

实用英语写作  
与翻译模板

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Practical Writing and Translation

# 留学访学 写译模板 All-in-One

主 编◎李 红

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重庆大学出版社

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与翻译模板

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## 内 容 提 要

本书从实用的角度出发,为申请英国、美国、澳大利亚等英语国家的大学或研究生院的申请人提供申请材料语言上的帮助。全书共十个单元,内容主要包括:个人陈述、推荐信、留学个人简历、索要入学申请表、联络信、经济资助证明、学历证明与成绩单、读书计划、签证申请表、申诉信等。每个单元主要由背景概要、范文和注解、语言扩展、小贴士等内容构成。在语言扩展部分的设计中,我们对范文中的核心句型和关键句式提供了详解,还设计了可供读者在实际写作中选用的句式模板,增强了写作的实用性。本书所选的表格类(如经济资助证明、学历证明等)范例都源自真实的语言素材,具有代表性。

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## 出版者的话

随着中国加速融入全球化,人们进行书面英语交流的时候越来越多。尽管这些书面英语交流者一般都学过英语,但是却很少经过充分的应用文写作训练,而且即使受过应用文写作训练,也不可能很全面、很细致地涉及各种应用文文体,因而难以满足特定交际场合下的书面交流需要。各种不同应用文的文体特征、措辞、常用句型、涉及词汇都有很大差异,即使英语水平较高者,没有经过特殊准备或训练也不一定能得心应手的把握。因此,要写好特定种类的应用文,其所需要收集的资料,需要进行的语言准备,涉及方方面面,是临时抱佛脚难以做到的,但是许多人又有临时抱佛脚的这种需要,我们这套“实用英语写作与翻译模板系列”图书就充当佛脚这一角色。

经过对常见应用文作者者的市场需求调查,我们发现主要需求大致体现在5个主要领域,并在本系列书中相应地设计了5个分册:

《留学访学写译模板 All-in-One》:该书主要针对需要办理留学或访学手续的相关读者。本书共分十个单元;内容主要包括:个人陈述、推荐信、留学个人简历、索要入学申请表、联络信、经济资助证明、学历证明与成绩单、读书计划、签证申请表、申诉信等。

《职场漫步写译模板 All-in-One》:该书主要针对外企职员或即将进入职场的相关读者。本书涉及公司内部所使用的英文,包括会议议程、会议纪要、备忘录、通知启事、招聘广告、面试信、拒纳信、雇用信、辞职信、解雇信、警告信、请假条、公司内部电子邮件、公司内部宴会上的演讲贺词、公司简介等15种职场常见英语应用文。

《应聘求职写译模板 All-in-One》:该书主要针对需要求职的毕业生和其他相关读者。本书涵盖了求职信的7个分类:广告应聘信、求职自荐信、电子邮件求职信、求职感谢信、求职推荐信、求职简历和求职申请表。





《商务来往写译模板 All-in-One》:该书主要针对从事外贸工作的相关读者。本书由商务信函和日常交往信函两大部分组成,主要涉及公司之间的商务往来信函 18 种,如:查询信、回复查询信、促销信、报价信、还价信、订购信、接受订购信、取消订购信、催款信、付款信、信用证、投诉信、索赔信、答复投诉/索赔信、货运、保险、查证信和证明信。

《学术交流写译模板 All-in-One》:该书主要针对有对外学术交流需要的高校教师和其他研究人员。本书包括两大部分,一是与国际学术会议交流相关的信件和文件;二是学术论文写作规范。

这 5 本书各章基本由 4 部分组成:

I. 背景概要:综述该类应用文的特点和作用,以便读者热身,尽快进入状态。

II. 范文:以一篇具有代表性的范文讲解该类应用文的写法,配有详解和句型模板,以便读者按图索骥。

III. 补充范文:2~3 篇,配合详解,让读者进一步了解该类应用文在不同人物和情景下的变化,以尽可能满足各种读者的需要。

IV. 小贴士:补充写作该类应用文的规范要点或注意事项以满足读者在写作中的变通需要。

我们相信,这样的章节结构既满足了读者的“省事”式需求,又给他们的个性化需求保留了一定的灵活性,使得本系列图书能够做到通用性和灵活性二者兼备。

为了保证本系列书语言的地道性与模板的普适性,我们所请的作者均为具有高校教师和翻译公司工作人员或商务英语研究者双重身份的经验之士。他们一方面具有扎实的英语语言理论知识,另一方面又具备丰富的应用文写作翻译的实践经验,能为读者提供最直接有效的帮助。

最后,我们真诚希望本系列书能给予你帮助。祝愿各位读者学业进步,事业成功!

