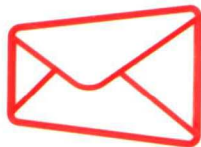


虹彩英语随身学

信函写作

Chambers Guide to Letter Writing



Kay Cullen (英) 编

- ▶ 涵盖各种常用书信写作方法及格式
- ▶ 中英对照, 简单易学

外语教学与研究出版社

FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

LET

虹彩英语随身学

信函写作

Chambers Guide to Letter Writing



Kay Cullen (英) 编 张 媛 译

外语教学与研究出版社

FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

北京 BEIJING

京权图字: 01 - 2001 - 3409

© Chambers Harrap Publishers Ltd 1999

Published by arrangement with Chambers Harrap Publishers Ltd.

图书在版编目(CIP)数据

信函写作 / Chambers Guide to Letter Writing / (英)卡伦(Cullen, K.)编; 张媛译. — 北京: 外语教学与研究出版社, 2005
(虹彩英语随身学)

ISBN 7 - 5600 - 2972 - 8

I. 信… II. ①卡… ②张… III. 英语—写作 IV. H315

中国版本图书馆 CIP 数据核字 (2002) 第 057236 号

出 版 人: 李朋义

责任编辑: 张晓芳

封面设计: 高 鹏

出版发行: 外语教学与研究出版社

社 址: 北京市西三环北路 19 号 (100089)

网 址: <http://www.fltrp.com>

印 刷: 北京大学印刷厂

开 本: 787×1092 1/32

印 张: 6.25

版 次: 2005 年 12 月第 1 版 2005 年 12 月第 1 次印刷

书 号: ISBN 7 - 5600 - 2972 - 8

定 价: 8.90 元

* * *

如有印刷、装订质量问题出版社负责调换

制售盗版必究 举报查实奖励

版权保护办公室举报电话: (010)88817519

出版说明

“虹彩英语随身学”丛书主要介绍了商业、信息技术与网络等领域及英语语言本身的基础知识，在内容上最大程度地体现实用和轻松易学的原则，版式活泼，可满足不同英语水平学习者的需要，非常适合自学使用。

丛书共7册，分别是：

- 《信函写作》 内容涵盖一般性及商业性书信、投诉信、求职信、邀请信、感谢信、吊唁信、传真和电子邮件等的写作方法及写作格式。
- 《商业英语》 全面介绍会议、谈判、演讲、电话交流、营销、广告和函电等各种商业活动涉及的有关术语和常用表达及相关知识。
- 《轻松语法》 讲解单词、短语和句子等基本语法单位的结构和用法。
- 《网络英语》 全面介绍信息技术与互联网领域中最常用的术语及其定义。
- 《正误辨析》 详尽列举英语中在拼写、发音和用法上容易混淆的单词或短语，并配有大量例证。
- 《英语习语》 包括2000多个常用习语，英文释义全部为完整的句子，展现习语适用的语境和用法，所有例句都出自英国国家语料库。
- 《短语动词》 包括1500多个常用短语动词，英文释义全部为完整的句子，展现短语动词适用的语境和用法，所有例句都出自英国国家语料库。

为了适应每本书的具体内容和风格，我们对版本形式采取了灵活多样的处理。其中，《信函写作》、《商业英语》和《网络英语》采用中英对照的形式，《轻松语法》和《正误辨析》为中文翻译版，而《英语习语》和《短语动词》则编排成了辞书的形式。

