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Mastering
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英文寫作技巧總整理

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UNIT 1

段落的基本概念

段落是由好幾個句子所構成，在英文寫作中，每個段落只會包含一個主旨，也就是說，這幾個句子的論點都必須與主旨相關，才能維持段落的一致性，如此讀者才能理解這段文字。



I 段落的構成

無論是哪一種文體，段落都必須包含**主題句** (topic sentence)、**支持句** (supporting sentence) 和**結論句** (conclusion) 三個要素。分別說明如下：

I-1. 主題句

主題句是由一個**主題** (topic) 和**主題論述** (controlling idea) 所組成，所謂主題論述就是關於這個主題你想要表達的論點。清楚的主題句讓讀者可以預期這個段落接下來要論述的內容。

下列三個句子可以作為段落的主題句，紅色字為主題，藍色字則為主題論述。從這些句子中可以知道主題通常明確且具體，而從主題論述則指出接下來要探討的論點。

- 1 } **Fighting air pollution** requires the efforts of each and every one of us.
- 2 } **People can avoid obesity** by exercising more often.
- 3 } There are many reasons why everyone should visit **Finland**.

動手寫寫看

請找出以下主題句的主題 (T) 和主題論述 (C)。

1. Achieving success as a fashion designer requires certain skills and characteristics.

T: _____

C: _____

2. After the murder of his brother by a robber, Nick decided to become a police officer.

T: _____

C: _____

3. Children who grow up in violent homes often encounter difficulties later in life.

T: _____

C: _____

4. The novels of Kazuo Ishiguro, who was born in 1954, are highly entertaining to read.

T: _____

C: _____

寫主題句時，要注意以下三點：

- ✓ 簡明扼要，不需要交代太多的細節，免得過於冗長而模糊焦點。
- ✓ 只包含一個主旨。
- ✓ 不宜過於籠統，否則難以引起讀者興趣。

先來看下列這幾個句子為何不適合作為主題句？

- 1 Research shows that adults who usually sleep for less than six hours or more than eight hours tend to die at a younger age than those who usually sleep for six to eight hours.

➔ 句子包含太多細節，內容比較像是支持句，因此建議可改為：
Either getting too little sleep or getting too much sleep can increase the risk of early death.

- 2 As for food, the most famous Hungarian dish is probably goulash, and the country is also renowned for its pastries and sweets.

➔ 句子包含 the most famous dish 和 also renowned for its pastries and sweets 兩個主題，應分成兩段，主題句分別寫作：
The most famous Hungarian dish is probably goulash.
Hungary is also renowned for its pastries and sweets.

- 3 Hong Kong is known for being a shopping paradise.

➔ 句子過於籠統，建議可改為：
Acclaimed as a shopping paradise, Hong Kong is known for its wide variety of stores selling fashionable goods.

動手寫寫看

請在下列五個句子中，勾選出適合作為段落主題句的句子。

- 1. In order to compete in the global job market, it's necessary to know how to speak more than one language.
- 2. In the state of Texas, it is against the law to carry a hidden weapon without a license.
- 3. Many factors went into Jessica's decision to turn down Arthur's marriage proposal.
- 4. Angelina Jolie is a movie star and one of my all-time favorite actresses.
- 5. Dogs are wonderful pets because they improve their owners' quality of life.

解答請見別冊 p. 1

主題句的位置

主題句通常是段落的第一句，但也有可能出現在段落中間或最後。對初學者而言，將主題句放在段落第一句是最簡單也最不容易出錯的作法。儘管如此，也常在段落一開始包含主題的背景介紹、說明寫作動機或用問句來引起讀者注意。請見以下的三個範例說明：

Gardening tends to be a dirty business. Soil gets under your nails, and there's a constant battle against bugs. It doesn't have to be this way, though. **Hydroponics is the science of growing plants without soil, and it is becoming a popular choice for modern gardeners.**



最後一句（粗體字部分）為本段的主題句。本段先提園藝常會弄得很髒、得不斷對抗蟲子，再帶到主題：水耕栽培（hydroponics）是一種不用土壤、且越來越受現代園藝愛好者歡迎的選擇。

While the number four is unlucky in Chinese culture, people in North America avoid the number 13 like the plague. Take a look at the floor numbers in an elevator anywhere on the continent, and you'll often find that 13 has been removed. Some say this superstition comes from the Christian faith. In the Bible, Judas, the man who betrayed Jesus Christ, was the 13th guest at the Last Supper—the meal Jesus had just before he was crucified.



