|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **陈妍伊.docx**  **CAUTION: Do not change segment ID or source text**  **MQ780411 e5061400-309a-42e8-9d49-fe667ea05d8e** | | | | |
| **ID** | **English** | **Chinese (PRC)** | **Comment** | **Status** |
| 1  fee99b7a-a26e-412e-ad0e-85f60832f090 | THIS CHAPTER PRESENTS a writing process that focuses on the techniques and tools most useful for technical writers. | 本章介绍了重点介绍了对技术作者最具帮助的技术和工具。 |  | Confirmed |
| 2  514c843e-9ded-41b4-8c8d-b6819a6921e5 | Should you use the process described here? | 您应该使用此处描述的流程吗？ |  | Confirmed |
| 3  da293cdd-f8fb-4ef5-b83b-264dbe232bee | If you don’t already have a process that works for you, yes. | 如果您还未找到适合您的流程，是的。 |  | Confirmed |
| 4  c0cc82f6-2d51-4fcf-ae7c-6ef03f23cb55 | But your goal should be to devise a process that enables you to write effective documents (that is, documents that accomplish your purpose) efficiently (without taking more time than necessary). | 但是，您的目标应该是设计一个流程，使您能够高效地编写有效的文档（即实现目标的文档）（而不花费不必要的时间）。 |  | Confirmed |
| 5  4b7add5a-9d3a-4c3b-aff5-d17110913446 | At the end of this chapter, you will find a Writer’s Checklist. | 在本章的最后，您将看到一份作家清单。 |  | Confirmed |
| 6  1565f2bd-3904-438c-a26f-3d269e147b2e | After you try implementing some of the techniques described in this chapter, you can start to revise the Writer’s Checklist to reflect the techniques that you find most effective. | 在您尝试实施本章中介绍的某些技术后，您可以开始修改作家的清单，以反映您认为最有效的技术。 |  | Confirmed |
| 7  0ab4073a-12d5-4dab-9d29-9a4d97d4addc | The writing process consists of five steps: planning, drafting, revising, editing, and proofreading. | 写作过程包括五个步骤：计划，起草，修订，编辑和校对。 |  | Confirmed |
| 8  33092edf-a155-4c13-9901-d5109f33c847 | The frustrating part of writing, however, is that these five steps are not linear. | 然而，可惜的是，这五个步骤并不是线性的。 |  | Confirmed |
| 9  e4b1b269-a551-4b49-8bae-156269fe19b1 | That is, you don’t plan the document, then check off a box and go on to drafting. | 也就是说，您无需计划文档，然后选中一个框并继续进行草稿。 |  | Confirmed |
| 10  dfb6e88c-b4df-48b3-bf2b-5694ebe6a3b5 | At any step, you might double back to do more planning, drafting, or revising. | 在任意步骤，您都可以多次往返进行另外的计划，起草或修订。 |  | Confirmed |
| 11  f4e92db0-2f00-4834-9ac5-8d5f4ec0ddb3 | Even when you think you’re almost done—when you’re proofreading—you still might think of something that would improve the document. | 即使当您认为快要完成的时候——当您校对的时候——您仍然可能会想到一些可以改进文档的东西。 |  | Confirmed |
| 12  61c5585f-956a-484b-9c25-257f13bc8e28 | That means you’ll need to go back and rethink all five steps. | 这意味着您需要回到第一步并重新斟酌所有五个步骤。 |  | Confirmed |
| 13  a476237e-adcb-4cbb-a230-866229d4b33b | As you backtrack, you will have one eye on the clock, because the deadline is sneaking up on you. | 当你走回头路的时候，你会有一只眼睛盯着时钟，因为最后期限正在悄悄地逼近你。 |  | Confirmed |
| 14  0ba82137-df4f-4cab-ac75-e8ebbccdc6f1 | That’s the way it is for all writers. | 所有作家都是如此。 |  | Confirmed |
| 15  c910911b-d3d1-46ca-b1ab-fb4156857d86 | A technical writer stops working on a user manual because she has to get it off to the print shop. | 技术作家停止编写用户手册，因为她必须将其交给印刷厂。 |  | Confirmed |
| 16  23c5df28-4af4-4d08-8119-7a1bb01d7149 | An engineer stops working on a set of slides for a conference presentation because it’s time to head for the airport. | 工程师停止了为会议演示准备的一组幻灯片，因为是时候去机场了。 |  | Confirmed |
| 17  b6c86903-8b0d-4153-b219-b3829327dfe3 | So, when you read about how to write, remember that you are reading about a messy process that goes backward as often as it goes forward and that, most likely, ends only when you run out of time. | 因此，当您阅读有关如何编写的内容时，请记住，您正在阅读的是一个混乱的过程，它在前进的过程中经常倒退，而且很可能只有当您时间用尽才会结束。 |  | Confirmed |
| 18  c86f902a-2b9f-425d-bd56-4a16b17273c6 | Remember, too, that many of the documents you produce will never truly be “finished.” | 还要记住，您生成的许多文档永远都不会真正“完成”。 |  | Confirmed |
| 19  2d8599c2-2bfb-4805-9f25-b6e7827427df | Many types of documents that live online are called living documents because they are meant to be revised as new information becomes available or policies change. | 在线存在的许多类型的文档被称为实时文档，因为它们将随着新信息的获取或政策的改变而进行修订。 |  | Confirmed |
| 20  27ea8b45-533f-4de6-8d80-db1cf05a871c | Benefits manuals, for example, keep changing. | 例如，福利手册一直在变化。 |  | Confirmed |
| 21  bd7b6403-5a84-452e-ac7a-a02dece73997 | Planning, which can take more than a third of the total time spent on a writing project, is critically important for every document, from an email message to a book-length manual. | 从一封电子邮件到一本整本的手册，规划可能要花费写作项目总时间的三分之一以上，这对每个文档都至关重要。 |  | Confirmed |
| 22  de1d7cf9-7d65-4251-89b2-6284cb29b8c8 | Start by thinking about your audience, because you need to understand whom you are writing to before you can figure out what you need to say about your subject. | 首先要考虑您的受众，因为您需要先了解您写作对象的信息，然后才能弄清楚您需要围绕主题说些什么。 |  | Confirmed |
| 23  a091646f-836c-48d2-bbf2-ac392af63fc4 | 42 | 42 |  | Fragments |
| 24  9ff77d59-3aca-4c85-8a10-c50d6b311355 | ANALYZING YOUR AUDIENCE | 分析受众 |  | Confirmed |
| 25  d30a4bcd-07d4-4518-a175-859c13c8e4b7 | If you are lucky, you can talk with your audience before and during your work on the document. | 如果幸运的话，您可以在处理文档之前和过程中与读者交流。 |  | Confirmed |
| 26  8ef40e88-6e36-413e-92c7-5f5ab78a173b | These conversations can help you learn what your readers already know, what they want to know, and how they would like the informa- tion presented. | 这些对话可以帮助您了解读者已经知晓的内容，想知道的内容以及他们希望如何提供呈现的信息。 |  | Confirmed |
| 27  2b8b7ad5-af1a-4e9a-9cbb-330d051f4470 | You can test out drafts, making changes as you go. | 您可以测试草稿，随时进行更改。 |  | Confirmed |
| 28  24676602-83e5-4734-8c44-9fa353433c6a | Even if you cannot consult your audience while writing the document, you still need to learn everything you can about your readers so that you can deter- mine the best scope, organization, and style for your document. | 即使您在编写文档时不能咨询您的读者，您仍然需要了解有关您的读者的所有信息，以便您可以确定文档的最佳范围、组织和样式。 |  | Confirmed |
| 29  463fbe40-2f3a-45a0-b7b2-c8b2e6035cb8 | Then, for each of your most important readers, try to answer the following three questions: | 然后，对于每个最重要的读者，尝试回答以下三个问题： |  | Confirmed |
| 30  0f9ce8b5-cd1a-43ec-a0cf-b02ee8296a44 | Who is your reader? | 您的读者是谁？ |  | Confirmed |
| 31  99b62a73-feb0-46f7-b0b6-ee04784ce768 | Consider such factors as education, job experience and responsibilities, skill in reading English, cultural characteristics, and personal preferences. | 考虑诸如教育，工作经历和责任，阅读英语的技能，文化特征和个人喜好等因素。 |  | Confirmed |
| 32  02104daf-d41b-495d-bb01-4762647f2ae2 | What are your reader’s attitudes and expectations? | 读者的态度和期望是什么？ |  | Confirmed |
| 33  4659defa-91c5-4a13-a360-5d645dca82a6 | Consider the reader’s attitudes toward the topic and your message, as well as the reader’s expectations about the kind of document you will be presenting. | 考虑读者对主题和您的信息的态度，以及读者对您将要呈现的文档类型的期望。 |  | Confirmed |
| 34  61017394-28a8-4240-bee4-e11d8982dd65 | Why and how will the reader use your document? | 读者为什么以及如何使用您的文档？ |  | Confirmed |
| 35  32ccf4bf-a5aa-41f3-a455-e60ea9281c57 | Think about what readers will do with the document. | 考虑读者将如何处理该文档。 |  | Confirmed |
| 36  3189e7c9-31fd-43b5-9bb4-dd893056de81 | This includes the physical environment in which they will use it, the techniques they will use in reading it, and the tasks they will carry out after they finish reading it. | 这包括他们将使用它的物理环境，他们在阅读它时将使用的技术，以及他们读完后将执行的任务。 |  | Confirmed |
| 37  94c21879-bc74-40f5-a3ed-315a4201705b | ANALYZING YOUR PURPOSE | 分析受众 |  | Pre-translated (77%) |
| 38  cf22cd4e-6d55-4c91-823a-37eb61c0e286 | You cannot start to write until you can state the purpose (or purposes) of the document. | 您必须先声明文档的目的（一个或多个），然后才能开始写作。 |  | Confirmed |
| 39  c93d809c-f3c8-46ff-b5ae-c61d08854036 | Ask yourself these two questions: | 问自己这两个问题： |  | Confirmed |
| 40  269ad5a3-b341-4338-8dc2-1dec20914793 | A statement of purpose might be as simple as this: | 一份目的声明可能就是这样简单的： |  | Confirmed |
| 41  33a9a3d9-a4e0-4e0c-ab98-1b405fd3d2de | “The purpose of this report is to recommend whether the company should adopt a health- promotion program.” | “本报告的目的是建议公司是否应采用健康促进计划。” |  | Confirmed |
| 42  868b08b1-0aad-4ee2-98a3-c221f80dd808 | Although the statement of purpose might not appear in this form in the final document, you want to state it clearly now to help you stay on track as you carry out the remaining steps. | 尽管目的声明可能不会在最终文档中以这种形式出现，但是您现在要清楚地说明它，以帮助您在执行其余步骤时保持正确的状态。 |  | Confirmed |
| 43  1fdf9c65-c287-4ca4-aae8-ae89f275ff48 | CHOOSING YOUR WRITING TOOLS | 选择写作工具 |  | Confirmed |
| 44  175ebb05-3ad0-4b21-a555-2545a7fa1981 | Writers have more tools available to them than ever before. | 作家比以往任何时候都有更多的工具可用。 |  | Confirmed |
