

## 高二应用文写作专题

### 一、应用文写作题型分析及方法指导：

1. 应用文写作是新高考写作中的重要题型之一。其考察形式以**书信和电子邮件为主**，它不仅考察学生词汇和语法的运用能力，也考察学生的总体分析能力、观察能力、逻辑思维能力、篇章结构的组织能力和表达能力等。其话题涵盖了学校生活，社会生活，旅游，文化习俗，课外活动等方面。要求学生运用所学的语言知识，在较短的时间内写出一篇**80 词左右**的短文。

2. 从历年高考看，应用文写作通常是考察学生在**真实语境中传递与沟通信息**，再现生活经历和表达观点的能力。命题形式以**提纲型和半开放型为主**。大部分的题目设置给出简明的提示，不会禁锢学生的思维，让学生有一定的自由发挥空间。考生只需根据提纲信息写出短文或者报告，语言连贯有逻辑，表述完整即可。

3. 评分时，应主要从**内容组织、词汇语法和篇章结构**三个方面考虑，具体为：

- ① 对内容要点的覆盖情况以及表述的清楚程度和合理性。
- ② 使用词汇和语法结构的准确性，恰当性和多样性。
- ③ 上下文的衔接和全文的连贯性。

#### 4. 方法指导

① 审题：审题包括审题材、审格式、审人称、审时态。

首先，审**题材，定格式**。写作前，首先要弄清楚要写和中题材的文章，然后再考虑语言、语气的使用。应用文的题材通常包括书信、通知、日记、报道等。无论是哪种题材，其风格和格式都是统一的固定的。所以在写之前，确定好题材，定好写作格式，才能更好地构思布局。

其次，审**人称，定时态**。定人称就是要弄清楚应用文写作用何种人称来写。有的学生开头用第一人称，而写到中途或者结尾就变成第二人称或者第三人称。有的明明前面是单数人称，而下一句就变成复数人称。出现这些问题的原因是审题不清，英语基础知识掌握不牢固。所以学生在开始一定要**确定人称，确保人称的前后统一，规范**。其次是**定时态**。通常**书信格式用一般现在时或将来时即可**，如**通知、邀请信、告知信**等等，但是当**回忆某事时需要切换到一般过去时**。有的题材，如**英文报道**，则使用**一般过去时**。所以时态并不是唯一的，需要学生根据具体内容灵活选用恰当的时态。

② 语言表达的多样性：

多样性指的是句式的多样化。写作中常用的高级句式如倒装句、强调句、with 的复合结构、定语从句、非谓语动词，都会给人焕然一新的感觉。句式的多样性也能给文章的整体赋予层次感，学生可以多总结高级句式，比如倒装句，**Only in this way, can we lead a fruitful life.** 总比 **We can live a happy life in this way** 要好很多。

### 二、题型分析：

#### 1. 邀请信

邀请信一般写成三段式

第一段：简要说明活动，并邀请对方；

第二段：介绍活动具体内容，并说明受邀人参加理由；

第三段：期待对方接受邀请，并期待对方尽快回复。

## 一、基本模板

### 模板①

Dear \_\_\_\_\_,

\_\_\_\_\_ (开门见山地点、活动), It would be pleasant to have you here (表达邀请愿望). Will you give me the pleasure of your company (正式发出邀请)?

During the party/conference, we will have a lots of activities you will be interested in (开始介绍活动内容). First, \_\_\_\_\_ (介绍举行的活动一). Second, \_\_\_\_\_ (介绍举行的活动二). I know/believe you be very interested in \_\_\_\_\_ (引出受邀请人参加的理由). First/For one thing \_\_\_\_\_ (希望受邀人参加的理由一), Second/For another \_\_\_\_\_ (希望受邀人参加的理由二). The party/conference would not be complete without you (总结受邀人参加的必要性).

The party/conference will begin at \_\_\_\_\_ (提出活动的地点). It is possible for us to meet at \_\_\_\_\_ (提出具体约定时间). We do hope you can come \_\_\_\_\_ (再次发出邀请).

Yours

Li Hua

### 模板②

Dear \_\_\_\_\_,

There will be a \_\_\_\_\_ (内容) at/in \_\_\_\_\_ (地点) on \_\_\_\_\_ (时间). We would be honored to have you there with us.

