

人才英语超市教学与研究中心 编

Simulation Tests and Guideline for Basic English Writing



石油工业出版社

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第一章 《英语写作基础》知识要点

第一节 句 子

一、句子种类 (Types of Sentence)

1. 掉尾句 (或称圆周句, The Periodic Sentence)

(1) 定义:是指最重要的意义在句子尾表达,把句子里较有“分量”的成分放在句末,形成一种“高潮”,使句子显得生动有力。

(2) 与掉尾句相对的是松散句 (The Loose Sentence),它是把句子的语义核心放在句首。

(3) 掉尾句中,修饰语出现在句首。修饰语可以是词组,如介词词组和分词词组;也可以是状语从句,如条件状语从句、让步状语从句、时间状语从句及地点状语从句等。

2. 长句和短句 (The Short and Long Sentences)

(1) 短句 (The Short Sentence)

① 短句的特点是结构简单、语法结构明确。

② 注意:短句基本上就是简单句。

(2) 长句 (The Long Sentence)

① 长句的特点是:结构复杂,信息量大。

② 长句基本上就是并列句、复合句、并列复合句。

(3) 短句变为长句的方法

① 用并列连词 (coordinating conjunctions) and, but 或 or 等把短句变为长句。

② 用从属连词 (subordinating conjunctions) 把短句变为长句。

重要的从属连词有:

in so far as 又写作 insofar as,意为“在……的范围内;到……的程度”。

in as much as 又写作 inasmuch as,意为“因为,由于,鉴于;在……的限度内;在……的范围内”。

provided (that) 意为“以……为条件,除非;假如,若是”。

其他的从属连词还有:

after, as long as, if, since, because, as, as if, so (that), though, although, now that, every time, in case, once, till, until, unless, when, while, in order that.

③ 把其中的某些句子改成分词短语在改写后的句子里做状语。

④ 把其中的一个句子改成同位语。

二、句子的基本结构

1. 简单句 (The Simple Sentence)

定义:只包含一个主谓结构的句子称为简单句。

2. 并列句(The Compound Sentence)

① 定义:用连接词或标点符号把意义相关、结构完整的两个或两个以上的简单句连接起来便组成并列句。

② 并列句可由并列连词 and, or, nor, for, so, but 等及连接副词 however, therefore, moreover, then, accordingly, nonetheless, besides, indeed, otherwise, thus, consequently, likewise, furthermore, meanwhile, nevertheless, hence 等进行连接。

③ 在并列连词前用逗号,在连接副词前用分号。

④ 在两个分句关系特别紧密时,可不用任何连接词,用一个分号将其分开。

⑤ 并列句至少应包括两个主谓结构,连接词去掉后可独立形成简单句。

3. 复合句(The Complex Sentence)

复合句是由一个主句及一个或多个从句构成的,从字面意思上也可看出:从句是处于从属的地位,其重要性次于主句。

4. 并列复合句(The Compound - complex Sentence)

并列复合句由两个(或多个)并列的简单句加一个(或多个)从句组成。

三、常见结构错误(Common Errors)

1. 串句(Run-on Sentences)

(1) 定义

是指误将两个串在一起的句子当成一个句子,有的用逗号隔开,有的什么标点符号都没有使用。

(2) 修改串句的三种方法

- 将其分成两个句子(第一表述后用句号,第二表述首字母大写);
- 用连词连接两个句子,连词之前加逗号;
- 用分号连接两个句子。

2. 破句(Fragmentary Sentences)

(1) 定义

是串句的另一个极端,缺少主语或谓语,即把句子的一部分当成一个句子。

(2) 常见的破句主要有四种

① 从属连词引起的破句(dependent - word fragments).

修改方法为:

- 更改标点符号,把前后的表述连成一个句子。
- 更改连词,把前后的表述组成一个句子。

② 动词 - ing 形式和不定式引起的破句(-ing and to fragments)。

动词 - ing 形式引起的破句的修改方法为:

- 将其与前面的或后面的句子连成一个句子。
- 增添主语,将 - ing 部分变成相应的动词形式。
- 将 being 转换为 be 的相应形式

不定式引起的破句的修改方法:可把它与后面的句子连接成一个句子。

③ 增加细节引起的破句(added - detail fragments)。

④ 缺少主语引起的破句(missing - subject fragments)。

对于这种破句的修改方法:

- a. 把破句与前面句子连接成句。
- b. 按逻辑关系加上主语。

3. 错误平行结构(Faulty Parallelism)

