

科学工作者 留学交流用英文书信选

逢坂昭 阪口玄二 著



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前 言

这是一本英文书信选,由日本讲谈社出版的、逢坂昭与阪口玄二编写的《科学者のための英文手紙文例集》上下二册编写而成,内容略有删减。作为学写英文信件의指南,我们希望本书不仅对科学工作者,而且对那些立志出国深造并成为科学家的大学生也能有所帮助。

本书不同于由英语专家撰写的范文集,而是从作者的信档中选出的两名日本科学工作者同英语国家人士进行通讯联系的记录。年轻的科学工作者为了留学,争取研究费,通过努力取得事业上的成功;随着年龄的增长,又被邀请参加国际会议,送晚辈留学,为召开国际学术会议而奔波忙碌。其内容很适合非英语国家的科技工作者使用。

初期信件の英语可能是比较幼稚的,(回信并不如此),但读者可以看出,为了达到目的,作者是在非常努力地写作。后期信件则反映出作者的英语水平多少有了一些提高。他们在困难的条件下努力奋斗,在他人的亲切帮助下克服困难走向成功。读者从中还可以体会到科学工作者之间的亲切感、友情、关心及严谨的工作态度等是超越国境的。

本书收录的信件大体分为:出国(作为留学生或作为科学工作者出席学术会议);向国外的专业性刊物投寄论文;申请和使用国外的研究费;邀请外国科学工作者(作为留学生、客座教授或者学术讲演会的发言人等);其它(协商合作研究,请求寄送试剂等)。信中使用の发信人、收信人及所属单位(地址)都有所改动,但信中

的日期没有变。另外,对信件内容只做了最必要的最低限度的修改。

为了避免信中在语法上或其它方面的错误,作者特请住在伦敦的帕特里克·卡弗基先生为本书进行校阅。

我们希望本书不仅成为科学工作者学写英文信件的参考书,而且也希望有助于科学工作者在国际舞台上从事科技活动。

PREFACE I

This is a book of sample letters, in English, exchanged between Japanese and foreign scientists. The authors believe that it will prove a useful guide for Japanese scientists initiating and carrying on discussions with their counterparts overseas on matters of common interest, and they hope it will be equally helpful to fully-fledged academics and to students about to embark on a scientific career.

For the reader's convenience the letters are divided into five categories.

- (1) Scientists travelling abroad as students or postdoctoral fellows, or to attend congresses and conferences.
- (2) The contribution of scientific papers to foreign journals.
- (3) Applying for and making use of research grants from abroad.
- (4) Inviting foreign scientists to be visiting fellows, visiting professors, speakers at congresses, etc.
- (5) Miscellaneous topics: planning co-operative research, requesting and providing reagents and so forth.

All these letters, numbering over two hundred, are examples of actual correspondence chosen from the authors' own files, not composed for the sake of publication. Wherever possible, the authors have tried to provide a connected series of letters, to give a better idea of the developing sequence of events. The names and addresses

of the correspondents have been changed, to avoid any possibility of causing embarrassment in this country to elsewhere. For the same reason the contents of some of the letters have been slightly modified. However these alterations have been kept to a minimum, particularly in the letters concerned with research work, in order to keep them as true to life as possible.

The authors have not set out to produce a succession of model letters written by professional linguists. They have instead provided a genuine cross-section of the practical international correspondence of two working scientists, who have been in constant contact with their colleagues around the world for the last quarter of a century.

The letters are arranged by subject category, not chronologically. However they still carry their original dates. An alert reader may be able to notice an improvement, over the years, in the English of the letters sent from Japan—an improvement won with much effort on the authors' part. Naturally, the English in the letters in the opposite direction show no such variation.

In addition, this correspondence can be seen almost as a typical scientist's biography. The authors have travelled a path which many of their readers may hope to tread in their turn. They have been able to study overseas, to obtain research grants from abroad, and to publish their papers in international journals. With the passage of time they have found themselves attending international conferences abroad and helping to organize them at home in Japan, and they have been in a position to assist younger scientists to study in foreign institutes and universities.

