

# 1

第 1 章

## 英语写作

### 第 1 节 山东省普通高校专升本英语考试写作考情分析

#### 一、文件分析

作为一项重要的语言输出技能，写作是英语学习者基于对输入材料的加工和整理进行的再创造过程。通过写作练习，英语知识不断得到巩固和内化，这有利于学习者英语技能的全面发展和提升。因此，在“山东省普通高等教育专升本统一考试”历年英语试题中，写作一直是一项重要的考查项目。英语写作能力的考查，涉及语言基础、遣词造句、谋篇布局、逻辑思维等多方面内容。

2020年11月，山东省教育招生考试院下发《山东省2021年普通高等教育专科升本科招生考试英语（公共课）考试要求》，对于写作能力的要求为：考生能根据题目要求完成简单的书面表达任务。考生应能：

1. 写出常见体裁的应用文；
2. 描述人物或事件，并进行评论；
3. 根据文字提纲或图表提供的信息书写短文或报告；
4. 正确有效地运用所学语言知识，清楚、连贯地传递信息，表达思想，做到语句通顺、结构完整、文体规范。

#### 二、真题梳理

##### 1 2011-2021年真题写作要求

###### 【2011 写作真题】

###### Part V Writing (15 points)

Directions: For this part, you are allowed **30 minutes** to write a letter of complaint. You should write **at least 120 words** following the outline given in Chinese below:

假设你是魏芳，住在一幢公寓楼里，你的邻居赵先生太吵了，你实在难以忍受，你写信给公寓楼管理员，内容包括：

1. 解释写信的目的；
2. 详细说明邻居的行为对你的生活造成的影响；
3. 你希望管理员做些什么。

### 【2012 写作真题】

#### Part V Writing (15 points)

Directions: For this part, you are allowed **30 minutes** to write a composition on the topic. You should write **at least 120 words** and base your composition on the outline (given in Chinese) below:

你计划 4 月 6 日晚上 6 点在家举办一场派对。写一封邀请信给你的朋友，内容应包括：

1. 说明你举办派对的原因；
2. 告知你所安排的派对活动。

### 【2013 写作真题】

#### Part V Writing (15 points)

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 120 words** following the outline 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. 你的观点。

### 【2014 写作真题】

#### Part V Writing (15 points)

Directions: For this part, you are allowed **30 minutes** to write a composition on the topic *Online Games*. You should write **at least 120 words** and base your composition on the outline (given in Chinese) below:

1. 现在有一些大学生沉迷于网络游戏，家长和学校对此甚为担忧；
2. 有人认为网络游戏并不是一无是处；
3. 你对此的看法是……

**【2015 写作真题】****Part V Writing (15 points)**

Directions: For this part, you are allowed **30 minutes** to write a composition on the topic. You should write **at least 120 words** and base your composition on the outline (given in Chinese) below.

**说明:** 你想要申请一份经理助理的职位。写一封求职信, 内容应包括:

1. 表现你对该工作的兴趣;
2. 介绍自己;
3. 说明自己为什么适合该工作。

**【2016 写作真题】****Part V Writing (15 points)**

Directions: For this part, you are allowed **30 minutes** to write a short essay entitled *How to Solve the Energy Problem?* You should write **at least 120 words** following the outline given below:

1. 有人认为解决能源危机的方法是节约;
2. 有人则认为开发新的能源是最好的方法;
3. 你的看法。

**【2017 写作真题】****Part V Writing (15 points)**

Directions: For this part, you are allowed **30 minutes** to write a short essay entitled *What Should Determine a Student's Grade?* You should write **at least 120 words** following the outline given below:

1. 有人认为学生的成绩应该由考试来决定;
2. 有人认为学生的成绩应该由学习态度和课堂表现来决定;
3. 你的看法。

**【2018 写作真题】****Part V Writing (15 points)**

Directions: For this part, you will be allowed **30 minutes** to write a short essay entitled *How Does Wechat (Weixin) Influence Our Life?* You should write **at least 120 words** following the outline given below:

1. 当前微信成为人们生活中不可或缺的部分；
2. 微信给人们生活带来怎样的影响和改变；
3. 你的看法。

### 【2019 写作真题】

#### Part V Writing (15 points)

Directions: For this part, you are allowed **30 minutes** to write a short essay entitled ***Can Paper Reading Be Replaced by Online Reading?*** You should write **at least 120 words** following the outline given below:

1. 随着网络的发达和普及，越来越多的人通过网络获取信息，喜欢网络阅读，去书店买书阅读的人越来越少；
2. 读纸质书籍给我们带来的乐趣是网络阅读所达不到的；
3. 你的观点。

### 【2020 写作真题】

#### Part IV Writing (20 points)

Directions: In this part, you should write a letter of **no less than 100 words** in English based on the following information.

