《英语写作阶梯》 练习参考答案

上海交通大学出版社有限公司

Teachers' Book

Chapter I Notes and Invitation Cards

1)Translate the following into English.

Monday, Dec.19, 2012

To Department Office
Dear Ms Lin,

I am writing to ask for one week's leave of absence from the 20th to the 26th instant, both days inclusive, as I must return home to look after my father, who is now seriously ill.

To support my application, I herewith submit my mother's email.

I would be very much obliged if you could grant me my request. I will do my best to make up the lesson to be missed during my absence.

Yours respectfully,

Jin Wen

2) Translate the following apology into English.

Aug 7

Dear Ms Lin,

Here is the book report due last Monday. As I have been absent from classes during the past days to look after my sick father, I hope that you will excuse my handing it in a few days late and that the delay will not cause you too much inconvenience.

Thank you.

Yours respectfully,

Jin Wen

3) Write a note of asking for leave according to the cues listed below.

Apr. 2, 2012

Dear Mr Bain,

I am seriously ill and can't go to school.

This morning I had a headache. After taking my temperature, my mother found that I had a high fever. She took me to the doctor's. The doctor said that I had caught a bad cold and that overwork and physical weakness might have been the real cause. He advised me to stay in bed for a few days.

I am writing to ask for sick leave for three days. I shall do my best to make up for the lessons missed as soon as I get well again.

Your student,

Zhang Wei

4) Put right the following scrambled information to form a telephone message.

10 am, 1st March

Prof. Johnson,

Prof. Smith called at 9.45 am. He said he was not feeling well, so he would not be able to come for the Christmas party and asked to be excused. He sent his regards to Mrs. Johnson. His cell phone number is 13856254681 in case you want to call him.

Mary

5) Write a note of congratulations according to the following background information.

10 am, 1st March

Dear Prof. Dai,

I learned that you won a prize on your article "Methodology in Elementary English Teaching" awarded by the Committee of English Teaching Academy. It is a famous international organization that gives prizes only on the first-class works on the study of the English Teaching field. And I know the prize you won is the first prize ever won by a Chinese scholar. I feel so proud to have you as my teacher and would expect to learn more from you. Since you are going to participate in the London symposium with the excellent work you wrote, I wish you further success.

Respectfully,

Mary

6) Write a note of invitation according to the cues listed below.

17 Sept.

Dear Frank,

There will be a sports meeting on Thursday, 25 September at our school. Many of us are going to take part in quite a few events. And lots of our friends will be there to cheer for us. There is also going to be a tea party afterwards. It'll be a good time to relax ourselves and to have a nice talk among friends. I do hope you can come and join us. If you can come, either call me up or write, and I'll update you on further arrangement.

Gerald

7) Write a note of invitation according to the following note of accepting an invitation.

16 May

Dear Maggie,

We old school mates haven't met for quite some time, have we? So, we are organizing an alumni meeting next Saturday evening, 20th of May, at the Moonlight Club, where we held our last meeting. I heard Mr Bain, our former history teacher, is coming too. We'll sure meet many old friends and chat over old days. I know you often have to work some at weekends, but I hope you can spare some next Saturday evening. The meeting will start at about 6 pm. Please let me know if you are otherwise engaged.

Maggie

8) Write an invitation card according to the following reply.

Mr. and Mrs. Andrew Zhang
request the pleasure of Mr. and Mrs. John Smith's company
at dinner
at New Asia Holiday Inn, 250 Park Avenue
on Wednesday, the fifteenth of June, 2011
at 6:30
in celebration of their daughter's graduation
from Harvard University

9) Sum up the general expression patterns for writing the replies to invitation.

Accepting an invitation

- ***(The invitee)*** accept(s) with pleasure the kind invitation of ***(the inviter)*** to ***(activity)*** to be held at ***(place)*** on ***(date)*** at ***(time)***
- ***(The invitee)*** thank(s) ***(the inviter)*** for his/her/their kind invitation to ***(activity)*** to be held at ***(place)*** on ***(date)*** at ***(time)*** and has/have much pleasure in acceptance.

Declining an invitation

- ***(The invitee)*** regret(s) that owing to ***(reason)*** she/he/they is/are unable to accept ***(the inviter)***'s kind invitation to ***(activity)*** at ***(place)*** on ***(date)***
- ***(The invitee)*** regret(s) that ***(reason)*** prevents his/her/their accepting ***(the inviter)***'s kind invitation to ***(activity)*** at ***(place)*** on ***(date)***
- ***(The invitee)*** thank(s) ***(the inviter)*** for his/her kind invitation to ***(activity)*** at ***(place)*** on ***(date)*** but regrets being unable to attend due to ***(reason)***

10) Write an invitation and a decline according to the following acceptance.

Invitation:

Mr. and Mrs. James Hamilton
cordially invite
Mr. and Mrs. Mimothy Gamble
to the cocktail party
on Wednesday, the twelfth of December
at eight o'clock
at the Sky Fortune Hotel

RSVP

Decline:

Mr. and Mrs. Mimothy Gamble
regret that they are unable to accept
Mr. and Mrs. James Hamilton's
kind invitation to the cocktail party
on Wednesday, the fifteenth of June
at the Sky Fortune Hotel
owing to a previous engagement

Chapter II Letters

1) Address an envelope according to the following information.

(Ms.) Lin Yimeng
32 Lane 218 Guijing Rd.
Shanghai, 200245
China

Mr. Larry Spencer
A & G Electronic Company
No. 341 Queen Avenue
Yakima WA 98902
USA

8) Suppose a teenager relative of yours has told you about the following problems. Write a letter giving him/her some advice. Address the young relative as Jack or Jane.

(Only the main ideas are provided, and the ideas are just given for reference.)

Problem 1:

Dear Jack,

You need to think about what is best for your friend. He is obviously not going to do well at school if he spends all his time on the Internet and misses classes. But to tell the teacher the truth could hurt your relationship with your friend. You need to talk to your friend and tell him you are worried and that you are under pressure to tell the truth at school. You need to be kind and understanding with your friend and not just tell him off. You shouldn't start an argument but should try to have a discussion with him.

Problem 2:

Dear Jack,

This is a difficult problem. Your mother finds it difficult to believe that you are growing up and are capable of looking after yourself. She loves you so much that she wants to protect you all the time. She doesn't realize that she embarrasses you. You need to impress her by showing that you are responsible and adult like. Perhaps you could also try telling her that all your friends laugh at you because she doesn't trust you and treats you like a small child.

Problem 3:

Dear Jane,

The best thing you can do to help your father is to work hard at school and make him proud of you. He doesn't want you to be sad for him or worry about him. He wants you to concentrate on studying and being a success. If you can do well he will feel a lot better about himself. At the moment he feels he has let down the family, so don't let him think that way. It is not his fault he lost his job. Show him you love him by working hard.

Problem 4:

Dear Jane,

I am sorry to hear that your friends are not being helpful. They do not sound like very good friends to me! Most people have trouble learning at school at some time. You are not alone. Why not talk to your chemistry teacher about the things you find hard. The teacher might be able to give you exercises to help you study or some advice. I had the same problem at school and my teacher was really kind. I got a good grade in chemistry in the end! You can too.

Problem 5:

Dear Jane,

It is hard being away from your parents when you are growing up. But just because you are away from home doesn't mean your parents do not love you. You are at an age when you are changing quickly, but your parents are not around to see it. It is natural that you do not feel close to them. Why not try writing to your parents from school or telephoning them? Tell them about your daily life and this could help them feel that they are still an important part of your life.

Problem 6:

Dear Jane,

To me, this letter spells DANGER! The Internet may be a great place to meet people and catch up with your friends, but there are many unscrupulous people who will take advantage of trusting girls like you.

This guy may be perfectly genuine and want to treat you well but you don't know that. Many, many older men use the net to pick up young pretty girls because it is easier than meeting them face to face. Their intentions may not always be honorable.

In my opinion, don't go there. Any man who is chasing girls 12 years younger than himself has something wrong with him. Forget about him, concentrate on your studies and finding a nice boy of your own age. It's time to be street-wise(有判断力的).

Chapter III Paragraphs

1) Write a list of words for each subject.

(1) remote-controlled trains; squirt guns; transformers; yo-yo; jigsaw puzzles; Jack-in-the-box…
(2) beach; swimming; sunglasses; vacation; no school …
(3) money; shop assistants; customers; cashiers; clothes …
(4) Santa Claus; chimney; stockings; gifts; tree …
(5) horses; cows; pigs; barn; crops; vegetable gardens …
(6) teacher; desks; chalk; blackboard; students …
(7) pumpkin; masks; candies; trick or treat …

2) Underline the topic and bracket the idea.

(1) Oral presentations (make me very nervous.)
(2) Planning a vacation carefully (can be time-consuming.)
(3) Aging airplanes (have increased the likelihood of plane crashes.)
(4) The level of nicotine in cigarettes (is kept high by the tobacco industry.)
(5) The oldest child in the family (is often the most independent and ambitious child.)
(6) Gadgets created for left-handed people (are sometimes poorly designed.)
(7) The city's new mayor (enjoys practical jokes.)
(8) Dinnertime telephone sales calls (should be illegal.)
(9) The magazine *Consumer Reports* (can help you decide which brands or models are of the best value.)
(10)(Of all the brand name chocolates,) Dove's Plain Chocolate (is the best buy.)
(11)Some song lyrics (have serious messages about important social issues.)
(12)The beach on a hot midsummer day (is a great place for people-watching.)

