

英汉双语应用文

English Chinese Practical Writings

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前 言

随着现代经济和科学技术的发展,应用文已进入了一个崭新发展的阶段,具有以下几个鲜明特点:

第一、中心内容经济化。目前的世界实际上是经济激烈竞争的时代,和平与发展是世界各国的共同的历史使命。经济生活支配世界、支配国家、支配个人,自然也支配人与人交往的应用文。

第二、使用范围国际化。由于以经济范围为中心,以国际市场为主轴,因此经济区域之间、国家之间、集团之间、企业之间的交往不断扩大。而这些国家、区域、集团之间往往都有彼此约束,共同信守的文件与规定。所以,出现应用文的国际化、标准化。

第三、表达语言“双语化”。英语是国际通用的语言,汉语是大陆、台、港、澳及华语地区的法定语。在中国的土地上,流通汉语很自然。随着办独资、合资、合作的外国企业日益增多,这些企业起草文件双语并用可以扩大影响,提高与加强广告效应。应用文的“双语化”,这也是现代应用文的一个带标志性的特点。

第四、书写技术现代化。随着现代科学技术的发展,特别是电子通信技术的发展,使应用文的书写技术和操作系统的现代化程度也日益提高。国与国之间,区域与区域之间、集团与集团之间进行商业交往与联系,借助现代化通讯手段变得快捷与迅速。

总之,现代应用文以其内容的经济化、使用范围的国际化、表达语言的双语化、书写技术的现代化成为一种普遍的现实。21世纪将是现代应用文文种大发展,体制更完善使用手段现代化的新时期。

在中专、高职的语文教学中,应用文是重要的一部分。几年来,我利用自己曾受专业英语培训的优势,在应用文教学中渗透了部分英汉双语教学内容,受到学生欢迎、得到学院各级领导的肯定及重视,在大家鼓励和支持下,本着让学生从知识学习向应用学习转变的教育理念,我广泛搜集、系统整理这方面的知识内容,结合中高职学生实际需要和英语水平编写了这本《英汉双语应用文教程》讲义。由于我个人教学任务繁重,时间、精力和能力均有限,本讲义难免有许多不足与疏漏之处,在今后的教学实践中,我会广泛听取大家的意见和建议,不断改进和完善。

Preface

Economic modernization, coupled with accelerated scientific and technological advances, has made it necessary for mankind to pay closer attention to Information Dissemination than ever before, thereby bringing it to its present crucial stage, a stage some aspects of which are dealt with in this book. These are:

- Cost Optimization
- International Standards Adoption
- Use of Lingua Franca
- Modern Writing Techniques

Optimization of costs

Despite the fact that the attainment of peace and development is the common and most fundamental historic mission of all countries, individual nations strive to achieve these within their own borders first. This has obviously brought about the present-day survival-of-the-fittest status of competition in the economic arena. This being true at individual, community, country and international levels, has made economic consideration a key concern in every economy-related activity, of which Information dissemination is a vital part.

International Standards Adoption

As global economies continue to intertwine and compete on the international market, the increase in the use of common standards, norms and specifications by individual countries comes as a natural thing. This is especially so at this moment when enterprises, countries and economic blocks are trading far beyond their traditional business borders. As these deal with each other, they need to communicate in a way that is common and understandable to all. This is where Internationalized Information Dissemination comes into play.

Use of Lingua Franca

While it is true that Chinese Language serves well as the official language of communication on all Chinese territories – The Mainland, Taiwan, Hong Kong and Macao – it is an undisputable fact that the need for using a language other Chinese has been on the rise in recent years, especially in the international business arena. For one reason or another, English has acquired the position of number one International Lingua Franca. With the ever-rising participation of foreign investors in our economy, where they are conducting business either on their own or as part of joint-ventures with Chinese counterparts, the use of English and Chinese has now become a common feature of our information dissemination systems. In today's China, a company's ad that's not bi-lingual (English-Chinese) is less appealing than one that does.

Modern Writing Techniques

With trade having globalized so much and gotten so complex, the need for modern and streamlined means of communication can not be overemphasized. This is being achieved thanks to the scientific and technological advances, particularly in the electronic media, that have made it possible for us to use writing techniques which years back were totally unthinkable.

