



Chapter 2

出国留学



世界 500 强员工必用的 E-mail 即抄即用!

DataCD

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Unit 1 申请篇



1. 留学申请

Dear Sir,

I would like to apply for your university as a Master's degree student in Financial Management next September.

I am in the fourth year of undergraduate studies at Wuhan University and I will receive a Bachelor of Arts in Finance in July. It has been my dream to pursue graduate studies at California University, an institution well-known for its excellent faculty and students as well as the strong leadership in the field of Finance. I am confident that I would benefit a lot from the rich academy and cultural community of your university.

As requested, I have sent two recommendation letters, an original copy of my university transcript, and a copy of my TOEFL certificate. Please also find attached my completed application form.

Thank you very much for your consideration. I am looking forward to hearing from you soon.

Sincerely yours,
Jack Yang

尊敬的先生/女士：

我写信是想申请报名贵校明年9月开学的金融管理硕士课程。

我现在是一名大四学生，就读于武汉大学，今年七月份，我将获得金融学学士学位。能去加州大学读研一直是我的梦想。贵校的老师和学生都十分优秀，而且贵校在金融领域的声誉极高。我相信身处在这个学术和文化气息浓郁的校园，我将受益匪浅。

根据贵校的要求，我已经寄出了两封推荐信、一张大学成绩单正本，以及一份托福成绩单副本。另外在附件中我也附上了填好的入学申请表。

非常感谢你对我的申请予以考虑。期待能尽快收到你的回复。

杰克

核心单词解析

1. pursue

[pə'sjuː, -'suː]

vt. 从事；追赶；继续；纠缠

vi. 追赶；继续进行

例句：They pursue fashion and have relatively higher consuming capability.

译文：他们追求时尚并有相当高的消费力。

2. original

[ə'ridʒənəl]

n. 原物；原作；原型；原件

adj. 原始的；最初的；新颖的；独创的

例句：We need a man of original ideas.

译文：我们需要一个有独创性的人。

3. form

[fɔːm]

n. 形式；形状；形态；外形；表格；方式

vt. 构成，组成；排列，组织

vi. 形成，构成；排列

例句：Life can form in very hot temperatures.

译文：生命在很热的温度下能够形成。

4. fulfill

[fʊl'fiːl]

vt. 履行；满足；实现；使结束（等于 fulfil）

例句：We engage to fulfill certain obligations.

译文：我们保证履行一定的职责。



邮件回复 1)

Dear Jack,

I am delighted to tell you that you have been admired to be one of our students. Congratulations to you. Enclosed is some information of enrolling. It includes the last time to enroll in and the fees. Please read them carefully. If you have some questions, you can ask us for help at any time.

If you accept the offer, you should fill a form which is enclosed in the letter, and send it to us as the address in the letter. If you don't accept the offer, please fill another form in the letter and send it to us.

Welcome you go to the university early!

Yours sincerely,
Mr. White



亲爱的杰克：

很高兴地告诉你，你已经获得批准成为我校的学生。恭喜你。信的附件中有相关入学的信息。包括入学的时间和学费的相关内容，请一定要仔细阅读。如有疑问可随时和我们联系。

如果你接受我们的入学通知，请填写附件中的一张表格，并按上面的地址邮寄给我们。如果你不接受，也请你填写一张相关的表格，并邮寄给我们。

欢迎你早日到校报到。

怀特先生



邮件回复 2)

Dear Jack,

I am sorry to notify you that you fulfill the condition of our university. Your transcript is very good. But your score of TOEFL does not fulfill our requirement. I am pleased that you apply for our university. Welcome you to apply our university next time. If you have any questions, you could e-mail to us or learn from the website of our university.

Wish you have a good result in your TOEFL!

Yours sincerely,
Mr. White



亲爱的杰克：

很遗憾地通知你，你不符合我们的入学条件。你的学习成绩很优秀，但你的托福成绩未达到我们的入学要求。很高兴你能申请我们学校。欢迎你下次申请我们学校。如果你有什么疑问，可以随时通过电子邮件或者在我们的网站上来询问和了解。

祝你在下次取得更好的成绩！

怀特先生

Unit 1 申请篇

2. 请假申请

Dear Sir,

It's a pity that I have to tell you a bad news.

