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# 考研英语 翻译写作一本通

许建平 主编

依据真题 潜心研发

体系科学 讲解透彻

精准把握 命题趋势

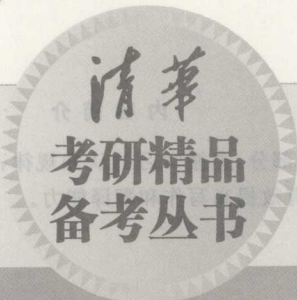
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清华大学出版社



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许建平 主编



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## 内 容 简 介

本书包括写作篇和翻译篇两大部分,遵循学习的认知规律,按照发现问题、解决问题、练习巩固、思维拓展的顺序进行编写,以帮助考生有效提高写作和翻译能力。

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# 前 言

考研英语主观题的重要性不言而喻。在复习的过程中一旦攻克写作与翻译的难关,考生便可如虎添翼,轻松叩开入学大门。本书详细剖析了考研英语写作与翻译的方方面面,内容阐述准确、精炼,重点突出,对广大考生来说是一本不可多得的考前应试指南。

考研英语写作从1997年起首次出现图画作文形式,打破了传统命题作文的一统天下。2002年教育部对考研大纲和试卷结构同时进行了重大调整,着重考察考生的语言应用技能;2004年起考研作文由一篇变为两篇,分值也从20分上升到30分,其分值仅次于阅读理解第一部分。这使得很多考生惶恐不安,因为写作考查面涉及词汇、语法、表达和思维等多层面,是大多数考生的薄弱环节。经过多年的教学实践与考研辅导,编者认为,突破考研英语写作最重要的是从结构、语言和构思三方面着手——这也是本书在讲解历年真题时所遵循的规范。

尽管考研英语翻译所占分值没有写作那么高,但从历届考生反映出的问题看,翻译难度最大,成绩最差。近年的翻译真题所选文章的题材大多是有关政治、经济、文化、教育、科普以及社会生活等方面的内容,文体以议论文为主,结构严谨,逻辑性强。此外,考研英语翻译句子长,结构复杂,这也是造成考生理解障碍的主要原因。因此,如何在规定时间内既快又准地答好翻译题始终是考生需要攻克的一大难题。

本书的最大特点是简洁明了,字斟句酌,强调实用,同时还注意培养考生的应试能力。本书意在抓住写作规律、翻译技巧,从而有效地帮助考生从命题思想的源头出发,在有限的时间内尽快具备应试能力。

本书编写的具体特点如下:

一、高屋建瓴:详细解析考研英语大纲及命题规律,不但列举出评分标准,而且提供了实例展示,为考生直观地指明考查重点。

二、运筹帷幄:系统地介绍了书信、通知公告及摘要三大实用写作的格式、要点,紧随其后的是历年真题鞭辟入里的讲解分析,从谋篇布局到草拟提纲,最后给出参考范文,深入浅出,循序渐进,旨在为考生打下坚实的根基。

三、决胜千里:汇集了从2000年到2012年共13年的考研英语大作文及翻译真题。多年的实践证明,经命题专家呕心沥血打造出的历年考研真题对考生的复习备考最为重要,所以本书不遗余力地对每篇真题都进行了从构思到框架再到具体语言应用的讲解。

四、日积月累:从点到面,从词到句,从宏观把握到细微知识点都有最为实用的技巧讲述,且都设计有“每周一练”作为理论讲解后的配套练习。

五、本书的附录中还为考生归纳了考研英语写作高分连接词、常考话题高分词、必备成语、箴言以及写作佳句等,严谨细致又不失情趣。

提高英语写译能力的关键在于多读、多练、多改,按照本书中讲解真题时的思考流程稳扎稳打地训练,考生定能抓住重点难点,攻克考研英语写译难关。

编 者

2013年3月于清华大学荷清苑

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# 上编 写作 篇

## 第一部分 高屋建瓴 考研写作大纲解读篇

考研英语写作部分占总分的30%，很大程度上决定了考研英语的成败。因此，准确领悟写作的每个细节并尽快找到解题突破口，无疑是每个考生的当务之急。只有在合理的时间范围内(小作文20—25分钟，大作文30—35分钟)构思成文，完成指令任务，才能在考研千军万马中脱颖而出，稳操胜券。

