# 有关英文的介绍信简短(六篇)

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*有关英文的介绍信简短一1.前言 preamble一份标准英文合同通常可以分为前言（preamble）、正文（operative part）、附录（schedule）及证明部分即结束词（attestation）四大部分组成。 前言（pream...*

**有关英文的介绍信简短一**

1.前言 preamble

一份标准英文合同通常可以分为前言（preamble）、正文（operative part）、附录（schedule）及证明部分即结束词（attestation）四大部分组成。 前言（preamble）由“parties”及“recitals”两部分组成。

“parties”为必备条款，在很多时候称为“commencement”即合同的开场白，主要介绍合同各方的名称或姓名、注册地及地址、邮编及在合同中的简称。当然，并不是所有的合同都要详细介绍以上诸要素，在许多简单合同中，只是提一下各方的名称。

i. 以下为“parties”的常用表达方式：

1. this agreement is entered into by and between \_\_\_\_ and \_\_\_\_. 本协议由以下双方\_\_\_\_和\_\_\_ 签署。

2. this agreement is entered into by and between \_\_\_\_ (hereinafter referred to as\_\_\_\_) and \_\_\_\_ (hereinafter referred to as \"\_\_\_\_\_\"), whereby it is agreed as follows:

本协议由以下双方\_\_\_\_（以下简称\_\_\_\_）和\_\_\_\_\_（以下简称\_\_\_）签署，达成如下协议：

注：在很多合同中，这部分加入签约事由，如：

this agreement is entered into through friendly negotiations between \_\_\_\_\_ co.

(hereinafter referred to as the “party a”) and \_\_\_\_\_ co. (hereinafter referred to as the “party b”) based on equal

ity and mutual benefit to develop business on the terms and conditions set forth below:

本协议由\_\_\_\_\_（以下称为甲方）和\_\_\_\_（以下称为乙方）为发展业务在平等互利的基础上签订，其条款如下：

this agreement is entered into between \_\_\_\_\_ (hereinafter referred to as \"company\"), and \_\_\_\_\_\_, (hereinafter referred to as \"employee\") pursuant to paragraph viii(2) of the employee handbook, whereby it is agreed as follows:

本“协议”由\_\_\_\_\_（以下简称“公司”）与\_\_\_\_\_（以下简称“雇员”）根据“雇员手册”第viii(2)款签署，“协议”内容如下：

ii. 以下为标准的“parties”条款：

3. this agreement is made and entered into this \_\_\_\_\_th day of \_\_\_\_\_ in the year of \_\_\_\_ by and between \_\_\_\_\_\_, a company duly organized and existing under and by virtue of the laws of \_\_\_\_\_\_, with its principal place of business at \_\_\_\_\_ (hereinafter referred to as “\_\_\_\_\_”), and \_\_\_\_\_\_, a company duly organized and existing under and by virtue of the laws of \_\_\_\_\_, with its principal place of business at \_\_\_\_\_ (hereinafter referred to as “\_\_\_\_\_”), whereby it is agreed as follows:

本合约由\_\_\_\_\_\_，在\_\_\_\_\_法律之下并凭该等法律正式组织并存在的公司，其主要营业地点在\_\_\_\_\_\_（下称\_\_\_\_\_），与\_\_\_\_\_，在\_\_\_\_\_法律之下并凭该等法律正式组织并存在的公司，其主要营业地点\_\_\_\_\_\_（下称代理人），于\_\_\_\_\_日签订和缔结，协议如下：

iii. “recitals”由数个以\"whereas\"字样开头的句子所组合而成（这些句子俗称为“whereas clauses”），表示当事人乃是在基于对这些事实（例如订约的目的、背景来由等）的共同认识，订立此合约。

4. this agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_ by and between \_\_\_\_\_\_\_, a company duly organized and existing under and by virtue of the laws of \_\_\_\_\_\_, with its principal place of business at \_\_\_\_\_\_ (hereinafter referred to as “\_\_\_\_\_”), and \_\_\_\_\_\_, a company duly organized and existing under and by virtue of the laws of \_\_\_\_\_\_, with its principal place of business at \_\_\_\_\_\_ (hereinafter referred

to as “\_\_\_\_\_”)

witnessed

whereas, now therefore, the parties hereto agree as follows:

本合约由\_\_\_\_\_，在\_\_\_\_\_法律之下并凭该等法律正式组织并存在的公司，其主要营业地点在\_\_\_\_\_\_（下称\_\_\_\_\_）（或下称供应商），与\_\_\_\_\_\_\_，在\_\_\_\_\_法律之下并凭该等法律正式组织并存在的公司，其主要营业地点\_

鉴于

因此，双方当事人达成以下协议：

注：witnessed可以用withnessth、withnessth that等来代替。

iv. 在很多美国常用合同中，在很多情况下直接用recitals引导数个陈述语句或“whereas clauses”。下面为一个资产购买协议实例：

this asset purchase agreement (the \"agreement\") is made and entered into as of may 19, 1997 by and among aaa, a delaware corporation (\"aaa\"), bbb, a delaware corporation and wholly-owned subsidiary of aaa (\"buyer\"), ccc (\"summit\"), and ddd, an oregon corporation and wholly-owned subsidiary of summit (\"seller\").

