

2021 年全国大学生英语作文大赛(NEWCCS)

议论文写作指导

一、议论文的文体特点和写作要求

英语议论文同中文议论文一样也是以议论的方式,通过摆事实、讲道理来阐述自己观点的一种文体。英语议论文是一种限制性的写作,其论点、论据、论证都必须十分明确,学生必须结合题目要求来阐述相关观点。

议论文的结构通常可分为三个部分:

1. 引言段:引出一个令人关注的问题或明白地亮出自己的观点,如提倡什么,支持什么,反对什么。
2. 主体段:对提出的问题分析、推论、并运用归纳法、演绎法和类比法等进行论证,取得以理服人的效果。
3. 结论段:可以用两三句话来结束文章,同时要注意重申论点,与引言段呼应,但不能照搬原话。务必做到论点明确、要点齐全、论证严密、结构严谨、层次分明、首尾呼应。

二、议论文的写作方法与技巧

1. 审好题

人们常说:“磨刀不误砍柴功”。审题是写作的开始,是写好作文的前提条件,“好的开始是成功的一半”,议论文写作也不例外。只有明确题目要求,确立观点,确定论证方法及全文段落安排,才可能成功写出一篇好的议论文。如果写偏了题,再精心的构思、再好的语言表达也是枉然。审题主要包括六个方面:

一是判断议论文所属类型。英语议论文根据命题特点,从形式上来看可分为如下类型:①“一分为二”的观点。如:“轿车大量进入家庭后,对环境、经济可能产生的影响”。②“两者选一”的观点。如:“乘火车还是乘飞机”。③“我认为……”型,如:“你对课外阅读的看法”。④“怎样”型,如:“怎样克服学习中碰到的困难”。⑤图表作文,通过阅读图表中的数字与项目得出一个结论或形成一种看法。

二是确立该文的论点或作者须持的观点,以及支撑论点的道理和事实。

三是确定全文所包括的要点。

四是确定段落数及每段适用的连接词、过渡句,使文章连接紧凑、过渡自然、层次分明。

五是选择全文主要时态及各段适用的其它时态。

六是判断该文的格式,是书信还是短文。审题完毕,随即列出提纲。

2. 注重主题句的设置

主题句又叫中心句,是段落的论点,限制段落中议论的范围,是整个段落的纲领。主题句必须要正确,要明确表明作者赞成什么,反对什么。主题句在一篇百来字的议论文中好比“画龙点睛”,帮助作者分层次阐述自己的观点,让读者快速了解作者的观点。

(1) 确定主题句的位置

英语议论文的主题句宜设在段首第一句,这是由以下两个因素决定的。1)主题句出现的位置有三种情况:①段首,以便读者浏览主题句就可掌握文章的概要,这个位置适用于写提供信息或解释观点的段落;

②段末;③段中。2)英语民族的思维特点是常采用路标式(直线式)篇章结构,即主题句在段首。

(2)写出好的主题句

好的主题句具有以下特点:①有一定的概括性、普遍性而不是罗列具体事实。②句意明确而不是模糊不着边际。③让人有话可写而不是给出无可辩驳的事实。④不以问题的方式出现,也不要同时表达两个以上的观点。例如老师让学生写了以下的主题句:

1) Staying up late is bad for our health.

2) The more cars, the better?

3) There are two reasons why some people are fascinated by Super Girls and two reasons why some dislike them.

4) Beijing is famous for the Great Wall, the Summer Palace, the Imperial Palace and other places of interest.

5) a. Tom is a middle school student.

b. Tom is a hard-working middle school student.

6) Living in small cities is better than living in big cities.

然后让学生对照主题句的特点,他们一致认为 1)、5) b、6)为好的主题句。在实践和对比中,学生学会了如何写好的主题句,并且运用到议论文写作中,收到较好效果,见以下实例:(下段黑体部分是主题句)

Everyone lives by selling something. For example, teachers live by selling knowledge, philosophers by selling wisdom and priests by selling spiritual comfort. Though it may be possible to measure the value of material goods in terms of money, it is extremely difficult to calculate the true value of services which people perform for us. The conditions of society are such that skills have to be paid for in the same way that goods are paid for at a shop. Everyone has something to sell.

由此可见,好的主题句能帮助作者阐明观点,起到提纲挈领的作用。作者围绕段落的中心论点,运用多种方法展开论证,达到以理服人的效果。

3. 用好连接词和过渡句

从行文需要出发选用恰当的连接词、过渡句可使整篇文章文句流畅,句意转换自然,同时使表达合乎逻辑,文章结构严谨。倘若一篇议论文的段落里不乏高级词汇和复杂语法结构,但缺少了连接词、过渡句的润色而不能从一个观点自然地过渡到另一个观点,或段落里的各论据连接松散,势必削弱论证的效果,就算不上一篇好的议论文。下面分别说明如何有效运用连接词与过渡句。

(1) 句与句的连接词

连接词通常由连词、副词、介词短语和插入语等充当。有效使用连接词可使句意连贯、紧凑,以体现文章良好的严密的论证逻辑。

(2) 段与段的过渡句

过渡句帮助作者展示文章的条理和层次。恰当运用过渡句能使表达锦上添花。当文章从一个层次转换到另一个层次,或由一段内容转入另一段内容时需要用过渡句。恰当有效的运用过渡句,效果明显。例如:(题目及要求略,黑体部分为连接词、过渡句)

Wearing school uniform every day spreads an order over many schools. Is it good or bad for students?
Different people, however, have different opinions on this matter.