3) Read each paragraph and select the sentence which best expresses the main idea.

a a d d b b b c a

4) Down below, you will see pairs of sentences. Each pair contains one sentence that would make a good topic sentence and another sentence that would make a good detail sentence. Can you point out the good topic sentences?

Good topic sentences are: b, a, a, b, a

5) Write a topic sentence for each of the following groups of sentences.

(1) Joseph and Tom are good friends.
(2) This is how you make a peanut butter and jelly sandwich.
(3) Dogs are wonderful pets to have.
(4) My favorite holiday is Christmas.
(5) I like to go shopping with my mom.
(6) Desert animals have their own features.
(7) Bullies act so for three reasons.

6) Comment on the following topic sentences with reference to the guidelines in this section.

(1) It is a well-known fact.

(2) It is too general, so the reader will not know what to expect in the paragraph.
(3) It is too specific. The writer has nothing else to say on the subject.
(4) It is not strong enough.
(5) A part of it is negative.
(6) There is only the topic.

7) Improve the following topic sentences.

(1) My hometown Shanghai is famous for its regional culture. (Note: Topic sentences are general, and details should appear later in the paragraph.)

(2) There are three reasons why some students like to live on campus. Or:

There are two reasons why others like to live at home. (Note: It mentions two topics instead of one.)

8) Discuss with your classmates and jot down supporting sentences for the topic sentences suggested below.

(1) They pinch my feet. I can't wiggle my toes as much as I want to. My feet get hot in shoes. I can't wait until summer when I can go barefooted.

(2) They like to lie around all day. They walk slowly. Sometimes they lick their paws and their fur. That's why some of them get so fat.

(3) I like to feel the wind go through my hair. Everything passes by me very fast. I get out of breath. I sweat all over and feel refreshed.

9) Read the following paragraphs and answer these questions:

(1) **(Topic Sentence)** Using word processing in the classroom has a few problems. **(A list of four points)** The first is that many elementary school students are not familiar with computers. The second is that not all students are able to type. And, even when students can type reasonably well, the third problem is that word processing requires a lot of individual computer time and few elementary schools have more than one or two computers per classroom. The fourth problem is that when something goes wrong on the word processor students and teachers can become frustrated. **(Concluding Sentence)** These problems mean teachers need to carefully consider if and how they introduce word-processing into the curriculum.

This paragraph is not well-developed.

(2) **(Topic Sentence)** Scientists have learned to supplement the sense of sight in numerous ways. **(Five Specific Examples)**In front of the tiny pupil of the eye **they put**, on Mount Palomar, a great monocle 200 inches in diameter, and with it see 2000 times farther into the depths of space. **Or they look** through a small pair of lenses arranged as a microscope into a drop of water or blood, and magnify by as much as 2000 diameters the living creatures there, many of which are among man's most dangerous enemies. **Or**, if we want to see distant happenings on earth, **they use** some of the previously wasted electromagnetic waves to carry television images which they re-create as light by whipping tiny crystals on a screen with electrons in a vacuum. **Or they can bring** happenings of long ago and far away as colored motion pictures, by arranging silver atoms and color-absorbing molecules to force light waves into the patterns of original reality. **Or** if we want to see into the center of a steel casting or the chest of an injured child, **they send** the information on a beam of penetrating short-wave X rays, and then convert it back into images we can see on a

screen or photograph. **(Concluding Sentence)** Thus almost every type of electromagnetic radiation yet discovered has been used to extend our sense of sight in some way.
This paragraph is well-developed.

10) Write a topic sentence for each of the following topics and draw an outline to support it with at least three points.

(1) People can avoid burglaries by taking certain precautions. (locking doors/ leaving lights on/ buying an alarm system)
(2) There are several advantages of growing up in a small town. (knowing your neighbors/ walking to work/ living a simpler lifestyle)
(3) Air pollution in Shanghai is caused by a number of factors. (industrial emissions/ trash and garbage in the streets/ automobile and truck exhaust)
(4) Fixing a flat tire on a bicycle is easy if you follow these steps. (find a quiet place away from the road/ stop the bicycle safely/ remove the tire/ fix the tube/ replace the tire)
(5) Effective leadership requires specific qualities that anyone can develop. (clear goals/ broad vision/ communicative ability)
(6) To maintain a healthy lifestyle, one needs to form a few good habits. (walk more often/ use stairs instead of elevator/ avoid overeating/ eat good foods)
(7) In order to fully explore the wreck of the Titanic, scientists must address several problems. (overcoming the depth of the water/ getting light down into the darkness/ dealing with the water pressure)
(8) Here are a few tips for students to get good grades. (listening in class/ setting aside regular hours to study/ getting quality sleep and exercise)

11) Choose a better concluding sentence for each of the given outlines.

b b a

12) Fill in the blanks with appropriate concluding sentences.

(1) People throughout history have understood that earthworms are extremely important.
(2) These three types of worms have been given Greek names meaning “up from the earth”, “within the earth”, and “upon the earth”.
(3) Sometimes three generations of the codling moths may live in the orchard in just a year.
(4) Farmers have lost millions of dollars in crops due to the invasion of this foreign species.
(5) In each of these phrases the word “worm” is derogatory.

13) The following concluding sentences are not strong enough. Can you add zing to them?

(1) Newton’s inventive work led to a whole new way of seeing the world.
(2) With the right kind of bank account, a penny saved is more than a penny earned.
(3) Let it snow, let it snow, so I can sleep late, make a man out of the fresh fallen snow, and have a snowball fight.

14) Identify irrelevant sentences in the following paragraphs and underline them.

(1) Each of the Russian manned space exploration projects had specific major goals. For example,

the Vostok project was designed to test whether or not human beings could survive and function in outer space. For another example, the Voshkhod project was intended to find out whether people could work in the weightless environment of space. One Voshkhod cosmonaut experimented with weightlessness by taking a “spacewalk.” That is, he floated in a spacesuit outside his Voshkhod spacecraft, connected to it by a tether. The cosmonaut to do this was Alexei Leonov. Several weeks later, Leonov’s spacewalk was followed by that of U.S. astronaut Ed White. Finally, the Soyuz project, with three cosmonauts, had goals of testing spacecraft and spaceflight skills so that people could fly long missions in Earth orbit.

(2) Cigarette smoke is unhealthy even for people who don’t have the nicotine habit themselves. Secondhand smoke can cause asthmatics and sufferers of sinusitis serious problems; doctors regularly advise heart patients to avoid confined smoky areas because coronary attacks might be triggered by the lack of clean air. Moreover, having the smell of smoke in one’s hair and clothes is a real nuisance. Even if a person is without any health problems, exhaled smoke doubles the amount of carbon monoxide in the air, a condition that may cause lung problems in the future.

(3) We can benefit much from making our cities greener. For example, trees can absorb carbon dioxide and produce much oxygen which is essential to human beings. Trees can also beautify our cities. It is said that the whole country of Singapore is a beautiful garden. Trees and flowers are all around the cities, and attract thousands of visitors. In this respect, we can follow the example of Singapore.

(4) I have always been a very messy person. As a child, I was a pack rat, saving every little piece of insignificant paper that I thought might be important when I grew up. As a teenager, my pockets bulged with remnants of basketball games, candy bars, gum wrappers, and other important articles from high school education. As a college student, I became a boxer--- not a fighter, but the kind who cannot throw anything away and therefore it winds up in a box in my closet. But my engagement has changed everything. I’m really pleased with the new stage of my life, and I owe it all to my fiancée. My overall outlook on life has changed because of her influences on me. I’m much more cheerful and I’m much more cheerful, and I’m even getting places on time like I never did before. It’s truly amazing what love can do.

(5) Shiitakes originated in Japan, and in recent years have attracted a small but loyal following. They are most commonly available in supermarkets which cater to an ethnically diverse population. Shiitake mushrooms are unknown in the world of most cooks; these small fungi, however, are truly impressive and should be recognized as a tasty and versatile addition to any recipe calling for ordinary, bland, white mushrooms. Their distinctive taste lends a subtle nutty flavor to any dish. Shiitakes pair especially well with poultry but when sautéed can also be used as an excellent side dish for a grilled steak. Considered a specialty food, they often cost over four dollars a pound. But, as any gourmet cook can tell you, these mushrooms are worth every penny that you pay! And, since they are lightweight, shiitakes aren’t very expensive: They generally cost roughly a quarter a piece, depending on season and location. Sautéing in butter with garlic helps bring out their flavor the most, but other cooking techniques can be used with these versatile mushrooms. They can be used in the butter and wine sauces that typify French cuisine or added just as easily to Asian stir-fry or Italian pasta sauces. Just be sure to wipe all dirt from the caps and remove the woody stems before cooking with shiitakes.

(6) Vegans choose to eat no animal products. This commitment means that vegans do not eat meat, poultry or fish products nor do they eat foods which contain dairy products. Some go so far

as to not eat any foods which contain processed sugar, and other vegans will not eat honey. Becoming a vegan is a morally responsible choice which will help end the oppression of animals while curing American nutrition woes as well as ending world hunger. It is morally correct to refuse to cooperate in the continual oppression of animals by consuming their bodies. Only when all animals are free will humans have a chance at forming a more free and equitable society. The poultry industry is responsible for the pollution of our precious natural resources, including the Chesapeake Bay. Refusing to eat chicken would end this pollution and also make Americans healthier: Even though some people claim that poultry is a low-fat meal, eating no fat is surely healthier! Besides, tofu just tastes better. Also, if we dedicate the land used for cattle grazing to raising crops, we can feed more people and end world hunger.

