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Chapter 1 Using Proper Words

Exercises

1 Read the following passages, pick out from them a few common, formal and non-standard words, and say for what purposes these three types of words are used.

"You're th' Professor here, ain't you?" says Pa.

"Yes," says Professor Herbert, "and you are Dave's father."

"Yes," says Pa, pulling out his gun and laying it on the seat in Professor Herbert's office. Professor Herbert's eyes got big behind his black-rimmed glasses when he saw Pa's gun. Color came into his pale cheeks.

"Jist a few things about this school I want to know," says Pa. "I'm tryin' to make a scholar out'n Dave. He's the only one out'n eleven youngins I've sent to high school. Here he comes in late and leaves me all th' work to do! He said you's all out bug huntin' yesterday and broke a cherry tree down. He had to stay two hours after school yesterday and work out money to pay on that cherry tree! Is that right?"

Jesse Stuart: *Split Cherry Tree*

A child, in growing up, may meet and learn from three different kinds of discipline. The first and most important is what we might call the Discipline of Nature or Reality. When he is trying to do something real, if he does the wrong thing or doesn't do the right one, he doesn't get the result he wants. If he doesn't pile one block right on top of another, or tries to build on a slanting surface, his tower falls down. If he hits the wrong key, he hears the wrong note. If he doesn't hit the nail squarely on the head, it bends, and he has to pull it out and start with another. If he doesn't measure properly what he is trying to build, it won't open, close, fit, stand up, fly, float, whistle, or do whatever he wants it to do. If he closes his eyes when he swings, he doesn't hit the ball. A child meets this kind of discipline every time he tries to do something, which is why it is so important in school to give children more chances to do things, instead of just reading or listening to someone talk (or pretending to). This discipline is a great teacher. The learner never has to wait

long for his answer; it usually comes quickly, often instantly. Also it is clear, and very often points toward the needed correction; from what happened he can not only see that what he did was wrong, but also why, and what he needs to do instead. Finally, and most important, the giver of the answer, call it Nature, is impersonal, impartial, and indifferent. She does not give opinions, or make judgments; she cannot be wheedled, bullied, or fooled; she does not get angry or disappointed; she does not praise or blame; she does not remember past failures or hold grudges; with her one always gets a fresh start, this time is the one that counts.

John Holt: *Kinds of Discipline*

The postwar era witnessed the birth of perhaps the most powerful medium of mass communication in history: television. Experiments in broadcasting pictures (along with sound) over the airwaves had begun as early as the 1920s, but commercial television did not come into existence until shortly after World War II. It experienced a phenomenally rapid growth. In 1946, there were only 17 000 sets in the entire country [the United States]; by 1953, two thirds of all American homes had television sets; and by 1957, there were 40 million television sets in use —almost as many sets as there were families. More people had television sets, according to one report, than had refrigerators....

The impact of television on American life was rapid, pervasive, and profound. Television news had by the end of the 1950s replaced newspapers, magazines and radios as the nation's most important vehicle

of information. Television advertising exposed the entire nation to new fashions and products. Television entertainment programming, almost all of it controlled by the three national networks (the National Broadcasting Company, the Columbia Broadcasting System, and the American Broadcasting Company) created a common image of American life—an image that was predominantly white, middle-class, and suburban. Televised sports events gradually made professional sports one of the important sources of entertainment (and one of the biggest businesses) in America.

Richard N. Current et al: *American History*

My father was, I am sure, intended by nature to be a cheerful, kindly man. Until he was thirty-four years old he worked as a farmhand for a man named Thomas Butterworth whose place lay near the town of Bidwell, Ohio. He had then a horse of his own, and on Saturday evenings drove into town to spend a few hours in social intercourse with other farmhands. In town he drank several glasses of beer and stood about in Ben Head's saloon—crowded on Saturday evenings with visiting farmhands. Songs were sung and glasses thumped on the bar. At ten o'clock father drove home along a lonely country road, made his horse comfortable for the night, and himself went to bed, quite happy in his position in life. He had at that time no notion of trying to rise in the world.

Sherwood Anderson: *The Egg*

Choose the more suitable word from the two provided for each blank in the following sentences, and give reasons for your choice.