学习英语向来不是一件易事，然而我们相信，通过努力每个人都能走向成功。衷心希望这套七彩丛书能够帮助广大英语爱好者走上一条英语学习的“彩虹之路”。

外语教学与研究出版社

2005年12月

Contents

目 录

| | |
|--|-----|
| ■ Introduction | 2 |
| ■ 引言 | 3 |
| ■ 1 Writing materials | 6 |
| ■ 第一章 写信所需材料 | 7 |
| ■ 2 Layout | 16 |
| ■ 第二章 版面设计 | 17 |
| ■ 3 Grammar and punctuation | 32 |
| ■ 第三章 语法与标点 | 33 |
| ■ 4 Spelling and vocabulary | 46 |
| ■ 第四章 拼写与词汇 | 47 |
| ■ 5 Beginnings, endings and correct forms of address | 56 |
| ■ 第五章 开头、结尾与正确的称呼 | 57 |
| ■ 6 Writing letters to other countries | 72 |
| ■ 第六章 国际信函 | 73 |
| ■ 7 Formal and informal style | 76 |
| ■ 第七章 正式与非正式信函 | 77 |
| ■ 8 Business letters | 82 |
| ■ 第八章 商务信函 | 83 |
| ■ 9 Complaints and responses | 104 |
| ■ 第九章 投诉信与回复 | 105 |
| ■ 10 Employment | 118 |
| ■ 第十章 求职信与辞职信 | 119 |
| ■ 11 Travel and holidays | 136 |
| ■ 第十一章 旅行与度假 | 137 |
| ■ 12 Invitations and replies | 144 |
| ■ 第十二章 邀请函与回复 | 145 |
| ■ 13 Thank-you letters | 152 |
| ■ 第十三章 感谢信 | 153 |
| ■ 14 Sympathy and condolence | 162 |
| ■ 第十四章 慰问信与吊唁信 | 163 |
| ■ 15 Electronic mail (e-mail) and fax | 172 |
| ■ 第十五章 电子邮件与传真 | 173 |
| ■ 16 Word-processing | 188 |
| ■ 第十六章 电脑文字处理 | 189 |

Introduction

Nowadays people tend to write fewer personal letters—indeed a fair number of people would rather use any other method of communication than be obliged to put pen to paper! The telephone is convenient and immediate, but a letter is sometimes more appropriate and is often better appreciated than a quick phone call. To get a personal letter, whether it is a love letter, a thank-you letter, a letter of condolence, or simply a chatty one full of news, can be a cheering and heart-warming experience. Letters can be kept and reread again and again. They give an insight into the lives and personalities of those that have gone before us, and are important sources for biographers and historians. The first contact between job applicants and employers is almost invariably by letter, and it is always advisable to make an offer or a complaint, issue a formal warning, or confirm a booking, in writing.

Aside from the telephone, technological advances in the past couple of decades have produced some important developments in communication between businesses, educational institutions and private individuals. Fax and email, for example, are so rapid and efficient that they can make contact by letter seem rather slow and laborious, particularly in business contexts and across national and international borders. However, as long as only a relatively small proportion of private individuals and smaller businesses make use of these high-tech alternatives, the traditional postal service and the telephone will continue to be the principal means by which we get in touch with each other.

This book is designed to help anyone who wants to develop their letter-writing skills. The first few chapters discuss writing materials, and give general guidance on layout, grammar and punctuation. Later chapters deal with broad subject areas, such



引言

现在人们越来越少写信——相当多的人更愿意采用其他通讯方式而不愿提笔在纸上写字！打电话虽然既方便又直接，但有时候写信却更得体，更容易为对方所接受。收到一封私人信件，无论是情书、感谢信、吊唁信还是一封简单、随便的聊天信，人们都会感到倍受鼓舞而且十分温馨。信可以长期保存，可以随时拿出来反复阅读。它们使我们了解到前人的生活和个性，为传记作者和历史学家提供了重要的资料。求职者和雇主的第一次接触几乎无一例外是通过写信，而且如果你要报价、投诉、正式警告或确定预约，那么你最好选择写信的方式。

除了电话以外，在过去的几十年中，科技的进步给商业、教育机构以及个人之间的通讯带来了一些重大发展变化。例如传真和电子邮件，它们发送起来高效快捷，使写信显得相当费力和缓慢，尤其是进行商业往来或国际交流时更是如此。然而，只要使用这些高科技通讯方式的个人和小型商业机构所占比例相对较小，传统的书信和电话通讯就仍然是我们相互联系的主要方式。

本书旨在为那些希望提高书信写作技巧的人们提供一些帮助。前几章介绍写信需要的材料、信的总体格式、语法和标点符号的用法。后面几章介绍书信的主要题材，例



as employment, business correspondence, complaints, and travel. In these later chapters there are many sample letters designed to help you make a start when you sit down to write to a prospective employer, complain about goods or services, or inquire about accommodation. It is perhaps worth pointing out that the sample letters are intended as a guide only, and should not be copied exactly. Although they contain many standard phrases that can be put to good use in specific contexts, what you write should, in general, be in your own voice and not in borrowed or formulaic language.

A good dictionary is an essential tool for writers, especially if you have doubts about any aspect of spelling, meaning, or how a word is used in context. A thesaurus is another useful addition to your bookshelf, listing alternatives when you want to avoid repetition or well-worn expressions.

