

业务外语商务法语：法语学习计划书样文 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/474/2021_2022__E4_B8_9A_E5_8A_A1_E5_A4_96_E8_c67_474142.htm 在申请留学及签证的过程中，经常会被要求写学习计划书（study plan），本文作者长期从事留学文书写作，因此结合自己的工作经验，介绍一下学习计划书的写作。一般来说学习计划书可以按照提交目的分成两类，给大使馆申请签证用的，或是给学校申请录取用的。用来申请学校的学习计划从本质上讲和个人陈述是同一类型的文书，关于学校申请类的学习计划书可以参考个人陈述方面的文章，本文主要介绍提交大使馆签证用的学习计划书。欧美国家，特别是移民国家，如法国，澳大利亚，新西兰，加拿大等国针对留学生签证的时候往往要求提供学习计划书，通过学习计划书使签证官了解您的背景，选择留学专业的动机条件，选择该国留学的理由，和清晰的未来留学时间安排，职业目标和回国理由，配合审核您的其它材料决定是否给您发放留学签证，因此学习计划书是一份很关键的文件。总的来说，学习计划书需要包括以下几方面内容。1、简单说明自己的学习经历，专业背景及工作经历；2、说明自己进一步求学的动机及为什么选择该国、该大学与该专业；3、详细的留学时间安排；4、介绍留学所需资金及来源；5、对未来职业目标的阐述，留学后回国的理由。学习计划书的行文风格和文章结构与个人陈述有很大不同，不需要太多个性化和感性的描述，而应该是结构清晰简单，逻辑严密，阐述的事实明确，相关论据有力可信，学成回国的理由要非常充分，并且绝对不能和申请人的其他材料发生矛盾。

由于使馆的工作人员每天要处理大量的文件，因此学习计划书切不可写的太长，一般不应超过800字，并且说明一个问题最好只用一个段落，段落前加上标题，如 My Choice of University of Toronto in Canada ,My career objective 等，以便使馆的工作人员对您一段内容的中心思想一目了然。您的阐述应该非常清晰易读，不能希望让使馆的工作人员从您的文字中“挖掘”您“潜在”内容。学习计划书的重点部分是未来的职业计划和留学后回国的理由，通过这一部分来告诉大使馆您到该国留学后，确实能够对您的职业发展有良好的帮助，并且有可信有力的理由学成归国。虽然要求学习计划书的国家往往是移民国家，但是由于您申请签证的理由是留学，因此通过学习计划书一定要消除您任何移民倾向。回国理由要结合您个人的背景经历和家庭情况给出很合理的解释，如一位拥有多年商业经历的经理获得去新西兰读商业管理硕士课程的机会，那么阐明他的职业目标是回到中国成为一名跨国公司的高级经理人，而他在中国多年积累的客户资源和社交圈是一笔非常宝贵的财富，这就是非常强硬并合理的一条回国理由。特别需要注意的是，学习计划书中关于回国理由等涉及事实论据的地方，不能任意编造。最后需要强调的是，由于学习计划书在表达上要求非常有条理，逻辑严密，简洁有力，这是大多数中国申请人所难以达到的，由于语法错误和逻辑关系的失误往往会导致理解的偏差。因此请专门的机构由外籍专家进行语言上的修改是避免上述弊端的好办法。注：应网友要求，特附一篇英文版的学习计划书学习计划书样文 Introduction of my background: My training was in the area of Chinese Education in XXX University for Nationalities. The

education I received there trained my basic abilities of learning and made me capable of independent working. Because of my interest, and curiosity in the new field of Marketing, I participated in the business directly related with market after my graduation from university. My first job was Manager Assistant in XXX Supermarket. I learned a lot of experience from manager and co-workers, which added to my talent and efforts made me very successful in daily work. For example, I made our supermarket the "Supermarket without fake commodities" and instituted rigid regulations for supplier selection. Moreover, I bought large amount of goods with cash and quickly sold them at low price, which accelerated the turnover of money and increased our bargain power to suppliers. In 1996, I was promoted to be the Operation Executive. I audaciously built up three chain supermarkets in Shenzhen and established strong competitive advantages among our industry. In 1998, I joined the Shenzhen XXX Electronic Co.Ltd.-whose main business is the sales of single chip and relevant software. I suggested the company enter the market of single chips emulator which contained more technology and had more profit vacuum. I also enhanced the technology development and after-sales service. held technology lectures focused on potential clients and published technical introductory articles. Within only 2 years our emulator business became a well-known brand in our industry and became our company's core business and main resource of profit. Why choose to study in × × and Throughout my past experience, however, I realized that I need more than my talent and successful records to

achieve my higher goals, especially as China joined the WTO and plays an active role in the global economy. An advanced education in marketing in a western country is necessary for me to have an international perspective of marketing and gain valuable knowledge of marketing theories and practices. The advanced Education system in × × can provide high quality graduated program for me, the reasonable tuition and high standard living condition also attracted me deeply. The University of × × is one of eight University which authorized by the government of China, all these are reasons for me to determine to go to × × , a country which has the highly developed business system and first-class education quality, for my further education. Study plan: I plan to study for the Mater Degree of Marketing in the University of xxx which last for two years. Because I believe my condition and qualification are suitable for the courses requirements. Matriculated in The University of XXX smoothly has proved the university also believes in my ability of completing my study without difficulties. Moreover, all of my accomplishments in the field of marketing within 10 year would be my good preparation for my further study. I am very confident that my experience would help me succeed in my post-graduate study. To study marketing needs solid English foundation. Although I have been keeping learning English these years and already have a very good English foundation, I still reckon that my English will be improved if I pay much attention to learn it in an English speaking country. Therefore, I prepare to complete half a years English courses before my study of master courses and take IELTS in New Zealand as well. When I

received my master degree, I will get systematic Marketing knowledge and understanding of the running of business in New Zealand, a developed Western country. My 10 years saving which is *****RMB in *****Bank, my real estate which worth *****RMB (estimated my *****Bank) and my stock which worth ***** RMB (calculated in present market price) in stock market would be my firm foundation of studying in New Zealand. The study fee in ***university is ***** and the living cost is *****. Therefore, my financial status is sufficient to afford my study and living cost in New Zealand.

Career objective As soon as I finish my master degree in Marketing, I'd like to return back to China directly. First, it simply because I love my motherland very much and I believe my further education in New Zealand could help me to make greater contributions to the people and economy that I have a passion for. The second reason is I feel lucky that I live in an era when China is undergoing rapid economic and political reforms. I witnessed with my own eyes its transition from a society of monotony and low productivity to one that is much more open, prosperous, and full of momentum for growth. As a result this transition has created plenty of opportunities in Chinese economy. Since I have always dreamed of being a successful international marketer in China, I would like to utilize the knowledge that I will acquire in New Zealand and abundant experience accumulated in China's domestic market to extend my own career as an international marketer who concerns the marketing in global scale. More than ten years domestic experience is extremely valuable for a successful marketer. However, in New

Zealand-a country which has a totally different language and culture, there is few advantage for me, so coming back to China after learning is my best choice. Finally, nearly all of my public relationship is based in China. During my ten years work, I have already accumulated plenty of clients and relationship. those are very important foundation not only for my career but also for my daily life. I would never give them up. Furthermore my former company-Shenzhen XXX Electronic Co., Ltd. agreed with my decision of studying in New Zealand and they will keep my position and welfare while I am in New Zealand and look forward to my return. I would never like to miss this opportunity. 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 www.100test.com