

A close-up photograph of two King penguins. They have black heads and necks with a bright yellow-orange patch on the side of their necks. Their beaks are long and pointed, with a reddish-orange interior. They are looking towards each other, and the background is a soft, out-of-focus light grey and white.

Part Three Practical Writing

Chapter Eight Miscellaneous

Enter

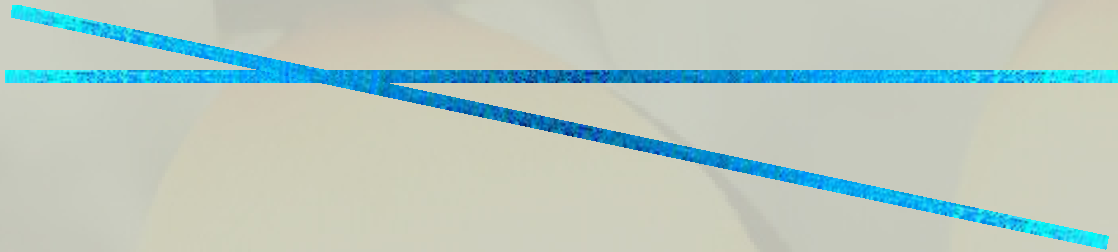
I. summaries

II. Stating Acknowledgements

III. Advertisements

IV. Contracts

V. Medical Instructions and Directions



I. summaries

1. Introduction

A brief, concise restatement of the main facts or points

Does not express the writer's ideas, someone else's idea

Report information using a lot fewer words

Omit some details, or state them more concisely

A true reflection of the original

Summary

I. summaries

3. Guidelines for Writing a Summary

A summary for academic purposes must be brief and concise. The following rules are usually observed.

(1) Read over the source material quickly to get the

(2) Read it over again carefully to get the heart of paragraph. Identify the main points and important support points.

(3) Write out the skeleton of the source material. Include only the factual information. Omit the details and minor examples.

I. summaries

(4) Write the summary in your own words based on the skeleton you have worked out. Avoid referring to the source material so as to avoid plagiarism.

(5) Use quotes judiciously. Use quotation marks to indicate the words or phrases or sentences used in source material if necessary.

(6) Keep the order of the source material and be loyal to the original article. Exclude your own comments.

(7) The length of a summary is about one-third of the source material.

(8) Note the source of the material is usually mentioned at the very beginning of the summary or at the end of the summary.

catalogue

I. summaries

Note that you should adopt different writing strategies when dealing with different genres of passages.

(1) Narration or a News Article

A summary of a piece of narration or a news article should contain answers to the questions “who”, “where”, “when”, “why”, and “how”. That is, the focus should be laid upon the six elements: time, setting, characters, event, cause and effect.

I. summaries

(2) Exposition

A summary of an exposition should include the answers to “how” and “why”. Usually it is composed of the topic sentence of each paragraph and some important details.

(3) Argumentation

A summary of an argumentation usually starts with the thesis, followed by important supporting details.

I. summaries

A summary usually begins with the following expression introducing the theme of the whole passage. For example:

(1) The Prince of Wales points out in his article “Questions about Genetically Modified Organism” (The Daily Mail, 1 June, 1999) that GMOs...

(2) The Prince of Wales says (“Questions about Genetically Modified Organism” , The Daily Mail, 1 June, 1999) that GMOs...

I. summaries

(3) According to the Prince of Wales (“Questions about Genetically Modified Organism” , The Daily Mail, 1 June, 1999), GMOs...

(4) In his essay “Questions about Genetically Modified Organism” (The Daily Mail, 1 June, 1999), the Prince of Wales argues that GMOs...

I. summaries

EXERCISES

1. Read carefully the following passage written by the Prince of Wales (Copyright St James' s Palace and the Press Association Ltd 1999.) Match the following ten questions to their corresponding paragraphs.

(1) D

(2) J

(3) A

(4) E

(5) C

(8) B

(9) H

(10) G

I. summaries

2. Read the passage "Mosquito with a Mission" carefully and then write a summary of it.

John F • Lauerman in his essay "Mosquito with a Mission" describes the life cycle of the malaria parasite and points out the fact that malaria is making a serious comeback after being almost eliminated in the world through effective spraying and drug distribution programs. It is sad to see malaria causing illness and death to over 100 million people throughout the world. Currently, researchers are investigating three possible plans for attack for a vaccine, hoping to develop an effective vaccine that will kill the parasite that causes malaria at different stages in its life cycle.

II. Stating Acknowledgements

1. Introduction

Acknowledgements

usually follows the
main text

expresses the author's
gratitude

serves as an official
announcement

II. Stating Acknowledgements

2. Pretest and Explanation

2-1 Pretest

Read the two acknowledgements on page 147 and answer the following questions.

2-2 Explanation

1. The first piece of acknowledgements is one in which the author expresses his gratitude to those who have offered him help and his modesty of holding himself responsible for any mistakes that might appear in his work; while in the second one, the author solely indicates his appreciation to those authors who permitted him to use their research data because they add supportive and conducive statistics to his ideas.

II. Stating Acknowledgements

2. The purpose of acknowledgements is obviously to **officially announce** that the author(s) are indebted to those whom they have made references to, and whose permissions have benefited them.

3. The **most important element** in the acknowledgements is **courtesy**.

II. Stating Acknowledgements

3. Guideline for Writing Acknowledgements

1. You should acknowledge **any significant technical help** that you received from any individual, whether your laboratory or elsewhere. You should also acknowledge **the source of special equipment, culture or other materials.**

2. You should usually acknowledge **any outside financial assistance**, such as grants, contracts, or fellowship in the acknowledgements.

II. Stating Acknowledgements

Tips for stating acknowledgements:

▶ Do not use the word “**wish**” .

▶ Be **moderate** in your statement of acknowledgements. Do not be insufficient or too effusive, because being insufficient means your being not sincere enough, and being effusive suggests your being affected.

III. Advertisements

1. Introduction

Advertisements can be found



- on top of high building
- along the main roads
- on the buses, subways,
- shop windows
- arrive with TV programs, newspapers, magazines
- radio broadcasts

} in the form of neon signs

} in the form of colorful pictures

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/935314310013011221>