

普通高等教育“十二五”规划教材



大学英语综合教程

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前 言

根据我国高等教育发展的新形势，为了深化教学改革，提高教学质量，满足新时期国家和社会对人才培养的需要，教育部2007年7月颁布了《大学英语课程教学要求》（以下简称《课程要求》），作为高等学校组织非英语专业学生英语教学的主要依据。

《课程要求》进一步明确了大学英语的教学性质：“大学英语是以外语教学理论为指导，以英语语言知识与应用技能、跨文化交际和学习策略为主要内容，并集多种教学模式和教学手段为一体的教学体系”，同时也明确了大学英语的教学目标是“培养学生英语综合应用能力，特别是听说能力，使他们在今后学习、工作和社会交往中能够用英语有效地进行交际，同时增强其自主学习能力，提高综合文化素养，以适应我国社会发展和国际交流的需要”。

随着这一政策的颁布，国家对新时期大学英语的教学提出了新的要求和目标，为了提高高等院校英语的教学质量，进一步实施教育部“高等学校教学质量和教学改革工程”，加速实现与国际英语教学接轨，我们结合当前国内外英语教学的实际情况，在反复探讨、研究的基础上，数易其稿，最终编写出这本科学的、实用的《大学英语综合教程》。

本书具有以下特点：

名师编写 资质可靠

参与本书编写的教师均为在教学一线工作多年的资深教师，集“专业水平高、经验丰富、熟悉命题规律”于一身。出版物是无言的教师，也是这些名师经验传播的载体，“名师出高徒”，相信使用本书的学生必将受益匪浅。

题型全面 精辟权威

本书根据《大学英语课程教学要求》及《高等学校英语应用能力考试大纲》要求，共分为20个单元，既充分体现不同的教学侧重点，又循序渐进、浑然一体。

（一）听力理解。本部分详述了提高学生听力水平的实用方法、听力题的解题技巧及听力理解题型特点。旨在培养学生解决听力题的能力。

（二）语法知识。本部分全面细致地再现了考试过程中出现的各种语法试题、语法知识。学生可根据自身情况有选择性地学习，争取轻松度过语法关。

（三）词汇。英语考试中词汇是关键。本部分针对考生普遍存在的更多单词难记或虽然能够识记单词而实际应用时却一筹莫展的状况，教会学生根据词汇的特点进行记忆，真正达到活学活用的学习目的，从而做到“授之以渔”。

（四）阅读理解。阅读理解是英语考试中不可或缺且占有较大比例的一个题型板块。编者在本部分指导学生如何按照材料的体裁类别进行阅读分析。从而快速准确地捕获有效信息，正本清源，轻松过关。

（五）翻译。编者在本部分主要根据《高等学校英语应用能力考试大纲》的要求，对翻译的标准、步骤及技巧进行详细的讲解，并以历年考试真题为例进行分析，以期达到操作性强、见效快的目的。

(六) 应用文写作。编者在本部分将考试中常见体裁编写成实用例文,学生可以将其当做范文来诵读并灵活运用。同时,各类体裁的常用词汇亦收入本书,学生如能诵读记忆便可在写作过程中左右逢源,信手拈来。

架构布局 科学条理

全书涉及“考点透视、知识精讲、例题剖析、模拟考场”四个栏目,有利于学生在短时间内全面系统地复习并巩固所学知识,抓住重点、难点、考试动向,轻松自如地进行自我检测,从而取得良好的学习效果。

(一) 考点透视。具体介绍《高等学校英语应用能力考试大纲》规定的题型、题量、难易程度及历年试题知识点,以利于学生把握命题者的思想脉络,达到“知彼”的目的。

(二) 知识精讲。这是本书的主体部分。编者本着前瞻性与可操作性相结合的原则,为学生整理出一套系统、科学、实用的学习方法,同时,深入浅出地详细讲解《大学英语课程教学要求》所规定的重点、难点、结合典型例句帮助学生理解与记忆知识要点,真正做到了繁简兼顾,深入浅出。

