《高等学校英语应用能力考试辅导》系列微课之十八



W上海外语教育出版社



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。

Salutation	Date
Body	у
Comp	olimentary 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	Date
	Body
	Complimentary Closing Signature

Salutation (称呼)

- 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)

Salutation	Date
	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

Salutation	Date
	Body
	·
	Complimentary Closing
DE 1	Signature

Complimentary Closing (客套敬语)

Sincerely /Faithfully yours,

Yours sincerely/faithfully,

Respectively yours,/Yours respectively,

Yours,

Truely yours, /Yours truely,

Salutation		Date
	Dody	
	Body Complimenta	ry 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





We are pleased to invite you to...

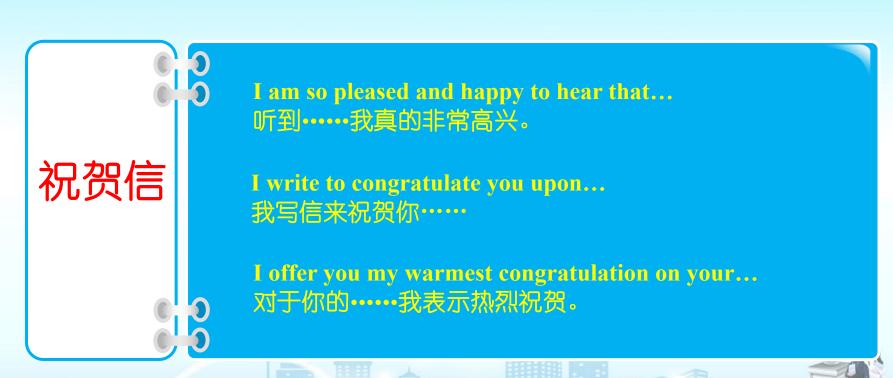
我写信是想邀请你......

邀请信

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。





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.....



I am sorry to hear that... 听说······我很难过。

慰问信

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。

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





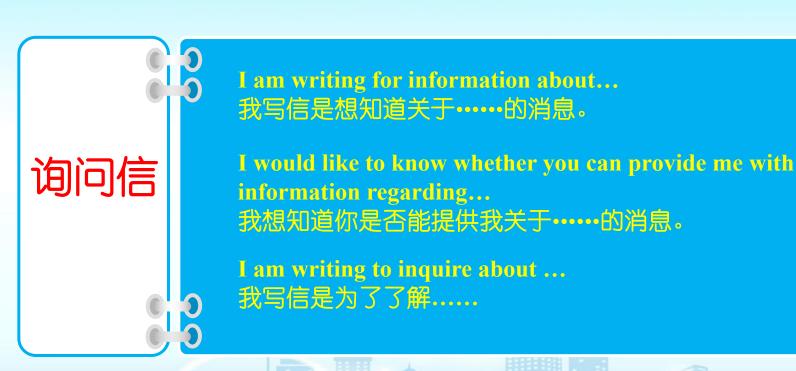
I am writing to complain about...我写信是为了投诉......

投诉信

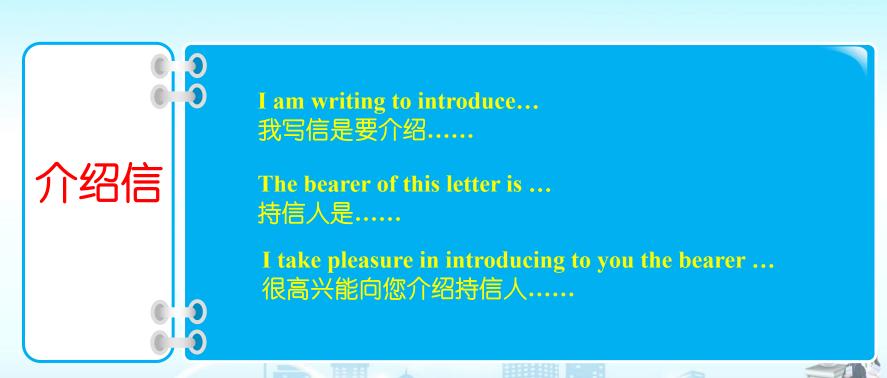
I would like to draw your attention to the problem... 我想让您知道这个问题...

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......









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

推荐信

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。



电子邮件

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



To: Liu Gang, Blue Sky Foreign Trade Corporation

From: Zhang Wen, Sales Manager,

Hangzhou Modern Furniture Factory,

128 Tianmu Road, Hangzhou

Date: September 25th, 2009

Subject: Invitation for New Product Show

Fax: 45600872

Fax: 35740125

Page(s):

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 结束语 forward to your attendance.

> Yours sincerely, **Zhang Wen**

-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



Thank you for your attention.