

目 录

Step 1 申请留学美国 (Applying to Study in America)	1
▶ 书信	2
• 书信的格式	4
• 书信的分类及实例	7
▶ 申请留学	32
▶ 说明书	51
• 说明书的形式与语言	51
• 说明书实例	51
▶ 申请出境	52
▶ 表格	66
• 表格的形式与语言	66
• 表格实例	67
Step 2 校园生活 (Life on Campus)	93
▶ 学校报到注册	94
▶ 校园信息	110
▶ 便条	117
• 便条的形式与语言	117
• 便条实例	117
▶ 通知与告示	122
• 通知与告示的形式与语言	122
• 通知的分类及实例	124
• 告示的分类及实例	128
▶ 证书/证明	134
• 证书/证明的形式与语言	134
• 证书/证明实例	135

Step 3 校外活动 (Activities off Campus)	139
▶ 请柬	140
• 请柬的形式与语言	140
• 请柬实例	140
• 贺卡祝词	142
▶ 旅游指南	144
▶ 标志与公共揭示语	158
▶ 菜单	168
Step 4 求职锻炼 (Job-hunting Practice and Internship)	173
▶ 广告	174
• 广告的形式与语言	174
• 广告实例	175
▶ 协议与合同	184
• 协议与合同的形式与语言	184
• 协议与合同实例	184
▶ 传真与电子邮件	200
• 传真与电子邮件的形式与语言	200
• 传真实例	200
• 电子邮件实例	201
• 计算机有关词语及译文	202
▶ 产品说明书及订单	203
• 产品说明书及订单的形式与语言	203
• 产品说明书实例	203
• 订单实例	213
▶ 工作职责介绍	229
• 工作职责介绍的形式与语言	229
• 工作职责介绍实例	230
▶ 公关材料	234
• 公关材料的形式与语言	234
• 简报实例	234
• 传单、小册子、海报实例	235
• 新闻稿实例	236
▶ 个人简历/履历	240
附录 个人简历常用动态动词表	250

STEP 1

申请留学美国

Applying to Study in America



2 Practical English Writing

为去美国留学作准备，冬梅通过信函，向朋友和学校了解情况。

书信

下面是冬梅来往信函中的两封。

■ 信封 (Envelope)

Dong Mei Class 1, English Department Sichuan University Chengdu, Sichuan 610065 China	 (stamp)
	Mr. Dick Myers 314 S. 6th St. Goshen, IN 46526 U.S.A.

■ 信文 (Layout of the Letter)

	Class 1, English Department Sichuan University Chengdu, Sichuan 610065 China January 30, 2008
314 S. 6th St. Goshen, IN 46526	
Dear Mr. Dick Myers,	
Nice to meet you during your visit to our university. Your introduction to Goshen and Goshen College gave me a deep impression of a beautiful city and an excellent school. I will soon graduate from Sichuan University. I plan to go to America to continue my study. I take Goshen College as my first choice. Will you please tell me something more about this college and give me some suggestion for my application?	
Thank you for writing to me. I enjoyed the enclosed pictures very much. They will long remain a pleasant reminder of our meeting in China.	
Please give my best regards to your family.	
Best wishes, Yours sincerely, Dong Mei	

■ 信封 (Envelope)

Dick Myers
314 S. 6th St.
Goshen, IN 46526
U.S.A.



(stamp)

Miss Dong Mei
Class 1, English Department
Sichuan University
Chengdu, Sichuan 610065
China

■ 信文 (Layout of the Letter)

314 S. 6th St.
Goshen, IN 46526
February 10, 2008

Dear Dong Mei,

Glad to learn that you have interest in Goshen College. As a graduate from that college, I think I can give you some help.

GC is a four-year liberal arts college. It was founded in 1894. As a ministry of the Mennonite Church, it seeks to integrate Christian values with educational and professional life, founding its efforts on developing students spiritually, intellectually and emotionally. The college's track record of sustained excellence in innovation and performance has attracted national recognition. In 1987, GC was named as one of the top 60 colleges in the U.S. in science and mathematics education. In 1988, GC was placed on a list of the top 40 high-quality, low-cost colleges in the United States. In 1999, GC entered the list of the "Honor Roll of Character Building Colleges". Recently the college was, for the 10th consecutive year, named one of "America's Best Colleges" by *U.S. News and World Report*.

Early in 1968, GC boldly started its international-education experiment. Students of the college are required to participate in the Study-Service Term (SST), in which a group of students with faculty leaders live in a significantly different country for 13 weeks. Studies have shown this program helps students have better communication, intercultural, and language skills, as well as knowledge of world history, than most U.S. college graduates. In a survey by *U.S. News and World Report*, U.S. college and university presidents named GC as one of the five most innovative colleges in the nation, largely because of its international-education requirement.

To add to the "internationalization", GC opens its door to students from all parts of the world. International students should meet minimum requirements for admission to a university in their home country. A TOEFL score of 550 or a grade of "C" or better on the General Certificate

4 Practical English Writing

of Education (GCE) English exam is required for admission. A student with a 500-549 TOEFL score and strong general credentials may be granted conditional admission. There are special scholarships and grants for qualified international students.

For further information, you may get in touch with the International Education Office of GC, or send E-mail to erwinb@goshen.edu.

Goshen is called the Maple City. It is really a beautiful place. I am pleased that you are choosing the college I once studied in.