### 一、大纲解读与命题分析

**大纲解读** 根据全国硕士研究生入学统一考试大纲，考生应能写不同类型的应用文，包括私人 and 公务信函、备忘录、摘要、报告等，以及一般描述性、叙述性、说明性或议论性的文章。写作时，考生应能：

- 做到语法、拼写、标点正确，用词恰当；
- 遵循文章的特定文体格式；
- 合理组织文章结构，使其内容统一、连贯；
- 根据写作目的和特定读者，恰当选用语域。

**命题模式** 根据大纲要求，写作试题由A、B两节组成，考查考生的书面表达能力，总分30分。

小作文	分数要求	满分10分
	词数要求	约100词(标点符号不计算在内)
	内容要求	应用性短文，包括信件、便笺、备忘录等
大作文	分数要求	满分20分
	词数要求	160~200词
	提示信息形式	主题句、写作提纲、规定情景、图、表等

### 二、考研写作的评分标准与得分档次

**评分标准对比** 虽然A、B两节的考查要点有所不同(如下文所述)，但对考生写作能力的基本要求是相同的，所以一般评分标准对两节都适用。但根据两节不同的考查要点，评分时会有不同的侧重点及参照标准。

小作文	大作文
侧重点在于信息点的覆盖和内容的组织、语言的准确性、格式和语域*的恰当； 对语法结构和词汇多样性的要求将根据具体试题作调整； 允许在作文中使用提示语中出现过的关键词，但使用提示语中出现过的词组或句子将被扣分。	侧重点在于内容的完整性、文章的组织连贯性、语法结构和词汇的多样性及语言的准确性。

续表

评分时,会先根据文章的内容和语言确定其所属档次,然后以该档次的要求来给分。评分人员在档内有2—3分的调节分。

小作文的字数要求是100词左右。大作文的字数要求是160—200词。文章长度不符合要求的,酌情扣分。拼写与标点符号是语言准确性的一个方面。评分时,视其对交际的影响程度予以考虑。英、美拼写均可接受。

如书写较差,以致影响交际,可将分数降低一个档次。

### 得分档次

<p>第五档 A节(9—10分) B节(17—20分)</p>	<ul style="list-style-type: none"> <li>· 很好地完成了试题规定的任务</li> <li>· 包含所有内容要点</li> <li>· 使用丰富的语法结构和词汇</li> <li>· 语言自然流畅,语法错误极少</li> <li>· 有效地采取了多种衔接手法,文字连贯,层次清晰</li> <li>· 格式与语域恰当贴切</li> <li>· 对目标读者**完全产生了预期的效果</li> </ul>
<p>第四档 A节(7—8分) B节(13—16分)</p>	<ul style="list-style-type: none"> <li>· 较好地完成了试题规定的任务</li> <li>· 包含所有内容要点,允许漏掉1、2个次重点</li> <li>· 使用较丰富的语法结构和词汇</li> <li>· 语言基本准确,只有在试图使用较复杂结构或较高级词汇时才有个别错误</li> <li>· 采用了适当的衔接手法,层次清晰,组织较严密</li> <li>· 格式与语域较恰当</li> <li>· 对目标读者产生了预期的效果</li> </ul>
<p>第三档 A节(5—6分) B节(9—12分)</p>	<ul style="list-style-type: none"> <li>· 基本完成了试题规定的任务</li> <li>· 虽漏掉一些内容,但包含多数内容要点</li> <li>· 使用的语法结构和词汇能满足任务的需求</li> <li>· 有一些语法及词汇错误,但不影响理解</li> <li>· 采用了简单的衔接手法,内容较连贯,层次较清晰</li> <li>· 格式和语域基本合理</li> <li>· 对目标读者基本产生了预期的效果</li> </ul>
<p>第二档 A节(3—4分) B节(5—8分)</p>	<ul style="list-style-type: none"> <li>· 未能按要求完成试题规定的任务</li> <li>· 漏掉或未能有效阐述一些内容要点,写了一些无关内容</li> <li>· 语法结构单一、词汇项目有限</li> <li>· 有较多语法结构或词汇方面的错误,影响读者对写作内容的理解</li> <li>· 未采用恰当的衔接手法,内容缺少连贯性</li> <li>· 格式和语域不恰当</li> <li>· 未能清楚地传达信息给读者</li> </ul>
<p>第一档 A节(1—2分) B节(1—4分)</p>	<ul style="list-style-type: none"> <li>· 未完成试题规定的任务</li> <li>· 明显遗漏主要内容,且有许多不相关的内容</li> <li>· 语法项目和词汇的使用单调、重复</li> <li>· 语言错误多,有碍读者对内容的理解,语言运用能力差</li> <li>· 未使用任何衔接手法,内容不连贯,缺少组织、分段</li> <li>· 无格式与语域概念</li> <li>· 未能传达信息给读者</li> </ul>
<p>零分档(0分)</p>	<ul style="list-style-type: none"> <li>· 所传达的信息或所用语言太少,无法评价;内容与要求无关或无法辨认</li> </ul>

