



疯狂英语

STEP III

教

疯狂英语

高级写作解码

CRAZY ENGLISH WRITING SKILLS

适用于大学生、研究生和相当程度的英语学习者

日用文体写作

商务信函写作

GMAT, IELTS, PETS, TWE 作文应试技巧

编者 刘霞

《疯狂英语》编辑部

北方妇女儿童出版社

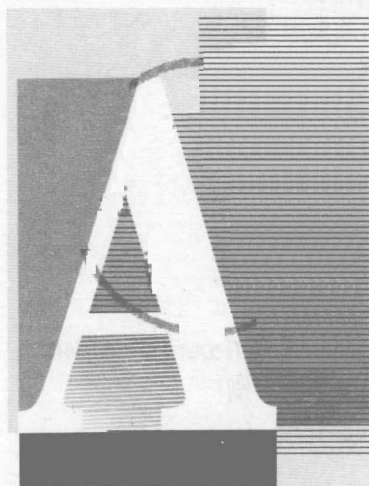
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前 言

《疯狂英语写作解码》系列书共分初、中、高三级,本书为高级,适用于大学生、研究生和相当程度的英语学习者。

本书分为两部分,第一部分为教程篇,介绍书信、日用文体、日记、合同和协议等各种应用文的写作技巧。第二部分为应试篇,介绍GMAT(研究生管理科学入学考试)、IELTS(国际英语水平测试)、PETS(公共英语等级考试)和TWE(托福作文考试)四种作文考试的类型和写作技巧。第一部分采用中英对照的形式,第二部分以中文为主。书末附有斜体字和大写的使用规则,英文标点用法、汉语专用名称的翻译及练习答案。本书希望读者在熟悉初、中级写作的基础上再进一步了解英文常用应用文体的写作,并顺利通过考试中的写作关。

由于时间仓促,错漏之处在所难免,敬请读者提出宝贵意见。

编者

2001年4月30日

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第一部分

教程篇（应用文）

Part One

Practical Writing

第一章 书信

Chapter 1 Letters

书信在人们的日常生活中占据着重要的地位,它是人们日常用来互相进行信息交流、感情连接、增进了解的一项重要交流工具。在当今的社会交往的过程中,书信发挥着重要的作用。一封表达恰当而且礼貌得体的书信,不仅可以给对方留下好的印象,帮助人们进行交流,从而增进人们之间的相互了解和加深友谊,同时还有助于人们开展各种社会交际,为人们节省时间,减少各种麻烦与不便。

Letter writing takes a very important place in our daily life. It is an important way of communication for people to have information communication, passion, expression, and further mutual understanding. In the communicating process of modern society, letters take a very crucial function. A properly-expressed, polite and well-spoken letter can not only impresses people, but also helps people to exchange ideas, thus deepening the mutual understanding and friendship of people, facilitating the social communication, saving time, and avoiding various inconveniences and trouble.

随着我国改革开放的进一步加深,英文各类书信在我国运用范围越来越广,这也就使得我们有必要充分掌握各类英文书信的写作方法,写出一封礼貌而得体的书信来。下面我们就来详细地介绍一下如何写一封礼貌而得体的英文书信。

With the further opening and reforming of China, various kinds of letters are widely used in our country. This necessitates us to better grasp the method of letter writing; to be able to write a polite and elegant letter. Then we would try to analyze the way to write a polite and elegant letter.

1. Five Principles of Letter Writing

英文书信写作的基本原则

英文写作有五个基本原则，我们把它称为五C原则。下面就来仔细看一下这五个原则。

There are five basic principles of letter writing, which are called the “Five-Cs” principles. Let us have a careful look at the five basic principles of letter writing.

1) Consideration 体贴

所谓体贴，主要是指在写英文书信的时候，写信人应该多为对方着想，想到对方的处境，注意尊重对方的风俗习惯。

Consideration chiefly means that the addresser of the letter should think more about the situation and the addressee and respect the custom of the addressee when he is constructing a letter.

eg: Your letter of July 1, 2000 arrived this evening.