Something incredible happened to me last weekend. I had a car accident and my legs were broken. Therefore, I have to notify you that I cannot go to university in the next few weeks due to this serious accident. So I need to ask for half a month's leave. Thank you for your understanding and I'm waiting for your approval.

Enclosed herewith is my medical records and proof issued by the hospital leave

Sincerely yours,

Rita

尊敬的老师：

很抱歉，我把一个非常不好的消息告诉你。

真是令人难以置信，上个周末在我身上发生了一场意外，我被车撞了，而且腿受了伤。所以我不得不说，因为伤得很严重，接下来的几个星期我都无法到学校去。所以我特意向你请假半个月。期待并感谢你的理解和批准。

随信附上我的病历和医院出具的请假证明。

瑞塔

核心单词解析

1. incredible

[in'kredəbl]

adj. 难以置信的，惊人的

例句：It's hard work to gain incredible growth of Japanese industry.

译文：真是这种努力的付出才换来了日本工业令人难以置信的发展。

2 herewith

[hiə'wið]

adv. 因此；同此；用此方法

例句：I enclose herewith a cheque for 20 pounds.

译文：随信附上二十英镑支票一张。

3. verification

[veri'keɪʃən]

n. 确认，查证；核实

例句：Verification of the product can be carried out in the process in order to

identify variation.

译文：产品的验证可在运行过程中进行，以便识别变差。

4. recuperate

[ri'kju:pəreit]

vi. 恢复，复原；挽回损失

vt. 恢复，使恢复健康

例句：How does adolescent recuperate good body?

译文：青少年怎样调理好身体？

5. application

[æpli'keɪʃən]

n. 应用；申请；敷用；应用程序

例句：A good example of a large-scale application is building management.

译文：一个大规模应用的好例子是建筑物管理。



邮件回复 1)

Dear Rita,

I am sorry to hear that you hurt in an accident. To be careful while you are in bed. Don't think of doing any homework. You can watch television or listen to radio programs to help pass the time while you recuperate.

We all miss you very much and shall be happy when you return.

Wish you be back as soon as possible!

Yours sincerely,

Professor Smith



亲爱的瑞塔：

很遗憾听到你受伤的消息。在住院期间，要多注意休息，不要去想做作业。你可以看看电视或听听广播，以便帮助你在养病期间消磨时间。

我们都很想念你。当你回来时，我们将很高兴。

祝你早日康复！

史密斯教授



邮件回复 2)

Dear Rita,

I have seen your application for sick leaving. I am sorry to know you are hurt. You don't need to worry your study. If you have something unclear, you can ask me for help when you go back to the university. How is your condition? We all worry about you. We will go to see you in this weekend.

Wish you a speedy recover!

Yours sincerely,

Professor Smith



亲爱的瑞塔：

你的请假申请我已经看到了。得知你的事情我非常难过。你不用担心学习的事情。如果到时候有什么不懂可以随时来找我。我会详细为你解答的。不知道你现在伤势如何，我们大家都非常担心你。我们准备在周末去看望你。

祝你早日康复！

史密斯教授

Unit 1 申请篇

3. 汇款申请

Dear China Bank, Wuhan Branch,

I hereby request you to handle the following remittances subject to the conditions overleaf, which I have read and agreed to be bound by.

T/T M/T D/D

Date

Amount

Name of Beneficiary

Address of Beneficiary

Name of Remitter

Address of Remitter

Remarks

Signature

In payment of the above remittance, please debit my account with you.

Sincerely,
John Smith

致中国银行武汉分行：

本人已阅读并同意遵守此页背面所列条款，兹委托贵行据此办理下列汇款。

电汇 信汇 票汇

日期

金额

收款人姓名

收款人地址

汇款人姓名

汇款人地址

备注

签名

上述汇款由我本人支付，金额可以从本人在贵行开立的账户中扣除。

约翰·史密斯

核心单词解析

1. hereby

[hiə'baɪ]

adv. 以此方式，据此；特此

例句：I hereby declare you man and wife

译文：本人特此宣布你们结为夫妇。

2. remittance

[ri'mɪtəns]

n. 汇款；汇寄之款；汇款额

例句：Remittance is one of the ways of payment.

译文：汇付是支付的方式之一。

3. overleaf

[əʊvə'li:f]

adv. 在次页；在背面

adj. 次页的；背面的

例句：Please sign overleaf.

