缩写字母。如:

MPA, MBA, BBC

# 第二章

## 高分作文的必胜“法宝”——写作语言的多样性表达





## 第一节

# 如何让自己的写作“脱颖而出”



### 同种词义的多样性表达

一篇好的文章中一定包含了丰富的词汇和精彩的表达。若不注意语言表达方式的多样化，千篇一律地使用同一单词或句式，就会给人留下“语言贫乏”的印象。要想文章不千篇一律，考生除了需要注意积累同一含义的不同表达方法之外，还要在写作时善于变化。

(1) 要表达“不但，而且”，除了 not only... but also... 还有很多其他表达方法。

例如：

改前：The factors for a rise in teenage smoking are not only social but also psychological.

改后：The factors for a rise in teenage smoking are psychological as well as social.

改前：Taking a part-time job can not only earn a little money, but also have an opportunity to contact society.

改后：Taking a part-time job means more than a little money you can earn. It also means an opportunity to contact society.

改前：Old people go to park not only to do exercise but also to make friends.

改后：Old people go to park as much for companionship as for exercise.

(2) 要表达“越来越”，除了 more and more 外还有很多其他表达方法。

例如：

改前：More and more students find learning English has become more and more difficult.

改后：Students in growing numbers find learning English has become increasingly difficult.

改前：More and more teenagers have been smoking cigarettes in recent years.

改后：Teenage smoking has been on the rise in recent years.

改前：More and more teachers are demanded with the development of economy.

改后：There is an increasing demand for teachers with the development of economy.

(3) 要表达“大多数”，除了 most 外还有很多其他表达方法。例如：

改前：Most students take a part-time job after class.

改后：The vast majority of students take a part-time job after class.

改前：Most people take part in sports of different kinds.

改后: There are a considerable number of people taking part in sports of different kinds.

改前: Most college students take a negative attitude towards smoking.

改后: The number of college students who take a negative attitude towards smoking is huge.



### 同种句式的多样性表达

#### 1. 句子开头的多样化

写作中最忌讳使用单调的句型结构把单词和短语“整齐”地排列起来。英语初学者倾向于使用以主语开头的句子,认为这样就可以确保语法正确并表达规范。事实上,除此之外,英语句子还有多种表达方式。

##### (1) 以介词短语开头

改前: I found my watch I lost two weeks ago. I found it behind the door.

改后: Behind the door, I found my watch I lost two weeks ago.

改前: Jack decided to learn psychology, and that was against the wishes of his mother.

改后: Against the wishes of his mother, Jack decided to learn psychology.

改前: I could see the entire valley. I saw it from the top of Mount Tai.

改后: From the top of Mount Tai, I could see the entire valley.

##### (2) 以分词短语开头

改前: I jogged every day and I soon increased my energy level.

改后: Jogging every day, I soon increased my energy level.

改前: Mary was amused by the joke and she told it to her friends.

改后: Amused by the joke, Mary told it to her friends.

##### (3) 以副词开头

改前: The situation changed suddenly.

改后: Suddenly, the situation changed.

改前: The contestant looked at the game clock anxiously.

改后: Anxiously, the contestant looked at the game clock.

改前: He mixed the chemicals together gently.

改后: Gently, he mixed the chemicals together.

#### 2. 句子语态和语气的变化

##### (1) 使用否定句来表达肯定的意思

改前: Every young boy and girl wants to earn a little money to help cover higher college cost.

改后: There are hardly any students who don't want to earn a little money to help cover higher college cost.



改前: Whenever you pick up a newspaper, you will always find advertisements.

改后: It is impossible for you to pick up a newspaper without finding advertisements.

改前: Gathering around and listening to mother or father reading a good story is the best pastime to bring a family closer together.

改后: Few pastimes bring a family closer together than a gathering around and listening to mother or father reading a good story.

改前: Food is the most basic issue to individual and national survival.

改后: No issue is as basic to individual and national survival as food.

(2) 不要千篇一律地使用主动语态

改前: We are making great efforts to improve our English.

改后: Great efforts are being made to improve our English.

改前: We know very little about the nature of human beings.

改后: Little is known about the nature of human beings.

改前: Some people say that there are seven wonders in the world.

改后: It is said that there are seven wonders in the world.

## 第二节

## 怎样添加写作亮点

### 帮助赢得高分的例句

- (1) There was (a) (rapid / noticeable / great / sharp / remarkable / steep / slow / little / slight / gradual...rise / development / change / increase / decrease / fall / decline / drop).  
急剧(明显、巨大、明显、急剧、缓慢、轻微、逐渐……)的上升(发展、变化、增加、减少、下降)。
- (2) The number of... remained steady / stable from (month / year) to (month / year).  
……月(年)至……月(年)……的数量基本不变(维持不变)。
- (3) The number sharply went up to...  
数字急剧上升至……
- (4) The two pie charts show the proportion of... and... in...  
两个饼状图展示了……与……在……方面的比例关系。
- (5) As can be seen from the graph, the two curves show the fluctuation of...

如图所示，两条曲线描述了……的波动情况。

- (6) The vertical axis stands for...  
纵轴代表了……
- (7) The horizontal axis stands for...  
横轴代表了……
- (8) The... in the graph is measured in units each of which is equivalent to...  
图表中的……以……为单位，每单位等于……
- (9) Over the period from... to... the... remained level.  
在……至……期间，……基本不变。
- (10) In the year between... and..., ...  
在……年到……年期间，……
- (11) In the 3 years spanning from 2015 through 2017, ...  
在 2015 年至 2017 年的三年里，……
- (12) From then on / From this time onwards, ...  
从那时起，……
- (13) This table shows the changing proportion of A and B from... to...  
该表格描述了……（年）到……（年）A 与 B 的比例关系。
- (14) The graph, presented in a pie form, shows the general trend in...  
该图以饼状图形式描述了……总的趋势。
- (15) This is a column chart showing...  
这个柱状图描述了……
- (16) The percentage of... stayed the same between... and...  
……至……期间的……比率维持不变。
- (17) The figures peaked at... in(month / year)...  
……的数目在……月（年）达到顶点，为……
- (18) The percentage remained steady at...  
比率维持在……
- (19) The percentage of... is slightly larger / smaller than that of...  
……的比例比……的比例略高（低）。
- (20) There is not a great deal of difference between... and...  
……与……的区别不大。
- (21) Many city residents complain that there is so few buses in their city that they have to spend too much time waiting for a bus, which is usually crowded with a large number of passengers.  
许多市民抱怨城市的公交车太少，以致他们要花很长时间等一辆公交车，而车上可能已满载乘客。
- (22) There is no denying the fact that air pollution is an extremely serious problem:





the city authorities should take strong measures to deal with it.

无可否认，空气污染是一个极其严重的问题：城市当局应该采取有力措施来解决它。

- (23) An investigation shows that female workers tend to have a favorable attitude toward retirement.

一项调查显示，女性员工欢迎退休。

- (24) A proper part-time job does not occupy students' time too much. In fact, it is unhealthy for them to spend all of time on their study. As an old saying goes: All work and no play makes Jack a dull boy.

一份适当的业余工作并不会占用学生太多的时间。事实上，把全部的时间都用到学习上并不健康，正如那句老话：只学习不玩耍，聪明的孩子也变傻。

- (25) Any government, which is blind to this point, may pay a heavy price.

任何政府忽视这一点都将付出巨大的代价。

- (26) Nowadays, many students always go into raptures at the mere mention of the coming life of high school or college they will begin. Unfortunately, for most young people, it is not a pleasant experience on their first day on campus.

当前，一提到即将开始的学校生活，许多学生都会兴高采烈。不幸的是，对大多数年轻人来说，校园刚开始的日子并不是什么愉快的经历。

- (27) In view of the seriousness of this problem, effective measures should be taken before things get worse.

考虑到这个问题的严重性，在事态进一步恶化之前，必须采取有效的措施。

- (28) The majority of students believe that part-time jobs provide them with more opportunities to develop their interpersonal skills, which may put them in a favorable position in the future job markets.

大部分学生相信业余工作使他们有更多的机会发展人际交往能力，而这对他们未来找工作是有好处的。

- (29) It is indisputable that millions of people today are still living a miserable life, facing the dangers of starvation and exposure.

无可争辩的是，现在有成千上万的人仍过着挨饿受冻的痛苦生活。

- (30) Although this view is widely held, there is little evidence that education can be obtained at any age and at any place.

尽管这一观点被广泛接受，但几乎没有证据表明，教育能够在任何地点、任何年龄进行。

- (31) No one can deny the fact that a person's education is the most important aspect of his life.

没有人能否认，教育是人生最重要的一方面。

- (32) People equate success in life with the ability of operating computers.

人们把使用计算机的能力与人生成功相提并论。

- (33) In the last decades, advances in medical technology have made it possible for people to live longer than in the past.

在过去的几十年里，医疗技术的进步已经使得人们有可能比过去长寿。

- (34) In fact, we have to admit the fact that the quality of life is as important as life itself.

事实上，我们必须承认生命的质量和生命本身一样重要。

- (35) We should spare no effort to beautify our environment.

我们应不遗余力地美化我们的环境。

- (36) People believe that computer skills will enhance their job opportunities or promotion opportunities.

人们相信拥有计算机技能可以获得更多工作或提升的机会。

- (37) The information I've collected over the last few years leads me to believe that this knowledge may be less useful than most people think.

从这几年我搜集的信息来看，这些知识并没有人们想象的那么有用。

- (38) Now, it is generally believed that no college or university can give students all the knowledge they need by the time they graduate.

现在，人们普遍认为没有一所大学能够在学生毕业的时候教给他们所需的所有知识。

- (39) This is a matter of life and death — a matter no country can afford to ignore.

这是一个关系到生与死的问题，任何国家都不能忽视。

- (40) For my part, I agree with the latter opinion for the following reasons...

就我而言，我同意后一种意见，理由如下……

- (41) Before giving my opinion, I think it is important to look at the arguments on both sides.

在给出我的观点之前，我想有必要先看看双方的观点。

- (42) This view is now being questioned by more and more people.

这一观点正受到越来越多人的质疑。

- (43) Some people believe that boys are cleverer than girls. However, that is not necessarily the case.

有人认为男孩比女孩聪明。然而，事实未必如此。

- (44) It is a well-known fact that the English have an obsession with their weather and that, given half a chance, they will talk about it at length.

大家都知道，英国人对天气情有独钟。一有机会说到天气，他们就会说



个没完。

- (45) In philosophy, Chinese people cherish intelligence and emphasize spiritual power, while Western people admire physical strength and are more materialistic.

从哲学角度来看，中国人珍视才智，强调精神力量，而西方人则更称羨体能且更实利主义一些。

- (46) Knowledge may be acquired through conversation, watching television or traveling, but the deepest and most consistent way is through reading.

知识可以通过交谈、看电视或旅行获得，但获取知识最深刻而又最持久的方式是读书。

- (47) There are two ways of spending one's free time: one is enjoying music or reading; the other is taking part in active sports.

有两种消遣方式：一种是欣赏音乐或读书，另一种是积极参加体育活动。

- (48) Both solar energy and nuclear energy are believed to be possible substitutes for natural fuels, yet each has its benefits and drawbacks.

虽然太阳能和核能都被认为可能替代天然燃料，但每一种都有其利弊。

- (49) To decide which is the best way, one has to weigh the advantages and disadvantages on both sides.

要判定哪种方式最佳，必须权衡双方的利弊。

- (50) It seems safe to say that the advantages of marriages outweigh / weigh more than the disadvantages of divorces.

似乎可以肯定地说，结婚的好处胜过离婚的弊端。

- (51) It is true that we have made great progress in eliminating poverty, but we still have a long way to go.

诚然，我们在消除贫困方面取得了很大进展，但我们要走的路还很长。

- (52) It is not true that selfish people are happier than unselfish people; the reverse is true.

不能说自私的人活得比无私的人更快乐，反之亦然。

- (53) It is fairly well-known that vitamin C is indispensable to health. But, it is probable less well-known that taking it excessively may do harm to the human body.

众所周知，维生素 C 对健康来说是必不可少的，但过量服用维生素 C 对人体是有害的，这一点却鲜为人知。

- (54) In terms of their incalculable influences on society, television and radio are very much the same.

就电视和广播对社会所产生的无可估量的影响而言，它们是极其相似的。

- (55) Just as woods are indispensable to birds, so is the Earth to human beings.  
正如树林对小鸟必不可缺，地球之于人类也是同样。
- (56) Because there are striking parallels between the two countries in history, it is possible and rewarding to compare them.  
由于两国的历史有明显的相似之处，因此将其进行比较是可能的而且很有价值。
- (57) English is taught in your country in much the same way that Spanish is taught in ours.  
你们国家教英语的方式与我们国家教西班牙语的方式是极其相似的。
- (58) For one thing, Beijing differs from Canberra in that Beijing is populous and crowded while Canberra is just the opposite.  
一方面，北京与堪培拉的不同之处在于，北京的人口稠密且很拥挤，而堪培拉正相反。
- (59) As far as playing rules are concerned, basketball and volleyball share scarcely anything in common.  
就比赛规则而言，篮球与排球几乎没有共同之处。
- (60) As for me, I'm in favor of the opinion that education is not completed with graduation, for the following reasons...  
就我而言，我同意教育不应该随着毕业而结束的观点，有以下原因……
- (61) It is commonly believed that people should know themselves and understand their colleagues in order to establish a good working environment.  
人们普遍认为，他们应该了解自己和同事，以建立良好的工作环境。
- (62) Even the best possible graduate needs to continue learning before he or she becomes an educated person.  
即使最优秀的毕业生要想成为一个博学的人也要不断地学习。
- (63) It is commonly thought that our society has been dramatically changed by modern science and technology, and human has made extraordinary progress in knowledge and technology over the recent decades.  
人们普遍认为，现代科技使我们的社会发生了巨大的变化，近几十年人类在科技方面取得了惊人的进步。
- (64) Now people in growing numbers are beginning to believe that learning new skills and knowledge contributes directly to enhancing their job or promotion opportunities.  
现在，越来越多的人开始相信，学习新的技术和知识能直接帮助他们获



得工作或提升的机会。

- (65) An investigation shows that many old people express a strong desire to continue studying in university or college.

一项调查显示，许多老人都有到大学继续学习的强烈愿望。

- (66) For the majority of people, reading or learning a new skill has become the focus of their lives and the source of their happiness and contentment after their retirement.

对大多数人来讲，阅读或学习一项新技能已成为他们退休以后生活的中心和快乐满足的来源。

- (67) For people who want to adopt a healthy and meaningful life style, it is important to find time to learn certain new knowledge. Just as an old saying goes: it is never too late to learn.

对于那些想过上健康而有意义的生活的人们来说，找时间学习一些新知识是很重要的，正如那句老话：活到老，学到老。

- (68) There is a general debate on the campus today over the phenomenon of college or high school students' doing a part-time job.

对于大学生或高中生打工这一现象，校园里进行着广泛的争论。

- (69) By taking a major-related part-job, students can not only improve their academic studies, but gain much experience that they will never be able to get from textbooks.

通过做一份和专业相关的兼职工作，学生们不仅能够提高他们的专业能力，而且能获得从课本上永远得不到的经验。

- (70) Although people's lives have dramatically changed over the last decades, it must be admitted that, shortage of funds is still one of the biggest problems that students nowadays have to face because tuition fees and prices of books are soaring day by day.

近几十年，尽管人们的生活有了惊人的改变，但必须承认，由于学费和书费日益飞涨，资金短缺仍然是学生们不得不面临的重大问题之一。

- (71) Consequently, the extra money obtained from part-time jobs will strongly support students to continue their study.

因此，业余工作挣来的钱将强有力地支持学生们继续他们的求学生活。

- (72) From what has been discussed above, we may easily draw a conclusion that part-time jobs can produce a far-reaching impact on students and will benefit students, their families, and even the society as a whole.

通过上面的讨论，我们不难得出结论：业余工作对学生们会产生深远的影响，有利于学生和他们的家庭，甚至整个社会。

- (73) These days, people in growing numbers are beginning to complain that work is more stressful than in the past. Many experts point out that, along with the development of modern society, it is an inevitable result and there is no way to avoid it.

现在，越来越多的人开始抱怨工作压力比过去更大。许多专家指出，这是现代社会发展必然的结果，是无法避免的。

- (74) It is widely acknowledged that computers and other machines have become an indispensable part of our society, which make our life and work more comfortable and less laborious.

人们普遍认为，计算机和其他机器已经成为社会必不可少的一部分。它们使我们的生活更舒适，减少了大量的劳动。

- (75) At the same time, along with the benefits of such machines, employees must study knowledge involved in such machines so that they are able to control them.

同时，随着这些机器带给我们好处，员工们也必须学习与之相关的知识以便使用它们。

- (76) No one can deny the basic fact that it is impossible for average workers to master those high-technology skills easily.

没有人能否认这一基本事实：对于一般工人来讲，轻松掌握这些高技术是不可能的。

- (77) In the second place, there seem to be too many people without jobs and not enough job positions.

其次，失业的人似乎太多而又没有足够的工作岗位。

- (78) Millions of people have to spend more time and energy on studying new skills and technology so that they can keep a favorable position in the job market.

成千上万的人们不得不花费更多的精力和时间来学习新的技能和技术，以使自己在就业市场保持优势。

- (79) According to a recent survey, a growing number of people express a strong desire to take another job or spend more time on their jobs in order to get more money to support their families.

根据最近的一项调查，越来越多的人表达了想再从事一份工作或通过加班以赚取更多的钱来补贴家用的强烈愿望。

- (80) From what has been discussed above, I am fully convinced that the leisure lifestyle is undergoing a decline with the progress of modern society, and it is not necessary a bad thing.

通过以上的讨论，我完全相信，随着现代社会的进步，悠闲的生活方式



正在消失，这并不一定是一件坏事。

- (81) The problem of international tourism has caused wide public concern over the recent years.

近些年，国际旅游的问题引起了广泛关注。

- (82) Many people believe that international tourism produces positive effects on economic growth and local government should be encouraged to promote international tourism.

许多人认为，国际旅游业对经济发展有积极作用，应鼓励地方政府发展国际旅游业。

- (83) But what these people fail to see is that international tourism may bring about a disastrous impact on our environment and local history.

但是这些人忽视了国际旅游可能会给当地环境和历史造成灾难性的影响。

- (84) As for me, I'm firmly convinced that the number of foreign tourists should be limited, for the following reasons...

就我而言，我坚定地认为，国外旅游者的数量应得到限制，理由如下……

- (85) In addition, in order to attract tourists, a lot of artificial facilities have been built, which have certain unfavorable effects on the environment.

另外，为了吸引旅游者，修建了大量人工设施，这对环境是不利的。

- (86) For lack of distinct culture, some places will not attract tourists any more. Consequently, the fast rise in the number of foreign tourists may eventually lead to the decline of local tourism.

由于缺乏独特的文化，一些地方不再吸引旅游者了。因此，国外旅游者数量的快速增加可能会最终导致当地旅游业的衰败。

- (87) There is a growing tendency for parents to ask their children to accept extra educational programs over the recent years.

近些年，父母要求孩子补习的现象呈增长的势头。

- (88) This phenomenon has caused wide public concern in many places of the world.

这一现象在全世界许多地方已引起了广泛关注。

- (89) Many parents believe that additional educational activities enjoy obvious advantages. By extra studies, they maintain, their children are able to obtain many kinds of practical skills and useful knowledge, which will put them in a beneficial position in the future job markets when they grow up.

许多家长相信，额外的教育活动好处很明显。他们声称，通过补习，孩子们可以获得很多实用技能和有用的知识，这些对他们长大后的就业是

大有好处的。

- (90) In the first place, extra studies bring about unhealthy impacts on the physical growth of children. Educational experts point out that, it is important to take some sport activities instead of extra studies when children have spent the whole day in a boring classroom.

首先，额外的学习对孩子们的身体发育是不利的。教育专家指出，孩子们在枯燥的教室里待了一整天后，从事一些体育活动，而不是补习，是非常重要的。

- (91) Children are undergoing fast physical development; lack of physical exercise may produce disastrous influence on their later life.

孩子们正处于身体快速发育时期，缺乏体育锻炼可能会对他们未来的生活造成严重的影响。

- (92) In the second place, from psychological aspect, the majority of children seem to have an unfavorable attitude toward additional educational activities.

第二，从心理上讲，大部分孩子似乎对补习没有什么好感。

- (93) It is hard to imagine a student focusing his or her energy on textbook while other children are playing.

当别的孩子在玩耍的时候，很难想象一个学生能把精力集中在课本上。

- (94) Moreover, children will have less time to play and communicate with their peers due to extra studies. Consequently, it is difficult to develop and cultivate their character and interpersonal skills. They may become more solitary and even suffer from certain mental illness.

而且，由于要补习，孩子们和小伙伴玩耍和交流的时间变少了。这样一来，很难培养他们的个性和交际能力。他们可能会变得孤僻，甚至产生某些心理疾病。

- (95) From what has been discussed above, we may safely draw the conclusion that, although extra studies indeed enjoy many obvious advantages, its disadvantages shouldn't be ignored and far outweigh its advantages. It is absurd to force children to take extra studies after school.

通过以上讨论，我们可以得出结论：尽管补习的确有很多好处，但它的弊端也不可忽视，且弊远大于利。因此，放学后强迫孩子补习是不明智的。

- (96) Parents should place considerable emphasis on their children to keep the balance between play and study. As an old saying goes: All work and no play makes Jack a dull boy.

家长应非常重视保持孩子在学习与玩耍之间的平衡，正如那句老话：只学习，不玩耍，聪明的孩子会变傻。





(97) There is a growing tendency for parents these days to stay at home to look after their children instead of returning to work earlier.

现在，父母亲留在家里照顾孩子而不是过早地返回工作岗位的趋势正在增长。

(98) Parents are firmly convinced that, to send their children to kindergartens or nursery schools will have an unfavorable influence on the growth of children.

父母们坚定地相信，把孩子送到幼儿园对他们的成长不利。

(99) However, this idea is now being questioned by more and more experts, who point out that it is unhealthy for children to always stay with their parents at home.

然而，这一想法正遭受越来越多专家的质疑，他们指出，孩子们总是和父母一起待在家里是不健康的。

(100) Although parents would be able to devote much more time and energy to their children, it must be admitted that, they have less experience and knowledge about how to educate and supervise children, when compared with professional teachers working in kindergartens or nursery schools.

尽管父母能在他们孩子身上投入更多的时间和精力，但是必须承认，与工作在幼儿园或托儿所的专职教师们相比，他们在如何管理和教育孩子方面缺乏知识和经验。

(101) From what has been discussed above, we may safely draw a conclusion that, although parents' hope to look after children by themselves is understandable, its disadvantages far outweigh its advantages.

通过以上讨论，我们可以有把握地得出如下的结论：尽管家长想亲自照看孩子们的愿望是可以理解的，但是这样做的缺点远大于优点。

(102) There is no point arguing your case.

没有必要为你的意见辩解。

(103) There is no predicting what will happen in the future.

未来将有什么事发生是无法预知的。

(104) They expect there to be more chances for women.

他们希望给妇女更多的机会。

(105) Still, there seems to be little doubt that there will be further development down under. In a city like Tokyo, almost the only space left is underground.

然而，继续向地下发展似乎是毫无疑问的。在像东京这样的城市里，差不多唯一可利用的空间就是地下了。

(106) All the American parks are kept as natural as possible.

所有的美国公园都尽可能保持天然模样。

- (107) Reading is a pleasure of the mind, which means that it is a little like a sport.  
阅读对大脑来说是一件乐事，这意味着它有点儿像一种体育运动。
- (108) There are all kinds of devices for marking a book intelligently and fruitfully.  
Here's the way I do it ...  
在书上做记号，有各种各样好的、行之有效的方法。以下是我的做法……
- (109) Work is more than a necessity for most human beings; it is the focus of their lives, the source of their identity and creativity.  
对多数人而言，工作不只是一种必需的行为；工作是他们生活的中心，是他们的个性与创造力的源泉。
- (110) Americans have warmth and friendliness, which is less superficial than many foreigners think.  
美国人也有热情友好的一面，这一点并不像许多外国人想象的那样浮于表面。
- (111) It was not so much her appearance he liked as her character.  
与其说他喜欢她的外表，不如说喜欢她的性格。
- (112) I'll only do it if you promise not to hold me responsible for any consequence.  
除非你保证我不承担任何后果，否则我绝不干。
- (113) He always loses in an argument whether he is right or wrong.  
管他是对还是错，他总是在辩论中不知所云。
- (114) Don't forget that people will judge you by your actions, not your intentions.  
You may have a heart of gold, but so has a hard-boiled egg.  
不要忘了人们是根据你的行为而不是你的意图来评判你。你可能有一颗金子般的心，但也可能很冷漠。
- (115) Euthanasia has been called "pagan". One may well ask, which is better-pagan  
mercifulness, or devout inhumanity?  
有人把安乐死称作非基督教行为。人们有理由问，到底是不遵守基督教而讲仁慈好，还是虔诚奉教却不讲人性好呢？
- (116) There is no goal that you cannot obtain.  
没有人达不到的目的。
- (117) The brook kept murmuring all the year round, as if telling a never-ending  
story of sorrow.  
小溪终年不停地流淌，仿佛在述说一个永无休止的悲伤故事。
- (118) At the fourth grade level, females make up only 24 percent of the illustrations  
whereas males constitute 76 percent.  
在四年级，女性只占插图的24%，而男性却占插图的76%。
- (119) This table provides several important points of comparison between the two



countries.

这份表格提供了两国间在一些重要方面的比较。

- (120) We can safely draw a conclusion from the comparison that the plan put forward by the education delegation is by far the better.

从比较中我们可以很有把握地得出如下结论：由教育代表团提出的方案要好得多。

- (121) Students don't like reading novels, much less textbooks.

学生们不喜欢读小说，课本就更不用说了。

- (122) Many sociologists point out that rural emigrants are putting pressure on population control and social order, are threatening to take already scarce city jobs, and have worsened traffic and public health problems.

许多社会学家指出，农民工正给人口控制和社会治安带来压力。他们正在威胁着本已萧条的工作市场，并恶化了交通和公共卫生状况。

- (123) It is suggested that governments ought to make efforts to reduce the increasing gap between cities and countryside. They ought to set aside an appropriate fund to improve peasants' living standard. Also, they ought to invite some experts in agriculture to share their experience, knowledge and information with peasants, which will contribute directly to the economic growth of rural areas.

建议政府应当努力减少正在拉大的城乡差距。应该划拨适当的资金提高农民的生活水平，并邀请农业专家们向农民们介绍他们的经验、知识和信息，这些将直接有助于农村经济的发展。

- (124) In conclusion, we must take into account this problem rationally and place more emphases on peasants' lives. Any government that is blind to this point will pay a heavy price.

总之，我们应理智地考虑这一问题，重视农民们的生活。任何政府忽视这一点都将付出巨大的代价。

- (125) Although many experts from universities and institutes consistently maintain that it is an inevitable part of an independent life, parents in growing numbers are starting to realize that people, including teachers and experts in education, should pay considerable attention to this problem.

尽管来自高校和研究院的许多专家坚持认为这是独立生活不可避免的一部分，然而越来越多的家长开始意识到，包括教师和教育专家在内的人们应该认真对待这一问题。

- (126) As for me, it is essential to know, at first, what kind of problems young students would probably encounter on campus.

我认为，首先应看看学生们在校园可能遇到哪些问题。

(127) In addition to the obvious problem — loneliness, another major obstacle, in my opinion, is the alien environment of campus.

除了孤独这一明显的问题之外，我认为另一个困难是对校园环境的不熟悉。

(128) Freshmen often get lost on campus, failing to find the way to the dormitory or the library.

新生常常在校园迷路，不知道去宿舍或图书馆该怎么走。

(129) Most important of all, apart from their hometown and parents, students couldn't catch sight of any familiar face and have to suffer from homesickness, which can cause certain serious mental diseases.

更重要的是，离开了家乡和父母，学生看不到任何熟悉的面孔，不得不忍受思家之苦，这可能会导致严重的精神疾病。

(130) In the first place, schools should provide far more services to help freshmen to get used to the new life as soon as possible.

首先，学校应提供更多的服务，帮助新生尽快适应新的生活。

(131) The senior and junior students could share their own experience about how to overcome the difficulty they have ever met, and how to adjust to the new environment with the new students.

高年级学生们可以与新生一起分享他们的经历：如何克服遇到的困难，如何适应新的环境。

(132) At the same time, young people should be encouraged to communicate with their peers and develop their interpersonal skills, which may help them greatly to reduce dependence on their parents and are essential in the maintenance of healthy mental condition.

同时，应该鼓励年轻人和他们的同龄人交往，发展他们的交际能力，这将帮助他们极大地减少对父母的依赖并且保持健康的精神状态。

(133) In conclusion, we must lay emphasis on this problem and make our maximum contribution to help them spend their first day on campus smoothly.

总之，我们应重视这个问题，尽最大努力帮助他们平稳度过最初的校园生活。

(134) There is a general discussion over fashion in recent years. One of the questions under debate is whether a person should choose comfortable clothes, which he or she likes, regardless of fashion.

近年来，关于时尚存在着广泛的争论。其中一个问题是，一个人是否应选择他/她喜欢的舒适的衣服，而不管是否时尚。



(135) This issue is becoming a matter of concern for more and more people, especially for parents and experts in education.

这一问题已被越来越多的人所关注，尤其是父母们和教育专家们。

(136) Many young people always go into raptures at the merely mention of buying fashion clothes. They seem to be attracted by colorful materials and diversified styles of fashion clothes. In fact, fashion clothes have become an indispensable part of their life.

许多年轻人一提到时尚服装就兴高采烈。他们似乎被时尚服装多彩的面料和各种不同的款式所吸引。事实上，时装已成为他们生活中不可或缺的一部分。

(137) Many people seem to overlook the basic fact: the major function of clothing is to keep us warm and comfortable.

许多人似乎忽视了这个基本事实：衣服的主要功能是让我们保持温暖和舒适。

(138) Furthermore, people who addict to fashion clothes have to spend more time going shopping and pay more attention to the impression they make on others. As a result, it is impossible for them to devote enough time and energy in their study and work.

而且，沉湎于时装的人们不得不花费更多的时间逛商店，更加注意自己给别人留下的印象。因此，他们不可能有足够的时间用于学习或工作。

(139) No one can doubt the essential fact that the traffic problem over the last years has caused wide public concern all over the world. Experts in increasing numbers are beginning to believe that such situation would produce unfavorable effects on economic growth of local areas.

没有人能否认这一重要事实：最近几年交通问题在全世界受到了普遍关注。越来越多的专家开始相信，这种状况将对当地的经济产生不利影响。

(140) There are several reasons for this problem. One of the main reasons is that the number of vehicles is increasing much more rapidly than the building of roads. Another primary reason is that there seem to be too many private cars and not enough public buses.

这个问题是由多种原因引起的。一个主要原因是车辆增加的数量远快于道路的建设。另一个主要原因是私家车过多而公交车不够。

(141) Meanwhile, the number of people, who have access to their own cars, has risen sharply in the recent years.

同时，拥有私人轿车的人数这几年却在迅速增加。

(142) Moreover, many people, including drivers and cyclists, do not obey the traffic rules properly, especially at busy intersections. And this undoubtedly worsens the already grave situation.

而且,许多人,包括司机和骑自行车的人,不能很好地遵守交通规则,特别是在繁忙的十字路口,这无疑使本已严重的状况雪上加霜。

(143) When asked what kind of school they are willing to send their children to attend, many parents say they would choose a boarding school rather than a day school for their children.

当问到愿意将孩子送到哪种学校的时候,许多父母认为他们会选择寄宿学校而不是全日制学校。

(144) Many surveys show that people in increasing numbers are beginning to recognize that boarding schools provide better environment and facilities for children.

许多调查显示,越来越多的人开始意识到寄宿学校能给孩子们提供较好的学习环境和设施。

(145) At the same time, there are still many people who live under the traditional ideas that day schools play an extremely important role in children's study.

同时,仍有许多人持传统观点,认为全日制学校对孩子的学习发挥着极其重要的作用。

(146) On the one hand, it is indisputable that boarding schools are exerting a growing important effect, especially in the last few years.

一方面,寄宿学校正在发挥越来越重要的作用,尤其是最近几年,这是无可争辩的。

(147) It is necessary for us students to go outside to get to know the world. We should acquire knowledge not only from books but also from society. Thus we can adapt to society more quickly after we graduate from school.

我们有必要走出校园,了解社会,我们不仅要获取书本知识,还要从社会中学到东西,这样,我们就可以在毕业后很快适应社会。

(148) Read books once in a while, and you will not only acquire knowledge but also entertain yourself. So long as you have a book at hand, you'll never feel lonely. Every valuable book will open a new world before you.

经常读书不但可以使你获得知识,也可供你娱乐。只要手头有本书,你就不会感到寂寞。每一本有价值的书都会为你展现一个新世界。

(149) Reading good books is one of the greatest pleasures in life.

读好书是人生最大的乐趣之一。

(150) In short, if we wish to serve our country successfully, we must make necessary



preparations from now on.

总之，要想很好地为国家服务，我们必须从现在起就做好准备。

- (151) To survive and succeed in the 21st century, the cross-century talents should have good education backgrounds.

要在 21 世纪里不被淘汰且有所成就，跨世纪人才应该是受过良好教育的人。

- (152) As the “knowledge economy” is rapidly taking shape, we need to learn modern technology in order to catch up with the developed countries.

随着“知识经济”的迅速发展，要想赶上发达国家，我们就得学习现代科技。

- (153) As the economy becomes more and more globalized, we need to contact with different people in different parts of the world. A good command of foreign language becomes increasingly important.

随着经济的日益全球化，我们需要与世界各国的人们交往。掌握好外语变得越来越重要。

- (154) If our country is to enter the 21st century as a successful actor on the world stage, it must start right now to lay a solid foundation for the development of its knowledge economy. In my view, the best way is to raise the overall quality of its labor force and train more specialized personnel.

如果我国要以一个成功者的姿态登上 21 世纪的舞台，就必须在发展知识经济方面打好基础。依我看，最好的方法就是提高全民素质，培养更多的专业人才。

- (155) More knowledge means more opportunities for better jobs and quicker promotion.

知识越多，找到好工作的机会也就越多，提升也越快。

- (156) So long as we don't give up, and believe in ourselves, and in the meantime learn something from failure, we are sure to succeed in the end.

只要我们不放弃并且相信自己，同时懂得从失败中吸取教训，最后就一定会成功。

- (157) With longer weekends, there are people who come to take such courses as painting and photography to enrich their life and to fulfill their former dreams.

有了更长的周末，有的人去学习绘画或照相来丰富生活，实现他们过去的梦想。

- (158) For whatever purpose, people go back to school for the common goal: to improve themselves, which, in turn, helps to raise the intellectual standard of

the whole nation.

不管出于什么目的，人们回到学校学习都是为了自身的提高，从而也提高了整个民族的文化水平。

- (159) The most important task today is to develop the national economy and improve the people's living standard.

现今最重要的任务是发展国民经济，提高人民的生活水平。

- (160) We should continue to open our door to the world so that we can learn advanced science and technology from the developed countries.

我们应该继续对外开放，从而能够向发达国家学习先进的科学技术。

- (161) Great changes have taken place in our country since 1978 when the reform and open-up policy was adopted.

自从1978年实行改革开放政策以来，我国发生了巨大的变化。

- (162) Computers are playing a very important role in our life. With the help of computers, workers can produce more products, scientists can do research work more efficiently, and students can get information from the library more quickly.

计算机在我们生活的各个方面都起着重要作用。有了计算机的帮助，工人可以生产更多的产品，科学家们可以更高效地做研究，学生们可以更快地从图书馆查阅到信息。

- (163) Computers are widely applied in many other fields besides scientific research. They can provide entertainment for the whole family.

除了用于科学研究外，计算机还在其他许多领域中得到运用。它们可以给整个家庭带来娱乐。

- (164) Internet plays an important role in our life. When you surf the net, the world seems smaller than ever, and New York seems no farther than your hometown.

互联网在我们生活中起着重要的作用。当你在网上漫游时，世界似乎比任何时候都小了，纽约似乎就在你身边。

- (165) Experience shows that success is due less to ability than to hard work.

经验告诉我们，成功与其说是因为才能，不如说是因为努力。

- (166) We should study diligently; otherwise, we'd be thrown out of the tide of society.

我们必须勤奋学习，否则就会被时代的潮流淘汰。

- (167) In the second place, many traditional technologies are out of date and should be replaced by modern sciences and technologies.

其次，许多传统技术已经过时，应被现代科技所取代。





- (168) Although many people tend to live under the illusion that traditional technology and methods are still playing an extremely important role in people's life, increasing evidences show that they are less useful than many people think.  
尽管许多人有一种错觉,认为传统技术方法在人们生活中仍发挥着重要作用,但是越来越多的证据显示它们并没有人们想象的那么有用。
- (169) From what has been discussed above, I firmly believe that time will prove that traditional technologies and methods would die out with the development of modern sciences and technologies. The maintenance of the traditional technologies and methods is futile.  
通过以上讨论,我坚定地相信,时间会证明传统技术方法将会随着现代科技的发展而消亡,坚持传统技术方法是徒劳的。
- (170) At the time when technology means ever more harmful gas in the air we breathe, we need these forests now more than ever.  
当技术的发展意味着我们会吸入更多有害气体时,我们比任何时候都更需要森林。
- (171) Nothing is more important than to receive education.  
没有比接受教育更为重要的事了。
- (172) We cannot emphasize the importance of protecting our eyes too much.  
我们再怎么强调保护眼睛的重要性也不为过。
- (173) There is no denying that the qualities of our living have gone from bad to worse.  
不可否认,我们的生活品质已经每况愈下。
- (174) It is universally acknowledged that trees are indispensable to us.  
众所周知,树木对我们是不可或缺的。
- (175) There is no doubt that our educational system leaves something to be desired.  
毫无疑问,我们的教育制度不尽如人意。
- (176) An advantage of using the solar energy is that it won't create any pollution.  
使用太阳能的优点是,它不会产生任何污染。
- (177) The reason why we have to grow trees is that they can supply fresh air for us.  
我们必须种树的原因是,树木能为我们提供新鲜的空气。
- (178) So precious is time that we can't afford to waste it.  
时间是如此珍贵,我们不能浪费它。
- (179) Rich as our country is, the qualities of our living are by no means satisfactory.  
虽然我们的国家很富有,但是我们的生活质量却不令人满意。
- (180) The harder you work, the more progress you make.  
你越努力,你就会取得越大的进步。

- (181) The more books we read, the more learned we become.  
我们读的书越多，就越有学问。
- (182) To average people, they often tend to live under the illusion that English often means a good opportunity for one's career, but is this really the case?  
对于一般人来说，他们常常以为掌握英语就意味着一份好的工作，然而这是真的吗？
- (183) By taking physical exercises, we can always stay healthy.  
通过体育锻炼，我们能够始终保持健康。
- (184) Listening to music enables us to feel relaxed.  
听音乐能使我们放松。
- (185) On no account can we ignore the value of knowledge.  
我们绝对不能忽视知识的价值。
- (186) It is time the authorities concerned took proper steps to solve the traffic problems.  
是有关当局采取适当的措施来解决交通问题的时候了。
- (187) Those who violate traffic regulations should be punished.  
违反交通规则的人应该受到处罚。
- (188) There are many ways to improve our English. The most important one is a great amount of practice of listening, speaking, reading and writing. No matter how busy we are, we should set aside enough time to read English every day. Reading English in the morning is especially important to English learners. Only by this can we make greater progress in English study.  
提高英语有许多方法。最重要的是要进行大量的听、说、读、写的练习。无论多忙，我们都应该每天留出足够的时间来读英语。早晨朗读英语尤其重要。只有这样，我们才能在英语学习中取得更大的进步。
- (189) Teaching is a sacred profession. Teachers are usually compared to engineers of human soul. They not only impart their knowledge to the students but also train their moral characters.  
教师是个神圣的职业。教师常被比作人类灵魂的工程师。他们不仅把知识传授给学生，还培养学生的道德品格。
- (190) Many things contribute to success. Of all these factors, willpower, courage, and confidence are the most important.  
能否获得成功取决于许多因素，其中最重要的是意志力、勇气和自信。
- (191) A famous thinker once wrote, "The greatest threat to mankind is mankind itself!" If this is indeed the case, then the current situation should make us think about our future existence.



有位著名的思想家曾经这样写道：“人类最大的威胁来自人类本身！”  
如果这话当真，那么，我们目前的处境应该引起我们对未来生存的思索。

- (192) “Every journey begins with the first step.” We often hear the saying, but do we really understand what it means?  
“千里之行，始于足下。”我们常常听人这样说，但我们是否真正了解这句话的含义呢？
- (193) There is no one but longs to go to college.  
人们都希望上大学。
- (194) Since the examination is around the corner, I am forced to give up doing sports.  
既然考试迫在眉睫，我不得不放弃做运动。
- (195) It is conceivable that knowledge plays an important role in our life.  
可想而知，知识在我们的一生中扮演着一个重要的角色。
- (196) Summer is sultry. That's the reason why I don't like it.  
夏天很闷热，这就是我不喜欢夏天的原因。
- (197) The progress of the society is based on harmony.  
社会的进步是以和谐为基础的。
- (198) We should bring home to people the value of working hard.  
我们应该让人们知道努力的价值。
- (199) Taking exercises is closely related to health.  
运动与健康息息相关。
- (200) We should get into the habit of keeping early hours.  
我们应该养成早睡早起的习惯。
- (201) The condition of our traffic leaves much to be desired.  
我们的交通状况很不尽如人意。
- (202) Smoking has a great influence on our health.  
抽烟对我们的健康有很大的影响。
- (203) Reading does good to our mind.  
读书对心灵有益。
- (204) Overwork does harm to health.  
过度工作对健康有害。
- (205) Pollution poses a great threat to our existence.  
污染对我们的生存造成了巨大的威胁。
- (206) We should do our best to achieve our goal in life.  
我们应尽全力去实现我们的人生目标。
- (207) Whether a large family is a good thing or not is a very popular topic, which is

often talked about not only by city residents but by farmers as well.

家庭人口多好还是家庭人口少好是一个很常见的主题，不仅是城里人，而且农民也经常讨论这个问题。

- (208) As is known to all, fake and inferior commodities harm the interests of consumers.

众所周知，假冒伪劣商品损害了消费者的利益。

- (209) Today an increasing number of people have realized that legal education is of great importance. In order to keep public order, every one of us is supposed to get legal education.

现在，越来越多的人认识到了法律教育的重要性。为了维护公共秩序，我们每个人都应该接受法律教育。

- (210) From what I have mentioned above, we can see clearly that violence on TV has great influence on youngsters' behavior.

从上面我所提到的，我们可以清楚地看到，电视暴力对青少年的影响是极其深远的。

- (211) There are three reasons for the improvement in people's living conditions. In the first place, we have been carrying out the reform and opening-up policy. Secondly, there has been a rapid expansion of our national economy. Furthermore, the birth rate has been put under control.

人民生活状况的改善原因有三点。首先，我们一直在贯彻执行改革开放政策；其次，国民经济正在迅速发展；再次，出生率也已经得到控制。

- (212) My suggestions to deal with the problem are as follows. To begin with, it is urgent to create nature reserves. Secondly, certain rare wild animals that are going to be extinct should be collected, artificially fed and reproduced. Finally, those who hunter them must be punished severely.

我对解决这个问题的建议如下：首先，迫在眉睫的是建立自然保护区；其次，有些濒临灭绝的珍稀野生动物应该收捕、人工喂养并繁殖；最后，对于捕猎珍稀野生动物的人必须严惩。

- (213) People differ in their attitudes towards failure. Faced with it, some of them can stand up to it, draw useful lessons from it and try hard to fulfill what they are determined to do. Others, however, lose heart and give in.

人们对失败持有不同的态度。面对失败，有人能够经得起考验，从失败中汲取教训，并努力去完成他们下定决心要做的事情。然而，另一些人却丧失信心并退却了。

- (214) It is desirable to build more hospitals, shopping centers, recreation centers, cinemas and other public facilities to meet the growing needs of people.



人们希望建立更多的医院、购物中心、娱乐中心、电影院和其他公共设施来满足其日益增长的需求。

- (215) As a popular saying goes, "Everything has two sides." Now the public are benefiting more and more from scientific and technological inventions. On the other hand, the progress of science and technology is bringing us a lot of trouble. People in many countries are suffering from public hazards.

常言道：“事情总是一分为二的。”如今，公众从科技发明中得到了越来越多的好处。另一方面，科技进步也给我们带来了许多麻烦。现在许多国家的人们饱受公害之苦。

- (216) Let's take cars for example. They not only pollute the air in cities, but make them crowded. Furthermore, they are responsible for a lot of traffic accidents. The noise made by cars disturbs the residents living on both sides of streets all day and night.

以汽车为例。汽车不仅污染城市空气，而且使城市拥挤不堪。此外，汽车造成许多交通事故。汽车所产生的噪音使居住在街道两旁的居民日夜不得安宁。

- (217) It is generally believed that the chief reason for the increase in population in developed countries is not so much the rise in birth rates as the decline in death rates as a result of the improvement in medical care.

普遍认为，发达国家人口增长的主要原因与其说是出生率的上升，还不如说是由于医疗保健的改善使死亡率下降了。

- (218) There is no doubt that the increase in demand caused the rise in prices.

毫无疑问，需求的增长导致了价格的上涨。

- (219) Additional social stresses may also occur because of the population explosion or problems arising from mass migration movements, which is made relatively easy nowadays by modern means of transport.

由于人口的猛增或大量人口流动(现代交通工具使这种流动相对容易)引发的种种问题也会对社会造成新的压力。

- (220) With the open-up and reform policy being carried out, thousands upon thousands of foreign visitors are crowding into our country. They are eager to see this old mysterious land with a splendid culture of more than 5,000 years.

随着改革开放政策的贯彻执行，成千上万的外国游人涌入中国。他们渴望参观这个有着五千多年灿烂文化的神秘古国。

- (221) Tourism brings China a lot of benefits. First, it enables the Chinese people to know more about the outside world and promotes friendship and understanding. Second, it is financially beneficial to China, which needs more

foreign currencies for its modernization program.

旅游业给中国带来了许多好处。首先，它使中国人了解外界，并有助于促进友谊和理解。其次，在经济上也有利于中国，因为中国现代化建设需要大量的外汇。

(222) Tourism, however, gives rise to a number of problems. For instance, it becomes a burden to inefficient transportation system.

旅游业也引起了许多问题。例如，它增加了本来效率就不高的运输系统的负担。

(223) Besides, the living standard of average Chinese is still not high enough to be able to afford the many different sorts of expenses during long distance travels. 此外，中国人民的生活水平还没有高到足以使普通中国人有钱支付长途旅行的各种开支。

(224) As for me, I believe that with the development of our national economy, all these problems will certainly be solved step by step.

至于我，我相信，随着我国经济的发展，这些问题必将逐步解决。

(225) A much better and brighter future is waiting for us.

一个更加美好、光明的未来在等待着我们。

(226) When an opportunity comes, it brings a promise but never realizes it on its own.

每当机遇降临，伴之而来的是成功的希望，但是机遇不会自行实现成功。

(227) If you want to achieve something or intend to fulfill one of your ambitions, you must work hard, make efforts and get prepared. Otherwise, you will take no advantage of opportunities when they come to visit you.

如果你想取得成就或实现你的雄心壮志，你就必须努力工作，艰苦奋斗，做好准备。否则，即便机遇来临你也无法利用。

(228) The difference between a man who succeeds and one who does not lies only in the way each treats opportunities. The successful person always makes adequate preparations to meet opportunities as they duly arrive. The unsuccessful person, on the other hand, works little and just waits to see opportunities pass by.

成功者与失败者的区别在于处理机遇的态度。成功者做好充分准备迎接机遇的适时来临；而失败者工作懒散，眼看机遇悄然而过。

(229) In my opinion, there are plenty of opportunities for everyone in our society, but only those who are adequately prepared and highly qualified can make use of them.

我的观点是：在我们的社会里，人人都有许多机会，但是只有那些做



好充分准备并且高素质的人才能利用好这些机会。

(230) Anthropologists have discovered that fear, happiness, sadness, and surprise are universally reflected in facial expressions.

人类学家已经发现, 恐惧、快乐、悲伤和惊奇是全人类共有的面部表情。

(231) The greater the population there is in a locality, the greater the need there is for water, transportation, and disposal of refuse.

一个地方的人口越多, 对水、交通和垃圾处理的需求就会越大。

(232) Long before children are able to speak or understand a language, they communicate through facial expressions and by making noises.

儿童在能说或能听懂语言之前很久就会通过面部表情和靠发出噪声来与人交流了。

(233) Children with parents, whose guidance is firm, consistent, and rational are inclined to possess high levels of self-confidence.

如果父母们的教导坚定、理性、始终如一, 那么孩子们就有可能充满自信。



### 起到“画龙点睛”作用的名言和谚语

(1) A fool may give a wise man counsel.

愚者千虑, 必有一得。

(2) He who laughs last laughs best.

笑到最后笑得最好。

(3) He who risks nothing gains nothing.

不入虎穴, 焉得虎子。

(4) He who makes no mistakes makes nothing.

不出差错难成功。

(5) He who would climb the ladder must begin at the bottom.

千里之行, 始于足下。

(6) Fire and water have no mercy.

水火无情。

(7) He who does not rise with the sun does not enjoy the day.

不能与旭日同时起床的人也不能享受美好的白天。

(8) He who gains time gains everything.

赢得时间, 赢得一切。

(9) He is truly happy who makes others happy.

为他人谋幸福者最幸福。

(10) Health is better than wealth.

健康胜于财富。

(11) His money burns a hole in his pocket.

钱烧口袋漏，一有就不留。

(12) Honesty is the best policy.

坦诚是最明智的策略。

(13) Hope for the best, but prepare for the worst.

做最好的设想，做最坏的准备。

(14) A friend in need is a friend indeed.

患难之交见真情。

(15) Who is wise? He that learns from everyone. Who is powerful? He that governs his passion. Who is rich? He that is content.

什么人睿智？能向每个人学习的人。什么人强大？能控制自己感情的人。

什么人富有？能知足者。

(16) Working without a plan is sailing without a compass.

工作没有计划，犹如航行没有罗盘。

(17) When an opportunity is neglected, it never comes back to you.

良机丧失难再来。

(18) When wine goes in, the secret comes out.

酒后吐真言。

(19) Character is what you are; reputation is what people think you are.

品格是你自己的写照，名声是别人对你的看法。

(20) Charms strike the sight, but merit wins the soul.

美色中看，美德感人。

(21) Self-confidence is the first step on the road to success.

自信是成功之路的第一步。

(22) Forgive others but not yourself.

宽以待人，严以律己。

(23) Content makes poor men rich; discontent makes rich men poor.

知足使穷人变富，不知足使富人变穷。

(24) Custom is a second nature.

习惯为第二天性。

(25) Diligence is the mother of good luck.

勤奋为幸运之母。

(26) Two heads are better than one.

两人智慧胜一人。（人多力量大。）

(27) You can't catch the wind in a net.





- 竹篮打水一场空。
- (28) You cannot make a horn of a pig's tail.  
猪尾巴制不成号角。(朽木不可雕也。)
- (29) You may take a horse to the water, but you can't make him drink.  
你可牵马到水边, 马不饮水无办法。
- (30) You'll never move others, heart to heart, unless your speech comes from your heart.  
发自内心的话语, 触动别人的心弦。
- (31) A man is not old as long as he is seeking something. A man is not old until regrets take the place of dreams.  
只要一个人还有所追求, 他就没有老。直到后悔取代了梦想, 一个人才算老。
- (32) Don't part with your illusions. When they are gone you may still exist, but you have ceased to live.  
不要放弃你的幻想。幻想没有了以后, 你还可以生存, 但是你虽生犹死。
- (33) Have an aim in life, or your energies will all be wasted.  
人生应该树立目标, 否则你的精力会白白浪费。
- (34) A miss is as good as a mile.  
失之毫厘, 谬以千里。
- (35) A merry face is the sign of a happy heart, but sad eyes are sign of worry.  
满面春风内心欢乐; 眼带忧伤心存忧患。
- (36) A new broom sweeps clean.  
新扫帚扫得干净。(新官上任三把火。)
- (37) A penny saved is a penny gained.  
积一分, 多一文。
- (38) A rolling stone gathers no moss.  
滚石不生苔。(转业不聚财。)
- (39) He who pleased everybody died before he was born.  
众口难调。
- (40) A single flower does not make a spring.  
一花独放不是春。
- (41) A stitch in time saves nine.  
一针不缝, 九针难补。(小洞不补, 大洞吃苦。)
- (42) A tree that has beautiful flowers never bears good fruit.  
树开艳花无佳果。
- (43) A true friend is the best possession.

真诚的朋友是最宝贵的财富。

(44) A watched pot never boils.

等水水难开。

(45) A willing mind makes a hard journey easy.

只要兴致好，跋涉不疲劳。

(46) After a rainy winter follows a fruitful spring.

今冬雨水足，来春果满枝。

(47) All men must die.

人生自古谁无死。

(48) All is not gold that glitters.

闪光的不全是金子。

(49) All is well that ends well.

结局好，样样好。

(50) All men are equal; it is not birth but virtue alone that makes the difference.

所有的人都是平等的；造就差别的不是出身，而是美德。

(51) All roads lead to Rome.

条条道路通罗马。（殊途同归。）

(52) All rivers run into the sea.

百川归海。

(53) All work and no play makes Jack a dull boy.

只用功，不玩耍，聪明的孩子会变傻。

(54) An optimist sees an opportunity in every calamity; a pessimist sees a calamity in every opportunity.

乐观者灾难中看到良机，悲观者从良机中看到灾难。

(55) An empty bag cannot stand upright.

空袋难以直立。

(56) An apple a day keeps the doctor away.

一天一苹果，医生远离我。

(57) An ounce of prevention is worth a pound of cure.

防病为主，治疗为辅。

(58) As a man sows, so he shall reap.

种瓜得瓜，种豆得豆。

(59) Bad company may corrupt a good boy.

近墨者黑。

(60) Barking dogs seldom bite.

