

## 浙江省新高考英语写作



# 概要写作 1

什么是一篇好的概要？



## 主要内容

- 一篇好的概要所具备的特点
- 概要写作中存在的问题
- 具体案例讲解



## 一篇好的概要所具备的特点

### ● What is a summary?

a short retelling of the main idea of a text or a topic.

#### Examples:

a news report

a description of a movie

a blurb on the back of a book

...

### ● What makes a good summary?

a. A good summary should include:

1. the main ideas

2. Important details

b. A good summary is short, true and fair.

(客观、准确、公正；不渲染、不加入自己的主观评价或观点)

c. A good summary is written **in your own words**

and **in a clear order** that the original text is presented in.



## 概要写作高考要求：

- 提供一篇350个单词的文章（体裁一般为说明文或议论文），要求考生基于该短文写一篇60词左右的内容概要。

评分时主要从以下4个方面考虑：

1. 对原文要点的理解和呈现情况（要点齐全，理解正确）
2. 应用语法结构和词汇的准确性（语言表达简洁完整高级）
3. 上下文的连贯性（表达流畅，逻辑通顺）
4. 对各要点表达的独立性情况  
(按文章顺序表达各要点，不互相交叉)



## 概要写作的过程:

1. Read it **thoroughly** to get the topic and structure of the passage  
(弄清文章的结构有助于全面把握文章的要点)
2. Underline **topic sentence** and **important details** in each paragraph  
(leave out unimportant details)
3. Rely on your memory first to rewrite the main idea of each part  
(不看原文, 根据记忆来写概要能避免抄袭原文)
4. Revise it to ensure that your writing is **to the point and clear** and the language **is well written**.  
(确认你的概要包含所有要点且内容清晰, 同时对语言进行润色)



## 概要写作中存在的主要问题：

- 1. Unable to find the structure （忽视文章的整体结构就容易思路混淆，不能把握文章要点）
- 2. Unable to find the key points  
(难以找到具体和概括的平衡点，不能确定哪些细节要保留，那些细节可以删除)
- 3. Unable to rewrite in your own words （抄袭原文的句子和一些表达，用自己的语言表达困难）
- 4. Unable to write with beautiful language （找不到准确、高级的单词、词组或句型来写概要）

概要写作要心怀读者，假定读者看不到原文本，你写的文本是否 make sense。

写概要时，要想象你是在对你的朋友描述或解释这篇文章。



## 案例分析

请阅读下面这段文字并写概要：

- Free reading is the best kind of homework for the students to do. Students get to choose what they want to read. Some students might read an adventure story. Others might read a mystery. Students can choose to read about topics they do not learn about in class. Students can take their time reading at home instead of having to read only in class.

案例来自于 外滩英语



## 案例分析

- **Free reading is the best kind of homework for the students to do.** ① **Students get to choose what they want to read.** Some students might read an adventure story. Others might read a mystery. Students can choose to read about topics they do not learn about in class. ② **Students can take their time reading at home instead of having to read only in class.**

红色的部分是段落的topic sentence; 蓝色的两个句子是支撑主题句的两点关键信息。





## 案例分析

- Free reading is the best kind of homework for the students to do. ① Students get to choose what they want to read. ~~Some students might read an adventure story. Others might read a mystery. Students can choose to read about topics they do not learn about in class.~~ ② Students can take their time reading at home instead of having to read only in class.

被红线划掉的部分是用于解释第一点关键信息的次要信息，概要中就无需涉及。

看看下面这篇概要的问题在哪儿？

Free reading is the best kind of homework

第一句抄袭原文

for the students to do. Students could read

第二句是次要信息

adventure stories or mysteries. I like mysteries best.

第三句话是自己的观点

They can use free reading to learn about different

topics. They can also take more time to read

outside of class. Students can choose what they read.

最后一句顺序有误，应该移到第一句后面。

- Free reading is the best homework for students. It allows students to choose what to read and learn about and also ensures them more time to read. (好的概要)

- Students should have free reading as their homework. It is important for students to choose what they read and learn about. Reading at home can give students more reading time.

主位缺失，逻辑混乱。

这篇概要的主位应该是free reading, 不是students 或reading at home。

- Random reading should be acknowledged as the superb assignment for students which empowers them to obtain more alternatives and guarantees ample reading time.

辞藻华丽，晦涩难懂



## 总结：什么是一篇好的概要？

- 1. 包含文章所有要点，每个要点独立，逻辑清晰。
- 2. 按照原文出现的顺序，用自己的语言表达，字数60左右。
- 3. 表达连贯，内容客观、清晰，不渲染，不参入自己的观点。
- 4. 语言准确、严谨、简练、高级。



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