

胡文仲

编著

吴祯福

*Functional
Varieties
of
English*

实用英语写作

外语教学与研究出版社

实用英语写作

胡文仲 吴祯福 编著

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前言

本书的前身是《现代实用英语例解》，1987年由上海外语教育出版社出版。出版前曾在北京外国语大学试用过三年。此次修订做了大幅度的改动和补充，由原来的17个单元改为30课，并易名为《实用英语写作》。

实用英语如何界定是一个尚未解决的问题，但大致上可以说，在实际生活中常用的各种类别的英语是实用英语。它不同于诗歌，也不同于散文，它的目的不是抒发感情，而是为了解决某个实际问题。这本书中包括了如何写贺词、通知、请柬、便条、书信、电文，如何拟日程、填表格、下评语、订菜单，如何起草说明书、广告、简介、合同与协议等。实用英语自然不止这些，但一本书不可能囊括一切。

教授英语写作的课本通常从教如何写句子开始，之后教写段落、全文，从叙述文入手，然后写说明文、议论文等。这些基本训练对于所有学习英语的人来说都是必要的。在这方面已有很好的课本问世。《实用英语写作》不同于一般的写作课本，它的目的是教授使用者写各类实用英语的本领。在类别上尽量做到全面、实用。实例全部取自于英语国家的实际生活，无一是编著者的杜撰。本书的资料除了编著者在国外利用进修、访问的机会自己搜集之外，朋友和同事们也帮助收集了一部分。有的材料不易获得，例如监狱门前和狱内的告示就是编著者边读边用录音机录下来，然后整理成文字。书中的几百个实例是从大量英、美、澳、加各国的原始资料中筛选出来的，选例时力求做到例子典型，有代表性。

《实用英语写作》可作不同的用途。有教师指导的大专学生可逐课学习，不仅阅读实例，熟悉各类语体的特点，而且自己动手写，通过练习逐步学会写各类实用英语。已掌握了一定的英语、以英语为工具从事经贸、国际金融、文化交流和其他涉外工作的人员可以先翻阅一遍，了解课本的大致内容，在需要时按照实例的模式写作。例如，招待会前需要发出请柬时，可以翻到“请柬”一课，选取合适的例子，然后根据实际情况加以改动。自学者也可以把本书作为阅读材料，闲暇时随意读上几页，也会有收获。这类英语在一般文学读物和课本中不易见到，学了几年英语可能还没有看到过一份真正的英语通知，至于英语国家的议程、菜单、公文、合同则更没有接触的机会。阅读这类实用英语材料有助于扩大视野，丰富表达手段。

《实用英语写作》从收集材料、编选、试用、成书直至修订再版历时14年，虽然我们力图把这本书编得适于各方需要，但由于水平所限，遗漏、错讹仍在所难免，望使用者不吝指正。

写给教师的话

《实用英语写作》适用于英语本科三、四年级学生。如果是职业大专或短训班,则应在学生掌握了基础英语之后采用此书,可选择有关项目进行训练。

按照各校的不同情况,每周可以安排 1—2 学时上课,课后学生做作业也大致需要 1—2 小时。上下两册分两个学期使用,每个学期中间安排一次复习,期末举行考试,总计用 34 周。如果只有一个学期的时间,教师可以根据学生的需要有选择地使用,删去某些部分。

建议教师在教课时采取以下步骤:

1. 由教师讲解该课的要点,包括语体的使用范围、文字特点以及其他应该注意的方面。
2. 由学生朗读该课中的实例。教师帮助学生读懂较难理解的部分。如果实例过多,可选一部分在课上使用,其余由学生在课后阅读。
3. 组织学生讨论实例在文字(用词、语法、篇章等)、格式、编排、插图的使用等方面的特点。由教师在讨论结束时予以归纳总结。
4. 布置课下作业。
5. 批改作业,并在课上讲评。