(1) 定义

平行结构是把两个或两个以上意思并列的成分用同等的语法形式表达出来。如果意思上并列的成分用不同等的语法形式来表达,就造成了错误平行结构。

① 平行结构的原则:平行结构的原则是用同等的语法形式表达意思上并列的同等成分。

② 三种较常见的错误平行结构:

a. And Who/And Which 结构

正确的平行结构应是“who...and who...; which...and which...”形式,否则便造成错误的平行结构。

b. 联系短语(either...or; neither...nor; not only...but also; both...and 等)。

c. 用 than 或 as 进行比较(comparisons using than or as):

用 than 或 as 进行比较时,应为“同类事物间的比较”,否则便引起错误的平行结构。

4. 修饰语错置

修饰语和被修饰的词要尽量靠近,不然就会造成修饰语错置,导致理解错误。

5. 垂悬修饰语

(1) 定义

垂悬修饰语即修饰语在句中找不到逻辑上被修饰的对象,从而使表意模糊。

(2) 常见的垂悬修饰语的种类

- ① 垂悬分词;
- ② 垂悬动名词;
- ③ 垂悬不定式;
- ④ 垂悬介词短语;
- ⑤ 垂悬省略句。

(3) 修改方法

- ① 明确动作的实施者,使主语成为垂悬部分所修饰的对象。
- ② 将省略句或分词词组扩展成从句。

第二节 应用文写作

随着我国的改革开放,对外事业的蓬勃发展,与外国人的交流日益频繁,英语应用文的用途愈来愈广泛。书信往来、签订合同、撰写公文、产品介绍、引进技术设备、开展外贸旅游等都要用到应用文。

英语应用文种类很多,在行文方法和书写格式方面大多与汉语应用文不同,在措辞和句型方面也与汉语大相径庭。本章将选择最常见常用的几种,除详细介绍其格式外,将重点介绍在不同情况下用准确的英语进行表达的各种方法,并附以范例加以说明。

一、书信

书信(letter)是一种重要的交际手段,尽管现代的通讯方式日新月异,但无论在个人交流还是在商务活动中,书信却有着其他任何通讯方式无法取代的重要作用。

书信一般分为私人信件和公函两大类。它们有固定的形式,惯用的表达方法,掌握这些特点是非常重要的。下面将逐条说明:

1. 信封的写法

(1) 信封样式一

Liu Wei
108 #
Xicheng District, Beijing
People's Republic of China

Mr. David Smith
381 Summer St.
Bridgewater MA 02324
U. S. A

(2) 信封样式二

正面

(To) Prof. Ivory Nelson
Physics Department
Central Washington University
400 8th St.
Ellensburg, WA 98926
U. S. A

背面

Yu Chengfu
54 Yuanlin Rd.
Tiedong District, Anshan
Liaoning Province
People's Republic of China

[注]上述英语信封上 MA 代表 Massachusetts 州, WA 代表 Washington 州,它们后面的五个数字代表美国的邮区号码。

英语信封的写法:样式一是先把寄信人的姓名和地址写在左上角,然后再把收信人的姓名和地址写在居中偏下的位置;样式二是正面写收信人的姓名及地址,位置居信封中间偏下,寄信人的地址写在信封背面的上半部。

在信封上寄信人只写姓名,不加头衔;但收信人的姓名前一般都加上头衔,以表示礼貌和尊敬。对于没有官衔和学衔的人,要在姓名前写上 Mr, Mrs 或 Miss。

英语信封的地名顺序与汉语的正好相反,应从小到大。姓名单独占一行,地址名称可占

二、三、四、五行不等,视其长短而定。

2. 英语信文的格式及写法

(1) 信文格式一

48 Andover Street
Ludlow, VT 05149
November 8, 1996

Mr Guo Hanwen
English Department
Shanxi University
Taiyuan, Shanxi Province
P. R. C.

Dear Mr Guo:

Just a brief note to say hello to let you know that I am going to be in Beijing November 11—14 and in Tianjin November 14—16. I will probably miss seeing you this time. It was a last minute decision and I misplaced your address. I don't know if this letter will reach you.

In Beijing I am staying at Xiyuan Hotel. If we miss seeing each other this time, we'll definitely get together next time.

With kindest regards to you and your family.

Yours truly
John K. Wu

(2) 信文格式二

The World Bank Bookstore
1818 H Street, N. W.
Washington, D. C. 20433
Sept. 5, 1988

Dear Dr. Sommers:

Mr Bill Boyd has given your name as a business reference. I am considering hiring him as my assistant. I need a young man who is capable in work and has the ability to get along with others.

