ENGLISH

新 概 念 英 语

自学辅导手册

（第三册）

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新概念英语自学辅导手册

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前　言

　　为了帮助新概念英语学习者充分理解教材内容,提高自学成效,我们组织编写了这套《新概念英语自学辅导手册》。

　　本书共 4 册,分别与《新概念英语》1－4 册相对应,在内容和难度上它们环环相扣、循序渐进,但同时又各具特色、自成一体。为了符合新概念英语学习的特点,本书采取了分课讲解,与课文同步互动的编写形式。正文主要由课文注释、语法精析和课后习题答案等内容组成。课文注释部分选取课文中具有一定难度的句子,进行详尽地分析,从而帮助学习者充分理解教材内容;语法精析部分对课文中所涉及的重要词法和句法进行了说明阐释,为提高学习者的阅读理解和写作水平打好基础;课后习题答案部分为大家提供了课后练习的参考答案,既有助于查疑补缺,又可以扩展相关知识。此外,本书还对英语学习中常用常考的重要单词和相关词组进行分析讲解,对容易混淆的重要词汇进行辨析,有效地巩固和扩大学习者的词汇量。

　　本书的主编是北京新东方学校的资深名师,编委也具有多年新概念英语教学经验,他们把教材科学严谨、实用有趣的特点和英语学习的难点、重点全部融入到本辅导手册中,相信会对大家的学习起到事半功倍的效果。

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编　　者

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Lesson 1　A Puma at Large
逃遁的美洲狮

【课文注释】

1. Pumas are large, cat-like animals which are found in America.

【译文】美洲狮是一种体形似猫的大型动物,产于美洲。

【用法】

　　1)large 意为"大的,巨大的",其常用词组有:

　　　　(1)at large ①在逃,逍遥法外:The suspect is still at large.　疑犯仍在逃。

　　　　　　　②一般说来,总的说来:Boys at large like games.　男孩一般说来喜欢玩游戏。

　　　　　　　③随便地,不受约束地:He spoke at large on the subject.　他随便地谈论这个主题。

　　　　　　　④详细地:He talked at large about his plans.　他详细地谈了他的计划。

　　　　(2)by and large 总的说来:By and large, women can bear pain better than men.　总的说来,女人比男人更能忍受痛苦。

　　2)cat-like 为派生词,由词根(名词)+后缀(-like)构成。后缀-like 表示"像……一样,有……特征的"。例如:piglike(像猪似的),ladylike(像妇女一样),manlike(男人似的)。

2. When reports came into London Zoo that a wild puma had been spotted forty-five miles south of London, they were not taken seriously.

【译文】当伦敦动物园接到报告说在伦敦以南45公里处发现美洲狮时,这些报告并没有受到重视。

【用法】

　　1)that a wild puma had been spotted forty-five miles south of London 是同位语从句,作 reports 的同位语,进一步说明报告的内容。注意:that引导的不是定语从句,而是同位语从句。that 只是引导词,不在后面的从句中充当任何成分。that 引导定语从句时,往往会在从句中充当成分。

　　2)主句中的代词 they 指前面时间状语从句中的主语 reports。

　　3)take sth. seriously 意为"把……看得很重要"。例如:

　　　　He always takes the teacher's advice seriously.　他总是认真对待老师的意见。

　　　　注意　take sth. lightly 意为"对某事草率处置"。例如:

　　　　Tactically we can't take difficulties lightly.　在战术上我们不可对困难掉以轻心。

3. However, as the evidence began to accumulate, experts from the Zoo felt obliged to investigate, for the descriptions given by people who claimed to have seen the puma were extraordinarily similar.