1. We all went to the exhibition _____ (besides, except) the director, who was too busy to go.
2. Many people here have got other income _____ (besides, except) their wages.
3. She likes to sit _____ (besides, beside) the window.
4. The internal situation of a country usually _____ (effects, affects) its foreign policy.
5. Their hard work _____ (effected, affected) rapid progress in the work.
6. A large (amount, number) of cement was used for this project.
7. A large (amount, number) of people volunteered to do this difficult job.
8. The chairman made some _____ (complementary, complimentary) remarks about the speakers.
9. His strong points and hers are _____ (complimentary, complementary).
10. She is an _____ (eminent, imminent) artist in this city.
11. As a result of overproduction, a depression seems _____ (eminent, imminent) in this rich country.
12. There will be _____ (farther, further) changes in the itinerary.
13. This group of explorers went _____ (farther, further) in the desert than that one.
14. She can now spend (less, fewer) time preparing her lessons than before.
15. She spent _____ (less, fewer) days in the city than planned.
16. Many beautiful paintings were _____ (hung, hanged) on the walls.
17. It is reported that some of the leaders of the coup in that country were (hung, hanged).
18. He tried _____ (hard, hardly) but failed to finish his work in time.
19. The interpreter could _____ (hard, hardly) catch up with the fluent speaker.
20. What the minister has said _____ (implies, infers) that there will be a change in the economic policy.
21. From his statement the listeners _____ (imply, infer) that there will be a change in the economic policy.
22. He put all his things _____ (in, into) his suitcase.
23. All his things were _____ (in, into) his suitcase.
24. _____ (It's, It's) Jim who has helped me.

25. I like the cut of the jacket, but I don't like _____ (its, it's) color.
26. He _____ (lay, laid) his pen on the desk and began reading.
27. He _____ (lay, laid) on the grass, looking at the sky.
28. She treats the orphan (as, like) her son.
29. _____ (As, Like) a friend I would advise you to stop smoking at once.
30. The inspector _____ (may be, maybe) here any day.
31. _____ (May be, Maybe) Jesse knows where she is.
32. His horse jumped and he fell _____ (of, off) it.
33. At 80 he died _____ (of, off) a heart attack.
34. One of her _____ (principals, principles) is that honesty is the best policy.
35. The _____ (principal, principle) of the school will resign because of poor health.
36. Rice is the _____ (principal, principle) food of the inhabitants of this area.
37. The director is a very (practical, practicable) man; he has no fanciful ideas.
38. These plans are good and _____ (practised, practicable).
39. He (rose, raised) from his seat to greet the guests.
40. He _____ (rose, raised) his voice and said, '~No~'
41. I (am used, used) to working at a quick tempo.
42. I _____ (am used, used) to work 11 hours a day, but I can't do that any more.
43. She is _____ (proud, arrogant) of the success her group has won.
44. That aristocrat often speaks in _____ (a proud, an arrogant) tone.
45. One of her _____ (questions, problems) is that she is pressed for time.
46. The speaker said at the end of his talk that _____ (questions, problems) were welcome.
47. The day was _____ (typical, representative) of deep winter here: it was snowing heavily and a north wind was blowing.
48. This may be considered his _____ (typical, representative) novel.
49. She wishes she were as _____ (thin, slim) as Jane.
50. She had only two _____ (thin, slim) slices of bread for breakfast.
51. He illustrated his theory with convincing (examples, samples).
52. Here are two _____ (examples, samples) of student compositions.
53. Chinese culture has a _____ (continual, continuous) history of 5 000 years.
54. The _____ (continual, continuous) rain slowed down the construction.
55. The chairman talked about future plans (at, toward) the end of his report
56. They had snacks _____ (at, toward) the end of the meeting
57. We waited for a long time. _____ (Finally. At last) she came.
58. The chairman summed up the results of the discussion. (Finally. At last) he thanked all the participants for coming.
59. This salesman made frequent (trips, travels) to nearby cities.
60. He enjoys (making trips, traveling) to foreign countries.
61. I _____ (hope, wish) she will recover quickly from her illness.
62. I _____ (hope, wish) she were here with us.
63. The audience clapped loudly to _____ (request, require) more songs.

