

概要写作的“解构”与“建构”

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概要写作要求考生针对一篇350词以内的短文写出一则60词左右的内容概要（考试说明，2015）



其过程涉及阅读和写作两个技能，要求学生在理解语篇是如何构成和如何表达意义的基础上将原文“解构”，并重新“建构”成一篇要点完整且符合语篇内部逻辑的新篇章。

阅读--解构

从“宏观”

到“微观”

从语篇结构、文本体裁、主题句位置上宏观解读文章的主旨要点和语篇内部逻辑顺序，到微观研读语篇中句子内部的信息展开方式等。



分析、判断、归纳和概括等在内的阅读理解能力

写作--建构

既要做到在语篇要点、语篇结构与原文保持一致的同时，又要做到简明扼要、意义完整、结构严密和语句通顺。



词法、句法、篇章、衔接和连贯等在内的书面表达能力

概要写作存在的问题

宏观层面

缺乏对语篇中段首句、主题句和过渡句的敏感性



无法全面把握主旨要点

缺少对语篇类型和文本体裁的行文特征认识



忽略各要点间的语篇内部逻辑关系

微观层面

缺乏对句子内部的语法结构、词语搭配、指代关系和句子展开方式等的关注



导致要点改写时无法灵活使用同义词替换、主被动语态切换等写作技能

忽视话语标记语和信号词的作用而忽略了句子内部各种因果、例证、并列等关系



无法正确判断要点的保留或删除

语篇是英语教学的基础资源，赋予了语言学习以主题、情境和内容，并以内在逻辑结构、文体特征和语言形式，服务于主题意义的表达。

语篇分为宏观组织结构和微观组织结构。语篇的微观组织结构主要指句子内部的语法结构、词语搭配、指代关系、句子信息展开方式等；语篇的宏观组织结构主要指段与段的关系和语篇类型等（教育部，2017）。

它包括：了解记叙文和说明文的语篇结构特征；辨认语篇中的显性衔接和连贯手段，并运用恰当的衔接实现指代、连接、省略、替代等关系；查找并理解语篇中的段首句、主题句、过渡句的作用；把握语篇成分如句与句、段与段之间的语义逻辑关系，如因果关系、例证关系等。

① Generally speaking, a school has far more occupants per square meter than an office building. The fact is that with increasing urbanization, the student population in many schools is still growing. Therefore, an awareness of possible indoor air quality problems is important for teachers and students alike.

② Most indoor air pollution in schools comes from objects inside the school building. For example, photocopiers, wood products like desks and chairs, and carpeting cleaning products may all send out harmful elements into the air. Other pollutants may also stay in specific areas such as labs and toilets. Meanwhile, outdoor air that enters a school building through windows and other openings can also bring vehicle exhausts into the classrooms, increasing the risks of indoor air quality problems.

③ Poor indoor air quality can cause serious respiratory problems. Younger students in particular are affected. Children's respiratory systems are still developing. They are more sensitive to the air pollutants. Children also have higher respiratory rates than adults. As a result, they are likely to breathe in more of the pollutants than adults do.

④ There is a lot that we can do and should do. For instance, banning smoking, storing paints in closed containers, and using those pollutant sources in periods of low or no occupancy are all easy and effective means to prevent the problems. Of course, of all the measures to take, education is on top of the list. When everyone in the school fully understands the matter, a safer and healthier learning environment with cleaner air can be created.

语篇知识指导下 从宏观到微观的文本“解构”

1

依托主题句
覆盖主旨要点

2

把握文本体裁
厘清文本脉络

3

关注实词
勾勒文本支架

4

定位信号词
阐释内部逻辑

① Generally speaking, a school has far more occupants per square meter than an office building. The fact is that with increasing urbanization, the student population in many schools is still growing. Therefore, an awareness of possible indoor air quality problems is important for teachers and students alike.