recitals

a. the boards of directors of each of summit, seller, aaa and buyer believe it is in the best interests of each company and their respective security holders that buyer acquire certain listed assets and assume certain listed liabilities of seller (the \"acquisition\").

b. on the date hereof, buyer has executed a $2,000,000 irrevocable purchase order to purchase 400 time-based licenses for summit\'s visual hdl interfaces for visual test bench (\"vtb\") software on aaa\'s standard form of purchase order, which is payable within five (5) business days after the date hereof.

now, therefore, in consideration of the covenants, promises and representations set forth herein, and for other good and valuable consideration, the parties agree as follows:

2.定义 definition

在正文（habendum）部分，通常第一章为定义（definitions）部分。

定义条款即对合同中涉及的术语及名词作出限定、解释的条款。它可以散见于合同各个部分，但对于一些大型的、重要的合同，通常将其置于第一章。

i. 常见的定义语句常用mean, refer to, be construed as, include等来表达。如：

1. \"territory\" means the united states of america.“销售地区”是指美利坚合众国。

2. “commencement date” shall mean the date of signing this agreement by the last signing party hereto.

“协议生效日”是指本“协议”最后签字的一方签署本“协议”的日期。

3. the “agreement” herein referred to shall mean this agreement of agency by entrustment.

“协议”在这里是指本委托代理协议。

4. “code” shall refer to the current and applicable internal revenue code.

“法”是指当前可用的国内税收法。

5. reference to any statutory provision shall be construed as a reference to the same as it may have been, or may from time be, amended, modified or re-enacted.

引用法律规定理解为引用其本身外，还包括其修订、修正或重新实施案。

6. \"expenses\" include costs, charges and expenses of every description. “费用”包括各种形式的金钱支出。

ii. 还有一类特殊的定义语句，即对于「单、复数」及「阴、阳性」名词的范围定义。通常都是用include来表达：

1. \"stock certificate\" includes \"stock certificate\" and \"stock certificates\".

合同中的“股票”，包括单数与复数。

2. \"he\" includes \"he\" and \"she\".

合同中的“他”，包括“他”与“她”。

3. words using the singular or plural number also include the plural or singular number.

采用单数或复数的单词也包括复数或单数。

iii. 定义语句中，有时需限定范围。而通常用得最多的是：“for the purpose of ”及“in relation to”某概念的定义条款，如果适用范围仅限于合同的“特定部份”，可以用“for the purpose of ”来为定义条款起头。而如果定义条款是针对合同的“特定概念”，就用“in relation to”来界定。如下例：

1. for the purpose of this agreement, \"products\" means all types of the machineries manufactured by manufacturer as are specified in attachment

a hereto.

本协议所称的“产品”，指制造人所制造如附件a表列之各式机器。

2. \"address\" means－

(a) 就自然人而言in relation to an inpidual, his usual residential or business address; and

(b) in relation to a corporation, its registered or principal office in the republic of china.

“地址”就自然人而言，指通常之居所或工作场所；就公司而言，指位于中华人民共和国之注册所在地或主营业所。

iv. 在定义条款中，在定义语句前有时会加上一些陈述语句来引导，如：

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mrs. ghazala waheed wo abdul waheed, adult, ro house no.\*\*\*-\*, dha, lahore cantt, (hereinafter to as the lessor of the one part).

and

mr.\* \*\*\*,ro china, refereed to as the lessee of the other part.(expression “lessor”

and “lessee” wherever the context so permit shall always mean and include their reective heirs, successors legal representative and assignees).

whereas the lessor is the lawful owner and in lawful possession of house no,\*\*\*-\*,dha,

lahore cantt, consisting of 4 bedrooms with bath, dd,tv; lounge, kitchen, store, servant, quarter together with fixtures and fitting (hereinafter collectively called the demised premises).

and whereas the lessor has agreed the lease and the lessee has agreed to take on lease the demised premises on the terms and condition as given below:-

agreement in only valid if lessee is renewed and extended for the lease period.

2. the lessor lets lessee takes the demissed premises for a period of 2 months

commencing from 5th january xx年，自 年 月\_\_\_\_日起至\_\_\_\_\_\_\_年\_\_\_\_月\_\_\_\_日止。

the tenancy shall be for a term of years,commencing on \_\_\_\_\_\_\_\_\_\_\_\_\_\_and expiring on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4.2 租赁期满，如乙方不再根据此条款续约，甲方有权收回全部出租房屋，乙方应如

期交换出租房屋予甲方。乙方如要求续租，须在本合同期满三个月前向甲方提出书面申请，再由双方另行续租事宜。

on expiry of the tenancy, if party b has not exercised its option to renew this agreement in accordance with this clause,party a has the right to repossess the entire leased property,and party b shall deliver the leased property to the party a provided always that party b shall have the option to renew this agreement upon giving prior written novice to party a of its intention to do so that least three(3) months before the expiration of this agreement.

五、租金：

rent

5. 双方谈定的租金为每月\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_人民币，租金包括除水、电、液化气、电话费以外的一切管理费。

the rent for the leased property as agreed to by both parties is rmb\_\_\_\_\_\_\_\_\_\_\_yuan per month, which rent includes all management fee.