【译文】可是,随着证据越来越多,动物园的专家们感到有必要进行一番调查,因为声称见到过美洲狮的人们所描述的情况竟然出奇地相似。

【用法】

　　1)oblige

　　　　(1)oblige 作及物动词时:

　　　　　　①作"迫使,不得不"解,强迫意味较弱,必要性的意味较强,常用于被动式。例如:

　　　　　　　　The law obliges parents to send their children to school.　法律迫使父母送孩子上学受教育。

　　　　　　②作"施惠"解,即"使别人因自己的帮助或效劳而感谢或感到高兴"。例如:

He obliged me with a detailed account of the trip which I had missed.　我没有参加那次旅行,蒙他好意,把详细情况告诉了我。

③用于被动语态中,有"感谢"之意。例如:

I shall be much obliged if you will kindly lend us your truck.　你们如能把卡车借我们用一用,我将非常感谢。

(2)oblige 作不及物动词,表示"做某事表示好意"。例如:

Will you oblige with a song?　请唱一个歌,好吗?

2)the descriptions given by people 中的 given by people 为过去分词短语作后置定语,修饰 descriptions。description 常用词组:give/make a description of sth./sb. 对某事/某人进行描述;beyond description 无法形容。例如:

She gave/made a description of the battle.　她对战况作了描述。

His disappointment was beyond description.　他的失望之情无法形容。

3)who claimed to have seen the puma 中的 who 引导定语从句,修饰其前的 people。to have seen 为动词不定式的完成形式,表示动词不定式的动作发生在谓语动词 claimed 之前。

4. ...experts confirmed that a puma will not attack a human being unless it is cornered.

【译文】……专家证实:除非被逼得走投无路,美洲狮是不会伤人的。

【用法】

1)此处 will 不是用来表示将来时的助动词,而是情态助动词用来表示习惯性或动作特征,通常表示"就,就会,总是"之意。例如:

He will sit for hours reading.　他常常接连坐上几小时看书。

2)本句是一个含有宾语从句的复合句,that 引导的从句作 confirm 的宾语,而该宾语从句又包括一个由 unless 引导的条件状语从句。

3)unless it is cornered 为条件状语从句,意即"除非它被逼得走投无路"。

4)corner 作动词

(1)corner 作及物动词时,指"逼入一个角落,使陷入困境"。例如:

That question cornered me.　那问题把我难住了。

The escaped prisoner was cornered at last.　那逃犯最终被迫陷入绝境,无法逃脱。

(2)corner 作不及物动词时,指"(车)拐弯"。例如:

My car corners even in bad weather.　我的车即使在恶劣的天气下也能顺利拐弯。

【辨析】unless, if...not

unless 经常用来代替 if not。但是在有些情况下,unless 是不能用来代替 if...not 的。一般说,unless 用于这样的句子,即"如果 A 不受阻于 B, A 将发生"。例如:

Let's have dinner out—unless you are too tired. (...if you are not too tired.)咱们出去吃饭吧——除非你太累了。

但是 unless 不能用于"由于未发生 B 而发生 A"的句子中。例如:

I'll be quite glad if she doesn't come this evening.　她今天晚上要是不来,我才高兴呢。(不能用 unless)

1)unless = if...not,但语气比 if...not 重。if...not 是口语,unless 是书面语,如:unless it is fine tomorrow 语气比 if it is not fine tomorrow 重。

2)以 unless 引起的从句里的动词用现在时,不用将来时,如 unless it is fine tomorrow 里的 is,不用 will be, unless you will see him tomorrow 里的 will 表示意志。

3)下面例句里用虚拟语气现在时,但远不及用陈述语气现在时普通:

Unless it be (is) fine tomorrow, we shall not sail.

Unless he study (studies) harder, he will lag behind.

Unless she have (has) already done her best, she does not deserve the prize.

4)unless = if...not,但下面两句意思不同:

If he were not my friend, I should not expect his help.　假使他不是我的朋友,我将不期望他的帮助。(他是我的朋友,所以我期望他的帮助。)

Unless he were my friend, I should not expect his help.　除非他是我的朋友,否则我将不期望他的帮助。(他并不是我的朋友,所以我不期望他的帮助。)

If I were a bird, I could fly. 和 Unless I were a bird, I could not fly. 这两句都是"我不是鸟,所以我不能飞"。但不可以说 Unless I were not a bird, I could fly.