2) Conciseness 简洁

简洁是指英文书信的表达应该流畅、言简意赅，用尽量短的篇幅表达尽量多的内容。也就是说，写信人应该用尽可能少的文字表达需要传递的信息。

Conciseness means that the expression of the letter should be eloquent, brief, and comprehensive. That is to say, the addresser should try to transmit the necessary information through as few words as possible.

3) Correctness 正确

在写英文书信的时候，写信人除了应该避免拼写、标点和语法等基本错误外，其所使用的各种例证、数据等也应该准确无误。

During the process of letter writing, besides the correctness of the spelling, punctuation, and grammar, the addresser should also pay attention to the precision of the examples, data, etc, which to some extent are required to be reliable.

4) Courtesy 礼貌

书信交往虽然不是面对面,但是也同样需要双方以礼待人。因此在写信的时候,写信人应尽量尊重收信人,避免伤害对方感情,注意采用合适的表达方式,在措辞上多选用一些比较礼貌的用语,如*would, could, please, thank you*等。

Though the addresser of the letter does not need to face each other, the addresser and the addressee should also respect and be polite to each other. Therefore, when the addresser writes a letter, he should respect the addressee, avoid the insulting of the addressee, pay attention to use appropriate expression, and choose more polite diction, such as *would, could, please, thank you*, etc.

eg: Thank you for your letter of June 23, 2000.

5) Clarity 清晰

清晰是指写信人应将所传递的信息表达清楚,避免使对方产生误解。

Clarity means that the addresser should express himself clearly so as not to cause any misunderstanding.

eg: I am writing to apply for admission to the school that you graduated from last year. (清晰)

I am writing to apply for admission to your school. (含糊)

上面说的五C原则适合于各种书信形式。但就商务书信而言,写信

人在写商务书信时还需要多掌握两条原则：完整和具体。而对私人书信而言，还应注意掌握另外两条原则：个性和坦率。

“Five-Cs” mentioned above could be applied to all kinds of letters. But as far as the business letters are concerned, the addresser should grasp two more principles during the process of letter writing: **completeness** and **concreteness**. And for the private letter, the addresser should grasp another two principles: **character** and **candor**.

2. Structure 结构

英文书信的结构通常可以分为六个组成部分：

The structure of the letter usually can be divided into six parts:

2.1 Heading 信头

信头主要包括写信人的地址和写信日期。写信头可以让收信人对信的出处和书写日期一目了然。

The heading mainly includes the address and the date. The heading can let the addressee be clear of the address and the date of the letter in the first sight of the letter.

一般说来，英文书信的信头的书写格式可以分为两种：齐头式和缩进式。

Generally speaking, English letter's heading can be divided into two kinds:

block form and indented form.

1) 行首齐头式指信头数行的每行第一个字母上下对齐。

The block form refers that the first word of each line should juxtapose with each other.

eg:

Sunset Road
New York City, New York
U.S.A
March 18, 2001

2) 行首缩进式指从信头的第二行起每行第一个字母向右缩进两个字母的距离。

The indented form refers to the first word of each line and should be indented two alphabetic blocks from the second line.

eg:

Sunset Road
New York City, New York
U.S.A
March 18, 2001

写信的时候,写信人应该特别注意地址的书写顺序。一般说来,地址的书写顺序是按照由小到大的原则排列,第一行先写门牌号、街名。第二行写市名,后面加上省、州或区名,市与省和州之间用逗号格开。如果信是要寄到国外的,那么在第三行上应该写上国名。最后一行写发信日期。

During the process of letter writing, the addresser should care more about the writing order of the address. Generally speaking, the order of the address is arranged from the detailed one to the broad one. There is the name of the street and the number of the doorplate on the first line, the name of the city on the second line, and follows the name of the province, state, or the area. Besides, there is a comma between them. If the letter is going to be posted abroad, then there should be the name of the country on the third line. And the date is on

the last line.

