

Get Close To America

走近美国

主编 帅培天 邓道宣

Practical Writing
For
Going To America

留美英语 应用文写作

Practical Writing

For **Going To**

America

- 书信
- 表格
- 便条
- 通知与告示
- 请柬
- 贺卡祝词
- 广告
- 协议与合同
-

四川人民出版社

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Practical Writing

For Going to America

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前 言

与一些去过英国、美国留学或作访问学者的朋友交谈,都有一个共同的感觉:英语已经学到一定程度,可是一当踏上以英语为母语的国家,眼前却有些打黑,不仅五花八门的广告读起来似懂非懂,各式各样的表格有许多单词似曾相识,甚至校园通知、告示,也有读不太明白的地方。究其原因,大家不免叹息:“英语应用文在我国大学英语教学中是一个薄弱环节,应当加强。”

按说,近年来,不断有英语应用文书籍问世,但大多数此类书籍旨在给人们提供一个蓝本,让需要替人写封英文信、翻译一份产品说明书时去模仿、套用,很难成为学生要去系统学习的教材。有鉴于此,本书编者力图营造一个交际氛围,以模拟一位留美学生生活的形式,以她出国前后从联系学校、申请签证,到踏上异国他乡、跨进学校、走入社会交际活动为线索,把本来就出自实际生活的应用文用回到生活中去。如是作,揣想更能唤起读者的兴趣和有效地帮助他们提高自己的英语交际能力。

本书提供的各种应用文实例因归类的需要,不可能完全实用于模拟中的留学生冬梅的阶段生活,比如“表格”一节中有关求职和缴纳所得税的表格,是冬梅们在完成学业后才会真正面对的应用文。这些实例也因此难易不一,读者可根据自己的情况,颠来倒去地选学。

本书的编写也缘于四川省教育厅高校重点课程建设的任务,是一个集体研究的结果。我院外籍教师提供了相当数量的资料;主编的母校美国戈申学院给予了大力支持;部分范例转引自国内外同类书籍,谨此一一致谢。

本书的出版,得到了四川永丰纸业股份有限公司和乐山市川南交通标志厂的帮助,也在此向他们表示谢意。

编著者

2000年8月

2011-05/06

引 子

冬梅现就读于西南某高校外语系,是三年级学生。打从选择了英语作为自己的大学专业起,她便立志要去英语国家继续学习,将来更好地报效祖国。她正通过信函和 E-mail 与美国几所大学联系,准备去美国留学。我们将通过对她的跟踪调查,看她怎样学习和运用英语,以帮助自己走出国门,并在新的土地上生存与奋斗,实现人生追求。

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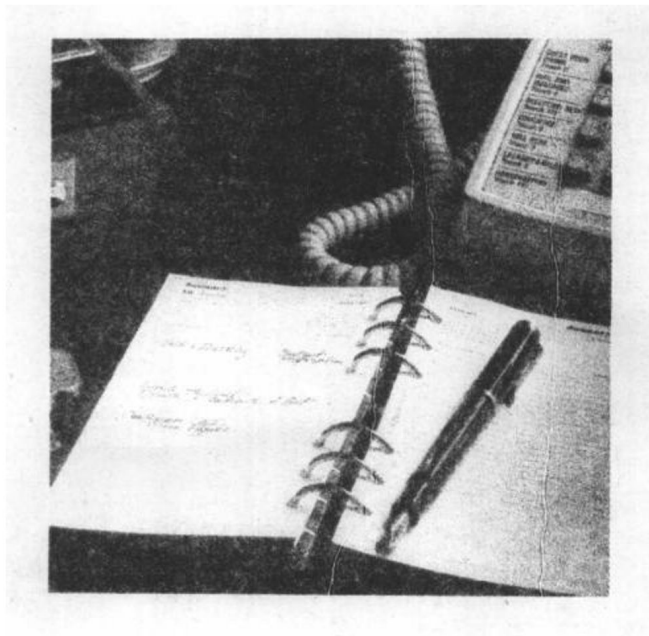
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Step **1**

书信咨询

Letters for Information



原书空白

为去美国留学作准备,冬梅通过信函,向朋友和学校了解情况

● 书信(Letters)

下面是冬梅来往信函中的两封

信封(Envelope)

Dong Mei
Class 1, English Department

(stamp)

Leshan Teachers College
Leshan, Sichuan 614004
P. R. China

Mr. Dick Myers
314 S. 6th St.
Goshen, IN 46526
U. S. A.

