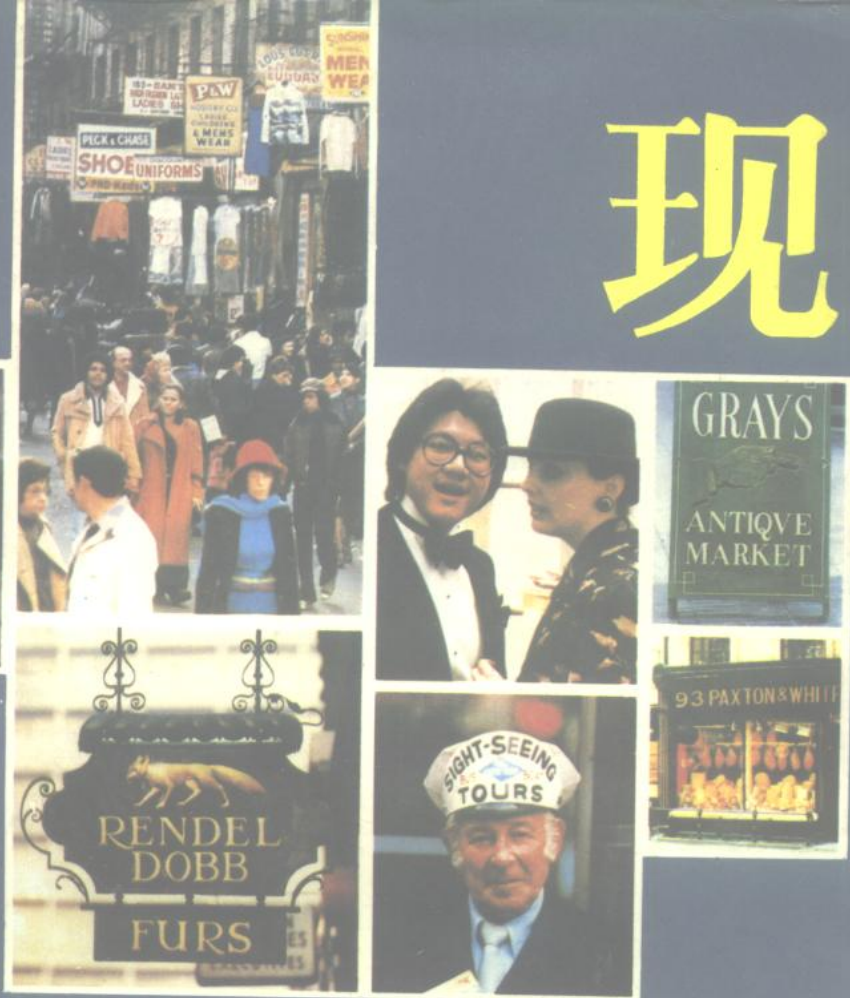


现代实用英语例解

上海外语教育出版社

现代实用英语

例解



FUNCTIONAL VARIETIES
OF
PRESENT-DAY ENGLISH

胡文仲 编著

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**Functional Varieties
of
Present-day English**

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• 1987 •

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前言

有些类别的英语,对于英语是母语的人们来说,几乎随时随地都会碰到,而在国内学习英语的人却很少接触。在大学里学了四年英语的人未必会用英语出通知、发请帖,写个便条也得费点劲。至于填表格、拟日程安排、写说明书、起草广告,更不是目前大学课程的目标。这并不是英语教师压根儿忘了这码事,主要原因还是这类材料在国内不容易找到。

近年来,随着交际教学法的推广,国内外英语教学界都愈来愈重视在课本中使用“真实材料”(authentic material)。所谓“真实材料”,指的是人们在英语国家实际生活中接触到的各种材料,而不是教材编写者自己的“创作”。真实材料并不都适于在教学中使用,但是接触并熟悉这类材料无疑是交际所必需。