Best wishes,

Yours sincerely,

Dick Myers

书信的格式

下面列举的两封来往信件格式，可以说是各类信函的通用格式。

1. 信封格式

信封写法分齐头式 (Block Form, 例 1) 和缩进式 (Indented Form, 例 2) 两种，但内容要求一样。

例 1:

Block Form Envelope

writer's full name
writer's street address
writer's city/state/zip code
writer's country



(title) addressee's full name
addressee's street address
addressee's city/state/zip code
addressee's country

例 2:

Indented Form Envelope

writer's full name
writer's street address
writer's city/state/zip code
writer's country



(title) addressee's full name
addressee's street address
addressee's city/state/zip code
addressee's country

2. 信文格式

一封标准信件信文通常包括以下八个部分：

- (1) 信端 (Heading), 即发信人地址和发信日期 (在私人信件中常简化, 甚至省略)
- (2) 信内地址 (Inside Address), 包括收信人的姓名、地址, 实为信封上收信人姓名和地址的重复 (在私人信件中常省略)。
- (3) 称呼 (Salutation)
- (4) 正文 (Body of the Letter)
- (5) 结束语 (Complimentary Closing)
- (6) 署名 (Signature)
- (7) 附件 (Enclosure, 简写为 Encl. 或 Enc., 根据需要选用)
- (8) 再启 (Postscript, 简写为 P.S., 根据需要选用)

信文写法分齐头式 (Block Form) 和缩进式 (Indented Form) 两种。缩进式是传统的行文方式, 每段第一句缩进三个 (手书时) 或五个 (打印时) 字母。齐头式是现在人们喜爱的一种行文方式, 它每段首句不缩进, 但段落与段落之间要求间隔一行, 给人以更加醒目的感觉。上面列举的冬梅写给 Dick Myers 的信采用的便是齐头式, 而 Dick Myers 回函则用的是缩进式。

与汉语书信行文方式不同, 英文信要写“信端”, 标明写信人的地址和发信日期, 而在信的结尾处只需写信人的签名。信端的作用主要是使收信人在无法识别因邮递过程中被弄脏或弄损后的发信人地址时, 能有个保险, 有利于回函。正因为这样, 如果写信人能确认收信人对回函地址已经清楚或有所记录, 则可省去地址, 只写发信日期。

下面是两种信文写法的示意图：

Block Form

	Heading

Inside address	

Salutation	

	Body

(to be continued)

6 Practical English Writing

(continued)

Complimentary closing (or) (Complimentary closing)

Signature (Signature)

(Enc.)
(P.S.)

Indented Form

Heading

Inside address

Salutation

Body

(Enc.)
(P.S.)

Complimentary closing
Signature

通常，一封普通信件可简化如下：

		writer's city/state/zip code
		writer's country
		month/day/year
salutation (Dear) + addressee's name,		
	Body	

closing,		(closing,)
writer's name	(or)	(writer's name)

书信的分类及实例

书信按其社会功能可分为交谊信函 (Social Letters) 和商业信函 (Business Letters) 两大类。两者的区别仅在于后者因与生意有关，会很讲究完整的形式和严肃的语言。作为交谊信中的公函或官方通信，也会如此讲究。

书信根据其内容可具体分为询问信、申请信、自荐信、推荐信、感谢信、邀请信、致歉信等。以文体而言，有正式文体和非正式文体两种。后者也称便条式书信。下面列举各类书信供参考，绝大多数为实例，从中可以学习不同书信者的行文风格，以及他们在基本格式基础上的变通，比如，有的书信作者把信端中自己的姓名和地址移至信文的左下角（参见第 20-21 页，例 2；第 26 页，例 1），我们可以理解成以降低自己的“地位”表示谦卑。

1. 询问信 (Letters of Inquiry)

写信了解各种信息在日常生活和商业事务中十分普遍。为达到让收信者按要求反馈信息的目的，询问信应具体而言简意赅。前面所示冬梅希望获得戈申大学 (Goshen College) 信息的询问信简单明了，下面一封旅馆情况询问信和一封奖学金情况询问信更能体现此类信件的行文特点。

8 Practical English Writing

Formal

Foreign Languages Department
Sichuan University
Chengdu, Sichuan 610065
January 4, 2007

Sheraton Sanya Resort
Sanya, Hainan, 572000
Mrs. Pollock

Dear Mrs. Pollock,

Several people have recommended Sheraton Sanya Resort as a place with first-rate accommodation for our long-range planning conference in May.

Would you please send me full details on rates, meeting rooms, recreational facilities, food services, and so on. The following information will help you.

Date and time: May 11 (afternoon) to May 16—five nights and five days

Number: thirty men, double occupancy; seven men, single occupancy

fifteen women, double occupancy; eight women, single occupancy

Food services: three group luncheons with speakers—sixty-five people

Meeting rooms: one room large enough to accommodate 70 people

three rooms, each to accommodate 25-35 people

I will also want information on recreational facilities, travel, and special activities, such as entertainment, tours, and so on.

Shortly after I receive this information, I will be in touch with you. May I hear from you no later than January 15?

Sincerely,
Kong Ling
Kong Ling
Dean of Foreign Languages Department
Sichuan University

Informal

March 3, 2007

Dear Wang Ling,

Haven't heard from you for a long time. How are you doing?

I wish to continue my study at the graduate school of your university after graduation. Please write and tell me the details of any scholarships or fellowships that your university is offering to graduate students.

Yours,

Jingjing

2. 申请 / 求职信 (Letters of Application)

按西方习俗，求职一般需要首先提出申请，索取公司或部门了解求职者基本情况的表格。求职者按要求填好并送回表格后，如果用人单位对你有意，会进一步安排面试等活动。所以，第一次送出去的这类求职申请都会很简洁。在我们国家，求职程序有所不同，通常，求职者会将自己各方面情况和优势一并呈上（见第 10 页，例 3 自荐信）。

例 1:

Formal

<p>Data Control International 111 Morris Lane Kankakee, IL 60620</p> <p>Dear Ms. Boswell,</p> <p>I would like to apply for the position of assistant computer programmer as advertised in the September 14, 2006 <i>Chicago Daily News</i>. I feel that I am especially qualified, and would appreciate your sending me an application form.</p> <p>Please send the application to the address above. Thank you for your help.</p>	<p>930 Lewis Street Chicago, IL 60609 September 15, 2006</p> <p>Sincerely yours, Maxell Taylor Maxell Taylor</p>
--	--

例 2:

Formal

<p>Registrar's Office State University Littleton, SD 55555</p> <p>Dear Registrar,</p> <p>I am a student of microbiology in Geneva, Switzerland. I would like to apply for entrance to your university. Would you please send me an application form and information on your university?</p> <p>Thank you.</p> <p>Blanc Apt. 406 Geneva, Switzerland</p>	<p>Sept. 15, 2006</p> <p>Yours truly, Renee Martin Renee Martin</p>
---	---

10 Practical English Writing

3. 自荐信 (Letters of Self-recommendation/Cover Letters)

自荐信实质上是一种主动陈述自己“优势”的求职申请信。当今大学生求职，多以自荐加推荐的方式进行。要自荐，就得尽可能地让用人单位了解你对于某个岗位的优势，但这种优点展示必须遵循实事求是的原则，切忌自我吹嘘。

Formal

David Palmer
Box 305
Manotick (Ontario)
CANADA K0A 2N0

March 1, 2006

Dear Sir or Madam,

My name is David Palmer and I am searching for an opportunity to teach English (or French) at your institution. I am presently a student of East Asian Studies and Anthropology, and have been studying the Chinese language for four years. I am graduating this spring with an honor of Bachelor of Arts degree.

