

引導式寫作 + 中翻英特訓，掌握英文寫作的關鍵技巧！

Step by Step

英文寫作 特訓班

A Guide to Effective English Writing

全新增修版



15大寫作關鍵技巧 + 看圖寫作
幫您打好英文寫作的基礎！

- ① 如何擬定大綱
 - ② 段落的構成
 - ③ 敘述文的寫作技巧
 - ④ 說明文的寫作技巧
 - ⑤ 議論文寫作技巧
 - ⑥ 如何撰寫邀請函
 - ⑦ 如何撰寫詢問信
 - ⑧ 如何撰寫求職信
- ⑨ 比喻法的寫作技巧
- ⑩ 描寫文的寫作技巧
- ⑪ 假設法的寫作技巧
- ⑫ 因果關係的寫作技巧
- ⑬ 比較法的寫作技巧
- ⑭ 下定義的寫作技巧
- ⑮ 看圖寫作

25堂中翻英寫作練習
讓您不再寫出中式英文！

如何擬定大綱

不論是寫任何類型的文章，在下筆之前最好先擬定大綱。擬大綱可以協助自己思考文章究竟要包含哪些內容，以及如何依邏輯順序安排文章脈絡，如此可避免想到什麼就寫什麼的雜亂無章。



PART 1

寫作步驟

請依提示寫一篇文長至少150字的英文作文。



提示 如今選秀節目盛行，請先陳述你對這類型節目的看法。再以「喜歡看選秀節目」來練習擬定寫作大綱。

1. 盡可能列出與選秀節目有關的論點

這個步驟不用考慮是否適合，只要把想到的內容列出來即可。



- ① provide a stage for talented people
- ② inspire the audience
- ③ promote the idolization of stars
- ④ judges give the performers advice
- ⑤ receive high TV ratings
- ⑥ lead to a career in entertainment
- ⑦ opinions from the judges are thought-provoking to the audience

你還想到什麼相關的內容：



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2. 組織歸納步驟列出的內容

列出的內容依照題目需求（陳述對選秀節目的看法）及決定的立場（喜歡看選秀節目），先將不相關的內容刪除，再來歸納整理剩下的內容。

刪除與「喜歡看選秀節目」無關的內容：

talent shows promote the idolization of stars、

保留的部分可歸納為從參賽者的角度來看和從觀眾的角度來看：

參賽者角度

觀眾角度

3. 依照邏輯順序來安排段落內容

文章的架構通常包括三個部分：開頭（introduction）、正文（body）和結論（conclusion）。

Introduction: briefly describe what you think of talent shows

Body: state your reasons for liking the shows

a Reasons from the performers' perspective

b Reasons from the audiences' perspective

Conclusion: restate your position

Talent Shows: Inspiring Audiences and Helping Performers

範文解析：

I enjoy watching talent shows on television, and they have **surged**¹ in **popularity**² in recent years. Different nations throughout the world now have their own shows, and many of them are modeled after the US television show *American Idol*.³

1
開頭中會有**開場白**和**主旨**，開場白是要引起讀者的興趣，而主旨則是用簡明扼要的方式讓讀者了解文章的方向。

There are many reasons why I like talent shows. First, they give people a place to go to where they can show off the special things they do. Talent shows give people a reason to practice and perfect their act, and the professional **panel**⁴ of **judges** gives them advice and criticism about how to become better. Additionally, the shows can be **vehicles**⁵ that lead to a career in performance.

2
正文的論點都是要用來支持主旨，也就是說在此陳述的理由都要能支持「我喜歡看選秀節目」這個論點。

For **audience** members, talent shows can be quite **inspiring**.⁶ The shows feature people pursuing their dreams and trying to go from being unknown to famous. They let audience members see the fruits of the hard work that the **performers** have put into their art. The people also get to **weigh**⁷ their personal opinions with what they hear from the judges.

與選秀節目相關的實用字彙。

For these reasons, I think talent shows are a healthy form of entertainment. They provide benefits for both audiences and performers, leaving everyone satisfied in the end.

3
結論的目的是要重述或摘要論點，達到前後呼應的目的。

VOCABULARY

- surge** [sɜːdʒ] *v.* 急速增加；洶湧
The store sales surged over the holiday weekend.
- popularity** [ˌpɒpjəˈlærəti] *n.* 受歡迎；流行
The rock band's popularity grew when they came out with some new songs.
- idol** [ˈaɪdɪl] *n.* 偶像
My friend Sally loves to sing, and A-mei is her idol.
- panel** [ˈpænl] *n.* 專門、決策小組 (panel of judges 指「評審小組」)
The government panel will look at how the law will affect the average person.
- vehicle** [ˈviːkəl] *n.* 媒介；管道
 ㊦ **medium** [ˈmiːdiəm] *n.*
Most people see a university degree as a vehicle to landing a good job.
- inspiring** [ɪnˈspaɪrɪŋ] *adj.* 激勵人心的
 ㊦ **inspire** [ɪnˈspaɪr] *v.*
A good leader knows how to give inspiring speeches.
- weigh** [weɪ] *v.* 權衡；評估
 ㊦ **consider** [kənˈsɪdə] *v.*
The man weighed the advantages of getting a new car instead of a used one.

