

SECOND EDITION

PRACTICAL ENGLISH WRITING 实用英文写作

(第二版)

刘礼进 编著

中山大学出版社

***PRACTICAL
ENGLISH WRITING***
Second Edition

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刘礼进 编 著

伍谦光 审 订

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中山大学出版社

· 广 州 ·

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图书在版编目 (CIP) 数据

PRACTICAL ENGLISH WRITING = 实用英文写作 / 刘礼进编著. —2 版. —广州: 中山大学出版社, 2003.2
ISBN 7-306-01073-5

I. 实… II. 刘… III. 英语—应用文—写作—教材 IV. H315

中国版本图书馆 CIP 数据核字 (2002) 第 110631 号

中山大学出版社出版发行

(地址: 广州市新港西路 135 号 邮编: 510275

电话: 020-84111998、84037215)

广东新华发行集团发行

广东从化市印刷厂有限公司印刷

(地址: 广东从化市街口新村路 15 号 邮编: 510900 电话: 020-87916882)

787 毫米×1092 毫米 16 开本 18.5 印张 530 千字

2003 年 2 月第 2 版 2003 年 2 月第 7 次印刷

印数: 20001—23000 册 定价: 23.80 元

如发现因印装质量问题影响阅读, 请与承印厂联系调换

二 版 前 言

今天，历史的车轮毫不犹豫地把我们载入了 21 世纪，使我们实实在在地成为了新千年的公民。虽然，历史依旧沿轨前行着，不会发生骤变，我们还是我们，不会告别历史，但是我们的思维在进步，理念在更新。先贤云：“濯去旧见，以来新意”，这对于科技的发展、知识的更替、思想的不断进取在任何时候都是至关重要的。

《实用英文写作》已为英语学习者服务七载了。几年来这本书的印数虽则不多，然令人欣慰的是，经年连续重印使本书犹如一淙泉水潺潺流入读者的心田，默默地做着一份耕耘。为了迎接新世纪带来的挑战，适应不断变化的知识时代，使她更好地服务于读者诸君，我们对该书第二部分（应用文书写作）作了较大的修订。首先，剔除了“电报和电传”这一章，因为它在我们的生活和工作中的作用式微，其用途日趋被传真或电子邮件所替代。另外，还对一些章节中某些不大实用的内容、材料，如一版第 8 章的“卡片/名片”，第 15 章的“商标/说明书”，等等，作了删改或整合。鉴于社交书信涵盖量很大，我们特将介绍信、推荐信、申请书（含表格填写）单独编写成一章。第 12 章“合同”、第 13 章“广告”及第 14 章（各类）“证明书”基本上是增加或扩充的新内容。书后的“词语汇编”也作了重新编排，以便于读者参考。修订后的本书第二部分共分为 10 章（即 Chapter 7 至 Chapter 16），内容包括：英文书信；个人书信；社交书信；介绍、推荐及申请；商业书信；合同；广告；证明书；通知、启事和海报；便条、借（欠）条和收据。无可置疑，本版实用性更强，经过剪裁加工的实例和练习题更丰富，提供的练习参考答案也更详尽。总之，本版更有利于学习者模仿、学习、实践、提高。

希望《实用英文写作》新版本日后继续当好各位英语学习者的益友与助手。

编著者

2002 年 11 月 25 日

序 言

(初版)

语言是人们用来进行交际的工具；我们学习一种语言，就是要掌握使用这种语言进行听、说、读、写的技能。在学习这四种语言技能 (language skills) 时，必须根据它们的不同特点，采用不同的学习方法。只有这样，才能收到事半功倍的效果。《实用英文写作》为广大具有中等水平的英语学习者提供了一部系统实用的英语写作教材。

这部书分为两大部分：第一部分简明扼要地介绍有关英语写作的基本理论；第二部分介绍各种题材和体裁的应用文写作范例。这样的安排符合学习规律；它可以帮助读者在理论的指导下，进行有针对性的练习，而且能够做到触类旁通，收到较好的学习效果。读者以本书为教材学习英语写作时，应该按步就班、由浅入深、由简到繁地掌握写作要领，认真做完书中所提供的练习：先从“用词”练起，然后练习写“句子”、“段落”和“整篇文章”；最后，为了使文章写得语言生动、形象鲜明，还应该学习使用各种“修辞格” (figures of speech)。读者具备写作的“基本功”后，就可以进一步进行各种题材和体裁的实际写作练习了。本书为读者提供各种应用文写作实例，其中包括社交书信、商业书信、公文、借据、表格、申请书、便条、布告、通知、广告等。读者在学习这些应用文实例时，既要注意语言的表达方式，还要注意写作的格式，做到互相参照，融汇贯通。相信广大读者在本书的指导下，勤于模仿练习，坚持下去，定能扎扎实实地打好英语写作基础。