15) Rearrange the numbered sentences and give reasons for your order.

(1) 7 8 2 6 4 1 3 5
(2) 3 4 6 5 2 1
(3) 6 1 5 7 8 4 3 2
(4) 4 6 5 1 3 2
(5) 3 2 5 1 7 6 4

16) Put the jumbled sentences in order and add proper linking words.

The homes of two friends are very different. One is situated in the United States on a hill in Berkeley, while the other is located in the Netherlands by a canal in Amsterdam. There is a generous yard around the hill house, but there is no space at all around the canal house as canal houses are built right next to each other, wall to wall. The Berkeley house has only one floor, and some of its rooms are spacious; on the contrary, the Amsterdam house has five floors, and most of its rooms are small. The differences in these homes also reflect differences in life style. The American house is casual, and being in California, opens to a patio for outdoor living. In comparison, the Dutch house is more formal, and because of hard winters, is closed against the cold outside. Although the two homes are different, each one suits its location.

17) Correct the misused transitions.

There are three major airports near Washington, D.C., but the traveler to Washington should be careful about which one he or she chooses. For example, Baltimore-Washington International Airport, which is located near the city of Baltimore, is a good international airport. However, it is not the best choice for a traveler who wants to visit Washington. One reason is that it is relatively far from the city of Washington itself. Also, a passenger bus trip between Baltimore and Washington is somewhat expensive. Dulles International Airport is a slightly better choice, since it is located closer to the city. However, if a traveler arrives in the early evening, he or she will encounter rush-hour traffic, which is not a good way to begin a trip to the city. The best choice may be Washington-Reagan National Airport. There are two reasons for this. First, this airport is the closest to the city. Second, it is located on the Metro train system, which is a convenient method of transportation, allowing a traveler to travel almost anywhere he or she likes in the city of Washington.

18) Fill in the blanks with transitions.

At first glance Tod seems to be a typical four-year-old: scuffy, sun-bleached hair, a few freckles, worn cords, short-sleeved shirt, and tattered tennis shoes. But behind his boyish appearance he seems to be a loner. During the first class, he was the only child who did not raise his hand to answer a question or share an experience. He was attentive at first but soon lost interest. Once he reached out a finger to poke a boy in front of him, and then stopped, perhaps thinking better of it. Finally, his thumb went into his mouth. As soon as the class broke up, he headed for the monkey bars, where he climbed to the highest rung and sat, his eyes staring toward a distant hill. No one tried to approach him, however. The other children, most of whom chased around the play yard, seemed to respect his wish for privacy. Later, when the class regrouped for story time, Tod didn't show as much interest as he had during the sharing session. He seemed more interested in using a fingernail to trace the cracks in the wall than listening to Winnie-the-Pooh.

19) Fill in the brackets with transitions and make corresponding changes in some of the sentences to achieve better coherence.

Each of the U.S. manned space exploration projects had specific major goals. **For example,** the Mercury project was designed to test whether or not human beings could survive and function in outer space. In addition, the Mercury project tested rockets with the new Mercury space capsule, which could hold one person. **As another example,** the Gemini project was intended to find out whether two people could work in the weightless environment of space. One way of doing this was by having Gemini astronauts take "spacewalks." That is, they floated outside their spacecraft in a spacesuit, connected to it by a tether. Gemini astronauts also tried out new flying skills. For example, some astronauts flew two spacecraft extremely close together; this procedure was called "rendezvous." On some Gemini flights, astronauts physically linked two spacecraft together. This linking, or "space docking," was a major goal of the Gemini program. **Finally,** the Apollo project, with three astronauts, had the goal of testing spacecraft and skills so that people could actually fly to the Moon and land on it. Other goals included performing scientific experiments on the lunar surface and collecting rocks for study on Earth.

20) Read the following passage and fill in the blanks with appropriate connective words from the following list.

Because / although / so / however / First / even if / Second / Lastly / For example / because

21) Locate all the devices employed to achieve coherence in this paragraph. Place an asterisk (*) before the topic sentence and the coherence devices that already exist between one sentence and the next. Label the link inside brackets ( ).

*I couldn't seem to find the right room (the topic sentence: all other sentences in this paragraph support this idea of confusion and disorientation) — none of *them (pronoun referring to "room") had the number designated on my pass. *First (enumeration), *I (pronoun) wound up at the Department of Verification, *then (enumeration & transition of addition) the Department of Misinformation, *then (enumeration & transition of addition) some clerk from the Pressure Section advised me to try level eight, *but (transition of contrast) on level eight they ignored me, *and (transition of addition) later *I (pronoun) got stuck in a crowd of military personnel — the corridors rang with *their (pronoun referring back to *military personnel) vigorous *marching back and forth, the *slamming of doors, the *clicking of heels (parallelism), *and (transition of

addition) over that martial noise, *I (pronoun) could hear the distant music of bells, the tinkling of metals. Now and then janitors *would go (setting up parallelism in the verb phrases) by with steaming percolators, *now and then (repetition) *I (pronoun) *would stumble (parallelism) into rest rooms where secretaries hastily renewed their make-up, *now and then (repetition) agents disguised as elevator men *would strike up (end of the parallelism in the verb phrases) conversations — *one of them (pronouns referring to “agents”) had an artificial leg *and (transition of addition) *he took *me (pronouns) from floor to floor so many times that after a while *he (pronoun) began waving to me from a distance and even stopped photographing me with the camera-carnation in his lapel. By noon *we were buddies, *and (transition of addition) *he (pronoun) showed *me his (pronouns) pride and joy, a tape recorder under the *elevator (repetition) floor. *But (transition of contrast) *I (pronoun) was getting more and more depressed and couldn’t share *his (pronoun) enthusiasm.

22) Identify the methods of development in the given paragraphs below.

(1) illustration; (2) process analysis; (3) comparison and contrast; (4) cause and effect; (5)definition; (6) classification

Chapter IV Essays

1) Locate the thesis statement as well as the topic sentences and indent the whole essay into an appropriate number of paragraphs.

DNA is unique in three respects. *First, it is a very large molecule, having a certain outward uniformity of size, rigidity and shape.* Despite this uniformity, however, it has infinite internal variety. Its varied nature gives it the complexity required for information-carrying purposes. One can, indeed, think of the molecule as if it had a chemical alphabet somehow grouped into words which the cell can understand and to which it can respond.

The second characteristic of DNA is its capacity to make copies of itself almost endlessly, and with remarkable exactness. The biologist or chemist would say that such a molecule can replicate, or make a carbon copy of itself, time and again with a very small margin of error.

The third characteristic is its ability to transmit information to other parts of the cell. Depending upon the information transmitted, the behavior of the cell reflects this direction. As we shall see, other molecules play the role of messenger, so that DNA exercises its control of the cell in an indirect manner.

2) Copy the titles in the middle of each line and make necessary changes regarding capitalization, punctuation and fonts.

A Guide to the Correction of Common Errors in English
Treaties Between the United States and Native Americans
DIY: A Popular Trend Among the Young Generation
Bad Habits to Get Rid Of
What You Need to Do to Take Tests
What's Wrong with Blogging?
Keys for Writers—A Brief Handbook
The Success of Lu Xun's *The True Story of Ah Q*
Peer Pressure and Its Influence
Marriage Is a No-Win Situation
Disney and *The Lost Empire*

3) The writer must bear in mind the length of a writing assignment when he narrows down the subject and writes a topic sentence for a paragraph or a thesis statement for an essay. For each of the subjects given below, construct a topic sentence as well as a thesis statement.

(1)	for a paragraph	Smoking quickly destroys a family's budget.
	for an essay	Smoking can destroy family life in three aspects: the budget, the sanitation and the affection between family members.
(2)	for a paragraph	This year's user fees for participation in school sports are too high.
	for an essay	The physical, psychological and financial competitions in school sports have reached dangerous levels.

(3)	for a paragraph	My first impression of the country school is its impoverishment.
	for an essay	Volunteering at a country school taught me to use my creativity, to change some of my values and to feel sympathy for others.
(4)	for a paragraph	I have made up my mind to keep a balanced diet and eat no junk food in the coming New Year.
	for an essay	I hope to get healthier by eating the right foods, practicing yoga and spending more hours sleeping.
(5)	for a paragraph	A lesson I learned on our family trip to Hohhort is: Never trust strangers!
	for an essay	My family trip to Hohhort is a great success owing to the fine weather, our professional tour guide and the friendly local people.

4) A thesis statement should include only one idea. Or it becomes too ambiguous. Determine whether these sentences are good or ambiguous.

Good ones: (2), (6); Ambiguous ones: (1), (3), (4), (5)

5) The following thesis statements are weak. Locate the problem in each and try to strengthen the thesis statements.

(1) (title) Continuing changes in the Social Security System makes it almost impossible to plan for one's retirement.

(2) (too general) Working college students have to learn how to juggle many responsibilities: doing a good job at work, getting to class regularly and on time, being alert in class, and doing the homework assignments.

(3) (too general) Marriage to the right person can add love, companionship, and support to life.

(4) (too obvious) To be thin, models maintain very strange eating habits. / Too often, young women believe that they should be as thin as the models they see everywhere in the media.