下面每组的两句意思相同:

If you had not told me his name, I should not have recognized him.　假使你不曾把他的名字告诉我,我就不会认识他。

Unless you had told me his name, I should not have recognized him.

If he had not arrived at five, he could not have caught the train.　假使他不曾在5点钟到达,他就不可能赶上那辆火车。

Unless he had arrived at five, he could not have caught the train.

注意　虽然意思相同,但现在时一般不用 unless 引导假设条件句,而用 if...not 来引导。

5. ...and at another place twenty miles away...
【译文】……20英里以外的乙地……
【用法】

句中 twenty miles away 为后置定语,修饰 place。在英语中,一些常见的表示地点或时间的副词常置于名词之后作定语修饰这一名词。例如:

表地点:the house ahead 前面的房子　　　the conclusion below 下面的结论

表时间:the plan last year 去年的计划

6. Wherever it went, it left behind it a trail of dead deer and small animals like rabbits.
【译文】无论它走到哪儿,一路上总会留下一串死鹿及死兔子之类的小动物。
【用法】

1)wherever 相当于 to/at any place,指"到/在任何地方",在本句中引导地点状语从句。例如:

They explored northward or wherever.　他们朝北或到任何地方勘探。

wherever 也可以引导让步状语从句,相当于 no matter where(无论何地)。例如:

We will go wherever the Party directs us.　党叫我们到哪里,我们就到哪里。

2)leave sth. behind 意为"把……留在身后;忘带;在……之后造成/产生"。例如:

We went out for a walk and left the mess behind us at home.　我们出去散步,把一片混乱留在家中。

He left a lot of problems behind him.　他留下了大量的问题。

7. Paw prints were seen in a number of places and puma fur was found clinging to bushes.
【译文】在许多地方看见了爪印,灌木丛中也发现了粘在上面的美洲狮毛。
【用法】

1)number 可以用作名词,也可用作及物动词:

(1)number 作名词时

①作"数目,数量"解。例如:

Judging from the number of the cars, there were not many people at the club yet.

从汽车的数量来判断,俱乐部里没有多少人。

②作"编号,电话号码,房间号码"解,常缩写为 No.。例如:

She dialed the number and asked for the ward.　她拨了个电话(号码)要病房。

③number 还可以指"报纸或刊物的一期"。例如:

　　There is a story about her in the current number.　　最近一期上有关于她的故事。

④number 还可指语法上的"数词或数（单数、复数等）"。例如：

　　The noun "oxen" is plural in number.　　"Oxen"这个名词是复数。

（2）number 作及物动词时

①可作"编号，加号码于……"解。例如：

　　Let's number them from 1 to 10.　　给它们从 1 到 10 编号。

②可作"数目为，达……之多"解。例如：

　　The books in the library number 5,065.　　图书馆的图书数目为 5 065 册。

2）found clinging to bushes 中的 clinging to bushes 为现在分词短语，作 puma fur 的主语补足语。作补足语使用的现在分词结构常见于 feel，find，get，have，hear，keep，notice，see，smell，watch 等动词之后。例如：

　　Do you see something burning?　　你看到什么东西在燃烧吗？

3）cling 为不及物动词，其后通常使用介词 to＋宾语的结构，意为"粘在……上，坚持，萦绕于"。例如：

cling to one's own view　坚持己见

The odour clung to the room.　　那气味充斥着房间，散不出去。

cling to 作"坚持，遵守"讲时的同义词组还有：keep to，stick to，confirm to，abide by，comply with，insist on，persist in 等。

【辨析】a number of，the number of

1）a number of 作"一些，许多"解，后接可数名词复数形式；谓语动词多为复数且常和 good，large，small，certain，considerable，great 连用。例如：

