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高职高专英语

应用能力考试专项集训(4)

PRETCO



作文与翻译

主编 / 庄起敏 吴远恒
主审 / 杨大亮

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前言

“实用为主，够用为度”——这个“八字方针”是教育部高等教育司颁布的《高职高专教育英语课程教学基本要求》中有关英语教学的原则，精确、洗练、深刻。

我们伟大的祖国经历了近二十年“天翻地覆慨而慷”的巨变，无疑推动了我国高等教育的长足进步、实质性发展，而高职高专教育本身就是高等教育一个不可或缺的重要组成部分。自新世纪伊始，高职高专教育蒸蒸日上、蓬勃发展，为广大的青年学子提供了更多的选择学习的机会，为培养我国各行各业中急需的懂理论、有技术、有实践经验的“灰领”人才起着举足轻重的作用。“地球村”的逼近、全球经济一体化，其明显结果之一就是越来越凸显了英语在国际交往中不可替代的地位。但是，英语浩瀚如海，怎样才能算得上对其的掌握呢？答案只有一个——实用为主，够用为度。

本套丛书的编写正是以这八个字为圭臬，注重打好语言基础，更注重培养实际使用语言的技能，特别注重使用英语来处理日常和涉外业务活动的能力，有以下三“性”：

1、**目的性**：明确的目的表现在两个方面，一是严格按照《基本要求》所界定的词汇、语言技能、交际范围和语法结构来编写，既不拔高难度，也不降低水准，力争与 PRETCO 的内容、形式、题量、难易度等保持一致，做到有的放矢，学有所获，顺利通过考试；二是在各册书中尽可能多地提供丰富的语料，进行语言综合应用能力的训练，为今后进一步的深入学习打下比较扎实的基础，达到应试准备与语言素质培养双赢的目的。

2、**实用性**：本套丛书虽不是包罗万象的教科书，却是 PRETCO 的最佳伴侣，其原因就在于它具有很强的实用性。如果你的听力举步维艰，那你

会自然而然地选择 PRETCO 听力；如果你对作文与翻译饶有兴致，那么本套丛书也为你提供了这方面的材料；如果你想临阵磨枪，那赶紧把 PRETCO 全真模拟卷做光。总之，青年学子的实际需要是我们编写本套丛书的最高原则和最终目标。

3、灵活性：这一点，我们纯粹是为广大读者利益考虑的。数以万计的读者英语水平理所当然参差不齐，各人有各人的强项，各人有各人的软肋，故而需求不一。所以，我们相应地将本套丛书分为词汇、听力、阅读、作文与翻译、全真模拟卷五本书，广大读者完全可以按照自己实际水平的需要进行合理的选择。如此，对读者而言，节省不必要的经济开支倒在其次，更重要的是节省了宝贵的精力和时间，从而增强针对性，可以学得更好、更有效。

“多少事，从来急，天地转，光阴迫，一万年太久，只争朝夕。”如果以“只争朝夕”的精神来面对 PRETCO，焉有不成功之理？

欢迎读者对本套丛书中的不足及谬误之处批评指正，同时也祈盼它能成为读者的良朋益友。黑格尔老人说过一句意味深长的话：“猫头鹰是在黄昏后起飞的。”那么本书呢？

吴远恒

2005 年 4 月

《PRETCO 作文与翻译》读者反馈表

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三、考试内容

遵循高职高专英语教学的“实用为主、够用为度”的原则,写作的内容与实际生活密切相连,如日常题材的短文:包括个人资料表单和业务表单的填写、个人简历、私人或业务信函、通知、海报、广告、传真、电子邮件、产品与厂家介绍、产品的维修、说明、合同、投诉、留学申请、奖学金申请、邀请函、推荐信等等。写作的技能包含(1)正确使用所学的词、词组和句型;(2)语法规则、标点正确;(3)句子意思清楚、结构完整、符合逻辑;(4)正确使用连接手段,注意到连贯性;(5)正确套用或使用常见的应用文格式。下面,我们就一些常见的应用文的要求和格式逐一说明。

1. 信 函

信函分私人信函和业务信函。

私人信函的语言比较通俗、随意，主要包括：(1) 写信日期；(2) 称呼；(3) 信的内容；(4) 客套结束语；(5) 签名；有时还有(6) 附言。

下面是一封标准私人信函：(101 words)

Peking, August 8, 2004

Dear Mr. King,

It is with the utmost pleasure that I heard of your great success in the entrance examination of the university, and your enrollment in Shanghai University. I wish to add my hearty congratulations to you and your family.

Shanghai University is one of the best universities in China. I hope you will make progress everyday and become a student of good character and scholarship, distinguishing yourself in university as in high school and be a credit to the traditions of that fine university. You have my best wishes for your continued success.

