

Practical English Writing

# 实用英语应用文

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实用外语学习丛书 15

## 前 言

英语在国际交流与合作中具有独特的地位。世界各国之间进行各种交往,其书面文件多以英文本为准。随着我国对外开放的不断深入,英语应用文在我国的使用范围也越来越广,受到了人们的日益重视。本书顺应这一发展趋势的要求,着眼于帮助广大读者熟悉了解各种常用英语应用文体,进而学会在实际涉外工作和社交活动中运用这些文体。

作为一种实用性极强的文体,英语应用文种类繁多,用途极广。本书选择其中一些最为常用和实用的,按其形式、用途和内容,分为六大单元,每单元又分若干课,每课由简述(Introduction)、样文(Sample)、词汇(Words & Expressions)、注释(Notes)、练习(Exercises)和练习答案(Key to the Exercises)六大部分组成。本书编排遵照循序渐进的原则,各单元内容均由易到难、由简到繁。所选样文语言地道、情景真实。所编练习形式多样,而且均紧扣每单元主题,针对性极强。这样,读者通过学习样文和进行练习,就能够基本掌握各种英语应用文的结构、格式以及各种常用表达法,切实提高英语应用文的实际写作能力。

在本书的编写过程中,我们参考了不少同类有关著作和文献,由于篇幅有限,未能一一注明,在此一并表示感谢。由于时间仓促,且水平有限,难免有不足之处,望广大读者指正。

编 者

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# 目 录

<b>Unit One 一单元 便条(Notes)</b>	( 1 )
Lesson One 留言条(Leaving a Message)	( 2 )
Lesson Two 约会条(Making an Appointment)	( 7 )
Lesson Three 请假条(Asking for Leave)	(12)
Lesson Four 托事条(Asking for Help)	(17)
Lesson Five 借条(Borrowing from Others)	(22)
Lesson Six 收条(Admitting Receipt)	(27)
<b>Unit Two 二单元 卡片(Cards)</b>	(31)
Lesson One 名片(Visiting Card)	(32)
Lesson Two 请帖(Invitation Card)	(39)
Lesson Three 贺卡(Greeting Card)	(45)
Lesson Four 礼卡(Gift Card)	(51)
Lesson Five 生日卡(Birthday Card)	(57)
Lesson Six 祝贺卡(Congratulations Card)	(62)
Lesson Seven 通知卡(Notice Card)	(67)
Lesson Eight 道歉卡(Apology Card)	(72)
<b>Unit Three 三单元 招贴(Posters)</b>	(77)
Lesson One 广告(Advertisement)	(78)
Lesson Two 招聘(Job Invitation)	(84)
Lesson Three 通知(Announcement)	(90)
Lesson Four 海报(Playbill)	(96)
Lesson Five 启事(Notice)	(101)
Lesson Six 告示(Public Sign)	(106)

<b>Unit Four 四单元 演讲(Speeches)</b> .....	(110)
Lesson One 晚会致词(Speech at an Evening Party).....	(111)
Lesson Two 生日致词(Speech at a Birthday Party).....	(117)
Lesson Three 婚礼祝词(Speech at a Wedding Reception) .....	(124)
Lesson Four 欢迎词(Speech of Welcome) .....	(131)
Lesson Five 欢送词(See-off Speech) .....	(141)
Lesson Six 告别词(Farewell Address) .....	(147)
Lesson Seven 祝酒词(Toast) .....	(154)
Lesson Eight 颁奖致词(Speech of Offering an Award) .....	(163)
Lesson Nine 领奖致词(Speech of Receiving an Award) .....	(171)
Lesson Ten 介绍词(Speech of Introduction) .....	(178)
Lesson Eleven 周年纪念词(Speech at Anniversary Cele- bration) .....	(185)
Lesson Twelve 开张致词(Speech of Opening a Business) .....	(190)
<b>Unit Five 五单元 书信(Letters)</b> .....	(197)
Lesson One 私人信件(Private Letter) .....	(204)
Lesson Two ✓感谢信(Letter of Thanks) .....	(215)
Lesson Three 祝贺信(Letter of Congratulations).....	(222)
Lesson Four 介绍信(Letter of Introduction) .....	(229)
✓ Lesson Five ✓求职信(Application for Jobs) .....	(239)
Lesson Six 辞职信(Letter of Resignation) .....	(246)
Lesson Seven 邀请信(Letter of Invitation) .....	(253)
Lesson Eight 应邀信(Accepting an Invitation) .....	(261)
Lesson Nine 谢绝信(Declining an Invitation) .....	(267)
Lesson Ten 联系信(Approach Letter) .....	(274)

