

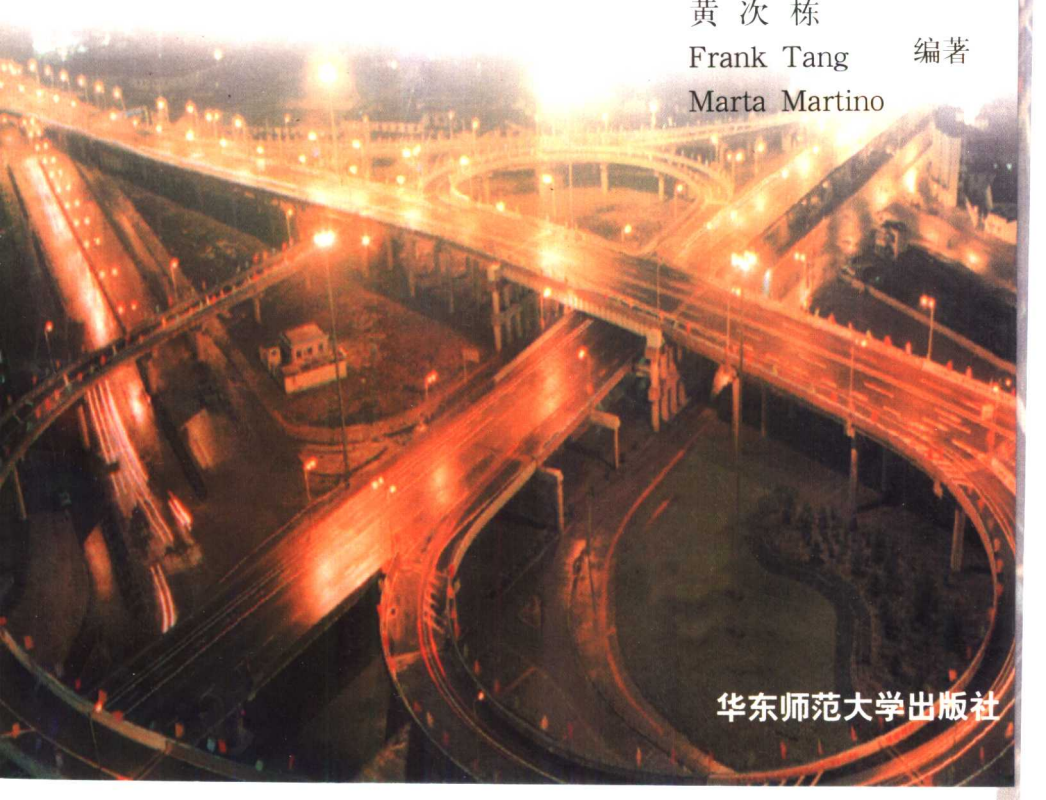
A COURSE IN
PRACTICAL
ENGLISH WRITING

实用英语写作教程

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Frank Tang 编著

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前 言

《实用英语写作教程》是根据国家教委《大学英语教学大纲》及英语专业写作课教学的实际需要编写而成,可供英语专业基础年级教学或非英语专业教学之用,亦可供程度相当的读者作自学参考用书。它是一本以交际功能为用,以应用形式为体,旨在培养技能的英语写作教材及教学参考用书。

本书全部用英语编写;强调应用性写作,着重培养实际使用英语的书面交际能力;内容丰富,结构合理,脉络分明,形式多样,语言规范。鉴于教学大纲的要求,本书从内容到形式也尽量靠近大学英语四、六级考试及英语专业四级考试中的写作考题模式,以收一石双鸟之效。

考虑到当前美国英语的广泛使用,所录范例多数取自以当代美国文化为背景的美国英语信函及范文。

全书分应用文(卡片、便条、通知、信件、备忘录、电子邮件等)、记叙文、描写文、说明文及论说文等诸多体裁;涉及常用的交际功能,如祝贺、感谢、道歉、建议、忠告、询问、安排、介绍、推荐、请求等。全书分八章共三十节。每章由导言、目的、语言注释、范文范例及练习等组成。312则范文范例颇为典型、实用,大部分是作者多年实际交往过程中收集、积累起来的,并已在高等学校的教学实践中收

到很好的效果。作者对每一种写作体裁的模式、语言环境及语言特征等都作了阐述,对范文范例则突出使用目的、语域层次,一方面,使本书在理论与实践方面做到较好的结合,另一方面,使读者不仅知其然,亦能知其所以然。每个章节后均有具体要求的练习,让读者进行写作实践。为使读者一目了然,除书前备有详细目录外,每章还有分章目录;此外,书后附有中英对照词汇表,供读者查阅、参考。

我们相信,使用本书的在校学生或自学者通过三、四个学期的训练及实践,能够写出目的明确、要求切题、格式正确、布局合理、文理通顺、语言得体的佳作。

编著者

1998年2月

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CHAPTER 1 INTRODUCTION

People write for many reasons. We write to convey our thoughts and to express our feelings. We write to communicate with others. We write to learn so we can understand ourselves and understand the world in which we live.

All the writing we do, whether in a classroom, at home, on the train, at work, or even at a party, takes place in a context. The context includes the place in which we write, the time in history in which we live, and the culture and society of which we are part. Each of these influences the style and content of our writing.

All writing also has a purpose. The purpose can involve completing a paper in order to pass a course or writing personal notes to help us remember and learn new information. It may involve tasks such as writing letters to get into college, to apply for a job interview, to acquire information, to voice one's opinion, to complain, to congratulate someone, to sympathize and so on. We may also write just to keep in touch with both important people and friends. Or writing can involve such simple tasks as creating a shopping list or a "things to do" list.

