

# 英语书信



English  
Letter Writing

上海外语教育出版社

# 英 语 书 信

## ENGLISH LETTER WRITING

戚 云 方 编 著

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•1984•

# 英 语 书 信

戚云方 编著

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# 前 言

随着“四化”的深入，工业、农业、国防、科学的发展，

# 目 录

## 前 言

第一章 概 论 .....	1
I. 书信的要点 .....	1
II. 英语书信的格式 .....	1
III. 英语书信的结构 .....	6
IV. 英语书信中每个部分的用途及注意事项 .....	11
V. 信封的写法 .....	14
VI. 书信中的标点符号 .....	16
第二章 申请信和推荐信 .....	21
I. 申请信实例 .....	21
II. 推荐信实例 .....	32
III. 国外来信实例 .....	38
第三章 学术邀请和出访 .....	68
信例 .....	68
第四章 社交往来信 .....	80
I. 一般邀请信 .....	80
(1) 非正式邀请信实例 .....	80
(2) 正式邀请信实例 .....	83
II. 祝贺与慰问 .....	88
(1) 祝贺信实例 .....	88
(2) 慰问信实例 .....	90

Ⅱ. 订票和租房.....	92
信例.....	92
第五章 商业书信.....	97
商业书信实例.....	97
第六章 电报与电传 .....	112
附 录 .....	119
I. 常用缩写词.....	119
Ⅱ. 常见英美姓名.....	128
Ⅲ. 美国五十州(包括五地区)邮政两个字母的缩 写及首府.....	133
Ⅳ. 简历实例.....	135
V. 申请表及推荐信.....	137
Ⅵ. 美国南加州大学留学生申请表.....	144
Ⅶ. 美国斯坦福大学研究生院表格.....	155

# 第一章 概 论

## I. 书信的要点

英语书信与作文的写法不同。它并不要求华丽的词藻。目前，英国人和美国人都倾向于在书信中用简明的语言来表达意思。写信时，特别在公函中，应遵循下列要点：

(1) **明了 (Clearness)**：一封信应着重说明一两件事。主题要突出，层次要清楚，使对方可一目了然。

(2) **简洁 (Conciseness)**：言简意赅，文字力求简短。把必要的事项说清楚，不提无关的事。尽量使用短句，避免陈词滥调。

(3) **准确 (Correctness)**：达意准确。平时要注意语言修养的提高，随时收集并掌握丰富的常用习惯短语，这样才能运用自如，做到语言的准确。书信中要避免使用过多的形容词和副词。

(4) **礼貌 (Courtesy)**：话语要有礼貌，应尊重对方，切忌迎合、恭维或表现得过分热情。要不亢不卑，不要吹嘘、浮夸。拖延回信也是不礼貌的。

## II. 英语书信的格式

英语书信的格式比较严格，通常用打字机打出。

书信的格式大体可以分为下列三种：

(1) **缩行式 (Indented Style)**：地址和其他需分行的地方，后行比前行缩入二至三个英文字母。日期放在信笺的右上端，签名放在中间偏右下方。每段开始一般缩入五个英文字母。段与段之间要用双行距

(double space) 以示分段。整封信要显得匀称美观。如例一。

(2) **齐头式 (Blocked Style)**: 分段时, 包括日期和签名都从左边开始, 每行取齐, 成一垂直线。打字时, 不必考虑左边的留空, 这样可节省时间。如例二。

(3) **混合式 (Modified Style)**: 大致与缩行式相似, 所不同的是每段开始不缩入五个英文字母。两种格式混合采用, 故称混合式。如例三。

以上三种格式, 目前仍以缩行式的使用较为普遍。

写信应注意下列几点:

(1) 要力求整洁清晰, 切忌擦抹涂改或沾上油迹墨点。

(2) 要匀称大方, 不要密密麻麻地打满全纸。左右边距 (left-hand and right-hand margins) 留出一吋 (约 20 个字母的地位); 上下留空 (top and bottom margins) 要稍大些。短信可用双行距 (double space) 打。

(3) 书信的正文要尽量放在适中的部位。

#### 例一: 缩行式

Dept. of Geology  
Zhejiang University  
Hangzhou, Zhejiang  
China

June 25, 1980

Director  
Dept. of Geology  
Columbia University  
New York, NY, 10027  
U. S. A.