译文：请于背页签署。

4. ducted

[dʌktɪd]

adj. 管道中的

v. 用管道输送 (duct的过去分词)

例句：There may be a way to combat this credit-card in-ducted profligacy.

译文：可能会有方法来抑制这种信用卡肆意消费。

5. beneficiary

[benɪ'fɪəri]

n. 受益人，受惠者；封臣

adj. 拥有封地的；受圣俸的

例句：But the biggest beneficiary is boss rather than others.

译文：可是，最大的收益人是老板而不是别人。



邮件回复 1)

Dear Mr. Smith,

We have received your remitting application. We are handling this work now. If you want to know the progress, please contact with us at any time, we will inform the detailed progress. After the remitting, we will mail the related notes to you. Please take a check. Thank you for your trust. We will serve you at our best.

Truthfully yours,

China bank, Wuhan branch



亲爱的史密斯先生：

我们已经收到您的关于汇款的申请。我们正在和有关机构办理这项业务。如需知道相关信息请及时和我们联系，我们将详细告知详细过程。汇款成功后，我们会把相关的票据邮寄给您。请注意查收。

感谢您对我们的信任。我们将全力为您服务。

中国银行武汉分行



邮件回复 2)

Dear Mr. Smith,

We have dealt your remitting application. We have ducted the amounts from your account. Please check your account. Pleased notify the beneficiary that the money is remitted to his or her account. If you have any question, please contact with us. We are honor to sever you.

Truthfully yours,

China bank, Wuhan branch



亲爱的史密斯先生：

我们已经办理了你的汇款申请。这些款项已经从你的账户中扣除。请确认一下。请你通知收款人，钱已经汇到收款人的账户。如有疑问，请及时和我们联系。很荣幸能够为你服务。

中国银行武汉分行

Unit 1 申请篇

✉ 4. 贷款申请

Dear Sir or Madam,

I am a sophomore in Cornell University. I major in computer science and technology. In the university, I try my best to study and never disobey the rules of my college. Certainly, I am also economical in my life.

I would like to explain why I apply for bank loan. I come from an average family. My parents have no special technology, so their salary is very low. What's worse, my college's tuition is more expensive than other colleges. In my college, I must spend about 13 thousand dollars every year. Undoubtedly, it is a heavy burden to my family. So I hope I can apply for 10 dollars successfully, and then my parents' pressure will reduce a lot.

I'm an honest man. I guarantee that I will pay back the bank loan in two years after graduation. I will spend all the money on my tuition and fees. Dear sir or madam, please believe in me, I need bank loan very much.

Wish you good health! Thank you very much!!

Yours sincerely,

John

亲爱的先生或女士：

我是康奈尔大学大二的学生。我的专业是计算机科学与技术。在学校里，我一直都在努力学习，从来没有违反校园的规定。当然，我生活也很节俭。

我先解释一下我为什么要申请贷款。我来自一个普通的家庭。我父母没有专门的技术，工资很低。我的大学的学费比其他的学校要贵一些。我每年要花13000美元。这些对我的家庭是一个很大的负担。如果我能申请到10000美元的贷款，我的父母的压力会减小很多。

我是一个诚实的人。我保证会在毕业两年内还清贷款。我将把这些钱都花在学费和生活费上。亲爱的先生或女士，请相信我。我非常需要这笔贷款。祝你身体健康！非常感谢。

约翰

核心单词解析

1. sophomore

[ˈsɒfəmɔːr, -mɔːr]

n. 大学二年级生；（美）有二年经验的人

adj. 二年级的；二年级学生的

例句：He is a sophomore.

译文：他是一个大二学生。

2. tuition

[tjuːʃən]

n. 学费；讲授

例句：The college refused to refund her tuition.

译文：学校拒绝退还她的学费。

3. procedure

[prəˈsiːdʒə]

n. 步骤；程序，手续

例句：It is the final result and not the procedure that they are interested in.

译文：他们感兴趣只是最后的结果而不是处理过程。

4. material

[məˈtɪəriəl]

adj. 物质的，实质性的；重要的；肉体的

n. 材料，原料；物资；布料

例句：Silicon, however, is not the best material for sensing light.