In brief, cost optimization, international standards adoption, the use of lingua franca and that of modern writing techniques have become such common knowledge that they are now an inseparable part of the information dissemination system in our society.

The 21st century promises to become a century of full of even greater advances in the Information Dissemination field where we'll certainly see the use of more sophisticated and cutting-edge technologies.

Information Dissemination is a fundamental part of the Chinese Language syllabus taught in the country's secondary schools and

higher institutions of learning. Over the past years, I've made an attempt at imparting bi-lingual classes (English-Chinese), which are popular among many Chinese students and have enjoyed the appreciation of both fellow teachers on one hand and school authorities on the other.

With the support of and encouragement from others, bearing in mind the need to reorient students so they can shift their attention from concentrating on the acquisition of theoretical knowledge to that of practical knowledge, I've made a good collection of information which I've arranged and included in this book in the hope that it will prove useful to its readers.

It is on the basis of the pressing need for the practical use of the English Language that I have put this book together.

Although I've taken every care to make this material error free, I can not rule out the appearance of some, so any comments and observations will be more than welcome. I'm sure they'd go a long way in helping to include improvements in the next edition and indeed in any future work I may write on this or any other related subject.

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第一讲 认识世界

Chapter 1 Understanding the World

1. 自然环境

About Nature

我们人类生活在地球上，地球表面是陆地和海洋，称为七大洲、四大洋，在地球的陆地上分布着 200 多个国家和地区，居住着约 60 亿人。

We, humans, live on the earth. The surface of the earth is covered by land and water, and is divided into seven large continents and four oceans. On the earth's land mass there are more than 200 countries and districts with a population of about six billion.

亚洲辽阔而美丽，它是世界上面积最大的洲。这里有 40 多个国家和地区，世界上有一半以上的人生活在这里。

Asia is very vast and beautiful. It is the largest continent in the world. There are over 40 countries and districts in Asia, with more than half of the world's population.

欧洲与亚洲连在一起，它的面积只有亚洲的 $1/4$ 。这里的国家大多比较发达。欧洲人口稠密，但增长的缓慢。

Europe adjoins Asia. Its area is one-fourth the size of Asia. Most countries in Europe are developed. It is a densely populated continent with a very low population growth.

非洲在一片广大的高原上，它是世界上第二大洲。荒凉的撒哈拉大沙漠占了非洲面积的 $1/3$ 。非洲的国家和地区比任何一洲都多，但是大多数国家仍较贫穷。

Africa, located on a vast plateau, is the second largest continent in the world. The wild Sahara Desert covers one-third of the Africa's surface. The continent has more countries and districts than any other, but most of them are very poor.

被称为“新大陆”的美洲，分为北美洲、南美洲。北美洲国家经济发达，人们生活富裕。

America, called the New World, is divided into North America and South America. The countries in North America are economically highly developed, and most people living there are wealthy.

南美洲是一块狭长的大陆，它的最南端几乎触及南极洲。南美洲有肥沃的土地，丰富的资源。

South America is a long and narrow continent. Its south tip nearly touches the Antarctic area. South America is fertile and rich in natural resources.

大洋洲是世界上最小的洲，它由一万多个散布在太平洋水域中的大、小岛屿组成。这里大多数人住在沿海城市。

Oceania is the smallest continent in the world. It is composed of over ten thousand islands, which vary in size and are scattered in the Pacific. Most people of these countries live in coastal cities.

南极终年冰天雪地，因为太寒冷太荒凉，这里没有居民，只有各国的科学家来这里考察。

The South Pole is covered with snow all the year round. There is no inhabitant because it is too cold and wild. Only scientists come here to carry out some research.

北极一直被冰雪覆盖着。很久以前，这里就生活着爱斯基摩人，他们靠打猎和捕鱼为生。现在，新来的移民给这里带来了现代的文明和科技。

The North Pole is always covered with snow. The Eskimos (or Inuit) who are indigenous to the region, have always lived on hunting and fishing. Today, however, they are adapting to modern civilization, science and technology brought in by the new immigrants.

