

<<实用英语写作>>

图书基本信息

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### 内容概要

由冯卉和谷玉霞等主编的《实用英语写作》主要介绍英语写作中遣词造句、语篇布局、写作规则及技巧等基本知识，以及各种实用英语写作文体的模式与精要。

本书共十个章节。

每章节包含知识预测、知识概述、知识复习和知识拓展四个板块，旨在进一步提高学生实际运用英语表达自己思想的能力和表达思想的准确性与鲜明性，从而提高学生的分析鉴赏及逻辑思考的能力。

该课程为一门实践性较强的课程，在理论讲解的基础上，着重学生的大量实践练习。

书籍目录

Chapter 1 Introduction  
Chapter 2 Choice of Words  
Chapter 3 Clear and Effective Sentences  
Chapter 4 Paragraphs  
Chapter 5 Essays  
Chapter 6 Abstracts for Academic Papers  
Chapter 7 Resumes, Cover Letters and Letters of Recommendation  
Chapter 8 Business Letters  
Chapter 9 Social Letters  
Chapter 10 Notes, Notices and Memos  
References

## 章节摘录

A thesis statement, similar to the topic sentence which states the one main idea in a paragraph, states the one main idea in an essay. It indicates the purposes of the essay and makes clear what aspects of the topic the writer will discuss. It tells the audience what the essay will be about, and it reminds the writer to keep to the main idea throughout the essay. It may indicate the pattern of organization of the essay, and is normally the last sentence in the introductory paragraph. A thesis statement is the most important sentence in your essay. Everything in your essay should support your thesis. Consequently, if you write your thesis statement at the top of your first draft and refer to it often, your chances of drifting away from your purpose should be reduced. When forming your thesis statement, bear in mind that a thesis statement must be an opinion, not a fact. A thesis is an assertion of opinion that leads to discussion. Don't select an idea that is self-evident, as shown in Examples 2 and 3. A thesis must be an opinion about an important issue, not merely a personal preference, as shown in Example 4. Also bear in mind that the thesis should not be too general, as shown in Examples 5 and 6, and that the thesis must not be expressed in the form of a question unless the answer is already obvious to the reader, as shown in Example 7. Never begin your thesis with expressions such as "in my opinion," .....

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