

YINGYU HUATI ZUOWEN YIBENTONG

全国十二大考研辅导班指定辅导用书

英语话题作文 一本通



主编：夏倚荣

考研英语作文第一书

全力以赴 用态度改变人生
永不言败 以执着成就未来



重庆文登培训学校
CHONGQINGWENDING SCHOOL

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第一部分 应用文写作

Unit 1



【应用文经典模式】 邀请信

形式上大体分为两种：一种为正规的格式（formal correspondence），亦称请柬；一种是非正式格式（informal correspondence），即一般的邀请信包括宴会、舞会、晚餐、聚会、婚礼等各种邀请信件。邀请信在形式上不如请柬那样正规，但也是很考究的。书写时应注意：

邀请信一定要将邀请的时间（年、月、日、钟点）、地点、场合写清楚，不能使接信人存在任何疑虑。例如：“I'd like you and Bob to come to luncheon next Friday.”这句话中所指的是哪个星期五并不明确，所以应加上具体日期，“I'd like you and Bob to come to luncheon next Friday, May the fifth.”

1. 邀请朋友共进午餐 Inviting a friend to an informal luncheon

Dear [Zhang Ying],

Will you come to luncheon on [Friday, May the fifth], at [twelve o'clock]?

My niece [Mary] is visiting us and I think you will enjoy meeting her. She is a charming, very pretty girl ... and very good company! [John and Jane] will be here, and perhaps we can [give a dance] after luncheon. Do say you'll come!

Yours Love,
Li Ming

亲爱的[张营]:

您能在[5月5日星期五中午12点钟]来吃午饭吗?

我侄女[玛丽]正在我们家中作客,我想您会乐于见到她的。她是个漂亮而聪明的女孩子……同她在一起是很使人高兴的! [约翰和简]也到这里来,也许在饭后我们能[开个舞会],说好,一定得来呀!



2. 邀请朋友同他们不认识的人一起共进晚餐 Inviting friends to supper with the strangers

Dear [Susan],

I know you are interested in [oil painting], so I'm sure you'll be interested in [Mr. and Mrs. Lin Dun]! They are coming here to supper [next Sunday night, October the twelfth], and we'd like you and [Walter] to come, too.

[Mr. and Mrs. Lin Dun] are that very charming couple we met in [London] last summer. They have a wonderful collection of [oil paintings of various stages]; and I understand that Mr. Lin Dun is quite an authority on [oil painting]. I'm sure you and Walter will thoroughly enjoy and evening in their company.

We're planning supper at six; that will give us a nice long evening to talk. If I don't hear from you before then, I'll be expecting you on the [twelfth]!

Affectionately yours,

Li Ming

亲爱的[苏珊]:

我知道您对[油画]很有兴趣,所以我相信您对林顿夫妇也会感兴趣。他们将在[10月12日(下星期日)]来吃饭,我们很希望您和瓦尔特也能同来。

[林顿夫妇]是那么好的一对夫妻。我们是去年夏天在[伦敦]认识的。他们集有[各个不同时期精美的油画作品]。我知道,林顿先生在研究[油画]方面是颇有权威的。我深信,那天晚上您和瓦尔特同他们在一起,一定会很愉快。

我们准备在6点钟吃晚饭,这样就能有较长的时间闲谈。如果事前接不到您的回信,我就等待你们那天到来。

3. 邀请参加新厂开工典礼 Invitation to opening ceremony of new factory

Dear [Mr. Harrison],

Our new factory will be commencing production on [April 10] and we would like to invite [you and your wife] to be present at a celebration to mark the occasion.

As you will appreciate, this is an important milestone for this organization, and is the result of continued demand for our products, both at home and overseas. We are inviting all those individuals and trust that you will pay us the compliments of accepting.

Will you please confirm that you will be able to attend by advising us of your time-we can arrange for you to be met. All arrangements for your stay [overnight on April 10] will, of course, be made by us at our expense.

Yours faithfully,

Li Ming

亲爱的[哈里森先生]:

本公司新厂将于[4月10日]开始投产,希望能邀请[贤伉俪]来参加新厂开工典礼。

如您所知,新厂的设立是本公司的一个里程碑,而这正是海内外对本公司产品不断需求的

结果。我们邀请了所有对本公司的成功贡献一切力量的个人,我们相信,您一定会赏光。

如您确能参加,请来函告知您抵达的时间——以便我们为您安排会晤。当然,所有安排您在[10日晚间]夜宿的费用,皆将由公司代您支付。

4. 邀请来家中小住及周末聚会 An invitation for a house and weekend party

Dear [Jane],

I hope [you and Fred] haven't any plan for the weekend of [July twenty-fourth] as we'd like you to spend it with us at [Far Acres]. It's simply beautiful here now, with everything in bloom!

