

ENGLISH SAMPLE LETTERS FOR
SCIENTISTS AND TECHNICIANS

科技工作者 英文书信例集

郑里 编

哈尔滨船舶工程学院出版社

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内 容 简 介

本书为科技工作者介绍了英文业务信件的书写格式要求和124封典型信例，其内容包括安排约会、预订旅馆和机票、介绍信、推荐信、申请信、对申请信的回信、人事证明信、邀请信、国际会议邀请、联系访问外国机构信件、联系投稿信件、祝贺信和其他信件。还介绍了常用书信例句和电报、电传。内容非常实用。每一信例之后均附有难点注释。

本书可作为专门用途英语教材，也可供大学生、研究生、科技人员联系出国进修或访问写英文书信时参考。

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編 者 的 話

近年来科学技术和学术研究方面的国际交流日益频繁，我国出国考察、访问和进修的科技人员不断增多。越来越多的人迫切需要学会正确地用英语写信。技术人员、研究生和大学毕业生在联系出国的过程中也需要用英语写信。编者根据多年来教学中积累的材料编写了“科技工作者英文书信例集”一书。此书最初曾作为我院“专门用途英语”专业硕士研究生教材使用。为了满足广大科技人员、大学生和研究生的需要，这次又经过仔细改编并增添了注释。改编后，此书不仅可作为教材，也可供技术人员和学生自学用。对英语工作者及英语教师也有一定的参考价值。

本书首先介绍了写英文业务信件的要求及其主要内容。然后介绍了124封典型信例，共分14节，具体内容为：安排约会；预订旅馆和机票；介绍信；推荐信；申请信；对申请信的回信；人事证明信；邀请信；国际会议邀请；联系访问外国机构信件；联系投稿信件；祝贺信；其他信件和常用书信例句。最后还介绍了电报和电传。

英语应用文涉及面广，种类繁多。本书选材着重于我国科技人员的实际需要，既考虑国外环境，又考虑我国实际情况。为便于读者自学，每一信例之后附有注释，每节之后编有练习，书后还汇集了英文信典型用句百余条和典型电文数十条。由于作者水平有限，又加时间仓促，书中错误在所难免，恳请广大英语工作者和读者批评指正。

本书编写中曾参考了美国语言学家T.A.Sherman和S.S. Johnson合编的“Modern Technical Writing”一书，

英国F.W. King等人合编的“English Business Letters”一书，以及日本逢坂昭和阪口玄二合编的“科技工作者英文信件例集”。此外，在编写中还请在我院工作的外国专家重点审阅和校对过。郑序诗同志在定稿过程中和最后校对中作了大量工作。编者谨向他们表示衷心的感谢。

编 者

PREFACE 前 言

With the ever-growing need for keeping contact with foreign scientists and for the exchange of their views with them, many Chinese scientists and technicians began to feel that letter-writing in English is very useful and essential in their work.

This book is intended to provide a series of different kinds of sample letters. The author believes that it will prove a useful guide for the Chinese scientists and technicians when they need to carry on their discussions with their counterparts on matters of common interest. The book will also be needed when they make contact with foreign institutes and universities and when they apply for international conferences abroad or try to publish their papers in international journals.

In writing business letters, clarity and brevity are very important. People often ask such a question. How long should a letter be? It should be as long as necessary to say what has to be said. A good letter is not necessarily a long one, but it should be clearly written and courteous in style. While it is possible to be brief, one should try to be concise and to control the length of a letter.

When you have written a letter, read it through carefully so that you have put in everything you

intended and have expressed it well.

Because the aim of the letter is to arouse the interest of the reader and to have his cooperation, all the main contents should be included in the body of the letter. Furthermore, the letter should begin with a sentence that introduces the matter without undue delay and it should also have a suitable ending. That is to say, the opening paragraph should be as brief and to the point as possible and the closing paragraph should be courteous.

In writing letters a good vocabulary is necessary and repetition should be avoided as much as possible, except where the exact meaning does not allow any change of word. Everyone has a characteristic way of writing, but it must be remembered that routine business letters, including those written for academic affairs, lack variety and certain accepted phrases are in general use. So to study sample letters is not a waste of your time.