PART 3 加分祕訣

與「選秀節目」相關的實用字彙：

參與人員	audience 觀眾	contestant 參賽者
	host 男主持人	hostess 女主持人
	judge 評審	performer 表演者
電視術語	audition 試鏡	footage 影片
	television ratings 收視率	
相關現象	idolization of stars 偶像崇拜	instant fame 爆紅
	overnight sensation 一夕成名	
舞台表現	bomb the audition 試鏡的表現很糟	
	nail the audition 試鏡的表現很好	
	get stage fright 怯場	

**PART 4****主題寫作練習****題組一**

A. 請運用本單元所學內容，以「不喜歡看選秀節目」來練習擬定寫作大綱。

1. 盡可能列出與選秀節目有關的論點



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2. 組織規納步驟列出的內容



刪除與「不喜歡看選秀節目」無關的內容：

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保留的部分可歸納為從參賽者的角度來看和從觀眾的角度來看：



參賽者角度

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觀眾角度

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3. 依照邏輯順序來安排段落內容

Introduction: briefly describe what you think of talent shows

Body: state your reasons for liking the shows

a Reasons from the performers' perspective



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b Reasons from the audiences' perspective



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Conclusion: restate your position

B. 請根據自己所擬定的大綱撰寫一篇至少 150 字的英文作文。

題組二

A. 下表為以「舉手之勞做環保」為主題擬定而成的大綱，請仔細閱讀這份大綱。

Introduction	
Body:	easy ways to help the environment
<p>Ⓐ Be less wasteful</p> <p>① Energy conservation: turn off lights & unplug appliances</p> <p>② Reuse things and recycle: shopping bags & chopsticks</p> <p>Ⓑ Projects</p> <p>① Plant a tree or start a garden</p> <p>② Donate money to an environmental group</p>	
Conclusion	

B. 請按照以上這份大綱的脈絡，依序在文章的空格中填入適當的選項。

- A. you can turn off lights and unplug appliances when you do not need them
- B. you might want to simply donate money to an environmental group
- C. The more ways you find, the better it will be for our planet.
- D. Luckily, there are some easy ways to have a greener lifestyle that almost anyone can do.
- E. On your own, you could also plant a small garden.
- F. To start with, try to be less wasteful.
- G. Always carry your own shopping bag when you go shopping, and bring your own chopsticks when you are eating out.

These days, everyone wants to do something good for the environment, but they just do not know where to start. Ⓐ _____

Ⓑ _____ It is easy to do—you just need to make small changes in your daily life. For example, inside your house, Ⓒ _____. Even when powered off, electronics absorb electricity from power outlets. In addition, you should reuse or recycle things.

Ⓓ _____

To be more active about caring for the environment, you could join a group that plants trees. Ⓔ _____ If you do not have time to do either of these things, Ⓕ _____.

Even though they seem like small steps, being less wasteful and more active environmentally can make big changes in slowing global warming. Ⓖ _____

UNIT
02

翻譯寫作

• 夜市文化 • 食品添加物

關鍵 3 步驟

- ① 找出主詞、動詞等構成句子的要素
- ② 決定時式或語態
- ③ 檢查是否合乎英文句子結構

請將下列的句子翻譯成正確的英文。

1

在台灣各地的熱鬧夜市可以找到各種地方特產及小吃。



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2

每次我帶外國朋友去逛夜市，我都鼓勵他們藉由品嚐不同食物來體驗這種文化。



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3

近來，加工食品含有害添加物的新聞已讓大家更注意自己所吃的東西。



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4

這些新聞也提醒大家，天然、未加工的食品會比較安全且健康的選擇。



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1

在台灣各地的熱鬧夜市可以找到各種地方特產及小吃。

All kinds of local specialties and snacks can be found at bustling night markets throughout Taiwan.

翻譯訣竅

- ◇ 此句子陳述事實，故使用現在式。
- ◇ 「注意中文語法與英文語法的差別：英文邏輯中，「夜市」不會「找到」東西，故此句不可用「夜市」作主詞，而須用被動式。
- ◇ 表地方的「在台灣各地的熱鬧夜市」通常置於句尾，除非要特別強調才會移至句首。此外，要先寫小地方 (night markets) 再寫大地方 (Taiwan)。
- ◇ 「在台灣各地」可譯作 throughout Taiwan 或 all over Taiwan。

解析

A. 各種的；各式各樣的

all kinds of、every kind of、a (wide) variety of、all sorts of、all manner of

⇨ all manner of 中的 manner 指「種類」，恆用單數。

- You can find a variety of different cakes and pastries at this bakery.
你可以在這間烘焙房找到各種不同的蛋糕和糕餅。
- My brother has a private library in his house that holds all manner of books.
我哥哥家裡有個私人圖書館，裡頭有各式各樣的書籍。

B. 地方特產

local specialty [ˌspɜːʃəlti]

C. 小吃

snack

D. 熱鬧的

bustling [ˈbʌslɪŋ]、busy、lively、hot and noisy

- This is a bustling district with numerous restaurants, bars, and clubs.
這是熱鬧的一個區域，有許多的餐廳、酒吧和俱樂部。
- Martha enjoys going to this bar because it always has a lively atmosphere.
瑪莎喜歡到這間酒吧，因為它總是充滿熱鬧的氣氛。

動手寫寫看！

試用本單元學到的句型與用法，將下列句子翻成順暢的英文。
馬上練習，印象最深刻！

題組一

答案請見別冊第 19 頁

這座城市裡可以找到各種不同的博物館。



每次我帶朋友去參觀博物館，我都鼓勵他們藉由觀察不同的展示品 (exhibit) 來學習歷史與文化。



題組二

近來，有關公司裁員 (layoff) 的謠言已讓 David 擔心會丟了工作。



這些謠言也已提醒，他最好工作努力點。

