# 大学英语

## 能力进阶教程

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## 前言

《大学英语能力进阶教程》根据教育部颁布的《大学英语教学指南》(最新版)以及《全国大学英语四、六级考试大纲》(2016年版)的精神设计和编写而成。选材力求多样化,知识性和趣味性兼顾,包括经济、外贸、体育、教育、历史、地理、日常生活以及社会问题等内容题材,着重培养和提高学生的阅读与写译能力。编者们集思广益,力求通过本教程帮助学生解决英语学习和考试中暴露出来的语言知识、应用能力及应试技巧等方面的问题,以提高学生的英语综合能力,为以后实现语言交际、顺利通过英语等级考试等打下良好基础。

《大学英语能力进阶教程》针对《大学英语教学指南》(最新版)中提出的大学英语基础、提高、发展三个等级的教学目标设计而成,包含4册,其中第一、二册为大学英语四级难度,第三、四册为大学英语六级难度,各分册之间难度呼应,分工明确又互为补充,相辅相成。可供不同需求的学生使用,为实现不同等级的教学要求和教学目标提供了选择和保障。

#### 各册内容安排

《大学英语能力进阶教程》每册书均包含10个单元,其中:

前5个单元包括技巧讲解和实例介绍、听力理解、阅读理解、写作、翻译、口语表达六 大部分。具体安排如下:

- 1. Part I为大学英语四、六级考试技巧点拨。每单元均提供大学英语听、说、读、写、译的应试技巧讲解和点拨,并辅之以相关例子,针对性强,便于教师开展课堂教学,也利于学生掌握英语实践技巧。
  - 2. Part II 为听力理解,结合单词(短语)释义帮助学生掌握和运用听力技能。
- 3. Part III 为阅读理解,包含一篇长文章和相关习题。在深度阅读理解内容方面,更加注意文、理、工、农、医等各科的通用性,力求给学生打好语言基础,提升判断、推理和总结的语言能力,并且每篇选文均配有多项选择题,以测试和衡量学生对课文的理解能力与理解深度;在快速阅读理解内容方面,主要致力于培养学生的阅读速度,强调在单位时间内快速获取所需信息的能力,生词量力求控制在2%左右。
- 4. Part IV为写作, Part V为翻译。在写作、翻译内容方面,侧重于训练学生在概念和细节、文章的总体结构以及句子和段落关系的明确表达。

5. Part VI 为口语表达。通过熟悉话题的训练,提升学生在陈述事实、理由和描述事件时表达个人意见、情感、观点的会话能力。

后5个单元为相应的辅助练习,依照最新的大学英语四、六级考试(笔试)样卷的题型,包括写作、听力训练、阅读理解、翻译四大部分,侧重考查学生综合技能掌握和运用情况。各单元试题间及每单元试题的题项间都考虑到知识的系统性、内容的针对性、题量的适度性、题型的代表性以及形式的多样性。

此外,书后附有10个单元的听力理解录音文字材料,可以满足教师教学以及不同层次 学生听力训练的需要。

#### 教学使用建议

《大学英语能力进阶教程》内容丰富,习题多样,在使用时可以根据实际教学情况及因 材施教的原则,适当选择教学内容。建议每单元安排2课时,可以根据教学计划安排面授精 讲、自主学习和平时测试等内容。

大学英语听、说、读、写、译技巧讲解和点拨贯穿4册书,其中,第一、二册为大学英语四级难度技巧讲解和点拨;第三、四册为大学英语六级难度技巧讲解和点拨。教师可以根据教学需要适当选择讲解内容。

#### 编写队伍

《大学英语能力进阶教程1》主编为王保艳,副主编依次为杨艳玲、孙辉、赵洋和关继东。

《大学英语能力进阶教程2》主编为李娜,副主编依次为王敏、任琳、王玺彦和王鹏。

《大学英语能力进阶教程3》主编为李丽,副主编依次为赵海艳、宋凌云、王维维和 鲍松彬。

《大学英语能力进阶教程4》主编为周晓文,副主编依次为孙大军、桑旭、李志远和 于海宁。

由于时间仓促,书中不足之处在所难免,敬请各位专家、读者批评指正。

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### Unit 1

#### Part I 四级考试技巧点拨——写作(一)

#### 第一节 大纲要求

#### 一、题型概述

写作(Writing)部分测试学生用英语进行书面表达的能力,所占分值比例为15%,考试时间为30分钟。

写作测试选用考生所熟悉的题材,考生根据规定的题目和所提供的提纲、情景、图片或图表等,写出一篇120-180词的短文。写作要求思想表达准确、意义连贯、无严重语法错误。