广州外国语学院
英语、语言学教授
伍谦光

1995年4月

编者说明

(初版)

《实用英文写作》(Practical English Writing)是一本理论与实践相结合、实用性强的英语写作教科书。本书可供普通高等院校专、本科英语专业,高等院校成人教育英语专科,夜大、职大、业大、电大以及教育学院英语专业的学生使用;也可供各类英语大专进修班的学生选用。此外,对于赴英语国家学习和工作的人员、国内从事涉外工作的人员以及其他爱好英语的学习者,本书也是一本实用的英语写作指南。

全书分上、下篇两部分,供一学年使用。上篇旨在通过简洁地介绍英语写作的基础理论,使学生通过大量的写作实践,较系统地掌握基础写作的技能;下篇介绍各种题材和体裁的英语应用文的写作技巧和范例,并配备有针对性的写作练习,帮助学生拓宽知识,学习在日常工作和生活中使用较广泛的各種应用文的写作方法,逐步提高英语写作能力。

本书由广州外国语学院伍谦光教授审订,广州外国语学院英语系美籍教师丹·杨金(Dan Younkin)校审。中山大学外国语学院英美语言文学博士生导师区拱教授对本书进行了终审。参加本书审阅工作并对本书的修订提出了宝贵意见的有:中山大学外国语学院副院长夏纪梅副教授、广州外国语学院副院长黎导教授、中山大学谭志民老师。

Acknowledgements

I have incurred many debts in the preparation of this book, and I am happy to acknowledge them here.

I am obligated to Guangzhou Institute of Foreign Languages for providing funds for getting material and for typing the manuscript. I should especially thank Associate Professor Zhong Weiguang and Mr. Cai Rongjian, whose support and help is crucial to my writing this book.

I owe a great deal to Professor Wu Qianguang, the revisor of this book, who has contributed revisions and suggestions. And especially helpful to me are the revisions by Mr. Dan Younkin, American teacher of Guangzhou Institute of Foreign Languages and Mr. Ou Hong, professor of Zhongshan University, to whom I offer my thanks.

Particular thanks should also go to Ms. Xia Jimei, professor of Zhongshan University, and Mr. Li Dao, professor of Guangzhou Institute of Foreign Languages, who have read through the manuscript of this book and offered good suggestions for revision.

I wish to express thanks to colleagues and friends for their help, advice and good wishes: to Associate Professor Yan Xinsheng, Ren Yuezhong, Wang Qingxiang, Liu Jianfu and Li Zirong of Guangzhou Institute of Foreign Languages.

Finally, I wish to acknowledge my debt to the following books:

Bander, R. G., *American English Rhetoric* (Second Edition), New York: Holt, Rinehart & Winston, 1978; Bander, R. G., *From Sentence to Paragraph*, New York: Holt, Rinehart & Winston, 1980; Daiker, D. A. et al., *The Writer's Options*, New York: Harper & Row Publishers, (n. d.); Hall, D., *Writing Well*, Little, Brown & Co. Ltd., 1973; Henderson, G. L. F., *Business English Essentials* (5th ed.), New York: McGraw-Hill, Inc., 1975; Imhoof, M. & Hudson, H., *From Paragraph to Essay*, London: Longman, 1975; Jones, P. & Farness, J., *College Writing Skills*, New York: Harcourt Brace Jovanovich, Inc., 1982; Jones, L. & Alexander, R., *International Business English* (Teacher's Book), London: Cambridge University Press, 1989; Jordan, R. R., *Academic Writing Course*, London & Glasgow: Collins, 1980; Kench, A. B., *The Language of English Business Letters*, London: Macmillan Education Ltd., 1977; Lockwood & Emerson, *Composition and Rhetoric*, (n. p., n. d.); Lyons, J. T., *Writing Fundamentals*, Prentice-Hall Canada Inc., 1983; Markstein, L. & Hirasawa, L., *Expanding Reading Skills - intermediate*, Newbury House Publishers, Inc., 1982; Ostrom, J. & Cook, W., *Better Paragraph Plus*, New York: Harper & Row, 1988; Tanner, W. M., *Composition and Rhetoric*, the U. S. A., (n. d.); Winker, A. C., *Rhetoric Made Plain* (4th ed.), New York: Harcourt Brace Jovanovich, Inc., 1984; Wallace, M. J., *Study Skills in English*, London: Cambridge University Press, 1980; 丁往道、吴冰, 《英语写作手册》(A College Handbook of Composition), 北京: 外语教学与研究出版社, 1984 年; 冬森, 《实用交际书信大全》, 北京: 中国青年出版社, 1990 年; 冯祥春, 《外贸英语函电》(English Business Correspondence), 北京: 中国林业出版社, 1989 年; Guo Xiumei, 《实用英语修辞学》