Lesson Eleven	答复信(Letter of Reply) .....	(288)
Lesson Twelve	✓申请信(Letter of Application) .....	(289)
Lesson Thirteen	接受信(Letter of Admission) .....	(295)
Lesson Fourteen	拒绝信(Letter of Declination) .....	(302)
Lesson Fifteen	证明信(Letter of Reference) .....	(308)
Lesson Sixteen	✓推荐信(Letter of Recommendation) .....	(318)
<b>Unit Six</b>	<b>六单元 商务信函(Business Letters)</b> .....	(326)
Lesson One	建立业务联系(Establishing Business Relationships) .....	(331)
Lesson Two	✓询盘(Inquiry) .....	(338)
Lesson Three	✓发盘(Offer) .....	(344)
Lesson Four	还盘(Counter-offer) .....	(350)
Lesson Five	接受(Acceptance) .....	(356)
Lesson Six	价格(Price) .....	(361)
Lesson Seven	支付条件(Terms of Payment) .....	(367)
Lesson Eight	包装(Packing) .....	(373)
Lesson Nine	装运(Shipment) .....	(379)
Lesson Ten	保险(Insurance) .....	(385)
Lesson Eleven	索赔(Claim) .....	(391)
Lesson Twelve	理赔(Settlement of Claim) .....	(398)
✓ Lesson Thirteen	电报(Telegram) .....	(404)
✓ Lesson Fourteen	电传(Telex) .....	(411)
附录(Appendix) .....		(419)
一、证书(Certificate) .....		(419)
✓ 二、个人简历(Resume) .....		(424)
三、经济担保(Financial Guarantee) .....		(428)
四、研究计划(Research Proposal) .....		(430)

## Unit One Notes

### 一单元 便条

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便条是人在日常工作、学习和生活交往过程中经常使用的一种简便应用文。根据内容和性质,便条可以分为两大类:说明便条和凭证便条。说明便条只是说明某种事情或情况,如留言条、约会条、请假条、托事条等;凭证便条却具有一定的约束力或某种法律效力,如借条、收条等。

从结构上说,英文便条由四个部分组成:称呼、正文、署名和日期。其基本格式是:称呼写在便条左上方;正文,即便条的主体,居于中间;署名和日期写在便条的右下方,也有的将日期写在右上方。便条可长可短,有时涉及的事项较多,特别是留言条,有时竟相当于一封简短的书信。

从语言上看,便条简洁明了,十分口语化,简单句、省略句用得较多。经常省略的成分有句子主语、助动词、冠词等。

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## Lesson One Leaving a Message

### 第一课 留言条

访问亲友或找人商量工作,恰巧对方不在,又不能久等,需要留张条子,说明来访的目的、事情的缓急,或另外约定见面的时间、地点,这种条子叫留言条。当然,需要留言的情况还很多,如离别时无法再见上一面、约好见面但临时有事出了门、替人预订房间等。

留言条一般是托人转交,或留在服务台,也可贴在门上或来人看得见的地方,以及公共场所的留言板上。

#### Sample

August 5, 1987

Dear Jing,

We are both very sorry to miss you here in Changsha. We came back earlier than planned since it was more convenient to pick up our luggage and then go to Inner Mongolia, rather than the other way around. Your neighbor told us that you are visiting your parents now.

Thank you for all your help this year, and especially, for your friendship. It has meant a lot to us. We leave with fond memories of you and your family.

There are a few things I thought you might be able to use. The truck and balls are for your son's birthday.

Once again thank you for everything. I'm sorry we can't see each other and say "good-bye"! We'll write, and you do the same, OK?