一个国家是一个大家庭。各国在自己的国界内行使管理的权力。国旗、国歌是国家的标志，他们代表本国的民族精神和国家的尊严，象征着国家的权力。每个国

家还发行自己的货币，用于贸易活动。

A nation means a big family. Every nation has sovereignty over its own territory. The national flag and the national anthem are the emblems of the nation. They stand for the national spirit and national dignity. They are the symbol of nation's power. Every nation has its own national currency.

各国的国旗式样各异、色彩鲜艳、图案庄重，都有特定的含义。

The national flag of each country is different in pattern, color brightness, and design solemnity. It has a special meaning.

中国的国旗是五星红旗。红色象征用无数烈士的鲜血染成，大星象征着中国共产党，四周的小星象征亿万人民团结在周围。

The national flag of China is a five-star Red Flag. The red color stands for the blood shaded by the country's numerous martyrs. The big star stands for the Chinese Communist Party, while the four small ones represent the people of all nations rallying in support of the Chinese Communist Party.

首都是一个国家中最重要的城市，国家领导人就在这里管理全国大事。

The capital of a nation is the most important city. It is the place from which the country's leaders administer the affairs of the whole nation.

货币用来购买物品，这样有利于商品的流通。每个国家都发行自己的货币。货币有纸币和硬币。

Money is used as a means of exchange. It facilitates the trading of goods. Every nation issues its own national currency which comes in the form of notes and coins.

大多数国家的货币上的图案中有人物，也有的是名画，还有的是动植物或建筑风光等。

Most nations choose figures, famous paintings, animals, plants, buildings, scenes, and others in their currency design.

城市是国家工业商业和交通比较发达、人口比较集中的地方。世界上有 1 / 3 的人住在城市中，城市需要有良好的供应。城市中的人们从事各种职业，管理和维持着各种设施和秩序，还为农村提供技术和服务。随着农业生产的增长和城市经济的飞跃，农村的人口流向城市，城市在不断扩大。

A city is an urban center where the nation's industry, commerce and transportation are flourishing, and population is dense. About one-third of world's population is urban-dwelling. People in the cities need a good supply of goods and services. They do all kinds of jobs to manage facilities, maintain order, and provide services. With the development of agricultural production and the progress of urban economies, the rural population tends to flow into urban areas, thereby contributing to the incessant city expansion.

广大的农村，人口比较分散，人们主要从事农业生产，为社会提供粮食、副食品的一部分工业原料。农业生产是人类基本生活资料的来源，通常还包括种植业、林业、畜牧业和渔业。

In vast parts of a country, there is a sparse population. People there are mainly engaged in agricultural production to provide society with staple food, non-staple food, and some industrial raw materials. Agricultural production generally includes plantation, forestry, poultry, and fisheries. These areas are the main sources of the basic means of human livelihood.

农民们祖祖辈辈生活在乡村，许多户人家居住在一处，形成了村庄。

Farmers live in the country generation after generation. Many families of farmers live in the same piece of land thereby forming a village.

乡村广阔美丽，空气清新。成片的农田上，种着各类农作物。

The country is vast and beautiful with fresh air. In stretches of lands, people plant various crops.

随着经济的发展，一些农村已发展成为小城镇。

With the economic development, some villages are changed into small towns.

随着人口的激增、环境污染的加剧和能源的短缺，人类赖以生存的自然条件在不断恶化。人类为了更好地生存发展，必须控制人口，保护自然和生态环境，并向海洋和太空推进。

With the rapid increase in population, aggravation of environmental pollution and shortage of energy, the natural conditions on which human life depend are worsening. In order to live and develop better man must control population, preserve the natural and biological environment, and explore the oceans and outer space.

2. 人文环境

About culture

地球上的不同自然环境，形成了世界上具有不同肤色不同体质形态的四个种族：黄色人种、黑色人种、白色人种、棕色人种。在历史上，人类居住在不同地域，由于经济生活、语言文字、宗教习俗等差异，形成 2000 多个民族。

The different natural circumstances on earth gave rise to the existence of four human races with different skin colors and different body shapes. They are the yellow, the black, the white and the brown. Throughout his existence, man lives in different places. There are more than 2000 nationalities with varying economic situations, languages, cultures, religions, customs, etc.

