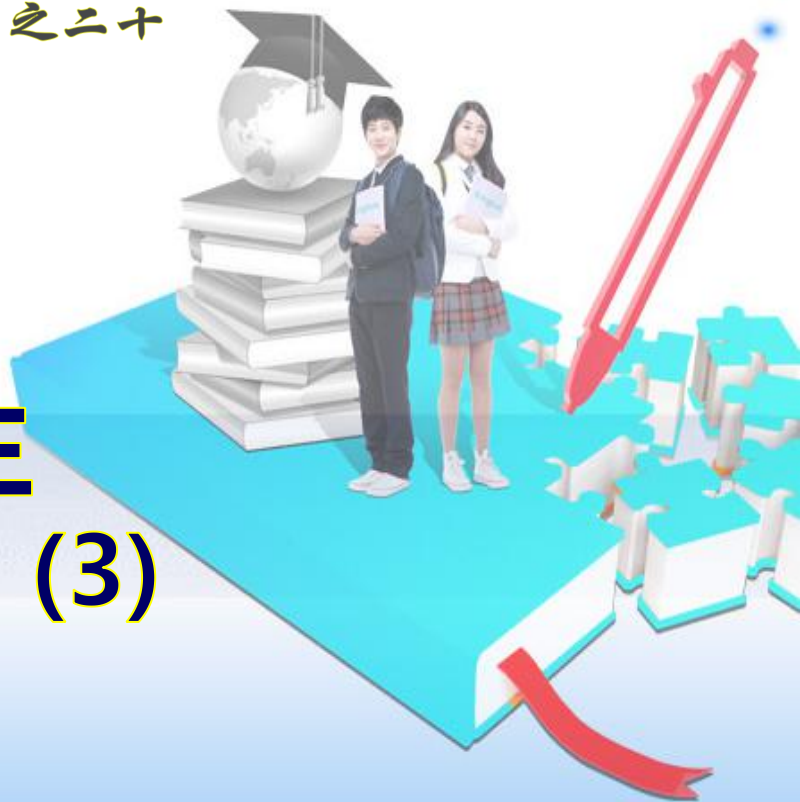


# 写作之三

## Practical Writing (3)



# Topics

1. Notes (便条)
2. IOUs & Receipts (借条与收条)
3. Forms (表格)



# Topic

## 1. Notes (便条)



# The definition of notes

是书信的一种形式

内容比一般书信更简短

用于询问、留言、通知、要求等

分为请假条和留言条两种形式



# Parts of a note

**Date**  
日期

写在右上角

- 几月几日
- 星期几
- 上下午的具体时刻

**Salutation**  
称呼

写在左上方  
日期的下一行

- Mary;  
Dear Tom
- Dear Mr. Smith
- Dear Sir  
Dear Madam

**Body**  
正文

1. 一般用两三句话写成, 说明写便条的目的
2. 请假条用语稍微正式一些

**Signature**  
署名

1. 署上写便条者的姓名即可
2. 结束敬语可写可不写
  - Yours truly,
  - Yours faithfully,
  - Yours sincerely,

# Useful words and phrases

1. 请求, 申请 **ask/apply for**
2. 病假 **sick leave**
3. 上课 **attend classes**
4. 从今天起缺课... (一段时间) **be absent from school for ... from today**
5. 附上 **enclose**
6. 医生证明 **the doctor's certificate**
7. 感激的, 感谢的 **obliged**
8. 准假 **grant me the leave**



# Useful sentence patterns

**表明意图：** 我特向您请假…，从…到…。

1. I am writing to ask for a leave of ... (天数) days, starting from ... (日期或星期几) to ... (日期或星期几).
2. I want/need/am sorry to apply/ask for ... (天数) leave from ... to ...

**说明原因：**

I have to/need to/plan to..., for/because...

**请求批假：** 如若准假，不胜感激。

I should be very much obliged if you will grant me the leave.



# Sample note——written request for leave (请假条)

March 4th

Dear Mr. White,

I am writing to ask for a sick leave of three days, starting from today to March 6th (both day inclusive) because I have a high fever. I enclose the doctor's certificate. I should be very much obliged if you will grant me the leave.

Yours faithfully,

David

说明:

假设你是David, 请给怀特先生写一份请假条。写请假条日期为3月4日。

- 1、因为发烧需休息, 特请假3天, 从今天起到3月6日。
- 2、附上医生证明。
- 3、望准假。





# Useful sentence patterns

不能参加...我深感抱歉。

I am very sorry that I cannot attend ...

请您有空的时候给... (某人) 回电话。

Please call ... (sb) back when you are free.

如果... (某人) 来了就告诉我。

Let me know if ... (sb) comes.



# Sample note——message slip (留言条)

9:50 a.m. Monday

Mr. Smith,

Mr. Chang of Pearson Company has just rung up saying that he is very sorry that he cannot attend the meeting this afternoon. He hopes to see you at nine tomorrow morning. Please wait for him at your office then. Please call him back when you are free.

Alice

说明:

假设你是秘书Alice, 接到皮尔逊公司常先生的来电, 请给经理史密斯先生写一份留言条。时间为周一上午9点50分。

- 1、常先生很抱歉今天下午无法前来开会。
- 2、希望明天上午9时能见面, 请到时在办公室等他。
- 3、请您有空的时候给他回电话。



# Topic

## 2. IOUs & Receipts (借条与收条)



# The definition of IOUs & receipts

是在与对方发生钱物关系时写给对方  
作为凭证的条据

起到书面证据的作用



# Tips on writing an IOU & a receipt

用词简洁、准确，没有客套语

正文写明是“借”还是“收到”，钱物的名称和数量，涉及的数字用英文拼出，相当于汉语的“人民币大写”

写字据的日期写于右上角

立据人的签名（全名）写于右下角

Salutation (称呼) (可省略)

Date (日期)

Body (正文)

Signature (签名)



# Useful sentence patterns

兹借到..., 今借到...

Borrowed from... (sb) ... (sth) / I.O.U.(I owe you) ... (sth)

从... (某天) 开始... (一段时间) 归还, 利息是...%

... to be paid back within ... (一段时间) from ... (日期) at/with the rate/interest at...%

兹收到..., 今收到...

Received from... (sb) ... (sth)



# Samples——借条 (Receipt for a Loan)

April 22<sup>nd</sup>, 2010

To Mr. Clinton,

Borrowed from you one thousand and five hundred dollars (\$ 1, 500) only, to be paid back within one year from this date with interest at 9% per year.

Tom Adams

说明:

请根据以下信息,  
写一张借条。

- 1、Tom Adams从 Mr. Clinton处借到1500美元。
- 2、约定一年后归还, 年利息为9%。
- 3、写借条日期为2010年4月22日。



# Samples——收条 ( Receipt )

January 13th, 2010

Received from the Student Union twenty  
sets of clothes and two banners for the sports  
meeting.

Zhao Jing

说明:

请根据以下信息, 写一张收条。

- 1、学生会归还运动会所用的20套衣服和2个横幅。
- 2、接收者为赵静。
- 3、写收条日期为2010年1月13日。





**Topic**

### **3. Forms (表格)**



# Types of forms

Personal Information  
Registration Form  
个人信息登记表

Registration Form  
注册表

**Forms**

Schedule  
日程表

Application Form  
申请表



# Tips on filling in a form

格式固定

语言简单明了

填写内容一般为个人信息



# Sample

## Personal Information Registration Form

Title Miss (Miss/Ms./Mr./Mrs./Dr.)

Full name Li Jia

Date of birth January 7th, 1988 Place of birth Shanghai

Gender Female Marital status Single / Unmarried

Nationality Chinese

Address NO. 1922 Huashan Road, Shanghai, China

Postal Code 200030

Tel. 021-89523876 Fax 021-89523865

E-mail lijia@sina.com

说明:

请根据以下信息填写表格。

李佳, 女, 1988年1月7日出生于上海, 未婚, 中国籍, 住址为中国上海华山路1922号, 邮编200030, 电话号码021-89523876, 传真号021-89523865, 邮箱地址

lijia@sina.com。



# Useful words

- A. Surname (Family name/Last name) 姓
- B. First name (Given name/Forename/Christian name) 名
- C. Full name 全名
- D. Sex / Gender 性别
- E. Age 年龄
- F. Date of birth 出生年月
- G. Marital status 婚姻状况
- H. Single / Unmarried 未婚
- I. Married 已婚
- J. Divorced 离婚
- K. Nationality 国籍
- L. Home address 家庭地址
- M. Permanent address 永久地址
- N. Work address 工作地址
- O. Signature 签名



# 感谢您的关注！

Thank you for your attention.