吠犬不咬人。（雷声大，雨点小。）



- (61) **Beauty is but skin deep.**  
美貌不过一层皮。
- (62) **Bad news has wings.**  
好事不出门，坏事传千里。
- (63) **Being ignorant is not so much a shame as being unwilling to learn.**  
无知并不可耻，可耻的是不肯学习。
- (64) **Better ask twice than lose your way once.**  
多询问，少迷路。
- (65) **Better be the head of an ass than the tail of a horse.**  
驴头也比马尾强。（宁做鸡头，不为牛尾。）
- (66) **Better late than never.**  
迟做总比不做好。
- (67) **Look before you leap.**  
三思而后行。
- (68) **A bird in the hand is worth two in the bush.**  
一鸟在手，胜过二鸟在林。
- (69) **A brother may not be a friend, but a friend will always be a brother.**  
兄弟可能不是朋友，但朋友总是兄弟。
- (70) **A fall into the pit, a gain in your wit.**  
吃一堑，长一智。
- (71) **A good beginning is half the battle.**  
好的开端等于成功的一半。
- (72) **A good book is a best friend who never turns his back upon us.**  
好书如良友，永远不相负。
- (73) **A little pot is soon hot.**  
壶小水易开，量小易动怒。
- (74) **A little leak will sink a great ship.**  
大船沉于小洞。
- (75) **A little learning is a dangerous thing.**  
一知半解，害人不浅。
- (76) **Let's cross the bridge when we come to it.**  
既来之，则安之。
- (77) **A giant in words, a dwarf in deeds.**  
语言的巨人，行动的矮子。
- (78) **Blood is thicker than water.**  
血浓于水。

- (79) Birds of a feather flock together.  
物以类聚，人以群分。
- (80) Brevity is the soul of wit.  
简洁是智慧的灵魂。
- (81) By reading we enrich the mind; by conversation we polish it.  
读书使人充实，讨论使人机智。
- (82) Where there is a will, there is a way.  
有志者事竟成。
- (83) Don't count chickens before they're hatched.  
休打如意算盘。（不要乐观得太早。）
- (84) Don't put all your eggs in one basket.  
切勿孤注一掷。
- (85) Don't put off till tomorrow what should be done today.  
今日事，今日毕。
- (86) Drop by drop the oceans are filled; stone by stone the walls are built.  
积水成渊，积土成山。
- (87) Early to bed and early to rise makes a man healthy, wealthy and wise.  
早睡早起使人健康、富足、明智。
- (88) East or west, home is best.  
在家千般好。
- (89) One cannot put back the clock.  
时间不能倒流。
- (90) Eat to live, and not live to eat.  
吃饭为了活着，而活着绝非为了吃饭。
- (91) Education is not the filling of a pail, but the lighting of a fire.  
教育不是注满一桶水，而是点燃一把火。
- (92) Everybody's business is nobody's business.  
众人事，无人管。
- (93) Facts speak louder than words.  
事实胜于雄辩。
- (94) Failure is the mother of success.  
失败是成功之母。
- (95) Frugality is the mother of virtue.  
节俭是美德之母。
- (96) Genius is nothing but labor and diligence.  
天才来自勤奋。



- (97) Genius is one percent inspiration and ninety-nine percent perspiration.  
天才是一分灵感加九十九分汗水。
- (98) Give a dog a bad name and hang him.  
谗言可畏。
- (99) God's mill grinds slow but sure.  
天网恢恢，疏而不漏。
- (100) Gold will not buy everything.  
金钱并非万能。
- (101) Good health is above wealth.  
健康高于财富。（健康金不换。）
- (102) Good health is the best wealth.  
健康乃至宝。
- (103) It's no good crying over spilt milk.  
覆水难收。
- (104) It never rains but it pours.  
不雨则已，一雨倾盆。
- (105) It is good to make hay while the sun shines.  
晒草趁天晴。（机不可失，失不再来。）
- (106) Great men are too often unknown, or what is worse, misunderstood.  
伟人常常不为他人所理解，更糟糕的是，被人误解。
- (107) Happiness, I have discovered, is nearly always a reward from hard work.  
我发现，幸福几乎总是辛勤工作的回报。
- (108) Happiness lies, first of all, in health.  
幸福首先在于健康。
- (109) Haste makes waste.  
草率行事浪费多。
- (110) He who does not advance falls behind.  
不进则退。
- (111) I might say that success is won by three things: first, effort; second, more effort; third, still more effort.  
要想取得成功唯有三点：努力、努力、再努力。
- (112) Ideals are like the stars: we never reach them, but like mariners, we chart our course by them.  
理想好像天上的星星，虽不能摘到，但我们犹如水手，可借它来指引航向。
- (113) If you do what you should not, you must hear what you would not.

若做了不应做的事，则必然会听见不愿意听的话。

- (114) Every dog has his day.  
狗也有好时候。(人人皆有得意时。)
- (115) Reading is to the mind what exercise is to the body.  
读书益智，运动益体。
- (116) Respect yourself, or no one else will respect you.  
只有自重的人才能得到别人的尊重。
- (117) Riches serve a wise man but command a fool.  
财富为智者所用；傻子听从财富驱使。
- (118) Silent men, like still water, are deep and dangerous.  
沉默的人如同静水，既深又危险。
- (119) Slow and steady wins the race.  
不懈的努力是成功的关键。
- (120) Every man is the master of his own fortune.  
每个人都是他自己命运的主人。
- (121) Every man has his weak side.  
弱点人人有，完人世间无。
- (122) Eye for eye, tooth for tooth.  
以眼还眼，以牙还牙。
- (123) If you run after two hares, you will catch neither.  
一人追两兔，难免两手空。
- (124) If winter comes, can spring be far behind?  
冬天到了，春天还会远吗？
- (125) Ignorance of the law excuses no man.  
不懂法律不能成为任何人违法的借口。
- (126) In water you may see your own face; in wine, the heart of another.  
水照自家面，酒映他人心。
- (127) It is never too late to learn.  
活到老，学到老。
- (128) It is too late to grieve when the chance is past.  
机会丧失悔已迟。
- (129) It is the last straw that breaks the camel's back.  
最后一根稻草压死骆驼。
- (130) Knowledge is power.  
知识就是力量。
- (131) Knowledge is a treasure, but practice is the key to it.



知识是宝库，实践是钥匙。

(132) Knowledge without practice makes but half an artist.

只有知识而无实践，只能造就半瓢水的艺术家。

(133) Love me, love my dog.

爱屋及乌。

(134) The best preparation for good work tomorrow is to do good work today.

为明天的工作做的最好准备是把今天的工作做好。

(135) The dictionary is the only place where success comes before work.

只有在词典里，成功才出现在工作之前。

(136) The more we study, the more we discover our ignorance.

学后知不足。

(137) The more a man knows, the more he is inclined to be modest.

懂得越多，就会越谦虚。

(138) More haste, less speed.

欲速则不达。

(139) The frog in the well knows nothing of the great ocean.

井蛙不知沧海。

(140) The most important thing in life is to have a great aim, and the determination to attain it.

人生最重要的事是有一个伟大的目标，然后下定决心去实现它。

(141) The measure of a man's real character is what he would do if he knew he would never be found out.

衡量一个人真正的品行，要看他在知道永远也不会被人发现的情况下做些什么。

(142) Many hands make quick work.

人多好办事。（众人拾柴火焰高。）

(143) Misfortunes never come alone.

祸不单行。

(144) Modesty is not only an ornament, but also a guard to virtue.

谦虚不仅可增添光彩，也可以维护美德。

(145) Money is the root of all evils.

金钱乃万恶之源。

(146) Music washes away from the soul the dust of everyday life.

音乐可洗去日常生活中灵魂所沾染的污垢。

(147) Never trouble trouble until trouble troubles you.

麻烦未来临，不可找麻烦。

- (148) No gains without pains.  
不劳则无获。
- (149) No man is rich enough to buy back his past.  
再富有的人也买不回自己的过去。
- (150) No smoke without fire. No fire without smoke. / Where there is smoke, there is a fire.  
无火不冒烟，无风不起浪。
- (151) No news is good news.  
无消息就是好消息。
- (152) Nothing is difficult to the man who will try. / Nothing is impossible to a willing heart.  
世上无难事，只怕有心人。
- (153) Nothing is really beautiful but truth.  
只有真理才是真美。
- (154) One man's fault is another man's lesson.  
此过彼训。
- (155) Laziness travels so slowly that poverty soon overtakes him.  
懒惰走得太慢，很快就被贫穷追上。
- (156) Let early education be a sort of amusement; you will then be better able to find out the natural talent.  
让早期教育成为一种娱乐，这样更容易发现一个人的天赋。
- (157) Like father, like son.  
有其父必有其子。
- (158) Lost time is never found again.  
时光一去不复返。
- (159) One rotten apple spoils the whole barrel.  
一只烂苹果，糟蹋一整箩。（一粒老鼠屎坏了一锅粥。）
- (160) One swallow does not make a summer.  
一燕难成夏。
- (161) One today is worth two tomorrows.  
一个今天顶两个明天。
- (162) One wrong thought may cause a lifelong regret.  
一念之差，终身悔恨。（一失足成千古恨。）
- (163) Our greatest glory consists not in never falling, but in rising every time we fall.  
我们最大的光荣并不在于不跌倒，而在于每次跌倒后能都站起来。
- (164) Out of sight, out of mind.





- 眼不见心不烦。（离久情疏。）
- (165) Pardoning the bad is injuring the good.  
对恶者的宽容，即是对善者的伤害。
- (166) People who cannot find time for recreation are obliged sooner or later to find time for illness.  
腾不出时间娱乐的人，早晚会被迫腾出时间来生病。
- (167) Perseverance is the only road to success.  
坚韧不拔是成功的必由之路。
- (168) Prevention is better than cure.  
防病胜于治病。
- (169) Small streams make great rivers.  
细流汇成江河。
- (170) Snowy winter harbingers a plentiful harvest.  
瑞雪兆丰年。
- (171) Sour grapes can never make sweet wine.  
酸葡萄酿不出甜酒。
- (172) Spare the rod and spoil the child.  
闲了棍棒，毁了儿郎。（玉不琢，不成器。）
- (173) Still waters run deep.  
静水流深。
- (174) Strike while the iron is hot.  
趁热打铁。
- (175) Success grows out of struggles to overcome difficulties.  
成功来自克服困难的斗争。
- (176) Swallows and sparrows cannot understand the ambition of a swan.  
燕雀安知鸿鹄之志。
- (177) Tall trees catch much wind.  
树大招风。
- (178) The man, who is not influenced by money, is admired above all men.  
不为金钱左右的人最受崇敬。
- (179) The cat in gloves catches no mice.  
戴着手套的猫无法捉到老鼠。
- (180) The only certainty is that nothing is certain.  
唯一可以肯定的是：凡事都难以肯定。
- (181) The proof of the pudding is in the eating.  
布丁好坏，一尝便知。

- (182) The remembrance of the past is the teacher of the future.  
前事不忘，后事之师。
- (183) The surest way to be happy is to be busy.  
繁忙是通往幸福的必由之路。
- (184) A lost thing may be found again, but lost time can never be regained.  
时间一去不复返。
- (185) There is but one step from the sublime to the ridiculous.  
真理只要跨越一步就变成谬误。
- (186) They who lay traps for others are often caught by their own.  
给别人设圈套的人常常会落入自己的圈套。
- (187) Three removes are as bad as a fire.  
三次搬家，如遭火烧。
- (188) Time flies as swiftly as an arrow, and the seasons pass as quickly as a stream.  
光明如箭飞，四季如流水。
- (189) To read a book for the first time is to make a new friend; to read it a second time is to meet an old one.  
初读如结交新友，再读如老友重逢。
- (190) To be prepared for war is one of the most effective means of preserving peace.  
做好战争的准备是保持和平最有效的办法。
- (191) To save time is to lengthen life.  
惜时即延寿。
- (192) Tomorrow is another day.  
明天会更好。
- (193) Little strokes fell great oaks.  
滴水穿石。
- (194) United we stand, divided we fall.  
团结可制胜，分裂必败。
- (195) Virtue is to the soul what health is to the body.  
美德对于心灵，犹如健康对于身体。
- (196) Virtue is the only ground for friendship to be built upon.  
美德是建立友谊唯一的基础。
- (197) We must know something of everything and everything of something.  
样样都要懂，专业要精通。
- (198) We receive three educations, one from our parents, one from our teachers, and one from the world.  
我们接受三种教育：一种来自父母，一种来自教师，另一种来自社会。



- (199) Weak men wait for opportunity, but the strong men make it.  
弱者等待机遇，强者创造机遇。
- (200) Well done is better than well said.  
说得好不如做得好。
- (201) Well begun is half done.  
好的开端等于成功了一半。
- (202) Practice makes perfect.  
熟能生巧。
- (203) What can't be cured must be endured.  
逆来顺受。
- (204) Time is a bird forever on the wing.  
时间是一只永远飞翔的鸟。
- (205) If you don't learn to think when you are young, you may never learn.  
如果你年轻时就没有学会思考，那么就永远学不会思考。
- (206) Natural abilities are like natural plants that need pruning by study.  
天生的才干如同自然界中的植物一样，需要靠学习来修剪。
- (207) It is not shame for a man to learn what he knows not, whatever his age.  
一个人不论年龄多大，都要学习自己不懂的东西。这不是羞耻。
- (208) What is learned in the cradle is carried to the grave.  
年少时学的东西，到老也不会忘记。
- (209) What's done cannot be undone.  
木已成舟。
- (210) Whatever you do, do with all your might.  
不管干什么事，都要尽力。
- (211) There is no royal road to learning.  
学无坦途。
- (212) It is no use doing what you like; you have got to like what you do.  
不能爱哪行才干哪行，要干哪行爱哪行。
- (213) My philosophy of life is work.  
我的人生哲学就是工作。
- (214) Ideal is the beacon. Without ideal, there is no secure direction; without direction, there is no life.  
理想是指路明灯。没有理想，就没有坚定的方向；没有方向，就没有生活。
- (215) The only limit to our realization of tomorrow will be our doubts of today.  
实现明天理想的唯一障碍是今天的疑虑。
- (216) What makes life dreary is the want of motive.

没有了目的，生活便郁闷无光。

(217) All that you do, do with your might; things done by halves are never done right.

做一切事情都应尽力而为，半途而废永远不行。

(218) Genius only means hard-working all one's life.

天才意味着终身不懈的努力。

(219) Great works are performed not by strength, but by perseverance.

完成伟大的事业不在于体力，而在于坚韧不拔的毅力。

(220) I have nothing to offer but blood, toil, tears and sweats.

我所能奉献的没有其他，只有热血、辛劳、眼泪与汗水。

(221) If you have great talents, industry will improve them; if you have but moderate abilities, industry will supply their deficiency.

如果你很有天赋，勤勉就会使其更加完善；如果你能力一般，勤勉就会补足其缺陷。

(222) Man errs so long as he strives.

人只要奋斗就会犯错误。

(223) Patience is bitter, but its fruit is sweet.

忍耐是痛苦的，但它的果实是甜蜜的。

(224) Progress is the activity of today and the assurance of tomorrow.

进步是今天的活动、明天的保证。

(225) The man who has made up his mind to win will never say “impossible”.

凡是决心取得胜利的人是从来不说“不可能”的。

(226) Achievement provides the only real pleasure in life.

有所成就是人生唯一的真正乐趣。

(227) If you wish to succeed, you should regard persistence as your good friend, experience as your reference, prudence as your brother and hope as your sentry.

如果你希望成功，当以恒心为良友、以经验为参谋、以谨慎为兄弟、以希望为哨兵。

(228) Victory won't come to me unless I go to it.

胜利是不会向我走来的，我必须自己走向胜利。

(229) You have to believe in yourself. That's the secret of success.

人必须相信自己，这是成功的秘诀。

(230) A light heart lives long.

豁达者长寿。



- (231) The first wealth is health.  
健康是人生第一财富。
- (232) Happiness lies, first of all, in health.  
幸福首先在于健康。
- (233) Health is certainly more valuable than money; because it is by health that money is procured.  
健康当然比金钱更为重要，因为我们赖以获得金钱的就是健康。
- (234) Economy is in itself a source of great revenue.  
节约本身就是最大的收入。
- (235) Money is not the root of all evils. What is the root of all evils is the lust for money.  
金钱并非万恶之源。对金钱的贪图才是一切邪恶的根源。
- (236) The only thing wealth does for some people is to make them worry about losing them.  
财富对有些人只做了一件事：使他们担心会失去财富。
- (237) Wealth may be an excellent thing, for it means power, leisure, and liberty.  
财富也许是好东西，因为它意味着权力、安逸和自由。
- (238) Happiness lies not in the mere possession of money; it lies in the joy of achievement, in the thrill of creative effort.  
幸福不在于拥有金钱，而在于获得成就时的喜悦以及产生创造力的激情。
- (239) Happiness is a butterfly, which, when pursued, is always just beyond your grasp, but which, if you will sit down quietly, may alight upon you.  
幸福是一只蝴蝶，你要追逐它的时候，总是追不到；但是如果你悄悄地坐下来，它也许会飞落到你身上。
- (240) If you want to understand today, you have to search yesterday.  
想要懂得今天，就必须研究昨天。
- (241) The golden age is before us, not behind us.  
黄金时代在我们面前，而不在我们背后。
- (242) Time is money.  
时间就是金钱。
- (243) If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest.  
倾己所有追求知识，没有人能夺走它；向知识投资，收益最佳。
- (244) Genius without education is like silver in the mine.  
未受教育的天才，犹如矿中之银。

- (245) Education is the chief defense of nations.  
教育是國家的主要防禦力量。
- (246) Friendship is both a source of pleasure and a component of good health.  
友誼既是快樂之源泉，又是健康之要素。
- (247) A man should keep his friendship in constant repair.  
只有經常“澆灌”，方能保持友誼天長地久。
- (248) An hour in the morning is worth two in the evening.  
一日之計在於晨。
- (249) Don't make much ado about nothing.  
不要無事生非。
- (250) To choose time is to save time.  
合理安排時間就是節約時間。
- (251) Every little makes a mickle.  
積沙成塔。
- (252) Content is better than rich.  
知足常樂。
- (253) Each day brings its own bread.  
天無絕人之路。



# 第三章

英语写作历年真题统计数据揭秘——了解命题方式，写作“有的放矢”







## 让真题统计数据告诉你英语写作的考核规律

**1. 考博英语写作的评分标准**

考博英语写作部分测试考生用英语表达思想的能力。要求考生的作文切题，能正确表达思想，意义连贯，无重大语言错误。以满分 15 分为例，评分标准为：

(1) 词数不够，表达内容不够清楚，有较多的语言错误，但基本表达题意，勉强易懂。(2~5 分)

(2) 词数达到要求，表达比较清楚，有语言错误及句型错误。(7~9 分)

(3) 完整表达题意，条理清楚，只有少量的语言错误。(10~12 分)

(4) 表达内容清晰，文字连贯，切题，句型有变化，仅有个别语言上的小错。(13~15 分)

**2. 考博英语写作真题统计数据**

博士生英语入学考试写作所占分值比较

| 院 校    | 写作所占分值 |
|--------|--------|
| 北京大学   | 15     |
| 中国科技大学 | 15~20  |
| 清华大学   | 15~20  |
| 复旦大学   | 15     |
| 中国科学院  | 20     |
| 电子科技大学 | 15     |
| 中国人民大学 | 30     |
| 北京师范大学 | 20     |
| 北京理工大学 | 20     |



## 命题方式 + 实例分析，将英语短文写作五种题型尽收囊中

**1. 考博英语短文写作题型之一——提纲式作文**

提纲题型的写作要点如下：

(1) 认真研究所给提纲

考生要注意领会提纲的含义，不要遗漏提纲要点或错误理解提纲的意思。

(2) 确定各段的主题句

考生应根据所给提纲写出各段的主题句。合格的主题句应具备以下四个要点：

1) 内容具体

主题句的内容要明确具体，否则不利于段落的扩展。

2) 用词贴切

主题句一定要用词准确，简明达意，使段落的拓展有一个良好的基础。

3) 意义完整

主题句结构要完整，即结构符合语法规则；意义要完整，即主题句是一个符合逻辑的完整命题。

4) 表意清晰

主题句要清晰明确，不使用意思含糊的词或句子。

(3) 逐步展开段落

段落写作应围绕自己列好的主题句进行，在写作过程中可稍加调整。

(4) 检查与修改

检查考题所给提纲是否准确且完整地表达于文章之中。如有偏差，应做相应的修改。

(5) 实例分析

Directions:

In this part you are required to write a composition entitled My View on Terrorist Activities in Some Countries in no less than 200 words. Your composition should be following outlines:

1. 恐怖活动日益猖獗的表现
2. 分析其猖獗的原因
3. 各国政府应采取的有效措施
4. 你对我国政府所采取措施的态度或看法

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● 参考范文 ●

### **My View on Terrorist Activities in Some Countries**

Currently the public focuses their eyes on an increasingly serious problem that is more and more rampant terrorists appearing in various parts of the world. The terrorists murder innocent people, rape women, set buildings on fire, blow up buildings and cars, hijack airplanes and so on. Especially the Sept. 11th attack that took place in the United States made the whole world panic.

As far as I'm concerned, the reasons that so many terrorist activities occurred frequently are as follows. First, a general reason is that these radical responses are aroused by social realities. All the terrorist activities that took place in the United States indicate that terrorists are discontent with the United States. Second, domestic causes involve typically the economic contradictions, religious contradictions, political contradictions,



social contradictions, etc.

If we want to live happily and peaceably, all the countries in the world should associate with one another to hold back these terrorist activities together, such as cooperating with each other, exchanging useful information and supervising terrorists and their activities.

Our government attaches high importance to the issue of terrorism and takes active steps against it. Apart from this, our government also helps other countries to combat it. This is undoubtedly good for Chinese people's safety and happiness. I'm completely in favor of our government's position on fighting terrorism.

**【分析】**题中所给的提纲不是完整的句子，但限定了文章的中心思想和内容，实际上，如果我们能按照所提供的內容给每段设计一个主题句，那么，这种作文形式和上面所说的主题句作文就没有什么不同了。

因为提纲作文只为考生提供一条思路，所以考生可以在提纲限定的范围内自由选取素材，在具体的写作过程中发挥独创性的阐述。

## 2. 考博英语短文写作题型之二——情景题型作文

情景题型写作没有具体题目，仅仅规定一定的情景，这是一种指导性较强的写作题型，考生千万不要脱离情景，而应严格依照题目所规定的情景构思短文。

情景式作文从命题上来说有以下几个特点：

- A. 作文的出题形式可以是英文，也可以是中文；
- B. 有的情景给出了时间、地点和人物，有的要求对某一现象发表看法，有的要求叙述或描写一个具体的事件；
- C. 情景式作文可以是议论文或说明文，也可以是记叙文。

情景题型写作应特别注意以下几点：

- ① 情景式写作要求考生在题目规定的情景内展开构思，组织内容。
- ② 仔细审题。考生应明确题目提供的情景，是论证还是说明，是叙事还是写景。
- ③ 确定段落与主题句。各段的主题句使文章有条有理，同时也使考生对自己所要表达的内容有更具体的把握。
- ④ 平稳地展开段落。主题句一经确定，考生便可以围绕主题句，展开段落，完成全文的写作。段落的展开应该建立在段落情景基础之上，每段的重点都应集中于描述情景规定的内容。
- ⑤ 考生的每一词每一句都应贴近情景，突出重点，前后连贯，表达清楚，符合逻辑。

⑥ 明确题型种类。情景写作可根据内容写成不同文体，如记叙文、说明文、书信、报告等，故考生应该注意灵活运用相应文体的写作方法与技巧。

⑦ 认真检查与修改。考生应该重点检查是否完全准确地包含了情景所要求的

各方面内容，是否有与情景相悖或不相关的内容。

#### 2. 实例分析

Directions:

Do you think that our life is being greatly changed by WeChat developed by China's Internet giant Tencent? Write an essay of around 200 words on this topic. Your essay should be written on ANSWER SHEET 2.

情景说明:

你认为我们的生活因为中国互联网巨头腾讯公司开发的微信而发生了巨大的变化吗？关于这个话题，请写一篇约 200 词的文章。

### 参考范文

#### Does WeChat Greatly Change Our Life?

As a free instant messaging tool, WeChat is warmly welcomed by more and more people. It seems that WeChat has become a necessity of our life, and has a profound effect on our life in many aspects. Because of it, we have welcomed a more convenient life in our times. In short, it can be said that WeChat has been greatly changing our life.

First, the way of communication has been changed. Before WeChat, we used to contact our friends by sending messages or making phone calls, both of which would cost us some money. However, we can freely send messages through WeChat, and we can also have a video phone whenever we are convenient. WeChat makes communication much easier and cheaper. Second, consumption patterns have been changed. A new marketing business mode called “the micro business” takes up our moments. There are different kinds of products and services sold on WeChat, where we can easily buy what we want. In addition, it is very convenient for us to submit payments online through network banks of WeChat.

In a word, WeChat has not only brought more convenience to our life, but also made a contribution to the economic development. It has penetrated into every aspect of our life. Therefore, as an instant messaging tool, WeChat is our optimal choice at present.

**【分析】**本文的题目 Does WeChat Greatly Change Our Life? (我们的生活因微信产生了巨大的变化吗?) 和所提供的情景均表明本文应该写成一篇议论文。

提出问题，分析问题，解决问题。首先，文章首段明确指出微信正在对我们的生活产生巨大影响。第二段用几个具体的实例证明了微信已经并正在改变我们的生活。文章最后对首段结论进行了进一步的总结。文章充分叙述和议论，并附以有力的例证，构成了一篇论点鲜明、证据确凿、说服力强的议论文。



### 3. 考博英语短文写作题型之三——段首句式作文

#### (1) 命题特点

段首句式作文也是常见的一种命题形式，其命题特点是，除提供作文题目与提纲外，还提供每一段的段首句。它要求考生不仅要根据所给题目，同时还要围绕各段段首句展开写作。段首句式作文实际上也是命题作文的一种。它一般由三个段落组成，而且每一个段落都是主题段结构。

#### (2) 写作技巧

1) 认真审题。这是写好段首句式作文的首要条件。审题时要把握所给作文题目与各段首句之间的关系，以确定整篇文章的中心思想。

2) 认真研究和分析各段首句中所包含的主要信息，抓住每个段首句中的关键词，对段落内容进行限定。

3) 紧扣段首句，按照段首句的思路展开段落。展开的内容要能够很好地说明和论证段首句，所有与段首句无关的内容不能包括进去。

4) 使用适当的过渡手段实现句子之间及段落之间的过渡。

#### (3) 实例分析

Directions:

Title: Importance of Education

Opening sentences for each paragraph:

(1) The prosperity of a nation depends on the development of education.

(2) Education is vital to the development of an individual as it is to that of a nation.

(3) Yet, some people are still ignorant of its importance.

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### ● 参考范文 ●

#### Importance of Education

The prosperity of a nation depends on the development of education. Throughout history, advance in science and technology was always based on educational development which brought up scientists and inventors. Without education, any country will remain poor and underdeveloped.

Education is vital to the development of an individual as it is to that of a nation. It is well known that of all the elements of success in our work and life, none is more important than education. It's not the genius but the education that makes the difference between success and failure. We also know that most of the great and famous men are well educated. A nation's future depends on how well the qualities of its people are.

Yet, some people are still ignorant of the importance of education. Some parents, especially those in the countryside, think that it is not necessary to send their children, especially their daughters, to school. Others are even so selfish as to have their children

work to earn money. Because of this situation, actions should be taken to make people realize the significance of education and to help those who cannot afford education so that there will be enough educated young people for the future of our country.

**【分析】**根据所给题目，我们首先确定短文的中心思想是教育的重要性。第一段段首句中的关键词是 prosperity of a nation，主要内容是“国家的未来依赖于教育的发展”，因此，第一段中讨论的重点是教育对国家的重要性。第二段段首句中的关键词是 development of an individual，主要内容是“教育对个人有着同样的重要性”，因此，第二段应围绕这一段落主题而展开。第三段段首句中的关键词是 some people, ignorant, importance，本段的主要内容是“有些人没有意识到教育的重要性”，因此，第三段应该围绕这一中心论点展开。

#### 4. 考博英语短文写作题型之四——看图题型作文

图画式作文通常是给出一幅或几幅漫画或图片，要求考生仔细分析图画的内容，并通过文字形式将图中所包含的思想内容准确地表达出来。一般来说，所给图画会反映一定的社会现象或社会现实。图画式作文的考试内容和信息是以图画的形式出现在考生面前的，这就要求考生在写作时要有敏锐的观察力，利用图画中的所有信息，揣摩、推测出题者的意图，确定图画所表达的中心思想。

图画式作文写作的关键是要清楚题意，即清楚所给图画想要传达的真正信息是什么，理解图画的表层含义及深层含义，然后将其清楚、正确地表达出来，其写作技巧如下：

##### (1) 认真审题

对于任何形式的作文来说，审题都是最为关键的一步。在审题时，考生要认真分析图画所反映的内容以及出题者的意图，分析图画的表层含义和深层含义，通过表层含义分析图画真正想要说明的问题是什么，从而挖掘出其深层含义以确定文章的中心思想。

##### (2) 确定写作重点

审题之后，根据分析的结果组织安排段落，确定每一个段落的主题和写作重点，然后根据题目要求进行选材，并对所选材料再进行筛选和分类。

##### (3) 确定写作模式

确定写作模式就是按照题目要求确定文章的整体结构。

##### (4) 实例分析

Directions:

A. Study the following cartoon carefully and write an essay in no less than 150 words.

B. Your essay must be written clearly on ANSWER SHEET 2.



如此承诺  
各行各业兴承诺  
欢迎监督不推托  
原本皆为分内事  
何须高唱“文明歌”



C. Your essay should meet the requirements below:

1. Write out the messages conveyed by the cartoon.
2. Give your comments.

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### 参考范文

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As is shown in the picture above, a hen is cracking to sell her eggs. Although there is nothing special about her eggs, she tries her best to convince the public that all her eggs are the best ones. But any one wise enough can see that she is more or less exaggerating the feature of her eggs.

Simple as the picture is, it tends to convey a more significant meaning that has to be taken serious. The hen naturally reminds me of a businessman who exaggerates the function of his products and contrives to impress innocent people to buy his goods. In fact, this practice drives the price of a product and makes consumers buy ordinary goods with more money. Should this situation continues, once a consumer realizes that he is misled to buy the most usual products, the image of an enterprise will be ruined as well. In the long run, the business will fall victim to his own shortsighted behavior.

Admittedly, it is essential that some measures should be taken. For one thing, departments concerned must tighten the rules and regulations to keep track of the behaviors of a business. For another thing, consumers are expected to weigh and consider the true quality of the goods. In spite of the appealing quality of commercials, consumers still decide whether to buy goods or not. Only in this way can civilians benefit greatly from market economy.

**【分析】**不要为图中“蛋清、蛋黄和蛋壳”这三个词语的英文表达犯愁，没有它们一样可以写出作文来。比如，可以写成类似何须高唱“文明歌”的句子 The hen is saying to the public that her eggs are the best ones。再说，题目只让指出象征意义，并没有要求描述图画。仔细思考可以发现，蛋清等其实是一只鸡蛋最基本的组成部分，母鸡却将其当成特色宣传，这本身就是一种误导行为。那么它的原因是什么呢？看来是受到了利益驱动，想给消费者留下深刻的印象，提高销售额。但是这样做的后果又是什么呢？首先，消费者受到了欺骗，因为厂家可以借口产品有特色而提高物价，消费者就不得不花更多的钱买其实很平常的产品。其次，如果消费者意识到自己上当受骗，企业也会失去诚信，形象遭到极大的损害。最后，可以用提出建议的写法，一方面呼吁政府严格市场管理，另一方面提醒消费者增强自身的保护意识，这种现象就会自生自灭。

### 5. 考博英语写作题型之五——图表题型作文

图表式作文的命题特点是给出一个或几个图表或表格，通过一组或几组数据



反映一种问题、现象或发展变化的趋势。图表式作文要求考生仔细分析图表中的各种数据，将图表反映出来的信息以文字形式准确地表达出来。

图表式作文同图画式作文一样，要求考生在所给时间内，对所给图表进行分析、归纳、总结，然后用简洁、生动、准确的语言将图表中所提供的信息完整地表达出来，并对图表中的信息给出自己的评论。

#### (1) 图表式作文的写作步骤

图表信息的几种常见形式有曲线图、柱状图、饼状图及统计表格。其写作步骤包括：

1) 信息不管是以何种方式出现，考生都应认真分析图表，要做到充分理解题意。花两三分钟研究图表，确定要解释和呈现何种信息。

2) 在一段，应对整个图表进行总的概述或解说，引言段的正题句说明该图描述什么或包含什么信息。考生应假设读者手中没有该图表，用自己的语言向阅卷人讲述你所看到的。

**注意：**考生经常会遇到考题中包含能很好解说图表的句子。在考试中要记住，不能完全照搬考题中的句子，不管它多么好用。应该对该部分进行改写，或增补内容，完全照搬考题内容有可能令你失去部分分数。

3) 由于图表包含丰富的信息和各种各样的数据，要清楚有效地把它们描述呈现出来不是件易事，尤其是数据以及发展趋势的变化。考生应该熟练掌握常用套句和短语。

4) 考生应重视时态及语态的使用。如果图表是说明目前情况的，则使用现在时或现在进行时，必要时使用被动语态。当图表传达的信息是过去某个特定时间的或在过去某段时间内变动着的，应采用过去时或过去进行时（有时也可以用一般现在时来描述过去发生的事件，但建议还是采用过去时）。过去一段完整时间里发生的动作最好采用一般过去时或过去进行时。有时候，图表信息时间跨度大，从过去一直延伸至将来。如果是这种情况，就需要运用表示将来的相应时态。

#### (2) 描述图表时应注意的问题

对图表进行描述，应注意以下几点：

1) 说明、描述图表时应注意动词时态，属于过去发生的应该用一般过去时，属于经常发生的应该用一般现在时。

2) 充分利用图表中所提供的文字或说明，它们往往为我们提供了切入点。

3) 要突出重点，抓住图表中的极端点，如最大或最小、最多或最少、最好或最差、基本相同之处等。

4) 总趋势的描述必须准确，要看出总的规律、趋势，抓住特征，归纳增减速度。

5) 图表往往提供大量数据，考生应该仔细观察分析，从中选择有效信息，图表上资料、数据的描述必须选择重点，不能事无巨细，一一列出。

6) 句子结构要力求有变化，不要总用一种句型。





7) 考生应该熟练掌握一些固定句式和表达方式。

8) 认真检查, 由于数据多, 注意别混淆, 以免闹出“张冠李戴”的笑话。

(3) 不同图表的写作特点

除了要掌握基本写作要领外, 还应根据不同图表的特点来进行写作。

1) 曲线图一般用来表示两个或两个以上变量之间关系的发展过程和趋势。曲线图有横轴和纵轴, 一般先看横轴和纵轴所代表的意思(数量、时间等), 然后找出曲线变化(最高值或最低值)及其反映的信息。

2) 饼状图比较形象、直观, 常用来表示总体与部分、部分与部分之间的比例关系, 一般以百分比的数字呈现出来。

3) 柱状图主要通过柱状的高度来表示同一项目在不同时间的量; 或是同一时间不同项目的量。阅读柱状图时, 要先看标题, 再看横坐标与纵坐标的刻度单位, 各代表什么量, 每一个刻度的值, 最后找出各个柱所表示的数据及关系, 注意图表旁的提示说明。

4) 表格提供大量数据, 应认真分析表格中各数据之间的内在联系, 发现各个项目的变化规律。此外, 应充分利用表格内外的文字说明。

(4) 实例分析

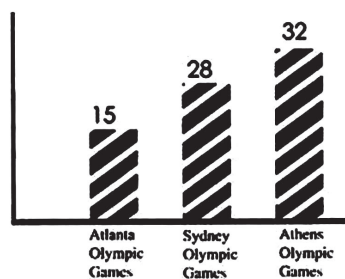
Directions:

A. Study the following graph carefully and write an essay in about 150 words.

B. Your essay should cover all the information provided and meet the requirements below:

- (1) interpret the following graph;
- (2) possible reasons for the phenomenon;
- (3) your comments.

A chart of gold medals snatched by P.R. China



## 范文

### China and Gold Medals at Olympics

As is vividly described in the chart above, the number of gold medals snatched by China has been climbing and rocketed to 32 at the 2004 Athens Olympic Games. This is a great achievement and new record in the history of Chinese sports.

The major reasons for the great achievement revealed in the chart above can be illustrated as follows. To begin with, the reform and open policy has contributed to the growth of Chinese sports. The practice of the reform and opening up policy since 1978 has greatly improved Chinese economy, which has laid a solid foundation for the development of sports in China. Thus, without this, the 32 gold medals would have been a pie in the sky. What's more, the international exchanges have brought about the growth of

Chinese sports. On one hand, we sent Yao Ming to play NBA and Liu Xiang to participate in all kinds of international sports events. On the other hand, we have invited foreign professionals to come to China and coach our national teams. Without international exchanges, the 32 gold medals would have been a pipe-dream.

The 2008 Beijing Olympics is approaching. We should spare no efforts in developing our sports so as to win more gold medals and honor for our motherland.

**【分析】**文中开始段从图中所示数据归纳出图表的意思。中间段分析中国在奥运会上实现金牌总数飞跃的主要原因：一是改革开放为体育事业的发展奠定了坚实的基础；二是国际交流的日益增强推动了体育事业的进步。结束段提出作者的建议和希望。



#### 命题方式 + 实例分析，将应用文写作五种题型尽收囊中

应用文写作考查考生是否掌握了各种应用文写作的基本要求、语言的正式性与非正式性的区别以及上下文的关联性等。在语法结构和词汇多样性方面的要求则根据具体试题做调整。应用文一般都是出于某一特定、具体的目的而写的，在正确表达自己的想法时，要遵循以下原则：（1）简洁：语句简洁，语言朴实，开门见山，尽快传达重要信息；（2）清楚：条理清楚，逻辑严密，意图明确，不含糊其辞；（3）正确：语法、句法和标点正确，事实、数字、日期等信息准确无误；（4）礼貌：应用文，尤其是书信，是社会交往的书面形式，必须尊重交际规则，尤其是礼貌的原则；（5）完整：全面表达自己的意思，尽可能完整地提供读者需要了解的所有情况。

#### 1. 考博英语应用文写作题型之一——书信

书信是日常生活中常用的文体，是传达信息、交流思想、联络感情、增进了解的重要工具。英文书信主要分为公务信函（Business Letters）和私人信函（Personal Letters）两种，其中公务信函还包括推荐信、申请信和请求信等。公务信函和私人信函的区别在于：前者要礼节周到，表达严谨，概念清晰，措辞准确，篇幅简练；而私人信函的语气可随便些，只要信件内容充实，表达条理清楚，给人以亲切感即可。

##### （1）英文信的组成部分

一封英文信可分为七个部分：信头（Heading）、信内地址（Inside Address）、称呼（Salutation）、正文（Body）、结尾客套语（Complimentary Closing）、签名（Signature）以及信封写法。

##### （2）英文书信各部分的功用及写法

###### 1) 信封的写法



信封的寄件人或单位名称和地址等一般放在信封的左上角，收件人的相关内容放在信封中央。具体书写应注意以下几点：

首先，单位的名称应该从小到大，成倒序书写。例如，部门的名称应该写在公司名称的前面，然后再依次写出公司所在的地方、区域和城市。

其次，应该写出邮政编码，以确保信件的有效投递。

最后，在信封的上方、下方、左方和右方各留下约 3 厘米的空隙。

## 2) 信内地址

正式公文信内的地址是收信人的姓名、职位和完整地址。名称也应该从小到大，成倒序书写，通常放在信纸的左上方。在个人信件中，通常省略信内地址。

## 3) 称呼 / 称谓

通常放在信内地址下方隔一行或两行，其左边与信内地址第一行对齐。称呼通常有以下几种写法：

① 私人信函中的称呼较为随便，通常以名 (first name) 相称，而正式信件中必须以姓 (surname) 相称，如 Dear Prof. / Mr. / Miss / Mrs. \_\_\_\_\_。若收信人为女性且不知其婚否，则称 Dear Ms. \_\_\_\_\_。

② 称呼后的标点符号一般用逗号，按美国人的习惯也可以使用冒号。

③ 不明确收信人性别时，可用 Dear Sir / Madam 或 Dear Gentleman / Lady。

④ 不明确收信人时，可用 To whom it may concern。

⑤ 称呼相同职业的收信人时，可用：Dear colleague。

## 4) 正文

正文是书信的重要组成部分，从称呼下方隔两行处开始写。和写文章一样，写信也需分段，各段均有中心思想。内容要表达清楚，语言简单明了，态度诚恳礼貌，给亲友的信更应注意亲切热情。书信的正文通常分为引言（起首）、发展和结尾三个部分。

### ① 引言

引言部分不宜过长或多于一段，一般以一两句话来表明主题为佳。引言范例如下：

I wish to apply for a place at your school in September, in order to study Business English for a period of six months.

I would be glad to see your apartments in New York which offer board and lodging to students at reasonable rates.

I have read the papers about admission to Chicago University, but I am still not sure of the educational requirements.

I would like to work in Britain as a translator for a year from September 2006.

写回信时，同样可以用一句话作为引言：

Thank you for your letter of July 5th, and now I understand the situation better.

Thank you for your inquiry about the vacant room in my flat.

Thank you for sending me the details of your school's advertised course in English for engineers.

Your letter which arrived this morning gave me great comfort.

In reply to your letter dated May 4th, I want to say...

Thank you very much for your letter of August 2nd and the gift you sent me on Christmas Eve.

What a treat to receive your kind letter of August 5th!

It is always a thrill to see your nice handwriting.

I am very obliged to you for your warm congratulations...

With great delight I learn from your letter of this Sunday that...

### ② 发展部分

书信的发展部分相当于一篇文章的中间部分，是信件的主体，可根据具体情况展开发挥，应写得详细充实。例如：

I have just received your letter telling me of your recent marriage. (引言) This happy event in your life prompts me to reply at once, and, in my own special way, to attempt to offer you my hearty congratulations and good wishes. (发展部分)

### ③ 结尾段

结尾部分一般比引言部分还要短，通常只有一两句话。如：

I do hope you will be able to recommend me a special flat.

We are anxious to make the arrangements as soon as possible, so I look forward to an early reply.

Looking forward to a prompt reply.

Eagerly hoping to hear from you soon.

We look forward to your reply at your earliest convenience.

Any other particulars wanted we shall be pleased to send you.

The help you give me is sincerely valued.

I wish you every success in the coming year.

如果通信人之间彼此熟悉，可以下列用语做结尾：

With best wishes.

With all good wishes.

With kind regards to your family.

My kindest regards to your parents.

Please remember me kindly to your classmates.

I hope you always enjoy yourself.

All the best.

With love and good wishes.



### 5) 结束问候语

结束问候语是写信人对收信人的谦称，通常低于正文部分两行或三行，从信纸的中间靠右开始写起，第一个词的首字母要大写，结尾加逗号。私人信函的问候语通常有：Affectionately, Love, Yours 等。正式信函的问候语通常有：Yours truly, Yours sincerely, Sincerely yours, Truly yours, Respectfully yours, Yours respectfully 等。

### 6) 签名

签名即写信人的署名，写在结束问候语下方，用手写或打印。若是正式信函，除打印的签名外，还要在姓名上方加上亲笔签名。

## (3) 书信写作范例

### 1) 感谢信

在应邀赴宴、收到礼品或得到别人的帮助之后，及时地给对方写一封信，对他的热情款待、关心、支持和帮助表示感谢。这在西方是一个惯例，也是一种礼貌。需要说明的是：感谢信必须写得及时、语言要诚恳。感谢信的内容主要包括：

① 开头段落。表明写作意图，对对方提供的帮助、给予的接待或赠送的礼品表示真挚的谢意。

② 主体部分。高度评价对方的帮助，可以列举对方为自己所做的事情即为何对对方心存感激，简单说明对方提供帮助所起的作用，或表达对对方所赠礼品的喜爱，及如何收藏或将来要派的用场等。

③ 结尾部分。再次表达诚挚的谢意，并问候对方。

感谢信的常用语包括：

#### ① 引入话题的用语

Thank you very much / ever so much / indeed / from the bottom of my heart for...

Please accept my sincere / profound appreciation for...

I am thankful / obliged / greatly indebted to you for your unselfish assistance during...

#### ② 说明感谢的事由

I am writing to express my gratitude for your entertainment during my stay in your house. I cannot forget... I feel deeply moved by... I am sure there will be a great pleasure and benefit in store for me.

Thank you very much for the gift you sent me. It is one of the most wonderful gifts I got on my birthday.

It's generous of you to take so much interest in my work / to give me so much of your time / to show me so much consideration.

Thanks to your effort, we had our most successful... ever.

#### ③ 再次表示感谢

Please accept my most cordial thanks for your timely help, which I will never forget.

Again, I would like to express our warm thanks to you.

I appreciate... more than I can say.

#### ④ 感谢信范例

Dear Sir / Madam,

I am a man who stayed at your hospital from April 4th to 15th. I'm writing this letter to extend my sincere thanks to your medical staff.

First, during my stay at your hotel, the doctors showed great medical skills, and, thanks to their professional spirit, my illness had been cured. Second, the nurses in the ward room showed great patience and care to me. They were so kind and considerate that I never felt helpless in the hospital.

Please allow me to extend my best wishes to all of the doctors and nurses. I'll always remember their excellent service and tell everyone around how kind they are.

Best regards to all of them.

Sincerely yours,

Li Ming

#### 2) 邀请信

写邀请的主要目的是向对方发出邀请，请求对方参加或出席某项活动。邀请信的内容主要包括：

① 开头段落。直接说明写信的原因，发出邀请。

② 主体部分。首先说明事由：如果是日常生活中邀请客人吃饭或参加聚会等，可以写得比较随便、简单；如果是邀请对方参加国际会议、学术会议和婚礼等，用语和格式就要求比较规范、严谨。然后说明活动的时间、地点和需要注意的事项等。

③ 结尾部分。表示强烈的期盼以及谢意，并请求尽快答复。

邀请信的常用语包括：

##### ① 发出邀请

It's my pleasure / It gives me the greatest pleasure to invite / extend an invitation to you to participate in...

It is with the greatest pleasure that I write to invite you to... Request the pleasure of your presence at...

##### ② 说明事由

We thought it would be pleasant to have some of our friends to celebrate it.

There will be a dinner party to be held at...

I hope that you have no previous engagement and can join us for...

We have decided to hold a party in honor of the occasion of...

##### ③ 表示期待和感谢

Please confirm your participation at your earliest convenience.



Would you please let me know as soon as possible if you can accept our invitation?

I do hope that you will be able to come.

I hope that you won't decline my invitation.

④ 邀请信范例

Dear Xiao Ming,

How are you getting on recently? I am wondering if you have made a definite plan for the coming summer holiday. If not, I wish you could come here and visit our city. My family is also glad to receive you as a welcome guest in my home.

My hometown is a very beautiful seashore city. There are many places of interest worthy of sightseeing. Besides, the local style food here is also well-known. Don't you tell me in the letter that you have been dreaming of the sea? The place where I live is located near the sea. Every day you can walk on the seashore, pick up seashells and even enjoy swimming in the sea.

I look forward to seeing you in my hometown as soon as possible.

Yours sincerely,

Li Ming

3) 申请信

写申请信的目的是向对方展示自己的才能和特长,以使对方对申请人的工作、学习、爱好等有个大致的了解。申请信的内容主要包括:

① 开头段落。直接说明写信的目的或申请的原因;获得信息的来源,对所求职业或所申请学校、专业、教授的认识及自己的打算等。

② 主体部分。重点介绍自己的背景情况,包括受教育程度、工作经历、学术成就、兴趣爱好及个人特长等。如果是求职申请信,可把工作经历放在首位介绍,突出自己的能力、所从事过的工作及所取得的成绩;如果是求学申请信,则要把重点放在受教育程度上。在介绍个人情况时,既不能过于谦虚,又不能夸大其词、弄虚作假。总之,要使自己介绍的情况引起对方的兴趣和注意。

③ 结尾部分。主要表达自己的愿望,如希望获得面试机会,或请求对方提供相关资料等。结尾要显得自信、坚定。

申请信的常用语包括:

① 引入话题的用语

In / Through today's newspaper I noticed your advertisement for... / I have learned that you are hiring...

It has come to my attention that the position of... is now open.

I would like to apply for / to be considered as a candidate for the job / post / position advertised in... / I saw advertised in... / I have just seen in the...

I am interested in (seeking) a challenging position in your firm.

② 表示动机和期望的用语

If my application is successful, I should / would like to...



I am available for a personal interview if you are interested in my application.

I would appreciate an interview at your convenience.

③ 表示申请人素质和经历的用语

I feel I am well qualified to... for the following reasons.

I have experience of... , therefore I may have the ability you are looking for.

My interest and skill in... contribute to my qualification for this job.

④ 申请信范例

Dear Sir / Madam,

I happened to read from newspaper that you are looking for a teacher of English. I'm writing to apply for the job you mentioned in the advertisement on the local newspaper. I would be pleased if you could be kind enough to offer me an opportunity to talk with me.

At first, as a student majoring in English literature, I started my work in a middle school. Second, working there for three years, I have gained rich teaching experience in listening and oral speaking. Such experience, I believe, will be helpful for me to apply for the position at your school. Third and last, as a teacher with three-year experience, I have patience and a sense of responsibility, which are important in the teaching practice.

I sincerely hope that I can have the honor to work in your esteemed school. I'm looking forward to your reply.

Sincerely yours,

Li Ming

#### 4) 道歉信

写道歉信的主要目的是为自己的疏忽、过失或错误等向收信人表示歉意，并请求谅解。道歉信的主要内容包括：

① 开头部分。直接说明写信的目的，表示自己的歉意。

② 主体部分。如果有误会或特殊情况，适当解释需要澄清的地方或说明当时的情形；如果没有，就直接向对方承认错误。在表达遗憾歉疚的意思之后，要保证今后不再发生类似的事情，进而提出弥补过错和补救的具体建议和方法。

③ 结尾部分。再次表明歉意，请求对方的谅解。

道歉信的常用语包括：

① 表示歉意

I must apologize to you for failing to...

I am terribly / awfully sorry that...

I regret / am sorry to inform you that I cannot / am unable to...

Here is my deepest apology for...

② 说明理由并承认错误

It is thoughtless / inconsiderate of me to...

I am afraid what I have done has caused many inconvenience to you. But...





I hope that you can understand that I offended you unintentionally.

③ 提出弥补措施

I'd like to make up for all the damage caused.

Would you mind if I change the appointment time / if we make another appointment at...

Would it be convenient for you if...?

④ 再次请求原谅

Will you please accept my apology?

I hope our relations can weather this misunderstanding.

I sincerely hope that you will kindly accept my apologies.

I am so sorry to have put you to so much trouble.

Please accept my apology for... once again.

⑤ 道歉信范例

Dear Professor Wu,

I am writing to apologize for not turning in my outline of B. A. thesis on time. I am truly sorry to have caused you the trouble.

I know that no excuse can justify my late submission, yet still I would like to explain the situation. My computer broke down last Monday and all my research materials were gone, so I had to do it all over again. Thus I failed to hand in my outline due yesterday.

Aware of my negligence, I promise to backup my files in the future, and that such things shall never happen again. Attached is my outline, and I am looking forward to hearing from you.

Yours sincerely,

Li Ming

5) 投诉信

写投诉信的目的是向有关部门或领导反映某些令民众不满的问题，或是表达对于所购买的产品或所得到的服务不满意，以期改善现状或解决问题。投诉信的内容主要包括：

① 开头部分。直接提出要反映的问题，或是要投诉的事情，并表示遗憾。

② 主体部分。展开说明投诉的原因，可以说明问题的原委，叙述事情发生的经过，也可以描述此事所引起的后果，以及给你所带来的损失、不便等。然后要提出对如何改进或者解决问题的建议，清楚地表明希望问题如何得到解决。

③ 结尾部分。表达自己希望问题得到迅速解决的强烈愿望，敦促对方采取及时、必要的行动，必要时可以告知对方，如果投诉没有结果会带来什么样的后果。

投诉信的基本用语包括：

① 提出抱怨

I am writing to you to complain about...

I am writing to express my dissatisfaction with...

I am sorry to trouble you but I am afraid that I have to make a serious complaint.

I really hate to complain, but one thing is really disturbing now.

This letter is to notify about a problem I am having with the... that I bought / leased / rented / had repaired from you on... at...

② 说明事由

There are some problems with... that I wish to bring to your attention.

I am completely disappointed / upset to find that...

The noise disturbs my study and I cannot concentrate on my books. As a result, ...

Frankly, I am not prepared to put up with the situation any more.

③ 提出解决意见

To reverse this situation, it is advisable / recommended / suggested / desirable that...

In order to improve the situation, I require you to refund / repair / take the following measures.

We believe that you will take this matter seriously and make every effort to...

④ 敦促对方采取措施

I think it's high time...

I would be very grateful if you could look into the matter as soon as possible. And I am looking forward to an early reply.

I must warn you that unless you do something about the situation, I will be forced to take legal action.

And I reserve my fight to claim about you.

If there is no reply, I will take my complaint to the Customers Association.

⑤ 投诉信范例

Dear Sir / Madam,

I'm a guest who stayed at your hotel from August 25th to 28th. I'm writing to complain about the poor service at the hotel. I would be pleased if you could give me a swift response.

First, when I arrived at the hotel, the room I reserved wasn't cleaned. So I was kept at the lobby for two hours before I could put my baggage there. Second, the telephone in my room didn't work. Although I reported it to your hotel several times, it wasn't repaired until I checked out. Had the hotel staff been more responsible for their jobs, the hotel would have run better.

I hope that some measures should be taken to prevent such unpleasant situation from happening in a five-star hotel. Look forward to your answer.

Sincerely yours,

Li Ming



### 6) 祝贺信

写祝贺信的主要目的是对对方的成绩、成就或进步表示祝贺。祝贺信的内容主要包括:

- ① 开头段落。直接说明祝贺的原因,表示祝贺。
- ② 主体部分。夸奖对方的才能,说明对方当之无愧的理由。
- ③ 结尾部分。祝对方取得更大成功。

祝贺信的常用语包括:

#### ① 表示祝贺

It is with great pleasure that I hear of your success. Please accept my warmest congratulations.

Permit / allow me to present my hearty congratulations to you on / upon...

I'm delighted / pleased to say "congratulations" to you on...

I congratulate you on doing...

#### ② 夸奖对方的才能

You've worked hard, gained everyone's respect, and now you've made it to the top.

No one else has done more to deserve the honor.

Your success is a well-deserved step in your career.

Your excellent work is much appreciated.