(注: \* 指在书面和口语表达中根据不同的交际对象,所采用的话语方式,即正式、一般、非正式的话语。 \*\* 即语言接受对象。)



大作文五档评分实例 下面我们结合 2006 年的大作文批阅情况,看看考生写作中的亮点和存在的问题,相信每位考生都能找到自己相应的档次位置。

52. Directions:

Study the following photos carefully and write an essay in which you should

1) describe the photos briefly,

2) interpret the social phenomenon reflected by them, and

3) give your point of view.

You should write 160—200 words neatly on ANSWER SHEET 2. (20 points)



把崇拜写在脸上

花300元做个“小贝头”

Beckham(贝克汉姆)——英国足球明星。

#### 第一档(1—4分)

It is most likely by drawing of the pictures, the artist intends not only to tell us the story of “followed the super stars”, but also to set us thinking more about the deeply of crazy about the followed super stars. The same is true that followed the super stars easily can be found in all over the world. It is widely acknowledged every person has the best super star in their mind. A case in point, Some people writed the name of Beckham on their face, or somebody cost 300 to make a moder fair, it can be called a fair of Beckham. Undoubtedly, there is an important status in their mind about the followed of super stars. As far as I am concerned, when face with the crazy of followed supper stars, we should take the right attitude in our mind, I believed a good environment in our society will be achieved through effort of every person. (150 words)

点评: 分数, 3分。

【评语】 1. 未能完成试题规定的任务,对给出的两张照片没有进行描述; 2. 明显遗漏主要内容,且有许多不相关的内容; 3. 语法项目和词汇的使用单调、重复; 语言错误多,有碍读者对内容的理解,语言运用能力差; 4. 未使用任何衔接手法,内容不连贯,缺少组织、分段; 5. 无格式与语域概念,未能传达信息给读者。

#### 第二档(5—8分)

There are two interested picture, one photo shows that a young man's face is obviously writting a name of Beckham, who is one of the most famous football star in the world. And the other photo is also a young people who want to make his hair look like Beckham's and he will pay 300 yuan for this markable devise.

From two pictures above, we can see the power of a superstar. Maybe some people

fell unacceptable for those people who show amazing emotion to the one or thing they concerning. But this phenomenon do exist in our reaily life. People, expecially many your people, put more and more emerges into the pursuit activity of superstars. They watch them, study them, do everything they can make them fell reaching the star they like. To be close with them, they spend lot of money but not think where the money came from. They go after the star but do not want to spend a little time to look at their study book. In their eyes, everything become less important except the one they concerned.

You can say the activity the young people do that all around the superstar is their freedom to choice life style. But I think this phenomenon is do harm for our young generation. I believe that it's not a good news for parents even if the government that the younger in the country are all fans of a superstar like Beckham. (240 words)

点评: 分数, 7分。

【评语】 1. 未能按要求完成试题规定的任务; 2. 漏掉并未能有效阐述两张照片中的部分内容要点, 写了一些无关内容; 3. 语法结构单调、词汇项目有限; 4. 有较多语法结构和单词拼写的错误, 影响读者对写作内容的理解; 5. 未采用恰当的衔接手法, 内容缺少连贯性; 6. 格式和语域不恰当, 未能清楚地传达信息给读者。

#### 第三档(9—12分)

As is presented in the pictures, which describes the trend of the fans of stars, great changes have taken place in our daily routines, caused by the trend of chasing stars. In the two pictures, there are two fans of Beckham. One prints the word "Beckham" on his face, and the other spends 300 Yuan in making the hair like Beckham's. Both of them are showing their worship toward Beckham.

