

# PRACTICAL

# WRITING

## 实用英语写作

Practical Writing is divided into two parts: "Communication" and "Library Research."

何小平 编著

Each chapter is organically arranged in logical steps which first give the theory of communicative English and secondly, the student is taken into the area of applying the theory to specific situations for everyday use. Each step is so instructive that the practical use of this book should not only make for easy-to-follow learning for the Chinese student but should also direct the student to learn those necessary areas that are applied in actual situations outside China in the English-speaking world.

Having said the above, Practical Writing by Xiao Ping He should find its way easily and quickly into the classrooms and libraries of China's universities, colleges and institutes. Finally, students will be able to grasp those essential English writing skills and be able to apply them in communication both within and outside China.

June 1992

Dr. William John Rieb, Jr.

*Dr. William John Rieb, Jr.*

Foreign Expert

Beijing,

The People's Republic of China

中国农业大学出版社

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## PREFACE

English language teaching and learning in China is in a state of rapid evolution. New methods are being developed, building upon the successes of the past while laying to rest its failures. Always as usual, new materials are being written, taking ideas from current research and past experiences and adapting them to the actual Chinese situation. Unfortunately, however, while so many works are written and compiled for the actual application to the educational process, so few, if any, rarely reach the intended target.

The current work, *Practical Writing*, written, compiled, and edited by a native Chinese from Beijing not only "reaches the intended target," but "strikes to the heart" of what is really needed in the applicative steps and procedures in English teaching in Chinese educational situations.

The work is logically written and arranged, and practical. Because of this, it can be easily followed and understood making its application-for-use rapidly and easily disseminative. It is also a valuable tool for the teacher and student alike to intuitively follow the pedagogical methods that even an auto-didactic learner can develop the necessary skills.

The author, having lived and studied in the United States of America for several years, also knows what is needed for the Chinese student to learn, so that this knowledge can be applied,

when needed, in different sociolinguistic environments so foreign to the Chinese themselves.

Further, the author has wide experience teaching English writing skills to doctoral candidates and Master degree students at the prestigious Beijing Agricultural University, where not only scientific English writing skills are achieved, but where business English writing skills are becoming more and more tantamount to China's policies of opening to the outside world.

Her work does justice the notion that the Chinese student will be able to learn and apply those sought after necessary English writing skills badly needed in business, but also in other areas of fundamental social discourse in English including scientific disciplines as well.

While this work was not specifically prepared to cover a wide range of areas of business English writing, it does cover the fundamental concepts to prepare the student to enter the broader areas, with relative ease, when the need arises.

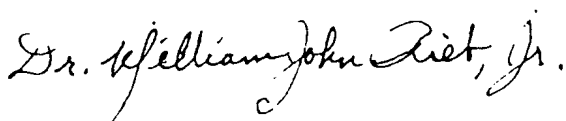
*Practical Writing* is divided into two chapters, the "Business Communication" and "Library Research." Each chapter is ordinally arranged in logical steps which first give the theory of communicative English and secondly, the student is taken into the area of applying the theory to specific situations for everyday use. Each step is so instructive that the practical use of this book should not only make for easy-to-follow learning for the Chinese student but should also direct the student to learn those necessary areas that are applied in actual situations outside China in the English-speaking world.

Having said the above, *Practical Writing* by Xiaoping He

should find its way easily and quickly into the classrooms and libraries of China's universities, colleges and institutes. Finally, students will be able to grasp those essential English writing skills and be able to apply them in communication both within and outside China.

June 1992

Dr. William John Rieb, Jr.

A handwritten signature in cursive script that reads "Dr. William John Rieb, Jr.".

