1. **命题揭秘**

**读后续写**

**要求考生在理解一篇不完整文章的基础上，充分调动想象创新思维，大胆预测文章缺失部分的内容走势，进行充满个性色彩的设计，并用英语进行续写表达。所提供短文词数在350左右，划线词语涉及到名词(词组)、动词(词组)、介词(词组)和形容词等，其中，以名词(词组)为主，在续写中至少要使用5个关键词语，需要注意：在使用关键词语时根据时态和语态的需要，可以改变动词的形式，可以改变名词的单复数，但不要改变关键词语在原文中的含义和词性；多以记叙文故事类文章或者夹叙夹议类文章为主，故事情节有曲折、有起伏，但故事线索的逻辑性比较强。**

**1.创造性：即发挥想象力，该题型具有一定的开放性，考生需用自己的语言对故事情节进行内容创造；**

**2.逻辑性：即根据已提供的关键信息，按照可能的合理的方向续写，使文章逻辑结构完整；**

**3.丰富性：即语言能力的充分体现，词汇句法的准确与复杂程度，细节描写的生动性等都将让故事更加立体饱满。**

1. **评分标准**

**（1）评分原则**

1. 本题总分为25分，按5个档次给分。

2. 评分时，先根据所续写短文的内容和语言初步确定其所属档次，然后以该档次的要求来衡量、确定或调整档次，最后给分。

3. 词数少于130的，从总分中减去2分。

4. 评分时，应主要从以下四个方面考虑：

(1) 与所给短文及段落开头语的衔接程度；

(2) 内容的丰富性和对所标出关词语的应用情况；

(3) 应用语法结构和词汇的丰富性和准确性；

(4) 上下文的连贯性。

5. 拼写与标点符号是语言准确性的一个重要方面，评分时，应视其对交际的影响程度予以考虑。

6. 如书写较差以致影响交际，可将分数降低一个档次。

**（2）各档次的给分范围和要求**

|  |  |
| --- | --- |
| **档次** | **描述** |
| 第五档(21—25) | — 与所给短文融洽度高，与所提供各段落开头语衔接合理。— 内容丰富，应用了5个以上短文中标出的关键词语。— 所使用语法结构和词汇丰富、准确，可能有些许错误，但完全不影响意义表达。— 有效地使用了语句间的连接成分，使所续写短文结构紧凑。 |
| 第四档(16—20) | — 与所给短文融洽度较高，与所提供各段落开头语衔接较为合理。— 内容比较丰富，应用了5个以上短文中标出的关键词语。— 所使用语法结构和词汇较为丰富、准确，可能有些许错误，但不影响意义表达。— 比较有效地使用了语句间的连接成分，使所续写短文结构紧凑。 |
| 第三档 (11—15) | — 与所给短文关系较为密切，与所提供各段落开头语有一定程度的衔接。— 写出了若干有关内容，应用了4个以上短文中标出的关键词语。— 应用的语法结构和词汇能满足任务的要求，虽有一些错误，但不影响意义的表达。— 应用简单的语句间的连接成分，使全文内容连贯。 |
| 第二档 (6—10) | — 与所给短文有一定的关系，与所提供各段落开头语有一定程度的衔接。— 写出了一些有关内容，应用了3个以上短文中标出的关键词语。— 语法结构单调，词汇项目有限，有些语法结构和词汇方面的错误，影响了意义的表达。— 较少使用语句间的连接成分，全文内容缺少连贯性。 |
| 第一档 (1—5) | — 与所给短文和开头语的衔接较差。— 产出内容太少，很少使用短文中标出的关键词语。— 语法结构单调，词汇项目很有限，有较多语法结构和词汇方面的错误，严重影响了意义的表达。— 缺乏语句间的连接成分，全文内容不连贯。 |
| 0 | 白卷、内容太少无法判断或所写内容与所提供内容无关。 |

1. **真题及样题**

阅读下面短文，根据所给情节进行续写，使之构成一个完整的故事。

**(2018年6月浙江卷)**

It was summer, and my dad wanted to treat me to a vacation like never before. He decided to take me on a trip to the Wild West.

