

翻译技能与实践丛书

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Common Errors in Chinese Translation of English

NEWSPAPERS AND PERIODICALS

英汉报刊翻译 常见错误



外文出版社
FOREIGN LANGUAGES PRESS



第一部分 写作

第一章

常见文体写作

1. 记叙文 (Narration)

以叙述为主要表达方式，交待已发生的事件或人物的行为经历的文章，称为记叙文。这类文章通常包括六大要素，即所叙述事情的时间、地点、人物、事件、原因及结果。常见的叙述方式有顺叙、倒叙、插叙和夹叙夹议。写记叙文时目的必须明确，取材、结构、详略都应精心设计，突出主题。

例 1

Follow That Bus!

I jumped off the bus after it stopped and walked down the street. As I had arrived early, I decided to look at the shop windows before going home. The idea made me quite happy, but at the same time I had the unpleasant feeling that I had forgotten something. I stopped and began searching my pockets. All of a sudden I remembered that I was without my briefcase! I had left it on the bus and it was full of important papers. The thought was enough to make me start running down the street, though, at that time, the bus was out of sight.

评析：这篇文章以第一人称的口吻叙述了一件事情发生的始末，表述清楚且生动。

例 2

A Car Accident

One day on my way home from school, I happened to witness an accident which deeply impressed me.

I was crossing the street when a car suddenly sped by. On hearing a screaming cry, I saw a boy carrying a school bag knocked down by the wild car. Unexpectedly, the car continued at full speed, leaving the boy lying on the street, bleeding. At that time a young man passing by rushed to the poor child and then stopped a truck at once. The driver of the truck helped to get the child into the truck and drove them away without saying a single word. I was much moved by the deed of the two young fellows. I could do nothing but pray for the boy.

We live in a large country which is like a big family. Everyone should be responsible for what he does. When someone is in trouble or in danger, we certainly should lend him a helping hand, and the young man and the truck driver just set us a good example.

评析：这是一篇夹叙夹议的文章。第一段点明主题，第二段着重记叙了车祸和救人的情景，第三段是作者由此而发的议论。这类文章在四级考试作文中常会涉及到。

2. 描写文 (Description)

描写文是对人物、景物、事物等进行描述，勾勒其性质特征的文体。这种描写多是艺术性的。对人物进行描写时，不但要描写其外貌，也要对其思想、性格、感情进行描写；对景物进行描写时，要生动、传神，使人仿佛身临其境；对事物进行描写时，要抓住其细节特征，做到层次分明。

例 1

My Teacher

My teacher is of medium height, wearing a pair of gilt-framed glasses. Her forehead is wrinkled by deep thinking rather than by aging. She often meets her students with a smiling face, though she is extremely serious while teaching. Her leather shoes are all black in color—always brightly polished.

She is enthusiastic and skillful in teaching her students. In order to make us thoroughly understand what she teaches, she employs every means of teaching—repetition, comparison, giving examples, etc. She is also good at drawing pictures. She often draws vivid pictures on the blackboard to help explain something difficult to us.

评析：这是一篇人物描写。作者既描写了人物的外部特征，又描述了人物的性格与工作方法。人物特点鲜明突出。

例 2

John Hance's Grocery

When I was a boy, John Hance's grocery stood on the south side of Town Street, in the Central Market region of Columbia, Ohio. It was an old store even then, 52 years old, and its wide oak floorboards had been worn pleasantly smooth by the shoes of three generations of customers. The place smelled of coffee, peppermint, vinegar, and spices. Just inside the door on the left, a counter with a rounded glass front held all the old-fashioned penny candies, some of which were a little pale with age. On the rear wall, between a barrel of dill pickles and a keg of salt mackerel in brine, there was an iron coffee grinder, whose handle I was sometimes allowed to turn.

评析：在这篇文章中，作者采用由整体到细节，由外到内的方法描述了一家杂货店。文中使用了很多恰当的形容词，令描写生动而具体。

3. 说明文 (Exposition)

说明文是介绍事物的类别、性质、特点、构造、成因、发展、功用或科学原理等的一种文体。它可以用以揭示某一事物运动变化的过程和原理，介绍某一操作的程序，或者阐明某种抽象概念、科学原理、自然现象等。它是一种技术性的描写文。说明书、解说词、实验报告等都属于说明文。写说明文时应注意主题突出、条理分明、例证充分、描述准确明晰，并应尽可能使文章生动有趣。

常用的说明方法有：下定义、举例子、打比方、作比较、引用数据等。写作时可根据说明的对象和目的选取一种或多种说明方法。

写说明文时，我们应尽量达到三点要求，即：抓住事物特征，运用说明顺序使文章条理分明，语言准确且通俗易懂。

例 1

The Unusual Wedding Ceremony

Some couples who are determined to reveal their individuality are getting married in unusual ceremonies.