从1979年开始,我利用在国外进修的机会陆续搜集了一些我接触到的这类材料,之后,又请在英语国家生活、旅行或参加会议的朋友代为搜集,其中包括几位外国朋友。七年间,搜集的英、美、澳大利亚、加拿大等主要英语国家的材料总计不下数万份,经过筛选、归类,最后保留了书中的四百个例证,但由于某些类别缺乏足够的材料,偏颇之处仍清晰可见,例如,电报电传未列在内,书信的种类还不够多,表格、票证也较单一,等等。

这些材料种类繁多,从文体的角度看都具有各自的特点,很难归并在一起,但是,在实用这一点上却又是共同的,都属于实用文体的范畴。自然,实用文体并不止于此,报刊文章也是实用文体,可作为专题研究,这里就不涉及了。在1984—86年我曾经三次使用这套材料讲授英语实用文体,对象是本科毕业后的国际文化交流班学生。通过教学实践,我发现,学生真正读懂这些材料并不容易,而自己动手写点东西就更为困难。实用文看来普普通通,然而不花点工夫是掌握不了的。要做到措词得当,语言妥贴,需要长期的多方面的修养。

这次整理出版时,对于原教材做了一些增补和删减,每部分前加了说明,例证之后对一些语言难点加了注释,并设计了少量的练习。说明文字是提纲式的,并未铺陈,因为笔者认为学习者的注意力应集中于实例本身,解释过多反而会喧宾夺主。练习的目的在于启发思考,并使学习者体会到写实用文的难处,从而提高对这类文体特色的敏感性。答案则仅供参考。

这份材料可以有几种不同的用法。一种是在课内使用。教师可以要求学生不借助注释读懂例子,在课上进行讨论,分析其文体特色,然后布置一些笔头作业,通过修改作业和讲评,使学生初步掌握各类实用文体的语言特点。第二种是供自学者使用。建议自学者先看例证,尽可能借助词典解决语言难点,然后再读文体说明和语言注释,最后再做练习。这样有利于培养自学能力,得益最多。第三种用法是翻阅。大多数人可能会这样使用这

份材料。需要写请帖时，查一下请帖部分，抄下一个相应的例子，作些修改，这也不失为一种切合实际的学习方法。最后一种是把它作为一本闲书来看。读小说读乏了，顺手拣来这份材料，念几个例子就丢下，这样也会有些收获。读文学作品对于学习英语的人无疑是极为重要的，但是只读文学不接触其他类别的英语也还有所欠缺。总之，材料已分门别类放在那里，你想怎么用就怎么用，你觉得怎么用对你最有收获就怎么用，一切悉听尊便。全书分十七类(A—Q)，例证按 001—400 排列，每部分材料大致是按由易到难安排的，但绝不是前面的例证及说明不读，后面的就读不懂。

对于材料本身需要作一点说明。本书除了将某些姓名作了更动外，文字部分未作任何修改加工，因为本书的目的在于使读者接触到真实的材料，通过阅读，熟悉这类文体的特点，学会几种实用文的写法。材料中个别地方语言有误(有的是印刷错误)，笔者在注释中作了修正，但仍保持原文不变。

实用文体对于笔者是一个新课题，了解仍很肤浅，谬误不妥之处还望使用本书的读者不吝指教。

上海外语教育出版社吕佩英副总编辑等为出版这本书尽心尽力，花费了许多时间，我愿在此表示诚挚的谢意。对于所有曾经为我提供过实用文体素材的同事和朋友，我也借此机会再次表示感谢。

胡文仲

于北京外国语学院

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A. SIGNS 标志与招牌

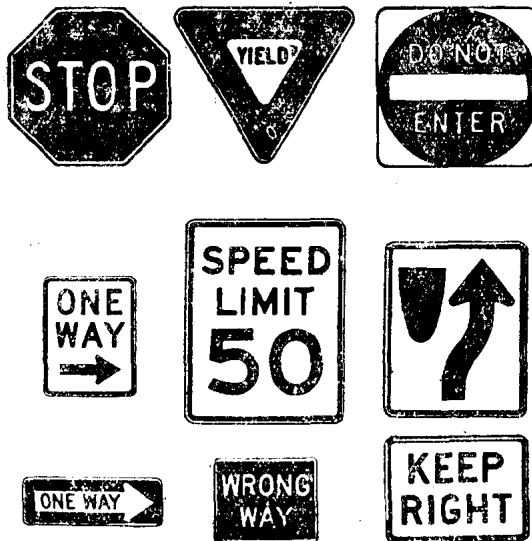
在英语国家最常见的一种英语文字是路标、商店招牌及其他标志。这类英语具有十分突出的特点：