## 前 言

由于国外高等学校的录取方式和国内高等院校有很大的区别,入学申请材料或访学申请材料的质量至关重要。一份质量上乘的出国留学材料可以向录取委员会的教授们展现申请人的学习能力、科研能力、教育或学科背景等方面的实力,说明申请人具有良好综合素质、个人理想和成功的潜质,同时也展现了申请人具有优良的英语语言能力和沟通能力。一份质量上乘的出国留学材料还可以弥补申请人在 GRE、TOEFL 或 SAT 等量化成绩上的不足,让录取委员会的教授们感受到中国学子深邃的思想和个人的远大抱负。

国外大学的录取委员会在审查海外申请人的材料时,非常看重申请人独特的经历和潜质。因此在一定程度上,申请留学或访学的文字材料可能决定申请人是否能从众多的申请人中脱颖而出,获得更好的出国留学或访学机会。

本书从实用的角度出发,为申请英国、美国、澳大利亚等英语国家的大学或研究生院的申请人提供申请材料语言上的帮助。全书共十个单元,内容主要包括:个人陈述、推荐信、留学个人简历、索要入学申请表、联络信、经济资助证明、学历证明与成绩单、读书计划、签证申请表、申诉信等。每个单元主要由背景概要、范文和注解、语言扩展、小贴士等内容构成。在语言扩展部分的设计中,我们对范文中的核心句型和关键句式提供了详解,还设计了可供读者在实际写作中选用的句式模板,增强了写作的实用性。本书所选的表格类(如经济资助证明,学历证明等)范例都源自真实的语言素材,具有代表性。




本书主要针对需要办理留学或访学的读者。我们真诚希望本书可以帮助读者成功地完成留学和访学的申请。我们诚挚地欢迎读者对我们编写中的不当之处给予批评和指正。

编 者

2010 年 9 月



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## Chapter

1

Personal Statement

个人陈述



### Introduction 背景概要

The personal statement (PS for short), also known as Statement of Purpose, Letter of Intent, or even Autobiographical Statement, is among the most important elements in your application. It is your chance to tell the university admission and scholarship officers who you are and what's important to you. It is also your opportunity to tell these officers about your suitability for the program(s) that you hope to study. Normally, you need to provide five central pieces of information in your PS:

Personal Statement(个人陈述)可缩写为 PS,也叫 Statement of Purpose, Letter of Intent, 或 Autobiographical Statement,是你的申请材料中最重要的文件之一。通过个人陈述,你可以告诉学校负责招生和奖学金发放的决策者们你的个人情况以及愿望,还可以向他们展示你有能力完成你的学习深造计划。通常你在文件中必须提供下面 5 种最重要的信息:

- 1) What you'd like to study or on which field you want to concentrate.
- 2) Why you choose such a field.
- 3) What background you have in the field.
- 4) Why you choose a particular school.
- 5) What you plan to do after you graduate.



- 1) 你想要学习的课程或者主攻的方向是什么?
- 2) 你为什么选择这一领域?
- 3) 你在该领域的学术基础如何?
- 4) 你为什么选择该校?
- 5) 你毕业后的人生规划是什么?

**If you are an international student**, you may also show the evidence that you can successfully complete a higher education course that is taught in English.

