

新 编 英语应用文大全

A NEW COMPREHENSIVE
HANDBOOK OF PRACTICAL
ENGLISH WRITING

廖世翘 主编

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本书是针对中国人学习和使用实用英语写作的需要而编著的。全书共有 22 章,全面选用有关学校生活、学习、日常事务、社会交往、经贸商务、国务活动和外交事务等诸多方面的事例,用英、汉对照形式撰写成模拟型短文。这些短文的特点是:内容丰富,贴近实际,覆盖面广,风格各异,难易适度,信息量大,实用性和针对性强。

本书可作各类大、专院校实用英语写作教材,也可作英语教师、涉外事务工作者、翻译工作者的参考用书。

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序 言

(Preface)

随着我国改革开放的国策深入贯彻执行，政府机关、企事业单位和人民群众的对外交往日益增多，范围极为广泛，涉及国际、国内活动、社会交往、日常生活、工作和学习的方方面面。为了进行和安排涉外活动，处理有关涉外事务，我们需要了解和使用实用英语，掌握这一国际通用的交流工具。本书就是为了适应这个实际需要而编著的。

英语应用文种类繁多。本书力图选编尽可能广泛、全面的内容。但就其实际项目而言，它又着重介绍教育、文化、科技、体育、外事、经济、贸易、旅游、政治、法规、军事和社会生活等有关方面。

需要申明的是，本书所列例证的内容多系假设的，与现实情况无涉，仅供学习参考之用。

本书沿用了1987年出版的拙作“英语应用文大全”的大部分材料。但在过去10年中，国内外形势在飞跃发展，改革开放的力度不断加大，人们在生活、学习和工作方面都出现了新的情况。为此，编著者尽可能地收集整理了有关的材料，增补入书，成为这本“新编英语应用文大全”。美籍教师马林（Marlene）女士和澳大利亚教师露丝（Ruth）女士审阅了部分英文项目的内容。长沙电力学院外语系的一些老师和同学对本书的编著和设计提出过一些建议。特此向他们表示谢意。

参加本书编著的除主编外，还有廖青、张翼、廖华和冯潜等同志。

编者知识有限，书中难免有些缺点和错误，诚恳地希望读者批评指正。

编者

1998年5月于长沙电力学院

I

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