第一句（粗體字部分）為本段的主題句，說明 4 在華人文化中被認為是不祥的數字，而北美人士則對數字 13 避之唯恐不及。接下來的句子再進一步舉例和說明原因。這種將主題句放在第一句是一種最直接，也是最容易掌握的寫法。

In 1865, a British author named Lewis Carroll published a children's book that would soon become a favorite of readers of all ages. In the story, an ordinary girl named Alice discovers a most extraordinary world filled with unusual sights and even more unusual inhabitants. **The book, *Alice's Adventures in Wonderland*, is responsible for the spread of several common English phrases.** Here are the best-known examples.



倒數第二句（粗體字部分）為本段的主題句，作者先提及 Lewis Carroll 在一八六五年出版了一本老少咸宜的童書，故事中的小女孩 Alice 發現一個充滿奇異景象的世界，再帶到主題句「《愛麗絲夢遊仙境》這本書促成了好幾個常用的英文字詞流傳開來」。附帶一提，本句的主題為 *Alice's Adventures in Wonderland*，主題論述則是 is responsible for the spread of several common English phrases。

動手寫寫看

請在下列段落中，找出各段的主題句，並劃上底線。

1. "Keep your elbows off the table!" In America, it's common for parents to say this to their children during a meal. That's because eating with your elbows on the table is considered impolite. This isn't the case in every country, though. When it comes to table manners, what is polite in one place could be considered rude in another.
2. DuoSkin is the latest smart tattoo to come from the minds at MIT. Made of gold leaf, which can be shaped into almost any design, DuoSkin is both fashionable and practical. In fact, it has already made waves in the tech world as well as on the runway, winning an Interactive Innovation Award and featuring at a New York Fashion Week show.
3. The Adulthood School is based in Portland, Maine. Although the Adulthood School is relatively new, it has received a lot of attention for its unusual way of teaching. Unlike ordinary schools, the Adulthood School doesn't have classrooms. Instead, lessons are held in places like cafés and restaurants. To make things even more unique, the school says that it doesn't actually have teachers or students in the traditional sense. The idea is that everyone has their own strengths and weaknesses, and a person who shares knowledge one day might learn from someone else the next.

動手寫寫看

請就下列的題目寫出適合的主題句。

1. Mobile Devices: Changing Our Lives

範例

Mobile devices, such as smartphones and tablets, have changed our lives in many ways, some for the better and some for the worse.

換你寫寫看

2. My Life Twenty Years from Now

範例

I am confident that twenty years from now I will be working for a company that does a lot of good for humanity.

換你寫寫看

3. Should New Nuclear Power Plants Be Built?

範例

Using nuclear power to generate electricity is only one of many solutions being offered to solve the world's energy problem, but choosing nuclear power involves too many risks.

換你寫寫看

I-2. 支持句

支持句構成段落的主要部分，用來闡述或支持主題論述。這些支持句可能包含事實、統計數據、個人經驗、實例或其他各式各樣的訊息。支持句不只提供資訊，還要解釋這些資訊與段落主題的相關性，或對該主題的意義。請見以下的範例說明：

Fighting air pollution requires the efforts of each and every one of us. While many believe that most of Taiwan's pollution comes from industrial sources, the truth is that only 27 to 31 percent comes from these sources. A bigger source of pollution is found on the road, with trucks, cars, and scooters together accounting for 30 to 37 percent. Although the power industry, particularly coal plants, often ^{*}bears the brunt of the blame for dirty air, in fact it generates not even 10 percent. That is less than the food industry, which contributes 10.8 to 12.2 percent. **These statistics suggest that we can dramatically improve our air quality simply by using automobiles less often and walking, biking, or taking public transportation more often.** ^{*}By the same token, restaurants can install proper pollution-control devices in their kitchens to reduce air pollution.

source: <https://international.thenewslens.com/article/90010>

- ^{*} bear the brunt of + N. 承受……的主要壓力、首當其衝
- ^{*} by the same token 同樣地；基於同樣的原因