      We took a plane to Albuquerque, a big city in the state of New Mexico. We reached Albuquerque in the late afternoon. Uncle Paul, my dad’s friend, picked us up from the airport and drove us up to his farm in Pecos.

      His wife Tina cooked us a delicious dinner and we got to know his sons Ryan and Kyle. My dad and I spent the night in the guestroom of the farm house listening to the frogs and water rolling down the river nearby. Very early in the morning, Uncle Paul woke us up to have breakfast. “The day starts at dawn on my farm,” he said. After breakfast, I went to help Aunt Tina feed the chickens, while my dad went with Uncle Paul to take the sheep out to graze(吃草). I was impressed to see my dad and Uncle Paul riding horses. They looked really cool.

      In the afternoon, I asked Uncle Paul if I could take a horse ride, and he said yes, as long as my dad went with me. I wasn’t going to take a horse ride by myself anyway. So, my dad and I put on our new cowboy hats, got on our horses, and headed slowly towards the mountains. “Don’t be late for supper,” Uncle Paul cried, “and keep to the track so that you don’t get lost!” “OK!” my dad cried back. After a while Uncle Paul and his farm house were out of sight. It was so peaceful and quiet and the colors of the brown rocks, the deep green pine trees, and the late afternoon sun mixed to create a magic scene. It looked like a beautiful woven (编织的) blanket spread out upon the ground just for us.

**注意：**

1. 所续写短文的词数应为l50左右；

2. 至少使用5个短文中标有下划线的关键词语；

3. 续写部分分为两段，每段的开头语已为你写好；

4. 续写完成后，请用下划线标出你所使用的关键词语。

**Paragraph 1:**

Suddenly a little rabbit jumped out in front of my horse.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paragraph 2:**

We had no idea where we were and it got dark.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**One possible version:**

**Paragraph 1:**

*Suddenly a little rabbit jumped out in front of my horse.* This unexpected appearance frightened my horse, which made it run wildly. I tried my best to control it, but in vain. Frightened as I was, I tried to keep my balance to prevent myself from falling off. Fortunately, minutes later, the horse stopped before a river, out of breath, and so did I. At that moment, my dad also came up. Seeing I was OK, he was quite relieved. But it was clear that we got lost.

**Paragraph 2:**

*We had no idea where we were and it got dark.* We didn’t know where the farm house was. What we could do was to go back along the previous track slowly. But it was really difficult for us in such a dark situation. Just as we were at the point of desperation, we heard a faint voice from the distance. “It must be Uncle Paul,” I said. So we cried back with excitement. Finally, Uncle Paul safely brought us back home. What an amazing ride!

**(2017年11月浙江卷)**

**A vacation with my mother**

      I had an interesting childhood. It was filled with surprise and amusements, all because of my mother—loving, sweet, and yet absent-minded and forgetful. One strange family trip we took when I was eleven tells a lot about her.

     My two sets of grandparents lived in Colorado and North Dakota, and my parents decided to spend a few weeks driving to those states and seeing all the sights along the way. As the first day of our trip approached, David, my eight-year-old brother, and I unwillingly said good-bye to all of our friends. Who knew if we’d ever see them again? Finally, the moment of our departure arrived, and we loaded suitcases, books, games, camping equipment, and a tent into the car and bravely drove off. We bravely drove off again two hours later after we’d returned home to get the purse and traveler’s checks Mom had forgotten.

    David and I were always a little nervous when using gas station bathrooms if Mom was driving while Dad slept: “You stand outside the door and play lookout (放哨) while I go, and I’ll stand outside the door and play lookout while you go.” I had terrible pictures in my mind: “Honey, where are the kids?” “What?! Oh, Gosh… I thought they were being awfully quiet.” We were never actually left behind in a strange city, but we weren’t about to take any chances.

    On the fourth or fifth night, we had trouble finding a hotel with a vacancy. After driving in vain for some time, Mom suddenly got a great idea: Why didn’t we find a house with a likely-looking backyard and ask if we could set up tent there? David and I became nervous. To our great relief, Dad turned down the idea. Mom never could understand our objections (反对). If a strange family showed up on her front doorsteps, Mom would have been delighted. She thinks everyone in the world as as nice as she is. We finally found a vacancy in the next town.