For example, a couple employed as linemen for the Bell Telephone Company exchange their wedding vows clad in jeans and climbing equipment atop a brightly decorated telephone pole while the justice of the peace shouted instructions from the ground. Elsewhere, a couple dressed in swimsuits were married on the high diving board of a local swimming pool because they felt that swimming was an important part of their lives. Furthermore, one couple were wed at the firehouse where the groom was a fireman because the bride wanted to make their wedding just a little different. Another wedding was held in a 747 jet as it flew over Washington D.C. at an altitude of 10,000 feet.

Thus, the wedding ceremony has become another example of how more and more people are showing their individuality today.

评析：文章第一段开门见山地点明了主题，第二段紧扣 *unusual* 这个词举了四个典型实例，特征突出，条理分明。

例 2

Golf

Golf is one of a number of games men have played with sticks since the earliest times. Unlike the others, golf is mostly an individual game, and it originates in Scotland.

The modern game of golf is played by up to four players. Standard golf courses consist of 18 holes with a distance between 100 and 600 meters in between, the object being to hit a small white ball into a hole in the fewest possible strokes. Courses are designed in a way so that good

players can normally complete a hole in four, and a round of 18 holes in 72 strokes, but this is not just a matter of strength and direction.

Golf has spread all over the world, above all to the United States, European countries, South America and in recent years to Japan and Southeast Asia. For most people, the game is still expensive. Apart from the cost of a set of clubs and balls, the considerable space required for golf courses and the need to maintain them in good condition have usually made it a rich man's sport. This is not the case, however, in its original home, Scotland, where boys and girls are taught to play from an early age on public courses for as little as two pounds a round.

评析：作者先用下定义的方法对高尔夫进行说明，然后从其打法、场地、背景几个方面展开说明。作者列出了准确的数字，如：18 holes, between 100 and 600 meters in between, 72 strokes, two pounds a round, 令内容准确清楚。

4. 议论文 (Argumentation)

议论文着重于主观上说服读者，使读者接受自己的观点。在说明自己观点的同时，往往要对相反的观点予以批驳。议论文常见的结构为：提出问题、分析问题和解决问题。好的议论文具有较强的说服力，论点鲜明、论据典型、论证充分、逻辑性强、层次分明。

例 1

Challenge Old Beliefs

There are many things in the world which are accepted as certain though they are not certain, and what an expert says or thinks should not be accepted or rejected hastily. The following example may help to make us less rigid in our beliefs.

When helium is cooled to very low temperature, it forms an astonishing liquid which does not appear to agree with the laws of gravity. It can go upwards. If it is put into a bottle which is open at the top, it empties itself out of the bottle; and if an open bottle is put in this liquid, the liquid will move up the outer side of the bottle and run down inside it until the levels outside and inside are the same.

So anyone who is determined to advance science must have a capacity for original thought and for action based on that thought.

评析：本文是三段式结构，第一段提出论点，第二段用举例方法加以论证，第三段得出结论。

例 2

Happiness

Happiness is very important to our life. Shakespeare said, "One who is unhappy can never get a beneficial result." This good advice tells us the best method to make our mental and physical lives strong and healthy.

A happy mind often makes a strong body. The good physician must notice whether his patient is happy or not. If not, he must find a method to make his patient happy. Then he can cure the sickness quickly.

Unhappiness is a kind of sickness. It hurts one's health and shortens one's life as the physical sickness does. People wear gray hair because of their anxious hearts. Young men become old quickly because of their hopeless minds.

Therefore one who hopes to do great things in the world must have a happy mind.

评析：本文第一段是论点，第二段从正面加以论证，第三段从反面加以论证，第四段是结论。

5. 常见应用文写作

1. 书信

1) 英文书信的结构

(1) 信头 (Heading)

信头包括写信人的地址和写信日期，位于信纸右上方。写地址时应按从小到大的顺序。英式信头行末有标点，美式的则没有；日期的书写顺序为：日、月、年（英式）或月、日、年（美式）。示例如下：

27 Newcombe Road (,)

Finsbury Park (,)

London, N4 (,)

England (.)