We hope this book will help you to communicate effectively and productively, and enable you to develop confidence in your letter-writing abilities.



如求职和雇佣、商务信函、投诉和旅行。我们在后面几章中还给出了许多信函的范例（配有中文大意翻译——译者注）。当你坐下来写信给未来的雇主，对商品或服务的质量进行投诉，或询问住宿情况时，这些范例能帮你开个头。我们应当提醒读者的是，本书中给出的信函范例只是为了提供写作指导，不应当被完全照搬。尽管范例中有很多标准说法可以在特定的语境中借用，但是总体来讲，你应当用自己的话来写信，而不是生搬硬套别人的语言。

写信时，尤其是当你对词的拼写、语义或在具体语境中的用法有疑惑时，一本好的词典是必不可少的工具。同义词词典也是非常有用的，当你想要避免重复或力求用词新颖时，它会为你提供多种不同的表达方式。

我们希望本书能够帮助你高效率地写出高质量的书信，让你对自己的书信写作能力充满信心。



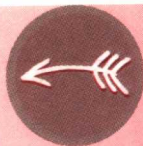
Writing materials

When you are writing any letter, it is advisable to give some thought to the materials you use. The overall appearance is almost as important as the content. A neat, well-laid-out letter will not only make a good impression, but is a courtesy to the person you are writing to. This is important for letters generally, and for job applications and other formal letters in particular. A letter scrawled in blotchy green ink on grubby or cheap lined paper is likely to be treated much less seriously than one that is written or typed neatly on decent quality paper. Also, the act of writing can be made more pleasurable when you use good quality paper that won't crease or tear easily and will take ink without smudging or blotching. Unless you are corresponding with a close friend or relative, use dark blue or black ink. Avoid thick marker pens, coloured ink (other than blue or black) and pencil. If typing your letter on a typewriter, make sure the ribbon or ink cartridge in your machine will produce clear and even print.

Paper

Most of the paper we buy for writing, printing and photocopying is supplied in standard 'A' sizes. One of the advantages of this international standard for paper sizes—from the paper manufacturers' as well as their customers' point of view—is that each A size is half the area of the previous one, in a descending scale from A0 to A7. Thus, an A2 sheet folded and cut in half will produce two A3 sheets, an A3 sheet will produce two A4 sheets, and so on. A note of caution here: if you are folding and cutting paper, it is advisable to use a guillotine, which will give a straight cut edge. Ragged or uneven edges will detract from the overall appearance of your letter.