主题句的位置通常在段落的开端，用来开门见山的提出问题，然后加以详述。其作用即使文本结构更清晰，便于读者迅速抓住文章的主旨信息。

然而，主题句的位置并不总是在段落的开端，它还可能出现在段落的结尾起到概括全段的作用；还可能出现在段中发挥承上启下的作用。

The topic sentence is not necessarily the first or the last sentence, but it must convey the main idea. 主题句的位置不总是在开头或结尾，但是主题句总是传递文章或段落的主旨信息。

④ ... in closed containers, and using those pollutant sources in periods of low or no occupancy are all easy and effective means to prevent the problems. Of course, of all the measures to take, education is on top of the list. When everyone in the school fully understands the matter, a safer and healthier learning environment with cleaner air can be created.

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④ **There is a lot that we can do and should do.** For instance, banning smoking, storing paints in closed containers, and using those pollutant sources in periods of low or no occupancy are all easy and effective means to prevent the problems. Of course, of all the measures to take, education is on top of the list. When everyone in the school fully understands the matter, a safer and healthier learning environment with cleaner air can be created.

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① Generally speaking, a school has far more occupants per square meter than an office building. The fact is that with increasing urbanization, the student population in many schools is still growing.

problem

Therefore, an awareness of poor indoor air quality is becoming more and more widespread among people alike.

② Most indoor air pollution is caused by the use of household products such as paint, glue, and varnish. These products release harmful chemicals into the air. Meanwhile, outdoor air that enters the building through cracks and leaks can also bring vehicle exhausts into the building.

causes

③ Poor indoor air quality can affect the health of people who breathe in the air. It can cause respiratory problems and even lead to more serious diseases. Therefore, it is important to improve indoor air quality.

effects

④ There is a lot that we can do to improve indoor air quality. We can use low-VOC products, seal cracks and leaks, and use air purifiers. We can also encourage people to open windows and doors to let fresh air in.

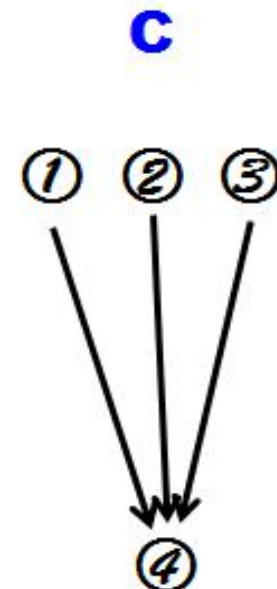
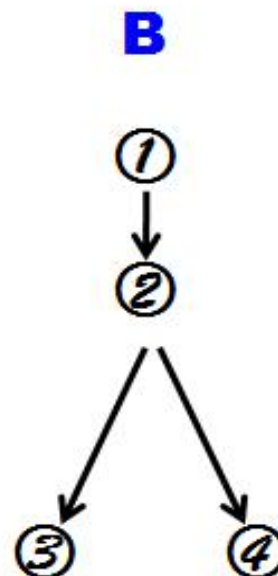
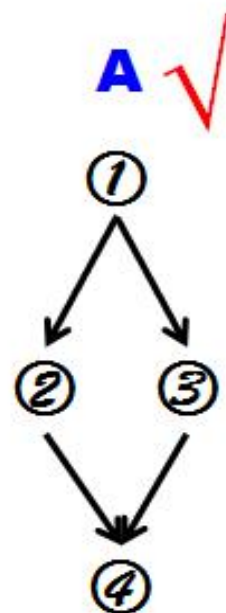
solutions

top of the list. When everyone in the school fully understands the matter, a safer and healthier learning environment with cleaner air can be created.

problem-cause-effect-solution pattern

“问题+原因+影响+解决方法”模式

Read for Structure



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① Generally speaking, a school has far more occupants per square meter than an office building. The fact is that with increasing urbanization, the student population in many schools is still growing. Therefore, an awareness of possible indoor air quality problems is important for teachers and students alike.