Foreign Expert

Beijing,

The People's Republic of China

## 序

在中国，英语教学正处于迅速演变之中，总结过去成功的经验和失败的教训，新的教学方法正在发展。教材方面，吸取过去教材中的一些经验加上目前进行的研究，新的教材也正在写出版。可惜的是，这些为教学而撰写的实用教材不但种类少，而且已出版的也很少能达到预期的目的。

这本《实用英语写作》教材，是由一位地道的中国人撰写和编辑的，它不仅达到了预期的要求，而且十分吻合教者和学者的心愿，在中国的英语教学中，它是真正符合需要的。

本教材逻辑性强，实用性好。因此，它能使教师易于运用，学生易于掌握，而且能迅速达到学以致用目的。在教学方法方面该教材也是一种有价值的工具，教师直接按照书中的安排实施教学，即可顺利地达到预期教学目的。即使是自学者也能从书中学到必要的写作技巧。

本教材作者曾在美国生活和学习数年，了解中国学生学习中的需要，因此，作者能把所获知识运用于对中国学生来说还很陌生的社会语言环境中去。

作者在著名的北京农业大学给博士生和硕士生讲授英语写作技巧。在这些方面，作者具有丰富的教学经验。

这本书不仅包罗商务领域的英语题材，也广泛包含其它领域的写作题材。中国学生能从书中学到商务上特别需要的英语写作技巧，也能学到其它领域重要社会交往中的写作技巧。

《实用英语写作》教材分两部分，即：“商务信函”和“论文写作”。每一部分都按顺序排列，逻辑性强。首先给出商务信函写作的原则，其次是对原则的应用。使学生在掌握原则之后，能针对各种专业情况去应用。书中每一步的指导性都很强，所以这本

书不仅中国学生容易掌握，也可指导在英语国家学习的那些中国学生，根据自己的实际情况学习和运用。

我们相信，由何小平撰写的《实用英语写作》教材将很快进入中国的各大专院校的课堂和图书馆。中国学生将能掌握这些必需的英语写作技巧，并在国内外的交往中应用。

**外籍专家 威廉姆·约翰·莱伯**

北京农业大学

1992 年 6 月

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注：“北京农业大学”现已更名为“中国农业大学”



## COMPILER'S WORDS

*Practical Writing* is designed and compiled for students who have already pursued advanced college English studies and mastered thorough knowledge of English grammar, sentence structures and English writing. This textbook is intended to provide students opportunities to further improve their writing skills in some practical situations, particularly in academic field.

Based on the newly released materials gathered mainly from the foreign press (see Bibliography) and the materials accumulated during the compiler's study and teaching in an English speaking country, this textbook aims at providing authentic information and useful background to the academic writing and other kinds of practical writings in the actual situation.

Though many examples and exercises are dealing with business situations, the principles of business writing apply not only to business cases, but also to academic circumstances. Students can learn from these examples both the theory of business communication and the method of its application. Reference keys to some of the exercises are provided with " \* "sign at the end of the text.

*Practical Writing* has been put to trial use from 1989 to 1996 with entering Doctoral candidates at Beijing Agricultural University. Thanks to their cooperations, this set of materials has been reviewed, revised and compiled.

December 1996, Beijing

## 编者的话

《实用英语写作》一书是在广泛收集、潜心研究近年国内外高级英语写作教材，并根据编者在英语国家学习与教授高校英语写作的实践中所积累的素材整理、编辑而成。本书旨在根据中国学生的学习特点，从理论与实践的结合上帮助有较高英语基础的学生提高阅读能力和掌握英语的写作技能。并且为提高他们的修辞水平和英语实用交际能力还提供了有一定深度、题材多样的范文及练习（后附部分习题参考答案，课文中用“\*”号标出）。

本书自 1989 年以来一直作为中国农业大学研究生英语写作必修课教材使用。由于本书内容丰富，切合实际，对英语写作技巧有较详细的阐述并有范文和练习，因而备受学生的欢迎。

为了适应我国改革开放和日益发展对高级实用英语的要求，编者编写此书除可供高校研究生使用外，也可供相应水平的各类进修者自学。本书曾荣获 1993 年度校级优秀教学成果奖。

1996 年 12 月

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# **CHAPTER ONE**

## **BUSINESS COMMUNICATION**



