

走进职场

英语写作

叶红 主编

吴越民 主审



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Preface

前言

本教材主要面向高职高专和本科阶段英语专业一二年级的学生。编者将职场英语写作的学习理解作为一种不断循环、逐层推进发展的思维过程。所以，职场英语写作的学习不仅需要语言技巧、文体风格、结构组织等方面的输入性学习，同时也涉及调研、搜集资料、组织内容、修改反馈等一系列活动。只有这样，才能激发写作的灵感，使写作具有实际的价值。在这种理念的指导下，本教材基于以下编写思路进行开发：

1. 教学方法的选取：该教材以练习任务为载体，设计了职业场景下的各类写作任务，并在训练过程分步骤展开，循序渐进地给予一定的学习讲解或提示，将各类文体的写作要素渗透于每项写作练习任务中，让学生通过完成各项练习，自主总结其中的写作要素和技巧，帮助学生实现有效认知。各单元的练习从语言组织技巧、文体写作风格、文体结构形式等方面进行写作能力训练，且通过单元中的总结性的 Project 练习将训练的各项技能进行再次实践，使学生最终得以独立完成每单元中的写作任务。

2. 写作体裁的选取：该教材以职场写作的需要为主要依据，选取通知、商业电子邮件和信函、个人简历、日程表、会议记录、备忘录、图表分析、调查报告等写作内容，并将体裁特点、写作技巧、写作风格、语言表达以及学习策略等内容融入其中，帮助学生提高英语语言能力，掌握职场英语写作的特点和方法。

3. 语言训练项目的选取与设计：本教材根据不同主题，对句子、段落和篇章都设计了相应语言训练项目。对于句子的训练，本教材摒弃了传统的句法教学模式，尽可能不使用晦涩难懂的语法术语，而是从语言功能的视角帮助学生了解某一句型所表达的意义和使用效果，学会选择和使用句式；对于内容的选择，也打破了传统的句法次序，根据不同写作体裁特点，提炼典型的句式，设计为该语言训练项目，使学生所学为所用，所用即所学。对于段落写作的训练，本教材选取了连贯、衔接、概括、比较、释义、观点表达与支撑等内容，切实培养学生的职场写作能力。本教材中，每个单元各板块于最后设计任务写作板块，让学生不仅分步骤完成写作任务，而且针对本板块学习的语言技巧进行回顾、复习、实践，同时，此板块有目的地训练并考查学生对于主题和语言表达的理解与掌握情况。

本教材共有七个单元。每个单元具有独立的主题，有相应的写作知识输入、语言表达训练和任务写作输出等部分组成。

本教材在编写过程中得到了许多同事的热情帮助与指导。澳大利亚专家 McCartney Don 为本书编写提出了宝贵的意见和建议。在此，编者一并对他们表示诚挚的谢意！本教材是对过程写作教学方法进行的一次探索和对写作材料发展的一个尝试，其中存在不当和疏漏之处，敬请使用者批评指正。

叶 红

2015 年 5 月

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Notice

Notices are information issued to the public or members of an organization about emergency measures, new policies or up-coming events. It is briefly and clearly written so that readers can understand a message quickly and thoroughly.

By the end of this unit, students should be able to

- write emergency notices;
- highlight key information in a notice with proper layout design;
- use passive voice in varied forms to achieve a formal style;
- write concise sentences by omitting "subject + be" structure or using -ing form;
- write notices to inform up-coming events;
- write notices in varied forms.

Emergency Notice

Emergency notices give information on how to handle a potential emergency.

Task 1 Read the following notices and see which is easier to understand quickly in case of an emergency.



01


**THIS IS BRIDGE No. 139 SPCI
WALDECK RD Between**

Harpenden and Bedford

In the event of any road vehicle
striking this bridge please phone

**RAILTRACK on
020 7328 1646**


as quickly as possible.
The safety of trains may be affected.



02

In Case of Injury at Work

1. Get first aid immediately, if needed.
2. Worker: Tell your employer about the injury.
Employer: Arrange and pay for transportation
to get medical care, if needed.
3. Employer: Pay worker's wages for day of injury.
4. Employer: Report injury to WSIB within 3
days, if it involves
 - health care treatment, or
 - time away from work, or
 - lost wages.



03

Fire Action

IF YOU DISCOVER A FIRE

1. Sound the alarm.
2. Attack the fire, if possible, using suitable extinguisher, but do not expose yourself to risk.

ON HEARING THE FIRE ALARM

1. Leave the building by the nearest route, closing all the doors behind you.
2. Do not use the lifts.
3. Move to at least 50 meters away from the university buildings.
4. Keep entrance clear for emergency vehicles.
5. Do not return to the building for any reason until authorized to do so.