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INTRODUCTION

This book is intended to be a college writing textbook, which contains most of the fundamental writing skills needed by students of English. It is designed for second or third year college students of English, including adult students, who want to strengthen their writing ability for academic, personal, or career purposes. In view of practicality, however, we have written this book to be used not only as a classroom textbook for English writing course but also as a practical and technical guide to the writing of English for those who are going to study or work in English-speaking countries, and who are dealing with foreign affairs at home.

The Specific Aims of the Course

- 1 To enable the ESL (English as a second language) student who hopes to follow a course in the medium of English at tertiary level to express himself coherently in writing.
- 2 To provide samples of English writing and lots of exercises for such students to help them improve their written English.
- 3 To act as a revision course for students who have learned English as a foreign language at school or who have taught themselves English.

The Organization of the Course

The book consists of two parts: Part One—Fundamentals: Basic Writing; Part Two—Varieties: Practical Writing. Part One includes the most fundamental aspects of English writing; Part Two presents varieties of practical English writing. Besides, toward the end of the book are three appendixes, a glossary and a key to the exercises.

Part One is divided into six chapters: Chapter 1—Awareness, Correction and Appropriateness; Chapter 2—Writing Sentences; Chapter 3—Writing Paragraphs; Chapter 4—Writing Essays; Chapter 5—Writing Summaries; Chapter 6—Using Figurative Language.

Chapter 1 looks at difficulties that students, especially beginners, often experience in writing, and gives practice in correcting errors in the areas of 'Spelling', 'Punctuation', 'Vocabulary' and 'the Style of Writing'. Chapter 2 examines the grammatical features of English. Chapter 3 studies the essential unit of written English, the paragraph, enabling students to learn the way to express an idea clearly. Chapter 4 looks at the general organization of a piece of writing and the basic types of writing that are needed for academic purposes. Chapter 5 contains knowledge, examples and exercises which are useful for writing a summary. And Chapter 6 discusses the use of figurative language, and helps students learn to use English figures of speech correctly and naturally.

In Part two, students are given a good chance to learn how the native English-speak-

ing people usually write under different conditions. These varieties of practical writing are what the ESL learner may often need to use some time or other. It is divided into ten chapters, each of which concentrates on a certain subject or some subjects on practical English writing. It presents most of the types of practical writing which are useful to college students and other English learners. However, greater emphasis is placed on these skills: (1) writing letters, that is, personal, social (including the three types of writing in connection with social correspondence, which are contained in a separate chapter) and business letters; (2) writing résumés and filling in forms; (3) writing official documents, such as contracts, certificates, and advertisements; (4) writing notes, notices, and posters.

The Features of This Book

- 1 The book emphasizes practice: it emphasizes students writing rather than students reading about writing. For this reason, it has provided the students with a large number of writing samples and exercises, requiring their active participation. These exercises embody our belief that practice—practice in forming ideas, practice in getting ideas out of one's head and onto paper, practice in finding the clearest, most precise and effective way to convey ideas and information—is very crucial to developing one's writing skills.
- 2 The number and variety of exercises in each chapter tends to satisfy any English composition teacher, for they allow different approaches to student evaluation.
- 3 Compared with other books on English writing, this book is characterized by the following: (a) it is concise, comprehensive and practical, and it serves many different needs of the great majority of the English learners; (b) it is written in simple and fluent English, and hence it is likely to help students with their mastery of spoken English as well as of the common skills and techniques in English writing.

Using the Book: Suggestions

This book is planned to be used as a two-semester writing textbook, each part used for one semester.

Chapters 1-4 need to be worked through in sequence. Chapters 5-6 may be used when necessary.

The chapters of Part Two proceed systematically from beginning to end but remain independent of one another. Therefore, it allows the teacher maximum flexibility, who can begin where he needs to, and who may accordingly determine the order in which the skills will be taught and the emphasis that will be placed on them.

Each chapter contains a great number of examples and exercises and gives frequent opportunities for practicing what is studied in it. The exercises in each chapter may be done optionally according to students' needs.

The appendixes need to be referred to when necessary, and the glossary, whose definitions are applicable to Part Two only, is provided to meet the convenience of the readers. The key at the end of the book provides answers to most of the exercises, and it is for the readers' reference only.

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PART ONE

FUNDAMENTALS: Basic Writing