awareness: be aware of

important: significant, be of great significance

实词是指有实在意义并在句子中能独立承担句子成分的词，例如名词、代词、形容词、动词、副词等。关注实词可以帮助学生快速捕捉句子中的重要信息，即要点。实词词性丰富，还能为之后改写时运用词性变化提供了可能。

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阐释内部逻辑

1. 因果关系 (causal relationship)

① Generally speaking, a school has far more occupants per square meter than an office building. The fact is that with increasing urbanization, the student population in many schools is still growing. **Therefore, an awareness of possible indoor air quality problems is important for teachers and students alike.**

信号词 (signal words)，也称话语标记词，可以帮助学生理清句与句、段与段之间的语义逻辑关系，例如因果关系、并列关系、例证关系等，从而更好的把握文章脉络，提高阅读效果。

2. 并列关系 (coordinating relationship)

3. 例证关系 (example relationship)

② Most indoor air pollution in schools comes from objects inside the school building. For example, photocopiers, wood products like desks and chairs, and carpeting cleaning products may all send out harmful elements into the air. Other pollutants include radon gas, mold, and bacteria. Meanwhile, windows and other ventilation systems in schools can also contribute to indoor air quality problems in classrooms, increasing the risks of indoor air quality problems.

由“for example”引出具体室内空气污染来源的例子，属于冗余信息，考虑删除或概括后保留一到两个即可。

Causes:
indoor air pollutants
outdoor air pollutants

信号词或话语标记词赋予语篇内部逻辑关系，学生通过关注信号词可以从微观层面梳理语篇中的内部逻辑关系，例如因果关系、并列关系、例证关系等。

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1

导入金字塔理论
实现要点层次取舍

2

运用思维导图
创造宏观结构视野

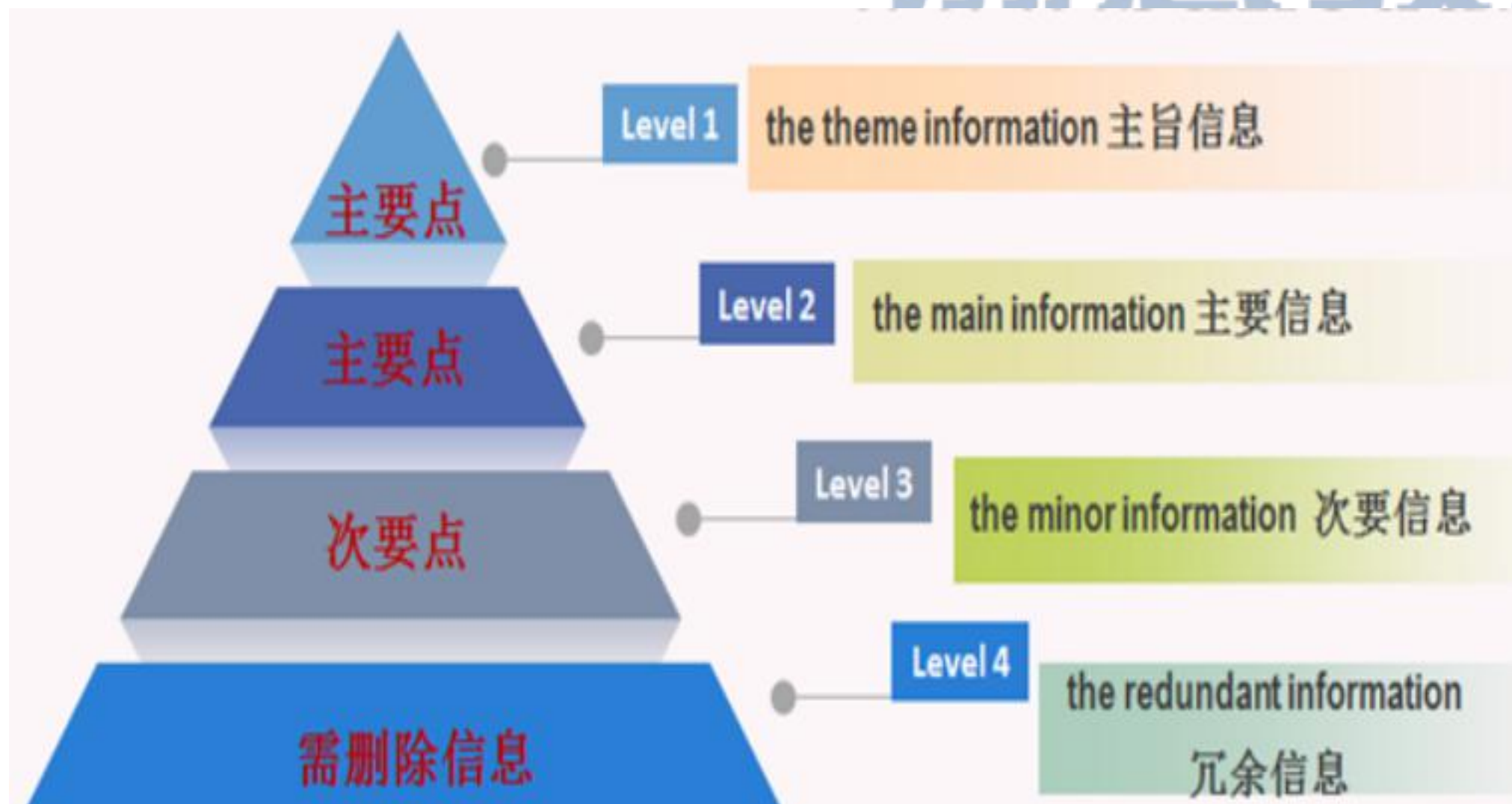
3

虚实并行词法
实现微观句子提升

4

多样化句法
整合宏观微观信息

“金字塔” 信息分层