译文：然而，硅并不是制作光传感器的最佳材料。



邮件回复 1)

Dear John,

I have checked your information and know that it is very difficult for your family to support your study in the university. After the review, we have already approved your loan. The money will be released to your bank card every year. Please check and confirm on time. But if you make a big mistake or do not well in your study, we will consider stopping your loan. Please keep your attitude like before. Wish you get more achievement in your study. You should do some procedures of repayment before you graduate. Thank you for your cooperation. Best wishes!

Yours sincerely,
Mr. White



亲爱的约翰：

我们已经查实了你的情况，知道你的家庭很困难。经过审核，我们已经批准了这笔贷款。钱会分批每年发放到你的银行卡上。请及时查收。但如果你在今后有重大的错误或成绩下降很大，我们会考虑停止给你的贷款。请在以后继续保持以前的作风。祝你在今后的学习中取得更好的成绩。有关还款的手续请在毕业之前办理。谢谢你的合作。

祝好！
怀特先生



邮件回复 2)

Dear John,

We have received your loan application. But we still have to do some check to determine whether we can give you the loan. The material you send to us is not completed, such as the work units of your parents. We hope that you could send these materials to us on time. If your application is admitted, we will inform you. Then we will call you to sign some papers. I hope you can wait our note patiently and make great progress in your study. Wish you good luck!

Yours sincerely,
Mr. White



亲爱的约翰：

我们已经收到你的申请。但还要做相关的审查，才能确定能否给你贷款。你的有些资料还不全，比如像你父母的工作单位之类的。希望你能够把相关的资料及时地给我们。如果你的申请获得通过，我们会及时地通知你。到时候你要到我们这里来签署一些文件。希望你能耐心地等待我们的通知。也希望你在在今后的学习中取得更好的成绩。

祝你！
怀特先生

Unit 1 申请篇

5. 学生宿舍申请

Dear Sir or Madam,

I am a freshman of your university. I'm writing to apply for a room in your dormitory. I have received the offer of your university. Enclosed is a copy of the offer. I know that the room in your university is very tight. So I want to apply for a single room. If there is not a single room, I can share a room with others. In addition, I want to know the fee and equipments of the room and how to pay the fee. I am looking forward to your letter.

Wish you all the best!

Yours sincerely,

John

亲爱的先生或女士：

我是该校的新学生。我写这封信是为了申请学校的宿舍。我已经收到学校的入学通知。附件中有一份入学通知书的复印件。我得知学校的宿舍一直很紧张，所以就提前一段时间来申请。我想申请一间单人间，如果没有与人合住也可以。另外，我想询问一下学校宿舍的费用以及如何缴费和宿舍中的相关设施情况。期待你的来信。

祝好！

约翰

核心单词解析

1. enclose

[in'kləʊz]

vt. 围绕；装入；放入封套

例句：I enclose my photograph with this letter.

译文：我把照片放在这封信里。

2 dormitory

[dɔːmɪtri]

n. 宿舍，学生宿舍

adj. 住宅区的

例句：The dormitory had strict rules that must be obeyed.

译文：大家都必须遵守严格的宿舍校规。

3. landlord

['lændlɔːd]

n. 房东，老板；地主

例句：The landlord put a new stove in my room.

译文：房东在我房间里放了一个新暖炉。

4. enroll

[ɪn'rɔʊl]

vt. 登记；把...记入名册；使加入；使入伍

vi. 登记；参加；注册；记入名册

例句：The school will enroll new students in August.

译文：这所学校将于八月份招收新生。

5. trash

[træʃ]

n. 垃圾；废物

vt. 丢弃；修建树枝

例句：There is not enough place to put our trash.

译文：地球上没有充足的空间来放我们的垃圾。



邮件回复 1)

Dear John,

I am sorry to tell you that our dormitory is full of people. You can apply for a room next semester. Now you can find a room outside of the university. Please communicate with landlord about the fee carefully. If you need any help, please contact with us. We will try our best to help you. I hope you come to the university on time and find a satisfied room. Wish you good luck!

Yours sincerely
Mr. White



亲爱的约翰：

非常遗憾地告诉你我们的宿舍已经住满了。不过在下个学期，还可以重新申请。你现在可以在学校的周边寻找住处。请谨慎和房东商讨有关房租及费用收取情况。如果需要什么帮助，请及时和我们联系。我们会尽我们所能帮助你。希望你按时入学，并找到满意的住处。

祝你好运！
怀特先生



邮件回复 2)

Dear John,

Welcome you to study in our university. We have admitted your application. Please contact with us when you enroll in. The fee of the room is 100 dollars every month. This fee includes the fee of water, electricity and internet. Every room equips a bed, a table, a chair, a wardrobe, a bookshelf and a trash. You have to prepare the towel, the hanger, the dryer, the iron and the like. There is a kitchen in the room. You can cook yourself or buy the food in the canteen or the restaurant. We hope to see you early. Best wishes!