(5) (fact) The young generation is more likely to suffer from obesity-related diseases than their elders because more than 40 percent of students aged between 7 and 14 are overweight.

(6) (announcement) People have many complex reasons for going to college.

(7) (lack of confidence) Everyone should exercise to reduce stress, maintain a healthy weight, and feel better overall.

(8) (too general) The supermarket around the corner is clean, well-organized, and filled with top-quality products.

(9) (too general) Because ringing cell phones are disruptive to class, this school should ban their classroom use.

(10) (too general) I deserve a raise based on my strong performance over the past year.

(11) (too general) Because she is hard-working, dedicated, and concerned about campus issues, Wang Xin should be the head of the Students' Association.

(12) (too general) My neighborhood is safe, close to several stores, and beautifully landscaped.

(13) (announcement) The life of the typical college student is characterized by time spent studying, attending class, and socializing with peers.

(14) (too general) High school graduates should be required to engage themselves in community

projects during the vacation before entering college in order to increase their maturity and global awareness.
(15) (ambiguous) Because it promotes rapid weight loss that results in the loss of muscle and lean body mass, the weight-loss tea poses a potential danger to customers.
(16) (ambiguous) Because the Internet is filled with tremendous marketing potential, companies should exploit this potential by using web pages that offer both advertising and customer support.
(17) (too general) Hemingway's stories helped create a new prose style by employing extensive dialogues, shorter sentences, and strong Anglo-Saxon words.
(18) (ambiguous)Stephen Hawking's physical disability has not prevented him from becoming a world renowned physicist.
(19) (too general)The success of the last scene in *Midsummer Night's Dream* comes from subtle linguistic and theatrical references to Elizabeth's position as queen.
(20) (cliché) The story of Louise Bentley shows that those who have been hurt or have had something go wrong are naturally more careful the next time.

6) Fill in the blanks by adding a supporting point in the theses. Notice that parallel structure is employed.
(1) There should be more education in schools about domestic abuse because children also pay the consequences for such abuse, it creates a poor family structure, and <u>it also promotes violence.</u>
(2) Women are more concerned with their appearance than men because of the pressure on women to be thin, society's obsession with a woman's perfection, and <u>the popularity of beautiful, thin models and actresses.</u>

7) Identify the way of opening for each of the following paragraphs.
(1) question and problem
(2) experience
(3) problem
(4) anecdote
(5) contrast
(6) questions
(7) narrowing the scope of the issue under discussion

8) Read and decide whether the following paragraph is
(a) a body paragraph that immediately follows the introductory paragraph OR
(b) a body paragraph in the middle OR
(c) a body paragraph leading to the concluding paragraph
b a a c c b b c

9) All of the following are possible concluding paragraphs based on the detailed outline. Read them carefully and identify the strategies used herein.
Conclusion 1
To conclude, one cannot argue against the necessity for federal firearm-access prevention laws. (restatement) They keep weapons out of the hands of unauthorized users, reduce all kinds of gun-related violence, and they are a constitutional and practical means of gun control. (summary)

If you want this country to stop being the most violent of all western countries, call or write to your representatives in Congress and demand that they pass federal firearm prevention laws. (suggestion)

Conclusion 2

In summary, federal firearm-access prevention laws prevent unauthorized individuals from having access to guns. This in turn reduces three types of gun-related violence: accidental deaths, third party-shootings and suicides. Moreover, access prevention laws provide a constitutional and practical means of gun control. (summary) These facts provide conclusive evidence that a federal firearm-access prevention law is needed. (restatement) If a federal law is not passed, the United States will continue to have the unfortunate distinction of being the most violent of all western societies. (prediction)

Conclusion 3

Do we as Americans want to continue to be known as the most violent of all western countries? (question) If not, call or write to your representatives in Congress and demand that they pass federal firearm prevention laws. (suggestion) After all, federal firearm-access prevention laws keep weapons out of the hands of unauthorized users, reduce all kinds of gun-related violence, and they are a constitutional and practical means of gun control. (summary) Given these facts, one cannot argue against the necessity for federal firearm-access prevention laws. (restatement)

10) Try to write a concluding paragraph for each of the opening paragraphs.

1. The concluding paragraph:

By attending State College, I am getting a quality education at a bargain price. I am also able to take care of my family while I take care of my future. I didn't need a "motivational survey" to figure out why I made the choice I did.

2. The concluding paragraph:

Therefore, my advice to consumers is to keep accurate records, and when you have to complain, go right to the top. It has always worked for me.

3. The concluding paragraph:

So, for my birthday dinner celebration, or any other time, I prefer to eat at McDonald's. It's convenient, friendly, and cheap. And with the money my wife saves by taking me to McDonald's, she can buy me what I really want for my birthday --- a new Sears power saw.

4. The concluding paragraph:

There are other difficulties involved with space exploration, but these are three of the most important ones. In summary, without adequate air pressure, the unprotected human body may be seriously harmed in a vacuum. In addition, meteors can threaten human life and damage spacecraft. Finally, the lack of water in space means that human life may have a difficult time surviving on other planets. As one can see, the challenges of space travel are rather different from terrestrial dangers. (summarizes) OR

As is mentioned above, the Earth's natural environment has often presented dangers to explorers.

Dangerous animals, vast oceans, and violent weather have presented risks to humans. However, the new frontier of outer space, with its vacuum, meteors, and lack of water, presents unique challenges to people who desire to explore it. (summarizes + restatement)

11) Identify the main strategy used in each of the following conclusions.

(1) Summary
(2) Restatement
(3) Question
(4) Quotation
(5) Quotation
(6) Suggestion
(7) Prediction
(8) Anecdote
(9) Suggestion

12) Read the short play in the text and think about the following questions.

(1) No.
(2) Yes.
(3) Yes.
(4) To entertain.
(5) The characters seem realistic but they are not actual people. The tone of the writing is humorous in places.

13) According to the given information, write a short biography of the inventor of the Braille system.

Louis Braille was born in France in 1809. When he was three, he had an accident and went blind. He started school at the National Institute for Blind Children at the age of ten. Then in 1824 he developed his own writing system for the blind. Two years later he started working at the Institute as a teacher, and he taught there until he died in 1852.

The National Institute in Paris did not use the Braille system until 1854, and in 1932 every country in the English-speaking world introduced it as the international writing system for the blind.

14) Study the picture series carefully and comment on the following students' stories. The stories are entitled *What a Clever Idea*.

"Look at your bloody chin! Don't you want to do such silly things again, little boy?" I teased my 14-year-old son, Anthony. The band-aid on his face seemed to be a mark representing his being young and naïve. This morning, he tried to shave with the new electric razor my wife bought for me but unfortunately, he cut his chin.

"Dad, please don't call me 'little boy' any more. I'm a grown-up. I'll prove that I am a man now!" Anthony argued with rage. He picked his schoolbag, left his breakfast unfinished and slammed the door. Though I wasn't quite satisfied with his response, Anthony's sense of being an adult impressed me a lot. "Welcome to today's morning news broadcast. Today is Mar. 3, 2004..." Hearing the date from the radio, I suddenly realized that tomorrow would be Anthony's 15-year-old birthday. "What shall I give him as a gift? I thought for a while and got a brilliant

idea.”

I left home earlier than usual because I planned to go shopping for my dear son. Coming out of the department store with a satisfactory gift in my briefcase, I rushed to my office. Coincidently, it was the same way that Anthony goes to school every day. On the way, I saw a crowd gathering at the street. Two middle-aged women chatted: “If I had such a son, I would be so proud of him!” “How brave he is!” … I learned that not long ago in the middle of that street a boy was seen to have saved a little girl’s life. Taking such “heroic deeds” for granted, I hurried off. It was almost time for work.

Stepping into my office, my secretary worriedly told me that a policeman had just called me and left a message: “Anthony is now at St. Peter’s Hospital. He’s injured by a car.” I ran out of the office and took a taxi to the hospital at once. All of a sudden, the street scene flashed back to my memory.

When I got to the hospital, Anthony’s broken arm had already been put into a cast. The policeman hadn’t left yet. He told me what had happened to my son: On his way to school, Anthony saw Maria, the 4-year-old girl of our neighbor, chase her ball into the middle of the street as a car approached. He immediately ran into the street and pushed her out of the way. The car slammed on its brake but knocked Anthony down. Maria burst into crying, frightened but unhurt…

Overwhelmed by the story, I stepped into the ward. There Anthony lay on the sickbed with a pale face. I gazed at him especially the band-aid on his chin as if he was not the same boy I teased in the morning. “This is for you, young man!” I took out the present from my briefcase --- a brand new electric razor! “Thank you, Daddy!” A broad smile spread out on Anthony’s face.

A full hug between us --- two men. (by a student)

15) Here are the events of a story related in chronological order. Choose a point of view and tell the story in one paragraph.