如果你是在国内对国外的学校提出申请,你还应该提出证据,表明你能够在教师以英文授课的条件下完成更高层次的学业。



## Samples and Notes 范文和注解

### 1. Physics (物理)

◆ 注解1: 陈述对申请专业的兴趣,并以自己的亲身经历来说明对学习该专业的渴望。

**My interest in physics dates back to my childhood.** I held in great *adoration* of Chengning Yang and Tsung-dao Lee, two most prominent Chinese-born physicists to have won the Nobel Prizes. Thenceforward, I have cherished the *constant aspiration* of becoming a renowned physicist. **I can still recall the first experiment I did in the course.** When a transmitter in one corner of the lab was connected with electricity, a little bulb connected to a reception antenna in another corner lit up. Though by no means *dazzling* in itself, this light with its stunning magic *ushered* me as if into a wonderland. I believed that I belonged to this special world. **That marked the turning point in my life and with it I commenced my quests for answers capable of unraveling**



***those mysteries.***

❖ 注解2:举例说明与申请专业相关的知识和技能的学习情况,举例时要注意突出相关的获奖情况。

**I have always excelled in physical sciences and have received numerous awards in mathematics in high school.** At age 18, I attended Beijing Normal University, majoring in physics. As an undergraduate student, **I specialized in Physics, Mathematics, and Computer Science.** And in my junior year I studied computational physics in Applied Mathematics III, during which I developed a *2-dimensional model with the finite size effect* as a course project. During the two-year course on the fundamentals of experimental physics, I diligently studied the techniques of operating experimental equipment, such as the *epitaxy systems, lithography, and computer controlled data acquisition interfaces*. I enjoyed these hand-on experiences.

**To further my insight into the field, I have attended workshops and symposiums in many relevant fields.** In the symposium on *Symmetries in Subatomic Physics* held in 2005 in Beijing, I worked as an interpreter and edited the article "Conceptualization of Symmetries" for Prof. Yang Huaxing. **Not only did I keep an open mind to get experiences in academics, I also actively participated in extracurricular activities in my university years.** In the senior year, I was a part-time teaching assistant grading assignments and answering questions for several courses. I was also a part-time editor for "Physics", the department bulletin. I am currently constructing their WWW home page to improve information exchange and science education in China.





◆ 注解3:联系前面已陈述的学习和实践经历,概述自己求学的原因。

**Four years of extensive study on Physics and my valuable experiences inspire me to undertake a greater challenge in pursuing a master degree in Physics.** My aspiration to be a research scientist also makes the graduate study an absolute necessity for me.

◆ 注解4:说明拟研修的具体方向,陈述自己的优势,再次说明求学的目的以及对未来的展望。

Being exposed to surface science, I am interested in *mesoscopic systems* and *nanosstructure materials*. **I plan to concentrate on condensed matter physics.** Having carefully read the content of the graduate studies and on-going research programs at University of Washington at Seattle, I believe that UW is the best place for me to be. **I am confident in that my diverse research experiences together with a firm commitment to physics** have merited me to be qualified to undertake graduate study at the University of Washington at Seattle. **I hope that my prospective studies at your *prestigious* university can solidify my knowledge and bring into full play my latent intellectual capacities.** I look for **some truly creative and innovative research work that can lead to important breakthroughs, which can permit me to contribute to Physics.**

## 2. Computer Science (计算机科学)

◆ 注解1:直接陈述对申请专业的兴趣,并说明生活经历如何培养自己对该专业的兴趣。

**I have had a life-long fascination with the Internet.** When I was



in high school, the Internet became a necessity in life. My father moved from Shanghai to Shenzhen to start an IT company when I was fifteen years old, leaving me alone with my mother. In order to remain in close contact with my father, I developed the computer skills needed for electronic communication. **This experience developed my interest in information technology and exposed me to the enormous potential of this developing field.**

In the summer of 2005, I exploited my knowledge of IT to help those in my high school. I volunteered at the school library, helping people with computer and Internet-related questions. Also at that time, my father's business had launched many technological changes that led to the automation of its production line. Information technology fascinates me not only because it makes companies more competitive, but also because it can bridge great distances to bring people together. I have much respect for and interest in the IT industry.

