


# Contents

<b>Chapter I</b>	<b>英语应用文概述</b>		
	(General Remarks on Practical English Writing) .....	1	
<b>Unit 1</b>	英语应用文写作的相关知识		
	(Related Knowledge of Practical English Writing) .....	1	
<b>Unit 2</b>	英文信函的书写格式 (The Layout of English Letter Writing) .....	4	
<b>Unit 3</b>	英文信函的构成成分 (The Elements of English Letter Writing) .....	9	
<b>Chapter II</b>	<b>社交书信 (Social Letters)</b> .....	13	
<b>Unit 1</b>	感谢信 (Letter of Thanks) .....	13	
<b>Unit 2</b>	祝贺信 (Letter of Congratulation) .....	17	
<b>Unit 3</b>	道歉信 (Letter of Apology) .....	22	
<b>Unit 4</b>	慰问信 (Letter of Consolation) .....	26	
<b>Unit 5</b>	告别信 (Letter of Farewell) .....	31	
<b>Unit 6</b>	求职信 (Letter of Application for a Position) .....	35	
<b>Unit 7</b>	辞职信 (Letter of Resignation) .....	40	
<b>Unit 8</b>	推荐信 (Letter of Recommendation) .....	45	
<b>Unit 9</b>	证明信 (Letter of Certification) .....	50	
<b>Unit 10</b>	询问信 (Letter of Inquiry) .....	54	
<b>Unit 11</b>	预订信 (Letter of Reservation) .....	59	
<b>Unit 12</b>	邀请信及回复 (Letter of Invitation & Reply) .....	64	
<b>Chapter III</b>	<b>商务书信 (Business Letters)</b> .....	71	
<b>Unit 1</b>	建立贸易关系 (Establishing Business Relations) .....	71	
<b>Unit 2</b>	销售函 (Sales Letter) .....	76	
<b>Unit 3</b>	询盘函 (Inquiry Letter) .....	81	
<b>Unit 4</b>	报盘函 (Offer Letter) .....	85	
<b>Unit 5</b>	订购函 (Order Letter) .....	90	

2 应用英语写作 

<b>Unit 6</b>	投诉与索赔 (Complaints & Claims) .....	95
<b>Unit 7</b>	理赔与拒绝 (Adjustments & Refusals) .....	100
<b>Chapter IV</b>	<b>表格 (Forms)</b> .....	107
<b>Unit 1</b>	履历表 (Résumé) .....	107
<b>Unit 2</b>	申请表 (Application Form) .....	114
<b>Unit 3</b>	登记表 (Registration Form) .....	122
<b>Unit 4</b>	日程表 (Agenda) .....	127
<b>Unit 5</b>	调查表 (Questionnaire) .....	132
<b>Unit 6</b>	成绩单 (Grade Report) .....	138
<b>Chapter V</b>	<b>其他 (Others)</b> .....	143
<b>Unit 1</b>	电子邮件 (E-mail) .....	143
<b>Unit 2</b>	传真 (Fax) .....	147
<b>Unit 3</b>	备忘录 (Memo) .....	152
<b>Unit 4</b>	电话记录 (Telephone Message) .....	157
<b>Unit 5</b>	通知、启事与海报 (Notice, Announcement & Poster) .....	160
<b>Unit 6</b>	证书 (Certificate) .....	165
<b>Unit 7</b>	公证书 (Notarial Certificate) .....	169
<b>Unit 8</b>	合同 (Contract) .....	173
<b>Unit 9</b>	公司与产品介绍 (Company Profile & Product Introduction) .....	179
<b>Unit 10</b>	使用说明书 (Operating Instructions) .....	185
<b>Unit 11</b>	便条与单据 (Note & Receipt) .....	189
<b>Unit 12</b>	名片 (Business Card) .....	195
<b>Chapter VI</b>	<b>历年高等学校英语应用能力考试写作实考试题</b>	
	(PRETCO Original Test Papers of Writing) .....	201
<b>Part 1</b>	历年高等学校英语应用能力考试 (A) 级写作实考试题	
	(PRETCO Level-A Original Test Papers of Writing) .....	201
<b>Part 2</b>	历年高等学校英语应用能力考试 (B) 级写作实考试题	
	(PRETCO Level-B Original Test Papers of Writing) .....	209



附录 I	写作练习参考答案 (Reference Answers) .....	217
附录 II	历年高等学校英语应用能力考试写作实考试题参考范文 (Model Essays of PRETCO) .....	252
附录 III	高等学校英语应用能力考试写作评分标准 (Marking Criteria for PRETCO).....	265