

<<高级英语写作>>

图书基本信息

书名：<<高级英语写作>>

13位ISBN编号：9787030217561

10位ISBN编号：703021756X

出版时间：2008-9

出版时间：科学出版社

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页数：226

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内容概要

本教程共分四个部分：段落写作、篇章写作、毕业论文写作和应用文写作，其中篇章写作和应用文写作作为主体。

第二部分的篇章写作是英语基础写作的核心内容，它涉及英语写作的四种主要文体和方法，本教程提供典型例文和学生范文，学生通过对例文的阅读与分析，并结合自己的写作实践，学习英文写作技巧，提高书面表达能力。

篇章由段落组成，每一个段落都有其个性和共性，因此段落写作是篇章写作的基础。

本教材的段落写作部分将分析、讲解段落的构成、各类段落的特点及写作方法；通过各种段落的表面个性，分析各类段落在性质、功能等方面具有的共性，为学生提供认知和效仿的空间。

段落写作和篇章写作构成了本教程的基础写作部分，该部分还配有相应的练习，练习难易有致，教师和学生可以自由取舍，灵活选用；同时还配有学生习作，使学生能够及时认识自己的不足并加以改正。

本教程应用文写作部分涵盖求职写作、办公室日常写作、商务书信、商务报告与商务合同等日常工作、生活中出现频率极高的应用文体，内容全面、结构合理，极具实用价值。

同时，大量真实案例的范文和模板使读者能够轻松掌握必要的应用文写作方法和技巧。

书籍目录

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章节摘录

An essay : also called a theme or a composition , refers to a variety of nonfiction prose of varying length and purpose , whose common aim is usually to express a writer ' s viewpOint Or reasoned opinion on a topic .

The structure of an essay on the page is as follows : title , introduction : body : and conclusion . Notice that the title is the first thing written on the page of an essay . It is written in the upper part of the page and centered .

Writers of books and essays need to come up with an idea about something when they set out to write. When they have those two things , a subject and an idea about that subject . they have what's commonly known as a thesis , or a main idea . The subject " Tourism Industry " , for instance , just can't serve as the thesis of an essay because it is too broad . But " The History of Tourism Industry " or " The Influence of Market Economy on Tourism Industry " or " Is Tourism Expanding After China's Entry into WTO ?

" all make fine essay titles . A title should have the following functions : It should show what the essay is about ; It should arouse the interest in the essay ; It should be brief ; It is often a sentence fragment . As it points out , a standard composition consists of three main parts : introduction (the opening part) , body (the developing part) and conclusion (the closing part) .

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