To ensure that the texts are correct in grammar and idiom, they have all been checked through by Mr. Patrick Cafferkey of Japanees (Multilingua), London. The authors are most grateful to

him for his painstaking assistance.

It is the authors' sincere hope that fellow scientists in a wide variety of academic fields will find that this volume serves a double purpose. Its immediate aim is to make its readers regard their English-language correspondence as less of a burden and more of a pleasure. But above and beyond that, it is designed to help them become true, active members of the world of international science.

March 31, 1981

Akira Ohsaka

Genji Sakaguchi

PREFACE II

Our previous volume of sample English letters exchanged between Japanese and foreign scientists was published four years ago. It met with a very favorable response and produced a number of requests for a further selection of letters. This second volume is the result of those requests.

The letters in both volumes are drawn from the editors' files of correspondence sent and received in the course of their own academic careers, but this new selection takes a slightly different approach from its predecessor. The letters chosen for the first collection related mainly to events and negotiations that had gone smoothly and successfully. However few people are lucky enough to be successful all the time, and when the editors decided in this second selection to put more emphasis on complicated and difficult situations they had no shortage of material to choose from. So readers will find that more of the correspondence in this volume is about overcoming obstacles and dealing with awkward circumstances.

The letters are divided into four groups relating to:

1. Scientists traveling abroad as students and postdoctoral fellows, or to attend congresses and conferences.
2. Contributing scientific papers to foreign journals.
3. Inviting foreign scientists to be visiting fellows or professors, speakers at congresses, etc.

4. Miscellaneous topics-planning cooperative research, requesting and providing reagents and so forth.

All the letters, more than three hundred of them, have been chosen from the editors' own files. They are a genuine cross-section of two Japanese scientists' correspondence with their foreign colleagues: a record of the editors' efforts to study abroad, to publish scientific papers in internationally-read journals and to help their junior Japanese colleagues do the same in their turn. Wherever possible a connected series of letters is given, dealing with a particular topic, in order to convey a better idea of the developing sequence of events. The correspondents' names and addresses have been changed to avoid any risk of offence or embarrassment being caused in Japan or elsewhere, but the dates have been left unaltered and changes in the text of the letters have been kept to a minimum.

The fact that this is the second volume of its kind does not mean that the letters it contains are of more recent date or of a more difficult standard of English than those in the first volume. Whether they are advanced students of English or beginners, readers can equally well start with either volume; of course fuller benefit can be gained from eventually studying both.

To ensure that the texts of the letters are correct in grammar and idiom they have been checked through by Mr. Patrick Cafferkey of Japaneeeds (Multilingua), London. The editors are most grateful to him for his painstaking assistance.

The editors sincerely hope that fellow scientists in a wide variety of academic fields will find this collection of letters serves a double purpose. Its immediate aim is to make its readers regard their English-language correspondence as more of a pleasure and less of a

burden. And above and beyond that, it is intended to help them become true and active members of the international brotherhood of science.

