

Part 9 Practical Writing

I. Note-Writing

1. Lily is, your roommate, is looking for a part-time in the coming summer vacation. You saw an ad for a private English tutor for a schoolboy. Write her a note, telling her what the job is and strongly recommending it to her.
2. Jane, your classmate, is thinking of subscribing to an English-language newspaper. And you would like to recommend one to her. Write a note, telling her which newspaper it is and describing two features of the paper.
3. Your classmate, Jimmy, is head of the university's Swimming Club. He has invited you to join the club, but you like some other sport. Write him a note, declining and explaining why.
4. You have got to know that your classmate, Victoria, is organizing a weekend excursion for the class. And you are thinking of joining the trip, write him a note expressing your interest in the excursion and asking for information on two details related to the excursion.
5. You have got two tickets to a concert given by a famous pop band/orchestra. Write a note to your friend, Hilda/Mike, describing briefly what it is and inviting her/him to come with you.
6. Your friend, Jane, has failed in the final exam, and is feeling very unhappy about it. Write a note to comfort her and give her some encouragement.
7. Your friend Clare has invited you to her house-warming party this weekend. However, you will be away then. Write her a note politely declining her invitation and expressing your best wishes to her.
8. You have heard that your friend, Jack, wishes to sell his walkman. Write him a note expressing your interest in it, asking him about its condition and offering a price for it.
9. Yesterday you failed to turn up for the appointment with your teacher, Professor Wang. Write him a note of apology and make a request for another meeting. You should also suggest the time for the requested meeting. □

II. Translate the following sentences in to English:

1. 称呼由“尊敬的”一词开始，其具体写法取决于写信人和收信人之间的关系。
2. 为了避免英美表达方式差异可能造成的混淆，日期不要全部用数字表示，而是将月份用英文表示。
3. 签名一栏包括手签名和打印名。
4. 如果采用齐头式或半齐头式，正文的段落划分通过空行来表示。
5. 信内的收信人名字和地址应该和信封上的一模一样。
6. 书写结尾敬语时，只大写第一个词的第一个字母。
7. 书信是重要的交际工具，通常分为商务书信和私人书信两大类。

8. 信函正文中各段首行可一律左对齐，也可采用首行等距缩进格式。
9. 在商务信函中，发信人的亲笔签名应写在结尾敬语和打印名之间。而在打印名之后还应注明发信人的职务。
10. 如果发信人想让收信人知道同一封信还寄发给了谁，就用抄送来表示。

III. Read the following letter and find out all the inappropriate ways concerning the layout and structure. Then try to improve it.

Nanghai Import and Export Co., Ltd
23 Dongdan Road
Beijing China
Sep. 10, 2010

Chicago Housewares, Inc.
1578 Morton Ave.
Chicago 27, U.S.A.

Dear Sir,

We have got your name from the Chamber of Commerce of London.

We are in the market for porcelain tea and coffee cups and saucers of different shapes, fully decorated with flowers or other designs.

If you can supply this type of merchandise, kindly airmail us a sample cup. Also, please enclose your price list and all suitable illustrations.

Your early reply is greatly appreciated.

Your sincerely
Michael Barnwell

Michael Barnwell

sales manager

MB

IV. Write a letter and address an envelope according to the following particulars.

- Writer's name: Joan Wang
- Writer's job title: Sales Manager
- Writer's company: Sky-high Import & Export Corporation
- Writer's address: 32 Fuxing Road, Beijing, 100230, China
- Date: September 28, 2010
- Receiver's name: unknown
- Receiver's company: ABC Telescope Corporation
- Receiver's address: 1275 Red Road, Arden Hills, MN 5512, U.S.A

- Subject: Establishing Business Relationship
- The message:
 - Your company is exporting binoculars.
 - The receiver's company is importing binoculars.
 - You get the name and business information of the receiver's company on internet.
 - You want to sell your binoculars to the receiver in the future.

V. Read the given CVs and figure out they are chronological or functional resume.

a)

Zhang Lu

94 Yan'an Road, Zhongshan District, Dalian 116002
 Tel: 0411-87234922
 Email: zhanglu@hotmail.com

Job Objective

To teach English with emphasis on speaking and listening

Education

* 2006, 09 – 2008, 07
 University of New York New York, U.S.A
 Master's Degree in British Literature

* 2004, 09 – 2006, 07
 Dalian University of Foreign Languages Dalian, China
 Bachelor Degree of Arts in English Literature and Linguistics

Experience

* 2008 – present Teach College English Intensive Reading
 Dalian Technology University

Certificates

* Band 8 Certificate of Test for English Majors
 * Certificate for Service in the APEC summit meeting

References

Available on request

b)

Lee Li

Shanghai University of Foreign Studies
P.O. Box 65 Dalian Road 324, Shanghai 200000
13183891567 Email: leeli@live.cn

Job Objective

English Teacher

Proficiency in English Language

M.A., Dept. of English, graduate School, Shanghai University of Foreign Studies, 2006-present

B.A., Dept. of English, graduate School, Shanghai University of Foreign Studies, 2000-2004

- Passed TEM 8, 2003
- Won the first prize of "Foreign Newspaper and Magazine Designing Contest" Shanghai University of Foreign Studies, 2003
- Third-class Scholarship, Shanghai University of Foreign Studies, 2002

Experience in Teaching English

- Taught Extensive Reading to English majors, part time, International Training School of Shanghai University of Foreign Studies, 2006-present
- Assisted American professors in teaching oral English to non-English majors, Shanghai Vocational and Technological College, part time, 2004-2006

Social Work

Translator at the Fifth APEC Economic Minister's Summit, Shanghai,
Volunteer, 2006

Interests

Reading, drawing and singing

Self-evaluation

- Quickly adapt to new working circumstances
- Have sense of responsibility, broad-minded, careful, patient
- Possess good communication skills, good at empathetic listening

References

- Mr. Mingyi Huang, Director, International Training School of Shanghai University of Foreign Studies, Tel: 021-23981047
- Mr. David Peters, Professors, Shanghai Vocational and Technological College, Tel: 13510476892, Email: Davep@svtc.edu.cn

VI. Write a functional resume according to the following situation.

Yang Yu, an undergraduate of Sichuan University, learns from their principal Mr. Wang that there is an opening for a sales representative in a famous company, New Hope Apparel Company. He is confident that his formal education and previous experience as a sales assistant in Big Men's Apparel Company qualify him for the job, so he decides to apply.