Sincerely yours,

May Yu

业务信函必须包含六个部分：(1) 信头：包括写信人的地址、邮编、电话、电子邮件、网址等和写信日期；(2) 信内地址，即收信人的姓名和地址；(3) 称呼；(4) 正文；(5) 客套结束语；(6) 署名。

业务信函还有六个视实际需要可选用的部分：(1) 收信人行；(2) 内容主题行；(3) 附件；(4) 抄送；(5) 责任人；(6) 附言。

业务信函要切记 **AIDA** 原则：**A** 代 Attention，即为了达到与对方交易的目的而首先必须引起对方的注意；**I** 代 Interest，即在引起对方注意后要及时挑起对方的兴趣；**D** 代 Desire，即在挑起对方的兴趣后要及时激发对方交易的愿望；**A** 代 Action，即采取满足对方的行动。**AIDA** 原则能帮助你写一封成功的商业信函。此外，业务信函要做到五个 **C**，即：**Clearness** (明晰)、**Correctness** (正确)、**Conciseness** (简洁)、**Courtesy** (礼节)、**Character** (个性)。

下面是一封标准的业务信函：(122 words)

H. G. Wilkinson Company Limited

248 Union Street

Lagos, Nigeria

Tel: 123-456-7899 Fax: 246-789-1357

<http://www.LNWilkinsoncompany>

March 21, 2004

The China National Light Industrial
Products Import & Export Corporation
Shanghai Branch
158 Hong Kong Road
Shanghai, China

Dear Sirs,

We are one of the leading importers of electric goods in this city and shall be pleased to establish business relations with your corporation. At present we are interested in your electric fan and shall be glad to receive your lowest quotation as soon as possible. We would like to mention that if your price is attractive and delivery date acceptable, we shall place our order with you immediately.

We look forward to your early reply.

Very truly yours,

Sun Tang

Manager

信函在我们的生活中起着重要的交流作用，也是 PRETCO 写作部分的“重头戏”，一定要注意写信的格式。下面，我们提供各类信函的写作样本。

(1) 感谢信

Shanghai, September 9, 1999

Physics Department
California State University
U. S. A.

Dear Professor Hopkins,

Your letter dated the 1st of last month came into my hands yesterday. I am much pleased to learn that you arrived home safely. Accept my sincere thanks for your kind instruction, which has left a lasting impression on me. I expect to visit your country for the purpose of prosecuting my studies, in two or three years, when I shall have another occasion to study under your instruction.

Your sincere and obliged student,
Zhang Ming

(2) 介绍信

Chicago, July 2, 2002

Dear Mr. Dong,

My college friend Mr. Ma Hong, who graduated from the Chemistry Department of Michigan State University last summer, and wants to find a job in his mother country is now on his way to New York. I would like to introduce him to you and would be grateful for anything you can do for him.

Thank you in anticipating for your kind help.

Truly yours,

A. A. Nelson

(3) 推荐信

Shanghai University

Shanghai 200002,

China

April 24, 2004

Dear Sirs,

It is indeed a great privilege for me to recommend to you Mr. Hong Lee who has been working and teaching in Shanghai University for fifteen years since his graduation from this university in 1985. He has recently obtained permission from my government to do research work in the application of a new system of chemical reaction in analysis in your country for about two years. I am sure you will find him a man of talent capable of carrying on the research work. I should appreciate very much if you would kindly give my recommendation a favorable consideration.

With my best regards.

Yours truly,

Wang Min

Professor of the Chemistry Department

(4) 祝贺信

Beijing, October 1, 2003

Dear Mrs. Baker,

Permit me to join the chorus of congratulations upon your recent marriage. It gave me a great deal of pleasure to hear the news. I know Mr. Baker. He is diligent, honest, warm-hearted ... everything about him points to his having qualities that make an excellent husband. I heartily congratulate you upon your choice of a partner for life since I can't think of two people more suited to each other than you and Mr. Baker. I know that both of you are very happy.

Present my compliments to Mr. Baker.

Sincerely yours,

Yu Ming

(5) 邀请信

March 21, 2004

Dear Mr. and Mrs. Robson,

My son and his newly married wife have just returned from abroad and are staying with us for a few days, and we wish to celebrate this happy event.

My wife and I hope you will give us the pleasure of your company on the occasion of a small dinner party on next Sunday afternoon at five o'clock.

Please don't decline our cordial invitation.

Sincerely yours,

Wang Ping

(6) 道歉信

December 31, 2002

Dear Mrs. Smith,

You asked me in your last letter to buy a cutting for your little girl with which you are going to make a new dress for the New Year. I promised to do this in my reply. Unfortunately, I forgot to do the buying because I have been busily engaged in my recent work. Today is New Year's Eve. It would be too late even if I bought it now. I am so sorry that I did not keep my promise. Being a good friend of yours, I shall be much obliged if you will please excuse me.

Yours sincerely,

Fang Ying

(7) 自荐信

Hong Kong, August 1, 2004

Mr. Dong Wang

Principal of Shanghai Middle School

Dear Sir,

Understanding that a vacancy has occurred in your school. I beg to offer myself as an applicant for the position.

I am 28 years old, and am a graduate of the Higher Normal School. I have taught in a certain middle school for five years. I herewith enclose a copy of my personal history. Should you let me fill the vacancy, I would strive to discharge my duty earnestly.

Looking forward to an early reply.

