

在职申硕学位英语指南之写作（二）PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/112/2021_2022__E5_9C_A8_E8_81_8C_E7_94_B3_E7_c75_112157.htm 二、写作技巧 一篇好的

短文应该观点明确，思路清晰，论述有力、准确，语言正确，文字简洁、流畅、连贯，结构严谨。短文是由段落组成，因此写好段落是写好短文的关键。段落的组成分为三部分，主题句(Topic Sentence),推展句(Development Sentences)和结论句(Concluding Sentence)。下面分别就这三方面进行详解。

(一)主题句 1.主题句的作用 来源：考试大 主题句是全段的核心句，读者通过主题句能了解段落的中心思想。一个好的主题句还能限制话题所谈论的范围，表明段落展开的方向及方法。在英语文章中，围绕主题句展开的段落很多。下面两段摘自1995年的阅读试题。 A job applicant has the responsibility for ascertaining certain types of information prior to the interview.

First,the applicant should know what kind of job he wants and how that job relates to his career objective.It is important that the applicant be able to state his reasons for wishing to work for a particular company.Second,the applicant should seek as much information as possible concerning the company.Relevant information for the applicant to locate includes such items as the location of the home and regional offices,the financial status of the company,plans for expansion,and company philosophy.Information about most major corporations is available in reference books and periodicals. 上段第一句是段落的主题句，句子的大意是：申请工作的人在接受面试前有责任了解某些方面的信息。主题

句中的关键词是ascertaining certain types of information。紧接着，文章围绕主题句从两方面展开，论述了申请人应了解两类信息。 If Europeans thought a drought was something that happened only in Africa,they know better now. After four years of below ? normal rainfall (in some cases only 10 percent of the annual average), vast areas of France,Spain,Portugal,Belgium,Britain and Ireland are dry and barren .Water is so low in the canals of northern France that waterway traffic is forbidden except on weekends.Oyster growers in Britain report a 30 percent drop in production because of the loss of fresh water in local rivers necessary for oyster breeding.In southeastern England,the rolling green hills of Kent have turned so brown that officials have been weighing plans to pipe in water from wales.In Portugal,farmers in the southern Alentejo region have held prayer meetings for rain-so far,in vain. 上段中第二句是主题句，它点明了全段的中心思想，即：四年来，法国、西班牙、葡萄牙、比利时，英国及爱尔兰的降雨量低于常年，这些国家的广大地区都严重缺水。下面的各句都是围绕这一主题展开的。从上面两段中我们可以看到英语的段落只能有一个中心思想，如要再论述其他与该段中心思想无关的内容应另起一段。

2.主题句的位置 来源：考试大 主题句的位置可以在段首： London's weather is very strange .It can rain several times a day.each time the rain may come suddenly after the sun is shining brightly.The air is damp(潮湿的)and chill(冷的)right through July.On one March afternoon on Hampton Heath last year it rained three times,there was one hail(冰雹)storm,and the sun shone brilliantly-all this within two hours's time.It is not unusual to

see men and women rushing down the street on a sunny morning with umbrellas on their arms.No one knows what the next few moments will bring. 主题句的位置可以在段落中间： Just as I settle down to read or watch television,he demands that I play with him.If I get a telephone call,he screams in the background or knocks something over.I always have to hang up to find out what's wrong with him, Baby ? sitting with my little brother is no fun. He refuses to let me eat a snack(快餐)in peace.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. 主题句的位置可以在段尾： 来源： 考试大 Doctors are of the opinion that most people cannot live beyond 100 years,but a growing number of scientists believe that the aging process can be controlled.There are more than 12 000 Americans over 100 years old,and their numbers are increasing each year.Dr ? James Langley of Chicago claims that,theoretically and under ideal(理想的)conditions,animals,including man,can live six times longer than their normal period of growth.A person's period of growth lasts about 25 years.If Dr.Langley's theory is accurate(准确的), future generations can expect a life span(寿命)of 150 years . 主题句的位置可在段首段尾同时出现： Good manners are important in all countries,but ways of expressing good manners are different from country to country .Americans eat with knives and forks(叉) ; Japanese eat with chopsticks(筷子).Americans say"Hi"when they meet.Japanese bow.Many American men open doors for women.Japanese men do not.On the surface,it appears that good manners in America are not good manners in Japan,and in a

way this is true. But in any country, the only manners that are important are those involving one person's behavior toward another person. In all countries it is good manners to behave considerately toward others and bad manners not to. It is only the way of behaving politely that differs from country to country. (以上4段摘自大学英语精读课本)

主题句出现在段落首或尾完全由写作需要而定。一般地说来，写这样100多词的小短文把主题句放在段首更有利于考生扣准中心思想展开论述。

3. 怎样写好主题句来源：

考试大 主题句在段落中有着举足轻重的作用。因此写好主题句是写好段落的关键。在构思主题句时要注意以下三个方面：

- (1) 主题句首先应是一个完整的句子，任何词组或修饰成分都不能作主题句。如：More burdens, 就不是一个完整的句子。Reading is thought to be a kind of conversation between the reader and the text, 则是一个比较好的主题句。
- (2) 主题句不应太笼统概括。如：William Shakespeare is great 这句话很笼统，对段落如何展开没有指导和限定作用，因而不能作主题句。如改为：William Shakespeare wrote several historic plays, 则下文就能围绕莎氏的历史剧展开论述了。
- (3) 主题句不能太具体。如：The dictionary is small, 句子如果太琐碎具体就失去进一步展开的意义了。
- (4) 各段的主题句应相互照应。

在以 No Smoking 为题的作文中，各段的主题句分别是：

Smoking is harmful. Smoking does not only harm the smokers but also people around them. Therefore, smoking is a bad habit. 第二段的主题句用 not only, but also 连接词语沟通了上下两段的内容。第三段的 Therefore 又起了承上启下的作用，使全篇融为一体。

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