The occasion will start at \_\_\_\_\_ (具体时间). This will be followed by a \_\_\_\_\_ (进一步的安排). At \_\_\_\_\_ (时间), we will have \_\_\_\_\_ (另一个安排).

I really hope you can make it. RSVP before \_\_\_\_\_ (通知你的最后期限).

Yours Sincerely,

Li Hua

## 二、实例分析

(2020 年 1 月, 浙江卷) 假定你是李华, 你校将举办外国学生中文演讲比赛, 请给你的英国朋友 George 写封邮件邀请他参加。内容包括: 1. 比赛时间; 2. 演讲话题; 3. 报名方式。

注意: 1. 词数 80 左右; 2. 可适当增加细节, 以使行文连贯。

【解析】1: 本篇为一封电子邮件; 假定你是李华, 你校将举办外国学生中文演讲比赛, 请给你的英国朋友 George 写封邮件邀请他参加。内容包括: 1. 比赛时间; 2. 演讲话题 3. 报名方式。

2: 根据写作要求, 确定关键词(组): Chinese speech contest (中文演讲比赛); be scheduled (安排); be bound to (必然); gain a better understanding of (更好地了解) 等。

3: 根据提示及关键词(组)进行遣词造句, 注意主谓一致和时态问题。此处文章主要应用一般现在时。

4: 连句成文, 注意使用恰当的连词进行句子之间的衔接与过渡, 书写一定要规范清晰, 保持整洁美观的卷面是非常重要的。

### 【参考范文】

Dear George,

I'm writing to invite you to join us in the "Chinese speech contest for foreigners" to be held in

our school. The activity is scheduled at 8:00 a.m. on January 20th in the lecture hall.

The theme of the speech contest is “differences between eastern and western customs”, through which the foreign students are bound to gain a better understanding of Chinese splendid traditional culture and meanwhile strengthen their love of China.

Immensely fascinated by its mysterious culture and age-old history, you can, undoubtedly give us a wonderful and impressive performance. You are expected to sign up for the contest at [www.Chinesespeechcontestforforeigners.com](http://www.Chinesespeechcontestforforeigners.com). I'd appreciate it if you could accept our invitation.

Yours ,

Li Hua

【点评】范文内容完整，语言规范，语篇连贯，词数适当。作者在范文中使用了较多高级表达方式，如 The theme of the speech contest is “differences between eastern and western customs”, through which the foreign students are bound to gain a better understanding of Chinese splendid traditional culture and meanwhile strengthen their love of China. 运用了定语从句；I'd appreciate it if you could accept our invitation. 运用了条件状语从句。语言交际的得体性，显示了很高的驾驭英语的能力。另外，文章思路清晰、层次分明，上下句转换自然，为文章增色添彩。

### 三、基本句型归纳

1. I am writing to invite you to ... 2. It is a great honour to invite you to ...
3. On behalf of ..., it gives me the great pleasure to invite you to ...
4. Some details about this activity are as follows.
5. It would be an honour to me if you would accept our invitation.
6. We sincerely/faithfully hope you can attend ... 7. We look forward to seeing you by then.
8. Please confirm your participation at your earliest convenience.

### 四、句子翻译

1. 下周日上午我们学校将在学校礼堂举行音乐节。我写信是想邀请你加入我们。

2. 得知你对中国文化很感兴趣，我写信邀请你参加由我们学校主办的一个节目。

3. 我很荣幸地代表学生会，热情地邀请您加入并指导我们。

4. 如果你能来，我和我的家人都会感到非常荣幸。

5. 真诚地希望你能接受我的邀请并尽快回复我。

### 五、仿写练习

(2020·河北省唐山市高三模拟)假定你是李华，计划在暑假期间骑行游览丝绸之路西安至兰州路段(约 660 公里)。请给你的加拿大朋友 Henry 写封邮件，邀请他参加。内容包括：1. 出发时间；2. 骑行路线；3. 注意事项。

注意：1. 词数 80 左右；2. 可以适当增加细节，以使行文连贯。

Dear Henry,

How is everything going?