- 1) 往往全部用大写字母，不加句号，例如：NO SMOKING, NO PARKING 等。
- 2) 字数通常都很少，最少的只有一个词，一般也不超过十几个词。 *parking*
- 3) 语言精练，常用名词（动名词）或名词短语，如：NO LEFT TURN, NO OVERTAKING ON BRIDGE 等。有时为了简练，冠词略去不用，如：PLEASE PAY DRIVER, 平常讲话时应该说：Please pay the driver.
- 4) 有时使用祈使句，如：STOP HERE ON RED SIGNAL, FORM ONE LANE 等。
- 5) 有时采用十分正式的文体，例如：STATE YOUR DESTINATION WHEN PAYING YOUR FARE（在非正式文体中可能会说：When you pay the driver your fare, please tell him where you get off.），在这里 state 和 destination 都是“大词”。

这些语言特点与这类英语的目的及表现手段有关。不论路标也好，招牌也好，无非是为了吸引人们的注意，使人们在极短的时间内得到最必需的信息，而这些信息又往往写在只能写几个词的一块牌子上。正因为如此，字数要减到最低限度，语言要力求精练，写法要尽可能吸引人。目前，西方国家有使用符号或图象作标志的趋向，例如，“请勿吸烟”用一支点燃着的香烟打上“×”号的图来表示，“男厕”、“女厕”用头像或全身图形来表示等等。

- [A001] IN
- [A002] OUT
- [A003] ENTRANCE
- [A004] EXIT
- [A005] DOMESTIC ARRIVALS (DEPARTURES) *arrivals* *departures*
- [A006] INTERNATIONAL ARRIVALS (DEPARTURES)
- [A007] BAGGAGE CHECK-IN
- [A008] CUSTOMS
- [A009] SECURITY CHECK
- [A010] BAGGAGE CLAIM
- [A011] TRANSIT PASSENGERS
- [A012] NO PARKING DAY OR NIGHT
- [A013] NO PARKING IN DRIVEWAY *drive way*

- [A014] AUTHORIZED CARS ONLY
- [A015] VEHICULAR ENTRY
- [A016] TRAFFIC ISLAND
- [A017] ONE LANE BRIDGE
- [A018] FORM ONE LANE
- [A019] STEEP DESCENT
- [A020] STEEP CLIMB
- [A021] DIP
- [A022] HUMP
- [A023] GRAVEL ROAD
- [A024] NO OVERTAKING ON BRIDGE
- [A025] NO U TURN
- [A026] NO RIGHT TURN
- [A027] STOP HERE ON RED SIGNAL
- [A028] DETOUR AHEAD
- [A029] NO THROUGH ROAD
- [A030] NO THOROUGHFARE
- [A031] PEDESTRIAN CROSSING AHEAD



- [A032] PLEASE PAY DRIVER
- [A033] PLEASE PAY CONDUCTOR
- [A034] DO NOT SPEAK TO THE DRIVER WHILE BUS IS IN MOTION
- [A035] PULL SIGNAL CORD ONCE WHEN APPROACHING THE STOP REQUIRED
- [A036] RIDING ON PLATFORM PROHIBITED
- [A037] STAND CLEAR INWARD OPENING DOOR
- [A038] PAY THE CORRECT FARE
- THERE ARE SEVERE PENALTIES FOR FARE EVASION