　　A number of new products have been successfully trial-produced.　　许多新产品已试制成功。

　　There are a great number of graduate students in this university.　　这所大学有许多研究生。

2）the number of 意为"……的数目"，后面接可数名词复数形式但谓语动词要用单数。例如：

　　The number of the students is five hundred.　　学生的数目是 500。

8. Several people complained of "cat-like noises" at night and a businessman on a fishing trip saw the puma up a tree.

【译文】有人抱怨说夜里听见了"像猫一样的叫声"；一位商人在钓鱼时看见那只美洲狮在树上。

【用法】

1）complain 意为"抱怨，不满，发牢骚；诉苦，申诉，控诉"。常用词组有：complain to sb. of（about）向某人报怨……；也可接 that 从句，但不接 to do。例如：

　　He complained to the police of his house having burgled.　　他向警方申诉他家遭盗窃。

　　She complained that he had been rude to her.　　她抱怨他对她粗鲁。

　　She complained that he did not work hard.　　她抱怨他工作不努力。

　　其同义词有 grumble（v. 抱怨，发牢骚）；murmur（v. 低声抱怨）。

2）up a tree 作宾语补足语，说明 puma 所处的状态。

9. The experts were now fully convinced that the animal was a puma.

【译文】专家们如今完全肯定那只动物就是美洲狮。

【用法】

1）convince 意为"使……深信"，常见词组有：be convinced of 确信，深信，相信；be convinced that 确信，相信；be fully convinced 充分相信；convince sb. of（that）使某人相信……，使某人信服。例如：

　　This convinced me that he is honest.　　这使我相信他是诚实的。

句中 were now fully convinced that... 为被动语态结构，若用主动语态可改为 convinced themselves that 意即"使自己充分相信……"。

2）此处的 was 含强调之意，意即"确实是"；需予重读。

【辨析】convince, persuade

两词都是"说服"之意,convince 指用讨论、证据通过讲道理说服他人使之十分相信,强调人的理智或理解方面;persuade 指依仗意志、感情劝说他人相信或去做某事,常用 persuade sb. to do 句型。例如:

I persuaded him to let me go.　我劝说他让我走。

10. **As no pumas had been reported missing from any zoo in the country, this one must have been in the possession of a private collector and somehow managed to escape.**

【译文】由于全国的动物园没有一家报告丢了美洲狮,因此这只美洲狮一定是某位私人收藏者豢养的,不知怎么设法逃了出来。

【用法】

1)形容词 missing 是由动词 miss 发展而来,意为"丢失的"(lost, not to be found)。例如:

He is said to be missing.　据说他失踪了。

missing 与 lost 都可作"丢失"解,如:我的书丢了。我们可以说:My book is missing (不可以用 missed),或者说:My book is lost.

2)as 在此处为从属连词,引导原因状语从句。

3)must have been 表示对过去事情的肯定推测。例如:

It must have rained last night.　昨天晚上肯定下雨了。

4)in the possession of sb. (= in sb's possession)是被动形式,表示"被某人占有或控制(possessed by)",它的主语只能是"某物"。另外,in possession of sth.是主动形式,表示"占有或控制某物(possess)",它的主语只能是"某人"。例如:

This golden watch is in my possession.　这块金表是我的。

I am in possession of the golden watch.　我有一块金表。

5)somehow 表示"通过某种手段(by some means),以某种方式(in some way);由于某种原因,不知怎么地(for some reason unknown)"。例如:

We must get the work finished somehow by tomorrow morning.　我们必须设法在明天早上以前把工作做完。

Somehow he again made a mistake in solving the mathematical problem.　不知怎么地,他在解这道数学题时又算错了。

6)manage 表示"设法"时后接动词不定式,即 manage to do sth.,含有"成功(设法)做成某事"之意。表达"设法做某事而未做成"之意时,应用 try to do sth.。例如:

He managed to pass the examination but failed. (×)

He tried to pass the examination but failed. (√)

此外,manage 指一次性的行为,因此不可用其表示经常性行为。例如:

She was a lovely girl:she managed to make everyone like her. (×)

She was a lovely girl:she could make everyone like her. (√)

【辨析】because, since, as

because 引起的从句表达的通常是事物的直接原因、理由,使用时此词引起的从句一般放在主句的后面。例如:

He is loved by all, simply because he is honest.　他受所有人爱戴,只是因为他很诚实。

since 的意义与 because 较为接近,但语气上要随便些,表示的往往不是根本原因而是自然结果;引起的从句常常放在句首。例如:

Since that is so, there is no more to be said.　因为事已至此,就不必多说了。

as 语气比 since 还要弱,用于日常口语中。引起的从句表示附加原因,常放在句首。例如:

As I was afraid, I hid myself.　因为害怕,我躲了起来。

11. **It is disturbing to think that a dangerous wild animal is still at large in the quiet countryside.**

【译文】想到在宁静的乡间有一头危险的野兽仍在出没,真令人担心。

【用法】

1)这是一个用 it 作形式主语的简单句,其真正主语是不定式短语。本句可改为:To think that a dangerous wild animal is still at large in the quiet countryside is disturbing. 英语中规定:不定式(短语)做主语时,往往将其移至谓语动词之后并用 it 作形式主语。例如:

It is better to die on one's feet than to live on one's knees.　站着死胜于跪着生。

It seems very difficult to keep the child from crying.　让这个小孩不哭似乎很难。

2)at large(＝ not kept within walls, fences, etc; free)表示(危险的人或动物)"逍遥法外的,未被捕的,自由自在的"。例如:

the smuggler at large 仍逍遥法外的走私犯

at large (＝ in detail) 详细地,仔细地

at large (＝ in general) 通常来讲

【语法精析】

分词作定语

一、现在分词作定语

分词作定语都可改成一个定语从句。在有些情况下,我们是不能用现在分词作定语的,而只能用定语从句,这是由现在分词本身的特点决定的。

我们在分析现在分词作定语的特点之前,先理解以下关键的两点:

1.特指名词后用现在分词作定语多数表示正在进行的动作;泛指的名词后用现在分词作定语可表示正在进行的动作或一般的动作。例如:

Boys **breaking** the law will be punished.

Boys who **break** the law will be punished.

Boys 在这里是泛指,所以 breaking 作定语表示一般的动作。例如:

The boy **bringing** the milk is my brother.

The boy who **is bringing** the milk is my brother.

The boy 在这里是特指名词,所以 bringing 作定语表示正在进行的动作。

2.前面说过,现在分词可表示一般体主动动作或进行体主动动作,但它并没有说明这个一般动作或进行动作所发生的时间,即没有说明是现在发生的还是过去发生的。而其动作发生的具体时间是由句子谓语动作的时间决定的。

1)The men **working** on the site were in some danger.

这里 were 决定了现在分词 working 在此句中表示的是"过去进行的动作",所以原句可改为:The men who **were working** on the site were in some danger.

2)The man **standing** at the gate is my English teacher.

句中 is 决定了现在分词 standing 在此句中表示的是"现在进行的动作",所以原句可改为:The man who **is standing** at the gate is my English teacher.

下面具体分析用现在分词作定语时需注意的问题:

(1)现在分词作定语只能用来叙述与谓语动作差不多同时发生的动作。

a) Can you see the girl **dancing** with your boyfriend?（主动进行的动作)

who **is dancing** with you boyfriend?

b) Anyone { **touching** that wire will get an electric shock.（主动一般的动作）
　　　　　{ who **touches** that wire...