64. Students who have borrowed books from the library are _____ (required, re-requested) to return them on time.
64. Students who have borrowed books from the library are _____ (required, re-requested) to return them on time.
65. I _____ (doubt, suspect) whether this plan will work.
66. I _____ (doubt, suspect) that he is not telling the truth.
67. Our invitations have all been _____ (received, accepted).
68. He said he had _____ (received, accepted) my letter.
69. She said she would come and _____ (send, bring) me the book.
70. She said she would _____ (send, bring) me the book by air mail.
71. I don't know what I should do. I'd like to have your (opinion, advice).
72. What is your (opinion, advice) of these two new dictionaries?
73. All the students said that they would work for their _____ (country, motherland) after graduation.
74. Overseas Chinese watch closely all new developments in their (country, motherland)
75. *Would you* like to stop by my (family, home) and have a cup of tea?
76. He was born into a revolutionary — (home, family).
77. Many new _____ (houses, rooms) have been built along this road.
78. I share the _____ (house, room) with two other students.
79. This is a _____ (personal, private) visit. There is no need for formalities.
80. We're discussing the work of the company. Let us avoid being (personal, private).
81. Reforms have brought about rapid (economic, economical) growth in China in recent years.
82. We should be _____ (economic, economical) of our time and avoid doing any thing unnecessary.
83. This is an interesting book with vivid accounts of _____ (historic, historical) events and people.
84. His article discusses the _____ (historic, historical) significance of the May 4th Movement from a new angle.
85. *During* the fighting a few soldiers were _____ (injured, wounded).
86. In the accident his right leg was _____ (injured, wounded).
87. Smoking (hurts, does great harm to) one's lungs.
88. These unfair criticisms _____ (hurt, did harm to) his feelings.
89. Of these two old people the former has died and the _____ (later, latter) is alive and healthy.
90. She returned from the beach a few days _____ (later, latter), happy and energetic.
91. We should bear in _____ (heart, mind) all these important rules.
92. She has her _____ (heart, mind) in her work and is doing it very well.
93. I happened to have no money with me and he — (lent, borrowed) me 50 dollars.
94. I had to _____ (lend, borrow) some money to buy this expensive book.
95. *There was* a _____ (terrible, terrific) accident on this road yesterday.
96. The dinner she served was _____ (terrible, terrific) — we enjoyed it greatly.

97. Later he _____ (found, found out) that the real cause of the fire was negligence on the part of the man on duty.
98. On arriving in the ancient city he _____ (found, found out) that it was very quiet and beautiful.
99. Do you know the _____ (cause, reason) why he has resigned?
100. The main _____ (cause, reason) of the stoppage was the insufficient supply of raw material

Chapter 2 Making Correct and Effective Sentences

1 Revise the following sentences.

1. Mr. Wang, a man trusted by his leaders and all his fellow workers, known as an expert in computer programming.
2. Flying from Beijing to London three days ago and back to Beijing yesterday, jet lag is troubling him.
3. When the meeting between the director of our company and the representative of the American company came to an end, he expressed satisfaction with the result.
4. He had a long talk with the visiting delegation, he mentioned all the problems that remained to be solved, however, no agreement was reached in the end.
5. They had a long discussion, nevertheless, they came to no conclusion.
6. While he was in Shanghai, he has visited the newly developed area in Pudong, and is deeply impressed by the prosperity he has seen.
7. This grammar book is a better one as far as I know.
8. She hurried back because she didn't know that the meeting was put off.
9. I entered her office and found she talked with two guests.
10. There are more books in their library than my school.
11. The old man who had taught at the school for 40 years and was given a medal of honor for his devotion to the cause of education before he retired.
12. This morning the president and a group of students were talking and ten minutes later they left.
13. Going to the library to borrow the novel, no copy was available.
14. A number of spelling mistakes was found in his composition.
15. I was terribly busy yesterday, therefore, I had to leave some work for today.
16. Everyone of the students, including myself, have bought this dictionary.
17. Physics are fascinating but difficult.
18. The president together with several assistants are here.
19. She put all her reference books into a box, which she would use after taking the new job.
20. Fifty dollars seem too much for this sweater.

2 Rewrite the following paragraphs, paying special attention to coordination, sub-ordination, and variety in sentence structure.

