

Unit 1

索取申请材料 Requesting Application Materials

01 思维导图

>>> email 写作思路瞬间清晰

Requesting Application Materials 索取申请材料

1

WHO: WHO are you?

介绍自己的基本情况。

1.1 Age 年龄

1.2 Education

Background 学历

1.3 Major Applied

for 所要申请的专业

2

WHAT: WHAT materials do you want?

需要什么样的材料?

3

ADDRESS: ADDRESS you want the materials

to be sent to. 材料的寄送或发送地址。

02 写作要点

>>> email 写作技巧轻松掌握

1. 申请流程

留学申请的三个阶段：第一阶段，索取入学申请表格。有些学校的申请表格可以从校方官网上直接下载，有些学校则需要写 email 向招生办索取。第二阶段，告知校方已经寄出所需材料，一般包括简历、个人陈述、推荐信等。第三阶段，等待校方的答复，如果接到了录取通知，则需写信表示感谢，同时询问相关事宜，诸如住宿、学费之类。如果校方拒绝录取，也应写 email 表示惋惜。值得注意的是，如果觉得拒绝理由不够充分，完全可以写信 argue，很可能还有一线希望。

2. 语言简洁

在索取申请材料时，语言要正式，但是不要刻意追求复杂。招生办的工作人员每天都要处理成百封电子邮件，自然青睐几句话就将自己意思表达清楚的信件。

3. 三步走战略

索取申请材料只需要遵循三个步骤就可以：第一步，说明自己的“来历”和求学意愿；第二步，说明自己想要对方发送的材料；第三步，留下自己接收材料的电子邮箱并表示谢意。

03 必备模板

>>> 高手 email 随手套用超简单

- Dear Sir,
- I will finish high school _____ A [自己的毕业时间], and am interested in continuing my studies in _____ [留学申请的国家].
- I would like to go into the general field of _____ B [自己想要申请的专业领域], but have not yet decided on a **major**¹.
- Please send me the appropriate application materials, along with information for International Students and any information you can give me on housing and **employment**² opportunities.
- My address is _____ [材料的寄送地点].
- Thank you for your kind help.
- Sincerely yours,
_____ [自己的姓名]

开篇:
★介绍自己的基本状况
★表达自己的留学意愿

正文:
★说明自己要申请的专业
★说明自己需要的材料

结尾:
★留下材料的寄送地址
★表达感谢之情

Notes

1. **major** ['meɪdʒə] *n.* 专业
2. **employment** [ɪm'plɔɪmənt] *n.* 就业

04 模板精讲

>>> 完美 email 写作非你莫属

开篇:

- 1.1 介绍自己的基本情况: 12月将高中毕业
- 1.2 表达自己的留学意愿: 想要去美国读大学

内容:

- 2.1 说明自己想要读的专业或领域: 交际与传播领域
- 2.2 说明自己需要的材料: 国际留学生以及住宿和就业情况相关的材料

结尾:

- 3.1 留下材料的寄送地址: 电子邮箱
- 3.2 表达感谢之情: 感谢对方的帮助

Dear Sir,

I will finish high school in December^{1.1} and am interested in continuing my studies in the United States.^{1.2}

I would like to go into the general field of communications or advertising,^{2.1} but have not yet decided on a major.

Please send me the appropriate application materials, along with information for International Students and any information you can give me on housing and employment opportunities.^{2.2}

My address is shown on the top of this letter.^{3.1}

Thank you for your kind help.^{3.2}

Sincerely yours,
Li Hai

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Chapter 6

尊敬的先生：

我将在今年 12 月高中毕业，有兴趣继续去美国进一步深造。

我想要在交际与传播领域继续学习，但是具体的专业目前还没有确定。

麻烦您将所需的申请材料发送给我。我还需要国际留学生住宿及就业相关的材料。

我的地址在开头已经提供给您。

感谢您的帮助！

谨致问候

李海

1 >>> 替换表达

A I will finish high school _____ [自己的毕业时间], and am interested in continuing my studies in _____ [留学申请的国家].

[自己的毕业时间]

- in January 一月
- in February 二月
- in March 三月
- in April 四月
- in May 五月
- in June 六月
- in July 七月
- in August 八月
- in September 九月
- in October 十月
- in November 十一月
- in December 十二月

[留学申请的国家]

- the United States 美国
- the United Kingdom 英国
- New Zealand 新西兰
- Australia 澳大利亚
- Canada 加拿大
- Singapore 新加坡

B I would like to go into the general field of _____ [自己想要申请的专业领域], but have not yet decided on a major.