Yours sincerely,
Mr. White



亲爱的约翰：

非常欢迎你的我们学校就读。我们已经批准了你的申请。请在来校后与我们取得联系。宿舍的费用是每个月100美元。这些费用包括水费、电费和网费。所有房间都配备了床、桌椅、衣柜、书架、垃圾桶。你还需要自己准备毛巾、衣架、吹风机、熨斗等生活用品。所有的宿舍楼都配备厨房，同学们可以自己做饭，也可以从学校的餐厅和便利店购买熟食。欢迎你早日入住。

祝好！
怀特

Unit 1 申请篇

6. 转换专业申请

Dear Sir or Madam,

I am a sophomore in this university. I major in Germany. But it is hard for me to learn Germany. I don't have any gift in language. Learning language is the will of my parents. I don't like it. I choose this major just to make my parents happy. I am interested in law. I have read many books about law. So I want to change my major to law. I hope you can approve of my application. I will do better in the new major.

Enclosed is my detailed material. I look forward to your reply.

Wish you work successfully!

Yours sincerely,

John

亲爱的先生或女士：

我是该校德语专业大一的学生。我现在学德语学得很吃力。我在语言方面没有太多的天赋。学语言只是我父母的心愿，而不是我的最爱。当初只是想让父母高兴，才选择这个专业。我一直以来都对法律很感兴趣。我在业余时间看了很多有关法律的书籍。我现在想转到法律专业去。希望你们能够批准我的申请。到时候我将把自己的所长发挥的更加出色。随信附上我的详细资料。非常期待你们的回复。

祝你们工作顺利！

约翰

核心单词解析

1. sophomore

[sə'fɒməː, -mɔː]

n. 大学二年级生；（美）有二年经验的人

adj. 二年级的；二年级学生的

例句：The college sophomore says it wasn't a bomb. It was art.

译文：这名大学二年级学生声称那不是炸弹，而是艺术（作品）。

2. application

[æpli'keɪʃən]

n. 应用；申请；敷用；应用程序

例句：Jack gives his application letter to

the Music Club.

译文：杰克把他的申请信交给了音乐俱乐部。

3. major

['meɪdʒə]

adj. 主要的；主修的；重要的；较多的

n. 成年人；主修科目；陆军少校

vi. 主修

例句：My major was Economics and Trade.

译文：我主修的是经济与贸易。



邮件回复 1)

Dear John,

We have already received your application. We are communicating with related people. If we have latest news, we will notify you. Please make some preparations, because there are many procedures to complete. If you have any questions, contact with us please. There are many new things to study in the new major. We hope you work hard and make more progress. Wish you good luck!

Yours sincerely,

Mr. Lee



亲爱的约翰：

我们已经接到你转专业的申请书。我们正在和有关人员商讨。如有最新的消息，我们会及时通知你。请你做好准备，转专业需要办很多手续。如果你有什么疑问，可以随时和我们取得联系。转专业后有很多新的东西需要重新学习。希望你能在新的专业方向好好学习，不断取得进步。

祝好！

李先生



邮件回复 2)

Dear John,

I am sorry to notify you that you can't change your major because you are a sophomore. If you want to change your major, you should study as a freshman in the new major. We want to know your choice when you know this. If you have any questions, please contact with us. We will try our best to help you. We hope you have a word with your parents about this matter. Do not make a decision randomly. We are looking forward your reply.

Wish you make more progress in your study!

Yours sincerely

Mr. Lee



亲爱的约翰：

很抱歉地通知你，你现在大二了，不能转专业。如果你想转专业的话，在新的专业需要从大一开始上起。不知道你知道这些后，打算如何处理？如有需要，请及时和我们取得联系。我们一定会尽全力帮助你。希望你在转专业这件大事上和父母好好商量，不要随意决定。期待你的回信。

祝学习进步！

李先生

Unit 2 入学材料篇

1. 自荐信

Dear Sir/Madame,

I am a senior at the Department of Computer Science, Southeast University, expecting to graduate in July this year. I am writing to inquire about the possibility of being enrolled in your university as a graduate student as of September.