但若两个动词表示的动作在时间上有先后，则无法用现在分词作定语，看下面一例：

c) I want to talk to the boy breaking the window.（×）

我们现在应用上述关键两点来对此句进行分析。按上述第 2 点的规定，现在分词只表示一般体主动动作或进行体主动动作，且没有时间上的概念。现在分词的时间概念由句子谓语动词的时间决定，这里现在时 want 只能决定 breaking 是现在一般的动作 breaks 或现在进行体动作 is breaking；进一步根据第一点来分析：breaking 所修饰的名词 the boy 是表示特指，所以 breaking 应表示现在进行的动作 is breaking。由此分析，原句应为：I want to talk to the boy who is breaking the window. 但这显然不符合逻辑。因为从实际来看，此句中 breaking 显然应是一个表示过去的动作。这样一分析，二者明显矛盾，所以 c) 句不正确，应为：

d) I want to talk to the boy who broke the window.

（2）The boy who **brings** the milk **has been** ill.

显然此句也不能改为：The boy bringing the milk has been ill.　因为这样一改句子意思成了：The boy who is bringing the milk has been ill. 在时态上、逻辑上都是矛盾的。再比较：

{ The man who broke the window was fined.
{ The man breaking the window was fined.（×）

{ The man who cooked for the students has died.
{ The man cooking for the students has died.（×）

（3）Do you know anybody who has lost a cat?

know 和 has lost 在时间上不一致，此句也不能改为现在分词作定语的句子：Do you know anybody having lost a cat?（×）

现在分词完成式 having done 一般不能用来作定语，但可以用来作状语，如：My brother, **having spent** all his money, I had to lend him some.

注意不要和类似动名词的复合结构混淆：I have forgiven **my brother('s) having cheated** me of so much money. having cheated 不是分词作定语，而是与 my brother 一起构成动名词复合结构。

（4）除在被动的动词结构中之外，being 不能用来作定语。

{ Anybody who **is outside** after ten o'clock will be arrested.
{ Anybody **being outside** after ten o'clock will be arrested.（×）

但可用于被动语态：Do you know the man **being questioned** by the police?

二、过去分词作定语

1. 正如前面所说，过去分词作定语，若是及物动词的过去分词则含有被动和完成的意义；不及物动词的过去分词则表示主动、完成的意义。

a broken glass ＝ a glass which **has been broken before**

a retired worker ＝ a worker who **has retired**

A penny **saved**(＝ that **has been saved**) is a penny **earned**(＝ that **has been earned**).

2. 有些过去分词作定语，会因其位置不同导致词义不同。这样的词有：concerned, involved, adopted, given, used 等。

{ I noticed a **concerned look** in her eyes.　　关切的目光
{ She wore a **concerned expression**.　忧愁的表情
{ all **parties concerned**　有关当事人/有关各方
{ the **people concerned**　和此事有牵连的人

an **involved sentence**　复杂的句子

the **people involved/concerned**　有关人士

the **solution adopted**　所采用的/选择的解决办法

an **adopted child**　一个被人收养的孩子

within a **given period**　规定的期限

She seems not to like the **gift given** to her.　所送的礼物

to sell **used books**　旧书

The **textbooks used** are all up-to-date.　所使用的教材

3. 作后置定语时,分词的三种结构形式:

to be done 表示将来的动作

being done 表示正在进行的动作

done 表示一般过去或完成的动作

a) The question **being discussed** is very important.

b) The house **being built** will be our library upon its completion.

c) Are you going to attend the meeting **to be held** next month?

d) For any adhesive to make a really strong bond, the surfaces **to be glued** must be absolutely clean and free from moisture or grease.　对于任何黏合剂来说,要想黏得牢固,要进行黏合的表面就必须保持绝对清洁且不能受潮和带有油性物质。

【课后习题答案】

Summary writing 摘要写作

Points

1. ①Reports ②London Zoo ③puma spotted ④45 miles south of London

2. Similar in nature

3. Woman picking blackberries saw it first

4. Puma moved from place to place

5. ①Left trail of dead deer ②small animals

6. ①Paw prints ②puma fur found as well

7. ①"Cat-like noises" ②heard at night

8. Animal seen up a tree

9. ①Now experts convinced ②really was a puma

Summary

　　The reports received by London Zoo that a puma had been spotted forty-five miles south of London were extraordinarily similar in nature. A woman who was picking blackberries saw it first, but the puma moved from place to place, leaving a trail of dead deer and small animals. Paw prints and puma fur were found as well. "Cat-like noises" were heard at night and the animal was seen up a tree. Now experts were convinced that the animal really was a puma.

