

如何对商务英语作文段落进行扩展？PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022__E5_A6_82_E4_BD_95_E5_AF_B9_E5_c85_151599.htm 一般来说，商务英语作文段落主要由三部分组成，即主题句、的扩展句和结尾句。主题句是篇章的核心，它表明作者的态度、的观点、的意图等，同时反映了段落的中心思想。主题句应具备：一是明确的观点，二是有一定的概括性，能用其它句子来解释、的描述、的分析等。扩展句主要围绕着主题句进行叙述，说明或论述等。扩展句必须明确、的具体。总结句指用一句话将某一主旨进行归纳总结或概括，有时还起承上启下的作用。总结句需要与主题呼应，引发读者对段落主题的进一步认识。总之，篇章的主题必须统一，内容完整、的结构连贯，长度适度。段落的扩展对构成一篇文章，展示文章的主题，有着举足轻重的作用。常用的方式有：1.排列顺序：既按照内容的主次、的时间的先后或位置的先后来进行论证，陈述或解释。常用的词语有：first / firstly , second / secondly , furthermore , finally , above all , first and most important , to begin / start with , in the second place , moreover , to conclude , next , then , afterward lastly , in the end , eventually. 2.比较和对比：一般来说，比较包括相同点和相异点。对比则仅指相异点。常见的词及词组有：in comparison (with) , likewise , similarly , in the same way , equally , but , in contrast With / to , instead , conversely , on the contrary , in / by contrast , while , Correspondingly. 3.因果和推理：这种段落发展方式通常用于解释某件事发生的原因和结果。经常用到的因果关

系的动词和动词词组有：cause , produce , lead to , bring about , result from , be due to , have an effect on , result in.因果关系的连接词有：due to , the fact that , for the simple reason , because (of) , so that , consequently , hence , as a result , accordingly , therefore , so long as , so , thus , owing to , now that , for / as , since. 4.举例：用实例来说明作者的观点是举例段落的发展方式。采用举例的方式，使文章内容更加充实，更富有内涵。常用于举例的词和词组有：such as , for example , for instance , as an illustration , to illustrate , a case in point , as follows , just as , just as , including , like. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com