

Unit 1

Language Review

NOUNS

名词

The names of people, places, and things are called nouns. A noun may be a single word or a group of two or more words that function together as one name. Nouns are often divided into various classes such as **Common Nouns**, **Proper Nouns**, **Concrete Nouns**, **Abstract Nouns**, **Individual Nouns**, **Collective Nouns** and **Gerunds**. Nouns have the properties, or characteristics, of person, number, gender, and case. Nouns can be used as subject of sentence, direct and indirect object of verb, object of preposition, appositive and predicate nominative(名词是表示人名、地名、事物名称及抽象概念名称的词,可分为普通名词与专有名词两大类。普通名词可分为个体名词、集体名词、物质名词和抽象名词,以及动名词。名词自身的属性包括人称、数、性和格。名词在句中可作主语、动词的直接或间接宾语、介词宾语、同位语和表语。)

1. Plurals(复数)

- a. *To form the plural of a singular noun, ordinarily add -s to the singular form*(通常情况下,名词词尾加-s 即构成复数):
typewriter \ typewriters; office \ offices
- b. *If the singular form of a noun ends in **ch**, **sh**, **s**, **x**, or **z**, add -es*(以 ch, sh, s, x, 或 z 结尾的词加-es):
miss \ misses; tax \ taxes; lunch \ lunches; brush \ brushes
- c. *If the singular form of a noun ends in **y** and the **y** is preceded by a consonant, change the **y** to **i** and add -es. If the **y** is preceded by a vowel, add -s*(以“辅音字母+y”结尾的词变 y 为 i 再加-es;而以“元音字母+y”结尾的词直接加-s):
company \ companies; copy \ copies; journey \ journeys
- d. *Many singular nouns form their plurals by changing vowel or vowels within the word*(有些名词可通过内部元音改变构成复数):
man \ men; foot \ feet; mouse \ mice; tooth \ teeth; woman \ women
But: German \ Germans
- e. *To form the plural forms, some singular nouns ending in **f** or **fe** must change the **f** or **fe** to **v** and add -es*(一些以 f 或 fe 结尾的名词通常将 f 或 fe 变 v,再加-s 或-es 构成复数):
leaf \ leaves; wife \ wives; half \ halves
But: safe \ safes; chief \ chiefs; proof \ proofs

- f. *When the compound is written as one word, form the plural at the end of the word; when the compound is written with either a space or a hyphen between the words, make plural the main word in the compound*(复合名词可在最后一个名词词尾加-s 或-es 构成复数,有时也可以在主要名词词尾加-s):

toothbrush \ toothbrushes; letterhead \ letterheads; footnote \ footnotes

But: passerby \ passersby; sales manager \ sales managers; mother-in-law \ mothers-in-law; bulletin board \ bulletin boards; editor in chief \ editors in chief

- g. *The plurals of letters, numbers, symbols, signs, regarded as words, are formed by adding an apostrophe and -s. This is the only time that an apostrophe is used to form a plural*(字母、数字、符号等可通过加“'”,再加-s 构成复数):

5 \ 5's; F.O.B. \ F.O.B.'s; \$ \ \$'s

- h. *Some nouns are always or almost always singular and require singular verbs when they are used as subjects*(有些名词单复数同形,作主语时谓语通常用单数形式):

equipment	education	advice	music	information	merchandise
weather	assistance	integrity	civics	attention	cooperation

- i. *Some nouns are always or almost always plural in meaning and in usage*(另有一些名词通常以复数形式出现,谓语也须用复数形式):

premises	pliers	scissors	trousers	thanks	remains
credentials	goods	auspices	riches	proceeds	belongings

- j. *Memorize the correct plural form of these personal titles*(下列表示称谓的复数形式需要记住):

singular:	Mr.	Mrs.	Miss	Ms.	Dr.
plural:	Messrs.	Mmes.	Misses	Mses.	Drs.

