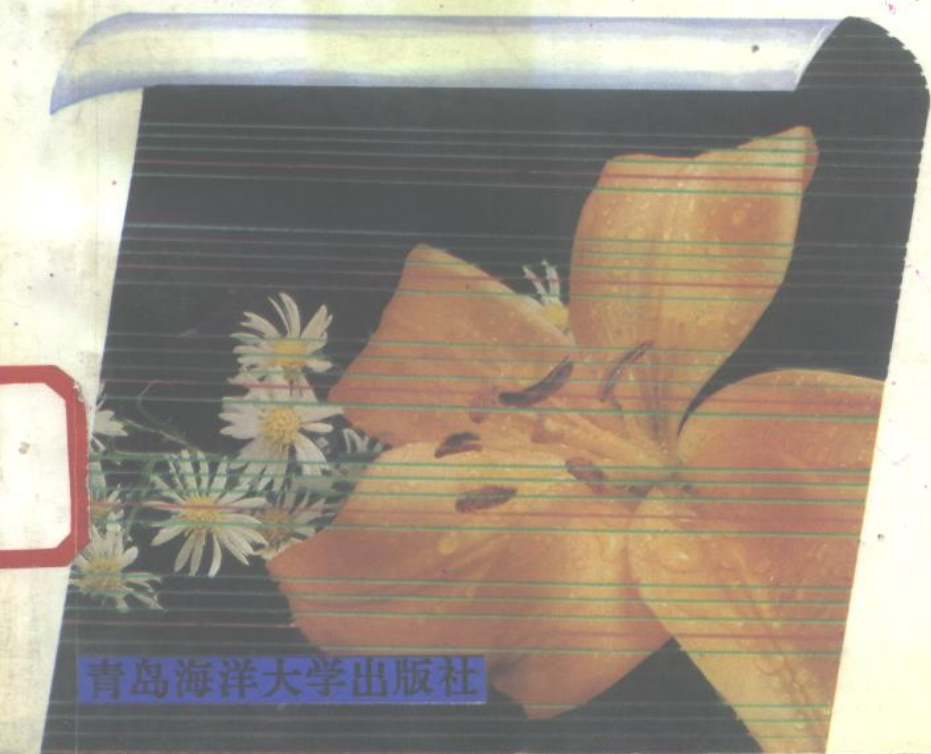


应用英文 书信范例

黄桂芝 编著

ENGLISH CORRESPONDENCE



青岛海洋大学出版社

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内容提要

本书汇编了图书馆国际交换中用于建交、收刊、寄刊、补缺、赠送、感谢、和道歉等各种内容的英文信函,并附有一定数量的常用语句,各种称谓和词汇注释。本书除供从事图书馆国际交换工作的文献情报人员应用,亦可作为科技工作者与国外交换著作写信时参考。

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前 言

图书馆国际书刊交换是世界各国之间科学文化交流的一种形式。它不仅促进国际间的科技情报交流,加强各国人民之间的相互了解和友谊,而且是图书馆建设中补充藏书的重要来源之一。随着我国改革开放政策的贯彻执行,这项工作越来越显示出它的重要性。开展这项工作的主要途径是通过来往信函,因此信件内容和表达方式直接影响到交换工作的效果。笔者从事这项工作多年,深感正确理解来信和运用恰当的专业词汇和用语进行复信是非常重要的;同时亦了解到从事书刊交换工作的同志很需要这方面的参考书。为此,笔者把多年积累的信件(主要来自英、美、加、澳、新等用英语的国家和部分国内信函以及笔者起草的信件)汇编成此书。

有关本书的英文承北京市外文局美国专家 Marcia Bliss Marks 女士审阅;中文翻译由北京大学付教授齐乃政先生校正;专业知识方面承中科院海洋研究所王祖贤先生提出许多建议和修正;中文文字润饰及出版方面得到王壁曾先生和彭海青同志的关心与帮助;并得到中国科学院海洋研究所的资助。在此对他们致以衷心的感谢。

由于笔者水平有限,书中疏漏或错误在所难免,恳切希望读者批评指正。

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第一章 建交

“建交”指机构之间通过信函联系,确定相互建立交换的关系。本章收集的信件内容包括:如何直接建交或通过介绍间接建交;有关交换原则;怎样开始交换刊物;如何列入寄送名单或修订;交换中情况的改变;因尚未具备交换条件不能建交;中途暂停交换和谢绝交换等等。

主动提出建交,指明提供给对方的刊物并询问对方可提供什么刊物。

Date

Dear Sir;

The library of the Institute of Oceanology, Academia Sinica, is interested in exchanging publications with your institution.

We can offer for exchange the following publications;

(1)

(2)

(3)

(4)

If you are interested in this proposal, please let us know which publications mentioned above you would like to receive and what publications you would like to offer in return.

We are looking forward to hearing from you at your earliest convenience.

Sincerely yours,

(Signature)

[注]

to be interested in 对……有兴趣

publication 出版物

institution 学(协)会;研究所(院)

offer 提供

exchange 交换

proposal 建议

mention 提到

in return 作为回报

look forward to 盼望,期待

at your earliest convenience 请尽快

主动提出建交,指明提供给对方的刊物并询问对方可提供什么刊物。

Date

Dear Sir;

The library of the Institute of Oceanology, Academia Sinica, is interested in exchanging publications with your institution. We propose to send you our publications

For our part, we should like to receive your publications on an exchange basis. Please advise us as to which publications you can offer us.