(三) 例题解析。本书编者深谙学生之所需,在提供题目答案的同时,精选针对性、典型性较强的题目,进行科学精辟的分析讲解,使学生知其然亦知其所以然,对巩固知识,掌握解题技巧大有裨益。

(四) 模拟考场。根据教学内容及考纲的要求,设计了以“新”“巧”“精”为主旨的测试题,并附有参考答案及详尽答案解析。对学生已掌握的知识进行强化训练,以达到拾遗补缺的目的。

增加趣味 拓展视野

学习英语需要掌握一定的学习技巧,还应了解西方国家的相关文化,本书兼顾了这两个方面。每个单元都附有相应的英语学习方法、人名名言和相应的文化背景介绍,拓展了知识的广度和深度。书中涉及的文章和练习材料都选用原文材料,内容涵盖文化、体育、娱乐、社会、自然等多角度、多层次的知识,注重新颖性、趣味性、实用性的统一。

总之,本书内容丰富翔实、题型广泛全面,分析深刻独到,样式新颖鲜活,是广大学生不可或缺的学习参考书。

本书的内容是编者多年来实际工作经验的总结,在编写过程中同时也借鉴了国内外同行的相关资料文献,在此谨表示感谢!

由于编者水平有限,书中难免存在不妥之处,恳请广大读者以及各兄弟院校的专家和同行批评指正,以便在今后的重印或再版中改进和完善。

编者

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Unit One Greetings and Introductions



Warm-up

Words and Expressions

job site 工地

friendship 友谊

cooperation 合作

friendly cooperation 友好共事

common job 共同的事业

National Day 国庆节

specialty 专业

nationality 国籍

Sentence Patterns

1. Hi! Mike! How's it going? 嗨! 迈克! 近来好吗?
2. Do you mind if I sit here? 你介意我坐在这吗?
3. How's it going? 你过得怎么样?
How you been? (informal) 你咋样了?
How're tricks? (informal) 怎样了?
4. I haven't seen you in years! 很久没见到你了!
I haven't seen you in an age! 很久没见到你了!
I haven't seen you in a month of Sundays! 很长时间没与你见面了!
5. What a surprise to meet you here! 真没想到会在这遇到你!
Imagine meeting you here! 想不到在这遇到你

Fancy meeting you here! 真没想到会在这遇到你!

Never though I'd see you here! 万万没想到在这遇到你!

6. Please allow me to introduce a fellow of mine, Mr. Blake.

请允许我给你介绍一位我的同事,布莱克先生。

Module1 Practical Listening and Speaking

Activity 1 True or False

Directions: Listen to the conversation and decide whether the following statements are true (T) or false (F).

1. It is the first time that Han Mei has met Mrs. Kingsley.
2. Sophie changed her hairstyle.
3. Han Mei is wearing a Chinese dress.
4. Mrs. Kingsley thinks the western dress is beautiful.
5. Qipao is a traditional Chinese dress.

Activity 2 Multiple Choice ;

Directions: Listen to the conversation and make the best choices form A B C and D.

1. Which one is true about Mr. Green?
A. He works in ATD Company. B. He comes from England.
C. He is not happy with the trip. D. He is too tired to do business tomorrow.
2. Why did Zhao Yu come to the airport?
A. He went there to do some business. B. He went there to meet his friend.
C. He went there to fetch Mr. Green. D. He went there to go on a trip.
3. What was Mr. Green's trip on the plane?
A. Very pleasant B. Quite good.
C. Very bad. D. Just so so.
4. Where will they go?
A. To ATD company B. To Zhao Yu's home
C. To a hotel D. To the airport.
5. How will they go?
A. By car. B. By bus
C. On foot D. By taxi

Activity 3 Spot Dictation

Directions: In this section you are going to hear a passage about greeting. Listen carefully and supply the missing words.

