



概要写作的备考建议

概要写作，其实我们考生并不陌生，在日常的英语教学中，教师经常让学生就所学英语课文逐段概括段落大意或者复述课文，这在一定程度上都为概要写作打基础。除此之外，作为考生，还要注意以下几点：

1. 积累常见的同义短语和句型转换，掌握并运用单词、短语和句型。“巧妇难为无米之炊”，即使有再好的写作技巧，如果没有相应的基础词汇和句法知识，也很难写出概要写作的上乘之作。因此，考生要在基础词汇和句法知识上下功夫，以不变应万变。**解构句子结构的能力，并重点培养对语篇的速读与关键信息的捕捉能力及对语篇的再造能力。**

2. 进行适度地专题练习。有计划地进行适度练习有利于考生快速掌握概要写作的要点，找到概要写作的感觉，冲破对概要写作的不适感。平时可多关注往年的高考阅读文章，进行结构分析和主旨概括训练。可按文体和题材，分类训练篇章结构的布局，增强对文章上下文连贯性的把握。概要写作首先要掌握各种文体的写作特点和框架。

说明文概要写作技巧

说明文（Exposition）写作抓住关键句：文章第一段和各段第一句。说明文体的阅读材料内容大致可以分为以下几类：

现象揭示类：The article points out the common phenomenon—(主题)，

which...(补充解释)

利弊对比类: The article compares the disadvantages/benefits of A and B.
A...while B...

The passage discusses the impact of sth.

On the positive side,..., but it may also...

研究显示类: The study reveals that...; The purpose of the report is to show that...

说明文概要写作模板

**说明文: phenomenon / problem + reason + solution (cause and effect),
introduction of an object (how it is made, how it is used, how it may change,
what makes it new or significant)**



课堂典例

例文 1:

The Problem of Packaging

A large source of rubbish is packaging material. It often makes up more than 30 percent of the total. To understand why this is true, think of the packaging commonly used for a simple product, such as toothpaste. The packaging includes not only the tube for the toothpaste, but also the box for the tube. This box is put into a plastic wrapper. Then, the boxes are transported in a cardboard container.

Most packaging material ends up in a landfill after it is thrown away. Though necessary, landfills take up valuable space, often stink, and can leak harmful sub

stances into the soil. Landfills not included, the production of packaging material itself is a major source of air and water pollution.

People are now trying to solve the problems caused by packaging materials. In 1991, Germany took the lead by requiring companies to recycle the packaging used for their goods. To do this, the companies set up recycling bins in every neighborhood. Consumers now separate their rubbish into three categories—metal, plastic and paper cartons. They then put it into the appropriate bin. The rubbish sorted, it is transported to a recycling company for processing.

The programme worked well at first. However, the amount of rubbish has begun to increase again. One reason for this is that many consumers no longer reduce waste because they think the problem is solved. It seems that to properly deal with the problem of rubbish, everyone must remain vigilant and do their part.

【思路分析】

我们先来把每段的大意理一下：

第一段 的 中 心 应 该 就 是 讲
A large source of rubbish is packaging material. It often makes up more than 30 percent of the total. 后面的牙膏的情况只是举例说明咯。

第二段呢？讲了两层意思，一层：垃圾进入填埋场后造成污染；二层：这些包装材料生产过程中，会产生对空气和水的污染。

第三段：中心句很清晰啊
People are now trying to solve the problems caused by packaging materials.后面

的德国的事情也是举例子，政府啊，制造商啊，个人啊，采取什么措施来试图解决包装材料带来的污染问题。

最后一段了：尽管德国的方法起到了一定的作用，但，又有些人开始神兜兜起来了。包装材料的污染仍是个大问题啊，我们不能放弃警惕。

【答题步骤】

I. 阅读——划主题句和关键词

标记段落，快速阅读全文，并划出每段中的主题句或关键词；

II. 草稿——浓缩主题句和关键词

通过句子分析或添减词对关键词及主题句进行适当修改，使其符合英语语法规则和表达习惯。

III. 定稿——用适当连接词，把主题句和关键词组成一篇 Summary

梳理段落间主题句和关键词潜在的逻辑关系，并使用适当的连接词将其组合在一起。

按这个步骤，我们试答题如下：

1. 标记段落，快速阅读全文，并划出每段中的主题句或关键词；

Para.1: A large source of rubbish is packaging material. It often makes up more than 30 percent of the total.

Para.2: Most packaging material ends up in a landfill (after it is thrown away). (Though necessary,) landfills take up valuable space, often stink, and can leak harmful substances into the soil. (Landfills not included,) the production of packaging material itself

is a major source of air and water pollution.

Para.3: People are now trying to solve the problems caused by packaging materials.

Para.4:

However, the amount of rubbish has begun to increase again. It seems that (to properly deal with the problem of rubbish), everyone must remain vigilant and do their part.

2. 通过句子分析或增减词对关键词及主题句进行适当修改，使其符合英语语法规则和表达习惯。

Para.1: _____

Para.2:

Para.3: _____

Para.4: _____

Key: Para.1: Packaging material makes up more than 30 percent of the total.

Para.2:

Most packaging material ends up in a landfill landfills, which leaks harmful substances in to the soil.

Para.3: People are now trying to solve the problems.

Para.4: the amount of rubbish has begun to increase again. everyone must do their part.

例文 2:

Are you stressed at work? A recent study found that one third of workers describe their jobs as highly stressful ; and 75% believe that work is more stressful now than it was 20 years ago. Work- related stress can lead to headaches, depression, memory loss, a lack of concentration, stomach problems and an inability to sleep. But what causes it?