This is the first time I have attended an interview. It was not fine that day. When I arrived at the company, I found there had already been several interviewees outside the manager’s office. I took a seat in no time and began to think of the possible questions the manager may ask. After a few seconds, the person next to me came out of the office. I noticed his pale face and then felt my heart beating faster and faster. All of a sudden, I heard the secretary call my name and say that the manager would see me. Soon I gained my nerve and walked into the office without any hesitation. The manager looked young and capable, which made me a bit relaxed. After we shook hands, he asked me to explain why I wanted to apply for a job as a waiter. Actually, I had prepared the question beforehand, so I answered him confidently. However, he did not seem to be satisfied with my reply because I heard him heave a sigh. As I had expected, he mentioned my lack of working experience. At that time I realized that it was almost impossible for me to get the job. It was such a long time before he spoke again. To my surprise, the manager smiled and asked about my clothing size. Bewildered, I looked at him wondering why he should ask such a question, while the manager opened the drawer and took out a light blue dress and a small white apron. I could not help saying “Thank you!” when he announced that I was employed. At that moment, I felt like singing the song “I’m on the Top of the World”! Am I not the luckiest person in the world? Thus relieved, I got back my senses and noticed that the sun had now come out from behind the clouds, the sky had become blue and clear and even the air smelt sweet! (by a student)

16) Write an outline for the "Gem-style" paper clip.

Para 1: Overview (framework + function)

Para 2: Contrast (design + the paper clip vs. ribbon or braided wire)

Para 3: Contrast (design + the paper clip vs. V-shaped clip)

Para 4/5: Spatial order + Specifics (relations among parts)

Para 6: Specifics (relations among parts) + Comparison (role of parts)

17) (1) Identify words pertaining to five senses. (2) Point out the order of development. (3) Locate three figures of speech.

(1)
- Touch: feathery soft, heavy, soggy
- Sight: melted cheese, juices cascade, oil slicks, vinyl table, trudge
- Sound: chew noisily, call out
- Taste: rich, thick taste; spicy animal fat; swig; a chilled mug; fizzing root beer; prickles my nose
- Smell: the smell of frying onions

(2) Movement from time to space

(3) Simile: <u>chew noisily like a puppy</u>

Metaphor: <u>feathery</u> (instead of "delicately") soft

Personification: <u>smell of frying onions creeps out stealthily on invisible feet to conquer</u>

18) Peter is writing to his pen-friend. In his letter, he describes the changes of his room plan over time. Continue writing the letter with reference to the drawing.

(The answer is omitted.)

19) Rearrange the order of the sentences.

3 1 8 4 7 9 2 6 5

20) The following is a fairly well-written description. Can you tell what was being described by filling the blanks?

kiwi; kiwi

21) The following outline can barely pass muster. Can you make improvements by visiting your outdoor paradise and note down details pertaining to your five senses?

A. Seeing

1. trees (cedar, tamarack, firs, cottonwood, western hemlock, willow)
2. thick woods surround grassy meadow
3. rocks in stream vary (small pebbles and large boulders)
4. colors (pale brown to reddish to white to black)
5. wet surfaces look smooth, shiny
6. grass in meadow light green (contrasts with dark green of trees)
7. grass varies from ankle to knee high

B. Hearing

1. water splashes and gurgles over rocks and logs

2. sounds like voices when you cannot quite make out the words
3. gets louder and softer as you move around the campsite
4. never stops
5. bird sounds 1) piercing squeaky brake sound of varied thrush
2) melodic song of redstart
3) hoarse croak of raven
4) light drumming of woodpecker

C. Smelling and Tasting
1. meadow has sweet grassy smell, grass tastes sweet when you pick a piece and chew on it
2. peppery smell in the air
3. earthy earthworm smell of damp soil and resiny smell of trees are mingled in the breeze
4. water tastes cold and fresh

D. Touching
1. rocks feel smooth and round
2. grass is prickly when you walk in it

Dominant Impression: Peaceful

Possible Topic Sentence: The campsite at Cedar Creek is one of the most peaceful places I know.

22) Write a paragraph on one of the following topics.

(1) a pet you own; a domestic animal you see most often; a zoo animal that you are most interested in or afraid of

(2) a classmate; an idol; a neighbor; a family member; your dream friend or even yourself

(3) a product in an advertisement; your favorite food; local specialty

(4) a scenic spot on campus; a nearby park; a resort

Lying on the sofa lazily, it continued yawning. Every now and then it stretched itself and soon fell asleep. Suddenly, it woke up and glanced at the surroundings. It held its breath and tried to observe where the sound is coming. Then it tiptoed towards the sound slowly and quietly. About few seconds later, it pounced up and managed to catch the mouse.

23) Compare the first and final drafts of the first three descriptions and justify those changes the student authors have made. Then can you help the other four students revise their assignments?

(1) It is food for summer. It looks like the noodle, but much wider, softer and smoother. It is made of green beans and served with vinegar, soy sauce, slices of cucumber and pepper. As this specialty of Xi’an is delicious and summer is coming, why not have a try?

(2) It has big eyes, a black nose, a big mouth and small ears. It has four strong legs and a long tail. It will bark when it meets strangers but shake his head or tail to greet his owner. It hunts with human beings and protects them. It’s our best old friend.

(3) I am crowned as the national treasure of China. I am black and white. I have a fat and soft body with a round head, two small ears, a thick neck, four strong limbs and a short tail. There are two black circles around my eyes. In general, I am about 1.5 meters in height and 150 kilos in weight. Climbing up and down the mountain forests, I feed on bamboo leaves and bamboo shoots.

They are my favorite food.

(4) I'm not a very important member of the stationery family but a great help to human beings. Although I am not as impressive as the brush in craftsmanship, I am always correct, for the mistakes I made could be erased easily. You can find me in almost every pupil's pencil box or behind some engineers' ears. I have beautiful coats over my round or hexagonal wooden case. Look, this picture of flowers and a smiling child will make people happy and energetic to work and study. Now my case is sometimes made of plastic, because it is lighter and looks more fashionable. Beautiful as I am, what really counts is my heart – a solid rod of lead. That's the real me.

24) Theophrastus, a student of Aristotle once depicted the traits of a stingy man in ancient Greece.

Hints: There are several possible ways to paragraph the body part.

The body Paragraph 1: how does he buy his clothes?
Paragraph 2: how does he buy his food?
Paragraph 3: how does he look for his shelter?
Paragraph 4: how does he choose his means of transportation?

The body Paragraph 1: the way he treats himself
Paragraph 2: the way he treats his relatives and friends
Paragraph 3: the way he treats strangers

The body Paragraph 1: how he acts at work
Paragraph 2: how he acts off work

25) The following is a student's original draft. With regard to content, organization and language use, what comments do you have and can you revise it?

A Vain Woman

"Oh, you must be overcharged! When I was in Britain, I saw for myself that the genuine Scottish muffler costs only £10 each." On hearing this, I know my next door neighbor is voluntarily sharing her experience in Britain again.

Ever since she took part in the 6-day overseas business trip organized by her company, she is always jabbering about it. For instance, when she saw some school children pass by, she would say "How can we study well here? Look at Cambridge University! Look at the historic buildings! How magnificent! Even the air there is imbued with a cultural atmosphere!" Furthermore, when she came back from shopping, she would tell the neighbors whom she bumped into in the elevator "Name brands in Shanghai are too expensive! Unreasonable! When I was in Britain, I bought a Burberry coat at only £100." In fact, during her short stay in Britain the last stop of her overseas trip, she only had time to see London briefly as they passed through the city and had lunch in Chinatown. The real "souvenir she bought" from abroad was nothing other than her pet phrase "when I was in Britain". And ironically, she cannot speak a word of English!

This is what my neighbor is like – a vain woman who is excessively proud of showing her usual experience regardless of the occasion, only she refuses to admit her vanity.

26) Fill in the blanks in the following essay.

First of all, people should bathe often, change their shirts and socks after they take on any perspiration because the odor from a person's body is offensive. … Finally, people in different jobs have different customs in dressing. If someone is doing physical labor, he is not supposed to dress in a suit but in jeans and a T-shirt. White-collared employees should dress formally at work, man in shirt or suit with tie, woman in skirt.

27) Write an essay on one of the topics below.

The Best Way to Reduce Stress

At present competition is becoming tougher and tougher and people are burdened with more and more pressure than ever before. How to reduce stress has concerned many people. In my essay, I would like to offer three ways to help those busy people.

One way is by traveling. From traveling to other provinces and countries, you can acquire much knowledge from different areas and cultures. You may completely forget unpleasant things and unpleasant people and perhaps may meet someone who is your Mr. or Mrs. Right.

Another approach is to make friends. In modern society, work and life pressure make people suffer from many kinds of psychological problems, such as depression. We need friends because we could not live without friendship just as we could not survive without air or water. Whenever we are happy or sad, friends always stand by us.

Most significantly, offering help is an effective way to reduce stress. We need to help as well as to be helped. For example, I often go to an orphanage to visit those orphans. I teach them to sing and dance and give them new pencils and books. I like to hear their laughter and see their smile. I can pluck up courage to face my hard work after helping orphans.

All in all, the best way to reduce stress is a combination of travel, friendship and help.

The Advantages and Disadvantages of the Internet

It is difficult to escape the influence of the Internet. If you fit the statistical averages, you spend about two hours a day surfing on the Internet. It seems that the Internet enriches our daily life. But like everything else, the Internet is a mixed blessing.

Generally, the merits of Internet can be listed as follows. First, with the Internet, we can be well informed of what has happened home and abroad and thus our horizons are broadened. What's more, the Internet serves people and corporations well. There is a trend that more and more people go shopping online instead of going to shops. Also, many large corporations are doing business through the Internet and this saves them much time and effort needed when they do business in traditional ways. Most important of all, the Internet has shortened the distance between people. It is not a dream that the world is becoming a global village. We can communicate with each other by email or msn, QQ and facebook, etc.

