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## 前 言

当今,民族文化与世界文化正日趋相互融合,英语已成为人们交流信息与情感的重要工具,并在一定程度上促成了整个人类文明的有机统一。因此,无论是在交通方式日益改进的今天,还是在信息技术高速发展的未来,英语无疑将具有越来越重要的作用。

正是基于这样的认识,我们编写了这套《阶跃英语世纪行》丛书,作为新世纪的礼物奉献给中国广大的英语爱好者和学习者。这套丛书是编者精心设计和编写的结晶,它摒弃了以往单纯的英语学习模式,更加突出了文化氛围。从留学异域的校园文化,到世界各地的民土风情;从异彩纷呈的影视精典,到各领风骚的风云人物,从应接不暇的崭新科技,到视角犀利的时事点评,丛书蕴涵了知识性、趣味性和实用性的多层意义。因而,无论对希望提高词汇量的学习者,还是对希望扩展知识面的读者,丛书都能够提供有效的帮助。同时,丛书特别强调了实用性特点,在以实用应用文和对话为主的《交际版》中提供给读者可以借鉴和参考的许多范例,而在《求学版》中更

## IV

为希望到他国著名大学进一步深造的读者介绍了部分院校的翔实状况。

值得一提的是,编者在文章的选取和编写上力求保持语言的地道和内容的新颖,并对阅读时具有一定难度的词汇给出了较为详尽的注释,以从各个角度为读者使用本书给予最直接的帮助。全书由清华大学张连栋主编,杨涛、丁鹏、舒雯、王敏、宋莉莉、李莉蓉等参与了本书的编写工作。由于时间仓促,疏漏之处在所难免,恳请读者予以指正。同时,编者也衷心希望丛书的出版可以为国内英语学习的普及和水平的提高尽到力量。

最后,编者感谢新时代出版社各位编辑对于本丛书的出版所给予的大力支持和精心指导,他们严谨的治学态度和为读者负责的敬业精神使我们受益匪浅。在此,谨向他们致以崇高的敬意和诚挚的感谢!

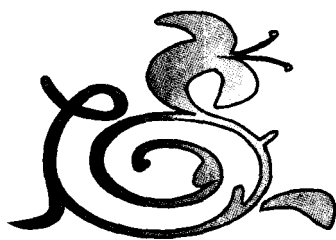
编 者

2000 年 2 月

# Part One

## Practical Writing

## 实用写作



# UNIT 1

## Make Reservations

### 预 定

在对外交流活动日益频繁的今天,写信或发函进行各种各样的预定,如预定车票或机票、预定宾馆房间、预定餐厅等等,就变得愈发重要,它将使你的旅途更加便利,活动更加顺利。另一方面,可能由于各种各样的原因,你想取消原来的预定,或者想改变预定的内容,这时你也需要发函告知服务商。

因此,本单元就介绍各种预定信件的写法,同时也包括取消预定和改变预定的信件的写法。

在书写这类信件时,最重要的一点是预定内容清晰明确。一般要说明以下几个基本情况:

- (1) 停留的时间和长度;
- (2) (车、机、船)票的目的地和档次;
- (3) 对旅馆房间的要求。

#### 1. Preliminary Inquiries 初步咨询

在预定过程中,初步的咨询是必需的和重要的。下面是一些咨询的例子。



预定

## Model 1: Information About Holiday Areas (度假地咨询)

Gentlemen,

I intend to come to Scotland for a holiday in the summer and am Particularly interested in Edinburgh and the Isle of Skye.

I should be most grateful if you would send me some illustrated brochures of these two areas, as well as lists of recommended hotels.

Could you also let me know what reductions in railway fares, if any, are granted during the summer months?

Yours faithfully,

Wang Hua

## Model 2: Hotel Inquiries (旅馆咨询)

Dear Sirs,

A friend, who stayed at your hotel last year, suggested I write to you. He strongly recommended your service.

I expect to arrive in Brighton on June 23 and would like a single room with bath. I shall be staying for five days and wish to have all my meals at your hotel.

Would you please let me know whether you have a room available, and advise of the fully



inclusive cost?