Nov. 3, 2006 (.)

(2) 信内地址 (Inside Address)

信内地址指收信人的姓名和地址。一般位于左上方，低于写信日期一二行顶格书写，在写私人书信或当收信人较熟悉时，这项可省去。

(3) 称呼 (Salutation)

称呼是指写信人对收信人的称呼，通常低于信内地址两行，从左边顶格写起，自成一。称呼后需加逗号（英式）或冒号（美式）。

常见的称呼表达为 Dear Mr./Mrs./Miss/Ms. + 姓。朋友之间，可用 Dear + 名，或 My

Dear 等。写公务书信时，可根据对方的职务或头衔来称呼，如：Dear Prof. Smith, Dear President James Martins 等。如不知道收信人的姓名，可用 Dear Sir, Dear Madam 或 To whom it may concern。

(4) 正文 (Body)

正文是书信的主体，用以表达写信人的目的及思想，要条理清楚、重点突出。

(5) 结束语 (Complimentary Close)

结束语相当于中文书信中的“敬上”，“此致敬礼”等。结束语的位置通常低于正文一二行，末尾用逗号。

常用的结束语有很多，应根据通信者之间的关系适当选择。比如，对于上级、长辈，可用 Yours respectfully, Yours sincerely 或 Yours truly 等，对家人、朋友，可选择更为随意的 Yours, With best regards 或 Love 等。

(6) 签名 (Signature)

签名一般低于结束语下方一二行。若是正式书信，那么在打印姓名的上一行要亲笔签名。

(7) 附件 (Enclosure)

如随信附有材料，应在低于签名一二行的信纸左下角注明，通常用 Encl. 或 Enc., 即 Enclosure 的缩写表示。如附件不止一个，则需注明数目。具体形式如下：

Encl.: Resume

Encs.: 2 Photos

(8) 附言 (Postscript)

附言可用来补叙遗漏的话，位于信件左下角，一般用 Postscript 的缩写形式 P.S. 表示。

2) 英文书信的格式

英文书信的格式可分为三种：平行式、缩行式和混合式。平行式要求信头、收信人地址、称呼、正文、结束语及签名等各部分均上下对齐。缩行式要求信头和收信人地址中的每一行均比上一行缩进一点，正文每段第一行也要缩进。混合式，顾名思义是上述两种的混合形式，信头、信内地址及签名的位置大致与缩行式相同，只是不采取字母缩进方式，正文每段第一行也不用缩进。具体格式示例如下：

平行式 (Blocked Format)

P.O. Box 668
Tianjin University
Tianjin 300072
China
Nov. 20, 2006

Mrs. Lou Lewandowski
878 Pomeroy Ave.
Santa Clara
CA. 95651
U.S.A.

Dear Mrs. Lou Lewandowski:

Yours sincerely,
(Signature)
Yang Ping

Enc.:

P.S.:

缩行式 (Indented Format)

P.O. Box 668
Tianjin University
Tianjin 300072
China
Nov. 20, 2006

Mrs. Lou Lewandowski
878 Pomeroy Ave.
Santa Clara
CA. 95651
U.S.A.

Dear Mrs. Lou Lewandowski:

Yours sincerely,
(Signature)
Yang Ping

Enc.:

P.S.:

混合式 (Modified Format)

P.O. Box 668
Tianjin University
Tianjin 300072
China
Nov. 20, 2006

Mrs. Lou Lewandowski
878 Pomeroy Ave.
Santa Clara
CA. 95651
U.S.A.

Dear Mrs. Lou Lewandowski:

Yours sincerely,
(Signature)
Yang Ping

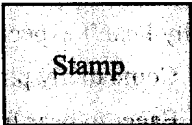
Enc.:

P.S.:

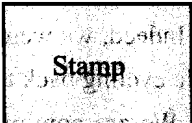
3) 信封

英文信封中, 写信人的姓名、地址通常写在信封正面左上角, 有时也写在信封背面中上方。收信人的姓名和地址写在信封正面的中间偏右。先写名字, 再写地址, 地名应从小到大。书写格式有平行式和缩行式两种, 最好与书信格式一致。例如:

平行式 (Blocked Format)

Yang Ping P.O. Box 668 Tianjin University Tianjin 300072 China	
Mrs. Lou Lewandowski 878 Pomeroy Ave. Santa Clara CA. 95651 U.S.A.	