Some people say that it has a bad effect on developing students' personal character. **According to them,** students are tired of wearing the same clothes every day, which is hard to tell who's who. **Furthermore,** the cost of the school uniform is not low as many people think. With the bad quality, it's not well worth the money.

However, as a popular saying goes: "Every coin has two sides." Others argue that it is good for students. **In their opinion,** wearing school uniform will prevent students from wasting so much money on

clothes and the time on catching up with the fashion. **In addition**, it's easy for the teachers to recognize the students. There is no doubt that wearing school uniform every day is good for students.

In short, I firmly support the view that we should wear school uniform.

上文黑体部分综合体现了恰当、有效运用连接词和过渡句的最佳效果。全文行文流畅、衔接自然、条理清楚,浑然不觉作者是在套用各种连接词和过渡句。因此,非常有必要熟记一些常用典型的议论文过渡句,使议论文结构严谨,论点清楚,行文流畅。

1) 引言段的常用过渡句

Recently we had a heated discussion on ..., Opinions are various among different people.

Different people have different opinions on the question of ...

They differ greatly in their attitudes towards ...

Different people hold different views / opinions on this matter.

Although most people think ... I believe ...

此类过渡句能迅速引起读者注意,自然而然地引出全文要讨论的话题,或者开门见山地阐明文章的论点。

2) 主体段的常用过渡句

Some may hold the view that ... because ... But others have a negative attitude. From their point of view ...

Some people think that ... While others believe ...

Some people are for the idea of... because... But some people are against the idea of ... because ...

本文所指议论文的主体段可以是一段也可以是两段。通过正确使用过渡句,文章思路清晰,结构清楚,显示作者严谨思维,增强表达效果。

3) 结论段的常用过渡句

As far as I am concerned, I totally agree with the statement that ...

Therefore, it's easy to draw the conclusion that ...

As a consequence / result, I firmly support the view that ...

Taking all these factors into consideration, we may reach the conclusion that ...

To sum up / in a word / in conclusion / in short / above all / in general / generally speaking, I still hold the view that ...

运用过渡句的提示作用进入结论段,作者或是重申论点,或是强调论点,以便加深读者对全文的了解和深刻认识。

【参考范文】

Should Examination Be Abolished?

The examination system has come to be the main theme of modern education. One should take an examination and succeed in passing it before he could be admitted, promoted or graduated. As it plays so important a role in the realm of education it is under much criticism as to its validity. People who are in favor of it try to develop this system more; those who are against it believe that such a system should be abolished. Should examination be abolished? In my opinion it should be.

Many people think that an examination is the only means to test knowledge but, in fact, that is not true. A few questions given in an examination could by no means cover the whole field of the subject. Thus those who are able to answer them may be the poorest of the students and yet happen to know just a few points about that subject.

I'd like to say that, because of the existence of the examination system, students pay so much attention to gaining high marks, that they often forget the chief purpose of education. The so-called clever students devote

themselves to the study of textbooks only. They, of course, know nothing but the skeleton of knowledge. The end and aim of education, however, is to enable students to learn how to live. To do this, students must get themselves to do all kinds of training, physical as well as mental. The present examination system has discouraged students from making such an attempt.

Moreover, since the students try so hard to put their lessons into memory in as short a time as possible, psychologically, they soon forget the whole subject as soon as the examination is over. Surely this is one of the greatest wastes ever made in the history of civilization.

Lastly, in order to get high marks, there is a great temptation for students to cheat in an examination. Indeed, such a practice becomes the means to the end. They cheat their teachers, their parents and also themselves. Such a tendency would impair our moral standards.

Therefore, I am of the opinion, in conclusion, that the examination system should be abolished.