应注意的是：门牌号码和街名之间不用标点符号；同在一行里的市名和省、州的名称之间应该用逗号；街道和区名等可以使用缩写形式，但是必须是大家都认可的；街道和地方名的末尾用句号；在写以定冠词为首的单位名称、国名时，在行首可以省略定冠词。

Pay attention that there is no punctuation between the name of the doorplate and the name of the street, and that there is a comma between the name of the city, the name of the province, and the name of the state. The name of the street and the area can be abbreviated, but it must be recognized by the people. Periods are used at the end of the street and the area. And the article can be omitted at the beginning of each line when writing the name of the company and the name of the country.

英文书信的日期一般写在写信人的地址下方。日期的写法应遵从下列规则：

The date is always written under the address of the addresser. The writing of the date should follow such principles:

1) 必须写出完整的年份，不可使用省略形式，如用 '98 代替 1998。

The number of the year must be a complete one. Do not use any abbreviation. For example: don't use '98 to replace 1998.

2) 月份则可以使用全称或使用正确的简写形式，如：

The number of the month can use the complete one or the correctly abbreviated one. For example:

January (Jan.), February (Feb.), March (Mar.), April (Apr.), May, June, July, August (Aug.), September (Sept.), October (Oct.), November (Nov.), December (Dec.).

3) 日期可以使用序数词, 如: 1st, 2nd, 3rd 等, 也可用基数词, 如: 1, 2, 3 等。

The date can use ordinal numbers or the cardinal numbers.

4) 年份与月日之间必须用逗号隔开。

Commas should be used between the number of the year, the month and the day.

5) 因为英美在日期书写方面的用法不同, 所以日期不可全部采用如 6. 7. 2000 或 6/7/2000 的形式书写, 否则会引起误解, 造成不必要的麻烦。按美国人习惯, 上述日期应为 2000 年 7 月 6 日; 但是按英国人习惯, 上述日期为 2000 年 6 月 7 日。这一点应该引起写信人的注意。

Because the different usage of the date between America and Britain, the writing of the date cannot totally apply such form as 6.7.2000 or 6/7/2000. Otherwise, it would result in misunderstanding and unnecessary trouble. According to the habit of Americans, the date above should be July 6, 2000. However, according to the habit of the English, the date above should be June 7, 2000. This should arouse the attention of the addresser.

2.2 Inside Address 信内地址

信内地址也就是收信人地址。一般来说, 信内地址靠信笺左边顶格写在写信日期的下方。收信人地址与写信日期之间, 一般空一格或两格。信内地址包括对收信人的礼节性称呼及收信人的姓名、头衔和地址。

Inside addresses are actually the address of the addressee. Generally speaking, inside addresses should be written from the left side and under the date. And there should always be two or three blocks between the address of the addressee and the date. The inside ad-

dress should include the salutation and the name, the title, and the address of the addressee.

eg:

March 18, 2001

Prof. Zhao Jun
Director of Market Division
Guangzhou of China 510400

如果收信人是某个集体或单位,则一般不需要写收信人的名字,而应该写该单位负责人的职务名称。例如: The Manager, The Director, The Chairman等。

If the addressee is a company or a unit, then there is no need to write the name of the addressee, but the title of the principal. For example: The Manager, The Director, The Chairman, etc.

同时,写信人还应该注意的,在同一封信中,信内地址的书写格式与写信人地址的书写格式应保持一致,不应该有所差别。

At the same time, the addresser also should care that the form of inside address and that of the addresser's address should be identical.

2.3 Salutation 称呼

称呼是指写信人对收信人的称谓,通常在信内地址两行以下书写,从左边顶格写起并自成一行。称呼的后面需使用标点,一般说来,英国人习惯用逗号,美国人习惯用冒号。

Salutation refers to the address of the addressee. It is always written into an isolated line two lines under the inside address, from the first block of the left side. Punctuation should be used after the