#### ③ 表示祝愿

My best wishes for your continued success.

We look forward to more years of continued success in your study / career.

May you be very happy in your exciting new position.

Lots of success and happiness in your new job.

#### ④ 祝贺信范例

Dear Mr. Wang,

I learned from today's newspaper that you were graduated with high honor from Peking University. I can well imagine how proud of you your parents are now, who have been anxiously wishing to witness your brilliant success. As I understand, you will go abroad to carry on your studies soon. I can see even greater success now lying before you. Please let me know whether you will have time next Sunday and dine with me at my college's restaurant.

Best wishes.

Sincerely yours,

Li Ming

## 2. 考博英语应用文写作题型之二——备忘录

### (1) 备忘录格式

备忘录的格式如下:

To: 收阅人（如果是所有人就写 all）

From: 撰稿人

Date: 时间

Subject: 备忘录标题

正文写清时间、地点、原因、结果和注意事项，写法和信件相同。

(2) 备忘录范例

To: Mr. Smith

From: Miss. Jane

Date: September 23th, 2004

Subject: Staff Meeting

Dear Sir,

A staff meeting will be held on September 25th, 2014. The meeting will begin at 3:00 p. m. in the conference room. It will last an hour and half. Should you have anything urgent, please contact Miss Jane. If you can't attend the meeting, please inform in advance.

Regards.

×××

### 3. 考博英语应用文写作题型之三——通知

通知的格式要求包括：在正中央写 Notice 一词，然后进入正文，力求文字简洁，写清时间、地点、原因、结果和注意事项。发出通知的单位的名称可放在正文前，也可放在正文后右下角处，发出通知的日期写在左下角处。

#### 通知范例

##### Notice

The Department Office

Under the auspices of the School of English and International Studies, a lecture will be given on Contemporary European Films by Professor Gary Baldwin in Lecture Hall 2 of Sir Shaw Run Run Building on Monday, April 9th, 2007, at 7:00 p.m.

April 5th, 2007

### 4. 考博英语应用文写作题型之四——留言条

留言条在考试中可能涉及：感谢、邀请、约会、致歉等。留言条可以是一句话或者几句话，语言风格上可以口语化。

(1) 留言条格式

1) 称呼对方名字

例如, Dear Larry

2) 阐明留言目的

注意写清时间、地点、原因和目的。



① Thank you very much for \_\_\_\_\_.

② I've got to meet a new client in Holiday Inn this evening.

③ We would be happy if you could come to dinner with us at the canteen at 6:00 p.m. on 26th, August.

(这些题目中一定会有暗示, 应充分利用题目中的文字。)

3) 向对方表示祝福或者提醒注意事项

Merry Christmas.

We'll be glad if you could be with us.

I hope you will be there.

I hope you will enjoy it.

Please feel free to bring an escort if you choose.

4) 落款写出留言人的名字 (如果题目中有名字的话, 就用题目中的名字)

Xiao Wang

Li Ming

(2) 留言条试题与参考范例

Directions:

Write a note to your roommate Frank. Your note should contain about 80 English words. Remember that you are writing this note before leaving for Shanghai for three days. In your note, you should ask Frank to look after your pet dog Goofy while you are away. Your note to Frank should include the following information.

(a) You will fly to Shanghai in the evening;

(b) Apologize to Frank that you have to leave in a hurry;

(c) Ask Frank to look after Goofy;

(d) Tell Frank that the dog food is left in the store room;

(e) Remind Frank that Goofy does not like cold milk;

(f) Goofy likes to take a walk in the evening;

(g) Let Frank know that you are grateful to him for looking after Goofy.

Write your note to Frank on ANSWER SHEET II.

### 写作范例

Dear Frank,

I'm going to Shanghai this evening and I will stay there for 3 days. I should apologize that I left so hastily. And I'm very embarrassed to ask you to help me look after my dog, whose name is Goofy. By the way, I must remind you that the dog food is left in the store room and you can easily in. Oh, Goofy doesn't like cold milk very much, so please don't forget to heat the milk for him. Besides, he likes taking a walk in the evening. Thank you very much for your help.

Yours sincerely,

Tom

### 5. 考博英语应用文写作题型之五——摘要

摘要就是用简洁的语言概述一个问题、事件或观点。摘要的用处十分广泛，在写论文、报告、总结或演讲稿时都会用到它，在阅读资料时也常用摘要获取信息。写摘要的主要目的是锻炼概括和归纳的能力。摘要的主要特点是简明扼要，因此写摘要时要对全文进行取舍，抓住重点，强调文章的目的和主要结论。摘要，同其他题型的作文一样，也是按照“引言—正文—结论”的三段模式来写作，长度一般为原文的 1/4 或 1/3。摘要必须短小、精悍，句子要完整、规范。

摘要的注意事项如下：

- (1) 阅读文章的每段首末句，通常这些地方更可能出现作者的观点。
- (2) 注意文章出现转折连词后面的句子，通常 but, however, nevertheless 等词汇的后面有新观点出现。
- (3) 可以删去文章中的例证、数字和一些细节。
- (4) 遵从文章的内容，不要加入个人对文章的理解。

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#### 摘要范例

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#### Student Right

Who knows better than the students themselves what a university should do for them and how they should be treated? Yet how often do students have any say at all in such important issues as faculty selection, curriculum planning, and scheduling? The answer is obvious: never. If university administrations refuse to include student representatives in the decision-making process, something drastic must be done.

Let's examine what is happening right here on our own campus in the areas mentioned above. The first major issue is the selection of faculty members. Never in the history of this college has a student been permitted to interview, examine the credentials of, or even meet prospective professors. All hiring is done by a joint administrative-faculty committee, often made up of people who will not even have extensive dealings with the individuals after they begin teaching. Those who have the most at stake and whose lives and academic careers will be governed by the professors — the students themselves — never even meet the new teachers until the first class meeting. No one is better equipped to evaluate a professor's ability to communicate with students than those who he or she intends to teach. Anyone can read a curriculum vita to ascertain the level of professional training and experience someone has had, but the best judges of a teacher's ability to teach, which is the primary function of any professor, are undoubtedly the students themselves.

Students' interests in and commitment to appropriate curricula are even more obvious. We have come to college with very specific purpose in mind: to prepare ourselves intellectually and practically for the future. We know what we need to learn in order to compete successfully with



others in our chosen fields. Why should we be kept out of the curriculum planning process? If we pay for the textbooks, spend hours in the library doing research, and burn the midnight oil studying for tests and exams, why are we not permitted to give our opinions about the materials we will spend so many hours studying? It is imperative that our views be made known to curriculum planners.

Finally, the area of scheduling is of vital interest to students. The hours at which classes are offered affect the workings of our daily lives. Many of us must juggle work and class schedules, but often administrators ignore such problems when they schedule classes. Schedules must be convenient and flexible so that all students have equal opportunities to take the most popular classes and those which are most essential to their majors. If students helped with scheduling, never would there be two required courses offered at the same time for only one semester per academic year. Never would we have to wait two or three semesters to take a course that is a prerequisite for another desired course, nor would we have to race across campus in ten minutes to get from one class to the next. Students are vitally concerned with the scheduling area.

Why should students today be afraid to voice their opinions about the very important issues that affect their very lives? It is imperative that students act to protect their own rights. Fellow university students, I urge that you meet together and draw up demands to be presented to the administration. We must take the future in our own hands, not be led to it like passive sheep. Let us act now so that we will not be sorry later!

### Summary

Students Should have the right to be involved in university administrative decisions. They should be included in decisions regarding selection of faculty, curriculum planning, and scheduling of classes. Students not only have more vital interests in the decisions made in these areas than those who traditionally settle the issues, but they are also better equipped through their experiences as students to make intelligent decisions about them. It is crucial for students to become actively involved in protesting unilateral administrative decisions and they should meet to discuss their mutual interests and demands.

# 第四章

英语写作技巧——获得  
高分作文“如虎添翼”







## 第一节

## 知己知彼，百战不殆——英语高分作文的标准与写作步骤



## 如何写作才能符合高分标准

评判一篇作文的优劣主要有两个标准：内容和语言。

## (1) 内容

内容切题，是指作文必须涵盖题目中提出的所有要求。如果有所遗漏，则评分就很难达到 12 分以上了。叙述流畅是指必须符合两个“C”的特征，即结构上紧凑（compact），内容上具体（concrete），体现句子之间的逻辑性和连贯性。一方面通过论证方法保证文章有序发展，另一方面通过逻辑联系实现句子和句子、段落和段落之间的衔接。

## (2) 语言

主要包括用词、句子、语法、拼写和标点符号五个方面。12 分以上的文章在上述方面的错误很少，而 12 分以下的文章则错误较多。要想拿到作文高分，一方面要尽量减少语言错误，另一方面还要注意句子的变化和用词的丰富，这样评卷人就可以看到作文中反映出的英语水平，对考生做出客观准确的评价。

具体来讲，一篇较差的作文表现为：

- (1) 文章不通顺，无段落，无结构，无明显主题。
- (2) 出现很多基本语法错误，拼写错误。
- (3) 词汇量很小，词不达意，缺乏英语表达能力。
- (4) 不像一篇文章，仅是把一些不连贯的词语拼凑到一起。

一篇好的作文应基本达到：

- (1) 文章流畅，遣词造句恰当，文章结构完整，内容符合要求。
- (2) 语法基本正确。
- (3) 句法基本准确，句子与句子，段落与段落之间的过渡连贯。
- (4) 有一定词汇量，字数符合要求。
- (5) 说理清楚，内容充实。

在下面的这些例子中，第一句话平淡无味，缺乏闪光点；第二句话为修改、润色后的句子，给人的感觉就大不一样。

例 1. Education is important.

It's fairly well-known that education plays an important part in \_\_\_\_\_.

Or: It's fairly well-known that education is of great / vital importance to \_\_\_\_\_.

例 2. People should know more. It's important.

It's important for people to have a wide range of knowledge.

例 3. The picture means that \_\_\_\_\_.

The picture seems to convey the meaning that \_\_\_\_\_.

例 4. The girl seems to like Chinese costume.

It seems that the girl is fond of Chinese costume.

例 5. Some reasons for \_\_\_\_\_ are...

There are several possible reasons for \_\_\_\_\_ as illustrated below...

例 6. We need love. We should offer love.

Not only do we need love, but also we should offer love to those who are in need.

例 7. The society is developing. So there are many changes.

With the development of society, many changes have taken place.

例 8. So, we can conclude that \_\_\_\_\_.

From the above discussion / analysis, we can draw / come to the conclusion that \_\_\_\_\_.

例 9. The first reason is money.

First of all, there is a lack of money.

例 10. Many people know that \_\_\_\_\_.

It's fairly well-known to all that \_\_\_\_\_.



### 赢得高分作文的四个步骤

#### I. 审清题目是前提

看到作文题后，首先关键的一步是审清题目：认真分析题目所包含的内容和信息，判断出命题者的意图，考虑可能运用的各种写作手法，把握好题目的中心思想。这里所说的审题，其内涵较广，不仅指对作文题的审视，也包括审视写作提示（directions）、主题句、图表以及对作文字数的要求等。

审题一般采用分析的方法。文章题目都是由词和词组构成的，审题时首先要对这些语言成分一一分解开来，弄清每个词和词组的含义，辨明词语之间的关系，最后把握住题目的精神和要求。审题一旦出现偏差，就会“差之毫厘，谬以千里”。例如，在一篇题为“Women and Sports”的作文中，其中有一个主题句为“Women in many countries participate in a growing number of sports.”显然，写作的内容应该



围绕“妇女参加体育运动”，可列举妇女参加的某些体育项目来发展主题句。但如果这样写：“Sports help people to live happily. They help to keep people healthy and feeling good. When they are playing games, people move a lot. This is good for their health.”从表面上看，这些句子都涉及“体育”，但明显偏离了“妇女参加体育运动”这一中心思想。这样的写作得分是极低的。

### 2. 构思选材是关键

考生在拿到作文题目并经过认真的审题，确定好作文的主题和待写的内容之后，接下来所要做做的就是进行构思选材，即确定主题所需要的素材，并对所有可能用得上的材料进行筛选，将与文章主题密切相关的材料保留下来，并按照不同层次的内容要求进行排列，考虑从不同角度对主题加以说明或论证。构思，实际上就是理清自己思路的过程。

从历年写作试题来看，写作题目大多已给出了基本的提纲或相应的要求。在这种情况下，考生可将给出的提纲扩展成相应的主题句，这样便可迅速地拟出了一个详细且完整的写作提纲。拟出带有主题句的具体提纲，才能围绕主题句构思出要写的内容，选出展现主题的最佳素材，形成一条清晰的写作主线，然后根据主线具体地提出和回答 what, who, when, how, why 等一系列考题规定的问题。

### 3. 下笔创作层层明确

下笔创作（即段落的展开）时，考生要用贴切的词将自己的所思、所想、所感一层层地明确表达出来。

考生要注意以下几点：

- (1) 段落应有段落的主题，并且段落中所涉及的内容都是为文章主题服务的。
- (2) 写初稿时要一气呵成，尽量不使用自己没有把握的词语和句型。
- (3) 在下笔创作的过程中可以适当修改提纲，但注意不要脱离主题。
- (4) 注意利用过渡词和过渡句使句子和段落结构严谨连贯，也使内容更易于展开。

### 4. 检查与修改是保障

初稿一定存在着某些不妥之处，故需要最后订正。首先，检查内容是否切题，论点是否明确，论据是否充分，结论是否合理；然后，检查语法是否正确，语句是否通顺，用词是否贴切，数字是否达标，表达是否恰当，拼写是否正确，标点是否得当等。

## 第二节

这样写词汇、句子与段落，助你  
稳坐高分作文的“宝座”

## 如何让词汇、句子的表达更引人入胜

## I. 词汇的运用

## (1) 介词的用法

介词的用法要注意以下三个问题：

## 1) 不宜过多地使用介词

在写英文句子的时候，考生经常容易滥用介词，尤其是 of 这个介词。如果一个句子中的介词超过了四个，那么就必须注意了，例如：

改前：Central **to** our understanding **of** the problem **of** the organizational structure in the XYZ division **of** the ABC Company is the chain **of** command **between** the position **of** the division vice president and the subordinate departments, because although all **of** them are **under** this office, none **of** them are directly connected **up with it**.

改后：The organizational problem **at** the ABC company's XYZ division is centered **in** the unclear connection **between** its vice-president and its subordinate departments.

## 2) 注意复合介词的用法，例如：

改前：I am writing **in order to** list the potential issues **in regard to** the Russell account **in advance of** the client visit.

改后：I am writing **about** the Russell account **to** list the potential issues **before** the client's visit.

## 3) 注意“动词 + 介词”结构的用法，例如：

改前：We plan to **give consideration to** the idea at our meeting.

改后：We plan to **consider** the idea at the meeting.

## (2) 连系动词的用法

连系动词的用法要注意以下两个问题：

## 1) 在英文句子中，不宜过多地使用连系动词。例如：

改前：Plant A **is** successful in terms of production.

改后：Plant A produces well.

改前：There **appears** to be a tendency on the part of investment bankers...

改后：Investment bankers tend...



2) 在英文句子中, 不宜过多使用形式主语, 就像 it is / it was, there is / there was, this is / this was 等句型, 例如:

改前: It was clear to the manager why...

改后: The manager knew why...

改前: There is no more space available.

改后: No more space is available.

## 2. 句子的写法

英语句式长短不一, 连词的使用频率较高, 各种从句的使用也非常普遍。因此, 英语的长句逻辑严谨、结构合理, 一般不会给读者造成误解。由于汉语和英语在句式结构上差异较大, 考生在英语写作中往往不太擅长使用长句。解决这一问题的唯一办法便是反复、大量地做组句练习, 将较短的两个或两个以上的句子按意义和逻辑关系组合成一个意义完整、结构合理的长句。

### (1) 用介词短语组句

改前: The boy is in a yellow jacket. The boy weighs 150 pounds.

改后: The boy in a yellow jacket weighs 150 pounds.

改前: Peter has just located a new job. He found the job in Los Angeles.

改后: Peter has just located a new job in Los Angeles.

### (2) 用同位语短语组句

改前: Miss Sandra is a vegetarian. She is very fond of children.

改后: Miss Sandra, a vegetarian, is very fond of children.

改前: The building has been turned into a sports club. It was once a comprehensive library.

改后: The building, once a comprehensive library, has been turned into a sports club.

### (3) 用动词不定式短语组句

改前: The meeting will be held in Beijing. It will be of great importance.

改后: The meeting to be held in Beijing will be of great importance.

改前: Bill raised his head slightly. He looked at the stars in the sky.

改后: Bill raised his head slightly to look at the stars in the sky.

改前: We should study hard. It is our duty.

改后: Our duty is to study hard.

### (4) 用分词短语组句

改前: He has been criticized by the teacher. He is now very unhappy.

改后: Having been criticized by the teacher, he is now very unhappy.

改前: The little girl looked out of the window. She saw her mother coming back home.

改后: Looking out of the window, the little girl saw her mother coming back home.

改前: The naughty boy is Mr. Nelson's youngest son. He is chasing the small white dog.

改后: The naughty boy chasing the small white dog is Mr. Nelson's youngest son.

### 3. 长短句交替使用

句子的长短是为表达文章的主题思想服务的。有些考生认为简单句和短句更容易掌握,在写作考试中不容易出错,也就最保险。这种想法虽然没错,但简单句太多会造成意思表达得不顺畅,给阅卷人员留下写作技巧不成熟和语言水平较差的印象。从某种意义上来说,在词数相同的作文中,考生的语言水平越高,语言技巧越熟练,文章的句子数量就会越少。这意味着句子长了,句子的结构也会相应变得更加复杂。

当然,我们反对过多地使用简单句,并不是鼓励考生刻意追求长句和复合句,而是提倡长短句的交替使用。如:

改前: Teenagers are pressured by schoolwork. They are also encouraged by their peers. Under such circumstances, they resort to smoking. But sometimes they feel a little guilty.

改后: Pressured by schoolwork and encouraged by their peers, teenagers often resort to smoking, though they feel a little guilty sometimes.



## 学好这十招,清除段落写作中的一切障碍

### 1. 怎样保持段落内部的一致性与连贯性

#### (1) 段落内部的一致性

一致性是指在一段文章中,应该只说明一个问题,或一个问题的某一方面;或应该只叙述一件事情,或一件事的某一个阶段。也就是说,每段只能有一个中心思想或主题,所有的支持句都要有助于发展主题句的中心思想,都要为中心思想服务。这种主题句和支持句在意义上的统一就是段落的一致性。

例如:

Progress is gradually being made in the fight against cancer. In the early 1900s, few cancer patients had any hope of long term survival. In the 1930s, less than one in 5 cancer victims lived more than 5 years. In the 1950s, the ratio was one in four. Currently, the ratio is down to one in three. The gain from 1 in 4 to 1 in 3 represents about 58,000 lives saved each year.

但是,如果我们在段落中加入诸如 “It has been proved that smoking is a direct cause of lung cancer.” 或 “Heart disease is also increasing.” 等句子,就会导致段落缺乏一致性。

同时,在单句或复句的写作中,也要体现“一致性”的原则,要注意下列问题:



1) 在同一句中, 要尽量保持主语和语态的一致

例如: The peasants cut the wheat, and it is dried.

改后: The peasants cut the wheat, and they dry it.

在并列句中, 同一主语和语态最好贯彻到底。第一句中的后半部分改换主语并用了被动语态, 造成逻辑上的不一致。

2) 避免逻辑错误或意义模糊的句子

例如: The bus conductor pushed the button to shut the door, but caught my left foot.

改后: The bus conductor pushed the button to shut the door, which caught my left foot.

原句的意思是“售票员摁按钮来关门夹住了我的脚”, 这在逻辑意义上是讲不通的。因此删去 but, 改用 which, 这表明是“车门夹住了我的脚”, 意思就通顺了。

3) 不要把无关的思想包含在一个句子中

例如: The mountain is six thousand feet high, and it is only 4 miles from the small airport, (and the field is not a very large one, ) but no plane has ever crashed on it.

在此句中, 括号中的内容与句子的主题无关, 不该包含在此句中。

4) 避免使用过分复杂的句法结构和矫揉造作的修饰手法

例如: The electric fan which she bought for her father, who complains about any temperature that exceeds 30 degrees centigrade and insists that he can't stand the heat, arrived today.

改后: Her father complains about any temperature that exceeds 30 degrees centigrade and insists that he can't stand the heat. The electric fan she bought for him arrived yesterday.

第一句使用了过多的定语、宾语从句, 反而显得层次不清、中心不突出, 改写成两句后, 意义显得清楚而自然。

(2) 段落内部的连贯性

连贯性原则要求文章段落中各句前后衔接、条理清楚, 使读者易于理解, 连贯性由叙事的逻辑顺序来体现。英文写作中常用的叙事逻辑顺序有以下几种:

1) 按演绎法或归纳法顺序

即从总的概念到具体细节, 或从具体细节到总的概念和结论。主要见于论说文、说明文和记叙文中。

例如:

Christmas is a holiday observed throughout the Christian world. On this day, the birth of Jesus Christ is celebrated. In many Christian countries, Christmas is a day for giving gifts. The Christmas tree is decorated and gifts are placed under it. Special foods are often prepared for Christmas.

2) 按情节的重要性顺序

即按最重要的到不太重要的顺序排列, 或按不太重要的到最重要的顺序排列。

例如:

Inflation is an economic condition in which prices for consumer goods increase,

and the value of money decreases. There are three causes of inflation. The first and most important cause may be excessive government spending. For example, ... The second cause of inflation occurs when the money supply increases faster than the supply of goods. ... Finally, if labor unions demand that workers' wages be increased to cover the high cost of living, industry will meet this demand and add other costs of production onto the consumer. In summary, ...

### 3) 按时间先后顺序

主要见于记叙文和说明文。

#### 例如:

In the relatively short span of 25 years, there has been an incredible evolution in the size and capabilities of computers. Today, computers smaller than the tip of your fingernail have the same capabilities as the room-sized machines of 25 years ago. The first computer was developed around 1945. They were so large that they required special air-conditioned rooms. About 20 years later, in the 1960s desk-sized computers were developed... However a third generation of computers had appeared. In 1971, the first microprocessor was developed. Today, electronic engineers predict that...

### 4) 按空间先后顺序

包括前后、左右、上下、内外等顺序，主要见于描写文和记叙文。

#### 例如:

Our classroom is on the third floor of the classroom building. It is a large room about 20 feet long and 10 feet wide. The walls are light green and the ceiling is white. Under the windows there are two radiators for heating the room in the winter time. On the opposite wall near one end there is a brown door.

## 2. 图画描述段落怎么写

图画描述段落的结构比较简单，写起来却是最难的，这是因为图画信息的表述有的时候并不是容易的事情。这就要求在描述图画的时候注意：找到图画描述中最主要的信息描述。如果碰到不会的单词且不可用中文意思套写英语，就要通过较简单的话描述出图画的大意。图画描述型段落的要求为 describe the pictures 或者 depict the pictures。这种段落的第一句话可用 As is shown in the picture, we can see clearly that... 对图画中的一个主要信息进行描述，然后用 on the contrary（或者 meanwhile）进行转折，对图画中的另一个主要信息进行描述。最后一句话对图画中反映出的情况进行评价或者总结。段落的基本结构为“两句话描述，一句话评论”。

在描述图画段落时应该适当扩展联想，想到图画的具体事物其实只是某种宏观事物的代表而已。比如，图画中出现了一条鱼，就要联想它可能是渔业资源的





代表。如果进一步扩展，还可以想到鱼还是海洋资源的一部分。如果找到了个体和总体的联系，就完成了阐释象征意义的第一个步骤。

其次，找到了图画中事物的象征意义后，就要确定象征意义之间的某种内在的因果关系，并对这种关系发展的走向进行预测。最后确定怎样写段落的主题句。这其实不是很困难，只要用带有一定概括性的句子开篇就可以了。例如：The primary purpose of the pictures above is to show us that due attention has to be paid to... 或者 Although the pictures above depicts nothing more than..., its meaning has to be taken seriously. 或者 The picture above describes nothing but..., however, a penetrating eye can see through its superficial scene and focus on the primary intention of the painter.

#### 例文：

Although the pictures above depict nothing more than some fishes and a few boats, a penetrating eye can see through its superficial scene and focus on the primary intention of the painter. (用概括性的句子开篇，可简可繁) Naturally enough, the fishes in the pictures remind human beings of the decreasing ocean resources. (以小见大，找到象征意义) As a result of commercial fishing, the number of fishes has decreased rapidly. (找到象征意义之间的因果关系) If the disturbing situation remains unchanged, the ocean resources will exhaust. (指出未来发展趋势的好坏) By that time, people will suffer from their own shortsighted behavior.

以下是图画式作文的高分句型，模仿并学会运用这些表达方式有利于快速提高这类作文的写作水平。

#### (1) 开头句

From the cartoon, we can see that... It's a forceful satire on the kind of...

What you first think of when seeing this cartoon might be that... As a matter of fact, this cartoon reveals a typical social phenomenon.

This cartoon mirrors one of the problems in our lives...

The message the cartoon aims to convey is...

In recent years, there is a general tendency to... According to the cartoon, there is..., compared with... last year. Why...?

#### (2) 中间段落句

However, ...may cause some problems. First, it is... Second, ... Finally, ... So, it is clear that... has its advantages and disadvantages.

There are many ways to... First, ... Second, ... Third, ...

There are probably many reasons for... Firstly, ... Secondly, ... Finally, ...

There are, I think, two main reasons for... In the first place, ... In the second place, ... Therefore, ...

The causes for... are varied. They include... Perhaps the main cause is...

## (3) 结尾句

My experience tells me that to...needs a thorough and persevering process, and in this process you had better abide by the principles mentioned above.

In my opinion, we should place much emphasis on the importance of...

Are their opinions correct? To my mind, the first idea seems... As for the second idea, ...

In my opinion, both sides are partly right. When we..., we should take into consideration all aspects of the problems, and then make the right decision.

It is essential that effective actions should be taken to end the situation.

For the reasons given above, I strongly recommend that...

图画式作文范例:

Directions:

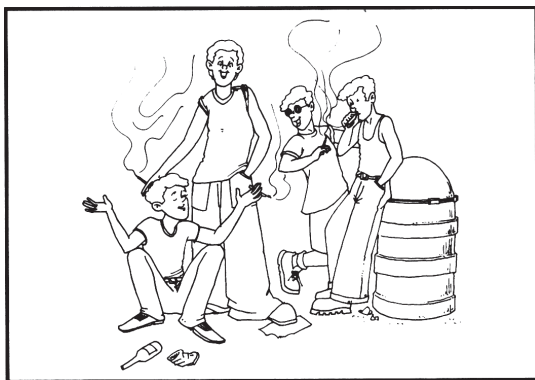
A. Study the following pictures carefully and write an essay of about 150 words.

B. Your essay should meet the requirements below:

(1) describe the pictures and interpret the meaning conveyed;

(2) give your comments or suggestions.

C. Your essay should be written clearly on the ANSWER SHEET.



### Teenage Smoking Soars

China has now experienced an alarming increase in teenage smoking. It is reported that in the past decade the rate of teenage smoking has almost tripled. At the same time, the average age of smokers has dropped. As is described in the picture, some youngsters indulge themselves in cigarette smoking.

The possible reasons for the increasing number of teenager smokers may be attributed to the following factors. First of all, the increased standard of living enables kids to have more pocket money, which makes it easier for them to afford smoking. Next,



some negligent parents are not completely aware of the harm of teenage smoking. Instead, they tend to tolerate and even encourage their kids to smoke. Furthermore, it should be noticed that modern teenagers have a strong desire to behave like adults. They consider smoking as a sign of maturity and toughness, which contributes to the growing number of boys and girls who smoke. Finally, the sharp increase in cigarette production is also one of the social factors.

In my opinion, to solve the problem, both society and teenagers themselves should make efforts. On one hand, the government should put restrictions on cigarette advertising and bans on smoking in public places, especially on campuses. On the other hand, young people should be educated to be aware of the dreadful consequences of taking up the habit.

**【分析】**图中所反映的内容非常明确，即青少年吸烟问题已变得越来越普遍。根据题目要求，首先要对图画进行简单的描述，然后分析产生这一现象的社会原因，并提出自己的看法。

### 3. 图表描述段落怎么写

图表描述通常通过 describe the chart above 提出要求。这种段落要求对图表中反映的数据情况做出说明，主要涉及以下几个内容：

首先，我们必须清楚图表的种类，一般说来图表共有四种：表格（table），曲线图（graph / diagram / chart），饼状图（pie chart）和柱状图（bar chart）。

其次，描述图表涉及上升、下降、组成等多种图表数据状态的描述，所以掌握图表形态的写法就显得重要了。“上升”和“下降”可以用 Something increases from... to... / Something decreases from... to... 可以说，图表描述更多的是考查语言表达能力。下面对几种主要的图表形态进行简述。

(1) 援引数字进行描述是图表描述中最常见的表述形式。不过这样写作不免显得语言枯燥，所以我们还可以用较概括的话勾勒出一个总的趋势。比如上升可以说 Something is on the rise, 下降可以说 Something is on the decline. 此外，英语中还存在很多“上升”“下降”的近义词，多掌握一些对图表描述的类似词汇很有好处。如表示 increase 的词有：increase sharply, increase rapidly, increase considerably, increase dramatically, rise, jump, mount up, accumulate, skyrocket, soar 等。而下降除了 decrease 外，还有 decrease sharply, decrease rapidly, decrease considerably, decrease dramatically, fall, drop, go down, decline, plunge 等。有了这些词汇和表达法，描述图表就自由多了。

(2) 图表上的数据出现波动：如果图表中的数据上升或下降呈现不规则状态，就不必描述每个数据，而是首先描述出它呈现波动不规则这样的总规律（Something fluctuated in the past few years.），然后抓住最高点（peak）数据和最低点（nadir）数据进行对比就可以了。例如：Something fluctuated in the past few years. In 1995, it reached the peak. However, three years later, it dropped to its nadir, reducing to... in 1998.

(3) 如果是饼状图：这种图形涉及占百分比的描述问题，常见的词汇有：account for, constitute, comprise。有的时候还可能涉及占了最大比重或者最小比重的说法：Something accounts for approximately 20 percent, comprising the minimum (maximum) part in the whole proportion.

图表题型的常用句型包括：

As can be seen from / in the chart / diagram / table, ...

According to / As is shown in Table 1 / Figure 2 / Chart 3, ...

It can be seen from the chart / diagram / graph / figures / statistics that...

From table / figures / data / results / information, it can / may be seen / concluded / shown / estimated / calculated / inferred that...

From... to..., the rate of decrease slowed down.

From this year on, there was a gradual decline / reduction in the..., reaching a figure of...

图表式作文范例：

Directions:

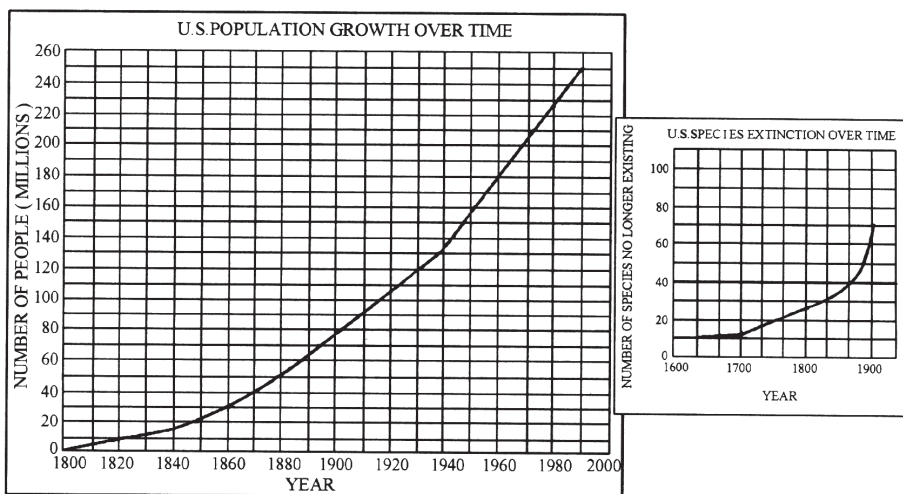
A. Study the graphs carefully and write an essay in at least 150 words.

B. Your essay must be written neatly on ANSWER SHEET 2.

C. Your essay should cover these three points:

- 1) effect of the country's growing human population on its wildlife;
- 2) possible reasons for the effect;
- 3) your suggestion for wildlife protection.

THE UPS AND DOWNS OF POPULATION GROWTH





## 参考范文

As is shown in the graphs above, we can see clearly that with the growth of human population, the number of animals that disappeared from America also increased.

What has brought about this change? Personally, I believe that two primary reasons can account for this shift. To begin with, as more people came to settle in America, they gradually occupied the places where animals had been living. As a result, some animals were forced to leave their habitats and died because they couldn't adapt to new environment. Furthermore, driven by their greed to earn more money, some people hunt and sell a large number of wild animals and get more profits. Consequently, many species were killed in the rampant commercial hunting. Judging from above, it is not difficult to conclude that human beings are the real criminal responsible for the extinction of rare animals.

What should be done to halt and reverse this disturbing situation? For one thing, all nations in the world are supposed to collaborate to launch a series of comprehensive programs. For another thing, the government is obliged to initiate regulations and rules to put commercial hunting on hold. Only in this way can we invite those animals back to harmonious nature.

**【分析】**本篇为图表写作题。文章的第一段按要求可阐述美国人口的增加对野生动物产生的影响。仔细观察曲线图可发现,随着美国人口的增加,野生动物灭绝的数量也在增加。只要把两个图表中上升和下降的特点写出来就达到题目中第一个要求 the effect of population growth on the wildlife。第二段要求阐述美国人口上升和野生动物减少之间的因果关系。于是由第一点结论可以思考人类究竟从事了何种活动可能导致野生动物减少,结果发现捕杀(hunting)、人类活动导致环境退化(environmental destruction resulting from human activities)等都是野生动物减少的原因。第三段按要求提出一些建议措施,可以从增强意识、加强合作等方面建议,这样可以展开的内容很多。

#### 4. 趋势预测段落怎么写

**好趋势:** 先指出有一种可喜的变化在某个领域出现了,然后预测这种变化将持续一段时间。用两句话就可以了。(As is illustrated from above, it is safe to conclude that certain exciting changes have taken place in some field. This tendency, I believe, will be going on in a better direction.)

**坏趋势:** 一种令人担忧的情况出现了,然后预测这种变化将持续一段时间,最后一句话呼吁采取行动制止这种令人担忧的局面。(As is illustrated above, it is safe to conclude that certain disturbing changes have taken place in certain field. This tendency, I doubt, will be going on in a depressive direction. Thus it is essential that some measures be taken to halt and reverse this situation.)

### 5. 利弊说明段落怎么写

首先用 obviously, invariably, admittedly 让步, 承认对方观点有一定存在的理由, 然后用转折连词 but, however, nevertheless 过渡, 指出对方的观点存在至少几点局限性, 最后指出对方的观点弊大于利就可以了。例如, 如果批评某些烟草公司为世界经济做出贡献的观点, 就可以写成以下的形式。

Admittedly, tobacco production does contribute to the prosperity of world economy by paying more taxes and hiring more workers. (烟草生产的好处) However, while people are enjoying the so-called benefit of tobacco production, they tend to neglect certain problems that may arise. (转折) To begin with, (弊端 1) as more cigarettes are produced and sold, people suffer from certain diseases caused by cigarette smoking. As a result, smoking is responsible for such illness as heart attack and lung cancer. Furthermore, (弊端 2) cigarette smoking is found to be the primary cause of fire. Consequently, a large sum of money is lost due to tobacco production. To sum up, tobacco production threatens to do more harm than good to a modern society. (观点的归纳总结)

### 6. 举例说明段落怎么写

这类段落要求考生通过理论联系实际的方法, 用个人经历或者见闻等形式证明观点的可行性。这种段落一般在文章的第一句话用一个较为概括的句子总结观点, 然后通过 for example, for instance 或者 ... is a case in point 过渡, 通过举例具体证明观点的合理性。

例如:

Obviously, love and care is considered the essential part for people living in a modern society. (主题句) For example, when some provinces in southern part of China suffered from flood in 1998, people in other places donate their clothes, food and money to save the refugees out of the grave situation. (通过一个生活中的例子证明爱心的重要性) While people are trying their best to help those they don't know, they are presenting their sincerity to the whole world.

举例说明段落常用的句子如下:

- (1) ... is a case in point.
- (2) To cite a more dramatic example, ...
- (3) ... best illustrate the point.
- (4) Take...as an example, ...
- (5) Suppose that...
- (6) Just imagine what would happen if...
- (7) Numerous cases exist, but one will be sufficient.
- (8) When it comes to the issue of..., people never lack experience to illustrate



what... mean to them.

(9) In a sense, the statement above naturally reminds me of a similar experience in my life.

### 7. 观点阐述段落怎么写

这种段落的写作规律为：用 It is generally believed that / It is commonly believed that / There's no denying that / It is universally acknowledged that 做引导，直接阐明观点。然后考虑这种观点的重要性，即是否给人类带来某种好处，再反向思考，考虑如果缺少这种观点会给人类带来哪些损失，最后用 Therefore, it is not difficult to imagine 来进行观点总结，全段大约用四句话完成。比如，在阐述爱心的重要性时就可以写成：

It is generally believed that of all the precious feelings of mankind, love is probably the most important. When a man offers his love to other people in difficulty, they will have courage to brave hardship. On the other hand, without love and help from others, they will feel helpless or lonely. Therefore it is not difficult to imagine what will happen in a world deprived of love and care.

如果题目中有文字暗示的话，也可以先提出暗示，然后引出观点，这种写法在题目中提供了中文暗示的时候尤其有效。比如中文暗示语为“爱心是一盏灯，越黑暗的地方越光明”，就可以用引用开头：

While people are talking about the importance of love in a society, it is always proper to quote an old saying: love is a lamp that shines in a dark place. This statement is naturally linked to a fundamental rule that people rely on in their life and work, that is, love is probably the most precious feeling in the world.

观点阐释段落常用的句子如下：

- (1) It is generally believed that...
- (2) It is commonly believed that...
- (3) It is universally acknowledged that...
- (4) Nowadays it remains a focal point that...
- (5) Now there has been growing awareness that...
- (6) Nowhere in the history has the issue been more remarkable...

### 8. 观点批判段落怎么写

这种段落的写作要点为：第一句话用 When it comes to the issue of something, people vary in their views 引出对于观点的分歧。第二句话和第三句话用 Some people believe that 和 Other people argue that 分别陈述正反双方的观点。最后一句话用 By comparison, I tend to favor the former (latter) point of view 提出自己的观点。例如，如果题目中要求对吸烟现象进行批评，就可以这样写：



When it comes to the issue of cigarette smoking, people vary in their views. Some people maintain that smoking can bring them much relaxation in their work and convenience in their business. Others argue that in spite of the above so-called advantages, smoking is responsible for certain fatal diseases such as heart attack and lung disorder. By comparison, I tend to favor the latter point of view.

另一种写法是首先提出反方观点，然后直接批评，可以写成：

When it comes to the issue of cigarette smoking, some people emphasize the fact that smoking brings them much relaxation in work and convenience in business. Although what they say does contain an element of truth, this statement hides some limitations and drawbacks. In a sense, the opposite is probably true.

### 9. 因果分析段落怎么写

写这种段落的时候，可以在段落的开始先用 What brought about this situation 这样的句子设问，然后用 Personally, I believe that two (three) primary reasons can account for it 自问自答。其后就要思考，两个事件之间是否发生过什么别的情况，促使事件 A 向事件 B 转化。

例如：

What, you may wonder, brought about this situation? Personally, I believe that two primary factors can account for it. (设问开篇，自问自答) To begin with, as more people settled down in America, (阐述事件 A) some of them hunted and killed wild animals in order to sell them to get more money. (指出人类从事的活动) As a result, the number of animals decreased rapidly. (事件 B) Furthermore, along with the population growth, (阐述事件 A) people severely destroyed the balance of nature while they exploited a large amount of natural resources, (指出人类活动) Consequently, many animals can't get used to environmental degradation and some of them disappeared from the earth. (事件 B) Given all factors above, it is not difficult to conclude that the decrease of animals can be traced to the destructive activities of human beings. (对观点进行总结)

因果分析的段落常用的句子如下：

(1) What, you may wonder, brought about the change? Personally, I believe that three primary reasons can account for it.

(2) Due to (owing to, thanks to, as a result of) ..., the number of fishes decreased sharply. As a result (therefore, so, hence, consequently) ...

(3) The change in... largely results (arises, stems, originates) from the fact that...

(4) One may attribute (ascribe, owe, trace) the problem to..., fundamentally (essentially), however, it is not the primary reason for...



**10.** 建议措施段落怎么写

写建议措施段落可以用设问开头，（What should be done to change this disturbing situation? / What should be done to halt and reverse the grave situation?）然后决定可以选择的写作方向。可以通过政府机关制订计划或者采取措施制止某种现象泛滥，（Authorities are expected to initiate plans and tighten the rules and regulations to put something on hold. / Government at all levels must develop plans to ban something.）可以寻求国际合作共同面对挑战，（All nations in the world must collaborate to launch a series of projects that tailor to local needs. / All nations in the world must work together to control something.）可以不断培养和增强意识。（cultivate and enhance awareness that something is essential）当然，呼唤市民采取积极的行动也是一种选择。（Citizens are expected to take positive actions to arrest the situation.）最后一句话可以预测采取建议措施后会产生什么样的美好前景。（As long as people take actions, a bright future is ahead of us. / Only in this way can we have a prosperous future.）

建议措施段落常用的句子如下：

- (1) Severe (active, positive) measures must be taken to ban (control) ...
- (2) It is high time that we took some measures to put... on hold.
- (3) Governments at all levels are expected to tighten rules and regulations to put... on hold.
- (4) People must work together (team up with others, collaborate, work shoulder to shoulder) to...
- (5) Citizens must cultivate (enhance, develop) the awareness that...
- (6) In this campaign, ... will be in the forefront against...
- (7) What should be done to arrest and reverse this disturbing situation?
- (8) Governments at all levels are supposed to collaborate to develop a series of plans.

**第三节****写出高分作文不可或缺的六种方法  
——让你的作文内容“脉络清晰”****列举法与分类法**

英语考试的短文写作通常使用过程描述，为了叙述清楚有序，完整准确：用列举法通过列举几方面的事实使读者相信或接受作者的意见和观点；或用分类法将

被说明的对象，按照一定的标准划分成不同的类别，一类一类地加以说明。例如：

Firstly, I will mention the advantages; then I will talk about the disadvantages.

I have never been to Beijing though it is the capital. In the first place I don't want to go, and in the second place I can't afford to.

I want to be a kindergarten teacher: to begin / start with, I have some kindergarten educational background, and secondly I am always very happy with those kids.

常用的序列标识语组合有：

First... Next... Then... After that... Finally...

Firstly, ... Secondly, ... Thirdly, ... Finally, ...

In the first place, ... In the second place, ... In the last place, ...

For one thing, ... For another (thing) , ...

To begin with..., Moreover..., Finally...

#### 例文 1:

Reforms have already brought the Chinese people a lot of benefits. As a result of successful economic reforms in urban and rural areas, great improvement has been made in the people's living standards. The political reform has also showed its great advantages. It strengthens and perfects our political system and creates better conditions for the further development of production. What's more, reforms have enriched the people's spiritual life and people can enjoy more democracy.

【分析】文中第一句为主题句，表明了观点，即改革给中国人民带来许多好处。下面列举了三方面变化来证明作者观点的正确。

#### 例文 2:

Nowadays the news media mainly consist of newspapers, radio and television. Each type has its own advantages and disadvantages. Newspapers are the oldest form for communicating the news. Today many people still begin their day by reading morning papers while having breakfast, and end their day by reading evening papers while having dinner.

The invention of the radio has had a tremendous influence on the world. It is able to bring up-to-minute news to distant places in a matter of seconds. Thus the development of the radio has made the world a smaller place.

Television is the most recently developed device for communication. It allows us to see as well as to hear the news. The fact that it enables people to see visual images has had a considerable effect on our perceptions of world events.

【分析】文中第一句为主题句，表明新闻媒体包括报纸、收音机和电视三种。后面接着将这三种媒体用分类法一类一类地加以说明。



## 定义法与主题句法

### 1. 定义法

定义法是用来说明的一种方法。用定义法在叙述某一事物或论证某一概念时，需要对它进行定义。常见句型：

(1) X is Y. (X 代表被定义项，Y 代表定义项：“is”是联项)。例如：

A letter is a written or printed message from one person to another.

A thermometer is a device used for measuring and showing temperature.

(2) X is Y + who (which 或 where) 引起的定语从句。例如：

An instructor is a teacher of a college or university, who usually teaches a limited number of classes.

A university is a college or collection of colleges where people study for a degree.

(3) X refers to Y. (X applies to Y / X is applied to Y. ) 例如：

Density refers to the weight of the metal.

The word matter refers to the material of which all bodies are composed.

(4) X is defined as Y. (X is called Y. ) 例如：

Physics is often defined as the science of matter and energy.

(5) X means Y. / By X we mean Y. 例如：

By civil rights we mean, politically, freedom.

By conductivity we mean the ability to conduct an electric current.

### 例文：

Flexibility is defined as being adaptable to change. In the course of your lifetime, it is essential that you learn to bend and flex around every new circumstance, as rigidity deprives you of the opportunity to see new possibilities. Paradigms (情况, 式样) change over time, and so must you. Your company may restructure, and you will have to survive. Your spouse may choose to leave the marriage, and you will have to cope. Technology will continue to advance and change, and you must constantly learn and adapt or risk becoming a dinosaur. Flexibility allows you to be ready for whatever curve lies ahead in life instead of getting blindsided by it.

### 2. 主题句法

在英语篇章中，一致性原则通常体现在各段的主题句里。

(1) 主题句的位置

主题句在段中可以居首、居中，也可以居尾。主题句的位置可以根据作者写

作需要而定。

1) 主题句在段首与段尾

**例文：**

Good manners are important in all countries, but ways of expressing good manners are different from country to country. Americans eat with knives and forks; Japanese eat with chopsticks. Americans say “Hi” when they meet; Japanese bow. Many American men open doors for women; Japanese men do not. On the surface, it appears that good manners in America are not good manners in Japan, and in a way this is true. But in any country, the only manners that are important are those involving one person’s behavior toward another person. In all countries it is good manners to behave considerately toward others and bad manners not to. It is only the way of behaving politely that differs from country to country.

2) 主题句在段首

**例文：**

Progress in science and the improvement of living conditions have led to the rapid growth of the world population. Modern medicine, for example, has made it possible for babies to grow up healthily and for people to live longer. With improved living conditions, particularly in the countryside, people tend to have larger families. As a result, the world population has increased so rapidly that it has now exceeded 6 billion.

3) 主题句在段尾

**例文：**

Throwing criminals in jail is an ancient and widespread method of punishment, but is it a wise one? It does seem reasonable to keep wrongdoers in a place where they find fewer opportunities to hurt innocent people, and where they might discover that crime doesn’t pay. The system has long been considered fair and sound by those who want to see the guilty punished and society protected. Yet the value of this form of justice is now being questioned by the very men who have to apply it: the judges. The reason, they say, is that prison doesn’t do anyone any good.

4) 主题句在段中

**例文：**

Just as I settle down to read or watch television, he demands that I play with him. If I get a telephone call, he screams in the background or knocks something over. I always



have to hang up to find out what's wrong with him. Baby-sitting with my little brother is no fun. He refuses to let me eat a snack in peace. Usually he wants half of whatever I have to eat. Then, when he finally grows tired, it takes about an hour for him to fall asleep.

(2) 写好主题句的方法

写好主题句的方法包括:

1) 主题句要概括一定内容, 不要空泛, 否则扩展句将难以说明和支持它, 例如:

空泛: English language is very important.

概括: English language is very important in our daily life.

空泛: The Olympic Games are exciting.

概括: In the Olympic Games the football teams from many countries compete intensely.

2) 尽量使用简单句或简洁明了的句子, 例如:

简洁: Collecting stamps is her hobby.

复杂: She likes collecting stamps which is her hobby.

简洁: I enjoyed watching "Gone with the Wind" very much.

复杂: "Gone With the Wind" was a good film which I enjoyed watching very much.

3) 主题句应该做到句子完整和表达的主体思想完整, 例如:

不完整: How to write a composition.

完整: How to write a composition is not an easy thing to talk about.

不完整: If the weather had been fine.

完整: If it had been fine, we would have had a good time.

4) 关键词是直接表达主题的词汇, 它决定段落的内容和展开的方法, 引导整个段落的发展, 例如:

There are several ways to boil the water.

The task can be finished in three steps.

There is a new method to reduce the cost.



例证法与因果法

**I. 例证法**

在确定段落的主题后, 举出实例来说明观点, 使所要说明的观点或事物具体化, 以便让读者理解。但运用此方法时, 一定要注意例子的代表性和适应性, 恰当地使用事例可以使内容具体, 增强说服力。

实用范例:

There are many sources of air pollution; exhaust fumes, for example.

People's ability to do the tests was influenced by factors such as age, sex, and ethnic

background.

Lack of communication causes serious problems and their marriage is a case in point.

Just as fish cannot live without water, human beings cannot live without oxygen.

Everyone in the family likes last Sunday's picnic in the park, including my 85-year-old grandma.

Like love, diamond becomes more precious with time.

### 例文：

In order to prevent non-smokers from being affected, measures must be taken to reduce the chances of smoking. A lot of work can be done concerning this. For example, in some public places, such as in theatres, cinemas, and smoking should be forbidden. Even on the train or plane, people should not be allowed to smoke. Doctors, teachers, government leaders should take the lead not to smoke. Above all, the harmfulness and dangers caused by smoking should be made known to all through newspapers, radios or TV programs. Also, the growing of tobacco and the production of cigarettes should not be encouraged. Only in this way can we effectively reduce the chances of second-hand smoking.

**【分析】**例文的中心思想是要说明为了使不吸烟者免受影响，应采取措施减少被动吸烟的机会。围绕这一中心，作者列举了几方面的例子，如：在公共场所禁止吸烟；医生、教师及公务员等要带头不吸烟；还要让人们了解吸烟的危害等。

## 2. 因果法

在议论文中使用因果法（cause and effect）进行论证具有较强的说服力。因果法中的“因”是指证明论点的理由；“果”是指要证明的论点。人们在思维过程中常常会根据某事物的原因推导其结果或根据某种结果分析其原因，这种思维方法体现在写作中便是因果法。

用因果法展开论述时，可以先从正面说明原因，再得出结论，也就是先因后果；也可先表明论点，再一一阐明原因，即先果后因。展开论述时可以一果一因、一因一果；也可一果多因、一因多果。

### 例文：

The hamburger is the most popular food item in the United States. Every year Americans consume billions of them. They are sold in expensive restaurants and in humble dinners. They are cooked at home on the kitchen stove or over a barbecue grill in the backyard. Why are they so popular?

First, a hamburger is extremely easy to prepare. It is nothing more than a piece of ground beef, cooked for a few minutes. Then it is placed in a sliced bun.



Nothing could be simpler. Even an unskilled cook can turn out hundreds of them in an hour. Besides that, the simple hamburger can be varied in many ways. You can melt some cheese on top of the beef to create a cheeseburger. Also, you can add some grilled bacon for an interesting flavor contrast. In addition, you can garnish the hamburger with other things such as lettuce, tomato, onion, mushrooms, avocado, pickles, hot pepper, ketchup, relish, mayonnaise, mustard or whatever you wish!

表示因果关系常用如下方法。

(1) 用连接词语 therefore, so, thus, hence, accordingly, consequently, as a result, as a consequence 等表示结果。例如:

We do not have enough money. Thus we cannot buy a new car.

They cannot do the work; consequently, we must find another company.

The Red Cross has not been allowed to inspect the camps, and as a result little is known about them.

(2) 用从属连词 because, since, as, now (that), seeing that 等引起从句表示原因。例如:

Since we've got a few minutes to wait for the train, let's have a cup of coffee.

Seeing that we need to arrive by twelve o'clock, we'd better leave at nine.

(3) 动词或动词短语 cause, produce, effect, lead to, result in, bring about, be responsible for, give rise to 等可以表示因果关系。例如:

An increase in demand often results in / leads to / causes / produces higher prices.

Social practice alone gives rise to human knowledge.

(4) 用介词短语 because of, due to, owing to, on account of, as a result of, thanks to 等表示原因。例如:

On account of the rise in prices, we must also charge more.

The play was a great success, and it was all thanks to the effort and commitment of everyone involved.

(5) 用名词 cause (后接 of) 或 reason (后接 for) 表示原因。例如:

One of the causes of the accident was poor communication.

The reason for the flood was all that heavy rain.

(6) 用名词 effect, consequence 或 result 表示结果。例如:

The government's refusal to put enough money into health care has had disastrous consequences.

His broken leg is the direct result of his own carelessness.

# 第五章

获得高分作文的终极  
武器——作文狂背模  
板与精选范文 150 篇







# 第一节

## 应用文写作十大高分狂背模板



### 邀请信高分狂背模板

Dear \_\_\_\_\_,

There will be a \_\_\_\_\_ (内容) at / in \_\_\_\_\_ (地点) on \_\_\_\_\_ (时间). We would be honored to have you there with us.

The occasion will start at \_\_\_\_\_ (具体时间). This will be followed by a \_\_\_\_\_ (进一步的安排). At around \_\_\_\_\_ (时间), \_\_\_\_\_ (另一个安排).

I really hope you can make it. RSVP before \_\_\_\_\_ (回复的最后期限).

Yours sincerely,  
Li Ming



### 感谢信高分狂背模板

Dear \_\_\_\_\_,

I am writing to extend my sincere gratitude for \_\_\_\_\_ (感谢的原因). If it had not been for your assistance in \_\_\_\_\_ (对方给你的具体帮助), I fear that I would have been (假设没有对方帮助的结果).

Every one agrees that it you who \_\_\_\_\_ (给出细节). Again, I would like to express my warm thanks to you! Please accept my gratitude.

Yours sincerely,  
Li Ming



### 建议信高分狂背模板

Dear \_\_\_\_\_,

You have asked me for my advice with regard to \_\_\_\_\_, and I will try to make some constructive suggestions here (交代写信的目的).

In my opinion, you would be wise to take the following actions: \_\_\_\_\_ (建议的内容).

I hope you will find these proposals useful, and I would be ready to discuss this matter with you in detail.

Good luck with your\_\_\_\_\_ (祝愿某事成功 / 好运)!