East is East, and West is West, and never the twain shall meet. At 1 , that's what English writer Rudyard Kipling said. Truth is, nowadays Easterners and Westerners meet 2 often. And when they do meet, naturally, they have to find an appropriate

3 . But, there's the problem. What's appropriate for people in one 4 may be completely out of line in another. So the best approach is to 5 the well-known rule, "When in Rome, do as the Romans do." It is very 6 when you are in a 7 country, and you will have a 8 stay there. Because of fast and 9 technology, people are getting more and more 10 with each other.

Module2 Reading

Greetings

"East is East, and West is West, and never the twain shall meet." At least, that's what English writer Rudyard Kipling said. Truth is, nowadays Easterners and Westerners meet quite often. And when they do meet, naturally, they have to find an appropriate greeting. But, there's the problem. What's appropriate for people in one culture may be completely out of line in another. So the best approach is to follow the well-known rule, "When in Rome, do as the Romans do."

So what's an appropriate greeting for Americans? Maybe you already know how to say, "How are you?" You might even know the usual response, "Fine, thanks, and you?" Is that all? Well, Americans do often use this kind of greeting, and they generally expect nothing but the standard answer. But most Americans enjoy a little change now and then. In informal settings, you might hear Americans say, "How's it going?" or "What's up?" Formal greetings, on the other hand, might call for expressions like "Good morning" or "Hello, it's nice to see you."

After "hello," what kind of comments are appropriate to kick off a conversation? You might engage in a small talk and make a remark about the weather, your job or current events. Or you could ask your American friend about his recent activities or his future plans. If you know that he's been under the weather, you might ask him how he's feeling. But don't make use of personal comments or questions like "Boy, you've put on weight!" or "What are all those bumps on your face?" or "How much money did that necklace cost?" Americans might be mad at questions or comments about money or their appearance.

One other caution: In some social contexts, particularly in an office or a professional setting, greetings between the sexes should be very conservative. If you're a man, greeting a woman with a statement like "Wow! You look beautiful today!" may be considered as a come-on. So when you're giving praise, the key is to be careful.

What about public showing of love, like hugging and kissing? Contrary to some stereotypes, Americans don't go around hugging and kissing everyone they meet. Of course, girls might give each other a squeeze as a friendly gesture, and in some high society circles, a little peck on the cheek is courteous. But except with family members and close

friends, Americans usually don't give out wholesale hugs. Besides that, not all Americans are inveterate huggers anyway. So don't wrap your arms around the next American you see. He or she might be just as uncomfortable as you are.

Activity 1 Vocabulary Matching

Directions: Match each item in Column A with the word or phrase in Column B that is similar in meaning

Column A	Column B
(1) twain	a. a basis for comparison; a reference point against which other things can be evaluated;
(2) approach	b. be angry at
(3) standard	c. turn on or around
(4) kick off	d. discourse that surrounds a language unit and helps to determine its interpretation
(5) be mad at	e. be regarded as
(6) current	f. two items of the same kind
(7) context	g. uneasy
(8) peck	h. a person who has conservative ideas or opinions
(9) wholesale	i. the selling of goods to merchants; usually in large quantities for resale to consumers
(10) conservative	j. exhibiting courtesy and politeness
(11) courteous	k. kiss
(12) affection	l. a flow of electricity through a conductor
(13) uncomfortable	m. start to do sth.
(14) be considered as	n. a way of entering or leaving
(15) go around	o. turn on or around an axis or a center

Activity 2

Directions: There are 10 incomplete statements here. You should fill in each blank with the proper word given in the box.

wholesale affection uncomfortable standard go around upcoming approach
comment personal appearance out of line nothing but destination

1. Shopkeepers buy ___ and sell retail.
2. If the interviewer asked about your family or school speak with loyalty and ___.
3. The ___ of length in France is the metre.
4. Let's ___ to his office and talk to him.
5. Walk softly as you ___ the bed, because the baby is sleeping.
6. Would you care to ___ on why you voted against the new housing project?
7. On his release the police returned all his ___ things.