**注意：**

1. 所续写短文的词数应为l50左右；

2. 至少使用5个短文中标有下划线的关键词语；

3. 续写部分分为两段，每段的开头语已为你写好；

4. 续写完成后，请用下划线标出你所使用的关键词语。

**Paragraph 1:**

    The next day we remembered the brand-new tent we had brought with us.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paragraph 2:**

   We drove through several states and saw lots of great sights along the way.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**One possible version:**

**Paragraph 1:**

*The next day we remembered the brand-new tent we had brought with us.* We decided to camp along the river. The views there were surprisingly beautiful—the warm sunshine, the fresh air, the clean water. We sat on the grass, enjoying the splendid nature. However, when Dad was about to put up our tent, he was disappointed to find that it had been left in the hotel. Well, Dad had to go back to fetch it to continue our camping.

**Paragraph 2:**

*We drove through several states and saw lots of great sights along the way.* Every time we got to a new place, Mom would cheer up like a child. She would get off the car excitedly, laughing and dancing around. Together we enjoyed the modern sights in the big cities, the historical buildings in the small towns and the amazing scenery in nature. When we came back to the hotel after the tiring but excellent visit, Mom would hug us and kiss us on our faces. How sweet she was! Absent-minded and forgetful as she was, she never forgot to express her love to us.

 **(2017年6月浙江卷)**

On a bright, warm July afternoon, Mac Hollan, a primary school teacher, was cycling from his home to Alaska with his friends. One of his friends had stopped to make a bicycle repair, but they had encouraged Mac to carry on, and they would catch up with him soon. As Mac pedaled (骑行) along alone, he thought fondly of his wife and two young daughters at home. He hoped to show them this beautiful place someday.

    Then Mac heard quick and loud breathing behind him. “Man, that’s a big dog!” he thought. But when he looked to the side, he saw instantly that it wasn’t a dog at all, but a wolf, quickly catching up with him.

      Mac’s heart jumped. He found out his can of hear spray. With one hand on the bars, he fired the spray at the wolf. A bright red cloud enveloped the animal, and to Mac’s relief, it fell back, shaking its head. But a minute later, it was by his side again. Then it attacked the back of Mac’s bike, tearing open his tent bag. He fired at the wolf a second time, and again, it fell back only to quickly restart the chase (追赶).

      Mac was pedaling hard now. He waved and yelled at passing cars but was careful not to show down. He saw a steep uphill climb before him. He knew that once he hit the hill, he’d be easy caught up and the wolf’s teeth would be tearing into his flesh.

      At this moment, Paul and Beeky were driving their car on their way to Alaska. They didn’t think much of it when they saw two cyclists repairing their bike on the side of the road. A bit later, they spotted what they, too, assumed was a dog running alongside a man on a bike. As they got closer, they realized that the dog was a wolf. Mac heard a large vehicle behind him. He pulled in front of it as the wolf was catching up fast, just a dozen yards away now.

**注意：**

1. 所续写短文的词数应为150左右；

2. 至少使用5个短文中标有下划线的关键词语；

3. 续写部分分为两段，每段的开头语已为你写好；

4. 续写完成后，请用下划线标出你所使用的关键词语。

**Paragraph 1:**

      The car abruptly stopped in front of him.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paragraph 2:**

      A few minutes later,the other two cyclists arrived.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**One possible version:**

**Paragraph 1:**

*The car abruptly stopped in front of him.*Paul and Becky got out of the car immediately to give help. But with the bare hands, they didn’t dare to fight with the wolf. However, they still approached to the wolf bravely. At the same time, the wolf also noticed them and turned its head back, shouting loudly at Paul and Becky. Mac then jumped off the bicycle and was ready to fight against the wolf. That reached deadlock.

