

实用英语写作
与翻译模板

English Modules for
Practical Writing and Translation

职场漫步 写译模板 All-in-One

主 编◎韩 萍

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重庆大学出版社

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要 容 内

实用英语写作
与翻译模板

职场漫步 写译模板 All-in-One

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内 容 提 要

《职场漫步写译模板 All-in-One》主要涉及会议议程、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、公司内部的电子邮件、公司内部宴会上的演讲贺辞、公司简介等十五种职场常见英语应用文的写作;主要包括写作模板、常用句型、文体特征、语言特点及写作要点等方面的内容。本书既可供从事商务活动的专业人士作培训教材之用,也可供广大英语爱好者以及求职者为提升商务英语写作水平作学习、研究、参考之用。

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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、公司内部的电子邮件、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。本书含盖了求职信的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它研究人员。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,这样的章节结构即满足了读者的“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

进入 21 世纪以来,随着全球经济一体化进程的加快,我国国民的经济生活已越来越多地融入世界经济圈,人们在工作 and 日常生活中也越来越多地需要用英语进行书面交际。在目前的大学英语教学中,由于授课时数的限制,学生们在课堂上很难有机会进行写作练习,尤其缺乏与实际工作和现实生活紧密相关的写作练习,导致了許多学生在工作、生活中需要用英语进行写作时,感到困难重重,力不从心。为了给学生将来的求职、商务往来和对外交流等一系列活动提供可模仿的范例和模板,尽可能地满足学生各类交际的需要,我们编写了这本方便实用的《职场漫步写译模板 All-in-One》。与同类英语应用文写作教材相比,本书具有以下独特之处:

(1) 本书涵盖了大多数常用的职场写作类型和交际场景,力图最大限度地覆盖实际工作中经常用到英语应用文的各种场合。因此,本书适用于社会各阶层和各种工作背景的英语使用者。本书主要涉及会议议程、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、公司内部的电子邮件、公司内部宴会上的演讲贺辞、公司简介等十五种职场中常见并且实用的英语应用文写作。

(2) 本书提供的职场英语写译模板能让读者迅速地掌握写作要点。为了能让学习者方便快捷地写出符合规范且富有文采的应用文,本书首先总体介绍各种体裁应用文的写作要点和标准格式,并提供五个写作范例,对范文中出现的实用句式或短语用下划线标注出来,并逐一进行语言扩展的练习,以使学习者在原有的基础上对英文句子进行有效的扩充,了解各种英文文体的框架和套路,掌握文体特征和语言特点。本书还对每一种体裁的应用文体的写作窍门或方法进行归纳,总结出实用、简洁的“小贴士”,使学习

者能迅速地掌握其写作要点。

我们在编写本书的过程中参考了许多专家和同行的文献资料,在参考书目中我们都一一注明。在此,我们对所有参考书目的作者一并致以感谢。

由于编者水平有限,加之编写时间仓促,书中难免存在错误与不当之处,恳请广大读者和同行批评指正。

编者

2010年4月

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Chapter One

Memorandum (Memo)

备忘录

❖ Part 1 Introduction 背景概要 ❖

Memo, short for memorandum, is an official note typically used for communication within a company. Companies use memos to announce policies, disseminate information, instruct employees, make a request, or recommend an action.

备忘录(Memorandum, 缩写为 Memo)是指公司内部用来传递信息的类似留言条的文本,它主要用于公司宣布政策、发布信息、通知员工、提出行动要求等。

Before writing, consider:

- Who will read the memo;
- Why the memo is being written;
- The tone and language.

Certain words convey the tone of a memo (for example, negative, positive, conciliatory, friendly, etc.). In addition, the choice of language depends on the reader (coworker, superior, or subordinate) and the objective of the memo.