由于不熟悉实用语体、缺乏背景知识,学生在阅读时常常会遇到各种困难,因此,首先务求读懂实例。对于语体特点的讨论和总结是每课的核心部分,需要给予足够的时间。在课后学生应该做一定量的笔头作业。根据我们的经验,学生有眼高手低的倾向。学生不通过自己实践很难体会写实用文的艰辛,也不易记住某种语体的特点。学生只有通过自己的练习和教师的讲评才能逐步掌握写英语应用文的技巧。

有的语体比较难于掌握,例如“合同与协议”可以只要求读懂,而不要求学生自己写。但接触这类英语对于学生总是有益的。

以上建议仅供教师参考。

编著者

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Lesson One

CHRISTMAS GREETINGS 圣诞祝词

[说明]

每年圣诞节(12月25日)前,在西方国家,亲友、同事、同学之间常常互赠祝贺圣诞节的卡片。这类圣诞贺卡上通常都印有祝词。祝词一般都已程式化。人们可以根据自己的身份、与对方的关系以及个人的爱好加以选用,下面还可加些祝贺的话或其他内容。抬头写对方的名字,如 To John, To Mr. Liu 等。最后写 from (Mary, Xiaoping, etc.)。有的人略去 to 与 from。不少人还利用寄贺卡的机会在上面写短信。

有地位、有身份的人通常都避免采用过于花哨的祝词,附加的话也写得很有分寸。关系密切的亲友之间,或者青年学生之间,一般都不拘泥于形式,热情的话较多,措词也比较随便。

下面所选的祝词(例 1—18)都是圣诞贺卡上印就的现成祝词,从内容最简单、最普通的到内容比较复杂的。最常用的祝词如例 1、2、4、5 是最稳妥的,初学英语者应先使用这一类。有些祝词宜谨慎使用,掌握不当会引起意想不到的问题。

[实例]

1. With every good wish for Christmas and the New Year
2. Season's Greetings and Best Wishes for the Coming Year
3. Returning with a wish for your merriest Christmas ever!¹
4. A very Merry Christmas
A wonderful New Year
5. A Very Merry Christmas and a Very Happy New Year!
6. To greet you at Christmas
With the Season's best wishes!
7. With warm wishes for every happiness throughout the season and in the New Year!
8. Best wishes for your happiness this Christmas Season and during the coming year.
9. This cheery Christmas greeting brings a wish for all Life's good things.
10. May you and yours capture the magic of Christmas and enjoy its every pleasure!²
11. As bright as the Christmas candles' glow is the warmth and joy of remembering...
Merry Christmas!
Happy New Year!

12. Congratulations!

May the good things in life be yours as you enjoy continued success.

13. Hope you have a nicer Christmas than you've ever had before,

And the Year ahead will bring you all the things you're wishing for.³

14. Wishing you the many Blessings of a Joyous Christmas and a Happy New Year.

15. To wish you all the happiness

That Christmastime can bring

And then throughout the coming year

The best of everything!⁴

16. May your Christmas and New Year be blessed with happiness

Greetings and good wishes for a bright and merry Christmas

17. This special Christmas greeting comes across the miles to say,

Wish we could be together to enjoy this Christmas Day—

But since that isn't possible, here's hoping this will do

To say that many special thoughts are always there with you.

Merry Christmas and Happy New Year⁵

18.

Wen 2 h. ng

most sincerely —

Wishing you the Blessings

and Joys of Christmas

and a Happy New Year in 1993

from Val. Hornum

*I was so pleased to see you here
at the Conference.*

*I hear you are going to Sydney soon.
I will be home from 9th Jan for 4 weeks
so do hope that you and Zhen-fu can find
time to visit us — perhaps also a swim or
surf too?*

19.

To Wu, Wen Yang, and
Hu Ying,

Wishing You
every happiness
This Christmas
and in
The New Year

from
Claire Bunday

20.



Dear Hu

I wish you a
very happy journey
home - may you
have pleasant memories
of your time in
Australia.

I hope we meet
again in your
country as mine
May your future
be fulfilling and
bring you everything
you could wish for

Sincerely

Roslyn Arnold

21.