2. Possessives(所有格)

- a. *To form the possessive of a noun, add an apostrophe and -s; if the noun ends in -s, add an apostrophe only*(名词后加“'”再加-s,可以构成名词所有格;假如名词以-s 结尾,则仅须加“'”):

woman \ woman's; children \ children's; ladies \ ladies'; boys \ boys'; boss \ boss' or boss's

- b. *To form the possessive of a compound noun, add the apostrophe or 's to the end of the word only*(复合名词所有格在最后一个词词尾加“'”,或加“'s”):

father-in-law's; policyholder's; general managers'; editor in chief's

- c. *Joint ownership is shown by making the last noun possessive. If each noun is made possessive, it indicates separate ownership of two or more items*(名词共用“'s”表示共同拥有某事物;名词后分别加“'s”则表示各自拥有):

Jack and Bill's car (two persons owning one car)

Jack's and Bill's cars (two persons owning two or more cars)

- d. *There is an idiomatic use of the possessive in expressions involving time, amounts, or personification* (一些有关时间、数量和人格化的所有格形式已形成固定表达):
one day's pay; four months' leave; a year's pay; season's greeting; today's weather; for pity's sake; an hour's work; a dollar's worth; for conscience' sake; two weeks' work; a month's vacation
- e. *With the exception of such nouns as those illustrated above, nouns that name inanimate objects should never be written or spoken as possessive, but use an of phrase instead* (除上述 d 中所列举的固定表达以外,表示无生命事物的名词通常不用“'s”所有格,而用 of 结构代替):
hood of the car; top of the desk; a one-week vacation; a three-year project

Business Writing

BUSINESS STYLE

商务英语写作规范

1. Principles of Good Business Writing(商务英语写作的原则)

Good business writing involves using the same techniques and principles as are used in any good writing. Business people can't afford the time for, nor the expense of, a personal visit each time they want to transact business in various parts of the world, so they make phone calls, write letters, send faxes, or e-mails instead. Even telephone messages must be put in writing for understanding and formal confirmation¹ by both sender and receiver and as a source for later reference.

In order to achieve good communication, the following five “Cs” principles should be taken into consideration.

Clarity(清晰) Message must be expressed clearly so that the reader will understand. To get this, we should keep in mind the purpose of our correspondence. A point that is ambiguous will cause trouble to both sides. You must have a clear idea of what you wish to convey to the reader. When you are sure about what to say, say it in plain, simple words. Good, straightforward, and simple English is what is needed for business communication. To make your message clear, you must present it in well-constructed sentences and paragraphs, and include necessary transitional words or expressions to link them up. The following are some ways to help to achieve clarity:

- (1) Use simple, short words and simple sentence structure.

Compare: after \ subsequent; large \ substantial; use \ utilize; during \ in the course of; we
enclose \ enclosed please find

(2) Avoid using words with different meanings.

Compare: We shall take a firm line with the firm.
We shall take a strong line with the firm.

(3) Put together words with close relation.

Compare: The L/C must reach us not later than 8 October for arranging shipment³.
The L/C must reach us for arranging shipment not later than 8 October.

They bought a bicycle in Beijing in a small shop which costs \$ 25. 00.
They bought a bicycle for \$ 25. 00 in a small shop in Beijing.

He was warned not to drink water even in a restaurant which had not been boiled.
He was warned not to drink water which had not been boiled even in a restaurant.

(4) Use active voice.

Compare: A telex was sent by us yesterday.
We sent you a telex yesterday.

The application was completed by the student.
The student completed the application.

The salary increase was received by all employees.
All employees received the salary increase.

Conciseness(简明) Clarity and conciseness often go hand-in-hand. It means saying things in the fewest possible words. A concise business writing should say things briefly but completely without losing clearness or courteousness. In short, say everything that must be said but do not waste your reader's time in words. Keep your sentences short, avoid unnecessary repetition, and eliminate excessive details. The following are some ways to help your writing be concise:

(1) Shorten wordy expressions.

Compare: We have begun to export our machines to countries abroad.
We have begun to export our machines.

For the amount of \$ 320 you can buy the motor.
For \$ 320 you can buy the motor.

You have won due to the fact that you arrived early.
You have won because you arrived early.

(2) Use words to replace phrases or clauses.

Compare: In the event that you speak to Mr. Mood in regard to production, ask him to give consideration to the delivery order.⁴

If you speak to Mr. Mood about production, ask him to consider the delivery order.

We require furniture which is of the new type.

We require new-type furniture.

For your information we enclose a catalogue.

We enclose a catalogue.

Correctness (准确) Correctness here refers to appropriate and grammatically correct language, factual information and accurate reliable figures, as well as the right forms and conventions. Errors of fact, such as price quotations and delivery dates⁵ are often oversights that are results of careless typing, inadequate proofreading, or too hasty correction of erasures. No excuse can make such errors acceptable in business letters. All facts should be checked and double checked. Errors can also be made because reference books are not consulted when necessary. Special attention should also be paid to names of goods, specification⁶, quantity, figures, units, etc. The following is important to reach correctness:

(1) Verify spelling.