#### 二、考核技能与要求

写作部分考核学生用英语进行书面表达的能力,所考核的技能包括以下4点:

- (一)思想表达
- 1. 表达中心思想。
- 2. 表达重要或特定信息。
- 3. 表达观点、态度等。
- (二)篇章组织
- 4. 围绕所给的题目叙述、议论或描述, 突出重点。
- 5. 连贯的组句成段,组段成篇。
- (三)语言运用
- 6. 运用恰当的词汇。
- 7. 运用正确的语法。
- 8. 运用合适的句子结构。
- 9. 使用正确的标点符号。

- 10. 运用衔接手段表达句间关系(如对比、原因、结果、程度、目的等)。(四)写作格式
- 11. 运用正确的符合英语表达习惯的写作格式。

大学英语四级考试写作部分要求考生达到《教学要求》中的一般要求,即:"能完成一般性写作任务,能描述个人经历、观感、情感和发生的事件等,能写常见的应用文,能就一般性话题或提纲在半小时内写出120-180词的短文,内容基本完整,用词恰当,语意连贯,能掌握基本的写作技能。"

#### 第二节 写作评分标准

#### 一、评分标准

本题满分为15分(原始分,即按卷面满分100分情况下考生所得的分数),成绩分为6个档次:13-15分、10-12分、7-9分、4-6分、1-3分和0分。各档次的评分标准见下表:

档次	评分标准
13-15分	切题。思想表达清楚,文字通顺、连贯,基本上无语言错误,仅有个别小错误。
10-12分	切题。思想表达清楚,文字较连贯,但有少量语言错误。
7-9分	基本切题。有些地方思想表达不够清楚,文字勉强连贯,语言错误相当多,其中有一些是严重错误。
4-6分	基本切题。思想表达不清楚,连贯性差,有较多的严重语言错误。
1-3分	条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。
0分	未作答,或只有几个孤立的词,或作文与主题毫不相关。

#### 字数不足扣分标准如下:

字数	110–119	100-109	90–99	80–89	70–79	60–69	50-59	<49
扣分	1	2	3	4	5	6	7	9

注意:如题目中给出主题句、起始句、结束句,均不得计入所写字数;规定的内容未写全者,按比例扣分;如果扣为0分,要慎重处理。

#### 二、分数解释

大学英语四、六级考试是标准相关一常模参照的标准化考试。标准相关体现在:(1)试

卷各部分的设计和命题参照大学英语的教学要求规定的技能和标准;(2)写作和翻译部分的 阅卷依据评分标准。常模参照体现在考后各部分的原始分转换成报道分时,分别参照各部分 的常模。因此,考试既是标准相关又具有常模参照的性质。

大学英语四、六级考试不设及格线。经过等值处理后的原始总分参照总分常模转换成常模正态分,均值为500,标准差为70,报道总分在220分至710分之间。在将原始分转换成报道分时,各部分采用不同的分数量表,从而使各部分报道分的简单相加之和等于报道总分。

采用常模参照旨在保证考试分数解释的稳定性。考生的任何一次四、六级考试成绩均可在四级或六级常模中找到其百分位位置,即考生成绩在相应级别的常模群体中所处的相对位置。考试委员会网站上(http://www.cet.edu.cn)已公布了总分和各部分的百分位对照表,以供考试成绩使用者了解考生的相对能力水平。

扣分	得分率	标准分
0分	71分	106.5分
1分	67分	100.5分
2分	63分	94.5分
3分	60分	90分
4分	57分	85.5分
5分	54分	81分
6分	51分	76.5分
7分	48分	72分
8分	45分	67.5分
9分	42分	63分
10分	39分	58.5分
11分	37分	55.5分
12分	35分	52.5
13分	33分	49.5分
14分	31分	46.5分
15分	29分	43.5分