In the past three years, I have majored in Computer Science. Presently, I am doing my graduation project. Enclosed is the transcript of all the subjects which I have so far completed at my university. I received an excellent score in the College English Test Band-Six (CET-6) sponsored by the Educational Commission of China and therefore my knowledge of English is adequate for me to continue my studies in the U.S.A.

Please send me information on admission to your university. As I have no relatives in the U.S.A., I would also like to know about the procedures for applying for financial aid. Thank you very much. I look forward to hearing from you soon.

Yours sincerely,
Zhang Hua

亲爱的先生或女士：

我是东南大学计算机专业的毕业班学生，将在今年七月毕业。我想咨询一下我能否在九月进入贵校读研究生。

在过去的三年里，我的专业一直是计算机科学。现在，我正在做我的毕业设计。附件中是我到目前为止的成绩单。我在大学六级考试中获得了优异的成绩，而且我的英语可以应对我在美国的学习。

请给我寄一些贵校的相关信息。由于我没有亲戚在美国，我想知道申请助学金的程序。

非常感谢！希望能够很快收到您的回信。

张华

核心单词解析

1. transcript

[ˈtrænskript, 'trænz-, 'trɑ:n-]

n. 成绩单；抄本，副本；文字记录

例句：Did you bring your transcript from high school?

译文：你把你高中的成绩单带来了么？

2. sponsored

[ˈspɒnsəd]

adj. 赞助的；发起的

v. 赞助（sponsor的过去分词）；发起

例句：Government-sponsored exploration always has two stages.

译文：政府主持的太空探索都分两个阶段。

3. adequate

[ædɪkwɪt]

adj. 适当的；胜任的；充足的

例句：Our firm has adequate representation in Europe.

译文：本公司在欧洲有足够的代理权。

4. certificate

[sə'tɪfɪkeɪt]

vt. 发给证明书；以证书形式授权给…；用证书批准

n. 证书；执照，文凭

例句：Birth certificate is also important for another reason.

译文：出生证明因为另一个原因也很重要。



邮件回复 1)

Dear Zhang Hua

I am pleased that you apply to be a graduate student in our university. We have seen your certificates and transcript. Your grades are very good in your university which fulfilling our requirements. With the agreement of the committee of the university, we accept your application for admission. Congratulations to you. Some information you need is enclosed in this letter, which have detailed descriptions. There are related explanations and forms about the application of the financial in our official website. You can apply online. Hope you come to the university in time.
Best wishes!

Yours sincerely,
Mr. Brown



亲爱的张华同学：

很高兴你能申请来读我校的研究生。我们看了你相关的证件和成绩。你在大学期间的成绩非常不错，符合我们的招生要求。经过学校委员会的批准，我们同意了你的入学申请。在此向你表示祝贺。我们学校的一些信息在邮件的附件中有详细说明。有关申请助学金的程序在我们学校的官方网站上有相应的说明和表格。你可以直接在网上进行申请。希望你能及时到学校报到。

祝福你！
布朗先生



邮件回复 2)

Dear Zhang Hua,

We have received your application for admission. But we should do some investigation about you. After our investigation we will notify you the result as soon as possible. The information you required is enclosed in this letter. There are detailed explanations in it. The procedure of the application for financial aid is that ,after you receive the admission notice, you give your application to related organization, and wait their result. I hope this can help you. I wish you could study in our university.
Wish you good luck!

Yours sincerely,
Mr. Brown



亲爱的张华同学：

我们已经收到了你的入学申请。但能否录取还要经过相关机构的审查。等审查完之后，我们会尽快通知你结果的。你要求的一些信息，在附件中有详细的说明。关于申请助学金的程序是等你拿到录取通知书之后，向有关机构提出申请，然后等他们的审核。希望这些对你有帮助。也希望你来录取到我们学校学习。

祝你好运！
布朗先生

Unit 2 入学材料篇

2. 推荐信

Dear Sir or Madam:

I take pleasure in recommending to you John who hopes to attend your university for postgraduate studies.

John graduated from the physics department of Nankai University and passed with honors in mathematics and all major courses of physics. John is planning to go in for further studies in physics. I am of the opinion that he is qualified to carry on postgraduate studies in physics in general and electronics in particular in your university. I know he is a promising student in his application.

