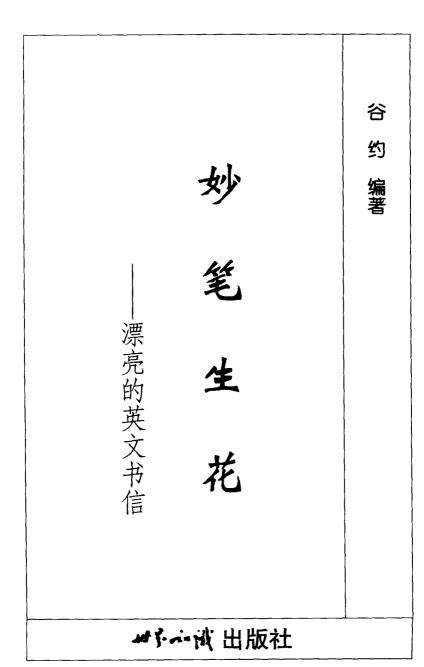
# 砂笔生花

# 漂亮的英文书信



谷约 编著



#### 图书在版编目(CIP)数据

妙笔生花:漂亮的英文书信/谷约编著. —北京:世界知识出版社,2002. 4 ISBN 7-5012-1713-0

I. 妙··· II. 谷··· II. 英语—书信—写作—汉、英 IV. H315

中国版本图书馆 CIP 数据核字(2002)第 021286 号

责任编辑:刘 岩 封面设计:阿 坤 责任出版:王勇刚 责任校对:余 岚

出版发行 / より かい 出版社

地址电话 / 北京市东城区干面胡同 51 号 (010)65265933

E-mail: gcgjlz@ public. bta. net. cn

邮政编码 / 100010

经 销/新华书店

排 版 / 华东印刷厂照排中心

印 刷 / 北京科技印刷厂

开本印张 / 850×1168 1/32 10 印张 208 千字

版 次 / 2002 年 8 月第一版 2002 年 8 月第一次印刷

定 价 / 18.00 元

# 版权所有 翻印必究

# **新东方**丛书策划委员会

总策划 包凡一

委员会 (按姓氏笔划为序)

王 强 王文成

包凡一 杜子华

周成刚 杨继

胡 敏 俞敏洪

徐小平



# 目 录

# **CONTENTS**

CHAPTER 1	COMPONENTS OF A
	LETTER
	信的组成部分(1)
CHAPTER 2	JOB APPLICATION
	LETTERS
	求职信
CHAPTER 3	NETWORKING LETTERS
	FOR JOB SEARCH
	为找工作建立关系的信件(52)
CHAPTER 4	RESIGNATION LETTERS
	辞职信
CHAPTER 5	BUSINESS LETTERS
	商业信函(72)
CHAPTER 6	RESPONSES TO
	REQUESTS
	答复请求
CHAPTER 7	FAX COVER SHEETS
	传真封面
CHAPTER 8	COMPLAINTS
	投诉信(107)
CHAPTER 9	APPLICATION LETTER FOR COLLEGE ADMIS-
	SION

	人学申请信	(116)
CHAPTER 10	LETTERS OF RECOMMENDATION	
	推荐信	(122)
CHAPTER 11	INTRODUCTIONS	
	介绍信	(139)
CHAPTER 12	LETTERS TO THE EDITOR	, ,
	致编辑的信	(149)
CHAPTER 13	ANNOUNCEMENTS	
	通知	(160)
CHAPTER 14	INVITATIONS	
	请柬	(169)
CHAPTER 15	THANK-YOU LETTERS	
	感谢信	(180)
CHAPTER 16	CONGRATULATIONS	
	祝贺信	(190)
CHAPTER 17	APOLOGIES	
	道歉信	(198)
CHAPTER 18	CONDOLENCE LETTERS	
	慰问信	(206)
CHAPTER 19	POST CARDS	
	明信片	(213)
CHAPTER 20	PERSONAL E-MAIL	
	个人电子邮件	(223)
CHAPTER 21	BUSINESS E-MAIL 商务电子邮件 ······	
		(244)
CHAPTER 22	MEMO	
	备忘录	(254)
APPENDIX A		(277)
APPENDIX B	•••••	(289)
APPENDIX C	•••••	(294)
APPENDIX D		(299)
APPENDIX E	•••••	(305)



# CHAPTER 1

# COMPONENTS OF A LETTER 信的组成部分

# COMPONENTS OF A LETTER

## 信的组成部分

	Letterheads	信头
lacktriangle	Date Line	封内日期
lacktriangle	Inside Address	封内地址
lacktriangle	Salutation	称呼
	Attention Line	提示句
lacktriangle	Subject Line	主题句
	Body of the Letter	正文
lacktriangle	Complimentary Closing	信尾问候语

Writer 's Identification

写信人签名

Notations

附注

# LETTERHEAD/PERSONALIZED LETTERHEAD

#### 估头/个人信头

A letterhead is a sheet of stationery printed or engraved, usually with the name and address and contact numbers of an organization. In the absence of a letterhead, as when writing on blank stationery, the writer, in most cases, needs to create a personalized letterhead that includes return address and contact numbers. The following examples include both company letterheads and personalized letterheads.