Nowadays more and more people become fans of sports stars, film stars, and music stars. They act as the stars, wearing the same clothes and shoes, eating the same food, saying the same words. They also print the stars' names on their faces, their bodies, their clothes or wherever possible. This craziness for stars is not a phenomenon we should not encourage. We should tell young people to be themselves and to have their own personalities. Blindly imitating others will not make one attractive and be liked by others.

So in my point of view, we should create a healthy culture to lead people to find their own personalities and interests. (180 words)

点评: 分数, 12分。

【评语】 1. 基本完成了试题规定的任务, 并对两张照片进行了简单描述; 2. 虽漏掉了部分内容, 但已包含多数内容要点; 3. 使用的语法结构和词汇能满足任务的需求; 4. 有一些语法及词汇错误, 但不影响理解; 5. 采用了简单的衔接手法, 内容较连贯, 层次较清晰; 6. 格式和语域基本合理, 对目标读者基本产生了预期的效果。

#### 第四档(13—16分)

Whoever sees those vivid pictures will be profoundly shocked. In order to show their respects for Beckham, two young men have their own particular ways. One writes Beckham's name on his face; the other while makes the same hair as Beckham. How funny they are!

What is revealed in those pictures is prevalent phenomenon in our contemporary

society. Obviously, we can deduce this social phenomenon with the young blind respect for the famous sports star or music star. It is a pity for them to lose themselves by blindly imitating the stars, furthermore it is a shame for them not to improve themselves. As we all know, if the young really like these stars, they can learn some merits from them such as their hard-working or great success. What's worse, more and more young people adore the things or people from the foreign countries not our own country.

Concerning the development of the young actions should be taken to tackle this blind respect. Further how to avoid of a worsening tendency also becomes a hot issue in media. First of all we should pay more attention to the young's educations. Let them spare no efforts in improving themselves. Secondly let the young learn the stars hard working or something good. Last but not the least, the media should response to the phenomenon efficiently. Fortunately, we have witnessed some improvements but still a long way to go. (230 words)

点评: 分数, 15分。

**【评语】** 1. 较好地完成了试题规定的任务, 简洁清晰地对两张照片进行了描述; 2. 包含了所有内容要点; 3. 能使用较丰富的语法结构和词汇; 4. 语言基本准确, 只是在使用较复杂结构和较高级词汇时才出现个别错误; 5. 采用了适当的衔接手法, 层次清晰, 组织较严密; 6. 格式与语域较恰当, 对目标读者产生了预期的效果。

#### 第五档(17—20分)

The photos vividly depict that nowadays many people, especially young fellows like to follow the fashion. The guy on the left put Beckham's name on his left face, while the guy on the right asks the hairdresser to copy the hair-style of Beckham at the cost of 300 yuan. Obviously they both are crazy fans of Beckham, a well-known British football player.

This kind of social phenomenon is not entirely a coincidence. There are reasons accounting for this, fashion. Firstly, with the rapid development of society, some people feel dull with life and desire to find some famous people as their own idols. Secondly, they want to show that they are keeping pace with the fashion. Thirdly, some youth don't have any special purpose in life but just to follow suit, taking it for fun.