信文(Layout of the Letter)

Class 1, English Department
Leshan Teachers College
Leshan, Sichuan 614004
P. R. China
January 30, 1999

314 S. 6th St.
Goshen, IN 46526

Dear Mr. Dick Myers,

Nice to meet you during your visit to our college. Your introduction to Goshen and Goshen College gave me a deep impression of a beautiful city and an excellent school. I will soon graduate from Leshan Teachers College. I plan to go to America to continue my study. I take Goshen College as my first choice. Will you please tell me something more about this college and give me some suggestion for my application?

Thank you for writing to me. I enjoyed the enclosed pictures very much.
They will long remain a pleasant reminder of our meeting in China.

Please give my best regards to your family.

Best wishes,

Yours sincerely,

Dong Mei

信封 (Envelope)

Dick Myers
314 S. 6th St.
Goshen, IN 46526
U. S. A.

(stamp)

Miss Dong Mei
Class 1, English Dept.
Leshan Teachers College
Leshan, Sichuan 614004
P. R. China

信文 (Layout of the Letter)

314 S. 6th St.
Goshen, IN 46526
February 10, 1999

Dear Dong Mei,

Glad to learn that you have interest in Goshen College. As a graduate from that college, I think I can give you some help.

GC is a four-year liberal arts college. It was founded in 1894. As a ministry of the Mennonite Church, it seeks to integrate Christian values with educational and professional life, founding its efforts on developing students spiritually, intellectually and emotionally. The college's track record of sustained excellence in innovation and performance has attracted national recognition. In 1987, GC was named as one of the top 60 colleges in the U.S. in science and mathematics education. In 1988, GC was placed on a list of the top 40 high-quality, low-cost colleges in the United States. In 1999, GC entered the list of the "Honor Roll of Character Building Colleges." Recently the college was, for the 10th consecutive year, named one of "America's Best Colleges" by *US News and World Report*.

Early in 1968, GC boldly started its international-education experiment. Students of the college are required to participate in the Study-Service Term (SST), in which a group of students with faculty leaders live in a significantly different country for 13 weeks. Studies have shown this program helps students have better communication, intercultural, and language skills, as well as knowledge of world history, than most U.S. college graduates. In a survey by *News & World Report*, U.S. college and university presidents named GC as one of the five most innovative colleges in the nation, largely because of its international-education requirement.

To add to the "internationalization," GC opens its door to students from all parts of the world. International students should meet minimum requirements for admission to a university in their home country. A TOEFL score of 550 or a grade of "C" or better on the General Certificate of Education (GCE) English exam is required for admission. A student with a 500 - 549 TOEFL score and strong general credentials may be granted conditional admission. There are special scholarships and grants for qualified international students.

For further information, you may get in touch with the International Education Office of GC, or send e-mail to ervinh@goshen.edu.

Goshen is called the Maple City. It is really a beautiful place. I am pleased that you are choosing the college I once studied in.

Best wishes,

Yours sincerely,
Dick Myers

——书信的格式(General Formats of Letters)

下面例举的两封来往信件所示格式,可以说是所有各类信函的通用格式。

1. 信封格式

信封写法分并列式(Block Form, 例 1)和斜列式(Intended Form, 例 2)两种,但内容要求均一样。美国邮政的标准是:

例 1:

Block Form Envelope

writer's full name	(stamp)
writer's street address	
writer's city/state/zip code	
writer's country	
	(title) addressee's full name
	addressee's street address
	addressee's city/state/zip code
	addressee's country

例 2:

Intended Form Envelope

writer's full name	(stamp)
writer's street address	
writer's city/state/zip code	
writer's country	
	(title) addressee's full name
	addressee's street address
	addressee's city/state/zip code
	addressee's country