Yours truly,

Su Ken

(8) 求职信

Copenhagen, May 5, 2004

Universal Trading Company

25 Jacksonville Street

Odense, Denmark

Dear Ms. Madeleine,

I was very interested to see your advertisement in the Daily Telegraph this morning for a secretary. I believe I have the appropriate qualifications and experience for this post, and I am therefore enclosing my curriculum vitae.

While I enjoy the job I am doing at present, I haven't very much opportunity to deal with people from outside the office, as I had in my previous job, and the post you advertise seems very attractive to me for this reason.

Computers have not yet been installed at the office where I am working, but I have been attending evening classes for the last three months in order to gain experience with them, and now I believe I have made progress.

I very much hope you will take my application into consideration, and look forward to hearing from you.

Yours sincerely,

Angela Coxon

(9) 辞职信

October 13, 2004

Dear Richard,

After considerable thought and soul-searching, I have decided to resign my position as internal auditor at Bright Enterprises. I assure you it was not an easy decision to make.

Perhaps you have heard me mention on occasion that I would like to have my own accounting business. Ever since I graduated from Rutgers, this has been my long-range goal. I am thinking of applying to a graduate business school to learn an MBA in accounting and eventually to sit for the CPA exam.

I suggest an effective date of October 31. If, however, you would like more time to find a replacement, I am willing to extend that date by two weeks. On the other hand, if you feel that an earlier departure would be more convenient to you, I will certainly understand.

I value the experience I have received at Bright Enterprises. I'm confident that it will be very useful to me in my accounting career.

Sincerely yours,

Bill S. Dillon

(10) 解雇信

December 26, 2001

Dear John,

I have tried several times to reach you by telephone, but have been unsuccessful. Thus I am writing to you at home.

This is notification of your termination from the company effective January 1, 2002. You and I have talked several times about your problem in covering your territory properly, John. Each time you gave me assurances that you would shape up and do the job you were hired to do. Yet last week I had clear indications that you have again violated your promise to me.

I am sorry, John, that this action is necessary, but I am certain that under the circumstances you will agree that I have no alternative. You will, of course, receive the standard two weeks' severance pay. Indeed I have already requisitioned a check for you, which will be sent to your home when it is ready.

Sincerely,

Ross T. Josup

Executive Director

(11) 慰问信

June 13, 2004

Dear Mr. Nelson,

The sad news of the death of your amiable wife has filled my heart with profound regret. I know words are not much comfort at a time like this, but I hope you know your grief is shared by so many good friends. They are thinking of you.

Please don't hesitate to inform me, if you need any help.

Yours very sincerely,

Annette J. Michie

(12) 推销信

June 28, 2004

Dear Sirs,

We are convinced that there is a great opportunity to work up a good trade in our new bamboo products. They are skillfully braided in bright colors and in attractive styles. They are not only useful but also economical. By virtue of the mass movement for technical innovation, the artists and craftsmen are pushing forward to a new stage of technical innovation and new products creation. It offers a great variety of attractions, namely, Bread Plate, Fruit Box, Flower Basket, Bed, Table, Chair, Book Stand, Pencil Holder, Vase, Lamp Shade, Bird Cage, etc. By the way, we would point out that, although our prices are generally lower, our quality is not inferior to any in the market. Our best attention will be given to any order you may be pleased to pass our way.

Yours faithfully,

Yu Su & Co.

(13) 申诉信

November 11, 2002

Dear Sirs,

We have recently received a number of complaints from customers about your fountain pens. The pens are clearly not giving satisfaction, and in some cases we have had to refund the purchase price. The pens complained about are part of the batch of six hundred supplied to our order No. 4545 of January 9. This order was placed on the basis of a sample pen left by

your representative. We have ourselves compared the performance of this sample with that of a number of the pens complained about, and there is little doubt that many of them are faulty; some of them leak and others fail to write without making blots. The complaints received relate only to pens from the batch referred to. Pens supplied before these have always been satisfactory. We are therefore writing to ask you to accept return of the unsold balance, amounting to 150 pens in all, and to replace them by pens of the quality our earlier dealing with you have led us to expect.

Yours faithfully,

H. G. Wilkinson Company, Ltd.

Young King

Manager

(14) 拒绝信

August 8, 2002

Dear Mrs. Mueller,

Our contributions committee has, after careful study of all the requests for contributions, selected those which, we think, are in greatest need of our support. Although the members agreed that the Duplin Youth Symphony contributes much to the community as well as to the performers themselves, we can't, unfortunately, provide financial support at this time. There are so many projects that need help, and we have chosen to allot our budget to child-care centers for working mothers, drug rehabilitation programs, parental counseling on child abuse, "half-way" facilities for unwed teenage mothers, and various projects for the aged.

Of course, Mrs. Mueller, we realize that any decisions our committee makes are arbitrary, but I assure you that they were arrived at thoughtfully and, we believe, fairly. I do hope that in the future we will be in a position to provide some funds for the Duplin Youth Symphony. In the meantime, we wish you success with your efforts on behalf of this excellent organization.

Sincerely,

J. W. Shurz