Dear Professor:

This is a request for admittance to your University as a visiting scholar. I hope it will be possible for me to take some courses and also do research in your Department.

Our Government will provide me with all traveling and living expenses.

Enclosed please find my application and three letters of recommendation which I hope you will find satisfactory.

Thank you for your kind consideration. I look forward to your reply.

Sincerely yours,

Y. L. Hsia

Encls.: Letters of recommendation  
Application form

**例二：齐头式**

Dept. of Geology  
Zhejiang University  
Hangzhou, Zhejiang  
China

June 25th, 1980

Director  
Dept. of Geology  
Columbia University  
New York, NY, 10027  
U. S. A.

Dear Professor:

This is a request for admittance to your University as a visiting scholar. I hope it will be possible for me to take some courses and also do research in your Department.

Our Government will provide me with all traveling and living expenses.

Enclosed please find my application and three letters of recommendation which I hope you will find satisfactory.

Thank you for your kind consideration. I look forward to your reply.

Sincerely yours,

Y. L. Hsia

Encls.: Letters of recommendation  
Application form

### 例三：混合式

Dept. of Geology

Zhejiang University  
Hangzhou, Zhejiang  
China

June 25, 1980

Director  
Dept. of Geology  
Columbia University  
New York, NY, 10027  
U. S. A.

Dear Professor:

This is a request for admittance to your University as a visiting scholar. I hope it will be possible for me to take some courses and also do research in your Department.

Our Government will provide me with all traveling and living expenses.

Enclosed please find my application and three letters of recommendation which I hope you will find satisfactory.

Thank you for your kind consideration. I look forward to your reply.

Sincerely yours,

Y. L. Hsia

• 5 •

### III. 英语书信的结构

书信的组成 (The form of a letter) 包括下列若干部分。在一般情况下, 前六个部分是缺一不可的。

(1) **信头 (Heading)**: 在信笺的右上角, 离开信纸的顶头约一英寸。若用印有信头的信笺, 则打上发信日期即可。

(2) **封内地址 (Inside Address)**: 收信人的姓名、地址, 写在左上角, 沿着左面页线, 比右上角的日期约低两行。

(3) **称呼 (Salutation)**: 其位置是在封内地址的下面空两行处, 并与之平头。

(4) **信的正文 (Body of the Letter)**: 第一行须离称呼一个行距或两个行距, 可齐头或与分段时一样缩进五个字母写起。

(5) **结束语 (Complimentary Close)**: 这一客套称呼写在结尾语下隔一行处, 从正中或偏右处写起。目前, 也有人从偏左处写起。第一个字母大写, 后面加逗号。

(6) **签名 (Signature)**: 亲笔签名往往字迹潦草, 不易识别, 因此还需要用打字注明拼法。职称可打在签名下方。

(7) **附件 (Enclosure)**: 缩略写成 Encl.

(8) **又及 (Postscript)**: 缩略写成 P.S.

以上各点在信内的排列位置在**信例一**中有较为详细的说明。

#### 信 例 一

(1) **Heading (信头)**:

Physics Department  
Zhejiang University  
Hangzhou  
People's Republic of China

Sept. 20, 1980

(2) Inside Address (封内地址):

Chairman  
Department of Physics and Astronom  
Northwestern University  
Evanston, Illinois  
U. S. A.

(3) Salutation (称呼):

Dear Chairman:

(4) Body (正文):

I am at present applying for admission and financial aid to your Department of Physics and Astronomy. I am now a student in the Physics Department of Zhejiang University, Hangzhou, China. I expect to graduate at the end of this academic year with a specialty in low-temperature physics.

I am interested in pursuing graduate studies in the United States toward a Ph. D. degree. It has been suggested to me that your Department has an excellent program in experimental solid and liquid state physics. Could you send me some general information about your Department and your University catalogue? Also, please send me application forms for graduate admissions as well as for financial aid. In particular, I am interested in applying for a graduate fellowship or a teaching or research assistantship.

I am looking forward to hearing from you soon.