[自己想要申请的专业领域]

- Engineering Sciences 工程学
- Laws 法律
- Management 管理
- Finance 金融
- Marketing 营销
- Economics 经济
- Education 教育
- Politics 政治
- Computer Science 计算机科学
- International Relations 国际关系
- Education 教育
- Environment 环境科学
- Biology and Biochemistry 生物学与生物化学
- Social & Policy Sciences 社会与政策科学
- Human Resource Management and Consulting 人力资源管理咨询
- Pharmacy & Pharmacology 药学与药理学



2 >>> 高频句剖析

01

I would like to go into the general field of communications or advertising, but have not yet decided on a major. 我想要在交际与传播领域继续学习, 但是具体的专业目前还没有确定。

- go into the field of 表示自己想要进入某个领域学习或者工作, 也可以说 I would like to study in the field of... 或 I would like to work in the field of...。

Practice:

1. 我今后想要在翻译领域工作。

I want to _____ translation and interpreting.

2. 我想要在人力资源管理领域继续学习。

I would like to _____ of human resource management.

◀ Keys:

1. [work in the field of]
2. [go into the field of]

02

Please send me the appropriate application materials, along with information for International Students and any information you can give me on housing and employment opportunities. 麻烦您将所需的申请材料发送给我。我还需要国际留学生住宿及就业相关的材料。

- 一般在申请国外学校前需要索要相关专业或领域的申请表, 如果是国际学生的话最好再咨询有关国际留学生和住宿问题的资料。

Practice:

1. 请将有关该产品的介绍资料发送给我。

Please send me _____ about the product.

2. 请将该专业的相关介绍发送给我。

Please send me _____ concerning the specific major.

◀ Keys:

1. [the appropriate materials]
2. [the appropriate materials]

Sample 1 索要申请表

Dear Sir,

At the end of my **enlistment**¹ in the US **Air Force**², I would like to **enroll in**³ your College for the fall **semester**⁴ of 2007 to pursue a bachelor's degree in computer science. Would you please send me the appropriate application forms and a copy of the general catalog? I would also like to receive any information the **veterans**⁵ benefits office may have to help me plan ahead.

All the best,
Carly Rae Jepsen

尊敬的先生:

您好,我在美国空军的服役就要结束了,我希望能够申请2007年秋季的计算机科学学士学位项目。您能否将对应的申请表格及项目总目录发送给我?也希望您能够发送给我有关退役军人优惠政策的相关资料,以便我提前计划。

敬祝一切顺利
卡莉·蕾·杰普森

1. enlistment [ɪnˈlɪstmənt] n. 征募, 服役
2. Air Force 空军
3. enroll in 加入, 入学
4. semester [sɪˈmestə] n. 学期
5. veteran [ˈvetərən] n. 退伍士兵

Sample 2 索要社区学校申请表

Dear Sir,

My high school **counselor**¹ told me that the community college in Springfield would be the best place for me to continue my education.

I want to study environmental science with an emphasis on **toxic waste disposal**². He explained that your **curriculum**³ in natural science and public affairs would give me a good **foundation**⁴ for future studies.

Please send me the necessary application forms, including **scholarship**⁵ and housing information.

Thank you for your help.
Kelly Clarkson

尊敬的先生:

我高中的辅导老师向我推荐去斯普林菲尔德社区大学继续学习。

我想要学习环境科学,具体是和有毒废物处理相关的专业。他向我说明了贵校在自然科学和公共事务领域的课程设置能为我未来的学习打下良好的基础。

请您将所需的申请表格寄给我,包括奖学金和宿舍的相关信息。

感谢您的帮助。
凯丽·克拉克森

1. counselor [ˈkaʊnsələ] n. 辅导老师
2. toxic waste disposal 有毒废物处理
3. curriculum [kəˈrɪkjʊləm] n. 课程设置
4. foundation [faʊnˈdeɪʃən] n. 基础
5. scholarship [ˈskɒləʃɪp] n. 奖学金

Sample 3 已工作人员索要申请表

Dear Sir,

I'm currently employed as a **receptionist**¹ at a local law firm and would like to expand my career horizons. I understand Sheffield Community College has an excellent **paralegal**² program in which I would like to enroll. Please send me an admission application, any available literature on the program, and information on **financial assistance**³.

