

概要写作 第 1 小节 复习笔记

1. 好的概要所具备的特点

什么是概要：

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...

什么是好的概要：

1. Should include: - the main ideas - Important details
2. 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
3. Written in your own words and in a clear order that the original text is presented in

高考要求：

提供一篇 350 个单词左右的文章（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。

评分要求：

1. 对原文要点的理解和呈现情况
2. 应用语法结构和词汇的准确性
3. 上下文的连贯性
4. 对各要点表达的独立性情况

2. 概要写作中存在的主要问题

四类问题：

1. Unable to find **the structure**

2. Unable to find the **key points**
3. Unable to rewrite in your **own words**
4. Unable to write with **beautiful language**

心得：

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。

写作过程：

Step 1: Read it **thoroughly** to get the topic and structure of the passage.

读懂读透

Step 2: Underline topic sentence and important details in each paragraph.

- leave out unimportant details

标出重要信息，划掉次要信息

Step 3: Rely on your memory first to rewrite the main idea of each part.

借助记忆写出概要

Step 4: Revise it to ensure that your writing is to the point and clear and the language is well written.

核对文章，确保要点完整，逻辑通常，语言优美

3. 案例分析

案例原文：

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.

原文解析：

第一句为主题句；①②后面的是两点关键信息；划去部分是次要信息。

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.**

学生习作 1:

看看下面这篇概要的问题在哪儿？

Free reading is the best kind of homework for the students to do. Students could read adventure stories or mysteries. I like mysteries best. 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.

习作解析 1:

Free reading is the best kind of homework for the students to do. (第一句是 copying) Students could read adventure stories or mysteries. (第二句是 minor details) I like mysteries best. (第三句是 your own opinion) 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. (最后一句是 confusing order)

学生习作 2: 优秀范文，值得借鉴

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.

学生习作 3: 问题 - 主位缺失，逻辑混乱。主位应该是 free reading, 不是 students 或 reading at home.

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.

学生习作 4：问题 - 辞藻华丽，晦涩难懂

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

4. 总结：什么是好的概要？

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。