It is time for students to go back to school. Suppose you are Li Hua. Write a letter to your classmate Wang Hong to give your suggestions about the prevention and control of the COVID-19 (新冠肺炎). Your letter should include:

1. What measures should be taken after students returning to school?
2. Why are these measures necessary?

### 【2021 写作真题】

#### Part IV Writing (20 points)

Directions: In this section, you should write an essay on **How to Bridge the Digital Gap for the Elderly** based on the following information.

The digital gap (数字鸿沟) has reduced the social participation of the elderly in recent years. Many of them have difficulties in using smart devices. Your essay should include:

1. your understanding of this phenomenon
2. measures that should be taken to help the elderly

You should write **at least 100 words** in English. Please write your essay on the ANSWER SHEET.

## 2 梳理小结

### (1) 写作字数要求及分值变化

2011—2019年：字数不少于120词，分值15分；

2020—2021年：字数不少于100词，分值20分。

### (2) 写作题材

具有很强的实用性和时事性，题材多集中于社会、教育、环境、工作、学习和生活等方面。

### (3) 写作题目的形式

2011—2021年的英语写作题目主要考查议论文写作和应用文写作两大类。在实际考试中，多以标题作文、提纲式作文或情景作文的形式出现，应用文写作以信函写作为主；根据2021年考试要求，也有可能出现图表作文和图片作文的形式。

## 第 2 节 英语写作中的常用句型

### 一、话题导入常用句型

- 1 With the rapid development/growth of..., ... have/has become increasingly important in our daily life/a necessary part of our daily life.

**例** With the rapid development of technology, cellphone has become increasingly important in our daily life.

- 2 Recently the issue/problem of... has been brought into focus/brought to public attention.

**例** Recently the issue of studying abroad has been brought into focus.

- 3 ... has caused wide public concern recent years.

**例** Life-long education has caused wide public concern recent years.

- 4 ... is a topic that is being widely talked about.

**例** Cultural confidence is a topic that is being widely talked about.

- 5 An increasing number of people are becoming aware of the importance of... /beginning to realize that...

**例** An increasing number of people are beginning to realize that energy-saving and environmental protection is the theme of the development in today's world.

- 6 Now, it is generally accepted/commonly thought that...

**例** Now, it is generally thought that our society had dramatically changed by artificial intelligence.

### 7 There is a growing awareness that... is important.

**例** There is a growing awareness that college education is important.

### 8 There is a growing tendency for..., which I believe will not change in a short time.

**例** There is a growing tendency for teacher to teach online, which I believe will not change in a short time.

### 9 There is a public/general debate/discussion on/over, as to...

**例** For the phenomenon of college students doing part-time jobs, there is a general debate on campus.

### 10 At present, ... (问题) that we are confronted with is becoming more and more serious.

**例** At present, the problem of the left-behind children that we are confronted with is becoming more and more serious. It has increasingly become a common concern of the public.

## 二、表明观点常用句型

### 1 When speaking of/When it comes to..., some think/hold/believe...

**例** When it comes to sports, some believe basketball is the most popular one.

### 2 When asked about..., the vast/overwhelming majority of most people think/believe/answer that... (But...)

**例** When asked about choosing living place, the vast people think that living in the big city is perfect. (But I think living in the small town is the better choice.)

### 3 People's views on... vary from person to person. Some claim/believe/argue that... Others, however, disagree with it/hold the opposite opinion.

**例** People's views on studying abroad vary from person to person. Some claim that studying abroad can broaden one's horizon. Others, however, disagree with it.

**4 Nowadays, it is commonly/widely/generally believed/thought/held that..., but I wonder/doubt that...**

**例** Nowadays, it is generally believed that online reading is convenient, but I wonder that paper reading is more comfortable.