Love,  
Mary-Ann & Michael

### Words & Expressions

convenient <i>a.</i> 方便的, 便利的	mean <i>v.</i> 意味着, 意思是
luggage <i>n.</i> 行李, 行装	fond <i>a.</i> 喜爱的, 深情的
neighbor <i>n.</i> 邻居	memory <i>n.</i> 记忆
parents <i>n.</i> 父母, 双亲	truck <i>n.</i> 卡车(玩具)
especially <i>ad.</i> 特别地, 特别是	ball <i>n.</i> 球
friendship <i>n.</i> 友谊	birthday <i>n.</i> 生日

### Notes

1. sorry to miss you here; miss 在此为“见不到”之意, 指离别时无法见面, 深感遗憾
2. came back earlier than planned; 比原来计划的回得要早些
3. pick up our luggage; 取/拿行李
4. Inner Mongolia; 内蒙古
5. rather than the other way around; 省得再倒回来(取行李)了
6. It has meant a lot to us; (你的帮助和友谊)对我们来说很重要
7. We leave with fond memories of you; 我们带着对你的美好记忆离开
8. I thought you might be able to use; might 在此有委婉之意, 表示留言者并不十分肯定
9. thank you for everything; 谢谢你为我们所做的一切
10. you do the same; 你也这样做, 意指你也写信给我们

### Exercises

1. Fill in the blank with the most suitable word from the four choices given:



1. Have waited an hour. Must leave at once. Sorry. Will \_\_\_\_\_ from New York.  
A. think              B. write              C. see              D. send
2. We have been trying to reach you all morning. Please call 449856 before noon \_\_\_\_\_ urgent business.  
A. on              B. at              C. for              D. as
3. I am sorry I missed the appointment. Could we make another one? Please call me \_\_\_\_\_ office hours at 8840621.  
A. in              B. on              C. at              D. during
4. No vacancies in this hotel! Going on to Pujiang Hotel. Will \_\_\_\_\_ your room as well.  
A. look for              B. find              C. book              D. lock
5. Sorry to have found you out. I have \_\_\_\_\_ the book with your babysitter. Thank you very much.  
A. given              B. left              C. lent              D. taken
6. Are going ahead first to get films. Come after us right away. \_\_\_\_\_ you at wharf.  
A. Meet              B. Leave              C. Tell              D. Think
7. The time for the trip has changed. Would you be \_\_\_\_\_ the lobby at 8 a. m. tomorrow. See you.  
A. at              B. in              C. to              D. on
8. Wait for me at the Western Restaurant next door. Will be back no later than 12:30. \_\_\_\_\_ fried chicken for both of us.  
A. Ask              B. Buy              C. Order              D. Eat
9. Sorry can't keep our appointment because of some \_\_\_\_\_ business. Will call you this evening.  
A. old              B. nice              C. tough              D. urgent
10. Arrived this morning by plane. Staying at Good Luck Hotel (Room 208). Please come \_\_\_\_\_ for a chat.  
A. over              B. in              C. after              D. right

11. Translate the following sentences into Chinese:

1. I have left your ticket with reception.
2. Sorry to have missed the appointment. Call at 8880607 during office hours to fix another time.
3. Ask reception for key and wait in my room. Will be back soon.
4. Sorry to find you out. Am leaving your umbrella with reception. Thanks.
5. John is leaving tomorrow. Hopes to meet you tonight. Will come over at  
7. Please wait.
6. We are sorry we missed you. We hope to see you again in Boston.
7. Have been invited to dinner with friends. Won't be back until 10. Please don't wait.
8. A room has been reserved for you. Ask reception.
9. When you are back, please contact Tel. 4321651 ext. 301 as soon as possible.
10. Brother called to say Mother's ill, so I went home right away. Will be back tomorrow if not serious.

## II. Translate the following passage into English:

亲爱的丹尼:

因有要事与你商量,专程前来拜访,遗憾的是你正好外出了。回来后请给我打个电话。

你的  
比尔

## 样文译文

亲爱的晶:

我俩非常遗憾在长沙见不到你了。我们比原计划提早回来了,因为取了行李再去内蒙古要方便些,省得再跑一趟。你的邻居说你回家看父母去了。

感谢你这一年来给我们的所有帮助,特别是你的友谊。这对我们来说很重要。我们带着对你和对你家的美好记忆离去。

我想这些东西你可能用得着。这辆(玩具)卡车和球是送给你儿子的生日礼物。

再一次感谢你为我们所做的一切。很遗憾我们无法见面道一声“再见”!

