

《高等学校英语应用能力考试辅导》系列微课之十八

书信 Letters



书信格式



在PRETCO—A或者PRETCO—B考试中，一般的书信作文都会省去信头和信内地址，所以我们把书信的格式总结为五大要素即日期、称呼、正文、结束语和签名。



书信格式

| | |
|------------------------------|-------------|
| | Date |
| Salutation | |
| _____ | |
| _____ | |
| _____ | |
| Body | |
| _____ | |
| _____ | |
| _____ | |
| Complimentary Closing | |
| Signature | |

Date (日期)

1) 英式: 日、月、年, 如**25 June 2015**
美式: 月、日、年, 如**June 25, 2015**

2) 年份应写全, 不可省略

3) 月份用英文拼写, 不可用数字代替:
January, February, March, April, May, June, July, August, September, October, November, December

4) 月份在日期前, 日期与年份间用逗号隔开, 月份与日期之间不用标点; 如日期在月份之前, 月份与年份之间不用标点, 如:
October 10, 2014; 10 October 2014

Salutation (称呼)

书信格式

Salutation

Date

Body

**Complimentary Closing
Signature**

1) Dear Sir/Madam, (不知道收信人姓名或性别)

2) Dear Sales Manager, Professor, Doctor (Dear 后可加职称或者头衔名称, 职称或头衔后可加收信人的姓)

3) Dear Mr. Smith, (用于男子)

Dear Mrs. Smith, (用于已婚女性)

Dear Miss Smith, (用于未婚女性)

书信格式

| | |
|-------------------------|------------------------------|
| | Date |
| Salutation | |
| _____ | |
| _____ | |
| _____ | |
| _____ Body _____ | |
| _____ | |
| _____ | |
| _____ | |
| | Complimentary Closing |
| | Signature |

Body (正文)

正文书写的原则是：

- 1) 语言得体
- 2) 简明扼要
- 3) 措辞礼貌
- 4) 自然诚恳

书信格式

| | |
|------------------------------|-------------|
| | Date |
| Salutation | |
| _____ | |
| _____ | |
| _____ | |
| Body | |
| _____ | |
| _____ | |
| _____ | |
| Complimentary Closing | |
| Signature | |

Complimentary Closing (客套敬语)

Sincerely /Faithfully yours,

Yours sincerely/faithfully,

Respectively yours,/Yours respectively,

Yours,

Truely yours, /Yours truely,

书信格式

| | |
|------------------------------|-------------|
| | Date |
| Salutation | |
| _____ | |
| _____ | |
| _____ | |
| Body | |
| _____ | |
| _____ | |
| _____ | |
| Complimentary Closing | |
| Signature | |

Signature (签名)

写信人的签名放在敬语下方，签名下方可写上写信人的职务，如：

David Smith
General Manager

书信类型

01

商务书信

社交书信

02

邀请信、祝贺信、
感谢信、慰问信、
道歉信、投诉信、
询问信、建议信、
介绍信、推荐信、
求职信

常用句型

邀请信

We are pleased to invite you to...
我写信是想邀请你.....

You are warmly invited to attend...
热诚邀请您参加.....

I would like to invite you to the dinner party on behalf of...
我代表.....邀请您参加晚宴。



常用句型

祝贺信

I am so pleased and happy to hear that...
听到……我真的非常高兴。

I write to congratulate you upon...
我写信来祝贺你……

I offer you my warmest congratulation on your...
对于你的……我表示热烈祝贺。



常用句型

感谢信

I would like to take this opportunity to express my thanks for...
我借此机会感谢您.....

I am writing on behalf of... to thank you for your kindness and hospitality extended to us on our visit to...
我代表.....对您在我们来访期间的热情好客表示感谢。

Thank you ever so much for...
真诚感谢您.....



常用句型

慰问信

I am sorry to hear that...听说……我很难过。

I would like to offer my sympathy to you on...
对于……我向你表示同情。

I cannot tell you how sorry I felt when I was informed of...
得知你……，我无法表达出我是多么伤心。

I am writing to express my deepest consolation.
我写信表达我最深切的慰问。

常用句型

道歉信

I would like to give you my apology for...

对于……我向你道歉。

Please accept my sincere apology for...

请接受我关于……的真诚道歉。

I am indeed very sorry for...

对于……我确实感到很抱歉。



常用句型

投诉信

I am writing to complain about...我写信是为了投诉.....

I would like to draw your attention to the problem...
我想让您知道这个问题...

It would be highly appreciated if you could...
如果您能...我将万分感谢。

I trust you will take my complaints seriously and...
我相信你会认真对待我的投诉，并且.....



常用句型

询问信

I am writing for information about...

我写信是想知道关于.....的消息。

I would like to know whether you can provide me with information regarding...

我想知道你是否能提供我关于.....的消息。

I am writing to inquire about ...

我写信是为了了解.....



常用句型

建议信

I would like to suggest that...

我想建议……

I am writing to express my views about...

我写信是想表达我对……的看法。

I believe you will take my advice into account.

我相信你会考虑我的建议的。



常用句型

介绍信

I am writing to introduce...
我写信是要介绍.....

The bearer of this letter is ...
持信人是.....

I take pleasure in introducing to you the bearer ...
很高兴能向您介绍持信人.....



常用句型

推荐信

I am pleased to have this opportunity to recommend to you...
我很高兴有机会向您推荐.....

It is with great pleasure that I recommend to you...
我很荣幸向您推荐.....

It would be greatly appreciated if you give him kind consideration.
若能考虑他的申请，我将不胜感激。

I have no hesitation in recommending her and hope that you will consider her application favorably.
我毫不犹豫地将她推荐给您，希望您能考虑她的申请。

常用句型

求职信

I have learned from... that your company is looking for a... and I would like to apply for the job.

我从……得知你们公司正在招聘一名……，我想申请这个职位。

I am writing in response to your advertisement in... for ...
看到你们公司招聘……的广告，于是写信……

In reply to your advertisement, I wish to apply for...
看到你们的招聘广告，我想申请……



电子邮件

From: Susan123@hotmail.com — — — — — ➔ 发信人地址(From)
To: Christina198@myspace.com — — — — — ➔ 收信人地址(To)
CC: David12345678@hotmail.com — — — — — ➔ 抄送(CC): 抄送人地址
Subject: Invitation for dinner — — — — — ➔ 主题(Subject): 短小、具体、简练
Attachments: — — — — — ➔ 附件(Attachment): 音频、视频、图片、文件可以附件的方式发出

Dear Mr. Johnson,

I would like to invite you and your family to come to join us in a dinner party to be held in my house on August 20th. It is to celebrate my daughter's admission into Cambridge University. We hope you can come and share our joy.

The party will start at seven o'clock in the evening. We are looking forward to your coming.

Yours,
Susan



传真

传真日期

题头(Heading)

To: Liu Gang, Blue Sky Foreign Trade Corporation

Fax: 45600872

From: Zhang Wen, Sales Manager,
Hangzhou Modern Furniture Factory,
128 Tianmu Road, Hangzhou

Fax: 35740125

Date: September 25th, 2009

主题

Page(s): 1

传真页数

Subject: Invitation for New Product Show

Dear Mr. Liu Gang,

Our factory will hold a new product show on September 28th, 2009 in which a lot of new-designed furniture will be on display. I would like to invite you to the show and after that we can proceed with some business talk for further cooperation. We are looking forward to your attendance.

正文

Yours sincerely,
Zhang Wen

结束语

一般情况下，传真的格式都是给定的，只需要根据信息填写到对应的位置就可以了。

感谢您的关注！

Thank you for your attention.