写备忘录前,要考虑以下几点:

- 这份备忘录是写给谁的;
- 为什么要写这份备忘录;
- 用怎样的笔调和语言来写。

有些词可以传达备忘录的笔调,如消极的、积极的、抚慰的和友好的等等。至于用什么样的语言来写备忘录则取决于读者是谁(同事,上级或下

属)和写作目的。

备忘录主要由书端 (Heading) 和正文 (Body) 两个部分组成。

(1) 书端

书端部分包括收件人的姓名、头衔;发件人的姓名、头衔;发件日期主题 (Subject)。许多机关或公司都有自己特制的信签,在备忘录首页的左上方印有书端,如下图:

To: (收件人) _____

From: (发件人) _____

Date: (日期) _____

Subject: (主题) _____

“主题”一项主要概括正文的中心思想,通常要求写得简洁明确,它多采用不完整的句子,只需很少几个词,甚至一个词,目的在于使收件人对文的主要内容一目了然,便于及时处理。

(2) 正文

正文部分包括开头语(简述写备忘录之前所发生的情况)、正文(摆问题、提要求;简明扼要,具体事项准确无误)和结束语(简洁而礼貌)。

归纳起来,备忘录的基本格式如下:

Memorandum/Memo

To: (Recipient)

From: (Sender)

Date: (Month/Day/Year)

Subject: (These words can be bold format)

First Sentence:

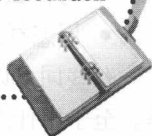
Reason for the memo

Second Sentence — Main Body:

Any instructions or information

Closing Sentence

What is required of the reader e. g. confirmation, answers or feedback





Note:

- (1) 收件人可省去 Dr. , Prof. , Mr. , Mrs. 等称呼,而直接写收件人的名字和头衔。如:George Brown, Personnel Manager。
- (2) 备忘录主题的题目首字母要大写;主题要准确、具体。
- (3) 备忘录正文不需要写称呼(Salutation)或结束语(Complimentary Close)。
- (4) 有时为了慎重起见,撰写者还在正文后签名。

❖ Part 2 Sample 范文 ❖



Sample 1: Memo of Announcement

Memo

To: All Employees

From: General Manager

Date: August 22, 2008

Subject: New Recycling Program

Do you know that up to 70% of the trash from an office like ours is paper that can be recycled? Our recycling efforts are important because our city must meet a state-mandated goal of recycling 50% of its trash by the end of 2010, otherwise the fines will be up to \$10,000 per day. Since businesses produce over 50% of the city's waste, it is critical that we do our share to help meet the recycling goal. Recycling has an additional benefit of reducing our waste disposal expenses, which helps lower the building's operating costs. And of course, recycling helps preserve natural resources — every ton of paper recycled saves 17 trees!

With this in mind, we are implementing a new recycling program in our offices. I encourage you to actively participate in our company's recycling effort. The enclosed flyer describes what can be recycled in our paper recycling program. The custodial staff can collect the office paper from centralized containers located

throughout the office. In addition, you can call Jean at 023 - 68672369 to obtain desk-side containers. These containers make it very easy for employees to recycle paper at their desks.

With everyone's participation, I am confident that we can contribute to the city's recycling efforts. If you have any questions, please call me at 023 - 68671062. Thank you for your assistance and participation.



Sample 2: Memo of Response to Request

Memo

To: Li Ming, Dean of College of Foreign Languages

From: Jack Victors, Personnel Department

Date: June 16, 2008

Subject: Request for Paid Education Leave

In response to your request for six months of paid education leave to take a degree in computer science, I have to inform you that we cannot authorize this leave.

While we appreciate your desire to improve yourself, we feel that computer science is not directly related to your present position or to the goal of our university.

I am aware of your great interest in computer science, and I would like to recommend you to apply for leave without pay, which will be more beneficial to you.

If you need any other information please do not hesitate to keep in touch with me at any time.



Sample 3: Memo of Congratulations

Memo

To: Edward Smith
From: Don Rily
Date: May 8, 2007
Subject: Congratulations on Promotion

Heartiest congratulations on your successful election to the office of President of the Sea Gull Company. Your colleagues have made a wise choice, for if there is a man with the interests of his profession at heart, it is you. With your brilliant background and long record of fine achievements, we are sure the company will achieve a great success.