Writing always involves an audience. Most of us write differently when we know our writing will be read by a teacher, a boss, a classmate, a friend, a lover, or just for ourselves. We choose our words and express our ideas in different ways depending on the audience for whom we are writing.

Finally, our personal experiences influence our writing by affecting our perceptions of the world. Each of us has a unique way of presenting ideas. No two people see any event in exactly the same way, nor do they write about the world in identical terms.

With this in mind, it is a good idea to ask yourself a few questions each time you get ready to write:

Why am I writing this?

Who will read this?

What ideas do I want to communicate?

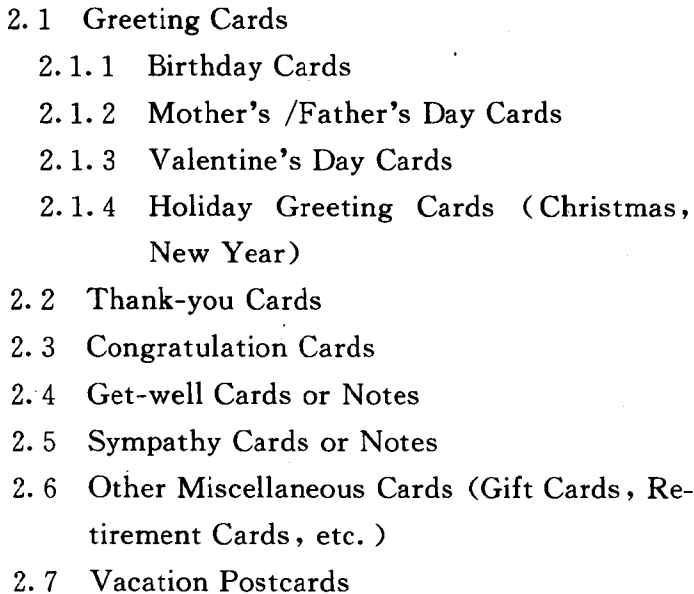
In this book we have provided you with samples of different kinds of writing. These samples are based on the culture of the United States and many of the occasions, for which we have provided samples and practice exercises, are particularly American. You will also notice that the spelling and usage are American—although there is not a great deal of difference between written British and American English.

In addition to samples of social and business writings, we have included academic and personal writing in the form of essay and journal writing. The different forms of essay writing, such as description, narration, etc., can be used when writing both business and social letters.

Finally, we have included a section on e-mail writing which has rapidly become the most used form of writing in the present days. E-mail is being used both in business and social communication. It is replacing the memo in many businesses and the telephone in many homes.

This book can be used as a reference for writing on almost any occasion. It can also be used as a guide to writing well and expressing yourself in English. Each chapter has an introduction to the type of writing it will present, as well as typical language used, samples, and practice exercises.

CHAPTER 2 CARD WRITING

- 
- 2.1 Greeting Cards
 - 2.1.1 Birthday Cards
 - 2.1.2 Mother's /Father's Day Cards
 - 2.1.3 Valentine's Day Cards
 - 2.1.4 Holiday Greeting Cards (Christmas, New Year)
 - 2.2 Thank-you Cards
 - 2.3 Congratulation Cards
 - 2.4 Get-well Cards or Notes
 - 2.5 Sympathy Cards or Notes
 - 2.6 Other Miscellaneous Cards (Gift Cards, Retirement Cards, etc.)
 - 2.7 Vacation Postcards

In the English-speaking world cards are very commonly used on various occasions. They are written for different purposes, such as greetings, congratulations, sympathy, invitations, thanks and gift-giving. Learners of English will have to learn to choose and use appropriate cards for special occasions and given

purposes.

2. 1 Greeting Cards

2. 1. 1 Birthday Cards

When you write to celebrate someone's birthday and express good wishes, you send a birthday card. You can buy a printed fill-in birthday card, or make one of your own to show your particular considerations. It is always nice to add a written message even on a ready-made card with printed greetings. A personal message, no matter how short it may be, brings with it special meanings. If you really care about that person, always include a personal note of congratulations on a birthday card.

LANGUAGE NOTES

(1) Some commonly-used personal greetings:

- Wishing you a wonderful birthday.
- Hope your birthday is a happy one.
- Best wishes today and always.
- Many, many happy returns of the day.

(2) Some more personal notes of congratulations:

- My love to you on your birthday.
- Thinking of you on your birthday.
- May all the happiness you are wished today match the happiness of having you for a daughter. Have a wonderful birthday!
- Thinking of you not just on your birthday but every day of the year.

Sample 1 A birthday note to an intimate friend

Dear Jane,

I know you hate to be reminded that you are a year older today, but I just cannot let your birthday pass without saying "Happy Birthday" to you!

Thinking of you on your birthday and just want you to know how much I miss you.

Affectionately,

Bob

Sample 2 A birthday note to a former classmate

Dear Lee,

Congratulations and best wishes on your birthday. Feel like celebrating? Give me a call and let me take you to dinner this weekend as a sort of birthday treat.

Allen

Sample 3 A birthday note to a sister

Dear Linlin:

To everyone else in China, today is Mid-Autumn Festival. But to me, it is a much more special day than that. It's the birthday of my dear big sister — the sister who helped Mother to bring me up and who always let me light the candles on her birthday cake.

I wish you were still in Shanghai with me, dear sis, so that I may help you celebrate as we always did. But you are so far away in New York—so I'm sending this card and a little gift, and of course, all my love for you. I hope you have a wonderful birthday, and that you will come back soon. It's been too long since we last celebrated our birthdays together!