(2) Select correct words or phrases. The following examples illustrate how word choice affects meaning.

Compare: Anyone can learn to type.

Any one of us can learn to type.

Everyone is practicing comparison shopping.

Every one of us is practicing comparison shopping.

(3) Insert appropriate punctuation.

Compare: “The Navy,” says Captain Mitchel Stern, “will have more missile carriers.”

The Navy says Captain Mitchel Stern will have more missile carriers.

Concreteness(具体) To make the message specific, definite and vivid is the key point of concreteness. Whether you are writing an initial letter or a reply, you must make sure that your letter contains all the information your reader needs to act upon. Put yourself in the reader’s place. Avoid incomplete information. It is necessary to check the message carefully before it is sent out. Keep the following in mind in that they will help your writing

to be concrete;

(1) Use concrete modifiers.

Compare: The auditorium will seat approximately 1,000 people.

The auditorium will seat 986 people.

I need the printout ⁷as soon as possible.

I need the printout by 3 p. m. today.

The students completed a worthwhile project.

The students cleared \$ 750 from their project.

(2) Avoid opinions or generalizations.

Compare: Various aspects of this equipment make it a good choice.

This machine is a good choice because it is more compact and less expensive than any other one on the market.

These brakes can stop a car within a short distance.

These Goodson Power Brakes can stop a 2-ton car within 24 feet.

Our printer is faster than the leading competitor's model.

Our model X192 printer operates at a speed of 4,300 lines per minute.

Courtesy (礼貌) Courtesy is not mere politeness. It means using good human relation skills. The courteous writer should be sincere and tactful, thoughtful and appreciative. Treat the reader with respect and friendliness and write as if you care about the reader. Never show your anger in a letter. If the occasion demands firmness, deal with it that way. However, it must be remembered that a letter may be firm and still be courteous. Courtesy is a positive value. It is not neutral or negative. Just because you have not insulted the reader is no sign that the tone of your letter is satisfactory. The tone must convey positive goodwill, positive warmth, and positive interest in the reader as a human being. For best results, and also as a matter of courtesy, answer letters promptly. The following are ways to make your writing be courteous;

(1) Say **Thanks when** others do favor for you. Say **Please when** you ask for something from others. Say **Sorry when** you can not satisfy others' requests.

(2) Use Positive words and expressions instead of negative words and expressions.

Compare: The office is closed after 4.

The office is open until 4.

We cannot have these figures for you before next week.

We will have these figures for you next week.

We have found out that your delinquency⁸ with regard to your account by \$ 3.
We noticed that your account is short by \$ 3.

(3) Write naturally and sincerely.

Compare: I had hoped that a favorable consideration on your request could be possible.
I am sorry we cannot approve your request.
I have pleasure in informing you.
I am pleased to tell you.

Please be good enough to advise us.
Please tell us.

(4) Use “you approach”: Courtesy and tact are sometimes achieved by what is called a “you approach”. In other words, your letter should be reader-oriented and sound as if you share your reader’s point of view.

Compare: Please accept our apologies for the delay.
We hope you have not been seriously inconvenienced by the delay.
I think your report was well done.
Your report was well done.
We will accept bids⁹ until June 10.
You may submit a bid until June 10.

2. Organization(组织)

A good business letter must be well organized. You must plan in advance everything you want to say; you must say everything necessary to your message; and then you must stop. A business writing is organized differently from other kinds of writing. It almost always follows the same format, which consists of three parts: introduction (or opening), body, and closing. Take the business letter writing as an example:

Introduction(信头) The introduction or opening, is the headline of the letter. It starts with a clear-cut statement of what the letter is about, or the purpose of the letter.
Getting to the point immediately—presenting the message of your letter first, then developing details—is writing deductively. In negative letter, the process is reversed—the details are presented first, then the point of the letter is developed from the details. This is called writing inductively. Keep the first sentence short and easy to understand and keep the opening paragraph short, probably not more than two or three lines. A short opening paragraph is easier to read, and it does not intimidate the

reader.