① ~~Generally speaking, a school has far more occupants per square meter than an office building.~~ (冗余信息) The fact is that with increasing urbanization, the student population in many schools is still growing. (次要信息) Therefore, an awareness of possible indoor air quality problems is important for teachers and students alike. (主题句)

② Most indoor air pollution in schools comes from objects inside the school building. (主题句) ~~For example, photocopiers, wood products like desks and chairs, and carpeting cleaning products may all send out harmful elements into the air.~~ (冗余信息) Other pollutants may also stay in specific areas (次要信息) ~~such as labs and toilets.~~ (冗余信息) Meanwhile, outdoor air that enters a school building through windows and other openings can also bring vehicle exhausts into the classrooms, increasing the risks of indoor air quality problems. (主题句)

③ Poor indoor air quality can cause serious respiratory problems. (主题句) Younger students in particular are affected. Children's respiratory systems are still developing. (次要信息) ~~They are more sensitive to the air pollutants.~~ (冗余信息) Children also have higher respiratory rates than adults. As a result, they are likely to breathe in more of the pollutants than adults do. (次要信息)

④ There is a lot that we can do and should do. (主题句) ~~For instance, banning smoking, storing paints in closed containers, and using those pollutant sources in periods of low or no occupancy are all easy and effective means to prevent the problems.~~ (冗余信息) Of course, of all the measures to take, education is on top of the list. (主题句) ~~When everyone in the school fully understands the matter, a safer and healthier learning environment with cleaner air can be created.~~ (冗余信息)

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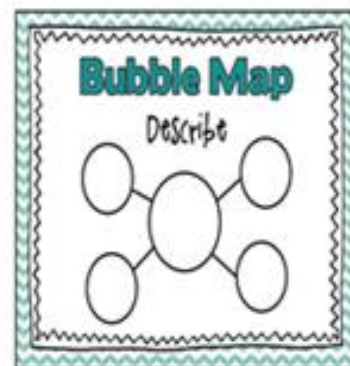
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思维导图