| 45  60d72452-bef5-49a2-a328-f4605d68653e | You probably do most of your writing with commercial software such as Microsoft Office or open- source software such as Open Office, and you will likely continue to do much of your writing with these tools. | 您可能会使用商业软件（例如Microsoft Office）或开源软件（例如Open Office）来完成大部分写作工作，并且可能会继续使用这些工具来进行大部分写作工作。 |  | Confirmed |
| 46  a3b04d5e-2b44-499c-941d-f72431a0a663 | Because of the rapid increase in the number and type of composition tools, however, knowing your options and choosing the one that best meets your needs can help you create a stronger document. | 由于合成工具的数量和类型迅速增加，因此，了解您的选择并选择最能满足您需求的选择可以帮助您创建更强大的文档。 |  | Confirmed |
| 47  a4a3e675-79ba-4ed7-a702-8b2a77fec477 | If you travel often or if many people in different locations will collaborate on a given document, you may find it useful to work with a cloud-based tool such as Google Drive. | 如果您经常出差，或者如果不同地点的许多人会合作处理给定的文档，则可能会发现使用基于云的工具（例如Google云端硬盘）很有用。 |  | Confirmed |
| 48  37a644ce-4d50-4d4c-a718-a1e85fdb1b1a | Specialized tools built for professional writers can be particularly useful for long, complicated projects that require heavy research; | 为专业作家构建的专门工具对于需要大量研究的长期，复杂的项目特别有用。 |  | Confirmed |
| 49  9e0aa94e-2d7b-4769-bd21-5b527c9fa254 | For more about analyzing your audience, see Ch.5, p. 87. | 有关分析受众的更多信息，请参阅第5章，第87页。 |  | Confirmed (61%) |
| 50  98233739-a515-4f44-896d-a481387fa67c | 5, p. 87. | 5, p. 87. |  | Confirmed |
| 51  9c2fc0b5-2977-468f-b129-02cbe5f98737 | For more about analyzing your purpose, see Ch.5, p. 84. | 有关分析目标的更多信息，请参阅第5章，第84页。 |  | Confirmed |
| 52  4fa72cc9-a514-40ba-b707-01c84015614d | 5, p. 84. | 5, p. 84. |  | Confirmed (99%) |
| 53  020dc045-8359-4935-8942-5b6e3d2775b7 | To watch a tutorial on cross-platform word | 观看有关跨平台单词的教程 |  | Confirmed |
| 54  07ea6d3f-50e5-45e3-8197-be2457fc7bd0 | processing, go to Ch. | 请参阅 |  | Confirmed |
| 55  6860954d-91f1-4053-b2ae-45941238873b | 3 > Additional Resources > Tutorials: macmillanhighered.com | 3>其他资源>教程：macmillanhighered.com |  | Confirmed |
| 56  3ae43262-9466-4c83-a85b-91d49637610b | Scrivener, for example, lets you gather your research data in a single location and easily reorganize your document at the section or chapter level. | 例如，借助Scrivener，您可以在一个位置收集研究数据，并轻松在章节或章节级别重新组织文档。 |  | Confirmed |
| 57  d5fdcda1-80d1-4969-9240-c5c4a5923f5c | Composition programs optimized for tablets, such as Write Pad, convert handwriting into text, translate text into a number of languages, and feature cloud-based storage. | 针对平板电脑进行了优化的合成程序，例如Write Pad，可将手写内容转换为文本，将文本转换为多种语言，并具有基于云的存储功能。 |  | Confirmed |
| 58  6fee334e-b008-4906-ac5f-618d20a2bd52 | Before you begin a big project, consider which type of writing tool will best meet your project’s needs. | 在开始大型项目之前，请考虑哪种类型的书写工具最能满足您项目的需求。 |  | Confirmed |
| 59  38908c77-797f-4c77-9e18-5e71675f5fec | GENERATING IDEAS ABOUT YOUR SUBJECT | 有关您的主题的想法 |  | Confirmed |
| 60  d5c82495-3531-4353-9a35-a37d7d8d7360 | Generating ideas is a way to start mapping out the information you will need to include in the document, deciding where to put it, and identifying addi- tional information that may be required. | 产生想法是一种开始规划您将需要包含在文档中的信息，确定放置位置以及确定可能需要的其他信息的方法。 |  | Confirmed |
| 61  8c46b429-edf4-40fa-9b64-12b2499b8618 | First, find out what you already know about the topic by using any of the techniques shown in Table 3.1. | 首先，使用表3.1中所示的任何技术，找出关于该主题的已知知识。 |  | Confirmed |
| 62  177c2b52-1bac-43ea-a040-c5d22fb45703 | Asking the six journalistic questions | 问六个新闻问题 |  | Confirmed |
| 63  c9f223aa-2f3d-4536-8740-b62475f969d9 | Asking who, what, when, where, why, and how can help you figure out how much more research you need to do. | 询问谁，什么，何时，何地，为什么以及如何帮助您确定需要做多少研究。 |  | Confirmed |
| 64  fe05cd3a-d297-4bd7-8680-fd0803138279 | Note that you can generate several questions from each of these six words. | 请注意，您可以从这六个词中的每一个产生几个问题。 |  | Confirmed |
| 65  828d20a6-4ed4-4c2c-8d9a-3f7e8b0f5d12 | Who would be able to participate? | 谁可以参加？ |  | Confirmed |
| 66  33eed3f7-4a9f-447a-babd-061a4243e022 | Who would administer it? | 谁来管理？ |  | Confirmed |
| 67  d31856f7-3b33-4e33-afff-fe76fe5eb4d8 | What would the program consist of? | 该程序由什么组成？ |  | Confirmed |
| 68  8954dca5-5629-40ea-8525-9324f5e6b81a | Brainstorming[1]Spending 15 minutes listing short phrases and questions about your subject helps you think of related ideas. | 头脑风暴：花15分钟列出简短的短语和有关主题的问题，以帮助您思考相关的想法。 |  | Confirmed |
| 69  6f0b390a-d2a5-40b2-a804-da237d15b126 | Later, when you construct an outline, you will rearrange your list, add new ideas, and toss out some old ones. | 稍后，当您构造轮廓时，您将重新排列列表，添加新想法，并抛弃一些旧想法。 |  | Confirmed |
| 70  c928ab25-ec43-4d74-a79a-b634e14a49b6 | Free writing[1] | 自由写作 |  | Confirmed |
| 71  5fd3802c-96e4-4e7c-b746-3b9e9823d3fe | Writing without plans or restrictions, without stopping, can help you determine what you do and do not understand. | 没有计划或限制的写作，没有停止，可以帮助您确定自己所做的事情和不了解的事情。 |  | Confirmed |
| 72  493f1e57-a0d6-4b15-a33b-ce76cae19699 | And one phrase or sentence might spark an important idea. | 一个短语或句子可能激发出一个重要的想法。 |  | Confirmed |
| 73  4a304b4b-7336-4623-92dd-af9936af08cb | Talking with someone[1]Discussing your topic can help you find | 与某人交谈讨论您的话题可以帮助您找到 |  | Confirmed |
| 74  c287dab2-8b97-448d-92cb-f374b11f2bcc | out what you already know about it and generate new ideas. | 找出您已经知道的知识并产生新的想法。 |  | Confirmed |
| 75  888a369b-d16e-49db-86be-1ca386db2b83 | Simply have someone ask you questions as you speak. | 只是在说话时有人问您问题。 |  | Confirmed |
| 76  47c56a86-7634-416a-b849-3f17b07e6409 | Soon you will find yourself in a conversation that will help you make new connections from one idea to another. | 很快您就会发现自己在对话中，这将帮助您从一个想法到另一个想法建立新的联系。 |  | Confirmed |
| 77  7eb81c0a-7dd9-4a02-ae05-13b2a743f7be | A big trend today in business is sponsored health- promotion programs. | 当今商业中的一大趋势是赞助的健康促进计划。 |  | Confirmed |
| 78  aff31211-451f-4542-a8ad-fcb30735ad53 | Why should we do it? | 我们为什么要这样做？ |  | Confirmed |
| 79  0adf6351-299e-4d1f-bf2a-7d4c7779465a | Many reasons, including boosting productivity and lowering our insurance premiums. | 原因很多，包括提高生产率和降低保险费。 |  | Confirmed |
| 80  8cd21c0b-79d3-4ce3-bffc-8e994ff1594e | But it’s complicated. | 但这很复杂。 |  | Confirmed |
| 81  cfb77460-ab22-41c9-aa5d-9f97eb27cc8e | One problem is that we can actually increase our risk if a person gets hurt. | 一个问题是，如果一个人受伤，我们实际上会增加风险。 |  | Confirmed |
| 82  23000135-ee26-4c85-91ee-46056a448abe | Another is the need to decide whether to have the program—what exactly is the program? | 另一个是需要决定是否拥有该程序，该程序究竟是什么？ |  | Confirmed |
| 83  4ceb7d1e-230c-4ea7-b57b-44d309dec4cb | You: | 您： |  | Confirmed |
| 84  99c0f9a3-95c7-45b1-bbb0-33217b9fc94c | One reason we might want to do this is to boost productivity. | 我们可能要这样做的原因之一是提高生产力。 |  | Confirmed |
| 85  d5196c31-5c60-4a09-8dbf-334fb1baa98d | Bob: | 鲍勃： |  | Confirmed |
| 86  1f729168-bad3-42dd-90ae-77b0ff9f1a3e | What exactly are the statistics on increased productivity? | 关于生产率提高的统计数据到底是什么？ |  | Confirmed |
| 87  75ba162c-dd7d-4591-b054-4b9d3d244009 | And who has done the studies? | 谁做的研究？ |  | Confirmed |
| 88  2c2b49fa-34b7-4505-b804-c51331378292 | Are they reputable? | 他们有信誉吗？ |  | Confirmed |
| 89  fd1a4c56-96f0-47ae-be64-095014f7b57d | You: | 您： |  | Confirmed |
| 90  a2c6b382-7f3c-443b-99a4-3a4956e4d126 | Good point. | 好点子。 |  | Confirmed |
| 91  a6767e20-9d74-4427-843d-aa60322a7ade | I’m going to have to show that putting money into a program is going to pay off. | 我将不得不证明，将钱投入到程序中将会获得回报。 |  | Confirmed |
| 92  b107b3f6-b28d-48e6-bef1-ec232a0ebcf0 | I need to see whether there are unbiased recent sources that present hard data. | 我需要查看是否有没有偏见的最新资源可以提供硬数据。 |  | Confirmed |
| 93  fe6202b8-3b5a-48b5-a087-e7cd9a816010 | TABLE 3. 1 | 表3. 1 |  | Confirmed |
| 94  e8a77091-0080-456b-9b9f-c9d55a076ede | Techniques for Generating Ideas | 产生想法的技术 |  | Confirmed |
| 95  5fee5cd1-d7b6-4a5d-8605-7cac55369682 | About Your Topic (continued)[1] | 关于您的主题（续） |  | Confirmed |
| 96  4fbadc87-ee9e-44cb-baba-2f9c051a5b7b | Clustering[1] | 集群 |  | Confirmed |
| 97  33e98e91-cfb9-426d-863e-4a1cac669087 | One way to expand on your topic is to write your main idea or main question in the middle of the page and then write second-level and third-level ideas around it. | 扩展主题的一种方法是在页面中间写下您的主要想法或主要问题，然后围绕它编写第二层和第三层想法。 |  | Confirmed |
| 98  7bfecdcb-5b64-4482-9605-20135619d677 | Branching | 分枝 |  | Confirmed |