Teaching in China would be a wonderful way for me to deepen my knowledge of the Chinese language and culture, while giving Chinese students an opportunity to learn from a native speaker of English and French.

I am indeed equally fluent in both languages. I have often been praised for the quality of my writing, as well as for my public speaking skills which earned me Canada's national bilingual high school debating championships in 2000.

I enjoy teaching very much, and have fond memories of my experience teaching English in Pakistan for three months in 2001.

Upon reading my resume you will see that I am an active, enthusiastic person who enjoys working with different people and who adapts well to new situations.

I am hoping to arrive in China in January 2007, and to obtain a one-year teaching contract from that date. I would be pleased to send you any further information if you should so desire.

Hoping to hear from you soon, I remain.

Yours truly,
David Palmer
David Palmer

自荐信常附个人简历或履历 (Resume/Curriculum Vitae)，这种附个人简历的自荐信被称作 cover letter。简历是由自己撰写的个人经历介绍，常包括个人的学业、工作经历、成果等，可根据不同的目的择要而写。通常，简历的第一页最长不超过两页。下面便是自荐者大卫·帕默尔 (David Palmer) 在信中所附的个人简历。

DAVID PALMER

3790 St-Andre St.
 Montreal (Quebec) H2L 3V7
 CANADA
 Telephone: (514)521-3715

Resume

February 2006

DATE OF BIRTH: 14 November 1983

CITIZENSHIP: Canada and France

LANGUAGES:

English and French, mother tongues
 Intermediate Mandarin Chinese and Spanish

EDUCATION:

2003-2006: McGill University (Montreal)
 Bachelor of Arts: Joint Honors in East Studies and Anthropology, graduation in May 2006

2002-2003: One year of Liberal Arts studies at Brown University
 (Providence, Rhode Island, USA)

1997-2002: Ontario Honors Secondary Graduation Diploma

WORK EXPERIENCE:

Guide interpreter Summer 2004 and 2005

Environment Canada: Canadian National Parks Service

Conduct guided tours and educational activities at a historic museum on the fur trade and on the industrialization of Montreal, for groups of tourists and schoolchildren.

Research intern March-May 2003

Campus Compact (Providence, Rhode Island)

Produce information packets on volunteer work and community projects in American universities.

Tour guide June-July 2002

Ministry of Culture (France): Historical Monuments Board

Conduct guided tours at the medieval fortress of Aigues-Mortes.

Other jobs: Restaurant worker (Croissant-Plus restaurant, Montreal: summer 2003)

Biology laboratory assistant (Brown University: 2002-2003)

House painter (Pro Tect Painters, Toronto: May-June 2002).

12 Practical English Writing

VOLUNTEER WORK:

Culture editor

2005-2006

McGill University Daily Student Newspaper: Weekly French Edition

(Circulation: 15000)

Coordinate writers; Write and edit articles on arts and entertainment; layout and newspaper production.

Project coordinator

2003-2005

Quebec Public Interest Research Group (PIRG): student organization of 40,000 Members, devoted organizing projects to improve social and environmental conditions.

In 2004-2005, Board of Directors Vice-President at University of Montreal branch; in charge of staff management (hiring and supervision); public relations and publicity and volunteer organization.

In 2003-2004, Housing project coordinator at McGill University; volunteer organization, responsible for public awareness campaigns.

Participant, Pakistan/Canada World Youth Exchange July-January 2001-2002

Intercultural exchange focused on international development. The great challenge of appreciating cultural differences and communicating with young people with very different values. Fifteen weeks in Canada as a farm worker, and 15 weeks in Pakistan, as an English teacher, teaching English to children 10-15 years old.

Student Council treasurer

2000-2001

Jarvis Collegiate Institute (Toronto)

Regional coordinator

1998-2001

Ontario Student Debating Union

Other activities: Since 1999, I have often worked as a translator between English and French for numerous organizations (Toronto Board of Education, Neighborhood Senior Citizens-Council, etc.). I have often been English or French language tutor for other children or students. In high school, I was very active in Parliamentary debating; I won many competitions, including the national bilingual debating championships in 2000. I also acted in half a dozen theatre productions at school between 1996 and 2002.

下面是一份详尽的个人履历。这种履历，一般只在用人单位要求下提供。

WILLIAM N. ROEBUCK
RFD, ME, MEd, PhD, FIE Aust.

Chief Educational Services Officer
School of Electrical Engineering (JO3)
University of Sydney
Telephone: 02 692 2951
Fax: 02 660 4706
E-mail: billr@ee.su.oz.au

166 Balwyn Road
Balwyn VIC 3103
Telephone: 03 857 4362
Fax: 03 816 3572

Academic Qualifications

- 1988 Doctor of Philosophy, Monash University, Melbourne (PhD).
- 1978 Master of education, Monash University, Melbourne (MEd).
- 1969 Master of engineering in Electrical Engineering, University of New South Wales, Sydney (ME).
- 1960 Bachelor of Engineering in Electrical Engineering, University of New South Wales, Sydney (BE).
- 1958 Associate of the Sydney Technical College (ASTC).

Trade Qualifications

- 1989 Qualified Electrical Supervisor's Certificate, Building Services Corporation, New South Wales.
- 1988 Electrical Contractors's License, Building Services Coporation, New South Wales.
- 1988 'A' Grade Electrician's License, State Electricity Commission, Victoria.
- 1972 'A' Grade Electrician's License, New South Wales Department of Energy.
- 1951 Higher Trades Certificate, New South Wales Department of Technical Education.
- 1946-1951 Apprentice Ground Engineer, Qantas Airways.

Decorations and Awards

- Reserve Forces Decoration (RFD)
- National Medal

Professional Memberships (Present)

- Fellow, The Institution of Engineers, Australia
- Member, the Australasian Association for Engineering Education
 - 1989-present Member of the Executive Committee
 - 1991-present Secretary/Treasurer
- Member, Association of Professional Engineers and Scientists, Australia
- Member, International Association for Engineering Education (IGIP)
- Member, International Liaison Group on Engineering Education and the International Advisory Group.
- Executive Secretary, International Advisory Committee, International Faculty of Engineering, Technical University of Lodz, Poland.

Associated Professional Activities

- 1980-1983 Member, Course Committee for Diploma in Teaching, Hawthorne Institute of Education, Melbourne.

Associated Professional Activities

- 1980-1983 Member, Course Committee for Diploma in Teaching, Hawthorne Institute of Education, Melbourne.
- 1973-1983 Member, Curriculum Board/TAFE Accreditation Board, Victoria.
- 1976-1982 Member, National Electrical and Electronic Industry Training Committee (NEEITC).
- 1971-1987 Member of a wide range of professional committees associated with education and training.
- 1989-1990 Member, four-person Victorian Government Ministerial Working Party, to examine the viability of Municipal electricity undertakings.

Military Activities

- 1965-1985 Served in the Royal Australian Air Force Active Reserve.
Achieved highest reserve rank, Senior Engineering Officer (Squadron Leader) of No. 21 City of Melbourne Squadron.
Completed permanent Air Force Officer promotion examinations "B" and "C" and served as RAAF Category Aeronautical Engineer.

Present Employment

Chief Educational Services Officer, School of Electrical Engineering, University of Sydney.

Responsibilities include advice to the Department on curricula and course development, including the design, development and implementation of innovative programs including the Graduate Diploma in Engineering Education and a degree of Master of Engineering Education including several Train-the-Trainer subsets.

Other activities include attending overseas education conferences in Prague, Dresden, Cracow and discussions at the University of Portsmouth (UK), the Open University (UK), and the City and Guilds of London Institute. Also included is Executive Secretary to the Technical University of Lodz's (Poland) International Advisory Committee on engineering. Attended a workshop (1992) in this capacity for the development of a new international degree in electromechanical engineering to be introduced October, 1993.

Council Member, City of Comberwell, Victoria

Responsibilities include representing citizens of the City on local government issues, particularly including finance, administration and community affairs.

Director, EPM Consulting Group, which specializes in education and people-in-management in engineering. Particular role includes education and training issues.

Employment History

- 1987-present Director, EPM Consulting Group, which specializes in education and people-in-management in engineering.

- 1971-1987 Inspector of Schools, Education Department of Victoria.
Concurrently, Deputy President, Industrial Training Commission, Victoria (1973-1984).
Adviser on education to Ministry of Employment and Training and Department of Employment and Industry (1982-1985).
Special Projects Officer, Ministry of Education (1985-1987).
Deputy President, Industrial Training Commission of Victoria (1973-1984).
- 1957-1971 Department of Civil Aviation, New South Wales.
Airworthiness Surveyor, NSW Region.
Sectional Airworthiness Surveyor, Head Office, Melbourne.
Senior Airworthiness Engineer, Head Office, Melbourne.
- 1956-1957 Assistant Chief Engineer, Bendix Technico Pty Ltd.
- 1956-1956 Assistant Engineer, Endurance Electrics Pty Ltd.
- 1946-1953 Aircraft Apprentice and Tradesman, Qantas Airways, Sydney.

Professional Experience: Further Information

Senior Airworthiness Engineer, Central Office, Department of Civil Aviation, Victoria

Dr. Roebuck was Senior Airworthiness Engineer, heading the group responsible for developing airworthiness standards relating to all electrical, instrumentation and associated electronics including automatic pilots and flight director systems, including all-weather operations, and electrical power generation, supply and distribution systems.

A number of engineering design and evaluation visits were undertaken to the UK, France and UAS to study Boeing 727, 747, Concorde SST and Automatic Landing systems. These necessitated on-the-spot decisions to allow Australian certification of these aircraft equipment and systems.

Inspector of Technical Schools, Victoria

The position had wide responsibility, under the Director of Technical Education, for middle level, trade and school courses in electrical, electronics and aviation areas. The position included responsibility for inspection of schools and colleges, staff selection and appraisal for promotion, curriculum and facilities development, and formation and operation of industry-based standing committees for course development.

The position included responsibility for the concept, design, development and implementation of the first Certificate of Technology in electrical, electronics and aircraft; development of the performance objectives (competence) curriculum policy adopted by the Industrial Training Commission for Victorian apprenticeship education; and training and development of the first programs for year 10-12 Electrical and Electronics Practices.

Director, EPM Consulting Group

As a director of the EPM Consulting Group, Dr. Roebuck has been involved in a variety of projects, including the following:

16 Practical English Writing

- Presenting “Principles of Management for Engineers” courses for Department of Defence professional engineers.
- An Australia-wide study for the Electrical Trades Union of Australia and the Department of Employment, education and Training on “The quality and effectiveness of electrical and electronic trade and technician training in Australia”. This involved advising and developing the research methodologies to win the tender, from strong competition, to undertake the total project. This led to the development of unique techniques to enable the comparison of Australian TAFE syllabi, and the development of a process to determine knowledge, skills, and attitudes in various occupations.
- With colleagues, developed the “New Pathways in Engineering Education” concept through the Victorian Education Foundation.
- Reviewed existing technical training syllabi and teaching processes. Telecom, in the light of award restructuring.
- Assessed position classifications for various technical groups for the Victorian State Transport Authority.
- Prepared tenders to Department of Employment, Education and Training, and the Department of Industry, Technology and Resources.

Deputy President of the Industrial Training Commission of Victoria

As Deputy President of the Industrial Training Commission of Victoria, Dr. Roebuck acted as President when required and was a member of trade sub-committees comprising top-level employer, trade union and TAFE members. The committees developed policies and initiated trade curricula.

Squadron Leader, Royal Australian Air Force

As a Squadron Leader, Dr. Roebuck’s responsibilities included the oversight of all maintenance activities, including aircraft and equipment maintenance, and the training of officers and workmen.

Theses, Publications and Conference Papers

Roebuck, W.N. The development of evaluative criteria for the evaluation of the modular system of training apprentices, Master of Education thesis, Monash University, Melbourne, 1978.

Lloyd, B.E., Stokes, E., Rice, M.R. & Roebuck, W.N. *Engineering Manpower in Australia*, The Association of Professional Engineers, Melbourne, 1970.

Roebuck, W.N. Reliability design and performance of electrical equipment in Australian aircraft, Master of Engineering thesis, University of New South Wales, 1986.

Roebuck, W.N., Apprenticeship in Victoria—60 years, 1925-1985, Doctor of Philosophy thesis, Monash University, Melbourne, 1987.

Lloyd, B.E., Rice, M.R., Roebuck, W.N. & Stokes, E. *New Pathways in Engineering Education*,

EPM in association with Institution of Engineers, Australia, Melbourne, 1989.

Roebuck, W.N. "Task-based curriculum and student assessment", *Proceedings of the 1st Annual Conference of the Australasian Association of Engineering Education*, Sydney, Australia. pp 70-74, 1989.

Roebuck, W.N. "Task-based curriculum and student assessment revisited—an interim hitchhiker's guide to curriculum design, development, and implementation", *Proceedings of the 2nd Annual Conference of the Australasian Association of Engineering Education*, Melbourne, Australia, pp 121-128, 1990.

Roebuck, W.N. "Curriculum design, development, and implementation", *Australasian Journal of Engineering Education*, Vol.1, No.2, pp 133-144, 1990.

Roebuck, W.N. "The role of Evaluation in the Curriculum process", *Proceedings of the 1st East West Congress on Engineering Education*, Jagellonian University, Cracow, Poland, pp 48-54, 1991.

Butcher, M.F., Roebuck, W. & Rochford, K. "An international view of how competence based education and training affects the curriculum", *Proceedings of World Conference on Engineering Education*, Portsmouth, UK, 1992.

Pudlowski, Z.J. & Roebuck, W.N. "A graduate diploma in engineering education: its design, development and implementation", *Proceedings of the World Conference on Engineering Education*, Portsmouth, UK, 1992.

有的个人简历较简单，自荐者根据需要择要而作，如下所示：

Resume

Michael Gotting
1599 Diagonal Street
Mankato, MN 56001
(507) 345-8835

Position Desired I would like to work for your company as a writer.

Education
2001-2004 I studied at the University of Minnesota in Minneapolis, MN.
I earned my BA in English there.
2004-present I did my graduate study at Cambridge in Boston, Massachusetts.
I earned my MA in English there.

Experience
2001-2004 I wrote a weekly news column for my school's newspaper. I won three awards for journalism there.

18 Practical English Writing

2004-present In graduate school, I was the editor of the literary magazine in Cambridge. I also wrote many articles for the magazine.

Related Interests and Activities

Reading, writing, teaching children how to ride bicycles.

References

Academic	Cambridge University
Professional	Joe Bob Briggs, my old boss
Personal	Trixie Firecracker, a close personal friend

个人简历有多种安排形式，但最简单也是最大众化的是将自己重要的经历按时间顺序倒述。为让读者一目了然，最好将各种经历分板块呈现。下面的履历表可视为该形式的样本。

RESUME

July 2006

Long Trinh Dang
1747 Esperanza Lane, #211
Los Angeles, CA 90051

Telephone: (213) 555 6734

Citizenship Status: Permanent Resident (Citizen of Vietnam)

Objective: Sales

Education

1982-1986	University of Saigon	Major: Business Minor: French
-----------	----------------------	----------------------------------

Experience

2000-present	Complex Computers, Inc., Los Angeles, CA Receiving Department Inspector Responsibilities: Verifying that parts meet specification requirements
1994-2000	Manager: Golden Import Company, Saigon Responsibilities: Directing activities of all sales personnel
1988-1994	Salesman: Saigon Export/Import Company Responsibilities: Sales

(to be continued)

(continued)

1984-1988

Stockroom Clerk: Asian Export/Import Company, Saigon
 Responsibilities: Receiving/shipping (part-time work during university study)

References

Mr. Jackson Tuttle, Receiving Supervisor
 Complex Computers, Inc.
 Other references upon request

简历行文有如自荐信，须简洁明了；采用第一人称，却常省去主语“**I**”（第 17 页迈克尔·戈廷（Michael Gotting）的简历就大可省略所有的“**I**”）；最好所有，或至少在同一板块内的条目能用同一语法结构的词组或短语。因为是描述自己的经历，简历多用过去时态的动态动词（见附录个人简历常用动态动词表）。

简历的重要功能既然是助人求职，许多求职者特别注意其版面设计，在因特网上可以找到各种各样赏心悦目的模板。

4. 推荐信 (Letters of Recommendation)

求学或谋职者为增强自荐材料的说服力，常请有一定身份或影响且熟知自己工作能力和品行的人士为自己写推荐信；推荐信也为用人单位所看重。推荐信应根据用人单位的需要，实事求是地提供被推荐者的情况和推荐者的评价。现在也十分流行推荐人按用人单位设计好的要求以填空形式作推荐。

例 1:

Formal

Foreign Languages Department
 Leshan Teachers College
 Leshan, Sichuan 614004
 June 25, 2008

To whom it may concern,

Mr. Jason ReKate has worked as a lecturer in my department, the Foreign Languages Department, for two years. In my position as his supervisor and dean of the department, I had the opportunity to observe his work and good adjustment to life in China.

He demonstrated diligence and creativity in teaching Journalism, American Ways of Life, and Tourist English. His wide range of knowledge made his courses international, and mostly satisfy the students in their learning across cultures. He has also taught two post-graduate courses for our school. I attended most of these courses and found that he had scholarly views on many topics. In a six-week Teacher Training course, he successfully helped the English teachers from some secondary schools with different approaches in language teaching. His classes were lively, and he was respected by both the students and his colleagues for his being responsible in doing everything. Mr. ReKate is also diligent in study. In order to make his Tourist English course more practical, he traveled a lot and gathered materials from the local tourist agencies. This has greatly helped the Department in its educational reforms to make

(to be continued)

20 Practical English Writing

(continued)

the students more capable in serving the development of local economy. He has great interest in cross-cultural communication, and for this spared no efforts in learning the Chinese language and customs by joining the students and teachers in many activities after school. Because he has learned so much about China in a short time, he was praised as a “know-how” of China.

Mr. Rekate is an easy-going man. He is thoughtful and always ready to help others. He volunteered to give a one-week special lecture in a summer vacation. He has made a lot of Chinese friends, and kept a good and cooperative relationship with the faculty.

For his accomplishments, Mr. Rekate is welcomed by the students and school board. I am confident that he will be successful in any future endeavor. I also believe that he is the right person for international work, and will be an excellent ambassador of peace and friendship in any foreign country. I offer him my full support.

Sincerely,
Shuai Peitian
Shuai Peitian
Dean of Foreign Languages Department
Leshan Teachers College

例 2:

CAL

CENTER FOR APPLIED LINGUISTICS

4646 40TH STREET NW WASHINGTON DC 20016-1859 (202) 362-0700
fax(202)362-3740 www.cal.org

Graduate Admission Committee
c/o Graduate Secretary
School of Journalism and Mass Communication
W615 Seashore Hall
The University of Iowa,
Iowa City, IA 52242
December 28, 2001

To the Graduate Admission Committee:

I am writing to recommend Mayline Wu (Mei Wu) for graduate study in your program, in Communication Studies. I first met Miss Wu at Leshan Teachers' College in Sichuan Province, China, in 1998 when I was a Peace Corps English Resource Specialist Volunteer. I taught Miss Wu's class English literature, speaking and listening, and American culture over two years. Never before in my life had I met such a determined group of young people, and one of the center figures of this class was Miss Wu. She was the strongest student in the class in terms of academic ability. She was a leader in classroom organization and started a magazine at the college that printed copies of student essays and articles on college and town events in English.

(to be continued)

(continued)

If there is any one thing I can tell you about Miss Wu to exemplify her determination to learn, it is that when assigned to write a weekly journal in English for one of my classes, when most students wrote one page per week, Miss Wu wrote five to ten. While most students were hesitant to write in English, she wrote without trepidation and with candor. I will never forget many of the stories she wrote about her family and the Chinese way of life. She was my teacher as much as I was hers.

I am very pleased that Miss Wu has decided to pursue graduate studies abroad. Her mannerisms and writing style is very traditional for China, and I hope that this will not weigh against her in the application process. Indeed, it is, I believe, an aspect that will enrich and benefit your program and students. She will learn very quickly, and she will bring to your classrooms a very unique perspective. Furthermore, I believe Miss Wu would be an excellent research or teaching assistant, especially in Asian Studies or the teaching of Chinese. She is fluent in standard Mandarin Chinese and *Leshanhua*, a local dialect of the Leshan area that is currently dying out.

Please contact me if you have any questions about Miss Wu. It is with pure enthusiasm that I recommend her to your program. For her it would be an opportunity for the type of study for which she has long yearned.

Most sincerely,

Paule Winke

Paula Winkle

Foreign Language Test Development Coordinator at the
Center for Applied Linguistics

Ph.D. candidate in Linguistics at Georgetown University

paula@cal.org

3:



College of Communication

640 Commonwealth Avenue
Boston, Massachusetts 02215
617/353-3481

Letter of Recommendation

NOTE TO APPLICANT:

This recommendation will become part of your admissions file. It will not be disclosed to any unauthorized individual without your consent. Please check one of the boxes and sign the statement below.

I have read the information above and I hereby waive do not waive my right of access to this document should I matriculate at Boston University.

Signature of applicant

Date

Name of applicant _____

(to be continued)

22 Practical English Writing

(continued)

Proposed major _____

Name of evaluator _____

TO THE EVALUATOR:

The Admissions Committee would appreciate a statement about the applicant named above, with emphasis on such factors as potential for graduate study, extent of general knowledge, motivation, perseverance, ability to express himself/herself, and potential for a career in communication. The deadline for submission is **February 15**.

Under the 1974 Family Educational Rights and Privacy Act, the applicant named above will have access to this recommendation unless he/she has waived that right.

Summary Evaluation (1-4, four being the highest)

- (1) I **do not recommend** this applicant for admission.
- (2) I feel that the applicant's qualifications are **marginal**, but if admitted, the applicant would greatly benefit from study in the program.
- (3) I **recommend** this applicant for admission and feel his/her performance should be comparable to that of most graduate students.
- (4) I **strongly recommend** this applicant for admission and feel that he/she has the capability to perform at a superior level.

Thank you for your cooperation and effort in providing this information.

Graduate Admissions Office
Boston University
College of Communication
640 Commonwealth Avenue, Room 123
Boston, MA 02215

Name _____

Signature _____

Position _____

Organizational affiliation _____

5. 感谢信 (Thank-you Letters)

例 1:

Informal

May 6, 1991

Dear Mr. Shuai,

Again thank you and all our good Chinese friends for preparing such a delicious meal Thurs eve.

We thought each dish was excellent. In fact we'll enjoy the "leftovers" as much as the first time we ate them.

Sincerely,
Majorie Liechty

例 2:

Formal

Toledo Park Hotel
Cincinnati, OH 22222
September 15, 2006

Dear Mr. and Mrs. Williams,

Thank you again for the wonderful weekend! I had such a good time visiting you and your family, and I enjoyed meeting all your relatives. I shall never forget the warm hospitality.

I hope that someday you are able to visit me and my family. I would like to return your kindness and hospitality, and to show you around my hometown. Please give my respects to all your family.

Sincerely,
Douglas M. White
Douglas M. White

24 Practical English Writing

例 3:

Formal

Broad Branch Road 12 A
Littleton, NJ 33333
September 15, 2006

Dear Dr. Malone,

My sister and I want to thank you for the wonderful books which just arrived. They will be extremely useful in our courses this semester. We deeply appreciate your thoughtfulness.

With very best regards,

Sincerely,
Agnes and Irene Howe
Agnes and Irene Howe

例 4:

Informal

9/15/2006

Dear Ruth,

Thank you so much for the birthday book. It's just what I need!

Love,
Agnes

例 5:

Formal

**John F. Kennedy School of Government
Harvard University**

The Committee on Admissions of the John F. Kennedy School of Government thanks you for your letter of recommendation for an applicant to the school. Your recommendation is extremely valuable to us in admissions, and will be given serious consideration.

Applicant's name Jeffrey Pedersen

这种像明信片似的感谢信，其收信人的姓名打在正面，即信文背面。

例 6:

Formal

February 26, 2006

Dear President Luo,

Thank you so much for the hospitality of you and your staff on my recent visit to Leshan Teachers College. Peace Corps is pleased that the program we planned so long ago is finally about to begin. As you know, my job is to visit each of the schools that were designated for the original placement of Peace Corps Volunteers to make sure that those schools are still desirous of volunteers. I also want to thank you for your assistance and cooperation in setting up meetings for the Environmental Assessment team and for our Peace Corps Medical Director.

It was obvious from our discussions that Leshan Teachers College is eager for the services of our volunteers. I am sorry that we have not been able to supply you with those needed volunteers earlier. The living accommodations you showed me were quite satisfactory. The classroom facilities and the language laboratories that volunteers will use were quite nice, and I'm sure that the volunteers assigned to your school will make good use of them.

Peace Corps' schedule for the implementation of our program follows. These dates are approximate and could vary a few days on either side.

March 25	Arrival of William Speidel, China Peace Corps Director
May 1	Arrival of Pre-service Training (PST) Director and other PST staff
June 12	Arrival of Peace Corps Volunteers in Beijing
June 18	Arrival of Peace Corps Volunteers in Chengdu
September 3	End of Pre-service Training Volunteers report to their schools to begin teaching

Once the training staff arrives, I'm sure they will be contacting you for more specific information about your program to include in our training. If you have books or materials that you would like us to use during training, please forward a copy to us at your earliest convenience.

Thanks again for the wonderful tour of your lovely campus. I hope to see you again soon. I wish you all the best as you begin what I hope will be a long and successful relationship with the Peace Corps.

Sincerely,

Marjorie Jeanchild

Marjorie Jeanchild

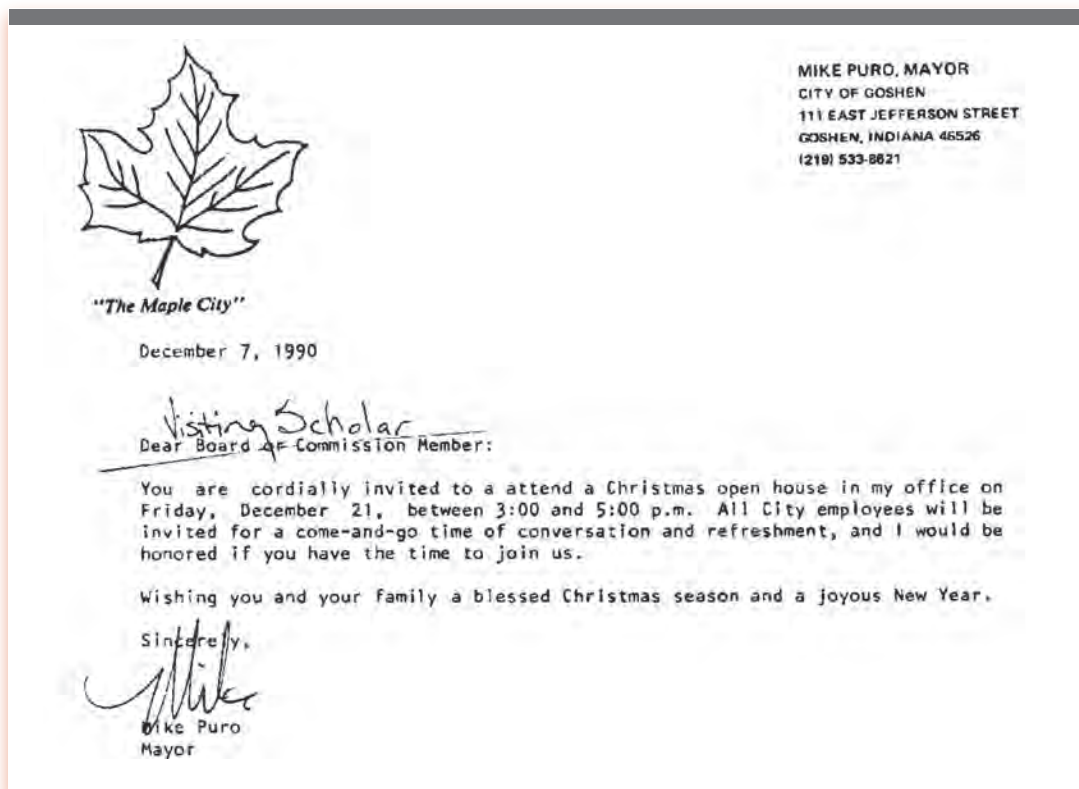
Acting Peace Corps Director

26 Practical English Writing

6. 邀请信 (Letters of Invitation)

例 1:

Formal



MIKE PURO, MAYOR
CITY OF GOSHEN
111 EAST JEFFERSON STREET
GOSHEN, INDIANA 46526
(219) 533-8821

"The Maple City"

December 7, 1990

Dear Visiting Scholar Board of Commission Member:

You are cordially invited to attend a Christmas open house in my office on Friday, December 21, between 3:00 and 5:00 p.m. All City employees will be invited for a come-and-go time of conversation and refreshment, and I would be honored if you have the time to join us.

Wishing you and your family a blessed Christmas season and a joyous New Year.

Sincerely,
Mike Puro
Mike Puro
Mayor

例 2:

Formal

September 15, 2006

Dr. Barbara Phillips, Chairperson
Department of English
University of Farmington
Farmington, OH 55555

Dear Dr. Phillips,

We are honored to invite you to participate in our forthcoming conference on old Gaelic phonology to be held October 7-10 in New York City College's School of Linguistics. The enclosed brochure will give details on papers, speakers, and deadlines for abstracts.

We look forward to your acceptance.

Very truly yours,
Magda L. Bentley
Magda L. Bentley
Chairperson

Prof. Magda L. Bentley
School of Linguistics
New York City College
New York, NY 10000

例 3:

Informal

April 2

Dear Marian,

Next Sunday is my birthday. I will be eighteen years old. I am going to have a cake with eighteen candles. Can you come to my party? It starts at two o'clock. Goodbye, but don't forget to come.

Judy

7. 慰问信 (Letters of Sympathy)

例 1:

Formal

900 Chesapeake Avenue N.W.
Washington, D.C. 20010
September 15, 2006

Dear Mr. Duval,

I was saddened to hear the news. Please accept my deepest sympathy in your time of sorrow.

Your Neighbor,
Catherine S. Black
Catherine S. Black

例 2:

Informal

June 1, 2007

Dear Rick,

We were sorry to hear about your illness, and hope that you'll be up and around soon. We miss you!

Get well soon,

Jeruty Paul

28 Practical English Writing

8. 致歉信 (Letters of Apology)

例 1:

Formal

555 Rosamond Street
Greenville, MA 22222
September 15, 2006

Dear Mr. Smith,

I want to apologize for not having answered your very kind letter sooner, but I have been away on a trip and just returned today.

The photographs you sent are beautiful. My family and I appreciate them very much. They are the best kind of remembrance, and we are very grateful.

Again, please accept my apologies for the delay. And please give my best regards to your family.

Sincerely,
Your student,
Alfred Chace
Alfred Chace

例 2:

Informal

September 15, 2006

Dear George,

I'm writing to tell you that I've lost your copy of *Gone with the Wind*. I left it in the lounge, and someone must have picked it up. I'm really very sorry, and will try to replace it as soon as I can.

Regards,

Alice

9. 贺信 (Letters of Congratulation)

例 1:

Formal

25 First Avenue West
Norfolk, VA 66666
September 15, 2006

Dear Dr. Harrison,

Congratulations on the completion of your doctoral degree.

May I wish you every success in your new career.

Sincerely,
Edmund J. Hill
Edmund J. Hill
Director, Language Center

例 2:

Informal

4246 38th Street, N.E.
St. Louis, MO, 44444
September 15, 2006

Dear Martha and Tom,

What wonderful news! I was delighted to hear about the baby and that you all are doing well. I want to congratulate both of you on the arrival of Melissa and wish you many years of happy parenting!

Love,
Catherine

30 Practical English Writing

10. 介绍信 (Letters of Introduction)

Formal

Beijing
February 2, 2006

Dear Mrs. Shen,

Dr. George Carlton is coming to Shanghai March 6 to deliver a lecture on the subject "Education in the United States", and I am writing this letter of introduction to you. He is a good friend of ours, and I think that perhaps you and Mr. Shen will enjoy meeting him as much as he would enjoy knowing you.

With all good wishes from David and myself.

Very sincerely yours,

Alice Powell
Alice Powell

11. 投诉信 (Letters of Complaint)

例 1:

Formal

Sept.15, 2006

Highways, Incorporated
222 Broadway
New York, NY 10000

To whom it may concern,

This is to call your attention to an oversight of your spring advertisement on overseas travel. You have totally overlooked the entire Mediterranean region.

Hoping to receive a corrected brochure at your earliest convenience.

Yours truly,

Helen McKay
Helen McKay

Ms. Helen McKay
Hot Springs Hotel
Hot Springs, AR 22222

例 2:

Formal

9/15/2006

Horizons Books, Inc.
55 Canal Street
Chicago, IL 44444

Attention: Orders Dept.

Would you please check on our order for one copy of *World Problems*, by John Doe, Universal Press, 2005, which we sent to you on September 1, 2006 with a check for \$25.00 (twenty five dollars) enclosed for cost and shipping? If you did not receive the order, or if you are out of stock, please advise.

Yours truly,
Grace R. Ames
Grace R. Ames
Librarian

Central Library
Green River, MA 11111

Practice 1

冬梅给戈申大学去函询问索取报名表。

Class 1, English Dept.
Sichuan University
Chengdu, Sichuan 610065
China

February 15, 2009

Director
Admissions Office
Goshen College
Goshen, IN 46526
U.S.A.

Dear sir,

I have learned from a university professor that your college is open to students from all parts of the world. I am an English major of a four-year college, and will soon graduate. I want very much to continue my study in America and have great interest in your college. I should be very grateful if you can send me some more information about your recruitment. If possible, please mail me an application form.

I look forward to hearing from you soon.

Yours sincerely,

Dong Mei
Dong Mei

1. 冬梅给戈申大学的信行文格式是“齐头式”还是“缩进式”?
2. 冬梅的信为什么“信端”、“信内地址”都写得很仔细?
3. 仿冬梅的信, 向你感兴趣的国外大学去信了解情况, 索取申请表或其他资料。
4. 某外资企业招聘办公室秘书, 请按下列要求写封自荐信并附个人简历。
 - (a) 先与朋友深入讨论, 为什么英文简历要把个人经历作倒述安排, 为什么简历行文时主张省去主语“I”。
 - (b) 通过因特网, 找到既符合本书提出的撰写要求, 又赏心悦目的简历模板作参考, 让你的简历更能取悦于人。

申请留学

到美国留学, 需要先向目的学校写信询问并索要申请书及有关资料。收到回信后, 按要求填好各种表格寄回。如果对方要求你提供个人情况和相关证明材料, 如学历证明、学习经费来源证明、个人简历、推荐信等, 要及时如实地通过信件反馈。

冬梅收到戈申大学招生办公室的回信和入学申请表等资料。