8. The sudden appearance of a policeman caused the thief to run away.
9. Please excuse me if I'm being ____.
- 10 I had ____ a million-pound note in the world.

Activity 3 True or False Identification

Directions: Determine whether each of the following statements is true or false. If the statement is true, circle the "T"; if it is false, circle the "F".

- (1)[T/F] East is East, and West is West, and the people will never meet.
- (2)[T/F] You do not always say "Fine, Thank you", when you are asked "How are you".
- (3)[T/F] Formal situations nrrd expressions like "Good morning" or "Hello, it's nice to see you."
- (4)[T/F] "You look beautiful today" is always appropriate as a greeting.
- (5)[T/F] Americans are friendly, so they like to hug others.

Activity 4 Gap-filling

Directions: Finish the following 5 questions briefly (with no more titan three words).

1. When Easterners and Westerners meet, they have to find _____.
2. You could ask your American friend about his recent activities or _____.
3. In _____ settings, you might hear Americans say, "How's it going?"
4. In some social contexts, particularly in an office or a professional setting, greetings between the sexes should be _____.
5. Americans don't _____ hugging and kissing everyone they meet.

Activity 5 Translation

Directions: Translate the following five English sentences into Chinese.

- (1)What's culturally appropriate for people in one culture may be completely out of line in another culture.

- (2)After the initial "hello," what kind of comments are appropriate to kick off a conversation?

- (3)Americans might take offense at questions or comments about money or their appearance.

- (4)Contrary to some stereotypes, Americans don't go around hugging and kissing everyone they meet.

- (5)But except with family members and close friends, Americans usually don't give out wholesale hugs.

Activity 6 Reading Comprehension

Directions: Read the following passage and make the best choices from A B C and D.

Here's a familiar version of the boy-meets-girl situation. A young man has at last had the courage to invite a pretty young lady out to dinner. When they get to the restaurant, he discovers that she is on a diet. She mustn't eat this and that. Oh, but of course, she doesn't want to spoil his enjoyment. Let him by all means eat as much fattening food as he wants; it's the surest way to an early grave. They spend a truly memorable evening together and never see each other again.

How miserable the dieters are! You can always recognize them from the sour expression on their faces. They are forever consulting calorie charts and never eat fat. Mere dieting is not enough. They exhaust themselves doing exercises, sweating in sauna baths.

Dieters undertake to starve themselves of their own free will; so why are they so miserable? Well, for one thing, they're always hungry. You can't be hungry and happy at the same time. All the horrible things they eat instead of food leave them permanently dissatisfied. And, of course, they're always miserable because they feel so guilty. Hunger just proves too much for them and in the end they give up and eat five huge cream cakes at a sitting. And who can blame them? At least three times a day they are exposed to temptation. What utter torture (折磨) it is always watching others tucking into piles of mouth-watering food while you eat a water biscuit and sip unsweetened lemon juice!

What's all this torture for? Religious people diet to attain a state of grace. Unreligious people do so to attain a state of misery. It will be a great day when all the dieters in the world abandon their slimming courses; when they hold out their plates and demand second helpings!

- () 1. The best title for this passage is
- A. On Fat.
 - B. We Should All Grow Fat and Be Happy.
 - C. Many Diseases Are Connected with Fat.
 - D. Diet Deprives People of Normal Life.
- () 2. Why do they never see each other again?
- A. Because it is a memorable evening.
 - B. Because she lets him eat as much fattening food as he wants.
 - C. Because she does not eat this and drink that.
 - D. Because eating fattening food is the surest way to an early grave.
- () 3. Which of the following ways is NOT mentioned for diet?
- A. Doing exercises.
 - B. Not eating sugar.
 - C. Not eating fat.
 - D. Taking sauna baths.

- ()4. What is the author's attitude toward diet?
- A. Persuasive.
B. Critical.
C. Positive
D. Subtle
- ()5. What can be inferred from the passage?
- A. Demand a second helping is great.
B. Religious people like dieting.
C. Boys shouldn't invite girls to a dinner.
D. People should give up dieting and live a enjoyable life.