| 99  0bca2151-a381-40b2-914b-c614334b1101 | Another way to help you expand on your topic is to write your main idea or question at the top of the page and then write second-level and third-level ideas below it. | 帮助您扩展主题的另一种方法是在页面顶部写下您的主要想法或问题，然后在其下面写下第二层和第三层想法。 |  | Confirmed (73%) |
| 100  92f81d6d-2afc-43fc-9354-cf6732106690 | Institute a health-promotion program? | Institute a health-promotion program? |  | Confirmed |
| 101  fe7ed597-fe98-4cbb-a23f-5e2d691b3da9 | Why? | 为什么？ |  | Confirmed |
| 102  e2fb6150-54d6-47f5-8382-ab1da688bbea | increase productivity | 提高生产率 |  | Confirmed |
| 103  65d7028b-0e69-4c12-aec2-f27850a3c49e | reduce illness, injury | 减少疾病，伤害 |  | Confirmed |
| 104  ea6f8d41-a939-4436-9bb0-8e007106316b | reduce premiums | 降低保费 |  | Confirmed |
| 105  ef3475c7-96d1-4b59-8988-c6ecda8c61b4 | RESEARCHING ADDITIONAL INFORMATION | 研究其他信息 |  | Confirmed |
| 106  ab0beee1-d843-4ba7-95b3-070cfd73c93e | Once you have a good idea of what you already know about your topic, you must obtain the rest of the information you will need. | 一旦了解了有关该主题的知识，就必须获取所需的其余信息。 |  | Confirmed |
| 107  6ad2478c-7f70-4c98-86a9-123923cd5af5 | You can find and evaluate what other people have already written by reading reference books, scholarly books, articles, websites, and reputable blogs and discussion boards. | 您可以通过阅读参考书，学术书籍，文章，网站以及著名的博客和讨论区来查找和评估其他人已经写的内容。 |  | Confirmed |
| 108  4e7b2f9e-ab06-4a15-b174-df8a121fed3c | In addition, you might compile new information by interviewing experts, distributing surveys and questionnaires, making observations, | 此外，您可以通过采访专家，分发调查和问卷调查，进行观察， |  | Confirmed |
| 109  d45b4985-3aeb-485d-ac90-cfa12d0512c9 | For more about conducting research, see Ch.6. | 有关分析目标的更多信息，请参阅第6章。 |  | Confirmed (62%) |
| 110  326fdb0e-4005-4637-92f3-eed2e00d0180 | 6. | 6. |  | Confirmed |
| 111  d804ae55-0069-4d15-ad67-3124117180a0 | For more about organizing your information, see Ch.7 | 有关组织信息的更多信息，请参阅第7章 |  | Confirmed (60%) |
| 112  f17c7498-1976-4ffa-b722-51976e067ce7 | 7. | 7. |  | Pre-translated (99%) |
| 113  4051788a-2592-44cd-8ead-4d50134d3588 | To watch a tutorial on creating outlines, go to Ch. | 要观看有关创建轮廓的教程，请转到第3章 |  | Confirmed |
| 114  3e241ea2-678f-4404-9c2b-6d7be4235d17 | 3 > | 3> |  | Confirmed |
| 115  41d43c86-4558-4497-90b6-eb9e6505dfc8 | Additional Resources > Tutorials: | 其他资源>教程： |  | Confirmed (73%) |
| 116  009e1695-9189-4fc3-af0e-3c7cf9b349b3 | macmillanhighered.com | macmillanhighered.com |  | Confirmed |
| 117  5fb5ae99-503d-4637-a97d-1df99ed4e7f2 | sending inquiries, and conducting experiments. | 发送查询并进行实验。 |  | Confirmed |
| 118  4476573f-8754-469c-bfca-ff117710679f | Don’t forget to ask questions and gather opinions from your own network of associates, both inside and outside your organization. | 不要忘记从组织内部和外部的同事网络中提问和收集意见。 |  | Confirmed |
| 119  a1b7cf04-5d52-4d7f-83b6-bfb6c3d1db3c | ORGANIZING AND OUTLINING YOUR DOCUMENT | 整理您的文档 |  | Confirmed |
| 120  4f6b0188-b584-4c7d-a896-f6f30f99fc18 | Although each document has its own requirements, you can use existing organizational patterns or adapt them to your own situation. | 尽管每个文档都有其自己的要求，但是您可以使用现有的组织模式或使它们适应您自己的情况。 |  | Confirmed |
| 121  5faa9092-909b-453d-88dc-c8a8d6ecbe95 | For instance, the compare-and-contrast pattern might be an effective way to organize a discussion of different health-promotion programs. | 例如，比较和对比模式可能是组织讨论不同健康促进计划的有效方法。 |  | Confirmed |
| 122  df9e6678-b1bd-4f77-a846-97247f22e34f | The cause-and-effect pattern might work well for a discussion of the effects of implementing such a program. | 因果模式可能对于讨论实施此类程序的效果非常有用。 |  | Confirmed |
| 123  a5301c96-60ae-4eb2-affa-79243dee5d4d | At this point, your organization is only tentative. | 在这一点上，您的组织只是暂定的。 |  | Confirmed |
| 124  7430876f-62b1-4c2a-b1d0-d12a8bb3271e | When you start to draft, you might find that the pattern you chose isn’t working well or that you need additional information that doesn’t fit into the pattern. | 当您开始草稿时，您可能会发现选择的模式效果不佳，或者您需要的其他信息不适合该模式。 |  | Confirmed |
| 125  0edd6c2e-ca87-4629-93cb-1258f3197aaa | Once you have a tentative plan, write an outline to help you stay on track as you draft. | 一旦有了暂定计划，请写出大纲以帮助您起草。 |  | Confirmed |
| 126  bd1ebc60-8f76-4460-a560-c5152f367b58 | To keep your purpose clearly in mind as you work, you may want to write it at the top of your page before you begin your outline. | 为了在工作时牢记目标，您可能需要在开始大纲之前将其写在页面顶部。 |  | Confirmed |
| 127  40eca136-1296-4bf4-adf6-0e9549f5e7c9 | How to Use the Outline View | 如何使用大纲视图 |  | Confirmed |
| 128  a1288d0a-8b6b-4d0f-bfd0-3823c74e569b | When organizing your document, you can use the outline view to examine and revise the structure of your document. | 组织文档时，可以使用大纲视图来检查和修改文档的结构。 |  | Confirmed |
| 129  1ad86c15-d32e-489b-a20d-9f3bf50ba94e | To use this view, you must format your document with Word’s built-in heading styles or outline levels. | 要使用此视图，您必须使用Word的内置标题样式或大纲级别来格式化文档。 |  | Confirmed |
| 130  510e6870-53c4-4982-b8bf-22ff0593ebb5 | To view the structure of your document, select the View tab on the Ribbon and then select Outline. | 要查看文档的结构，请选择功能区上的“查看”选项卡，然后选择“轮廓”。 |  | Confirmed |
| 131  b66a6824-259f-4fca-a2fd-c053e406d018 | A plus sign indicates that a heading has subheadings or text associated with it. | 加号表示标题具有与之相关的子标题或文本。 |  | Confirmed |
| 132  b0c98e82-88f2-4752-8505-0d1986dd619a | A minus sign indicates that it does not. | 减号表示没有。 |  | Confirmed |
| 133  42fa3d13-8c69-4f4a-93c9-944b736510c0 | Headings are indented to show subordinate levels. | 标题缩进以显示从属级别。 |  | Confirmed |
| 134  4514744a-5064-4b49-996c-03d83638bd7c | Planning | 计划 |  | Confirmed |
| 135  ec57d75e-0d2d-42f3-beee-493806ab6faa | Analyzing Your Audience | 分析受众 |  | Pre-translated (99%) |
| 136  29461cd8-290f-4c61-88dd-0fb07fac6bb5 | Analyzing Your Purpose | 分析目的 |  | Confirmed |
| 137  8e8f2805-7e39-4a30-97c6-0e5508bf26e8 | Generating Ideas about Your Subject | 有关您的主题的想法 |  | Confirmed (99%) |
| 138  6dc8123c-5fa2-44d1-8150-5754557574ee | Researching Additional Information | 研究其他信息 |  | Confirmed (99%) |
| 139  886a7e93-67a4-4774-9c2d-c3886359097e | Organizing and Outlining Your Document | 整理您的文档 |  | Confirmed (99%) |
| 140  aa82311a-2e0a-4360-80da-c4b1bfc9afb1 | Selecting an Application, a Design, and a Delivery Method | 选择应用程序，设计和交付方式 |  | Confirmed |
| 141  c58be8ef-7aec-4599-8970-852b9ce73bac | Devising a Schedule and a Budget | 制定时间表和预算 |  | Confirmed |
| 142  f8d28b18-e7f4-4809-afdf-66b7ccb96595 | Drafting | 起草 |  | Confirmed |
| 143  251cc76f-0159-4569-ae09-64e25bd49fa6 | Using Templates | 使用模板 |  | Confirmed |
| 144  84ab00f8-5085-45e4-b919-5e73810ca2dd | Using Styles | 使用样式 |  | Confirmed (68%) |
| 145  0690c26d-da5c-44b0-844c-f428702a39bf | Revising | 修订 |  | Confirmed |
| 146  6022cf7b-34e9-439c-8425-7ee3381f8118 | Studying the Draft by Yourself | 研究您的草稿 |  | Confirmed |
| 147  abae33cf-8d60-4420-9517-4e9b2503d2b9 | Seeking Help from Others | 向他人寻求帮助 |  | Confirmed |
| 148  bb162d5a-ec46-4030-9fb0-4ae13fcec67b | Use the Outlining tab to promote or demote headings or body text; to move, expand, or collapse sections; and to show levels. | 使用“大纲”标签可以提升或降级标题或正文。 移动，扩展或折叠部分； 并显示水平。 |  | Confirmed |
| 149  322fce6b-4c56-4624-80ed-247420bf2d4c | SELECTING AN APPLICATION, A DESIGN, AND A DELIVERY METHOD | 选择应用程序，设计和交付方式 |  | Pre-translated (99%) |
| 150  a566a0b3-6ba7-4c79-92fe-af5e266c6dce | Once you have a sense of what you want to say, you need to select an application (the type of document), a design, and a delivery method. | 一旦了解了要说的内容，就需要选择一个应用程序（文档类型），一种设计和一种交付方式。 |  | Confirmed |
| 151  ceb8ab86-7176-48a3-a976-0eaab04138d8 | You have a number of decisions to make: | 您需要做出许多决定： |  | Confirmed |
| 152  e1a47b5f-d45b-4789-9cc9-4f8500d61db9 | r Is the application already chosen for me? | 是否已经为我选择了该应用程序？ |  | Confirmed |
| 153  2cbf55d4-fc7a-41f4-8515-98aa91ebd713 | If you are writing a proposal to submit to the U.S. Department of the Interior, for example, you must follow the department’s specifications for what the proposal is to look like and how it is to be delivered. | 举例来说，如果您要撰写要提交给美国内政部的提案，则必须遵循该部门的规范，以了解提案的外观以及交付方式。 |  | Confirmed |
| 154  ae94a6a1-2ad9-443a-83f6-4d6203f32a4f | For most kinds of communication, however, you will likely have to select the appropriate application, such as a set of instructions or a manual. | 但是，对于大多数类型的通信，您可能必须选择适当的应用程序，例如一组说明或手册。 |  | Confirmed |
| 155  8aac08c8-6085-4111-be59-03335a63b5fe | Sometimes, you will deliver an oral presentation or participate in a phone conference or a videoconference. | 有时，您将进行口头陈述或参加电话会议或电视会议。 |  | Confirmed |