(5) Complimentary Close (结束语):

Sincerely yours,

(6) Signature (签名):

(Signed)

Liu Dawei

(7) Enclosure (附件):

(8) Postscript (又及):

P. S. Please send all material by air mail.

在私人书信或一般友谊来往的信件中, 因称呼已说明收信人, 如 Dear Mary, Dear Mr. Liu, 再说收信人又较熟识, 一般可省略封内地址, 见**信例二**。**信例二**中的结束语用 Love, 这是和公函不同的地方。

## 信 例 二

316 Indiana Drive  
Glenshaw, Pa. 11651

Feb. 26, 1980

Dear Mary,

As you may have heard by now, I'm planning to attend Indiana University in the fall. I'm not certain about my major yet, but I'm very much interested in ecology. Does Indiana have such a major? Maybe I'll have to settle for biology and specialize later. Undoubtedly the catalogue will answer this question and similar ones. Could you send me a copy?

I have a million questions I would like to ask about dormitory

living, social life, etc., but I'll wait till you get home for vacation. Let me know when you're coming. I want to plan a welcome-home party.

Love,

Jane

在英语商业书信中(信例三),其结构除一般书信的主要部分外,还有:

(1)**事由 (The subject heading or caption)**: 写在称呼下面两个行距处,一般置于信笺中间。目的是使对方的收发人员看后,即可传递给经办人,不必读完全信,以节省时间,又便于归档和查卷。事由要写得简明扼要。Re: (拉丁文)意思是“关于”,也即“事由”,但不是英文 regarding 的缩写。

(2)**开头语 (The opening sentence)**: 开头语没有固定的写法,在习惯上是先将收信的日期、编号或查号、主题及简单内容加以综合叙述,使对方明了这封信是答复哪一封信的。

开头语一般要与信的正文分开,自成一节,文字要简洁明了。目前有些商业信,为避免俗套,常不用开头语。

(3)**结尾语 (The closing sentence)**: 结尾语一般用来总结正文所谈的事项,提示对受信人的要求,另外附加略带客套的话语。它的位置是在正文结束之后,应另起一段。

(4)**编号 (Serial number)、查号 (Reference number) 及主办人代号 (Identification mark)**: 可视具体情况酌情列入。

### 信 例 三

Jameson & Sons Ltd.,

34 Madison Square,  
Melbourne E. C. 2,  
Australia.

22nd January, 1980.

Our Ref: SEL/CHEN/JVD/Z. 1119

Your Ref: M. 306/0038

China National Machinery Import  
& Export Corporation,  
P. O. Box 49,  
Peking,  
China.

Gentlemen:

Re: Compressors

We thank you for your letter of 10th January acknowledging the receipt of the catalogues dealing with compressors manufactured by Messrs. Peter Brotherhood Limited.

In accordance with the request contained in the last sentence of your letter, we are pleased to send you under separate cover three copies of the catalogue dealing with the compressors produced by Messrs. Fullerton, Hodgart & Barclay Limited. We trust these will be of interest to you. Further compressor catalogues will be forwarded to you as soon as possible.

We look forward to your early reply.



Yours faithfully,

S. F. Lover  
Managing Director  
Jameson & Sons Limited

#### IV. 英语书信中每个部分的用途及注意事项

(1) 信头包括发信人的地址和发信的日期, 目的是使收信人一目了然地知道信来自何方、何处、何时, 便于复信时参考。

假如用白头信笺, 寄信人的单位和地址应打在信纸的右上角。

写日期要注意下列各点:

(i) 年份应全写, 例如不能用“80”来代替“1980”;

(ii) 月份应写英文名称, 除 May, June, July 外, 可用缩写, 如: Mar., Sept., Oct.。但不要用数字来代替, 如: 7/4/80 或 7. 4. 80., 因为在英国此日期代表 7th April, 1980, 而在美国则代表 4th July, 1980;

(iii) 日期可用 1, 2, 3, 4, ...11, 12, ...21, 22, ...31 等; 也可用 1st, 2nd, 3rd, 4th, ...11th, 12th, ...21st, 22nd, ...31st 等。基数字用得较普遍。

日期的几种写法:

(a) July 7, 1978

(b) 1st October, 1979

(c) 30 Nov., 1979 (30 November, 1979)

(d) September 3rd, 1980

月份和日期之间不用逗号来分开, 但年份之前, 需用逗号分开。

目前, 也有人不用逗号。如: 25 Mar. 1980, 1 July 1981。

发信人地址和日期的格式如下:

(a) 37 Wellford Street,