**Paragraph 2:**

*A few minutes later, the other two cyclists arrived.* They found the dangerous situation, where three men circled the wolf. Mac’s friends also jumped off their bicycles and joined the fight with the wolf. More and more cars stopped. Some drivers took out the sticks from the cars, and some took out the knives, even the guns towards the wolf. Just at that time, the wolf might feel the threats from the people, starting to withdraw. Soon, it ran away off the road and disappeared in the distance.

**(2016年10月浙江卷)**

One weekend in July, Jane and her husband, Tom, had driven three hours to camp overnight by a lake in the forest. Unfortunately, on the way an unpleasant subject came up and they started to quarrel. By the time they reached the lake, Jane was so angry that she said to Tom. “I’m going to find a better spot for us to camp” and walked away.

      With no path to follow, Jane just walked on for quite a long time. After she had climbed to a high place, she turned around, hoping to see the lake. To her surprise, she saw nothing but forest and, far beyond, a snowcapped mountain top. She suddenly realized that she was lost.

      “Tom! ”she cried. “Help!”

      No reply. If only she had not left her mobile phone in that bag with Tom. Jane kept moving, but the farther she walked, the more confused she became. As night was beginning to fall, Jane was so tired that she had to stop for the night. Lying awake in the dark, Jane wanted very much to be with Tom and her family. She wanted to hold him and tell him how much she loved him.

      Jane rose at the break of day, hungry and thirsty. She could hear water trickling (滴落）somewhere at a distance. Quickly she followed the sound to a stream. To her great joy, she also saw some berry bushes. She drank and ate a few berries. Never in her life had she tasted anything better. Feeling stronger now, Jane began to walk along the stream and hope it would lead her to the lake.

      As she picked her way carefully along the stream, Jane heard a helicopter.Is that for me? Unfortunately, the trees made it impossible for people to see her from above. A few minutes later, another helicopter flew overhead. Jane took off her yellow blouse, thinking that she should go to an open area and flag them if they came back again.

**注意：**

1. 所续写短文的词数应为l50左右；

2. 至少使用5个短文中标有下划线的关键词语；

3. 续写部分分为两段，每段的开头语已为你写好；

4. 续写完成后，请用下划线标出你所使用的关键词语。

**Paragraph 1：**

      But no more helicopters came and it was getting dark again.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paragraph 2:**

      It was daybreak when Jane woke up.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**One possible version:**

**Paragraph 1:**

*But no more helicopters came and it was getting dark again.*Jane had to stay alone in the forest for another cold night. Although she felt a little sad, she didn’t get fearful. She thought about Tom. “He must have called for those helicopters. Maybe he was in one of them and will come back again! I have to guide him tomorrow.” She fell asleep and dreamed of seeing Tom.

**Paragraph 2:**

*It was day break when Jane woke up.* She ate some berries and then walked along the stream, hoping to find a suitable place to guide the helicopter. Fortunately, she saw a huge flat rock in an open area at a distance. She rushed to the rock, climbed onto it and waited. To her great joy, the helicopter appeared again. The nearer it got, the more she flagged the yellow blouse. Luckily, the helicopter didn’t miss Jane this time and it landed near the big rock slowly. Tom jumped off the helicopter and ran towards Jane. She broke down and burst into tears.

**(实验省份考试说明样题)**

A funny thing happened to Arthur when he was on the way to work one day. As he walked along Park Avenue near the First National Bank, he heard the sound of someone trying to start a car. He tried again and again but couldn’t get the car moving. Arthur turned and looked inside at the face of a young man who looked worried. Arthur stopped and asked, “It looks like you’ve got a problem,” Arthur said.

“I’m afraid so. I’m in a big hurry and I can’t start my car.”

“Is there something I can do to help?” Arthur asked. The young man looked at the two suitcases in the back seat and then said, “ Thanks. If you’re sure it wouldn’t be too much trouble, you could help me get these suitcases into a taxi.”

“No trouble at all. I’d be glad to help.”

      The young man got out and took one of the suitcases from the back seat. After placing it on the ground, he turned to get the other one. Just as Arthur picked up the first suitcase and started walking, he heard the long loud noise of an alarm.

It was from the bank. There had been a robbery (抢劫)!

