

展示信息社会生存交往方式

解读当代生活英语标签含义

# SELF-SURVIVING IN AMERICA

## 旅美生活英语自助宝典

### 英语天下行

不会说英语，来日方长；

不会“看”英语，举步维艰！



林克难 翡明文 编著

南开大学出版社

*Self-Surviving in America*

# 英 语 天 下 行

——旅美生活英语自助宝典

林克难 翡明文 编著

南开大学出版社  
天津

### 图书在版编目(CIP)数据

英语天下行=Self-surving in America: 旅美生活  
英语自助宝典/林克难, 翡明文编著. —天津:南开大  
学出版社, 2001. 1

ISBN 7-310-01428-6

I. 英... II. ①林... ②翡... III. 英语, 美国-自  
学参考资料 IV. H31

中国版本图书馆 CIP 数据核字(2000)第 25454 号

出版发行 南开大学出版社

地址: 天津市南开区卫津路 94 号

邮编: 300071 电话: (022)23508542

出版人 肖占鹏

承印 天津宝坻第二印刷厂印刷

经 销 全国各地新华书店

版 次 2001 年 1 月第 1 版

印 次 2001 年 1 月第 1 次印刷

开 本 787mm×1092mm 1/16

印 张 13.25

字 数 333 千字

印 数 1 — 3000

定 价 19.00 元

## 编者的话(代序)

1996年我国对于选拔出国访问学者的制度进行了改革。我作为改革的第一批受益者,以高级访问学者的身份前往美国艾莫斯特马萨诸塞州立大学(University of Massachusetts at Amherst)进修讲学整整一年。同行的还有本书第二作者、我的夫人籍明文。

从英语学习者的身份来看,我们俩有着一定的代表性。我是“科班出身”,从大学本科到硕士研究生读的都是英语专业,夫人是理科数学专业毕业,英语对她而言是所谓的“公外”。在美国一年的生活,对我们的英语水平是一个严峻的考验,我们都碰到了问题,尽管性质有所不同。夫人的英语在上学的时候是很不错的,但书本上的英语与实际生活中的英语或称“真实材料”(authentic material)英语却有着不小的距离,因此,她碰到了许多理解上的困难,比如1 for 3:是一个美元买三个呢还是三个美元才能买一个,迷惑了好一阵才弄明白;对我来说,理解倒没有太多的问题(但决不是说没有问题),却也深深地感受到了生活英语表达方法上的新鲜、奇特,完全没有国内经过翻译的英语的那种浓浓的“翻译腔”,有不少常见标识性词组或习语、短句,如不亲眼看到是绝对写不出来的。比如,“后门下车”:exit via rear door,“注意安全”:please be safe,“进入工地请带安全帽”:hard hat project。

由此,我们联想到每年都有成千上万的人出国到英语国家进修、学习、考察,他们中的许多人同籍明文一样,是在“公外”的课堂上从书本上学的英语。因此,他们也一定会碰到籍明文当年碰到的语言障碍。如果有这样一本书,把中国人在国外生活中常见的那些英语表达法记录下来并从语言、文化的角度进行详尽的讲解,让人们在出国之前读一下,“热热身”,熟悉那些在国外日常生活中每时每刻都会碰到但从课本上却很难学到的词汇、表达法,岂不可以避免“临时抱佛脚”的尴尬吗?我们还联想到国内英语专业毕业生,由于缺乏生活英语的积累,每日每时都在生产出大量的“中国式英语”。如果他们有这样一本生活英语书,看看实际生活中标准的英语是怎么说的,岂不可以把对外宣传工作做得更好吗?

于是,在美国进修的日子里,我们在繁忙的学习之余,开始像蜜蜂采蜜一样收集材料。从商品广告、住房须知、讲座海报、银行票据一直到电影票、汽车票,统统像宝贝一样收了进来。最后临回国时一看,竟有了满满的好几袋子。然后再慢慢地筛选,沙里淘金,把最具代表性的生活英语选了出来,按衣食住行等生存要求的轻重缓急分为租房、购物、求学、旅游、娱乐、理财等六个部分。每个部分又下分为若干个小项,并按ABCD顺序编排,以方便查找。凡是我们认为读者可能感到困难的地方,一律以阿拉伯数字标示出来,并在各该小项的末尾加以注释。这种注释,有语言的,也有文化的,以文化为主。我们设想,通过查阅本书读者除了学习语言之外也可以同时学到不少关于美国文化方面的知识。