Any information you care to give will, of course, be held in the strictest confidence.

Cordially yours,
John Smith
Manager

(3) 信文格式三

Chinese Department
Beijing Language Institute
Haidian District
Beijing, 100082
May 7, 1992

Dear Sir:

I am interested in teaching Chinese as a foreign language in your university and would like to

ask you to consider me.

I graduated from Beijing Language Institute in 1983, majoring in English, and have been teaching advanced Chinese to foreign students who came to study at the institute. I have taught various aspects of reading, including intensive, extensive and speed reading. I have also taught writing and conversation. Above all, I was born in Beijing and have a standard pronunciation. As you can see, my experience is quite broad. If your plans have already been made for the fall, would you please consider my application for the next spring semester.

I'll be much obliged to you.

Sincerely yours,

Liu Dong

从以上三封信文可以看出,英语书信一般可分为以下几个部分:

- 信头(heading),指发信人的地址和日期;
- 信内收信人地址(inside address);
- 称呼(salutation);
- 正文(body of the letter);
- 结束语(complimentary close);
- 签名(signature)。

有些信还需要附加部分,如附件(enclosure,简写成 Enc.),附言(postscript,简写为 P. S.)。

下面逐项说明这些项目的写作方法:

① **信头**:信头是发信的地址和时间,通常写在信纸的右上方,从信纸中间偏右的地方开始写。写作次序是:门牌号码和街道名称,再起一行写区、市(县)名,省(州)名,国家名称,邮编号,最后写日期。信头一般分作三行或四行,最后一行写日期。一般说来,门牌号码与街道名称之间不用逗号隔开,但城市名称与国家名称之间须有逗号,行末不用标点符号。如:

1 Mill Street, Box17
dover, NH 03820
U. S. A.
November 13, 1988

② **信内收信人地址**:在一般社交书信中,它通常省略,但在正式书信中不能省略。它写在信纸的左上角,在信头下隔行的左边顶格写起,其用词和格式与信封上写的收信人和地址完全一样,标点用法应与信头一致。

③ **称呼**:称呼自成一行。在信内收信人的地址之下一、二行的左边顶格写起。通常每个词的第一个字母用大写,至少开头词和专有名词的第一个字母要大写,末尾用逗号或者冒号。英语书信常用的称呼有:

a. 亲属之间;

My dear John, My dear Father,
My dear Mother, My dear Sister,

b. 普通称呼;

Dear Alice, My dear John,
My dear Miss Mills, Dear Wang Hong

c. 对外公事信函;

Dear Sir(s), Dear Madam(s),

Dear Gentlemen, Sir(s), Madam(s),

Dear President Albert Brown

d. 英文书信中常加的头衔有: Mr. (Mister), Mrs. (Mistress), Miss, Dr. (Doctor), Prof. (Professor), Sir(后面不能接姓名), Madam(后面不能接姓名)。

④ **正文**:正文是全信的中心部分。正文书写可采用两种形式:齐头式(每行都从左面顶格写起,如信文格式三)或缩进式(每段的第一行缩进五个字母,如信文格式一、二)。正文要求简明扼要,条理清楚,直截了当地说明写信的目的,且要根据不同的对象采取不同的措辞和句型。在写私人信件时,如发现有遗漏,可用 P. S. 表示补叙,如: P. S. Please write to me as soon as possible.

⑤ **结束语**:结束语是写信人自己表示对收信人的一种谦称,通常低于正文两行左右,从信纸中间或稍右的地方写起,一般只占一行,第一个词的开头字母要大写,末尾用逗号。不同的通讯关系用不同的结尾语。例如:

a. 写给亲属或好友;

Yours, Yours ever, Yours cordially, Yours sincerely, Always yours, All my love, Your loving father(mother)

b. 一般业务信函;

Yours truly, Yours faithfully, Faithfully yours, Yours sincerely

c. 写给上级、长者;

Yours respectfully, Respectfully yours, Yours obediently, Obediently yours

⑥ **签名**:签名一般写在结束语的下面,多用手写,如使用打字机,再在签名下面打出来,目的是让收信人相信信是真实的,又能辨认清楚信是谁发出的。为了便于收信人复信时知道如何称呼,则往往在署名之后写上自己的职称或头衔,如 Prof. 等。如果写信人是女性,与收信人又不相识,则往往在署名前用括号注上(Miss)或(Mrs.),如:

a. Yours sincerely,

(signature)