With Christmas Greetings
and Every Good Wish for the
New Year

We both truly enjoyed meeting you during our
short but glorious visit to Beijing - we would like
to return for a longer visit next. Thank you all for
your kind and generous reception during our stay.
All the best to you, Jimmy and Earl

22.

Wishing You a World of Holiday Joy

All good wishes To you &
your family! I hear that
things are going wonderfully
well at your school. We are
facing a 10% salary cut from
our Provincial Government!

Cheers, Carol

To Wu Zhenfu and
 Hu Wenzhong
 wishing you a "Merry Christmas"
 A Happy New Year and all
 the best for 1992
 from
 Chris and Philippa

[注释]

1. 这是出门在外即将回家的人发回的圣诞卡。
2. 这是比较花哨的一种圣诞祝词。yours 指 your family。
3. 为了悦耳动听,这两句是押韵的,都用 /ɔ:/ 音作韵脚。
4. 句子的安排如同诗句, bring 和 everything 押韵。
5. 这一段圣诞祝词适于分居两地的人使用。comes across the miles to say 表示来自远方的祝愿。

[练习]

- ▲ 阅读例 1—23 圣诞祝词,回答下列问题:
 1. 你最喜欢哪几条祝词? 为什么?
 2. 哪些祝词比较正式? 设想写这些祝词或接受这些祝词的人的地位和身份。
- ▲ 设想你给你的一位导师送圣诞卡,他的名字叫 (Professor) John Wakefield。请在一张中国的贺年片上写一段英文圣诞祝词,下面写上自己的名字。
- ▲ 设想你在一个英语国家,给不久前请你吃过饭的 Mrs Barbara Burns 送圣诞卡。请在已经印有 Season's Greetings and Best Wishes for the Coming Year 的圣诞卡上写几句附言。
- ▲ 设想你接到一张圣诞贺卡,现回送一张并写几句附言。

Lesson Two

BIRTHDAY GREETINGS, etc. 生日祝词等

[说明]

除了在圣诞节前亲友交换贺卡外,在生日庆祝、周年纪念、结婚志喜、婴儿诞生、旅行前夕、康复期间都可以寄送贺卡。贺卡上已印有现成的祝词,可根据自己的情况选用。抬头写对方的名字,结尾签自己的名字(to 和 from 可用,亦可略去),中间加一两句有关个人情况的话,以免显得过于刻板。与圣诞祝词一样,这类祝词风格各异,有的比较正式,有的较为诙谐,如例 2,只有七、八个词,似乎平淡,但却意味深长,例 11、12 却完全不同,祝词故意写得幽默滑稽,引人发笑。此外,还有专门印制的致谢卡。在卡上除了写名字以外一般也加几句表示个人关系的话。

[实例]

- | | |
|--|--|
| 1. With loving thoughts
on your birthday. | 5. Just for you
Father
May your birthday
bring all the favourite things
and may every day of the year ahead
hold something special just for you.
Happy Birthday. |
| 2. For all you mean
on your
Birthday
Son. | 6. Don't count the Birthdays...
Count the Happiness. |
| 3. Because you're special
With warmest wishes
for a happy birthday
because you're special...
because you're you.
Have a
wonderful day! | 7. Happy Birthday to a Mum
who asks for so little...
but gives so much.
Wishing You Happiness Always. |
| 4. Having you for a daughter has
made us better people!
Poorer, maybe,
but better.
Happy Birthday. | 8. You're special
Mum
Mum you're a beautiful person
hope your birthday
is the beautiful kind |