Yours sincerely,  
Li Ming



请求信高分狂背模板

Dear \_\_\_\_\_,

I am writing to formally request to\_\_\_\_\_ (请求的内容).

The reason for\_\_\_\_\_ is that\_\_\_\_\_ (给出原因). I \_\_\_\_\_, so I \_\_\_\_\_ (给出细节).

I would also like to request\_\_\_\_\_ (提出进一步的要求). I am sorry for any inconvenience I have caused.

Thank you for your attention to these requests. If you have any questions, do not hesitate to contact me at \_\_\_\_\_ (电话号码). I look forward to a favorable reply.

Yours sincerely,  
Li Ming



道歉信高分狂背模板

Dear \_\_\_\_\_,

I am truly sorry that\_\_\_\_\_ (表示歉意).

The reason is that\_\_\_\_\_ (解释原因). Once again, I am sorry for any inconvenience caused.

I hope you can accept my apologies and understand my situation (再次请求原谅).

Yours sincerely,  
Li Ming



求职信高分狂背模板

Dear Sir or Madam,

I write this letter to apply for the position that you have advertised in\_\_\_\_\_ (报纸名称) of\_\_\_\_\_ (广告发布时间).

Not only do I have the qualifications for this job, but I also have the right personality for a\_\_\_\_\_ (工作名称). On the one hand, \_\_\_\_\_ (第一个原因). On the other hand, \_\_\_\_\_ (另一个原因).

Should you grant me a personal interview, I would be most grateful. If you need to know more about me, please feel free to contact me at any time at\_\_\_\_\_ (电话号码).



Thank you for considering my application, and I am looking forward to meeting you.

Yours sincerely,

Li Ming



询问信高分狂背模板

Dear \_\_\_\_\_,

I am \_\_\_\_\_ (自我介绍). I am writing to see if it is possible for you to provide me with information regarding \_\_\_\_\_ (要询问的内容).

First of all, what are \_\_\_\_\_ (第一个问题)? Secondly, when will \_\_\_\_\_ (第二个问题)? Thirdly, is \_\_\_\_\_ (第三个问题)?

I would also like to inquire \_\_\_\_\_ (将最重要的问题单独成段). Could you be so kind as to send me some relevant booklets on the above-mentioned aspects?

Thank you for your kindness, and your prompt attention to this letter will be highly appreciated.

Yours sincerely,

Li Ming



投诉信高分狂背模板

Dear \_\_\_\_\_,

I am \_\_\_\_\_ (自我介绍). I feel bad to trouble you but I am afraid that I have to make a complaint about \_\_\_\_\_ (提出要投诉的问题).

The reason for my dissatisfaction is \_\_\_\_\_ (总体介绍). In the first place, \_\_\_\_\_ (抱怨的第一个方面). In addition, \_\_\_\_\_ (抱怨的第二个方面). Under these circumstances, I find it \_\_\_\_\_ (感觉) to \_\_\_\_\_ (描述此事引起的不便或后果).

I appreciate it very much if you could \_\_\_\_\_ (提出建议和请求). Preferably, \_\_\_\_\_ (进一步的要求). And I would like to have this matter settled by \_\_\_\_\_ (设定解决问题的最后期限).

Thank you for your consideration and I will be looking forward to your reply.

Yours sincerely,

Li Ming



祝贺信高分狂背模板

Dear \_\_\_\_\_,

Congratulations on your \_\_\_\_\_ (表达祝贺). I know how hard you have been

working and I am very proud of you for your achievements (提出祝贺的原因)。

I understand for sure that it is your hard work / your excellent ability that leads you to the current success. This new position, on the other hand, adds a new dimension to your life and is bound to \_\_\_\_\_ (祝贺的第一个方面)。What's more, I also believe that \_\_\_\_\_ (祝贺的第二个方面)。

May all go beautifully in your new post!

Yours sincerely,  
Li Ming



### 拒绝信高分狂背模板

Dear \_\_\_\_\_,

Thank you very much for \_\_\_\_\_ (表示感谢, 引出拒绝)。I'd like to accept \_\_\_\_\_, but I have to say sorry to you (委婉地表示拒绝)。I decline your \_\_\_\_\_ because \_\_\_\_\_ (陈述拒绝的原因一)。Besides / What's more, \_\_\_\_\_ (陈述拒绝的原因二)。On account of the facts mentioned above, I believe you can understand why it is not possible for me to \_\_\_\_\_ (总结原因, 正式表示拒绝)。I do hope this doesn't cause you too much inconvenience (希望自己的行为没有给对方带来不便)。If possible, I wonder if I \_\_\_\_\_ (提出补救措施)。And I do wish \_\_\_\_\_ (向对方表示祝愿)。

Yours sincerely,  
Li Ming

## 第二节

## 应用文精选范文 50 篇



### 表达祝贺类应用文

#### 练习 1:

Directions:

Last week, you got to know that Zhang Hong, one of your middle school classmates, was admitted to Cambridge University as a post-graduate. Write a letter to Zhang, telling her your congratulations, stating your feeling(s), and make a wish.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter; use "Li Ming" instead. You do not need to write the address.



• 高分参考范文 •

Dear Zhang Hong,

Last week, I was delighted to learn that you are admitted to the graduate school of Cambridge University. I am writing to you to express my heartfelt congratulations.

Your remarkable achievement is the result of your painstaking efforts and perseverance. The word “Never say die” is your motto since our middle school days. You are a girl of firm believe and have been my model. You are the pride of our class.

I hope that you will make great academic progress and successfully get your MS degree in Cambridge. Again, please accept my sincere congratulations.

Sincerely yours,  
Li Ming

练习 2:

Directions:

You have just heard that a friend of yours was appointed Vice General Manager of the company he / she has been working for. Write a letter to him/her to express

- 1) your congratulations on his / her promotion,
- 2) your compliments for his / her hard work,
- 3) your wishes for his / her future.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

• 高分参考范文 •

Dear James,

It was a pleasure to hear the splendid news that you are appointed Vice General Manager of your company. My heartiest congratulations!

Looking back on your activities so far, I know that your enthusiasm and experience are the very qualities that are needed for this position. I am also delighted that after years of service your talent and hard work have been rewarded. I really think you deserve the position.

Your company is prestigious and I believe you will get the opportunities to play to the best of your potentials in it.

Please accept my warmest congratulations on your promotion again. May your future be as successful as you have always been.

Yours sincerely,  
Li Ming

**练习 3:**

Directions:

Your little brother James has won the first prize at the English Speech Competition, and it is pleasure to write a congratulation. Write it under the following guide lines:

- 1) express your congratulations,
- 2) express your hope for his English study,
- 3) a present to him is necessary.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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• **高分参考范文** •

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Dear James,

I am delighted to hear of your recent winning the first prize at the English Speech Competition and would like to send you my warmest congratulations and best wishes for your English study.

Learning English should be fun. As a proverb goes, “Diligence is the mother of success.”, you should keep on your diligent study and don’t give it up.

I am sending you a small electronic English dictionary with this letter and I hope you will find it useful.

Best wishes.

Yours truly,  
Li Ming

**练习 4:**

Directions:

Your classmate Alice has completed all the required course of university study. That is really a good news for you and it is time for you to write a congratulation letter on her graduation. Write it under the following guidelines.

- 1) express your congratulations on her success,
- 2) express your hope for her further studies,
- 3) express your encouragement for her to become a graduate student.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.



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• 高分参考范文 •

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Dear Alice,

Allow me to congratulate you upon the successful completion of your prescribed course of study. It is your industriousness that has won for you this honour. I feel pride for what you have done.

I hope that your graduation will not end your studies, but will rather be the beginning of a new and broader education.

How happy I shall be when I see you come back as a distinguished intellect, but still I would rather see you as a graduate student very soon. I believe your ability to make this choice.

Yours sincerely,  
Li Ming

**练习 5:**

Directions:

Your friend Wang Wei is going to open a company of his own. Write a letter of congratulations to him based on the following notes.

- 1) It's Wang's dream to start his own business.
- 2) He has done a lot for that and deserves what he has achieved.
- 3) You express all your good wishes to him.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address.

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• 高分参考范文 •

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Dear Wang Wei,

I read in today's evening paper that after five years work with Carl Ware Co. Ltd., you are branching out for yourself and opening your own agency.

It's wonderful to know that you have achieved the goal you set for yourself. Your years of hard work has finally paid back. It proves once again that a good man always gets ahead. I would like to add my congratulations to the many you must be receiving. I'm sure the new agency will be a great success. I sincerely hope you will find in this new venture the happiness and satisfaction you so richly deserve.

Sincerely yours,  
Li Ming



表达感谢、道歉类应用文

练习 6:

Directions:

Your library book is overdue / lost. Write a letter to Mr. Wang, the librarian, to

- 1) apologize for it,
- 2) explain your reasons, and
- 3) promise to return / recover it as soon as possible.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

高分参考范文

Dear Mr. Wang,

I am sorry to tell you that I am unable to return one of the novels I borrowed last month.

I went back home with the books during the Labor Day holiday. Just on the day before the holiday was over, I was unable to find one of them on my desk where it should have been. Obviously someone has taken it away without first letting me know. I've asked my parents to locate the book and send it to me by mail. In case they cannot find it in the next few days, I shall try to buy a new copy for the library.

Again, I apologize for the inconvenience that caused.

Yours truly,  
Li Ming

练习 7:

Directions:

You failed to go to an appointment with Mr. Wang. Write a letter to him to

- 1) apologize for missing the appointment,
- 2) explain your reasons, and
- 3) ask for another meeting.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.





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• 高分参考范文 •

Dear Mr. Wang,

I am very sorry that I missed our scheduled appointment yesterday. I attempted to send a message to you that my car broke down on my way to your company and I needed to immediately deal with towing and subsequent repairs. I hope you received my message and were not too inconvenienced by my missing our appointment.

Our meeting was very important to me. I will call your office within the week to reschedule another appointment that is convenient for you. I look forward to meeting with you.

Thank you for your time and consideration.

Yours truly,  
Li Ming

**练习 8:**

Directions:

You will take part in a Martial Arts competition which is going to take place in the campus hall next week. But you can't attend it because you must take part in the English exam at the same time. Write a letter to your teacher, Mr. Liu. Write it under the following guide lines:

- 1) the reasons for your absence,
- 2) your regret for the absence,
- 3) and your recommendations for another candidate.

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address.

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• 高分参考范文 •

Dear Mr. Liu,

I am so sorry to tell you that I can't attend the Martial Arts competition in the campus hall next week. Because I must take part in the English exam or I can't graduate from my university easily.

I feel much regretful when I get to know I will miss a good opportunity to practice Martial Arts and put my ability to test. I did make good preparation for the Martial Arts competition for two whole months, and I feel confident that I can get good score in this competition. So I'd like to recommend my classmate James. He is fond of Martial Arts and once won the second prize at the Martial Arts competition. I strongly believe that he

will live up to our expectations.

Sincerely yours,  
Li Ming



### 表达鼓励类应用文

#### 练习 9:

Directions:

Suppose John, one of your best friends, has experienced a series of failures recently. Write him a letter to encourage him not to feel depressed and give him some advice on how to be successful.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

### 高分参考范文

Dear John,

How are you? I am afraid it has been really a long time since our last meeting, and I want to know how everything is with you.

I was informed that life does not seem easy for you because you encountered a series of failures. Unemployment and divorce at the same time will prove unbearable to anyone. I sincerely hope that you can face all these adverse situations with courage.

As you know, life is not always easy for us. Setbacks, unexpected consequences and sometimes failures are a part of our lives. As long as you try to seek out the causes for your failures and try to get rid of them, failures can become the way to success.

Go on with your efforts. I miss you very much, especially your lovely smile. Please write to me when you have time.

Sincerely yours,  
Li Ming



### 应聘、辞职类应用文

#### 练习 10:

Directions:

You want to apply for the following post / position: Waiter / waitress required for



evening work. Write a letter to Mr. Byron:

- 1) show your interest,
- 2) describe your previous experience,
- 3) explain why you would be suitable for the job.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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• 高分参考范文 •

Dear Sir or Madam,

I am writing to express my interest in your recently advertised position for a waitress. Enclosed with this letter is my resume, which further details my previous work experience and qualifications.

Not only do my qualifications and work experiences make me a perfect candidate for the job, also my personality is well suited to working as a waitress. I am a very friendly person who can quickly establish rapport with people of all ages.

I would like to meet with you at your earliest convenience, to discuss the possibility of working at your restaurant. Thank you for your consideration of my application. I look forward to meeting you in the near future.

Yours sincerely,  
Li Ming

**练习 11:**

Directions:

Proofreader Wanted: Seeking a responsible person for a proofreading position at the magazine *Beijing Youth*. Proofread English articles. Be proficient in English and have good computer skills. Contact Smith, P. O. Box 31, Beijing 100011.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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• 高分参考范文 •

Dear Mr. Smith,

I would like to apply for the summer position of a proofreader which you advertised in the newspaper. At present, I am a senior at Peking University, where I am studying for a B.A. in Chinese literature. I have passed the entrance examination for graduate school at the same university, so I will be free this summer.

I worked for *Beijing Review* last summer. I enjoyed the seemingly tedious work which

enriched my knowledge. The experience also helped me improve my typing skills, which I understand, are required for the job I am applying for.

At Peking University, I have been working hard and doing well in my classes. Although I am not an English major, I speak and write English well. I passed the CET-6 with a high score and have adequate computer skills. I believe I can work for you without much additional training.

Thank you for your consideration.

Sincerely,  
Li Ming

### 练习 12:

Directions:

You will graduate from university, and want to apply for a job in a company. Write an application to the personnel department for a position according to the following guidelines:

- 1) why you apply for the job,
- 2) your resume,
- 3) ask for an interview if necessary.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

## • 高分参考范文 •

Dear Sir,

As I am going to graduate from university, I would like to apply for a position in your company. The reason for this is that my training at Wuhan University helped me develop such skills as a secretary with excellent shorthand and word-processing. That really fits your requirements.

The enclosed resume describes my education and work experience. You will notice that I placed third in the final score of the grade and I also received good comments from my internship in a foreign trade corporation.

If this brief description meets your requirements, an interview with you is hoped soon. May I call you on next Monday to make an appointment?

Yours sincerely,  
Li Ming

### 练习 13:

Directions:

You are a senior of English for Business. A German company in China is recruiting



an assistant to marketing project manager, which requires a good command of English and knowledge in German especially. Write a letter of about 100 words applying for the position, introducing yourself and asking for an interview. You needn't write the address. Do not sign your own name at the end of the letter, using "Wang Lin" instead.

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● 高分参考范文 ●

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Dear Sir,

I am graduating from Shanghai Institute of Foreign Trade this summer. As a student of English for Business, I hope to work for a foreign company after graduation.

In the past three academic years, I have proved myself to be a straight-A student, awarded a succession of scholarships. My English is particularly good and German happens to be my second foreign language, which will live up to the requirements set by a wholly foreign-owned enterprise like yours.

I apply for the position of assistant to your marketing project manager. You will find me a good team player, self-motivated and eager to learn. I believe I can be of value to your company.

Enclosed please find my resume.

I should be very happy if you would arrange an interview for me.

Yours sincerely,

Wang Lin

**练习 14:**

Directions:

Some joint venture is advertising for an important post. Please write a letter to the company to express your willing of doing the job. The article should include the following information:

- 1) how you know the information,
- 2) your major, advantages and relevant working experience,
- 3) show your confidence and willingness to get the job and your hope to be interviewed.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address.

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● 高分参考范文 ●

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Dear Sir or Madam,

I read your advertisement for a sales manager in XX newspaper. My major is

mechanical engineering and I am have a Bachelor's Degree. I have been working in Shell Company for two years and my duty is selling their lubricants in Eastern China. I am adept at mastering new products' characters and developing new market. Your company is noted for lubricant production and its innovation. Your company is just the place I have long been seeking for my career. So I offer my specifications in the hope you will consider me for the job. It would be very grateful if you could give me a chance of having an interview at your convenience.

Cordially,  
Li Ming

**练习 15:**

Directions: For this part, you are required to write a letter on the topic given in Chinese below.

向一个正在招聘的公司,介绍自己的背景材料(如学历、专业、特长、爱好等),说明自己有强烈的应聘愿望。

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address.

• **高分参考范文** •

Dear Mr. Gates,

My motto is "Challenge me!"

That was why I was excited when I found on the web your advertisement for the web programming in your department. As an experienced web developer, I see the position as a new challenge because it requires the applicant to have all all-related knowledge, a strong self-motivation, and desire to learn new things in the dynamic world of cyberspace.

Having worked as a programmer and analyst at several high-tech companies. I possess a wide range of web related expertise, mastered many object-oriented programming languages, gained valuable hands-on experience with some of the most popular web client / server softwares on various operating systems, and designed and administered successfully a number of web pages. A believer in teamwork, I have also enjoyed working with others in getting the job done in a most efficient way.

All these knowledge and experiences, as shown in detail in the resume I enclose, would enable me to be a competent web programmer and make a direct and immediate contribution to your company.

While being proud of what I have accomplished so far, I crave the thrill of being changed and being at the cutting edge in the field of technology. I would be happy to



see you to discuss more fully my qualifications for the position. Will you please call 010-65889922 (work) or 13168476539 (mobile phone) ? You can also reach me at bill62002@yahoo.com.cn.

Yours truly,  
Li Ming

**练习 16:**

Directions:

This week you have looked through a journal and get to know that there is a position in a computer company. A programmer is needed. Write a letter to its personnel department, and

- 1) show your desire for the position,
- 2) describe your qualifications,
- 3) and express your wish for an interview.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

● **高分参考范文** ●

Dear Sir,

I am writing this letter to you to inquire about the position your companies advertised in the journal yesterday. I intend to apply for the job vacancy of the programmer.

I think I can meet the requirements that the position need. I have enough experience for programming. I once won the first prize of our university's computer programming competition. I strongly believe I'm extremely well qualified for the job.

I have get to know that your company is one of the most famous computer companies and enjoys good reputation and show great promise. I will be appreciated if you can give me an interview opportunity. I am looking forward to your early reply.

Yours faithfully,  
Li Ming

**练习 17:**

Directions:

Two months ago you got a job as a programmer for the company of TIANYI. But now you find that the work is not what you expected. You decide to quit. Write a letter to your boss, Mr. Liu, telling him your decision, starting your reason(s), and making an apology.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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 ● 高分参考范文 ●
 

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Dear Mr. Liu,

I am much grateful to be employed by you two months ago as a programmer for your company. I appreciate the opportunity of having worked here with you and other colleagues. The experiences will be unforgettable throughout my life.

However, as a young man whose primary interest is in international trade rather than fashion designing, I find my present job doesn't fall in with my previous training and my strength. So I decide to quit this job for something else that may conform to my former preparation.

Please accept my sincere apologies for any inconveniences my leaving may incur.

Cordially,  
Li Ming



### 投诉类应用文

#### 练习 18:

Directions:

During the week-long holiday, you joined a package tour organized by a travel agency to the city of Beijing. But when you got there, you found the services provided for you rather disappointing. Then you decided to write a letter to the General Manager to

- 1) state your purpose of writing,
- 2) complain about the services,
- 3) and make some suggestions.

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. Do not write the address.

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 ● 高分参考范文 ●
 

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Dear Sir or Madam,

I write this letter to you to place a strong complaint of the bad services I received during my trip to Beijing eight days ago.

During the week-long holiday, what I experienced was rather annoying. I must tell you that I am not satisfied with the hotel services your agency arranged for us. The surrounding environment round the hotel I lived in was so noisy that I slept lightly that night. What made matters worse is that the food provided by the hotel was not wholesome. After I had





the breakfast, I felt sick and got a stomachache. That almost completely spoilt my trip.

Given all this, I strongly insist that you should return me some of the money that I paid. I'm looking forward to an early reply from you.

Yours sincerely,  
Li Ming

**练习 19:**

Directions:

You had received your order for 280 women's cotton sweaters on September 10 from Mr. Chang, but you found 40 cotton sweaters in white color were seriously soiled, please write a letter of complaint. Write it under the following guidelines:

- 1) tell Mr. Chang that 40 cotton sweaters in white color were seriously soiled,
- 2) tell him the result of case investigation and tell the reason for this case,
- 3) express your hope for Mr. Chang's quick response.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address.

● **高分参考范文** ●

Dear Mr. Chang,

On September 10, our order for 280 women's cotton sweaters was duly received, but we regret to say that 40 cotton sweaters in white color were seriously soiled.

We had the case investigated immediately, and the result showed the damage was due to improper packing, for which the suppliers were definitely responsible.

Needless to say, we have suffered a great loss from this, as we cannot sell the sweaters in this condition to our customers. We ask you to conduct investigation at your end and reply to us.

Sincerely yours,  
Li Ming

**练习 20:**

Directions:

You bought a computer. But when you got home, you found some quality problems with it. So, you decided to write a letter to the shop manager. The content includes the following:

- 1) the problems with the computer,
- 2) your demand of compensation.

You should write about 100 words. Do not sign your own name at the end of the

letter. Use “Li Ming” instead. You do not need to write the address.

● 高分参考范文 ●

Dear Sir or Madam,

I bought a computer XX from your store yesterday. Upon returning home, I tried to switch it on, but it did not work. I remember that when one of your shop assistants tested it and it worked well. At that time, I asked the assistant to send the computer directly to my house and do another test. But your shop assistant said that your products were quality guaranteed and after-sales services were unnecessary. I am very unsatisfied with the attitude of your shop assistant toward customers and the quality of your products.

Although your shop assistant agreed to send someone to my house to repair the computer I newly bought, I am still afraid of the troubles possibly brought by the computer of such low quality. To solve the problems completely, I suggested that the computer be returned and strongly demanded your store to compensate me for all the losses I suffered concerning the purchase of the computer from your store.

Yours sincerely,  
Li Ming

练习 21:

Directions:

You bought a refrigerator in a supermarket three days ago. But much to your disappointment, it could not be properly operated when you brought it back. Write a letter to the manager of the supermarket under the following guidelines:

- 1) express your complaints,
- 2) describe the problems,
- 3) and ask for a prompt reply.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

● 高分参考范文 ●

Dear Manager,

I am writing this letter to you to make some complaints about the refrigerator I bought in your supermarket three days ago. There is something wrong with it and this causes me much inconvenience.

The refrigerator can't refrigerate properly when I brought it back home. I put some fruit and beverage in it, and after one day, all the fruits and beverages have gone bad. I'm



so annoyed with it.

It's definite that you didn't carefully examine the refrigerator's quality before you sold it, and I think that your supermarket should take full responsibility and give me a satisfactory and prompt reply.

Cordially,  
Li Ming



备忘录类应用文

练习 22:

Directions:

Remind yourself of some items that you need to do on Sunday

- 1) take part in your classmates, birthday party,
- 2) return the book in the library,
- 3) others.

高分参考范文

Memo

There are a lot of things I am planning to do on the coming Sunday, so I have to write a memo in case that I would have some omissions.

The first thing is to take part in the birthday party of my classmate Li Ping, who lives in the western suburb of the city. I guess that I may meet many interesting boys there and make more new friends because Li Ping has a lot of friends whom I don't know. When I come back I shall go to the library to return the book that I borrowed one month ago. I would also borrow some new books if I could find any and the time is available. Then, I need to go to the supermarket to buy some delicious food for my former classmate who is coming to see me in the evening.

Lastly, I would have a long distance telephone call to my mother, to give her a report on what I have done since saying goodbye to her last week.

练习 23:

Directions: It is decided to collect donations for children in poor areas. Please write a memo to tell all the students and the faculty in your university, about the following information:

- 1) the purpose of the donation,
- 2) and the schedule for the activity.

You should write about 100 words. Do not sign your name on the memo. Use “Student’s Union” instead.

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● 高分参考范文 ●

**Memorandum**

To: All the students and the faculty

From: Students’ Union

Date: October 9th, 2004

Subject: Collect donations for the children in poor areas

All the students and the faculty of the university are encouraged to make contributions to children in the western part of China. Some children in these parts are too poor to go to school or to continue their schooling. In order to help them have a proper education, we call forth all the students and the teachers to offer what you can to them.

We will accept donations from Saturday 8 o’clock in the morning to 5 o’clock in the afternoon in front of Classroom Building 1. All the collections will be handed to the Center of Chinese Children the next day.



推荐类应用文

**练习 24:**

Directions: Suppose you are director of the personnel department in a company. Jenny has been working with you for a long time. She wants to look for a job in another company and begs you to write a letter of recommendation for her.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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● 高分参考范文 ●

Dear Sir or Madam,

I have known Ms. Jenny Green since 1997, when she was employed as a secretary in our company while I was Director of the department.

Ms. Green has demonstrated that she is an excellent employee with outstanding abilities and commitment. In fact, I am deeply impressed by her skills and her involvement in the activities of the department. Due to budgetary constraints, it is impossible to retain her services for the next year.



I am very pleased to recommend Jenny to any other employer who is in a position to hire her.

Sincerely yours,  
Li Ming

**练习 25:**

Directions:

A student wants to join the Students' Union, and asks you to write a recommendation letter, of which the content should include:

- 1) the reason why the student wants to join the Students' Union,
- 2) the student's study and working ability,
- 3) your confidence in him or her of holding the post.

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead.

● **高分参考范文** ●

Dear Sir,

I am XXX, a student entrusted by the Students' Union to be responsible for selecting candidates for members to work in the Union.

After several weeks, investigations and surveys I find that a classmate of mine, whose name is Lily, is a suitable candidate for the post. The reason for me to recommend her is that she is eager to join the Students' Union since she believes that it is an organization that works for the welfare of all the students.

Lily is very good at study and she has always been the best student in her class. She has been the monitor of her class since she came to the school. All her classmates like her very much.

I believe that she will be a good worker in the Students' Union because she is a capable and nice student.

Yours faithfully,  
Li Ming



**建议类应用文**

**练习 26:**

Directions:

You have learned that the shoe factory near your neighborhood is planning to expand

its scale, which is disturbing you and your neighbors very much. Now you are writing a letter to the City Planning Commission to protest it. The following points should be covered in your letter:

- 1) why it is unsuitable to expand the factory at this location,
- 2) make some useful suggestions.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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● 高分参考范文 ●

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Dear Commissioners,

On behalf of all the residents here, I want to propose that the shoe factory in this area should not be expanded. We oppose the expansion for the following reasons.

First, the smoke and bad smell from the factory already irritate the students of the school as well as the residents nearby. Enlarging the factory would only worsen the problem.

Second, there is no major highway or railroad line to the factory, and the present road is too narrow for big trucks that serve the factory. Obviously, more trucks would only cause more traffic jams.

Third, the residents of our neighborhood feel that a new factory building near the residential area would be totally out of place with the existing architecture. We would like to suggest that the factory be constructed in the suburbs.

Thank you for your attention.

Respectfully,  
Li Ming

**练习 27:**

Directions:

Assume that you have a classmate who wants to enter graduate school, and he wants you to advise him in which subject to specialize: architecture, in which he is very interested, or computer science, which offers better job prospects.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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● 高分参考范文 ●

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Dear Jack,

You have asked me for advice on whether you should study architecture or computer science at graduate school, and I will try to make some useful suggestions.



First of all, your graduate studies are also a preparation for your future career, so you should choose a subject which you would like to pursue for the rest of your life. It is obvious that the study of architecture offers you much more pleasure. You should understand how miserable it is to make a living by doing things you have to do with no interest.

By saying so, I don't intend to advise you to give up your computer studies and devote all of your time at graduate school to architecture. Instead, I firmly recommend that you improve your computer programming skills in your spare time. In this way, you may find more opportunities to earn extra money to support your studies, and you can still enjoy the pleasure of your graduate studies.

Sincerely yours,  
Li Ming

**练习 28:**

Directions:

You and your fellow students have been troubled by the difficulty in finding a classroom to study after class. Write a letter to your principal to

- 1) give a description of the present situation,
- 2) suggest some solutions,
- 3) and urge the authorities to do something about this.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address.

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• **高分参考范文** •

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Dear Mr. Principal,

My name is Li Ming, a senior of the Electronic Engineering Department. I ventured to write a letter to you about the insufficiency of seats in classrooms, which has given rise to a lot of complaints among students.

I am now preparing for the graduate entrance examination. I have to spend a lot of time studying in classroom. Yet it is sometimes so difficult to find a seat in classrooms, let alone in a quiet and bright one, that my roommates and I have formed a group and take turns to secure seats for the members every day. The person on duty must finish his supper as quickly as possible and dash off to the classroom very early. This is most inconvenient for us, so I wonder if it is possible to provide some special classrooms for those who are preparing for the test.

It seems that the conflict between the limited educational resources and the increasing number of students has become more and more critical. As a matter of fact, the problem

mentioned is nothing new but just the tip of an iceberg. Something must be done about it.

Thank you for your kind consideration.

Yours sincerely,

Li Ming

**练习 29:**

Directions:

In response to the call of “saving water resource” of the World Environment Day, the school asks you to write a proposal on “saving water”, which should include:

- 1) the importance and present situation of water resource,
- 2) the measures of saving water,
- 3) call on all the students of the school to save water.

You should write about 100 words.

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● **高分参考范文** ●

**Saving Water Resources**

Without water, there would be no plants or animals on the earth and human being would not be able to live. Everyday, we need water to drink, to wash and to produce certain things. As we all know, water resource is limited. If we do not save water from now on, we or our children will be thirty to death due to lack of water.

In our daily life, we should save as much water as possible. We should turn off the running water whenever we finish washing. We can recycle water as much as possible. For example, we can use recycled water to flush our toilets.

If every one of us begins to save water now, we needn't face the shortage of water in the future and our life will more beautiful. Let's start to save water from now on.

**练习 30:**

Directions: For this part, you are required to write a letter to the Mayor. You should write at least 100 words following the outline given below:

假如你是王玲，请你就社区附近建筑工地的污染问题给市长写一封信，内容应涉及污染情况、给居民带来的不便，以及你的建议。

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Wang Ling” instead. You do not need to write the address.

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● **高分参考范文** ●

Dear Mr. Mayor,

I am writing to you to complain about the construction sites in our city, which





cause serious environmental problems, and affect the life of residents in neighbouring communities.

My major concerns are the air pollution and the noise pollution. When the heavy industrial equipment is working, the air is always full of rising dust and sometimes even black smoke. This greatly degraded the quality of air. As people inhale dust particles and polluted air every day, their respiratory system is bound to be affected.

The other problem is the restless noise. Some construction sites operate after 8 pm, when most people need a little rest. The noise is not necessarily thunderous, but nevertheless disturbing. For people who go to sleep early, the noise is definitely a nuisance. If this situation goes on, the citizens' rights cannot be guaranteed.

I think two measures could be taken to solve the problems. First, construction work is inevitably dusty and noisy, but local authorities can set up higher pollution control standards, and restrict working hours. Second, if some sites violate the regulations, more severe punishment should be imposed on the people responsible.

It is my sincere hope that the pollution problems caused by the building sites will be looked into and solved as soon as possible. I'm looking forward to your early reply.

Yours sincerely,  
Wang Ling



邀请类应用文

练习 31:

Directions:

Professor Goodman is an excellent English expert. Suppose you are a teacher of English at the Beijing Foreign Studies University. You are writing to Professor Goodman to invite him to give your students a lecture on English studies. The following points should be covered in your letter:

- 1) the reason of your invitation,
- 2) the topic of the lecture,
- 3) possible arrangements.

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address.

• 高分参考范文 •

Dear Professor Goodman,

We have been told that you gave an excellent lecture at the Beijing Foreign Studies

University last month on “Changes in Present-day English” and I am writing to ask you if you would care to give the same lecture to my students. They can't wait to hear your views on modern English.

Possible dates would be Saturday, November 30th, or Saturday, December 7th. If neither date is suitable perhaps you could suggest an alternate day. If you find this invitation acceptable, please let me know the date and time when you would like to come. Of course, we will send a car to pick you up.

I know how busy you must be with your work, but I do hope you will be able to find time to lecture for my class. I can assure you that you will have a large and appreciative audience.

Yours truly,  
Li Ming

**练习 32:**

Directions:

The 23rd International TESOL Conference is going to be held in China. Write a letter to Dr. White to invite him to the meeting and inform him of the following details:

- 1) when and where the meeting will be held, and how long will it last,
- 2) the schedule of the meeting,
- 3) and the person to contact with.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

● **高分参考范文** ●

Dear Dr. White,

It is with great pleasure that I invite you to the 23rd International TESOL Conference. This year's conference will be held in Beijing, China from May 12 through May 16th.

We are offering a valuable program with worldwide applications, speakers who are recognized experts in their field, and topics with many implications for the future (see the enclosed brochure). Ample time is scheduled for discussion periods.

Information on accommodations, transportation and registration is enclosed. Should you have any questions, please feel free to contact Mr. Wang, the session coordinator, at 86-010-8887-0543.

Yours truly,  
Li Ming



**练习 33:**

Directions:

Your university is going to hold an academic conference, and you are asked to write an invitation to Professor Wang to attend the meeting. Write it according to the following guidelines:

- 1) give him the formal invitation,
- 2) invite him to submit a paper or give a lecture,
- 3) and confirm his coming.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

• **高分参考范文** •

Dear prof. Wang,

The Academic Conference on General Linguistics sponsored by Tianjin University will be held in Tianjin on 2nd June, 2005. We take great pleasure in inviting you to attend the Conference. Your hotel accommodation and meals will be paid by us, but you will be responsible for your airfare.

If you have any paper or lectures on which you would like to give talks, please inform us as soon as possible as the programme is being finalized soon.

Please confirm your participation at your earliest convenience.

With kind regards!

Yours sincerely  
Li Ming



**询问类应用文**

**练习 34:**

Directions:

Suppose you are an English major in China. You want very much to go abroad to teach English as a second language. Write a letter to inquire about teaching opportunities in English as a second language.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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 ● 高分参考范文 ●
 

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Dear Sir or Madam,

My name is Li Ming and I am writing to you at this time to inquire about a teaching opportunity in English as a second language. I got to know your name from an agency and I hope that you might help me in my search.

I graduated from Tsinghua University with honors with a Bachelor of Arts in the English Language and American Literature. Since then I have spent one year in Hong Kong working at a company as an interpreter and currently finished a teaching certificate program in English as a second language at Hong Kong University.

I am very much interested in teaching abroad and would appreciate any information and necessary applications you could give me regarding opportunities in the field of English as a second language. I have enclosed two letters of reference, a copy of my BA diploma and transcripts. If any other documents or letters would be of interest to you, please let me know. I look forward to hearing from you.

Sincerely yours,  
Li Ming

**练习 35:**

Directions:

Write a letter to a publishing house to buy a book in mail-order service. The content should include the following:

- 1) clarify the name and the main content of the book you wanted to buy,
- 2) ask how to pay, etc.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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 ● 高分参考范文 ●
 

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Dear Sir or Madam,

I would like to buy a book series entitled *Listen to This* that is published by your press. The book is a set of listening courses of new edition in 2003 by the writer named ×××, a well-known British linguist who has been taking post as a professor in ××× University in England for more than 20 years.

I am living in a small village in the remote area of the mountainous region, ××× Province. It is almost impossible for me to go to your place singly for buying a set of books. I therefore hope you can mail me directly according to the attached address and please



give me your account number and other information for the payment. Looking forward to your reply.

Yours sincerely,  
Li Ming

**练习 36:**

Directions:

You want to study at a certain foreign university. Write a letter:

- 1) inquire about the situations there,
- 2) ask about qualifications, fees and accommodation.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

• **高分参考范文** •

Dear Sir or Madam,

I am a Chinese student who wishes to apply for admission into your prestigious university. My plan is to start my course next term, and I would be grateful if you would be kind enough to provide me with certain essential information.

First, what qualifications do I need to follow a course of study at your university? I already have a bachelor's degree from Beijing University, but I wonder if there are any further academic requirements. Second, how much are the tuition fees? Although I intend to be self-supporting, I would be interested to hear if there are any scholarships available for international students. Third, what is the situation as regards accommodation?

I look forward to your reply, and to attending your esteemed institution.

Yours sincerely,  
Li Ming

**练习 37:**

Directions:

You have just spent a weekend staying at the St. Regis Hotel in Beijing. When you get home you find that you have left a bag at the hotel. Write to the manager of the hotel:

- 1) inquire whether the bag has been found,
- 2) give any relevant information about the bag and its contents,
- 3) ask the manager to contact you immediately if the bag is found and tell him / her how the bag can be sent to you.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Mind” instead. You do not need to write the address.

● 高分参考范文 ●

Dear Mr. / Ms. Manager,

I stayed in Room 608 in your hotel on August 10th, 2013. Could you please check your Lost and Found Department and see if my bag is there?

The bag is a small black, leather document case. Inside it, you will find several business cards and a photo of Miss Lin Daiyu. These things are not very valuable in money terms, but they have a lot of personal value.

I would appreciate it if you could contact me as soon as possible. If you could send the bag to me by EMS, I would be most grateful. Thank you for your help.

Yours sincerely  
Li Ming

练习 38:

Directions:

As part of a student social survey project, you are leading a group to visit an exhibition in a small town. Write a letter:

- 1) ask for information regarding such things as the contents of the exhibition,
- 2) the dates of its opening and closing,
- 3) any discounts.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

● 高分参考范文 ●

Dear Sir or Madam,

I am organizing a group of students to pay a visit to the historical exhibition in your town. I am writing the letter in purpose of inquiring / seeking / obtaining / requesting information concerning / regarding the following aspects.

First of all, what is the size of the exhibition, what is its theme and what objects are on display? Secondly, what are the dates between the exhibitions, and what are the daily opening hours?

I must point out that I hope to bring over students to the exhibition. So I would like to inquire if there is any discount available on entrance tickets for students. I look forward to your reply.

Yours sincerely,  
Li Ming



申请类应用文

练习 39:

Directions:

You are not satisfied with the salary you are offered now. You want to negotiate with your boss Mr. Wang for a salary raise. Write a letter to

- 1) ask for a higher salary,
- 2) offer your reason(s),
- 3) and urge for a favorable reply.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

• 高分参考范文 •

Dear Mr. Wang,

I have now been in your service for a period of three years, and I've been granted the title of Best Employee of the Year in the past two years, which proves that during the time I have given you satisfaction. Yet my salary has been increased very slowly.

I am now getting \$4, 000, which is lower without any other benefits than that of people who are working for our rivalry companies at the same position and take less responsibility. This I think should not have happened to our company, the number one of the field.

I therefore take the liberty of asking for a raise, and I believe that you will consider my proposal favorably.

Yours truly,  
Li Ming

练习 40:

Directions:

An English summer camp is to be held for overseas students in America. You are applying for admission to it. Write a letter to

- 1) introduce yourself,
- 2) offer your reason(s) for application,
- 3) and ask for an application form.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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• 高分参考范文 •

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Dear Sir or Madam,

I read in the morning's paper that you are sponsoring a summer camp for overseas students. I think I meet your requirements well and I wish to offer myself the opportunity.

I'm quite an active and cheerful girl of eighteen years old. I'm a freshman and will start after the camp my second year of studying on English Language and Literature at Peking University. I'm interested in American culture and society and I think the camp has offered a good chance for me to get a better idea of them.

Will you please tell me the schedule arrangement for the camp and send me an application form if possible? I'll greatly appreciate it if I can take the chance.

Looking forward to your reply.

Yours sincerely,

Li Ming

**练习 41:**

Directions:

For the time being, you are working as an apprentice in a working unit. Next week, you can not go to work. Write a note to your department head, Mr. Wang, asking for leave, stating your reason(s), and making an apology.

Write your note with no less than 100 words. Do not sign your own name at the end of the note; use “Li Ming” instead.

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• 高分参考范文 •

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Dear Mr. Wang,

I, the undersigned, am an apprentice in the distribution department. I am writing to ask for sick leave.

One month ago, I caught a flu and since then I have been feeling weak. Sometimes I even feel dizzy and can not concentrate on my work. Thus I deem that I need a physical check-up so that I have made an appointment with a doctor in No. 301 Hospital of People's Liberation Army, to be exact, next Monday. Therefore I can not come and work then.





I hope that you are kind enough to give me one day off. I feel sorry for the inconvenience I have caused.

Sincerely yours,  
Li Ming

**练习 42:**

Directions:

Suppose you are a student, sharing a room with three other students. You find it inconvenient and even uncomfortable to live together with them. Write a letter of complaint to the woman in charge of the dormitory. The following points should be covered in your letter:

- 1) the present situation,
- 2) the reason why you want to move out,
- 3) the possible solution.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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• **高分参考范文** •

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Dear Madam,

I am writing to inform you that I wish to move into a new room next semester. I would prefer a single room, as I find the present arrangement inconvenient.

I must explain that the reason for my dissatisfaction is my roommates' inconsiderate behavior. For one thing, their friends are constantly visiting them and they regularly hold noisy parties. In addition, they sometimes use my things without asking permission. Under these circumstances, I find it difficult to concentrate on my studies.

I am sure you will agree that the only solution for me is to move into a room of my own, where I will be free from such distractions. Therefore, I would be grateful if you could find a single room for me, preferably not in the same building but still on campus.

Sincerely,  
Li Ming

**练习 43:**

Directions:

You want to apply for a credit card with a bank. Write a letter to the customer services department of the bank to

- 1) ask for the necessary form,
- 2) ask if any referee is required,
- 3) and ask about the terms for overdraft.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

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● 高分参考范文 ●

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Dear Sir or Madam,

I'm a sales man and I travel a lot. In order to make my business trips more convenient, I wish to apply for a credit card with your bank. Please send me the application forms and also let me know if any referee is required for the application. If yes, please tell me how many referees should I have and if there are any qualification requirements for them. I would also like to know the terms and conditions for overdraft, i.e. the maximum that I can overdraw, the period for payment, and the interest rate after the payment due date.

Thank you for your cooperation.

Yours sincerely,  
Li Ming

**练习 44:**

Directions:

Write an application for joining a team of students. The content includes the following:

- 1) the intention of joining the team,
- 2) your capability and advantages,
- 3) willing to obey the rules of the team and get along well with other members.

You should write about 100 words.

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● 高分参考范文 ●

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### Application to Join Chorus

The chorus of our school has enjoyed high popularity among the students in this city. This is also the reason for me to transfer myself to this school. I sincerely hope to be a member of the school chorus as soon as possible. My application to the chorus is based on the following advantages of mine:

I am good at singing from childhood and my voice is very sweet and nice. I have



attended city-wide middle school chorus contest and our team won a prize. After that, I became more interested in singing. In my spare time, I pay much attention to practice songs of different styles to enrich my singing skills, such as folk songs, classical songs and pop songs. I would obey the rules of the team and cooperate with other members if I were the member of the chorus.



通知类应用文

练习 45:

Directions:

One noted professor is going to have a lecture in your university. Please write a notice to demand all students to attend. Write plainly the lecturer, report content, time and place, etc.

• 高分参考范文 •

NOTICE

Dear all classmates,

Professor ×××, a well-known personage in promotion of Sino-American Friendship, is going to give a lecture on culture exchanges between China and America in our school lecture hall at 6: 00 PM next Monday. Professor ××× has studied this area for decades and has contributed several monographs to noted journals at home and abroad, such as *China Daily* and *Times*. The main content of the lecture will be closely related to our new English course American Literature and beneficial for our regular study. Students from other schools who attended the lecture of the same kind told us surely that you must learn more than what you are expected. Each and every one of the students in Class × of Grade × is required to attend.

练习 46:

Directions:

You lost your sports shirt, so you write a notice. It includes the following information:

- 1) about when and where it was lost,
- 2) the color, style and character of your sport shirt,
- 3) your name and contact number.

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 ● 高分参考范文 ●
 

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### A Lost Property Notice

Yesterday, I played football in the grassland of ×× Park from 2:00 PM to 4:00 PM. Before leaving, I forgot to put on my shirt and I thought I must have left it behind somewhere in the center garden. When I got back home, I found that my shirt was lost. I returned to the playing ground, but failed to find it in the place where I put it.

It is cotton sport shirt with blue and white in color. There is a lovely bear printed in front of the shirt. Whoever found it, please kindly inform me about it. My name is Mary and my phone is 123456789.



#### 留言条类应用文

#### 练习 47:

Directions:

You are asked to help a friend book a train ticket. But you have to leave a message since you are about to go outside at the moment. It includes the following:

- 1) the intention of leaving the message,
- 2) the content of the message.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead.

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 ● 高分参考范文 ●
 

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Dear Tom,

Jane asked me to book one train ticket from Beijing to Nanjing starting off 6:00PM tomorrow and I promised her to help her doing so. I had already booked the ticket in the booking office this morning and was planning to take the ticket tomorrow afternoon.

Unfortunately, I was told that my mother is now sent to the hospital for her illness, so I must go to there to see her right away. I am not sure if I can be back tomorrow. So I have no more time to fetch the ticket. I called Jane several times but her telephone was always busy. Would you please tell Jane about my trouble or please kindly help me fetch the ticket in the booking office?

Yours sincerely,  
Li Ming



谢绝类应用文

练习 48:

Directions:

You have just received a letter from Susan, your ex-classmate, inviting you to a reunion party. However, you are not sure whether you can attend it or not. Write her a letter, expressing your gratitude for the invitation and explaining your present situation.

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write your address.

• 高分参考范文 •

Dear Susan,

I am very happy to hear from you. I often feel that it is a pity we seldom have the chance to meet each other after graduation. It is a wonderful idea to organize this reunion party.

Unfortunately, I am not sure whether I am able to attend. My wife and I have planned to visit Singapore in July and I don't know whether we will be back in time. I am very sorry that I will miss this reunion party.

I enclose the addresses of the two classmates, Julian and Angela. I am sure you still remember them. They got married a couple of years ago and are living near us. If I fail to turn up at the party, I would be grateful if you could send me a list of those who attend the party, I am eager to know how everyone is getting on.

If I can come, I'll let you know soon. If you don't hear from me, please give my best wishes to everyone. I look forward to seeing you soon.

Sincerely yours,  
Li Ming

练习 49:

Directions:

Yesterday, you received a letter of invitation from Tom Cruise, one of your American friends. You are asked to attend his birthday party. But you can not accept his invitation. Write a letter to Tom, telling him your refusal, stating your reason(s), and making an apology.

Write your letter with no less than 100 words. Do not sign your own name at the end

of the letter; use “Li Ming” instead. You do not need to write the address.

Dear Tom Cruise,

First of all, thank you for inviting me to attend your birthday party to be held on Jan 20th, 2006. I would like to accept your warm invitation but I can not due to an earlier appointment.

Two weeks ago, I made an appointment with one of my high-school classmates. He will accompany his mother who suffers from cancer to Beijing to see a doctor. Since he is a stranger in Beijing, he asks me for help and I have consented.

Anyway I feel sorry for disappointing you. However please wait to receive my surprising gift for you by EMS on your birthday.

Sincerely yours,  
Li Ming



### 报告类应用文

#### 练习 50:

Directions:

You have become a probationary Party member. During this period, you need to report your thinking to the Party organization of your department. The report should include:

- 1) your study, life and work in the recent period,
- 2) the changes of your thinking.

### 高分参考范文

#### A Report of My Thinking

Since I became a probationary Party member, I have begun studying harder than before because I deeply understand that studying hard is the essential point to become a full Party member. In addition, in my daily life and work, apart from making strict standards for myself, I also try my best to help other students who are in trouble or encounter difficulties.

In the recent period, since I have got a deeper understanding of the Party, I begin to have a dream. That is to become a full Party member as well as to set a good example for other students. I will do my utmost to make my dream come true.




## 第三节

# 英文短文写作十大狂背模板



### 比较、选择类高分作文狂背模板

有些议论文的题目要求在 A, B 两者之间做出比较或选择, 比如“你愿意生活在城市还是生活在乡村”。供比较评论的两者往往各有优势, 对此类题目, 可以参考以下模式:

#### 模板 1:

Some people hold the opinion that (A) is superior to (B) in many ways. Others, however, argue that (B) is much better. Personally, I would prefer (A) because I think (A) has more advantages.

There are many reasons why I prefer (A). The main reason is that \_\_\_\_\_ (赞同 A 的原因之一). Another reason is that \_\_\_\_\_ (赞同 A 的原因之二).

Of course, choosing (B) also has advantages to some extent. \_\_\_\_\_ (列出一两个 B 的优势)

But if all these factors are considered, (A) is much better than (B). From what has been discussed above, we may finally draw the conclusion that \_\_\_\_\_ (总结观点).

#### 模板 2:

Which would you prefer if you are faced with the choice between (A) and (B)? Before you make the decision, you had better make a close comparison.

It is true that \_\_\_\_\_ (选择 A 的优势之一). It is also true that \_\_\_\_\_ (选择 A 的优势之二). But \_\_\_\_\_ (选择 A 的劣势).

Though \_\_\_\_\_ (选择 B 的劣势), \_\_\_\_\_ (选择 B 的优势之一). Furthermore, \_\_\_\_\_ (选择 B 的优势之二).

Therefore, if you \_\_\_\_\_ you should choose (A), but if you \_\_\_\_\_ you should choose (B).

#### 模板 3:

When it comes to \_\_\_\_\_ and \_\_\_\_\_, different people hold / have different opinions (attitudes / choices) (提出问题, 引出人们的不同见解)

For the first group of people, \_\_\_\_\_. (提出对问题的第一种见解)

In comparison, those who \_\_\_\_\_ have their own arguments. (从另一方面提出对问题的第二种见解进行比较)

As far as I am concerned, \_\_\_\_\_. (提出自己的见解并总结全文)



### 表述观点类高分作文狂背模板

表述观点的文章有很多，如“有人认为考试没有必要，有人认为学生参加考试很有必要”，“你对目前考试的看法”，“孩子是否应该做家务”等。对此类文章，可以参考以下模式。

#### 模板 4:

Nowadays more and more people \_\_\_\_\_. / \_\_\_\_\_ plays an important part in \_\_\_\_\_. (提出讨论话题) Like everything else, \_\_\_\_\_ has / have both favorable and unfavorable aspects (both advantages and disadvantages). Generally, the favorable aspects (advantages) can be listed as follows. (开始从利弊两个方面进行分析)

First, \_\_\_\_\_. Second, \_\_\_\_\_. In addition, (What's more) \_\_\_\_\_.

However, every coin has two sides. The negative aspects (disadvantages) are also apparent (obvious). To begin with, \_\_\_\_\_. To make matters worse, \_\_\_\_\_. Worst of all, \_\_\_\_\_.

Through the above analysis / All things considered, we can see that the positive aspects (advantages) outweigh the negative ones (disadvantages). Therefore, \_\_\_\_\_.

#### 模板 5:

People's views / ideas / opinions on \_\_\_\_\_ vary from person to person. Some people think that \_\_\_\_\_ is necessary. They hold this opinion because \_\_\_\_\_ (简述正方理由). However, others hold that \_\_\_\_\_ is unnecessary. In their opinion, \_\_\_\_\_ (简述正反方理由).

As to me, I am in favor of \_\_\_\_\_. The following are the reasons of my viewpoint.

First, \_\_\_\_\_. Second, \_\_\_\_\_. In addition, \_\_\_\_\_.

Therefore, \_\_\_\_\_. / In summary, \_\_\_\_\_. (结束语)

#### 模板 6:

Recently the issue of whether or not \_\_\_\_\_ (讨论话题) has been in the limelight and has aroused wide concern in the public. There are two major arguments that can be made for \_\_\_\_\_. For one thing, \_\_\_\_\_ can bring \_\_\_\_\_ to \_\_\_\_\_ (优点一). For another, it is widely held that people usually \_\_\_\_\_ when \_\_\_\_\_ (优点二).





But we must not lose sight of the fact that there are also drawbacks to \_\_\_\_\_. For instance, it can be \_\_\_\_\_ to \_\_\_\_\_ (缺点一). In addition, many people find it \_\_\_\_\_ to \_\_\_\_\_ (缺点二).

When asked to \_\_\_\_\_, I tend to \_\_\_\_\_. This is because I \_\_\_\_\_ (原因一). Furthermore, \_\_\_\_\_ (原因二). Finally, \_\_\_\_\_ (原因三).



### 解决问题类高分作文狂背模板

有一类文章要求说明解决问题的方法，如“怎样充分利用时间”，“怎样克服学习中碰到的困难”，“怎样保护环境”等。对此类文章，可以参考以下模式。

#### 模板 7:

\_\_\_\_\_ (简述要讨论的某种现象或简述问题的起因)。

Many ways can be used to solve (contribute to solving) this serious problem, but the following ones may be effective.

First of all, \_\_\_\_\_. Besides, \_\_\_\_\_. / Another way to solve the problem of is \_\_\_\_\_. Finally, \_\_\_\_\_. (解决问题的各种方法)

From my experience, I feel there is no shortcut in doing everything. / Maybe these are not the best or the only measures we can take. But it should be noted that we should take strong actions to / take great pains to \_\_\_\_\_. (总结)



### 谚语或警句类高分作文狂背模板

在写作考试中，考生常会遇到以谚语或警句为标题的作文，如“Failure is the mother of success”，“Well begun is half done”，“Where there is a will, there is a way”。对此类文章，可以参考以下模式：

#### 模板 8:

(开门见山引出谚语，并对其进行解释) A famous saying goes, \_\_\_\_\_. It means \_\_\_\_\_./ \_\_\_\_\_ is a proverb which means \_\_\_\_\_.

(举例 1) For example, \_\_\_\_\_. / It goes without saying that \_\_\_\_\_. / It is known to all that \_\_\_\_\_.

(举例 2) Another example is that \_\_\_\_\_. / \_\_\_\_\_ is also true of \_\_\_\_\_. (例 1 和

例 2 还可用正反两方面的例子。) )

\_\_\_\_\_ . (结束语)



### 图画式高分作文狂背模板

图画式作文写作的关键是要清楚题意，理解图画的表层含义及深层含义，然后将其清楚、正确地表达出来。对于此类作文，可以参考下面的模式。

#### 模板 9:

This cartoon depicts \_\_\_\_\_ (描述图画内容) . Recently it has become common for people in many walks of life to \_\_\_\_\_ (进一步阐释) .

It seems to me that the cartoonist is sending a message about \_\_\_\_\_ (图画主题) , which is \_\_\_\_\_ (进一步的说明) . He seems to be saying that \_\_\_\_\_ (给出细节) . In my opinion, \_\_\_\_\_ (个人阐述) .

