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# 《英语写作》考试大纲

## I. 考试性质

本科插班生招生考试是由专科毕业生参加的选拔性考试。高等学校根据考生的成绩，按已确定的招生计划，德、智、体全面衡量，择优录取。因此，本科插班生考试应有较高的信度、效度，必要的区分度和适当的难度。

## II. 考试内容和要求

### 一、考试内容

1、理论方面：要求学生掌握英语写作的基本写作规范和基础知识、有关概念和术语、不同体裁、不同风格的英语写作方法。

2、实践方面：要求学生能根据所给题目、写作提纲或图表等，在规定时间内写出规定字数的短文。

### 二、考试要求

学生能够掌握英语写作的基础知识和基本技巧，养成严谨、规范的英语写作习惯，培养初步的英语写作能力。

具体考试内容和要求如下：

#### Introduction

1. What is writing?
2. Why do we write?
3. What is good writing?

重点：Universally accepted Criteria for good writing

难点：What's good writing?

#### Part One Manuscript Form

1. Arrangement
2. Capitalization
3. Word Division
4. Punctuation
5. Handwriting

重点：Arrangement

难点：Word Division

#### Part Two Diction

1. Levels of Words
2. The Meaning of Words

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3. General and Specific Words

4. Idioms

5. Figures of Speech

重点: General and Specific Words

难点: Figures of Speech

Part Three The Sentence

1. Complete Sentences and Sentence Fragment

2. Types of Sentences

3. Effective Sentences

重点: Effective Sentences

难点: Effective Sentences

Part 4 Paragraph

1. Criteria of an Effective Paragraph

2. Steps in Writing a Paragraph

3. Ways of Developing Paragraphs

重点: Ways of Developing Paragraphs

难点: Criteria of an Effective Paragraph

Part Five The Whole Composition

1. Criteria of a Good Composition

2. Steps in Writing a Composition

3. Three Main Parts of a Composition

4. Types of Writing

重点: Types of Writing (Exposition and Argumentation)

难点: Outline Writing

Part Six The Summary and Book Report

1. The Summary

2. Book Report

重点: The Summary

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难点: Book Report

#### Part Seven Formal and Informal Styles

1. The Meaning of Style

2. Formal and Informal Styles

重点: Formal and Informal Styles

难点: Formal and Informal Styles

#### Part Eight The Research Paper

1. The Purpose

2. The Process

3. Format

4. A Sample Research Paper

重点: The Process

难点: The Process

#### Part Nine Practical Writing

1. Notices

2. Greetings, Good Wishes, Congratulations and Condolences

3. Formal Invitations

4. Notes

5. E-mails

6. Letters

重点: Layout of a Letter

难点: Layout of a Letter

#### Part Ten Punctuation

1. The Comma

2. The Period

3. The Semicolon

4. The Colon

5. The Question Mark

6. The Exclamation Mark

7. Quotation Marks

8. Parentheses

9. Brackets

10. The Dash

11. The Slash

12. Italics and Underlining

重点: The Comma, The Period, The Semicolon, The Colon

难点: Quotation Marks

### III. 考试形式及试卷结构

#### 一、试卷结构

- 1、名词解释题 (Terms Explanations) (本题共 5 小题, 每小题 2 分, 满分 10 分)
- 2、改错题 (Sentence Correction) (本题共 10 小题, 每小题 2 分, 满分 20 分)
- 3、主题句查找及非关联句辨识题 (Topic Sentences) (本题共 5 小题, 每小题 2 分, 满分 10 分)
- 4、概要写作题 (Summary Writing) (本题共 1 小题, 满分 20 分)
- 5、写作题 (Essay Writing) (本题共 2 小题, 满分 40 分)

#### 二、考试方式和时间

- 1、考试方式: 闭卷考试
- 2、考试时间: 120 分钟

### IV. 参考书目

- 1、《高等学校英语专业四级考试大纲》上海外语教育出版社 2004;
- 2、丁往道, 《英语写作手册》(第三版), 外语教学与研究出版社, 2009。

### V. 题型示例

#### Part I. Terms Explanations

**Directions:** Match the terms given below to their explanations or descriptions with the corresponding letters and write your answers on the **Answer Sheet**.

1. Synecdoche
  2. A loose sentence
  3. A Summary
  4. Metonymy
  5. Sentence fragment
- A. It is a figure of speech that consists in using the name of one thing for that of something else with which it is associated.
- B. It is a group of words that is punctuated like a sentence but in fact it lacks one or more basic sentence parts such as subject, predicate or object. So it is not a complete sentence and does not express a complete idea.
- C. It is a sentence in which the main idea is presented at the beginning and the elements of the sentences are placed in a chronological order.

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- D. It is a brief restatement of the essential thought of a longer composition.
  - E. It is a figure of speech in which a part is used for the whole, the whole for a part, the specific for the general, the general for the specific, or the material for the thing made from it.