在每一年中，世界各地人们都有一些特定的节日值得庆祝。节日里人们尽兴娱乐，用不同寻常的形式来表达感情。全世界有的节日是共同的，也有地方性的节日，还有不同民族的节日。节日的名目林林总总，庆祝的形式也五彩缤纷。

Every year, people in various places of the world have festivals of some kind. During these festivals, they reveal and express their emotions in different ways. Some festivals are common to people of different geographical location while others are held locally. There are festivals celebrated by local communities and those celebrated by nationalities. These festivals have distinct names and are celebrated in many different ways.

每年的 12 月 25 日，原来是纪念耶稣诞生的日子，后来发展成为民间传统的佳节，也是西方国家最盛大的节日。

Traditionally, December 25 was the day people commemorated the birth of Jesus Christ but it has since turned into a popular festival of a different nature. It is the most significant festival in western countries.

农历正月初一是春节，是中国最隆重的传统节日。日本、朝鲜、越南等国也有过春节的习俗。

The first day in the Chinese lunar year is the Spring Festival. It is the most important traditional festival in China. People in Japan, Korea, Vietnam and other countries also have the same tradition.

人们用语言进行交往，表达自己的情感和愿望。不同民族和不同地域的人们都有自己的语言。世界上有 4000 多种语言，比较普遍使用的语言有 200 多种左右。

People use languages to communicate with each other, and express their emotions or wishes. With people in different nationalities and districts using their own languages, there are more than 4000 languages in the world, 200 of which are most commonly used.

其中，汉语是使用人数最多的语言，世界上约有 10 亿多人使用。除了中国人，日本人、朝鲜人及东南亚各国许多华人也会说汉语或写汉字。

Among them, Chinese is the language with the most native users. Over 1 billion people speak Chinese. Besides the Chinese of the Mainland, the Japanese, Koreans and many other Chinese people in Southeast Asia can speak and/or write the Chinese Language.

英语是世界上使用国家最多的语言。

English is the world's most widely used language at the international level.

世界上的语言五花八门，给人们交往造成了障碍，于是人们创造了一种国际语言——世界语。

Languages in the world are so numerous that they make communication difficult. To overcome this, people invented an international language, Esperanto.

第二讲 交流文化

Chapter 2 Cultural Exchange

人类已有五千年的文明史。世界上最早的文明是从埃及、印度、中国、阿拉伯、希腊等地开始的。人类一代一代地征服自然，改造社会，创造了无数的人间奇迹。

Man has a civilization that dates back five thousand years, the earliest civilization in the world began in Egypt, India, China, Arab countries, Greece and others. Generation after generation, man has performed numerous miracles in conquering nature and transforming society.

其中比较著名的是世界八大奇迹：埃及最大的金字塔是用 200 多万块巨石砌成的，它是古代埃及国王的陵墓；古代巴比伦建造了一座空中花园。它高出地面 23 米，要用机械来浇灌花木；埃及法罗斯岛上曾经有的灯塔是世界上第一座灯塔；中国古代修建的长城，全长 6700 千米，是世界上最长的城墙；从秦始皇陵中，至今已发掘了 8000 多件用陶土制成的兵马俑；还有 12 米高的象牙、黄金宙斯雕像，37 米高的太阳神铜像，41 米高的大理石陵和大理石做成的阿耳忒弥斯神庙。

Some of them are very famous: The largest pyramid in Egypt was made using over two millions huge stones that make up the tomb of an ancient Egyptian king; In the ancient Babylon, people built a garden on a high platform. It was 23 meters above the land. The trees and flowers there were irrigated by machines; In Egypt, there used to be a lighthouse for the Pharaohs. It was the first lighthouse in the world; The great Wall built in ancient China is 6700 kilometers long. It was and still is the longest wall in the world. In the tomb of the first Emperor of the Qin Dynasty, man has unearthed 8000 life-sized terracotta figures of warriors and horses made of earthenware. Other important things that constitute our heritage from ancient civilization are a 12-metre-high Statue of Zeus with an ivory-colored skin and a golden gown, a 37-metre-high Statue of Apollo, a 41-metre-high Mausoleum made of marbles, and the Temple of Artemis also made of marbles.

