

06年同等学力申硕英语应试指南（写作）四 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/108/2021_2022_06_E5_B9_B4_E5_90_8C_E7_AD_c69_108086.htm 四、写摘要 摘要写作是一种实用的写作技能。

写摘要就是要用简洁的语言概述一个问题、事件或观点。它的用处十分广泛，在写论文、报告、总结或演讲稿时都需要这一技能。摘要的特点是简明扼要，因此写摘要时要对全文进行选择取舍，抓住重点，突出新观点，强调文章的目的和主要结论。要写好摘要，应注意以下三方面：第一，要理解原文，了解原文的总体结构和主导思想以及作者的意图。第二，要确认每一段的主题句及重要细节。最后，要注意全文的结尾，因为作者常在结尾归纳总结全文或重申主题。选择取舍也是写好摘要的关键。一般的细节，冗长的说明，修饰成分等可删节或简化。摘要不仅要简洁，还应(和其他文章一样)完整流畅。原文：The whole process of summarizing implies an ability to make decisions.You have to decide what the author's plan is,how the material has been organized,what the key ideas are,and what material is used merely as example.You will not find the technique of summarizing easy at first because it requires so many decisions.But your efficiency in making summaries,as well as your general reading efficiency,will increase in proportion to the time and effort you spend on perfecting your notetaking technique. 第一段的中心思想指出写摘要的过程是检查一个人的阅读理解水平的过程。它包括对文章总体结构的掌握，对主题思想的理解。(注意：本文的重点是写摘要，因此本段涉及的“决策能力”可以不提。)

Your final summary

should reflect clearly and accurately what the author has said. An inaccurate summary may be worse than no summary at all. An effective method of testing the quality of your summary is to set it aside for a month or two and then reread it. If it still recalls the essential information for you and seems to express the material in a clear and exact manner, you have done a good job. If it does not, make another attempt. This time you will do a better job. This method, incidentally, may well be applied to other types of writing. Many young writers have been advised to put their material aside for a while. If a piece of writing seems as good a year or two later as the day they finished it, they can begin to feel that it will stand the test of time. The same thing, of course, applies to what someone else has written and you have read. If you think a book you read several years ago was the best you have known, reread it. Don't be surprised if you find yourself sadly disappointed.

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