

实用英语 应用文

河南教育出版社

蒋 邵 杨少梅编

PEW

前 言

近几年来,由于实行对外开放政策,我国对外经济、技术、文化交流和旅游事业蓬勃发展,与欧美各国的交往也日益频繁。当前,出国留学考察、接待来访以及从事各种外事工作的同志,由于工作需要,极需一本指导写英语应用文的书。为此,我们撰写了这本“实用英语应用文”。

本书分为概论、日常书信、国际贸易书信、国际电报、广告和海报、其他和英语标点符号用法等七章,共有三百多个实例。每个章节分别简要地介绍写法和注意事项。不同类型的英语应用文在格调、体裁、礼俗以及措词等方面都各有其约定俗成的要求。我们在撰写时比较注意各种应用文的习惯用法和英语语言的规范。所提供的实例则侧重其实用性和代表性。其中提到的情景,大都是外事工作和社交生活中常见的实际情况。每个实例都附有译文,便于读者对照参考。

本书中提到的人名、地点和时间都是为使实例的情景增添情趣、有真实感而模拟虚构的。为了节省篇幅,第二、三、五、六各章节中实例的发信人地址、日期、收信人地址、称呼和签名等项都从略了。

杨少雄、关秀兰两位同志为撰写本书提供了不少有

益的参考资料，在此表示志谢。限于水平，不妥之处请读者批评指正。

作 者

1986年8月于北京

目 录

CONTENTS

前言 Preface

第一章 概论 General Remarks..... (1)

第一节 应注意的几个问题

Points Worthy of Remark..... (1)

第二节 英语书信的格式

Forms of English Letters..... (7)

第三节 英语书信的组成部分

Parts of an English Letter..... (12)

第四节 信封的写法

Superscription..... (18)

第五节 英美书信写法的不同点

Dissimilarities in Letter Writing (19)

第二章 日常书信 Ordinary Letters (21)

第一节 节日问候和赠送礼物

Greetings and Sending Gifts..... (21)

第二节 请帖和邀请信

Invitation Cards and Letters of Invitation (32)

第三节 接受或婉谢邀请

Accepting or Declining an Invitation..... (45)

第四节 问候信

Letters Sending Regards (57)

问候一位教授 Inquiring after a Professor..... (58)

问候同学	Inquiring after a Classmate	(59)
问候新相识	Inquiring after a New Acquaintance	(60)
问候老朋友	Inquiring after an Old Friend	(61)
问候妻子	Inquiring after One's Wife	(62)
问候生病朋友	Inquiring after a Sick Friend	(63)
问候患病亲戚	Inquiring after a Sick Relative	(64)
问候生病同事 (手术前)	Inquiring after a Sick Colleague (before Operation)	(65)
问候生病同事 (手术后)	Inquiring after a Sick Colleague (after Operation)	(66)

第五节 祝贺信

	Letters of Congratulation	(67)
祝贺考上大学	Congratulations on Success in University Entrance-Exam	(67)
祝贺大学毕业	Congratulating a College Graduate	(68)
祝贺结婚	Congratulation on Marriage	(70)
庆贺新婚	Congratulations on Marriage	(71)
祝贺诞辰	Congratulations on Birthday	(72)
祝贺生日幸福	Congratulations on Happy Birthday	(72)
祝贺朋友获得成功	Congratulations on Friend's Success	(73)
祝贺获得奖学金	Congratulations on Winning Scholarship	(74)
祝贺朋友被选为 代表	Congratulations on Being Chosen as Representative	(75)
祝贺晋升	Congratulations on Promotion	(76)

第六节 介绍信

	Letters of Introduction	(77)
普通介绍信	A Common Letter of Introduction	(78)
介绍老学生	Introducing a Former Student	(79)
介绍同学	Introducing a Classmate	(80)

介绍朋友度假	Introducing a Friend on Holiday	(80)
介绍同事	Introducing a Colleague	(81)
介绍往日的学生	Introducing a Former Student	(82)
介绍表兄	Introducing a Cousin	(83)
名片介绍	A Card of Introduction	(84)
后补介绍信	A Note of Introduction (following the card of introduction) ...	(85)
推荐一位工作 人员	Recommending An Office Worker	(85)
推荐会计员	Recommending an Accountant	(86)

第七节 感谢信

	Letters of Thanks	(87)
感谢晚宴	Thanks for the Dinner	(88)
感谢款待	Thanks for Hospitality	(88)
感谢招待	Thanks for the Entertainment	(89)
感谢热情接待	Thanks for the Kind Hospitality	(90)
感谢问候健康	Thanks for Asking after Health	(91)
感谢关怀	Thanks for the Kind Thoughtfulness	(92)
感谢祝贺	Thanks for the Congratulations	(92)
感谢补课	Thanks for Giving Private Lessons	(93)
感谢向导	Thanks for Guiding the Way	(94)
感谢借用缝纫机	Thanks for Use of Sewing Machine	(96)

