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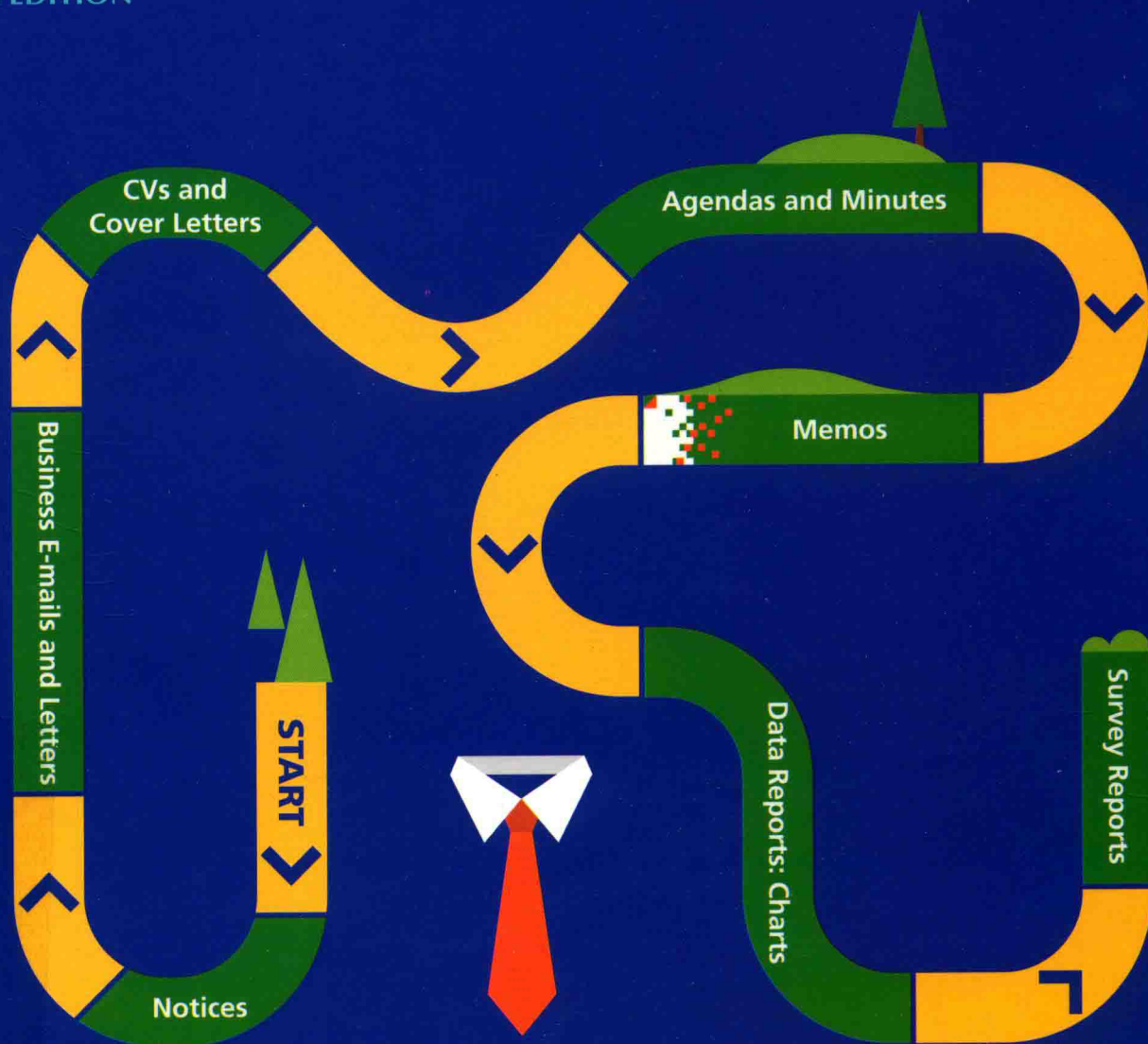
主编：叶红