第一章



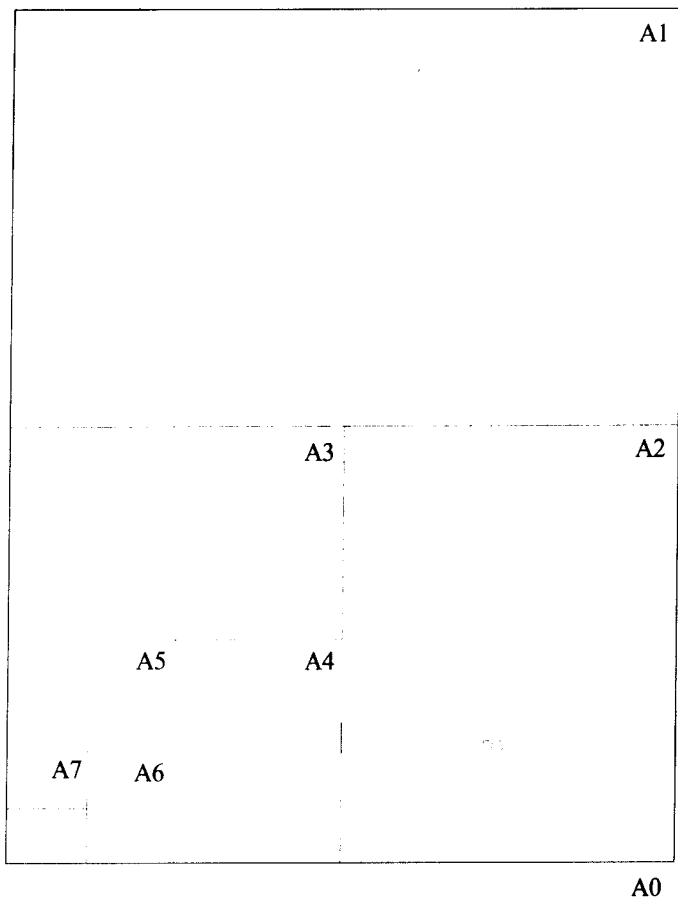
写信所需材料

开始写信之前，你最好先决定需要使用什么样的材料。书信的外观和内容几乎同样重要。一封书写整洁规范的书信不仅会给人留下良好的印象，而且表达了对收信人的尊重。这一原则适用于所有类型的书信，尤其是求职信和其他正式信函。一封信如果墨迹斑斑，皱皱巴巴，用的是那种便宜的横格信纸，它所受的重视程度可能要远远小于一封纸张高级、书写或打印工整的书信。而且，如果你用的是高质量的信纸，不容易起皱或撕裂，吸墨性好，不会洇墨或产生污渍，那么写信的过程本身也是令人愉快的。最好选择蓝黑或黑色墨水，除非你是在给亲朋好友写信。不要用粗的记号笔，彩色墨水（蓝色或黑色以外的颜色）和铅笔。如果用打字机写信，要确保色带或墨盒工作状态良好，打出来的信才会字迹清晰，颜色均匀。



纸张

我们买来写信、打印和复印用的纸张绝大部分都是标准的“A”型纸。采用这种国际标准纸张规格的好处在于——不仅从纸张制造商的角度，而且从消费者的角度来看——从A0到A7，每一种型号的纸都是上一种型号纸张面积的一半。因此，一张A2的纸对折后从中间裁开就成了两张A3的纸，一张A3的纸可以裁成两张A4的纸，依此类推。这里我们需要特别提醒你注意的是：如果你要把纸对折裁开，最好用裁纸机，这样裁出的纸才会是笔直的。如果纸边粗糙，参差不齐，书信的整体外观就会受到影响。



A0: 841 × 1189 mm

A1: 594 × 841 mm

A2: 420 × 594 mm

A3: 297 × 420 mm

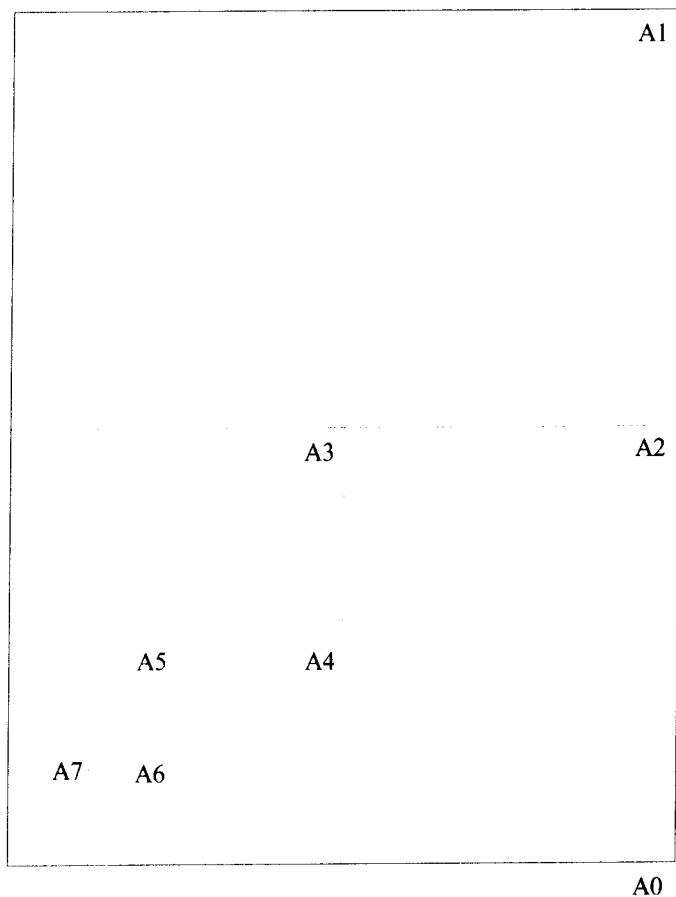
A4: 210 × 297 mm

A5: 148 × 210 mm

A6: 105 × 148 mm

A7: 74 × 105 mm





A0: 841 × 1189 毫米

A1: 594 × 841 毫米

A2: 420 × 594 毫米

A3: 297 × 420 毫米

A4: 210 × 297 毫米

A5: 148 × 210 毫米

A6: 105 × 148 毫米

A7: 74 × 105 毫米



A4 is the most popular size for business correspondence these days. A5 is also widely used, especially for shorter business letters and memos, and personal letters. Most office filing systems are designed to take A4 sheets, so it makes sense to stick to this size for correspondence that is likely to be kept for future reference.