[A039] STATE YOUR DESTINATION WHEN PAYING YOUR FARE
[A040] PLEASE VACATE THIS SEAT FOR A DISABLED PERSON IF REQUIRED
[A041] BOTTLE SHOP
[A042] BOTTLE SERVICE
[A043] BOTTLE SALES
[A044] LIQUOR SHOP
[A045] DOLLAR BOOKSHOP
[A046] DISPOSAL SHOP
[A047] DUTY FREE SHOP
[A048] USED CAR DEALER
[A049] PREOWNED CAR BROKER
[A050] X GOVERNMENT CARS FOR SALE
[A051] BUTCHER
[A052] BUTCHERY
[A053] REAL ESTATE AGENTS
[A054] PAWN BROKER
[A055] MONEY LENDER
[A056] HAIR SALON
[A057] HAIRDRESSING SALON
[A058] BARBER
[A059] HAIR STYLISTS
[A060] BEAUTY PARLOUR
[A061] WATCHMAKER: QUALITY REPAIR
[A062] FUNERAL DIRECTORS
[A063] FUNERAL PARLOUR
[A064] MOTOR FUNERALS
[A065] DRUM CITY — EVERYTHING MUSICAL
[A066] LOCKSMITH
[A067] FURNITURE CENTRE
[A068] DOG SHOP
[A069] TOY FISHERIES
[A070] AUTO SERVICES
[A071] QUALITY BODY BEATING
[A072] SMASH REPAIRS
[A073] SALE PRICE
[A074] CRAZY PRICE
[A075] TERRIFIC VALUE
[A076] SPECIAL BUY
[A077] CLEARANCE PRICE
[A078] SIMMONS SELLOUT
[A079] INSTANT REPAIR

- [A080] REPAIR WHILE U WAIT
[A081] SAME DAY SERVICE
[A082] HOURS FOR OPENING AND CLOSING
[A083] DISCOUNT
[A084] NOT FOR SALE
[A085] SELF-SERVICE
[A086] OPEN 7 DAYS A WEEK
[A087] CUSTOMERS PLEASE REFRAIN FROM ENTERING THIS AREA
[A088] NO FOOD OR DRINKS TO BE BROUGHT IN SHOP
[A089] UNATTENDED CHILDREN NOT ALLOWED IN SHOP
[A090] COME ON IN
[A091] COME ON UP
[A092] COME ON DOWN
[A093] FEEL FREE TO BROWSE AROUND
YOU'RE UNDER NO OBLIGATION TO BUY
[A094] THANK YOU FOR YOUR CUSTOM
[A095] SORRY ABOUT THE MESS ... WE'RE MAKING THIS A MORE PLEASANT
PLACE FOR YOU TO SHOP AND FOR US TO WORK
[A096] DO NOT LITTER
[A097] PLEASE KEEP THIS SITE BEAUTIFUL
[A098] TAKE YOUR LITTER WITH YOU
[A099] POLLUTION IS A MENACE TO US ALL
[A100] PLEASE DO NOT THROW PLASTIC AND PAPER RUBBISH INTO THIS
RIVER
[A101] FIRE CAN BE DANGEROUS
[A102] PLEASE DON'T DROP LIGHTED CIGARETTES AND MATCHES
[A103] NO RUNNING (ROUGH PLAY / SWEARING / CHEWING GUM / GLASS BOT-
TLES / DOGS OR ALCOHOL) ALLOWED
[A104] PRIVATE PROPERTY KEEP OUT
TRESPASSERS WILL BE PROSECUTED
[A105] THIS AREA IS OPEN FOR INSPECTION ONLY
[A106] PLEASE STOP
NO ENTRANCE
[A107] STAFF ONLY
[A108] PRIVATE
[A109] THE SALES SECTION STOPS HERE
[A110] ADMITTANCE TO THIS AREA IS PROHIBITED
[A111] NO ADMITTANCE
[A112] POSITIVELY NO ADMITTANCE
[A113] TAKE YOUR HANDS OFF THE RAILS
[A114] THANK YOU FOR NOT SMOKING