Best regards,
Katy Perry

尊敬的先生：

您好，我现在当地的一家律师事务所做接待员工作，想要拓展我的职业生涯。我知道谢菲尔德社区学院有极佳的律师助理课程，想要报名参加。请您将对应的申请表、此项目所有有关的信息和经济资助相关的信息都发送给我。

谨致问候
凯蒂·派瑞

1. receptionist [rɪ'sepʃənɪst] *n.* 接待员
2. paralegal [ˌpærə'liɡəl, 'pærəl-] *adj.* 律师帮办的
3. financial assistance 经济援助

Sample 4 进入计算机学院

Dear Sir,

I'm writing to **express**¹ my interest in enrolling in Cambridge Computer Colleges. I understand that this is one of the **foremost**² **institutions**³ in the field of Information Technology Development, which is my area of interest.

May I please request for the list of **requirements**⁴, as well as the necessary forms for admission? I would like to send in my application as soon as possible. Thank you very much for your help!

Best regards,
Ma Shuai

尊敬的先生：

我想要进入剑桥计算机学院。我知道贵校的计算机学院是信息技术发展领域的最前沿。这也正是我想要研究的领域。

我能请您将入学要求，以及申请表格发给我吗？我会尽快寄回我的申请表格。感谢您的帮助！

致敬
马帅

1. express [ɪks'pres] *vt.* 表达
2. foremost ['fɔ:məʊst] *adj.* 顶尖的
3. institution [ˌɪnstɪ'tju:ʃən] *n.* 机构，组织
4. requirement [rɪ'kwaiəmənt] *n.* 要求

Sample 5 继续学习

Dear Sir,

I have just got a degree in Political Science and would like to **complement**¹ this by taking another degree in Economics.

As such, I would like to request for the necessary materials for admission to your Economics program.

I already have the necessary information on course descriptions, so if you could please send me the application forms and **enrollment**² schedules, I would appreciate it very much.

Best regards,
Liu Xuan

尊敬的先生：

我刚刚拿到了政治学的学位，想要继续学习经济学。

因此，我想要请您发送给我有关您经济学项目的必要资料。

我已经找到了有关课程描述的信息。请您发给我申请表格和申请时间表，我将感激不尽。

致敬
刘璇

1. complement [ˈkɒmplɪmənt] vt. 补充，补足
2. enrollment [ɪnˈrɒlmənt] n. 入学

Sample 6 申请日语证明

Dear Mr. / Miss,

I will graduate from college soon, but I want to continue my study in Japan. So I'm writing to ask a **certificate**¹ which can prove my Japanese level. Last month I had one rejected visa experience from Japan, because I didn't have this certificate. So I really need it to get my **visa**².

If there is any doubt please let me know, I'm **looking forward to**³ your reply.

Best wishes,
Your sincerely

尊敬的先生/女士：

您好，我即将从大学毕业，希望能够继续去日本进行深造。但是我希望能够得到一个证明我日语能力的证明，上个月我去办理签证业务的时候因为没有这个证明，而被拒签。我需要这个证明来获得签证。

如果您有任何疑问请联系我，期待您的答复。

祝好
谨上

1. certificate [səˈtɪfɪkət] n. 证书，证明
2. visa [ˈvi:zə] n. 签证
3. look forward to 期待

Sample 7 申请翻译专业

Dear Sir,

I'm writing this letter to request the necessary form for my application. I'm a senior student majoring in Translation & Interpreting and **de-termined**¹ to pursue my study in the UK. The College of Bath is a **time-honored**² place for students who want to build their career in the field of translation.

I hope you could send me the application form and other information relevant. Your prompt attention to this matter would be deeply appreciated.

Best wishes,
Luis

1. determined [dɪ'tɜːmɪnd] *adj.*
坚决的
2. time-honored 历史悠久的

尊敬的先生：

我希望能够得到需要的申请表格。我是一名大四的学生，专业是翻译与口译。我打算去巴斯大学继续学习，因为巴斯大学是一个历史悠久的学校，许多想要在翻译领域工作的学生都想去巴斯大学进行深造。

我希望您能够寄送给我需要的申请表格和其他的相关信息。如果能够尽快处理此事，将不胜感激。

祝好
路易斯