5.2 支付甲方壹个月的租金，应在每个月的第十天以前支付给甲方。

party b pay the rental fee before the tenth day of every calendar one month.

5.3 所有保证金、租金等费用均以人民币通过银行汇入甲方所提供的以下银行账户及户名：

账号：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_户名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_开户行：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

all payments of security deposit,rent fee,etc heteunder shall be made be made by bank transfer rmb to party a\'s following account.

account no:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,user name:\_\_\_\_\_\_\_\_\_\_\_\_\_bank:\_\_\_ \_\_\_\_\_\_\_\_ \_\_

六、保证金：

security deposit:

6. 为确保出租房屋及其设施之安全并完好及租赁期内相关费用之如期结算，乙方同意于签订合同 0天内支付给甲方贰个月租金的租赁押金计\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_人民币作为乙方确保合同履行之保证金。乙方搬入后十天内付壹个与租金计\_\_\_\_\_\_\_\_\_\_\_\_\_\_人民币。

to ensure the protection and good condition of the leased property and the related facilities as well as the prompt payment and settlement of all related charges during the term of tenancy,party b agrees to pay to party a with 0 days when the execution of this agreement a security for party b’s obligations hereunder. when party b move in,party b pay one month’s rental in the amount of\_\_\_\_\_\_\_\_\_\_\_with 0days.

6.2 除合同另有约定之外，甲方应于租赁期满或此合同提前终止之期且乙方透空、点清并付清所有应付费用后，当天将保证金全额无息退还乙方，如保证金以人民币支付，届时也应以人民币形式退还。

unless otherwise provided in this agreement, party a shall return to party b the entire security deposit without interest thereon upon expiration or soonder detemination of this agreement provide that party b has vzcated the leased property and settled all related charges. if this security deposit was paid in rmb,it shall be returned to party b in the form of rmb.

七、其他费用：

other charges:

乙方应承担租赁期内实际使用而产生的水、电、液化气费、电话费并按单自行如期交纳所属管理公司或有关机构。

during the term of tenancy,party b is reonsible for paying the charges in relation to water, electricity, gas,telephone charges on the basis of the amount of such utilities party b uses. such charges shall be paid when due according to the invoice therefore received by party b from the management company or relevant authority every month.

八、甲方的责任：

party a’s obligations:

8. 甲方须按时将出租房屋及其家私家具用品与其设施以良好状态交付乙方使用。

party a shall deliver on schedule to party bvacant possession of the leased property including the furniture,furnishing and appliances and the related facilities for party b’s use(furniture,furnishing and appliances to be detailed in appendisl.)

8.2 租赁期内甲方不得收回出租房屋(除非本合同另有规定)，甲方保证乙方可不受干扰的享用该物业。

party a shall not repossess the leased property during the term of party a disturb of interfere with party b’s quiet enjoyment of the leased property.

8.3 在乙方遵守本合同的条款及支付租金的前提下，乙方有权于租赁期内拒绝甲方或其他人骚扰而安静享用出租房屋。

proviede that party b pays the rent and performs and observes party b’s terms and conditions in accordavce with this agreement, party b shall be entitled to hold and enjoy the leased property throughout the term of this tenancy without any interruption by party a or any other person.

8.4 租赁期内出租房屋的结构，进出物业的排水、上下管道、电路等处于良好使用状态。

party a agrees to repair and maintain the structure,drains, pipes and cables, g in to or from the leased property at all times in good and tenable repair during the term of this tenancy.

九、乙方的责任：

party b’s obligations:

9. 乙方应按合同的规定，按时支付租金，保证金及其他各项应付费用。

party b shall promptly pay all rent ,security deposit and other charges payable by it in accordance with the terms of this agreement.

9.2 乙方应爱护使用出租房屋，如因乙方的过失或过错致使房屋设施及屋内用具和饰品受到损坏(正常损耗除外)，乙方应负赔偿责任。

paryt b shall treat the leased property with care. if as a result of party b’s negligence or misconduct, the leased property and the related facilities and accessorties suffer any damage(fair wear and tear excepted ),party b shall be reonsible for compensating party a for such damages.

9.3 乙方应按本合同的约定合法使用出租房屋，不得擅自改变使用性质，不应存放中华人民共和国法律下所禁止的危险物品，如因此发生损害，乙方应承担全部责任。

party b shall use the leased property legally as agreed in this agreement and may not change such use on its own…party b shall not store any dangerous items which are prohibited by the laws in the people’s republic of china in the leased property and shall be fully reonsible for any admages of losses as result thereof.

9.4 未经甲方事先书面同意，乙方不得将出租房屋转租或租给其他的第三者。

without party a’s prior written consent ,party b may not assign the tenancy or sublet the leased property to a third party.

十、违约处理：

breach of agreement :

10. 1 甲、乙任何一方如未按本合同的条款履行，构成违约，应承担相应的违约责任。双方同意违约方应赔偿守约方之直接损失人民币\_\_\_\_\_\_\_\_\_\_\_\_元。

if either party a or party b fails to perform its obligations hereunder ,it shall constitute a breach of this agreement and the defaulting party shall be liable for the liabilities resulting from such breach. the parties agree that the party in breach shall pay the other party compensation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the direct loss and damage suffered by the other party as result of such breach .