Yours,  
Li Hua

## 六、高考链接

假定你是校广播站英语节目“Talk and Talk”的负责人李华，请给外教 Caroline 写邮件邀请她做一次访谈。内容包括：1. 节目介绍；2. 访谈的时间和话题。

注意：1. 写作词数应为 80 左右；2. 请按如下格式在答题卡的相应位置作答。

Dear Caroline,

I am writing to invite you to attend our program “Talk and Talk” in our school broadcasting station at 7:00 p.m. next Friday. [节目话题介绍] The program with the theme “Culture differences” is intended to arouse students’ interest in different cultures especially western culture about American cuisine. [表达写信目的]

As our distinguished foreign language teacher, your opinion will be of importance. [参加活动的意义] In the program, you can communicate with our school students, which not only provides a platform for students to relieve their pressure and add spice to their dull routine, but also inspires their interest in western culture. [邀请参加的目的]

I’d appreciate it if you could spare your time to join us. An early reply about your final decision will be highly appreciated. [再次邀请]

## 2. 感谢信

感谢信一般分为三个部分：

第一段：表达感谢之情并说明原因； 第二段：细述并赞赏对方给与的帮助；

第三段：再次阐述谢意并表达回报愿望。

### 一、基本模板

#### 模板①

Dear \_\_\_\_\_ (对象),

I am writing to extend my sincere gratitude for \_\_\_\_\_ (感谢的原因). If it had not been for your assistance in \_\_\_\_\_ (对方给你的具体帮助), I fear that I would have been \_\_\_\_\_ (没有对方帮助会产生的后果).

Everyone agrees that it was you who \_\_\_\_\_ (给出细节). Again, I would like to express my sincere thanks to you. Please accept my sincere thanks.

Yours Sincerely,

Li Hua

#### 模板②

Dear \_\_\_\_\_,

How about your life/ study/ work? I’m writing to express my thanks for your \_\_\_\_\_ (感谢的原因). If it had not been your assistance in \_\_\_\_\_ (对方给你的具体帮助), I fear that I would have been \_\_\_\_\_ (没有对方帮助时的后果).

During the \_\_\_\_\_, you gave me generous help and continuous guidance by \_\_\_\_\_. First, you \_\_\_\_\_. What’s more, you \_\_\_\_\_. There is still one thing that I can’t forget. That is \_\_\_\_\_ (原因)

Thanks a lot for your kindness again. (再次致谢)

Give my best regards to \_\_\_\_\_. (祝愿)

Yours sincerely

Li Hua

## 二、实例分析

(2019 年 6 月, 浙江卷) 假定你是李华, 经常帮助你学习英语的朋友 Alex 即将返回自己的国家。请给他写一封邮件, 内容包括: 1. 表示感谢; 2. 回顾 Alex 对你的帮助; 3. 临别祝愿。

注意: 1. 词数 80 左右; 2. 可适当增加细节, 以使行文连贯。

【解析】本文是应用文写作任务, 要求写一封感谢信。

1. 审题立意本篇书面表达属于应用文。要求考生写感谢信, 人称使用第一人称和第二人称, 时态用一般现在时。
2. 谋篇布局书信格式, 称呼和落款文中已经给出。首段, 写信的目的, 中间段回顾 Alex 对 3. 关键词和句子根据写作要点及构思好的提纲我们可以初步确定文章可能使用到的词汇和句子有: leaving for the United States soon, express my heartfelt gratitude, unbelievable progress, cheer me up。

### 【参考范文】

Dear Alex,

Learning that you're leaving for the United States soon, I'm eagerly writing to express my heartfelt gratitude to you for your help.

Honestly speaking, it's so nice of you to offer me a class of practical learning skills. Under your professional guidance, I have made such unbelievable progress in English. It's indeed a pleasant surprise for me to even rank first in a recent English speech contest. Whenever I encounter difficulties, you always cheer me up and help me out, which fuels my enthusiasm for English and promotes me to regain tremendous confidence. No words are strong enough to convey how grateful I am.

Thanks again and wish you a pleasant journey home.

Yours,

Li Hua

【点评】本文开门见山, 表达了写信的目的; 之后详细介绍了 Alex 对自己的帮助, 详略得当, 内容完整, 同时使用了高级词汇和高级句子。高级词汇: eagerly, heartfelt gratitude, Honestly speaking, professional guidance 等; 高级句式: Whenever I encounter difficulties, you always cheer me up and help me out, which fuels my enthusiasm for English and promotes me to regain tremendous confidence. 使用了让步状语从句和定语从句。这些都提升了文章的档次。

## 三、基本句型

1. I am sincerely grateful to you for your timely help.
2. I would like to convey my thanks to you for ....
3. I'm writing to express my sincere thanks to you for your generous help given to me.
4. Without/But for your help( If it were not for your help) I would not have made so much progress in ...
5. I would appreciate it if you could accept my sincere thanks.
6. Your kindness and help will always be remembered.
7. My true gratitude is beyond description/words.
8. On behalf of my whole family, I would like to extend my sincere gratitude for...