There are instances in opening paragraphs when you do not get to the point immediately; these occur wherever the letter contains negative or bad news—refusing credit or telling a job applicant that he or she was not hired, for example. The details that explain the bad news are given first and, if possible, a substitute is offered. If a substitute cannot be offered, keep the opening statement neutral—sometimes even thank you will serve the purpose. By offering a substitute or a neutral statement, you can keep the tone of the letter positive. A rejection can be antagonistic; a substitution offers a positive, courteous solution to a situation that might otherwise be embarrassing to someone.

Body(正文)

In the opening you have told the reader what the letter is about. The body of the letter develops the opening and adds any needed details. For example, the opening of a letter tells the reader that the order that was placed has been shipped. The body adds the details of how it is being shipped—parcel post or delivery service; when it can be expected; and additional information—if the order is completed or if substitutions were made. It could tell how the billing¹⁰ will be done if payment did not accompany the order. The body contains all of the information that the reader needs to know to make decisions.

Closing(信尾)

The closing is a short and courteous goodbye. It does not include anything that has not already been introduced. It makes action on the part of the readers easy. The closing is specific; it gives times and dates.

Avoid participial or fragment conclusions. There should be no “Hoping to hear from you.” or “With best wishes, I remain. . .”

The closing is the summary of the letter; it emphasizes the action that you want the reader to take; it states exactly what you want the reader to do, and it leaves the impression of courtesy. Like any goodbye, jog the reader’s memory if there is something that you want the reader to do, but keep the closing short and friendly.

Now read the following two sample letters. Notice the redundancies¹¹ in the first that are eliminated in the second.

Sample 1

Dear Ms. Rodriguez,

I am very pleased with the invitation that I received from you inviting me to make a speech for the National Association of Secretaries on June 11. Unfortunately, I regret that I cannot attend the meeting on June 11. I feel that I do not have sufficient time to prepare myself because I received your invitation on June 3 and there is not enough time to prepare myself completely for the speech.

Yours truly,

× × ×

Sample 2

Dear Ms. Rodriguez,

I am pleased with the invitation to speak to the National Association of Secretaries. Unfortunately, I cannot attend the meeting on June 11.

I feel that I will not have sufficient time to prepare myself because I received your invitation on June 3.

I will be happy to address your organization on another occasion if you would give me a bit more notice. Best of luck with your meeting.

Sincerely yours,

× × ×

3. Electronic Mail(电子邮件)

When you use a computer terminal to communicate either inside or outside your organization, you should not abandon the basic principles of business writing. You should still strive for clarity, conciseness, correctness, concreteness and courtesy as you would do in more traditional forms of business writing. But when using electronic mail, there are a few additional provisions:

- (1) Keep your message short: You want your message to fit on one screen, whenever possible, thus keeping all important information visible at once.
- (2) Be sure your message is easy to answer: Let your reader know at the start what your subject is and what you want done.
- (3) Beware of electronic eavesdroppers.

Notes

1. confirmation: the act of confirming, of making something certain or binding 确认
This offer is subject to our final confirmation.
2. L/C: letter of Credit 信用证
commercial L/C: 商业信用证; confirmed L/C: 保兑信用证; documentary L/C: 跟单信用证;
irrevocable L/C: 不可撤销信用证; traveller's L/C: 旅游信用证
3. shipment: the act of putting goods on a ship 船运, 装运
These goods are ready for shipment.
We hope that you will arrange shipment next week.
4. delivery order (often shortened as D.O. or d/o): 提货单
5. delivery date: the time at which the ordered goods will be delivered 交货期
According to the contract, the delivery date should be no later than July 15.
6. specification: any detailed description of the form and content of an article or commodity, or the process by which something is produced 产品(规格)说明
The specifications of the building have been enclosed.
7. printout: a document or processed data from the output unit of a computer, presented in the form of readable printed matter on paper(电脑)打印文件
8. delinquency: the state of having failed to pay by the due date 欠款; 逾期未收账款
Delinquencies are increasing because more and more people are delaying their mortgage payments.
Long-term delinquencies often turn out to be bad debts.
9. bid: an offer to buy something at a stated price 报盘, 报价
A bid may be taken back at any time before a buyer has formally told the seller that he accepts it.
The bid I made was higher than his.
10. bill(billing): bill refers to a written document with charges for supplying goods or services 票据, 账单; billing means performing the act of making and sending out bills (or invoices) 开账单, 开发票
Please bill me for these articles I purchased.
The billing department is just over there.
11. redundancy: here refers to the words in business writing that are more than necessary 冗语
The redundancy of his style makes his report so tiring.

