

## 概要写作 第3小节 复习笔记

本节主要内容：

一、概要写作表达技巧

二、一篇好的概要所具备的语言表达特点

三、概要写作中常见的逻辑关系表达方式

四、备考建议

### 一、概要写作表达技巧

#### 1. 内容表达技巧

Her first delight was going to **the tower**. **It** was built long ago by the Norman invaders of AD 1066. **This solid stone, square tower** had remained standing for one thousand years. Although **the building** had expanded around it, **it** remained part of a royal palace and prison combined.

(1) 主位描述

例：段落第一句为 Her first delight was going to the tower. 那么接下来的一段中就要围绕 the tower 展开

(2) 要点完整

(3) 逻辑清晰

#### 2. 语言表达技巧

(1) 同义替换法（近义词、反义词、词性转换等）

Dirt on the skin could **prevent people from getting sick**.



Dirt on the skin was **a means to block out disease**.

Dirt on the skin was **a barrier against outside disease**.

改变词性：conclude→conclusion is that; do not have the ability to sense → are not capable of; being stared at → feeling others' observation;

Baker **concludes** that people **do not have the ability to sense** when they are **being stared at**.

**Baker's conclusion is that people are not capable of feeling other's observation.**

改变词性中最常用的方法：使用抽象名词：fail→failure; dismiss→dismissal; expose→exposure; shy→shyness;

**If you fail to pass the drug test, we will have to dismiss you from your job.**

**Failure to pass the drug test will result in your job dismissal.**

**Your skin will be burnt if you are exposed to the sun too long.**

**Long exposure to the sun will harm your skin.**

**There are many people who are shy.**

## (2)句式转换法 ( 改变主语、运用非谓语动词短语、with 结构、运用同位语等 )

例 1：with 结构

Unlike bony fish, sharks have no bones; their skeleton is made of cartilage ( 软骨 ) which is not as hard as bone. There are many different species of sharks that range from the size of a person's hand to bigger than a bus. Fully-grown sharks range in size from 7 inches long, up to 50 feet long.

三句可以用 with 连接成一句话

With only cartilage making up their skeleton, sharks come in various sizes, ranging from 7 inches long to 50 feet long.

例 2：更换主语

The person at a restaurant who talks on the phone through an entire meal, ignoring his kids around the table; the woman who talks on the phone in the car, ignoring

her husband; the teen who texts messages all the way home from school, avoiding contact with kids all around him.

替换主语后：

Cell phones rob us of our quality time with family members and friends alike. Due to cell phone addiction, kids, couples and friends lack quality time and company from parents, spouses and fellows. With cell phone dependence disease, people tend to give their attention to cell phones rather than their beloved ones. It is easier for people addicted to cell phones to neglect/overlook their family members and friends.

例 3：同位语结构

Christmas is the day to celebrate the birth of Jesus. It is a western public holiday and is celebrated with religious services. → Christmas, a western religious holiday

### (3)压缩长句法（笼统代替具体，运用并列结构等）

- a. 删除细节及重复
- b. 减少例子
- c. 简化描述
- d. 整合信息
- f. 用单词替换短语词组，名词性短语代替从句、非谓语动词结构、with 结构、同谓语结构等

例 1：从具体到笼统

Large financial problems, family conflict, and deep unhappiness. → severe troubles/ a troubled situation

例 2：名词或者动词（并列结构）代替句子

I prefer to spend most of my time with my friends, because friends offer excitement and new ideas, they can comfort me when something bad happens, and spending too much time by myself can be boring. → I enjoy being with friends for they can offer me excitement, fresh ideas, comfort and free from boredom.

例 3：整合信息

They can easily be ashamed of their condition and consequently they try to hide it. You shouldn't be surprised if a depressed friend won't open up to you. However, when he or she does, you should let the words flow. Don't be judgmental and never interrupt! Listening is not an easy skill, as it's likely that you can't help voicing your opinion. → Depressed people tend to keep silent. However, once they speak to you, be a good listener.

## 二、一篇好的概要所具备的语言表达特点

### 1. 使用抽象名词

English conversations often start with the weather, a cultural **norm** that few commentators truly understand. (要点1) One typical **misconception** is that the English **enthusiasm** for the weather is ridiculous as it is too boring. (要点2) Another is that the **charm** of English weather lies in its **changeability**. (要点3) Actually, the English weather-speak is not about the weather, but a way to make a conversation, a method of **socializing**.

### 2. V-ing / V-ed 表伴随、结果、原因等

The idea of “melting pot”, **initiated from** a Frenchman, describes America as a creation of mixed races from worldwide. It got wide acceptance among Americans while rejected by some immigrants fearing losing their own cultures. Actually, recent immigrants **sticking to** their own cultures, are changing America, and Americans are concerned about the separation of the nation. America is now compared to a salad bowl, **meaning** different groups, as part of this country, still keep their own cultures and languages.

### 3. 使用With 结构

### 4. (名词/动词短语)并列结构

China's ecommerce market is growing to be the largest worldwide, **with** an expanding online-shopping population and increasing online spending. The growth is due to multiple factors: **higher family incomes**, **easier Internet access** and **better shipping services**. Basically, Chinese favor online shopping for **its wider choices**, **more reasonable prices** and **convenience**. Nevertheless, ecommerce in China is still developing at its early stage.



## 5. 使用同位语结构

## 6. 使用定语从句

Chocolate comes from the seeds of the cacao tree, **a native plant of the Amazon region of South America**. Ancient Americans had a long tradition of drinking chocolate, attaching a cultural and medicinal significance to it. After being discovered by Columbus, chocolate began to be spread across Europe and the rest of the world. With the demand for chocolate growing fast, cultivation started in Africa, **which** has now become the largest chocolate producer worldwide.

## 7. 使用高层次词汇或词组

Releasing helium balloons damages the environment. They eventually fall down on the earth and **pose a threat to** animals. Besides, although they're **technically biodegradable**, it takes time, which means they will stay as garbage on the planet for a long time. **Currently** helium balloon releasing **is restricted or banned** in some areas, but to really **tackle** this problem requires further and greater efforts **on a global scale**.

## 8. 使用合适的连接副词

A new research shows that student strain often coexists with teacher exhaustion. Students, who find their requirements unsatisfied as a result of teachers' low-level management over class, may feel overwhelmingly stressed. **Conversely**, teachers, who encounter great teaching challenge from students, tend to be burned out. **Therefore**, more sufficient resources and support for teachers should be guaranteed, or students are likely to be ruined.

### 用于概要写作衔接的连接词：

but, and, also, then, besides, thus, therefore, yet, however, additionally, accordingly, moreover, meanwhile, for, nevertheless, despite, though, otherwise, unlike, instead, actually, whereas, similarly, oppositely, ...

### 三、概要写作中常见的逻辑关系表达方式

#### 1. 概要写作中常见的因果关系的表达方式

And consequently; and thus; allow; drive; encourage; make possible.

影响：Influence/affect/ impact; have an influence on; have an effect on; have an impact on

导致：lead to; contribute to; bring about ; result in /account for

由于：owing to ; due to ; as a result of ; result from / be down to; as a consequence of

#### 2. 概要写作中常见的对比关系的表达方式

In contrast to; as-as; in comparison with; by comparison; while; contrary to; on the contrary; compared with; unlike; like/ likewise.

### 四、备考建议

1. 学会把握文章的主题和结构
2. 学会区分主要信息和次要信息
3. 积累并掌握概要写作的语言表达技巧