Yours faithfully,

Li Ming

### Model 3: Room Booking Inquiries (房间预定咨询)

Dear Sirs,

Your guest house has been recommended to me by a friend, Mrs. Mary Simons. Would you please send me details of your terms and let me know if you have any vacancies during July?

We would need two double rooms, facing the sea: one room would be for my husband and myself, and the other for our two sons aged 5 and 8.

Would you Please let me know if there is any reduction for children?

Yours faithfully,

Sherry Jones

### Model 4: For Party (饭店聚会咨询)

Dear Sirs,

We are planning a buffet lunch party for our visiting group on 1st September and your hotel has been recommended to us.

We expect to invite about fifty guests and would appreciate it if you could send us sample menus, wine lists and details of your room charges.

Would you also confirm that the Banquet Hall is



free on the date we have chosen, and how soon we must confirm our reservation?

Yours truly,

Mike Smith

## 2. Various Types of Reservations 各种预定

预定的种类是很多的。下面的介绍将主要集中在宾馆、航班、船位、餐厅及租用汽车等方面的预定。这几项也是最常用的。

### Hotel Reservations(预定旅馆)

在预定旅馆时,有以下几点需要考虑:

(1) 房间的种类。单间,双人间,有无卫生间、空调或电视等。

(2) 费用。即你希望或可以承受的房租。

(3) 与你同行的人数。

(4) 你到达的日期和可能的时刻以及停留的天数。注意问清楚预定的房间可以为你保留到何时,因为除非你交预约金,否则旅馆不会无限期地为你保留预定的房间。

(5) 请求确认。在旅游旺季旅馆可能会满员,所以一封书面的给旅馆的确认信会更保险。

Model 1:

12 Kingston Drive



Pensacola, FL 32506

December 15, 1999

Hotel Elizabeth  
St. Adele  
Montreal, Quebec

Gentlemen,

Please reserve a single room with shower, at a rate not to exceed \$ 21 for the night of Thursday, January 2.

I am scheduled to arrive in Montreal by Air Canada, Flight 128, at 4 p.m. Please hold my room until I arrive.

Please confirm this reservation.

Yours truly,  
John Q Walker

Model 2:

Gentlemen,

Please reserve a single room for me for September 20, 21 and 22, a room at a rate not exceeding 32 dollars.

I will be arriving about 7 p.m. on the 20th, so please hold the room for late arrival.

Your immediate confirmation of this reservation would be appreciated.

Yours truly,  
Ding Yong

### Model 3:

Dear Sir,

I shall be in New York on Wednesday, 28th October, and would appreciate your reserving a single room for me for that night. One on the third or fourth floor will suit me very well.

Yours truly,  
James

### Model 4:

Dear Sir,

This confirms the booking made by phone today of a single room with bath for the night of Thursday 15th April, in the name of Mr. Zhou of the Chinese Embassy.

Mr. Zhou wishes me to point out that he will not be arriving until after 7:00 p.m.

Yours faithfully,  
Li Tao  
Secretary

### Model 5:

Dear Mr. Alleni,

Mr. Tredennick will be in Rome from May 2, on a business visit and hopes that you will be able to accommodate him at your hotel again.



He would greatly appreciate it if you could let him have the same room as last year, or in any case a quiet room at the back of the hotel.

I shall be glad to have an early reply so that I can complete arrangements for Mr. Tredennick's visit.

Yours sincerely,

Mary Sugden

### Letters Changing a Hotel Reservation(改变预定)

有时不得不改变计划,这种情况下,应尽快通知旅馆,不要延误,否则也许你将不得不为你预定的房间付费。

Model 1:

Dear Sir,

Just over a month ago I booked six room May 2-8. Would you please reserve two extra rooms for us as our delegation now has two more members?

I look forward to your confirmation.

Yours faithfully,

Chen Feng

Model 2:

Dear Sir,

Last week I wrote to say that I would stay in your hotel until May 5. But I have now decided to stay a week longer—that is until May 12. Please re-

 预定\_\_\_\_\_

serve the room up to that date.

I look forward to your early reply.