However, advantages usually go hand in hand with disadvantages. Firstly, we cannot turn a blind eye to the viruses that often make a bad impact on our computers' systems. Besides, we cannot turn a deaf ear to the fact that many hackers intrude upon our financial and personal information on Internet.

Now the conclusion is self-evident. The benefits of the Internet outweigh its dangers. Actually, whether helpful or harmful, the trend that the Internet will exert an important influence on our

ways of thinking and life styles cannot be stopped. We need to make full use of the merits of Internet and minimize its demerits.

College Enrollment Expansion

It's our government's policy that every university should admit more students to meet the needs of a large number of high school graduates. Therefore, the number of college students has been going up continually these years. As every coin has two sides, enrollment expansion in universities is no exception.

Generally speaking, enrollment expansion has many advantages. To each individual, this policy is good, for it provides him with an opportunity to command further knowledge, which is no doubt beneficial to him. Besides, as far as the general public is concerned, the more education they receive, the higher quality level they will reach.

While we are talking about the advantages of enrollment expansion, we cannot ignore its disadvantages. To begin with, there will be many more students in one class than before. Inevitably, quality will suffer, as teachers will have to correct more home assignments. To make matters worse, the problem in university such as accommodation will be serious. Worst of all, after graduating from universities, the large number of people will pour into the job market, and the competition in job-hunting or promotion and so forth will be more violent, which is certainly a potential threat to society.

Whether good or bad, the policy of students' expansion in university will continue in at least a few years ahead. Therefore, we, as university students should cherish the opportunity and prepare for the future competition.

28) Revise the following student essay in pairs.

The Importance of a Name

Nowadays, more and more naming companies are found in China and people are spending large sums of money on auspicious names. Although I am not in favor of such commercial activities, I am positive that a name especially the name of a person is of great importance.

To begin with, names give us identity. We inherit our surnames from our fathers. In this way, we can trace back to our ancestral roots. Names help bind us with other members of the same clan. Also, names embody great expectations our parents have for our future. Few parents give their children names in a casual way. Instead, they would like to name their baby girls "li" and baby boys "wei", wishing that their children would be either "beautiful" or "great" when they grow up. Finally, good names bring us benefits. If our names are impressive enough, people around us can easily remember and recognize us even if we have only met for the first time. Then we have more opportunities to communicate with others than those with ordinary names.

All in all, although names and even good names may not necessarily bring us luck, they are not negligible. The existence of naming companies in large numbers suggests that a name is more than a sign. This is true not only for a person, but for a company or a product as well. Names play a crucial role in our lives.

29) Are these workable outlines for paragraphs of illustration?

No; No; No; No

30) Write an essay on *Teaching English Writing is a Break-Bone Experience* using examples to impress the audience.

Hints:

- heavy workload (e.g. too many papers to grade)
- no class interaction
- speaking a foreign language in class
- discipline problem (e.g. absenteeism)

31) Read the student's draft carefully and help him revise it.

Individual differences are great among international students who study English as a foreign language. While some students seem to have studied English in vain, others seldom have problems in communication. The latter are those who can concentrate on reading, writing, and speaking at the same time.

The experiences of my friends serve as good examples. Xiao Xi practiced reading and writing but did not have conversation with native speakers; her English did not improve too much, and she was still afraid to speak to native English speakers. Xiao Ma hated reading English, so he only talked to his foreign friends. His speaking confidence and pronunciation improved, but his grammar was still very basic. Xiao Fang and Xiao Liu both went through a period of extensive reading and writing while living in America. Their vocabulary and grammar improved drastically as did their pronunciation and ease of talking with Americans.

In a word, it is inevitable that every student should make painstaking efforts in order to achieve complete mastery of English. But for international students to improve their English, extensive reading and writing combined with conversation practice help strengthen their grasp of English.

32) Most of us are expert at making or doing something. It could be making a chocolate cake or making model planes. Whatever it is you can make or do, write a list of directions so that anyone can follow your example.

On your assigned day, please clean between 3 and 5 p.m. Then no one will be using the lounge. The following procedure will save time. (It should take 10-12 minutes.)

(1) Close the drain and fill the sink with hot water.

(2) Add detergent and let dishes soak.

(3) Clear the table and counter of debris. Wash them off.

(4) Wipe the microwave inside and out.

(5) Wash dishes, rinse, and stack on drain board.

(6) Unplug coffeemaker. Empty and dispose of grounds.

(7) Wash and rinse coffeemaker.

(8) Dry dishes and put in cupboard.

(9) FRIDAY: Throw out all lunch containers and open soda cans in the refrigerator. Wipe up crumbs and spills in the refrigerator.

33) This recipe is taken from a cookery book. Rewrite it into a formal process paragraph on how to make a thanksgiving turkey. Be careful to use clear transitions.

A Perfect Turkey Made Easy

To make a delicious turkey requires some simple steps. The first step takes place two weeks before: order a fresh six-kilogram turkey from a local butcher. The day before Thanksgiving pick it up. A turkey is filled with “stuffing,” a savory mix of bread, vegetables, and spices. To make it starts the day before: a large loaf of bread is torn up into pieces then left in a bowl overnight to become stale. About two hours before the turkey is to go in the oven, take out the neck, kidneys and heart and boil them in water. In a wok, in the meantime, fry celery and onions in oil, spiced with special poultry seasonings. To this, add fresh cut-up apples, and whole hazelnuts, too. When the mixture is ready, add the stale bread and the water from the innards. While waiting for the mixture to cool, the oven is turned on to 350 degrees, then the turkey is washed in cold water, dried with paper towels, and placed in a large pan for roasting. Then, stuff the stuffing into the bird, lightly salt and pepper the skin, and cover it all with thick aluminum foil and place it in the oven for about three hours. Every 20 minutes, baste it with the pan juices. For the final half-hour, take off the foil to ensure a lovely brown and crispy skin. Finally, remove the bird from the oven about 15 minutes before carving. All that is left now is to heartily eat the sumptuous repast.

34) Look at these topics and judge whether they would be suitable for a 500-word paper of comparison and contrast. Use “Y” for suitable topics and “N” for unsuitable ones.

(1) --- Y
(2) --- N (too broad)
(3)--- N (Cats should not be compared to dogs because they belong to different categories.)
(4) --- N (To narrow this topic, two literary characters could be specified.)
(5) --- N (This topic is for a paper of argument, not comparison or contrast.)

35) Which topic sentences will be suitable for a contrast paragraph?

1, 4, 5

36) This is a comparison paragraph organized by points. Can you fill in the blanks and then rewrite it into a paragraph organized by subjects?

My hometown and my college town have several things in common. **First**, **both** are small rural communities. For example, my hometown, Gridlock, has a population of only about 10,000 people. **Similarly**, my college town, Subnormal, consists of about 11,000 local residents. This population swells to 15,000 people when the college students are attending classes. **A second way in which these two towns are similar** is that they are **both** located in rural areas. Gridlock is surrounded by many acres of farmland which is devoted mainly to growing corn and soybeans. **In the same way**, Subnormal lies in the center of farmland which is used to raise hogs and cattle. Thirdly, **these towns are similar in that** they contain college campuses. Gridlock, for example, is home to Neutron College, which is famous for its Agricultural Economics program as well as for its annual Corn-Watching Festival. **Likewise**, the town of Subnormal boasts the beautiful campus of Quark College, which is well known for its Agricultural Engineering department and also for its yearly Hog-Calling Contest.

My hometown and my college town are similar in several ways. First, my hometown, Gridlock, is a small town. It has a population of only about 10,000 people. Located in a rural area, Gridlock is surrounded by many acres of farmland which are devoted mainly to growing corn and soybeans.

Gridlock also contains a college campus, Neutron College, which is famous for its Agricultural Economics program as well as for its annual Corn-Watching Festival. **As for** my college town, Subnormal, it **too** is small, having a population of about 11,000 local residents, which swells to 15,000 people when students from the nearby college are attending classes. **Like Gridlock,** Subnormal lies in the center of farmland which is used to raise hogs and cattle. Finally, Subnormal **is similar to Gridlock in that** it **also** boasts a beautiful college campus, called Quark College. This college is well known for its Agricultural Engineering department and also for its yearly Hog-Calling Contest.

37) Fill in the blanks with proper transitions.

Even though Arizona and Rhode Island are both states of the U.S., they are strikingly **different in many ways**. For example, the physical size of each state **is different**. Arizona is large, having an area of 114,000 square miles, **whereas** Rhode Island is only about a tenth the size, having an area of only 1,214 square miles. **Another difference** is in the size of the population of each state. Arizona has about four million people living in it, **but** Rhode Island has less than one million. The two states **also differ in** the kinds of natural environments that each has. For example, Arizona is a very dry state, consisting of large desert areas that do not receive much rainfall every year. **However**, Rhode Island is located in a temperate zone and receives an average of 44 inches of rain per year. In addition, **while** Arizona is a landlocked state and thus has no seashore, Rhode Island lies on the Atlantic Ocean and does have a significant coastline.

38) The following paragraphs are hard to follow. Rewrite the paragraphs to give them clarity and coherence.

(1) Though my parents have lived comfortably together for over twenty-five years, they have always unfolded their different personalities. My father is tall, and outgoing. He works hard and plays hard. He does everything at a cheerful run, whether he is off to a sales conference or off to the mahjong table with his usual foursome on Saturday evenings. My mother is almost completely the opposite. She is small and quiet. Even her dark hair, which is naturally wavy, has a certain repose about it. She has a pleasant smile at my father's jokes, but she never stirs up fun on her own. She hums at her work, and the house seems to slip into order without effort. Their happy life never fails to remind me that, for all their differences, they share but one soul.