可以毫不夸张地说,打开本书就好象一只脚跨进了美国。你可以在书中读到许许多多与日常生活密切相关的英语表达法。如果有不理解的地方只要查一下注释部分就会疑团顿释。我们编写这本书主要是为满足那些即将出国特别是赴美的朋友们的需要而编写的。即使读者暂时没有出国机会,或者只是正在上学的大中学生们也可以从中学到教科书上见不到的活生生的最新应用英语。英语教师也可以把这本书作为辅助教材。

在编写过程中我们还想到了另外一部分潜在的读者。应该看到，在我们的城市里，充斥着所谓“中国式英语”，破坏了改革开放的形象、影响了对外宣传的效果。这是翻译工作者没有机会直接接触真实的、鲜活的生活英语造成的。我们希望本书也能成为翻译工作者和爱好者一个难得的良师益友。

林克唯

2000年9月

## 前　　言

一个中国人第一次踏上美利坚国土，在他还没有开口用英语说话之前，首先会在机场看到用美国英语书就的各种各样的标志牌，五光十色的各种广告牌；接着，如果他要转乘长途汽车赶赴目的地，还需要打 1—800 免费电话询问班车的时间与票价，不用他开口，话筒里很可能会传来事先录制好的带有浓浓美国调的信息。以后在异国他乡生活的日子里，他还会处处碰到日常生活美国英语，比如，公路上的指示牌，商店里的每周一期的减价宣传品，报刊电视广告，住房合同，催书通知，讲座海报，招贴告示等等。这些“真实材料”，都是在美国生活每日每时都会碰到，是须臾不可缺少的。而这些东西在国内课堂上很难直接学到，初来乍到的中国人都会感到一定的困难。可以这么说，在当今的美国，由于现代化与自动化程度的加深，几乎不用开口讲话就可以满足基本的生活需要。比如购物，走进超市，自己动手选购喜欢的商品，然后去银台交钱，最多临走前说一声 thank you 就可以了。银行业务也不用开口，除了取款可以使用自动柜员机之外，存款也可以在机器上独自进行。但是，要是你看不懂柜员机使用说明，看不懂超市减价宣传品，那你在美国的生活马上就会发生困难。

本书的编者正是出于这种考虑，想为正在积极筹备到美国留学、探亲、发展事业的中国人提供一本实用的参考书。本书分为 6 个部分，分别涉及租房、购物、旅游、求学、娱乐、理财等生活的方方面面。所有材料均为我 1997 年 7 月—1998 年 6 月以访问学者身份在美国进修一年期间所精心收集的“真实材料”，是从大量的原始材料中筛选出来的。每一部分均有一段简短的文字说明，介绍在某个领域里，美国英语的特点以及需要注意的问题。对于条目中的语言难点，在每部分的结尾部分进行解释。

书中材料主要由我与同事胡向华分别在美国的马萨诸塞州与纽约州同时收集，我趁着旅游探亲的机会还在美国的其他地方收集了不少素材。这样，本书就具备了比较广泛的地域代表性。籍明文是大学理科毕业生，她的困难在一定程度上代表了中国英语学习者的普遍的困难。她在美国期间，语言对她日常生活造成的困难是我收集材料的依据。她也将是本书的未来的第一读者。

在本书书稿杀青之际，我要借此机会感谢原国家教委留学基金委给了我这次宝贵的进修机会；感谢中国驻纽约总领馆的李建民领事、美国麻州大学比较文学系的 Maria Tymoczko 教授与 Edwin Gentzler 教授在我旅美期间对我与夫人的热情鼓励与帮助；最后我还要衷心地感谢南开大学出版社的张彤同志。张老师一贯极力主张素质教育，使我得以从 1996 年至今三年多一点的时间里，连同这本书在内，一共在南开社出了三本与培养外语信息接收、理解和表达能力息息相关的书（前两本书分别是《广播听力词汇向导》与《新闻宣传英语》）。现在中国外语教育界，从高层指导机关到基层教师已经开始从改革教育体制和考试制度入手，大力推行素质教育，此书的问世将使人们认识到，语言的教与学必须根植于当代实际的社会生活，一个在知识经济时代、在信息社会里的谋生者，也必须具备正确解读语言符号信息并加以准确得体表达的能力。

编　　者

# 目 录

编者的话(代序).....	( 1 )
前 言 .....	( 1 )
第一部分：租房 .....	( 1 )
A 广告 .....	( 1 )
注释.....	( 3 )
B 用户须知 .....	( 5 )
注释.....	( 17 )
C 租房契约 .....	( 20 )
注释.....	( 35 )
D 缴款 .....	( 37 )
注释.....	( 40 )
第二部分：购物 .....	( 41 )
A 减价宣传品 .....	( 41 )
注释.....	( 47 )
B 收据 .....	( 50 )
注释.....	( 56 )
C 购物优惠卡 .....	( 57 )
注释.....	( 58 )
第三部分：求学 .....	( 60 )
A 海报 .....	( 60 )
注释.....	( 66 )
B 日程安排 .....	( 68 )
注释.....	( 72 )
C 课程安排 .....	( 73 )
注释.....	( 83 )
D 信件往来 .....	( 85 )
注释.....	( 95 )
E 招贴、指南、收条等 .....	( 96 )
注释.....	( 106 )
第四部分：旅游 .....	( 109 )
A 标志 .....	( 109 )
注释.....	( 109 )
B 公交车时刻表、长途汽车时刻表 .....	( 110 )
注释.....	( 120 )