注意:写作标准分=得分率×10×0.15=106.5-43.5分

#### 第三节 常见文体

#### 一、记叙文(Narration)

记叙文是以记人、叙事、写景、状物为主要内容,以叙述为主要表达方式的一种文体, 交代已发生的事件或人物的行为经历的文章,通常分为三类:

- 1. 以人物为主的记叙文,即以人物为中心组织材料,围绕这个人物来写一件事或两件事。
- 2. 以事件为主的记叙文。即以事件为中心组织材料,围绕中心事件可以写一个人或几个人。
- 3. 以写景状物为主的记叙文,应注意的是,在一篇记叙文中,写人、写景、写事往往是交织在一起的,不可截然分开,但各有侧重。

写记叙文通常应遵循以下几点:

- 1. 交代六大要素,即所叙述事情的时间、地点、人物、事件、原因及结果。
- 2. 按事件发生的先后顺序叙述,做到完整具体。
- 3. 重点突出,目的明确,不要玩弄词藻,讲清言明即可。

写作时还要注意,用第一人称时主要是本人的经历或耳闻目睹之事;用第三人称时则主要是他人的经历和事情。记叙文所记的都是过去发生的事,所以原则上通常都用过去时态写,但有时也用历史现在时和戏剧现在时。

#### 【范文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。

#### 【范文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, 第三段是作者有感而发的议论。这类文章在四级考试作文中常会有所涉及。

#### 二、描写文 (Description)

描写文是对人物、景色、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。

#### 【范文1】

#### My Teacher

My teacher is of medium height, wearing a pair of gilt-framed glasses. Her forehead is winkled 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。

#### 【范文2】

**Directions:** For this part, you are allowed 30 minutes to write a short essay entitled **My Most**Favorite Program. You should write at least 120 words following the outline given below.

- 1. 我最喜爱的电视(或无线电)节目是……
- 2. 这类节目的内容和特点;
- 3. 我喜欢它的原因。

#### **My Most Favorite Program**

The "News Report" has always been my favorite TV program. Almost every day, I turn on the TV at 6:30 p.m. and wait for the news program. This has become a part of my life.

The "News Report" contains a large amount of information from the international political situation to the latest football game. Furthermore, the fast pace is the most important character of the "News Report". Due to this fast pace, news programs can contain much information in a short time.

In my opinion, the "News Report" is not only a TV program, but also a way of communication. From this program, people can know and understand world affairs. The world thus becomes smaller. I especially appreciate this benefit of watching the news.

#### 三、说明文(Exposition)

说明文是以说明为主要表达方式用来说明事物的类别、性质、特点、构造、成因、发展、功用或科学原理的一种文体。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。一般可分为实体事物说明和抽象事物说明两大类,词典、教材、论文、实验报告、产品说明书、广告、解说词及科学小品等都属于说明文。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。

按写作方法,英语说明文主要分为下面6种类型:

#### 1. 例证法

这是用具体例子来说明人或事物的特征、本质及其规律的方法,所用例子必须有代表性、典型性,能体现人或事物的本质特征。这是用特殊来说明一般的方法。通常在主题句后,用 for example 或 for instance 等短语引导出具体的例子。例如:

Our life today depends very much on energy. For example, machines have made our life easier than it used to be. The machines use energy, and energy is needed for heating, lighting, communications, carrying goods or everything. Factories use a great deal of energy to make the things that we use and buy and sell.

这段主要是讲能源问题。第一句为主题句,概括地说出"我们目前的生活很大程度上依赖能源",接着用举例的方法从三方面说明能源的作用。

#### 2. 定义法

下定义就是给说明对象一个明确概念。这是科学而严密的说明方法。它既能揭示事物的

本质特征,勾勒其大概,描绘其轮廓,同时也能确定事物的范围和界限。下定义是多方面的,可以给人、事物、思想等下定义。例如:

An ideal teacher must have the following characteristics. He should know his subject. His personality is as important as his scholarship. An ideal teacher must be enthusiastic. He should be a bit of an actor and he shouldn't be afraid to show his feelings and express his likes and dislikes. An ideal teacher is one who grows, learns, and improves himself along with his students.