May you be successful to accomplish your plans with the excellent ideas in your mind.



Sample 4: Memo of Proposal

Memo

To: Production Department
From: Marketing Department
Date: April 28, 2007
Subject: The Proposal of Color Bathtubs Production

According to our recent market research, the sales of white bathtubs are decreasing in the local market because more and more color bathtubs from USA, Italy and some other countries, have entered this market, and have been replacing the white ones gradually.

Therefore, in order to maintain our share of the market, we propose that color

bathtubs be manufactured by us. If we have our own products, of course, we will be in a stronger position because we can save a lot from import expenses. Moreover, we can get enough pigments in the local market at rather low prices. We have submitted this proposal to the Management and have got their initial approval. Thus you are expected to be responsible for a trial production. We are anticipating the first products so that we may start an ambitious marketing program on an early date.



Sample 5: Memo of Asking for Information

Memo

To: Cary Branham, Inventory Supervisor
From: Sue Button, Information Processing Centre Supervisor
Date: November 14, 2007
Subject: Inventory of Film Ribbons

Do you have three dozen Number 877 correctable film ribbons in stock to fit our Omyden 2000 memory typewriters (stock number 6678)?

We are trading these typewriters for word processors on December 15 but need three dozen ribbons in stock to last until that time. Leila Schwartz, Omyden's sales representative, told me that she would accept return of any unused ribbons toward the purchase of a supply to fit the new models. Since replacement machines will be selected this week, I will tell you the type and quantity of ribbons to order for them by Friday.

We appreciate your helping us make this change, Cary.

❖ Part 3 Follow-up 语言扩展 ❖

✦ 模板一

1. Detailed explanations 详解

这是一篇关于一项公告的备忘录,其主要目的是为读者提供信息(informative),同时,也呼吁读者采取行动。这种提供信息的备忘录通常先概述事实,再要求读者采取相应的行动。在写作时,可以思考以下两个问题:

(1) What are the important facts or figures I would like to let the readers know?

(2) What actions should I request the readers to take?

2. Key sentences and phrases 句型模板

(1) It is ① that we ② to help meet the recycling goal.

①重要的,关键的,决定性的

划线部分可用以下部分替换:

crucial vital important urgent decisive

②贡献一份力量

划线部分可用以下部分替换:

contribute one's share do one's bit bear a hand

(2) With this in mind, we are ③ a new recycling program in our offices.

③贯彻,执行

划线部分可用以下部分替换:

carrying out putting into effect
putting into practice enforcing

(3) I encourage you to actively ④ our company's recycling effort.

④参与,参加

划线部分可用以下部分替换:

take part in	go in for
partake in/of	have a hand in

✦ 模板二

1. Detailed explanations 详解

写备忘录一定要有写作目的,在第一段明确陈述写作目的和对读者行动的期望,以便使读者对备忘录的重要性能一目了然。这是一篇对请假答复的备忘录,发件人首先在第一段里清楚说明这篇备忘录是对请假要求的答复,并且明确表示无法批准带薪年假。第二和第三段再说明无法批准带薪年假的具体原因并给出替代方案。

2. Key sentences and phrases 句型模板

(1) ① request for six months of paid education leave to take a degree in computer science, ② we cannot ③ this leave.

①对于你……的请求,回复你的……

划线部分可用以下部分替换:

In reply to your...	With reference to your...
Thank you for your... concerning...	This is further to your...
Further to your...	

②表示拒绝请求

划线部分可用以下部分替换:

Regretfully,...	I'm very sorry to tell/inform you...
-----------------	--------------------------------------

③批准

划线部分可用以下部分替换:

approve	validate	permit	confirm
give the green light to			

(2) ①If you need any other information, please do not hesitate to keep in touch