Lots of things, apparently. For example, someone who finds their job too difficult may become stressed, especially if they don't get any help. Similarly, someone who works too hard for too many hours can become stressed. Finding a job boring can also cause stress, as can working in an unfriendly environment do. But everyone is different. So, while one person may find working 60 hours a week very stressful, another may find it challenging and enjoyable.

So, what can managers do to prevent stress? Once again, lots of things. They can make sure that the demands of the job and the skills of the workers are matched, that the worker is provided with the resources he or she needs to do the job, that problems are discussed, that employees are given timetables that allow them to organize their life outside work, and that everyone is given clearly defined roles and responsibilities. Also, that employees are offered rewards for good work, and that there are opportunities for career development.

More importantly, what can you do to reduce stress? Lots, too! For a start, you can talk about it. If you've got a problem, find someone to discuss it with. Get moving—ensure you're getting lots of exercise. Make sensible food choices and eat food that's good for you. Get lots of sleep. When you lack sleep, your ability to handle stress is compromised. Ensure that jobs are evaluated carefully before agreeing to take them on. Develop the capacity to meet challenges with humor. Laughter is a great stress buster. Give yourself more time! If you are always running late, set your clocks fast so you get things done in time. You have to do it all yourself.

参考范文:

A recent study shows that many people are stressed at work, which is harmful to people's health. (要点 1) People may consider it stressful when finding their jobs difficult or being bored at work.(要点 2) However, managers can help prevent stress by giving employees suitable arrangement, sufficient assistance,as well as encouragement.(要点 3) Besides, employees can help themselves by means of talking,doing exercise,sleeping,laughing and so on.(要点 4)

分析过程:

1, 核心内容

本文是一篇说明文。全文分为四段。第一段主要讲目前人们普遍感到很大的工作压力,压力对健康非常不利。第二段列举了导致压力的主要原因。第三段提出从公司经理的角度如何减轻员工的压力。第四段进一步描述了自我减缓压力的方法。

2.写作思路

理清文章脉络,概括段落大意。找出各段的中心思想有助于分析文章结构,梳理文章脉络,概括文章大意。本文第一段以调查的结果显示很多人认为工作压力大,然后指出压力对健康不利。第二段作者从“for example,similarly, also”三词引出导致压力的原因。第三段“They can make sure that... that... that...that...that...”五个宾语从句,加上“also, and that”一共讲述了七种公司经理帮助减轻员工压力的办法。第四段以“more importantly”过渡到不仅公司高层可以帮助员工减轻压力,员工自己也可以自我减压,如“talk about it, get lots of exercise, make sensible food choices, get lots of sleep, meet challenge with humor, give oneself more time”。

范文解析:

范文第一句用一个定语从句归纳第一个要点,用“be harmful to people's health”来替换文中所提到的压力会导致“headaches,depression, memory loss,a lack of concentration, stomach problems and an inability to sleep”等问题。要点 2 用一句话表述员工在何种情况下会有压力。要点 3 表示公司经理能根据具体情况解决员

工压力大的问题,用 **however** 将要点 2 与 3 连接起来。要点 4 用 **besides** 连接,表述除了经理,员工自己也可以有办法解决压力大的问题。这样的连接可以让概要紧凑、连贯又完整。



实战演练

演练 1

Directions: Read the following passage. Summarize the main idea and the main point(s) of the passage in no more than 60 words. Use your own words as far as possible.

Judging from recent surveys, most experts in sleep behavior agree that there is virtually an epidemic of sleepiness in the nation. “I can’t think of a single study that hasn’t found Americans getting less sleep than they ought to,” says Dr. David. Even people who think they are sleeping enough would probably be better off with more rest.

The beginning of our sleep-deficit crisis can be traced back to the invention of the light bulb a century ago. From diary entries and our personal accounts from the 18th and 19th centuries, sleep scientists have reached the conclusion that the average person used to sleep about 9.5 hours a night. “The best sleep habits once were forced on us, when we had nothing to do in the evening down on the farm, and it was dark.” By the 1950s and 1960s, the sleep schedule had been reduced dramatically, to between 7.5 and 8 hours, and most people had to wake to an alarm clock. “People cheat in their sleep, and they don’t even realize they’re doing it,” says Dr. David, “They think they’re okay because they can get by on 6.5 hours, when they really need 7.5, 8 or even more to feel ideally vigorous.”

Perhaps the most merciless robber of sleep, researchers say, is the complexity of the day. Whenever pressures from work, family, friends and community increase,

many people consider sleep the least expensive item on their program.” In our society, you’re considered dynamic if you say you need only 5.5 hours’ sleep. If you’ve got to get 8.5 hours, people think you lack drive and ambition.”

To determine the consequences of sleep-deficit researchers have put subjects through a set of psychological and performance tests requiring them, for instance, to add columns of numbers or recall a passage read to them only minutes earlier. “We’ve found that if you’re in sleep deficit, performance suffers,” says Dr. David, “Short-term memory is weakened, as are abilities to make decisions and to concentrate.”

【51 题答案】

【答案】 Sleep-deficit, a common phenomenon in America, is caused by several factors. Firstly, the invention of the light bulb has changed people’s lifestyle and shorten people’s sleep time by about 2 hours. Secondly, various pressures and misleading social concepts also contribute to sleep-deficit. Researchers have found out that sleep-deficit would influence us intellectually.

【解析】

【导语】这是一篇说明文。文章主要介绍了美国人睡眠缺乏的原因，以及睡眠不足会带来的影响。

【详解】1.要点摘录

①Judging from recent surveys, most experts in sleep behavior agree that there is virtually an epidemic of sleepiness in the nation.

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