

PRACTICAL ENGLISH WRITING

大学生·出国人员

涉外工作者

# 应用英文写作

By Pearl Tehwei Liu

刘德伟 · 编著



We have a relationship with most of the  
Competition to provide finance to th  
world's top corporate institutions.  
multinational companies is particul  
fierce with the result that margins r  
tight. However, our experience shows

海潮出版社

责任编辑: 袁品荣  
特约编辑: 丁衡祁  
封面设计: 胡东风

大学生·出国人员  
涉外工作者 应用英文写作

刘德伟 编著

---

出版	海潮出版社
发行	新华书店北京发行所
印刷	广播学院印刷厂印刷

---

787×1092毫米 32开本 8.5印张 184千字

1991年4月第1版 1991年4月第1次印刷

印数: 12000册

ISBN7—80054—125—8/H·5

定价: 4.25元

This book is not only a good textbook of practical English writing for college students, it is also a practical and technical guide to the writing of English for people who are going to English-speaking countries to study or work, and for those at home dealing with foreign affairs.

本书不仅是供大学生使用的一本实用英语写作的好教科书，对于赴英语国家学习或工作的人，对于国内从事涉外工作的人，也是一本实用的英语应用文写作指南。

## 出版者絮语

在有关英语应用文写作的书中，本书与众不同之处有二：一是它简明、完备、实用，除了可供广大英语学习者参考以外，尤其适合作为大学教科书使用；二是全书用平易而流利的英文写成，从而既能帮助读者掌握应用文的写作方法，也可帮助他们提高英语口语水平，可谓一举两得。

本书编著者刘德伟教授三十年代毕业于燕京大学，后代表中国青年赴美国和加拿大作抗日宣传，继而又入学深造并获硕士学位，现已在大学英语教学战线上辛勤耕耘数十载。本书就是她的呕心沥血之作，也是她献给祖国“四化”建设的一份真挚的礼物。

作者的同窗挚友，中央文史研究馆馆长，大作家、大翻译家萧乾为本书作了一个颇值得一读的序。

## 序

每逢有人问我怎样学习语言，我总强调：学什么，首先目的要明确。学习英语，尤其如此。因为学习方法取决于学习目的。如果搞口译工作，听力及发音就是头等重要的了。我认识不少大翻译家，他们能译大部头名著，可不会讲，那无妨。然而，若是这样的翻译家去做口译工作，他们则非砸锅不可。反之，搞口译的也不一定擅长笔译。

口译和笔译只是两大类。口译可以用于旅游向导，也可以用于广州交易会——甚至中央领导同志接见外宾。同是口译，所需词汇就大不一样。笔译也是如此，译科技文章与译文学作品，其路子就大相径庭，而译医学书的未必能译建筑工程或生物化学类书。

然而有一种英语是搞这门语言的人都应懂点的，那就是应用英文。

三十年代在香港，最令人头痛的是那里的“香港中文”。电车站上常见“如果停车，乃可在此”的牌子；电车里又有横幅布告：“如遇大风，或力量甚大之风，或速度甚急之风，请开窗户。”简直令人有点莫名其妙。改革开放以来，国内各大城市宾馆及其他公共场所，也常见到一些令人瞠目的牌子，如“NO ADMITTANCE”被写成“DON'T COME IN”之类，洋人看了必然会啼笑皆非。

我知道有些朋友学了多年英语，临了一封书信也写不利索——甚至信封格式也不懂，以致信发出后又寄回本人。在

改革开放的今天，这就离现实要求太远了。

我与挚友刘德伟教授同于1935年毕业于北平燕京大学，她是专攻英国文学的。她于1938年赴美国和加拿大进行抗日宣传并为宋庆龄领导的救亡团体募捐。四十年代，她曾在美国威斯康星大学及芝加哥大学深造，获硕士学位。

1957年我们同时被错划为右派。经过二十余年的时光，党的十一届三中全会后，她也获得改正，得以继续为社会主义事业贡献力量。她始终坚守英语教学岗位，辛勤地执着教鞭，并呕心沥血编成这部最合时宜的《应用英文写作》，旨在帮助推进“四化”建设。

此书先从一般书信开始，然后介绍业务方面的各种可能需要的申请书、公函、电报、电传、通告、声明、笔记、会议记录、科技报告、研究论文、备忘录及合同等。对于英语专业大学生、出国人员及涉外工作者等，它无疑是一本必备的书。

我衷心希望此书能受到各界的注意，并祝它在“四化”建设中发挥及时雨的作用。

萧乾

1990年12月

# 目 录

序.....	萧乾
--------	----

## 第一章 怎样写好英文书信

1. 书信是社会的宝贵财富.....	1
2. 书信体现人的个性.....	1
3. 英文书信的格式.....	8
4. 英文书信的组成部分.....	14
5. 信封的写法.....	19

## 第二章 个人书信

1. 如何写个人书信.....	24
2. 一封朋友之间的信如何开头.....	25
3. 一封友好的书信应写些什么.....	28
4. 如何结束一封信.....	28
5. 个人友谊函件举例.....	29
6. 情书及名人情书片段.....	41

## 第三章 社交书信

1. 正式与非正式社交通信的区别.....	47
2. 正式社交通信：邀请，表示接受，表示遗憾， 取消邀请，结婚请帖，通告.....	48
3. 非正式社交通信：邀请，表示接受，遗憾，取消 邀请，贺函，慰问信，谢函，介绍信.....	62

## 第四章 业务往来函件

1. 业务书信的一般规则..... 77
2. 业务书信的六个组成部分..... 82
3. 签署后面的一些零零碎碎..... 92
4. 信封的格式..... 93
5. 对写较有效果的业务信的建议..... 94
6. 业务书信举例..... 95

## 第五章 申请书

1. 求职申请书..... 101
2. 求职申请书范例..... 107
3. 入学申请书..... 112
4. 参考和推荐信..... 116
5. 通用证明和介绍信（即无收信人具体姓名地址  
的一种应用性证明函件）..... 123
6. 如何写履历书..... 125

## 第六章 如何拍电报及写电文和电传

1. 几种不同的电报..... 133
2. 电文的写法及举例..... 136
3. 电传写法..... 146

## 第七章 如何记笔记..... 164

## 第八章 如何写议程表和会议记录

1. 议程表举例..... 174
2. 会议记录的基本形式及会议记录举例..... 176
3. 会议举例..... 183

## 第九章 如何写海报、通知、布告和新闻稿

1. 海报和节目表举例..... 189
2. 通知举例..... 193



3. 布告举例·····	194
4. 新闻稿举例·····	195
第十章 如何写研究论文	
1. 选择题目和参考资料·····	199
2. 作笔记和卡片制度·····	200
3. 写提纲·····	203
4. 注脚·····	206
5. 参考书目·····	207
第十一章 如何写科技报告·····	210
第十二章 如何写合同、备忘录等	
1. 合同·····	214
2. 备忘录·····	227
3. 便条·····	229
词汇表·····	234
参考书目·····	256
后记·····	257

# CONTENTS

**FOREWORD.....Xiao Qian**

## **CHAPTER ONE LETTER-WRITING**

1. Letter-writing as a Social Asset ..... 1
2. Personality in Letter-writing ..... 1
3. The Physical Characteristics of Your Letter  
..... 8
4. The Parts of a Letter.....14
5. How to Address the Envelope .....19

## **CHAPTER TWO PERSONAL CORRESPONDENCE**

1. How to Write a Personal Letter .....24
2. How to Begin a Friendly Letter .....25
3. What to Write in a Friendly Letter .....28
4. How to Close Your Letter .....28
5. Examples of a Personal Letter .....29
6. Love Letters .....41

## **CHAPTER THREE SOCIAL CORRESPONDENCE**

1. Difference between Formal and Informal  
Correspondence .....47
2. Formal Correspondence: Invitations,  
Acceptance, Regrets, Recalls, Wedding  
Invitations and Announcements .....48
3. Informal Correspondence: Invitations,  
Acceptance, Regrets, Recalls, Letters of  
Thanks, Congratulations, Condolences and

Introduction .....	62
<b>CHAPTER FOUR BUSINESS CORRESPONDENCE</b>	
1. General Rules of Business Correspondence .....	77
2. The Six Parts of a Business Letter .....	82
3. Miscellaneous Items after the Signature...	92
4. Addressing the Envelope .....	93
5. Suggestions for Writing More Effective Business Letters .....	94
6. Examples of Business Letters .....	95
<b>CHAPTER FIVE LETTERS OF APPLICATION</b>	
1. Application for a Job .....	101
2. Examples of Letters of Application for a Job .....	107
3. Letters of Application for Admission to Schools .....	112
4. References and Recommendation Letters...	116
5. "To Whom It May Concern" Letters.....	123
6. How to Write a Résumé .....	125
<b>CHAPTER SIX TELEGRAMS, TELEGRAPHSE, AND TELEXES</b>	
1. Different Kinds of Telegrams .....	133
2. How to Write the Telegraphese and Examples .....	136
3. Telexes and How to Write Them.....	146
<b>CHAPTER SEVEN NOTE-TAKING .....</b>	<b>164</b>
<b>CHAPTER EIGHT AGENDA AND MINUTES</b>	

OF A MEETING	
1. Agenda .....	174
2. Minutes .....	176
3. The Transcript of a Meeting.....	183
CHAPTER NINE POSTERS, NOTICES, ANNOUNCEMENTS, AND NEWS RELEASES	
1. Posters.....	189
2. Notices .....	193
3. Announcements .....	194
4. News Releases .....	195
CHAPTER TEN HOW TO WRITE A RESEARCH PAPER	
1. Topic and Reference Material.....	199
2. Note-taking—the Card System .....	200
3. Outline .....	203
4. Footnotes .....	206
5. References or Bibliography.....	207
CHAPTER ELEVEN HOW TO WRITE A SCIENTIFIC REPORT .....	
	210
CHAPTER TWELVE CONTRACTS AND OTHERS	
1. Contracts .....	214
2. Memorandums .....	227
3. Notes and Forms .....	229
GLOSSARY .....	234
A LIST OF REFERENCES .....	256
POSTSCRIPT .....	257

# CHAPTER ONE

## LETTER-WRITING

### 1. Letter-writing as a Social Asset

The ability of letter-writing as a social as well as a personal asset, can add in every way, and in very great measure, to the enjoyment of life. Letters can bridge any distance, bring friends into closer intimacy and understanding, enrich social relationships, increase personal popularity, win affection, inspire love, and provide a most satisfying means of self-expression. As the old saying goes, "To have a friend, you must be a friend." It's equally true that to receive interesting letters, you must write interesting letters. The letter you write is your personal representative. It goes to your hostess to thank her for entertaining you, conveys your best wishes, and congratulations, or condolences when you are not able to do so in person.

### 2. Personality in Letter-writing

- 1) Be natural—Make your letter sound the way you do.

A letter is a visit on paper. Talking is an expression of thoughts and ideas in spoken words while writing should be those same words on paper.

The letter you write is part of you, an expression of your personality. So the first and most important rule is: "Be yourself." The whole secret is to write in an easy, natural way, without self-consciousness—like one friendly human being talking to another. Make your letters sound as much as possible like your conversation. Then they take on your personality. There's no reason why you should write to your friends differently from the way you speak to them, except, of course, in strictly formal communication. To talk one way and write another is an affectation that betrays itself in the forced and insincere language of your letters. So don't grope for flowery or literary words that just make you sound affected.

Compare the following two paragraphs. Which one do you like better? I mean which one has the freshness and charm of the writer's personality that are lacking in the other.

A. Thanks for a most delightful evening. The dinner was superb and we enjoyed it very much. We look forward to reciprocating in the near future.

B. We had a lot of fun at your house last night. The dinner was delicious. Jim is still

raving about that luscious dessert.

Thanks a million for a really wonderful evening. It will be our turn next—soon, I hope.

2) Keep your language simple — Short words are the best.

One of the most important factors in producing interesting letters is the use of simple, understandable language. Plain familiar words, short rugged words, and the simple homespun words of everyday speech are usually more vivid and expressive than the bookish important-sounding words. Remember that the finest English in the world is simple English. For instance, the Bible. Other examples:

do is a better word than accomplish,

write is a better word than correspond,

often is a better word than frequently,

find is a better word than locate,

go is a better word than attend,

please is better than will you be good  
enough to,

now is better than at the present time,

since is better than in as much as,

about is better than in regard to,

Writing simply does not mean writing without style. Your simple words should have meaning, substance and life. They should be colorful and expres-

ative—words that have force and vigor—words that say something. Use lots of verbs, for verbs are busy little motors that give movement and action to your writing. A simple sentence in which somebody does something, or goes somewhere, is more forceful and effective than a long involved sentence with a lot of adverbs, participles, and infinitives. So keep your verbs short, rugged and expressive! Make them say what you want to say crisply and to the point. Verbs like come, go, run, walk, do, fly, jump, send, meet, buy, cry, break, give force and action to your sentences. Try to avoid long, rambling sentences and long involved paragraphs. A letter composed of short sentences and short paragraphs is not only more inviting to the eye, but reads more easily and delivers your message or idea with greater speed.

Compare the following:

A. Married to a former war correspondent who is now writing fiction, she is living with him and his family in New York and studying voice and dancing—prior to going to Hollywood in the spring for a screen test.

B. She is married to a former war correspondent who is now writing fiction. They are currently living with his family in New York. She is studying voice and dancing, and will go to



Hollywood in the spring for a screen test.

Now let's see how the following letter 1 and letter 2 could have their unnecessary words omitted and be rewritten with simple words and phrases.

#### Letter 1

Dear Sir:

On January 6 I purchased a kit from your establishment Model 316-B. Subsequently it came to my attention that several of the components were in absentia: the wing-nut bolts, the six brass screws and the lock wedge. The components are insignificant in monetary value, but without them I cannot implement the directions and conclude the project. I trust that you will cooperate to the fullest extent possible by sending these components at the earliest practicable date.

Yours sincerely,

George Widgen

#### Letter 1 rewritten:

Dear Sir:

On January 6 I bought a kit from your firm: Model 316-B. When I opened it I discovered that three parts were missing: the wing-nut bolt, the six brass screws, and the lock wedge. Without these parts I cannot complete the kit. Please send