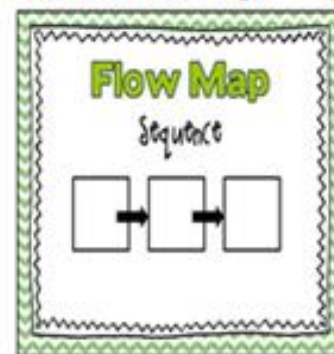
潮恩教育



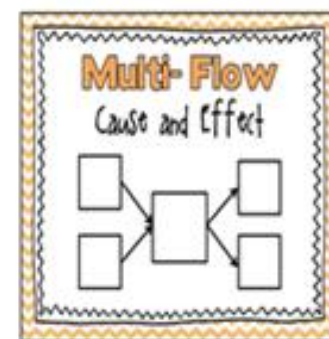
bubble map 气泡图



tree map 树状图



flow map 流程图



multi-flow map 多重流程图

Mind map

indoor air quality in schools

problem

indoor air quality problem

causes

indoor air pollutants

outdoor air pollutants

effects

respiratory problem

solutions

education

ban smoking...

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1. 同义词替代和词性转换

(use a synonym or change the part of speech)

① Generally speaking, a school has far more occupants per square meter than an office building. **The fact is that with increasing urbanization, the student population in many schools is still growing.** **Therefore, an awareness of possible indoor air quality problems is important for teachers and students alike.**

significant, vital

increasing, rising, soaring, booming

be aware of...

2. 句子内部逻辑连词

(find the logic between sentences and join them with a proper conjunction)

① Generally speaking, a school has far more occupants per square meter than an office building. **The fact is that with increasing urbanization, the student population in many schools is still growing.** **Therefore,** **an awareness of possible indoor air quality problems** is important for teachers and students alike.

due to / owing to / thanks to / because of...

Students shall be aware of the significance of indoor air quality due to the soaring number of students with continuous urbanization.

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1. 省略细节

(omit details or list one or two if needed)

② **Most indoor air pollution in schools comes from objects inside the school building.** **For example,** photocopiers, wood products like desks and chairs, and carpeting cleaning products may all send out harmful elements into the air. Other pollutants may also stay in specific areas such as labs and toilets. **Meanwhile,** outdoor air that enters a school building through windows and other openings can also bring vehicle exhausts into the classrooms, increasing the risks of indoor air quality problems.

objects inside the school building and pollutants in specific areas

Indoor air pollution arises from indoor pollutants like objects inside the school building and pollutants in specific areas, and outdoor vehicle exhausts through openings.

2. 复合句

(use complex sentences if necessary)

③ **Poor indoor air quality can cause serious respiratory problems.** Younger students in particular are affected. **Children's respiratory systems are still developing.** They are more sensitive to the air pollutants. **Children also have higher respiratory rates than adults.** As a result, they are likely to breathe in more of the pollutants than adults do.

Poor indoor air quality can **lead to** severe respiratory problems, especially for **kids who have immature respiratory system and higher respiratory rates.**

3. 主被动语态切换 (use passive voice if necessary)

④ **There is a lot that we can do and should do.** For instance, banning smoking, storing paints in closed containers, and using those pollutant sources in periods of low or no occupancy are all easy and effective means to prevent the problems. Of course, **of all the measures to take, education is on top of the list.** When everyone in the school fully understands the matter, a safer and healthier learning environment with cleaner air can be created.

Many measures can be taken to approach the problem, such as banning smoking, but education should always **rank the first priority.**

Sample writing

Teachers and students should realize the importance of indoor air quality due to the soaring number of students with continuous urbanization. (要点1) Indoor air pollution arises from indoor pollutants like objects inside the school building and pollutants in specific areas, and outdoor vehicle exhausts. (要点2) It can lead to severe respiratory problems, especially for kids who have immature respiratory system and higher respiratory rates. (要点3) Luckily, many measures can be taken to approach the problem, but education should always rank the first priority. (要点4)



概要

解构

建构

语篇