**5 To some extent/degree, ... fails to meet/satisfy one's need/demand/requirement. To a certain extent/degree, ... is far from satisfactory/doesn't come up to one's expectations.**

**例** To some extent, the measure we have taken fails to meet their needs.

**6 It is natural to believe that... but we shouldn't ignore/neglect that...**

**例** It is natural to believe that artificial intelligence facilitates our life, but we shouldn't neglect that it is also stealing our life.

**7 Here are different opinions among people as to...  
People have different opinions on...**

**例** People have different opinions on the growth of fast food in China—some positive, some negative.

**8 It has become obvious/apparent to us that...**

**例** It has become apparent to us that protecting the environment is more important.

**9 There is some truth in both arguments, but I think... outweigh...**

**例** There is some truth in both arguments, but I think the disadvantages of online reading outweigh its advantages.



10 Obviously, it has its drawbacks as well as merits/both advantages and disadvantages.

### 三、引用与举例常用句型

1 A proverb says, ...

**例** A proverb says, “If you can stand up one more time than you fall down, you are the winner!”

2 As a (classic) proverb goes that...

**例** As a classic proverb goes that, “Give a man a fish, and you feed him for a day.”

3 We can cite... as an excellent example which can perfectly fit my idea of...

... is such a prime example which can perfectly illustrate my description of...

**例** We can cite Yuan Longping as an excellent example which can perfectly illustrate the importance of sticking to one's dream.

4 I can think of no better illustration of this idea than the example of...

**例** I can think of no better illustration of this idea than the example of England.

5 A good case in point is...

**例** A good case in point is that some successful students are so obsessed with exam results that they neglect the cultivation of their comprehensive ability.

#### 四、数据描述句型

##### 1 According to a recent survey, ...

**例** According to a recent survey, many young people would like to learn different cultures, to enrich their knowledge and to widen their vision through online learning.

##### 2 A recent survey revealed that...

**例** A recent survey revealed that most young people are lack of the right concept of money management.

##### 3 The statistics presented in the chart are rather convincing and the figures lead us to the conclusion that...

**例** The statistics presented in the chart are rather convincing and the figures lead us to the conclusion that binge eating is harmful to health.

##### 4 All these data clearly prove the fact that...

**例** All these data clearly prove the fact that family education plays an important role in one's life.

#### 五、原因分析常用句型

##### 1 The reason for... is not far to seek.

**例** The reason for this problem is not far to seek.

##### 2 It is no easy task to identify the reasons for...

**例** It is no easy task to identify the reasons for this phenomenon which involves several complicated factors.

##### 3 A number of factors could account for...

**例** A number of factors could account for this disaster.

#### 4 Nowadays, ... has become a problem we have to face.

**例** Nowadays, environmental pollution has become a problem we have to face.

#### 5 There are numerous reasons why..., and I shall here explore only a few of the most important ones.

**例** There are numerous reasons why it is difficult for college students to find a job, and I shall here explore only a few of the most important ones.

### 六、提建议常用句型

#### 1 Here are some suggestions for...

**例** Here are some suggestions for handling pressure.

#### 2 Herefore/Thus, it is high time that we did...

**例** Thus, it is high time that we did something to curb waste.

#### 3 Accordingly, I recommend that...

**例** Accordingly, I recommend that we should seek some professional advice before taking measures.

#### 4 Consequently, to solve the problem, I'd like to give my advice/suggestion that...

**例** Consequently, to solve the problem, I'd like to give my advice that we should raise our awareness of protecting the environment.

#### 5 ... should be launched to...

**例** A large-scale publicity campaign should be launched to enhance the consciousness of the public.

## 七、归纳总结常用句型

1 ... shows that the importance of... cannot be overemphasized.

**例** This evidence shows that the importance of traffic safety cannot be overemphasized.

2 Only by living up to the three requirements, can we...

**例** Only by living up to the three requirements, can we achieve the goal.

3 If one can really put the three points into action/practice, ...

**例** If one can really put the three points into action, he will surely be able to live a healthy and happy life.

4 Only with combined efforts, can we...

**例** Only with combined efforts, can we expect our hometown to take a new face in due course.

5 From what has been discussed above, we may safely draw/come to/reach/arrive at the conclusion that...

**例** From what has been discussed above, we may safely come to the conclusion that smart phone has a thoroughly bad effect on family life.