1. It is a very small village. It is located at the foot of a mountain. In front of it flows a stream. The stream supplies the village with clean water. There are only about 50 households in it. Altogether there are about 200 people. It used to be a very poor and backward village. But since the beginning of reform in our country, the village has changed a great deal. A small factory has been set up in it. In the factory young men and women of the village make baskets and other things with rattan. On the mountain behind the village grows a large amount of rattan. Their products sell very well. They are beautifully designed and

carefully made. Recently some foreign businessmen have shown interest in them. It is possible that they, will be sold abroad. Because of this rural enterprise and the progress in agriculture, the village has become richer. A highway has been built between it and a nearby town. New houses have been built. The primary school in the village has been enlarged. Quite a few young people have gone to big cities to study. The village will have a bright future. All the villagers are sure of this.

2. William Shakespeare was born in 1564 in Stratford-on-Avon. He was the son of John Shakespeare. John was said to be a husbandman in the town. He was also described as a butcher, a glover and a wool-dealer. We have very little direct and positive knowledge concerning the facts of Shakespeare's life. To a great extent we have to rely on uncertain inferences and conjectures. William was educated at a grammar school at Stratford. He was married in 1582. His wife was called Anne. He left his hometown in 1585 to be a schoolmaster in a neighboring village. He arrived in London in 1586. There he worked at one of the two theaters in the city. By 1592 he was both an actor and a playwright. He wrote one play after another. He wrote comedies, tragedies and histories. Among his best-known plays are *Hamlet*, *Romeo and Juliet*, *The Merchant Venice*, *King Lear*, *Macbeth*, and *Julius Caesar*. He also wrote many beautiful sonnets. He spent his last years in his home-town. He died in 1616 at the age of 52. He is generally regarded as one of the greatest dramatists of the world. His plays have been and will be read, studied, and performed all over the world.

3 Improve the following sentences, paying attention to unity and coherence.

1. Shakespeare was one of the greatest dramatists.

2. He said he would take the exam and pass it, but he was not certain of it.

- He read the magazine in the reading-room, which contained a lot of latest information about computer science.

4. It snowed heavily at 8 o'clock.

5. Such comments neither add nor detract from his *fame*.

6. I was willing to buy the suit at that price and my billfold did not allow me to buy it.

7. Many people believe that one should eat garlic every day to prevent disease in that region.

8. The earthquake only damaged a few houses.

9. He loves so much to work that he even works during his vacation.

10. One student said that such a discussion was not helpful in class.

11. At the picnic Helen served salad to hungry guests on paper plates.

12. Languages were not invented; it grew with people's need for expression.

13. Mary called Beth every day when she was in hospital.

14. Instead of taking physics, chemistry was chosen by most students in the class.

15. After listening to the speaker's inspiring speech, many questions were raised.

16. Although only a small boy, his father wanted him to do a man's work on the farm.

17. When describing your tour in the three countries, slides may be helpful.

18. He was so tired that we saw him asleep at eight in the morning.

19. The landslide destroyed several houses and five people were killed by it.

20. The singing in the film is good and the actors act wonderfully well.

21. What do the rich know about poverty and those who are hungry?

22. What one knows is more important than the wealth one has.

4 Improve the following sentences, paying attention to conciseness and emphasis.

I. In the early part of December there was a heavy snow in this area, and it snowed for three days without

let up.

2. Students who are in their fourth year at the university go to visit the library regularly to look for material and reference books useful **for the *writing of*** their graduation papers.

3. Early in the morning there was a fog which covered all things in the whole city and people who were driving were careful and they had to drive very slowly.

4. He has tasted the wines produced in different places and he says the red wine made in Beijing is the best.

5. In fact, he is usually realistic and sometimes he is also quite romantic.

6. Each time there was a knock at the door he was nervous, for he feared that someone might come to bring him more bad news.

7. When you read the beginning of the book, you can't understand the meaning of the title. You will understand it when you come to the end of the book.