This simple picture is a wake-up call for \_\_\_\_\_ (所涉群体, 如 the educationists) . Therefore, it is imperative for us to take drastic measures to put an end to \_\_\_\_\_ (问题所在) . On the one hand, we must \_\_\_\_\_ (建议一) . It is clear that the cartoonist is urging us to \_\_\_\_\_ (进一步说明) . On the other hand, \_\_\_\_\_ (建议二) . Only in this way can we \_\_\_\_\_ (展望前景) .



### 图表式高分作文狂背模板

图表式作文是一种通过阅读图表中的数字，得出一个结论或形成一种看法的文体。对于此类作文，可以参考下面的模式。

#### 模板 10:

The chart gives us an overall picture of the \_\_\_\_\_ (图表主题) . The first thing we notice is that \_\_\_\_\_ (图表最大特点) . This means that as \_\_\_\_\_ , \_\_\_\_\_ (进一步说明) .

We can see from the statistics given that \_\_\_\_\_ (图表细节一) . The figures also tell us that \_\_\_\_\_ (图表细节二) . \_\_\_\_\_ (数据位置, 如 In the second column) , we can see that \_\_\_\_\_ accounts for \_\_\_\_\_ (进一步描述) .

Judging from these figures, we can draw the conclusion that \_\_\_\_\_ (结论) . The reason for this, as far as I am concerned, is that \_\_\_\_\_ (给出原因) . It is high time that we \_\_\_\_\_ (发出倡议) .



## 第四节

# 英文短文写作精选范文 100 篇



### 比较、选择类作文

#### 练习 1:

Directions: Write an essays of about 250-300 words on the topic “Economic Development and Environmental Protection” according to the following Chinese outline.

1. 有人认为经济发展不应以环境为代价;
2. 有人认为经济发展不应考虑环境问题;
3. 我的看法。

#### 思路点拨

文中首段应以提纲 1 为主题句, 然后举例说明忽视环境而发展经济对环境造成的破坏。中间段可以用提纲 2 为主题句, 理由是发展经济必然带来环境问题。最后一段总结自己的观点: 不同意提纲 2 的主张, 认为应协调发展与环境的关系。

#### 词汇准备

1. at the cost of 以……为代价

The poor fox escaped from the trap at the cost of a leg.  
那只可怜的狐狸逃出了陷阱, 却失去了一条腿。

2. exhaust *n.* (车辆、发动机或机器排出的) 废气  
Industrial exhaust must be well treated.

工业废气必须妥善处理。

3. shrink *vt. / vi.* 收缩, (使) 缩水

The number of students of this school has shrunk.  
这所学校的学生人数在减少。

4. graze *vt. / vi.* (让动物) 吃草

The cattle are grazing in the field.  
牛群在田野上吃草。

5. descendant *n.* 后代, 后裔

They are the descendants of Queen Victoria.  
他们是维多利亚女王的后裔。

6. revenge vt. 为……报仇

He revenged his dead brother.

他为死去的兄弟报仇。

7. arouse vt. 唤醒，激发

We must arouse them to fight against enemies.

我们必须唤起他们去和敌人斗争。

### 模板范文

#### Economic Development and Environmental Protection

Nowadays more and more people realize that environmental protection plays an important part in our daily life. They believe that economic development should never be at the cost of the environment, and the present serious environmental problems are largely caused by rapid economic development. Each day thousands of tons of exhausts come out of motor vehicles. Smoke from factories pollutes the air of industrialized areas and the surrounding areas of the countryside. Land resources are shrinking because of the industrial development and the expansion of cities. Deserts are spreading because of over grazing, tree cutting, and strip mining. Therefore, it is not wise to develop economy at the cost of environmental protection. Deeds of environmental destruction are equal to kill the goose that lays golden eggs. From a long-term point of view, our descendants will be threatened by lack of land, resources, etc.

Others, however, hold the opposite view. They point out that it is unnecessary to consider environmental problems now and our first priority should always be given to economic development. In their opinion, environmental problems are inevitable and unavoidable in the process of economic development. They are only the by-products of economic development, which can be dealt with later when we have the time and money.

As far as I am concerned, the whole society should pay close attention to the problem of environmental protection. Our ultimate aim in economic development is to provide a comfortable and happy life for our people. There has been much evidence to prove that a balance between the two helps us with more rapid and continuous development. So we can say that economic development should never be at the cost of the environment.

第一段指出经济发展不应以环境为代价。

第二段阐述相反的观点，认为应以经济发展为主，而不是考虑环境问题。

第三段总结全文，阐明自己的观点，认为应协调经济发展与环境的关系。



● 高分范文比照 ●

| <b>Economic Development and Environmental Protection</b>  |  |
|---|--|
| <p>The argument of relationship between economic development and environmental protection has become one part of people's lives. <u>Some people think that</u> the urgent task is to develop economy on a large scale. <u>On the other hand</u>, many people insist that environmental protection should be a top priority. <u>From my point of view</u>, economic development and environmental protection should go hand in hand and one should not be sacrificed for the other. It is not wise to develop at the cost of environmental protection. Deeds of environmental destruction are equal to kill the goose that lays golden eggs.</p> <p>Nowadays, many people, especially in rural areas, are still living in poverty. They are still suffering the shortage of resources and other necessities. Hence the effective way to solve the problem is to develop economy. On the other hand, we should not forget to take environmental protection into consideration while developing economy. Since we have only one earth, what if our living environment is destroyed or polluted? If we are dying to develop regardless of environment protection, nature will revenge on us.</p> <p><u>To sum up</u>, both economic development and environmental protection are our urgent tasks now. The authorities should try their best to arouse the public awareness of the vital importance of environmental protection; and the news media, now and then, expose behaviors which damage the environment. Everyone can participate in making the planet suitable for future generations. Why not join in and make our world more fantastic?</p> | <p>第一段针对经济发展与环境保护的关系阐明两种不同的态度，随后表明自己的立场，认为经济发展不应以环境为代价。</p> <p>第二段具体阐述了如果以经济发展为主，而不考虑环境问题所产生的恶果。</p> <p>第三段总结全文，阐明自己的观点，认为应协调经济发展与环境的关系。</p> |

**练习 2:**

Directions: For this part, you are required to write a composition of 150 words on Which Is More Important, Wealth or Health? In your composition, you should clearly state your opinion and give reasons to support your arguments.

**思路点拨**

本篇文章是一篇对照类的议论文。首先要说明人们对财富与健康的不同看法。中间段落要解释人们所持观点的原因，比如，认为财富可以为人们带来健康、健

康也可以为人们带来财富。最后的段落发表自己的观点，简单解释理由。

### 词汇准备

1. priority *n.* 优先考虑的事

The development of the national economy is a top priority.

发展国民经济是应给予最优先考虑的事。

2. arise from 产生于，起因于

The country's present difficulties arise from the reduced value of its money.

该国目前的困难起因于其货币的贬值。

3. advocate *n.* 提倡者，拥护者

He is an advocate of more airplanes and fewer warships.

他是一个提倡多造飞机、少造军舰的人。

4. compensate *vt. / vi.* 补偿，弥补

She used her good looks to compensate her lack of intelligence.

她利用漂亮的外表来弥补智力的不足。

5. allege *vt.* 断言，辩解

The newspaper alleged the mayor's corrupt practices.

那家报纸断言市长有舞弊行为。

### 模板范文

#### Which Is More Important, Wealth or Health?

When it comes to the priority between wealth and health, people's choices differ. Some insist that health plays a more important role in our life, while others see more advantages arising from wealth.

People who believe that wealth is more important than health hold the opinion that wealth can provide us happiness, such as better education, luxury clothes, expensive vacation. All of them could be hardly achieved if it were not for wealth. What's more, wealthy people will be able to buy more healthful foods and enjoy better facilities to improve their health.

In contrast, the advocates of health over wealth have such arguments as follows. For one thing, the possession of wealth do not necessarily bring happiness, and there must be something in our life more important than wealth. For example, you can enjoy a happier life with a healthy body than those wealthy people with poor health. For another, a healthy body is the foundation for a successful career.

第一段提出对待财富与健康  
的两种不同观点。

第二段论述了第一种观点，  
即财富比健康更加重要，并且解释  
人们持该观点的原因。

第三段论述了相反的观点，  
即健康比财富更加重要，并且解释  
人们持该观点的原因。



|  |                                     |
|--|-------------------------------------|
| <p><u>As far as I am concerned</u>, nothing can compensate for the loss of one's health, whereas wealth can be created whenever and wherever you want. If there is an option, I will not hesitate to choose health as my preference.</p> | <p>第四段发表自己的观点,认为健康胜于一切,并简单解释理由。</p> |
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## ● 高分范文比照 ●

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| <p><b>Which Is More Important, Wealth or Health?</b></p> <p>With the rhythm of modern life becoming faster than before, a new word “sub-health” set people thinking deeply. Which is more important, health or wealth? <u>Some people hold that</u> wealth is the most important thing to their life, <u>while others hold that</u> nothing is more important than health. Their reasons are in the following.</p> <p><u>Above all</u>, many people allege that as long as they are wealthy, anything else, such as health, happiness and so on, can be bought. Surely, wealth is number one to them. The idea of making a fortune occupies their mind and they ignore all other things, including health. <u>On the contrary to this, a lot of people believe that</u> they've got nothing if they lose their health. They think wealth and happiness become significant only under the status of health, therefore they'd rather quit some opportunities of earning money in order to keep healthy.</p> <p><u>As far as I am concerned</u>, money is not the key to open all doors. Without health, money means nothing to people. We should take a right attitude to deal with this matter.</p> | <p>第一段提出对财富与健康的不同看法。</p> <p>第二段详细阐明了两种观点,同时各以例证加以论述。</p> <p>第三段发表自己的观点,认为健康比财富更加重要。</p> |
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### 练习 3:

Directions: For this part, you are allowed 30 minutes to write a composition on the topic: Reading Selectively or Extensively? You should write at least 150 words and you should base your composition on the outline (given in Chinese) below:

1. 有人认为读书要有选择;
2. 有人认为应当博览群书;
3. 我的看法。

### 思路点拨

根据题目所提出的问题,可以分别进行阐述,即有人认为读书要有选择,而有人认为应当博览群书,并给出支持其看法的原因。结束段提出个人观点,指出应将两种方法结合起来。

## 词汇准备

1. selectively *adv.* 选择性地

We choose our students very selectively.

我们在选择学生上很挑剔。

2. extensively *adv.* 广大地，广泛地

He has written extensively on the subject.

他就这一题目已经写了大量的东西。

3. concentrate *vt. / vi.* 专心于，集中

The general decided to concentrate his forces near the capital.

这位将军决定把他的部队集中在首都附近。

4. come across 偶然发现，偶然遇见

I came across him in the street yesterday.

昨天我在街上无意中碰到了他。

5. respective *adj.* 各自的

He and I are going to visit our respective teachers.

我和他分别要去拜访各自的老师。

## 模板范文

## Reading Selectively or Extensively?

Although everyone believes that reading is very important, there has sprung up a heated discussion as to whether we should read selectively or extensively when it comes to how to read.

Some people hold the opinion that it is impossible and unnecessary for us to read all the books because a large number of books are published every year, and not all of them are good books. Moreover, people are unable to find enough time to read extensively even if they intend to do so as we are living in an age when much time has to be taken up by work and other activities. Reading selectively can help us concentrate our limited time and attention on those selected books.

Others, however, argue that it is through reading extensively that we obtain most of our knowledge. In their opinion, science and technology is developing so rapidly that many fields of sciences are interrelated so we should read whatever books we can come across.

第一段阐明本文讨论的主题，即读书要有选择还是应当博览群书。

第二段提出第一种观点，认为读书要有选择，并给出支持其看法的原因。

第三段提出第二种观点，认为应当博览群书，并给出支持其看法的原因。





|   |                                 |
|---|---------------------------------|
| <p><u>Taking into account all these factors offered above, I think we should read both selectively and extensively.</u> The two reading ways have their respective roles in our reading. If we only read selectively, our knowledge may be limited to a specific field. If we read too extensively, we may acquire only specialized knowledge. <u>Therefore</u>, the combination of the two methods will be more reasonable and beneficial.</p> | <p>第四段阐明自己的观点，指出应将两种方法结合起来。</p> |
|---|---------------------------------|

### ● 高分范文比照 ●

|  |  |
|--|--|
| <p style="text-align: center;"><b>Reading Selectively or Extensively?</b></p> <p><u>Some think that</u> when we read we should read selectively. That is to say, we should select some books we are interested in and ignore others. Reading selectively can help us concentrate our limited time and attention on those selected books.</p> <p><u>Others think</u> when we read we should read extensively. That is to say, no matter what kind of book it is, we should look it over. Reading extensively can help us enlarge our view and grasp general knowledge from different fields.</p> <p><u>In my opinion</u>, the two reading methods have their roles respectively in our reading. However, their own disadvantages are easy to see. If we only read selectively, the framework of our knowledge may not be complete. If we read extensively, we may not have so much time and energy and be specialized in one particular field. <u>Therefore</u>, the combination of the two methods is more reasonable.</p> | <p>第一段提出读书要有选择，并给出支持其看法的原因。</p> <p>第二段提出应当博览群书，并给出支持其看法的原因。</p> <p>第三段指出两种方法各有利弊，应将两种方法结合起来。</p> |
|--|--|

#### 练习 4:

Directions:

- A. Title: Should People Be Rewarded According to Ability or Age?
- B. Word limit: about 150 words.
- C. Your composition should be based on the OUTLINE below:
  - (1) present situation when young people enter the society,
  - (2) possible reasons for such a phenomenon,
  - (3) your view on judging a person.

#### 思路点拨

本文的开始段应描述青年人步入一个论资排辈的社会时受到的待遇。中间段分析产生这一现象的原因。结束段提出自己的看法：应该按能力论奖惩而不是按

年龄。

### 词汇准备

1. job hunting 求职

2. lag *vi.* 走得极慢, 落后

Ten minutes later, some of runners in the race began to lag.

十分钟后, 有些参赛的人开始落后了。

3. be equal to 等于, 相当于

One unit of alcohol is equal to half a pint of beer.

一单位的酒在量上相当于半品脱啤酒。

4. relieve *vt.* 缓解, 减少

The doctors did their best to relieve the patient of his pain.

医生们尽力减轻病人的痛苦。

5. queue *n.* (人或车辆) 行列, 长队

To what window are you standing in a queue?

你在排哪个窗口的队?

6. take it for granted 认为理所当然

I take it for granted that he will succeed.

我认为他会成功是理所当然的。

7. exclude *vt.* 排除

Closing the windows excludes street noises.

关窗使街上吵闹的声音不能进来。

8. give rein to 对……不加约束, 给……充分自由

He gave free rein to his imagination.

他纵情想象。

## 模板范文

### Should People Be Rewarded According to Ability or Age

Nowadays young people in a significant number are beginning to realize that there is so much pressure on job hunting after they enter the society that it is hard for them to get a satisfied salary compared to some relatively old workers who actually do less than young workers. It is not uncommon to see that some companies and industries prefer to reward people according to one's work length and their experience rather than the ability and their contributions.

第一段提出公司、企业在奖赏员工时论资排辈, 而不是按照能力。



|  |  |
|--|--|
| <p><u>So far as I know, such a phenomenon comes up as a result of the following facts. To begin with,</u> considering old workers who help boss found the company at the beginning, leaders feel grateful to these workers even if some of them have lagged behind the time. <u>And more than that,</u> young workers lack of knowledge gained from experience in some position like safety engineers. It can be said that age is almost equal to experience that can help workers find potential danger and correct it instantly. <u>Last but not the least,</u> young workers can't make rapid advances without old workers' help. It is no doubt that old workers deserve the reward.</p> <p><u>As far as I am concerned,</u> employers should judge people from both ability and experience so as to balance the distribution of money and relieve the friction between the old and the young. It would lead to a better society including the improvement of the whole company.</p> | <p>第二段详细阐述了导致这种现象的原因。</p> <p>第三段提出自己的看法：评价员工时既要注重能力也要注重资历。</p> |
|--|--|

### ● 高分范文比照 ●

|  |  |
|--|--|
| <p style="text-align: center;"><b>Should People Be Rewarded According to Ability or Age?</b></p> <p><u>When young men and women enter the society, it seems that</u> they are placing themselves in a queue based on age and their social relations. They go to the very end of the queue and stay there no matter how brilliant they are. What they know is much less important than whom they know and how old they are. If they are able, their abilities will be acknowledged and rewarded in due course — that is after twenty or thirty years have passed.</p> <p>There seem to be a lot of factors that contribute to such a phenomenon, but the most important one is prejudice throughout the society. <u>Firstly,</u> the old generation often takes it for granted that the young often lack of experience so that they cannot deal with the problem in such a complicated world. They forget that the present society has provided them with better educational facilities and a lot of experiences before they enter the society. <u>Secondly,</u> the old also feel jealous of the young because they are afraid of losing what they have. A man of fifty might complain why a young rascal straight out of school should earn more than he does. Therefore, our society does its best to exclude the young from the jobs that really matter. In most fields, the views of young people are never heard because there is no one to represent them. The majority of young people have to wait patiently for years before they can really give full rein to their abilities.</p> | <p>第一段提出年轻人步入一个论资排辈的社会时受到的待遇。</p> <p>第二段分析了产生这一现象的原因</p> |
|--|--|

As far as I am concerned, our society should judge people from their ability rather than their age and experiences. If a youngman is more cap able, determined and hard-working than his middle-aged critic, why shouldn't he be rewarded? Employers should recognize ability and reward it justly. This would remove one of the biggest causes of friction between the old and the young and ultimately it would lead to a better society.

第三段提出自己的看法：提出自己的看法：应该按能力论奖惩而不是按年龄和经验，这才会创造出和谐的工作氛围。

### 练习 5:

Directions: For this part, you are to write a composition of no less than 150 words under the title of Why We Work. Your composition should be based on the following outline given in English.

Outline:

1. Some people live to work.
2. Other people work to live.
3. Your opinion.

### 思路点拨

根据所给题目，首段点明所要阐述的主题。中间段落围绕“我们为何工作”引出两种不同的观点，即工作是为了生活，还是生活是为了工作。最后一段阐明自己的看法，做出总结。

### 词汇准备

1. reflect *vt.* 表达，反映

Does this letter reflect how you really think?

这封信反映你的真实想法吗？

2. self-esteem *n.* 自尊

The school's aim is to build the self-esteem of the children.

这所学校的目标是培养儿童的自尊。

3. contradictory *adj.* 矛盾的，抵触的

The evidence demonstrates how easily people can hold mutually contradictory beliefs.

证据表明，人很容易持有相互矛盾的信念。

4. accord with 与……相一致

What he has just said does not accord with the views of the majority.

他刚才所说的同大多数人所持的观点不一致。

5. livelihood *n.* 生计，谋生之道

Appropriate arrangements will be made for their work and livelihood.



他们的工作和生活会得到妥善安排。

6. mightiness *n.* 强大

If only the policy of reform and opening could be preserved, a country with mightiness would be built.

只要我们坚持改革开放政策，就一定能把我国建设成强大的国家。

• 模板范文 •

**Why We Work**

A famous philosopher once said, "There are people who work to live, while I live to work." To some extent, it reflects the ways of life that people choose to live. Some people hold the opinion that the aim for which they work is to realize the value of life, to promote the development of society and to make more people live happily. They are the people who live to work. Work is their source of self-esteem and satisfaction.

Others, however, argue that it is more realistic to survive in this competitive planet and earn a living so they work to live. They usually try to get abundant time to relax themselves if there is a real need. They may have to go to work in order to support themselves, but at the same time they are able to make their job and personal life balanced by having their time carefully scheduled and planned.

In my opinion, both sides are partly right and not contradictory. Since we are members of society, we should do what we can to better it so that we can live a more comfortable and convenient life. Diligence is also a way of life. Only when we realize this can we live happily and work well.

第一段用一句引言点明本文的主题，即有人工作是为了生活，有人生活是为了工作。随后引出第一种观点，认为生活是为了工作，只有这样才能实现生命的价值，创造更美好的生活。

第二段提出相反的观点，认为工作是为了生活，并且举例说明。

第三段阐明自己的看法，认为两种观点并不矛盾。

• 高分范文比照 •

**Why We Work**

Facing the topic of why we work, there are various answers coming from different people because people have different philosophies of life.

In the first place, some people regard subsistence as the most important thing in life so they think they work to live. What they care in work is how much they can be paid. They ignore whether the work is boring as long as they can earn more money from it. In the second place, contrary to the above idea, there are a lot of people who believe that they live to work. Their life goal is to make an achievement and become successful through hard work. Usually they choose their work depending on whether the work can accord with their interests and aims.

第一段围绕“我们为何工作”引出两种不同的观点，为下文做出铺垫。

第二段首先提出第一种观点，认为工作是为了生活，并阐述了持这种观点的人对待金钱、工作的态度。随后提出第二种观点，认为生活是为了工作，他们的目标是为了取得成就、获得成功。

As far as I'm concerned, we shouldn't limit our work to the way of earning our livelihood, but work for the flourish and mightiness of our country. This is not only a correct attitude we should take, but also a significant way we live.

第三段阐明自己的看法，认为工作不应只为了生存。

### 练习 6:

Directions: Write a composition on the following topic: Some young people like to carry out a research project on their own, while others like to do it in a group. Which way do you prefer? Explain why. Your composition should be no less than 200 words.

### 思路点拨

本篇作文是一篇阐述观点的议论文。首先，可根据提纲阐明人们在进行科学研究时存在独自工作或团队合作的不同方式；其次，明确地表明自己的观点。中间段落要解释自己所持观点的原因。最后，重申自己的观点，简单解释理由。

### 词汇准备

1. carry out 抬出去，执行，贯彻

If you make a promise, it should be carried out.

你许了诺言，就一定要兑现。

2. be superior to 比……更优越

She imagined herself to be superior to others.

她自以为比别人都高明。

3. emphasis on 强调

We should place emphasis on this problem.

我们应当强调这个问题。

4. cooperate with 与(某人)协作，合作

The children cooperated with their teachers in keeping the classroom neat.

孩子们和老师一起保持教室整洁。

5. be classified into 分(类)为……

6. evaluate *vt.* 评价，估价

I can't evaluate his ability without seeing his work.

我没有看到他的工作情况，无法评论他的能力。

7. consensus *n.* (意见等)一致

Can we reach a consensus on this issue?

我们能在这个问题上取得一致意见吗？



8. inadequate *adj.* 不充足的, 不适当的, 信心不足的

The causes of social distress include inadequate housing.  
造成社会困境的原因包括住房不足。

### 模板范文

#### Scientific Research Needs Joint Efforts

When it comes to the style of scientific research, some people hold the opinion that carrying out a research project on their own is superior to doing it in a group in many ways. The main reason is that there might be conflicts among group members, which might hinder their progress of research. For those who enjoy having a good control over the progress of research, the best approach is to work on their own. Another reason is that privacy of thinking is so important to them that group work might break their chain of thoughts.

Others, however, argue that doing research in a group is much better. In a group, members can care for and inspire each other, share points and succeed in overcoming the difficulties together. With mutual communication and inspiration, most would have their minds open and contribute greatly to the success of research. In their opinion, two minds are more powerful than one.

By and large, I prefer to work in a group. Cooperation plays an important role, especially in a large project where group work is indispensable. It is no good placing too much emphasis on an individual researcher's talent. I think I will learn to cooperate with others and enjoy it.

第一段首句提出学者们在进行科学研究时工作采取的方式有所不同, 随后提出第一种观点, 认为独自工作优于团队合作, 并且阐明理由。

第二段提出相反的观点, 认为团队合作更利于科学研究工作, 并且阐明理由。

第三段阐明自己的观点, 简单解释理由。

### 高分范文比照

#### Scientific Research Needs Joint Efforts

Depending on their academic trainings as well as their own preferences, when it comes to doing a research project, scholars can be classified into two distinct groups on whether they favor individual work or teamwork. Though both approaches have their advantages and disadvantages, I would select the group work approach.

第一段阐明了学者们在进行科学研究时存在独自工作或团队合作的不同方式, 然后明确地表明自己支持团队合作的方式。

There are three reasons for my choice. **First of all**, scientific research is necessarily a joint effort. As it is known to the majority of young scientists who have newly entered the world of science as a serious career. If a person's work is to be called science, the work has to be evaluated and recognized by his colleagues both far and near. **Also**, modern science has already formed the consensus that for any significant scientific work, there must first exist a scientific community, which means there has to be some fairly agreed-upon topics of study that demand coordination among researchers before any meaningful outcomes can be obtained. **Last but not least**, from a practical perspective, today's scientific research has made it impossible for any individual to carry out all the work all by oneself. For example, a social scientist who knows a lot about human behavior may have an inadequate knowledge of statistics and therefore he has to rely on collaborative work from another researcher who is familiar with the details of technical side of the research in question.

**As a summary, I strongly believe that** scientific research must be a joint effort instead of an individual job. Too much emphasis on an individual researcher's talent and inspiration might do a lot of harm to the advancement of science. Any young scholar should bear this in mind.

第二段详细论述了自己所持观点的原因，比如研究成果需要其他同事的评估和验证，不同的人擅长的科研领域各不相同。

第三段重申自己的观点，简单解释了理由。

### 练习 7:

Directions: For this part, you are required to write a short essay entitled Spring Festival Gala on CCTV. You should write at least 200 words following the outline given below:

1. 许多人喜欢在除夕观看春节联欢晚会;
2. 有人却提出取消春节联欢晚会;
3. 在我看来……

#### 思路点拨

本文属于两点论作文。要求考生就某一事物或社会现象分析人们对立的两种观点，并阐述自己的态度。写作时可开门见山直入主题，提出对春晚的不同看法，可举例说明。

#### 词汇准备

1. abolish vt. 废除，废止





The Americans abolished slavery in 1863.

美国于 1863 年废除奴隶制度。

2. monotonous *adj.* 无变化的, 单调乏味的

She thought life in the small town was monotonous.

她觉得小镇上的生活单调而乏味。

3. carnival *n.* 狂欢节, 嘉年华会

People mingled happily at the carnival.

大家在狂欢节交往得很快乐。

4. comic dialogue 相声

5. preserve *vt.* 保护, 维持

We must preserve our natural resources.

我们必须保护自然资源。

6. indispensable *adj.* 必不可少的, 必需的

For a successful class humour is indispensable.

要在课堂上取得成功, 幽默是必不可少的。

7. feast *n.* 盛会, 宴会

They had a midnight feast in their tent.

他们在帐篷里举行了一次午夜宴会。

8. bamboo shoot 竹笋

9. diverse *adj.* 不同的, 好几个的

tourist offices of diverse nationalities

多国旅行事务所

模板范文

Spring Festival Gala on CCTV

As a form of celebration of Chinese Lunar New Year, the Spring Festival Gala on CCTV has been playing an important part in Chinese people's life.

However, people in an increasing number are coming to believe that the Spring Festival Gala on CCTV should be abolished because it has become quite monotonous. In their opinion, there are many other ways to celebrate the Spring Festival, such as going on a vacation to get a chance to relax, having an outdoor carnival and etc.

第一段首先介绍春晚的意义, 随后提出第一种观点, 认为应该将其取消, 并且阐明理由。

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| <p><u>But people who hold the opposite view claim that</u> most of the programs are so entertaining and instructive, especially the short plays and comic dialogues, that the Spring Festival Gala on CCTV should be preserved. <u>Moreover</u>, the gala reminds us that it's a time for family reunion, and also provides a chance for the entire nation to celebrate the Spring Festival together.</p> <p><u>As far as I am concerned, it is unwise to cancel</u> the Spring Festival Gala on CCTV. <u>Firstly</u>, the gala can bring us a strong sense of festivity and serve as an alternative among the variety of holiday activities. <u>Secondly</u>, for those who are busy in their daily businesses and can rarely find extra time to stay with their family, it is a good opportunity to watch it together and have more fun and happiness. <u>In short</u>, the Spring Festival Gala on CCTV should be kept.</p> | <p>第二段提出相反的观点，认为春晚应该保留，理由包括其不仅带给人们娱乐，而且也象征着家庭团圆。</p> <p>第三段阐明了自己的态度，认为取消春晚是不明智的，同时阐明理由。</p> |
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### ● 高分范文比照 ●

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| <p style="text-align: center;"><b>Spring Festival Gala on CCTV</b></p> <p>The Spring Festival Gala performed on CCTV on New Year's Eve, <u>as a form of celebration of Chinese Lunar New Year, has been considered indispensable by all Chinese people for over two decades</u>. People are accustomed to enjoying the grand sight and sound it presents as a brilliant feast.</p> <p><u>However, there are more and more people claiming to cancel it in recent years</u>. With the roaring development of economy, various mass media come out like the bamboo shoots after a spring rain. As a result, more fascinating programs are available in the daily life. Moreover, the structure at Spring Festival Gala has remained nearly the same since it was born.</p> <p><u>As far as I am concerned, I prefer the Gala to stay</u>. Because it serves not only as entertainment but an occasion for families to gather, chat and laugh. Of course it is supposed to be improved to draw attention, with more diverse forms. In a word, the Spring Festival Gala is a tradition and treasure of the Chinese people, and we still need it, that is, a better one.</p> | <p>第一段首先介绍春晚的意义，随后提出许多人喜欢在除夕观看春节联欢晚会。</p> <p>第二段提出相反的观点，认为春晚应该取消，并且阐明理由。</p> <p>第三段阐明了自己的态度，认为春晚应该保留，因为其不仅带给人们娱乐，而且也象征着家庭团圆。</p> |
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**练习 8:**

Directions: Nowadays we can see American films and TV programs pouring in, fast food restaurants popping up in our cities, and many other imported products dominating our markets. Many people are happy to see them whereas others worry about such trends. Give your opinion in an essay of no less than 250 words.

**思路点拨**

本作文题要求对国外产品的大量涌入发表自己的见解。首先应根据所给的提纲简要叙述两种不同的观点，然后将这两种观点展开，加以论证。最后总结自己的观点。

**词汇准备**

1. pour *vt. / vi.* 涌出

After the meeting the people poured out in crowds.  
散会后人们成群地涌出来。

2. benefit *vt. / vi.* 有益于，得益

The bank suffers while its officers benefit.  
银行遭受损失，而它的高级职员们却得到好处。

3. be concerned about 关心，挂念

He is more concerned about others than about himself.  
他关心别人比关心自己还重。

4. push forward 奋力向前，迫使注意（考虑）……，提出……

The soldiers pushed their advance forward in spite of heavy enemy gunfire.  
士兵们冒着敌人猛烈的炮火向前推进。

5. furious *adj.* 狂怒的，激烈的

He was furious that we left without him.  
我们扔下他就走了，他非常生气。

6. exotic *adj.* 由外国引进的，奇异的

There are some exotic words in the English language.  
英语中有一些外来词。

7. pop up 突然出现

8. be in possession of 占有某物

The widow is in possession of a large fortune.  
那个寡妇占有大笔财产。

9. illogical *adj.* 没有道理的, 不合逻辑的

It is clearly illogical to maintain such a proposition.

坚持这种主张显然是没有道理的。

## 模板范文

### Foreign Products, Good or Bad?

Nowadays more and more people realize that foreign products, such as fast food restaurants, American films, Korean and Japanese games etc., are dominating our markets. Is this phenomenon good or bad for China's development?

Like everything else, foreign products pouring in can bring both advantages and disadvantages. Generally, the advantages can be listed as follows. First, domestic entrepreneurs have to research and develop new products so as to improve their services because of the strong competition from foreign manufacturers. Second, consumers have more choices of selecting products with high qualities and reasonable prices than ever before. From this point of view, both Chinese consumers and manufacturers would benefit a lot.

However, every coin has two sides. The disadvantages are also obvious. Some people are concerned about Chinese companies that can hardly survive in the competitive market. They argue that China is still a developing country. In order to push forward the whole process of reform and opening-up, national industries need to be protected and promoted. With a large number of foreign companies pouring in, especially U.S. corporations, China's enterprises might be highly vulnerable.

All things considered, it can be concluded that we should not attach only advantages or disadvantages to such trends since both sides are inevitable. If China's industries want to win customers and long survive and develop in the fierce circumstance today, they should act initiatively to learn from and compete with foreign companies.

第一段点明主题, 即越来越多的国外产品涌入国内市场。

第二段阐明国外产品的涌入对企业及消费者所带来的利益。

第三段表明任何事物都有其两面性。大量国外产品的涌入也会导致一系列问题, 并举例说明。

第四段就这种现象发表自己的看法, 并表明如何令消极的问题得到圆满的解决。



• 高分范文比照 •

**Foreign Products, Good or Bad?**

Nowadays people are increasingly aware that more and more exotic products appear in Chinese market.

We can see a lot of Korean and Japanese games pouring in, American films occupying our theaters, McDonald popping up in our cities and other imported products dominating our markets.

Some people believe this phenomenon is good whereas others worry about such trends. As far as I am concerned, just like a double-edged sword, both advantages and disadvantages are going with this phenomenon.

Above all, some imported products are in possession of high qualities and reasonable prices, and this is surely beneficial to Chinese consumers. Except relishing a lot more consumables than ever before, Chinese people could have a great many choices in buying products. Secondly, at the same time, domestic entrepreneurs who confront the competition of foreign products have to research and develop new products, to improve their services and to reform impractical management systems. So we can say that such trends will bring advantages to both Chinese consumers and manufactures in a certain degree.

Yet everything can't always go smoothly. Negative effect of foreign products exists in many respects. As we all know, China that is still a developing country needs to advance her own national industries. Only in this way, the whole process of reform and opening-up can be pushed forward. However, China's native entrepreneurs are confronting the great threat that caused by the mass entrance of foreign companies, especially US corporations. Chinese market room is limited, if entrepreneurs would like to conquer it, they must possess advanced and core techniques, bear sufficient cost of R&D, and improve design, advertisement and promotion. If not, it is extremely hard for Chinese companies to survive in a competitive market.

Altogether, it is improper to judge that such trends are completely good or bad. However, there is one point that we have to admit, both sides of the situation are inevitable. As long as Chinese entrepreneurs act initiatively to learn from and compete with foreign companies, all difficulties will be overcome.

第一段阐明国外产品大量涌入国内市场,

第二段首先表明对国外产品大量涌入所持有的两种不同观点。随后从有益的一面论述这种现象。

第三段表明任何事物都有其两面性。大量国外产品的涌入也会带来负面影响,并举例说明。

第四段就这种现象发表自己的看法,并提出应对这种情形的方法。

## 练习 9:

Direction: Write a composition of about 250 words on the given topic “My Idea of the Future World” with the following outline. Present your argument with supporting details.

1. 悲观者看到的是战争、污染、恐怖分子的袭击、非典、艾滋病……
2. 乐观者看到的是光明灿烂的世界……
3. 我的看法……

## 思路点拨

本文属于非常典型的两点论作文。要求考生就某一事物或社会现象分析人们对立的两种观点，并阐述自己的态度。写作时首段阐明第一种观点，可举例说明。中间段阐明第二种观点，并给出理由。最后表达出自己的观点。

## 词汇准备

1. pessimistic *adj.* 悲观的，悲观主义的

There is no reason to be pessimistic about the future.

没有理由对未来悲观。

2. ceaseless *adj.* 不停的

This was what they achieved after two years of ceaseless military labour.

这是他们两年不懈的军事训练取得的成果。

3. optimistic *adj.* 乐观的，乐观主义的

He is an optimistic young fellow.

他是位乐观的年轻人。

4. unprecedented *adj.* 前所未有的，空前的

The air crash caused an unprecedented number of deaths.

这次空难的死亡人数是空前的。

5. prospect *n.* 前景，前途

John is in high spirits at the prospects.

约翰对前景充满希望。

## 模板范文

## My Idea of the Future World

There are different views today on the issue of what our future world will be like. Those who hold pessimistic views argue that our world will certainly come to its doom. For example, regional conflicts and the environmental problems seem ceaseless, and terrorists' attacks happen one after another. Moreover, statistics shows that altogether about 40 million people contracted AIDS all over the world. All these show that our world is full of terror and uncertainty.

第一段阐明悲观者对世界未来所持的态度，并举例说明。



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| <p><u>But people who hold optimistic views claim that our future world will become better and better. For instance</u>, the world itself has become a “village” because the popularization of computer technology and Internet helps us to be capable of knowing what happens at the other end of the world in a few seconds. Moreover, human beings have successfully landed on the moon. All these prove that our civilization is developing at an unprecedented speed.</p> <p><u>Taking into account all these factors offered above, we may carefully reach the conclusion that our future world will be far more wonderful and prosperous than now.</u> But we should realize the seriousness of the existing problems and endeavor to solve them while continuing to develop science and technology. To deal with problems like SARS, AIDS, pollution, conflicts and terrorism and etc., agreements between countries should be signed to maintain world peace and promote the development of the world. As long as we adopt an active attitude to change and develop our world, it will undoubtedly have a promising future.</p> | <p>第二段阐明乐观者对世界未来所持的态度，并举例说明。</p> <p>第三段表达自己的看法，并提出如何让未来变得更加美好的建议。</p> |
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### • 高分范文比照 •

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| <p style="text-align: center;"><b>My Idea of the Future World</b></p> <p>What will our future world be like? <u>This is a controversial question with which many people are concerned.</u> Like a coin with two sides, people hold different replies to it.</p> <p><u>In the eyes of the pessimistic, sooner or later our world will come to its doom.</u> The following points are their evidence. <u>First</u>, AIDS is the best example. In terms of statistics, so far there are about 40 million people contracted AIDS all over the world and 2.3 million people died just in 2003. <u>Secondly</u>, it seems that terrorists' attacks never cease. It makes many ordinary people lose their household, becoming innocent victims. <u>Thirdly</u>, going with the widespread outbreak of SARS, countless people died of this fatal disease. <u>Besides these</u>, there are many other problems, such as the ceaseless regional conflicts, environmental pollution. So the pessimistic believe that this world is full of terror and uncertainty.</p> | <p>第一段点明文章的主题，即人们对未来的世界持有不同的态度。</p> <p>第二段从悲观者的角度来看待未来的世界，并列出了艾滋病、恐怖分子的袭击、战争等例子加以佐证。</p> |
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Whereas the optimistic point of view is that our world in the future will be a better place to live. As far as optimists are concerned, there is great progress in the past few decades. The popularization of computer technology and Internet renders us to acquire all kinds of information we need and to know what happens at the other end of the world in a few seconds. It is computer that makes the world become a “small-village”. The usage of mobile telephone makes us be able to communicate with anyone at any time. The dream of landing on the moon has been successfully realized by spacecrafts and astronauts.

As for me, I'm convinced that our world's prospect will be far more brilliant and prosperous than now. Yet in order to realize it, we must take some measures and adopt an active attitude to change and develop our world. Confronting problems like SARS, AIDS, pollution, conflicts and terrorism, any country alone can't deal with them easily. Therefore, all the countries to unite. So long as all of us take active actions and make great efforts to solve these problems, while continuing to develop science and technology, a beautiful world will come soon.

第三段从乐观者的角度来看待未来的世界，并列出了电脑、互联网、手机的普及，以及登月成功等例子加以佐证。

第四段表达自己的看法，并提出如何让未来变得更加美好的建议。

### 练习 10:

Directions: It is known that more and more universities in China are seeking to increase their enrollment. As a result, more than ever universities are becoming career-oriented. Write a composition “University: Where Will You Go?” with 250 words to give your comment.

### 思路点拨

本文属于常见的三段式作文。要求考生就某一事物或社会现象进行深入的剖析，并阐述自己的看法和立场。文中首先要介绍目前大学在招生等方面的现状，中间段可以从两个或三个层面来说明其不利的影响，最后说出自己的看法。

### 词汇准备

- enrollment *n.* 注册，入学等的人数  
Middle school enrollments will peak this year.  
今年中学入学人数将达到峰值。
- deal with 应付，对待  
We should deal with every case on its merits.





我们处理各种情况都应根据其本身的条件。

3. curriculum *n.* 总课程, (学校等的) 全部课程

Is German on your school's curriculum?

你们学校有德语课吗?

4. stick to 遵守, 坚持

Stick to the task until it is finished.

坚持下去, 直到完成任务。

5. oriented *adj.* 导向的, 面向……的

6. decline *vi.* 降低, 减退

Demand for these articles has declined.

这些物品的需求已经下降。

7. in defect of 缺少

They used artificial flowers in defect of real ones.

由于没有鲜花, 他们使用了假花。

• 模板范文 •

**University: Where Will You Go?**

There is a general discussion today on the problem that universities in China have been increasing their enrollment since the year 1999. Those who question the enrollment expansion argue that the employment of graduates has become more and more difficult, and administrative proficiency in dealing with students' affairs has declined. In order to help graduates find jobs smoothly, universities are becoming more career-oriented than ever before. As a result, more professional education courses have been added into their curricula. But if you give a careful consideration, you will find a lot of problems emerge accordingly.

To begin with, China has a civilization of more than five thousand years, and all Chinese people should be familiar with our traditional and modern civilizations. Universities should be places where these two kinds of civilization are taught to the youth. And more than that, science and technology have become so important in a modern society that we have to pay much attention to sciences study if we want to develop our country. But what would happen if universities only teach students professional skills? Last but not least, universities are places we seek for academic knowledge and skills, and if all universities became career-training centers, where should we go?

第一段提出大学扩招、越来越偏向以职业教育为主这个问题, 并阐述其不利影响, 为下文做出铺垫。

第二段从古老文明、科学研究、学术知识这三方面来说明大学盲目扩招所带来的不利影响。

Taking into account all these factors offered above, we may carefully reach the conclusion that universities should stick to their original duties instead of paying too much attention to career training.

第三段阐明自己的看法。

### ● 高分范文比照 ●

#### University: Where Will You Go?

Since the year 1999, a lot of problems have been emerging with Chinese universities increasing their enrollment. For instance, universities are becoming more career-oriented than ever before. More professional education courses have been added into their curricula and many lectures have been held to enrich the students interview skills. It seems that the students will have a brilliant future. However, the fact is that administrative proficiency in dealing with students' affairs has declined and the employment of graduates has become more and more difficult.

Apart from the statements above, in my opinion, we'll face more problems if all universities become career-training centers. Universities are places in which students learn traditional and modern civilizations of our country. Our country has a civilization of more than five thousand years, which is an envy of people all over the world. And modern civilization has brought about fundamental changes to the world. Students should be familiar with both of the two kinds of civilization. But if universities became career-training centers and neglected their duties of spreading civilization, what would happen? Besides, as we all know, science and technology have become the first productive force. In order to develop our country, we have to pay much attention to scientific study. There are a lot of important scientific studies that are carried out in universities. However, if universities all became a career-oriented place, students certainly will be in defect of some fundamental knowledge about scientific study. In such situations, how can we continue carrying out the researches and experiments?

From what has been discussed above, we may safely draw the conclusion that universities should not pay too much attention to career education. Only in this way can universities become more successful and our country become more prosperous.

第一段提出对大学扩招这个问题的看法。

第二段阐明大学因扩招而更注重职业方面的培训，并围绕这方面的问题陈述弊端。

第三段阐明自己的看法。



## 正反观点类作文

## 练习 11:

Directions: In this part, you are to write an essay of about 150 words on the topic "Should University Campus Refuse Tourists?". You should base your essay on the following outline:

1. 有人认为大学校园应该禁止旅游团参观;
2. 有人认为大学校园应该向旅游团开放;
3. 你的观点。

## 思路点拨

本文的写作题目属于常见的两点论作文, 即就某一事物或社会现象给出两个对立的观点, 然后表明自己的看法和立场。文章应包含以下三项基本内容: 第一项是禁止旅游团参观的理由, 如大学校园不是旅游景点、扰乱学生学习等。第二项是支持旅游团参观的理由, 如是历史名胜、能扩大学生视野等。第三项表明自己的态度, 如学校要对游客进行恰当的管理而不是将其拒之门外。

## 词汇准备

1. tourism *n.* 旅游; 旅游业  
The city is finally realizing its tourism.  
该市终于让旅游潜力得到了发挥。
2. fund *vt.* 为……提供资金, 给……拨款  
The company is funding another scheme.  
这个公司正为另一项计划拨款。
3. tourist *n.* 旅行者, 观光客  
The tourists went sightseeing in the suburbs of the city.  
游客们游览了市郊。
4. prospective *adj.* 预期的, 可能的  
Is she a prospective buyer?  
她可能成为我们的顾客吗?
5. favored *adj.* 受到优待的, 有天赋的, 受优惠的
6. interfere with 干预, 妨碍  
The noise interferes with my work.  
这噪声妨碍我的工作。
7. broaden *vt. / vi.* 使……变宽, (使) 数目增加

Let's broaden out the discussion to talk about education as a whole.

我们来扩大一下讨论范围，全面谈谈教育事宜。

8. regulate *vt.* 控制，管理

9. minimize *vt.* 把……减至最低数量（程度）

You can minimize the dangers of driving by taking care to obey the rules of the road.

严格遵守交通规则，你就能把开车的危险降到最低点。

### 模板范文

#### Should University Campus Refuse Tourists?

When asked about whether university campus should refuse tourists, people have different opinions. Some people argue that the public tourism will have negative effect on universities because it will not only do harm to the environment but also to the intellectual atmosphere. Besides, too many tourists will add a burden to the security department of the university and destroy the quiet environment for the students to study effectively.

However, others claim that university is mainly funded by the state and taxpayers who have the right to look around university. What's more, it is a good thing for the students to visit famous university campuses in that it can enable middle students to get more information about the university and they can have enough time and opportunity to prepare themselves with the chance to get into the university.

As far as I am concerned, university campus should be open to tourists, which will redound to its fame. At the same time, the tourists, both parents and prospective students, can enjoy the beautiful scenery as well as the academic, cultural and historical atmosphere during their visits.

第一段论述旅游团给大学校园环境、安全等方面带来不好的影响。

第二段从正面讲大学校园应该向旅游团开放，并举例加以说明。

第三段在权衡利弊之后，表达了自己的观点，即大学校园应该向旅游团开放。

### 高分范文比照

#### Should University Campus Refuse Tourists?

Should university campus refuse tourists? The question has generated a heated discussion nationwide.

Some experts applaud the decision to reduce the number of visitors. They believe that the campus is a place for students to gain knowledge instead of a favored destination for tourists. What's more, continuous streams of tourists will not only disturb students' daily lives but also interfere with the study atmosphere on campus. Therefore, refusing some tourists will give students a better environment for study.

第一段点明本文的主题，即是否应禁止旅游团参观大学校园。

第二段论述了大学校园应禁止游人参观的原因。



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| <p><u>However, group tour visitors oppose the move.</u> They argue that stopping tourists at the gates of famous universities is not proper, for they are actually important historical sites and are not just owned by the faculty and students there. And also, visitors from all over the world will broaden the vision of the students there, which is beneficial to their future.</p> <p><u>In my opinion, university authorities should not simply shut the door to the outside world.</u> They may take positive measures to regulate the activities of the visitors in the campus so that the negative effects will be minimized. Only in this way can there be a win-win solution of the problem for both universities and tourists.</p> | <p>第三段从反面论述了大学校园应向游人开往的原因。</p> <p>第四段得出结论，即大学校园应该向旅游团开放，同时也提出客观的建议。</p> |
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### 练习 12:

Directions: Write a composition with the title “Is University Expansion a Good Thing?” based on the following given outline. Your composition should be about 150 words.

Outline:

1. Some people say that the recent increased enrollment of university students is a good thing.

2. Others hold the opposite view.

3. Your opinion.

Please illustrate your point with adequate evidence.

### 思路点拨

这是一篇对比论证类的作文。写作时，要比较所讨论的两个观点或态度的优缺点或利弊，作者要有自己的观点和自己的倾向。在开头引入话题，说明需要比较的两个观点或事物或态度，然后进行比较，最后得出客观的结论。

### 词汇准备

1. resume *vt. / vi.* 重新开始，恢复

He resumed his former position with the company.

他又恢复了在公司的职位。

2. entitle *vt.* 使有资格，使有权

They are entitled to enjoy many advantages and privileges.

他们有资格享有许多优惠和特权。

3. recruit *vt.* 招聘，吸引（新成员）

They recruited a number of old teachers for the new school.

他们给这所新学校聘请了一些老教师。

4. accommodation *n.* 住处

They provided comfortable accommodations for visitors.

他们为旅客提供了舒适的住处。

## 模板范文

### Is University Expansion a Good Thing?

Nowadays, a heated discussion about university expansion is under way in China. We can see that the number of people enrolling in college has been increasing ever since the state resumed its policy of holding the national college entrance examinations.

Some people believe that the expansion has entitled many high school graduates to the right of receiving higher education, which reflects the rising of people's level of education and contributes to the nation's fast development in economy and society. Besides, it helps to keep up with the need of the job market and bring up more qualified people to take up the jobs.

Others, however, argue that university expansion often means institutions of higher education lower their standards of recruiting students, and the average quality of the freshmen is declining. In the long run, hunting for a job will be a tough thing for the graduates and that will inevitably exert much pressure on the prospects of employment. What's more, teaching facilities and accommodation capacities of many colleges and universities are too limited, so it is hard for them to meet the demand of an ever-increasing number of the newly enrolled students.

As far as I am concerned, the expansion of enrollment is of great benefit to our society and is a good thing. We have to realize that university expansion is a natural result of the nation's fast development of economy and society. The problem mentioned above will be solved as long as proper measures are taken.

第一段提出大学扩招这个问题。

第二段从人们的教育程度的提高、满足人才的需求等方面阐明大学扩招的益处。

第三段从招生标准的下降、就业压力增大、教学设施有限等方面来说明大学扩招所带来的不利影响。

第四段阐明了自己的看法。



• 高分范文比照 •

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| <p style="text-align: center;"><b>Is University Expansion a Good Thing?</b></p> <p>Many colleges and universities have expanded their enrollment since 1998. <u>There are several reasonable advantages for the expansion.</u> <u>Firstly</u>, this can keep up with the need of the job market to produce more qualified people to take up jobs. <u>Secondly</u>, the expansion has entitled many high school graduates to the right of receiving higher education. <u>Last but not least</u>, it can raise the intellectual standards of our nation.</p> <p><u>However, studies show that the trend to expand has brought about many problems.</u> <u>For instance</u>, teaching facilities and accommodation capacities of many colleges and universities are limited and unable to meet the demand of an ever-increasing number of newly enrolled students. <u>On the other hand</u>, the average quality of the freshmen is declining. In the long run, hunting for a job will be a tough thing for the graduates and that will inevitably put much pressure on the prospects of employment.</p> <p><u>In spite of all this, I am still confident that the expansion of enrollment is of great benefit to our society.</u> With the development of our national economy, the problem mentioned above will be solved if follow-up measures are taken.</p> | <p>第一段提出大学扩招的问题，并且论述了其有利之处。</p> <p>第二段论述了大学扩招所带来的问题，包括教学设施无法满足需求、新生素质下降等。</p> <p>第三段阐明了自己的看法，认为大学扩招利大于弊。</p> |
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**练习 13:**

Directions: In this part, you are required to write an essay of no less than 200 words. The essay should be based on the title: Technology, a Blessing or a Curse?

**思路点拨**

本文要求针对科学技术的发展是福还是祸进行正反两方面的议论。写作时首先提出正面的观点，然后提出反面的观点。在对两方面进行论述或分析后，发表自己的观点。

**词汇准备**

1. green-house effect 温室效应
2. bother about 担心，麻烦  
Don't bother your head about such matters.  
不要为这类事伤脑筋。
3. fascinating *adj.* 迷人的，有极大吸引力的

The changing vivid colours of the sunset are really fascinating.

日落时变化多端的色彩确实使人心醉神迷。

4. tedious *adj.* 乏味的, 单调的

Filing papers at the office is a tedious job.

在办公室整理文件是一项很单调的工作。

5. keep in touch with 与……保持联系

I keep in touch with most of my old school friends.

我和大多数以前的校友都保持着联系。

6. outweigh *vt.* 在重量上超过, 大于

This boxer outweighed his opponent by 20 pounds.

这个拳击选手体重比他的对手重 20 磅。

7. by means of 用, 依靠

The water may be carried by means of a pipe.

水可以用管子输送。

8. betterment *n.* 改好, 改良

9. gadget *n.* 小机械, 小器具

This gadget isn't much good.

这个小机械没什么用处。

10. overuse *vt.* 使用过度

Some guitar players tend to overuse the wah-wah pedal.

一些吉他手往往会滥用“哇哇”踏板。

11. abuse *vt.* 滥用

He never abuses his privilege.

他从不滥用特权。

12. run the risk of 冒……的风险

He is unwilling to run the risk of losing his money.

他不愿意冒丧失金钱的危险。

## 模板范文

### Technology, a Blessing or a Curse?

When it comes to the topic of whether technology is a blessing or a curse, people hold different attitudes. Some people think that a lot of problems have occurred when we are enjoying the remarkable wonders which the development of science and technology has brought us. These problems are not only making our life inconvenient, but dangerous. For instance, environmental pollution, noise, green-house effects and nuclear weapons are the things we did not need to bother about in the past.

第一段首先提出对待科技的两种不同态度, 随后提出第一种人的观点, 认为当我们在享受科技带来的好处时, 许多问题也随之产生了。





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| <p><u>However, others hold that technology is a blessing for us human beings.</u> It has made our lives much easier, a lot more convenient and fascinating than ever before. Computers, for example, spare us tedious tasks, enable us to buy and conveniently online, and sell help us keep in touch with others by e-mail, voice mail, or video link. <u>What's more,</u> technology enables us to choose from different options, such as diverse ways of recreation and education. Scientific research continues to explore the fields that were undreamed of, and new technologies are benefiting people all over the world.</p> <p><u>In my opinion, the benefits that technology has brought to us would no doubt outweigh the problems it has brought about.</u> It is up to us to decide what we should do and what we shouldn't. We should bear the responsibility for building a new civilization by means of advanced science and technology.</p> | <p>第二段叙述了第二种人的观点，认为科技让我们的生活更加美好。</p> <p>第三段做出自己的选择并得出结论。</p> |
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### • 高分范文比照 •

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| <p style="text-align: center;"><b>Technology, a Blessing or a Curse?</b></p> <p><u>As an important force in the betterment of human life, technological development saves time and labor, reaches unexplored frontiers, and completes many former "missions impossible".</u> For instance, computers and the Internet have made the world a smaller one. With a click of the mouse, a web camera and a microphone, friends are no longer kept apart by distance. In fact, modern people can hardly manage daily life, let alone a comfortable life, without sophisticated machines, apparatus and gadgets.</p> <p><u>Unfortunately, for every problem, there is a solution and for every solution, there is a problem.</u> It is unilateral to regard technology as a sole blessing, because it also exerts negative impacts. Take automobiles as an example. While offering people convenience, they emit toxic and greenhouse gases. Besides, when walking and cycling become luxuries, the lack of exercises accounts for many health problems among young and middle-aged people. So to some extent, technology is a curse that human beings bring on themselves.</p> <p><u>Such is the paradox: technology is a double-edged sword.</u> The proper use is certainly conducive to the productivity of modern life, but once we overuse, misuse or even abuse modern tech, we run the risk of hurting ourselves. So is technology a blessing or a curse? It all depends on how we use it.</p> | <p>第一段首先讨论了科技的发展为人类所带来的种种益处。</p> <p>第二段论述了科技的发展所产生的负面影响。</p> <p>第三段得出自己的结论，认为科技的发展是福还是祸取决于我们如何使用它。</p> |
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## 练习 14:

Directions: For this part, you are allowed 30 minutes to write a short essay entitled *Should One Expect a Reward When Doing a Good Deed?* You should write at least 150 words following the outlines given below:

1. 有人做好事期望得到回报;
2. 有人认为应该像雷锋那样做好事不图回报;
3. 我的观点。

## 思路点拨

本题属于非常典型的两点论作文。要求考生就某一事物或社会现象分析对立的两种观点，并阐述自己的态度。写作时，首先要介绍有的人认为做好事应该有回报，举例说明。中间段说明做好事不应该索取回报，因为这是传统美德，而且是自愿的行为。最后一段说出自己的观点，即做好事出自奉献的愿望，而帮助别人会感到幸福，这就是回报。

## 词汇准备

1. *harmonious adj.* 和谐的

If they would simply go home, all under the Heavens would be harmonious once more.

