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# PRACTICAL ENGLISH OFFICIAL HANDBOOK



## 实用英语文书大全



## 前 言

### Preface

随着我国“四化”建设的突飞猛进和改革开放政策的深入发展，我国在政治、经济、文化等方面的对外交流更加频繁。因此，英语这个语言工具，在对外交往中起着越来越重要的作用。

同外国人士和机构交往，我们常常要用英语与他们通信；国际间的贸易往来，接洽业务，要用英文拟定各类合同、协约等文件；此外，一些对外开放的部门或机构，如宾馆、旅游中心等，更少不了要用英语书写招贴、布告；即使私人通信，也有必须使用英语的情况，例如拍发国际电报，就一定要用英文草拟电文。以上种种情况，说明英语应用文对我国现代社会的各行各业有着越来越现实的意义。

书写英语应用文难不难？我认为谈不上很难，但要写得正确、得体也并不容易。由于应用文书使用的范围非常广泛，又往往因时因事而不同，因而其格式、措词和表达方式确特别考究。有些学了多年英语的人，虽然通晓文法，掌握的词汇量也足够，但要用英语写篇应用文书，不一定就能做到得心应手、运用自如；写得不伦不类，啼笑皆非的事例也屡见不鲜。因此，让更多的人尽快学会各种英语应用文的写法，是我国对外交往的需要。《实用英语文书大全》(Practical English Secretarial Handbook)正是为适应这种需要

而编写的。

目前市面所见的英语书信图书，一般都较简单，且多限于一般书信和商业书信。而本书力求介绍英语应用文的各个方面，特别是我国较少介绍而用途很广的各种英语应用文，做到填补空白，种类齐全。

本书共分十章。第一章概述各类英文书信的分类、格式、组成等；第二章介绍正式社交书信（各式请柬及答复）；第三章介绍非正式社交书信；第四章介绍私人书信（包括友谊信、家书及情书等）；第五章介绍商业书信（包括进出口的业务书信）；第六章介绍各类申请信和申请表（以求取信和出国留学申请书为主）；第七章介绍各类合同与契约；第八章介绍各类广告、海报和告示；第九章介绍证明书、毕业证书、便条、借条、收据；第十章介绍电报、电传文稿的写法。每章除用文字作介绍之外，均用实例加以说明。为便于读者对各类英语应用文的学习和应用，全部实例附有中文译文并加必要的注释。为方便现学现用，在部分商用信件的中文译文中，还加进符合中国应用文习惯的抬头和祝语。

由于编者水平、见识有限，难以做到面面俱全，错误更是在所难免，诚望读者不吝批评指正。

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