6 The ample evidence presented enables us to reasonably conclude that...

**例** The ample evidence presented enables us to reasonably conclude that counter measures must be carried out to reverse or at least alleviate the worsening problems.

## 第3节 英语写作——谋篇

### 一、段落展开

很多学生在写英语作文时会遇到这样的问题：确定了文章的总体思路和各个段落的中心思想之后，在对各段主题句（论点）进行论证时发现写了两三句就无话可说，导致分析论证流于表面，缺乏深度，思想表达局限，不够全面。本节详细讲解几种常用的段落展开方式。

#### 1 举例法

举例法通过举出典型的具体事例进一步论证、支撑主题句所表达的中心思想或论证段落中的某一论点，事例可以是一个，也可是多个，以此展开段落。生动的例证一方面可以使主题句的抽象意义更具体、更直观地表现出来；另一方面可以增强观点的说服力。

##### 例

There is no shortcut to success. In reality, shortcuts usually lead to failure rather than quicker success, **which can be exemplified by the story of a farmer in the Song Dynasty.** It is told that one day when the farmer was ploughing in the field, a hare suddenly came dashing past, ran into a tree stump on its way and dropped dead. Ecstatic, the farmer took the hare home and enjoyed a big meal. From then on, he did nothing but stand by the stump, waiting for more hares. Day after day, one year went by, but no more hares came. Even worse, his field was overgrown with weeds and yielded no crops. The farmer in the story had intended to take shortcuts to get something for nothing, but paid a heavy price finally.

本段的第一句话就是段落主题句，指出论点“成功没有捷径”。这里的“捷径”含义比较抽象，不容易理解。但是作者用守株待兔的故事作为具体事例加以论述，主题观点就较为生动和直观地表达出来了，段落也就此展开。

#### 2 列举法

列举法通过列举一系列的事实论据来进一步说明或论证主题句所表达的中心思想，展开段落。恰当地使用列举法，可以使论证过程更有逻辑，使整个段落显得条理清楚。

**例**

The green products have been becoming more and more popular among people. **There are several reasons accounting for the phenomenon. The first factor is** that the government has called on joint efforts to carry out the “Healthy China Initiative”, which further stimulates people’s demand for green products. **The second factor is** that with the steady and rapid economic development of the country, individuals are more willing to invest money and energy in health since their personal income as well as living standards has improved to a large extent. **The last point is** that fast-paced modern life is often accompanied by additional pressures, which more or less attract people’s attention to green products.

本段的第一句是段落主题句，下一句当中的 several reasons accounting for the phenomenon 为下面的列举作好了铺垫。作者用了 the first factor, the second factor 和 the last point 作为连接语，条理清楚地列举了绿色产品越来越受消费者欢迎的三个原因，段落就此展开。

### 3 比较法和对比法

比较法常常指比较两种事物或两种观点之间的相同点或相似之处。而对比法则恰恰相反，它对比两种事物或两种观点之间的不同之处。在实际写作中，这两种方法常常一起使用，既比较相同点又对比不同点，使文章更有说服力。

**例**

**Compared with** South Korean students, American students are more independent in their access to financial resources. In accordance with different social concepts and family values of the two countries, South Korean students get used to asking their parents for living expenses while American students prefer financial independence. A majority of South Korean parents are pleased to provide adequate financial support for their children since they take it as a common practice of expressing love. **By contrast**, the idea of individuality is an important part of the American concept of family. Consequently, following the habit of self-reliance, American students usually do part-time jobs to achieve financial independence during their school years.

本段的第一句话是主题句，指出美国学生在经济方面比韩国学生更独立。然后作者从社会和家庭观念的角度对比了美国学生和韩国学生的不同之处，段落就此展开。

## 4 因果法

因果法用于说明事物的因果关系，常用在说明文或议论文中。在写作时可以先因后果，也可以先果后因。一般来说，因果法主要适用于两种情形：一是主题句中先给出结果（effect），随后陈述若干个原因（cause）；另一种情形是，在主题句中给出一个原因，后面论述这个原因所造成的各种结果。

### 例

**There are numerous reasons explaining why** the majority of people in the U.K. prefer driving to work. **First of all**, compared with other traffic tools, cars are faster and more flexible, which appeals to most U.K. consumers. **Secondly**, the comfort of cars makes itself an incomparable advantage over other means of transportation. People who go to work by car can enjoy a quiet, private and uncrowded environment. **Thirdly**, with the prosperity of market economy, not only the number of cars but also people's purchasing power has increased greatly. **Consequently**, cars are chosen as the main vehicle.