- [A115] DO NOT PROCEED BEYOND RAIL
- [A116] ANY DAMAGES OR BREAKAGES MUST BE PAID FOR
- [A117] IF IT BREAKS WE CONSIDER IT SOLD TO YOU
- [A118] LOOK WITH YOUR EYES
PLEASE DON'T TOUCH
- [A119] PHOTOGRAPHY INSIDE OLD GOVERNMENT HOUSE NOT PERMITTED
- [A120] NO ENTRY BY THIS DOOR
- [A121] PLEASE DO NOT LEAVE YOUR BELONGINGS HERE
- [A122] THE MANAGEMENT RESERVES THE RIGHT TO REFUSE ENTRY
- [A123] KINDLY COMPRESS PAPER TOWELS. THANK YOU.
- [A124] PLEASE PUT ALL CARDS IN SHUTE
SIT DOWN UNTIL CALLED
- [A125] NEXT TELLER PLEASE
- [A126] PLEASE RETURN ANY BOOKS NOT ON LOAN TO THE SORTING SHELVES
- [A127] ISSUE OF LOANS
- [A128] RETURN OF LOANS
- [A129] ALL ENQUIRIES AT COUNTER
PLEASE WAIT UNTIL CALLED
- [A130] BUSINESS HOURS
9:00 a.m. —7:00 p.m.

注 释

- [A005, A006] domestic 指国内航班, international 指国际航班. arrivals 是入港, departures 是出港。
- [A007] 机场内办理托运行李、领取登机证的地方。
- [A010] 行李提取处。
- [A011] 中转旅客。
- [A012] 任何时间均不得停放车辆。
- [A013] driveway 指汽车进出的地方。
- [A014] AUTHORIZED CARS 指得到特殊许可的车辆, 也可以说 AUTHORIZED PERSONNEL ONLY。
- [A015] 车辆入口处, 意思是这里不是行人通道。
- [A017] LANE 指路面上的车道, 通常一条公路上有二至四条单向车道 (双向则有四至八条车道), 但这座桥上路面窄, 只容许有一条单向车道。
- [A018] 这是由宽路面转入窄路面前的路标, 要求汽车并入一个车道。
- [A021] 为了迫使司机降低车速, 有些学校和医院将路面故意弄得凹凸不平, 在这些地方分别置放 HUMP 和 DIP 的标志。

- [A025] 不许调头。字母 U 表示车辆调头的路线。
- [A029] 此路不通。
- [A035] 这个标志要求乘客在到站前拉一下铃，以便司机停车。
- [A037] 车门向内开，请勿靠近。
- [A041—A043] 这些都是卖瓶装酒的商店招牌。SALES 有贱卖的意思。
- [A045] 店内每本书售价都是 one dollar。
- [A046] 通常是处理剩余军需品或清仓物资的商号。
- [A047] 免税商店，指免付进口税的商店。
- [A048] 专卖旧车的商行。
- [A049] 也是专卖旧车的商行，preowned 一词比second-hand, used 这类词较为委婉。
- [A050] 这里 X 相当于 ex-，意思是“过去曾经是……”，如 ex-governor 指前省长，X government cars 指原为政府所有现在作价处理的车辆。
- [A053] 房地产经纪人或房地产公司，其主要业务是作房地产主的捐客。
- [A056—A060] 这些都是理发店的招牌，BARBER 是最普通的，不加任何修饰词，SALON 和 PARLOUR 表示是高级理发店。STYLISTS 强调这里的理发师精于梳理各种发式。
- [A062—A064] 均为办理葬礼、火化的殡仪馆。
- [A065] 出售各种鼓及乐器的商店。
- [A068] 出售狗用品的商店。
- [A069] 出售金鱼、热带鱼等观赏鱼的商店。
- [A071] 精修汽车车身的店铺。
- [A072] 西方国家车祸较多，Smash Repairs 是指专门修理因车祸受损的汽车的店铺。
- [A073—A078] 大贱卖的不同表示法。Clearance 指“清仓”或“清店”。Simmons 是公司的名称。
- [A080] 及时修理立等可取。U=you.
- [A086] 西方大部分商店星期日不营业。开门营业的店铺为了招揽顾客挂出 Open 7 days a week 的牌子。
- [A089] 没有大人带领的孩子不得进入店铺。
- [A090—A092] on 在这三句中都有敦促、劝说、邀请顾客的意思。如果店在街面上，用 Come on in，如果在楼上用 Come on up，如果在楼下或街面以下用 Come on down。
- [A094] 这是商店出口处常用的一句客气话。
- [A095] 商店装修门面或整修内部时贴出的说明。
- [A104] 这是私人住宅或场地旁常立的牌子，表示“不得入内”。
- [A105] 仅供参观，意思是这部分不出售。
- [A107] 中文的“闲人免进”在英语中可以有各种说法，Staff Only 是其中之一。如果在俱乐部里就可以用 Members Only。
- [A112] 严禁入内。一般情况下不必使用这样强烈的说法。