C 旅游指南、景点介绍、城市地图	(121)
注释	(156)
<b>第五部分：娱乐</b>	(159)
A 体育	(159)
注释	(162)
B 音乐会	(162)
注释	(169)
C 门票	(171)
注释	(174)
<b>第六部分：理财</b>	(175)
A 免费电话问讯	(175)
注释	(176)
B 报单、收据	(177)
注释	(183)
C 信用卡、支票	(184)
注释	(186)
<b>附录：常用公共标识图形符号</b>	(187)
1. 公共设施标志	(187)
2. 企业机构徽标	(190)
3. 产品认证标志	(191)
4. 天气标志	(192)
5. 安全标志	(193)
6. 交通标志	(196)
7. 包装标志	(199)
8. 电器安装与操作标志	(201)
9. 图形符号颜色与形状的含义	(202)

# 第一部分 Renting an Apartment 租房

## 概述：

中国人到美国探亲访友、留学发展，下飞机后的头等大事就是找房子住。大致过程是这样的，先看广告，等找到合适的房子后，便要仔细阅读租房协议，与房东一起签字画押。住进去之后，还要认真研究房东印发的住户须知，这样，可以明确自己的权利与义务，同时可以方便自己日后的生活。还有两件事是万万不能忘记的。进住之前，必须交纳相当于一个月房租的押金，美国人美其名曰安全押金（security deposit）。另外一件事是按时足额交纳房租。

这个部分，为读者准备了这样一些材料：租房广告，住户须知，租房契约，以及安全押金与交纳房租通知单。

上述这些材料在文字上有着截然不同的特点。广告英语简练，生动，用了大量缩略语，熟悉缩略语的缩字规律以及这些常用住房广告缩略语的含义是学习的重点。租房契约与用户须知尽管谈的都是租房户的权利与义务，但措词很不一样。前者是法律文书，用词严谨，字斟句酌；而后者亲切中不失严谨，温和中不失严厉。

## A: Advertisements 广告

- A-1: AFF extra lg. furn. rm. Chic. nr. 391 & 91. Xtra quiet, safe, stv. / micro., cable available. \$ 75/wk. 796—1206
- A-2: Bus line furn. rm., utils. incl., cable/phone hkup, \$ 70/wk., 903 Main St., West Sprfld, 739—9512
- A-3: E 'HAMPTON Share lg. hse., pool, W/D, 2kits. \$ 325+, 413—527—5758
- A-4: Suffield, CT M/F share 2 bdrm., condo., \$ 400/mo., 860—668—5566

### Room/Housemates 660

- AMHERST (south). Female, 31/ male, 42 seek 2 to share 4 bedroom house 9/1. Smoke free, music room, etc. Big yard, scenic. Prefer 25+. \$280+/<350+. 256-0841.
- EASTHAMPTON. My dogs and need quite roommate to share our home. Nice yard. \$300. 527-6080.
- HADLEY, Room, shared 1st floor, kitchen/laundry. No smoke/pets. Female preferred. \$350. 585-9719.
- HADLEY, 8/1. Looking for 2 housemates. Big, sunny Farmhouse. Storage. Near trails. Call 582-0679.
- HADLEY. Studio room near UMass/Malls. Ideal for Bachelor, musician or pet owner. Separate entrance. Shared bath. 549-5635.
- NORTHAMPTON. Male to share 2 bedroom exclusive home. Professional, quiet, laundry. No smoke. Call. Off street parking. Bus line. \$475+. Must see! 413-733-5589.
- NORTHAMPTON. Off North, 2 neat, no smoking, professional females seek same. \$233+. 587-0880.
- NORTHAMPTON. Shares 2 bedroom with professional female (28). Close to downtown. \$350+. Available 7/1. Call 582-0646.
- NORTHAMPTON. Shares large, sunny house. Washer/dryer, garage, porches. \$400+. 586-4383.
- SUNDERLAND. 2 bedroom Condo with tiny bird filled garden. On pond. Hot water included. No dogs/bus. \$650. 549-0733.
- SUNDERLAND. Unusual, spacious and sunny 1 bedroom apartment in historic building right on the bus line. \$615+. Call 665-0300.
- WHATELY. Large, beautiful, 2 bedroom, yard. Washer/dryer. No pets. \$625. 7/1. Call 665-2600.
- WILLIAMSBURG. Quiet, thoughtful, ecology-minded neighbor for 2 bedroom in Duplex. Gardens, forest, views. \$569 plus heat. PO Box 454, 01096 or mac@javonet.com

### Condominiums 685

- GRANBY. 2 bedroom Townhouse, appliances kitchen, cellar, decks. Crescent Valley. Bob 734-4400.