第一句為主題句，後面都是支持句，而最後兩句（粗體字部分）提到這些統計數字表示我們少開車、多走路、騎腳踏車或搭乘大眾運輸工具就能大幅改善空氣品質，而餐廳若能裝設控制汙染的裝置也能有效減少汙染，透過解釋來指出這些資訊對主題句的重要性。

想寫出好的支持句，要注意以下四點：

- ✓ 必須與主題句相關，以維持段落的一致性。
- ✓ 謹守「一個段落只包含一個主旨」的原則，避免離題。
- ✓ 可善用舉例、數據、實例來闡明論點。
- ✓ 善用重複的關鍵字、近義字詞、代名詞或轉折詞來提升連貫性。

先來看下面這兩個段落，找出是否有離題的句子？

1 My favorite season is undoubtedly summer. The first reason is that my birthday falls in summer, so it has always been a special time for me. I've never really understood why some cultures don't celebrate birthdays. The second reason is that school vacation is at this time. I get to enjoy myself and hang out with my friends. Finally, I like summer the most because the days are long, and I can enjoy the outdoors regularly. Whether playing sports or just enjoying nature, summer is the best time to do it.

➡ 第三句 I've never really understood why some cultures don't celebrate birthdays. 與喜歡夏天的理由無關，刪除此句可讓閱讀更流暢。

2 Self-doubt occurs when the inner voices in our head tell us that we are not good enough. It is the feeling of uncertainty we get when we lack confidence. However, if we let these feelings take over, they can hurt us both mentally and physically. Over time, self-doubt can lead to anxiety and depression, which in turn can result in weight problems,

Nature is a dangerous place. To survive, it usually helps to be faster, stronger, or smarter than the animal that wants to eat you. Having sharp eyes and ears are considered important, too. **However**, it seems that no one told this to the sloth. **This animal** is slow, weak, half-blind, and half-deaf, and **it** has taken a different approach to life in the wild. **Sloths** survive well by being lazy.



本段主題為 sloth (樹懶)，**this animal** 和後面的代名詞 **it** 都是用來指稱 sloth 以避免重複相同字詞。最後一句 **Sloths survive well by being lazy** 為本段的主題句，在此再用 sloth 可讓主題更明確。此外，要提升段落的連貫性也可善用轉折詞 (如本段中的 **however**) 讓句意更清楚。關於轉折詞及其用法，我們將在後面的單元中陸續做進一步的介紹。

動手寫寫看

請在段落中填入適當的名詞或代名詞。

Farmers' markets trace back to when people lived mostly in small, isolated communities. ① _____ early markets provided a place where local townfolk and ② _____ who lived in the countryside could meet up to trade goods, share news, and mingle. However, ③ _____ have always been primarily food-centric. Local farmers sell produce, meat, and free-range poultry and eggs, as well as homemade products like cheese, butter, wine, and beer. Fresh flowers and artisanal breads may also be available, while seaside markets sell locally caught fish and seafood.

I-3. 結論句

正如一篇文章最後會有結論來總結主要論點，段落通常也會有結論句來總結該段落的論點，並且與主題句清楚地連結。結論句在段落中有兩個主要的功能：一是總結你所提出的論點，二是將本段與下一段做連結。請見以下的範例說明：

Fighting air pollution requires the efforts of each and every one of us. While many believe that most of Taiwan's pollution comes from industrial sources, you might be surprised to know that only 27 to 31 percent come from these sources. A bigger source of pollution is found on the road, with trucks, cars, and scooters together accounting for 30 to 37 percent. Although the power industry, particularly coal plants, often bears the brunt of the blame for dirty air, in fact it generates not even 10 percent. That is less than the food industry, which contributes 10.8 to 12.2 percent. These statistics suggest that we can dramatically improve our air quality simply by using automobiles less often and walking, biking, or taking public transportation more often. By the same token, restaurants can install proper pollution-control devices in their kitchens to reduce air pollution. **So, while the fight for better environmental policies must continue, let's not underestimate the positive changes that each individual can make.**



最後一句（粗體字部分）為本段的結論句，除了總結整個段落外，也是連結下一個段落的橋樑。