Review Exercises

Language Exercises

- I. *Classify the following words according to Common Nouns, Proper Nouns, Concrete Nouns, Abstract Nouns, and Collective Nouns (some of them may be classified in more than one way).*

executive	Europe	paper	experience	committee	staff
desk	education	faculty	opportunity	smoke	majority
Lincoln Center		stone	accountant	document	secretary
Fulton Avenue		jury	customer	magazine	mechanic
commission		time	industry	friendship	security
Atlantic Ocean		honesty	Susan		

- II. *Indicate whether the following nouns are singular or plural, then give the singular form if the word is plural or the plural form if the word is singular.*

hunch	restaurant	choices	commander in chief	body	teeth	ratio
losses	Ms. Jones	shelf	M.D.'s	deer	staff	procedures

- III. *Correct any errors in the use of plurals in the following sentences.*

- Several concerned citizens complained about the increases in taxes over the past two years.
- All lunches are included in the total price for the five-day conference.
- Ask Mary Ellen for the address where Mr. and Mrs. Jones are now staying; then send this package to the Jones.
- Our sales representatives have already set up the displays of brushes and polishes.
- Ms Van Gleason requested that we post these notices on all the bulletins board.
- Ask the Messrs. Jordans to attend next Wednesday' session.
- Many passerbys crowded around the scene, creating a traffic snarl at rush hour.
- This car dealer gives fair value for trades-in.

- IV. *Choose the correct word in parentheses for each of the following sentences.*

- Ask for a copy of (Steve and Laura's \ Steve's and Laura's) report to their supervisor on projected sales for next year.
- The estimated income for my (mother-in-law's \ mother's-in-law) business next year is \$ 500,000.
- Have you asked for (someone's else \ someone else's) opinion on this proposal?
- Several (applicant's \ applicants') resumes were sent to Personnel.
- (Martha's \ Marthas') suggestion was innovative and practical.

6. Westcott Lumber requested 30 (day's \ days') notice to submit its bid.

Writing Practice

I. *Compare the following pairs of sentences, choose the better one and state your reason.*

1. I have pleasure in informing you.

I am pleased to tell you.

2. Please tell (or inform) us.

Please be good enough to advise us.

3. Will you kindly send us a reply before the end of the month for which a stamped envelope is enclosed?

Will you please send a reply in the enclosed envelope before the end of the month?

4. I was informed that you had a typewriter for sale and would like to know if it is still on sale, if so, please advise me as to the price.

If you still have the typewriter, which you offered for sale, please inform me of the price.

5. We are sorry that the merchandise is not up to the standard and we shall gladly make an exchange.

It is not our intention to suggest that you should keep unsatisfactory merchandise, so we are willing to ask you to return it to us at once, and we will be glad to make an exchange.

6. Thank you for your remittance of January 30 for \$ 500.

We have your remittance of January 30 in the amount of \$ 500, and wish at this time to thank you for it.

II. *Rewrite the following sentences to achieve conciseness.*

1. Please see that an inquiry is conducted to determine the reason.
2. We express our regret at being unable to fulfil your order on this occasion.
3. Payment of their accounts will be made by Johnson next week.
4. It is on the last day of June that the meeting will be held.
5. We are returning all the merchandise that is defective.
6. In the event that Model 404 is not available, please substitute Model 606.

III. *Rewrite each sentence in order to express its meaning more courteously.*

1. You have made a mistake. You should check the figures again.
2. Your proposal isn't any good, so we're not going to accept it.
3. You haven't paid us yet. You're late. Send the money right away.
4. You won't get your order because you didn't give us the information.
5. We must tell you that we can't accept your proposal.
6. You claim that there are 3 witnesses to the accident. We need their names and addresses.

7. Thank you in advance for all the help you will give me.
8. Your letter is not clear at all. I can't understand it.
9. We need the statement by the end of next week.
10. This is to inform you that the goods will not be ready by June 4, and that we will not be able to deliver them until June 8.

IV. *Read the following letter and answer these questions.*

1. What is the purpose of the letter?
2. Does the letter follow the form of opening, body, and closing?
3. What does the writer want the reader to do?
4. Do you think this letter accomplished its purpose?

Dear Homeowner,

Hall-Davis & Company sells more single family residential property than any other kind. Through our 48 residential sales offices located from Seattle to San Diego, we have sold over \$ 300 million of residential property in 2003.