### Houses for Rent 690

- AMHERST, NORTH. 3 bedroom, 2 bath, family neighborhood. No smoking. No pets. \$1200. 549-6698.
- AMHERST. 4 bedroom, 2 bath, family neighborhood. \$1150. Oil heat. Now. No pets. 549-6604.
- AMHERST/PELHAM. 2-3 bedroom house (duplex type), 2½ miles to Amherst. Sunny, country Cape with large homely kitchen, full bath, basement. Across from stream and hiking trails. \$850+. Call 253-9797.
- BELCHERTOWN. 3 bedroom, 2 ½ bath with attached 1 car garage. Quiet street, oil heat. Available 7/1. \$1300/month. Call 413-253-5836.
- BELCHERTOWN. Large 2 bedroom, sunroom. Available 7/1. Quiet neighborhood. \$1250. 259-1208.
- COLRAIN. 3 bedroom house. Quiet, country setting. \$895/month. 1st, last, security. No pets. Call after 7pm. 802-368-7380.
- EASTHAMPTON. 3 bedroom Ranch. Available 7/1. Near Northampton. \$1050/month. 527-6519.
- NORTHAMPTON. Beautiful 3 bedroom, 2 ½ bath house with sunroom, hot tub, and fireplace. Quiet, family neighborhood. \$1800+. 585-0881.
- NORTHAMPTON. Remodeled 3 bedroom home on 30 acres. No pets. \$1200/month. Call for details. Taylor Agency. 527-3375.
- NORTHAMPTON. Small 2 bedroom house with 2 car garage, fireplace, full basement, 1 acre of land, washer/dryer. \$900+. 586-6404.
- SHUTESBURY. Large 3 bedroom, 2 baths, 2 fireplaces, gas heat. \$1200/month. Call 259-1208.
- SOUTHAMPTON. Beautiful 6 room Raised Ranch. 3 bedroom, 1½ bath with fireplace and garage. Great large yard on 1.7 acres in quiet neighborhood. \$975+. Security/References required. Call Jim at 572-1788, days. 527-8364, nights.
- WENDELL. 2 bedroom mobil home. ½ hour Amherst/Greenfield. \$550 includes electric. 1st, last, security. Cents ok. (978) 544-6072

图一 租房广告

A-5: A 0--1—2--3 BR. W. SPFLD

PILGRIM VILLAGE

CRAIGWOOD VILLAGE

BRADFORD ARMS

COLONIAL HOUSE

Free Utilities/No Security Dep.

Appliances/Laundry Facilities

Off Street Parking

Easy Access to Mass Pike & I-91

Mon-Fri, 9-5, Sat 9-1. 781-5530

A-6: A FREE MONTH'S RENT

RIVERDALE APTS/WEST SPFLD

Effic. (utils. incl.) \$ 325

Call Today 734-2328

A-7: AGAWAN 1&2 BR. apts. avail. \$ 600-750. Ht. & h. w. incl. AC, Pool, much more. Completely updated. \$ 200 off security dep. Sutton Place Apts., 191 Maple St., 739-8192 EHO

A-8: AGA—lg. 3—4 Br. apt. Nice area, 2nd flr., \$ 570 w/Ht. 860-741-0328

A-9: AGAWAN 1br., spacious rms. On bus line, no utils. incl. 1 yr. lease. 24 Dwight St. Call 786-0526

A-10: 2BR. duplex, 1/1/2ba., lg. kit. eating area, deck, no pets, \$ 675. 736-3352

A-11: Looking for female to share room in 2 bedroom Southpoint apartment. \$ 240, heat/hot water included. Courtney 546-1901

A-12: Male 1 room in 4 bedroom house, 1 mile past Amherst College. \$ 260/month. Lease 6/98-6/99. Dan 253-9795

A-13: Affordable Summer Sublet! Three bedroom, 1 1/2 bath townhouse. A/C, new stove and carpeting, spacious. \$ 800/month. 1/6-31/8. Jean 546-5142, Becca 546-1419, Meg 546-5107

A-14: YOU DESERVE THE BEST

...and that's what you get at Eugenie Terrace on the park.