May 20, 1985

Genji Sakaguchi

Akira Ohsaka

凡 例

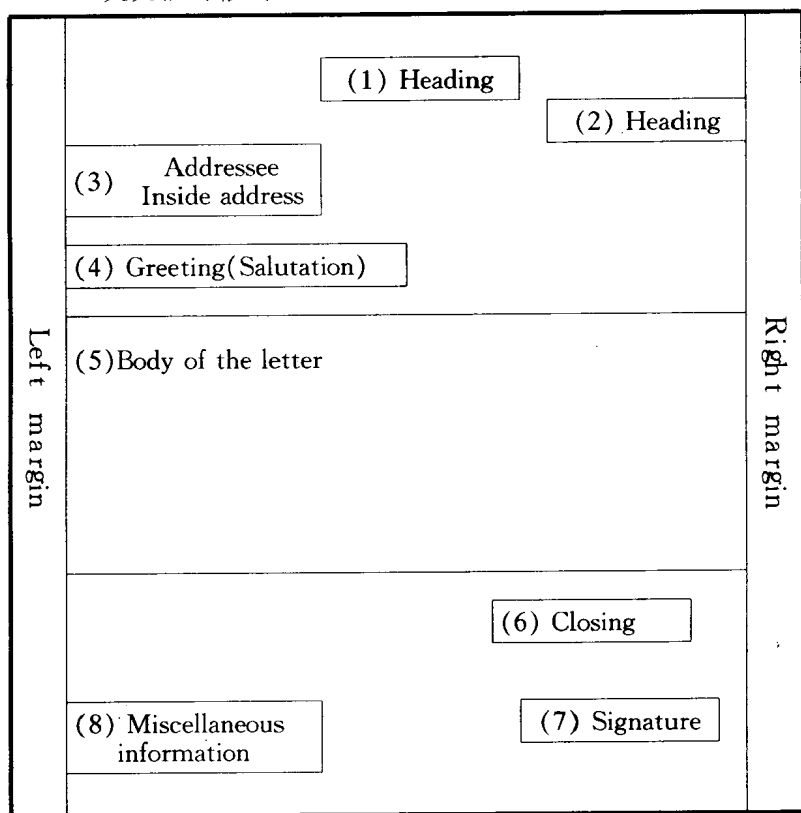
1. 这里包括经常用于英文信件的略语、符号及常用语。
2. 为便于读者查找, 信中凡是出现这些用语的地方均加(†)符号。
3. 凡在回信中再次使用去信中说明过的用语时, 就不再进行说明。
4. 凡是辞典中能查到的, 在这里一般就不再进行解释。

c/o	in care of 的缩写。由……转交。
Ref.	Reference 的缩写。后接发文编号。
Our Ref.	Our reference 的缩写。后接本人的发文编号。
Your Ref.	Your reference 的缩写。后接对方的发文编号。
RE(Re.)	Regarding 的缩写。关于(信)。
Sr.	Senior 的缩写。在父子(或者兄弟)同名时, 加在父亲(或哥哥)姓名之后。
Jr.	Junior 的缩写。父子(或者兄弟)同名时, 加在儿子(或弟弟)的姓名之后。
curriculum vitae	= personal history 履历书。
DSP-66	Department of States Publication 66 的缩写。为申请取得美国的人员交流签证(J-1 visa)所必需的保证书。由美国国内邀请单位(大学、研究所)

	发放。现称之为 IAP-66 (International Agency Publication66)。
under separate cover	= by seetarate mail 另邮。
Ph. D.	Doctor of Philosophy 的缩写。直译为哲学博士, 泛指基础科学博士学位。
M. D.	Doctor of Medicine 的缩写。指持有医师合证书的人。
V. M. D. (D. V. M)	Doctor of Veterinary Medicine 的缩写。指持有兽医合格证书的人。
M. S(MSc)	Master of Science 的缩写。理学硕士。
B. S.	Bachelor of Science 的缩写。理学学士。
SA/ks(SA:ks or SA:KS)	SA 是口述人 Sosuke Abe 的头一个字母, ks 是进行速记和打字的 Keiko Shimizu 的头一个字母。称为 stenographic reference。
CC(cc)	carbon copy 的缩写。对收件人发正页, 如第三者需要副本时, 就寄去 carbon copy(副本)目前一般寄复印件, 然后打上 CC: J. W. Foster, cc to F. R. Nelson 等。
Encl. (Enc.)	Enclosure 的缩写。指内有附件。如附件有两件或两件以上, 则打 Enclosures Enc. 2. Encl. 3 等。
P. S	post script 的缩写。附言, 再者。