Traditionally , spring and summer are the most active periods of the year for residential sales.

The vast exposure of Hall-Davis & Company. . . one of the Nation's largest realtors. . . puts us in contact with highly qualified, well-motivated buyers; and now, with the prevailing favorable interest rates, we anticipate another record year for our expanded residential office.

If you were considering the sale of your home, now would be a most opportune time. I would appreciate meeting with you at your convenience.

Sincerely,

Hall-Davis & Company

V. *Rewrite these openings so that they get to the point immediately.*

1. Thank you for writing us for information about our new delivery service. We have been in business for six months, and already our customers are finding the service is dependable and economical. A brochure giving complete details about our service is enclosed. Please call us at 123-4567 should you have additional questions.
2. In regard to your letter of March 25, we cannot find a record of your order for rug shampoo. We are very sorry. We have searched all of our files to no avail. Would you please send us a copy of your original order; and when we receive it, we'll rush it to you by special delivery. Again, we regret this error.
3. Thank you for requesting a copy of our brochure. Converting to the Metric System. We are glad to comply with your request and you will see that a copy is mailed to you within

the week.

4. This is in reply to your letter of April 15 in which you inquired about the dealer in your area who handles Acme Clock Radios. We are happy to supply this information. At the present time, the dealer who handles our products exclusively in your area is J. Rogers, 211 Main Street, Greenfield.
 5. We are sorry that you have not received your order for an X-L Pocket Calculator. The order was sent two weeks ago by parcel post, but mails seem to be slow lately—perhaps it is because of seasonal delivery problems. If the calculator has not arrived by the time you receive this letter, either call us or write to us; and we will send you another calculator immediately.
 6. We wonder if you still have available No. 675 Marketing Pens. We placed an order for them two years ago, but we have used up all of them. We liked them very much. If they are available, would you please send us 4 dozen and bill our company.
- V]. *The following letter is an extract from an old fashioned business letter. Read carefully through it, and then rewrite in clear, concise, modern English.*

Dear Mr. Singh,

With reference to your order for a Nashito camcorder, we are in receipt of your check and are returning it to you.

I beg to inform you that, as a manufacturer, our company sells camcorders to dealers only. In compliance with our wholesale agreement, we deem it best to refrain from direct business with private consumers.

For your information, there are many retailers in your vicinity who carry Nashito camcorders. Attached please find a list of said dealers.

Hoping your understanding.

Your truly,

×××

Unit 2

Language Review

PRONOUNS

代词

As often as we use nouns, we also use pronouns, which are noun substitutes. Pronouns can be classified as **Personal Pronouns**, **Compound Personal Pronouns**, **Indefinite Pronouns**, **Demonstrative Pronouns**, **Interrogative Pronouns**, and **Relative Pronouns**. Since pronouns are substitutes for nouns, they have the same properties, or characteristics as nouns: person, number, gender, and case. A pronoun must agree with its antecedent in person, number, and gender(代词在句中一般代替名词。按功能划分,代词可分为人称代词,复合人称代词,不定代词,指示代词,疑问代词和关系代词。代词和名词一样,也有人称、数、性和格的属性,即代词必须与先行词或前述词保持人称、数和性的一致。).

1. Personal Pronouns (人称代词)

The personal pronouns refer to specific persons or things. Personal nouns change forms to indicate case—relationship to other words in sentences, clauses, and phrases. The pronoun cases are nominative, objective, and possessive. Here is a list of pronouns in different cases. (人称代词在句中除有单复数及阴性、阳性和中性的不同形式外,还有主格、宾格和所有格[又称属格]的不同形式。).

Nominative Case			Objective Case		Possessive Case	
	单数	复数	单数	复数	单数	复数
第一人称	I	we	me	us	my, mine	our, ours
第二人称	you	you	you	you	your, yours	your, yours
第三人称	he	they	him	them	his	their
	she		her		her	theirs
	it		it		its	hers

- a. *A personal pronoun in the nominative case may be used as the subject and predicative of a sentence or a clause*(主格的人称代词在句中可充当主语或表语).
- I doubt that he will cancel the contract, but you may disagree.
- We believe that it is unlikely that they will cancel the insurance policy.
- The three leading candidates are you, he, and she.
- If the matter goes to trial, the losers will be both they and we.