Vocabulary 词汇

spotted（1.2）	discovered, seen, recognized 发现
accumulate（1.4）	pile up, gather, heap, collect 积累
obliged to（1.5）	bound to 必须
claimed（1.6）	stated 声明
extraordinarily similar（1.6）	surprisingly alike, a lot in common 十分相似

immediately（1.8）　　　　　　at once, instantly, right away 立即

convinced（1.14）　　　　　　sure, certain 确信

Composition 作文

　　Mrs. Stone had spent the whole morning picking blackberries in the countryside near her home. It was nearly lunch time, so she decided to go back for lunch. She was just picking up her basket when she heard a noise in the bushes. Then she saw an animal which looked like a cat. She knew it was not a cat because it was so large. The animal suddenly turned around to look at her and she thought it was going to come towards her and perhaps attack her. She dropped her basket and screamed loudly. Hearing the sound, the animal disappeared into the bushes, after which Mrs. Stone picked up her basket and ran all the way home. She told her neighbours that she had seen a puma in the countryside, but they did not believe her. She also telephoned the police but they didn't believe her, either.

Letter writing 书信写作

英文书信结构（The Structure of an English Letter）

　　正规的英文书信一般由 7 个部分组成：信头、封内地址、称呼、正文、结尾礼词、签名和附言。

　　1. 信头（Heading）

　　信头包括写信人的地址和写信日期。书写信头的目的在于让收信人一看便知该信来自何处、何日写就，便于收信人复信时参考。

　　（1）信头写法（The Layout of Heading）

　　　　分平头式和缩行式两种。信头一般写在信笺的右上角。先写写信人地址，后写日期。日期与写信人地址之间可空一行。

　　　　①平头式，每行靠左对齐，行末无标点。例如：

　　　　3903 W. – 43 Avenue

　　　　Bonnyville, Alberta

　　　　Canada, T9N 2kl

　　　　August 8,1999

　　　　②缩行式，每行向右缩进 1～3 个字母。行末用逗号，最后一行用句号。但现代英语中，已倾向于行末不用标点符号。例如：

　　　　Admission Office,

　　　　　Anhui University,

　　　　　　No. 1, Longhe Road,

　　　　　　　Hefei, Anhui Province 230039,

　　　　　　　　P. R. of China,

　　　　　　　　　January 21,1999.

　　（2）日期写法（Date Line）

　　　　日期一般位于写信人的地址下方，即写在信笺的右上角。若书信格式是完全平头式，则写在左上角。常见的日期写法有：

　　　　①8th March, 1999 或 8 March, 1999（英式）

　　　　②March 8th, 1999 或 March 8, 1999（美式）

　　2. 封内地址（Inside Address）

　　封内地址是指收信人地址。除了发信者使用窗口信封（Window Envelope）以外，一般封内地址靠信笺左边顶格写在写信日期的下方。收信人地址与写信日期之间，一般空一、两行。封内地址通常包括对收信人的礼节性称呼以及收信人的姓名、头衔和地址。例如：

　　（1）July 7,2000

　　Dr. Peter Mackaye

　　Deputy Director of

the International Education Service

Washington State University

Seattle，WA 96732

USA

(2)July 7,2000

Prof.James Brown，Ph.D.