*Vice Chancellor
September 2011*

	Easy to Understand Quickly	Not Easy to Understand Quickly
Notice 1	<input type="checkbox"/>	<input type="checkbox"/>
Notice 2	<input type="checkbox"/>	<input type="checkbox"/>
Notice 3	<input type="checkbox"/>	<input type="checkbox"/>

Tips:

You may find that it takes more time to understand the first notice, because you do not know what it is about until you see "In the event of any road vehicle striking this bridge" in the middle of the notice. The other two notices present the emergency at the beginning. So it is important to let people know what it is about at the very beginning when writing an emergency notice. For example:

- In the event of earthquake;
- When there is a traffic accident;
- In case of fire;
- On hearing the alarm.

Task 2

An emergency notice should be brief, so that it could be understood quickly. "Subject + be" structure can often be omitted to make a sentence tight and have every word count. Read the example, and rewrite the following sentences to make them brief.

Example:

Attack the fire, if it is possible. → Attack the fire, if possible.

- When you are in danger, ring the alarm first.
→ _____
- Do not return to the building for any reason until you are authorized to do so.
→ _____
- Slippery when it is wet.
→ _____
- Get first aid, if it is needed.
→ _____
- If you are injured seriously, lie down on the ground. Don't move.
→ _____

6. If it is possible, stay where you are until the shaking stops.

→ _____

Tips:

In emergency notices, the "subject + be" structure is often omitted after conjunctions like *if, even if, unless, as, as if, until, when, although (though), once, where* and *whether*.

Task 3

Using the -ing form is another way to instruct people to take proper actions in emergency. Read the example, and rewrite the following sentences by using the -ing form.

Example:

Attack the fire. You should use a suitable extinguisher. → Attack the fire, using a suitable extinguisher.

1. Leave the building. When you leave, you should close all the doors behind you.

→ _____

2. Call the fire brigade. You should dial emergency number 119.

→ _____

3. Evacuate from the emergency exists. You should not use the lifts.

→ _____

4. Keep clear of the entrance. You should remove all the obstructions.

→ _____

Task 4

Combine each pair of sentences into one by using the -ing form.

1. Stay at the assembly point. Do not re-enter the building until told to do so.

→ _____

2. Protect young children from the fire. Do not leave them unintended in the kitchen.

→ _____

3. Leave the building. You should take the nearest route.

→ _____

4. Inspect fire extinguishers regularly. Keep them usable and accessible.


- _____
5. Evacuate from a house fire as quickly as possible. Do not stop to collect personal belongings.

- _____
6. Ask for the fire service to come immediately. Give your address and a brief description of the fire.

Task 5

The readability of a notice also depends largely on its layout. Please observe how the key information is highlighted in the following notice and tick the emphatic devices that have been used.

- | | |
|---|--------------------------|
| 1. <u>Underlining</u> | <input type="checkbox"/> |
| 2. CAPITALIZING | <input type="checkbox"/> |
| 3. Color codes | <input type="checkbox"/> |
| 4. Numbering/bullet points/asterisks | <input type="checkbox"/> |
| 5. Setting fonts | <input type="checkbox"/> |
| 6. <i>Italics</i> / bold | <input type="checkbox"/> |
| 7. Flush left/aligning text/center text | <input type="checkbox"/> |
| 8. Line spacing/margins | <input type="checkbox"/> |



Fire Action

IF YOU DISCOVER A FIRE

1. Sound the alarm.
2. Attack the fire, if possible, using suitable extinguisher, but do not expose yourself to risk.

ON HEARING THE FIRE ALARM

1. Leave the building by the nearest route, closing all the doors behind you.
2. Do not use the lifts.
3. Move to at least 50 meters away from the university buildings.
4. Keep entrance clear for emergency vehicles.
5. Do not return to the building for any reason until authorized to do so.

Vice Chancellor
September 2011

Project

Observe your dorm building, the teaching building, or any places that you are familiar with, and then identify the potential dangers or problems. Write an emergency notice to inform people of the response measures in case of an emergency situation. Finish the task by following the steps below.

Step

1

Identify the potential dangers or problems and their places.

Potential Danger or Problem	Place

Step
2

Pick out one emergency and think out any possible measures to be taken.
Do not worry about the grammar.

Potential danger or problem: _____

Place: _____

Measures: 1) _____

2) _____

3) _____

...

Step
3

Rearrange the measures in a reasonable manner. Correct grammar problems
and remember to use the -ing form and omit "subject + be" when necessary.

Measures: 1) _____

2) _____

3) _____

...

Step
4

Write the first draft of the notice. Remember to identify the kind of danger
or problem at the very beginning. If possible, use some emphatic devices
listed in Task 5.

Step
5

Revise your notice. Check any mistake in grammar and layout.