Park Avenue had been quiet a moment before. Now the air was filled with the sound of the alarm and the shouts of people running from all directions. Cars stopped and the passengers joined the crowd in front of the bank. People asked each other, “What happened?” But everyone had a different answer.

      Arthur, still carrying the suitcase, turned to look at the bank and walked right into the young woman in front of him.

      She looked at the suitcase and then at him. Arthur was surprised. “Why is she looking at me like that?” He thought. “The suitcase！She thinks I’m the bank thief!”

      Arthur looked around at the crowd of people. He became frightened, and without another thought, he started to run.

**注意：**

1. 所续写短文的词数应为l50左右；

2. 应使用5个以上短文中标有下划线的关键词语；

3. 续写部分分为两段，每段的开头语已为你写好；

4. 续写完成后，请用下划线标出你所使用的关键词语。

**Paragraph 1：**

      As he was running, Arthur heard the young man shouting behind, “Stop, stop!”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paragraph 2：**

       The taxi stopped in front of the Police Station and Arthur...

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**One possible version:**

**Paragraph 1：**

*As he was running, Arthur heard the young man shouting behind, “Stop, stop!”* But Arthur ran even faster. Just then, a taxi came along. Arthur stopped it and threw himself into the back seat and asked the driver to go to the Police Station.

**Paragraph 2：**

*The taxi stopped in front of the Police Station and Arthur* ran into it, shouting, “There’s a bank robbery and I know the bank thief.” Quickly after Arthur told his story, the policemen started for the bank without delay. When they arrived at the spot, they were surprised to find that the people who gathered before the bank were now crowding around the young man, who seemed quite worried. Finally, Arthur realized that he had made a mistake. The loud noise of the alarm was incorrectly made by the bank’s system and nothing happened to the bank, but the young man was worried that someone had robbed his suitcase.

**【考前技能篇9】**

**概要写作的解题技巧**

提供一篇350词以内的短文，要求考生基于该短文写出一篇60词左右的内容概要。

**试题特点：**

①原文材料350词以内，概要写作不少于60词。

②原文基本以说明文、议论文为主。

③概要，基本上就是段落大意。每段一句话概括，或者两段一个大意，最多用两句话概括就行。

④要着重训练自己文章主旨大意和各段段落大意的归纳概括能力。

**写作注意事项：**

 ①找关键词和主题句，准确理解、分析原文要点，归纳段落大意。

 ②各要点的表达要相对独立。

 ③各要点之间要有适当的衔接。

 ④句型力求简单，每句话要表意明白，无空泛、笼统、含混之词。

 ⑤尽量使用短句，慎用长难句。例如，尽量少用关系代词which，who等引导的定语从句，而采用­ing形式和­ed形式作定语。

 ⑥多使用概括性词语，少用具体描述性词语。

**模板及句型：**

 ①表示文章的内容以及研究目的

 1)This paper is aimed at/covers/mainly deals with...

 2)The article focuses on the topic of...

 ②表示研究的结论

 1)The result showed that...

 2)The author found that...

 3)It was concluded that...

 ③表示推荐、观点或建议

 1)The author suggests/considers that...

 2)Suggestions are made for...

