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# Emergency Notices

**Emergency notices** give directive information to the public about emergency measures. The notices are briefly and clearly written so that readers can understand the message quickly and thoroughly.

**Task 1** Read the following notices. Tick (✓) the one that is easier to understand in case of an emergency and cross (✗) the one that is not, and give the reasons.

**01**

**THIS IS BRIDGE NO. 139  
SPC1 WALDECK RD  
between  
Harpenden and Bedford**

In the event of any road vehicle striking this bridge please phone

**RAILTRACK on  
020 7328 1646**

as quickly as possible  
The safety of trains may be affected

**02**

**Fire Action**

**IF YOU DISCOVER A FIRE**

1. Sound the alarm.
2. Attack the fire, if possible, using a suitable extinguisher, but do not expose yourself to risk.

**ON HEARING THE FIRE ALARM**

1. Leave the building by the nearest route, closing all the doors behind you.
2. Do not use the lifts.
3. Move to at least 50 meters away from the burning building.
4. Keep entrances clear for emergency vehicles.
5. Do not return to the building for any reason until authorized to do so.

*Vice Chancellor  
September 2016*

| Notice | The one easier to understand | The reason |
|--------|------------------------------|------------|
| 01     |                              |            |
| 02     |                              |            |

## ● Writing Skills ●

To make an emergency notice clear, follow the rules below.

1. Use a clear title to present the emergency, e.g. Fire Action.
2. Write subtitles if possible, such as:
  - If you discover a fire
  - On hearing the alarm
  - In the event of an earthquake
  - In case of a fire
3. Use concrete words, that is, what you can see, hear, feel or touch, such as *use an extinguisher*, and *50 meters away*.
4. Tell people the Dos and Don'ts directly.
5. Instruct people how to do something.

## Task 2 Underline the conjunctions in the following sentences and then delete "subject + be".

### ● Language Focus ●

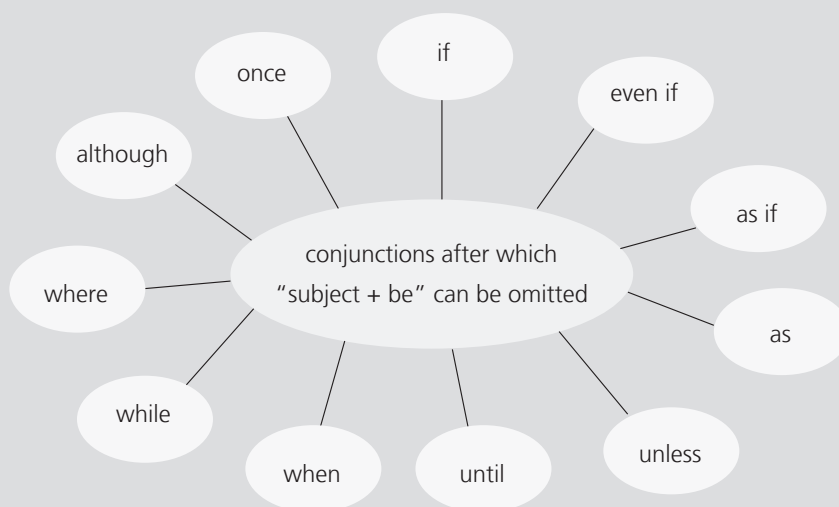
"Subject + be" after a conjunction is often omitted to make a sentence tight and have every word count. This deletion only occurs in the subordinate clause.

e.g.

Attack the fire, if it is possible.

1. Get first aid, if it is needed.  
→ \_\_\_\_\_
2. Slippery when it is wet.  
→ \_\_\_\_\_
3. When you are in danger, ring the alarm first.  
→ \_\_\_\_\_
4. Do not return to the building for any reason until you are authorized to do so.  
→ \_\_\_\_\_
5. If the wounded are injured seriously, lie down on the ground. Do not move.  
→ \_\_\_\_\_

### ● Expressions in Use ●



**Task 3** Rewrite the following sentences, using the “V-ing” form to instruct how to take actions in emergency.

● **Language Focus** ●

The “V-ing” form is always used after a main clause to instruct people how to take proper actions when the actions are from the same subject.

e.g.

(You) Call the fire brigade, (you) dialing emergency number 119.

**Example**

Attack the fire. You should use a suitable extinguisher.

→ Attack the fire, using a suitable extinguisher.

1. Leave the building. You should close all the doors behind you.

→ \_\_\_\_\_  
\_\_\_\_\_

2. Ask the fire service to come immediately. You should give your address and a brief description of the fire.

→ \_\_\_\_\_  
\_\_\_\_\_

3. Keep clear of the entrance. You should remove all the obstructions.

→ \_\_\_\_\_  
\_\_\_\_\_

4. Evacuate from the building. You should take the nearest route.

→ \_\_\_\_\_  
\_\_\_\_\_

**Task 4** Combine each pair of the following sentences into one by using the “not + V-ing” form.

**Example**

Stay at the assembly point. Do not return to the building until told to do so.