Up-coming Event Notice

Up-coming event notices inform people of up-coming events, such as a meeting to attend or an activity to take part in.

Task 1

In writing an up-coming event notice, specific information concerning what, where, when, who, and why is necessary. Read the notices below and make a list of the key elements in each of them. Write N/A (Not Applicable) if there is no corresponding information under certain item.

Bulletin Board

September 30 OAC Meeting Canceled

The Oversight and Advisory Committee Meeting scheduled on Wednesday, September 30th, 2015 has been canceled. The meeting will instead take place on Wednesday, October 28th, 2015 from 12:30 to 3:30 p.m. in room 4201 of the Health Sciences Learning Center.

Language Center Closed

Our language center is only closed on Thanksgiving Day, Christmas Day and New Year's Day. For other US holidays observed by our college, our center will remain open with a skeleton crew on duty.

Language Workshop Registration

Those interested in attending the Language Workshop are asked to fill in the registration form and return it by mail, by October 10th, 2015, along with their registration fee.

Student Paychecks Available

August student paychecks are available on September 15th! If you have your payroll check mailed home, bring a self-addressed, stamped envelope to the Payroll Department.

Clarification

Apparently there is confusion related to the cancellation of the UW Medical School Oversight and Advisory Committee Meeting on September 26th. The Health Foundation (HF) meeting on the same day has NOT been cancelled. The HF meeting will take place as scheduled, beginning at 9:00 a.m. in the Wisconsin Ballroom, at the Concourse Hotel.

Notices	Where	When	Who	What	Why
September 30th OAC Meeting Canceled					
Language Center Closed					
Language Workshop Registration					
Student Paychecks Available					
Clarification					

Task 2

Titles of notices are better written in noun phrases. Articles, conjunctions and auxiliary verbs are always omitted due to the limited space. Rewrite the following titles by deleting unnecessary parts.

1. The October 20th FT Meeting Has Been Canceled

2. The Language Center Is Reopened

3. The Language Workshop Registration

4. The Term Paper Is Due on July 10th

Task 3 Write a title for each of the following notices.

1. _____

I am pleased to announce that, due to popular demand, we will host the Third Annual Best Interpreter Contest on the 8th of June in Hong Kong University.

2. _____

We are going to hold a free lecture on cross-culture communication by Professor Allen Wilson this night in the Foreign Language Department Building.

3. _____

Please remember to hand in your assignments from the course of English composition on the 20th of May. No delay. No faxes or e-mail will be accepted.

4. _____

We will have an open Q & A session from 7 p.m. to 8 p.m., and then the presentation starts at 8 p.m. This is an open meeting; all are welcome and encouraged to attend.

5. _____

Because of the Spring Festival holiday, you cannot go to the school library until the 20th of February. Directional signs will be posted in the building.

Tips:

Sometimes, notices can be quite informal, like those above. Usually, formal notices tend to use personal pronouns (e.g. I, we, you); while passive voice is often used in formal notices to avoid personal pronouns.

e.g.

We are going to hold a free lecture on cross-culture communication by Professor Allen Wilson on Tuesday, 10th of May from 8 p.m. to 10 p.m. in Hall A201 of the Foreign Language Department Building. (informal)

A free lecture on cross-culture communication by Professor Allen Wilson will be held on Tuesday, 10th of May from 8 p.m. to 10 p.m. in Hall A201 of the Foreign Language Department Building. (formal)

Task 4

Study the following pairs of sentences. Pay attention to the use of personal pronouns and how specific information like time, date and place is arranged. Then write a notice using the information in the box.

Example:

- The next meeting will not take place until Thursday.
- The next meeting will not take place until Wednesday, October 28th, 2015, from 12:30 to 3:30 p.m. in room 4201 of the Health Sciences Learning Center.
- You will fill in the registration form and return it by mail.
- Those interested in attending this workshop are asked to fill in the registration form and return it by mail, by November 10th, 2015, along with their registration fee.

Tuesday

15:00-18:00

the weekly meeting

2015-9-29

Room 101

Foreign Language Department Building

Tips:

While writing a notice, remember to cover all the necessary information, often including the time, date, event, place, and sometimes the reason and people involved.

Task 5

In notices, "subject + be" is often omitted in "linking word + subject + be" structure to avoid repetition and make the notice brief. Read the example and circle the words which can be omitted.

Example:

As it is announced, our language center is closed only on Christmas Day and New Year's Day. For other US holidays **which are observed** by our college, our center will remain open with a skeleton crew on duty. The latest journals cannot be offered in the duration unless **it is otherwise informed**.

→

As announced, our language center is closed only on Christmas Day and New Year's Day. For other US holidays **observed** by our college, our center will remain open with a skeleton crew on duty. The latest journals cannot be offered in the duration unless **otherwise informed**.