

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，這幾個句子雖然可以是不同的論點，但都必須與主旨相關，才能維持段落的一致性，如此一來讀者才能理解這段文字。

I 段落的構成

無論寫的是哪種文體，一般來說，段落都必須包含主題句（topic sentence）、支持句（supporting sentence）和結論句（conclusion）等三個要素。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。

請看以下三個句子，套色部分為主題，畫底線處則為主題論述：

- 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.

寫主題句時，要注意以下三點：

- ✓ 簡明扼要，不需要交代太多細節，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。

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

⇒ 句子包含 dish 和 pastries and sweets 兩個主題，應分別作為兩個段落的主題句，可寫作：

The most famous Hungarian dish is probably goulash.

Hungary is also famous for its pastries and sweets.

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

⇒ 句子過於籠統。

主題句通常是段落的第一句，但也有可能出現在段落之中的某處或最後面。對初學者而言，將主題句放在段落的第一句是最直接了當的作法。儘管如此，段落一開始也常會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。

請見下列範例，粗體字為段落的主題句。

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.

⇒ 主題句說明 4 在華人文化中被認為是不祥的數字，而北美洲的人則對數字 13 避之唯恐不及。後面的句子再進一步舉例和說明原因。



動手寫寫看

請就下列題目寫出適合的主題句。

1. 題目 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. 題目 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

參考答案請見 p. 104

I-2. 支持句

支持句就是用來闡明或支持主題論述的句子，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。支持句不只要提供資訊，還要解釋這些資訊為什麼與段落主題相關或對該主題來說是有意義的。

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、實例等以清楚闡述論點。
- ✓ 善用重複的關鍵字、近義字詞、代名詞或轉折詞來達到主旨的連貫性。

進行段落論述時，適當重複主題或關鍵字詞可以幫助讀者串連前後的訊息。但若不斷重複相同字詞可能讓文章變得單調，此時可換成意思相近的字詞來增加變化性，也可用代名詞來代替前面提過的名詞，不過使用代名詞時指稱的對象要明確，才不會讓讀者混淆。請看以下的例子：

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 is 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.**

⇒ 本段落的主題為 sloth (樹懶)，this animal 和後面的代名詞 it 都是指稱 sloth，以避免重複。最後一句（粗體字部分）為主題句，在此再用 sloth 可讓主題更明確。此外，要達到段落的連貫性也可善用轉折詞，如本段第 4 行的 however。

I-3. 結論句

正如文章會有結論，段落通常也會有結論句，它有兩個主要作用：一是總結你所提出的論點，二是將本段與下一段做連結。

結論句有下列三種常見的寫法：

- ✓ 呼應主題句。
- ✓ 總結重點，最好用與主題句不同的說法來避免重複。
- ✓ 給予建議或提出對未來的期許與展望。

請閱讀以下這三個段落，粗體字為結論句。

Poland has had a long and troubled history. After repeated wars with neighboring powers and nearly a century of Russian occupation, it gained independence in 1918, only to be invaded by Nazi Germany in World War II. After the war, Poland became part of the Soviet Bloc and was ruled by a brutal communist government until 1989. **Such hard times for Poland, however, are all in the past. Today, it attracts many visitors with its beauty and charm.**

⇒ 結論句分為兩句。第一句呼應主題句提及的波蘭動盪歷史，第二句說如今它以美景與魅力吸引觀光客，用來連接下一段。

There are many reasons why everyone should visit Finland. It's a country of thousands of lakes and forests, and a place where one can experience the joy of staying in a cottage. Children and adults alike will marvel at the chance to meet Santa, whose official home is in the northern Finnish region of Lapland. This is also the region where you can go see the Aurora Borealis. **These and countless other attractions await you in beautiful Finland.**

⇒ 結論句總結本段重點，說明芬蘭有許許多多的景點等著你去探訪。

Not all modern taxis are the same. In a survey conducted by Hotel.com, travelers ranked London's famous black cabs as the best. The ranking is based on the taxis' cleanliness, the friendliness of the drivers, and safety. Although New York's yellow taxis came in second, their drivers still tied with Paris's as the rudest in the world. Rome's cab drivers were voted the worst for safety. **While all taxis will get you where you want to go, some are certainly better than others.**

⇒ 本段的結論句用換句話說的方式來呼應主題句。



動手寫寫看

請利用 I-1. 提過的主題句，試著寫出適當的支持句和結論句。

People can avoid obesity by exercising more often.