8. China has a population of 1.2 billion. She must do much to limit the growth of population.

9. Some people like to say "That's neat" when they mean to say "That's good." It is a slang expression.

10. She enjoys talking with friends and is never tired when she is chatting with her good friends.

11. The referee raised his right hand in which he was holding a yellow card.

12. Moral integrity is more important than life, position, or wealth, according to Confucius.

13. Altogether 12 novels were written by this famous novelist during his lifetime.

14. Such a new view on the working of the universe could only have been put forward by a scientist like him.

15. Rich people in the West usually ask lawyers for help whenever they get into trouble with other people.

16. Meaningful content is the most important quality of a composition, above all.

17. She does not care too much about prices; she thinks the quality of things is more important.

18. These children are busy playing with toys. They have little time for studies.

19. In the evenings television is watched by almost all people in this village.

20. The Government praises itself in every possible way, but the Opposition says ugly things about it whenever possible.

Chapter 3 Developing Paragraphs

1. Chronological Order

1. Study the following expressions often used in describing chronological relations:

now, nowadays

when, before, after, while, during

between _____ and _____ in _____ (year)

since _____

later, earlier, formerly at the turn of the century (decade) in the first half of the century in the 1990s, etc.

at birth: in childhood, in infancy, in adolescence, as an adult, in adulthood, in old age, at death

simultaneously, simultaneous with, at the same time as, the former, the latter, pre-vius, previously, prior to

first, second, etc.

in the first place, in the second place, etc.

to begin with, next, then, subsequently, in the next place in conclusion, finally, lastly, in the end

2.(1) Read the following information about Lincoln. The information is not in logical chronological order. Rearrange the sentences and, by using necessary transitional words, write a paragraph with the information.

- a. When Lincoln was eight years old, his father lost most of his land in Kentucky.
- b. Lincoln's mother died when he was nine years old.
- c. Lincoln's stepmother persuaded his father that Abraham should begin to go to school.
- d. Lincoln was born in Kentucky.
- e. He started school, but it soon closed.
- f. The first winter they spent in Indiana they lived in a house with only three walls; the fourth side was open for a fire.

(2) Read the following information about a Mr. A.G. Sinclair. Then do the exercise as instructed in (1).

- a. Until he was 18, Sinclair worked as a warehouseman at several firms and spent two years as a bus conductor.
- b. During the holidays at Bradford, Sinclair worked as a waiter and cleaner at a Pontins holiday camp.
- c. He was the first child in a family of three boys and two girls.
- d. After working as a bus conductor, Sinclair signed on in the Army but stayed only ten weeks before he bought himself out for £ 100.
- e. Sinclair was born on December 14, 1942.
- f. Quitting the army, Sinclair decided to better himself and after passing six examinations, he was about to start a teacher training course in Bradford.
- g. He left middle school with no qualifications and went to work as a waiter at the Queens Hotel. It was the first of a long series of jobs.
- h. After attending Mayflower Infants and Junior schools he went to Oaktown Secondary Modern School.

3. Write paragraphs using the following as topics.

- (1) Describe your first visit to Beijing or any other big city in China.
- (2) Describe your first day at a new school.
- (3) Describe a day you spent with your best friends.
- (4) Describe a Qingming Festival when you swept your ancestors' graves with your family.

2 Process

1. Study the following words and phrases often used in writing process descriptions:

occur before at this point

become until at the same time

happen while

grow as

take place once

be carried out then

change into as soon as

2. Put the following sentences together to form a paragraph. Pay attention to the use of correct transitional words.

(1) Arriving at the airport.

- a. Check in your baggage.
- b. Go to the desk of the airline concerned and hand over your luggage.
- c. The man at the counter checks both ticket and passport.
- d. He weighs your suitcase and places it on the conveyor belt.

- e. Pay your airport tax.
- f. Say goodbye to any friends or family members who may have come to see you off.
- g. Pass into the restricted area to go through the security check point.
- h. Go through immigration if you are going abroad.
- i. Climb the steps to board the airplane.

(2) Preparing for the Chinese New Year.

- a. Sweep the house or flat.
- b. Make sure that the windows are cleaned until they gleam.
- c. Bring home Spring Festival couplets to be put on the wall.

d. Buy new clothes and new shoes.

e. Buy lots of food.

f. Prepare the New Year cakes.

g. Buy more decorations for the house.

h. Go to the flower market to buy kumquat plants and peach blossom.

3. Write paragraphs to describe precisely how the following things are done:

- (1) How to learn to ride a bicycle.
- (2) How to sew a button on a jacket.
- (3) How to prepare for a picnic at the weekend.
- (4) How to get ready for a trip abroad.
- (5) How to plant a tree in spring time.