Module3 Practical Grammar

1 一般现在时的用法

1) 经常性或习惯性的动作,常与表示频度的时间状语连用。时间状语: every ..., sometimes, at..., on Sunday。例如:

I leave home for school at 7 every morning. 每天早上我七点离开家。

2) 客观真理,客观存在,科学事实。例如:

The earth moves around the sun. 地球绕太阳转动。

Shanghai lies in the east of China. 上海位于中国东部。

3) 表示格言或警句。例如:

Pride goes before a fall. 骄者必败。

注意:此用法如果出现在宾语从句中,即使主句是过去时,从句谓语也要用一般现在时。

例:Columbus proved that the earth is round. 哥伦布证实了地球是圆的。

4) 现在时刻的状态、能力、性格、个性。例如:

I don't want so much. 我不要那么多。

Ann writes good English but does not speak well. 安英语写得不错,讲的可不行。

比较:Now I put the sugar in the cup. 把糖放入杯子。

I am doing my homework now. 我正在做功课。

第一句用一般现在时,用于操作演示或指导说明的示范性动作,表示言行的瞬间动作。第二句中的 now 是进行时的标志,表示正在进行的动作的客观状况,所以后句用一般现在时。

2 一般过去时的用法

1) 在确定的过去时间里所发生的动作或存在的状态。例如:时间状语有: yesterday, last week, an hour ago, the other day, in 1982 等。例如:

Where did you go just now? 刚才你上哪儿去了?

2) 表示在过去一段时间内,经常性或习惯性的动作。例如:

When I was a child, I often played football in the street. 我是个孩子的时候,常在马路上踢足球。

Whenever the Browns went during their visit, they were given a warm welcome.

那时,布朗一家无论什么时候去,都受到热烈欢迎。

3)句型:It is time for sb. to do sth. \“到……时间了\” \“该……了\”。例如:It is time for you to go to bed. 你该睡觉了。

It is time that sb. did sth. \“时间已迟了\” \“早该……了\”,例如 It is time you went to bed. 你早该睡觉了。

would (had) rather sb. did sth. 表示\“宁愿某人做某事\”。例如:I'd rather you came tomorrow. 还是明天来吧。

4) wish, wonder, think, hope 等用过去时,作试探性的询问、请求、建议等,而一般过去时表示的动作或状态都已成为过去,现已不复存在。例如:I thought you might have some. 我以为你想要一些。

比较:Christine was an invalid all her life. (含义:她已不在人间。)

Christine has been an invalid all her life. (含义:她现在还活着)

Mrs. Darby lived in Kentucky for seven years. (含义:达比太太已不再住在肯塔基州。)

Mrs. Darby has lived in Kentucky for seven years. (含义:现在还住在肯塔基州,有可能指刚离去)

注意:用过去时表示现在,表示委婉语气。

1)动词 want, hope, wonder, think, intend 等。例如:

Did you want anything else? 您还要些什么吗?

I wondered if you could help me. 能不能帮我一下。

2)情态动词 could, would。例如:

Could you lend me your bike? 你的自行车,能借用一些吗?

3) used to / be used to

used to + do:\“过去常常\”表示过去习惯性的动作或状态,但如今已不存在。例如:

Mother used not to be so forgetful. 老妈过去没那么健忘。

Scarf used to take a walk. 斯卡夫过去常常散步。

be used to + doing: 对……已感到习惯,或\“习惯于\”,to是介词,后需加名词或动名词。例如:

He is used to a vegetarian diet.

Scarf is used to taking a walk. 斯卡夫现在已习惯于散步了。

典型例题

—Your phone number again? I ___ quite catch it.

—It's 69568442.