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參考答案請見 p. 104

II 加分祕笈

段落寫作最基本的是要能夠寫出文法正確的句子。在確保正確性的同時，有幾個初學者常會受中文思考影響而犯的錯誤，寫作時只要多加留意，就可在小細節上勝人一籌。在此提醒三個英文寫作不同於中文的重點：

II-1. 連接詞擇一使用

中文常會說「因為……所以……」、「雖然……但是……」，但在英文中只能用一個連接詞來連接兩個子句，而「因為」(because) 和「所以」(so)、「雖然」(although/though) 和「但是」(but) 都是連接詞，故不能同時出現在同一個句子裡。以下列兩個句子為例：

❶ **Because** Todd is a vegetarian, **so** I replaced the chicken in his salad with tofu. (X)

⇒ **Because** Todd is a vegetarian, I replaced the chicken in his salad with tofu. (✓)

⇒ Todd is a vegetarian, **so** I replaced the chicken in his salad with tofu. (✓)

❷ **Although** Jack is single, **but** he never feels lonely. (X)

⇒ **Although** Jack is single, he never feels lonely. (✓)

⇒ Jack is single, **but** he never feels lonely. (✓)

II-2. 注意中英文標點符號的使用差異

在中文中，可以用逗號來連接兩個句子，但英文則不行。在寫作時千萬不要受到中文的影響，英文子句可用下列幾種方式來連接：

I enjoy traveling, I visit at least one foreign city every year. (X)

修改方法 1：加上適當的**連接詞**。

I enjoy traveling **and** visit at least one foreign city every year. (✓)

⇒ 連接前後主詞相同的子句時，可將重複的主詞省略，且 and 前面無須加逗號。
主詞不同時，and 前面則要加上逗號。

Because I enjoy traveling, I visit at least one foreign city every year. (✓)

⇒ because、since 引導副詞子句且置於句首時，與主要子句之間會用逗號隔開。

修改方法 2：用句點隔開，寫成兩句。

I enjoy traveling. I visit at least one foreign city every year. (✓)

修改方法 3：用分號取代逗號。

I enjoy traveling; I visit at least one foreign city every year. (✓)

II-3. 使用正確的英語搭配詞

在英文中，有些固定的搭配詞 (collocation) 無法用中文直譯。因此，要記住這些搭配詞的用法，才能避免寫出中式英文。請看以下兩個例子：

❶ I always write my homework after dinner. (✗)

I always do my homework after dinner. (✓)

⇒ 「寫」功課這個動作要用 do，不能用 write。

❷ Remember to eat medicine every four to six hours. (✗)

Remember to take medicine every four to six hours. (✓)

⇒ 「吃藥」的動詞要用 take，不能用 eat。

●●● 小提醒

關於英文搭配詞，除了參考字典的說明，平時閱讀文章時也可以多留意固定的搭配詞，經由多接觸而非死背來熟悉相關用法，寫作時就可以派得上用場！

III 寫作範例

●●● 題目 時間管理對高二學生的重要性

●●● 提示 升上高二後，除了課業加重，社團活動可能也不少，要如何才能兼顧課業和社團活動呢？請以「時間管理對高二學生的重要性」為題，寫一段文長至少 180 字的段落。主題句請點出培養良好的時間管理能力對高二生兼顧課業和社團活動的重要性，然後提出有效的時間管理方法來支持主題句，最後再提供結論句。



可到「批改網」題庫作文中練習寫寫看

Good Time Management Skills Are Important for High School Juniors

範文解析

For high school juniors who want to strike a balance between schoolwork and club activities, it's important to develop good time management skills. Knowing how to manage your time wisely lets you stay organized, thus easing the burden of a busy schedule. One effective way to take charge of your time is to make a daily to-do list and to put the most important tasks at the top of that list. If you don't complete each task, don't worry; simply add it to the following day's list. Next, consider using a pocket planner. Write down in your planner the times and dates of your tests, assignments, and club meetings. This lets you avoid scheduling conflicts, and it gives you a clear picture of when you have time to study. You could also try to get work done during your pockets of free time. For example, instead of checking Facebook on your bus ride to school, review your notes for your history quiz. By using such time management strategies, you can stay on top of your schoolwork and do your best in your club activities.

主題句：

點出培養良好的時間管理技能對高二生兼顧課業和社團活動是很重要的。

支持句：

針對主題句的論點，先提出能有效管理時間的好處，再提出具體方法並舉例說明。

結論句：

指出藉由利用文中所提的時間管理方法，便能兼顧課業與社團活動來作總結。

IV 實做練習

1. 題目 適應新環境

提示 無論搬家、升學或轉換工作，不免都會經過一段適應期，你到新環境時有什麼感受？你又會用什麼方法來適應新環境呢？請以「適應新環境」為題，寫一段文長至少 180 字的段落。主題句請點出適應新環境之不易，然後根據自己的經驗來說明遇到的困難並提出解決方法來支持主題句，最後再提供結論句來替這個段落作結。

2. 題目 我最寶貴的物品

提示 每個人的價值觀都不同，視為珍寶的物品也不一樣。對你而言，你最寶貴的物品是什麼？該物品對你有什麼特殊意義嗎？請以「我最寶貴的物品」為題，寫一段文長至少 180 字的段落。主題句請點出你最寶貴的物品是什麼，然後提出該物品讓你覺得寶貴的原因來支持主題句，最後再提供結論句來替這個段落作結。

3. 題目 我不能沒有的三樣東西

提示 現在有股「斷捨離」的風潮，鼓勵人們化繁為簡、降低物欲。然而，有些東西還是讓人無法割捨。請以「我不能沒有的三樣東西」為題，寫一段文長至少 180 字的段落。主題句請點出自己除了基本需求還是不可或缺的東西，然後一一說明這些東西是什麼與你不能沒有它們的原因來支持主題句，最後再提供結論句來替這個段落作結。



可到「批改網」題庫作文中練習寫寫看