


English Practical Writing(9)

英语应用文写作





content



Assignment



**Introduction to the new
knowledge**



Study of notice writing





Fax and E-mail Writing

1. format
2. Language features
3. Sample
4. Assignment





E-mail format

To:	Enter the recipient's E-mail address.
From:	Your own E-mail address
Subject:	Enter the topic of your message; Be as brief as possible.
Cc:	carbon copy (抄送)
Bcc:	blind carbon copy (秘密抄送)
Attached :	Documents, files and graphics can be attached.



E-mail message

E-mail is meant to transfer information quickly, so it is purposely informal. Some people do not use capitalization. E-mail also makes use of a great deal of abbreviations (缩写) to speed up typing. For example:

u	<i>you</i>	hand	have a nice day
2	<i>to</i>	tyvm	thank you very much
bb	<i>Bye-bye</i>	Ilu	I love you
f2f	face to face	ur	your
iow	in other words	4u	for you



Assignment

You are required to write an e-mail according to the following information given in Chinese.

- 发件人：路静
- 发件人e-mail地址：lujing@126.com
- 收件人：李路
- 收件人e-mail地址：lilu77@hotmail.com
- 发件日期：2010年4月15日
- 主题：预约——预定5月20日到北京出差，希望到时可以到李路公司拜访她。计划在京停留一周，希望李路可以安排合适时间与她会面，不胜感激。并表示很期待与她的会面。





● 审题概述 ●

本文考查书写email的能力，Email是现代社
会常见的书信形式，一般是非正式的文体，
其主要特点是简单明了，便于阅读。虽然
电子邮件是非正式文体，但其撰写不可马
虎，特别是给长辈、上级写信，或者撰写
事务信函等。写完信后应仔细检查有无错
误。本电子邮件是用于预约，因此要注意
内容表达的清晰性和完整性。





SAMPLE

- From: lujing@ 126. com
- To: lilu77 @ hotmail.com
- Subject: Appointment in Advance
- Date: April 15th, 2010





Dear Li lu,

We had not seen each other since we graduated from the University in 2006. I am scheduled to visit Beijing on business on May 20th, and wish to call on you at your office.

I will be staying in Beijing for about a week. It would be appreciated very much if you would like to arrange to meet with me at your convenience. I think we will have many things to tell each other.

Thank you in advance for your kindness. I am looking forward to meeting you in Beijing soon.

**Sincerely yours,
Lu Jing**





After-class practice

You are required to write an e-mail to Dr.Smith@ 126. com according to the following information given in Chinese.



亲爱的[史密斯博士]:

[北京大学外文系]特邀请您出席[2010年12月30日（星期六）早八点在（系会议室）]召开的[学术年会]并作演讲。

正如您所了解的，[北大外文系]对[20世纪的英国文学颇感兴趣]。您对此领域很熟悉，您的见解定会给我们带来很大的兴趣。


我们将随后把有关细节通知您，但恳请您尽快予以答复，以便作出安排。



helpful tips

To:	Dr.Smith@ 126. com
From:	jiazx1971@163.com
Subject:	An invitation from Beijing University
Date:	Sept. 25,2010





Dear [Dr. Smith]:

[The English Department of Beijing University] would like to extend to you an invitation to be our guest speaker at the [annual conference] to be held at the [meeting room] at [eight] o'clock, [Saturday morning, December the thirtieth, 2010].

As you know, the department is interested in [the 20th century English literature] Since you are familiar with the field, we know your views will be extremely interesting to us.

You will receive further details later, but we would appreciate having your acceptance soon so we may complete our agenda.

Cordially,

LiXian

Director of the Office





◇第一段思路点评:

首先开门见山表示目的。

◇语言点提示:

be scheduled to...表示“安排、计划做某事”;

call on sb. 表示“拜访某人”

◇第二段思路点评:

进一步就拜访一事展开, 表明写信人对于见面的期待

◇语言点提示:

appreciated 表示“感谢...”, 是信函中的常用语, 也可用“thank you for...”;

at one's convenience 意思为在“在某人方便时”

◇第三段思路点评:


进一步阐明自己对于会面的期待





Notice





As signs put in **a public place** that **announce** something or **warn** people about something, the writing of notices varies in forms from one to another. They may be written on blackboard or bulletin board. They may be written as memos delivered to the desk of officials. They can also be written as letters to notify people of something in detail.