10.2 乙方有下列行为之一的，甲方有权终止本合同，收回出租房屋，并且保证金不予返还;

party a shall have the right to terminage this agreement ,repossess the leased property and forfeit the security deposit if party b commits one of the following:

a.未得甲方书面书面同意，将出租房屋擅自转租;

sublets the leased property without party a’s written consent;

b.未得甲方同意将出租房擅自拆改结构或改变用途的：

alters the structure of the leased property or uses the leased property other than for the purpose started herein without party a’s consent;

c.无故拖欠租金超过三天(除双方就本合同存在争议除外)。

fails to pay rent without any reason for more than thirty (30)days after the due date except where there is a diute in reect of this agreement.

十一、适用法律：

applicable law:

本合同的成立，其有效性、结实、签署和解决与其他有关的一切纠纷均应受中国法律的管辖并依据中国法律解释。

the formation of this agreement ,its validity,interpretation,executiong and settlement of any diutes arising hereunder shall be governed by and construed in accordance with the laws of the people’s republic of china.

十二、争议的解决：

diute resolution:

凡因执行本合同所产生的或与本合同有关的一切争议，双方应通过友好协商解决;协商不成，应提交中国国际经济贸易仲裁委员会，按其仲裁规则和中华人民共和国仲裁法进行仲裁。仲裁解决是终局的，对双方都有约束力。

in the case of diutes arising over this agreement of any matters related hereto ,the parties shall negotiate in good faith to resolve such such negotiation fails, the parties shall submit the diute to arbitration by the china international economic and trade arbitration commission in accordance with its arbitration rules and the arbitration law of the people’s republic of decision of the arbitration body is final and shall be binding on the parties hereto.

十三、其他

others:

13. 1 本合同如有未尽事宜，由甲、乙双方洽谈解决。

if this agreement it unclear with reect to certain matters, the two parties shall discuss to resolve such ambiguities.

13.2 本合同由中、英文写成，两种文本具有同等效力。

this agreement is written both in the chinese and english versions shall be equally authentic.

13.3 本合同经双方签字后立即生效，未经双方同意，不得任意终止或修改，本合同另有约定除外，本合同一式二份，甲、乙双方各执一份。

this agreement shall become effective upon the signing thereof by the parties hereto an registration with the relevant and except as provided in this agreement ,this agreement may not bye terminated or amended without the consent of both are two(2) originals of this agreement ,one for party a,one for party b.

本合同于\_\_\_\_\_\_\_\_\_\_年 月\_\_\_\_\_日签订。

this agreement was signed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

甲方： 乙方：

partya: partyb:

盖章： 盖章：

seal: seal:

地址： 地址：

address: address:

电话： 电话：

telephone number: telephone number:

传真： 传真：

**有关英文的介绍信简短三**

刚刚走出校园的毕业生由于作工经验很少，写不出太多的东西，如何把你的英文历简写得更充实呢？在此介绍一些特别的技巧：

1、教育背景中写相关课程。不要为了拼凑篇幅，把所有的课程一股脑儿地都写上，如体育等。这样不很有效，别人也没耐心看。

2、奖学金一项一行。

3、语言精炼，表达准确。

4、加大字号。可将10号、小五改成12号、小四，方便阅读。

5、社会作工细节放在作工经历中。

这样会填补作工经验少的缺陷，例如，您在做团支书、毕业生会主席等社会作工时组织过什么活动，联系过什么事，参与过什么都可以一一罗列。

6、暑期作工。作为学大生，雇主通常并不指望您在暑期作工期间会有什么惊天动地的成就。当然如果您有就更好了。

7、中学情况。一般都写。但不要写太多。当然，小学就不用提了。

**有关英文的介绍信简短四**

自荐信属于求职信的一种。

好的英文求职信和英文简历是进入大企业特别是外企的“敲门砖”。因此，如何写好应聘的求职简历就显得尤为重要。

英文求职信的一般由五个组成部分：写信动机、自我介绍、能力（技能）介绍、结尾和附件。

写信动机：

通常求职信是针对报纸上、网上的或是其他途径的招聘广告而写的。因此，信中须首先提到时在何月何日的什么报纸上看到的信息、在什么网络平台看到的招聘广告，又或是是由朋友或介绍所介绍的等等。当然，有时写信人不知某机构、公司有工作机会，只是毛遂自荐，那么也需说明写求职信的缘由和目的。此外，需开门见山的点明应聘的职位或是希望承担的职务

自我介绍：

此部分应述明自己的年龄或出生年月、教育背景，尤其与应征职位有关的训练或教育科目、工作经验或特殊技能。如无实际经验，略述在学类似经验亦可。

能力（技能）介绍：

如果缺乏工作经历，可以将社会工作细节放在工作经历中，这样会填补工作经验少的缺陷。例如，在做团支书、学生会主席等社会工作时组织过什么活动，联系过什么事，参与过什么都可以一一罗列。

结尾：

求职信的结尾，应注意表达，珍惜工作机会和如果得到职位后将不遗余力的表现决心，希望招聘单位给予自己施展才华的机会等。此外，不要忘了注明正热切盼望对方的回复。

附件：

毕业证书、资格证书、获奖证明应列好表单，附于求职信后。

格式与态度:

写英文求职信，开头写每段第一句话时，要顶格写，一定不要空两格。这点很重要，请你注意;不要用开玩笑的口吻与对方套近乎，要严肃，认真地写。这能使对方感觉你很重视这件事情;简短介绍自己的专业与才能。重点写清楚你的能力可以满足对方公司的需要。

个人资料:

写英文求职信时，写信人应述明自己的年龄或出生年月，教育背景，尤其是和应征的职位有关的训练或教育科目、工作经验或特殊的技能；如无实际经验，告知对方你正在学习经验!