**评分原则：**

 ①本题总分为15分，按5个档次给分。

 ②评分时，先根据所写概要的内容和语言初步确定其所属档次，然后以该档次的要求来衡量、确定或调整档次，最后给分。

 ③词数少于40和多于80的，从总分中减去2分。

 ④评分时，应主要从以下四个方面考虑：

 (1)对原文要点的理解和呈现情况；

 (2)应用语法结构和词汇的准确性；

 (3)上下文的连贯性；

 (4)对各要点表达的独立性情况。

 ⑤拼写与标点符号是语言准确性的一个重要方面，评分时，应视其对交际的影响程度予以考虑。

 ⑥如书写较差以致影响交际，可将分数降低一个档次。

概要写作要求读懂所给的阅读材料，用自己的语言高度概括文章的主要内容和观点，有三个步骤：

**一、通读全文，把握核心**

**1.把握文章体裁**。概要写作的前提是要理解原文。首先，通读原文，把握文章体裁、中心思想和整体结构，根据文章的体裁特点来决定内容的取舍，可以从以下方面的内容(见下表)入手。

▲不同体裁文章的要点

**2.画出主题句或关键词，主题句一般出现在段首或段尾。**在找到主题句后，要分析主题句的意义，进一步确定衬托主题句的一些关键词（组）如动词、名词等。

**3.整合概括大意。**根据阅读时获取的信息、主题句或关键词(组)等，对相关的内容进行整合，理清各层次、要点之间的关系，用自己的语言把词(组)扩展成句，归纳出各段落的大意，也就是表达的要点。

**二、精选主题，展开写作**

概要写作不是对原文的简单复述，而是在透彻理解原文的基础上，对原文进行高度的概括。注意以下几点：

**1.准确。**准确理解原文包括对原文中每个要点及与之相关的“一些重要论据，句子的理解等。概要写作必须绝对忠实于原文，既不能遗漏任何要点，也不能随意添加内容。概要写作的时态顺应与原文的时态，顺序一致。由于概要写作是转述别人的事情或观点，所以，不管原文使用何种人称概要写作一般都要用第三人称。

**2.客观。**在进行概要写作时，要依据原文作者的观点，客观地转述文中的要点，不要把自己个人的观点和看法掺杂进去，不要使用“ I think”和“ I believe”等主观性的词句。由于概要写作不允许照抄原文中的句子，因此，可采用句型转换、同义词转化、语态互换等手法将原文中的句子进行改头换面，达到“雁过不留痕”的效果。如可用单个词汇替换具有相同语法功能的单词和词组：用 determine代替“ make up ones mind”;用 therefore和to等表示逻辑意义的连接词代替较长的词组“ as a result”和“ in order to”等。

**3.简洁。**由于概要写作的词数有限，所以，可以采取削“枝”去“叶”的方法来减少词数。通常的方法是去掉原文中的一些实例、冗长的说明、描述性的修饰语以及省略或简化图表，删除直接引语的对话。如果必须保留某些重要的对话，可将其改为间接引语的形式，即把对话体变为叙述体；或采用主谓缩写( we are→we're；they will→they'll)，句式省略( when he crossed the road= when crossing the road)，合并句子，使用简单句、并列句，with的复合结构，适当使用复合句等方法来进行概要写作。

**4.连贯。连接词是内容概要的桥梁，它在句与句或段与段之间起铺垫的作用，能够把内容概要有机地串联起来，确保行文流畅，衔接紧凑。因此，**概要写作哪怕只有一个段落，也要根据原文的层次结构，在适当的地方添加连接词，如表示顺序关系的“ firstly”¨ secondly"“ finally”；表示并列关系的“ besides”“ in addition”等；表示总结关系的“ to sum up”“in conclusion”等，使所写的内容概要衔接紧密，条理清楚。

**三、检查核对，要点齐全**

检查时，考生要注意以下几点：
**1.查。**查一查要点是否全面；查人称与时态是否正确；查衔接是否连贯；查是否有直接照抄原文的句子；查拼写和语法是否有误；查标点符号及大小写是否正确；等等。

**2.数。**数一数内容概要的词数是否符合要求，并标出概要写作的总词数。

**例：阅读下面短文，根据其内容写一篇60词左右的内容概要**

Like many new graduates, I left university full of hope for the future but with no real idea of what I wanted to do. My degree, with honors, in English literature had not really prepared me for anything practical. I knew I wanted to make a difference in the world somehow, but I had no idea how to do that. That’s when I learned about the lighthouse Project .

I started my journey as a Lighthouse Project volunteer by reading as much as I could about the experiences of previous volunteers. I knew it would be a lot of hard work, and that I would be away from my family and friends for a very long time. In short, I did not take my decision to apply for the Lighthouse Project lightly. Neither did my family.

Eventually, however, I won the support of my family, and I sent in all the paperwork needed for application. After countless interviews and presentations, I managed to stand out among the candidates and survive the test alone. Several months later, I finally received a call asking me to report for duty. I would be going to a small village near Abuja, Nigeria. Where? What? Nigeria?  I had no idea. But I was about to find out .