中国的四大发明也比较著名：造纸术、印刷术、指南针和火药。

Ancient China had many creations and inventions, of which papermaking, printing, compass and gunpowder are the earliest and also the most famous in the world.

在发明造纸法以前，欧洲人把字写在石头和羊皮上，中国人则把字写在竹片、木块甚至乌龟壳上。自从有了纸，人类的各种知识就保存下来并传播开来；有了印刷术，很短时间内就能够印出很多很多的书来；有了指南针，人们在海上航行或在陆地上行走，就不会迷失方向；火药的发明，则改变了使用的武器和作战的方法。

Before papermaking was invented, Europeans wrote on stones and sheepskins; while Chinese carved words on bamboo clappers, wood and even on tortoise shells. With paper, man's knowledge can be preserved and spread; and with printing, thousands of books can be printed within a very short time. With the compass, people are not bound to lose their way when they travel by sea or by land. The invention of gunpowder changed weapons used in wars and the ways wars were conducted.

随着世界的富庶和发展，世界各地的人们开始了交往。探险家们的努力，使大洋彼岸相隔遥远的人们认识了。

With the economic boom in the world, people all over the world began to contact with each other. With the endeavor made by explorers, people separated by the ocean are acquainted with each other.

1271 年，意大利商人马可·波罗来到了中国。他还游历了印度、东南亚各国。回国后著书向欧洲介绍了东方的繁荣。

In 1271, Marco Polo, an Italian merchant, came to China. He visited India and other Southeast Asian countries as well. After his return to home, he wrote a book describing the boom in the East.

1405 - 1433 年，中国的郑和七次下“西洋”，访问了 30 多个国家，还航行到了非洲。

Form 1405 to 1433, Zheng He, a Chinese Army officer, went to Western countries seven times, and visited over 30 countries, including African countries.

1492 年，意大利人哥伦布航海穿过大西洋，发现了美洲。可他误认为是亚洲。

In 1492, Christopher Columbus, an Italian navigator, sailed across the Atlantic Ocean, and discovered America. But he mistook America for India.

1487 年，葡萄牙人迪亚士去非洲，在航海中意外发现了非洲南端的好望角。

In 1487, Bartholomew Dias, a Portuguese navigator, led a voyage to Asia. On the return voyage, he discovered the Cape of Good Hope on the south tip of Africa by accident.

1519 - 1522 年，葡萄牙人麦哲伦率领船队，完成了世界上第一次环绕地球一周的航行。

From 1519 to 1522, Fernao Marathas, a Portuguese navigator, completed the first circumnavigation of the globe with his vessels.

1767 - 1778 年，英国的科克几次航海到澳洲，发现了这个除南极外最晚被发现的陆地。

From 1767 to 1778, James Cook, an English mariner, sailed to Australia several times. He discovered the land second last to the South Pole.

现在世界各国称中国为 China，就是秦的音译。秦是陕西的简称。陕西是中华民族文化发祥地之一和文物古迹荟萃之地。我们的祖先很早就关在关中原一带繁衍生息、辛勤劳动。考古发现有至今约 80 万年的蓝天猿人化石和 6000 年以前原始社会母系氏族公社的半坡村落遗址以及被誉为“世界第八奇迹”的秦始皇兵马俑。从公元前 11 世纪起，奴隶社会的西周，封建社会的秦、西汉、新莽、西晋、前赵、前秦、大夏、后秦、西魏、北周、隋、唐等 13 个王朝曾在陕西建都，历时 1100 多年。唐末黄巢和明末李自成领导的农民起义，也曾在西安建立过政权。因此，陕西人文资源极为丰富，共有旅游资源 800 多处，旅游业已经成为陕西经济的支柱产业。省会西安已成为我国重点旅游城市之一。

The word "China" is an English transliteration of the Chinese character "秦" (chin). More than 2,000 years back, it was the abbreviation of the Qin Dynasty, the first centralized, autocratic feudal empire in Chinese history, the Dynasty of Emperor Qin