

概要写作 第3小节 复习笔记

表达技巧

1. 内容层面的表达技巧

技巧：

1. 主位描述
2. 要点完整
3. 逻辑清晰

案例 - 主位描述：

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.

分析：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. 语言层面的表达技巧

技巧：

1. 同义替换法 (近义词、反义词、词性转换等)
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)
3. 压缩长句法 (笼统代替具体，运用并列结构等)

案例 - 同义替换法：

Example No. 1:

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.**

Example No. 2 - 改变词性：

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：conclude → conclusion
do not have the ability to → are not capable of
being stared at → feeling others' observation

Example No. 3 - 改变词性（使用抽象名词）：

- ① If you fail to pass the drug test, we will have to dismiss you from your job.
- ① **Failure to pass the drug test will result in your job dismissal.**
- ② Your skin will be burnt if you are exposed to the sun too long.
- ② **Long exposure to the sun will harm your skin.**
- ③ There are many people who are shy.
- ③ **Shyness is common.**

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

案例 - 句式转换法：

Example No. 1: 运用非谓语动词短语及 with 结构

原文：

Unlike bony fish, sharks have no bones; their skeleton is made of cartilage (软骨) which is not as hard as bone.(Key information)

There are many different species of sharks that range from the size of a person's hand to bigger than a bus. (Topic sentence) The whale shark is the largest in the world; the basking whale is the second largest fish.

Fully-grown sharks range in size from 7 inches long, up to 50 feet long.(Key information) Most sharks are intermediate in size, and are about the same size as people, 5-7 feet long. Half of the shark species are under 39 inches long.

改写后：

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

Example No. 2: 更换主语

请用一句话来概括下面这段文字（你能写出几种表达法？）

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.

改写后：

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

Example No. 2: 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. It is, however, becoming a phenomenally popular holiday both to the young and businessmen in China.

改写后：

Christmas, a western religious holiday, is now prevalent among Chinese young people and businessmen.

分析：a western religious holiday 是 Christmas 的同位语

案例 - 压缩长句法：

- 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

Example No. 1: 从具体到笼统

There are some people, called shopaholics, who can't control their desire to spend money and buy things. This kind of addictive behavior can lead to large financial problems, family conflict, and deep unhappiness.

改写后：

1. **Shopaholics can bring themselves severe troubles.**
2. **Shopaholics can find themselves in a troubled situation.**

Example No. 2: 名词或动词（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.

改写后：

I enjoy being with friends for they can offer me **excitement, fresh ideas, comfort and free from doredom.**

Example No. 3: 整合信息

People with depression are often very afraid of talking to someone except their doctors. ~~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.~~

改写后：

Depressed people tend to keep silent. However, once they speak to you, be a good listener.

3. 好的概要 - 语言表达特点

1. 使用抽象名词
2. 使用非谓语动词结构
3. 使用 with 结构
4. 使用名词、动词短语的并列结构
5. 使用同位语结构
6. 使用从句或其它特殊句型
7. 使用高级的词汇
8. 使用恰当的连接副词

案例 - 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**.

案例 - 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.

案例 - 使用 With 结构 + (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.

案例 - 使用同位语结构 + 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.

案例 - 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**.

案例 - 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, ...

4. 概要写作 - 常见的逻辑关系

因果关系 **cause & effect**：

事件关系	影响	Influence/affect/ impact have an influence on have an effect on have an impact on	and consequently and thus, allow drive
	导致	lead to contribute to bring about	encourage make possible

		result in /account for	
	由于	owing to due to as a result of result from / be down to as a consequence of	

对比关系 contract:

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

5. 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