| 156  af71d53f-f68d-46c5-85ee-6240137f8f8c | What will my readers expect? | 我的读者会期待什么？ |  | Confirmed |
| 157  f7ab2aee-299d-441d-85e4-b5f54740a27f | If your readers expect a written set of instructions, you should present a set of instructions unless some other application, such as a report or a manual, is more appropriate. | 如果您的读者希望获得一套书面说明，则应提出一套说明，除非更适合其他应用程序，例如报告或手册。 |  | Confirmed |
| 158  ea3036ac-73d2-42ae-bfa3-684d6a5c48ff | If they expect to see the instructions presented in a simple black-and-white booklet—and there is no good reason to design something more elaborate than that—your choice is obvious. | 如果他们希望看到一本简单的黑白手册中提供的说明，并且没有充分的理由设计比这更复杂的内容，那么您的选择就显而易见了。 |  | Confirmed |
| 159  8e18f240-5556-45f1-9f1f-4ad36da5f4c0 | For instance, instructions for installing and operating a ceiling fan in a house are generally presented in a small, inexpensive booklet with the pages stapled together or on a large, folded sheet of paper. | 例如，在房屋中安装和操作吊扇的说明通常以小而便宜的小册子的形式出现，其中书页被装订在一起或在大的折叠纸上。 |  | Confirmed |
| 160  e3c7576b-f27b-4713-80d5-67867d99536a | However, for an expensive home-theater system, readers might expect a glossy, full-color manual. | 但是，对于昂贵的家庭影院系统，读者可能希望使用光滑的全彩手册。 |  | Confirmed |
| 161  307b9075-3738-4b7c-80b1-b320d25b3101 | What delivery method will work best? | 哪种投放方式最有效？ |  | Confirmed |
| 162  f64938cc-1d5d-403a-9647-2fb4202b202a | Related to the question of reader expectations is the question of how you will deliver the document to your readers. | 与读者期望问题相关的是如何将文档交付给读者的问题。 |  | Confirmed |
| 163  7e155857-45c1-4380-a586-669d38ce6690 | For instance, you would likely mail an annual report to your readers and upload it to your company website. | 例如，您可能会将年度报告邮寄给读者，并将其上载到公司网站。 |  | Confirmed |
| 164  3ff1fb6c-efae-4ba6-9ee8-466a2d3482e5 | You might present industry forecasts on a personal blog or on one sponsored by your employer. | 您可以在个人博客或雇主赞助的博客上展示行业预测。 |  | Confirmed |
| 165  6c6b0c41-95b3-44ba-9fa8-9e0e52db9578 | You might deliver a user manual for a new type of photo-editing program online rather than in print because the program—and therefore the manual—will change. | 您可能会在线（而不是以印刷形式）交付用于新型照片编辑程序的用户手册，因为该程序（以及手册）将发生变化。 |  | Confirmed |
| 166  b667f932-e630-4f5c-8a62-6a143fcc6e84 | It is important to think about these questions during the planning process, because your answers will largely determine the scope, organization, style, and design of the information you will prepare. | 在计划过程中考虑这些问题非常重要，因为您的答案将在很大程度上决定您准备信息的范围，组织，样式和设计。 |  | Confirmed |
| 167  afd73784-c36f-4c27-b169-ca7e6145b871 | As early as the planning step, you need to imagine your readers using your information. | 早在计划步骤中，您就需要想象读者使用您的信息。 |  | Confirmed |
| 168  b06f6ba5-74b5-40fb-a2cf-88b9094b3eab | DEVISING A SCHEDULE AND A BUDGET | 制定时间表和预算 |  | Pre-translated (99%) |
| 169  7554bbe1-2fb5-45d8-9f27-e3031f1b7688 | During the planning stage, you also must decide when you will need to provide the information and how much you can spend on the project. | 在计划阶段，您还必须决定何时需要提供信息以及可以在项目上花费多少。 |  | Confirmed |
| 170  c23fcd19-4f4d-47c6-bc95-a5fd8a97e253 | For instance, for the project on health-promotion programs, your readers might need a report to help them decide what to do before the new fiscal year begins in two months. | 例如，对于有关健康促进计划的项目，您的读者可能需要一份报告，以帮助他们决定在两个月的新财政年度开始之前该做什么。 |  | Confirmed |
| 171  f157b97f-cc1e-4334-aeb8-5edaa8fe1d33 | In addition, your readers might want a progress report submitted halfway through the project. | 此外，您的读者可能希望在项目中途提交进度报告。 |  | Confirmed |
| 172  bd649e9d-b90f-45bf-9300-9adb13c5b059 | Making a schedule is often a collaborative process: you meet with your main readers, who tell you when they need the information, and you estimate how long the different tasks will take. | 制定时间表通常是一个协作过程：您与主要读者会面，后者会在需要信息时告诉您，并估计不同任务将花费多长时间。 |  | Confirmed |
| 173  f2b24194-5890-4a16-9f0c-9846a962fe38 | You also need to create a budget. | 您还需要创建预算。 |  | Confirmed |
| 174  35ddead5-d861-4f66-82dd-f29d94339ea1 | In addition to the time you will need to do the project, you need to think about expenses you might incur. | 除了需要做项目的时间以外，还需要考虑可能产生的费用。 |  | Confirmed |
| 175  ae79b5fd-1f5d-45a2-84c6-8c799695a6ac | For example, you might need to travel to visit companies with different kinds of | 例如，您可能需要出差访问具有不同类型的公司 |  | Confirmed |
| 176  e7b1fde3-9d7b-484e-94fe-ded4cea9655b | For more about progress reports, see Ch.17, p. 452. | 有关进度报告的更多信息，请参见第17章，第452页。 |  | Confirmed (62%) |
| 177  f617f21b-3889-44b0-9790-ac024470c768 | 17, p. 452. | 17, p. 452. |  | Confirmed |
| 178  db0344fe-1b7c-472d-b1dc-93b8f842041b | For more about project management, see Ch.4, p. 60. | 有关项目管理的更多信息，请参见第4章第60页 |  | Confirmed (62%) |
| 179  ca161bb3-642f-4e00-9a1e-04ccceef998d | 4, p. 60. | 4, p. 60. |  | Pre-translated (99%) |
| 180  dcd35c85-169e-401a-96b7-effd3dd50035 | For more about usability testing, see Ch.13, p. 348. | 有关可用性测试的更多信息，请参见第13章，第348页。 |  | Confirmed |
| 181  c998b76c-578c-4d67-9aa2-a4739167ac7a | 13, p. 348. | 13, p. 348. |  | Confirmed (99%) |
| 182  1f3b7d4c-0ab4-4cb6-8c67-68d2b3ed5ca5 | For more about design, see Ch.11 | 有关设计的更多信息，请参见第11章 |  | Confirmed (65%) |
| 183  6b2351aa-c1b1-4e27-90d5-7a178b5ce1b6 | 11. | 11. |  | Confirmed (65%) |
| 184  796dffa3-dc77-454a-a8e4-fe11c76f095e | health promotion programs. | 健康促进计划。 |  | Confirmed |
| 185  480656c7-0ad7-4a65-a462-342c7fdaaa22 | You might need to conduct specialized data- base searches, create and distribute questionnaires to employees, or conduct interviews at remote locations. | 您可能需要进行专门的数据库搜索，创建调查表并将其分发给员工，或者在偏远地区进行采访。 |  | Confirmed |
| 186  60ba7b08-0897-48e4-9bff-80f20d325b5f | Some projects call for VTBCJMJUZ UFTUJOH—evaluating the experiences of prospective users as they try out a system or a document. | 一些项目要求使用VTBCJMJUZ UFTUJOH-评估潜在用户试用系统或文档时的体验。 |  | Confirmed |
| 187  6319656b-4190-44cf-89fd-a1d332b46131 | The cost of this testing needs to be included in your budget. | 此测试的费用需要包含在您的预算中。 |  | Confirmed |
| 188  7bc07fa5-8bf1-4bcb-87ba-db6d0fbda93e | Drafting | 起草 |  | Confirmed |
| 189  03b215fc-66f6-40a3-aabe-e426718fd4dd | When you have at least a preliminary outline, it is time to start drafting. | 当您至少有初步轮廓时，就该开始起草了。 |  | Confirmed |
| 190  94a25379-182b-4ba8-9492-a9578dad7846 | Some writers like to draft within the outline created on their word-processing pro- gram. | 一些作家喜欢在他们的文字处理程序上创建的大纲中起草。 |  | Confirmed |
| 191  22b6f6c9-8e02-4844-ad3f-cf2c314a5a95 | Others prefer to place a paper copy of their outline on the desk next to their keyboard and begin drafting a new document that follows that outline. | 其他人则喜欢将其大纲的纸质副本放在键盘旁边的桌子上，然后开始草拟该大纲之后的新文档。 |  | Confirmed |
| 192  1b321a81-b2c1-4046-b0da-da324e7fed89 | USING TEMPLATES | 使用模板 |  | Pre-translated (99%) |
| 193  a09d012f-edc7-4b47-82b2-8bab2d750525 | For your draft, you might consider using an existing template or modify- ing one to meet your needs. | 对于草稿，您可以考虑使用现有模板或修改模板以满足您的需求。 |  | Confirmed |
| 194  74ac8ea5-58f8-4c5c-bcae-e5c6c7f887a1 | Templates are preformatted designs for differ- ent types of documents, such as letters, memos, newsletters, and reports. | 模板是预先格式化的设计，用于不同类型的文档，例如信函，备忘录，新闻稿和报告。 |  | Confirmed |
| 195  11432016-71fe-4220-9c13-2a4e855e4413 | Templates incorporate the design specifications for the document, including typeface, type size, margins, and spacing. | 模板结合了文档的设计规范，包括字体，字体大小，边距和间距。 |  | Confirmed |
| 196  7437ac35-bb17-4624-b11d-591e3d99eab9 | Once you have selected a template, you just type in the information. | 选择模板后，只需输入信息。 |  | Confirmed |
| 197  3125f5da-e859-4495-b363-594fb5377a91 | Using templates, however, can lead to three problems: | 但是，使用模板会导致三个问题： |  | Confirmed |
| 198  4492848c-e996-4223-a718-d8fd271f6a38 | They do not always reflect the best design principles. | 它们并不总是反映最佳设计原则。 |  | Confirmed |
| 199  a3a30395-18d2-4ac2-b42b-b0e82989bf0e | For instance, most letter and memo templates default to 10-point type, even though 12-point type is easier to read. | 例如，大多数字母和备忘录模板默认为10点类型，即使12点类型更易于阅读。 |  | Confirmed |
| 200  75b4cfd5-03b7-4022-bd17-73f676cacdb9 | They bore readers. | 他们吸引了读者。 |  | Confirmed |
| 201  15d98659-a80c-4ba8-ba84-026c47ee8e6f | Readers get tired of seeing the same designs. | 读者厌倦了看到相同的设计。 |  | Confirmed |
| 202  b8b3bc72-ea42-4a22-bb41-ee03f6f3d775 | They cannot help you answer the important questions about your document. | 他们无法帮助您回答有关文档的重要问题。 |  | Confirmed |