After completing my training, I was sent to the village that was small and desperately in need of proper accommodation. Though the local villagers were poor， they offered their homes， hearts， and food as if I were their own family. I was asked to lead a small team of local people in building a new schoolhouse. For the next year or so, I taught in that same schoolhouse. But I sometimes think I learned more from my students than they did from me .

Sometime during that period, I realized that all those things that had seemed so strange or unusual to me no longer did though I did not get anywhere with the local language, and I returned to the United States a different man. The lighthouse project had changed my life forever.
【**文本理解】**

本文是一篇记叙文，全文共五段。第一段讲述作者大学毕业后，对未来充满希望但又不知该如何实现自己的抱负，直到他接触了“灯塔计划”。第二段接着叙述作者为申请做“灯塔计划”志愿者所做的准备。第三段中，作者赢得家人的支持，在激烈的竞争中，脱颖而出成为“灯塔计划”的一员。第四段描述作者成为志愿者后，被派往尼日利亚阿布贾的一个小村庄的生活与工作情况。第五段是作者感悟“灯塔计划”对其人生的影响。

**【写作思路】**

概要写作基本按照两步走，一是解读文本，二是遣词成文。

**①解读文本**

本文的体裁是记叙文，叙述作者申请当“灯塔计划”的志愿者，经过重重考核被选中以及被派去尼日利亚阿布贾的一个小村庄工作的经历。这段经历让作者学到了许多，改变了他的人生。结合记叙文文体特点，将主题句直观归纳法和关键词整合归纳法相结合，对文本的主旨大意进行梳理解读。文章第一段介绍事件的背景，描述事情发生的人物、时间，以及事情的起因。通过整合关键词“ graduates；hope；no real idea；make a difference；the Lighthouse project”可归纳出段落大意“A university graduate， hoping to make a difference， had no real idea of what to do until he learned about the Lighthouse Project.”。第二段描写事件的发展，即作者为申请做“灯塔计划”的志愿者所做的准备。根据本段的倒数第二句“ In short”，可知该句是对本段前文内容的总结。第三段进一步描述事件的发展，讲述作者赢得家人的支持，在激烈的竞争中成功地成为了“灯塔计划”的志愿者。所以，通过整合关键词“ the support of my family；stood out”可归纳出段落大意“I won the support of my family and after fierce competition， I stood out.”。第四段描写作者成为志愿者后，被派往尼日利亚阿布贾的生活与工作情况。本段的关键词为“sent；village；school house；teach”。通过整合关键词，可归纳出段落大意“ I was sent to a village， where I taught in a schoolhouse I had built with some villagers.”。第五段讲述作者对此次经历的感悟，本段的最后一句话是主题句“ The lighthouse project had changed my life forever.”

**②整理成文**

概要的整体表述从who/what进行把握，并关注同义替换、过渡衔接、句型结构三个方面。本篇记叙文按照时间顺序进行，根据一系列事件发生的先后顺序排列。可以使用譬如 after、until等表示时间状语的词，并尽量在一个句子中包含尽可能多的信息要点。

**【参考范文】**

After graduation from university the author was at a loss about how to fulfill his ambition until he decided to land a job with the Lighthouse Project. ( 要点1) Adequate preparation and family support finally won him the job as a volunteer teacher in a remote village. (要点 2) The experience taught him to see life in a new light and embrace a better self. (要点3)(61 words)
**【范文解析】**

要点1介绍了事件发生的背景，用一个介词短语“ after graduation from university”来替换原文中的“ Like many new graduates， I left university…”；"“ I was at a loss”替换“ I had no idea how to do that”；“ to fulfill his ambition”替换“ to make a difference in the world”，表达的意思简洁明了。

要点2将原文中第二、三、四段的内容进行整合，将作者从申请志愿者所做的准备到赢得家人的支持并最终取得成功成为志愿者及担任志愿者工作的过程用一句话进行表达。运用高级词汇“adequate preparation”来概括原文第二段的内容，“ a volunteer teacher in a remote village”概括原文第四段作者在尼日利亚阿布贾的志愿者工作情况。句子主谓分明，结构清晰，要点涵盖广。