- b. *A personal pronoun in the objective case may be used as the direct or indirect object of a verb, a preposition, and the subject or the object of an infinitive.* (宾格的人称代词在句中可充当动词的直接或间接宾语,介词宾语,以及不定式的主语或宾语。).

The receptionist gave me two copies of the new catalog.

Sandra told us that she telephoned you before she wrote him.

Insofar as the agenda is concerned, I send a copy of it to him for them.

The grateful owner divided the reward between her and me.

Al asked me to help them.

I thought the manager to be her.

- c. *The possessive pronouns my, your, her, his and our, their, its are always used as adjectives; but mine, yours, hers, his, ours and theirs may never be used as adjectives; they always stand alone* (物主代词中的 my, your, her, his, our, their, its 等可称为形容词性物主代词,在句中充当形容词,但 mine, yours, hers, his, ours, theirs 等称为名词性物主代词,在句中通常独立使用:).

This is my book. OR: This book is mine.

Is this your pen? OR: Is this pen yours?

- d. *I and We: Use I when you refer to yourself, and use we when you refer to the company or to other employees within the company. It is possible to use both I and we in the same letter.* (在商业信函中,第一人称 I 和 We 往往表示同一群体或个人,可上下交互使用).

2. Relative Pronouns (关系代词)

Relative pronouns join dependent adjective clauses to their antecedents in complex and compound-complex sentences. The three most frequently used relative pronouns are **who**, **which**, and **that**. A relative pronoun must agree with its antecedent in number, gender, and person. (关系代词将形容词性从句[或称关系从句]与其先行词联系起来,它与先行词必须在人称、数和性方面保持一致。常用的三个关系代词是 who, which, that。).

My new typewriter, which is described as self-correcting, is excellent.

I have one of those new typewriters, which are described as self-correcting.

All of the books that are used for reference are in the north wing of the library.

It is not I who am requesting a transfer to another department.

I am the one who is requesting a transfer to another department.

3. Indefinite Pronouns (不定代词)

Indefinite pronouns do not refer to any particular persons, places, or things—they refer to persons, places, or things in general. They are such pronouns as **someone**, **no one**, **another**, **everybody**, **either**, **each**, and **nobody**. If an indefinite pronoun is the subject of the sentence, the verb and any pronouns referring to the indefinite pronoun must agree in number. The following rules will help in avoiding some errors often occurred in using indefinite pronouns(不定代词并

非特指某个具体的人或物。不定代词作主语,其后动词及其他代词必须与之保持人称与数、性的一致。下列规则将有助于避免不定代词使用中的一些常见错误。)

- a. *Do not confuse such expressions as any one, some one, any body and every one with the indefinite pronouns. In such two-word expressions, the first word is an adjective—not a part of a pronoun* (不能将 any one, some one, any body 和 every one 等代词与不定代词 anyone, someone, anybody, everyone 等混淆,不定代词后一般不能再加限定成分,如 of 短语。).

Any one of them will be satisfactory.

Anyone could handle that job.

Every one of those was damaged in transit.

Everyone should read the article.

- b. *When two persons, places, or things are being talked about, use each other; when three or more persons, places, or things are being talked about, use one another* (两个事物之间一般用相互代词 each other, 三者以上则用 one another。).

Margaret and Sue often help each other when the workload is heavy.

The two co-workers need each other's help almost every day.

You, she, and I know one another well.

Companies often know one another's plans for developing new products.

- c. *The word else is often used with some indefinite pronouns* (少数的不定代词往往需要和 else 配合使用。).

Please ask someone else.

You should obtain someone else's opinion.

Nothing else could be done.

4. Some Writing Problems Concerning Pronouns (写作中牵涉到的代词问题)

Indefinite reference is a writing problem concerning pronouns. A pronoun is identified because it refers to a noun or a pronoun in the sentence. If the antecedent is not clear, or there is no antecedent in a sentence, indefinite reference occurs. For example: "June asked Laurie to find her notebook." In this case, we'd better rewrite the sentence as "June could not find her notebook so she asked Laurie to find it." (指代不明是最常见的写作错误,先行词不明确或先行词的缺失都会导致代词的指代不明。).

Compare: Mr. Roberts asked Tom to find the report that he had misplaced.

Because Mr. Roberts had misplaced the report, he asked Tom to find it.

Compare: She did not know how to operate the new automatic typewriter, which caused many problems.

Linda did not know how to operate the new automatic typewriter. Her lack of skill caused many problems.