■ Sun-filled panoramic view

■ Hospitality Suite

■ Full exercise facility

■ Very spacious 2 bedrooms

Enclosed private parking

Chicago at your fingertips

Eugenie Terrace

1730 North Clark

312-787-6867 Look for us at

[www.camcinic.com](http://www.camcinic.com)

Managed by Comco, Inc.

Equal Housing Opportunity

A-15: Katz Realty

Heat always included

No security deposit if you qualify

773--281--1100

The Patricians

401 Fullerton PKWY

Classic Elegance

On Lincoln Park

Great CTA transportation

24 hour reception

Oak firs. --high ceilings

Arched doorways

Spacious walk-in toilets

Studio Apt. \$ 787

773-477-700

A-16: Lincoln Park

Studios \$ 515--\$ 675

3rm. 1 BR. \$ 815--865

773-549-1400

A-17: 1164 N. Dearborn

Remodeled studios loc. in gold coast area

Elevator bldg., cable rdy.

Hardwood flrs., mini blinds

Ceiling fans, Heat included

Walk-in clsts., on-site lndry.

Studio \$ 550

Call 312-337-5233

Managed by Metroplex Inc.

Equal Housing Opportunity

### 注释:

A-1: 这里有不少缩略语。缩略的办法大致有两种:一是将元音字母一律省去,如这儿的 lg: large, rm: room, nr: near, stv: stove, 二是缩略单词的后半部,如 AFF: AFFORDABLE, fur: furniture, Chic: Chicopee, 当地地名。Micro: microwave. Xtra 有点儿特殊,是利用 x 的读音去代替 ex 两个字母。391 与 91 分别是美国公路编号。两位数字的是州际公路,如这儿的 91 号公路,三位数字的是本州范围内的比较小的公路,如这儿的 391 号公路。顺便提一下,凡是奇数编号的公路都是南北向的,凡是偶数编号的公路都是东西向的。

A — 2: bus line: 公交线路。指供出租的房子附近有公交线路通过。Util(utilities), 指水电煤气等费用。Incl(included), 包括在内。Hkup(hookup), cable/phone hkup 指房子里备有有线电视、电话的插座, 只要一插上即可使用。Main St 系 Main Street 的缩写。美国的习惯将小镇最重要的一条街叫做 Main Street。West Sprfld: West Springfield, 当地地名。美国人喜欢将一个较大城市周围的小镇依其与该城市的相对地理位置, 叫西(或东、南、北某某)。如这儿的 Springfield 是马萨诸塞州的一座较大的城市。West Springfield 顾名思义, 是位于该城西边的一座小镇。

A — 3: E 'HAMPTON: EAST HAMPTON, lg hse: large house, share: 一套房子里, 有好几间房子供出租, 房客需要同别人伙住, 有时需要共用一个浴室, 一个冰箱, 一个厕所。Kits: kitchens. pool 系 swimming pool 之略。

A — 4: CT: Connecticut 康涅狄格州的简称。M/F share 2 bdrm: M/F: Male/Female, bdrm: bedroom, 全句意思是两间房间供出租, 不分男女均可租住。condo: condominium 一个住宅单元。

A — 5: 这是一则联合出租住房的广告。A 0—1—2—3 Br: 系 0 bedroom, one bedroom, two bedroom, three bedroom 的简称。其中 0 bedroom 又称 studio bedroom, 是指卧室与起居室合二为一的单元, 房租比较低廉。Off street parking: 美国许多住公寓的住户不得不将自己的汽车停在马路边上, 这句话是说, 这几处住房有着自己独立的停车场, 以吸引住户。Easy access: 离某地近便。Mass Pike: 马萨诸塞州大通道, 其实是第 90 号州际公路的别称。在美国, 许多这样的公路都有各自的别称。如纽约州境内的第 90 号公路又称 New York State Thruway(纽约州通衢大道)等等。I—91: Interstate—91, 第 91 号州际公路。Mon—Fri, 9—5, Sat, 9—1: 接待时间: 周一至周五, 上午九点至下午五点, 周六上午九点至下午一点。

A — 6: A FREE MONTH'S RENT: 免收一月房租。这种优惠一般都附带条件, 比如起码租住多少时间以上或一次签定好几个月的租房协议等等。APT: APARTMENT; Effic: Efficiency 一种设备最为简单的住房, 只提供最起码的生活条件, 所以房租比较便宜。

A — 7: avail: available; Ht: Heat, 供暖; hw: hot water; Pool: 带游泳池; much more: 此外还有不少优点。\$ 200 off security dep(deposit): 安全押金可以减免 200 美元。EHO: Equal Housing Opportunity 之略, 意为人人都享有租住房屋的平等机会。

A — 8: flr: floor; w/Ht.: with hot water, 房租里包括供应热水的费用。

A — 9: yr: year.