公司信纸上一般都印有其名称、地址和联系号码,这就是通常所说的信头。在没有信头的普通信纸上写信,作者就需要写明回邮地址和联系号码。下面的例子既有公司信头也有个人信头。

The Great Wall Sheraton Hotel, North Dong San Huan Road, Beijing, China 100026

# The Great Wall Sheraton Hotel, North Dong San Huan Road, Beijing, China 100026

Tel. 10 - 500 - 5566 Fax 10 - 5006768

or

Zhao Xiao Ling, Cashier The Great Wall Sheraton Hotel North Dong San Huan Road Beijing, China 100026

or

Chen Li Qing

Rm. 508, 1221 North Dong San Huan Road

Beijing, China 100026

## DATE LINE

#### 封内日期

The date (Month, Day and Year) on which the letter is typed or written. Place the date two lines beneath the letterhead or the writer's address. Acceptable styles include:

封内日期是写信或打字时的日期。封内日期写在信头或作者 地址的下两行。合乎规范的写法包括:

> November 5, 1998 (American) 5th November, 1998 (British)

5 November, 1998 (Military)

unacceptable styles include:

不合规范的写法包括:

11-5-98 (Is it November 5 or May 11?)

or

11/5/1998

Abbreviations for the months are:

月份的缩写:

Jan. = January

Feb. = February

Mar. = March

Apr. = April

May. = May

Jun. = June

Jul. = July

Aug. = August

Sept. = September

Oct. = October

Nov. = November

Dec. = December

# INSIDE ADDRESS

#### 封内地址

The name and address of the person you are writing to. It contains all the information about the recipient necessary for delivery of correspondence: the name, job title (if applicable), company (if applicable), street address or post office box number, the city, state (province), Zip Code and country. 封内地址是收信人的地址,包括姓名、职务(如适用)、公司名称(如适用)、街道名称或信箱号、城市、州或省、邮政编码和国家。

The inside address is usually placed at the left-hand margin, a couple of lines below the date line and a couple of lines above salutation.

封内地址通常写在左手边,在日期线和称呼之间。

Example:

例如:

Mrs. Nancy Walker, Manager **Human Resources Department ABC** Company 123 N. Ridgeside Circle Ann Arbor, MI 48105, U.S.A.

Dear Mrs. Walker:

# SALUTATION

# 称呼

An opening greeting like "Dear Mr. Zhang" or "Dear Emily" or "Hi, Everyone." It is placed two or three lines below the inside address or the attention line, if there is an attention line. It is acceptable to use either colon or comma immediately following the salutation.

称呼是一封信开头对收信人的称呼,写在封内地址或提示句 下两三行。称呼后可以写冒号或逗号。

For example:

例如:

Dear Mr. Zhang:
or
Dear Jennifer,
For business letters or other types of formal letters, use a colon, as in "Dear Mr. Zhang:".
在商业信函或其他正式书信中,用冒号。
In informal correspondence, the salutation is followed by a comma, as in "Dear Jennifer," 在非正式书信中,称呼后用逗号。
Other salutations include: 其他称呼包括:
Ladies and Gentlemen:

or

Dear Madam.

or

To Whom It May Concern:

Caution: try to avoid using "To Whom It May Concern" or "Dear Sir or Madam" as much as possible, because they are dated and unfriendly. The remedy would be to find out the name (s) of the addressee or use such salutations as "Dear Human Resources Manager" or "Dear Friends". The title "Esquire" or "Esq." may be used when addressing a lawyer or diplomatic consul, but it should not appear in the salutation. Also, when a man has "Jr." or "Sr." after his last name, as in George Bush, Jr., do not include the abbreviation in the salutation.

注意: 尽量避免使用 "To whom It May Concern" 或 "Dear Sir or Madam",因为这种称呼已经过时,并且不很友好。改进方法是争取确定收信人的姓名,或使用 "Dear Human Resources Manager", "Dear Friends" 这样的称呼。在给律师

doctor's degree)

或外交领事写信时,可以使用"Esquire"或"Esq."这样的头衔,但它们不应出现在称呼中。同样,如果收信人的姓后面有"Jr."或"Sr.",如"George Bush, Jr.",也不能把它们包含在称呼中。

Wrong Salutation	Correct Salutation
错误的称呼	正确的称呼
Dear Susan Lin	Dear Susan
	or
	Dear Ms. Lin
Dear President	Dear Mr. President
	or
	Dear President Clinton
Dear Mr. Xiao Ping	Dear Mr. Deng
Dear Esquire Chung	Dear Mr. Chung/Dear
	Ms. Chung
Dear Mr. Bush, Jr.	Dear Mr. Bush
Dear Associate Professor	Dear Professor Wang
Wang	
	or
	Dear Dr. Wang (with

# TITLES

#### 头衔

Unless the addressee and the letter writer are on firstname basis, it is customary to precede an individual's name with a courtesy title such as "Mr." or "Professor."

除非写信人与收信人熟到可以直呼其名,通常要在收信人名字前加上"Mr.""Professor"等表示礼貌的头衔。

# Abbreviate the following:

下列头衔要用缩写:

Dr. (for a medical doctor or a Ph.D)

Mrs. (for a married woman)

Ms. (for a woman whose marital status is

unknown)

Messrs. (plural form of "Mr.")

Mses. (plural form of Ms.)

Mmes. (plural form of "Madame")

## Do not abbreviate the following:

# 不要缩写下列头衔:

**Professor** 

**President** 

Vice President

Governor
General Manager
Deputy General Manager
Chief Justice

Wrong titles Correct titles

错误写法 正确写法

Dr. Bradley Greenfield, Ph.D. Bradley Greenfield,

Ph. D.

or

Dr. Bradley Greenfield

Messrs. Jack Faxon, Jeff Messrs. Faxon, Smith

Smith, and Jones and Frank Jones

Honorable Jack Faxon, Senator Senator Faxon

or

The Honorable Jack

Faxon

Attorney William Wang, Attor-

ney at Law

Ms. Elizabeth A. Dunn, Esq. Ms. Elizabeth A. Dunn

or

Elizabeth A. Dunn, Esq.

Ambassador Ms. Carol The Honorable Carol

Brown Brown

or