Robert Dillman

President

b. Yours respectfully,

(signature)

(Miss)Hellen Smith

Professor of English

二、日常交往信函

1. 申请信

申请信多用于上学或求职等社会活动中,其目的是为了收信人了解自己的情况,以获得学习或工作的机会。这类信应该层次清楚,实事求是,一目了然。信中应写明自己的年龄、性别、经验、专业和兴趣,并明确提出申请的目的和理由,强调自己有能力胜任该工作或者有资格

攻读某一学位等。

如果为出国学习索取有关学校资料和申请表时,信应写得简明扼要,例如:

Dear Sir:

I should like to get an application form from your university.

I am a senior student in the Northern Jiaotong University, majoring in computer science. I would like to study in your university as a graduate student. Will you also send me materials about your entrance requirements and examination dates.

Yours truly,

Li Lei

目前我国学生出国攻读学位的人较多,申请时可简要地介绍自己的学历经历,及其选择该校的理由,同时还要申请入学奖学金或助学金,因为没有奖学金或助学金,办理签证时会加大难度。例如:

Dear Sir:

I am a teacher of English in the Foreign Language Department at Shanxi University. I graduated from Beijing University in 1993 as an English major and have been teaching English since then. I learned from Dr. Angel, who is teaching in our department, that your department has an excellent master's program in American literature. I would now like to apply for admission and a tuition scholarship at your university for the fall semester of 1996.

I would be very grateful if you can send me the necessary application form for admission and all the information about financial assistance to your Department of English for a Master's Degree of arts in English.

I hope to hear from you soon and I shall send you all my necessary materials to you as soon as I receive your letter.

Thank you!

Respectfully yours,

Liu Wei

申请得到某一工作时,信要写得简练明白,态度要诚恳,既要表达出你希望尽快得到这一工作,又要显得稳重而不失尊严。

申请信应包括三个方面:

① 写信目的。第一段中要表明你要申请的具体工作以及信息来源,并陈述自己申请该项工作的原因和自己所具备的条件。

② 简述自己的经历和特长,不要过于夸耀自己,也不可过于谦虚,要使聘方明白你就是他所需要的人。

③ 在信结束时,希望聘方进行面试,并写清楚与你联系的方法。请看下例:

Dear Sir:

Through Prof. Wang, who worked for your university last summer, I have heard that your university will offer a Chinese language course in the next academic year. I would like to apply for a job for a teacher of the Chinese language in your university.

For the past three years I have been teaching Chinese at Hebei Normal University to students

whose native language is English. So I am highly experienced at teaching Chinese to foreigners. I can speak English fluently and have no problem in conducting classes in English.

I will be available after July 1, 1995. If you need a Chinese teacher in the next academic year, please consider me and send me details of the working and living conditions. I am happy to answer any further questions you may have or attend an interview.

I look forward to hearing from you.

Yours faithfully

Wu Wei

2. 邀请信

在社交活动中,相互邀请是相当频繁的,特别是在大型晚会、庆祝大会、展览会的开幕式和闭幕式、举行婚礼、宴会、招待会等场合。正式的请柬没有称呼用语和结束用语等项,因为这些都已包括在正文中了。收到请柬后应立即给予答复,表示接受或拒绝。回柬在格式上应与请柬一致。

在正式请贴中,邀请者一般用第三人称,被邀请者多用第三人称,间或也有用第二人称的。请柬中要写清楚内容、时间和地址,邀请者如夫妇齐全而又同在一起,则应把二者的名字都写上,被邀请者如夫妻在一起,两者的名字也应写上。

(1) 邀请参加宴会

Mr. and Mrs. John Smith
request the pleasure of the company of
Mr. and Mrs. David Johnson
at dinner
at 8:00 p. m. on Friday, June 2
100 Grove Street
Bridgewater

(2) 接受邀请的回柬

Mr. and Mrs. David Johnson
accepts with pleasure the kind invitation
of Mr. and Mrs. John Smith
to dinner
at 8:00 p. m. on Friday, June 2
100 Grove Street
Bridgewater

(3) 谢绝邀请的回柬

Mr. and Mrs. David Johnson
regrets that a previous engagement
prevents their acceptance of the kind invitation
of Mr. and Mrs. John Smith
to dinner at 8:00 p. m. on Friday, June 2
100 Grove Street
Bridgewater

3. 祝贺信

当收到亲友结婚、生育、晋升等喜讯或者在重大节日时,应立即提笔写信祝贺。写信时要提到具体的喜事,态度应真诚热情,用词亲切有礼。贺信不宜写得过长,语言要简明扼要,常用的祝贺语有:

I congratulate you... 祝贺你……

Congratulations on... 祝贺你……

Congratulations and all good wishes! ... 恭贺并致以良好的祝愿!