I think we can promise [Fred] some good fishing this year. The fish are biting better than ever! So bring your fishing clothes; and be sure to bring your tennis things, too, because [the Owens] are coming and I'm sure you'll want to get out on the courts with them.

There's a very good train [Friday night]; I've marked it in red on the timetable. It gets you here about [seven-thirty] which is just in time for dinner. You can get a late train back [Sunday night], or there's an early express that [Bob] usually takes on [Monday morning].

We hope nothing will prevent you from coming, as we're looking forward to your visit ... and I know [the Owens] are looking forward to seeing you again, too. Be sure to let us know what train you are taking so that [Bob] can meet you at the station.

Affectionately yours,

Li Ming

亲爱的[简]:

如果您[7月24日]没有什么活动安排,我希望[您和弗雷德]能同我们一起在[远庄园]共度周末,那里已经鲜花遍地,现在正是最美丽的时节。

我想,今年我们能让[弗雷德]钓鱼钓得更快活。鱼儿比过去任何时候都容易上钩。请把钓鱼的服装带来,也别忘了带上打网球的用具,因为我们还邀约了[欧文]夫妇,我想,你们是乐意同他们打网球的。

[星期五晚上]有一班舒适的火车,我已经在火车时刻表上做了红色记号,火车大约在[7点半钟]把你们送到这里,正是吃晚饭时间。[星期日晚上]你们可以乘晚车回去。或者,在[星期一早晨]也有一班快车,就是[鲍勃]常坐的那一班车。

我们希望没有什么事情会阻碍你们,我们在等待着你们光临……我知道[欧文夫妇]很盼望再次见到你们。准备乘哪一班火车,请一定告诉我们,好让[鲍勃]到车站迎接你们。

5. 邀请参加招待会 An invitation for a reception

Dear [Mr. Smith],

It would give [me/us] great pleasure to have your presence at a reception in honor of the Chinese delegation.

The reception will be held in [the City Hall], on [Tuesday, October the fourth]. Cocktails will be served promptly at [six] to be followed by dinner at [eight].

[I/We] sincerely hope you can attend. Will you please let [me/us] know?



Sincerely yours

Li Ming

亲爱的[史密斯先生]:

如您能够出席为[中国代表团]而举行的招待会,[我(们)]将感到十分荣幸。

招待会定于[10月4日(星期二)]在[市政厅]举行。[6点钟]准时举行[鸡尾酒会],随后在[8点钟]举行[正式的晚宴]。

[我(们)]期待着您的光临。请提前通知您能否出席。

6. 邀请演讲 Inviting someone to address a meeting

Dear [Dr. Rodger],

[The English Department of Nankai University] would like to extend to you an invitation to be our guest speaker at the [annual conference] to be held at the [meeting room] at [eight] o'clock, [Saturday morning, December the thirtieth, 1993].

As you know, the department is interested in [the 20th century English literature]. Since you are familiar with the field, we know your views will be extremely interesting to us.

You will receive further details later, but we would appreciate having your acceptance soon so we may complete our agenda.

Cordially,

Li Ming

亲爱的[罗杰博士]:

[南开大学外文系]特邀请您出席[1993年12月30日(星期六)早八点在(系会议室)]召开的[学术年会]并作演讲。

正如您所了解的,[南大外文系]对[20世纪的英国文学颇感兴趣]。您对此领域很熟悉,您的见解定会给我们带来很大的兴趣。

我们随后将把有关细节通知您,恳请您尽快予以答复,以便作出安排。



【应用文意念功能黄金句式】 表示邀请

☆ Will you come to a luncheon on Friday, May 5th, at twelve o'clock? 您能在5月5日星期五中午12点钟来吃午饭吗?

☆ It would give us great pleasure to have your presence at a reception in honor of the Chinese delegation. 如您能够出席为中国代表团而举行的招待会,我们将感到十分荣幸。(语气较正式)

☆ The English Department of Nankai University would like to extend to you an invitation to be our guest speaker at the annual conference to be held at the meeting room. 南开大学外文系特邀请您出席在系会议室召开的学术年会并作演讲。(语气较正式)

☆ Why don't you come round for a meal? 你何不到我们这里来吃饭呢?(语气较随意)

☆ We're just going round the corner for a drink. Won't you join us? 我们正打算到附

近去喝一点什么。你愿意和我们一起吗? (语气较随意)

☆ We want you come to the ceremony, and also to the wedding breakfast afterward at home. 我们邀请您参加我们的婚礼, 并出席随后在家中举办的喜宴。



【探索与视野】 大纲对应用文的要求要点是什么?

