

<<公文写作>>

图书基本信息

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## 前言

Writing , as Francis Bacon says , makes one precise. This precision not only refers to what is overtly called speech , an entity right in front of ones naked eyes , but also to what stays covert , thinking , an ability of mind to breed out thoughts and to transfer them into linear words. It is not uncommon for one to be able to write in its general sense , but it is of particular difference if one wants to write precisely along with specific contents. By content we are reminded of form , the coupled term opposite to and yet indicative of content , and together they relate our discussion to the two sides of writing and the coherence between content and form in achieving the intended effect. It goes beyond doubt that content is of prime importance since it is content that participants are most interested in and therefore sincerely meant in delivery of communication. By contrast , form acts as an instrument that helps present content , resulting , as is commonly perceived , in a status quo secondary to content. Such a relation upholds that content determines form. While content changes from discipline to discipline , it is expected that there are as many forms to follow suit but as a matter of fact not every content is well matched a form. This is not because writers are unable to concoct enough forms for various contents , but because it does not appear necessary when scientific inquiries are intended to reach at length an ultimate simplification by means of groups of categorical classifications. Generally , therefore , there are five types of writing : daily , journalistic , documentary , creative , and scientific. To accomplish the coherence between content and form in writing involves such skills as wording and paragraphing , to put it another way , the arrangement of words , sentences , and the whole text. These skills look , in the first place of learning , especially in learning a foreign language , more linguistic than conceptual , for they have a lot to do with spelling , grammar , and fixed expression. Upon a second thought and with deep investigation , it is exposed that many failures in attaining these skills lie in erroneous or improper conceptualization with respect to cohering content and form. Accordingly , to learn to write has two implicitly interactive parts——speech and thought.

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### 内容概要

《公文写作（英文版）》内容精辟，不仅有深刻的理论阐述，还有简明的写法指导，更配有丰富齐全的范文，充分体现了规范性、合理性和实用性，便于读者学懂、搞会，使读者在写作时有文可依，有章可循。

《公文写作（英文版）》可作为大中专院校公文写作的基础教程，也可作为公文写作培训的通用教材以及公文写作者的自学读物。

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## 章节摘录

6) The complimentary close. This is a parting gesture, a courteous way to bring a letter to an end to avoid too abrupt ending. This short expression is always a few words on a single line, beginning with a capital letter and ends with a comma. There are a variety of terms to close an English letter, but which one to be used depends on the writer's exact relationship with the recipient. For business letters, the conventional closes are "Sincerely yours" (AmE), "Yours sincerely" (BrE), "Cordially yours", "Yours truly", etc. The close of a personal informal letter is of more free choice: "Yours (with love)", "As ever", "Fondly", "Affectionately", "With best wishes", or even "Thanks", "Warmly", or "Stay cool!" etc.

7) The signature. In a personal letter, the writer may sign his/her full name, first name, or even a nickname in accordance with his/her relationship with the recipient. In a business letter, however, the writer should sign his/her full name by hand in blue or black ink and type his/her full name in the next line. If the writer is a female and is writing a business letter to someone that probably does not know her, she should indicate as follows the way she would like to be addressed in the reply.

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