第八节 家信

	Family Letters	(97)
儿子汇报入学考 试	From a Son Telling the Details of the Entrance Examination	(98)
报告考试录取结 果	Reporting the Result of Being Matriculated	(100)
报告平安到校	Arriving at School Safe and Sound	(101)
叙述学校生活	Telling about School Life	(102)

请求增加生活费	From a Son Asking for Increasing Allowance	(104)
女儿告诉母亲学习有进步	From a Daughter Telling Her Mother the Progress Made	(106)
母亲给女儿复信	Mother Writing to Daughter in Reply...	(107)
儿子报告期终考试	From a Son Telling the Final Exam to Come	(109)
请求留在学校度寒假	Asking Permission to Stay at School in Winter Vacation	(110)
函告假期生活	Telling about Holiday Life	(112)
教育儿子成为合格的工程师	Teaching a Son How to Be a Qualified Engineer	(114)

第九节 请求信

Letters of Request.....(116)

请求朋友打字	Asking a Friend for Typing	(117)
请老师准许补考	Imploring the Teacher for a Second Test	(117)
教师请病假	From a Teacher Asking for a Sick Leave	(118)
学生请病假	From a Student Asking for a Sick Leave	(119)
请假离校	Asking Leave of Absence from School	(120)
请求续假一周	Asking Leave of Absence for Another Week	(121)
请朋友辅导英语课	Asking a Friend to Coach English.....	(122)
同意辅导英语课	A Letter in Reply	(124)
请朋友转寄信	Asking a Friend to Re-address a Letter	(125)
请求朋友写介绍信	Asking a Friend to Write a Letter of Introduction.....	(126)
请求介绍参加俱乐部	Requesting a Friend to Make a Recommendation to Club	(127)
请求参观工厂	Asking for a Visit to a Factory	(128)

请朋友代租单元房子	Asking a Friend to Rent an Apartment	(129)
请朋友代买大衣	Requesting a Friend to Buy an Overcoat	(130)
请朋友推荐兼职工作	Asking a Friend to Look for a Part-time Job	(131)
对前信的答复	A Letter in Reply	(133)
请老朋友代找工作	Asking an Old Friend to Look for a Job	(134)
向朋友借钱	Requesting a Friend to Lend Money	(135)
同意借钱的答复	A Letter in Affirmative Reply	(136)
另一封复信	Another Letter in Affirmative Reply ..	(137)

第十节 道歉信

	Letters of Apology	(138)
因干扰表示道歉	Making an Excuse for Disturbance	(138)
朋友来访失迎表示道歉	Apologizing for Being Absent from Home	(139)
道歉未赴晚宴	Apologizing for Not Being Able to Attend the Dinner	(140)
道歉失约未能参加野餐	Making an Apology for a Breach of Promise	(141)
道歉期中考试不及格	Asking an Excuse for the Failure in the Test	(142)
道歉未能还款	Apologizing for Not Being Able to Pay the Debt	(143)
道歉遗失语法书	Asking an Excuse for the Lost Book	(144)
道歉打破窗玻璃	Apologizing for Breaking the Window-glass	(146)
道歉损坏地毯	Apologizing for Damaging the Rug	(147)

第十一节 证明信

Certificates	(148)
--------------------	-------

病假证明书	Sick Leave Certificate	(148)
病情证明书	Medical Certificate.....	(149)
出生证明书	Birth Certificate	(150)
毕业文凭证明书	Diploma Certificate	(150)
学历证明书(1)	Schooling Record Certificate(1)	(151)
学历证明书(2)	Schooling Record Certificate(2)	(152)
工作证明书	Resume Certificate	(153)
离职证明书	Resignation Certificate.....	(154)

第十二节 履历表(5例)

Curriculum Vitae	(155)
------------------------	-------

第十三节 求职信

Letters of Application for* Positions...	(163)
应征接待员 Application for Reception Clerkship.....	(164)
应聘会计员 Applying for Post of Accountant	(165)
应聘设计师的工作 Applying for Post of Designer	(166)
向保险公司申请 Applying to an Insurance Firm	(167)
工作	
应聘办公室职员 Applying for Office Clerk	(168)
申请做机修工 Application for Mechanician	(169)
申请助理秘书的 Applying for Assistant Secretary	
工作	
应征职员的工作 Applying for the Position as Clerk	(171)
应征行政管理员 Applying for Administrative Clerk	(172)
申请作打字员 Application for Typist	(175)

第十四节 申请奖学金

Application for Scholarships.....	(176)
索取申请奖学金 Requesting Scholarship Program.....	(177)
的章程	
索取申请奖学金 Requesting information on	