就应用文的写作而言, 根据考试大纲的要求, 考生所写篇章在格式与语域方面必须恰当贴切。对目标读者完全产生预期的效果。指在书面和口头表达中根据不同的交际对象, 所采用的话语方式, 即正式、一般、非正式(随意)的话语等。

考生在平时准备或考试时应该注意的重要方面有:

一、正式语体(书卷语)、一般语体(共核)、非正式语体(口语体)在词汇层次、短语层次、句型层次和篇章层次都有区别。本书将在其他的章节进行更加详尽的归纳和总结, 以帮助考生养成使用语言时注意所使用语言的贴切性。

二、正式语体词的使用范围较窄, 而且一般只在书面语中出现, 若出现在口语中, 则有讽刺、调侃或幽默的语用效果。考研英语写作部分的应用文写作正是在检测考生能否使用恰当语言进行有效交际的能力。例如, 撰写一份实验报告, 其语体必然是正式的, 而给朋友或关系亲密的人写信, 其语体必然是随意的。换言之, 假如给陌生人写信应该客气和委婉一些, 称谓可使用“Dear Sir”等方式; 而给好朋友写信则随意一些, 如直接称呼其名就可以了。

三、鉴于此, 考生在写作应用文时必须判断篇章的接受者与自己的亲密程度、接受者的身份高低、交际场合的正式程度、自己作为作者的身份等。综合考虑之后, 再做出文体的判断。之后再选择恰当贴切的篇章组织、句型、词汇、或者语气手段等。这样才能达到大纲的要求, 取得较满意的分数。

四、中性语体成分的使用范围比较广: 既可以出现在正式语体中, 也可以出现在一般介绍或叙述性语篇中, 还可以出现在口语中。就这一类词汇的特点, 英语的中性语体和口语、俚语等词汇一般都比较短小, 尤其是后者, 因为短, 使用起来才方便, 长了拗口。鉴于此, 根据评分细则的要求, 考生一般不可直接使用提示中出现的表达。例如: 2005 年考研应用文:

Two months ago you got a job as an editor for the magazine Designs & Fashions. But now you find that the work is not what you expected. You decide to quit. Write a letter to your boss, Mr. Wang, 1) telling him your decision, 2) stating your reason(s), 3) and making an apology.

其实对于提示中所给的“decision”、“reasons”、“apology”等表达可以通过释义的方法, 将其分别换为“make up one's mind”、“because”、“sorry”等表达, 这样既达到了要求, 同时又选择了恰当交际的语域。



【举一反三】

现给出某些意念表达留给读者进行思考练习。例如: “complaint”、“congratulation”、“obligation”、“preference”等。应该使用其他何种方式表达相同的意义?



Unit 2



【应用文经典模式】 回复邀请

邀请信的复信要求简明扼要,在书写时应注意以下几点:

①接受邀请的复信中应重复写上邀请信中的某些内容,如邀请年、月、日、星期几、几点钟等,如“I'll be delighted to attend your luncheon next Friday, May the fifth, at twelve o'clock”。

②邀请信的复信中应明确表明接受邀请还是不接受邀请,不能含糊其词,如不能写“I'll come if I'm in town”这类的话,以使得对方无法作出安排。在接受邀请的复信中,应对受到邀请表示高兴。谢绝的复信中应阐明不能应邀的原由。

1. 接受与不相识的人共进午餐 Accepting an invitation to luncheon with strangers

Dear [Wang Hua],

I'll be delighted to come to your luncheon on [Tuesday, April the sixth], at [one] o'clock.

[Bob] has often spoken me of [Wang Hui], and has told me how very much he enjoys having him for a [roommate / teammate]. Although I have never met [Wang Hui], I know him from hearing so much about him.

I assure you it will be a very great pleasure indeed to meet [Wang Hui's mother]! I'm much obliged to you for asking me.

Truly Yours

Liming

亲爱的[王华]:

我将愉快地参加您于[4月6日(星期二)]下午1时举行的午餐。

[鲍勃]经常向我提起[王晖],并经常谈到与他[同住一室/做队友]是多么愉快。虽然我还

没有见过他,但因为听到有关他的事情多,好像已经认识他了。

我相信,同[王晖的妈妈]相会一定会使人非常愉快,非常感谢您的邀请。

2. 谢绝不相识的人的邀请 Apologizing for being unable to accept an invitation

Dear [Mrs. Brown],

I have heard so much about [Lambert] from [Jane] that I almost feel as though I knew

him. I would certainly enjoy meeting his mother!