主审：吴越民

职场英语写作 第二版

ACCESS TO WORKPLACE ENGLISH WRITING

SECOND
EDITION



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外语教学与研究出版社
FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

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| SECOND
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Preface

前言

本教材主要面向本科、专科商务英语及其他相关专业学生，同时适用于本科高年级非英语专业的拓展课程，亦适合初入职场人士自学使用。本教材以写作能力提升为目标、写作技能训练为核心，从写作原则、组织结构、语言技巧、写作体裁、读者意识、文体风格和写作过程等多个维度进行训练，从而提升学生的职场写作力。

本教材共7个单元，每个单元根据内容的不同设置2—4个部分。具体设计如下：

体裁选择：写作体裁包括通知、商务电子邮件和信函、个人简历和求职信、会议议程和会议记录、备忘录、图表数据报告（曲线图、柱形图、饼状图）和调查报告。体裁贴近职场，凸显职场写作特点和文体风格。

谋篇技法：学生通过段落学习把握文章的组织结构，运用连贯与衔接、举例与说明、比较与分析、概括与阐述等方法提升逻辑思维和篇章布局的能力。

句法训练：句法训练以语言功能为切入点，依据体裁的要求和内容的需要而设定，紧扣职场写作要素，将语言形式与职场要素融为一体。内容包括句子的连接、拓展和省略，正式与非正式文体的转换，直接与间接表述的转换，改述与释义，概括与阐释等技巧。

信息输入：每单元设计了Writing Skills、Language Focus和Expressions in Use三个板块作为新知识的输入窗口，帮助学生理解和记忆实用技能、重点句法和拓展词汇。

产出任务：每章节末设有情景写作任务。学生以特定的角色进入“职场”，综合运用所学技能，完成分配的工作任务。学生根据所提供的四个步骤完成从准备、起草、修改、编辑、校对到排版的整个写作流程，建立过程写作意识。

素材选择：教材中素材的选择源于职场，力求还原真实语境。其中部分内容为配合教材使用，略有数据改动和信息虚化等处理。

本教材提供了丰富的训练习题并配有在线答案（heep.unipus.cn—教材支持中心），既适合课堂教学，也便于课外自主学习，具有较强的实用性和广泛的适用性。本书在第一版的基础上作了必要的更新和完善，如有不当之处，欢迎本教材的使用者们批评、指正。

叶红

2017年5月24日

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UNIT 1

NOTICES

By the end of this unit, students will be able to:

- write notices in varied forms;
- give an instruction using an imperative sentence;
- use “V-ing” pattern to show how to take actions;
- write concise sentences using ellipsis constructions;
- write titles in brief forms;
- write clear notices by giving definite information;
- transfer informal style to formal style using the passive voice.



Emergency Notices

Emergency notices give directive information to the public about emergency measures. The notices are briefly and clearly written so that readers can understand the message quickly and thoroughly.

Task 1 Read the following notices. Tick (✓) the one that is easier to understand in case of an emergency and cross (x) the one that is not, and give the reasons.

01

**THIS IS BRIDGE NO. 139
SPC1 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

Fire Action

IF YOU DISCOVER A FIRE

1. Sound the alarm.
2. Attack the fire, if possible, using a 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 burning building.
4. Keep entrances clear for emergency vehicles.
5. Do not return to the building for any reason until authorized to do so.

*Vice Chancellor
September 2016*

Notice	The one easier to understand	The reason
01		
02		

• Writing Skills •

To make an emergency notice clear, follow the rules below.

1. Use a clear title to present the emergency, e.g. Fire Action.
2. Write subtitles if possible, such as:
 - If you discover a fire
 - On hearing the alarm
 - In the event of an earthquake
 - In case of a fire
3. Use concrete words, that is, what you can see, hear, feel or touch, such as *use an extinguisher*, and *50 meters away*.
4. Tell people the Dos and Don'ts directly.
5. Instruct people how to do something.