只要他们撤回本国去，大家又会相安无事了。

2. *donate vt. / vi.* (尤指向慈善机构) 捐赠，赠送

They used to donate large sum of money to the Red Cross every year.

他们过去每年都向红十字会捐献大笔的钱。

3. *trivial adj.* 琐碎的；微不足道的

At first, the incident seemed to be trivial.

起初，这一事件似乎并不重要。

4. *stunning adj.* 了不起的，令人印象深刻的

The audience was awed into silence by her stunning performance.

观众席上鸦雀无声，人们对她出色的表演感到惊叹。

5. *by no means* 绝不

This by no means the first time you have been late.

这绝不是你第一次迟到了。



## 模板范文

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| <p style="text-align: center;"><b>Should One Expect a Reward When Doing a Good Deed?</b></p> <p><u>When it comes to views about whether or not one should expect a reward when doing a good deed, people's choices differ.</u> Some people think that a good deed should be given a certain reward. In their opinion, when we give somebody a hand, he will thank us in different ways. Just like a mirror, when we smile at it, it will smile back to us. So they believe it's natural to expect a reward.</p> <p><u>Others, however, argue that people should take LeiFeng as a role model and be always ready to help others without expecting any reward.</u> They believe what's the most important thing in the world isn't money but love and friendship, so if someone doing a good deed just for reward isn't worthy to receive all this praise and reward. Besides, they maintain that one can enjoy happiness in doing good deeds, which is the best return.</p> <p><u>As far as I am concerned, it is every citizen's responsibility to do good deeds without expecting any reward.</u> What's more, a good thing isn't a commodity which can be measured with a certain value. It's a respectable and invaluable spirit. Being happy to help others is one of Chinese people's traditional virtues, and this virtue is of more significance for the creation of a harmonious society.</p> | <p>第一段针对做好事是否应期望得到回报提出第一种观点，并且还用比喻的方法来说明做好事应该有回报。</p> <p>第二段提出与上段相反的观点，认为做好事不应该索取回报。帮助别人会感到幸福，这就是回报。</p> <p>第三段阐明自己的观点：做好事是传统美德，不应该索取回报。</p> |
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## 高分范文比照

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| <p style="text-align: center;"><b>Should One Expect a Reward When Doing a Good Deed?</b></p> <p><u>When asked about whether or not one should expect a reward in doing a good deed, people hold different views.</u> Some argue that there should be a reward for a good deed. They explain that without proper and proportionate rewards, those who have done good deeds may sometimes find themselves in various difficulties. For example, in order to help the needed, they often have to sacrifice a large part of their own income and live the rest of the days in poverty.</p> | <p>第一段首句点明本文的主题，即做好事是否应期望得到回报。随后举例说明做好事应该有回报。</p> |
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However, others claim that we should learn from Lei Feng to help others and should never ask for any reward.

Helping others, in fact, is an indispensable part of our virtues, so we are obligated to help those in trouble. They also believe that doing good deeds is purely out of willingness, which has nothing to do with expectation of rewards.

As for me, doing good deeds ranging from donating blood to serving as a volunteer for a whole year, should result from one's heart. And we will gain from happiness in helping others. So, rewards, whether they might be trivial or stunning, are by no means the purpose of conducting good deeds.

第二段提出应该像雷锋那样做好事不图回报，而且应是自愿的行为。

第三段阐明自己的观点，认为应发自内心地帮助别人，同时也会感到幸福，这就是回报。

### 练习 15:

Directions: For this part, you are required to write a short essay entitled Will E-books Replace Traditional Books? You should write at least 200 words following the outlines given below:

1. 随着信息技术的发展，电子书越来越多；
2. 有人认为电子书会取代传统图书，理由是……
3. 我的看法。

#### 思路点拨

本题属于现象论说文。首先，要描述所论述的现象，并且引出下文。然后对此进行分析，最后说出自己的观点。写作时首段写电子书的出现并越来越受欢迎，对传统书的出版形成挑战，还要提一下电子书的基本特点。中间段写认为可替代传统书的看法，具体列出与传统书相比的优点。末段写自己的看法。

#### 词汇准备

1. spurt *vt. / vi.* (液体、火焰等) 喷出，(使) 涌出

Water spurted from the broken pipe.

水从破裂的水管中喷出。

2. vanish *vi.* 消失，突然不见

With a wave of his hand, the magician made the rabbit vanish.

魔术师手一挥，兔子便不见了。

3. handy *adj.* 方便的

A good toolbox is a handy thing to have in any house.

任何一个家庭都应备有一个好的工具箱以便随时使用。



4. updated *adj.* 最新的；现代化的

5. put an end to 结束

They must fight to put an end to the prevailing segregation system.

他们必须进行斗争，来结束现在的这种隔离制度。

6. intimate *adj.* 亲密的

Both felt that they had become very intimate.

两人都感到了他们之间已变得非常亲密。

7. merit *n.* 功勋，长处

The committee are looking at the merits and demerits of the proposal.

委员会正在评判该提议的优缺点。

8. flash disk 优盘

9. portable *adj.* 便于携带的

The portable device easily knocks down.

这种轻便装置容易拆卸。

模板范文

Will E-books Replace Traditional Books?

Nowadays, electronic products play an important part in our daily life with the spurt of science and technology. We have e-tickets, e-tests and e-books, and consequently paper-based materials gradually vanish. Some people hold the opinion that the invention of electronic books seems a blessing to our students while traditional ones may suffer a great loss of their readers.

There are several reasons for this. To begin with, e-books can be downloaded from the Internet directly, most of which are free of charge, while the traditional books in bookstores are much more expensive. What's more, ebooks are obviously handy and convenient; and thanks to their multi-functions, they are conducive to their readers who can obtain much relatively updated information. Others, however, argue that traditional books are more convenient than e-books, for people have no restrictions in using them. On the other hand, traditional books are more available because they are sold in various bookshops.

As far as I am concerned, nowadays traditional books are still the leading means of reading. Just as the invention of camera didn't put an end to the history of painting, traditional books are, and will still be, an intimate friend of readers. One thing we should bear in my mind is that great importance should be attached to both of them so as to bring their function into full play.

第一段指出电子产品在人们的生活中越来越重要，进而引出电子书的出现对传统书的出版形成挑战。

第二段先是从几方面来论述电子书受到人们欢迎的原因，随后又论述了相反的观点，认为传统图书更有优势。

第三段表明自己的看法，认为电子图书不会代替传统图书，两者可以双赢。

### ● 高分范文比照 ●

#### Will E-books Replace Traditional Books?

Recent years have witnessed a new advancement in the development of information technology — the rapid emerging of e-books. e-books can not only display whatever we can read in traditional paper books but also provide audio and video contents, which presents a completely new concept of reading. As e-book is now capturing more and more people's attention, its increasing popularity has posed a great challenge to the publication of traditional books.

Many people claim that it will not take long for e-books to replace traditional books because e-books have quite a few merits over traditional ones. To start with, e-books are more accessible to readers. They can simply log onto the Internet and read e-books online. They can also read them on the screens of portable digital devices like MP3 and MP4, or even mobile phones. Besides, e-books can greatly save storage space. A fingerlike flash disk can hold the contents of thousands of e-books, which makes it possible for readers to own portable private libraries.

Personally, I think that e-books will not bring an end to the publication of traditional books. For one thing, the use of e-books might be limited by the availability of electronic devices. For another, people may have different preferences for reading media. There can be no substitute for the feeling of reading while holding a paper book in hand and turning over the pages with fingertips. On the contrary, as is often the case, the widespread of an e-book may lead to and promote its publication in paper book. So I believe it will be a win-win for both.

第一段指出电子书受到越来越多人关注，从而对传统书的出版形成挑战。

第二段详述了电子书可替代传统书的看法，并具体列出与传统书相比的优点：方便获得、占用较少空间等。

第三段表明自己的看法，认为电子图书不会代替传统图书，两者可以双赢。

#### 练习 16:

Directions: For this part, you are required to write a composition on Competition and Cooperation. You should write at least 150 words and you should base your composition on the outline below.

1. Some people think that a sense of competition should be encouraged.
2. Others believe that people should be taught to co-operate rather than compete.
3. Discuss both these views and give your own opinion.



### 思路点拨

在动手写阐述对立观点型作文之前，我们必须根据所给的提纲，考虑一下这类文章的篇章结构。本文可采用下面这种篇章结构：第一段引出讨论的主题，提出第一种观点，阐述支持这一观点的理由；第二段提出第二种观点，阐述支持这一观点的理由；第三段表明自己的观点，阐述自己的理由，或批驳反对的观点。然后总结全文，重申自己的观点，或呼吁别人采取行动。

### 词汇准备

1. be superior to 比……更优越

She imagined herself to be superior to others.

她自以为比别人都高明。

2. emphasize vt. 强调

Among these reasons for the accident, one should be emphasized that mechanism failure contributed to it dramatically.

在引起事故的众多原因中，其中应强调的一点是，机械故障是极其重要的原因。

3. counterpart n. 与对方地位相当的人

The sales directress phoned her counterpart in the other firm.

销售部的女经理给另一家公司的销售部经理打了电话。

4. fulfill vt. 履行（诺言等）；完成（任务等）

You must fulfill your promise.

你必须履行诺言。

5. neglect vt. 疏忽，忽略，遗漏

The government neglected industry.

政府忽视了工业。

6. in opposition to 反对，与……相反

Leisure is usually defined in opposition to work.

休闲常被定义为工作的反面。

## ● 模板范文 ●

### Competition and Cooperation

Some people hold the opinion that competition is superior to cooperation in many ways. They always emphasize that a sense of competition should be cultivated. The main reason lies in that they believe the only way to lead to success is competition which can help them defeat their counterparts.

第一段提出第一种观点，即应培养人们的竞争意识。同时给出支持这一观点的理由。

|  |  |
|--|--|
| <p><u>Others, however, argue that cooperation is much better.</u> They believe that people should learn to co-operate and get on well with their cooperators whatever they do. In their opinion, people need to depend on one another so as to get things done smoothly. In addition, long-term cooperation can help enhance mutual trust and keep good relationship with each other.</p> <p><u>As far as I'm concerned,</u> competition and cooperation supplement and promote each other. Although it is necessary to advocate competition, we have to admit that most work is fulfilled with the help of other people. From what has been discussed above, we may finally draw the conclusion that competition and cooperation are not always in conflict with each other, both of which are equally important. Without perfect cooperation and fair competition, the society we live in can not make great progress.</p> | <p>第二段提出第二种观点,即合作更重要,同时阐述支持这一观点的理由。</p> <p>第三段表明自己的观点,即竞争与合作是相辅相成的,并阐述自己的理由。</p> |
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### ● 高分范文比照 ●

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|--|--|
| <p style="text-align: center;"><b>Competition and Cooperation</b></p> <p><u>In modern society, competition is a common phenomenon. When it comes to competition and cooperation, some people always emphasize competition but neglect cooperation.</u> It is often believed, that competition and cooperation are in opposition to each other. Their reasons run as following: to begin with, they believe only competition can help them defeat their counterparts; in addition, they think competition is the only way to lead to success.</p> <p><u>But some others hold a different opinion. They think cooperation is as important as competition.</u> They advocate cooperation whatever they do. They are of the opinion that the dependence of people on one another has increased, without which the society we live in can not keep going smoothly. They base their opinion on the following reasons: on one hand, cooperation can build trust between each other and help to bring long-term relationship; on the other hand, cooperation can turn a small and weak business into a big and strong one.</p> | <p>第一段首先引出讨论的主题是竞争与合作的关系,并提出竞争比合作更重要,理由是只有通过竞争才能获得成功。</p> <p>第二段提出对竞争与合作所持有的不同态度,认为人们在做任何事时都需要与他人合作。</p> |
|--|--|





As far as I'm concerned, I do not agree with the view that competition and cooperation are always in conflict with each other. In my opinion, we should never forget cooperation while advocating competition. In our social life, cooperation is especially necessary because most work is fulfilled with or through other people. So I've come to the conclusion that competition is equally important. From what has been discussed above, we may safely draw a conclusion that both competition and cooperation are essential to success and thus should be emphasized at the same time.

最后一段阐明自己的观点，即竞争与合作同样重要，并总结论点。

### 练习 17:

Directions: For this part, you are required to write a composition on the topic **My View on Job-Hopping** (跳槽) in no less than 250 words.

#### 思路点拨

本篇文章是要考生就某一现象阐述自己的观点。这种文章最常见的构成方法是：在第一段叙述第一种人（或正面）的观点，第二段叙述第二种人（或反面）的观点，第三段做出自己的选择并写出结论（或发表自己的评论）。

#### 词汇准备

1. tend to 趋向

Arthur's books tend to poverty.

亚瑟的书趋于单调乏味。

2. favorable *adj.* 有利的，顺利的

The weather seemed favorable for the race.

这天气似乎很适合赛跑。

3. get stuck in 全神贯注地工作

If we all get stuck in, we can finish the job today.

如果我们都开始拼命干，我们今天就可以完成此项任务。

4. motivation *n.* 动力，动机

The motivation for the decision is the desire to improve our service to our customers.

做这个决定是为了改善我们对顾客的服务。

5. emerge *vi.* 出现，暴露

The submarine at last emerged.

那艘潜艇终于浮出了水面。

6. accumulate vt. / vi. 堆积, 积累

They set to work accumulating a huge mass of data.

他们已开始积累大量的资料。

● 模板范文 ●

**My View on Job-Hopping**

More and more people tend to change over to a new job. If they can find a more suitable job, they will not hesitate to hop to the new position. Like everything else, job-hopping has both favorable and unfavorable aspects. Generally, the favorable aspects can be listed as follows.

First, many young people argue that change means challenges and progresses. They think that getting stuck in a bad job stifles one's creativity and kills one's motivation for success. Second, changing jobs just means looking for the right position where you can bring out the best of your ability and make full contribution.

However, every coin has two sides. The negative aspects are also apparent. To those who decide to keep to one job, frequent job-hopping is irresponsible or tactless. And they are sure that sticking to one's job will enable one to learn more from the job and do the job well. In addition, A lot of jobs do need steady application and long-term effort. One can be professional in one's own fields only by constant practice.

I think we can't say all job-hopping is bad, because the circumstances will determine whether the job-hopping is justified. I believe that, whatever job one does, it must fit one's interests and ability. If you can't do the job well or don't like it, what is the point of continuing the job? When you have a good opportunity, why not hop to a more fulfilling job?

第一段先对跳槽这个越来越普遍的现象进行说明。

第二段的观点主要围绕着跳槽的益处来展开。

第三段围绕着跳槽的不利之处来展开。

第四段得出自己的结论。这几段存在着逻辑上的顺接关系, 所以写作时要特别注意文章的逻辑性, 由论述自然引出结论。

● 高分范文比照 ●

**My View on Job-Hopping**

With the development of society, more and more new phenomena are emerging. One of them is job-hopping. Some people uphold it while others do not. In my opinion, there are both positive and negative sides.

第一段指出社会现象之一——跳槽, 并为下面的论述进行了铺垫。



First I'll discuss the positive side. There are many people, especially youngsters, who like to change their jobs at times. The reason is that job-hopping will bring them new challenges and they can deal with more demanding jobs which make them get different working experiences. In addition, people hope for better salaries or better conditions. This is of importance because one has to eat and wear.

As for the negative side, I think, frequent jobbing-hopping is not beneficial for self-development. If we work in one field for a long time, we can accumulate a lot of experiences in that field which in turn will further improve our work. Besides, when growing up with an industry, we'll have more understanding about its culture, and its human resources. That means there are more opportunities waiting for us, such as promotion, high salaries, etc.

Altogether, it needs the effort of both corporation and individual to avoid frequent job-hopping. For individuals, they should improve themselves in the aspect of idea and knowledge so that they can become more and more professional and competitive. And for corporations which want to employ the best employees, they need to refine their economic achievements and personnel management systems. Anyway, too frequent job-hopping will be not good to us.

第二段讨论了跳槽对年轻人的有利之处，并罗列出原因，如新的机遇及挑战、高薪水等。

第三段指出频繁跳槽对年轻人的不利之处，并罗列出原因，如无法积累某一领域的经验、不能与企业共同成长等。

第四段得出自己的结论。从企业和个人两方面来阐述如何减少跳槽现象的发生。

### 练习 18:

Directions: Write an essay in no less than 200 words with the title "Opportunities and Challenges with the Coming of Globalization".

#### 思路点拨

本题是就全球化这一现象阐述自己的观点的作文。写作时可以首先论述全球化给我们带来的好处，然后从反面讲全球化导致的问题，最后在权衡利弊之后，做出一个合理的小结。

#### 词汇准备

1. inequality *n.* 不平等
2. baffle *vt.* 使困难，使为难

The question baffled me completely and I couldn't answer it.

这个问题把我彻底难倒了，我答不出来。

3. obstacle *n.* 障碍（物），妨碍

She felt that her family was an obstacle to her work.

她感到她的家庭妨碍她的工作。

4. disinfect vt. 除去（感染），给……消毒

His cuts was washed and disinfected by the doctor.

医生给他的刀口清洗和消毒。

5. contact with 与……有交往（联系）

We contacted with the ship by radio.

我们通过无线电与那艘船取得了联系。

6. quintessence n. 典范，精髓

John is the quintessence of good manners.

约翰是礼貌的典范。

7. resolve vt. 解决（问题、疑问、困难等）

The Cabinet met to resolve the crisis.

内阁开会，寻求解决危机的办法。

● 模板范文 ●

**Opportunities and Challenges with the Coming of Globalization**

When it comes to globalization, people hold different opinions. For the first group of people, they believe that considerable challenges will be brought with the coming of globalization. In their opinion, it makes inequality increase within and between nations, influences employment and living standards and baffles social progress.

In comparison, those who welcome globalization have their own arguments. They claim that great opportunities will come out with the coming of globalization. For instance, trade obstacles will be broken with the globalization, which will fetch them more benefits and conveniences, such as buying foreign products with less money, and traveling all over the world more freely than ever.

As far as I am concerned, globalization is much like fire. It is improper to say that fire is completely good or bad. If we use it properly, it can help us cook food, disinfect equipment, form iron, and warm our homes. If not, fire can ruin lives, towns and forests in an instant. Neither cheerleaders who are blind to the destruction that globalization can cause nor shrill opponents who are blind to the way that globalization gives some people their first opportunity to fulfill basic aspirations are good. We should see globalization as something to construct, shape and manage for the betterment of everyone.

第一段从反面论述全球化的不利之处。

第二段论述全球化积极的一面。

第三段运用比喻的方法来阐述如何更好地利用全球化。



## 高分范文比照

**Opportunities and Challenges with the Coming of Globalization**

Nowadays, a hot term “globalization” often appears in people’s talk. Just as everything has opposite two sides, we will have great opportunities and challenges with the coming of globalization.

In the first place, in modern society, only those who grasp science and technology will become the master of the world. After globalization, we will have more access to advanced science and technology which make us to get informed with the latest development in every field concerning the growing of the power of a country. Secondly, with China’s reform and opening up, we would have more opportunities to get contacted with different cultures and civilizations, which would to some extent enhance our country’s soft power. Besides hard power which includes economic, scientific and military powers, we also need soft power to influence or change others’ ideas without coercing them but made them accept us willingly. Mutual understanding is very important because it will increase soft power.

As globalization brings us opportunities, more challenges are also along with it. We have to admit that China is still a developing country, and to be situated in the same arena with some superior players will give us much pressure. In spite of fierce competition, we may be influenced by other cultures in a negative way. While enjoying the richness of other civilizations, it is quite possible that we neglect or even lose some of quintessence of our own culture.

From what has been stated above, we may draw the conclusion that globalization is like a double-edged sword. No matter what kind of opportunities or challenges it presents us, we should have a right attitude and stand to meet it. As long as we prepare enough, all difficulties can be resolved in the end.

第一段首先表明全球化利弊相间，为下文作了铺垫。

第二段论述全球化有利的一面，包括能够获得先进的科学技术、接触不同的文化等。

第三段从反面论述全球化的不利之处。

第四段运用比喻的方法来阐述如何更好地利用全球化。



## 单一观点类作文

## 练习 19:

Directions: In this part, you are to write an essay of about 150 words on the topic “Is

English Language Teaching Overemphasized in Chinese Education?”. You should base your essay on the following outline:

1. 英语教学为何非常重要;
2. 结合实际情况说明英语教学的现状;
3. 做出结论。

### 思路点拨

这是一篇就某一观点是否错误或不合理性进行批判或者驳斥，然后提出正确的观点，并通过充分的事实根据来论证。写作时首先应点出争论的话题，并举出论据加以说明，最后得出结论。

### 词汇准备

1. overemphasize *v.* 过分强调

It's inadvisable to overemphasize this point.

这一点不宜过分强调。

2. communicate with 与……联系，与……交往

I communicate with him regularly by letter.

我与他定期通信。

3. deserve *vt.* 应受，应得，值得

He didn't really deserve (that) she should be so kind to him.

他确实不值得她对他那么好。

4. barrier *n.* 关卡，障碍

Lack of confidence is the biggest barrier to investment in the region.

缺乏信心是在这一地区投资的最大障碍。

5. block *vt.* 阻塞，阻挠

They blocked the entrance with big stones.

他们用大石块堵住了入口。

6. cultivate *vt.* 耕作，陶冶思想

She cultivated her mind by reading many books.

她博览群书，修身养性。

7. strengthen *vt. / vi.* 加强，巩固

They strengthened the city walls.

他们加固了城墙。



## 模板范文

**Is English Language Teaching Overemphasized in Chinese Education?**

There is no denying the fact that whether English language teaching is overemphasized in Chinese education is a hotly debated topic today. People's attitudes differ sharply on this issue. Some people hold the opinion that English language teaching will never be overemphasized in China. As a world language, English is used in most major countries. With China's entering WTO, there will be more communication with other parts of the world. Therefore, English teaching deserves its present status.

Others, however, hold a contrary view. They point out that from kindergarten, primary school to universities, you have to study English and pass one test after another. The English exams take up too much time for a student in his study. However, only a small number of graduates have the chance to use English in their real work while most of them are wasting their time obtaining a CET-4 or CET-6 certificate.

From what has been discussed above, we may safely draw the conclusion that too much emphasis has been put on English teaching. English proficiency should not be set as a standard in enrolling all kinds of students. Anyway, only a minor segment of those graduates will have the chance to deal with English materials or communicate face to face with English speakers.

第一段点出争论的话题后，列出正方的论点：即并未过度重视英语教学，并举出论据加以说明。

第二段列出反方的论点：即从幼儿园一直到大学总是过度强调学习英语的重要性，并举出论据加以说明。

第三段得出结论：英语教学在国内的教育中被过度重视。

## 高分范文比照

**Is English Language Teaching Overemphasized in Chinese Education?**

After joining WTO, international communication and cooperation are becoming increasingly close in China. It is obvious to all that China has made great achievements in almost every aspect. However, one issue appeared in many fields, especially in foreign trades, that is, language obstacle. At the very beginning, it is language barriers that block the development of foreign trades and sometimes even cause great losses. Therefore, there are more and more schools that attach importance to education of foreign languages, especially in English teaching.

第一段从英语在实践中的重要性方面引出英语教学受到强调的原因。

We must admit a fact that there is a large population in China and people's education level is different. The number of people who can understand or speak English is quite small. It is no doubt that English language teaching is far from enough and we should pay much attention to it. Along with many graduates who have studied abroad now return to become college English teachers, such situation is gradually improving. Under their efforts, great progresses can be seen in English language teaching. Yet if we'd like to cultivate sufficient students who can utilize English fluently, there are still many difficulties for us to overcome.

From statements above, we can draw a conclusion that English language teaching in Chinese education is not overemphasized. Contrary to that, we should strengthen it more than ever.

第二段指出英语教学还有待提高，并说明这方面的情况正在改善。

第三段得出结论：英语教学的重要性在国内教育中并未过度夸大。

### 练习 20:

*Directions: For this part, you are allowed thirty minutes to write a composition on the topic: Reduce Waste on Campus. You should write at least 150 words, and base your composition on the outline given below in Chinese.*

1. 目前有些校园内浪费现象严重；
2. 浪费的危害；
3. 从我做起，杜绝浪费。

### 思路点拨

写作本文时，首先要提出现存的问题及解决的必要性。然后，从该问题对个人、对集体（家庭或学校）、对社会（国家）的影响进行阐述，最后提出解决办法，可从自己延伸到他人和整个社会。

### 词汇准备

1. dump *vt.* 倾倒，丢弃

Just dump everything over there. I'll sort it out later.

把所有东西都倒在那边，我以后再清理。

2. leftover *adj.* 剩余的

The leftover food began to smell bad.

剩饭开始发臭了。

3. faucet *n.* 水龙头，旋塞

The faucet has developed a drip.

那个水龙头已经开始滴水了。





4. suffer from 患（某种病），受……之苦

Sometimes I still suffer from these weaknesses.

有时我还是在吃这些弱点的苦头。

5. overpopulation *n.* 人口过剩

Who knows what a bother may ensue from overpopulation?

谁知道人口过剩会带来什么麻烦？

6. a variety of 多种的，各种各样的

We eat a variety of food.

我们吃各种各样的食物。

7. electric appliances 家用电器

8. cast off 脱下，解开，抛弃

As soon as the bell rang, the captain gave orders to cast off, and the voyage began.

铃一响，船长下令解缆绳，航行就开始了。

9. arrogant *adj.* 傲慢的，自大的

10. refrain *vi.* 抑制，戒除

Please refrain from smoking during the performance.

演出时请勿吸烟。

• 模板范文 •

**Reduce Waste on Campus**

There is no denying the fact that waste on campus has become a more and more serious problem. We can easily see students buy much more food than they can eat and dump the leftover in the dining hall. We can also find blank paper on the floor, and in the washing closet, water keeps dripping but the students don't bother to turn the faucets off.

As far as I know, the above tendency may inevitably give rise to some effects as the following. To begin with, for students themselves, what they have formed is a bad habit of wasting which will accompany them into their future life. And more than that, it makes some students dependent on their parents for money, which is harmful to their development. If they don't learn to support themselves, they will be "useless people" when they graduate. Last but not least, we must admit that our country is suffering from overpopulation, and waste is highly likely to be a cause for energy crisis.

To summarize, colleges should improve education on economical consciousness by organizing a variety of activities. Only by this way can we reduce waste on campus.

第一段提出校园内浪费的问题及解决的必要性。

第二段指出校园内浪费的危害，并从个人、家庭、国家这几方面进行阐述。

第三段提出解决办法。

● 高分范文比照 ●

### Reduce Waste on Campus

Now people in significant numbers are coming to realize that the phenomenon of waste is becoming more and more serious on campus. We can easily see electric appliances are not turned off even when nobody is in the dormitories; a lot of food is left after each meal; brand-new clothes are cast off. All these are a typical waste on campus.

The negative effects of waste can be shown in the following aspects. In the first place, students who get used to wasting don't know how to respect other people and their work, and become arrogant gradually in every aspect of their daily lives on campus. If the case is to be so, it is a failure of modern education. In the second place, China has such a large population to support with such limited storage of energy, and there is no denying the fact that our country is still not rich. Waste may cause a disaster for the whole country.

In my opinion, we should do something to put an end to this behavior. We should refrain from wasting anything, from food to stationery. Consume when it is necessary, turn off the electric lamps whenever we leave the dormitory. Don't throw our clothes away when they are brand-new. Only through these measures can we hope to reduce waste on campus.

第一段提出校园内现存的问题，并举例加以说明。

第二段从个人、学校、国家这三方面具体详述了校园内浪费的危害。

第三段指出解决问题的办法多种多样。

#### 练习 21:

Directions: In this part, you are to write an essay of about 150 words on the topic "College Graduates Work as Village Officials". You should base your essay on the following outline:

1. Do you think it is a good idea?
2. What can they offer the countryside?
3. What can they gain from their village positions?

#### 思路点拨

这是一篇要求针对“大学生当村官”阐述观点的作文。写作时首先应表明对这种现象的态度，中间段列举支持或者反对的原因，最后简要地作出总结。

#### 词汇准备

1. come up 发生，升起

The sky was dark blue and clear when the moon came up.



月亮出来时，天空是深蓝色的，非常晴朗。

2. incentive *n.* 刺激，诱因，动机

A little bonus will give the employees an incentive to work harder.

一点奖金可以刺激雇员更加努力地工作。

3. vigorous *adj.* 有力的，精力充沛的

The old man is still vigorous and lively.

那位老人依然精力充沛。

4. enterprising *adj.* 有事业心的，有胆量的

You are no longer the enterprising cook that once you were.

你已不再是当年那个敢于创新的厨师了。

5. combine *vt.* 兼有，使融合（或并存）

They will combine their two companies against their competitors.

他们两个公司将联合起来反对竞争者。

• 模板范文 •

**College Graduates Work as Village Officials**

There is a heated discussion today on the problem that being a village official has become the first choice of many college students when they graduate and are trying to find a job. So far as I know, such a phenomenon comes up as a result of the following facts. Firstly, the government authorities have made some policies offering major incentives to college graduates who are willing to work for rural governments. Secondly, the pressures that people face have increasingly great as the problems of employment simultaneously emerge, especially for the graduates.

From my point of view, college students working as a village official is worth promoting. Graduate talents are a special group of people with vigorous body, rich knowledge and enterprising spirit and they will come up with many fresh and new ideas. With the help of village officials, villages will become increasingly prosperous. At the same time, these graduates can find themselves a wider stage of development and realize their value while too many college graduates are fighting for a handful of positions in big cities,

Taking into account all these factors offered above, we may carefully reach a conclusion that college graduates working as village officials is a win-win choice, and more graduates should be encouraged to work in the countryside.

第一段阐明了“大学生当村官”这种现象和原因。

第二段首先表明对“大学生当村官”的现象持肯定态度，随后列举大学生的优势，即可以为乡村带来好处，然后再反过来阐述乡村工作对大学生的益处。

第三段简要地做出总结。

### ● 高分范文比照 ●

#### College Graduates Work as Village Officials

As the number of college graduates increases continually, working as village officials appears in many newspapers. Is it a correct choice for these college graduates who'd rather create their careers in the countryside than wait for a big company's offer with hundreds of competitors? I think the answer is positive.

Young college graduates possess many advantages that are needed by the countryside, such as good education, initiative, enthusiasm and so on. Apart from these, they bring the countryside new management ideas, latest techniques and many others. They shorten the distance between rural areas and cities because they can grasp information from various fields timely. In a word, the rural areas can take on a new appearance going with the arrival of college graduates.

As college graduates, they can also gain a lot during their working in village. Through combining theory with practice, they can obtain practical knowledge that is unable to obtain on campus. Furthermore, ours is an age with better material conditions than before. Some college graduates from urban areas don't know much about poverty and hardship, and the experience of village officials anneal them physically and mentally.

From the statements above I may draw the conclusion that it is a good idea for college graduates to work as village officials.

第一段阐明了“大学生当村官”这种现象并表明了赞成的态度。

第二段随后列举大学生的优势，比如良好的教育、活力、热情等，他们可以为乡村带来最新的信息、思想等。

第三段阐述乡村工作对大学生的益处。

第四段简要地做出总结。

#### 练习 22:

Directions: In this part, you are required to write an essay of no less than 200 words. The essay should be based on the title: The Qualities of a Good Teacher.

#### 思路点拨

这是一篇要求针对“优秀教师的特征”来阐述观点的作文。写作时首先可提出本文的主题。中间段详细阐述优秀教师应具备哪些素质，最后对优秀教师的特征做出总结。

#### 词汇准备

1. opposite *adj.* 对面的；相反的

He sat down opposite to the teacher.

他在教师的对面坐下来。



2. categorize *vt.* 把……归类

This type of china is rather hard to categorize, and it's very unusual.

这种瓷器非常特殊，很难归类。

3. expertise *n.* 专门知识或技能

We were amazed at his expertise on the ski slopes.

他斜坡滑雪的技能让我们赞叹不已。

4. criterion *n.* (批评、判断等的) 标准

What criteria do you use when judging the quality of a student's work?

你评定学生功课好坏时用什么作为标准？

5. spot *vt.* 看出，认出

How did you spot those fifties were counterfeited?

你是怎样察觉出那些 50 元面值的纸币是伪造的？

6. enlightened *adj.* 开明的，有见识的

Listen to both sides and you will be enlightened; heed only one side and you will be benighted.

兼听则明，偏信则暗。

7. mature *adj.* 成熟的，深思的

The new ambassador is more mature than his predecessor.

新大使比他的前任更成熟一些。

8. discernible *adj.* 可识别的

The difference between the two is readily discernible.

两者之间的差别不难看出。

9. impart *vt.* 通知；透露；传授

The furnishings in the room imparted an air of elegance.

这个房间的家具有给这房间一种优雅的气氛。

10. expound *vt.* 论述，详细讲解

Why not get a diviner to expound my dream?

为什么不去叫一个占卜者来解释我的梦呢？

11. copiously *adv.* 丰富地，充裕地

12. extrovert *n.* 性格外向的人

Extroverts prefer lively conversation to brooding on the meaning of life.

性格外向的人喜欢高谈阔论，而不愿思索人生的意义。

13. introvert *n.* 性格内向的人

That young man is an introvert.

那个年轻人是一个性格内向的人。

14. charisma *n.* 魅力，魔力

He could never be a film star; he's got no charisma.

他绝没有可能成为电影明星，他一点儿魅力也没有。

## 模板范文

## The Qualities of a Good Teacher

We all know that a teacher plays an important role in the healthy growth and development of students. However, many people believe that being a teacher is very easy. In my opinion, the fact is quite the opposite. It requires some qualities to be a good teacher, which can be categorized into the following aspects.

First of all, a good teacher should have professional expertise. This is usually acquired through training and continuous professional development. In class, the platform is like a stage. The teacher is the performer and the students are the audiences. Professional expertise will enable the teacher to plan the use of different teaching and learning approaches to raise attainment. What's more, ethic devotion is a very important criterion for a good teacher who should undertake responsibility to integrate knowledge with ethic education in class. In daily behavior, a good teacher will never forget to set a good example for students who see teachers as their models. Last but not least, a good teacher has high expectations of all the learners and sets challenging tasks to stimulate critical thinking and higher performance. This creates a conducive teaching and learning climate for higher attainment.

To sum up, the students today are more independent, and demand a higher standard for teachers. A good teacher should see and understand the situation clearly, and try to meet the requirements put forward by the new situation.

第一段首先提出教师的重要性，然后针对怎样才能成为优秀的教师提出两种不同的看法，为下文做铺垫。

第二段从三方面详细阐述了成为优秀教师应具备的素质。

第三段说出自己的看法，

## 高分范文比照

## The Qualities of a Good Teacher

Among your teachers, there must be some you like most. Have you ever wondered why you spot them? A good teacher is one who is knowledgeable in one's field, liberal-minded and conscientiously provides students with enlightened and mature guidance to help them form a correct outlook on life and the world.

第一段首先以疑问句引出优秀教师应具备哪些素质，然后概括出三方面，为下文做铺垫。



The qualities of a good teacher are easily discernible. A good teacher is competent for imparting knowledge. They outline the lectures clearly, expound on details, and quote copiously from various sources. Their lectures lead the students and urge them to find out more about the subject after class. A good teacher is liberal-minded, hence tolerant of the varied opinions from students, though this tolerance is well-disciplined, encouraging initiative and discouraging bigotry. Finally, a good teacher instructs students universal wisdom in addition to knowledge from books. Students living in the ivory tower are easily puzzled or even upset by the numerous complicated social phenomena, and are not sure what stand they should take. A good teacher should offer them moral support in pursuit of truth, good, and beauty.

A good teacher can be either an extrovert or introvert, as the above qualities sparkle and capture students. As a matter of fact, these qualities can be concluded by one word, charisma. If you observe a good teacher closely, you might also develop such qualities, and become an intellectually attractive person in life.

第二段详细阐述了上段提及的优秀教师应具备的三种素质。

第三段对优秀教师的特征做出总结。

### 练习 23:

Directions: In this part, you are required to write an essay of no less than 200 words. The essay should be based on the title: Women in the Modern World.

#### 思路点拨

本文要求针对当今世界的女性发表自己的看法。写作时首先要提出中心论题，这样来点题。然后从两方面来讨论这个问题，要有鲜明的观点及支持观点的论据。最后得出结论。

#### 词汇准备

- act as 担当……；起……的作用  
He acted as secretary to the board.  
他充任委员会的秘书。
- equal *adj.* 相等的，同样的，平等的  
All men are equal in the eye of law.  
法律面前，人人平等。
- elect *vt.* (进行) 选举

We elected him to be monitor.

我们选他当班长。

4. discrimination *n.* 歧视, 辨别

He spoke out against racial discrimination.

他声明反对种族歧视。

5. reveal *vt.* 显示, 露出

I should be glad to give you any help if you reveal your thoughts to me.

如果你把你的想法透露给我, 我愿意尽全力帮助你。

6. take on 承担, 呈现

He is always ready to take on heavy responsibilities.

他一向乐于挑重担。

### 模板范文

#### Women in the Modern World

Women are playing an increasingly important part in society today.

They have showed that women can do almost everything as equally well as men. In many countries, women are not only acting as scientists, lawyers, farmers, but also taking an active part in politics.

So far as I know, the above tendency can be proved from some

facts. To begin with, the position of women in the family has been greatly improved than ever before, and they needn't stay at home all the day, doing something what they didn't like. For example, taking care of their kids and cooking the meal alone. Husbands and wives are equal in their families. They share the housework, make family decisions and make joint efforts to deal with family problems. And more than that, women can enjoy the equal opportunity to attend school and to receive high education. They are also given the same rights as men to participate in government. For instance, it is not uncommon to see that some women have been elected to the National People's Congress.

However, there is still some discrimination against women. A recent survey revealed that large disparities exist in the income levels of male and female workers holding the same position. In addition, the liberation of women has not been completely realized. In some areas women are still second-class citizens, and their husbands regard them as personal possessions.

From what I have mentioned above, we can see clearly that women should try to get more opportunities to get educated and try to be independent both mentally and financially although their status has been greatly improved. It is still a long way to go for women to fight for their complete liberation.

第一段首先提出女性在当今社会发挥着愈加重要的作用。

第二段从两方面论述了女性地位得到了提高。

第三段从反面论述了女性在当今社会还遭受着一些不平等的待遇。

第四段得出结论。





## 高分范文比照

**Women in the Modern World**

Women are playing an increasingly important role in society. In countries all over the world, they are no longer satisfied doing those traditional “women’s jobs” such as nursing and primary school teaching, but are taking on the duties of scientists, airline pilots and even political leaders. Women are proving that they can contribute just as much as men can do to society. As a result, they are achieving social equality.

With the changes in their social role, women’s position in the family has improved as well. Nowadays, husband and wife tend to treat each other as equals. They share the tasks of raising their children and doing the household chores. In modern families, it is seldom to find a husband relaxing in an armchair while his wife spends all her time in the kitchen.

In spite of these changes, the liberation of women has not yet been completely realized. A number of men still jealously guard their rights as leaders in their workplaces and as family heads at home. There are still too few women in decision-making positions. In addition, many women are expected to play two roles, worker and housewife.

第一段提出女性在当今社会不再只是扮演传统的角色，而是发挥着愈加重要的作用。

第二段以家庭生活为例论述了女性地位得到了提高。

第三段从反面论述了女性在当今社会还遭受着一些不平等的待遇，并且得出结论。

**练习 24:**

Directions: In this part, please write an essay of about 250 words on the topic “China in the 21st Century and Her Returning Scholars”. You should base your essay on the following outline:

1. Today, many countrymen are returning after they finish their study abroad.
2. Reasons for their returning.
3. Significance of their returning both to China and to themselves.

**思路点拨**

本文要求根据题目中所提供的提纲，谈谈自己对海外学者归国这一现象的看法并明确阐述你的观点。写作时首先要提出中心论题并点题，然后过渡到讨论发生这种现象的原因，最后阐明海外学者归国对国家及个人的意义。

**词汇准备**

1. swift *adj.* 迅速的，反应快的

He gave them a swift glance.

他迅速地朝他们瞥了一眼。

2. academician *n.* 学会会员, 院士, 学者

3. juncture *n.* 关键时刻, 接合点

an important juncture in a man's career

某人职业生涯中的重要关头

4. endow *vt.* (向学校等机构) 捐钱, 赋予, 使(某人)天生具有(好资质、能力等)

This country is favourably endowed climatically.

这个国家的气候得天独厚。

5. exert *vt.* 竭力; 发挥

He likes to exert his authority.

他喜欢行使自己的权力。

6. prosperous *adj.* 成功的, 繁荣的

After their misfortunes the family slowly became prosperous.

灾难过后, 他们家又慢慢地兴盛起来。

7. accelerate *vt. / vi.* (使) 加快

Our country should accelerate the economic growth.

我国应加快经济增长。

8. flourishing *adj.* 繁荣的

Archaeologists attribute the ruin to a flourishing prehistoric kingdom.

考古学家认为这些废墟属于一个繁荣的史前王国。

● 模板范文 ●

**China in the 21st Century and Her Returning Scholars**

With the rapid development of science and technology and the swift changes in the world economic order and patterns in the 21st century, an increasing number of people are beginning to realize that a great many overseas academicians now choose to return to China and pursue their careers after achieving their degrees.

So far as I know, some factors that contribute to the above tendency may be summarized as below. First of all, at this important historical juncture as the world is moving to the new century,

第一段点明本文要讨论的中心论题, 即在 21 世纪的中国, 越来越多的海外学者返回祖国。

第二段从三方面分析了海外学者归国这一现象的原因。



new scientific and technological results are achieved everyday, and the tendency of globalized economy is developing consistently. China is also playing an ever more significant role in international affairs. As better working and living conditions are being provided to people with excellent capabilities, returning scholars are able to apply their knowledge to economic and social practices, and this would promote China's modernization construction to a large extent. What's more, many countrymen would like to return after they finish their study abroad because of their loyalty to motherland that impels them to contribute their intelligence, energy and youth to China. The last one is that working inside China is of great benefits to personal development of these returning scholars. It's not difficult to see that they are endowed with more and more opportunities to exert their talents.

Taking into account all these factors offered above, we may carefully reach a conclusion that more and more countrymen will come back home after finishing their study abroad to make contributions for the building of China into a prosperous and strong country.

第三段重申了主题。

### • 高分范文比照 •

#### China in the 21st Century and Her Returning Scholars

With the 21st century's arrival, global competition is increasingly severe. In the past almost every intellectual is willing to go abroad to study, work or live. Nowadays the situation has changed greatly. After achieving their degrees, a lot of overseas academicians give up foreign opportunities and return to China to realize their ambitions.

What causes these scholars' returning? In the first place, Chinese economy is developing so fast that chances exist in each field. When these scholars return, better working and living circumstances are being provided to them. So it is a wise choice for them to return to China. In the second place, the thought of loving motherland propels these scholars to come back in order to construct China more prosperously and contribute all their intelligence, energy and youth to China.

第一段阐明在 21 世纪的中国, 越来越多的海外学子在完成学业后选择回到祖国实现自己的抱负。

第二段以疑问句开始, 从国家的发展现状以及对祖国的热爱这两方面论述了海外学者归国这一现象的原因。

In the 21st century, to China's development, it is a critical stage to engage successfully in international affairs. A lot of talents are needed to accelerate the process of modernization. Returning scholars have learned foreign theories and techniques which enable them to apply their knowledge to economic and social practices in China.

Undoubtedly it is a trend that more and more countrymen will come back home after finishing their study abroad to devote themselves to building China into a flourishing and powerful country in the world.

第三段阐述了学者归国对国家的意义。

第四段重申了主题。

### 练习 25:

Directions: For this part, you are asked to write a composition on the topic "It Pays to Be Honest". Your composition should be no less than 200 words based on the given outline.

Outline:

1. Honest is the best policy.
2. Give examples to support your point of view.
3. Conclusion.

### 思路点拨

这是一篇论说文，从题目来看，应从正面论证诚实的益处。首先可举例说明在社会上存在的诸多不诚实现象，给社会和个人都造成了极大的伤害。然后从正面说明诚实既利人又利己，通过举例说明做人应该诚实。最后得出结论。

### 词汇准备

1. cheat on 作弊

The newly-appointed mayor was accused of cheating on his income tax.

新任命的市长被指控在所得税上逃税。

2. benefit *vt. / vi.* 有益于，得益

The bank suffers while its officers benefit.

银行遭受损失，但它的高级职员们却得到好处。

3. build up 逐步建立，使增大

Many a large and big business has been built up from small ones.

很多大企业都是从小规模发展起来的。

4. mutual *adj.* 相互的，彼此的

We will put military muscle into the mutual defence pact.



我们将把兵力加进互助防御条约。

5. trustworthy *adj.* 值得信赖的, 可靠的

It is generally admitted that he is a trustworthy person.

大家一致认为他是个可信赖的人。

6. supervisor *n.* 监督者, 管理者, 导师

He said that he needed to get his supervisor to authorize my refund.

他说他需要他的主管来批准我的退款。

7. unshakable *adj.* 不可动摇的, 坚定不移的

An unshakable belief sustained me.

一种不可动摇的信念支持着我。

• 模板范文 •

**It Pays to Be Honest**

In recent years, there has been a widespread realization that dishonesty is no longer strange to us along with the development of the society. For example, some applicants find jobs by using fake diplomas; students may cheat on exams for better scores; some businessmen sell fake products to their consumers. As a matter of fact, dishonesty has become so popular that you can find cases of dishonesty wherever you are.

Personally, I think honesty is one of the most treasured traditional values in China. It is honesty that brings benefits both to oneself and to others. Those who always tell truth or keep to their promise can win trust and respect from others. For instance, manufacturers and businessmen build up mutual trust between themselves and customers by being honest, which in the long run generates more profits. Everyone is eager to be their friend and wants to buy their products because they are trustworthy and respectable. In contrast, those who sell fake products may make money at first, but no one will buy their products any more once they are found to be dishonest. It is always true that honesty is the best policy.

In summary, honesty wins trust, respect and honor. So it is important that we should be honest in whatever we do and say.

第一段提出社会上存在着诸多不诚实现象, 并且通过实例说明这种现象给社会和个人都造成了极大的伤害。

第二段从正面说明诚实既利人又利己, 通过举例说明做人应该诚实。

第三段得出结论。

● 高分范文比照 ●

### It Pays to Be Honest

I have been upholding an opinion that honesty is the most important of all values that hold civilization together.

Yet some people believe that those honest people are fools whose ways of dealing with the outside world are out of date. Conversely, those who make no efforts to get what they want can exist and succeed in our society. This concept has occurred in many areas. But in my opinion, without honesty there can be no respect, no trust, no law – and finally, no society.

Here is an example. In university, the direction of advisors will arrange some scientific researches that graduate students must finish. However, it is impossible for advisors to supervise their students all along for their time is quite limited. In this case, students need to do most of the research by themselves and it is up to the students to take it either seriously with honesty or carelessly and just let it go like that. If students spend a good deal of time and patience to do the research honestly, it will not only bring them improvement in studies, but also will lead to mutual trust and respect between students and advisors.

To sum up, all the above statements support an unshakable view that honesty is the best policy for all of us. It can not only win trust and respect from others for us, but also bring us more opportunities in the future. It is the value we cannot live without.

第一段首先提出诚实非常重要，然后阐述了反面的观点，为下文做出铺垫。

第二段以大学里的科学研究为例，从正面说明诚实既利人又利己。

第三段得出诚实有益的结论。

#### 练习 26:

Directions: In this part, you are required to write an essay of no less than 200 words. The essay should be based on the title: On Opportunity.

#### 思路点拨

本文要求就如何看待“机会”发表自己看法。首段可作为引言段，在此段中只需写出相反的观点就可以了。中间段应充分、生动地论证两种不同的观点。最后在结论段中回应主题，结束作文。



### 词汇准备

1. here and there 在各地，零星分散地  
We went here and there looking for berries.  
我们四处寻找浆果。
2. intense *adj.* 强烈的，剧烈的  
Her dislike for Dick was intense.  
她对迪克怀有强烈的憎恶。
3. succeed in 在……（如某行业）中获得成功  
At last the climbers succeeded in conquering the difficult mountain.  
登山队员们终于成功地征服了这座难以攀登的山峰。
4. incompetence *n.* 无能力，不称职  
Their incompetence made me furious.  
他们的无能令我火大。
5. complaint *n.* 抱怨，投诉  
This is a cause of complaint.  
这是抱怨的原因。
6. in vain 白费地，徒劳无益地  
We tried in vain to make him change his mind.  
我们试图使他改变主意，结果是白费心机。
7. destiny *n.* 命运  
Nobody knows his own destiny.  
没有人知道自己的命运。
8. slip away 很快离开；（时间）流逝  
I saw the boy slip away through the door.  
我看见那个男孩溜出门去。
9. rely on 信赖，依靠  
He had proved that he could be relied on in a crisis.  
他已表明在紧要关头他是可以信赖的。

### 模板范文

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| <p style="text-align: center;"><b>On Opportunity</b></p> <p><u>When it comes to opportunity, people hold different opinions.</u> Those who can not catch opportunity complain that they are short of opportunity. But others think that there are opportunities here and there. Everyone meets some kind of opportunities sometimes.</p> | <p>第一段提出不同的人对“机会”有着不同的见解。有的人认为机会是很少的，另一些人则认为人人都会有某种机会。</p> |
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| <p><u>For the first group of people, there are too many people and there is always an intense competition for limited opportunities.</u> For instance, many young people always take it for granted that the opportunity for them is so limited that few of them can succeed in finding a job. Whenever they can't do something well, they blame the opportunity instead of their incompetence. In their opinion, opportunity is so rare that only the luckiest person can obtain it.</p> <p><u>In comparison, those who strongly believe that opportunity is everywhere have their own arguments.</u> They have the belief that everybody has opportunities to achieve success, therefore they make efforts to improve themselves so as to catch different opportunities. When they fail, what they think is not the complaint of being given limited opportunity, but their own ability to do things.</p> <p><u>As far as I am concerned, people who claim that they don't have good luck may be those who are not able to take advantage of opportunities.</u> In most cases, opportunities are created by people themselves. When some people lose their jobs, they try to create employment opportunities by preparations instead of waiting for opportunities in vain. In conclusion, man should be the master of his destiny.</p> | <p>第二段举例论述了机会很少的观点。</p> <p>第三段举例论述了人人都会有某种机会的观点。</p> <p>第四段得出结论，回应主题。</p> |
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● 高分范文比照 ●

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| <p style="text-align: center;"><b>On Opportunity</b></p> <p><u>Some people think that opportunities are an important factor on the way to success.</u> With opportunities, people can succeed easily. While without opportunities, hard work means nothing. So they always complain that they do not succeed because they are not lucky enough to have the opportunity.</p> <p><u>Some people hold the view that opportunities exist everywhere.</u> If you have knowledge, skill or experience, opportunities will come to you naturally. Thus, they don't cherish an opportunity and simply let it slip away.</p> | <p>第一段提出某些人认为机会很少，这是他们无法取得成功的原因。</p> <p>第二段论述了相反的观点，认为人人都会有某种机会，真正重要的是自己是否具备抓住机会的能力。</p> |
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| <p><u>Nobody can deny that an opportunity is an indispensable factor on one's way to success.</u> It can enable a person to be successful, and bring one's abilities and skills into full play. However, opportunity is not the only factor that plays a decisive role in one's success. Success is the outcome of a complicated process that involves a great variety of factors, including an individual's intelligence, determination, personality and opportunity. Unless a person masters a certain degree of knowledge and skills, he can't make full use of any opportunity before him.</p> <p><u>We should not rely solely on opportunity, but work diligently and grasp the opportunity when it finally comes.</u> People should increase their knowledge every day and improve their skills. Everybody needs to be prepared to seize a chance.</p> | <p>第三段详细阐述了成功的获得取决于多方面的因素，机会并不是唯一的要素。</p> <p>第四段得出结论，回应主题。</p> |
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**练习 27:**

Directions: It this part, you are expected to write a composition entitled "Computers Our Electronic Brain" in no less than 150 words.

**思路点拨**

这是一篇 150 个词的英文短文，行文基本可以按照“开头段——中间段——结尾段”的框架搭建。开头段应该用能够吸引读者注意力的语言点明主题，使读者了解文章的主旨。中间段是作文的主干内容，其主要功能在于支持说明或论证上段提到的文章的主题。通常，在每一个段落的首句为段落主题句。跟着主题句的是支持性句子，其内容可以是事实、数据、故事或专家意见等，主要功能是用来帮助段落主题句说明文章的主题。结尾段用来归纳概括或重申说明主题，也可以用来说明观点、提出建议、做出评论或针对文章提出的问题指出具体的办法。

**词汇准备**

1. editor *n.* 编辑

He got a job as editor of a trade journal.  
他找到了一份当商业杂志编辑的工作。

2. analyze *vt.* 分析

The teacher tried to analyze the cause of our failure.  
教师设法仔细分析我们失败的原因。

3. equation *n.* 方程式，等式

The solution can be expressed by a mathematical equation.