英文信的一般格式

1. 英文信的格式



由上图所示, 英文信由(1)Heading, (2)Date line, (3)Address

and inside address, (4) Greeting (Salutation), (5) Body of the letter, (6) Closing, (7) Signature, (8) Miscellaneous information 组成, 现分述如下:

(1) Heading(信头)

一般使用印有发信人所属机关和地址的尺寸为 21.6 × 27.9cm 的信纸。

(2) Date line(日期)

日期以日、月、年(英国式)或者月、日、年(美国式)为序打在信头的下面或者右下方。

(3) Addressee and inside address(收件人、地址)

对方的姓名前面要加敬称 (Mr., Mrs., Miss, Ms, Dr., Professor, Reverend, etc.)。职称 (President, Dean, Head, Chairman, etc.) 在多数情况下附在姓名之后。地址的顺序是: 机关(大学、研究所等)名称, 局、处名称(或者以局、处、机关为序), 门牌号, 街名, 市、镇、村名, 州名, 邮政编码, 国名。通常省去每一行末尾的逗号或句号。

(4) Greeting or Salutation(敬称)

一般在对方的敬称和姓名前面加 Dear。如果不知道对方的姓名, 就称 Dear Sir, Dear Madam, 复数时为 Dear Sirs, Dear Madams, Gentlemen, Ladies 等。敬称后面打冒号 (:)(美国式)或者逗号 (,)(英国式)。

(5) Body of the letter(正文)

信的行距一般为一行, 换行时为两行。每一段落的开头一般空 5 个字母, 但是也有很多人不空格, 而同上下行的左端取齐。

(6) Closing(结尾词)

正文结束后空一行, 在中间、中间偏右或对着上面日期处打结尾词。第一个字母大写, 最后以逗号结束。一般常

用的结尾词有: (Very) Sincerely yours, Yours (very) sincerely, Cordially, Cordially yours 等。更正规的用法是 Yours (very) truly, (Very) Truly yours, Yours respectfully, Respectfully yours 等。

(7) Signature(签名)

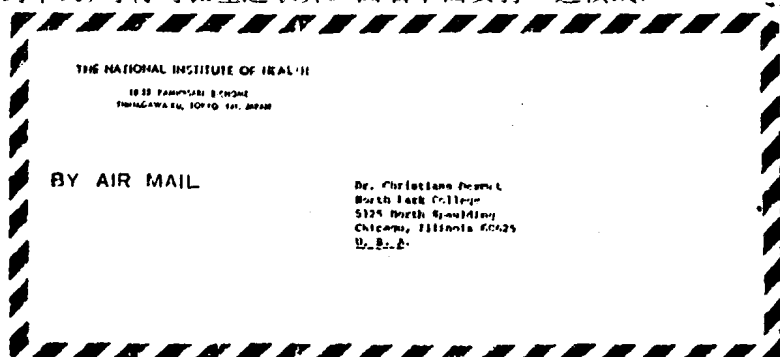
在结尾词后面空 4 行处打发信人姓名和头衔(学位等), 第二行打职务和在信头上未注明的教研室(科)等的名称。并在打好的姓名上面签名。

(8) Miscellaneous information(其它)

如果信是由秘书代打的, 就从签名处往下两行处齐左端打口述人和打字员姓名的头一个字母(MSB: TEM, DGZ/opc, HPS:rj 等)。如有附件, 就在第二行打上 Enclosure, Encl. 1, Enclosures: 2 等。如有信的副本时, 就在发言人和打字员姓名的头一个字母往下空一行处打上 cc: Dr. J. A. Smith 或者 cc to Dr. J. A. Smith。

2. 信封的形式

一般使用 $10.5 \times 24.1\text{cm}$ 或者 $9.2 \times 16.5\text{cm}$ 尺寸的, 左上方印有发信人所属机关、地址的信封。通常不打发信人姓名。对方的敬称、姓名、地址与信纸上打的收件人要相同。用打字机打在信封中央, 每行均在左边取齐。国名下面要打一道横线。



书信选