信封上收信人名前的头衔(Title)可参见下文。

2. 信文格式

一封标准信件信文通常包括以下八个部分:

- (1)信端(Heading),即发信人地址和发信日期(在私人信件中常简化,甚至省略)。
- (2)信内地址(Inside Address),包括收信人的姓名、地址,实为信封上收信人姓名和地址的重复(在私人信件中常省略)。
- (3)称呼(Salutation)
- (4)正文(Body of the Letter)
- (5)结束语(Complimentary Closing)
- (6)署名(Signature)
- (7)附件(Enclosure,简写为 Encl. 或 Enc.,根据需要取舍)
- (8)再启(Postscript,简写为 P.S.,根据需要取舍)

信文写法分齐头式(Block Form)和缩进式(Intended Form)两种。后者为传统的行文方式,每段第一句退进 3 个(手书时)或 5 个(打印时)字母。齐头式是现在人们喜爱的一种行文方式,它每段首句不退进,但段落与段落之间要求间隔一行,给人以更加醒目的感觉。上面例举的冬梅写给 Dick Myers 的信便是采用的齐头式,而 Dick Myers 回函则用的是缩进式。

与汉语书信行文方式不同,英文信要写“信端”,标明写信人的地址和发信日期,而在信的结尾处只需写信人的签名。“信端”的作用主要是使收信人在无法识别因邮递过程中被弄脏或弄损后的发信人地址时,能有个保险,有利于回函。正因为这样,如果写信人能确认收信人对回函地址已经清楚或有所记

下面是两种信文写法的示意图:

Heading

Salutation

Body

Complimentary closing (Complimentary closing)
 (or) _____
 Signature (Signature)

 (Enc.)
 (P. S.)

Heading	
Inside address	
Salutation	
	Body
(Enc .)	
(P . S .)	
	Complimentary closing Signature

writer's city/state/zip code

writer's country

month/day/year

salutation (Dear) + addressee's name,

body of the letter

closing,
(writer's name)

——书信的分类及实例

书信按其社会功能可分为交际信函(Social Letters)和商业信函(Business Letters)两大类。两者的区别仅在于后者因与生意有关,会很讲究完整的形式和严肃的语言。作为交际信中的公函或官方通信,也会如此讲究。

书信根据其内容可具体分为询问信、申请信、感谢信、致歉信、推荐信、自荐信、邀请信、贺信等。以文体而言,有正式文体和非正式文体两种。后者也称便条式书信。除前面所示冬梅的询问信、申请信外,下面列举其他书信供参考。

1. 推荐信(Letters of Recommendation)

Formal

Foreign Languages Department
Leshan Teachers College
Leshan, Sichuan 614004
June 25, 1995

To whom it may concern:

Mr. Jason Reke has worked as a lecturer in my department, the Foreign Languages Department, for two years. In my position as his supervisor and dean of the department, I had the opportunity to observe his work and good adjustment to life in China.

He demonstrated diligence and creativity in teaching Journalism, American Ways of Life, and Tourist English. His wide range of knowledge made his courses international, and mostly satisfy the students in their learning cross cultures. He has also taught two post-graduate courses for our school. I attended most of these courses and found that he had scholarly views on many topics. In a six-week Teacher Training course, he successfully helped the English teachers from some secondary schools with different approaches in language teaching. His classes were lively, and he was respected by both the students and his colleagues for his being responsible in doing everything. Mr. Reke is also diligent in study. In order to make his Tourist English course more practical, he traveled a lot and gathered materials from the local tourist agencies. This has greatly helped the Department in its educational reforms to make the students more capable in serving the development of local economy. He has great interest in cross-cultural communication, and for this spared no efforts in learning Chinese language and customs by joining the students and teachers in many activities after school. Because he has learned so much about China in a short time, he was praised as a "know-how" of China.

Mr. Reke is an easy-going man. He is thoughtful and always ready to help others. He volunteered to give a one-week special lecture in a summer vacation. He has made a lot of Chinese friends, and kept a good and cooperative relationship with the faculty.

For his accomplishments, Mr. Reke is welcomed by the students and school board. I am confident that he will be successful in any future endeavor. I also believe that he is the right person for international work, and will be an excellent ambassador of peace and friendship in any foreign country. I offer him my full support.