Choose the paper size that best suits the sort of letter you are going to write. If you are writing a short note or just a couple of lines of acknowledgement, for example, use a smaller sheet size. While the text of your letter should not look cramped, neither should it float about in acres of white space! This is both wasteful and unnecessary.

For personal and less formal letters, it is perfectly acceptable to write on both sides of the sheet. If your handwritten letter stretches to more than three sides, it is a good idea to number the second and subsequent sheets.

Business and official letters should be typed or written on one side only, using continuation sheets for the second and subsequent pages.

Paper types and weights

The general advice is: use the best quality, thickest paper you can afford.

Bond

A good quality paper that will not tear or crease easily, recommended for all types of letter and for continuation sheets.

Bank

A flimsy paper that is fine for drafts, carbon copies and file copies, but because it is more transparent and will tear easily, is not recommended for the letter itself.

Airmail

A thin paper whose light weight keeps down the cost of postage for letters sent by air.

Should the paper be plain or fancy, white or coloured, lined or unlined? The best advice is to stick to plain white or cream for



A4型纸是如今商务信函最常用的。A5型纸的使用也很广泛，尤其是用于简短的商务信函和备忘录以及私人信件。大部分办公系统存档系统都是按A4型纸设计的，因此采用A4型纸来写信是明智的选择，因为你的信可能被保存起来以备将来参考。

信纸的型号要与信的类型相匹配。例如，如果要写一封短笺或只有几行字的确认信，你应当选择小型的纸。信的内容看上去不能太拥挤，但是也不能留有大片的空白，因为这样不但浪费，而且毫无必要。

私人和非正式信函可以正反两面写字。如果手写的信超过三页，那么最好从第二页起标明页码。

商务信函和公函只应单面打印或手写，第二页后的各页使用后续页。

纸张的类型和重量

总体建议是：用你能负担得起的质地最好、最厚的信纸。

证券纸

一种不易撕裂或起皱的优质纸，可用于各种信函和续页。

票据纸

票据纸比较薄，适合用来做草稿纸、复印纸和档案副本，但是由于这种纸比较透明也容易破裂，建议不要用作信纸。

航空信纸

一种薄而轻的纸，用于写航空信时可以降低邮资。

至于应当选用普通信纸还是时髦漂亮的信纸，白纸还是彩色纸，有格的还是没有格的，我们所能给出的建议是：商务信函、



business, official and more formal types of personal correspondence. Notepaper with a deckle edge (a rough or wavy edge in imitation of handmade paper), in bright or fluorescent colours, with fancy scrolls printed along the edges, or with pictures of fluffy bunnies gambolling across the top of the sheet, should be reserved for letters to family members or your most intimate friends (who, it is hoped, will share your taste and be suitably appreciative).

Personalized notepaper with your name and address should, ideally, be printed by a professional printer. Be careful of using pre-printed adhesive-backed address labels or of attempting to produce a fancy design on your word-processor. Both are, of course, less costly alternatives to the professionally-produced version, but there is a certain amount of snobbery associated with personalizing notepaper and, if your aim is to impress people with your smart stationery, it is probably worth doing it properly.

Unlined paper should always be used for typed correspondence and is also recommended for handwritten letters. If you find it difficult to write by hand in evenly-spaced horizontal lines, use a guide sheet ruled up with heavy black lines under the sheet you are writing on. Pads of writing paper sold in high-street stationers often include such a guide sheet.



Envelopes

For most letters, especially social ones, the envelope should match the paper used for the letter itself. Brown envelopes are really only appropriate for business letters (invoicing, payment of bills, etc)—brown paper is cheaper and so helps to keep costs down. Manila or padded envelopes may be used when extra strength or protection is required, for example when sending multiple sheets.

Envelope sizes and types

Envelopes are available in a wide variety of sizes. Choose an envelope size that allows you to insert the letter comfortably into the envelope, with the minimum of folds.