Task 2 Underline the conjunctions in the following sentences and then delete "subject + be".

• Language Focus •

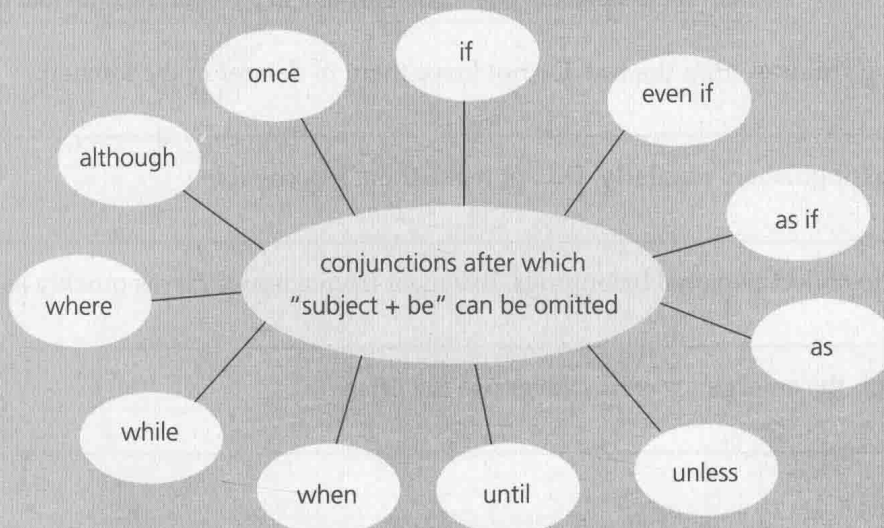
"Subject + be" after a conjunction is often omitted to make a sentence tight and have every word count. This deletion only occurs in the subordinate clause.

e.g.

Attack the fire, if it is possible.

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

Expressions in Use



Task 3 Rewrite the following sentences, using the "V-ing" form to instruct how to take actions in emergency.

● Language Focus ●

The "V-ing" form is always used after a main clause to instruct people how to take proper actions when the actions are from the same subject.

e.g.

(You) Call the fire brigade, (you) dialing emergency number 119.

Example

Attack the fire. You should use a suitable extinguisher.

→ Attack the fire, using a suitable extinguisher.

1. Leave the building. You should close all the doors behind you.

→ _____

2. Ask the fire service to come immediately. You should give your address and a brief description of the fire.

→ _____

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

→ _____

4. Evacuate from the building. You should take the nearest route.

→ _____

Task 4 Combine each pair of the following sentences into one by using the "not + V-ing" form.

Example

Stay at the assembly point. Do not return to the building until told to do so.

→ Stay at the assembly point, not returning to the building until told to do so.

1. Protect young children from the fire. Do not leave them in danger in the kitchen.

→ _____

2. Inspect fire extinguishers regularly. Do not make them inaccessible.

→ _____

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

→ _____

4. Leave through the emergency exits. Never use the lifts.

→ _____

Task 5 The following is a notice in rough draft. Reorganize the information, polish the language and edit the layout using the emphatic devices listed. Tick (✓) the emphatic device if it is used.

In the event of an earthquake

During the earthquake

- Remain calm.
- Shut off the gas valves and switch off the power.
- Follow the emergency plan or the instructions of the person in charge.
- Take cover under a desk to protect yourself from any hurt from the falling objects.
- Keep away from the windows, shelves and other objects that may fall and hurt you.
- Listen to the radio for the important information and instructions.

After the earthquake

- Stay out of damaged buildings immediately.
- Check for any injuries from the shock.
- Be especially aware of the elderly and young children.
- Provide first aid for anyone who needs it.
- Check for the smell of gas. If you smell it, open all the windows and doors, and leave immediately.
- Remain in an open ground to avoid any aftershocks.
- Check water and electric lines for damage. If any are damaged, report it to the authorities.