Sincerely,
Shuai Peitian
Shuai Peitian
Dean of Foreign Languages Dept.
Leshan Teachers College

2. 自荐信 (Letters of Self-recommendation)

Formal

David Palmer
Box 305
Manotick (Ontario)
CANADA K0A 2N0

March 1, 1992

Dear Sir or Madam:

My name is David Palmer and I am searching for an opportunity to teach English (or French) at your institution. I am presently a student of East Asian Studies and Anthropology, and have been studying the Chinese language for four years. I am graduating this spring with an Honors Bachelor of Arts degree.

Teaching in China would be a wonderful way for me to deepen my knowledge of the Chinese language and culture, while giving Chinese students an opportunity to learn from a native speaker of English and French.

I am indeed equally fluent in both languages. I have often been praised for the quality of my writing, as well as for my public speaking skills which earned me Canada's national bilingual high school debating championships in 1986.

I enjoy teaching very much, and have fond memories of my experience teaching English in Pakistan for three months in 1987.

Upon reading my resume you will see that I am an active, enthusiastic person who enjoys working with different people and who adapts well to new situations.

I am hoping to arrive in China in January 1993, and to obtain a one-year teaching contract from that date. I would be pleased to send you any further information if you should so desire.

Hoping to hear from you soon, I remain,

Yours truly,

David Palmer

David Palmer

自荐信常附个人简历/履历 (Resume), 下面便是自荐者 David Palmer 在信中所附的个人简历。

DAVID PALMER

3790. St-Andre St.
Montreal (Quebec) H2L 3V7
CANADA
Telephone: (514) 521 - 3715

Resume

February 1992

DATE OF BIRTH: 14 November 1969

CITIZENSHIP: Canada and France

LANGUAGES:

English and French, mother tongues.

Intermediate Mandarin Chinese and Spanish.

EDUCATION:

1989 - 1992: McGill University (Montreal): Bachelor of Arts: Joint Honors

in East Studies and Anthropology,
graduation in May 1992.

1988 – 1989: One year of Liberal Arts studies at Brown University
(Providence, Rhode Island, USA)

1983 – 1988: Ontario Honors Secondary Graduation Diploma

WORK EXPERIENCE:

Guide-interpreter

Summer 1990 and 1991

Environment Canada: Canadian National Parks Service

Conduct guided tours and educational activities at a historic museum on the fur trade and on the industrialization of Montreal, for groups of tourists and schoolchildren.

Research intern

March – May 1989

Campus Compact (Providence, Rhode Island)

Produce information packets on volunteer work and community projects in American universities.

Tour guide

June – July 1988

Ministry of Culture (France): Historical Monuments Board.

Conduct guided tours at the medieval fortress of Aigues-Mortes.

Other jobs: Restaurant worker (Croissant-Plus restaurant, Montreal; summer 1989)

Biology laboratory assistant (Brown University; 1988 – 89)

House painter (Pro Tect Painters, Toronto; May – June 1988).

VOLUNTEER WORK

Culture editor

1991 – 1992

McGill University Daily Student Newspaper: Weekly French Edition.

(Circulation: 15000)

Coordinate writers; Write and edit articles on arts and entertainment; layout and Newspaper production.

Project coordinator

1989 – 1991

Quebec Public Interest Research Group (PIRG): student organization of 40000 Members, devoted organizing projects to improve social and Environmental conditions.

In 1990 – 91, Board of Directors Vice-President at University of Montreal branch; in charge of staff management (hiring and supervision); public relations and publicity and volunteer organization.

In 1989 – 90, Housing project coordinator at McGill University; volunteer organization, responsible for public awareness campaigns.

Participant, Pakistan/ Canada World Youth Exchange July – Jan. 1987 – 88

Intercultural exchange focused on international development. The great challenge of appreciating cultural differences and communicating with young people with very different values. 15 weeks in Canada as a farm worker, and 15 weeks in Pakistan, as:

English teacher

Government High School Kotnaybullah, Pakistan.

Teaching English to children 10 – 15 years old.

• 10 •