



高校英文写作教材系列



石 坚 帅培天 主编



英语应用文写作

Practical English Writing



四川出版集团·四川人民出版社



高校英文写作教材系列

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前 言

从事高校英语写作教学及研究多年，一直心仪能有一整套供师生从低年级到高年级使用的写作教材。这套教材应包括基础英语写作、英语应用文写作和高级阶段的英语论文写作。作为基础阶段的教材，应从句子到段落，再到篇章，帮助学生打下坚实的英语写作基础；应用文写作则为增强学生应用英语进行交际的能力添砖加瓦；论文写作应从普通论文讲起，再到学术论文，初步培养学生从事学术研究，撰写学术文章的能力。这套教材，可分阶段教材自成体系，但从知识和技能的讲解及训练规划上讲，应循序渐进，具有系统性。这套教材应有很好的可操作性，理论的讲解和技巧的介绍应深入浅出，环环相扣，且能及时和准确地得到操练，转化为学生的“知识”。这套教材，既然是英文教材，就必须使学生在使用过程中感到自始至终沉浸在英美语言文化的浓重氛围之中，逐步脱离汉语母语的影响，养成新的写作习惯，写出地道的英语文章。让中国学生把英语文章写得真正像英美人士所写，并非易事，但正因为此，一套好的英语写作教材更应把东西方思维模式、行为方式、生活习惯等对各自语言和语言的应用的影响说得使人信服。这样的写作教材，让人心仪，也给人以创作的冲动。《英语应用文写作》正是这种创作冲动的产物。该书的主要对象是大学本科各年级学生，也可作高职、高专教材；对其他英文学习和工作者而言，该书不乏为一部指导性的专著。

培养和提高大学生应用英语进行交际的能力是国家发展的需要，是教育改革和英语教学的要求；然而，英语应用文在我国大学英语教学中是一个薄弱环节，其原因之一是缺乏优秀的专业教材。《英语应用文写作》旨在弥补这一缺陷。这部专著/教材除努力体现上述愿望外有以下几个特点：

1. 一反大多英语应用文写作指南式书籍只为读者提供刻板式蓝本的做法，营造了一个交际氛围，以模拟一位留美学生生活的形式，以她的出国前后联系学校、申请签证，到踏上异国土地、跨进学校、走入社会为线索，把本来就出自生活的应用文用回到生活中去，让学生贴近了英美文化去学习它。如是作，教材将更能唤起读者的兴趣和有效地帮助他们提高自己运用英语进行交际的能力。

2. 大多范文直接取自美国社交生活的方方面面，地道而富有英语应用文要求的特殊文化内涵。这些范文与刻板模式不一样，传递的不仅是各种应用文的一般格式和行文特点，还张扬着作者的个性与对版面设计美的追求，能让学生认识一般规律和实际运用的差异与辩证统一，进而提升他们从知其然到知其所以然的认知水平，增强在不同情景下灵活应用英语的能力。

3. 全书用双语写成，扩大了它的服务对象。无论是中文还是英文表述，言简意赅，起到了写作教材自身文字应有的范本作用。

4. 练习紧随模拟学生的脚步，引人入胜，让学生不试不爽，欲罢不能。

本书提供的各种应用文实例因归类的需要，不可能完全适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。

编著者

2007年8月

引 子

冬梅现就读于西南某高校外语系，是四年级学生。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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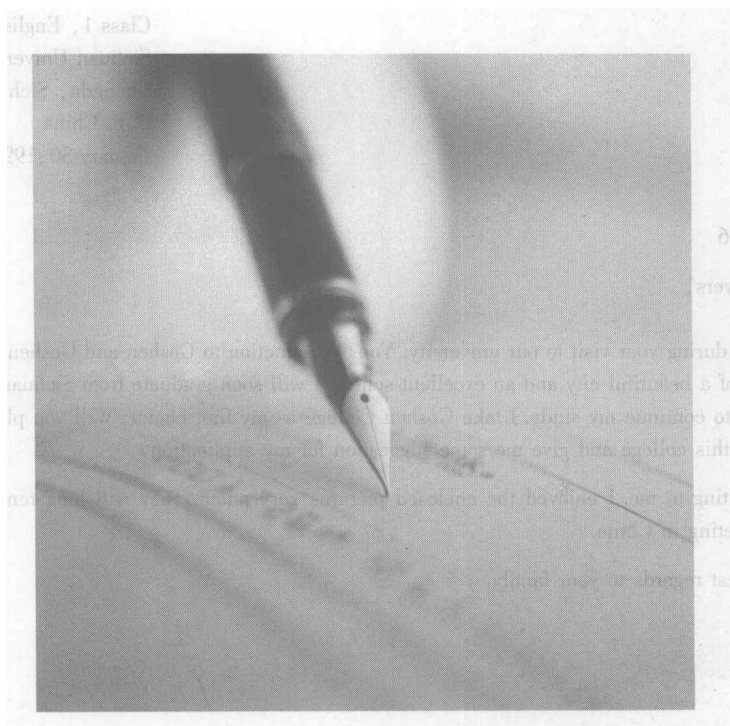
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Step 1