A — 10: duplex: 一种房型, 一幢房子分为一模一样的两个部分; 1 1/2ba: 1 1/2 bathroom: 一间半卫生间。半间卫生间指不带沐浴设施的卫生间; kit: kitchen 厨房; no pets: 不准携带宠物。美国许多供出租的房子附带有这么一条规定。

A — 11: Looking for female to share room in 2 bedroom apartment: 大学校区的租房广告常可见到这样的字眼。这句广告词的意思是, 寻找一位女生与我伙住一间房间, 这间房间位于两居室的一处单元房内。Courtney: 联系人的姓名。

A — 13: 这是一个转租广告。暑期放假回家或出去旅游, 又舍不得放弃原来租住的房子, 便往往采取这样的办法, 将自己租住的房子暂时转租出去一段时间。

A — 17: loc. : located 位于; bldg. : building 建筑物; rdy. : ready 有线电视即插即用; clsts. : 厕所; lndry. : laundry 洗衣房。

**B : Residents' Handbook 用户须知****Electricity**

**E**lectricity is supplied for your apartment's stove, refrigerator, lighting, and small appliances. In North Village, electricity is the energy source for apartment heat.

Family Housing will supply light bulbs for light fixtures on your porch, balcony, and hall. We cannot, however, supply bulbs for use inside the apartments, with the exception of fluorescent lights in the kitchens of North Village apartments and the lights over the sink in some Lincoln apartments. Please do not attempt to replace burned out bulbs by taking new ones from the laundry rooms or other public spaces. Doing so is an act of theft and will be treated as such.

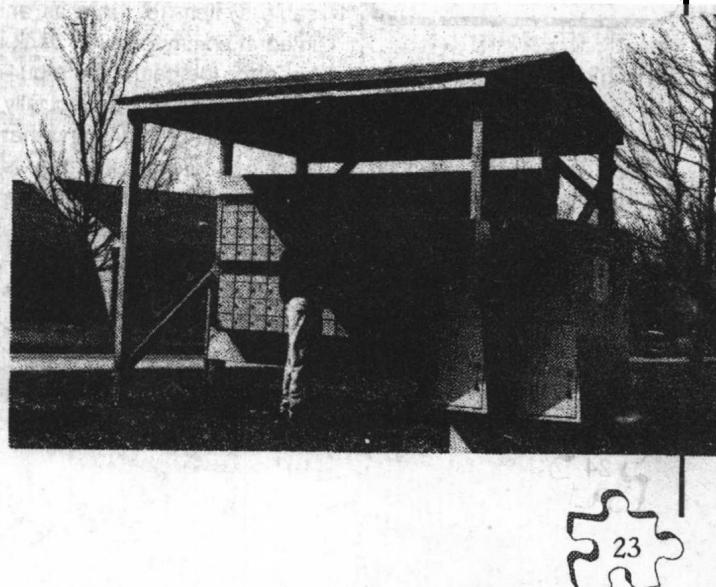
**Mail**

**E**ach apartment has its own mailbox. In North Village, the mailboxes are clustered in two locations on either side of the laundry room. The Amherst Post Office maintains the boxes at North Village and supplies each apartment with a key. Please keep the mailbox areas clear and accessible at all times. Currently, mail is delivered directly to the apartments at Lincoln Apartments. Notices and the Family Housing Newsletter will be delivered by your Resident Manager to the bottom of your mailbox or to your doorway.

**Large Appliances**

**B**ecause large appliances, such as air conditioners, use more electricity than normal consumption, an additional fee must be paid if you wish to use them. Before installing a large appliance, please contact Family Housing for written permission. Using such an appliance without permission is a violation of your lease. Family Housing cannot be held responsible for any misuse of water, electricity, fixtures, or appliances. Should repairs become necessary due to misuse, Family Housing has the right to enter your apartment and make repairs. You may be charged for these repairs.

**Airconditioners** may be used with a \$25/month charge for each unit. This is a flat fee and is not pro-rated. Residents using air conditioners will be charged the entire monthly rate. For example, if the air conditioner is in your window for only one day, we must assume that it is being used and you will be charged the entire monthly fee. Air conditioners must be limited to 10,000 BTUs and used on 110 volt current.



图二(1) 用户须知

### Telephone Service

The University will provide you with a telephone, voice mail, and local telephone service for a small monthly charge. You can pick up your telephone as soon as you have paid your first month's rent at the Bursar's Office. To do so, bring the paid receipt for your first month's rent (given to you by the Bursar's Office) to the Telecommunications Office located in Room 235 Whitmore. At that time, you will be given your phone, phone number, voice mail information, and a handbook with telephone dialing instructions, basic operation information, and details on special functions of the telecommunications system. It is important that you pick up your phone and information promptly, because your first month charges are based on the beginning date of your lease, not the receipt of your phone.