❖ 注解2:概述做义工的经历和所学到的技能,表明自己具有与所选专业相关的实践能力、工作技能和人际交往能力。

Personal satisfaction also plays a key role in my decision to further my study. My job satisfaction comes from the opportunity to grow and learn within an industry. I enjoy acquiring new skills and information, which help me to adapt to the fast-changing world, and arouse my interest in innovation. **I currently volunteer for an organization**, Career Web, in which I am responsible for posting employment opportunities on the World Wide Web, answering questions and preparing informative handouts. **This position has broadened my computing abilities and has improved my interpersonal skills, which are crucial to any business**



**endeavor. I enjoy the sense of productivity and usefulness I gain from the work, and feel it is a valuable experience for future study and career.**

◆ 注解3:小结生活和工作经历后,简要说明拟攻读的学位以及毕业后的人生目标。阐述学习目标时要注意目标的真实性以及它和个人经历之间的自然联系。

**Given the confluence of my personal and professional interests, my goal is to obtain a bachelor's degree and then to work in an IT-related industry, either with a consulting firm or as a systems analyst with a financial institution. In addition to this, I plan to use my private time to attend on-line computer programming courses in order to maintain a competitive knowledge of technology. When I have gathered enough experience and skills, I plan to launch a consulting company of my own.**

◆ 注解4:说明选择该学校学习的理由和实现自己人生目标的决心。

Attending an undergraduate program of Computer Science at the University of Manchester, I believe, will smooth the path to these goals. **Such a programme will deepen my expertise and broaden my perspectives.** Moreover, **a computer science degree will help me to develop my skills in IT areas that will be essential for my career in IT industry.**

**I am a very determined and self-motivated person, and once I have set myself a goal, I will strive to achieve it. I am very much looking forward to meeting like-minded people at Manchester University.** Looking to the future, I am very keen to pursue a career in an IT-related industry as I believe it to be an extremely dynamic and versatile area of work, with many exciting opportunities.



### 3. Management (管理)

◆ 注解 1: 直接陈述拟申请学习的课程、申请的理由以及相关的学术基础、工作经历、组织能力和综合素质。阐述独特的工作能力和综合素质对申请工商管理硕士类课程至关重要。

I am very happy where I am in life. I like the company that I work for and the people that I work with. **By studying towards the MBA in your program, however, I will become much more useful to my company and will thus be able to assume positions of greater responsibility.** I live for technology and whatever I do in business, it will always be somehow relevant to my interest in technology. I will become a better engineer of business information systems as a result of earning an MBA.

Another aspect of my professional preparation as an MBA candidate is the fact that I have long practiced and have had the opportunity to finely hone my teamwork skills. I lead a team of four analysts, providing them with leadership and guidance on a daily basis. The sense of teamwork is critical to our successful achievement of our very best performance.

**The last seven years that I have spent working in very business oriented environments has provided me with a thirst for additional business knowledge.** I have gotten where I am through a lot of hard work and dedicated study. **I love a challenge, and I want to learn much more about business systems and human organization.** I feel strongly that an MBA Degree will serve as an excellent complement to my background in technology and I look forward to being able to share my technological expertise with members of the academic community, learning as a team, from each other as well as the faculty. I am an enormously dedicated and loyal person who





**is very determined to succeed in your program.**

◆ 注解2: 详尽阐述申请人的职业规划和选择该课程的理由。在陈述理由时, 也可以强调个人突出的优势以弥补某方面的明显不足。

**My long term goals include working as a consultant either independently or as part of an organization. My principal long term goal is to become fully prepared to excel at the cutting edge of risk analysis**, providing information that allows business managers to balance operational and economic costs with the provision of protective measures, and achieve gains in mission capability by protecting business processes that support the business objectives of the enterprise. I am surrounded by business every day and I believe I will learn to make better decisions as a result of having the opportunity of studying in your program. I am **only applying to your program because I am convinced that it is the best choice for me since I love high tech and your MBA programme appears to me to most certainly be among the most advanced programs in the world.** I am very attracted to the fact that I will be able to share in the lecture and classroom experience, virtually. To be honest, I prefer this method of learning; it allows me to focus on the material without distraction.

**I am not the best of students, at least according to my GPA but I always strive to learn as much as possible and I attempt to apply what I have learned in my career.** I recently completed my undergraduate degree while working full-time and this has been a profound accomplishment for me. I enjoy days with long hours and I have become accustomed to studying at night and on weekends. Thus, your MBA programme is the perfect program for my schedule and location in life. **I am convinced that ultimately**