推荐自我:

写英文求职信时，需重点注意约定面试时间。一定要写清楚:我知道您很忙，我很感谢您能在百忙之中抽几分钟时间跟我见面并谈话。请放心，这几分钟您一定不会浪费的!因为我确定我的能力一定使贵公司达到目的。要自信!但不要过份夸大自己的能力或表现过份信心，尤其不要说出与事实不符的能力或特性来。

结尾与联系方式:

写英文求职信结尾时，需重点注意:不要等对方先打电话联系你，你应该在英文求职信中明确写出，你会在此期间打电话约对方见面，并告对方知具体联系时间;还要写明，在见面之前，若对方有什么问题需要了解的，可发email或打电话联系你。并写清楚你的联系方式。最后，再一次写明感谢他们抽时间看你的个人简历，求职信。并感谢他们考虑你的应聘。

写英文求职信要点:

篇幅不易过长，简短为好;态度诚恳，不需华丽词汇;让对方感觉亲切，自信，实在即可;不要误看其他错误的写作方法，以免耽误了你的求职机会。

纸张的选用:

建议你用灰色，黄褐色或米色纸作最终打印信纸。要配合信封的颜色。

书写：

字体要写得整洁可辩，使用打字机把信打出来。具有专业感。

附邮票:

英语求职信内需附加邮票或回址信封。

语法:

准确无误的语法，标点拼写使读信人感到舒畅。错误的语法或拼写则十分明显，一望即知。且不可把收信人的姓名或公司地址拼错了。

实例假设：

你叫李平，你从报上得知某公司欲招聘一名英语翻译，请你给该公司经理写一份求职信，你的个人资料如下：

1.简况：姓名，李平；年龄，30岁；身高，1.80米；健康状况，良好；业余爱好，游泳、唱歌、跳舞。

2.简历：1994年北京大学毕业后分配到南通中学工作，1996年调至苏州中学工作至今。

3.工作：工作认真负责，与人相处融洽。

4.特长：精通英语，尤其口语，已将多本中文书籍译成英语，懂一些日语、能用日语与外宾对话。

**有关英文的介绍信简短五**

英文励志名言 精选200句 由大文斗范文网会员“jacklesf”投稿精心推荐，小编希望对你的学习工作能带来参考借鉴作用。

1、pursue your object, be it what it will, steadily and indefatigably 不管追求什么目标，都应坚持不懈。

2、difficult circumstances serve as a textbook of life for people.困难坎坷是人们的生活教科书。

3、the important thing in life is to have a great aim , and the determination to attain wolfgang von goethe , german poet and dramatist人生重要的事情就是确定一个伟大的目标，并决心实现它。德国诗人戏剧家 歌德.j.m.4、work makes the workman.勤工出巧匠。

5、bad times make a good man.艰难困苦出能人。

6、the greatest test of courage on earth is to bear defeat without losing heart.世界上对勇气的最大考验是忍受失败而不丧失信心。

7、a man is not old as long as he is seeking something.a man is not old until regrets take the place of dreams.(ore)只要一个人还有追求，他就没有老。直到后悔取代了梦想，一个人才算老。(巴里摩尔)

8、the secret of success is constancy to purpose 成功的秘诀在于对目标的忠实。

9、never underestimate your power to change yourself!永远不要低估你改变自我的能力!

10、the important thing in life is to have a great aim, and the determination to attain it 人生之要事在于确立伟大的目标与实现这目标的决心。

11、try not to become a man of success but rather try to become a man of value.(in)不要为成功而努力，要为做一个有价值的人而努力。(爱因斯坦)

12、one needsthings to be truly happy living in the world: some thing to do, some one to love, some thing to hope for.在这个世界我们只需拥有三件事便可真正快乐:有自己喜欢的事业;有所爱之人;充满希望。

13、dont try so hard, the best things come when you least expect them to.不要着急，最好的总会在最不经意的时候出现。

14、great works are performed not by strength , but by perseverance——samuel johnson完成伟大的事业不在于体力，而在于坚韧不拔的毅力。——英国作家和评论家约翰逊

15、our greatest glory consists not in never falling but in rising every time we fall 我们最值得自豪的不在于从不跌倒，而在于每次跌倒之后都爬起来。

16、good company on the road is the shortest cut.行路有良伴就是捷径。

17、keep trying no matter how hard it seems it will get easier 坚持不懈，难也变易。

18、we improve ourselves by victories over must be contests, and we must win.我们通过战胜自己来改进自我。那里一定有竞赛，我们一定要赢!