- | | |
|--|--------------------------|
| 1. Underlining | <input type="checkbox"/> |
| 2. Capitalizing | <input type="checkbox"/> |
| 3. Colour code | <input type="checkbox"/> |
| 4. Numbering / Bullet points / Asterisks | <input type="checkbox"/> |
| 5. Setting typeface | <input type="checkbox"/> |
| 6. Italics | <input type="checkbox"/> |
| 7. Bold | <input type="checkbox"/> |
| 8. Aligning text | <input type="checkbox"/> |
| 9. Line spacing | <input type="checkbox"/> |

Project

You are Allen and this is your first workday. Your manager Johnson asks you to write emergency notices to remind people about the potential dangers in the office building. Now observe and identify the potential dangers in your building and write notices following the steps below.

Step 1 Pre-writing preparation

Please take your observation notes.

Places observed	Potential dangers or problems	Measures to take
		1. 2. 3.

Step 2 Rough draft

Put your ideas on a piece of paper, making them arranged in reasonable order.

In Case of ...

Step 3

Revised version

1. Make the subject stand out at the very beginning.
2. Use the "V-ing" form when instructing people how to take proper actions.
3. Delete "subject + be" behind a conjunction.

Step 4

Proofreading and editing

Use the emphatic devices listed to polish the notice.

typeface bullet points underlining bold line spacing
italics colour code capitalizing asterisks numbering

Upcoming Event Notices

Upcoming event notices are written information about the routine work to be dealt with in the workplace, such as a meeting to attend. To write a clear notice, it is important to point out the event, time, place and people involved (what, when, where and who).

Task 1 Read the notices in Notice Board A and then complete the following form. Tick (✓) the item if it is concerned and cross (×) it if not.

Notice Board A

September 30 OAC Meeting Canceled

The Oversight and Advisory Committee Meeting scheduled on Friday, September 30, 2016 has been canceled. The meeting will instead take place on Friday, October 28, 2016 from 12:30 a.m. to 3:30 p.m. in Room 4201 of the Health Sciences Learning Center.

Clarification

Apparently, there is confusion related to the cancellation of the Oversight and Advisory Committee Meeting on September 30. The Health Foundation Meeting on the same day has **NOT** been canceled and will take place as scheduled, beginning at 9:00 a.m. in the Wisconsin Ballroom, at the Concourse Hotel.

Language Center Closed

Our language center is only closed on Thanksgiving Day, Christmas Day and New Year's Day. For other US holidays observed, 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 before 10 October 2016, along with the registration fee.

Student Paychecks Available

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

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

Task 2 Rewrite the following titles by deleting unnecessary parts.

Writing Skills

Titles are better written in brief forms like noun phrases. Articles and auxiliary verbs in titles are usually omitted.

e.g.

(The) New Online Registration
(Is) Available

1. The Language Workshop Registration

→ _____

2. The Language Centre Is Reopened

→ _____

3. The 20 October FT Meeting Has Been Cancelled

→ _____

4. The Term Paper Is Due on 10 July

→ _____

Task 3 Write titles for the following notices in Notice Board B.

Notice Board B

1 _____

Be informed that, due to popular demand, the Third Annual Best Interpreter Contest will be hosted on 8 June in Hong Kong University.

2 _____

A free lecture on Cross-cultural Communication by Professor Allen Wilson will be given on 10 July in the Foreign Language Department Building.

3 _____

Be reminded that your assignments for the course of English Composition will be submitted on 20 May. No faxes or e-mails will be accepted.

4 _____

There will be an open Q & A session in the Lecture Hall A, from 7 p.m. to 8 p.m., with a presentation following at 8:30 p.m. All are encouraged to attend.

5 _____

Because of the Spring Festival holiday, students cannot go to the school library until 20 February.

Expressions in Use

- Please be informed that ...
- Please be reminded that ...
- It is hereby announced that ...
- This is to notify that ...
- Please note that ...

e.g.

Please be reminded that the due date of nomination is 20 November 2016.