- you deserve
Happy Birthday.
9. Uncle, hope you don't think
you're someone pretty special
just because it's your birthday. . .
you're pretty special
EVERY
day of the year!
Happy Birthday.
10. It's your Birthday
so be happy!
be cheerful!
be gay!¹
On second thought
maybe you'd better
just be happy and
cheerful.
11. SON
Your whole family
is very proud
of the way
you turned out!
Nobody thinks that they
might have mixed up babies
in the hospital anymore.
Happy Birthday.
12. I wanted to get you
An expensive birthday present
But I'm flat busted!²
. . . and I don't have any
money, either.
Happy Birthday
Anyway.
13. On your
25th Anniversary
May the wonderful
memories you have be
relived and renewed.
Happy Anniversary.
14. Happy Anniversary
. . . and may love continue
to fill your hearts
and your home.
Enjoy your
Special Day.
15. For the Bride and Groom
May this be the beginning
of a lifetime
of happiness
and a future
filled with the joy of love.
Congratulations.
16. A shower of wedding wishes
for happiness
enough for two
For love to last
a lifetime through!
Congratulations to
Both of you
17. For the Happy Couple
May your life together
be filled with
love and laughter
and everything that's
truly meant by
"happy ever after".³
Congratulations.

18. A Baby Girl
How wonderful.
19. God wants only the
best for your new baby boy.
That's why he gave him
loving parents like you.
Congratulations
20. A New Baby Girl
Congratulations and
Best Wishes.
21. Congratulations
on your Baby Girl.
What a sweet beginning
to a happy-ever-after.
Congratulations and best wishes.
22. How wonderful
A Baby Boy
He'll bring you
years of untold joy.
23. So Glad
It's a Boy.
You have a new baby boy
May life be good to you
and your little one.
Congratulations and Best Wishes.
24. Bon Voyage,
Enjoy your getaway.
25. This comes especially to say
Bon Voyage.
Have a good trip.
26. Goodbye and good luck
dreaming away on lazy days
- are just what's ahead of you now.
27. Sorry you're not well
Hope it won't be long...
Before
you're BOUNCING BACK
And feeling well and strong!
HAVE A QUICK RECOVERY.
28. Get well soon.
29. Thinking of you
in the hospital.
30. Until you're well again
Pamper yourself...
You deserve it
(And Get Well Soon).
31. Thinking of you...
and hope you're feeling
a whole bunch better.
32. Hang in there...⁴
and get well soon.
33. Sincere thanks
Your thoughtfulness
meant a lot.
34. Thank you
With sincere thanks
for your kindness
it was appreciated
very much.
35. Thanks Coach
You're always
being counted on
when it really counts.

36. Thank You

Just a little

"Thank You"

It was lovely

to be remembered

In such a thoughtful way!

special way

of showing your

care!

37. Thank You

You have such a

38. Thank you

you have the nicest way

of brightening up a day.

[注释]

1. gay: 原义为“快乐”,有时仍用于此义,但在更多情况下 gay 的意思是“同性恋”,由此引起下面一句 on second thought maybe you'd better just be happy and cheerful, 暗示的意思是你要幸福(happy)高高兴兴的(cheerful)就行了,不要搞同性恋(gay)为好。
2. flat busted: 彻底破产。
3. "happy ever after": 许多童话故事的结尾常常是 They lived happily ever after. (自此之后他们一直生活得很幸福。)
4. Hang in there: 常用的说法是 hang on, 意思是“坚持住”、“呆着不走”等,在这里改为 Hang in there, 是因为此人正在住院,意思是“老老实实呆在医院里,快快养好病”。

[练习]

- ▲ 将实例中的贺卡分类,并说明各类贺卡的使用场合和特点。
- ▲ 你的朋友 Bob 即将过生日,试从例 1—12 中选一合适的祝词,添上姓名,写在一张卡片上。
- ▲ 你的朋友 David 和 Jane 即将结婚,你写一贺卡表示祝贺。
- ▲ 你的房东 Mrs Hurtle 生了一个女儿,刚从医院回来,你写一贺卡表示友好。
- ▲ 你的导师 Professor White 即将去欧洲讲学数月,你不能去送行,因此写一张贺卡寄给他。

Lesson Three

SIGNS 标志与招牌 (1)

[说明]