我们会给你写信,你也写,好吗?

爱你的  
马丽安 & 迈克

### 练习答案

I. 1. B 2. A 3. D 4. C 5. B 6. A 7. B 8. C 9. D 10. A

II. 1. 我把你的车(机)票放在服务台。

2. 抱歉失约了。上班时间打电话(8880607)再订个时间。

3. 找服务台要钥匙,在房间里等我,一会儿就回来。

4. 遗憾你不在。我把伞交服务台了。谢谢。

5. 约翰明天走,他想今晚见你一面,我们7点来,请等候。

6. 遗憾没能见上一面,希望不久在波士顿再见到你。

7. 应邀与朋友共进晚餐,10点回家,请不要等。

8. 给你订了个房间,找服务台联系。

9. 你回来后请尽快打电话 4321651,分机 301 联系。

10. 弟弟来电话说妈病了,我立即回家了,如果不严重,明天就回来。

III. Dear Daniel,

I've come here specially to see you for something important to discuss with you. I'm sorry that you happened to be out. Please give me a call when you are back.

Yours  
Bill

## Lesson Two Making an Appointment

### 第二课 约会条

邀请朋友、同学、同事见面、游玩、作客等，一时无法面约，可写张条子，约定会面的时间和地点。还有预约，也可用约会条。

#### Sample

Dear Mary,

I'm sorry you were out when I called you the other day. I should like to have a discussion with you about our English skits one of these days. May we meet Wednesday noon between 12 and 1 in my office to talk the matter over? That'll be the most convenient time for me. Does it suit you? If you should find yourself unable to come, we can meet some other time this week. If that would suit you, I'll be expecting you then.

Yours

Sally

#### Words & Expressions

appointment *n.* 约会

call *v.* 拜访, 访问

discussion *n.* 讨论

skit *n.* 短剧, 滑稽短剧

noon *n.* 中午, 正午

between *prep.* (两者)之间

office *n.* 办公室

matter *n.* 事情

suit *v.* 合适, 适合

expect *v.* 期待; 等待

## Notes

1. the other day: 那天, 几天前
2. I should like to do: “想干…”的客气说法
3. English skits: 英语短剧
4. one of these days: 这几天中的某一天
5. May we: 征求意见的表达法, 也可用 Shall we... 来表示
6. between 12 and 1: 在 12 点至 1 点之间
7. to talk the matter over: 谈谈这件事
8. That'll be the most convenient time for me: 那个时间对我最合适
9. Does it suit you? 对你合适吗?
10. find oneself unable to do: 觉得不能干……事, 干不了……事

## Exercises

- I. Fill in the blank with the most suitable word from the four choices given:
1. Would you come and meet me at the usual place after supper tonight? I'll be \_\_\_\_\_ for you.  
A. expecting      B. waiting      C. seeing      D. looking
  2. We are going to have a sightseeing this weekend. If you can \_\_\_\_\_, meet us at the gate at 8:30.  
A. come      B. go      C. enjoy      D. join
  3. I'd be very much \_\_\_\_\_ if you could go to the ball with me tomorrow evening. I'll come and pick you up.  
A. delight      B. delightful      C. delighting      D. delighted
  4. Let's arrange a meeting for some day next week. What about Monday morning, \_\_\_\_\_, from nine to ten?  
A. that is      B. that's to say      C. say      D. then
  5. I'll call \_\_\_\_\_ your office sometime this afternoon to talk about this

matter.

A. to                      B. at                      C. in                      D. on

6. Are you free this weekend? I'll be expecting you at home for a drink. We'll drink \_\_\_\_\_ our heart's content.

A. with                      B. to                      C. for                      D. at

7. I'll take you out to dinner tonight and we'll talk about it \_\_\_\_\_ the meal.

A. for                      B. at                      C. over                      D. against

8. Would you meet me at 6:00 this evening in the garden in front of the dormitory just as usual? I have something \_\_\_\_\_ to tell you.