Task 4 Some information in the following notices is quite vague and indefinite. Rewrite the underlined parts by giving definite information.

1. Be informed that, due to popular demand, we will host the Third Annual Best Interpreter Contest next month.

→ _____

2. Our department will hold a free lecture on Cross-cultural Communication in Asia by Professor Allen Wilson in Room 201 of the Executive Building this night.

→ _____

3. Please remember to hand in your assignments no later than 20 May. No faxes or e-mails will be accepted.

→ _____

4. Because the Spring Festival holiday falls on 20 January, you cannot go to the school library until 20 February. Related signs will be posted in the building.

→ _____

Task 5 Study the following sentences and observe how the specific information like place and date is arranged and then underline the prepositions used to link them.

1. The next meeting will take place on Friday, 28 October 2016 from 12:30 a.m. to 3:30 p.m. in Room 4201 of the Health Sciences Learning Centre.

2. The plan will be available on the website, no later than 13 March, for a two-week public comment period.

3. Those interested in attending this workshop are asked to fill in the registration form and return it by mail before 10 November 2016, along with the registration fee.

4. The WUHF Meeting will take place as scheduled, beginning at 9:00 a.m. on 4 May in the Wisconsin Ballroom of the Concourse Hotel.

5. The new regulations will come into force as of 1 January 2015.

6. The job interview will start at 7:00 a.m. sharp. Anybody unable to attend will not be considered for the next round.

Task 6 Rewrite the following notices, using the passive voice to take the place of the active voice to avoid personal pronouns.

Writing Skills

Writing style can be formal, neutral or informal, and is always used to measure the distance between writers and readers. For example, a letter to parents may be informal but intimate while a letter to an institution or a new customer should be formal and courteous.

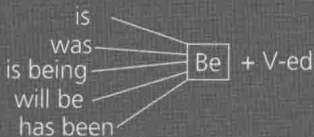
Passive voice, one of the characteristics of formal writing, can make the workplace documents objective and official, as the passive voice may help avoid personal pronouns, like *I* or *we*, which show personal feeling and subjective ideas.

e.g.

- I am going to hold a free lecture.
(casual and personal)
- A free lecture will be held.
(formal and official)

Language Focus

When using the passive voice "be + V-ed", remember only "be" is used to transfer tenses, with the following "V-ed" behind being unchanged.



To avoid repetition or make the writing brief, the passive voice part in a clause can partially be omitted. You may note that "subject + be" is often omitted after a linking word.

e.g.

As ~~it is~~ announced, the library is closed on Christmas Day.

Example

You may download the 2015 lab manual from the given website.

→ The 2015 lab manual can be downloaded from the given website.

1. We will provide after-sale services for any products sold from our company.
→ _____
2. You should number all the pages of the proposal before you submit it.
→ _____
3. The secretary has posted the directional signs in the main building.
→ _____
4. The students submitted the final version of their dissertations on 14 September.
→ _____
5. We expect all CLT members to participate in the monthly meeting to be held in Madison.
→ _____

Task 7 Read the example and delete the "subject + be" which can be omitted in the following sentences.

Example

The latest journals cannot be offered in the duration unless ~~it is~~ otherwise informed.

1. As it is prescribed in the document, unauthorized staff are not permitted to enter.
2. Although they are permitted to enter the chemical laboratory, the students cannot touch the tools.
3. When we are informed of the problem, we will certainly give you the full refund.
4. Unless it is otherwise postponed, the meeting will be held in Room 201.

Task 8 Choose two words from the following transitive verbs and then make a sentence in passive voice.

cancel attend submit discover revise hold borrow
report clean write show inform discuss purchase

Example

The verbs you choose: revise submit

The report submitted last week should be revised again.

1. The verbs you choose: _____

→ _____

2. The verbs you choose: _____

→ _____

3. The verbs you choose: _____

→ _____

4. The verbs you choose: _____

→ _____

5. The verbs you choose: _____

→ _____