

2010年3月公共英语等级考试三级写作范文荟萃PETS考试 PDF  
转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/644/2021\\_2022\\_2010\\_E5\\_B9\\_B43\\_E6\\_9C\\_c88\\_644334.htm](https://www.100test.com/kao_ti2020/644/2021_2022_2010_E5_B9_B43_E6_9C_c88_644334.htm) 英文书信的写作 I.英文书信写作的  
五项基本原则 这五项基本原则是：consideration, conciseness,  
clarity, courtesy, correctness。即：体贴、简明、清晰、礼貌、  
正确。 II.英文书信的结构www. Examda.CoM考试就到百考试  
题 1. 信头(Heading)：包括写信人地址和写信日期。位置在信  
笺的右上角。地址从小到大，按单位换行，比如第一行写门  
牌号和街道，第二行写城市和省(州)，第三行写国家和邮政  
编码。日期按照下列格式：June 1,2000(美国)，1 June,2000(英  
国)。 2. 封内地址(Inside Address)：如果是比较正式的信函，  
信笺上还要写上对收信人的称呼和他的地址。它一般位于信  
头的下方，信笺的左边顶格的位置。 3.称呼(salutation)：封内  
地址低两行，靠左边顶格自成一。如果是公函，则称呼对  
方的职位，如果是一般朋友则可称呼为My dear XX，如果是  
比较熟悉的朋友则可以用Dear XX。 4. 正文(The body)：有什  
么写什么即可。但注意五项基本原则。 5.结尾词和签  
名(Complimentary close and Signature)：一般信函的结尾词  
用Yours sincerely/truely/faithfully)。如果是公函则以Yours  
respectfully结尾为多。亲密一些的私人信件则可以根据情况  
以Yours ever/ affectionaely , love,等结尾。 结尾词下方要求手写  
签名，手写签名下方打印签名。 6. 附件和再启(Enclosure and  
Postscript) 如果有附件，则可以按照这样的格式写：Enclosure:  
XXX。如果有另外的事情需要补充，则可以用P.S.开头，表示  
“又启，又及”的意思。 7. 信封的格式(superscription)：写信

人的姓名地址位于信封左上角(或信封背面中上方)。收信人的姓名地址位于信封中央或偏右。

8. 收转：在收信人姓名下方写上收转人的姓名，并在前面写上c/o字样

邀请信范例 1、正式邀请

October 24, 1994 Dear Professor Qian: I am pleased to inform you that the Culture Regeneration Research Society is organizing an academic exchange conference entitled " The Conflicts of Civilization and Cultural China" on 6-7 January 1995 in Cancouver, Canada. You are cordially invited to participate in this important academic event of North America as our guest. Your round trip air ticket, accommodation and meal expenses will be subsidized. Should you be interested, please let us know at your earliest convenience. Look forward to seeing you in this conference, and to having you as an important part of this event. Sincerely, (签名) David Raymond Chairman Organising Committee of the Conference Encl. Conference Announcement, Timetable, Member List

2、非正式邀请

Dear Mrs. Hudson: Will you and Mr. Hudson be able to join us and a couple of friends on Saturday evening, October 5 th, for dinner? Later we plan to go to the Citys Performance Hall to see a Huangmei opera. Dinner starts at six-thirty to allow plenty of time for the drive into town and arrival before curtain time. We do hope you can come. Sincerely yours, Ma Mingcheng (签名)

求职信范例 范例一： July 20, 2000 Changjian Road 23, Hefei Anhui Province China Dear Mr. Li: We acknowledge receipt of your letter of 29th May. We have pleasure in enclosing our latest prospectus. If you require further information, please do not hesitate to contact us. Sincerely, Professor Cook 范例二： July 20,

2000 Dear Sir, I have obtained your address from the British Council. I intend to study English next year, and am interested in your summer school English class. I would be most grateful if you could send me your latest prospectus. I look forward to hearing from you.

Yours truly, Jame Li 范例三 July 20, 2000 Dear Sir, I am writing in reference to the recent order I placed with your company. I was most disappointed to note that on examining the set of wine I ordered, four of them were badly damaged. I request that replacement be sent as soon as possible. It is essential that I receive these goods as soon as possible as they are intended as a wedding gift for a relative. I have previously received a high standard of service from your company and I trust that this matter may be brought to a swift and satisfactory conclusion. Yours truly, Cester Chen 范例四 :

July 20, 2000 Dear Miss Wilson, We have received your letter of 10th May in which you say that you are in receipt of fault goods. We have investigated the matter and found that the damage was caused by an oversight on our part. A new set of six wine glasses has now been dispatched to you and you should receive them by the end of this week. We apologize for any inconvenience caused by this problem and will endeavor to prevent it happening again. Yours truly, CHESTER CHEN 范例五

: July 20, 2000 Dear Mrs. Smith, My name is Chencheng. I am a final student of Anhui Agricultural University. I am currently seeking employment in which I could make full use of my English language skills. For this reason, I would be interested in any job vacancies available in your company. I am confident and enthusiastic, so although I have little work experience, I believe that my personal

qualities will allow me to make a valuable contribution to your company. I wish to work for Haier in particular because as a newly opened joint venture company in Hefei, I feel you could offer me the chance to work among Chinese and overseas employees in a modern and friendly environment. I enclose my curriculum vitae. I am available for interview at any time. If there are no positions available at this time, I would be most grateful. If my application could be considered for future vacancies. Yours sincerely, Chencheng 范例六

: July 20, 2000 Dear Mrs. Janes, I am writing in interest of the vacancy in your company for an English interpreter. My name is Chencheng. I am currently studying for an English degree and will graduate from Anhui Agricultural University this July. I have passed Band Four and Band Eight examinations. I enjoy using English and am confident that my experience of interpreting part time for the university Foreign Affairs Office will allow me to make a valuable contribution to your company. I wish to work for Imagination Computer Company in particular because I believe that such a reputable joint venture company could offer me the travel and career advancement prospect I am looking for. I enclose my completed application form, giving full details of my experience and qualifications I am available for interview at any time. I look forward to hearing from you. Yours truly, Chencheng 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](http://www.100test.com)