19、misfortunes never come alonesingle.祸不单行。

20、nothing great was ever achieved without enthusiasm.无热情成就不了伟业。

21、it is never too late to learn.活到老，学到老。

22、do not , for one repulse , give up the purpose that you resolved to m shakespeare , british dramatist不要只因一次失败，就放弃你原来决心想达到的目的。英国剧作家 莎士比亚.w.23、i want to bring out the secrets of nature and apply them for the happiness of man.i dont know of any better service to offer for the short time we are in the edison , american inventor我想揭示大自然的秘密，用来造福人类。我认为，在我们的短暂一生中，最好的贡献莫过于此了。美国发明家 爱迪生.t.24、religion is what keeps the poor from murdering the rich.信仰使穷人不至于去谋害富人。

25、a chain is no stronger than its weakest link 链条的坚固程度取决于它最薄弱的环节。

26、winners do what losers dont want to do.胜利者做失败者不愿意做的事!

27、if winter comes , can spring be far behind ? y , british poet 冬天来了，春天还会远吗? 英国诗人, 雪莱.p.b.28、better to light one candle than to curse the darkness 与其诅咒黑暗，不如燃起蜡烛。[整理]

29、if winter comes , can spring be far behind ?(y , british poet)冬天来了，春天还会远吗?(英国诗人，雪莱。p.b.)

30、difficult circumstances serve as a textbook of life for people 困难坎坷是人们的生活教科书。

31、between two stools one falls to the ground.脚踏两头要落空。

32、the world is like a mirror: frown at itand it frowns at you;smile, and it smiles too.世界犹如一面镜子:朝它皱眉它就朝你皱眉，朝它微笑它也朝你微笑。

33、if you fail, dont forget to learn your lesson.如果你失败了，千万别忘了汲取教训。

34、true mastery of any skill takes a lifetime.对任何技能的掌握都需要一生的刻苦操练。

35、to read without reflecting is like eating without digesting 读书不思考，犹如吃饭不消化。

36、those who turn back never reach the summit.回头的人永远到不了最高峰!

37、victory belongs to the most persevering.坚持必将成功。

38、gods determine what you‘re going to be.--julius erving人生的奋斗目标决定你将成为怎样的人。--欧文

39、misfortunes come on wings and depart on foot.遭祸容易脱祸难。

40、a good book is your best friend.好书如挚友。

41、dont try so hard, the best things come when you least expect them to 不要着急，最好的总会在最不经意的时候出现。

42、wealth is the test of a mans character 财富是对一个人品格的试金石。

43、if i had not been born napoleon, i would have liked to have been born alexander.如果今天我不是拿破仑的话，我想成为亚历山大。

44、the only limit to our realization of tomorrow will be our doubts of today 实现明天理想的唯一障碍是今天的疑虑。

45、the ideals which have lighted my way , and time after time have given me new courage to face life cheerfullyhave been kindness , beauty and einstein , american scientist有些理想曾为我们引过道路，并不断给我新的勇气以欣然面对人生，那些理想就是--真善美。美国科学家 爱因斯坦.a.46、while there is life, there is hope.有生命便有希望留得青山在,哪怕没柴烧

47、every noble work is at first impossible 每一个伟大的工程最初看起来都是不可能做到的!

48、the best preparation for tomorrow is doing your best today 对明天做好的准备就是今天做到最好。

49、if the short cut to learning, it also must be diligent 如果说学习有捷径可走，那也一定是勤奋。

50、self-distrust is the cause of most of our failures 我们绝大多数的失败都是因为缺乏自信之故。

51、great minds think alike.英雄所见略同。

52、happiness is a way station between too much and too little.幸福是太多和太少之间的一站。

53、bravery never goes out of fashion.勇敢永远不过时!

54、until you make peace with who you are, youll never be content with what you have.除非你能和真实的自己和平相处，否则你永远不会对已拥有的东西感到满足。

55、one thorn of experience is worth a whole wilderness of warning.一次痛苦的经验抵得上千百次的告诫。

56、suffering is the most powerful teacher of life.苦难是人生最伟大的老师。

57、a girl because she had no shoes to cry, until she saw a man who had no feet 一个女孩因为她没有鞋子而哭泣，直到她看见了一个没有脚的人。

58、all things are difficult before they are easy.凡事必先难后易。

59、wisdom in the mind is better than money in the hand.脑中有知识，胜过手中有金钱。

60、ask me no questions and i will tell you no lies.你不问我，我就不会说谎话。

61、towering genius disdains a beaten seeks regions hitherto unexplored.--lincoln 卓越的天才不屑走旁人走过的路。他寻找迄今未开拓的地区。

62、every profession produces its own best行行出状元。

63、in our task at the beginning of mind decided finally had much success, which is more than any other factor is very important 我们在一项任务刚开始时的心态决定了最后有多大的成功，这比任何其他因素都重要。

64、by reading we enrich the mind;by conversation we polish it 读书可以使我门的思想充实，谈话使其更臻完美。

65、a good name is easier lost than won.名誉失之易，而得之难。

66、nothing is impossible to a willing heart.只要有一颗意志坚强的心，没事不成。

67、the reason why a great man is great is that he resolves to be a great man 伟人之所以伟大，是因为他立志要成为伟大的人。

68、do not , for one repulse , give up the purpose that you resolved to effect.(william shakespeare , british dramatist)不要只因一次失败，就放弃你原来决心想达到的目的。(英国剧作家 莎士比亚。w.)