With best wishes,

Sincerely yours,
(Signature)

[注]

for our part 在我们这一方
on an exchange basis 仅供交换
advise 通知

主动提出相互定期交换,请对方提供刊物目录,并附上供交换的刊物目录。

Date

Dear Sirs:

This library wishes to propose a regular exchange of publications with your institution and would like very much to receive a list of your publications available for exchange.

Enclosed herewith is our list of publications for exchange. Please select the titles of interest to you.

We should appreciate an early reply.

Please send all correspondence and publications to the following address:

.....

Thank you for your cooperation.

Yours sincerely,
(Signature)

[注]

propose 建议

regular 定期的

list 目录

available 可得到的

for exchange 为了交换

enclosed 附上,封入

select 挑选

title 标题

appreciate 感谢,感激

reply 回复

correspondence 信件

following 下列的

对方提出建交,指定我方刊物并列出可提供的刊物供我方挑选。

Date

Dear Sir/Madam:

Our library has recently seen a reference to the following publication: Oceanologia et Limnologia Sinica/Haiyang Yu Huzhao.

If possible, we should like to receive this serial regularly, in exchange for U. S. Geological Survey publications. Are you interested in establishing an exchange agreement under which this library will send bulletins, professional papers, or water-supply papers on either a selective or automatic basis in return for your publications? We enclose a list of USGS publications (1984) for your review and consideration. If agreeable to you, please place each of the following addresses on your mailing list to receive future issues;

.....

.....

Thank you for your attention to this matter. Your response to this request at your earliest convenience would be greatly appreciated. Please send any correspondence concerning this request, or other matters of exchange, to the following address:

.....

Thank you for your cooperation.

Sincerely yours,

(Signature)

Chief, Exchange and Order Section

[注]

reference 参考

possible 可能的

serial 连续出版物

in exchange for 换

establishing 建立

agreement 协议

bulletin 通报,公报

professional papers 专业论文

water-supply papers 供水论文

either ... or 或者……或者

selective 有选择的

automatic 无意识的

review 评论

consideration 考虑

agreeable 同意的

if agreeable 如果同意的话

mailing list 寄送名单

future 将来

attention 注意

response 回答

convenience 方便

concerning 关于

matter 事情

cooperation 合作

美国国会图书馆对外建发的发函。

Date

Dear Sir :

The Library of Congress is interested in receiving publications in all subject fields, with the exception of clinical medicine and technical agriculture, in which the Library yields precedence to the National Library of Medicine and the National Agricultural Library, respectively. Besides books, pamphlets, newspapers and periodicals in nearly all languages, it collects maps, microfilms, prints and photographs, sheet music and recordings, and bibliographic information, but not reprints or offprints. The Library welcomes lists of materials that other institutions can offer on exchange.

In return for publications received, the Library offers:

(1)

(2)

Exchange is generally carried out on the basis of title-for-title (serial-for-serial and monograph-for-monograph), under the assumption that the materials exchanged are of approximately comparable frequency and monetary value.⁴ In certain cases involving publications of unusual expense, materials of equivalent monetary value are required.

All publications supplied on exchange, and correspondence relating to the exchange of publications, should be addressed as follows:

.....

Yours sincerely,
(Signature)

[注]

subject 学科

field 领域

with the exception of...

除……以外

clinical medicine 临床医学

technical agriculture 农业技术

yield 产生;给予

precedence 优先

respectively 分别

pamphlet 小册子

newspaper 报纸

periodical 期刊

collect 收集

microfilm 缩微胶卷

prints and photographs 印刷品
和照片

sheet music 单页乐谱

bibliographic information 书目

情报

reprint 重印本, 抽印本

offprint 抽印本

lists of material 资料目录

on exchange 交换

in return for publications re-
ceived 为交换接受的出版物

carry out 实行, 执行

on the basis of 在……基础上

title-for-title 一种对一种

under the assumption that

以……的设想为根据

in certain cases 在某些情况下

unusual expense 过于昂贵

materials of equivalent mone-
tary value 价值相等的资料

supply 提供

relate to 与……有关

对方想索取我方出版物目录和杂志样本并告我方他们的
交换方针。

Date

Dear Sir:

We should like to receive your list of publications and sample issues of journals available only by exchange. It is the policy of our library to utilize exchange only for procuring those monographs and serials that cannot be acquired by gift or purchase. Furthermore, it is also our policy to exchange publications of comparable value - journal for journal, etc. Would you please send all correspondence, lists and publications to the following address:

Gifts and Exchanges

Acquisitions Division

University of Washington Libraries FM-25

Seattle, Washington 98195, U. S. A.

It is hoped that an exchange of publications mutually beneficial to our institutions can be developed.

Sincerely,

(Signature)

Gifts and Exchanges Librarian

[注]

sample 样本

issue 版(期,印)次

journal 杂志,期刊

by exchange 以交换方式
policy 方针
utilize 利用
for procuring 为了获得
monograph 专著
acquire 得到
gift 赠送
purchase 购买
furthermore 此外
comparable value 相似的价值
journal for journal 杂志换杂志
etc. 等等
mutually beneficial 互利的
develop 发展

希望与对方建交并列出具方可提供交换的出版物。

Date

Dear Sir;

In order to promote friendship and cultural cooperation between the peoples of our two countries, the library of the Institute of Oceanology, Academia Sinica, wishes to establish an exchange of publications with your library.

We can offer you:

(1)

(2)

(3)

If you are interested in any of these publications, please let us know.

In return we should like to receive on an exchange basis your _____ and other publications relating to marine research.

Please let us know whether or not you would be interested in such an exchange. Thank you for your kind consideration of this proposal.

Yours sincerely,

(Signature)

[注]

promote 促进
friendship 友谊
cultural 文化的
establish 建立

relating to 涉及
marine research 海洋研究
whether 是否