[A114] 这种说法比 No Smoking 委婉客气。

[A116—A118] 告诫顾客或参观者不要触摸展品的几种说法。[A116—A117] 还有“损坏需赔”之意。

[A124] 这是医院门诊部门口的牌子。

[A125] 银行里营业员正在点钱或清账，要客户到下一个窗口办理业务。

[A126] 请将不借的书籍归还到分书架上。图书馆管理员将分书架上的书按书号分到书库各书架。

练 习

▲翻译或解释下列招牌或标志：

1. NO LEFT TURN
2. THANK YOU FOR USING THE ASH-TRAY
3. PLEASE ASSIST BY PAYING THE EXACT FARE
4. AFTER ENTERING SECURE GATE WITH CHAIN
5. ASK AT COUNTER FOR ASSISTANCE
6. CHRISTMAS SALES
7. PENNYWISE SHOP
8. BEST VALUE IN TOWN

▲将下列各句译成英语：

9. 请止步。
10. 仓库重地闲人免进。
11. 请勿给动物喂食。
12. 请用钢笔签字。
13. 请勿触摸展品。

B. NOTICES 告示与通知

英语中的 Notices 包括告示、启事、通知等，目的都是告诉公众某件事或某项活动。这类文字要求语言简洁易懂，表达直截了当。

这部分的例子可分为三类：[B131—B144] 为第一类，[B145—B155] 为第二类，[B156—B165] 为第三类。第一类是有关部门就某件事发出的通知，由一个至几个完整的句子组成，结构严谨，用词确切，属于比较正式的文体。例如，不说 *You should not walk dogs in this park*，而说 *The walking of dogs is not allowed in this park* 或 *No person shall be allowed to walk dogs in this park*。后两种说法比前一种说法显然更正式，语气更严肃。在用词方面，使用了一些“大词”，如 *consume*, *intoxicating*, *embark*, *disembark*, *prohibit*, *disregard*, *secure* (v.), *communicate*, *fraudulent*, *alteration* 等。[B143] 接近法律文体，在这一类中属于最正式的文体。

第二类是关于一个会议或一项活动的简单通知。这类通知至少包括三项内容：

- 1) 时间：星期、月、日(或日、月)，时刻；
- 2) 地点；
- 3) 活动本身：演讲、会议、球赛、聚会等。

为了吸引观众，这类通知对书写格式、不同字体的运用都很注意，通常不用完整的句子，而只使用名词短语，例如 [B145—B147]。[B148] 的情况稍有不同，采用了“主办单位 + presents + 演讲者”这一句式。在时间的写法上有一点需要注意：在汉语中通常是先写月、日，再写星期几，而在英语中通常是星期在前，日、月(或月、日)在后。这类通知中还经常使用缩略词。

第三类通知或告示包括一些细节，有的介绍演讲者，有的介绍一个组织，有的详述活动内容，有的提供背景知识。这样文字安排就比较复杂，需要特别留心。如果是演讲报告，不妨参考 [B158] 和 [B161] 的写法。在文字上以干净利落为原则，不要追求新奇，更不要搞噱头。

[B131] *The walking of dogs, the consumption of intoxicating liquor and the playing of ball games is not allowed in this park.*

[B132] *No person shall be allowed to bring into or consume intoxicating liquor or walk dogs in this park.*

[B133]

Prince Alfred Park

NOTICE

Parking of vehicles, playing of golf, walking of dogs and the riding of bicycles is

prohibited in this park. Unauthorized vehicles are prohibited in this park.

