

雅思写作方法论--TASK1写法 PDF转换可能丢失图片或格式，
建议阅读原文

https://www.100test.com/kao_ti2020/179/2021_2022__E9_9B_85_E6_80_9D_E5_86_99_E4_c7_179862.htm 了解须回答的内容和模式 写作测验的第一部份是测试您解释和表达一些图表上的资料。您必须用自己的文字写一篇完整的文章表达。您最少要写150字。您不用给任何意见做任何假设或做结论。题目提供给您的资料会用以下其中一种方式出现：一幅图画（a graph）圆图或柱图（pie chart or bar chart）图表内有一些资料（Table of information）一程序或步骤图（Diagram of stages of processor procedure）一连串事情的经过（Sequence of events）说明书（表）（picture of an object showing how it works）题目可能是一样以上的图表，题目有时不会特别说话，但通常您都会需要做一些资料的比较。在正式回答之前，用一两分钟弄清楚现有的资料和题目的要求。设计段落您只有20分钟时间完成第一部份，您绝对没有时间详细安排。你首先需认清图表的总义，然后决定应如何分段。记着您并不需要另分一段写结论(Conclusion)。您的段落数目应在3至5段之间为适宜。怎样写 Reference 以下是用“Reference”的一些格式。这些句子会帮助让读者了解资料是出自何处。The table/chart diagram graph shows (that)... According to the As (is) shown in the As can be seen from the ... figures statistics shows (that)... It can be seen from the We can see from the It is clear from the It is apparent from the table/chart diagram graph figures (that) ... diagram shows describes illustrates how... 记着不要用这类句子太频引至不必要的重覆。写一个好的介绍文 读者看您的文章时是不会看那些

图表的，因此您的文章必须令人明白图表所表达的资料。文章的第一句的用处是作为一个介绍（Introduction），因此这一句必须写得清楚，您可参考写作测验的参考文章。这一句必须要概括而客观。怎样表达统计数据 如您需写的文章是关于图表，您应注意资料是固定在某一个时间（fixed in time）还是在连串的时间中转变（changes over time）。如资料是一直转变的，您应用适当的文字和句子描述。资料转变可以是增加（Increase），减少（Decrease），波动（Fluctuate）或稳定（Remain Stable）。一般有两种语法可以表达：动词副词形式（Verb Adverb form）形容词名词形式（Adjective Noun form）

The number of (cars) VERB ADVERB FORM increased jumped rose significantly decreased 0dropped fell fluctuated slightly suddenly rapidly dramatically sharply steeply steadily gradually slowly from (June) to (December). between (June) and (December). There was a (very) ADJECTIVE NOUN FORM sudden rapid dramatic significant sharp steep steady gradual slow slight increase jump rise decrease 0drop fall fluctuation in the number of (cars) from ... to ... in the number of (cars) between ... and ... 并不是每个词都能配合，例如sharp fluctuation. 以下的句法是用于描述稳定资料 The number of (cars sold) remained steady stable from (June) to (December). between (June) to (December). stayed the same There was little hardly any no change in the number of (cars sold) from ... to ... between ... and ... 资料的不同状态有不同的用字，以下是一些例子：Steady 0drop sharp rise peak dramatic fall sharp 0drop through (to) bottom out (to) reach the bottom gradual increase (to) reach a plateau (to) remain steady 以下是如何描述

最高点或最低点的参考句子：The monthly profit The figures
The situation peaked in December. at 20% reached a peak a high
(point) bottomed out reached rock the bottom a low (point) hit a
trough 用动词的时候，要小心注意时式 (tense) 和语态
(Voice) 是否恰当，如果是要描述事件过程或步骤，应用现在
式 (present tense) 和被动词 (passive voice) 来描述每个过
程或步骤。您也可用动名词 (Gerund) 和不定词 (Infinitive
) 来加强句子的完整性。 例句：The second stage involves
conducting suitable research. Notes are taken from available
literature at the library. Writing the first draft is the third stage. 写好
结论 Writing Task 1 并不同Writing Task 2，您并不需要分段写
结论 (Conclusion)，因为您并不需要发表任何个人意见。通常
Writing Task 1 文章的最后一句会被视为结论句。 参考以下
一篇实例并注意要点： Dear Sir(1), (2)I am writing to you
because I am unable to pay next months rent which is due on
Saturday. Unfortunately, the other day I lost my wallet, and there was
a large amount of money inside. I have, (3)therefore, had to write to
my parents to ask them to send me some money urgently. As soon as
it arrives, I will immediately notify you and arrange to pay by cash or
cheque. I hope that this does not cause you too much
inconvenience. There are also some problems with the flat that I wish
to bring to your attention. (4)First, the cold tap in the bathroom will
not turn off properly, and the water is dripping constantly. This will
need to be fixed quickly because it is wasting water. Second, one of
the back rings on the top of the oven does not work at all. Im sorry
that I cannot pay the rent on time, and trust that you will understand.

(5)Yours sincerely, Mary Campisi

- 1、标题不能写错。如您不知对方的性别，您应该用“Sir/Madam”；
- 2、每段应有不同但清楚的要点。您可用以下句子作为文章开始：“I am writing to you because ...” “I am writing to you in reference to ...”；
- 3、用适当的连接词如“Therefore”，“However”和“Also”；
- 4、您也可用顺序词如“First”“Second”等；
- 5、在商业信件时用“Your Sincerely”来完结而在私人信件时用“Best wishes”；
- 6、开始时应先交待写信的原因。如需要写的是正式信件，千万不要用“How are you?”等句作开头；
- 7、证明出您已做的事和想做的事；
- 8、如您的要求会令人不便，您可用“I hope”；
- 9、您必须写齐所有问题要求，您所写的要点，否则您的分数一定不会高；
- 10、您最后一句或最后一段通常是用来重申写信的目的。

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