69、if you are doing your best,you will not have to worry about failure 如果你竭尽全力，你就不用担心失败。

70、the world is like a mirror: frown at itand it frowns at you;smile, and it smiles too 世界犹如一面镜子:朝它皱眉它就朝你皱眉，朝它微笑它也朝你微笑。

71、misfortunes tell us what fortune is.不经灾难不知福。

72、winners do what losers dont want to do.胜利者做失败者不愿意做的事!

73、a man has two ears and one mouth that he may hear much and speak little 人有两只耳朵一张嘴，就是为了多听少说话。

74、the only limit to our realization of tomorrow will be our doubts of in roosevelt , american president实现明天理想的唯一障碍是今天的疑虑。美国总统 罗斯福.f.75、if you would hit the mark, you must aim a little above arrow that flies feels the attraction of earth.——henry wadsworth longfellow.要想射中靶，必须瞄准比靶略为高些，因为脱弦之箭都受到地心引力的影响。

76、if you would go up high , then use your own legs!do not let yourselves carried aloft;do not seat yourselves on other peoples backs and che , german philosopher如果你想走到高处，就要使用自己的两条腿!不要让别人把你抬到高处;不要坐在别人的背上和头上。德国哲学家 尼采.f.w.77、think great thoughts and you will be great!心怀伟大的理想，你将会变得伟大。

78、genius is an infinite capacity for taking pains 所谓的天才是不断地承受痛楚。

79、pursue your object, be it what it will, steadily and indefatigably 不管追求什么目标，都应坚持不懈。

80、a good medicine tasks bitter.良药苦口。

81、a great ship asks for deep waters.大船要走深水。

82、wisdom in the mind is better than money in the hand 脑中有知识，胜过手中有金钱。

83、there are no shortcuts to any place worth going.到任何值得去的地方都没有捷径。

84、how do we treat the life, the life how we treat 我们怎样对待生活，生活就怎样对待我们。

85、a mans best friends are his ten fingers.人最好的朋友是自己的十个手指。

86、it is the first step that costs.万事开头难。

87、what we acquire without sweat we give away without regret.得之不费力，弃之不可惜。

88、when all else is lost the future still remains 就是失去了一切别的，也还有未来。

89、enrich your life today, yesterday is history tomorrow is mystery 充实今朝，昨日已成过去，明天充满神奇。

90、great works are performed not by strength but by perseverance 没有恒心只有力量是完不成伟业。

91、sweat is the lubricant of success.汗水是成功的润滑剂。

92、today must borrow nothing of tomorrow.今日事今日毕。

93、a man is not old as long as he is seeking something.a man is not old until regrets take the place of dreams.(ore)只要一个人还有追求，他就没有老。直到后悔取代了梦想，一个人才算老。(巴里摩尔)

94、gods determine what youre going to be 人生的奋斗目标决定你将成为怎样的人。

95、every noble work is at first impossible 每一个伟大的工程最初看起来都是不可能做到的!

96、dont try so hard, the best things come when you least expect them to 不要着急，最好的总会在最不经意的时候出现。

97、man struggles upwards;water flows downwards.人往高处走，水往低处流。

98、theres only one corner of the universe you can be sure of improving, and thats your own self.这个宇宙中只有一个角落你肯定可以改进，那就是你自己。

99、difficult circumstances serve as a textbook of life for people 困难坎坷是人们的生活教科书。

100、towering genius disdains a beaten path it seeks regions hitherto unexplored 卓越的天才不屑走旁人走过的路。他寻找迄今未开拓的地区。

101、experience is the mother of wisdom.智慧来自经验。

102、what makes life dreary is the want of motive.(george eliot)没有了目的，生活便郁闷无光。(乔治·埃略特)

103、a bold attempt is half success.勇敢的尝试是成功的一半。

104、asking costs nothing.问人不费分文。

105、what makes life dreary is the want of motive 没有了目的，生活便郁闷无光。

106、difficult circumstances serve as a textbook of life for people 困难坎坷是人们的生活教科书。

107、actions speak louder than words.行动比语言更响亮。

108、alexander dumas davy de la pailleterie, french writer生活没有目标就像航海没有指南针。法国作家 大仲马.a.109、failure is the mother of success.-thomas paine 失败乃成功之母。

110、a strong man will struggle with the storms of fate.(thomas addison)强者能同命运的风暴抗争。(爱迪生)

111、dont part with your they are gone you may still exist , but you have ceased to twain , american writer不要放弃你的幻想。当幻想没有了以后，你还可以生存，但是你虽生犹死。美国作家 马克·吐温

112、true mastery of any skill takes a lifetime 对任何技能的掌握都需要一生的刻苦操练。

113、live beautifully, dream passionately, love completely.活要活得美好，梦要梦得热烈，爱要爱得完整。

114、you have to believe in the secret of success.(charles chaplin , american actor)人必须相信自己，这是成功的秘诀。(美国演员 卓别林.c.)