缩行式 (Indented Format)

Yang Ping P.O. Box 668 Tianjin University Tianjin 300072 China	
Mrs. Lou Lewandowski 878 Pomeroy Ave. Santa Clara CA. 95651 U.S.A.	

4) 常用书信

常用书信按内容可以分为邀请信、慰问信、申请信和投诉信等。写这类信件的时候，要注意清楚地表明主要内容，做到语气恰当、措辞准确。

例 1 邀请信

Dear Susan,

I am so grateful to you for your help. Your beautiful pictures make my book charming. Really I can't expect anything better than that!

Come to my place for dinner next Saturday, will you? I'm looking forward to that day.

Eager to hear from you.

Love to your family!

Yours affectionately,

Frieda

评析：这是一封朋友间的私人信件，信中首先感谢了对方的帮助，然后邀请对方共进晚餐。感谢信一定要写得真挚，信中要具体提及对方所给予的帮助或礼物，并且最好表示一下其重要性。在写邀请信或在其他信件时若顺带提出邀请，一定要清楚写明邀请的事宜、时间和地点，并且表达期盼之情。

例 2 慰问信

Dear Bao,

How are you now? We do hope that you are doing well after the operation on your injured leg. Indeed, we were greatly shocked last night to learn that you were knocked down by a truck while cycling back to the campus.

We are coming to see you on Thursday evening after class and we do hope that your condition will be remarkably improved by then. We have also decided to help you catch up with your studies as soon as your health permits. So, don't worry, dear Bao.

If there is anything else we can do for you before we come, do let us know. Just drop us a line, or let someone do the writing for you if the doctor does not permit you to do so.

Let us all send you our best wishes for a speedy recovery.

Yours cordially,

Members of Section B

English Third Year

评析：这是慰问生病同学的一封信。慰问信一定要让对方真切地感受到你的关心，并从中得到安慰和鼓舞。

例 3 申请信

Dear Sir or Madam,

In reply to your advertisement in today's newspaper regarding vacancies in your office, I wish to apply for the position of senior clerk, which you have specified.

I feel confident that I can meet your special requirements indicating that the candidate must have a high command of English, for I graduated from the English Language Department of Xiamen University three years ago.

In addition, I have worked for three years as secretary in ABC Trading Co. Ltd.

The main reason for changing my employment is to gain more experience from a superior trading company like yours. I believe that my education and experience will prove useful for work in your office.

I am enclosing my resume, certificate of graduation and a letter of recommendation from my former employer. I shall be obliged if you will give me a personal interview at your convenience.

Very truly yours,

Li Min

评析：这是一封申请工作的正式信件。写这类书信时要特别注意的是：要写明申请的内容和原因，自己的相关能力和优势，并适当表示自己的期盼和感谢之情。语言要友好诚挚，不可强迫于人。

例 4 投诉信

Dear Sir or Madam,

One month ago, I bought a new color TV set made in Guangdong from your store at the recommendation of your salesman. But now I'm afraid I have to complain about its poor quality. First, the picture does not appear quite clearly at all. Second, some channel buttons do not work well. What is more, there is no sound sometimes and the color is sometimes not stable. So, you see, instead of getting enjoyment, we've got trouble and inconvenience from this TV set.

I am a constant customer of your store and very much appreciate your slogan "Customer First, Service Best". I really wish what has happened was accidental and I want to have the set repaired or changed. If not, I'd rather have my money back. I still have the receipt and I hope what I've claimed for is not too much.

I'm looking forward to an early and satisfactory reply from you.

Sincerely yours,
Liu Hua

评析：这是一篇投诉信。我们生活中常会遇到对某件商品或某次服务不满意的情况，这时可以写信给对方主管部门负责人表达不满并寻求解决方法。这种情况下，人一般会感到十分生气，但投诉信的语气不能太激烈，应做到心平气和地把事情的原委说明白，尽量详细说明自己的不满之处和希望得到的结果，以达到解决问题的目的。

2. 便条

我们可把便条看作是书信的一种简单形式。它内容简短，更为口语化，一般包括日期、称呼、正文署名这几项基本要素，结束语可有可无。便条的日期通常写在右上角，形式也很随意，可以只写上月、日或星期几。

例 1 请假条

Nov. 25

Mr. Smith,

I have a high fever and a bad headache today, so I can't come to the office. I have seen the doctor, and he told me to stay in bed for two days. I hope I'll be able to resume my duties soon.