In my opinion, this is not a healthy phenomenon in our society. If the young generation spend too much time worshipping their idols, they don't have enough time to study or work, then they will be left behind. There is no denying that people should have their idols to admire, but they should do it in a sensible way. They should learn from their merits and good characteristics instead of exterior decorations such as their fashion or hairstyle. (213 words)

点评: 分数, 18分。

**【评语】** 1. 很好地完成了试题规定的任务; 2. 包含了所有的内容要点; 3. 能使用丰富的语法结构和词汇, 且用词准确; 4. 语言自然流畅, 语法错误极少; 5. 有效地采取了多种衔接手法, 文字连贯, 层次清晰, 文章布局结构合理; 6. 格式与语域恰当贴切, 对目标读者完全产生了预期的效果。

## 第二部分 运筹帷幄 小作文篇

### 一、总论

早在 2003 年和 2004 年考研英语大纲就对考生提出了要会写应用文的要求,如书信、简历摘要和备忘录,并于 2005 年付诸实施。实施 8 年以来,出题范围覆盖面广,从一般性说明到申请、建议、道歉、通知、推荐、欢迎等均有,各种不同类型的应用文轮番使用。

历年小作文真题内容表

2005 年	辞职信	2009 年	提出根除白色污染建议
2006 年	询问希望工程资助	2010 年	招收志愿者通知
2007 年	提出改进图书馆服务建议	2011 年	推荐一部电影
2008 年	写一封道歉信	2012 年	新生欢迎信及建议

按大纲要求,应用文写作比较短小,规定字数为 100 词,所以也统称为小作文。比较其他的一些外语考试,如四六级考试、全国 MBA 联考、雅思、托福,研究生英语考试的小作文相对比较容易,所以小作文为广大考生创造了一个得分的好机会。应用文主要是考查考生书信写作的应用能力,对信函的格式不会过于苛求,所以考生不用花很多时间研究信封地址写法和信体格式,不用考虑书写用齐头式还是缩进式,但应用文最基本的一些要点考生务必一一掌握。

书信写作包括地址、称呼、正文和落款四部分。正式书信右上角写发信人的地址,左上角写收信人的地址。称呼是书信的开头部分,一般用 dear 打头,如 Dear Mr. Wang, Dear Dr. Smith 等,前面不留空格。英文书信中,称呼后用逗号“,”,而不是冒号“:”。

应用文写作需注意称呼的使用。通常对于男性可以使用 Mr., 学术界可以用 Dr. / Prof., 称呼女性可以用 Mrs. (已婚), Miss. (未婚), Ms (婚姻状况不明或不愿提及)。不知道收信人姓名的正式信件,开头称呼为 Dear Sir 或 Madam。既不知姓名又不知性别则用 Dear Sir/Madam。已知收信人姓名的正式信件可根据具体情况以 Dear 加上收信人的全名或姓氏,如 Dear Mr. John Smith 或 Dear Mr. Smith 称呼。写给熟人的信一般直呼其名,如 Dear Mary, Dear John 等。

由于仅限于 100 个字,书信的正文写一两段即可。结尾的客套是表示礼节的言辞,结束前常用的一般性问候语有: Yours truly, Truly yours, Yours respectfully, Respectfully yours 等。比较亲密的有: Faithfully yours, Sincerely yours, Lovingly yours, Yours affectionately, Yours 等。需要注意的是,应用文最后部分为签名,考试要求统一用“Li Ming”落款,考试时应注意不要写成自己的真实姓名,以防泄露考生信息。

应用性短文通常包括各种信函、简历、便条、备忘录等,考生准备的重点应放在申请信、询问信、道歉信、投诉抱怨信、邀请信、建议信、感谢信等最实用的这些方面。譬如 2005 年考的是辞职信,实际上也是一封道歉信,2006 年考的是询问信和建议信的结合,2012 年为欢迎信,但主要内容是提出建议。这些信的写作方法都大同小异,只要掌握了必要的写作套路,就不愁写不出像样的作文。下面我们介绍几种常用的应用文的写作要点和方法。

## 二、书信类

### (一) 申请信

【内涵】 入学申请 & 求职应聘。

【内容】 1)明确陈述写信的目的；2)主要介绍自己的情况包括年龄、专业、学历、资历、特长、兴趣等；3)敦请对方关照。

【结构】 开头段：表明信息来源，说明写信意图。

主体段：介绍自己相关的工作经历、学习经历，以此证明你能胜任这个职位。

【龙头】 I would like to apply for the vacancy of ...

I write this letter to submit my application for ...

I am writing in response to your advertisement in China Daily of August 7...

I write this letter to apply for the position that you have advertised in ...

【凤尾】 Thank you for considering my application and I am looking forward to your early reply.

Should you grant me a personal interview, I would be most grateful.