When you bring your phone to your apartment, plug it into the upper jack and take the handset off the hook. Push the hookswitch several times until you hear a dial tone (this may take a few moments).

Because our telecommunications system is digital, commercially purchased telephones, answering machines and modems will not work with our system. As a result, Telecommunications provides the telephones, *Terminal Adaptor Units* (TAUs), a digital equivalent to modems, and *Voice Mail*, a centralized telephone answering system. For more information, contact Housing Telecommunications at 235 Whitmore (545-2103).

### Cable Network

Along with the new digital telecommunications system, a campuswide cable television network has been installed. You can connect your television or VCR to the cable system through the outlet located in the same box with the phone jack. The University's Housing Services Cable Network (HSCN)

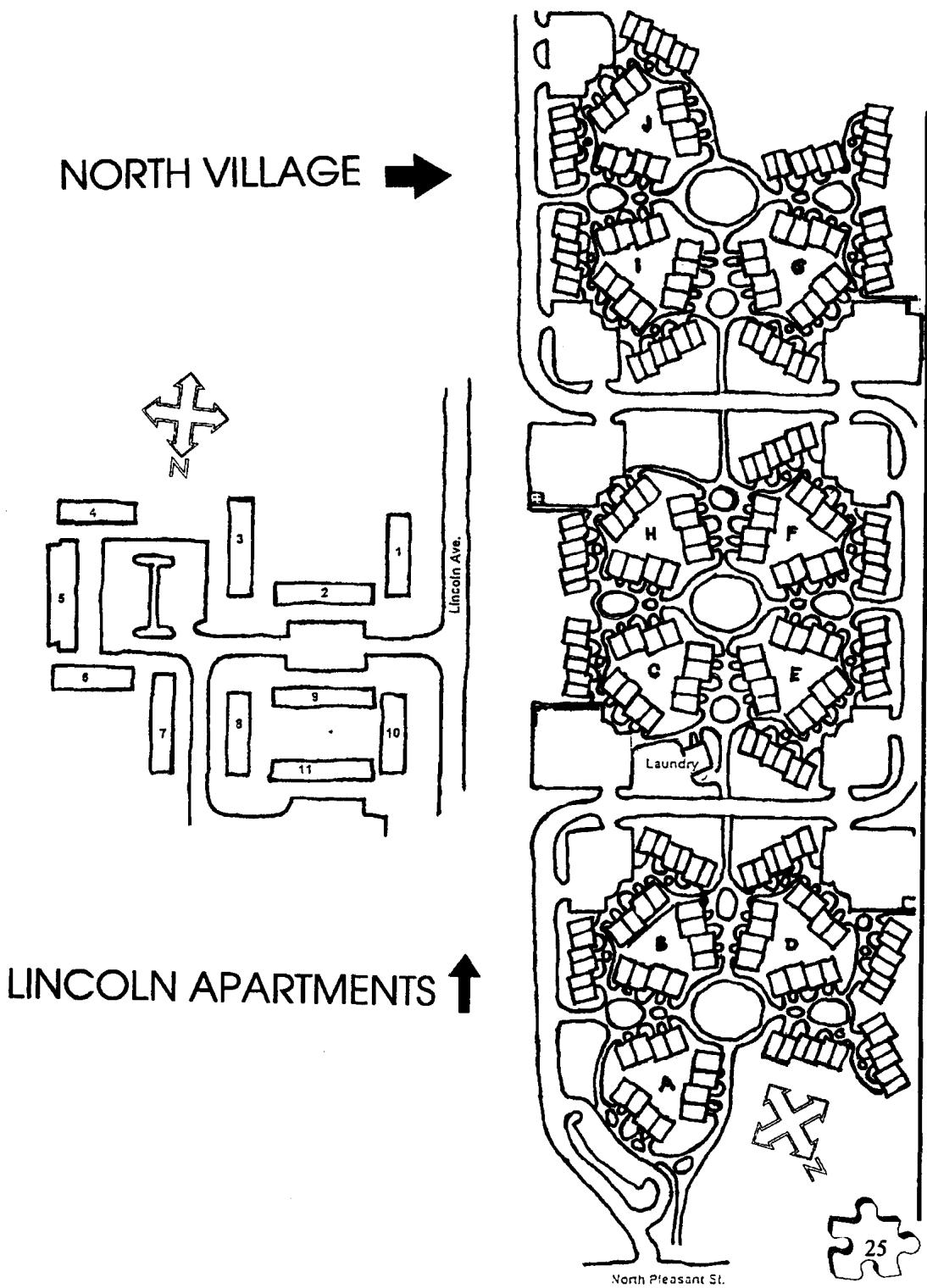
was established as part of the cable system to serve as an integral communication backbone for the campus. Its purpose is to broadcast socially responsible programming that directly addresses the needs and concerns of the campus community while supporting the educational mission of the University. Cable service includes a movie channel, the three major networks, PBS, the Fox

network, and a student run channel.

