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高职高专实用英语口语 与信函词典

周正太 主编



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AND LETTER DICTIONARY

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高职高专 实用英语口语与信函词典

主 编 周正太

副主编 丁志初 黎 雁 李幼芽

陈瑞兰 陈祥渝

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周正太 主编

策划编辑:杨 鸥

封面设计:潘 群

责任编辑:李 琼

责任监印:张正林

责任校对:吴 晗

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编委与参编人员

编 委 (按姓氏笔画):

丁志初	田 贞	卢东祥	叶宜生	申凌欣
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前言

需要是发明之母 (Necessity is the mother of invention)。随着我国加入世界贸易组织, 各行各业, 尤其是商贸系统、合资企业、外资企业、国家外派机构等, 需要更多能说会写的英语人才。然而, 我们的课堂教学往往侧重语法和词汇教学。记住了许多词汇, 懂得了如何造句, 为说和写奠定了必备的基础, 但这并不等于能说流利英语, 撰写规范信函或函电。每一项技能都必须通过专项训练才能达到熟能生巧 (Practice makes perfect) 的境界。为此, 我们编写了《高职高专实用英语口语与信函词典》, 提供了大量的口语语言材料和函电范文供模仿套用。本词典特点如下:

- 本词典由长期从事高职高专英语教学与研究的资深教授与中青年骨干教师编写, 充分突出了针对性和实用性的特点。美籍教师、加拿大籍教师、澳大利亚籍教师等对本词典进行了审读。
- 本词典以多种原版口语教科书为蓝本, 博采英美各类口语教材之精华, 语言地道、权威。
- 本词典融合各类实用口语资料, 对较长的单位名称和人名都做了适当的转换, 对于较长的语句也做了一定的删减, 语句简明、通顺, 流畅上口。
- 本词典为方便读者在使用时能借助汉语理解英语

句子的意思，减少查词典时间，每句都附有汉语译文。如 a piece of cake (容易的事)，you said it (真是这样)等虽然没有生词，但不一定一看就懂得确切的意思。

● 本词典对话内容贴近现代生活与工作现实，具有针对性、实用性和时代性。

● 本词典除了语言材料新颖，语言地道，趣味性强之外，还编写了大量实用的词语搭配供造句活用。

● 通过查找主题句，即可查找到读者想要表达的有关语句，边学边用，学用结合，急用先学。

● 本词典第二部分为各类信函范文，供撰写信函或函电的读者参阅模仿。

我们在编写本词典过程中除了查阅各类词典之外，还参阅和利用了許多口语教材中的精华语句，因出处太多，恕不一一列出，在此谨向有关作者表示衷心的感谢；感谢杨鸥副编审和李琼编辑的辛勤劳动。我们尽了努力，想编写出特色，但学术水平和时间有限，疏漏或差错在所难免，敬请读者予以批评指正。

编者

2004年6月

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