要点3可以找到明显段落主题句，即原文第五段的最后一句。该句表达的意思是“灯塔计划”改变了我的人生。结合该段的内容，整合处理为“ The experience taught him to see life in a new light and embrace a better self.”。

**附：高考真题**

（2019年6月浙江高考）

**阅读下面短文，根据其内容写一篇60词左右的内容概要。**

Parents everywhere praise their kids. Jenn Berman, author of *The A to Z Guide to Raising Happy and Confident Kids*, says, "We've gone to the opposite extreme of a few decades ago when parents tended to be more strict." By giving kids a lot of praise, parents think they're building their children's confidence, when, in fact, it may be just the opposite. Too much praise can backfire and, when given in a way that's insincere, make kids afraid to try new things or take a risk for fear of not being able to stay on top where their parents' praise has put them.

Still, don't go too far in the other direction. Not giving enough praise can be just as damaging gas giving too much. Kids will feel like they're not good enough or that you don't care and, as a result, may see no point in trying hard for their accomplishments.

So what is the right amount of praise? Experts say that the quality of praise is more important than the quantity. If praise is sincere and focused on the effort not the outcome, you can give it as often as your child does something that deserves a verbal reward." We should especially recognize our children's efforts to push themselves and work hard to achieve a goal, "says Donahue, author of Parenting Without Fear: Letting Go of Worry and Focusing on What Really Matters. "One thing to remember is that it's the process not the end product that matters."

Your son may not be the best basketball player on his team. But if he's out there every day and playing hard, you should praise his effort regardless of whether his team wins or loses. Praising the effort and not the outcome can also mean recognizing your child when she has worked hard to clean the yard, cook dinner, or finish a book report. But whatever it is, praise should be given on a case-by-case basis and be proportionate(相称的)to the amount of effort your child has put into it.

**【参考答案】**

How to praise our kids is really a sensitive problem.(主旨)Experts believe that too much praise or praising the kids in a wrong way may have opposite effects on children.(要点1) On the other hand,no praise also does harm to kids' development.(要点2)To gain the best result, our praise should focus on the process rather than the end product.(要点3) Therefore,what we should praise is our kids' proper effort, regardless of the result.(要点4)

（2018年11月浙江高考）

**阅读下面短文，根据其内容写一篇60词左右的内容概要。**

It's a really good idea to visit colleges before you apply because their websites can all start to look and sound the same. Nothing will give you the sense of what it will actually be like to live on a college campus(校园) like visiting and seeing for yourself the dorms, classrooms and athletic equipment and,of course,the students.It seems a little crazy once senior year hits to find the time to visit college campuses,and it can also be pricey if the schools you are applying to happen to be more than a car ride away.But keep in mind that you are making a decision about the next four years of your life, and do all the research you can to make sure you are making the right one.

There's no excuse not to visit the schools in your local area. In fact, a lot of college applications even ask if you have visited campus, and obviously, if you live across the country that won't be as much of a possibility, but if you live nearby, go check it out!

If campus visits aren't going to happen before you apply, at the very least you should find some time between applying and getting your acceptance letters to visit the schools you'd like to attend. It can save you a lot of heartache if you rule out now the things that you don't like about certain campuses, things that you wouldn't know unless you actually visit.

Now, if time and money are making it impossible, then check out the online college fairs atCollegeWeekLive. It's a chance to chat online with admissions officers, students, and college counselors(倾问)，and it won't cost you a penny! You can register for its online college fair at collegeweeklive.com. While visiting an online college fair can't take the place of an actual campus visit, it can be a very useful tool that along with all your other research will help you make an informed decision about which colleges or universities you'd like to attend.

【参考答案】

It's really worthwhile to pay a visit to their desired colleges personally before applying. (要点1) Undoubtedly, students should visit their local colleges, which may be included in applications. (要点2) At least, they should visit the school and figure out its real conditions in advance. (要点3) For students who are short of money and time, registering online is a good alternative to help them better understand schools.(要点4)