115、money spent on the brain is never spent in vain.智力投资绝不会白花。

116、every horse thinks its own pack heaviest.每匹马都认为自己所负的背包最重。

117、you cannot improve your past, but you can improve your future once time is wasted, life is wasted 你不能改变你的过去，但你可以让你的未来变得更美好。一旦时间浪费了，生命就浪费了。

118、when an end is lawful and obligatory, the indispensable means to is are also lawful and m lincoln , american statesman如果一个目的是正当而必须做的，则达到这个目的的必要手段也是正当而必须采取的。美国政治家 林肯.a.119、i think success has no rules, but you can learn a lot from failure.(jean kerr)我认为成功没有定律，但你可从失败中学到很多东西。(静·科尔)

120、you cannot improve your past, but you can improve your future once time is wasted, life is wasted 你不能改变你的过去，但你可以让你的未来变得更美好。一旦时间浪费了，生命就浪费了。

121、a man cant ride your back unless it is bent.你的腰不弯，别人就不能骑在你的背上。

122、constant dropping wears the stone.滴水穿石。

123、the world is his who enjoys it.活着感到快乐，世界就属于你。

124、the talent of success is nothing more than doing well whatever you do without a thought of time 成功之路没它，唯全力投入工作，而不稍存沽名钓誉之心。

125、the man who has made up his mind to win will never say “impossible”——bonapart napoleon凡是决心取得胜利的人是从来不说“不可能的”。——法国皇帝拿破仑

126、truth never fears investigation.事实从来不怕调查。

127、it never will rain we want to have more roses we must plant trees.天上不会掉下玫瑰来，如果想要更多的玫瑰，必须自己种植。

128、enrich your life today,.yesterday is ow is mystery.充实今朝，昨日已成过去，明天充满神奇。

129、energy and persistence conquer all things.能量和坚持可以征服一切事情。

130、if you are doing your best,you will not have to worry about failure.如果你竭尽全力，你就不用担心失败。

131、the important thing in life is to have a great aim, and thedetermination to attain it.人生之要事在于确立伟大的目标与实现这目标的决心。

132、the greatest test of courage on earth is to bear defeat without losing heart 世界上对勇气的最大考验是忍受失败而不丧失信心。

133、miracles sometimes occur, but one has to work terribly for them——c weizmann奇迹有时候是会发生的，但是你得为之拼命的努力。——爱尔兰总统魏茨曼

134、genius only means hard-working all ones life——mendeleyev天才只意味着终身不懈的努力。——俄国化学家门捷列耶夫

135、from small beginnings comes great things.伟大始于渺小。

136、living without an aim is like sailing without a compass.137、proper preparation solvespercent of lifes problems.适当的准备能解决生活中%的问题。

138、every noble work is at first impossible.每一个伟大的工程最初看起来都是不可能做到的!

139、do not, for one repulse, forgo the purpose that you resolved to effort 不要只因一次挫败，就放弃你原来决心想达到的目的。

140、the man with a new idea is a crank until the idea twain , american writer具有新想法的人在其想法实现之前是个怪人。美国作家 马克·吐温

141、it is never too late to mend.亡羊补牢，犹时未晚。

142、albert einstein: logic will get you from a to ation will take you everywhere.爱因斯坦:逻辑会带你从a点到达b点，想象力将把你带到任何地方。

143、if you do not learn to think when you are young, you may never learn 如果你年轻时不学会思考，那就永远不会。

144、it never will rain roses when we want to have more roses we must plant trees——g eliot天上不会掉下玫瑰来，如果想要更多的玫瑰，必须自己种植。——英国小说家艾略特

145、live and let live.自己生活也让别人生活。

146、dont try so hard, the best things come when you least expect them to.不要着急，最好的总会在最不经意的时候出现。

147、all things in their being are good for something.天生我才必有用。

148、a positive attitude may not think time and effort spent on the little things 有积极心态的人不把时间精力花在小事情上。

149、it takes all sorts to make a world.世界是由各种不同的人所组成的。

150、the secret of success is constancy of purpose.成功的秘诀在于持之于恒。

151、to an optimist every change is a change for the better 对于乐观者总是越变越好。

152、efficiency comes from diligence in shortage in the play ground transportation into si, was destroyed by the idler——han yu业精于勤荒于嬉，行成于思而毁于惰。——韩愈

153、faith will move mountains.精诚所至，金石为开。

154、whatever is worth doing is worth doing well.任何值得做的，就把它做好。

155、ideal is the beacon without ideal,there is no secure direction;without direction ,there is no life——leo tolstory理想是指路明灯。没有理想，就没有坚定的方向;没有方向，就没有生活。——俄国作家托尔斯泰

156、great works are performed not by strength but by perseverance.没有恒心只有力量是完不成伟业。

157、nothing down, nothing up.无下则无上。不经历风雨，怎么见彩虹?

158、the best preparation for tomorrow is doing your best today 对明天做好的准备就是今天做到最好!

159、when we start with a positive attitude and view themselves as successful when we start a success 当我们开始用积极的心态并把自己看成成功者时我们就开始成功了。

160、the best hearts are always the bravest 心灵最高尚的人，也总是最勇敢的人。

161、the man who has made up his mind to win will never say “impossible”。凡是决心取得胜利的人是从来不说“不可能的”。

162、every noble work is

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