A. didn't B. couldn't C. don't D. can't

答案 A. 本句虽没有明确的时间状语,但从语意上看出,在听的时候没有听懂这个动作发生在过去,因此应用过去时。

Activity 1 Multiple Choices

() 1. When ___ to learn English?

- A. does she begin B. did she begin C. has she begun D. she began
- ()2. -I have finished my homework. -When ___ you ___ it?
A. have; finished B. do; finish C. did; finish D. will; finish
- ()3. My younger brother ___ the army ___ 1990.
A. joined; at B. joined; in C. has joined; in D. has joined; since
- ()4. The train from Tianjin ___ an hour ago.
A. arrived B. has arrived C. was arriving D. arrived at
- ()5. I ___ my homework at about nine at night.
A. finished B. would finish C. was finishing D. finish
- ()6. -Sorry, but your address again, please. I ___ catch it.
-It's 28 Zhongshan Road.
A. didn't B. don't C. won't D. wouldn't
- ()7. -Did you wait for your father very long?
-Yes, I ___ to bed until two in the morning.
A. did go B. didn't go C. had gone D. went
- ()8. -Tom didn't go to see the film with you last night, did he?
A. No, he did B. No, he doesn't C. Yes, he did D. Yes, he didn't
- ()9. -Excuse me. Look at the sign; NO SMOKING!
-Sorry, I ___ it.
A. don't see B. didn't see C. haven't seen D. won't see
- ()10. ___ here and ask him about it yesterday?
A. Did you come B. Would you not go
C. You didn't come D. Aren't you go

Activity 2 Translation

Directions: Translate the following sentences into Chinese.

- Does the moon move around the sun? Yes, it does.
- The children don't have enough food in Africa.
- We were middle school students last year.
- Did you wash clothes last night? No, I didn't.
- I finished work and then I went to the theatre.

Module4 Practical Writing

私人介绍信 (Private Letter of Introduction)

书信是日常生活中常用的文体,是用以交涉事宜、传达信息、交流思想、联络感情、增进了解的重要工具。书信一般可分为商务信件或公函(Business Letter or Official Correspondence)和私人信件(Private Letter)两大类。值得注意的是,英语书信的写法与汉语书信有一些明显区别,应特别加以区分。

英语书信通常包括下面几个组成部分:信端、信内地址、称呼、正文、结束语、签名、附件、再启等。下面我们将逐个进行介绍。

1. 信端(Heading)

信端即信头,一般包括写信人的地址和写信日期。一些正式信函的信端还包括发信人或单位的电话号码、电报挂号、电传、传真和邮政编码等。

西方国家中有些信端甚至还有单位负责人的姓名、职务和职称等。

信端的目的是使收信人一看便知道书信来自何处,何时发出,便于复信和查阅。用一般的信纸写信时,信端应写在信纸的右上角,若字数较多,可从信纸中间或偏右的地方写起。若字数较少,可适当多向右移一些,使整个信端的重心落在右上角。

例如

16 Fuxing Street
Haidian District
Beijing
Post Code: 100035
People's Republic of China
Tel: 63211234
Aug. 20, 2004

写信端时,先写发信人的地址,地点的名称按由小到大的顺序排列,然后与其它项目和发信日期。具体次序是:第一行写门牌号和街名;第二行写区名、市(县)名、省(州、邦)名,往国外寄的信,还要写上国家的名称;国家名称的前面加上邮政编码,其后可写上电话号码,最后一行写发信日期。如果写信人的地址是机关单位的名称,则将其作为第一行。如果写信人的单位没有门牌号码和街名,则第一行可写上所在班级或专业组的名称;第二行写系、科、室名称;第三行写学校名称;第四行写市(县)、省(州)名称;然后再写邮政编码、国名、电话号码、发信日期等项。

如果使用标点符号,则在每行末尾加逗号,最后一行的末尾加句号。但当前的信件中行末大都不加标点符号,但在每行之内该用标点符号的地方,仍要用标点。

特别要注意的是,门牌号码和街名之间要加逗号。月份和日期之间不可用逗号。在西方国家,城市名称之后往往写有字母或数字(如 New York, 103),表示城市的邮政编码。