在英语国家最常见的一种英语文字是路标、商店招牌及其他标志。这类英语特点十分突出：

1) 往往全部用大写字母，不加句号，例如：NO SMOKING, NO PARKING 等。

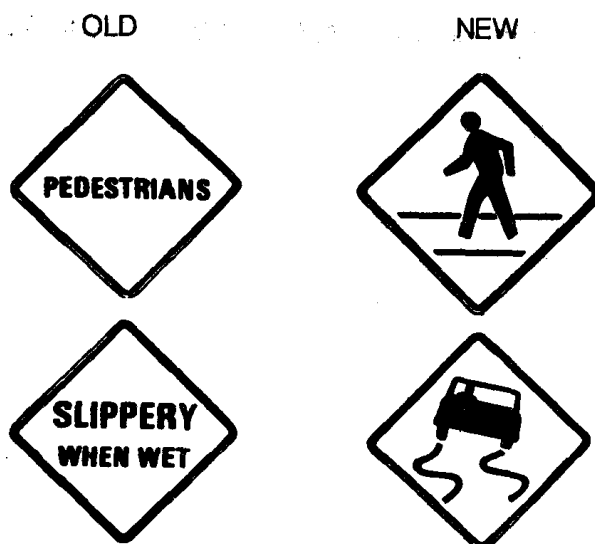
2) 字数通常都很少，最少的只有一个词，一般也不超过十几个词。

3) 语言精练，常用名词(动名词)或名词短语，如：NO LEFT TURN, NO OVERTAKING ON BRIDGE 等。有时为了简练，冠词略去不用，如：PLEASE PAY DRIVER (平常讲话时应该说：Please pay the driver.)

4) 有时使用祈使句，如：STOP HERE ON RED SIGNAL, FORM ONE LANE 等。

5) 有时采用十分正式的文体，例如：STATE YOUR DESTINATION WHEN PAYING YOUR FARE (在非正式文体中可能会说：When you pay the driver your fare, please tell him where you get off.)，在这里 state 和 destination 都是“大词”。

以上这些特点与这类英语的目的及表现手段有关。不论路标也好，招牌也好，都是为了吸引人们的注意，使人们在极短的时间内得到最必需的信息，而这些信息又往往写在只能写几个词的一块牌子上。正因为如此，字数要减到最低限度，语言要力求精练，写法要尽可能吸引人。有时在文字旁还配以必要的图形。由于国际交往的增加，世界上大的国际城市有使用符号或图像作标志的趋向，例如，“请勿吸烟”用一支点燃着的香烟打上“×”号的图形来表示，“男厕”、“女厕”用头像或全身图形来表示等等。在下面的两组交通标志中，左面是美国原来使用的文字标志，右面是目前使用的图形标志：



[实例]

1. IN
2. OUT
3. ENTRANCE
4. EXIT
5. DOMESTIC ARRIVALS (DEPARTURES)¹
6. INTERNATIONAL ARRIVALS (DEPARTURES)
7. BAGGAGE CHECK-IN²
8. CUSTOMS
9. SECURITY CHECK
10. BAGGAGE CLAIM
11. TRANSIT PASSENGERS
12. NO PARKING DAY OR NIGHT
13. NO PARKING IN DRIVEWAY³
14. AUTHORIZED CARS ONLY
15. VEHICULAR ENTRY⁴
16. TRAFFIC ISLAND
17. ONE LANE BRIDGE⁵
18. FORM ONE LANE⁶
19. STEEP DESCENT
20. STEEP CLIMB
21. DIP⁷
22. HUMP
23. GRAVEL ROAD
24. NO OVERTAKING ON BRIDGE
25. NO U TURN
26. NO RIGHT TURN
27. STOP HERE ON RED SIGNAL
28. DETOUR AHEAD
29. NO THROUGH ROAD
30. NO THOROUGHFARE
31. PEDESTRIAN CROSSING AHEAD
32. PLEASE PAY DRIVER
33. PLEASE PAY CONDUCTOR
34. DO NOT SPEAK TO THE DRIVER WHILE BUS IS IN MOTION
35. PULL SIGNAL CORD ONCE WHEN APPROACHING THE STOP REQUIRED⁸
36. RIDING ON PLATFORM PROHIBITED
37. STAND CLEAR INWARD OPENING DOOR⁹