| 203  ffdfb48d-df96-45eb-9a52-ce594ef08893 | Although templates can help you format information, they cannot help you figure out how to organize and write a document. | 尽管模板可以帮助您设置信息格式，但是它们不能帮助您确定如何组织和编写文档。 |  | Confirmed |
| 204  7cff7829-df9b-45b1-9710-97a10c100a2f | Sometimes, templates can even send you the wrong message. | 有时，模板甚至可能向您发送错误消息。 |  | Confirmed |
| 205  5ac88e3c-31fd-45e4-ab28-e48d9850f342 | For example, résumé templates in word processors present a set of headings that might work better for some job applicants than for others. | 例如，文字处理程序中的简历模板提供了一组标题，这些标题对于某些求职者而言可能比对其他求职者更有效。 |  | Confirmed |
| 206  d9714c4a-bc3b-4768-80e4-ad2e43768e87 | In addition, the more you rely on existing templates, the less likely you are to learn how to use the software to make your documents look professional. | 此外，您对现有模板的依赖程度越高，学习如何使用该软件使文档看起来更专业的可能性就越小。 |  | Confirmed |
| 207  3e351900-d5d4-4c89-a42b-d3b739e4ede5 | How To Modify Templates | 如何修改模板 |  | Confirmed |
| 208  eaafe8aa-83cb-4f56-b987-e9c05cd050d3 | You can modify an existing document template to address your specific writing situation. | 您可以修改现有文档模板以解决您的特定书写情况。 |  | Confirmed |
| 209  67211971-c838-44a1-8f4e-081ec76f07cb | You can then save this modified document as a template and use it again in similar writing situations. | 然后，您可以将该修改后的文档另存为模板，并在类似的书写情况下再次使用它。 |  | Confirmed |
| 210  a8e20195-ff72-4a18-bc6d-222a0a329c27 | 1 .To locate an existing template, select File and then select New. | 1.要找到现有模板，请选择文件，然后选择新建。 |  | Confirmed |
| 211  e21fa02f-aadf-4ba6-b6eb-15dec9c3c50a | This will open the Available Templates | 这将打开可用模板 |  | Confirmed |
| 212  92c35752-9e4d-44b5-ba87-13d3ee2b3dd2 | window. | 窗口。 |  | Confirmed |
| 213  e8f1bdcc-dd59-4ada-9d5f-130d3568e6fe | Within this window, you can study templates already installed on your computer as well as ones avail- able for download. | 在此窗口中，您可以研究计算机上已经安装的模板以及可供下载的模板。 |  | Confirmed |
| 214  98a428ae-22c0-4335-a73e-a1cbc20d87d1 | 2. | 2. |  | Confirmed (99%) |
| 215  d7434192-bae3-4053-8617-4a89b60e41b3 | You can start with a Blank Document or with one of the many available templates. | 您可以从空白文档或许多可用模板之一开始。 |  | Confirmed |
| 216  abfde7e9-9dc5-4c1b-8f98-305a0d1d6ddc | First, choose a template, and then select Create. | 首先，选择一个模板，然后选择创建。 |  | Confirmed |
| 217  757de31d-2cd2-4f21-9e76-83d930b889b6 | If you click on a folder of templates, such as Sample templates, you can select a template and then save it as a document or a template. | 如果单击模板的文件夹，例如“样本模板”，则可以选择一个模板，然后将其另存为文档或模板。 |  | Confirmed |
| 218  816a8c0b-c5af-4c7e-bac3-efdd2e6271ba | Select the format you want (Document or Template), then select Create. | 选择所需的格式（文档或模板），然后选择创建。 |  | Confirmed |
| 219  ccb0aed0-64d9-482c-927a-24608fd160cd | If you want to save the changes you make for future use, be sure to select Template. | 如果要保存所做的更改以备将来使用，请确保选择模板。 |  | Confirmed |
| 220  cfa83bc0-d4b0-4214-a3ce-e0ab1888c883 | 3. | 3. |  | Confirmed (99%) |
| 221  da9fcd72-16fb-4775-9796-e26f5a9e9a32 | After making changes to the design of the template, select File and then select Save. | 更改模板的设计后，选择“文件”，然后选择“保存”。 |  | Confirmed |
| 222  b1fad6d2-e172-488e-b28d-d3b3f53ee90e | Your modified template will be stored in a file you can access later through the My Templates tab in the Available Templates window. | 修改后的模板将存储在一个文件中，以后可以通过“可用模板”窗口中的“我的模板”选项卡进行访问。 |  | Confirmed |
| 223  7e4c27b3-0284-4141-8c8e-e1914e63472c | WRITING TECHNICAL DOCUMENTS | 撰写技术文件 |  | Confirmed |
| 224  0a1f4626-17c2-4323-b92d-38e0443e4040 | DOCUMEN T ANALYSI S ACTIVITY[1] | 文件分析活动 |  | Confirmed |
| 225  d6e006f3-dc66-4487-89c8-1bf345f2286b | Identifying the Strengths and Weaknesses of a Commercial Template | 识别商业模板的优点和缺点 |  | Confirmed |
| 226  a70b9b57-702f-48fc-8c7e-9c54a48a2375 | The template from Microsoft Word shown here presents one approach to writing a résumé. | 此处显示的Microsoft Word模板提供了一种编写简历的方法。 |  | Confirmed |
| 227  26fe78a3-75b3-4203-89ce-198abd60395c | The questions below ask you to think about the assumptions underlying this template. | 以下问题要求您考虑此模板的基础假设。 |  | Confirmed |
| 228  bf4a43b2-8366-48a5-a297-bb522e9aed2a | 1. | 1. |  | Confirmed (99%) |
| 229  415d3f43-b3d3-45e1-bc2f-d53c3fc59aee | How well does the explanation of how to use the template (located under “Objective”) help you understand how to write an effective résumé? | 关于如何使用模板的解释（位于“目标”下）如何帮助您理解如何编写有效的简历？ |  | Confirmed |
| 230  80b67a1e-b50e-45f6-90d6-a21fcfa83a03 | 2. | 2. |  | Confirmed |
| 231  1303fab3-4f01-48c7-86e7-bcb5b21a0d59 | How well does the template explain how to reformat the elements, such as your name? | 模板在多大程度上说明了如何重新格式化元素（例如您的姓名）？ |  | Confirmed |
| 232  2b5a8efb-77e4-433e-a464-e0c791e49835 | 3. | 3. |  | Confirmed |
| 233  70889836-2cb3-4c55-8369-e826288b1bad | Does the template clearly describe what you should do if you wish, for instance, to include a list of references, rather than use the phrase “References are available upon request”? | 模板是否清楚地描述了您希望做的事情，例如，希望包括参考文献列表，而不是使用“可根据要求提供参考文献”？ |  | Confirmed |
| 234  129c1d35-ba6a-4cce-bd0b-d42787674c1a | USING STYLES | 使用样式 |  | Confirmed (99%) |
| 235  ca072fc5-0b78-45d4-83ee-9c2e8a5b0fd1 | Styles are like small templates that apply to the design of smaller elements, such as headings. | 样式就像适用于较小元素（例如标题）设计的小型模板。 |  | Confirmed |
| 236  c0a2c81a-c529-4614-8038-5defedcc0d5f | Like templates, styles save you time. | 像模板一样，样式可以节省您的时间。 |  | Confirmed |
| 237  8c59e836-3c07-4eb2-8e3c-8a05f75e5b9e | For example, as you draft your document, you don’t need to add all the formatting each time you want to designate an item as a first-level heading. | 例如，当您起草文档时，不需要每次将一个项目指定为第一级标题时都添加所有格式。 |  | Confirmed |
| 238  6beed64c-681d-43f4-9eb3-7afc28b336a0 | You simply highlight the text you want to be a first-level heading and use a pull-down menu or ribbon at the top of your screen to select that style. | 您只需突出显示要作为第一级标题的文本，然后使用屏幕顶部的下拉菜单或功能区来选择该样式。 |  | Confirmed |
| 239  d26cf16d-46f7-4bf0-8a22-b451825d770a | The text automatically incorporates all the specifications of that style. | 文本会自动包含该样式的所有规范。 |  | Confirmed |
| 240  6695b83a-db68-48a2-8db8-680a885d98cc | If you decide to modify a style—by italicizing a heading, for instance— you need to change it only once; the software automatically changes every instance of that style in the document. | 如果您决定修改样式（例如，通过使标题变为斜体），则只需更改一次； 软件会自动更改文档中该样式的每个实例。 |  | Confirmed |
| 241  53775601-a894-4d50-9e09-81d0d7c26dbb | In collaborative documents, styles make it easier for collaborators to achieve a consistent look. | 在协作文档中，样式使协作者更容易获得一致的外观。 |  | Confirmed |
| 242  97f3c0fb-0064-45d0-96c9-a563c8b6c7a0 | To watch a tutorial on creating styles and templates in Word, | 要观看有关在Word中创建样式和模板的教程 |  | Confirmed (66%) |
| 243  bf3ba199-b751-4c1c-936e-63e733e0e036 | go to Ch.3 | 请参阅第三章 |  | Confirmed |
| 244  57d20127-dc49-4fd9-9ee6-08e4cb7dbd7a | 3 | 3. |  | Confirmed (98%) |
| 245  923989bd-d013-4bad-91e1-f041c4f0b1af | How To Use the Styles Group | 如何使用大纲视图 |  | Confirmed (70%) |
| 246  b13a6a7c-c3d1-48ca-b184-bbc59cf0b412 | As you draft your document, you can use the Styles group to apply styles to elements such as headings, lists, and body text. | 在起草文档时，可以使用“样式”组将样式应用于元素，例如标题，列表和正文。 |  | Confirmed |
| 247  4885e123-3faf-484b-b20a-6e15bb856645 | Using styles helps to ensure consistency and makes it easy to automatically change every instance of a style in your document when you revise. | 使用样式有助于确保一致性，并且使您在修改时可以轻松地自动更改文档中样式的每个实例。 |  | Confirmed |
| 248  a68052f5-6765-44ec-b778-4307a89ba6b9 | To apply a style, select the text you want to format, then select a style from the Quick Styles gallery in the Styles group on the Home tab. | 要应用样式，请选择要设置格式的文本，然后从“主页”选项卡上的“样式”组的“快速样式”库中选择一种样式。 |  | Confirmed |
| 249  64c46372-6ffa-4638-aa5a-40a0d7a3a710 | Another way to apply a style is to select the Styles dialog box launcher and then select the style you wish to use. | 应用样式的另一种方法是选择“样式”对话框启动器，然后选择要使用的样式。 |  | Confirmed |
| 250  c5b7db04-0ce6-4df0-a57d-c56e92aa311c | If you do not see the style options you want, select Options to display the Style Pane Options dialog box. | 如果看不到所需的样式选项，请选择“选项”以显示“样式窗格选项”对话框。 |  | Confirmed |
| 251  4594ad8d-fb21-47f5-bc0c-0e18dd242c84 | If you do not see the style you want in the gallery, you can access additional styles by using the up and down arrows. | 如果在图库中看不到所需的样式，则可以使用向上和向下箭头访问其他样式。 |  | Confirmed |
| 252  c671caed-6015-49fd-8a1a-1bb3c7f3ccea | You can also apply a Quick Style Set to your entire document by selecting the Change Styles icon. | 您还可以通过选择“更改样式”图标将“快速样式集”应用于整个文档。 |  | Confirmed |
