

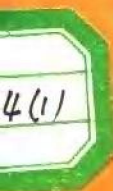
北京外国语学院、中央人民广播电台

联合举办

# 广播函授英语课程

# ENGLISH

陈琳编



第 **4** 册  
(上)

外语教学与研究出版社

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## 前 言

《广播函授英语》教材共分六册，供三年（六个学期）使用。本册为第四册（上），含六课；供第四学期前三个月使用。

按《广播函授英语课程》教学大纲，第四学期的学习重点仍是提高阅读理解力、扩大词汇量；内容力求实用、反映当前形势。根据这一安排，本册课文包括合同书、国际事件报道、社论、演讲等。

根据学员要求，练习答案仍附在课本中。但学员务需自己独立做练习并反复核验之后，再对照答案。

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# **Lesson One**

## **TEXT**

### **Letter Writing**

Letters help us to make friends, deal with day-to-day work or carry on business. They are written for both personal and business reasons. It is important to know the proper form to use for each type of letter. Good letter writing can be learned. Some people write so well that they make an art of letter writing.

#### **FRIENDLY LETTERS**

A friendly letter contains five parts: the heading; the salutation or greeting; the body of the letter; the complimentary closing; and the signature of the writer.

#### **Heading**

The heading gives the writer's full address and the date of the letter. It is usually written or typed in the upper right-hand corner of the first page. If letter-head

stationery is used, the date is often centred two or three spaces below the printed matter, though it may be written flush with either margin.

## **Salutation**

The salutation is the greeting. It tells to whom the letter is written. It begins at the left-hand margin and is followed by a comma. A letter to someone you are not very familiar with might begin "Dear Mr. Phillips." A close friend may be greeted with "Dear Ted" or "Dear Lucy." A letter to an entire family may begin "Dear Folks."

## **Body**

The body of the letter gives the news. It has as many paragraphs as there are topics. The writer shows that he is changing topics by indenting the first line of each paragraph.

The body of the letter is of the utmost importance. It is you on paper. Reread your letter before you send it. Read it over first to be sure all your ideas are stated clearly and well. Then check for any errors in spelling or punctuation. Be sure, too, that your handwriting can be read easily.

## **Complimentary Closing**

The complimentary closing is your way of saying good-bye. It must be right for the person to whom you are writing.

“Lovingly,” “With love,” “Your friend,” — these are correct closing for letters to people close to you. “Sincerely” or “Sincerely yours” is used for people you do not know well. “Cordially” is “Sincerely” with an extra dash of warmth.

Notice that the complimentary closing does not begin where a new paragraph begins. It begins just far enough away from the left-hand margin to give a balanced look to the page. A comma always follows the complimentary closing.

## **Signature**

The signature is your name in your own writing. Even in a typewritten letter your signature must be handwritten.

## **Writing the Letter**

A friendly letter must sound like a lively conversation. A good letter writer tells about everyday happenings as if they were movies or plays. He puts in just enough description to make the reader feel he can see what the writer saw, hear what he heard, smell what he smelled, and feel the way he felt. If you learn to write such a letter, your friends will look forward to hearing from you.

There are any number of ways to begin your letter. You can start right off with your first planned topic.

Never begin a letter with the weak excuse that you have not had time to write. Anyone could get a letter written if he really wanted to.

Try not to write a letter when you are in a bad mood. By the time the letter reaches its destination, your mood will have changed. And the letter certainly will not make the reader glad to receive it.

Make letter writing a regular habit. Long silences worry families and displease friends.

## **Thank-You Notes**

Someone once remarked that the reason it was more blessed to give than to receive was that the receiver had to

write the thank—you note.

Many people dread to write thank—you notes, but sometimes it is easier to say thank you in writing than in person. There are three simple steps to follow.

(1) Say thank you for the gift, mentioning something particularly pleasing about it.

(2) Explain, if you can, how you are going to use it.

(3) Chat a bit so that your ending will not be too abrupt.

A **bread—and—butter note** is a must after you have stayed in someone's home. Begin by saying thank you and then mention the highlights of your visit. Probably you will also wish that your hosts may soon be your guests.

Some people write **notes of appreciation** at Christmas or Thanksgiving or on a birthday. Perhaps a teacher has been especially kind to you. A doctor or nurse who took care of you might appreciate a note, too.

## **Invitations**

Most invitations — to a birthday party or to a dinner at home or to spend the weekend — are informal. They can be written simply, telling the time, date, and place, and expressing the hope that the person being

invited will be able to come. Some invitations — to a ball or a diplomatic reception or a wedding — are formal. They follow a set pattern and must be answered in a certain way. For instance, a formal invitation to a wedding looks like this:

Mr. and Mrs. Philip Clark Holmes  
request the honor of your presence  
at the marriage of their daughter

Alice

to

Mr. Kent Amory Bond  
Friday, the ninth of June  
at four o'clock

First Presbyterian Church  
New York

An invitation to a church wedding does not have to be answered, but if you are also invited to the reception, you must send a reply. Usually a small card is enclosed with the invitation:

Reception  
immediately following the ceremony  
525 Park Avenue

R. S. V. P.

R. S. V. P. stands for a phrase in French meaning "Please reply." Your reply should be written by hand.



Space the words just the way they are in the invitation:

Miss Zeng Cheng  
accepts with pleasure  
Mr. and Mrs. Philip Clark Holmes's  
kind invitation for  
Friday, the ninth of June

If you cannot attend, the second line should say "regrets that she is unable to accept." In most cases it is courteous to mention your reason for not being able to attend.

## **BUSINESS LETTERS**

From time to time you will need to write a business letter. A business letter has six parts. It has the same five parts as a friendly letter, plus an inside address. This is the same as the address put on the envelope. The salutation is followed by a colon instead of a comma, and the complimentary closing is more formal. Your name should be typed below your handwritten signature to be sure it can be read. The official capacity of the writer is usually given under the typed name.

In a business letter, the style of the language is usually formal. It should be clear and direct. It should be polite in tone and concise in wording. Keep the letter