If you need to learn more about me, please contact me at ...

### 示例 1: 申请入大学学习

Dear Sir/Madam,

I write this letter to **submit my application for** entering your university to take such courses as **Applied Linguistics and Comparative Literature**.

I was born in 1983. In 2001, I was enrolled in the Department of Foreign Languages and Literature of Beijing Normal University. During my four academic years, I made good grades on all courses. Now I have passed an **examination sponsored by the Ministry of Education** for a **Government scholarship** which will enable me to **pursue further studies** in your university. Enclosed in the letter is a **transcript of records of all the courses** I have completed at the university.

Thank you for considering my application and I am looking forward to your early reply.

Yours sincerely,

Li Ming

### 相关词语注释

1. submit my application for 提交申请

2. Applied Linguistics and Comparative Literature 应用语言学和比较文学

3. examination sponsored by the Ministry of Education 由教育部主办的考试

4. Government scholarship 公派奖学金

5. pursue further studies 深造

6. a transcript of records of all the courses 所有科目的成绩单

## 示例 2: 求职申请

Dear Sir/Madam,

I have **come across** your **job advertisement** in China Daily that there is **an opening for secretary**. I am very interested in this position and feel confident in **handling office work**.

My undergraduate study focused on Chinese language, encompassing such courses as writing, speech, English, just **fit for** a secretary. I've already passed **Level 2 computer test** and Band six English test.

At present I am working as a part-time secretary in a small company and have had three month experience. Personally I am a pretty **well-organized person**. I like to be with people and **feel comfortable with people doing teamwork**. I sincerely hope to be offered a chance for interview. Expecting your early reply.

Faithfully yours,

Li Ming

### 相关词语注释

1. come across 偶然看见
2. job advertisement 招聘广告
3. an opening for secretary 秘书的空缺职位
4. handle office work 处理办公室工作
5. fit for 适合
6. Level 2 computer test 计算机 2 级考试
7. well-organized person 很有条理的人
8. feel comfortable with people doing teamwork 喜欢参与团队工作

### (二) 辞职信

【内涵】 辞职信,或辞职书、辞呈。

【内容】 辞职者向原工作单位辞去职务时写的书信。

【结构】 通常由标题、称谓、正文、结语、署名五部分构成。

【注意】 考研英语小作文一般不用写出标题,按写作指令写出接受辞职申请的单位组织或领导人称呼即可。正文首先要写出申请辞职的内容,提出申请的具体理由。结尾应写上表示歉意之类的话句。

## 示例: 杂志编辑辞职信

Dear Mr. Wang,

I am sorry to inform you about my decision to **resign the position of an editor** as I have been here for only two months.

The main reason for my resignation is that I have recently **moved out of the city** and have to spend about two hours traveling between the office and my home every day. Moreover, having worked there for about two months, I find there seems **little chance**

for me to make any significant progress in the future. After careful consideration, I decide that my resignation would be the best solution to the problem, which will be beneficial both to me and to the company.

Once again, I am sorry for any inconvenience caused to you and other colleagues. Thank you for your kind help in my work.

Sincerely yours,  
Li Ming

### 相关词语注释

1. resign the position of an editor 辞去编辑的职位
2. moved out of the city 搬迁出城
3. little chance for me 我没什么机会
4. make any significant progress 取得重大进步
5. the best solution to the problem 问题的最佳解决方案
6. be beneficial both to 对双方均有利
7. any inconvenience caused to you 给您带来的任何不便
8. Thank you for your kind help 感谢您的热情帮助

### (三) 询问信

【内涵】 询问信。

【内容】 希望获取信息的书信。

【结构】 开头段：明确写信的目的，说明写这封信的目的是寻求某信息或帮助。

主体段：询问具体问题，强调所需信息的重要性。

结束段：表达想获取信息的强烈愿望，企盼及时回信并表示感谢。

【龙头】 I am writing for information about...

I would be most grateful if you could send me information concerning ...

【凤尾】 I expect your early reply.

I am looking forward to hearing from you.

【句式】 I would be most grateful if you could send me information regarding/  
concerning...

I am writing to see if it is possible for you to provide me with information regarding...

