

实用英语系列教程

丛书主编 黄禄善

当代高级英语写作

主编 肖福寿 王冬玲

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编写说明

《实用英语系列教程》是一套高起点英语学习教程,包括《当代高级英语阅读》、《当代高级英语写作》、《当代高级英汉互译》三个分册,对象为各类非英语专业研究生、英语专业高年级学生,以及具有相当基础的英语自学者。

本册为《当代高级英语写作》,以培养学生较高水平的英语写作能力为目的。与同类教材相比,它有如下特征:(1) 建立“师生互动型”的教学模式,将课堂讨论纳入教学程序,培养学生分析问题和解决问题的能力;(2) 以学生的写作实例为个案,让学生评判孰优孰劣,相互取长补短;(3) 通过欣赏名家之作,感悟美文之精髓,领略大家之风范;(4) 通过幽默故事,帮助学生体会英语作文的奇妙,培养他们的写作兴趣;(5) 通过各种实例练习,扩大学生的词汇量,丰富他们的书面表达能力;(6) 各章节均具有较强的针对性与实用性。

具体讲授时,教师可根据实际情况灵活处理,有的章节用2个学时,有的也可用4到6个学时;学生最好在课前预习,相关范文要多朗诵,甚至背诵,以此提高英文语感,有效地提高英文写作水平。

本册系集体撰稿,由肖福寿加工定稿,王冬玲也参加了部分组稿与定稿工作。具体章节的编写工作如下:

肖福寿编写了 Chapter 5, Chapters 9~12 和 Chapter 16,以及各章节的 Building Your Vocabulary, Writing about a Masterwork 与 Writing about a Humorous Story。

王冬玲编写了 Chapters 1~3 和 Chapters 13~15。

赵炯蔚编写了 Chapter 4 和 Chapters 6~7;

乐金马编写了 Chapter 8。

在编写过程中,我们参阅了大量文献资料,并引用不少名家之作,获益良多,特此致谢。由于编者水平所限,不足之处在所难免,欢迎读者批评指正。

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Part One

Note, Card & Notice Writing

This part focuses on short and usually informal writings, such as a note, a card, and a notice . It consists of three chapters:

- Chapter 1 Writing a Note
- Chapter 2 Writing an Invitation Card
- Chapter 3 Writing a Notice

Writing a Note

Supposing your teacher happens to be out when you go to consult him in his office, what are you going to do then? Most probably you'll leave him a message or note. In fact, notes are widely used in our daily lives. It is necessary that you exert yourself to learn how to write a good note.

This chapter will teach you how to write a good note so that you'll be able to convey your message both effectively and efficiently.

A . Understanding a Note

Notes are short letters frequently used in our daily interactions for various types of personal communication. They are written to convey messages, make appointments or apologies, express thanks, or send invitations.

A note usually consists of four parts, i.e. the date, salutation, body, and signature.

1 . Date

It refers to the date on which the note is written, like " July 2, 2004 ". It is usually placed at the top right corner of the paper.

2 . Salutation

It refers to the name of the person whom the note is addressed to, such as “ Mary ” or “ Dear Mary ” . It is followed by a comma and is flush with the left margin .

3 . Body

It refers to the content of the note . For example, your note may mean to express your thanks or address an apology to a person . It is usually flush with the left margin .

4 . Signature

It refers to your name written by yourself and is usually flush with the left margin .

Putting the above pieces of information together will yield the following note:

April 12 Jane, I m off to meet a friend at the airport this afternoon . Type this letter for me . I ll be back no later than 5:30 . Tom

As can be seen in the above example, a note takes the form of a letter . But some elements of a letter can be omitted in a note, such as the addresses of the addresser and the addressee, the word “ Dear ” in the salutation, the complimentary close, and the year in the date . There are a dozen sentence structures you can refer to when you write a note . For example,

- (a) I wonder if you could ...

(b) Congratulations on your success !

(c) We would be very glad if you could ...

(d) Would you like to ...?

(e) I apologize for not being able to ...

(f) I am extremely sorry that I ...

(g) I m sorry to have to tell you that ...

(h) I m writing to thank you for the wonderful dinner you provided .

(i) Thank you so much for ...

(j) Would you please ...?

Consider the following principles when you write a note:

- A note is short and may consist of only one sentence or more .
- A note is simple in language and informal in style .

B . Appreciating a Note

To acquire a better understanding of what a note is like, read the following work and tell the class how you appreciate it . In your presentation, focus on the following questions:

1 . What is this note about ?

2 . Whom is this note addressed to ?

3 . How do you like the language used in this note ?

4 . What do you think is the relationship between the addresser and the addressee ?

May 4

Dear Kate,

Thank you very much for the birthday gift you sent to me .

The watch is lovely and the color is perfect for me . I really appreciate it very much . It s just the one I want to get .
Thank you for thinking of me .
Jenny

C . Reconstructing a Note

A note is usually composed of a couple of components arranged on separate lines so that the whole note forms a smooth entity .

Read the following lines in a note and see whether you can put them in the right logical order to form an effective note . Which line comes first ? Which comes next ? Write the numbers 1~6 in the blanks to the left of the sentences or components of a note to mark the proper order .

- _____ Our celebration party will be held on the first floor of Sheraton Hotel at 2:30 p . m . this Sunday .
- _____ Dear Mr . Smith ,
- _____ Don t forget !
- _____ Sept . 9
- _____ Xiao Ming
- _____ We ll meet at the school gate at 1:00 and go together .

D . Criticizing a Note

To criticize a work is to make judgments about its good and bad points . The ability to criticize a piece of writing will no doubt