Before writing a letter you should have a clear purpose. So you'd better first make a draft and think about a series of questions:

1. "What purpose do I wish to achieve?" You might write a letter to ask for advice or information, to ask for a favour, to share good or bad news, to give instruction or to apply for something.

2. "What information and facts does my read-

er need?" He might need to know your educational background, your ability, your working experience, the people who know you well and all other details.

3. "To whom I am writing?" Do I know the reader's name? Will that be a gentleman or a lady? Is he or she your senior or your junior?

4. "What is my relationship to my reader?" He might be a person doing you a favor, a person to whom you will introduce someone, or a stranger.

After you have written a draft, think over whether you are ready to sign your letter with confidence. Only then can you type it or have it typed.

Most of the sample letters provided in this book are rewritten and adapted for the use of the Chinese technicians and students. The author hopes that they will be useful to them.

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英文业务书信的介绍

An Introduction to English Business Letters

§ 1. 英文书信分类

英文书信共分两大类：一类是私人书信(Personal letters)，一类是业务书信(Business letters)。本书所介绍的科技人员英文信件属于特殊用途方面的业务书信。

英文业务书信和私人书信之间，无论在格式上还是在内容上都存在一定的区别。其区别主要表现在以下几个方面：

1. 业务书信通常是打字，一般一式两份，正本签字后寄给对方，副本留档。私人书信一般手写，近年来打字的已逐步增多。

2. 业务书信的信笺上除了注明写信人的地址和写信日期外，还需要注明收信人的地址(即inside address)。而私人书信则比较简单，有时可省去地址，只在右上角写明写信日期。

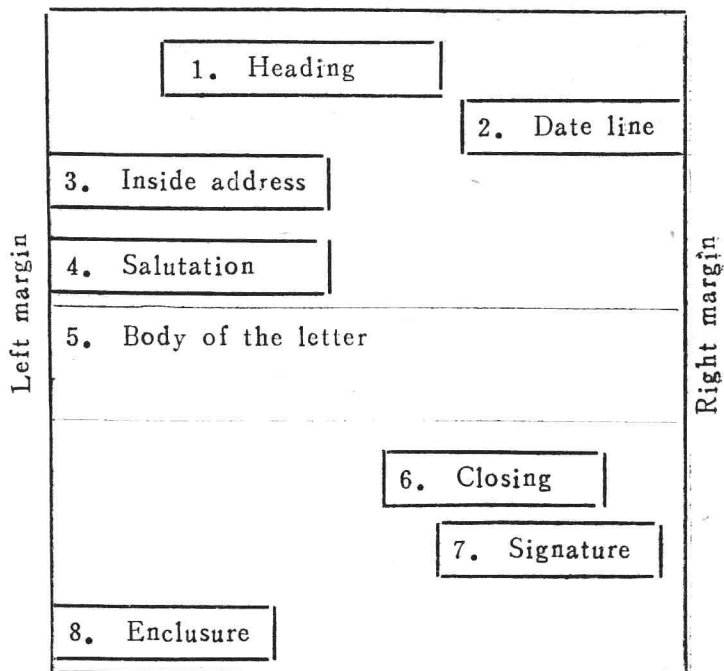
3. 业务书信应清楚简洁，谦恭有礼并避免不必要的词句。私人书信的文字较为自由随便，使人有亲切之感。

4. 业务书信一般要求在信末打清楚自己的姓名并注明自己的职务或职称。最后必须签名。而私人书信只需写上自己的名子或姓名即可。

§ 2. 英文业务书信的内容和形式

一封英文业务书信，通常由以下几个部分组成：

1. 信头 (heading)
2. 写信日期 (date line)
3. 信内地址 (inside address)
4. 称呼 (salutation)
5. 正文 (body of the letter)
6. 结尾套语 (closing)
7. 签字 (signature)
8. 附件 (enclosure)



§ 3. 信头(Heading)