| 253  5dbf7f08-f5d6-4148-b2e8-c4bcd5ea6379 | For more about revising your document, see Ch.13, p. 342. | 有关修改文档的更多信息，请参见第13章，第342页。 |  | Confirmed (62%) |
| 254  4df5ff09-0bcd-45f8-b530-23ed26e1ec80 | 13, p. 342. | 13, p. 342. |  | Confirmed (99%) |
| 255  5095022f-d923-4801-a21f-091d7146ff2c | Revising | 修订 |  | Confirmed |
| 256  2eb79262-1d81-4a23-8cff-d0fc3a41062b | Revising is the process of looking again at your draft to see whether it works. | 修改是重新查看草稿以查看其是否有效的过程。 |  | Confirmed |
| 257  81085723-d8cd-4445-9c6e-3cd5c674442c | After you revise, you will carry out two more steps—editing and proofread- ing—but at this point you want to focus on three large topics: | 修改后，您将再执行两个步骤（编辑和校对），但是此时您要关注三个大主题： |  | Confirmed |
| 258  73f42d78-9dfd-40bd-b33d-0a82b5bec11b | Audience | 受众 |  | Confirmed |
| 259  e6c93468-52ab-466d-8bf5-97b2666f493e | Has your understanding of your audience changed? | 您对听众的理解是否发生了变化？ |  | Confirmed |
| 260  dc2f09b5-52cb-4c63-b1c6-e527d07ac715 | Will you be addressing people you hadn’t considered before? | 您会和以前没考虑过的人打交道吗？ |  | Confirmed |
| 261  32bdb387-50b7-43d6-8512-2668105e8979 | If so, how will that change what you should say and how you should say it? | 如果是这样，那将如何改变您应该说的话以及应该如何说呢？ |  | Confirmed |
| 262  9d23df83-9c90-4c88-85d9-7ca23adda073 | Purpose | 目的 |  | Confirmed |
| 263  4cda5422-dfa3-4a3a-b58d-180d043cd7dc | Has your understanding of your purpose changed? | 您对听众的理解是否发生了变化？ |  | Confirmed (73%) |
| 264  9b17497f-4488-45a1-ba62-a0f697c42668 | If so, what changes should you make to the document? | 如果是这样，您应该对文档进行哪些更改？ |  | Confirmed |
| 265  86ad08f1-d702-40af-92b9-bbefb7687ac8 | Subject. | 主题。 |  | Confirmed |
| 266  8b5e9f41-a22b-42c6-8fb8-7d00ced71563 | Has your understanding of the subject changed? | 您对主题的理解有所改变吗？ |  | Confirmed (65%) |
| 267  ccb11a3c-f083-42de-b479-c1bb676db57b | Should you change the scope—that is, should you address more or fewer topics? | 您应该更改范围吗？也就是说，您应该处理更多还是更少的主题？ |  | Confirmed |
| 268  220c1936-eaf8-4120-a1b1-530930026e06 | Should you change the organization of the document? | 您是否应该更改文件的组织？ |  | Confirmed |
| 269  ac4ad0ad-21f8-4bb9-95b4-f2327d1e8546 | Should you present more evidence or different types of evidence? | 您应该提供更多证据还是不同类型的证据？ |  | Confirmed |
| 270  dbef99ba-1ae8-44d6-8d93-57fd6aa86620 | On the basis of a new look at your audience, purpose, and subject, you might decide that you need to make minor changes, such as adding one or two minor topics. | 基于对受众，目的和主题的重新审视，您可能会决定需要进行较小的更改，例如添加一个或两个较小的主题。 |  | Confirmed |
| 271  2cbb8044-3a64-48b0-9f16-be623d2dcc4d | Or you might decide that you need to completely rethink the document. | 或者，您可能决定需要完全重新考虑文档。 |  | Confirmed |
| 272  034b0a5c-a896-4398-8549-467ea4bce250 | There are two major ways to revise: by yourself and with the assistance of others. | 有两种主要的修改方法：由您自己或在他人的协助下进行修改。 |  | Confirmed |
| 273  0e57251a-ef8f-440f-8790-4b197944217a | If possible, use both ways. | 如果可能，请同时使用两种方式。 |  | Confirmed |
| 274  db08749b-e892-4f29-83a0-3cd06fab14dd | STUDYING THE DRAFT BY YOURSELF | 研究您的草稿 |  | Confirmed (99%) |
| 275  5326a0f0-9863-4f8a-919d-f1104756a13f | The first step in revising is to read and reread your document, looking for different things each time. | 修改的第一步是阅读和重新阅读文档，每次都查找不同的内容。 |  | Confirmed |
| 276  8daab9f3-f6dc-441b-a416-e3d857dbb787 | For instance, you might read it once just to see whether the information you have presented is appropriate for the various audiences you have identified. | 例如，您可能只阅读了一次，以查看您提供的信息是否适合您所标识的各种受众。 |  | Confirmed |
| 277  ae79d089-7291-46b0-9d5c-c52b858f5500 | You might read it another time to see whether each of your claims is supported by appropriate and sufficient evidence. | 您可能需要再读一遍，以查看您的每项主张是否都得到适当和充分证据的支持。 |  | Confirmed |
| 278  7d33d5c6-0dfd-4947-9f97-bc7034d119f3 | Start with the largest, most important problems first; then work on the smaller, less important ones. | 首先要解决最大，最重要的问题。 然后研究较小的，次要的。 |  | Confirmed |
| 279  1f2f33dc-bced-48a9-bcb3-e256c20923bd | That way, you don’t waste time on awkward paragraphs you might eventually decide to delete. | 这样，您就不会浪费时间在可能最终决定删除的尴尬段落上。 |  | Confirmed |
| 280  4591aa65-4d82-4c52-b583-aa01ea854a6f | Begin by reviewing the document as a whole (for organization, development, and content), saving the sentence-level concerns (such as grammar, punctuation, and spelling) for later. | 首先，对文档进行整体审查（针对组织，开发和内容），然后保存句子级别的问题（例如语法，标点和拼写）以备后用。 |  | Confirmed |
| 281  92762fdb-a444-481d-a250-75a61247625c | One effective way to review your whole document for coherence is to study the outline view of the document. | 审查整个文档的一致性的一种有效方法是研究文档的大纲视图。 |  | Confirmed |
| 282  1883134e-3fcc-4408-b2e5-97f69f8709a6 | Figure 3.1 shows how the outline view helps you see how the document is organized. | 图3.1显示了大纲视图如何帮助您查看文档的组织方式。 |  | Confirmed |
| 283  d29d8006-9ef7-45d6-babd-87ecc683355c | After you have studied your draft to see if there are problems with its organization, study it to answer six additional questions: | 在研究了草稿以查看其组织是否存在问题之后，请研究草稿以回答其他六个问题： |  | Confirmed |
| 284  ff67b773-3476-483a-b61f-3c18177ca195 | Revising | 修订 |  | Confirmed |
| 285  9a196d16-f2d8-4850-a914-3b84a57104ec | 53 | 53. |  | Confirmed (97%) |
| 286  e56f945d-83e5-4ceb-8e49-854472b0c294 | The writer has set the outline view to show the first two levels of his report. | 作者设置了大纲视图以显示其报告的前两个级别。 |  | Confirmed |
| 287  35932aac-4f4e-4f4d-a6fc-6f2f93af9396 | Using the outline view, it is easy to identify organization problems: | 使用大纲视图，可以轻松识别组织问题： |  | Confirmed |
| 288  0223d6dc-dffa-40cf-a3b3-216f598811cc | precede the conclusions and recommendations section. | 在结论和建议部分之前。 |  | Confirmed |
| 289  816ef905-de3a-400a-a595-85469a3a0343 | survey—seems to be different from the other two items, both of which seem to relate to the topic of the vehicles, not to the methods the writer used. | 调查——似乎与其他两个项目不同，这两个项目似乎都与车辆的主题有关，与作者使用的方法无关。 |  | Confirmed |
| 290  3c77dfab-d16f-4662-a8d6-b4c42541f682 | FIGURE 3.1 Studying the Organization of a Document Using the Outline View | 图3.1使用大纲视图研究文档的组织 |  | Confirmed |
| 291  5702885f-1939-4886-b18f-b124de7df9e8 | SEEKING HELP FROM OTHERS | 向他人寻求帮助 |  | Confirmed (99%) |
| 292  74a4fdfd-d83a-4320-bdf9-4279000eb2f0 | For technical documents, it is best to turn to two kinds of people for help. | 对于技术文档，最好向两种人寻求帮助。 |  | Confirmed |
| 293  29c6628f-cad3-40ff-928f-c0ac8b122cfb | Subject-matter experts (SMEs) can help you determine whether your facts and explanations are accurate and appropriate. | 主题专家（SME）可以帮助您确定您的事实和解释是否正确和适当。 |  | Confirmed |
| 294  8144a2bc-137c-40d7-bc89-ca4265fe3003 | If, for instance, you are writing about fuel-cell automobiles, you could ask an automotive expert to review your document. | 例如，如果您正在撰写有关燃料电池汽车的文章，则可以请汽车专家审核您的文档。 |  | Confirmed |
| 295  b4bd9b4c-010d-46b8-87bc-01296e807f31 | Important documents are routinely reviewed by technical experts before being released to the public. | 重要文件在发布给公众之前，都会经过技术专家的例行审查。 |  | Confirmed |
| 296  419a2521-db05-47d1-b721-9e8890ee633f | The second category of reviewers includes both actual users of your existing document and prospective users of the next version of the document. | 第二类审阅者既包括现有文档的实际用户，也包括下一版本文档的潜在用户。 |  | Confirmed |
| 297  3a728998-d98d-444a-9650-3824820726bc | These people can help you see problems you or other knowledgeable readers don’t notice. | 这些人可以帮助您发现您或其他知识渊博的读者没有注意到的问题。 |  | Confirmed |
| 298  38cb1411-47b2-4315-8235-c428871a719c | For instance, a prospective user of a document on fuel-cell technologies might point out that she doesn’t understand what a fuel cell is because you haven’t defined the term. | 例如，有关燃料电池技术文档的潜在用户可能会指出她不了解燃料电池是什么，因为您尚未定义该术语。 |  | Confirmed |
| 299  00264fae-04e5-4b82-b702-feb397822328 | How do you learn from SMEs and from users and prospective users? | 您如何向中小企业以及用户和潜在用户学习？ |  | Confirmed |
| 300  b5d9a4e6-eb18-47af-a8fc-362cf8079707 | Here are a few techniques: | 这里有一些技巧： |  | Confirmed |
| 301  81e4b7d1-982f-47a7-96a7-9437acd3c643 | Document | 文件 |  | Confirmed |
| 302  86e8992f-ed26-4bff-8938-ddf7fb91de7e | about an existing or proposed document | 关于现有或建议的文件 |  | Confirmed |
| 303  4a68ede3-35ce-4cd4-aea7-1a9e79fa6f2e | SharePoint or Google Drive, and authorizing people to revise it | SharePoint或Google云端硬盘，并授权人们对其进行修改 |  | Confirmed |
| 304  de5a2b6a-f18a-4813-a942-2c8fa2594b8e | For more about having another person review your draft, see Ch.4, p. 70. | 有关让其他人查看您的草稿的更多信息，请参见第4章第70页。 |  | Confirmed |