A twenty-four hour bulletin board channel broadcasts campus activities, art and athletic events, dining commons menus, and other information of interest to campus residents. Several other channels broadcast special programming that relates directly to the social and academic interests of our residents.



图二(2) 用户须知



图二(3) 用户须知

### The Garbage Disposal

*Some items are simply too heavy or hard for the disposal to grind. Placing them into the disposal can result in serious damage. These items include:*

- cloth
- china
- glass
- metal
- paper
- rubber
- corn silks
- cigarettes
- large bones
- coffee bags
- tea bags

The garbage disposal in your apartment is an easy, efficient way to dispose of food waste. Using it often will eliminate the collections of waste which attract pests. The following tips will tell you how to use your garbage disposal correctly to avoid any problem.

- Always use a steady flow of cold, **not hot**, water when you use the disposal. The cold water will solidify any grease and grind it with other waste.
- With the motor running and cold water flowing, push food waste into drain opening and allow water to run for 30 seconds after grinding noise has stopped.
- Large foods such as watermelon rinds or fruit skins should be cut into small pieces before being placed into the disposal.
- To prevent the drain from clogging, it is important to flush it regularly. To do this, fill the sink bowl with 2-3 inches of cold water, then remove the sink stopper to allow the water to rush through the pipe and flush out any collected food waste.
- Regular scouring and drain flushing is all that is needed to keep your disposal clean. Please do not use other cleaning chemicals or solvents

The following foods are easily handled by the disposal:

- vegetable peels
- cabbage
- onion
- citrus foods
- lettuce
- melon rinds
- tea leaves
- coffee grounds

These heavier foods will take more time to grind and should be placed in the disposal more slowly than the other food wastes:

- small bones
- avocado pits
- nuts
- unpopped popcorn
- egg shells
- dried legumes

Some foods are more difficult to grind and should be mixed with other waste when put in the disposal. After they are ground, allow the disposal and water to run for an additional two minutes to prevent clogging the drain lines. Some of these foods are:

- corn husks
- French type artichokes
- animal fat
- ham rinds
- chicken skin
- onion skins



图二(4) 用户须知

## **Welcome to Family Housing at the University of Massachusetts**

Residential facilities at the University of Massachusetts at Amherst include over 345 apartments in two housing complexes: North Village and Lincoln Apartments. These units are designed for qualifying individuals and families who are directly affiliated with the University. Primary consideration is afforded to eligible students, but a small number of apartment are rented to faculty and staff<sup>1</sup> for limited periods. University Family Housing is available to staff and visiting faculty for a maximum of three years and to eligible undergraduates taking a minimum of nine credit hours or graduate students with a minimum of six credit hours or who have paid the graduate program fee. As a non-profit service organization, Family Housing's objective is to provide residents with a secure and comfortable accommodation at the lowest possible cost.

This manual has been prepared to familiarize you with the facilities, duties, and responsibilities which are a part of the Family Housing environment. Inside you will find:

Instruction for moving in and paying rent

Information about the facilities provided by Family Housing

Tips for the care and cleaning of your apartment

What to do for routine or emergency maintenance

Responsibilities while living in Family Housing

Please read this information carefully. It is a supplement to your lease and will help you to keep your apartment in the best possible condition. Your cooperation with these guidelines will help maintain the quality of Family Housing and help keep costs (and rent!) as low as possible.

Please direct any Housing related questions to:

Family Housing Office

Wysocki House

911 North Pleasant Street

Amherst, MA 01003

Office hours at Wysocki House are 8 : 30 am — 5 : 00 pm, Monday through Friday. Our telephone number is 545—3115

## **Meeting Your Resident Manager<sup>2</sup>**

Shortly after you move in, your Resident Manager will stop by<sup>3</sup> to meet you. S/he is a student living in your apartment complex. A Resident Manager will be available after posted Family Housing Office hours<sup>4</sup> to assist you with problems in your apartment. Problems requiring immediate attention, such as lockout<sup>5</sup>, plumbing, or electric problems, can be brought to the attention of your Resident Manager. Official notices, as well as the Family Housing newsletter, will be delivered by the Resident Manager. S/he will also be glad to