3 Space

1. Study the following expressions for describing spatial relationships:

where

in which, to which, from which, etc. under, over, inside, beside, on top of, etc. along, through, as far as, etc. north, northern, south, southern, etc. to the left, to the right, to the north, etc. at the back, in front, in the middle, etc.

adjacent to parallel rectangle

corresponding to parallel to semicircle

distance perpendicular to slope

midpoint plane space

interior opposite surface

diagonal overlapping vertical

edge pyramid horizontal

limit exterior intersection

2. Draw a diagram of a room. Add the following items to the diagram.

- a. There is a sofa on the east wall facing the window.
- b. There is a TV to the right of the door as you enter the room.
- c. There is a coffee table in front of the sofa.

d. There is a desk in the middle of the north wall facing the door.

e. There is a bookcase beside the desk near the window.

4. Here is a bedroom. Write a description of it.

5. Write a paragraph using the following details. Before you write, decide where you are standing and arrange the details to achieve space order. You may want to draw a diagram before you start writing.

- a. My hotel room looks out across a main road.
- b. The main road runs beside a river.
- c. To the left, about half a mile down the road there is a castle.
- d. The castle is splendid-looking and is situated majestically on a small hill.
- e. The road bends right past the small hill and crosses the river over a bridge.
- f. The bridge is a three-spanned stone bridge, entering a small village.
- g. The village church dominates the skyline.
- h. This village is set on a small hill.
- i. Beyond the village there are rolling hills right to the horizon.
- j. The distant horizon is intersected by one or two tree-lined valleys.

6. Describe one of the places suggested below.

In your description, give the reader an idea of the size, location, and type of place you are writing about. Mention interesting or outstanding features, how you feel about the place, and what makes it an interesting (or depressing!) place for you.

- a. Your home town or village.
- b. A town you like best.
- c. The house or flat your family lives in.
- d. A street you know well.

4 Example

1. Study the following expressions for giving specific details.

for example as an illustration

for instance in one instance

for one thing in this instance

to illustrate as an example

in other words take _____ for example

as follows consider _____ for example

let me illustrate in practice

let me cite as proof according to statistics

according to statistical evidence

2. Write your own paragraphs, making use of the following details. Supply a topic sentence to each paragraph.

(1) About plants

- a. In big modern cities, we have parks full of trees, bushes and flowers.
- b. Architects always try to design houses with room for some grass and a garden.
- c. In every city apartment you are sure to find some green houseplants growing in pots or freshly cut flowers in a vase.
- d. Flowers have sweet smells, beautiful colors and lovely shapes.
- e. When the wind blows, we can hear the leaves in the trees and watch the branches swing from side to side.
- f. In spring, we can see the buds on the trees open and become colorful blossom.

(2) About school

- a. In the school, I have made some very good friends whom I hope always to

~stay close to.

b.At school our concerns are the same: the difficulty of a maths problem, the impossibility of

grammar, and the freedom of the recess period.

c.I have spent many years studying in this school.

d.I know exactly what to expect from every situation.

e.My friends are all here.

f.My teachers have become more than mere instructors.

g.My teachers have become trusted and valued guides through life.

h.I will miss the counseling of my teachers.

3.More writing exercises. Write paragraphs on the following topics.

a.Noise pollution in the city where I live.

b.The problems of old age in China.

c.Electronic video games do more harm than good.

d.A person I admire.

e.A person who is lazy.

5 Comparison and contrast

1.Study the following expressions often used in making comparison and contrast:

To Compare:

similar to/at the same rate as

similarly/as

like, alike/just as

likewise/in like manner

correspond to/in the same way

correspondingly/to have _____ in common

resemble/common characteristics, etc.

resemblance/to be parallel in _____

almost the same as/both

To Contrast:

differ from/unlike

however/in contrast to

still/in opposition to

nevertheless/on the contrary

otherwise/on the opposite side

even/soon the other hand

less than/different from

more than/although

faster than, etc./while

2.Make use of the following information and write paragraphs of comparison and contrast. (1) Being a member of a large family.

Advantages:

a.The children provide excellent playmates for each other.

b.Mother does not need to spend time entertaining her children as they will keep each other happily amused.

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