| 305  7afef361-3ec7-4040-b298-e51527d72d08 | 4, p. 70. | 4, p. 70. |  | Confirmed (99%) |
| 306  9dd50303-bfce-4bd7-b905-7f66985a95f7 | For more about these techniques, as well as usability testing, see Ch. | 有关可用性测试的更多信息，请参见第13章，第348页。 |  | Pre-translated (65%) |
| 307  01bb4e2c-aaea-43db-824a-091e949527a9 | 13, p. 347. | 13, p. 347. |  | Confirmed |
| 308  603d4ee9-4a5e-424d-86b8-9092894a7928 | It is important to revise all drafts, but it is especially important to revise drafts of documents that will be read and used by people from other cultures. | 修订所有草案很重要，但是修订供其他文化背景的人阅读和使用的文档草案尤为重要。 |  | Confirmed |
| 309  fd3e9dcd-8619-48af-95b3-04bffef592aa | If your readers come from another culture, try to have your draft reviewed by someone from that culture. | 如果您的读者来自另一种文化，请尝试让该文化的某人审阅您的草稿。 |  | Confirmed |
| 310  9ed79058-5533-4feb-a172-f8e6aa0a4f0a | That reviewer can help you see whether you have made correct assumptions about how readers will react to your ideas and whether you have chosen appropriate kinds of evidence and design elements. | 该审阅者可以帮助您了解您是否对读者如何对您的想法做出正确的假设，以及您是否选择了适当的证据和设计元素。 |  | Confirmed |
| 311  a97b5e94-c0ad-4916-a350-aeb293db68e3 | As discussed in Chapters 11 and 12, people from other cultures might be sur- prised by some design elements used in reports, such as marginal comments. | 正如在第11章和第12章中讨论的那样，来自其他文化的人们可能会因为报告中使用的某些设计元素（例如边注）而感到惊讶。 |  | Confirmed |
| 312  63a87f45-d7b7-413c-ab12-dd9b88b24a0b | For more about editing for coherence and correctness, see Chs.9 and 10. | 有关编辑一致性和正确性的更多信息，请参见第9章和第10章。 |  | Confirmed |
| 313  b9e9ad98-d6d8-4ebe-9e02-90fe9d69e302 | 9 and 10. | 9and10. |  | Confirmed |
| 314  3a2c8277-3852-4bd2-a10e-133b3fc00ead | For more about correctness, see Appendix, Part C. | 有关正确性的更多信息，请参见附录C部分。 |  | Confirmed |
| 315  9b7c03d0-4e2e-47fb-86ff-c3454feea787 | For a discussion of using wikis to create collaborative documents, see Ch.4 | 有关使用Wiki创建协作文档的讨论，请参阅第4章 |  | Confirmed |
| 316  861be4f4-667a-44ca-99d3-7930c137991c | 4. | 4. |  | Confirmed (99%) |
| 317  4f0f2ac5-f2f8-47da-97c6-151a07f8c356 | When you write on the job, take advantage of the expertise of others. | 当您在工作上写作时，请充分利用他人的专业知识。 |  | Confirmed |
| 318  81b3d55d-184b-4878-b958-fdaa25b5836e | It is completely ethical to ask subject-matter experts and people who are similar to the intended audience of your document to critique a draft of it. | 让主题专家和与文档的目标读者相似的人员批评该文档的草稿是完全合乎道德的。 |  | Confirmed |
| 319  5824d1f4-492e-4400-a229-735f816e0fd6 | If your reviewer offers detailed comments and suggestions on the draft or sends you a multipage review—and you use some or many of the ideas—you are ethically bound to acknowledge that person’s contributions. | 如果您的审稿人对草稿提供了详细的评论和建议，或者给您发送了多页审稿（并且您使用了一些或许多想法），则从道德上讲，您必须承认该人的贡献。 |  | Confirmed |
| 320  a82856cd-8721-40ed-b89d-fe125efa9c69 | This acknowledgment can take the form of a one- or two-sentence statement of appreciation in the introduction of the document or in a transmittal letter. | 在文档的介绍中或在致函中，可以采用一句或两句表示感谢的形式表示感谢。 |  | Confirmed |
| 321  9efc7c28-5c21-4952-8f0f-b6c9e3e50eb4 | Or you could write a letter or memo of appreciation to the reviewer; he or she can then file it and use it for a future performance evaluation. | 或者，您可以给审稿人写一封感谢信或备忘录； 然后他或她可以将其归档并用于将来的性能评估。 |  | Confirmed |
| 322  14432af6-fda4-4e96-a7ef-c53fabe89c4c | Editing | 编辑中 |  | Confirmed |
| 323  3eabadf9-8bb6-419c-aeed-0e56c0a533b8 | Having revised your draft and made changes to its content and organiza- tion, it’s time for you to edit. | 修改了草稿并对其内容和组织进行了更改之后，就该进行编辑了。 |  | Confirmed |
| 324  f2cc5dfd-f2e5-48a8-939c-9b65a59bec6c | Editing is the process of checking the draft to improve its grammar, punctuation, style, usage, diction (word choice), and mechanics (such as use of numbers and abbreviations). | 编辑是检查草稿以改善其语法，标点，样式，用法，字典（单词选择）和机制（例如使用数字和缩写）的过程。 |  | Confirmed |
| 325  5181193c-562e-4be3-a0e2-b285599bd2f6 | You will do most of the editing by yourself, but you might also ask others for assistance, espe- cially writers and editors in your organization. | 您将自己完成大部分编辑工作，但您也可能会要求其他人提供帮助，尤其是组织中的作家和编辑者。 |  | Confirmed |
| 326  4ee9246f-aeee-4ac5-a2f6-15d63865c25d | One technology that enables people at different locations to work together is a wiki, a website that lets authorized readers edit a document (also referred to as a wiki) and archives all the previous versions of the document. | Wiki是使位于不同位置的人们能够一起工作的一种技术，它是一种网站，可让授权读者阅读文档（也称为Wiki）并存档该文档的所有先前版本。 |  | Confirmed |
| 327  0e639c00-b4d1-4b7e-a46d-e6b636c265b7 | The resources devoted to editing will vary depending on the importance of the document. | 用于编辑的资源将根据文档的重要性而有所不同。 |  | Confirmed |
| 328  275d6e34-140e-4d2d-91a8-78e6202305f4 | An annual report, which is perhaps the single most important document that people will read about your organization, will be edited rigor- ously because the company wants it to look perfect. | 年度报告（可能是人们会阅读的有关您的组织的最重要的单个文件）将被严格编辑，因为公司希望它看起来很完美。 |  | Confirmed |
| 329  3ec16a4b-6b17-4b9d-827a-3aa5fcbe06f1 | A biweekly employee newsletter also will be edited, but not as rigorously as an annual report. | 每两周一次的员工通讯也会被编辑，但不会像年度报告那样严格。 |  | Confirmed |
| 330  a11d5c12-22a5-440f-80f6-e01ee9485348 | What about the routine emails you write every day? | 您每天写的例行电子邮件怎么样？ |  | Confirmed |
| 331  4e49aa77-f892-41da-91d8-32ae7f04756c | Edit them, too. | 也编辑它们。 |  | Confirmed |
| 332  da2db3a3-fd0a-4f35-a7b5-684bd3421cec | It’s rude not to. | 不礼貌。 |  | Confirmed |
| 333  6a2ce066-2735-410a-aec4-77f16f382494 | Proofreading | 校对 |  | Confirmed |
| 334  1c2b683f-90d4-46c8-b381-8f75688a2813 | Proofreading is the process of checking to make sure you have typed what you meant to type. | 校对是检查以确保您键入要输入的内容的过程。 |  | Confirmed |
| 335  a853a48c-72bf-4769-8168-4078c58c4e43 | The following sentence contains three errors that you should catch in proofreading: | 以下句子包含三个在校对中应注意的错误： |  | Confirmed |
| 336  1c9b2e21-ccf2-4c81-93cc-30911cbf7258 | There are for major reasons we should implementing health-promotion program. | 我们出于主要原因应该执行健康促进计划。 |  | Confirmed |
| 337  d6aff234-c484-4221-a5ef-01c79d54dbea | Here they are: | 这里有一些技巧： |  | Confirmed (65%) |
| 338  45d01a2a-b58b-4f69-a0a0-12234db6c67f | “For” is the wrong word. | “ For”是错误的词。 |  | Confirmed |
| 339  0d71b125-51e7-4f5d-9051-a649c90602ff | It should be “four.” | 应该是“四个”。 |  | Confirmed |
| 340  93b2accb-f607-4d25-8007-63213d3a7fb8 | Proofreading | 校对 |  | Confirmed |
| 341  c652914b-f4d0-46df-8f53-0a62a37ea206 | 55 | 55. |  | Confirmed (99%) |
| 342  e341c857-ab21-4521-a6d9-17a63e70653a | 2. | 2. |  | Confirmed |
| 343  d1eed375-1c57-4767-8756-43c7b99fd25f | “Implementing” is the wrong verb form. | “Implementing”是错误的动词形式。 |  | Confirmed (61%) |
| 344  2d4c6b2c-70f7-442c-b890-7c851e99afb8 | It should be “implement.” | 它应该是“implement”。 |  | Confirmed (73%) |
| 345  741caab3-a9b7-435b-ac47-1babd83345cb | This mistake is probably left over from an earlier version of the sentence. | 该错误可能是该句子的早期版本遗留下来的。 |  | Confirmed |
| 346  0d074935-84d9-4617-8fc0-a89f72d5d500 | 3. | 3. |  | Confirmed |
| 347  26426946-945f-428c-93a3-ad46a7c8f027 | The article “a” is missing before the phrase “health-promotion program.” | 在“健康促进计划”之前缺少“ a”一词。 |  | Confirmed |
| 348  1b609f8a-3b86-410f-a487-575361283187 | This is probably just a result of carelessness. | 这可能只是粗心大意的结果。 |  | Confirmed |
| 349  793cdaca-78ce-43d6-9154-a28f9884fe09 | By the way, a spell-checker and grammar-checker didn’t flag any of these errors. | 顺便说一句，拼写检查器和语法检查器没有标记任何这些错误。 |  | Confirmed |
| 350  3f9d8965-b2e1-4454-9727-09fa11f3a8a3 | Although some writers can proofread effectively on the screen, others prefer to print a copy of the text. | 尽管有些作家可以在屏幕上有效地校对，但其他作家则喜欢打印文本的副本。 |  | Confirmed |
| 351  db4b6abe-06d1-4032-832b-2757cea50154 | These writers say that because the text looks different on the page than it does on the screen, they are more likely to approach it with fresh eyes, as their eventual readers will, and therefore more likely to see errors. | 这些作者说，由于文本在页面上看起来与在屏幕上看起来不同，因此他们更有可能以新的眼光接近文本，就像最终的读者一样，因此他们更有可能看到错误。 |  | Confirmed |
| 352  4c54e640-7cdb-4806-8c37-a88b305e6453 | Regardless of whether you proofread on screen or on paper, the process is no fun. | 无论您是在屏幕上还是纸上进行校对，该过程都不会很有趣。 |  | Confirmed |
| 353  72b5959a-4ce7-44f7-9495-af4ad25f6fff | You’re exhausted, you’re thoroughly sick of the document, and | 您筋疲力尽，对文件完全厌倦，并且 |  | Confirmed |