信头是发信人的地址，其位置有三种情况：

1. 在信纸的右上方，从信纸中间偏右的地方开始写。写的次序是：门牌号码，街名，城镇或城市名，省名或州名，国家名称。如：

47 Dazhi Street, Harbin, Heilongjiang, China. Oct. 2, 1986 Dear Mr. Grant,
--

2. 按齐头式把发信人的地址也打在左上角，下面隔两行打收信人的地址。写信日期仍打在右边。如：

Mr Zhang Ping, 47 Dazhi Street, Harbin, Heilongjiang, China.	Oct. 2, 1986
Mr. G.P. Grant, Harper & Grant Ltd., Great West Road, London, W.25.	
Dear Mr. Grant;	

3. 把信头印在信笺上端。如：

Telegram:	H. BROWN & W. PINK
BRONK LONDON	Limited Telephone:
Registered Num.	14876436
JAS/DS	Oct. 2, 1986
Dear Sirs:	
.....	
.....	

[注] 上例中 JAS/DS 系信件登记参考(the reference), JAS 表示签字人的姓名的第一字母, DS 表示打字员的姓名的第一字母。此项有时可称谓 Typist's Initials, 也可打在左下角。

§ 4. 写信日期(Date line)

英文信件必须注意写明写信日期, 以便于对方复信。写信日期应写在右上角, 一般比称呼高两行。

美式写法: March 3, 1987

欧式写法: 3rd March, 1987

§ 5. 信内地址 (或“收信人地址” Inside address)

收信人地址, 即信内地址, 一般应打在左上角。写的次序及标点符号用法与信头同。下例中右上角为信头 (发信人地址), 左上角为信内地址 (收信人地址)。

234 Idle Way
Hoboken, New Jersey 34574
September 10, 1987

Marvin Mooney
Registrar
Calvin College
Plains, Georgia 38475

Dear Professor Mooney:

.....

.....

§ 6. 称呼 (Salutation)

称呼相当于中文书信的台头“亲爱的”“敬启者”“如晤”。英文书信的称呼通常放在收信人的地址下方，隔两格顶格写，后面一般用逗号，现在也可以用冒号（见前例）。开头第一个字母和专有名词的第一个字母均需大写。详见下面的实例（按由疏到亲排列）：

1. Sir,
Madam,
2. Dear Sir,
Dear Sirs,
Dear Sir or Madam,
3. Dear Dr. Jackson,
Dear Prof. Johnson,
Dear Captain Williams,

4. Dear Mr. White,
Dear Mrs. White,
Dear Miss Anderson,
Dear Ms. Barlow,
5. My dear Mr. Anderson,
6. Dear Jonathan,
Dear Alice,
7. My dear Alice,
8. My dear Father,
My dear Sister,
My dear Uncle,
My dear Nephew,
My dear Niece,

[注] 写信给妇女时,如不知其婚姻状态或有意不指明时,可用Dear Ms[miz]。

§ 7. 信文 (Body of the letter)

信文是全信的中心,应在称谓之下两行开始。业务书信应尽量把主要内容包括在信文中,一般不加Postscript (P.S. 附笔或又及)。信文要求简洁扼要,条理清楚,并且要根据不同的对象采用不同的句型和措辞。详见书信实例。

过去业务书信一般每段缩进五个字母,现在为打字方便,常采用齐头式,即每段开头都顶格,只需注意段末留空和移行即可。

写正文时,应注意起始段和结束段的常用句型和格式。

1. 起始段 (Opening paragraph)

起始段一般需要写明已收到何日寄出的信并扼要地表明信的主题。

例1. A good friend of mine, George Duncan, is shortly coming to London and would very much like to meet you.

例2. Thank you for your letter of Dec. 12, in which you informed us of the meeting.

例3. Many thanks for your letter of Nov. 30. We are interested to hear that.....

例4. Your letter Ref. No.G. 38, of Jan.20 has been received. We are pleased to know that.....

2. 结束段 (Closing paragraph)

结束段用于表示祝愿或期望来信等意义。

例1. With best wishes to you and your wife,
Yours ever,

例2. With all good wishes,
Yours faithfully,

例3. With my best respects and regards,
Yours sincerely,

例4. I am looking forward to hearing from you.
All best regards,
Yours ever,

§ 8. 结尾套语 (Closing)

结尾套语应低于正文两行左右并从中间偏右的地方开始写。第一个词的第一字母大写，末尾用逗号。结尾套语的用