关于发信日期的写法,应注意以下几点:

- ①年份应完全写出,不能简写。
- ②月份要用英文名称,不要用数字代替。
- ③月份名称多用公认的缩写式。但 May, June, July, 因为较短,不可缩写。
- ④写日期时,可用基数词 1, 2, 3, 4, 5, ……28, 29, 30, 31 等,也可用序数词 1st, 2nd, 3rd, 4th, 5th, ……28th, 29th, 30th, 31st 等。但最好用基数词,简单明了。

日期可有下列几种写法:

- ① Oct. 20, 2004
- ② 10 May. , 2004
- ③ 3rd June, 2004

④ Sept. 16th, 2004

其中,①最为通用。

2. 信内地址(Inside Address, Introductory Address)

信内地址收信人的姓名和地址,写在信纸的左上角,从信纸的左边顶格开始写,低于写信人地址和发信日期一二行,也分并列式和斜列式两种,但应与信端的书写格式保持一致。其次序是,先写收信人姓名、头衔和单位名称,占一二行,然后写地址,可占二至四行,例如:

Ms. Joanna Kerry
Peking University
Haidian District, 100871
Beijing
China

3. 称呼(Salutation)

对收信人的称呼应自成一,写在低于信内地址一二行的地方,从信纸的左边顶格开始写,每个词的开头字母要大写,至于末尾处的符号,英国人用逗号,但美国和加拿大英语则多用冒号。称呼用语可视写信人与收信人的关系而定。

给外国人写英文信时,称呼用语要注意以下几点:

①对没有头衔的男性一般称呼 Mr.。Mr. 用在姓氏之前或姓氏和名字之前,不可只在名字之前,例如对的称呼,应该是:Mr. 或 Mr. White, 不可是:Mr. Phil。若称呼多个男性,则在姓名前用 Mr. 的复数形式 Messrs.。对一般以人名为名称的公司和企业常用这种称呼,例如: Messrs. Black and Brothers 布莱克兄弟公司。

②对女性一般称呼 Mrs., Madam 或 Miss。Mrs. 用在已婚女子的丈夫的姓氏之前,或姓氏和名字之前,一般不用在名字前 Madame 此词可以单独使用或加在丈夫的姓名之前 Mrs. 没有复数形式。若称呼多个女性,则在姓名前用 Mme. 的复数形式 Mmes. 而对以女子名字为名称的公司、企业可用 Mesdames 称呼。Miss 多用于未婚女子,此词可缩写为 Ms,用于姓氏之前或姓氏和名字之前,一般不用于名字之前。

③对收信人的称呼,也可用头衔或职位的名称,不分性别。例如 Professor (缩写为 Prof.), Doctor (缩写为 Dr.), General (缩写为 Gen.)。这些称呼都放在姓氏之前或姓氏和名字之前,如 Prof. (Phil) White 等。

④对外公函中对收信人的称呼,可用 Gentlemen (而不是 Gentleman), Dear Sir (s) 和 My dear Sir(s) 等。Gentlemen 之前不能加 Dear, 后面也不能带姓名。用 Sirs 时,前面常用 Dear 一词,但也可单独用 Sir。若收信人是妇女,则无论已婚或未婚,都可单独使用 Madam 或其复数 Mesdames。

⑤对外国高级官员的称呼,如国家元首、政府首脑、部长、大使、公使和特使等,可用 (Dear) Sir, (Dear) Mr. Chairman, (Dear) Mr. Premier, (My dear) Mr. Ambassador, Your Excellency (复数为 Excellencies)。

⑥对君主制国家的国王和皇帝等男性君主,可以 Sir 称呼,对女王、女皇和皇后等女性君主,可用 Madam 称呼。有时也用 Your Majesty 称呼以表示。客气和尊敬 Your Majesty 可兼指男性和女性,其复数为 Your Majesties。