But unfortunately I expect guests myself on [Friday, the seventh of May]; and therefore cannot accept your invitation for luncheon on that day.

It was thoughtful of you to invite me, and I am extremely sorry I cannot accept, I do hope you will ask me again some time!

Sincerely yours,

Liming

亲爱的[布朗]:

我已经从[简]那里知道了许多关于[兰伯特]的事,我好像已经认识他了似的,能够去见他母亲我当然觉得十分荣幸!

但是很不凑巧,在[5月7日(星期五)]我自己要招待客人,因此就不能接受您在那天的午宴邀请了。

承您如此热情地相约,恰巧因事不能前往,深表歉意,但愿以后能再次荣获您的邀请。

3. 对迟复邀请表示歉意 Apologizing for being unable to give an early reply

Dear [Mr. Jackson],

Will you please accept my apologies for the delay in acknowledging your invitation for [lunch/ dinner/ cocktails] on [September the fourth, this year]. I have been away from the office and only just returned.

Luckily, I have no other plans for the date you mention, and shall be happy to see you at [6 o'clock] at the Black Swan Restaurant.

Cordially,

Liming

亲爱的[杰克逊先生]:

未能对您发来的出席今年[9月4日]举行的[午宴/晚宴/鸡尾酒会]的邀请给予及时答复深表歉意。我近期一直在外,刚刚返回。

幸运的是,我在那天没有其他安排,很愿意[6时]在[黑天鹅餐厅]与您会面。

4. 对不能参加而迟复邀请回信表示歉意 Apologizing for being unable to accept the invitation and give an early reply

Dear [David],

Please accept my apology. I hadn't told you in time I couldn't go to the [lunch/ dinner] party on [September the fourth, this year]. I have been away from the office and only just returned. I had other plans for the date you mention. Anyway I shall be happy to make a date for some other good time.

Cordially,

Liming

亲爱的[大卫]:

请接受我的歉意。我没能及时告诉你我不能参加你[今年9月4日]举行的[午宴/晚宴]



聚会。我一直外出,刚刚返回。您拟定的日期我有其他事务安排。但是我很愿意在以后方便的时候再约。



【应用文意念功能黄金句式】 表示接受或拒绝

☆ I shall be very happy to accept your kind invitation for the weekend of the 14th. 我将很高兴地接受您 14 日的周末邀请。(语气较正式)

☆ Well, I'd like to, but I'm sure I haven't time. 唔,我很想去,就是担心没有时间。(语气较随意)

☆ We are delighted that you have asked us! and we certainly won't let anything prevent us from coming. 您的邀请使我们很高兴! 其他任何事情也阻止不了我们应邀前往。

☆ I'm afraid not. 恐怕不行。(语气较随意)

☆ How awful to have to turn down your very, very gorgeous invitation! 您那令人神往的邀请我不得不辞谢了。这是多么遗憾啊!(语气较随意)

☆ Well, that's very kind of you, but I'm afraid I can't manage Sunday. I've got something else on. 唔,你太好了。不过我星期天来不了。我有一些别的事。(语气较随意)



【探索与视野】 应用文写作应该注意的交际方式有哪些?

人们在利用语言交际方面拥有众多的策略手段,其中一个重要的原则就是礼貌。实际上,如果与自己关系亲密的人沟通,那么可以采用礼貌程度不高的表达或比较随意的表达;而如果与自己不相识的人沟通,那么必须提高表达的礼貌程度或采用比较正式的表达,否则说话者的语言将显得十分的唐突而无礼。因此,在应用文的写作中,作者应该根据所给的提示仔细辨别自己身份与收信人的身份,以确定双方的距离,选择恰当的礼貌程度,这是十分必要的。读者应该在应试或平时使用英语语言的过程中注意英语语言在具体语境中的语用问题。

在应用文写作中,表示礼貌的语言可以通过词汇、句型结构、情态的表达等手段。例如:

- 1) Answer the phone.
- 2) I want you to answer the phone.
- 3) Will you answer the phone?
- 4) Can you answer the phone?
- 5) Would you mind answering the phone?
- 6) Could you possibly answer the phone?