Permit me to congratulate you... 请允许我向你祝贺……

I was delighted to learn... 我高兴地得悉……

I wish you all the happiness in the world. 我祝你无比幸福。

I hope that each year finds you happier than the one before. 我希望你今后一年比一年更幸福。

Many happy returns! 祝你长寿!

All the luck in the world to you! 祝你幸运无比!

(1) 祝贺结婚

Dear Isabel,

Michael and I take this opportunity to wish you and Jack happiness on your recent marriage. With every good wish.

Affectionately yours,

Lily and Pete

(2) 祝贺生日

Dear Mary,

Congratulations on this happy day. The best of all good things for this birthday and many, many more of them to come.

Love,

Judy

(3) 祝贺新年

Dear Cathy,

As the New Year is coming, I take this opportunity to extend to you and your family my sincere greetings, wishing you a happy new year, your family happiness and your career greater success.

Yours ever,

Liu Dong

(4) 祝贺毕业

Dear Leilei,

Congratulations on your graduation from university. I envy you the opportunity that is waiting for you. I wish you great success in your future career.

As ever,

Lin Hong

4. 感谢信

在西方国家里,收到别人的礼物或者得到别人的帮助、招待和慰问时,都应写感谢信以示感谢。感谢信虽然没有一成不变的格式,但要写得真挚及时,通常要提到对方的礼物怎么好,招待多么周到等。如下例:

(1) 感谢送礼

Dear Fred,

It was very thoughtful of you to send me those beautiful flowers. They helped cheer me up on those gloomy hospital days. I liked them not only because they added colour to the room but also because they reminded me of our friendship.

Thank you so much.

Affectionately,

Helen

(2) 感谢招待

Dear Dr. Angel,

I don't know when we will have such an enjoyable weekend as the one we spent at your farm house. We had a wonderful time and enjoyed everything there.

It was most thoughtful of you and your wife to invite us, and we really appreciate your hospitality.

Yours truly,

Li Juan and Wang Hui

(3) 感谢帮助

Dear Mr. James,

Thank you for doing me a real favor by returning my briefcase this morning. I know it took a great deal of your precious time. I am grateful for the trouble you took on my account.

Cordially,

Henry Morrel

5. 道歉信

生活中人人都会有疏忽或者过失,因此有时就必须向别人道歉。写道歉信要及时,如有特别原因就适当解释一下;如果没有,就应坦率地承认自己的过错。道歉信一般先表达遗憾内疚之意,并保证以后不再发生此类事件,并提出弥补的方法。道歉的常用语一般有:

I was ever so sorry... 我非常抱歉……

I regret very much... 我感到非常遗憾……

How can I apologize for... 我该怎么向你道歉……

I hope you will accept my sincere apologies... 我希望你接受我真诚的歉意……

(1) 因失约而道歉

Dear Huck,

How can I apologize for missing our dinner date yesterday? I felt so uneasy the whole night.

You know I have been busy preparing for the TOEFL test. I was so absorbed in my study yesterday afternoon that I completely forgot about our dinner date.

Please forgive me. Let's make it next Monday. I promise you that I won't forget.

Very sincerely yours,

Xu Liping

(2) 因打扰人道歉

Dear Mr. and Mrs. Chang,

I can't tell you how sorry I was when I heard that you were greatly annoyed by our television last night. We certainly don't want to cause you any disturbance.

The boys are crazy about night football games, but we'll see to it that they lower the volume as much as possible.

If you find the noise disturbs you at any time, please don't hesitate to let us know.

Sincerely yours,

Zhang Hangling and Li Ying

第三节 其他应用文

一、名片

在西方社会中,为了便于社交和业务往来,人们经常互递名片。名片上的人名应写在中间或高于中间的地方。名字一般用全称,也可加上先生、夫人、小组、女士、学衔或官衔等。头衔可放在名字下面,字体要比名字小一些,另外,还要写上通讯地址、电话号码、传真等。请看下面几例:

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Dean of Graduate Studies and Research

Associate Provost for Faculty Professional Development

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