答案可用一个数学方程式来表示。

4. intrinsic *adj.* 固有的，内在的

The intrinsic worth of the pen is 30 yuan.

这支钢笔本身的价值是 30 元。

5. edit *vt. / vi.* 编辑

He edited a book of poetry carefully.

他认真地编辑了一本诗集。

## 模板范文

### Computers: Our Electronic Brain

In recent years, there has been a widespread realization that computer plays an important part in our daily life. It is easy to see that all kinds of computers are in use everywhere especially in large cities. Many Chinese usually call computers electronic brains.

The reason why computer has become our faithful friend and companion can be listed as follows. To begin with, some people think that one day we will not read books made of paper. Instead, we will buy and read books using computers, which will keep many different books in them. We won't need to turn lots of pages and paper will be saved. And more than that, writers and editors use computers to write books, edit newspapers and magazines. Office workers use computers to write and manage files, send and receive emails and etc. Last but not least, computer has also been applied to the field of science and technology. It is convenient for engineers to use computers to automatically control complicated industrial production, design circuits and machine parts or even spaceships. Scientists use computers to make experiments, analyze data and solve large equations. With the application of computers, scientists are able to make experiments, analyze data and solve complex equations both quickly and accurately.

From what I have mentioned above, it can be seen clearly that computer has become an intrinsic part of our life. In the future, it will be applied more widely with the development of modern technology.

第一段点明主题，即计算机在人们的日常生活中发挥着重要的作用。

第二段从三方面论述计算机已经成为人们生活中不可或缺的助手的原因。

第三段重申文章的主题。



● 高分范文比照 ●

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| <p style="text-align: center;"><b>Computers: Our Electronic Brain</b></p> <p><u>Nowadays computers have been widely used in China.</u> We can easily find all kinds of computers everywhere, especially in large cities. Many people fondly call it an electronic brain.</p> <p><u>Computers have become our companions because they can help us so much. They are useful in many ways.</u> As we all know, scientists use computers to do experiments, analyze data, and solve complex equations. Engineers use computers to control complicated industrial productions, design circuits and machine parts or even space ships. Writers and editors use computers to write books, edit newspapers and magazines. And office workers use computers to keep files, send and receive e-mails, etc. There are many other examples and more new applications are still developing.</p> <p><u>In short, computers can do a variety of jobs from routine office work to research work of science and technology.</u> Though computers do not think intelligently as men, with good software they can carry out tasks impossible for human beings.</p> | <p>第一段首句就阐明了文章的主旨，即计算机的使用已经极为广泛。</p> <p>第二段论证了上段提到的主题，主要包括计算机在科学研究、企业生产、文化教育等方面得到了广泛的使用。</p> <p>第三段得出结论，重申文章的主题。</p> |
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**练习 28:**

Directions: For this part, you are required to write a composition of at least 150 words on the topic: Harmfulness of Fake Commodities. In your composition, you should clearly state your opinion and give reasons to support your arguments.

**思路点拨**

本文的主题是“假冒伪劣商品的危害性”，因此首段可以谈及目前社会上有不少假冒伪劣商品，并分析产生这种现象的原因。随后可以举例说明假冒伪劣商品对消费者个人、社会等的危害，最后呼吁人们对这种现象进行抵制。

**词汇准备**

1. fake *adj.* 假的，冒充的

These are fake diamonds.

这些是假钻石。

2. speculator *n.* 投机倒把者，投机商

These houses were built by property speculators.

这些房屋是由地产投机商建造的。

3. prestigious *adj.* 受尊敬的, 有威信的

Her first novel won a prestigious literary prize.

她的第一部小说就获得了一个颇具声望的文学奖。

4. show off 炫耀

He has a very expensive wristwatch and misses no opportunity to show it off.

他有一只昂贵的手表, 于是不放过任何机会来炫耀它。

5. irreparable *adj.* 不能修复的, 不可弥补的

Her death is an irreparable loss to the firm.

她的去世对公司是不可弥补的损失。

6. resist *vt. / vi.* 抵抗, 对抗

The city resisted the enemy onslaught for two weeks.

这个城市反抗敌人的猛攻达两个星期之久。

### 模板范文

#### Harmfulness of Fake Commodities

Nowadays, a heated discussion about fake commodities is under way in China. When you go to the pharmacist's, you might buy some fake medicine. When you go to the supermarket, you might buy some fake household electric appliance. These fake commodities might have done great harm to the consumers and the society.

So far as I know, such phenomena come up as a result of following facts. First of all, some speculators try to make huge profits in a short period of time, so they take the risk of making and selling fake goods regardless of people's interests. And more than that, there are unknown factories that put the brand name of a certain prestigious company on their products to make more profits. Some consumers can't resist the temptation of having something produced by a famous company, therefore they buy fake commodities to show off their richness.

The negative aspects arising from fake commodities are apparent. To begin with, the consumers may suffer great losses as the quality of the fake commodities is always very poor. To make matters worse, certain fake commodities, such as food and medicine, will cause irreparable harm to the health and well-being of the consumers. Worst of all, fake commodities are usually sold at a lower price. It causes unfair competition in the market and puts the whole society in disorder.

To summarize, it is of great urgency to destroy fake goods and protect people's money and their lives.

第一段提出日常生活中人们经常会买到假冒伪劣商品。

第二段分析假冒伪劣商品为何如此之多的原因。

第三段详述了假冒伪劣商品对个人与社会的危害。

第四段呼吁人们对这种现象进行抵制。



● 高分范文比照 ●

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| <p style="text-align: center;"><b>Harmfulness of Fake Commodities</b></p> <p><u>Nowadays in the society, there are enormous fake commodities.</u> When you go to the supermarket, you might buy some fake food commodities. When you go to the pharmacist's, you might buy some fake medicine.</p> <p><u>The deep root of this phenomenon lies in someone's greed for money.</u> In order to get a large amount of money in a short time, they try every means to produce fake commodities, without any regard for other people's benefit and health.</p> <p><u>Fake commodities can do great harm to both consumers and society.</u> For example, when a person buys fake medicine, it is useless in curing his disease and really a waste of money. Sometimes fake medicine can even cause deaths. Fake commodities are usually sold at a lower price. It causes unfair competition in the market and puts the whole society in disorder.</p> <p><u>So we should work together to resist the tempting profits of fake commodities.</u></p> | <p>第一段谈及目前社会上有不少假冒伪劣商品</p> <p>第二段分析产生这种现象的原因</p> <p>第三段举例说明假冒伪劣商品对消费者个人、社会等的危害</p> <p>第四段呼吁人们对这种现象进行抵制。</p> |
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练习 29:

Directions: In this part you are required to write a composition entitled "The Greatest Invention in the Past Century" in no less than 200 words.

思路点拨

这是一篇要求叙述在过去的 100 年里最伟大的发明的作文。写作时首段应先阐述自己认为的最伟大的发明是什么，中间段可以集中举出一些实例来证明自己的观点，最后为自己的观点做出总结。

词汇准备

1. abacus *n.* 算盘
2. facilitate *vt.* 使便利, 减轻……的困难

Tractors facilitate farming.  
拖拉机使耕作便利。

3. connect to 使与……连接

Connect the hose to the tap and turn on the tap.

把水管接在龙头上，打开水龙头。

4. refer to 查阅，参考

Refer to the dictionary when you don't know how to spell a word.

当你不知道怎么拼写一个单词时，查阅一下词典。

5. shorten vt. / vi. 弄短，缩短

She shortened the skirt by an inch.

她把裙子缩短了一英寸。

6. engage in 参加，忙于

He engaged in a serious study of the problem.

他对这个问题进行了认真的研究。

## 模板范文

### The Greatest Invention in the Past Century

People have different ideas when talking about the greatest invention in the past century. Some may claim that it is the telephone; others may say it is the automobile; still others may say it is the electric light bulb.

As far as I am concerned, the computer is the greatest invention so far. There are several significant reasons as follows. Firstly, the oldest kind of computer is the abacus which was used in China many centuries ago. At that time, many scientists took much time to calculate and deal with research data, so doing research was a slow process. But after the first large and modern computer was invented in 1946, it has greatly facilitated our mental work and spared us the burden of calculating, restoring and searching. Now the computers are getting smaller and smarter, and computing is getting faster. With millions of times of calculating per second by computer, the researchers may have enough time

第一段提出本文的主题，即对于过去 100 年里最伟大的发明，不同的人有着不同有见解。

第二段提出自己的观点，认为最伟大的发明是计算机，同时举出实例来证明自己的观点。



to study more important issues. Secondly, by connecting to the Internet which is a newborn information delivering system, people are able to use computer in discussing various problems, making friends and shopping at home.

To sum up, the computer is indeed the most important and interesting invention man has ever made.

第三段总结了自己的观点。

## ● 高分范文比照 ●

### The Greatest Invention in the Past Century

When speaking of great inventions and discoveries in the last century, I can say, the invention of Internet is the most important. Internet plays a big role in our work and daily life so significantly that people regard it as an indispensable partner. The following examples can prove this point of view.

First of all, when we'd like to obtain some information in a certain field in the past, we had to spend a great deal of time consulting many people and referring to a lot of books. However, Internet makes it relaxable and easy. In just a few seconds, the information you need appears on the web page. In addition, compared with traditional letters, Internet creates a quick and convenient method for us to communicate. It really shortens the distance of the whole world that now can be called as earth village. No matter what we do, Internet provides us the most effective and useful means of communication.

In conclusion, people couldn't imagine what it was like without Internet nowadays, especially to some people who engage in electronic business. What we should do is to further improve Internet's function and make it serve human beings better.

第一段提出过去 100 年里最伟大的发明是互联网。

第二段从信息的获取、交流等方面论证自己的观点。

第三段为自己的观点做出总结。

## 练习 30:

Directions: In this part, you are required to write an essay of no less than 150 words. The essay should be based on the title: The Career I Pursue.

## 思路点拨

本文要求针对“我理想的职业”阐述自己的观点。写作时主要从三个方面来考虑，首先是确定我理想的职业是什么，然后论述为什么我选择这个职业，最后要写出我怎样为我理想的职业做准备。

## 词汇准备

1. pursue *vt.* 追捕，追求

He began to pursue an easy and comfortable life.

他开始追求安逸舒适的生活。

2. backward *adj.* 向后的，由好变坏的，落后的

He is backward in proposing to her.

他在向她求婚时退缩了。

3. enrich *vt.* 使富有，使丰富

Some cream will enrich the sauce.

在调味汁里加一些奶油会使其味道更加丰富。

4. contrary to 和……相反

Contrary to our expectations, he was eliminated in the first round.

我们怎么也想不到，他在第一轮就被淘汰了。

5. devote *vt.* 献身；致力

We should devote everything we have.

我们应该奉献我们的一切。

6. optional *adj.* 可选择的，选修的

The goods are optional, but only one.

这些物品是可以任选的，但只能选一个。

## 模板范文

## The Career I Pursue

In a modern society, young people have the freedom to choose their career. They usually want to be engineers, doctors, businessmen and etc., but only few of them care to be teachers. Unlike most young people, I will not hesitate to say that I want to be an excellent teacher in the future whenever asked about the career I pursue.

第一段阐明自己理想的职业是成为一名优秀的教师。





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| <p><u>There are many reasons why I prefer to be a teacher.</u> <u>The main reason is that</u> education is the basis of science and technology and if a country's education is backward, its science and technology will never be advanced. <u>Another reason is that</u> teachers take on the responsibility of finding ways to widen students' scope of knowledge, which is vital to the development of the whole mankind. As a matter of fact, excellent teachers are needed badly in our country, especially in the countryside.</p> <p>In order to be a good teacher, I will study harder than before to prepare for my future teaching job. <u>First of all,</u> I must lose no time to acquire as much knowledge as possible in order to be a qualified teacher in the future. <u>What's more,</u> I will train my patience, improve my handwriting, and enrich my knowledge. I believe as long as I work hard in this direction, my dream will become true one day.</p> | <p>第二段从两方面阐述了自己为什么会选择这个职业。</p> <p>第三段从多方面详述了自己是如何为理想的职业做准备的。</p> |
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● 高分范文比照 ●

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| <p style="text-align: center;"><b>The Career I Pursue</b></p> <p>When it comes to what kind of job to take up upon graduation, a considerable proportion of college students answer that their ideal jobs is to be lawyer, or teacher, or businessman, or any other professions that can ensure them fame and wealth. Contrary to widely-held thoughts, I prefer to keep my first resolve to be a scientific researcher. <u>In other words, I have decided to devote myself to the field of scientific research.</u></p> <p><u>The reasons why I have made this choice can be expressed as the following.</u> <u>On the one hand,</u> scientific research is one of the most important and noblest professions in the world, whose development will benefit the whole humankind. <u>On the other hand,</u> having studied in school for so long a time, I think it is better for me to make full use of what I have learned these years.</p> <p><u>For all these reasons, I have worked hard in college and have achieved good results.</u> At the same time, in order to increase my scope of knowledge, I have carefully selected some optional subjects that might be useful in the future.</p> | <p>第一段阐明自己理想的职业是科学研究工作。</p> <p>第二段从两个方面阐述了自己为什么会选择这个职业。</p> <p>第三段从多方面详述了自己是如何为理想的职业做准备的。</p> |
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**练习 31:**

Direction: Write a short composition of about 250 to 300 words on the topic given below.

Topic: Comment on the Development of the Internet

**思路点拨**

本文的中心论题是就网络的发展发表自己的看法。首先要提出中心论点，然后可从网络的利与弊两方面来讨论这个问题，并且充分论证，提出论点。最后讲述自己的看法，要有鲜明的观点及支持观点的论据。

**词汇准备**

1. play a role in 在……起作用

Women used to play passive roles in the marriage.

妇女过去在婚姻中常常扮演顺从被动的角色。

2. download vt. 下载

The network wasn't working, so we couldn't download this software.

网络上不了，所以我们无法下载这个软件。

3. exist vi. 存在，生存

There exist many sources of energy both potential and kinetic.

存在着许多势能和动能的能源。

4. cyber adj. 计算机（网络）的；信息技术的

5. inflict vt. 把……强加给，使承受

Mary inflicted her children on her mother for the weekend.

周末玛丽硬把孩子们交给母亲照料。

6. untold adj. 未透露的，数不清的

She has done untold damage to our chances.

她给我们的机遇造成了不可估量的损害。

7. surf vi. 做冲浪运动；（互联网上）冲浪，漫游

If the waves are big enough, we'll go surfing.

如果海浪大，我们就去冲浪。

8. poison vt. 毒死，对……有不良影响，

Don't trust the words which poison the friendship of ours.

不要相信那些破坏我们友谊的话。



• 模板范文 •

**Comment on the Development of the Internet**

In recent years, there has been a widespread awareness that the Internet is playing a vital role in today's life. Like everything else, it has both favorable and unfavorable aspects. Generally, the favorable aspects can be listed as follows.

First of all, the Internet is being applied in more and more areas and becoming one of the most powerful tools throughout the world. An increasing number of people use it skillfully and regard it as one of today's best business tools. With communication applications, we are able to communicate with many people all over the world on the Internet. What's more, we can download a lot of helpful information and also many programs, games, other entertaining files from the Internet. More importantly, the development of information technology has made shopping online possible. No matter what people are seeking for, it can be found online.

However, every coin has two sides. The negative aspects are also apparent. To begin with, many people blame that there are problems existing in the protection of privacy on Internet. For instance, the Internet users are prone to becoming victims of identity theft. It is reported that Internet fraud Involving auctions, identity theft and other activities has inflicted untold losses on consumers. Besides, the time of face-to-face communication with friends becomes less and less due to the emergence of the Internet. If you want to communicate with your friends, the only thing you have to do is to be on the Internet and send e-mails to or chat on line with them.

From what I have mentioned above, we can see clearly that it is necessary for us to learn to schedule our time and protect ourselves on the Internet. That is to say, we should control the Internet rather than being controlled by it.

第一段提出中心论点，点明网络在日常生活的重要性，并提出网络既有利又有弊。

第二段详细探讨了网络有利的一面，并举出实例加以论证。

第三段指出网络给人们的生活带来的负面影响，并举出实例加以论证。

第四段讲述自己的看法。

● 高分范文比照 ●

### Comment on the Development of the Internet

With its rapid development, the Internet has widely entered our life. It now becomes a powerful tool for people and has already created a lot of miracles and brought us much convenience. However, just like a double-edge sword, the Internet brings both advantages and disadvantages.

As an international database of information, the Internet can offer you whatever is possible to be imagined. Besides, a lot of helpful information can be downloaded by individuals, including programs, games and other entertaining files. A huge success of the Internet is shopping online that is considered a great advantage of the Internet. It is possible for us to pay whatever we have to pay online with E-cash sometime in the future with further development of Internet; there will be a time when all information given on the Internet is what we want. Most importantly, there may be a time when surfing on the Internet, we needn't worry about privacy being disturbed or worry about our children being poisoned. The Internet will be kinder, gentler, safer and more reliable along with more and more cyber law becoming effective.

However, we can say that although the Internet brings us many conveniences, it is unwise to let it control our life. Conversely, it should be controlled by us. As long as we know how to utilize it correctly and how to schedule our time on the Internet, the Internet will become a really meaningful rather than an evil tool to our life.

第一段提出中心论点，表明网络在日常生活中发挥着重要的作用，同时运用比喻来说明网络既有利又有弊。

第二段从信息的获取、娱乐、网络购物等方面详细探讨了网络有利的一面。

第三段指出网络存在的弊端，同时提出如何正确运用网络。

#### 练习 32:

Directions: Write an essay of at least 200 words based on the topic "Auto Industry in China". Your writing should include your argument and supporting details.

#### 思路点拨

本文是要求针对“中国的汽车工业”发表自己的看法。写作时首先要提出汽



车工业在国家经济发展中的重要性，随后分析汽车工业的现状与发展，要有鲜明的观点及支持观点的论据。最后总结全文，得出一个符合逻辑的结论，突出中心思想。

### 词汇准备

1. effect on 对……有影响

This drug has an effect on your whole system.

这种药对你的全身机体都有作用。

2. interrelated *adj.* 相互关联的

All these policies and principles are interrelated.

这是一整套相互关联的方针政策。

3. striking *adj.* 显著的，突出的

There is a striking difference between Jane and Mary.

简和玛丽之间有显著的差异。

4. orient *vt.* 使朝向；使确定位置

The climbers stopped to orient themselves before descending the mountain.

登山者先停下来确定所在的位置，然后再下山。

5. long stride 大跨步跑

6. cargo vehicle 运货汽车

7. stimulate *vt.* 刺激；激励

The art course stimulated me.

艺术课激发了我的灵感。

8. spur *vt.* 激励，鼓舞

The girl's loving care spurred his recovery.

姑娘的悉心照料使他康复得很快。

9. impel *vt.* 推动或敦促某人做某事

I feel impelled to express grave doubts about the project.

我觉得不得不对这项计划深表怀疑。

10. pillar industry 支柱产业

11. duplicate *vt.* 复制

Can you duplicate the key for me?

你能把这把钥匙再给我配一把吗？

12. bear in mind 记住

He'll bear the beautiful girl in mind forever.

他将永远记住那位美丽的姑娘。

## 模板范文

## Auto Industry in China

Nowadays people in a significant number are getting to realize that auto industry has had great effect on the whole national economy for it is highly interrelated with other industries.

So far as I know, such a phenomenon comes up as a result of the following facts. To begin with, early auto industry in China is mainly specialized in the manufacturing of cargo vehicles in order to meet the needs of economy, national defense and official duties under the system of planned economy. Since China adopted the reform and opening-up policy in late 1978, the national economy has developed rapidly. Accordingly, the development of auto industry has been promoted, and it has become one of the two pillar industries so as to stimulate people's consumption, spur the market and enlarge domestic demands. And more than that, the auto industry has shown new signs with further reform of economic system toward market economy. The most striking example is that private purchase has increased along with the readjustment of auto consumption market.

From what has been stated above, we may finally draw the conclusion that China's auto industry will have a brilliant future. Yet at the same time, we have to admit that we are far behind the world's advanced level, so there is still a long way to go.

第一段提出中心论点，表明网络在日常生活中发挥着重要的作用，同时运用比喻来说明网络既有利又有弊。

第二段从信息的获取、娱乐、网络购物等方面详细探讨了网络有利的一面。

第三段指出网络存在的弊端，同时提出如何正确运用网络。

## 高分范文比照

## Auto Industry in China

As one of the pillar industries, auto industry has been effecting on the whole national economy. Since the reform and opening up of China, the auto industry, orienting towards the market, has made long-stride progress.

In China, auto industry has established an auto industrial system in the period of planned economy, mainly for production of cargo vehicles. In recent years, in order to stimulate people's consumption, spur the market and enlarge domestic demands, our country has impelled the development of auto industry as one of the two pillar industries. Chinese auto industry has unfolded such features as great domestic market potentials, high degree of inter-relations with other industries and strong capability of fund accumulations.

第一段首先表明作为国家的支柱产业，汽车工业在改革开放后取得了长足的进展。

第二段详细对比了汽车工业的过去、现在的发展与变化。



With the quick development of national economy and further reform of economic system toward a market economy, there are some disadvantages existing as well, such as the trend of duplicated construction and blind launch of new projects. However, when the momentum of merger and acquisition enhances, the deficiency has been curbed. Because the structure of auto consumption market has changed significantly, and private purchase has increased, the focus of competition among auto manufacturers is being shifted to product grade, function, performance and quality.

It is undoubted that China's auto industry is taking a more important position in the whole national economy. Although the prospect is optimistic, we have to bear in mind that there is a long way to go comparing with the world's advanced level.

第三段揭示了汽车工业在发展过程中存在的弊端，随后又表明克服弊端后汽车工业呈现全新的发展趋势。

第四段做出了符合逻辑的结论。

### 练习 33:

Directions: Write an essay of at least 200 words based on the following title: My View of Lunar New Year. Your writing should include the author's idea, your argument and supporting details.

#### 思路点拨

My view 型作文是议论文的一种，写作方法与议论文相同。本文的中心论题是就人们过年方式的选择、变化发表自己的见解。首先可通过新年的意义来阐述传统的新年习俗，然后很自然地过渡到过年方式的选择发生变化，并给出理由。最后阐明自己的观点。

#### 词汇准备

1. celebrate *vt.* / *vi.* 庆祝，庆贺

They celebrate their wedding anniversary annually.

他们每年庆祝一次结婚纪念日。

2. symbolic *adj.* 象征的

The Christian ceremony of baptism is a symbolic act.

基督教的洗礼仪式是一种象征性的做法。

3. cohesion *n.* 黏合，凝聚力

4. westernization *n.* 西方化

In most cases, modernization is identified with westernization.

在大部分的情况，现代化等同于西化。

5. perceive *vt.* 察觉，理解

They perceived that the enemy was trying to wear down their resistance.

他们明白敌人是想用消耗的办法来制服他们的抵抗。

6. relative *n.* 亲属，亲戚

My uncle is my nearest relative.

叔叔是我最近的亲人。

7. date back 回溯至

These plant fossils date back to the age of the dinosaurs.

这些植物化石可追溯至恐龙时代。

8. extended family 大家庭

The main change since the war is that the focus of loyalty has been steadily narrowed from “extended family” to the “nuclear family”.

战后以来，对家庭的忠诚焦点已从相对的大家庭而稳步缩小，转向了小家庭。

9. erode vt. / vi. 侵蚀，腐蚀

The coast is slowly eroding.

海岸正慢慢地被侵蚀。

10. out of step with 失调

He is out of step with modern life. 他同现代生活不合拍。

11. exorbitant adj. 过度的，极高的

## 模板范文

### My View of Lunar New Year

The Lunar New Year plays an important part in Chinese people's life. It celebrates the passing of a peaceful year and welcomes a new one. Besides, people believe it is symbolic of family union and the sense of togetherness and cohesion. When the Lunar New Year comes, Chinese people will endeavor to return home in time for it. They are accustomed to eating family reunion dinner that is seen as the most significant meal of the year. However, there has been a noticeable change with rapid economic expansion and growing westernization. Chinese New Year traditions and customs are perceived to be out of step with modern lifestyle.

So far as I know, the above tendency can be proved from some facts. First of all, most cities celebrate it quietly without fireworks and firecrackers, which used to be part of celebration. What's more, some people don't spend New Year with their family any more. In extreme cases, some would even seek temporary refuge in a local hotel so as to avoid being visited by relatives and friends, or having to visit them.

From what has been discussed above, we may safely draw a conclusion that the Chinese New Year will be taken as a common holiday and fewer people will celebrate it in a few years. It would gradually lose its significance in the long run.

第一段首先阐明新年的意义以及传统的新年习俗。随后以“However”表明新年的意义发生了变化，为下文的陈述做出铺垫。

第二段详细阐述了过年方式的选择发生哪些变化。

第三段阐明自己的观点。





• 高分范文比照 •

| <b>My View of Lunar New Year</b>   |   |
|--|---|
| <p><u>In China, of all the festivals the Lunar New Year is attached the most importance to.</u> When talking about the source of the Lunar New Year, we'll date back 3000 years when people celebrated the passing of a peaceful year and welcomed a new one.</p> <p><u>There are many conventional customs in the Lunar New Year.</u> The most significant meal of the year is the reunion dinner that is eaten on New Year's Eve with members of the extended family. People who work or study in other places will endeavor to return home in time for it. The reunion dinner indicates the supreme importance of the family in Chinese culture, it also strengthens the sense of togetherness and cohesion.</p> <p><u>However, along with economic globalization, exotic customs and cultures are eroding bit by bit. More and more people perceive that the New Year traditions and customs are out of step with modern lifestyle.</u> Many people have altered their style of traditional celebration, and they choose posh restaurants to hold their reunion dinner in spite of the exorbitant cost. It is not novel for nuclear families or extended families to go away during the New Year. Some people who dislike being visited by relatives and friends would even seek temporary refuge in a local hotel. With laws of forbidding fireworks and firecrackers put in force, most cities celebrate the New Year quietly.</p> <p><u>As far as I am concerned, the Lunar New Year will gradually lose its significance even if it can survive in modern life.</u> As time goes by, the Chinese New Year will become more and more common and fewer people regard it as importantly as before. Perhaps modern Chinese do not celebrate it any more.</p> | <p>第一段首先表明新年的重要性、渊源及其意义。</p> <p>第二段详细阐述了过年的习俗，包括家庭团聚、吃年夜饭等。</p> <p>第三段句首的“However”表明传统的新年习俗发生了变化，并详细阐述了这些变化。</p> <p>第四段阐明自己的观点。</p> |

**练习 34:**

Directions: Write a composition of about 150 words on the following topic.

Topic: Planning for My Leisure Time

**思路点拨**

这是一篇要求针对“提前计划如何度过休闲时间”阐述观点的作文。写作时可以先提出本文的主题，中间段详细阐述提前做好日程安排的原因及效果，最后做出总结。

**词汇准备**

- leisure time 休闲时间

2. dubious *adj.* 半信半疑的, 可疑的

What he said yesterday was dubious.

他昨天说的话很含糊。

3. self-fulfillment *n.* 自我实现

Lifelong learning is essential for self-fulfillment.

终生学习对于自我实现是必需的。

4. attentive *adj.* 对某人(物)注意的, 专心的

The speaker likes to have an attentive audience.

演讲者喜欢注意力集中的听众。

5. time schedule 时间表

6. depressed *adj.* 精神不振的, 忧伤的

He was really depressed about the business last week, but he's all smiles now. A very big order has just come in.

上个星期他还为生意愁眉苦脸的, 可是现在却喜形于色, 因为他刚接到一笔大订单。

7. idle *vi.* 虚度, 闲逛

He is always idling around street corners.

他老是在街头角落闲逛。

## 模板范文

### Planning for My Leisure Time

Some people hold the opinion that making plans carefully is better in many ways than no plans while spending their free time, but others do not agree to it. As for me, I prefer planning my leisure time in advance.

The main reason is that planning makes everything in order. If I don't make a specific time schedule in advance, I will feel dubious about what to do next, and waste my time without a feeling of self-fulfillment and comfort. For people who dislike uncertainty, a time schedule means always knowing what to do.

Another reason is that planning ensures that one can do what he wants. For example, when I go to the playground to relax myself after hours of attentive study, I may find nobody there to play with or already too many others are playing. This is the consequence of no prepared planning.

From what I have mentioned above, it can be seen clearly that a carefully planned leisure time schedule can bring enjoyment and relaxation.

第一段提出对“提前计划如何度过休闲时间”所持的两种不同的态度, 并表明了自己的立场。

第二段从反面论述了没有事先做好日程安排所产生的结果。

第三段表明只有预先做好计划才能达到预期的目的。

第四段重申主题, 做出总结。



## 高分范文比照

## Planning for My Leisure Time

When people spend their free time, they like to choose a certain way according to their own willingness. Some people like to make plans carefully, while others never do so. As far as I am concerned, I'd rather plan my leisure time beforehand than waste time without any purpose.

In the first place, planning is an effective way to complete something one wants to do. Here is an example. As we all know, students who spend hours of attentive study will feel quite tired, having a basketball game can relax their nerves effectively. But to their disappointment, when they put down their books and come to the playground without planning, they will find it is hard to have partners to play with or sometimes too crowded.

In the second place, planning avails one to make everything that one is doing in order. Without planning, people sometimes are so busy that they even have no time to drink a cup of water. But next time they don't have anything to do. A specific time schedule can help them to know what to do and thus to offer a feeling of self-fulfillment and comfort. If I get through a day without anything to do, I will feel totally at a loss with a lot of time. Besides, I'll feel rather depressed to end up with idling all day.

Although it is a personal matter to decide how to spend one's leisure time, I still uphold the idea of making plans by which we can enjoy ourselves with relaxation.

第一段提出两种不同的“度过休闲时间”的方法，即一种是提前详细做好计划，另一种是不做计划，同时表明了自己的立场。

第二段阐述了只有事先做好计划才能达到目的。

第三段表明只有预先做好计划才能井然有序地做好一切事情。

第四段重申主题，做出总结。

## 练习 35:

Directions: Write a composition of no less than 150 words about your opinions on academic plagiarism — the dishonest act in academic communication.

## 思路点拨

本文要求对“学术剽窃”这种不诚实的行为表述自己的观点。写作中首先陈述所要批判的问题，然后阐明这种行为带来的危害。通过充分的论据论证后，最后总结自己的看法。

## 词汇准备

1. plagiarism *n.* 剽窃, 抄袭
2. academic *adj.* 学院的, 学术性的

They asked for academic freedom.

他们要求学术自由。

3. intellectual property right 知识产权

However, practically there still is comportsment of abusing intellectual property right.  
然而，实践中却存在滥用知识产权行为。

4. hinder *vt. / vi.* 阻碍，妨碍

Heavy snow hindered construction work.  
大雪阻碍了建筑工程的进展。

5. prevalent *adj.* 普遍的，流行的

The habit of travelling by aeroplane is becoming more prevalent.  
乘飞机旅行的习惯变得越来越盛行了。

6. reluctant *adj.* 不情愿的，勉强的

I am reluctant about asking him to do this.  
我极不愿意让他去干此事。

7. plagiarize *vt.* 剽窃，抄袭

8. preclude *vt.* 阻止，排除

We try to preclude any possibility of misunderstanding.  
我们努力排除任何误解的可能性。

9. self-centered *adj.* 自我为中心的，利己主义的

## 模板范文

### Combating Plagiarism

Nowadays, a heated discussion about plagiarism is under way in the academic world in China. Plagiarism cases have been exposed from time to time, some involving graduate students who are working as researchers while others involving professors or famous scholars.

As far as I know, the above tendency may inevitably give rise to some effects as follows. First and foremost, an unhealthy academic atmosphere is encouraged and at the same time other authors' intellectual property rights can't be fully protected. Secondly, the development of science, technology and culture is hindered in the long run. Why does academic plagiarism become prevalent? In my opinion, two main factors may account for it. In the first place, the current academic system lays too much emphasis on papers, therefore scholars and researchers are under stresses and strains. In the second place, many authors are reluctant to take the plagiarizer to court, which has added fuel to the immoral and illegal actions.

In a word, the whole society should pay close attention to the problem of academic plagiarism. Only in this way can we expect a brighter future of academics.

第一段揭示“学术剽窃”这种不诚实的行为时常发生。

第二段指出“学术剽窃”所产生的危害，并举例说明。

第三段明确阐明自己的立场，要求对“学术剽窃”这种行为进行抵制。



● 高分范文比照 ●

| <b>On Academic Plagiarism</b>   |   |
|---|---|
| <p>Nowadays, the Internet offers us great help for academic research, but it also provides an easy way to plagiarize. <u>Academic plagiarism has become one of the most common and serious problems in colleges and universities all over the world.</u></p> <p>Research is a scientific matter. One should not complain once one steps on this road, and it must be considered as important and inviolable. <u>The soul of a paper is its contribution to knowledge, so others' results and contribution must be respected, and in turn your results and contribution will be respected.</u></p> <p>When we do research, we should bear this in mind. That is, precluding academic plagiarism will be kept in the life of your research whenever you encounter difficult problems. <u>We can find a new way to solve problems rather than just copy the results from others and coin or modify the original data.</u></p> <p><u>In addition</u>, banning academic plagiarism doesn't mean self-centered study, since learning from others is also advocated and helpful.</p> | <p>第一段揭示在高等学府中存在“学术剽窃”这种不诚实的行为。</p> <p>第二段阐明应尊重他人的科学研究成果。</p> <p>第三段指出在进行研究时应找到方法解决问题而不是简单地抄袭别人的成果。</p> <p>第四段阐明自己的立场，提倡向他人学习而不是抄袭。</p> |

**练习 36:**

Directions: Write a composition of about 150 words on the following topic.

Topic: The Values of Failure

**思路点拨**

这是一篇要求针对“失败的价值”阐述观点的作文。写作时首先应阐明面对失败所持有的态度，中间段可通过实例说明面对失败，有人能够经得起考验，从失败中汲取教训，并努力去完成他们下定决心要做的事情。最后做出总结。

**词汇准备**

1. saying *n.* 谚语，格言

“There's no smoke without fire,” as the saying goes.

常言道：“无风不起浪。”

2. frustrated *adj.* 挫败的, 泄气的

He felt extremely frustrated when things went against him.

形势对他不利时, 他感到非常失望。

3. stimulate *vt.* 刺激, 激励

They stimulated me to make greater efforts.

他们鼓励我要做出更大的努力。

4. beat down 击败, 摧毁

He was beaten down by his opponent.

他被他的对手击败了。

5. plain sailing 十分顺利, 一帆风顺

For a man of Harry's ability, that assignment was plain sailing.

对于具有哈里这种才能的人来说, 那样的任务能顺利完成。

6. reanimate *vt.* 鼓舞

7. pluck up 鼓起, 振作

## 模板范文

### The Values of Failure

A famous saying goes "Failure is the mother of success".

It means nobody can always be successful in our lifetime. However, we shouldn't get frustrated when we are faced with a disappointing matter, because failure has its own values.

It is known to all that some great people have achieved success after repeated failures such as Beethoven. It is failure that stimulated his determination to succeed. After he failed several times, Beethoven eventually succeeded in creating Symphony Nine. It's also failure that gave him a lesson from which he benefited a lot, even in his whole life. Therefore, we shouldn't be beaten down by failure. After failure, the critical thing for us to do is to find out the reason, draw a lesson from it and accumulate experience in order not to commit the same mistake that leads to the same result again.

From what I have mentioned above, it can be seen clearly that failure is valuable. Do not forget that success is not far ahead when we see failure.

第一段通过一句谚语点出本文的主题。

第二段详细阐述失败能够让人汲取教训, 并最终获得成功。所给出的贝多芬事例恰好说明了这一点。

第三段做出总结, 肯定了失败的价值。



• 高分范文比照 •

| <b>The Values of Failure</b>   |  |
|--|--|
| <p><u>In our lifetime, we can not always have plain sailing. Life is full of difficulties and setbacks.</u> When we face a disappointing matter, don't get frustrated. If we can draw lessons from failures, in most cases we will achieve success in the future.</p> <p><u>Beethoven is a good example when facing failures.</u> His success in creating Symphony Nine was on the basis of several times of failing attempt. It's failure that reanimated his determination to succeed. The failure that gave him a lesson benefited him a lot, even in his whole life. Contrary to Beethoven, some people think failure is a heavy blow that they are not able to endure because they lose chances to achieve something. When they meet failure, they feel seriously dejected and can never pluck up their courage to try again.</p> <p><u>Let's remember an old saying "Failure is the mother of success".</u> When we see failure, we should believe that success is not far ahead. If we hold a positive attitude towards failure, we will overcome difficulties and frustrations to achieve victory.</p> | <p>第一段首先表明失败是不可避免的，并提出面对失败所应有的正确态度。</p> <p>第二段列举出贝多芬的事例来说明失败能够让人汲取教训，并最终获得成功。同时从反面对比不敢面对失败的后果。</p> <p>第三段通过一句谚语重申本文的主题，肯定了失败的价值。</p> |



解决问题类作文

**练习 37:**

Directions: In this part, you are to write an essay of about 150 words on the topic "How to Keep Fit". You should base your essay on the following outline:

1. 健康非常重要;
2. 如何保持健康, 举例加以说明;
3. 得出结论。

**思路点拨**

解决问题型文章的题目通常是以“**How to**”开头，这类文章通常都有“提出问题——列举具体的解决办法——总结”的写法。写作时首先应提出现存的问题，再给出理由说明解决问题是很必要的。中间要指出解决问题的办法多种多样，最后小结解决问题的根本途径并总结全文。

## 词汇准备

1. energetic *adj.* 精力充沛的

I don't feel energetic enough to rush about, so I'll sit down.

我感到没有力气东奔西跑，我想坐下来。

2. keep fit 保持健康

3. blood pressure 血压

4. heart attack 心脏病发作

5. get rid of 除掉，摆脱

How to get rid of these things is a big problem.

如何清除这些东西是个大问题。

6. stick to 保留，遵守，坚持

Stick to the task until it is finished.

坚持下去，直到完成任务。

7. physical exercise 体育运动

8. allocate *vt.* 分配，把……拨给

They allocated funds for the new school.

他们拨出专款修建这所新学校。

## 模板范文

## How to Keep Fit

There is no denying the fact that a healthy body is very important to every one of us. A healthy person can always be energetic and enjoy his life and achieve what he hopes for in his career. However, when you are sick, you feel painful all over your body, have no energy to work, and the only thing you want to do is lying on the bed.

There are many ways to keep fit. In the first place, it is absolutely necessary to take some exercises every day. Research shows that getting plenty of exercise can make the heart beat faster and the lungs work harder. This strengthens the heart, reduces chances of heart attack, and helps lower blood pressure. In the second place, we need to take more fruits and vegetables for they contain lots of vitamins. Except for this, we should keep a balance diet, avoid food with lots of sugar and fat, and get rid of bad habits such as drinking and smoking.

All in all, a person who is poor in health can not achieve much success though he is well-educated. If everyone can stick to what is mentioned above, one can always keep fit and pursue one's career effectively.

第一段提出保持健康的身体对每个人都非常重要，并给出保持健康的理由。

第二段阐明了保持健康的方法多种多样，如多进行体育锻炼，食用水果、蔬菜等。

第三段总结全文。





● 高分范文比照 ●

|  |   |
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| <p style="text-align: center;"><b>How to Keep Fit</b></p> <p><u>A healthy body is very important to every.</u> When you are sick, you feel painful all over your body, have no energy to work; and the only thing you want to do is lying on the bed. When you are healthy, you can eat well, sleep well, sing and jump happily, and do all the things you like to enjoy life.</p> <p><u>The methods to keep us fit vary.</u> In the morning, you can get up early, go outdoors, breathe fresh air, and do physical exercises. Running and swimming are extremely helpful to keep one fit. If you are a busy person and have no time specifically allocated to do these things, there are still some ways useful for to keep fit. The easiest way is to walk to your office instead of riding a bike or taking a bus. You also have to take a routine physical check-up. Your doctor will know the condition of your body most clearly, and he will give you a most valuable advice to keep fit. You should always try to make yourself happy. If you feel happy, you can eat well, sleep well, and your body is sure to be in an excellent condition.</p> <p><u>Health is the most valuable possession a person expects in his life.</u> Trying every means to keep fit is my advice to the people who want to live a happy life in this beautiful world.</p> | <p>第一段提出保持健康的身体<br/>的重要性，并从反面列举失去健康<br/>的危害，为下文做出铺垫。</p> <p>第二段提出保持健康的方法<br/>多种多样，并从锻炼、体检、心理<br/>等多方面加以说明。</p> <p>第三段小结解决问题的根本途<br/>径并总结全文。</p> |
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**练习 38:**

Directions: Write an essay of no less than 150 words on the topic given below.

Topic: How to Reduce Traffic Accidents

**思路点拨**

本篇作文属于解决问题型文章，写作时首先应提出我国交通事故不断增加，中间段落进一步论述在现实生活中引发交通事故的因素，最后提出改善这种现象的建议。

**词汇准备**

1. fatality *n.* 恶性事故，死亡

Britain has thousands of road fatalities every year.

在英国每年都有数千人死于交通事故。

2. enforce *vt.* 实施，强制执行，迫使

They tried to enforce agreement with their plans.

他们企图迫使人们同意他们的计划。

3. annoy *vt.* 打扰，使烦恼

He was annoyed to learn that the train would be delayed.

他听说火车要晚点，心里感到烦恼。

4. traffic jam 交通拥塞

5. noticeably *adv.* 显著地, 明显地

There was one boy rather noticeably standing apart from the other children.  
有个男孩引人注目地独自站在一边, 不接近其他孩子。

6. ceaselessly *adv.* 持续地

The wounded man moaned ceaselessly.  
那个伤员呻吟不止。

7. lead up 抢先

8. hidden *adj.* 难以发现的, 隐藏的

His words had a hidden meaning.  
他的话有隐藏的意义。

9. make an effort 努力

He shall make a good effort to study well.  
他要尽一切努力搞好学习。

### 模板范文

#### How to Reduce Traffic Accidents

Nowadays people in a significant number are coming to realize that traffic accidents and fatalities increase every year with more and more people owning private cars. Ordinary people who are concerned about the traffic accidents pay much attention to personal safety.

So far as I know, such a phenomenon comes up as a result of the following facts. To begin with, Chinese economy is developing at high speed after reform and opening-up, therefore the quantities of all kinds of vehicles people own are increasing annually. However, some drivers lack of safety awareness, which is the direct reason of traffic accidents. We can see some of them drive cars without pause even if the red light is on. And more than that, the traffic laws aren't enforced sufficiently. For instance, when a driver who is driving vehicle in the street is annoyed by another one, they will stop and argue with each other, regardless of traffic jams.

For the reasons given above, I strongly recommend that it is essential that effective actions should be taken to end this situation. Above all, our government should enhance the strength of enforcing traffic laws, and educate people to obey traffic rules at the same time. Besides, some methods ought to be adopted to reduce traffic accidents, such as limiting some vehicles in certain roads or certain time. In conclusion, it is high time that we attached great importance to traffic accidents.

第一段提出我国交通事故越来越多的问题。

第二段详细分析了在现实生活中引发交通事故的多种因素。

第三段提出解决问题的根本途径并总结全文。



● 高分范文比照 ●

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| <p style="text-align: center;"><b>How to Reduce Traffic Accidents</b></p> <p>After reform and opening-up, Chinese economy is developing with high speed. People's material life has changed noticeably as well. <u>Although we are proud of these alterations, new issues are appearing ceaselessly in front of us.</u> One of them is traffic accident that is also the problem about which ordinary people are concerned.</p> <p>Why do traffic accidents become so serious? <u>In the first place,</u> I'll discuss the current traffic status. On the street, we often see that people who ride bicycles run to the center of street, and taxi drive on the bus' route. Both vehicles and individuals want to lead up so that nobody can move. It is obvious to all that hidden troubles of safety exist in it. <u>In the second place,</u> traffic laws aren't enforced sufficiently so that people ignore traffic laws that are also the direct reasons of traffic accidents.</p> <p><u>In conclusion, it is high time that we attached great importance to traffic accident.</u> In order to reduce it, it is necessary for all of us to make efforts to improve it. If so, I'm convinced that before long people would live in happiness and safety.</p> | <p>第一段阐明随着我国经济的发展，一个新的问题不容忽视，即交通事故不断增加。</p> <p>第二段以疑问句开始，开始分析交通事故多发的原因。</p> <p>第三段呼吁重视这种现象，并提出改善这种现象的建议。</p> |
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**练习 39:**

Directions: For this part, you are required to write a short essay entitled The Importance of Reading Classics. You should write at least 200 words following the outlines given below:

1. 阅读经典书籍对人的成长至关重要；
2. 现在愿意阅读经典的人却越来越少，原因是……
3. 我们应该怎么做？

**思路点拨**

本文属于常见的原因现象类三段式作文。首先要写阅读经典书籍的好处，比如在阅读中自我提高、学语言等。中间段分析为什么越来越少的人阅读经典，比如难懂、过时而缺乏实用等。最后要谈怎么解决问题。

**词汇准备**

1. positive *adj.* 确实的，肯定的，积极乐观的  
I am positive that I saw him.

我敢肯定我见过他。

2. summarize *vt.* 总结, 概述

He summarized the book in ten pages.

他用十页篇幅概述了这本书。

3. amusing *adj.* 有趣的

His wit made even troubles seem amusing.

他的风趣能使麻烦事也变得似乎有趣。

4. self-cultivation *n.* 修身

5. insight *n.* 洞察力

He is a man of great insight.

他是个很有见识的人。

6. outshine *vt.* 比……更出色, 更优异

The young violinist outshone all the other competitors.

那位年轻的小提琴手使所有的竞争者相形见绌。

7. conciseness *n.* 简洁, 简明

an expression characterized by conciseness and elegance

简明高雅的言辞

8. light reading 闲书

9. out of date 过时的, 陈旧的

This kind of machine is out of date.

这种机器过时了。

10. fantastic *adj.* 极好的, 极出色的

Have you heard his new opera? It is fantastic.

你听过他的新歌剧吗? 那好极了。

## 模板范文

### The Importance of Reading Classics

We all know that reading classics plays a significant role to one's growing because we can learn much knowledge and become more intelligent by reading them. For example, we can learn the society characters by reading classic literature novels about history or culture. Besides, all of the classics are the positive results of wisdom, therefore they will help broaden our horizons and enhance our aesthetic taste. There is no doubt that we will benefit a lot from reading classics.

第一段阐明了阅读经典书籍的好处。



|   |   |
|---|---|
| <p><u>However many people believe that a large number of people</u>, especially the young, are unwilling to or cannot spend their times in reading classics. <u>Some factors that contribute to the above tendency may be summarized as below.</u> <u>First of all</u>, there are many other leisure activities in modern society, so young men go to do these things instead of reading. <u>What's more</u>, some people think that it is no use of reading classics because these classics are outdated and useless to our society and lives. <u>The last one is that</u> reading classics takes more mental work than other amusing and relaxing materials, which are becoming adolescent favorites.</p> <p><u>In my opinion</u>, we should give enough attention to classics, and read it as many as possible in our spare time. It still has many important functions and influences on our society and our lives, and will never be an outdated matter.</p> | <p>第二段分析了喜欢阅读经典的人减少的原因。</p> <p>第三段给出自己的观点，认为阅读经典书籍对社会和人们的生活都非常有益。</p> |
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### • 高分范文比照 •

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|---|---|
| <p style="text-align: center;"><b>The Importance of Reading Classics</b></p> <p><u>The benefits of reading classics are obvious.</u> <u>First of all</u>, it is important to self-cultivation. By reading classics, we are in direct contact with the great minds of famous writers, whose riches knowledge and wisdom will broaden our vision and deepen our insight into life. It is also good for language learning, for most classics outshine the non-classics in the charm of words, the uniqueness of style and the conciseness in writing.</p> <p><u>However, young men in growing numbers seldom enjoy reading classics.</u> <u>Some feel that</u> classical works are too difficult for them to understand. They prefer light readings like cartoons and picture books. <u>Some others believe that</u> the ideas conveyed in classics are more or less out of date. So reading classics has no practical significance.</p> <p><u>I think it is necessary to let young people know the advantages of reading classics.</u> Besides, book reviews and discussions on classics reading should be organized for them. I am sure reading classics will be a fantastic enjoyment itself when we are so deeply attracted by its appeal.</p> | <p>第一段从语言学习等方面论述了阅读经典书籍的益处。</p> <p>第二段分析了人们，特别是年轻人为什么不喜欢阅读经典书籍的原因。</p> <p>第三段提出改善这种现象的多种方法，比如开展活动提高兴趣等。</p> |
|---|---|

**练习 40:**

Directions:

A. Title: Housing Problem

B. Word limit: about 200 words

C. Your composition should be based on the OUTLINE below:

- (1) present situation,
- (2) the causes of housing problem,
- (3) your suggestions to solve the problem,

**思路点拨**

本文开始段可采用描述法，说明住房这一问题的普遍性。中间段为文章的主体，着重论述这一问题产生的原因。结束段主要谈为解决问题所采取的措施。

**词汇准备**

1. under way 已经开始并进行着

The yearly campaign to raise funds for the Red Cross is already under way.

一年一度为红十字会募集基金的运动已在进行中。

2. reluctant *adj.* 不情愿的，勉强的

He gave me reluctant assistance.

他很不情愿地给了我帮助。

3. shabby *adj.* (建筑物、衣服、物品等) 破旧的

The old house has grown shabby with age.

那座老房子因年代久远而变得破旧。

4. dwelling *n.* 住宅，公寓

Welcome to my humble dwelling.

欢迎光临寒舍。

5. formulate *vt.* 构想出，确切地阐述

He formulated a plan of attack.

他制定了进攻计划。

6. settle *vt.* 解决

She has decided how she should settle the matter.

她已做出决定如何来了结这件事。



7. knock down 击倒, 拆卸

Our house is being knocked down to make way for a new road.

我们家的房子正被拆毁以筑新路。

8. complicate *vt.* 使复杂化

These events will greatly complicate the situation.

这些事件将使局势变得极其复杂。

9. high-rise *adj.* 有多层的, 高楼的

High-rise buildings proved a social disaster.

高层建筑被证明是个社会灾难。

10. allocation *n.* 分配

The project has to be completed within the allocations made to it.

工程必须依据划拨给它的款项去完成。

模板范文

Housing Problem

Nowadays, a heated discussion about housing problem is under way in China in that it affects everybody in their daily life. Some people complain that their houses are too small to live, and it is not uncommon to see that five or six family members live in one room in some poor families.

So far as I know, such a phenomenon comes up as a result of the following facts. To begin with, population in China is increasing year by year and therefore the provision of living space still falls far short of demands though new houses are going up everywhere. In addition, people are reluctant to live in shabby shelters any more with the improvement of their living standards. They look forward to decent dwelling places which can bring them dignity and a comfortable life. In this case, the government has to supply the need for more houses.

From what I have mentioned above, we can see clearly that how to solve housing problem is a matter of prime importance. I think the most important and efficient way is to control the population. Besides, the government should formulate reasonable housing policy in light of practical needs. However, there is still a long way to go if we want to settle this problem completely.

第一段首先点明文章的主题, 即住房困难问题给人们带来困扰。

第二段详细论述了这一问题产生的原因。

第三段提出为解决这个问题应采取的措施。

● 高分范文比照 ●

### Housing Problem

Housing problem is closely related to population. Some of the big cities in China are now crowded with an increasing population. Naturally, one of the most serious problems that incurred is housing.

As far as the causes of housing problem are concerned, many factors are involved. In the first place, with the rapid increase in population, the lack of housing is becoming more evident than ever before. Many old houses have been knocked down to make room for new apartment buildings, which complicates the housing problem for the time being. In the second place, despite the ever-increasing high-rise buildings, the provision of living space still falls far short of demands. Because the society is advancing, city-dwellers long for spacious living place. They look forward to decent dwelling places which can protect human dignity. All these factors result in the stress of housing problem.

Various solutions have been suggested. But there seems to be a drawback to each of the solutions. The traditional free allocation of dwellings to the needy adds to the government's burden, while paid allocation brings an equal burden to the average man. The moving of urban residents to the suburbs may ease housing problem in the inner city but gives rise to traffic problems. The best solution I think is to put the birth rate under control. But we still have a long way to go.

第一段由描述人口膨胀引出住房困难的问题。

第二段从两方面论述了这一问题的原因。

第三段提出为解决这个问题应采取的措施。

#### 练习 41:

Direction: Write a short composition of about 200 to 250 words on the topic given below.

Topic: Epidemic Diseases and Public Health Crises





### 思路点拨

本文属于原因现象类三段式作文。首先要用概括性的词语写出出现的某一现象，随后说明其带来的后果，为下文分析产生的原因做铺垫。最后要谈怎么解决问题。

### 词汇准备

1. sweep *vt. / vi.* 扫，拂去

Lightning swept across the night sky.

闪电掠过夜空。

2. epidemic *n.* 流行病

The Sanitary Board tries to stamp out the epidemic.

卫生局试图消灭这种流行病。

3. endanger *vt.* 危及

The drift of the icebergs in the sea endangers the ships.

海上冰山的漂流危及船只的安全。

4. contribute to 促成

Does smoking contribute to lung cancer?

吸烟会导致肺癌吗？

5. outbreak *n.* (暴力、疾病等坏事的) 爆发

An outbreak of typhoid followed.

继而爆发了伤寒。

6. imminent *adj.* (通常指不愉快的事) 即将发生的，逼近的

The black clouds show that a storm is imminent.

乌云预示暴风雨即将来临。

7. prompt *vt.* 促使，引起

The sight of the ships prompted thoughts of his distant home.

看到船，他想起了遥远的家乡。

8. tackle *vt.* 解决，应付

I don't know how to tackle this problem.

我不知道该如何处理这个问题。

9. fend off 挡开

He neatly fended off a jab at his chest.

他利落地挡开了当胸的一击。

10. detergent *n.* 去垢性, 洗净 (作用)

11. equip with 装备, 配备

They are going to equip the workshop with new machines.

他们将用新机器装备这个车间。

• 模板范文 •

**Epidemic Diseases and Public Health Crises**

A heated discussion about public health crises is under way since SARS epidemic swept across China,

which in reality has already affected our life in various ways. Epidemic disease as a kind of public health crises is a very conventional issue, but we didn't recognize the concept of public health crises until our life has been endangered.

So far as I know, some factors that contribute to the above problem may be summarized as below. First of all, the outbreak of some epidemics, such as SARS and bird flu, is due to our bad dining habits and carelessness in protecting the environment to some extent. What's more, people's life has been challenged in one way or another due to a lot of irresponsible behaviors of mankind ever since the industrial revolution and great economic expansion. To people who have accustomed to their ordinary way of life and do not spare time in comprehending the imminent crises, the crisis has also prompted them to think out various ways to cope with erosion, deforestation, desertification and many other problems.