It will be greatly appreciated, if you will give John a chance to study in your university.

Truly yours,

Professor Li

亲爱的先生或女士：

兹向你推荐进入贵校作研究生的约翰。

约翰毕业于南开大学物理系并以优异的成绩通过数学及物理各主要课程的考试。约翰拟对物理学做进一步研究。我认为他有资格作为研究生在贵校做物理学的一般研究及电子学的特别研究。我确信在智慧和能力方面他是一个很有希望的学生。为此我特别愿意推荐他。

如果你能给予约翰在贵校学习的机会，本人将不胜感激。

李教授

核心单词解析

1. postgraduate

[pəʊst'grædʒueɪt, -eɪt]

n. 研究生，研究所学生

adj. 大学毕业后的

例句：The old professor supervises the postgraduate students.

译文：这位老教授指导研究生。

2. particular

[pə'tɪkjələ]

adj. 特别的；独有的；挑剔的；详细的

n. 个别项目；详细说明

例句：In particular, they looked for symptoms that might lead to death.

译文：特别是，她们寻找可能导致死亡的症状。

3. recommend

[re'kə'mend]

vt. 劝告；推荐，介绍；使受欢迎；托付

vi. 推荐；建议

例句：Maybe you could recommend something for us?

译文：或许你可以给我们推荐点什么？



邮件回复 1)

Dear Professor Lee,

Thank you very much for your recommendation for John. Through your introduction, we learn more about John. John is a very good student for research. He not only gets your recommendation, but also gets some experts' recommendation in this field. We have decided to enroll him. If you have something to specific, please contact with us. We hope that you could recommend more excellent students to us. I hope you can make more progress in you work in the future.

Wish you all the best!

Yours sincerely,
Mr. White



亲爱的李教授,

非常感谢你对约翰的推荐。通过你的介绍我们更加详细地了解了约翰的情况。约翰的确是一个非常适合做研究的学生。他不仅得到了您的推荐,还得到了这方面的很多权威教授的推荐。我们已经决定录取他了。如果你还有什么要说明的,可以随时和我们取得联系。希望以后您还能为我们推荐更多优秀的人才。祝你在工作中取得更大的成绩。

祝好!
怀特先生



邮件回复 2)

Dear Professor Lee,

Thank you for your recommending John to be a graduate student in our university. Through your and his own recommendation and some files, we know that John is a very good man for research. I believe that he will make more progress in the research work. I write this letter to confirm that if the recommendation was wrote by you. No matter it is or is not from you, please confirm it. Thank your for you cooperation. We really appreciate it.

Wish you work successfully!

Yours sincerely,
Mr. White



亲爱的李教授,

感谢你来信推荐约翰到我校读研究生。通过你的介绍和他自己的自荐信以及一些相关的文件,我们得知约翰是一个非常优秀的研究人才。相信他一定会在以后的研究中取得更大的成绩。我写这封信的另一个目的是确认一下,那封推荐信是否出自您手。无论是否,都请回信确认一下。谢谢你的合作,我们不胜感激。

祝你工作顺利!
怀特先生

Unit 2 入学材料篇

✉ 3. 推荐人确认信

Dear Professor Li

Thank you for writing a letter supporting John's application to our graduate program.

We are grateful for evaluations by faculty that have extensive experience with the students we are considering for our graduate program.

Our department now requests confirmation of references. You can do this by responding to this e-mail or by sending a fax to Mr. White.

If you did not send us a letter supporting the application of John for our graduate program, please inform us immediately by fax or e-mail.

Yours sincerely

Mr. Brown

亲爱的李先生：

非常感谢你来信推荐约翰来我校读研。

我们非常希望有相关学生工作的人来为我们的研究项目推荐人。

我们院系需要推荐确认信。你可以发电子邮件或传真到怀特先生。

如果你没有推荐约翰到我校读研，也请发一份邮件或传真给我们。

布朗先生

核心单词解析

1. faculty

[ˈfækəlti]

n. 能力；全体教员；科，系

例句：She had, of course, no faculty for quenching memory in dissipation.

译文：她当然也没有以放荡纵欲来冲淡记忆的能耐。

2. respond

[rɪˈspɒnd]

vi. 回答；作出反应；承担责任

vt. 以…回答

n. 唱和；应答

例句：Are you walking away as they

respond to your question?