书信咨询

Letters for Information



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
Sichuan University
Chengdu, Sichuan 610065
P. R. China

(stamp)

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

信文 (Layout of the Letter)

Class 1, English Department
Sichuan University
Chengdu, Sichuan 610065
P. R. China
January 30, 1990

314 S. 6th St.
Goshen, IN 46526

Dear Mr. Dick Myers,

Nice to meet you during your visit to our university. 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 Sichuan University. 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.
Sichuan University
Chengdu, Sichuan 610065
P. R. China

信文 (Layout of the Letter)

314 S. 6th St.
Goshen, IN 46526
February 10, 1990

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 *US 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 ervinb@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)

下面列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 (Indented 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:

Indented 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 (Indented 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。上面列举的冬梅写给 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

下面是两种信文写法的示意图：

Heading

Salutation

Body

(or)

Signature

(Signature)

(P. S.)

Indented Form

		Heading _____ _____ _____
Inside address _____ _____ _____		
Salutation _____	Body	

(Enc.) (P. S.)		Complimentary closing Signature

通常，一封普通信件可简化如下：

		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	(or)	(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、自荐信、推荐信、感谢信、致歉信、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。下面列举各类书信供参考, 绝大多数为实例, 从中可以学习不同书信者的行文风格和在本格式基础上的变通与多姿多彩, 比如, 有的书信作者把信端中自己的 (姓名) 和地址移至信文的右下角。我们可以理解成以降低自己的“地位”表示谦卑。

1. 询问信 (Letters of Inquiry)

写信了解各种信息在日常生活和商业事务中十分普遍。为达到让收信者按要求反馈信息的目的, 询问信应具体而言简意赅。前面所示冬梅希望获得 Goshen College 信息的询问信简单明了, 下面一封旅馆情况询问信和一封奖学金情况询问信更显此类信件的行文特点。

Formal

Sheraton Sanya Resort
Sanya, Hainan, 572000
Mrs. Pollock

Foreign Languages Department
Sichuan University
Chengdu, Sichuan 610065
January 4, 2007

Dear Mrs. Pollock:

Several people have recommended Sheraton Sanya Resort as a place with first-rate accommodation for our long-range planning conference in May.

Would you please send me full details on rates, meeting rooms, recreational facilities, food services, and so on. The following information will help you.

Date and time: May 11 (afternoon) to May 16
—five nights and five days

Number: Thirty men, double occupancy
Seven men, single occupancy
Fifteen women, double occupancy
Eight women, single occupancy

Food services: Three group luncheons with speakers
—sixty-five people

Meeting rooms: One room large enough to accommodate 70 people
Three rooms, each to accommodate 25-35 people

I will also want information on recreational facilities, travel, and special activities, such as entertainment, tours, and so on.

Shortly after I receive this information, I will be in touch with you. May I hear from you no later than January 15?

Sincerely,
Kong Ling
Kong Ling
Dean of Foreign Languages Dept.
Sichuan University

Informal

March 3, 2007

Dear Wang Ling,

Haven't heard from you for a long time. How are you doing?

I wish to continue my study at the graduate school of your university after graduation. Please write and tell me the details of any scholarships or fellowships that your university is offering to graduate students.

Yours,

Jingjing

2. 申请/求职信 (Letters of Application/Cover Letters)

按西方习俗，求职一般需要首先提出申请，索取公司或部门了解求职者基本情况的表格。求职者按要求填好并送回表格后，如果用人单位对你有意，才会进一步安排面试等活动。所以，第一次送出去的这类求职申请都会很简洁。在我们国家，求职程序按传统却有所不同，通常，求职者会不管用人单位想不想知道，一股脑儿地便把自己的“优势”呈上（见3：自荐信）。

例 1:

Formal

930 Lewis Street
Chicago, IL 60609
September 15, 2006

Data Control International
111 Morris Lane
Kankakee, IL 60620

Dear Ms. Boswell:

I would like to apply for the position of assistant computer programmer as advertised in the September 14, 2006 *Chicago Daily News*. I feel that I am especially qualified, and would appreciate your sending me an application form.

Please send the application to the address above. Thank you for your help.

Sincerely yours,
Maxell Taylor
Maxell Taylor

例 2:

Formal

Sept. 15, 2006

Registrar's Office
State University
Littleton, SD 55555

Dear Registrar:

I am a student of microbiology in Geneva, Switzerland. I would like to apply for entrance to your university. Would you please send me an application form and information on your university?

Thank you.

Yours truly,
Renee Martin
Renee Martin

Blanc Apt. 406
Geneva, Switzerland

3. 自荐信 (Letters of Self-recommendation)

如 2 所说, 自荐信实质上是一种主动陈述自己“优势”的求职申请信。当代大学生求职, 多以自荐加推荐 (见 4: 推荐信) 的方式进行。要自荐, 就得尽可能地让用人单位了解你于某个岗位的优势, 但这种优点展示必须遵循诚实, 即实事求是的原则。同时, 切忌拉杂和自我吹嘘。

Formal

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

March 1, 2006

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 honor of 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 2000.

I enjoy teaching very much, and have fond memories of my experience teaching English in Pakistan for three months in 2001.

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.