

<<英语基础写作教程>>

图书基本信息

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前言

《英语基础写作教程》是为高职高专英语专业、商务英语专业的学生编写的，同时适合成人大学的英语专业、商务英语专业以及英语水平相近的自学者使用，也是广大学生参加全国大学英语四级、六级考试的必备参考书。

本书的主要特点是实用。

全书总共分为4个部分，11个单元，各部分的内容深入浅出，从造句、段落写作、完整作文写作到应用文写作，都提供了一些基本方法。

本书的内容是学习者必须掌握的英语写作基本知识，对于学习者会有实际的帮助。

本书的另一个特点是难度适中。

本书的讲解使用简单易懂的英语，而且各单元中的方法和技巧部分都用中文讲解，语言简练，便于学习者领悟和学习。

另外，本书提供了较多的例句、段例和范文，范文大多选择英美读物的原文，这不仅可以帮助学习者理解写作方法，还可以提供学习者模仿。

此外，每个单元后都附有一定量的练习。

书后附有英语标点符号的用法，并提供了一些趣味阅读材料。

本书是按句、段、文、应用文和摘要的次序来排列的。

但是，在实际的教学中，没必要按照这个次序来学习写作，可以从学写段开始，逐步过渡到写文章摘要和整篇文章。

至于造句，可以穿插在任何一个单元中去讨论，让学习者逐步体会。

本书适合两个学期教学，但如果学时不够的话，可以选择其中的一部分，如学写应用文。

本书由袁亚平负责全书的审校和统稿工作，周力教授审阅了全书，张武保教授对本书的修改也提供了不少的建议。

参加本书的编写人员都是各个学校多年从事英语写作的教师，这些学校是：广州大学、广州城市职业学院、广东工贸职业技术学院、华南农业大学、广东白云学院、广东水利电力职业技术学院，对于他们的支持和帮助特此致谢。

由于编者水平所限，书中可能有不少的疏漏或不当之处，恳请广大读者和专家批评指正。

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内容概要

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书籍目录

Part One English Sentence Writing(英语句子写作)Unit 1 The Making of Sentences(造句)1.Basic Elements of a Sentences(句子的基本要素)2.Five Basic Sentence Patterns(5种基本句型) 2.1SV(Subject + Veb)(主语 + 谓语)2.2SVCs(Subject + Verb + Subject Complement)(主语 + 谓语 + 主补)2.3 SVO(Subject + Verb + Direct Object)(主语 + 谓语 + 宾语)2.4SVOCo(Subject + Verb + Object + Object Complement)(主语 + 谓语 + 宾语 + 宾语补足语)2.5SVOiOd(Subject + Verb + Indirect Object + Direct Object)(主语 + 谓语 + 间接宾语 + 直接宾语)3.Types of Sentences(句子的分类)3.1Simple,Compound,Complex Sentences and Compound-complex Sentence(简单句、并列句、复合句、并列复合句)3.2Periodic Sentences and Loose Sentences(圆周句和松散句)3.3Short and Long Sentences(短句和长句)4.Variety of Sentence Patterns(句型的多样化)4.1Beginning of a Sentence (句首部分) 4.2Structures and Lengths of Sentences(句子的结构和长度)Review Exercises(复习与练习)Unit 2 Sentence Structure Problems(句子结构错误)1.Faulty Parallelism(平行结构错误)2.Fragmentary Sentences(破句)2.1Dependent-word Fragments(从属连词引起的破句)2.2-ing and to Fragments(-ing分词和to动词不定式引起的破句)2.3Added-detail Fragments(增加细节引起的破句)2.4Missing-subject Fragments(缺少主语的破句)3.Dangling Modifiers(垂悬修饰)4.Confusing Reference (指代混乱) 5. Run-on Sentences (串句) 6. Misplaced Modifier (错位修饰) 7. Subject-verb Agreement (主谓一致) Review Exercises (复习与练习) Part Two Paragraph Writing (段落写作) Unit3 The structure of a Paragraph (段落的构成) 1. The Topic Sentence (主题句) 1.1 How to Write a Good Topic Sentence (如何写好主题句) 1.2 Positions of the Topic Sentence (主题句的位置) 2. The Supporting Sentences (支持句) 3. The Concluding Sentence (结尾句) Review Exercises (复习与练习) Unit 4 Qualities of Effective Paragraphs (段落要素) 1. Paragraph Unity (段落的统一性) 2. Paragraph Completeness (段落的完整性) 3. Paragraph Coherence (段落的连贯性) Review Exercises (复习与练习) Part Three English Essay Writing (完整作文写作) Unit 5 Writing Process (完整作文写作过程) 1. Writing Steps (写作步骤) 1.1 Planning and Organizing Ideas (计划准备阶段) 1.2 Outlining (列提纲) 1.3 Drafting (打草稿) 1.4 Revising (修改) 1.5 Editing and Making the Final Copy (编辑定稿) Part Four English Practical Writing (英语应用文写作) AppendixAppendix1 Punctuation Marks (标点符号) Appendix2 Funny Reading (趣味阅读) 参考文献

章节摘录

As, indeed, there are two sides to this complex subject. Maybe they should have this right when they want to clone a child, either to provide a transplant for a dying child or to replace that of a lost one. But we should take into serious consideration if human cloning will be allowed to continue. This is a persuasive essay. The first paragraph introduces the writer's viewpoint: cloning will bring the demise of family values (the thesis of the essay). In the sake of persuading readers to agree with the point of view, in the second paragraph the writer presents the disadvantage of cloning from different angles: lose the family value, cause many social problems, inbreed. To make readers follow the cue of the evidence or facts, the writer provides transitions to move from one point to another, for example, "Just imagine if... ; And when... ; As a human being... ; Another negative effect... ". In the last paragraph, the writer evaluates what has been stated and calls the social to take a consideration for cloning.

Another Example : The mass media is now a global phenomenon and has revolutionized the way of individuals communicating with each other and receiving information. There are three forms of mass media——newspaper, radio and television. Mass media influences socialization in different ways. The influence of the media has evolved along with technology, from early newspapers to modern cable television and the Internet. By the early 1920s radio soon had replaced newspapers as the primary source for news and political information. Once politicians could directly speak to large numbers of people, their influence over public opinion could be immediate as well as dramatic. Additionally, radio shifted the focus of news coverage to national and international issues. Television combined sound with pictures making the news appealing and quickly replacing radio as the dominant source for political information. The media reports on the activities of government, tells the government which public issues warrant government action, helps to focus the public on a particular issue, and investigates politicians and events. For example, presidential candidates have appeared more frequently on cable television.

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