→ Stay at the assembly point, not returning to the building until told to do so.

1. Protect young children from the fire. Do not leave them in danger in the kitchen.

→ \_\_\_\_\_

2. Inspect fire extinguishers regularly. Do not make them inaccessible.

→ \_\_\_\_\_

3. Do not stop to collect personal belongings. Evacuate from a house fire as quickly as possible.

→ \_\_\_\_\_

4. Leave through the emergency exits. Never use the lifts.

→ \_\_\_\_\_

**Task 5** The following is a notice in rough draft. Reorganize the information, polish the language and edit the layout using the emphatic devices listed. Tick (✓) the emphatic device if it is used.

## In the event of an earthquake

### During the earthquake

- Remain calm.
- Shut off the gas valves and switch off the power.
- Follow the emergency plan or the instructions of the person in charge.
- Take cover under a desk to protect yourself from any hurt from the falling objects.
- Keep away from the windows, shelves and other objects that may fall and hurt you.
- Listen to the radio for the important information and instructions.

### After the earthquake

- Stay out of damaged buildings immediately.
- Check for any injuries from the shock.
- Be especially aware of the elderly and young children.
- Provide first aid for anyone who needs it.
- Check for the smell of gas. If you smell it, open all the windows and doors, and leave immediately.
- Remain in an open ground to avoid any aftershocks.
- Check water and electric lines for damage. If any are damaged, report it to the authorities.

- |  |                          |
|--|--------------------------|
| 1. Underlining                           | <input type="checkbox"/> |
| 2. Capitalizing                          | <input type="checkbox"/> |
| 3. Colour code                           | <input type="checkbox"/> |
| 4. Numbering / Bullet points / Asterisks | <input type="checkbox"/> |
| 5. Setting typeface                      | <input type="checkbox"/> |
| 6. Italics                               | <input type="checkbox"/> |
| 7. Bold                                  | <input type="checkbox"/> |
| 8. Aligning text                         | <input type="checkbox"/> |
| 9. Line spacing                          | <input type="checkbox"/> |

# Project

You are Allen and this is your first workday. Your manager Johnson asks you to write emergency notices to remind people about the potential dangers in the office building. Now observe and identify the potential dangers in your building and write notices following the steps below.

## Step 1 Pre-writing preparation

Please take your observation notes.

| Places observed | Potential dangers or problems | Measures to take |
|-----------------|-------------------------------|------------------|
|                 |                               | 1.<br>2.<br>3.   |

## Step 2 Rough draft

Put your ideas on a piece of paper, making them arranged in reasonable order.

**In Case of ...**

### Step 3 Revised version

1. Make the subject stand out at the very beginning.
2. Use the “V-ing” form when instructing people how to take proper actions.
3. Delete “subject + be” behind a conjunction.

### Step 4 Proofreading and editing

Use the emphatic devices listed to polish the notice.

typeface    bullet points    underlining    bold    line spacing  
italics    colour code    capitalizing    asterisks    numbering

## Upcoming Event Notices

**Upcoming event notices** are written information about the routine work to be dealt with in the workplace, such as a meeting to attend. To write a clear notice, it is important to point out the event, time, place and people involved (what, when, where and who).

**Task 1** Read the notices in Notice Board A and then complete the following form. Tick ( ✓ ) the item if it is concerned and cross ( ✗ ) it if not.

### Notice Board A

**September 30 OAC Meeting Canceled**

The Oversight and Advisory Committee Meeting scheduled on Friday, September 30, 2016 has been canceled. The meeting will instead take place on Friday, October 28, 2016 from 12:30 a.m. to 3:30 p.m. in Room 4201 of the Health Sciences Learning Center.

**Clarification**

Apparently, there is confusion related to the cancellation of the Oversight and Advisory Committee Meeting on September 30. The Health Foundation Meeting on the same day has **NOT** been canceled and will take place as scheduled, beginning at 9:00 a.m. in the Wisconsin Ballroom, at the Concourse Hotel.

**Language Center Closed**

Our language center is only closed on Thanksgiving Day, Christmas Day and New Year's Day. For other US holidays observed, our center will remain open with a skeleton crew on duty.

**Language Workshop Registration**

Those interested in attending the Language Workshop are asked to fill in the registration form and return it by mail before 10 October 2016, along with the registration fee.

**Student Paychecks Available**

Student paychecks are available on 15 September. If you want to have your payroll check mailed home, bring a self-addressed, stamped envelope to the Payroll Department.

| Notices                           | What | Who | Where | When |
|-----------------------------------|------|-----|-------|------|
| September 30 OAC Meeting Canceled |      |     |       |      |
| Clarification                     |      |     |       |      |
| Language Center Closed            |      |     |       |      |
| Language Workshop Registration    |      |     |       |      |
| Student Paychecks Available       |      |     |       |      |