本段的展开是通过对"一个模范教师"下定义的方法,关键词"ideal teacher"在文中 多次重复,能加深读者的印象。

#### 3. 分类法

分类法是对同属不同类或同类而不同种的人或事物,根据不同性质分门别类加以说明的方法。分类是人类认识客观世界的重要手段之一。分类必须遵守分类规则,使分类对象具有统一属性,依据同一分类标准,并使分类的子项相互排斥,不互相包蕴。例如:

As far as political views are concerned, people fall into three categories. First are the conservative people. Conservatives are opposed to sudden or great changes. Second are the liberal people. These people are in favor of progress and reform. But their opinions often seem too idealistic. Third are the moderate people. The moderates keep everything within reasonable limits. They are more practical in this hard world. In my opinion, most people seem to belong to this group.

本段把人按其持有的政治观点分为三类:保守派(conservative people)、自由派(liberal people)和温和派(moderate people),并对他们各自的特征进行了简要分析。

#### 4. 因果关系法

事物变化的原因和结果是紧密相关的。如果某个现象的存在必然引起另一个现象的发生,那么,这两个现象之间就具有因果关系。因果关系包括"由果推因"(由结果去推测原因)和"由因推果"(由原因去推测结果)两种情况。因果关系符合人们的日常思维逻辑,因而在写作中得到广泛应用,常用because, as, since, so, now that, if... then, the reason is that...等表示因果关系。例如:

Of the four seasons, I like spring best. I prefer spring because it is a season of much joy and gaiety. New life bursts out everywhere. Plants wear green again and colorful flowers blossom in gardens and mountains. The old come outdoors for fresh air and the young plan for outdoor activities. Life becomes so energetic and happy.

第一句为本段主题句,末句是总结句。在主题句后,作者用了4个句子阐述自己喜欢春 天的理由。

#### 5. 比较对照法

有意识地把两种相反、相对的事物或同一事物相反、相对的两个方面放在一起,用比较的方法加以描述或说明,指出其相同点,这种写法叫作"比较";指出其不同点,叫做"对照"。比较和对照各有不同的侧重,但两种方法经常结合使用。

进行比较对照通常有两种方式。第一种方式采用"先A后B"的结构,即A1,A2,A3...;B1,B2,B3...。第二种方式采用"AB交错"结构,即A1,B1;A2,B2;A3,B3...。第一种方式采用先A后B的结构实际上是把一个段落(或一篇文章)分割为两部分,先全面讲A,再全面讲B,这样做较难收到强烈的对比效果。多数人认为第二种方式比较好,因为把对比的双方AB逐点交错,可以避免行文的单调沉闷,对比的效果也会更鲜明突出。例如:

It is easy to be a winner. A winner can show his joy publicly. He can laugh and sing and dance and celebrate his victory. People love to be with winners. Winners are never lonely. Unlike winners, losers are the lonely ones of the world. It is difficult to face defeat with dignity. Losers cannot show their disappointments publicly. They cannot cry or grieve about their defeat. They may suffer privately, but they must be composed in public. They have nothing to celebrate and no one to share their sadness.

这段采用先A后B的对照方式,阐述胜利者和失败者的不同特征。这种写法较易操作,但行文往往比较平淡单调。再来看看AB交错的比较方式:

I like having a twin sister. When she's happy, I'm happy. When she feels unhappy, I feel the same. Often, I know what she's going to say. Sometimes, I know what she's thinking. I like what she likes. I hate what she hates. We like the same music, the same food and the same books.

这段采用AB交错的比较方式,阐述孪生姐妹的相同特征。这种写法较流畅自然,给读者的印象也更鲜明突出。

#### 6. 过程分析法

过程分析法就是把事物发展过程分为若干步骤,然后逐一加以分析说明。这种写法在说明文中使用得相当广泛。过程分析与叙事和因果关系等写法有密切关系,但彼此又有明显区别: 叙事研究的对象是"What happens"; 因果关系研究的对象是"Why it happens"; 而过程分析研究的对象是"How it happens"。例如:

There are several steps to plant a tree. First, dig a hole large enough for the tree, but the hole should not be too deep. Second, put the tree in the hole so that it is straight. Third, put the earth back into the hole again. Push it down hard with your foot several times. Finally, water the tree well, as often as possible.