### Part II. Sentence Correction

**Directions:** *Correct the following faulty sentences and write your answer on the Answer Sheet.*

- 6. There are many students study in the classroom every day.
- 7. A driver should never race your motor without a warm-up.
- 8. When I woke up I saw him asleep in bed, I had not heard him when he came back. Because I had been sleeping soundly.

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### Part III. Topic Sentences

#### Section A

**Directions:** *Find out the topic sentence in each paragraph and write the corresponding letter on the Answer Sheet.*

- 9. (A) My parents have gone out for the evening. Just as I settle down to read or watch TV, my little brother demands that I play with him. (B) If I get a telephone call, he screams or knocks something over. I always have to hang up to find out what's wrong with him. (C) Baby sitting my brother is no fun. He refuses to let me eat a snack in peace. (D) 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.

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#### Section B

**Directions:** *Find out the sentence that does not support the topic sentence in each paragraph and write the corresponding letter on the Answer Sheet.*

- 10. Topic sentence: Different people spend their weekends in different ways.
  - A. Some enjoy going to the mountains to hike, ski or just relax.
  - B. Others prefer going to the beach to enjoy the seashore activities and to get a suntan.
  - C. Water skiing is much more difficult than snow skiing.
  - D. Still others like to relax by staying home and reading a good book.

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### Part IV. Summary Writing

**Directions:** *Read the passage thoroughly and summarize the main idea with a maximum number of 130 words and a minimum number of 90 words. Write your summary on the Answer Sheet.*

"Xiao Liu is a sanitation worker in a restaurant, a much honored one. She has been awarded for her "excellent work and satisfactory service" by the National

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Tourism Administration four times since she took the job six years ago.

Her job seems simple. Every morning, she is required to clean two washrooms, two bathrooms, the balcony and the corridor. But it is hard and demanding work, especially for a girl who suffers from heart disease. "I usually have to come at 8:30 - half an hour before the working time begins, and start to bustle in and out without a break," says Liu. At 11 o'clock --- the opening time of the restaurant, everything is washed up. So is she. Then she stands in front of the washrooms to greet every guest with a smile, help them and do the cleaning whenever it is necessary.

"It is unusual work for such a young woman," says the manager of the restaurant. "It is not only the hard work but also the psychological pressure that she has to stand."

"I felt very ashamed and humble when I stood in front of the washroom on my first working day," recalls Liu. Then only 17 years old she blushed whenever a guest came. Her colleagues poked fun at her and her friends called her a fool.

"Because of my work, they think I am inferior and can only work in the washrooms. But I am not," she says. And the young woman, who had been eager to do everything well since she was a child, vowed to prove it.

Four years ago, she was honored as Excellent Sanitation Worker by the National Tourism Administration. It was the happiest day of her life. "Standing on the stage, I cried, because it is not only a prize, but a kind of understanding and recognition," Liu says.

In spite of the heavy work during the daytime, Liu spends every night learning from her sister's textbooks. "Sometimes I read till 3 o'clock in the morning and get up at 6 to go to work," she says. Two years ago, she passed the entrance examination for the "Worker College", and this year, she obtained a diploma in finance. Her thesis was selected for excellence and was honored at the commencement.(381 words)

## Part V. Essay Writing

**Directions:** *Some people argue that television is of great benefit to the community. However, others don't share the opinion. Do you agree or disagree?*

Write on **ANSWER SHEET** a topic outline first and then a composition of about 200 words on the following topic:

### Is Television of Great Benefit to the Community?

#### 1. Make an outline (15 分)

Make a topic outline or a sentence outline. You are required not to mix these two types. And you must make a clear thesis statement with a complete declarative sentence in the affirmative. Use parallel structures for the headings of the same rank and you must avoid single subdivisions.

#### 提纲格式范例

**Thesis statement:** \*\*\*\*\* (说明: 这里只能是 1 句完整的句子, 用以表达文章的中心思想)

**1. Introduction** (可以不展开陈述)

**2. \*\*\*\*\***

**2.1 \*\*\*\*\*** (说明: 这里的 2. 1 的 2 必须和上一行 2. 后面的第一个英文字母对齐)

**2.2 \*\*\*\*\***

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(说明：以上只要有 2.1 就必须有 2.2，否则就不要有 2.1；同样，如果想要有 2.3，也必须先有 2.1 和 2.2)

**3. \*\*\*\*\*** (根据需要，可有可无)

**4. Conclusion** (可以不展开陈述，另外如果没有 3，那么这里则标识为 3)

(说明：以上标识可以用 I, II, III, IV 代替 1, 2, 3, 4，如果那样，第二层级则不能再使用 2.1, 2.2，应该改为 A, B)

**2. Write an essay about 200 words based on the above outline (25 分)**

You are to write in three parts.

In the first part, state clearly what your idea is.

In the second part, provide one or two reasons to support your idea.

In the last part, bring what you have written to a natural conclusion or a summary.

Marks will be awarded for content, organization, grammar, and appropriateness.

Failure to follow the instructions may result in a loss of marks.