| 354  a04f2529-f2d8-4b5c-9a5c-0a21be8c5c49 | proofreading is not the most exciting thing you have ever done. | 校对并不是您做过的最激动人心的事情。 |  | Confirmed |
| 355  b5f6406a-a438-465e-8ee2-d117a7ae62fc | But it is vital to producing a clear, well-written document that reflects your high standards and underscores your credibility as a professional. | 但是，至关重要的是要生成清晰，写得很好的文档，以反映您的高标准并强调您作为专业人士的信誉。 |  | Confirmed |
| 356  5417710c-390f-4a8d-882c-583ad891f9af | Don’t insult yourself and your readers by skipping this step. | 不要跳过此步骤，以免侮辱自己和读者。 |  | Confirmed |
| 357  df49574b-6148-42d0-ac28-c85994d0ecec | Reread your draft carefully and slowly, perhaps out loud, and get a friend to help. | 仔细且缓慢地重读草稿，也许要大声朗读，并请朋友帮忙。 |  | Confirmed |
| 358  54401609-9568-4e5b-a49b-18ad3ff779bf | You’ll be surprised at how many errors you’ll find. | 您会发现有多少错误会感到惊讶。 |  | Confirmed |
| 359  112adf24-a75c-4402-a9a2-6ead0d2ed01c | WRITER’S CHECKLIST[1] | 作家清单 |  | Confirmed |
| 360  acef2358-7592-4205-b044-5f48391962e3 | In planning the document, did you | 在计划文档时，您是否 |  | Confirmed |
| 361  7e7ce727-71c4-44ef-b7fc-f04f068428a7 | analyze your audience? (p. 43) | 分析您的受众群体？ （第43页） |  | Confirmed |
| 362  c6802a9e-2ea3-419b-b428-8933a1aa204d | analyze your purpose? (p. 43) | 分析你的目的？ （第43页） |  | Confirmed (65%) |
| 363  9f299ab7-3040-428e-9133-a59016bb69c3 | generate ideas about your subject? (p. 44) | 对您的主题有想法？ （第44页） |  | Confirmed (78%) |
| 364  b03d1386-dc77-4ffa-9ae2-28374862eefd | research additional information? (p. 45) | 研究其他信息？ （第45页） |  | Confirmed (72%) |
| 365  4b73f921-5239-4ac7-a123-86dc643b6ee5 | organize and outline your document? (p. 46) | 组织和概述文档？ （第46页） |  | Confirmed |
| 366  ea156ad4-1200-473c-bf0d-a9ab3d04d8ec | select an application, a design, and a delivery method? | 选择应用程序，设计和交付方式 |  | Confirmed (92%) |
| 367  e28b6846-309d-45a6-99e9-464f56474b6d | (p. 47) | (p.47) |  | Confirmed |
| 368  6d3bc33c-483e-4a96-a5e1-4fb692f610f0 | devise a schedule and a budget? (p. 47) | 制定时间表和预算？ （第47页） |  | Confirmed (73%) |
| 369  108ba4ad-87ff-4dd5-8d96-caa06b6cae41 | In drafting the document, did you | 在起草文件时，您是否 |  | Confirmed (70%) |
| 370  11bef2c7-f72c-4693-9d01-f35dc3d54a30 | use templates, if appropriate? (p. 48) | 使用模板（适用的情况下）？ （第48页） |  | Confirmed |
| 371  d2d4c015-8af0-49bb-a7f3-6ef212cb3420 | use styles? (p. 51) | 使用样式？ （第51页） |  | Confirmed (65%) |
| 372  fa0ebf5e-296b-4b26-972d-a8d0d5721a4f | In revising the draft, did you | 在修订草案时，您是否 |  | Confirmed |
| 373  2dd98dcf-1cec-4fde-921e-89ceb1725e18 | study the draft by yourself? (p. 52) | 自己研究草稿？ （第52页） |  | Confirmed (70%) |
| 374  ae9f5c4e-85be-4a1a-a26f-c848af8f1e2a | seek help from others? (p. 53) | 向别人寻求帮助？ （第53页） |  | Confirmed (65%) |
| 375  aa9f01e6-96d6-4bbc-a438-1932c4bc74ef | Did you edit the document carefully? (p. 54) | 您是否仔细编辑了文档？ （第54页） |  | Confirmed |
| 376  1b1abef4-05e0-4037-965c-a02658d6be81 | Did you proofread the document carefully? (p. 54) | 您是否仔细校对了文件？ （第54页） |  | Confirmed (75%) |
| 377  9cd0ea4e-aaf2-499c-9ef3-5876a8574b76 | WRITING TECHNICAL DOCUMENTS | 撰写技术文件 |  | Confirmed |
| 378  389be45e-00a9-4976-a54d-acc4283421b9 | 56 | 56 |  | Confirmed |
| 379  545b7b23-cb93-4dfe-8bd7-689f6b3c45d3 | EXERCISES[1] | 练习 |  | Confirmed |
| 380  d801de13-2ff9-4179-976e-d4dbf227d218 | For more about memos, see Ch.14, p. 372. | 有关备忘录的更多信息，请参见第14章第372章。 |  | Confirmed (67%) |
| 381  25876579-c037-41d5-8344-8f9690bd3517 | 14, p. 372. | 14, p. 372. |  | Confirmed (99%) |
| 382  f2922965-7d92-4d9d-8daa-c37693734a09 | 1.Read your word processor’s online help about using the outline view. | 1.阅读您的文字处理器的在线帮助，以了解如何使用大纲视图。 |  | Confirmed |
| 383  c98df3e4-ea94-4fca-8e11-5ad7acecc7c7 | Make a file with five headings, each of which has a sentence of body text below it. | 制作一个包含五个标题的文件，每个标题下面都有一个正文文本句子。 |  | Confirmed |
| 384  c8057b06-5609-4cf1-8603-c7d4511aba4d | Practice using the outline feature to do the following tasks: | 练习使用大纲功能执行以下任务： |  | Confirmed |
| 385  aad7019a-34b6-4a36-8020-7649ca7a7550 | a. change a first-level heading to a second-level heading | a.将第一级标题更改为第二级标题 |  | Confirmed |
| 386  ae690820-a760-4edc-bee2-2faa0befa921 | b. move the first heading in your outline to the end of the document | b.将大纲中的第一个标题移到文档末尾 |  | Confirmed |
| 387  618b8b46-1bbd-4aa1-a549-1966fd6a3511 | c. hide the body text that goes with one of the headings | c.hide the body text that goes with one of the headings |  | Confirmed |
| 388  4cc098c8-58fd-4d40-8a08-5783f661ec6d | 2. | 2. |  | Confirmed |
| 389  8da1d916-e23c-47dd-8587-1267660c6f1e | Your word processor probably contains a number of templates for such applications as letters, memos, faxes, and résumés. | 您的文字处理器可能包含许多用于信函，备忘录，传真和简历等应用程序的模板。 |  | Confirmed |
| 390  9ab2d422-c7e4-4731-a889-2dc106c08140 | Evaluate one of these templates. | 评估这些模板之一。 |  | Confirmed |
| 391  bc74097c-7ac6-434d-8913-5ddf41729366 | Is it clear and professional looking? | 看起来清晰专业吗？ |  | Confirmed |
| 392  5dbff801-d1ff-48ac-907c-06278f44909d | Does it present a design that will be effective for all users or only for some? | 它是一种对所有用户或仅对某些用户有效的设计吗？ |  | Confirmed |
| 393  45eee26d-7c18-4bb4-b62c-accb64f568a5 | What changes would you make to the template to improve it? | 您将对模板进行哪些更改以改进它？ |  | Confirmed |
| 394  8a5dd469-549d-43f7-b138-7c113743b7b0 | Write a memo to your instructor presenting your findings, and attach a copy of the template. | 给您的老师写一份备忘录，介绍您的发现，并附上模板的副本。 |  | Confirmed |
| 395  cff812bc-bb38-4441-abbb-eae78baf7106 | 3. | 3. |  | Confirmed |
| 396  36ceb7a9-eb79-4cfa-a8f4-80997f6b1ff5 | Proofread the following paragraph. | 校对以下段落。 |  | Confirmed |
| 397  266e2b02-f6fb-4416-84c0-392b3b2e25a0 | For information on writing effective sentences, see Chapter 10 and Appendix, Part C. | 有关编写有效句子的信息，请参见第10章和附录C部分。 |  | Confirmed |
| 398  0afcd10b-4a81-42e4-af5c-a646fe1fcc84 | People who have a federal student loan can apply for program from the Department of Education that is intended to give relief to former students with moderate incomes by sketching the payments out over a longer period. | 拥有联邦学生贷款的人可以向教育部申请计划，该计划旨在通过较长时期的付款来减轻中等收入的前学生的负担。 |  | Confirmed |
| 399  18e905e9-1bb3-48f2-870a-587ebb03e7d1 | The program calculates monthly payments on the basis of income. | 该程序根据收入计算每月付款。 |  | Confirmed |
| 400  85d6c64d-1862-4bcc-8243-5b1ee3d322ba | In addition, the program forgave balances after 25 years (10 years if the the person chooses employment in public service). | 此外，该计划会在25年后（如果此人选择从事公共服务工作，则为10年）后放弃结余。 |  | Confirmed |
| 401  84451e81-37a8-4672-8fd1-8508753c193d | The monthly- payment calculation, called income-based repayment (IBR), determined by the size of the loan and the persons income. | 由贷款额和个人收入决定的按月还款计算，称为基于收入的还款（IBR）。 |  | Confirmed |
| 402  7ac086e2-4661-4b15-af26-faa4f24e0d10 | For some 90 percent of the more than one million people who have already enrolled, the IRB works out to less then 10 percent if their income. | 对于已经注册的超过一百万人中的90％，IRB得出的收入不足10％。 |  | Confirmed |
| 403  d1b60c31-8653-42b6-bc08-52886fc603cf | The program also caps the payments at 15 percent of a persons income over $16,000 a year (and eliminates payments for people who earn than $16,000). | 该计划还限制了年收入超过16,000美元的人的15％的付款（并取消了收入超过16,000美元的人的付款）。 |  | Confirmed |
| 404  2abcaf4c-d035-41ee-ad5e-b811e3e63cd2 | For more practice with the concepts covered in Chapters 1–4, complete the LearningCurve activity “Understanding the Technical Communication Environment” under “Additional Resources” in Ch.3 | 有关第1-4章中介绍的概念的更多练习，请完成第3章“其他资源”下的LearningCurve活动“了解技术交流环境”。 |  | Confirmed |
| 405  6d057aff-8efa-47d4-9d2f-8cca1fce99d1 | 3 | 3. |  | Confirmed |
| 406  24f4a0de-35a1-4e08-974d-b99250ab82ea | Understanding Why Revision Software Cannot Revise and Edit Your Document[1] | 了解修订软件为何无法修改和编辑文档的原因 |  | Confirmed |
| 407  c3313676-3651-43bb-a92f-fd72e1a11ac3 | You are an engineer who has been asked to write a project report regarding a defect in a wireless heart-rate monitor for bicyclists. | 您是一位工程师，被要求写一份有关自行车无线心率监测器缺陷的项目报告。 |  | Confirmed |
| 408  8a4f1e9d-bb4e-4076-8444-bb2a09227718 | Your supervisor has some concerns about the quality of the writing in the draft of the report you submitted and has asked you to rework the introduction. | 主管对您提交的报告草稿中的文字质量有些担心，并要求您对引言进行重新设计。 |  | Confirmed |
| 409  65feb32e-618f-4d08-9f40-e0a77fbcc73f | To get started revising the report, go to “Cases” under “Additional Resources” in Ch. | 要开始修改该报告，请转至本章中“其他资源”下的“案例”。 |  | Confirmed |
| 410  f50b2aee-13f9-405e-8dff-9cba6b0f8ec7 | 3: | 3. |  | Confirmed (99%) |