(2) People are sometimes amazed at how different the life in Mexico City is from that in the Mexican countryside. Mexico City is a prosperous urban center with glittering stones and modern buildings, while the Mexican countryside is completely underdeveloped, and many of its inhabitants are very poor. Another difference is that in Mexico City pedestrians dress much like stylish city dwellers in Chicago, Paris, or London. However, in the countryside, poverty-stricken peasants walking along the dirt roads are dressed in faded and merger clothing. Finally, many residents of Mexico City enjoy the conveniences of twentieth-century apartment life. In contrast, peasant women in nearby villages still cook over fire placed in front of their shacks or wash the family's clothes in the rivers.

39) Can you draw up a list of similarities for each of the following topic sentences? Expand one of them into a paragraph afterwards.

Can computers be female? The answer is always in the positive, since computers and females

really have many aspects in common. First of all, both of them are so delicate. They need to be taken good care of. Girlfriends are to be loved heart and soul. And PCs have to be upgraded and maintained constantly. Second, females are emotional and easy to get angry. Likewise, computers, with such complicated systems, will go on a strike or even break down at any mishandling. Third, they both can give you great joy. A girl friend stands good company to a stroll in the park or a cordial chat. In like manner, surfing on the net or playing PC games turns out to be sources of amusement in one's spare time. Finally, both are the greatest inventions of the world. Females, the masterpiece of God, give birth to and mother the children. Such motherly affection has become a perpetual theme in literature. Similarly, computers, the biggest invention of human beings, can do many incredible things such as online chat, e-commerce and CAD. In conclusion, computers can only be females.

40) Use your common sense to decide whether the following pairs of sentences are related by cause and effect.

D

41) Pinpoint the problems in the following causal analyses.

(1) Circumlocution.

(2) It is too subjective and short of solid factual evidence.

(3) Illogical reasoning.

(4) Oversimplification of causes.

(5) Illogical reasoning. (*the post hoc* fallacy)

42) Identify errors in the use of cause/effect conjunctions and correct them.

(1) There are several possible reasons why my father is in excellent health, even though he is over eighty years of age. For one thing, he is in excellent condition <u>because</u> he has stopped smoking cigarettes. He quit smoking cigarettes <u>because / since</u> whenever he climbed stairs he would invariably stop several times and cough loudly. His good health is also <u>due to / because of</u> his cutting down on the wrong kinds of foods. For example, whereas before he would eat fatty red meat and deep-fried dishes several times a week, nowadays he seldom does so. He has more energy <u>as a result</u>. He is also in good physical shape <u>as a consequence of</u> his devotion to exercise. He swims three times a week at the local gym, and on sunny days he prefers to walk home rather than take the bus. <u>Therefore</u>, ("so" cannot be used at the very beginning of a sentence in formal written English.) my father is in better shape than some of his children are!

(2) The invention of the rocket has sometimes had negative effects on human society. For example, these devices have been used in warfare. <u>Consequently, / Therefore,</u> people have sometimes been killed en masse. Rocket technology has improved with time, <u>so</u> (The comma is the error, since there is one immediately before "so".) rocket engines have come to possess greater range. Conceivably, deadly "warheads" can, <u>therefore,</u> (It lacks a comma before it) be sent to reach targets far away from the launch site. Recently, <u>as a result of</u> the development of nuclear power, a rocket with a nuclear warhead can be <u>the cause of / reason for</u> (illogical) the deaths of millions of people in a few moments. Tens of millions more can possibly die <u>due to / because of / as a result of / as a consequence of</u> the spread of radioactive fallout from a single explosion.

(3) The invention of the rocket has also had amazing benefits for human life. For instance, weather satellites carried into space by rockets can warn people about bad weather. Many lives threatened

by storm can as a consequence (or add a comma before as) be saved. As another example, rockets can carry robot probes into space. People can explore not only the Earth but also other planets in the solar system as a result of such capability. Moreover, because of this, (add a comma) people can learn more about their collective place in the Universe. Finally, rockets can carry communications satellites into orbit. Millions of people from all over the world are therefore / as a result able to talk to one another, engage in business, join in scientific research, and do countless other useful activities together. In short, due to / because of the rocket and communications satellites, the world has almost become one country.

43) Read the following paragraph and outline the cause and effect relationships.

- lack of water → dryness in the soil → leaves to wilt → death of plant
- too much water → leaves droop or become yellow → death of the plant
- too strong sun → baked soil → roots killed
- lack of light → pale leaves and thin stems → death of the plant

44) Many school children get a lot of homework. Does homework benefit the child? Do you think homework serves a useful purpose? Fill in the blanks with either points or evidence.

First of all, students do need some practice of new material learned in school.
Secondly, homework helps the teacher to know what the students have or have not learned.
A third point is that homework can involve parents in the education of the child.
The children do not have free time to relax or play sports.
This can actually lower productivity and performance, instead of raising it.
The students learn nothing new --- the teachers just give it because they are expected to.

45) Write an essay on the following topic: *What If There were No Automobiles in the World?*

A lot of people maintain that the invention of automobiles is undeniably a sign of civilization. And like other inventions, it is now playing an indispensable part in the development of our society. Nevertheless, I believe it brings us more harm than benefits.

For one thing, the present environment could be protected better. As it is known to all, automobiles bring about both noise and air pollution. In big cities, drivers press their horns throughout the day and at night. Even during the wee hours, there is no telling when the sound of wheels rolling past streets will stop. As for the air pollution, exhausts from vehicles have compromised the respiratory system of many city dwellers, claiming many more asthma patients every year. And the long-term effects of lead emission are not clear to the general public yet.

For another, many happy families would not be broken up. Since the popularization of automobiles, the incidence of traffic accidents is on the rise year by year. The automobile has almost become the No. 1 killer to human lives. Yet this cannot be helped. Those who have received their licenses recently will still venture to drive at rush hours; Those who are exhausted or have just consumed a lot of alcohol will still climb to the seat behind the steering wheel; And those who have misbehaved, say, running a red light, will violate the traffic regulations again after paying the fine, attending safety lectures and getting back their licenses.

In short, taking our and the earth's future into consideration, the invention of automobiles can be regarded as a great misfortune. Therefore, it is true in every sense to say that the world would be a better place now if the automobile had never been invented.

46) Can you help the student to revise her essay on *The Invention of Cell Phones*?

The Invention of Cell Phones

In recent decades, cell phones have become more and more popular all over the world. Undoubtedly, they have brought us a lot of convenience and efficiency. But in the meantime they also yield unexpected negative results.

First, as almost everyone has a cell phone, we use it frequently and gradually regard it as one of the essentials. As a result, we become over-dependent on it. When we forget how to spell an unfamiliar word, we will turn to the cell phone to look it up. Some of us even suffer from depression and are in no mood for doing anything when their cell phones run out of electricity. Second, while cell phones are invented to bring people closer to each other, they in fact have broadened interpersonal distance. When we get accustomed to sending short messages to instead of calling each other, and when we send seasonal greetings and congratulations in groups easily by cell phone instead of visiting our friends, do we really become closer? Finally, when the university entrance examinations are approaching, a lot of parents banned their children from using cell phones for fear that the powerful functions of cell phones like games, online chatting and surfing the net would distract their children's minds from studies. Will the class still hold its appeal for students in possession of such cell phones?

In conclusion, we cannot deny that the invention of cell phones have really changed our lives. It seems to be a mixed blessing. Therefore, what is important for us is to use it correctly.

47) Write a definition for each of the terms.

(1) A teacher is **a person whose career** is to give instructions, impart knowledge and answer questions. // A teacher is **a person whose career** is to educate (or: train/instruct) others in a certain field such as physics, English, etc.

(2) A letter is a written **message** sent in an envelope or via the Internet. // A letter is a **symbol** representing a sound in writing.

(3) A desk is a **piece of furniture** at which one reads, writes or does business. // A desk is a **piece of table-like furniture** (often with drawers), at which one reads, writes or does business.

(4) A father is one's male **parent**.

(5) A dictionary is a book that gives a **list** of words in alphabetical order with their pronunciations and meanings.

(6) A father-in-law is the **father** of one's husband **or wife**.

48) Make comments on one of the following paragraph of definition. Is it effective or not? Why or why not?

The paragraph gives readers a pretty good idea what the **secondary characteristics** of a preppy person are. But it may not be convincing to conclude that Brenda is preppy, since **no definition** of "preppy" is given. There are only examples. The writing is based on this **circular argument**: Preppy is what Brenda is because Brenda is preppy. Actually "preppy" refers to a person deemed to dress or behave like a student at or a graduate of a preparatory school.

49) The following is a definition of the word *fad*. What is the tone of the paragraph? How can the author adopt that tone?

His tone is humorous. That is because the writer is able to laugh at himself.

50) Are these definitions satisfactory? Why or why not?

(1) No. It is circular.

(2) No. It does not include blank verse or non-rhyming poetry.

(3) No. It is too broad.

(4) No. The construction “is when” or “is where” is ungrammatical.

(5) No. The definition is not precise. And readers may find the “coconut” fits the definition perfectly, too.

(6) No. The definition is not precise. Readers may ask “Do all friends last a life time?”

51) Here are two different views about happiness from students’ assignments. Discuss their definitions with your peers and air your view.