Town Clerk

[B134] This is an accident and emergency department.

Urgent cases will be seen and treated before routine non-urgent cases. A sister will assess the nature of each patient's clinical problems after registration at the office has been completed. Patients with non-urgent problems must be prepared to wait.

[B135] Please do not feed the pigeons on this station.

[B136] Hawkers, traders and others are prohibited from calling, shouting, or using any bell or other instrument in these buildings.

[B137] **Caution:** Passengers travelling on this ferry are cautioned against disembarking before ferry is properly moored and the gangplank is in position. Passengers disregarding this caution are hereby informed that they do so at their own risk. Passengers are also requested to stand clear of the gangway whilst the ferry is moored.

[B138] **WARNING:** Passengers are warned against embarking on or disembarking from ferry before it is properly moored and the gangway is in position and secured.

[B139]

WHEATGROWERS

This is a segregation silo for Southern Hard 1 Wheat. If you are delivering a hard variety you should have it tested and put it in the allocated bin at the silo. The nearest test station is at Forbes. For further information *re* segregation your local contact is Douglas Eugowra.

[B140]

NOTICE TO GROWERS

Selection of the wrong registration card leads to incorrect payment. To ensure that you receive payment for your grain please check your receipt before leaving the weight-bridge.

[B141] Don't just play around. Voting is important.

You can vote by being correctly enrolled on the joint state and commonwealth electoral roll. Enrollment and voting are compulsory. Electoral claim cards are available at the electoral offices and post offices. See the Commonwealth Government section of the telephone directory for the address of your divisional returning officer.

[B142] **NOTICE:** Sentenced prisoners are allowed visits once every fourteen days. Remand

prisoners twice weekly or as the case warrants.

Visits are allowed from Monday to Saturday.

Hours from 9:00—11:00 a.m. 1:30—3:00 p.m.

[B143]

Department of Corrective Services

Any person who without lawful authority enters or attempts to enter any prison property or loiters about or near or communicates or attempts to communicate in any way with any prisoner is liable to imprisonment for a term of six months or a penalty of \$200 or both. Any person who wishes to visit the prisoner for official, scientific or sociological purposes may take application to the governor of the prison unless he already has written authority from the Commissioner of Corrective Services.

[B144]

NOTICE TO CUSTOMERS

ERASABLE BALL POINT PENS

Erasable ball point pens use ink which can be altered or erased some hours after use.

To guard against possible fraudulent alterations, customers should ensure that they do not use pens containing erasable ink to write cheques or other Bank documents relating to their accounts.



[B145]

[B146]

NATAS
Meeting
Wednesday Feb. 16
7pm
Rm 210

Volley-
ball
in the Mall!
Sat.
Feb. 26
10:00-2:00

[B147]

ASSOCIATED
 **PRE-LAW** 
STUDENTS

Mr. John
Holcum
Patent Attorney
IBM

Wednesday, Feb. 23 1983
7:00 p.m.
Law Building, Room 139

[B148]

ASCUS
PRESENTS
CAROLE
KLEIN
NATIONAL SPEAKERS ASSOC.
THURSDAY
FEB. 24-6PM

[B149]



OPPONENT ASU
DATE-TIME SAT FEB 26
BY THE MALL 1:00PM
WOMEN'S PE FIELD



**STUDENTS FOR THE EXPLORATION
AND DEVELOPMENT OF SPACE**

MEETING NOTICE:

- WEDNESDAY FEBRUARY 15, 1983
- 7:30 PM
- FLANDRAU PLANETARIUM
MEZZANINE

SURPRISE SLIDE SHOW