Yours faithfully,

Wu Ting

### Letters Canceling a Hotel Reservation(取消预定)

无论何时需要取消预定,都要尽快进行。应用一封措辞有礼的信表达出你对不得不如此做的抱歉之情。

Gentlemen,

Please cancel my reservation of December 28 for a room with twin beds and bath for Anne Martini and myself for the week of January 22 to 29.

I am sorry that we are unable to come to Red Maples as we had planned, as we must attend a special college conference from January 23 to 25.

I hope this cancellation does not cause you any inconvenience.

Yours truly,

Tom Fugerson

### Reservation for Air Travel(预定机票)

当预定机票时,应明确航班、日期、座位档次和数量、转机等。



下面两封信可以作为预定机票时的范例。

Model 1: Confirming Reservation (确认早期预定)

Dear Sir,

This is to confirm our conversation on telephone this morning. Please reserve one seat for me on Flight No. C438 leaving Delhi for Madras at \_\_ on \_\_. A crossed cheque for \_\_ is enclosed.

I should be grateful if you could also let me know the connections between Madras and Cochin during the first week of September.

Yours truly,  
Jack Ford

Model 2: Asking Somebody Else for Reservation (请求他人预定)

Gentlemen,

Mr. Wang, our technical director will be arriving in London next week and will then proceed to Sweden and Finland. We request that you book a seat for him on a Plane leaving Britain on or about the 21st for Stockholm.

Your account for the fare and booking fee will be paid by the Bank of China who have instructions to do so on our behalf.

We thank you in advance for your attention to



预定\_\_\_\_\_

this matter.

Yours truly,  
Li Xin

### Model 3: Changing Air Reservation (改变预定)

Dear Sir,

Just over a fortnight ago I booked a flight to Zurich by Swissair on SA312 for Friday 17th February. I have now decided to stay longer in England and would like to travel by the same flight one week later—that is on 24th February.

I enclose my ticket and would be grateful if you could make the necessary alteration,

Yours Truly,  
Zhang Xiang

### 3. Other Letters Concerning Reservation 其他预定 Reserving train seats(预定火车票)

#### Model 1: Concise Train Seats Reservation (简洁预定)

Dear Sir,

I wish to reserve a first-class corner seat, facing the engine, in a non-smoking compartment on the 10:00 a. m. train to Edinburgh, on Friday, 18th June.

I enclose a P. O. for £ 50 as a deposit and a stamped addressed envelope.

Yours faithfully,  
Chen Xing



## Model 2: Refer to Reservation Fee (提到预定费)

Dear Sir,

Would you please reserve two seats in a first-class non-smoking Compartment on the 14:18 p.m. train from Euston to Leeds on Tuesday, 20th June? I shall pay the reservation fee as soon as you let me know how much it is.

I enclose a postal order for £ 20 as a deposit, and a stamped addressed envelope.

Yours truly,

Ni Ping

## Ship Reservations(预定船位)

Dear Sir,

I should like to book two first-class passages to New York, and would appreciate it if you would let me know what accommodation you have available on the QUEEN ELIZABETH sailing from Southampton on 14th June.

If the QUEEN ELIZABETH is already booked, please let me know what is the first ship by which you could book us, and the date it sails.

Yours faithfully,

Robbie West



## Car Reservations(预定汽车)

Dear Sir,

I would like to rent a car as specified in a recent issue of The Far Horizons.

I shall arrive at the airport at 3 p.m. on Omega Airlines Flight 628. I should like the car to be delivered to the airport. The car will be driven for a week and will be returned to the airport March 2 at 2 p.m.

My Hatton Bank credit-card number is A560-331. I have a California driver's license No.061-2349.

Yours truly,  
Bobby Robison

## Dinner Reservations(预定餐位)

Dear Sir,

Our delegation will arrive in New York next week and would like to hold a banquet in honor of our business friends. Some of our colleagues have recommended your restaurant. Would you please reserve a table for twelve with a good view of the city on June 23 at 6 p.m.?

We thank you for your attention to this matter.

Yours faithfully,  
Zhao Qiang