President of London Education College

London，England，E.C.4

如果收信人是某单位，一般不写个人名字，而写该单位负责人的职务名称。例如：The Manager，The Direc-tor，The Chairman 等。

封内地址既可采用平头式也可采用缩行式。在同一封信中，封内地址的书写格式应与写信人地址的书写格式一致。

私人书信一般比较随便，不是很正规，因此有时也可不写封内地址。

3．称呼(Salutation)

称呼是指写信人对收信人的称呼，通常低于封内地址两行，从左边顶格写起并自成一行。称呼后面需加标点，英国人习惯于用逗号，而美国人则习惯于用冒号。在非正式的社交信中，常用逗号。称呼中的每个词的开头一个字母必须大写。

常见的收信人称呼(汉英对照)如下：

收　信　人	称　　呼
先生(男人)	Mr. / Esq.
夫人(已婚)	Mrs.
小姐(未婚)	Miss
夫人、小姐统称	Ms.
夫妇俩人	Mr. and Mrs.
两位或两位以上男子	Messrs
两位或两位以上女子(已婚)	Mesdames
两位或两位以上小姐(未婚)	Misses

4．正文(The Body of the Letter)

信的正文是书信的主体，用来表达写信人的思想。信的正文，一般要根据写信者所要表达的中心思想分段，以使得书信的正文层次清晰，观点明了。

(1)

> Page 2
> The Admission Office，August 5,1999

(2)

> Mr.Hu Jianguo —2— March 8,1999

(3)

> Prof.J.W.Laughton
> Page 2
> May 6,1999

（4）

> Dr. J. W. L.　　July 14, 1999　　Page 2(or: P. 2)

书信正文的第一句话或第一段,通常被称为起首语(The Opening Sentence(s))。一般来说,英文书信没有固定的起首语。但人们习惯一些客套写法来作为书信正文的起始,即先将对方来信的日期、主题加以简单描述,以便使得对方一看便知该信是回答哪一封信的。如果是第一次给别人写信,也可用开头语作必要的自我介绍,并表明自己写信的主要目的。

常用的起首语有:

(1)Thank you for your letter dated Oct. 23, 1999.

(2)Many thanks for your letter of Sept. 4, 1999.

(3)A thousand thanks for your kind letter of June 6, 1999.

(4)Your kind letter of November 24th arrived this morning.

(5)Your letter which arrived today gave me great comfort.

(6)In reply to your letter dated 6th July, I want to say...

(7)Thank you very much for your letter of August 1 and the gift you sent me on Christmas Eve.

(8)What a treat to receive your kind letter of May 5th!

(9)It is always a thrill to see your nice handwriting.

(10)First of all I must thank you for your kind assistance and high attention to me.

正文结束前,通常需采用结束语(The Closing Sentence),以告知对方信的正文部分已经写完。

常用的结束语有:

(1)Awaiting your good news,

(2)Looking forward to your early reply,

(3)Hoping to hear from you soon,

(4)We await your good news.

(5)I hope to hear from you very soon.

(6)We look forward to your reply at your earliest convenience.

(7)I look forward to our next meeting there in Los Angeles.

(8)Your early reply will be highly appreciated.

(9)Any other particulars wanted we shall be pleased to send you.

(10)The help you give me is sincerely valued.

在第(1)句中,当采用分词短语时,句末用逗号。逗号后面有时还可加上 we are 或 we remain。例如:

Awaiting your good news, we are.

Hoping to receive your early reply, we remain.

但在现代英语书信中,大多采用完整的句子形式。

5. 结尾礼词(Complimentary Close)

英文书信中的结尾礼词相当于中文书信中的"敬上"、"谨上"、"此致敬礼"、"敬启"等,结尾礼词的第一个字母须大写。如果结尾礼词含有两个或两个以上单词,从第二个单词开始所有字母一律小写;礼词后面需加逗号。结尾礼词的位置通常在书信正文的右下方偏中一至三行处书写;若采用平头式书信格式,结尾礼词应从正文下方一至三行处顶格写起。

6. 签名(Signature)

写信人的签名通常位于结尾礼词正下方一、两行。除非是给很熟悉的人或亲友写信,签名一般须写出全名。签名常常很潦草,不易辨认,因此在签名的正下方须用打字机打出全名。例如: