

SITUATIONAL WRITING PRACTICE

— For Chinese Scientists
Going Abroad —



上海外语教育出版社

Situational Writing Practice

For

Chinese Scientists Going Abroad

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情景写作操练

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前 言

随着“四化”建设的不断发展，我国在经济、文化等方面的国际交往也日益频繁。近年来，大批科技人员出国讲学、访问、学习或参加学术讨论。在此同时，也有很多国外专家、学者来到我国。在这些交往过程中必然用得上英语的应用文，尤其是书信的往来。本书是以这方面的需要为根据，按照下列要点进行编写的：

(一)即将出国的留学生、访问学者等与国外联系所需的应用文，如：履历表、成绩报告单、申请书、推荐信等等。

(二)已在国外的出国人员，在生活上或学习上某些场合所需的应用文，如便条、通知、招贴、与外国友人信件往来等等。

(三)学校、科研机构或其他单位与国外联系的书信往来，如询问信、邀请信、感谢信等等。

(四)对出国科技人员进行英语短期培训，作为英语写作课的教材之一。

本书所列举的应用文都系使用可能性较大，应用较普遍的范文，其内容都是以可能的情景为基础，以其格式、行文、语气和语言的习惯用法为重点，并配以练习，以供写作实践之需。最后，还附有本书的总词汇表，以备查阅。

本书曾作为上海外国语学院出国预备部的写作教材之一，在试用过程中，经教师和学员提出修改意见，不断完善，并请美籍教师苏·约翰斯顿小姐 (Miss Sue Johnston, Ph.D.) 审阅，在此一并表示感谢。

编 者
一九八四年四月

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I. Notes for a Notice Board

Notice boards are popular in schools, classes or dormitories. They are used for messages and announcements to other people. Only a few words (not sentences) are written on a sheet of paper put up on the board. Here are some illustrations:

For Sale

Chinese-make bicycle
Excellent condition
Zhang Yin
Tel. 276-1064

For Sale

1979 Underwood
Electric Typewriter
Good Condition
Best Offer
Chen Ming
306, Dormitory 4

Lost

Black briefcase
with 3 books on physics
Call: John Smith
843-3160

Found

brown leather wallet
with some money
See: Joseph Hofman
in Chemistry Dept.

Wanted

Riders to school
Mon.-Fri. from Essex
Robert Walker
416-2218

Needed

Small Xerox machine
in good condition
Ian Fleming
422-3895

Needed

Secondhand books
on psychology for
introductory course
Wang Shan
422-3716

Roommate Wanted

Male graduate student
wanted to share
furnished 2-bedroom apt.
near campus
Washer, dryer, Kitchen
Call Li, 228-9406 any
evening after 5.

Wanted to Rent

One-bedroom apartment
for Feb.1 through June.
Preferably near campus,
but not necessary.
Call Lin 822-4290

Tutoring

Chinese native speaker
wants students during the
summer vacation.
Mandarin/Cantonese.
Call Zhang 820-4328
3p.m. -10p.m.

Exercises:

1. Pretend that you have lost your watch. Write a note on the board.
2. Write a note if you want to sublet a 2-bedroom apartment.

II. Informal Notes

Informal notes are those written to a relation or a friend concerning some private or social matter or those as messages to your friends you fail to meet on your visit — to give the latest news or to make arrangements, etc.

Here are some examples of informal notes of the sort.

(a) Dear Mr. Smith,

Here is the admission card for the exhibition tomorrow.

The car will come around at 10:00 tomorrow morning.

Wang

October 5, 7 p.m.

(b) Dear Mr. Smith,

Mr. Jackson just rang up to say that he very much regretted he wouldn't be able to come over this evening.

He'll see you at the exhibition tomorrow.

Wang

May 14, 4:15 p.m.

(c) Dear Mr. Ali,

A Mr. Svartvik (I'm not sure whether I got the spelling correct), who recently arrived from Sweden, wishes to see you. You are requested to ring him up this evening any time from 8:00 to 10:00 p.m. Tel. No. 55-5061, ext.1721.

Wang

May 17, 9:30 a.m.

(d) Dear Mr. Hussain,

Sorry I couldn't get the ticket for "Sun Rise" because the Troupe is not in Beijing at the moment. If you like I can get you the ticket for "Swan Lake", but you'll have to let me know soon because the Ballet Troupe is leaving Beijing in a few days, I believe. Perhaps you could give me a ring as soon as you get back.

Wang

October 5, 5 p.m.

(e) Dear Mr. Rose,

The weather forecast says there'll be heavy rain tomorrow. Would you rather put off the sightseeing till another date? I'll call you later this evening.

Li Hsianghung

July 4, 5 p.m.

(f) Dear Mr. Greene,

My Director rang up just now to ask whether you would care to visit Dianshan Lake tomorrow morning. If it's all right with you, please let me know some time this evening before 8:30 so that I can notify the department concerned.

Wang Taping

September 21, 3 p.m.

Exercises:

1. Write a note to your classmate informing him that the

meeting has been cancelled because of an emergency.

2. Pretend that the kitchen faucet in your apartment has been unsatisfactory since last week, write a note to the superintendent and ask him to repair it.
3. Pretend you are an interpreter. Write a note to the foreign guest, saying that he is invited to a party this evening and telling him how to get there.

III. Telegrams

People often send urgent messages by telegram so that the receiver can be informed promptly. Because of its cost, a telegram should be simplified, the shorter, the better. Following are some examples.

(a) asking for money

Send me \$100. I must meet payment here. Appreciate your help.

(b) Informing someone about your friend's arrival

Professor Thompson coming on PAN Am., arriving at Shanghai Airport Dec. 29, 7:00 p.m.

(c) informing someone about your arrival

Will arrive at North Station Dec. 31 at 11:30 a.m.

(d) informing someone about your safe arrival

Arrived home safely this evening. Letter follows.

(e) asking for a favour

Buy me portable typewriter, pay back later.

(f) congratulation

Congratulations on your recent promotion and best luck for further success.

(g) notification of a death

Danie Miller died of heart attack on Monday afternoon Sept. 12. Funeral will be held on Friday Sept. 16 in Milton here.

(h) condolence

Shocked to learn the death of your husband. My thoughts are with you.

Exercise:

Write a telegram to your relative/friend to notify him/her of your travel arrangements, a baby's birth, your congratulations. or somebody's death.

IV. Greeting Cards

When you send a greeting card to your relatives or friends for special occasions, you sign your name on the card and may also add a personal greeting.

(a) Birthday Cards

Wishing you a wonderful birthday and many, many happy returns.

Sincerely,
(signature)

(b) Holiday Cards

Wish you a merry Christmas and a happy New Year.

(c) Get-Well Cards

Hope you have a speedy recovery.

or

We are praying for your recovery.

or

We miss you very much and hope you will be back soon.

(d) Sympathy Cards

In this time of sadness, our prayers are with you.

or

My thoughts are with you.

Exercise:

Send a card to your friend for a special occasion, adding your greeting or condolences.

V. Transcripts (Grade Report) and Certificates

Often you are required to submit your transcript and diploma along with your application form when applying for a scholarship or admission to a graduate school abroad. As your transcripts and diplomas are issued in Chinese, they must be translated into English and signed by the department dean or the university president.

(1) Transcripts (Grade Report):

Shanghai University Report Card No 681420

Department: Mathematics

Specialty: Mathematics

Name: Li Yiming

Sex: Male

Date of Birth: Aug. 26, 1950

Date of Entrance: Sept. 1968

Date of Graduation: Aug. 1972

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Sept. 1968 — July 1969

English	A	(4 hours/week)
Physical Training	Pass	(2 hours/week)
Calculus	A	(4 hours/week)
Analysis Geometry	A	(3 hours/week)
High Algebra	B	(3 hours/week)