Happiness

Happiness is something everyone wants to have. You may be successful and have a lot of money, but not all celebrities or millionaires are happy. In fact, many small potatoes and poor people are easy to be happy. As far I am concerned, happiness is composed of very little things. It is just a kind of subtle feeling which makes your heart and soul carefree. It is not difficult to obtain as the following examples suggest.

Happiness can be easily felt by the soft spring brisk stirring your hair, the beam of sunshine gleaming at your eyes, the twittering of little birds hovering over your head and the fragrance of flowers greeting your nose. It is sometimes a sort of cheerful emotion that is naturally caused by the beautiful surroundings in our daily lives.

Happiness, on the other hand, can be enlightened by others, who may affect your mental activities. It may be obtained by a tender smile from your beloved friend or relative; a wonderful greeting postcard from an unexpected pen pal from overseas; even the compliments presented by your boss or teacher will add much pleasure.

It is a great feeling mixed by comfort, care, relaxation, gratefulness and care. It continually encounters you in your every conscious moment of your lifetime. With such happiness, your life is cheered to be kept going on and on.

Happiness can be also achieved by your own efforts of helping others, and impress others with your friendly and positive attitudes. It is the “thanks so much” from others when you have solved a problem for them or helped them get rid of some trouble. It is the understanding and forgiveness when you are involved in an unpleasant conflict. It is a joy after you have saved an embarrassing situation.

In fact, very slight things can conduce to your happiness. When you hear an episode or melody of your favorite song, when you see the first winter snow fall down on your windowsill, when you smile as a silent sign to all the slight apologies and offences, you are truly in a condition of heart-felt happiness.

Therefore, happiness is easy to sense though it is hidden in your life. If you are ready to enjoy your life, go to find it.

52) Analyze the statements below and classify them according to the listed categories.

(1) fad	(2) stereotype	(3) old saying	(4) tradition	(5)common belief
(6) superstition	(7) old saying	(8) myth	(9) cliché	(10) trend

53) Decide whether the following ways of classification are acceptable or not. Use Y for "yes" and N for "no" and make corrections.

(1) N. They may be classified on the basis of the dialects they speak.

(2) N. Students in a multicultural classroom are grouped into Germans, Somalis and Chinese.

(3) N. Delegates at the conference were from different continents of the world—Asia, Europe, Africa, North America, and South America.

54) Fill in the blanks.

(1) you are very interested in the new subject. You are willing to study and everything about the subject is appealing and mysterious.

The subject you've been learning seems a little boring, and sometimes you have the idea to give up.

you have gained a thorough understanding of the subject, and you can find a genuine interest in it.

(2) the Shanghai of the man or woman who was born there.

there is the Shanghai of the commuter.

there is the Shanghai of the person who was born somewhere else and came to Shanghai in quest of something.

55) Can you think out as many principles as possible to classify the following topics? And what is your respective purpose in choosing these principles?

(The answer is omitted.)

56) A student classified stingy men into two kinds. Can you revise her essay?

Stingy Men

With the development of our society, the living standards of people are greatly improved. However, I see more and more stingy men and they can be classified into three types.

The first type is stingy with money. For example, Tom, a relative of mine, takes his money with him wherever he goes. Walking along the streets, he keeps looking around as if there were many thieves ready to steal his money. Every night, he counts his money carefully and sleeps with it, putting his wallet under the pillow. Although he is rich, my lucky money that he gives every year is the least. I have even seen him quarrel with a vegetable grower over 50 cents.

The second type is stingy with emotion. My roommate, Jenny, is just one of them. She never looks into other classmates' eyes while she is talking to them. She never greets others first. She never shares her happiness or sorrow with us. She never takes part in our dormitory conversation. No one knows what she is thinking!

The third type is stingy with both money and emotion. Such people are really beyond imagination. I have only read about them in novels such as *Eugénie Grandet*. To his wife and daughter, Grandet was mean with his money as well as love.

I don't like Tom. His stinginess is unnecessary. I don't like Jenny, either. Her stinginess is foolish and misleading. Fortunately, I have not met anyone of the third type yet. In fact, none of those three kinds of people are healthy. As they are too greedy to be satisfied, they must lack bosom

friends. Who would like to make friends with patients?

57) Decide whether the following claims are arguable or not.

Y Y N N Y Y N N N Y

58) Evidence should be contextualized and audience-based. How many possible ways can you (a teenager) think out to talk your parents into buying you a personal computer?

- instances of trustworthiness on your part from the past
- examples of your friends' parents letting their children have PCs to make them feel guilty
- higher occurrence of whining until they just wanted you to shut up
- statistics on the consumption of PCs for teens …

59) Are these statements logically sound or fallacious?

(1) false analogy Performance as president and behavior as a husband do not have much in common.

(2)*composition* To transport the same number of passengers, we need much more cars than buses.

(3)*begging the question* Why "life on earth *must* continue"? Plants and animals are symbiotic, therefore, life on earth continues.

(4) *non sequitur* If the president has no sympathy for the poor, he will do nothing about welfare reform.

(5) *begging the question* By definition a stream is a constant flow of water. Once the flow stops, you no longer have a stream. Therefore, if you've got a stream, it's because you've got a constant (presumably replenishable) source of water. (Nature brings water from the end of a river back to the beginning; thus, a stream can flow constantly.)

(6) *division* Although Louisa is one of the heavy smokers, she is not necessarily in poor health.

(7) *complex question* Has he a son? Is he always beating his son?

(8) *false analogy* It stresses similarities but ignores differences between prisons and country clubs.

(9) *hasty generalization* The sample is statistically insufficient. Even if all the students in our class say so, it may not be true as this is a nationwide test.

(10) *begging the question* The second part is no more than a repetition of the initial assertion.

(11) *complex question* Is that really the No. 1 killer of the urban population?

(12) *false cause-effect (post hoc ergo propter hoc)* Although the return of Comet Halley preceded the downfall of a dynasty, it may or may not be the cause of it.

(13) *hasty generalization* This can be an exceptional case.

(14) *non sequitur* If he paid a few people off, he might win the bid. But the opposite is not necessarily true.

(15) *false cause-effect (post hoc ergo propter hoc)* People who are hospitalized are already seriously ill.

60) List the pros and cons in a table to help you build a strong argument on one of the

following statements.

I am strongly in favor of the statement “Dissatisfaction leads to progress”. First, dissatisfaction stimulates us to strive for a better life. Since ancient times, our human race has never stopped probing into the nature. Numerous inventions and discoveries were made to better our living condition. If our forefathers were satisfied to live in caves, where do wooden houses, brick houses, and even skyscrapers come from? If they were pleased with themselves in covering their bodies with leaves, where are the clothes made of silk, fur, cotton, linen, nylon and polyester? …

Second, dissatisfaction keeps us away from laziness. As what is probably known to us all that we may lose or even kill ourselves in a self-contented manner. When a student is happy with his school performance, he may live off his past gains and idle away his time in net bars, chatting with unidentified “friends” or playing computer games, thus leading to his doom.

Taking the above-mentioned points into consideration, I believe everyone can make progress if he knows how to bring his dissatisfaction into full display.

Chapter V　Rhetorical Devices

1）Make a sentence for each rhetorical device.

(The answer is omitted.)

2) Underline the formulaic expressions and identify figures of speech in the following short arguments written by students.

Does Owning More Mean Happiness?

It is commonly held that with the improvement of living standard, we are becoming happier and happier**. Is it really true?**

It is true that people now own much more than before. But can you deny that nowadays people have more and more rules but less and less freedom; spend more time in working but less time in accompanying family members; have more anxieties but less comfort; and get more *pressure but less pleasure* (反问、头韵和押韵)? **It could, of course, also be argued that** living in the modern times, people can contact each other more easily because of the highly developed technology, **but it cannot be said that** people get more happiness because of this. **It is a fact that** people now connect more frequently. **But** this leads to the problem that there is less privacy between people. Sometimes, when someone's cell phone is ringing, he is annoyed rather than pleased. To pick up or not to pick up, that is the question (仿拟). **I am not arguing that** people are not happy now, **but I just want to say that** owning more things doesn't mean we get more happiness. Newly-invented facilities help us solve some problems and bring us some troubles as well.

Considering all these factors, we may reach the conclusion that we can not say that people are happier than before just owing to the improvement of living standard.

My View on Forbidden City Starbucks

Recently, the issue of the Forbidden City Starbucks **has been brought into public focus. Some people believe that** it is ridiculous to have a foreign chain-store in such a significant place and that it should be removed as soon as possible. **But other people think that** the Forbidden City Starbucks shouldn't be forbidden. **As to me, I'm in favor of the latter view.**

If, a pure traditional environment is the core, **as the argument goes,** nothing is more important than the purity of a nation's civilization (掉尾句). **However, I am not arguing that** it is unnecessary to keep the Forbidden City Chinese style, **but I just want to clarify that it goes to the extreme to say** the Forbidden City Starbucks is the signal of cultural invasion.

Once we put Starbucks into inhibition, should we also eliminate the celebration of Christmas, Valentines' and some other foreign festivals then (反问)? Starbucks did its best to be suitable to the traditional surrounding. It was decorated in a Chinese style and the shop front was made simple. It provided a shelter for visitors to rest instead of posing a challenge to Chinese traditional culture. But at last it turned out to be a successful failure (逆喻).

In a word, I am for the view that the Starbucks should have kept its existence in the Forbidden City.