译文：在他们回答你的问题的时候你是否走开了？

3. excellent

[ˈeksələnt]

adj. 极好的；卓越的；杰出的

例句：This is excellent news for society.

译文：这一消息绝对是社会之福。

4. meticulous

[mɪˈtɪkjələs]

adj. 极仔细的，一丝不苟的



邮件回复 1)

Dear Mr. White,

I do write a recommendation for John. I know him very well at the university. He is an excellent student. He is good at research and has strong practical ability. So I recommend him to do graduate program in your university. Thank you for your meticulous investigation. If you have any other questions, please contact with me at any time. I will cooperate with you seriously.

Wish you all the best!

Yours sincerely,

Professor Lee



亲爱的怀特先生：

我确实写了一封推荐约翰的信。在大学期间，我和约翰接触很多。他是一个学习很优秀的学生，特别能钻研，在动手能力方面也很强。所以，我推荐他到贵校去做研究项目。非常感谢你们细致入微的调查工作。如果你们还有什么疑问，请随时和我取得联系。我将会认真配合你们的工作。

祝好！

李教授



邮件回复 2)

Dear Mr. White,

It is I that want to recommend John to take up advanced studies in your university. I think he enjoy studying very much. He also has strong practical ability. He is a very excellent student. I believe he will make more progress in your direction. You are doing very well in this field. So I hope he can do research program in your university. I wish he can cooperate well with you, and complete the research work successfully.

Wish you all the best!

Yours sincerely,

Professor Lee



亲爱的怀特先生：

是我主动要求推荐约翰到贵校深造的。我认为他是一个非常爱学习的人。不管在理论方面，还是在操作方面，他都是非常出色的。相信在你的指导下，他会取得更大的成就。贵校在这方面做得非常出色，所以我希望他到你们那里去做研究项目。希望你们在以后能够合作愉快，顺利完成研究项目。

祝福你们！

李教授

Unit 2 入学材料篇

✉ 4. 入学通知书

Dear Li Ming,

I am delighted to inform you that the university has approved your admission into the university as laid out in the enclosed terms and conditions. Please read this letter carefully and complete the instructions as necessary.

In order to assist us to make the appropriate arrangements you should sign and return one of the attached "Acceptance of offer" forms within two months from the date of this letter.

If you do not wish to accept this offer please complete and return the attached "Decline of offer" form.

I am enclosing information that I hope will be of help to you. If you need further information or advice, please do not hesitate to contact me or one of my colleagues at the above address. You will also find helpful information at <http://www.ed.ac.uk/studying/postgraduate/next/>. Full joining instructions are prepared during the summer and will be sent to you then if they are not enclosed with this letter.

Congratulations once again. We very much hope that you will decide to accept the offer and we look forward to hearing from you soon.

Yours sincerely

Ms. Anne

On behalf of the college postgraduate studies committee

亲爱的李明：

很高兴告诉你，你已经被我校录取，将于下个学期报到。请认真阅读这封信，并完成相关的内容。

为了使我们做好相应的安排，你要在接到信的两个月内签署并寄一份接受入学的表格。

如果你不想接受，也要写一份拒绝接受入学的表格，并寄给我们。

附件中的一些信息希望能够帮到你。如果你需要更多的信息就用信封上的地址和我或我的同事联系。你也可以在这个网站上<http://www.ed.ac.uk/studying/postgraduate/next/>了解相关信息。本文中并没有附加的指导将会在夏天的时候准备好并寄给你。

再次祝贺你。我们希望你能接受这个入学通知，并希望能在不久得到你的回复。

安妮女士

以学校研究生委员会的名义

核心单词解析

1. attach

[ə'tætʃ]

vt. 系上；贴上；使依附；使依恋

vi. 附加；附属；伴随

例句：Police attach credence to the report of an unnamed bystander.

译文：警方认为一位不知姓名的目击者的报告很有用。

2. hesitate

['heziteit]

vi. 踌躇，犹豫；不愿

vt. 踌躇，犹豫；有疑虑，不愿意

例句：I hesitate to spend so much money on clothes.

译文：我不愿把这么多钱花在穿衣服上。

3. consideration

[kən'side'reiʃən]

n. 考虑；报酬；原因；关心

例句：After due consideration, he decided to accept the position.

译文：经过适当考虑后，他决定接受这位置。