It may be an announcement of a meeting, a party, a film or video show, a contest, a match, etc. Such a notice includes at least three parts:

1. Date – day of the week – time
2. Place
3. Activity
4. Audience

For lectures or talks, the notices should also include:

5. background information about the speakers, and for tours





书面通知

书面通知即告示，是主事人或主事部门以书面形式向相关对象，以布告的形式张贴或写在布告牌栏上的常见实用文体。

书面通知一般篇幅短小，言简意赅。

需要写明事件、地点、时间和告之对象。





书面通知、通告

书面通知：

NOTICE

In celebration of May Day , there will be ---

正 文

School Office

April 25 , 2000



English Teaching & Research Group NOTICE

There will be an English lecture on the differences between American English and British English by a famous English professor ,Mr. Alexander, the author of Follow Me and New Concept English which are well known to us all. It will be given in the Lecture Hall from 7:00 to 9:00 on Saturday evening, September 23. Those who are interested in it are warmly welcome. And you may also invite your friends of other schools to attend it.

Be sure not to be late. After the lecture, you may have a picture taken with Mr. Alexander.

September 20, 2003



书面通知

书面通知的一般格式如下：

1. 书面通知正文上面正中，往往用NOTICE一词。
2. 正文表述可采用**叙述形式**。也可以用**广告形式**突出某个部分(如主题、人物、时间、地点)。文字力求简明扼要，一个句子可分为几行书写，分行书写时，尽量居中，各行的第一个字母须大写。
3. 通知发布日期一般写在正文的左下角（在落款的下一行）或右上角（在notice的下一行）。
4. 发布通知的主事部门或主事人。一般写在正文后的右下角，也可写在NOTICE的正上方。



书面通知的三大特点：

- 1. 句子较长，结构相对复杂；
- 2. 无称呼，有标题：
Notice, Attention, Announcement
- 3. 发文单位置于顶部或右下角，时间多置于左下角。





NOTE: For notice or written announcement drafting, writers should pay attention to **what** has happened or what will happen and as well as to **when** and **where** something has happened or will happen. Besides, **to whom** the information is given should be included. As far as language is concerned, it should be **concise, simple, accurate and somewhat formal.**





通知的某些常用语

There will be a ...(meeting) at... (time)
in/at...(place)

I am pleased **to tell** you that...

I am writing **to inform** you that...

Please informed that...(特此告知)

I/ we have pleasure in **informing** you
that...





通知的某些常用语

I'd like **to tell** you that...

All the staff members are expected at the meeting.

(全体员工务必参加会议)

You are invited to attend...

The session is **organized** by...**sponsored** by ...

(会议由.....组织承办，由.....主办)





通知的某些常用语

Each participant will be given 5 minutes for speech.
All the students in our class have been arranged to
visit ...

Passengers are requested to note that ...

It is hereby announce that ... (特此通知)

This is to notify that ... (特此通知)

Your attention, please.





PATTERNS

By this we inform you that we have today paid Mr. Smith. \$120.

今天我们已付给史密斯先生120美元, 特此告知。

Notice is hereby given that the annual general meeting of the shareholders of our company will be held at the Bankers' Club on Mar. 1.

本公司股东年会, 将于3月1日在银行家俱乐部召开, 特此函告。



1. Notice of Meeting

MEETING NOTICE

Date: Saturday, May 21, 2008

Time: 9:00A.M – 3:00 P.M.

Location: College Hall

Sessions include:

- *The Scientific Research of the Students**
- *Education Reform in the Teaching of English**
- * Teaching Practice of the Students**

All teachers are required to be present at the session.

Students are welcome.

College Office

May 19, 2008



2. Notice of a Speech

NOTICE

All are Warmly Welcome

Under the auspices (支持)

Of the College Literature Association

a report will be given

on Dream of Red Massion

by famous speaker Wang Zhu

in the College Hall

On Wednesday, April 18, 2007 at 1:30 P.M.

College Literature Association

April 8, 2007

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/735212320241012010>