A. good                      B. poor                      C. fine                      D. hard

9. There's a ball at the students' center at 7:30 tonight. I hope you \_\_\_\_\_ go with me.

A. are going                      B. willing                      C. could                      D. are to

10. I'd like to pay you a visit. What time do you think is \_\_\_\_\_ for me to come?

A. good                      B. suitable                      C. convenient                      D. best

**I. Translate the following sentences into Chinese:**

1. We are going to the park tomorrow morning. We hope you could come along.
2. Could you come to my office sometime tomorrow to talk about the project we are applying for?
3. Are you booked up for the weekend?
4. Meet me at 10 a. m. after class today. We'll go to the nearest restaurant to celebrate your birthday.
5. Could you come and see me at my place at three tomorrow afternoon? Then we can play badminton together.
6. Is it convenient for you to help us with our oral English every day after class?
7. What about going dancing this weekend? We'll enjoy ourselves very much after a long week's hard working.

8. I have a terrible pain in the heart. Can I come and pay you a visit some time this week?
9. We are determined to get divorced and hope you could spare time to give us an interview any day except Friday.
10. Saturday again! I'd like you to go to the park with me tomorrow. We'll go by taxi. Meet me at 9 a. m.

II. Translate the following passage into English:

亲爱的慧:

今晚6点能出来吗?我给你写了张卡,想当面交给你。请务必来老地方见我(宿舍前面的花园里)。我们还可以讨论去哪儿度周末。

爱你的  
秦

### 样文译文

亲爱的马丽:

遗憾我那天来访你不在。这几天我想同你商量一下英语短剧事宜。我们可否星期三中午12点至1点在我办公室谈谈这件事?那个时间对我最合适。于你合适吗?如果你不能来,我们可以在本周其他时间碰头。如果可行的话,我等候你。

马丽

你的  
莎丽

### 练习答案

I. 1. B 2. A 3. D 4. C 5. B 6. B 7. C 8. A 9. C 10. D

II. 1. 我们明天上午去公园,希望你能一起去。

2. 你明天某个时候可否来我办公室谈谈我们正在申报的课题吗?

3. 你这一周末都有事吗?

4. 下课后10点来见我。我们将去最近的一家餐馆庆祝你的生日。

5. 明天下午3点你能来我处看我吗?然后我们可以一起打羽毛球。

6. 每天下课后你帮助我们练习口语于你方便吗?

7. 周末去舞厅怎么样? 苦读了一周后我们会玩得很开心的。
8. 我的胸口疼得厉害。我可以在本周某个时候来看病吗?
9. 我俩打算离婚, 希望您能抽时间与我们会晤(星期五除外)。
10. 又到了星期六! 我想叫你明天跟我去逛公园。我们“打的”去, 上午 9 点见。

II. Dear Hui,

Would you come out again tonight at 6? I wrote you a card and want to give it to you personally. Do come and meet me at the usual place (the garden in front of the dormitory). We can also discuss where to go to spend the weekend.

With love

Qing



## Lesson Three Asking for Leave 4

### 第三课 请假条

因事、因病或其他什么原因不能上班、上课或出席会议,需要写个假条说明一下情况,使有关人员心中有数。

#### Sample

Dear Mr. Wang,

I beg to apply for one week's leave of absence from the 8th to the 14th instant, both days inclusive, in order to return home to see my mother, who is seriously ill.

Last night, my brother called to say that my mother has already been hospitalized. Doctor says that she'll have an operation. So she really needs somebody to look after her.

I shall be very much obliged if you will grant me my application. As regards the lessons to be missed during my absence, I will do my best to make them up as soon as I get back from leave.

Yours respectfully

Lucy

#### Words & Expressions

beg *v.* 恳求

apply *v.* 申请; 请求

leave *n.* 离开

absence *n.* 缺席, 不在

instant *a.* 本月的

inclusive *a.* 包括的, 在内的

seriously *ad.* 严重地

hospitalize *v.* 把...送入医院治