社交书信写作·概述(Introduction)

用途：传递信息、交流情感。 原则：**3C**原则。

**1 清晰 Clarity: 书信的内容一定要清楚、准确，让人读后能明确理解写信人的目的、意图。**

**2 简洁 Conciseness: 写书信时应用简洁、通顺的语言，构成一篇简短、易懂的小文章。**

**3 礼貌 Courtesy: 书信应写得朴实、得体，不要使人感到做作、虚假，语气因人、因事而异。**

八、通知(Notices)

通知是上级对下级、组织对成员或平行单位之间部署工作、传达事情或召开会议等所使用的应用文。包括三部分内容：1. 通知的内容。2. 通知的时间、地点及对象。3. 通知的注意事项。

通知要求言简意赅、措辞得当、时间及时。simple and artless

通知标题一般为NOTICE，居中。然后是正文，正文之后，通知发布的单位或个人通常放在右下角，发布时间也放在右下角。

套用句式

* There will be a meeting/contest/speech (for sb.) to attend in + place at + time.
* Please bring your pens and notebooks with you and attend the meeting on time.
* Those who want to take part in the contest, please sign up…
* Everyone is welcome to take part in it.
* They are to inform sb. of what is discussed and what measures will be taken.

**NOTICE**

In order to improve the students’ spoken English, an English speaking contest among the students of Senior 3 **will be held** in the school meeting room at 7:00 p.m. on January 18. **It is organized by the Students’ Union.** Those who want to take part in the contest, please **sign up** in the Students’ Union office before January 16. Five English teachers will **be invited** **to work as judges**. The first 8 winners **will be given prizes**. **Everyone is welcome to participate in it.**

The Students’ Union

January 12, 2016

**NOTICE**

A meeting **is going to be held** in Room 103 of Building 3 at 7 o’clock on the evening of March 8. Problems **to be talked about** at the meeting **include** the safety of the dormitories, proper use of electricity, what to do in case of fire, and prevention of theft, etc. A member of each dormitory **is required to be present**. They should take notebooks with them and arrive on time.

They should take notes carefully and after the meeting they **are to inform** their roommates **of** what is discussed and **what measures will be taken**.

The Dormitory Committee

March 2, 2016

**Notice of the Students Union**

The Students Union **has recently agreed to set up** a Swimming Club. It aims to encourage swimming, to raise swimming standards and to form a college swimming team. During the summer there will be a number of lectures and demonstrations, and Mr. Wang, the swimming coach at the Guangzhou Physical Culture Institute, has agreed to give us training.

Anyone in the school may join the club by **filling in application form** and providing two passport-size photographs by the end of the month.

The inaugural meeting will be held in the school gym at 3 p.m. Thursday, June 30, 2015.

The Students Union

June 2, 2016