Yours faithfully,
Bruce

Encl.: doctor's certificate for sick leave

例 2 留言条

3: 00 p.m. Tuesday

Dear Lucy,

I called on you but you were not in. What a pity!

Mary has come and will stay at my home for a few days. She will be very happy if you come to see her. We'll be waiting for you the whole morning tomorrow. If you can manage it, please come.

Bryce

3. 启事、海报及通知

这类应用文的主要目的是向社会公开发布某项信息，以引起大众的广泛注意。因此，格式自然要十分醒目，语言也应尽量地简洁。

1) 启事

单位或个人如有事需要向公众说明或请求帮助时，都可以张贴启事。启事的正文部分要写得简明扼要。启事的主要内容可作为标题写在正文上方正中。日期低于正文，写在右上方。一般不用写称呼。署名写在右下方。例如：

Lost

Nov. 25

I lost a bunch of keys while playing basketball on the sports ground yesterday afternoon. Will the finder please send it to me, or ring me up to fetch it. Thanks a lot!

My address: Room 312, Student Dormitory 3

Telephone: 2137249

Zhang Ming

2) 海报

海报是用来告知大众有关活动的宣传广告。海报形式不拘一格，也可配以图画，旨在吸引大家注意。一般而言，海报的主要内容可作为标题写在正文上方中间。正文通常包括具体内容、时间、地点及举办单位等，具体格式则可灵活多变。例如：

Film News

Jane Eyre, A well-known foreign feature film

Time: 7:00 p.m., Friday, January 18

Place: the college cinema

Tickets can be obtained at the ticket office, one yuan for each

The Film Projection Group

3) 通知

通知是上级对下级，单位对员工，或平级单位之间传达信息时所使用的一种应用文体。书面的通知一般有两种形式，即书信式和布告式。不论是何种形式，都要求语言简洁清晰。通知一般使用 Notice 或 NOTICE 作为标题，写在正上方，发通知的单位名称写在右下方，日期写在左下方。例如：

Notice

All teachers and students in our department are requested to meet in the meeting hall at 3:00 p.m. on Wednesday, Sept. 15. A report will be given on the new situation in our social construction.

The Office of the Foreign Languages Department

Sept.12, 2006

第二章

段落写作

在英语四级写作中要做到行文流畅、文笔连贯，符合大学英语四级考试大纲的要求，必须注意做到以下四点：

1. 切题
2. 语义连贯
3. 无重大语法错误
4. 用词多样化

以上四项要素将分别在本书的各章中详细叙述。本章内容是与切题有关的段落写作。切合题意是考试作文必须达到的一条基本要求。在写作时要有紧扣题目和中心写作的意识。保证作文切题的要诀是：第一，认真审题。读懂题目或者话题的真正含义，要特别注意认真解读题目“导语”和“要求”部分，留心其中的限制成分。第二，提前规划。在动笔之前，要考虑好文章的立意、结构、材料、顺序等，写好提纲。第三，及时补救。每写一段话后，要审视其是否与主题相符。如果发现离题，要积极采取措施使其转移到中心话题上来。要真正做到切题，必须懂得英语段落写作的要领。

1. 段落主题句

主题句引出一个段落的主题，段落中的其他句子都应为其服务，说明这个观点。主题句的特点：一是具有明确的观点；二是要具有一定的概括性。确立主题句然后围绕主题句展开段落内容，可以使得文章中心明确、要点突出。在四级作文考试中，经常出现给出文章各段的主题句，要求扩写成段的题型。因此，对段落主题句的写作予以特别注意是十分必要的。

下面介绍主题句在段落中常出现的几种位置：

例 1 主题句位于段首

开门见山点明主题，然后用扩展句来详细说明，这是最常见的形式。

The color of a metal changes when its temperature changes. When metal becomes very hot, its color begins to change. First a metal will grow dull red. When the metal becomes hotter, it changes to bright red-hot. At higher temperature, it becomes yellow and finally white.