的表格和资料	Scholarship	(178)
向大学奖学金处索取申请奖学金的材料	Applying to CSS for Information	(179)
申请奖学金	Applying for Scholarships	(179)
推荐奖学金候选人	Recommending a Candidate for Scholarship.....	(180)
寄送非移民签证申请书	Sending Nonimmigrant Visa Application	(182)
留学生入学申请表	INTERNATIONAL STUDENT APPLICATION FOR ADMISSION	(182)
留学生经济状况登记表	INTERNATIONAL STUDENT FINANCIAL STATUS	(193)
非移民签证申请书	NONIMMIGRANT VISA APPLICATION	(196)

第十五节 批评信

	Letters of Criticism	(204)
抱怨产品质量不好	Complaining about the Quality	(204)
对录音机零件损坏提意见	Complaining of the Recorder	(205)
对书店寄书迟缓提意见	Complaining of Delay	(207)
抱怨商业广告枯燥乏味	Complaint about Dry Commercial Advertisements.....	(207)
控告空气污染的	Complaint Against Air Pollution.....	(209)
问题		
批评服务态度不好	Complaint about Bad Service.....	(210)

第十六节 吊慰信

Letters of Condolence	(212)
-----------------------------	-------

吊慰丧失亲人	Offering Condolences	(212)
吊慰丧居	Offering Condolences	(213)
吊慰友人丧亲	Offering Condolences	(213)
吊慰友人丧母	Condoling on Death of Mother	(214)
吊慰友人丧子	Offering Sympathies	(215)
吊慰友人丧妻	Condoling on Death of Wife	(215)
吊慰友人丧夫	Condoling on Death of Husband	(216)
对吊慰信的复信	Replying to Letters of	
(一)	Condolence	(217)
对吊慰信的复信	Replying to Letters of	
(二)	Condolence	(217)
对吊慰信的复信	Replying to Letters of	
(三)	Condolence	(218)
第三章 国际贸易书信	Letters of International Trade	(219)
第一节 英语商业书信的特殊格式		
	The Special Forms of Business Letters	(219)
第二节 建立贸易关系		
	Letters of Establishing Business Relations	(222)
从市场调查获悉	Establishing Business Relations from	
信息建立贸易	Market Survey	(222)
关系		
通过商务人员(驻	Establishing Business Relations	
外)获得信息建	Through Commercial Attache	(223)
立贸易关系		
从商参处(外国驻	Establishing Business Relations Through	
北京)获得信息	Commercial Counsellor's Office	(224)
建立贸易关系		
从商参处(驻外)获	Establishing Business Relations	
得信息建立贸	Through Commercial Counsellor's	
易关系	Office	(226)
自我介绍建立贸	Establishing Business Relations by	

易关系	Self Introduction.....	(227)
经(其他公司)介	Establishing Business Relations by	
绍建立贸易关	Introduction	(228)
系		
经银行推荐建立	Establishing Business Relations by	
贸易关系	Bank's Recommendation	(229)
从英文《中国日	Establishing Business Relations	
报》广告获悉信	from Advertisement in the CHINA	
息建立贸易关系	DAILY	(230)
一封复信	A Letter in Reply	(231)
通过杂志获得信	Establishing Business Relations	
息建立贸易关	Through a Magazine.....	(231)
系		
一封复信	A Letter in Reply.....	(232)
第 三 节 询价信和报价信		
	Letters of Inquiries and Offers	(233)
关于自行车的询	An Inquiry for Bicycles	(234)
价信		
关于自行车的报	An Offer for Bicycles.....	(236)
价信		
关于皮鞋的询价	An Inquiry for Leather Shoes	(237)
信		
关于皮鞋的报价	An Offer for Leather Shoes	(238)
信		
关于男衬衫的询	An Inquiry for Men's Shirts	(239)
价信		
虚盘报价信	A Non-firm Offer	(240)
关于花生仁的询	An Inquiry for Groundnuts	(241)
价信		
实盘报价信	Making a Firm Offer	(242)
第 四 节 磋商合同条款		

	Negotiations on Terms of Contract ... (243)
还价	Counter-offer (244)
同意减价	Agreeing to Reduction in Price (246)
谢绝还价	Declining a Counter-offer (247)
要求数量折扣	Asking for Quantity Discount (248)
不同意数量折扣	Refusing Quantity Discount (250)
同意数量折扣	Agreeing to Quantity Discount (251)
要求提早交货	Asking for Early Delivery (252)
谢绝请求	Declining Request (253)
同意早装运	Agreeing to Early Shipment (254)
要求形式发票	Requesting Proforma Invoice (255)
寄送形式发票	Sending Proforma Invoice (256)
请银行提供资信	Asking Banks for Financial
材料	Standing (257)
银行提供的资信	Financial Standing from Banks (258)
材料	
请客商提供资信	Asking Correspondents for Financial
材料	Standing (259)
客商提供的资信	Financial Standing from
材料	Correspondents (260)
徵求代理商	On Appointing an Agency (261)
一个肯定的答复	A Favourable Reply (262)
第 五 节 接受和签订合同	
	Accepting and Signing Contract (264)
接受报盘	Accepting an Offer (264)
确认订单	Confirming an Order (266)
确认续订订单	Confirming a Repeat Order (267)
寄送销售确认书	Sending Sales Confirmation (268)
寄还销售确认书	Returning Sales Confirmation (269)
第 六 节 履行合同	
	Execution of Contracts (270)

催开信用证	Urging Establishment of L/C	(271)
通知开出自行车的信用证	L/C for Bicycles	(272)
通知信用证号12345	L/C No. 12345	(273)
要求修改信用证	Requesting L/C Amendment	(274)
要求修改信用证中允许转船	L/C Amendment of Transhipment	(276)
要求展延信用证	Requesting Extension of L/C	(277)
同意展延信用证	Granting Extension of L/C	(278)
要求更正信用证	Requesting Amendment to L/C	(279)
同意修改信用证	Granting Amendment to L/C	(280)
催速装运	Expediting Shipment	(281)
催办装运	Urging Shipment	(282)
婉拒提前交货要求	Declining Advancement of Delivery	(283)
要求按发票金额130%投保	Requesting Insurance for 130% of Invoice Value	(285)
装运须知	Shipping Instructions	(286)
对装运须知的答复	In Reply to Shipping Instructions	(287)
装运通知	Shipping Advice	(288)
第七节 索赔		
	On Claims	(290)
短重的索赔	A Shortweight Claim	(290)
受理索赔	Settlement of the Claim	(292)
关于药品的索赔	A Claim on Medicine	(293)
质次商品的索赔	Claim for Defective Goods	(294)
同意换货	Agreeing to Replacement	(296)
关于第75号合同的索赔	Claim on Contract No. 75	(297)
拒绝受理索赔	Refusing the Claim	(298)

第四章 国际电报 International Telegrams..... (300)

第一节 电报的种类

Kinds of Telegrams (300)

第二节 电文字数算法

Ways of Counting Cable Words (302)

第三节 如何简省电文

Economization of Cable Words.....(302)

第四节 电报实例

Telegram Models..... (306)

第五节 明语电报常用略语

Received Cable Abbreviations (310)

第五章 广告和海报 Advertisements and Announcements(318)

招聘广告 Want-ad..... (319)

职位空缺特 Position Vacant BEST

好良机 OPPORTUNITY..... (319)

求职启事 Seeking Position (320)

求职广告 Requiring Position (321)

房屋租售广告 To Let or for Sale (321)

寻找房屋 Seeking House (322)

营业广告(2例) Business Announcements (322)

迁址通告 Notice of Removal (324)

遗失支票声明作 Cheque Lost (324)

废

讣告 Obituary Notice.....(325)

鸣谢启事 Acknowledgement (326)

影讯 Announcing Film Show..... (326)

球讯 Announcing Football Match (327)

杂技表演 Acrobatic Performances (328)

春游 Spring Outing (329)

春游延期通知 Announcing Spring Outing Postponed (330)

一项通知	Announcing a Notice	(330)
学术讲座的通知	Announcing a Lecture	(331)
寻物启事	Things Lost	(332)
失物招领(一)	Thing Found	(332)
招领启事(二)	Things Found	(333)

第六章 其他 Miscellaneous(334)

第一节 私人商务信件

	Private Business Letters	(334)
预订火车票	Booking Seats in Railway Train.....	(334)
预订飞机票(一)	Booking a Plane Ticket (1)	(335)
预订飞机票(二)	Booking Seats in Airplane(2)	(336)
预订船票	Booking Passages on a Steamer	(337)
预订旅馆房间	Booking a Hotel Room	(338)
订阅报纸	Subscribing to Newspapers	(338)
订阅杂志	Subscribing to a Magazine.....	(339)
订购书籍	Ordering Books	(340)
订购副食品	Ordering Subsidiary Food.....	(341)
询问详细情况	Inquiring About More Particulars	(341)

第二节 便条和收据

	Notes and Receipts	(343)
留言条	Leaving Words	(343)
请医生看病	Inviting a Doctor	(344)
续假条	Asking for an Extension of Leave	(345)
借据	A Certificate of Money Borrowed	(345)
借条	A Certificate of Things Borrowed	(346)
收条	A Receipt	(347)

第三节 公共告示用语

Received Public Signs and Notices	(347)
---	-------

附录: APPENDIX,

1. 英语标点符号用法

The Use of Punctuation Marks.....	(354)
2. 常见英美人名	
Common British and American Names	(368)
3. 世界五十四个城市标准时间对照表	
Standard Times in 54 Cities Throughout the World	(378)