Although the situation is still serious and how to tackle it is still a challenging task, we should be grateful for this awareness of public health crises brought about by some epidemics. The important thing is to take measures to fend off any possible danger to public health.

第一段直入主题, 由流行疾病引出了公众健康危机这个观念。

第二段从一些致命流行病的爆发、人类某些不计后果的行为等方面分析了流行疾病与公众健康危机内在的联系。

第三段提出自己的见解。



● 高分范文比照 ●

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| <p style="text-align: center;"><b>Epidemic Diseases and Public Health Crises</b></p> <p><u>After SARS epidemic that influenced the entire globe was controlled in China, there are many important questions unanswered despite of the fact that our society has fortunately survived these shocks. From this event, people are coming to realize the concept of public health crises,</u> which in reality have already affected our life in various ways. People are familiar with health itself, but the term “public health crises” has been strange to most people in China. It includes not only outbreaks of diseases, but also water erosion, deforestation, desertification and many other problems.</p> <p><u>There are lots of irresponsible behaviors of mankind existing in our daily life ever since the industrial revolution and great economic expansion, people’s life has been challenged in one way or another. Besides,</u> had there been effective health care laws specially aimed at epidemic disease as violent as SARS or a similar nature, public health crises would never have happened. Above all, when SARS began to attack Guangdong Province, if local governmental officials had had some specific and unmistakable legal procedures to follow, they would have saved a lot of valuable time for the early detergence of the horrible disease through various measures. <u>On the other hand,</u> before epidemic diseases break out, there is a very severe outlook and thus common people are posed at direct dangers. They affect people’s daily activities and even lives, and that is why they can successfully amuse people’s concerns about their own health. The outbreak of some epidemics, like SARS and bird flu, to some extent, was due to our dining habits and carelessness in protecting the environment.</p> <p>To sum up, in order to prevent public health crises in the face of epidemic diseases, governments and people should equip ourselves first with the weapon of law. <u>It is necessary for all of us to take actions to fend off any possible dangers to public health.</u></p> | <p>第一段阐明人们在流行疾病过后开始有了公众健康危机这个观念。</p> <p>第二段分析了致命流行疾病暴发的原因，以及公众健康危机这个新的概念产生的过程。</p> <p>第三段呼吁采取措施保护公众的健康。</p> |
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## 练习 42:

Directions: In this part, you are expected to write a composition entitled Pressures of Modern Man in no less than 200 words. Your composition should be based on the following outlines.

1. 现代人会遇到各种各样的压力。
2. 压力的来源。
3. 如何减轻自己的压力。

## 思路点拨

**【分析】** 本文题目清楚地表明文章的中心思想是现代人的压力以及如何减轻压力。通过对提纲要点的分析可以看出，文章各段落的主要内容为：不同的人承受着不同的压力；压力的来源；举例说明如何减轻压力。

## 词汇准备

1. lay off 暂时解雇，裁员

The factory has laid off workers because of the drop in sales.

那个工厂由于销量下降而暂时解雇了工人。

2. bumper *adj.* 特大的，丰盛的

Farmers have reported a bumper crop this year.

据报道今年庄稼大丰收。

3. relaxed *adj.* 轻松的，舒适的

4. diploma *n.* 毕业文凭，学位证书

She worked hard to earn her music diploma.

她刻苦用功，以求获得音乐学位证书。

5. driving force 驱动力

6. accomplishment *n.* 成就

7. confront *vt.* 面对，遭遇

The difficulties that confront us seem insuperable.

我们面临的困难似乎是不可克服的。

8. substitute *vt. / vi.* 代替，替换

If you cannot go yourself, please find someone to substitute you.

你如果不能亲自去，请找人代替你。



## 模板范文

**Pressures of Modern Man**

Nowadays people in an increasing number are beginning to feel that they are facing all kinds of pressures. During the period of economic recessions, workers are afraid of being laid off. Farmers fear that flood or drought will prevent them from getting a bumper harvest. There is no exception to students who are also under pressure. For primary school students, their parents will feel disappointed if they cannot be promoted to a key high school. When students enter into high school, they have to study hard and pass all the exams arranged by schools and the country in order to go to universities. Even when they have been enrolled in university, they can't get relaxed for they have to get their diplomas. Students without diplomas can hardly find jobs.

In summary, the whole society should pay close attention to the problem of pressure. Although living in this world is by no means an easy thing, people should have a good state of mind and become accustomed to pressures. Personally, I'm a breadwinner in my family. I have to work hard and earn enough money to support my wife and daughter. However, I am not afraid of pressure whenever I meet with it because my family is the driving force behind my accomplishments. So it is important for us to learn how to lessen our pressures rather than being afraid of it.

第一段首句点明文章的主题是人们遇到各种各样的压力，同时指明不同的人压力的来源也不同。

第二段从自身的角度举例说明如何减轻压力。

## 高分范文比照

**Pressures of Modern Man**

It is quite apparent that people in modern society have to confront more and more pressures, because the pace of contemporary life is much faster than ever, old knowledge will soon be substituted by new one.

Different people endure different pressures. Employees are afraid of being laid off when there is an economic depression. Farmers fear that flood or drought will reduce their production. As for students, they have pressures from society, school and parents. A primary school student who is not admitted by a key high school will disappoint his parents. In order to find a satisfactory job after graduation, high school students' parents expect them to go to college. The same situation occurs to university students. The first thing during their university lives is to get their diplomas. Students without diplomas can hardly find their jobs. So they have to study hard and pass all the exams arranged by schools and society.

第一段首句点明文章的主题是现代人的压力越来越多。

第二段表明不同的人压力的来源也不同，并列举职员、学生加以佐证。

In my opinion, it is undoubtedly rough to live in this world. For instance I'm a breadwinner in my family. My jobless parents, jobless wife and daughter are waiting for me to support so that I have to work hard and earn enough money. But I have many ways to let out my pressures, such as making good friends, doing exercises. With a good state of mind, I am not afraid of any kinds pressure whenever I meet them. Instead, I have turned pressures into a driving force to boost my career.

第三段从自身的角度举例说明如何减轻压力。

### 练习 43:

Directions: Write a composition of about 150 words on the following topic.

Topic: The Problem of Human Population

### 思路点拨

解决问题型作文要求考生根据写作要求和所给的问题，先叙述该问题存在的现状，然后针对这一问题列举出产生的影响，然后写出对这些问题应采取的措施或手段。

### 词汇准备

1. amount to 共计

The bill amounts to \$500.

这张账单共计 500 美元。

2. explosion *n.* 爆发，激增

3. shoot up 迅速成长

That boy has shot up since we last saw him.

自上次我们见面后，那男孩长得很快。

4. give rise to 引起，导致

Unhygienic conditions give rise to disease.

卫生条件不好会导致疾病。

5. birth control 节育

## 模板范文

### The Problem of Human Population

In recent years, there has been a widespread social concern that the world's population has amounted to 5 billion, which is called population explosion. What is worse, it keeps growing at a surprising speed. If this trend continues, the world's population will shoot up to 7 billion.

第一段以数字说明了人口急剧增长的状态。现存的问题。



|   |   |
|---|---|
| <p><u>As far as I know, the above tendency may inevitably give rise to a lot of problems such</u> as food shortage, housing shortage and unemployment. The rapid development of science and technology is the main cause of population explosion, which can be witnessed by the population that has been growing at a tremendous speed since the Industrial Revolution in 1750. The people's death rate was lowered due to the improvement of people's standards of living, and the emergence of modern medicine.</p> <p><u>The above-mentioned provides strong reasons to prompt us to think that it is time that we should act quickly to carry out the policy of birth control.</u> Otherwise, man's survival on the earth will be threatened.</p> | <p>第二段详细分析了人口问题所带来的一系列的负面影响。</p> <p>第三段呼吁必须采取必要的措施或手段来解决这个问题。</p> |
|---|---|

### • 高分范文比照 •

|   |   |
|---|---|
| <p style="text-align: center;"><b>The Problem of Human Population</b></p> <p><u>It is estimated that there were fewer than 400 million people on the earth a thousand years ago.</u> By 1998 this figure had risen to five billion and in a few years it is expected that the human race will number about seven billion. <u>This rapid rate of growth is known as the "population explosion"</u></p> <p><u>There are two major reasons for this rapid growth of population in modern times:</u> First, the industrial and agricultural revolutions, starting from about the 18th century in England, led to increases in supplies of food and other necessities, so that a bigger population could be sustained. <u>Second,</u> the emergence of modern medicine enabled people to live longer and healthier lives, and produce more children.</p> <p><u>The population explosion brings with it shortages of jobs, housing and commodities.</u> The necessity of providing such things leads to environmental damage. Therefore, it is urgent to practice a strict birth-control policy before the world becomes too crowded.</p> | <p>第一段点明了文章的主题：人口增长过快。同时列举数字说明这一问题。</p> <p>第二段从两方面分析人口快速增长的原因<br/>详细分析了人口问题所带来的一系列的负面影响。</p> <p>第三段通过人口增长过快所带来的问题，如住房、工作、环境等来呼吁采取必要的措施或手段来解决这个问题。</p> |
|---|---|



### 陈述利弊类作文

#### 练习 44:

Directions: In this part, you are to write an essay of about 150 words on the topic "The Digital Age". You should base your essay on the following outline:

1. 如今数字化产品得到越来越广泛的使用，例如……
2. 数字化产品的使用对人们工作、学习和生活产生的影响。

### 思路点拨

本文要求描述一个社会现象，并且分析这一现象对人们生活的各方面产生的影响，包括利和弊。因此首先应写这种现象对人们的生活产生的影响，中间可以剖析这种现象的利和弊，最后以概括结尾。

### 词汇准备

1. exposed to 接触……；暴露于……中

The relic, when exposed to air, turned to dust.

这件文物，接触空气之后，变成了粉末。

2. give rise to 引起，导致

Such conduct might give rise to misunderstanding.

这种行为可能会引起误解。

3. digital *adj.* 数字式的，数码

There's a digital watch on the table.

桌子上有一块数字式手表。

4. proficiency *n.* 熟练，精通

His proficiency as a surgeon is well-known.

他作为一名外科医生的水平是有名的。

5. impact *vt. / vi.* 对某事物有影响

These costs will impact on our profitability.

这些费用会影响到我们的利润。

6. enrich *vt.* 使富有，使富含（某物）

Some cream will enrich the sauce.

在调味汁里加一些奶油会使其味道更加丰富。

7. overlook *vt.* 忽视

How could you overlook paying the rent?

你怎么会忘了付房租？

8. breach *n.* 破坏，违反

We won't have any breach of discipline.

我们不允许任何破坏纪律的现象。

9. interpersonal *adj.* 人际的





## 模板范文

## The Digital Age

In recent years, there has been a widespread realization that we are unavoidably exposed to all kinds of digital products, such as digital cameras, digital computers, digital televisions, and so on. With the development of information technology, these products are making rapid progress.

As far as I know, the above tendency may inevitably give rise to some effects as the following. First of all, great changes have taken place in our modern life. With the aid of computers, our work becomes much easier than before. Some work that used to be performed outdoors can now be done in the comfort of an office. Secondly, everything is becoming increasingly more connected. The growth of peer-to-peer digital media means that people can generate and transact digital content and services over global networks. Thirdly, in the way of entertainment, digital TVs and cameras can make our life more colorful and meaningful. For example, a digital camera makes it possible to delete or correct the “unsuccessful” photo of ours, which was impossible with a traditional camera.

In summary, our society has entered a digital age. To achieve success in the 21st century, all of us need to attain proficiency in digital products.

第一段表明数字化产品越来越丰富，对人们的生活产生极大的影响。

第二段具体阐述了数字化产品对人们生活有利的影响。

第三段概括全文。

## 高分范文比照

## The Digital Age

There is no doubt that this new century is becoming an age of digital products, the newly-invented facilities supported by digital technology. These products have found their way into people's life almost overnight. Yet they have produced such a tremendous impact on us.

The positive effects of the digital products are obvious. For one thing, they have brought us great conveniences in our life. For example, We can download whatever we need into MP3 and take them wherever we go, which enables us to enjoy music or study foreign languages whenever and wherever we like. For another, they have made life more colorful. With digital video cameras at hand, everyone can become a director and records all the sweet moments in our life, such as the birthday party of our kids and parents, the wedding ceremony of beloved ones, or even a spring picnic in the park. These digital products have thus greatly enriched our life.

However, for all the benefits brought about by the digital products, their negative effects should not be overlooked. They have made it easier to violate people's privacy and may also lead to more breach of copy rights. And what is worse is that the over-dependence on them for fun may result in less effective interpersonal communications. I think we should realize all their positive and negative effects and learn to live with the changes they have brought to our life.

第一段表明数字化产品越来越丰富，对人们的生活产生了极大的影响。

第二段详述了数字化产品给人们的生活带来便捷和效率，使人们的生活丰富多彩。

第三段写数字化产品对人们生活会带来的负面影响。比如，更容易侵犯他人的隐私、导致更多侵权、对数字化产品上瘾可能会引起有效人际交往的缺失。最后概括全文。

**练习 45:**

Directions:

A. Title: Studying Abroad

B. Word limit: about 200 words

C. Your composition should be based on the OUTLINE below:

- (1) present situation,
- (2) the advantages of studying abroad,
- (3) the disadvantages of studying abroad,
- (4) your comments.

**思路点拨**

陈述利弊型作文往往要求先说明一下现状，再对比事物本身的利弊，有时也会单从一个角度（利或弊）出发，最后往往要求考生表明自己的态度（或对事物前景提出预测）。

**词汇准备**

1. contact with 与……有交往（联系）

We contacted with the ship by radio.

我们通过无线电与那艘船取得了联系。

2. desirable *adj.* 可取的，值得拥有的

My desire for a desirable house will come true in the near future.

我要买一幢称心如意的房子的愿望在不久的将来会实现。

3. adapt to 变得习惯……，使适应

I adapted quickly to the new climate.

我很快地适应了这种新的气候。

4. go abroad 出国

5. fever *n.* 热度；一时的狂热

6. enlarge *vt. / vi.* 扩大，扩展

7. objective *adj.* 客观的

He tried to take an objective view of the situation.

他试图对形势有个客观的看法。

8. make a contribution to 对……做贡献

China ought to make a greater contribution to humanity.

中国应当对人类做出较大贡献。



## 模板范文

## Studying Abroad

Nowadays people in an increasing number would like to study abroad. Like everything else, studying abroad has both advantages and disadvantages. Generally, the advantages can be listed as the following. To begin with, students studying abroad have a chance to come into contact with new ideas and trends as well as advanced science and technology. And more than that, working conditions abroad are more desirable which might not be available at home. Last but not the least, one can improve his foreign language much faster than at home by living and studying in a foreign country.

However, every coin has two sides. The disadvantages are also obvious. The main reason is that difficulty in learning a foreign language is far beyond one's ability. Another reason is that a completely new environment with different customs may also be a barrier to overseas students, especially to the young.

All things considered, I believe that the advantages of studying abroad outweigh its disadvantages. If it is necessary to study abroad, I will do so. However, it is not an easy thing to adapt to new surrounding, so one should think things through before making a big decision.

第一段首先陈述了出国留学热这种现状，随后分析了这种现象的有利之处。

第二段分析了出国留学的弊端。

第三段提出了自己的看法，认为出国留学的益处更大。

## 高分范文比照

## Studying Abroad

Recent years have witnessed an increasing number of young students who want to go abroad for further studies. Each year, a considerable number of them fly to foreign countries to study, especially to developed countries such as America, Britain, Australia, Canada, Germany and Japan.

The possible reasons for the fever of studying abroad may be attributed to its advantages. First of all, living in a foreign country where the language is spoken, we can get more chances to learn and improve our foreign language and do so more quickly and easily. Secondly, studying abroad takes us to a completely different language and cultural environment in which we can enlarge our vision and widen our scope of knowledge. For instance, we may get firsthand knowledge of the customs and the people of the native culture. Thirdly, in a developed country, we can learn and acquire advanced science

第一段首先阐明了年轻人出国留学的普遍性。

第二段从三方面分析了出国留学热的原因，指出留学生从中获益良多。

and technology.

But still going abroad to study has some disadvantages that cannot be ignored. For example, we have to pay high tuitions and living expenses. And living in a completely different culture in which we have no friends and relatives, we may often suffer from a sense of loneliness.

As far as I am concerned, we should hold reasonable attitude towards studying abroad. We should learn to use what we have learned to make contributions to the development of our country

第三段从留学费用、生活环境等方面分析了出国留学的弊端。

第四段提出了自己的看法，认为应理智对待出国留学。



### 谚语或警句类作文

#### 练习 46:

Directions: “Give me a fish and I’ll eat for a day; teach me how to fish and I’ll eat for a lifetime.” is a famous saying often quoted. In this part, you are expected to write a composition based on the saying above and the following outlines for each paragraph. You should write no less than 150 words.

Outlines:

1. interpretation of the saying,
2. comments on the saying,
3. embodiment of the saying in scientific research or daily life.

#### 思路点拨

这是一篇谚语警句型作文，命题者往往提供道德修养或学习生活的某一方面紧密相关的谚语警句（一句一段或几句几段）作为作文题。审题的关键在于理解给予的名言或话语的深层含义。谚语警句富含深邃的哲理，其含义往往是含而不露，具有很强的隐喻性或象征性。如果就事论事，就只能触及皮毛，得到一个肤浅的认识，想要参透其中深层的哲理，就要善于由表及里，深入挖掘内在含义，从中悟出与生活相关的道理，构思时可就人生的某一个侧面写出自己的哲理思考。

#### 词汇准备

1. fish vt. / vi. 捕鱼，钓鱼

I don't know how to fish.

我不会钓鱼。

2. solve vt. 解决，解答

He finally solved the difficulty of transportation.

他终于解决了运输难题。



3. encounter *vt.* 遇到, 遭遇

We will encounter the enemy at dawn.

我们将于黎明时与敌交战。

4. be accustomed to 习惯

She was not accustomed to be away from home for so long.

离家这么久她不习惯。

5. quote *vt. / vi.* 援引

She quoted from the report to support her point.

她援引报告中的话来支持自己的论点。

6. implication *n.* 含义, 暗指, 可能的影响

What are the implications of this statement?

这一声明的含义是什么?

7. donate *vt. / vi.* 捐赠

They used to donate a large sum of money to the Red Cross every year.

他们过去每年都向红十字会捐献大笔的钱。

8. instructive *adj.* 有益的, 教育的

The lecture was instructive and interesting.

那次讲演既有益又有趣。

## 模板范文

### Fishing Is More Important than Fish

"Give me a fish and I'll eat for a day; teach me how to fish and I'll eat for a lifetime" is a famous saying, which means that teaching a person the way to solve a problem is far more important than solving the problem for him.

For example, I encountered great difficulties in the process of completing my thesis for my instructor was very harsh and cold. However, I really appreciate my instructor although he refused to give me any specific help apart from some general directions and rigid deadlines. Comparing with my peers who were accustomed to depending on their instructors, I have learned a lot from the process of study. I'm sure that I can do a good job in future studies.

From my experience, I feel that it is essential for us to know how to solve problems independently so that we can make achievements in our studies or work, or indeed in any other aspect of our life.

第一段通过名言开篇, 然后引出主旨要点, 言简意赅。

第二段用例证法深入阐述“授人以鱼不如授人以渔”这一中心论点。

第三段与首段呼应, 使全文中心突出鲜明。

### ● 高分范文比照 ●

#### The View of a Famous Chinese Saying

There is an old Chinese saying that people often quote is, "Give me a fish and I'll eat for a day; teach me how to fish and I'll eat for a lifetime." From this saying we can know that if one is given a fish, he can live on it only for a short period of time; if one is taught ways of catching fish, he will benefit from them for a lifetime.

This famous saying is popularly quoted because it has a profound implication. The saying tells us a truth that it's inadequate to donate something to the people who live in poverty. If we want to enable them to live a better life, it is a really effective method to provide them with techniques by which they can keep helping themselves.

The implication of this saying can be illustrated by many impressive examples. A good case is that nowadays many corporations and individuals contribute money not only to the poor, but also to schools in order to promote basic education. Only in this way can the poor break their awful conditions away. Altogether, let's remember this instructive saying and learn more from it.

第一段引出名言，并对其内在的含义进行阐释。

第二段进一步对文中名言进行阐述，并从“如何让生活贫困的人过上更好的生活”这方面进行了深入浅出的论述。

第三段再次点明主题，使全文中心突出鲜明。



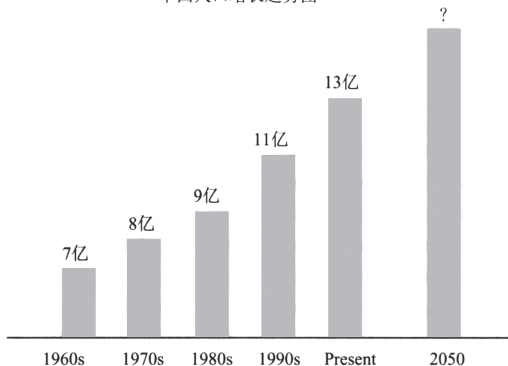
#### 图表类作文

##### 练习 47:

Directions:

- A. Study the following graph carefully and write an essay of about 200 words.
- B. Your essay should meet the requirements below:
  - (1) describe the graph and interpret its meaning,
  - (2) give your comments on this phenomenon.

中国人口增长趋势图





### 思路点拨

图表作文要求应试者用文字说明图表或将所给数字进行比较从中找出规律，并得出结论或对图表反映的结果进行评论。写作时，首先应充分利用图表中的信息，把握图表中的文字和说明，找出图表要表达的主题。然后仔细分析图表提供的各种信息并加以比较和归纳选出最有意义的信息。避免过多地引用、描述图表中的信息，要有侧重地叙述代表主题的信息。最后通过对图表的分析进行概括性的评论。

### 词汇准备

1. exceed *vt.* 超过，超越

Their total grain output still exceeded that of the previous year.

他们的粮食总产量仍超过头一年。

2. shelter *n.* 遮蔽，居所，避难所

Trees are a shelter from the sun.

树木可以遮挡阳光。

3. result from 由……引起

His failure resulted from not working hard enough.

他的失败是工作不够努力造成的。

4. bring about 造成，导致

Gambling has brought about his ruin.

赌博毁了他。

5. populated *adj.* 人口众多的

6. implement *vt.* 执行，履行

## 模板范文

### Population Control

The chart gives us an overall picture of the growing population trend in China. The first thing we notice is that Chinese population has increased so rapidly that it has now exceeded 1.3 billion. This means that progress in science and the improvement of living conditions have led to the rapid growth of the population.

We can predict from the statistics in the chart that the overgrowth of population will present a threat to the existence of our society, because a large population demands a great deal of food supply and shelter space. However, limited productivity and scarce resources can hardly meet the needs of the ever-increasing population. It is no doubt that the overgrowth of the population will bring about an awful effect on our development.

第一段按要求阐述图表所传达的意义，即中国人口增长迅速。

第二段分析这种现象给人们的生活带来的影响。

Judging from these figures, we can draw a conclusion that we must realize the consequences resulting from fast population growth and carry out appropriate policies to control population growth. Only by adopting effective measures can our society develop steadily and have a bright future.

第三段阐述如何控制人口的增长。

### • 高分范文比照 •

#### Population Control

Nowadays, one of the most serious problems for China is the growth of its population. It is illustrated by the graph that China's population has reached 1.3 billion. It is also reported that the number will keep increasing in the coming years.

第一段根据图表得出结论，即中国人口增长迅速。

As the problem remains, some consequences may naturally follow. For one thing, the rapid growth of the population has caused great pressure on the supply of food, water, fuel and housing, and has consequently brought about a lot of problems to both the society and the people's life. For another, the large population has led to widespread unemployment in cities and, as a result, the society is facing much more instability. Finally, the large population has also caused continuing poverty in densely populated areas, and has made it harder for children from poor families to receive education. It is obvious that the rapid growth of population should be controlled by the government.

第二段通过举例分析中国人口增长过快所产生的问题，如食物、水、房屋等无法满足人们的需求，失业率上升，贫困加大等。

To solve the problem, both the government and the public should make greater efforts. The government should do more to implement the family planning policy. The public should be informed about the serious problems caused by a large population.

第三段提出有效控制人口增长的方法，如计划生育等。

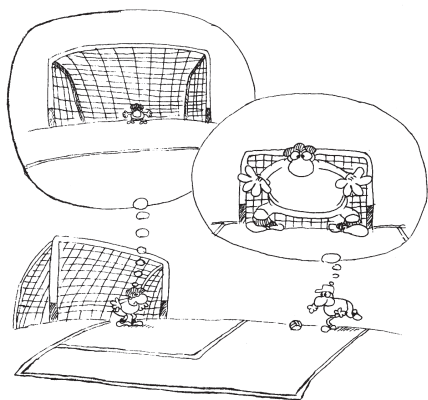


#### 图画类作文

#### 练习 48:

Directions: Write a composition of at least 150 words based on the following picture. You should interpret the picture, give your opinion on the phenomenon, and use specific reasons and / or examples to support yourself.





### 思路点拨

文章要求描述图画，阐述意义。首先要认真审题。守门员和罚球者都有同等机会赢得比赛，但是两个人都只看到了对方强大的一面，没有看到对方弱小的一面。因此在一定程度上高估了对手，低估了自己，会导致信心不足影响技能的发挥。所以文章的主题是谈论自信的重要性。中间段可用主题句开篇，指出图画是引人深思的。然后先从人们的主观认识写起，指出人们通常重视对方优势，忽视对方劣势，继而产生不自信的感觉。接着写出在这种思想下人们的行为，即不能充分运用自己的能力，失去近在眼前的胜利。举例的时候从题目中的罚点球联想到所有体育比赛，指出有自信就可能把能力发挥到极致。

### 词汇准备

1. striker *n.* (足球的) 前锋

Our striker got into a good position to shoot, but then missed his kick.

我们的前锋取得了一个有利的位置射门，可惜没有射中。

2. goalkeeper *n.* (足球队的) 守门员

For a goalkeeper, it's a great advantage to have big hands.

对于守门员来说，有一双大手是很大的优势。

3. invincible *adj.* 不可战胜的，不可改变的

They are invincible in battle.

他们打起仗来战无不胜。

4. insurmountable *adj.* 不可逾越的

There is no insurmountable difficulty before a brave man; it is in difficult circumstances that a hero distinguishes himself.

好汉面前无困难，困难当中出英雄。

5. predicament *n.* 尴尬的处境；困境

He hasn't realized his predicament yet.

他还没有意识到自己的尴尬处境。

6. overestimate *vt.* 对（数量）估计过高，对……做过高的评价

I think you're overestimating his abilities.

我看你对他的能力评价过高。

7. underestimate *vt.* 对……估计不足

I underestimate the distance, and am exhausted.

我没想到这么远，我可累坏了。

8. courageously *adv.* 勇敢地

9. penalty spot 罚球点

10. penalty kick 罚球

11. opponent *n.* 对手，反对者

She is one of the strongest opponents of tax reform.

她是税收改革的最强烈的反对者之一。

12. sustainable *adj.* 合理利用的，可持续的

13. vibrate *vt. / vi.* （使）振动（颤动）

The bridge vibrated when a heavy truck passed.

当重型卡车经过时，这座桥就会震动。

### 模板范文

From the cartoon, we can see that a striker is preparing to shoot at the goal defended by a goalkeeper on a football field. What you first think of might be that the goalkeeper seems to be quite anxious and doubts whether he can catch the ball or not. On the contrary, the striker is also fairly nervous with the thought that “the goalkeeper looks like an invincible giant” in his mind.

As a matter of fact, this cartoon reveals a typical phenomenon. In the face of seemingly insurmountable challenges or predicaments, self-confidence is of utmost significance. Confidence enables us to achieve our objectives and realize our dreams more smoothly and rapidly. For instance, Helen Keller was born deaf, dumb and blind. Nevertheless, she never gave up hope, conquered her multiple handicaps, and finally become a writer and lecturer, as an inspiration to all. However, some people lack confidence, so they don't know themselves thoroughly and recognize themselves profoundly. The lack of confidence will inevitably arouse fear for outside challenges and difficulties.

第一段对图画的内容进行了简要的描述与说明。

第二段对图画的内容进行了主题上的挖掘与分析。



In my opinion, we should place much emphasis on the importance of confident. No matter what tasks we are confronted with, we should never overestimate the difficulties or underestimate our abilities. The more confident we are, the more likely we are to face challenges courageously.

第三段提出建议，做出结论。

### • 高分范文比照 •

The picture above vividly describes a soccer player standing in front of the penalty spot. Obviously he is not confident of his skills, for in his point of view, the goalkeeper is so powerful that this rival tends to grab each penalty shot out of the bottom of the net. On the contrary, in the picture below, the goalkeeper is not quite certain whether he is capable enough to defend the penalty kick because the gate is too wide, at least in his view. So the two players stand face to face, neither of them is confident of their own performance.

Simple as the pictures are, they tend to convey a profound implication to the observers, that is, people, particularly those in the competitions tend to overestimate the advantages of their opponents. As a result, they tend to underestimate their own capability. Worse still, this attitude often hinders their enthusiasm and performance in a competition, thus exerting negative impacts on the sustainable development of their own.

The scene in the pictures above always reminds people of other similar circumstances that are prevalent in the contemporary society, that is, when two competitors confront in the final, the one with an iron will and a confident heart is more likely to make the best use of his professional skills, thus ensuring himself the champion in the match. As Ralph W. Emerson put it, "Trust yourself. Each heart is vibrating on that iron string."

第一段描述了图画的内容，即守门员和罚球者都只看到了对方强大的一面，没有看到对方弱小的一面。高估了对手，低估了自己。

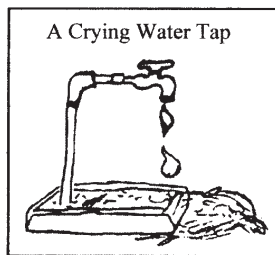
第二段对图画的内容进行了引申，指出人们通常重视对方的优势，忽视对方的劣势，继而产生不自信的感觉。这样就会对自己的成功、发展造成不利影响。

第三段重申主题，并用一句引用结尾，形成亮点。

#### 练习 49:

Directions:

- A. Study the following picture carefully and write an essay of about 200 words.
- B. Your essay should meet the requirements below:
  - (1) describe the picture and interpret its meaning,
  - (2) point out the problem and give your comments.



### 思路点拨

本文应紧扣题目要求，先对图画内容进行简要的描述与说明，在描述时应多用形容词和副词，表达自己的情感和态度。然后对现象进行主题上的挖掘与分析，最后是提出建议，得出结论。

### 词汇准备

1. tighten up 使紧密，加强

He says he will take steps to tighten up the administration.

他说他将采取措施加强行政管理。

2. leak *vt. / vi.* 漏

The ship was leaking badly.

那艘船漏得很厉害。

3. drop by drop 一滴一滴地

4. spill *vt. / vi.* 溢出；泼出

The coffee is so full that it might spill over.

咖啡太满可能会溢出来。

5. hinder *vt. / vi.* 阻碍，阻挡

Heavy snow hindered construction work.

大雪阻碍了建筑工程的进展。

6. drain *vt. / vi.* (使)流干，(使)逐渐流走

It was not easy to drain the flooded mine.

排干矿坑里的积水不容易。

7. launch *vi.* 投入；开始；着手进行

They will launch on the production of passenger cars next month.

他们将于下个月开始生产客车。

8. thought-provoking *adj.* 引起思考的，发人深省的

These are thought-provoking questions.

这些问题可以诱导大家去思考。

9. inexhaustible *adj.* 无穷无尽的；用不完的

The rivers afford an inexhaustible supply of fish.

这几条河有取之不尽的鱼类资源。

10. get round to 设法找到足够的时间去做(某事)

After a long delay, he got round to writing the letter.

耽搁了很久以后，他找到了时间写这封信。

11. run into 偶然遇见；累计达；流入

He has run into trouble in his job.



他的工作遇到了麻烦。

12. in store 将要发生，就要出现

There are better days in store for you.

更好的日子在等着你。

### 模板范文

#### Let the Crying Water Tap Stop Crying

What you first think of when seeing this cartoon might be that nobody fixes or tightens up the water tap so that water leaks drop by drop, spills over the ground and wastes. As a matter of fact, this cartoon reveals a typical social phenomenon that tremendous amounts of water resources are being wasted. There fore, it has severely affected people's daily life and hindered the development of our economy.

There are, I think, two main reasons for water wastage. In the first place, the ever-increasing population is a principal cause of water wastage. Examples can be seen almost anywhere and anytime. In the manufacturing process of iron and steel industry, a great deal of fresh water is needed, and at the same time waste water is drained out to pollute sources of water unavoidably. In the second place, an increasing amount of water is needed with the development of agriculture and industry, which directly results in the shortage of fresh water in many cities and dry areas. It is reported that in some countries and regions, there is even not enough water for drinking.

It is essential that effective actions should be taken to end the situation. Widespread campaign should be launched to enhance people's awareness of saving water. Meanwhile, it is essential to make and enforce effective rules and laws to protect water resources.

第一段描述了图画哭泣的水龙头的内容，指出了水资源浪费问题。

第二段从两方面阐述了水资源浪费现象的严重性。

第三段呼吁人们通过监督和法律手段来进行资源保护。

### 高分范文比照

#### Let the Crying Water Tap Stop Crying

As is depicted in the cartoon entitled A Crying Water Tap, water is continually dripping from the tap, spilled over the ground and wasted. The scene points to a rather thought-provoking problem of resources abuse in the present-day society.

Nowadays, some people are unaware of the oncoming fresh water shortage, because not only they believe that such resources come from inexhaustible supplies, but also they do not place a high value on valuable things at all. Even worse,

第一段描述了图画哭泣的水龙头的内容，指出了水资源浪费问题。

they hold the same notions towards other precious natural resources than water-electricity, paper, and food, just to name a few. It's sad to say that those people never get to notice the sad scene depicted in the picture. It seems that they pretend not to belong to the global village or they have misconceptions about nature conservation.

Given the painful situation, it is high time that the importance of nature conservation be directed to the public not simply by means of guidance but also by means of law enforcement. Unless such an epidemic is checked, we will run into great troubles in store for us, and even worse, there will be no water dripping out of the tap any more.

第二段指出某些人没有意识到水及其他自然资源短缺的现实，错误地以为这些资源是取之不尽、用之不竭的。

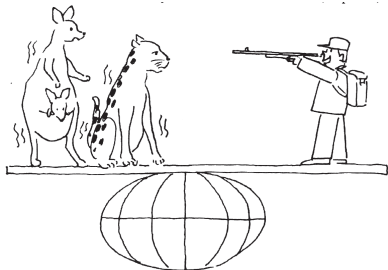
第三段呼吁人们通过监督和法律手段来进行资源保护，并指出了资源浪费的恶果。

### 练习 50:

Directions: Study the following drawing carefully and write an essay about the phenomenon. In the essay you should

- 1) describe the picture and interpret its meaning,
- 2) and give your comments on the phenomenon,
- 3) conclusion.

You should write about 150 words.



### 思路点拨

本篇为图画写作题。此类文章的大体思路如下：先对图片进行适当描写，然后指出图片所反映的内涵，提出自己的观点结合现实来论证，最后得出结论。

### 词汇准备

1. pose *vt.* 造成（威胁、问题等）
2. wild animal 野生动物
3. species *n.* 物种
4. ecological *adj.* 生态（学）的

Each animal has its ecological niche.

每种动物都有自己的生态位。



5. extinction *n.* (植物、动物等的) 灭绝

The plant is now in danger of extinction.

这种植物现在有灭绝的危险。

6. in harmony with 与……协调, 与……一致

7. witness *vt.* 亲眼看见

I witnessed the accident.

我亲眼目睹了这场事故。

8. at the expense of 以……为代价

He finished the job at the expense of his health.

他完成了那件工作, 但却损害了健康。

9. precarious *adj.* (情势) 不稳的, 危险的

He earned a precarious living as an artist.

作为一个艺术家, 他过的是朝不保夕的生活。

10. relentless *adj.* 残酷的, 无怜悯心的; 不间断的

The traffic noise is relentless.

交通车辆的噪音一刻也不停止。

11. adversary *n.* 对手, 敌手

He saw her as his main adversary within the company.

他将她视为公司里主要的对手。

## 模板范文

### Wildlife Protection

What you first think of when seeing this cartoon might be that hunting is posing a direct threat to wild animals. We have to understand the problem that we are protecting ourselves while saving wild animals.

There are, I think, two main reasons for accounting for the importance of protecting wild animals. In the first place, any species of wildlife, as a critical joint of the ecological chain, helps to establish the ecological balance. If one species becomes extinct, it will disappear forever. What is more, it will inevitably result in the extinction of a chain of wildlife and disrupt the ecological balance. Unpredictable disasters may occur. In the second place, wildlife preserves unknown genetic codes, which may turn out to be of vital importance and free human beings from fatal diseases and natural disasters in the future.

It is essential that effective actions should be taken to end the situation, because man has already polluted the environment seriously and threatened the existence of many wild species. Living in harmony with all wildlife is part of human responsibilities.

第一段阐明图片表达的含义, 即猎杀活动严重影响着野生动物的生存。

第二段论述保护野生动物的意义。

第三段呼吁采取行动禁止猎杀野生动物的行为, 使人类与野生动物能够和谐相处。

• 高分范文比照 •

### Wildlife Protection

We have all been witnessing the incredible speed in the progress of human society, yet few of us wonder about the underlying sacrifices. A painful fact that we are unwilling to face is to what extent our progress has been at the expense of extinction of wildlife species. The cartoon, depicting a man shooting at wild animals, brings home to us the significance of wildlife protection: in the ecological circle, human beings and wild animals are interdependent on each other. As is shown in the cartoon, they keep a fragile and precarious balance on each side of the seesaw. Any attempt to harm one will inevitably break the balance and eventually lead to the destruction of all.

We can see from the cartoon that hunting poses a direct threat to wild animals. Insatiable human greed becomes the driving force behind the killing of many precious and rare species. Some people hunt merely for pleasure, while others are driven by greed for the huge profits. Their relentless hunting has been a direct fatal cause of wildlife extinction.

Various types of environmental pollution are causes of wildlife extinction. Less obvious though it seems, it is more catastrophic. Hunting endangers the life of individual wild animals, but pollution perils the survival of an entire species. Deforestation, desertification, drying rivers and rising sea levels are just a part of the signs of a deteriorated environment, which has become hardly fit for many species.

As is shown in the cartoon, it is a critical moment: If we pull a trigger, we will fall victims to our own actions. It is a shame how few of us realize that human beings are never the masters of others nor adversaries but friends. Providing shelter for them also promises a better future for us.

第一段对图画进行了详细的描述，点明了其含义。

第二、三段分析了猎杀野生动物的原因及造成的影响。

第四段结合例证提出了作者的看法：呼吁采取行动禁止猎杀野生动物的行为。





# 附录

考博英语素材积累——  
不必再为各种话题词汇  
及短语烦恼





## I. 社会、文化与教育类

|                |  |
|----------------|--|
| 教育投入           | input in education   |
| 岗位培训           | undergo job-specific training  |
| 普及教育           | universal education  |
| 义务教育           | compulsory education / free education  |
| 初等教育           | elementary education   |
| 职业道德           | professional ethics  |
| 服务性行业          | service trade  |
| 在职培训           | on-the-job / in-service training   |
| 学分制            | the credit system  |
| 包分配            | guarantee job assignments  |
| 学术报告会, 专题讨论会   | symposium  |
| 记者招待会          | press conference   |
| 文凭             | diploma  |
| 读研热            | the craze for graduate study   |
| 应试教育           | examination-oriented education   |
| 义务教育           | compulsory education   |
| 人才枯竭           | exhaustion of human resources  |
| 辍 / 失学青少年      | school dropout / leaver  |
| 社会 / 文化 / 历史背景 | social / cultural / historical background  |
| 在一定的历史条件下      | in a given historical context  |
| 在这种特定条件下       | under such circumstances   |
| 复合型人才          | interdisciplinary talent   |
| 深厚的文化底蕴        | rich cultural deposit  |
| 大学生创业          | the university students' innovative undertaking  |
| 扩招             | expand the enrollment  |
| 被授予学位          | be granted a degree from   |
| 高分低能           | have high marks but low abilities  |
| 过分强调升学率        | place undue emphasis on the proportion of students admitted to schools of a higher level |
| 退学             | drop out of school   |
| 形成淘汰制度         | frame an elimination system  |
| 教书育人           | impart knowledge and educate people  |
| 因材施教           | teach students according to their aptitudes  |
| 德才兼备           | possess both political integrity and professional  |

|         |   |
|---------|---|
| 品学兼优    | ability   |
| 提高身心素质  | excel in morals as well as academic performances  |
| 适应社会的改变 | improve both physical and mental health           |
| 满足社会的急需 | adjust to the social changes                      |
| 保护知识产权  | meet the urgent need of the society               |
| 才疏学浅    | protect intellectual property rights              |
| 减轻负担    | be wanting in ability and shallow in knowledge    |
| 高等学校    | reduce heavy burdens                              |
| 综合性大学   | institution of higher education                   |
| 文科大学    | comprehensive university                          |
| 理工科大学   | university of liberal arts                        |
| 师范大学    | college / university of science and engineering   |
| 工业大学    | normal university                                 |
| 农业大学    | technical university                              |
| 医科大学    | agricultural university                           |
| 重点学校    | medical university                                |
| 业余学校    | key school  |
| 职业学校    | spare-time school                                 |
| 重点学科    | vocational school                                 |
| 希望工程    | key disciplinary areas / priority fields of study |
| 学龄儿童    | Project Hope                                      |
| 价值观     | school-ager                                       |
| 根深蒂固的观念 | values  |
| 生活节奏    | deep-rooted notion                                |
| 个人成就    | pace of life                                      |
| 爱国主义    | personal fulfillment                              |
| 责任感     | patriotism  |
| 竞争意识    | sense of responsibility                           |
| 自然灾害    | sense of competition                              |
| 职业教育    | natural disaster                                  |
| 继续教育    | vocational education                              |
| 学前教育    | further education                                 |
| 高等教育    | pre-school education                              |
| 人口众多    | education of higher learning / higher education   |
| 人口密度    | large in population                               |
|         | population density                                |



|        |  |
|--------|--|
| 国家教育经费 | national expenditure on education                                      |
| 财政拨款   | financial allocation   |
| 专任教师   | full-time teacher  |
| 教育方针   | guideline(s) / guiding principle(s) for education                      |
| 德才兼备   | combine ability with character; equal stress on integrity and ability  |
| 自学成才   | become educated through independent study                              |
| 启发式    | elicitation method (of teaching)                                       |
| 填鸭式教学法 | cramming method of teaching  |
| 附中     | attached middle school   |
| 进修班    | class for advanced studies   |
| 专修科    | special (training) course  |
| 自学考试   | self-taught examination  |
| 教职员    | teaching and administrative staff                                      |
| 教学人员   | the faculty; teaching staff  |
| 中、小学校长 | headmaster / headmistress; principal                                   |
| 大专院校校长 | president; chancellor  |
| 副主任    | vice-chairman  |
| 教授     | professor  |
| 副教授    | associate professor  |
| 专职教师   | full-time teacher  |
| 兼职教师   | part-time teacher  |
| 辅导员    | assistant for political and ideological work                           |
| 校友     | alumnus; alumna  |
| 学生会    | Students' Union / Association  |
| 高年级学生  | upper / higher grade pupil / student; pupil / student in senior grades |
| 低年级学生  | lower grade pupil / student; pupil / student in junior grades          |
| 走读生    | day student; non-resident student                                      |
| 住宿生    | boarder  |
| 旁听生    | auditor  |
| 研究生    | graduate student; post-graduate (student)                              |
| 应届毕业生  | graduating student / pupil; this year's graduate                       |
| 课程     | course; curriculum   |

|          |   |
|----------|---|
| 必修课      | required / compulsory course                              |
| 选修课      | elective / optional course                                |
| 基础课      | basic course  |
| 专业课      | specialized course  |
| 课程表      | school timetable  |
| 教学大纲     | teaching program; syllabus                                |
| 教学内容     | content of courses  |
| 学习年限     | period of schooling                                       |
| 学历       | record of formal schooling                                |
| 学年       | school / academic year                                    |
| 学期       | (school) term; semester                                   |
| 学分       | credit  |
| 分数       | mark; grade   |
| 五分制      | the 5-grade marking system                                |
| 百分制      | 100-mark system   |
| 学习成绩     | academic record; school record                            |
| 成绩单      | school report; report card; transcript                    |
| 毕业论文     | thesis; dissertation                                      |
| 毕业实习     | graduation field work                                     |
| 毕业设计     | graduation project  |
| 毕业典礼     | graduation ceremony; commencement                         |
| 毕业证书     | diploma; graduation certificate                           |
| 毕业鉴定     | graduation appraisal                                      |
| 授予某人学位   | confer a degree on somebody                               |
| 升级       | be promoted to a higher grade                             |
| 留级       | repeat the year's work; stay down                         |
| 补考       | make-up examination                                       |
| 升学       | go to a school of a higher grade; enter a higher school   |
| 升学率      | proportion of students entering schools of a higher grade |
| 奖学金      | scholarship   |
| (国家) 助学金 | (state)stipend / subsidy                                  |
| 领取助学金的学生 | a grant-aided student                                     |
| 学费       | tuition (fee)   |
| 伙食费      | board expenses  |



|                     |  |
|---------------------|--|
| 伙食补助                | food allowance   |
| 爱国主义教育              | education in patriotism  |
| 国际主义教育              | education in internationalism  |
| 集体主义教育              | education in collectivism  |
| 共产主义教育              | education in communism   |
| 共产主义道德品质            | communist ethics   |
| 政治思想教育              | political and ideological education  |
| 教书育人                | educate the person as well as impart book knowledge                        |
| 培养学生自学能力            | foster the students' ability to study on their own                         |
| 发挥学生主动性、创造性         | give scope to the students' initiative and creativeness                    |
| 培养独立分析问题和解决问题的能力    | cultivate the ability to analyze and solve concrete problems independently |
| 教育要面向现代化，面向世界，面向未来。 | Gear education to the needs of modernization, the world and the future.    |

## 2. 工作类

|           |   |
|-----------|---|
| 试用期       | probationary period                       |
| 人才流动和双向选择 | talent flow and dual-way selection        |
| 自由职业      | freelance profession                      |
| 拜金主义      | money worship                             |
| 获得名利      | achieve fame and wealth                   |
| 充分发挥个人的潜力 | bring one's potentialities into full play |
| 实干精神      | spirit of doing solid work                |
| 工作出色      | excel in one's work                       |
| 社会和个人的尊重  | social and personal esteem                |
| 生计问题      | a bread and butter issue                  |
| 生活补助      | living subsidy                            |
| 人才交流      | talent exchange                           |
| 培养人才      | cultivate talents                         |
| 推荐人才      | recommend talents                         |
| 人才外流      | brain drain                               |
| 优化产业结构    | optimize industrial structures            |
| 精减人员      | cut off the overstaffed offices           |
| 提高综合素质    | improve comprehensive quality             |

|            |   |
|------------|---|
| 解决劳动就业问题   | tackle the problem of labor force employment                        |
| 打破铁饭碗      | break the iron rice bowl; abolish the system of lifetime employment |
| 坚持改革       | be persistent in reform   |
| 造成失业问题     | bring about the unemployment problem                                |
| 下岗工人       | laid-off worker   |
| 优惠政策       | preferential policy   |
| 失业救济金      | unemployment pension  |
| 需要安全感和生活保障 | need a sense of security and guarantee of life                      |
| 劳动力短缺      | shortage of manpower  |
| 崇高职业       | noble career  |
| 白领工人       | white-collar workers  |
| 跳槽         | job-hopping   |

### 3. 国民经济、对外经济贸易类

|               |  |
|---------------|--|
| 看好经济增长        | think highly of economic growth                            |
| 行情看好          | favorable price / market can be expected                   |
| 片面追求发展速度      | seek an unduly high growth rate                            |
| 西部大开发战略       | the strategy of developing the Western Regions             |
| 失业            | unemployment   |
| 再就业           | re-employment  |
| 完善的市场和发达的金融体制 | well-established market and sophisticated financial system |
| 在过渡时期         | in a period of transition                                  |
| 市场疲软          | a market slump   |
| 统一定价          | unified price setting                                      |
| 稳定物价          | stabilize commodity prices                                 |
| 加强品牌效应        | strengthen brand effect                                    |
| 提高购买力         | raise purchasing power                                     |
| 百分点           | percentage points  |
| 计划经济          | planned economy  |
| 市场经济          | market economy   |
| 生产力           | productive forces  |
| 生产资料          | capital goods  |
| 供大于求          | oversupply   |
| 供不应求          | short supply   |
| 宏观调控          | macro-economic control                                     |





|           |  |
|-----------|--|
| 提高经济效益    | enhance economic performance / returns     |
| 服务行业      | service trade                              |
| 家用电器      | household electrical appliances            |
| 物美价廉      | low price and fine quality                 |
| 售后服务      | after-sales services                       |
| 旺季        | peak season                                |
| 销售渠道      | marketing channel                          |
| 商标冒用      | trademark infringement                     |
| 实行全方位开放   | practice multi-directional opening         |
| 知识产权      | intellectual property rights               |
| 投资环境      | investment environment                     |
| 跨国公司      | transnational corporation                  |
| 基础设施      | infrastructure                             |
| 招商        | attract investment                         |
| 和国际惯例接轨   | follow the international codes of practice |
| 加大改革力度    | intensify reforms                          |
| 一条龙服务     | one package service                        |
| 经济实力      | economic capabilities                      |
| 良性循环      | positive cycle                             |
| 国民经济的支柱   | mainstay of the national economy           |
| 格局初步形成    | pattern has taken initial shape            |
| 生意兴隆 / 冷淡 | business is booming / sluggish             |
| 质量信得过单位   | quality trustworthy organization           |
| 批量生产      | mass production                            |
| 保持良好的市场秩序 | maintain good market order                 |
| 适销对路      | marketable                                 |
| 脱销        | be out of stock                            |
| 刺激购买欲     | stimulate the desire to buy                |
| 促销        | promote sales                              |
| 超前消费      | excessive consumption                      |
| 有效期       | term of validity                           |
| 零售价       | retail price                               |
| 批发价       | wholesale price                            |
| 紧俏商品      | commodities in short supply                |
| 假冒伪劣产品    | fake and shoddy products                   |
| 产业结构升级    | upgrading of the industrial structure      |

|            |   |
|------------|---|
| 外向型经济      | export-oriented economy                           |
| 社会效益       | social effects / returns                          |
| 财政赤 / 盈余   | budget deficit / surplus                          |
| 合资企业       | joint venture                                     |
| 积极引进外资和技术  | actively attract foreign capital and technology   |
| 公开招标       | call for bids / tenders                           |
| 竞标         | competitive bidding                               |
| 投标         | bid for a project                                 |
| 中标         | win a bid; be awarded a tender                    |
| 拍卖         | auction   |
| 偷税漏税       | tax evasion                                       |
| 跨国公司       | multinational corporation                         |
| 贸易制裁       | trade sanctions                                   |
| 贸易壁垒       | trade barriers                                    |
| 全球经济一体化    | global economy integration                        |
| 西部大开发      | West Region Development of China                  |
| 中国加入世界贸易组织 | China's entry into WTO                            |
| 乱摊派乱收费     | imposition of arbitrary quotas and service charge |
| 亏损企业       | enterprise in the red                             |
| 创收         | generate profits                                  |
| 精简开支       | cut down the expenses                             |
| 扭转局面       | reverse the tide                                  |
| 有外需        | have a potential in overseas market               |
| 国有企业       | state-owned enterprise                            |
| 私人企业       | private enterprise                                |
| 垄断市场       | monopolize the market                             |
| 经济指标       | economic indicators                               |
| 社会总产值      | total product of society                          |
| 国民生产总值     | GNP (Gross National Product)                      |
| 国内生产总值     | GDP (Gross Domestic Product)                      |
| 国民收入       | national income                                   |
| 财政收入       | state revenue                                     |

#### 4. 环境保护类

|      |                                  |
|------|----------------------------------|
| 生态系统 | ecosystem                        |
| 沙尘暴  | sandstorm                        |
| 生态失衡 | disruption of ecological balance |



温室效应  
全球变暖  
淡水资源短缺  
环保意识

greenhouse effect  
global warming  
shortage of fresh water  
environmental awareness

## 5. 科普类

技术的传播  
科学普及  
计算机辅助设计 / 管理 / 教育

technology diffusion  
scientific popularization  
computer assisted design / management / instruction

信息 / 人口爆炸  
信息高速公路  
跟上……的最新发展  
保护环境免受污染  
保持生态平衡

information / population explosion  
information highway  
keep up with the latest development in...  
protect the environment from being polluted  
maintain ecological balance / keep the balance of nature

水土流失  
绿色食品  
高营养食品  
高蛋白食品  
发展中 / 发达国家  
外层空间  
水电站  
火电站  
城市化进程  
引进先进 / 尖端科技

erosion of soil and water  
green food  
highly nourishing food  
high-protein-content food  
developing / developed countries  
outer space  
hydro-electric power station  
fuel-electric power station  
urbanization  
acquire advanced / sophisticated science and technology

开发新能源  
科技新突破  
高技术  
温室效应  
工业化进程

utilize new sources of energy  
breakthrough in science and technology  
high-tech  
greenhouse effect  
industrialization

## 6. 政治类

建立奖励和制约机制  
建设物质和精神文明  
精简政府机构

establish an incentive and disincentive system  
establish material and spiritual civilization  
streamline government organs

|        |                                     |
|--------|-------------------------------------|
| 集思广益   | pool the wisdom of the masses       |
| 立法会议   | legislative session                 |
| 行政处罚   | administrative penalty              |
| 司法部门   | judicial department                 |
| 侵犯个人隐私 | invasion of privacy                 |
| 修改宪法   | revise the constitution             |
| 假账     | false accounts                      |
| 漏税     | tax evasion                         |
| 刑事诉讼   | criminal prosecution                |
| 行贿和受贿  | take and offer bribes               |
| 要求索赔   | claim compensation against          |
| 目无法规   | defy the law and social disciplines |
| 法律监督   | legal supervision                   |
| 扰乱治安   | disturb the social order            |



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ISBN 978-7-111-59856-5



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