

<<实用英文写作>>

图书基本信息

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### 前言

作为一名英文教师，经常有人请我审订一些具有真实交际用途的材料，如英文的实用书信、通知。改革开放以来，我审订更多的是去国外求学、向跨国公司或合资企业求职所需的各类文书，如英文的简历、附函、自述和推荐信，还有一些是单位的英文简介。我们通常的做法是按中文拟定的稿子翻译。但是，由于汉英两种语言和文化的差异，这样做的结果常常是或失之生硬，或失之牵强。何不按照中文用英文直接撰写呢？

近年来，大学本科高年级学生和研究生更需要用英文写论文摘要，直至用英文撰写一篇完整的论文。学生的迫切需求和对英文写作的极大兴趣促使我自2001年起面向全校本科生和研究生开设英文写作课，课程大受学生欢迎；与此同时，我对英文写作从理论到实践有多年的兴趣和积累，所以就开始编写这本《实用英文写作》教程。

本教程由三大部分构成：第一部分，也即第一单元，讲述优秀作文的特点和写作的过程。这一单元旨在提高学生对写作的一些意识，使学生在一开始就对优秀作文的特点和写作的过程有一个明晰的了解。

接下来的两大部分是本书的主要内容。

第二部分，实用英文写作。

这部分包含了从简单的便条写作、电子邮件写作、一个单位的英文简介写作、英文水平考试作文写作到求学、求职所需的各种申请文书的写作。

第三部分，英文研究论文写作。

这部分以实验为基础的研究论文为原型、以构成论文的五大部分（摘要、引言、研究方法、研究结果和讨论）作为单元进行编写。

考虑到学生来自不同的专业系科，英文样例原文选自教育学、应用语言学、心理学、医学、管理科学、计算机科学，材料科学、机械工程和土木工程等学科。

教程正文后的附录包含：英文易混淆词语辨释、英文书信格式、英文标点用法、论文引文规范等内容，使教程同时具备手册的特点。

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### 内容概要

《实用英文写作》主要包含实用英文写作和英文研究论文写作两大部分。教程的编写汲取了应用语言学的最新研究成果，写作内容可满足我国英语学习者的学习或工作需求。《实用英文写作》中英文样例绝大部分为英美人撰写的真实交际语言材料，课堂活动和写作任务形式多样。

交际陆强。

《实用英文写作》提供的中文讲解、写作语汇支持和附录中的内容同时可作手册使用。

所附的光盘包含上课用的PowerPoint幻灯片、学生的写作自主练习题和因特网英文写作资源网址链接

。本教程适合大学生、研究生和其他水平相当的英语学习者使用。

## 书籍目录

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## 章节摘录

Personal Statement Background and Objective "Never give up , "my mother has always said to me . I gained strength from her words every time I was faced with difficulties and was about to give up . When I was in high school , my mother was laid off by her company . But with the help from the local government and her own determination , she started her own printing business , which has been very successful . With my mother as an example , I have learned to be independent and hard-working for I know success is the result of one's determination and hard work . I will graduate from the Department of Electrical and Electronic Engineering at Zhejiang University, China , in the summer of 2005 . In order to succeed in this increasingly competitive world , I must work hard to pursue my goal of becoming a research scientist in the field of electrical and electronic engineering . With my outstanding performance in undergraduate studies and my interest and determination , I have decided to further my studies in the United States . I believe pursuing a higher degree abroad holds the key to my professional advancement and a better future . Intellectual and Research Interests My interest has always been in electrical and electronic engineering . How a chip could do so many things such as computer and control is always something mysterious to me as a child . The mystery faded away gradually , but my interest has grown stronger after I took courses in electronics and circuits at Zhejiang University . I have performed successfully in all the major courses with a GPA of 3 . 85 / 4 . 0 Last year , I joined a Student Research Training Program ( SRTP ) in the university, a program which aims at helping students develop research skills . I am now working with other four classmates in a project called "Operating Reserve Assessment in Electric Power Systems" . I have attempted to use a mathematical model based on a hybrid deterministic and probabilistic approach to assess the Operating Reserve . We hope that the new method will help to improve the conventional approaches used in the power system in China . The project is still in progress and is moving on smoothly . I have also participated in a group in which students from many departments in the university are working together to design and make robots for the ABU Asia-Pacific Robot Contest , Bangkok 2004 . We are now working in the National Key Lab of Industrial Control Technology at the university under the guidance of Professor Wang Dawei , an eminent specialist in robotics . I find the project intellectually stimulating and inspiring .

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