这段分析了植树过程中的几个步骤。全段层次分明,连接词语(first, second, third,

finally)的使用加强了语句的连贯性。

还必须说明的是,在实际写作中,我们很少单独采用上述几种方法中的某一种。不少段落(或文章)的写作都是综合使用各种不同的写作方法。同时还应明确,在写作中有意识地侧重使用某一种方法是有好处的。此外,上述这些说明文的写作方法在议论文中也常被采用。如何使用这些方法写出一篇好的文章来,还需在平时认真积累,勤加练习。

#### 【范文1】

#### 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 originated 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。

#### 【范文2】

- 1. 校学生会将组织一次暑期志愿者活动,现招募志愿者;
- 2. 本次志愿者活动的目的、内容、安排等:
- 3. 报名条件及联系方式。

#### **Volunteers Needed**

A voluntary activity in the summer vacation will be organized by the University Students' Union. The Students' Union will open free English classes for the youngsters in S.O.S Children's Village. The classes will last for a week.

Currently, we will recruit 5 volunteers to work as English teachers. The volunteers are requested to speak fluent English. Those with English teaching experience are preferable. Besides

the English skills, we expect the volunteers to be patient, open-minded with a loving heart. The Children's Village will provide the volunteers with three meals a day and transportation from and to the university during the class days.

Those who are interested in taking part in the activity, please send your resume to the email address *studentunion@bju.edu* before June 30th. The office of the Students' Union will contact the chosen candidates for an interview before July 10th.

#### 四、议论文(Argumentation)

议论文是作者对某个问题或某件事进行分析、评论,表明自己的观点、立场、态度、看法、主张的一种文体。写议论文要把握三性和三要素。三性指准确性、鲜明性和生动性。三要素指论点、论据和论证。

论点的基本要求: 观点正确, 概括全面, 见解新颖, 有实际意义, 要恰当地综合运用各种表达方式。

论据的基本要求,真实可靠、充分典型。

论证的基本要求: 推理必须合乎逻辑, 论证要讲究顺序, 要符合正确的推理形式。

#### 【范文1】

#### Do "Lucky Numbers" Really Bring Good Luck?

Some people think that certain numbers will bring good luck to them. Numbers such as six, eight, sixteen and eighteen are regarded as lucky numbers. There are also people who think that their success is related to certain numbers.

However, some other people think numbers have nothing to do with their luck. They believe in themselves rather than "lucky numbers". They don't do things according to certain numbers.

As far as I am concerned, I think it is a person's own business whether he believes in a certain number or not. The most important thing is that he has done the work by himself and has done it quite well. As to the belief in numbers, it is his personal choice.

#### 【范文2】

#### **Career or Family: Which Is More Important?**

When asked about their opinion of career and family, people always respond differently. Some people deem it more important to pursue their career, while there are always other people who argue that family should be the number one in one's life.

It goes without any question that career plays a key role in our life. In the very first place, career can give us an aim to live on. Without career, much of our living time will be certainly wasted. What's more, career can provide us with a means to live on. Most of the people earn their

income from a job. On the other hand, family is also an indispensable part of life, as many people will admit. Family is always regarded as a place where we can escape from troubles in life. In addition, we can obtain a sense of belonging from family. Without it, anyone will feel lonely and desperate.

In my opinion, career and family are not in opposition to each other. Rather, they can enhance each other so that one's life can become better and better. Therefore, it's not a choice between right and wrong, but one between ideal and practical.

#### 五、应用文

#### 1. 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。

#### 【范文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,

Amy

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。

#### 【范文2】慰问信

Dear Ming,

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 Ming.

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 A English Second 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。

#### 【范文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 the senior clerk, which you have specified.

I feel confident that I can meet your special requirement of having 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 Ming

评析:这是一封申请工作的正式信件。写这类书信时需特别注意的是,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。

#### 【范文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,

Li 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。

#### 【范文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,

John

Encl.: doctor's certificate for sick leave

#### 【范文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.

Lucy

#### 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