在其他因素恒定的情况下,从 1) 到 6) 话语的礼貌程度变高,反之则变低。通过这一举例,读者必须在平时的语言学习中注意这一方面的语言使用规律,并多作积累。又如在特定的语境中,被动语态的修辞使用可以表达对谈话对方的尊敬或说话者的谦恭。例如:

7) Where can you be reached? 在什么地方可以找到您?(请问您住在什么地方?)(语气较正式、客气)

8) When will I be interviewed? 我什么时候来参加面试呢? (语气较正式、谦恭)

再如, 2005 年考研应用文:

Two months ago you got a job as an editor for the magazine Designs & Fashions. But now you find that the work is not what you expected. You decide to quit. Write a letter to your boss, Mr. Wang, 1) telling him your decision, 2) stating your reason(s), 3) and making an apology. 显然, 写信者是下级而收信者是上级, 那么恰当的交际方式是选择一种相对客气和礼貌的表达。

鉴于此, 读者研读本书应用文写作部分时, 应该特别注意“经典模式”、“黄金句法”部分中的提示和注释。分析交际双方的关系, 文中体现的礼貌程度, 以及正式性的程度。做到多分析、多积累、多使用、多熟练。

★【举一反三】

Write a letter of about 100 words to an acquaintance whom you do not know very well asking him to lend you a book you know he possesses. Supply a suitable introduction conclusion. Use the following ideas to write your purpose: ask for loan of book—its title—why you want—how long you will keep it—you will take good care of it.



Unit 3



【应用文经典模式】 感谢信

感谢信的篇幅可长可短,但应该写得认真而热切,写出真实的感情。写信时应注意以下几点:

①在对馈赠礼物的感谢信中,要提到具体的礼物,不要写“Thanks for the beautiful gift”。而应写成“Thanks for the beautiful watch”。同时将礼物是何等的适宜与精美等加以赞赏,以显示出送礼人独具慧眼。这样会使送礼人感到高兴。

②在英美国家,礼物常附有一张写着送礼人姓名的卡片。

1. 感谢帮助 A note of thanks for one's help

Dear [William],

Thank you very much for your kind letter of [October 15, 2004], as to [my project].

It was good of you to come to my assistance, and I appreciate your generosity. Your aid will be invaluable in helping me accomplish my objectives. If I can reciprocate at any time, please be sure to call on me.

Thanks again for your courtesy.

Cordially,

Liming

亲爱的[威廉]:

感谢您[2004年10月15日]就[我研究项目]的来信。

您的慷慨令我感到钦佩,而且您的帮助将为我达到我的目标起到不可估量的作用。如果将来我能为您做些什么,请直言。

再次感谢您的好意。

2. 感谢别人的祝贺 A note of thanks for one's compliment

Dear [Miss Allen],

Thank you very much for your kind letter of [April 14, 2004], concerning [our service].

It is constantly gratifying to receive a complimentary letter like yours, which indicates that our efforts to serve you are appreciated. You may be sure that our department will re-

ceive appropriate recognition for a job well done.

Thank you again for your courtesy.

Cordially,
Liming

亲爱的[艾伦小姐]:

感谢您的[2004年4月14日]就[我们服务]的来信。

接到您的赞美来信,我们不胜感谢,这说明我们为您[提供的服务]达到了您的满意。可以相信,我们会对[下属]部门的优质服务给予适当的奖励。

再次感谢您的好意。

3. 感谢别人的指教 A note of thanks for one's guidance

Dear [Professor Jackson],

It is just [two months] since I consulted with you about [choosing my job] and I want to assure you that I appreciate your help.

Your advice has been invaluable, and I have followed the course you recommended, with gratifying results. [I took the job], and consider it the wisest step I could have taken.

I would like to express my gratitude, along with my very best wishes.

Cordially,
Liming

亲爱的[杰克逊教授]:

自从上次向您请教[工作选择问题]至今已两个月了,非常感谢您的指教。

您提的建议十分宝贵,我按照您说的做了以后,收效甚佳。[我选择了那份工作],并认为这是我所能作出的最明智的选择。

我愿在此向您表示感谢,并献上良好的祝愿。

4. 感谢别人的招待并送礼物 A letter of thanks for one's hospitality and sending a gift

Dear [Lora],

Please accept my thanks for the very pleasant time I spent on Tuesday evening at your office.

I appreciated your hospitality very much and also thoroughly enjoyed the three very interesting colorful films which were shown to us.

Now I would like to express my thanks for your warm hospitality with [a little gift] that you will shortly receive.

Cordially,
Liming

亲爱的[洛拉]:

星期二,我在你处度过了一个愉快的夜晚,请接受我的谢意。

我非常感谢你的款待,也非常欣赏你们为我们放映的三部丰富多彩的电影。