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书信作文写作指导

书信 (Letter) 一般分为两种:事务信件或公函 (Business Letter or Official Correspondence) 和私人信件 (Private or Personal Letter)。事务信函比较正式,其措辞要求有礼貌,并注意用词的准确和行文的简洁;私人信件的语气和格式比较随便。

书信的格式虽然较复杂,但是本届作文大赛只考查书信的正文的写作水平,开头和签名都已给出。书信的正文可分为三部分:开头、正文、结尾。

开头:信的第一段,一般开门见山,说明写信的目的。常用的句型有:1) 投诉信 I am writing to inform you that I am dissatisfied with your ...; 2) 询问信 I am writing to see if it is possible for you to provide me with information regarding ...; 3) 道歉信 I am writing to apologize for / say sorry for ...; 4) 感谢信 I would like to convey in this letter my heartfelt thanks to you for ...; 5) 建议信 I am writing to express my views concerning ... / You have asked me for my advice with regard to ... and I will try to make some constructive suggestions; 6) 求职信 I am writing to express my interest in your recently advertised position for a ...; 7) 邀请信 I am writing to invite you to ...。

正文:第二段正文同说明文的写法相同,解释或说明某事的原因或具体要求。写作时,要做到条理清楚,脉络明晰,行文简洁。常用的有列举法(listing),例证(exemplification),对比(contrast),因果(cause and effect)等。

结尾:最后一段的结束语一般是客套话,表示感谢或歉意,并且提出信件回复的要求或留下自己联系的方式。常见的表示感谢或歉意的用语有:1) 投诉信 I am sure you will give immediate attention to this matter. / I would like to have this matter settled by the end of ... (时间要求); 2) 询问信 Your prompt attention to this letter would be highly appreciated (如果你及时地关注这封信我将感激不尽)。/ I am looking forward to hearing from you soon (期盼早日收到你的回信); 3) 道歉信 I sincerely hope that you will be able to think in my position and accept my apologies (真诚地希望你能理解我,并接受我的道歉); 4) 感谢信 I must thank you again for your generous help... (对你无私的帮助,再次表示感谢); 5) 建议信 I hope you will find these proposals useful, and I would be ready to discuss this matter with you in detail. Your prompt attention to my suggestions would be highly appreciated; 6) 求职信 Thank you for considering my application and I am looking forward to meeting you. If you need to know more about me, please contact me at ... (联系地址); 7) 邀请信 We would be looking forward to your participation in the party. / I really hope you can make it (真切地希望你能来)。

下面我们通过一封建议信和询问信来讨论信件的写作要点。

【例一】建议信。

你给某英文报纸的读者来信栏目写信,信的内容包括:

- 1) 反映限制使用塑料袋后,塑料袋仍然大量使用。
- 2) 提出改进的建议。

建议信的主干部分是建议的内容,在没有提示具体的建议内容时,建议的内容可以从大和小两方面来考虑。大的方面指国家立法,社会关注,通过教育提高意识等;小的方面就是个人,具体该如何从我做起等。

【参考范文】

Dear editor,

I am writing the letter to draw your attention to the fact that some people still use plastic bags in spite of restrictions on the use of them, and I will try to make some constructive suggestions concerning the white pollution.

In my humble opinion, to solve the problem of widespread white pollution, it would be wise to take the following actions. **First of all**, an education campaign should be conducted to raise the public awareness of the negative effects of frequent use of plastic bags on our environment. **Besides**, there is no doubt that the authorities should strengthen the enforcement of related laws to completely ban the improper use of plastic bags.

I hope you will find these proposals useful, and I would be ready to discuss this matter with you in detail. Your prompt attention to my proposals will be highly appreciated.

Yours sincerely,

Li Ming

这封信的第一句开门见山地提出了写信的目的,反映限制塑料袋后仍然大量使用的问题,然后通过 make some constructive suggestions (提出建设性的建议)过渡到第二段。在第二段建议的说明中,使用了 First of all 和 Besides 暗示两条建议,其中教育和执法为主要途径。最后结尾,希望他的建议能够引起关注,并表示感谢。这封信从整体上看,语言简明,层次明晰,中心突出,并突出了信函的礼貌特点,语言得体,措辞诚恳平实。

【例二】询问信。

你希望进入一所国外著名大学学习,所以写信询问以下情况:

- 1) 自我简介并询问申请资格要求;
- 2) 询问学费和住宿情况。

【参考范文】

Dear Sir or Madam,

I am a Chinese student and hope to begin my study in your prestigious university next term. Therefore, I am writing to you to see if you would be kind enough to provide me with some essential information.

First, I'd like to know what qualifications I need to study in your university. I have already obtained a bachelor's degree from Wuhan University and scored 7.0 in IELTS. **Second**, will you please tell me what the tuition fees are for one academic year? Although I intend to be self-supporting, I still would be interested to know whether there are any scholarships available for international students. **Finally**, what types of accommodation are available for international students?

I am looking forward not only to your early reply but also to attending your eminent university soon.

Yours sincerely,

Li Ming

从上面的询问信可以看出,询问的内容可以包括许多方面,留学、旅游、求职等。一般而言,询问要给对方带来麻烦,要占用对方的宝贵时间,所以措辞要有礼貌,语言要简洁,让对方一看就知道你询问的主要内容。范文中的 first, second, finally 就明确地提出了三点,让对方一目了然。信中一般要进行自我介绍,并说明写信的目的。范文中的 to provide me with some essential information 指明要求对方提供必要信息。询问信常用的开头可用 I am ... and I am writing to ...; 正文就按照范文中的 first, second, finally 列举比较妥当。结尾主要表示真诚感谢,并希望早日获得所需信息和实现目标。