I wonder if you could tell me the information about...

I am writing for the information about...

I would like to know whether you could provide me with information regarding...

I wish to request materials for...

Would you be so kind as to tell me...

### 示例：询问黄山旅游事项

Dear Sir,

I am writing to inquire about the travel to Mount Huangshan. My friend has just joined the travel to Hangzhou organized by your agency and spoke highly of your service.

My family plan to travel there this winter vacation. We would like to go by train and to be accommodated in a double room with private bathroom.

Would you please tell me how many days the travel takes, how much it costs, what the scheduling is and whether the scenic spot will be crowded then.

I am looking forward to your early reply.

Yours faithfully,

Li Ming

#### (四) 道歉信

【内容】 因工作失误,引起对方的不快,以表示赔礼道歉,消除误解,增进友谊和信赖的信函。

【结构】 开头段: 因过失或疏忽做错了事,为此表示歉意,并说明事情的原委。

主体段: 坦率、诚恳地向对方赔礼道歉,提出补救办法。

【龙头】 I am terribly sorry to tell you that...

I should apologize to you for ...

Much to my regret, I was unable to keep my promise to...

【凤尾】 This is a warning to me to be more careful in the future.

I hope you will overlook my negligence in...

#### 示例: 因遗失借书致歉

Dear Frank,

I am terribly sorry to tell you that I have lost **the valuable book you were so kind to lend me** last week. I read it every day and **intended to finish it next month**. Last night when I came to my room, it was **nowhere to be found**. I will try to recover it as soon as possible. If I fail to find it, I will get a new book for you.

But I am afraid it can never **take the place of** the old one. **Old books are like old friends. Once lost, they can never be replaced.** They are connected with cherished associations which the new ones can never have. And for this **irrecoverable loss, I am to blame**. I was so careless with my things. This is a warning to me to be more careful in the future.

Yours truly,

Li Ming

#### 相关词语注释

1. the valuable book you were so kind to lend me 你借给我的那本珍贵的书
2. intended to finish it next month 本打算下个月看完
3. nowhere to be found 无处可寻
4. take the place of 替代
5. Old books are like old friends. 旧书如同老友。
6. Once lost, they can never be replaced. 一旦失去,永远无可替代。



7. irrecoverable loss 无法挽回的损失

8. I am to blame 是我的过错

### (五) 投诉抱怨信

【内涵】 投诉信或抱怨信。

【内容】 表达写信人对于某一情况的不满,写明所抱怨的具体问题事实,希望得到解决。

【结构】 开头段:说明与收信人的相关性,点明你写信的意图。

主体段:写明投诉抱怨的原因,展开说明,或者给出具体理由,或者谈问题的具体体现方式。

结束段:表达自己希望上述问题得到尽快解决的强烈愿望,并对有关人员可能会做出的努力表示感谢。

【龙头】 I am writing to inform you that I am dissatisfied with your ...

I wish to draw your attention to the problem ...

I am writing to complain about ...

【凤尾】 I would appreciate it if you could ...

I trust you will take my complaints seriously and ...

I understand you will give immediate attention to this matter

#### 示例: 抱怨学校食堂饭菜质量、价格

Dear Mr. President,

I am Li Ming, a freshman of Chemistry Department. I am writing to report the poor service of the school canteen on the campus.

The major problem of the canteen is the sanitary condition, which upset many of the canteen goers. From time to time, my classmates and I have complained about bits of broken glass, wood shred in the rice and dishes fetched from the canteen. Once a classmate of mine even picked out a dead fly from his vegetable dish!

Besides, the price of the dishes is rather high. The university declares that the student canteen is a non-profit organization, but the fact is just opposite: the price of the meal is almost as high as the nearby restaurants, and sometimes it is even higher. Where has the monthly government allowance gone? Many of my schoolmates are wondering.

I am looking forward to your reply.

Sincerely yours,

Li Ming

#### 相关词语注释

1. a freshman of Chemistry Department 化学系的一名新生

2. poor service of the school canteen 学校食堂的糟糕服务质量

3. the sanitary condition 卫生状况

4. from time to time 偶尔,不时地

5. bits of broken glass, wood shred 碎玻璃、碎木片