本段第一句开篇指出结果“在英国，大多数人喜欢开车去上班”。然后分条阐明其原因，段落由此展开。

## 5 顺叙法

在叙述一个故事或者一系列事情时，按事情或动作发生的时间顺序展开段落。先发生的事情和动作先讲，后发生的事情和动作后讲。

### 例

Yesterday was one of those awful days in my life. **First**, I didn't hear my alarm clock in the morning and arrived late for work. **During the coffee break**, I dropped my coffee cup and spoilt my new shoes. **At lunchtime**, I left my purse on a bus and lost all the money. **After lunch**, I didn't notice a sign saying "Wet Paint" on a door so I spoilt my coat. **When I got home**, I couldn't get into my flat because I had left my key in my office.

在这个段落里，作者用了 first, during the coffee break, at lunchtime, after lunch, when I got home 等时间连接语，按时间的先后顺序记叙了糟糕的一天，段落由此展开。

## 6 空间法

空间法按照物体的空间位置来展开段落，比如可以按自左至右、由近到远、由上至下、由里到外、由中间到两边等顺序展开描述，应根据具体情况具体分析。

### 例

The first place I visited was Tian'anmen Square, one of the symbols of China. Located in the center of Beijing city, it has witnessed the history and development of China. As the largest square in the world, its splendor gave me some kind of wonderful feeling that I had never enjoyed before. Standing **in the middle** of the square, I was deeply touched when seeing the five-star red flag fluttering in the breeze. **Around** the square, there are several famous buildings: the Great Hall of People on the west side, the Great Museum of Chinese History on the east and the Memorial Hall of Chairman Mao on the south of it.

这一段按空间顺序对 Tian'anmen Square 进行了详细描写，从 in the middle 到 around，这样的描写显得条理清晰。

## 二、衔接与过渡

段落展开时，句与句之间、段落与段落之间的衔接与连贯对于表达中心思想、支撑文章论点至关重要。一篇好文章，句子之间逻辑清晰，各个段落之间联系紧密，文章上下贯通，前后衔接，浑然一体。

那么如何实现衔接与连贯？恰当使用连接（过渡）性词语就是实现这一目标的最常用手段。英语写作中，最常见的“转承”“起合”表达主要有以下十类：

### 1 表示罗列

first, second, third; firstly, secondly, thirdly; first of all, in addition, finally; for one thing, for another; to begin with/to start with/in the first place, what's more, last but not least; besides/what's more/furthermore; on the one hand, on the other hand 等。

### 2 表示概括归纳

by and large, in a word, in short, in brief, in summary, to sum up, to conclude, in conclusion, on the whole, generally speaking, in general, from what has been mentioned above, all in all, in essence 等。



### 3 表示举例、解释说明

for example, for instance, take... for example, such as..., like..., in other words, that's to say, namely, ... is a case in point, ... serves as a typical example, a good illustration/example of... is... 等。

### 4 表示转折关系

regardless, notwithstanding, though/although/while, in spite of the fact that /despite the fact that, but, however, nevertheless, otherwise, on the contrary, conversely, in contrast to, instead 等。

### 5 表示并列关系

not only... but also..., both... and..., either... or..., neither... nor..., as well as 等。

### 6 表示因果关系

because, since, now/in that, as, for, because of, thanks to, due to, owing to, on account of, on the ground(s) that..., seeing (that)..., in as much as 等。

### 7 表示结果

so... that, such... that, therefore, thus, hence, as a result, as a consequence, consequently 等。

### 8 表示条件关系

if, as/so long as, on condition that, provided that, supposing that, unless 等。

### 9 表示让步关系

even if, even though, however, wherever, whenever, whoever, whatever, whichever, no matter how/who/what/which/where, while, as 等。

### 10 表示目的

for this reason, for this purpose, so that, so as to, in order that, in order to 等。