

概要写作 第1小节 复习笔记

本节主要内容：

一、一篇好的概要所具备的特点

二、概要写作中存在的问题

三、案例分析

一、一篇好的概要所具备的特点

1.什么是概要？

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

比如新闻报道、电影简介、书的简介...

2.What makes a good summary?

- (1)包含要点和关键细节
- (2)短小客观，准确表达文章内容，不加主观评价
- (3)用自己话写，不能抄袭原文，按原文顺序呈现

3.高考要求

350 字文章（说明文 or 议论文），写 60 词左右的概要

4.评分要求

- (1) 写出原文要点和关键信息
- (2) 丰富、准确的语法和词汇
- (3) 连贯性（逻辑顺，连接词）
- (4) 各个要点独立表达，不混淆

二、概要写作中存在的问题

1. 文章结构不清晰 (**关键**)
2. 找不到关键信息, 不能区分主要细节和次要细节 (**普遍问题**)
3. 直接抄原文的内容 (单词/词组/句子)
4. 没有高级词汇, 句子结构简单

所以, 完成一篇概要的基本步骤为:

- (1)读全文, 边读边划重点, 做笔记;
- (2)根据笔记脱离原文, 写出概要;
- (3)检查: 要点是否齐全, 逻辑问题, 语法拼写

三、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.

1.解析段落大意和关键信息:

- (1)确定主题句 (第一句)
- (2)找 key details (①②)
- (3)删除 minor details
- (4)着手写概要

2.通过案例解析常见错误：

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.

第一句 copying

第二句 minor details

第三句 your own opinion

最后一句 confusing order

问题 1：字数过多；直接抄原文句子；包含了次要信息（主次信息没分清）；加入自己的观点；顺序错乱，逻辑混乱。

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.

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

问题 2：主语不明确；滥用高级词汇。

3.优秀范文：

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.