## 四、句子翻译

1. 谨借此机会对您给予我们的及时帮助和支持表示万分的感谢。
2. 我想在这封信中对你无私的帮助表示衷心的感谢。
3. 我的感激之情溢于言表，如果我能带你旅游北京，以回报你的好意，我会非常高兴的。
- 4 如果没有你的帮助，我在英语上不可能取得这么大的进步。
5. 请接受我对你的帮助的衷心感谢，我将永远不会忘记。

## 五、仿写练习

假定你是李华，你被自己心仪的大学录取了。请你给你的外教 Mrs. Wilson 写封感谢信，感谢在校期间她对你的教导和帮助，内容包括：**1.对老师的辛勤教学工作表示感谢；2.感谢在校期间老师对自己的教导；3.表达对老师的想念以及衷心祝愿。**

注意：1. 词数 80 左右；2. 可以适当增加细节，以使行文连贯；3. 开头语已为你写好。

Dear Mrs. Wilson,

Yours sincerely,

Li Hua

## 六、高考链接

假定你是李华，去年是一名交换生(exchange student)去美国学习，得到布朗一家的照顾，回国后写一封感谢信给布朗夫妇，要点如下：**1. 感谢生活上的关心，克服了思乡病。2. 感谢学习上的帮助，口语进步很大。3. 欢迎到中国做客。**

注意：1. 词数 80 左右；2 适当增加细节，以使行文连贯；3. 开头语和结束语已为你写好。

Dear Mr. and Mrs. Brown,

**How are things going with you recently? Thank you so much for** giving me a chance to live in your family while I was an exchange student in America! That was such a hard time for me, but your kindness and warm heart **did let me overcome my homesickness.** Besides, you tutored me in my spoken English in daily life. [直接点明写信的目的，向对方表达感谢]

**With your help, I made such rapid progress** that I **won the first place in** the English Speaking Competition of the city. My achievement **is owed to** your help. If there is a chance, welcome to China, I **am looking forward to** your coming. [具体陈述对方给予的帮助，即感谢的原因]

All the best. [再次向对方表示感谢并致以问候]

Yours,

Li Hua

## 3. 推荐信

推荐信一般写成三段式。1. 写信目的； 2. 全面介绍（紧扣写作要求）；3. 表达推荐被采纳的希望和渴望收到回信。

## 一、基本模板

### 模板①

Dear \_\_\_\_\_ (称谓),

In response to your request for \_\_\_\_\_ (推荐事由), I would like to recommend \_\_\_\_\_ (具体推荐事项). I recommend it mainly for the following three reasons.

Initially, \_\_\_\_\_ (推荐理由一). Additionally/Aside from it, \_\_\_\_\_ (推荐理由二). Plus, \_\_\_\_\_ (推荐理由三). If you want details, please \_\_\_\_\_ (联系方式).

Your taking my recommendation into consideration will be highly appreciated/expected.

Keenly anticipate your prompt reply.

Your sincerely,

Li Hua

### 模板②

Dear \_\_\_\_\_,

I take the pleasure in recommending to you \_\_\_\_\_ (被推荐的人或物). I hope you will be interested in \_\_\_\_\_ (him/her).

There are several reasons why I think \_\_\_\_\_ is a good choice. Firstly, \_\_\_\_\_ (理由一). Secondly, \_\_\_\_\_ (理由二). Last but not least, \_\_\_\_\_ (理由三).

In a word, \_\_\_\_\_ (总结). I would be most grateful if you would like to consider my recommendation.

Your sincerely,

Li Hua

## 二、实例分析

(2019年3月, 天津卷) 假设你是晨光中学的李津。为配合学校的“读书月”活动, 你校英语社团的微信公众号开展以“Let's Read”为题的征文活动。要求同学们根据个人的阅读体会, 从所读过的书籍中选定一种类型, 推荐给其他同学。现请你投稿, 文章内容应包括: (1) 推荐书籍的类型及特点; (2) 推荐的理由。

注意: (1) 词数不少于 80; (2) 内容充实、行文连贯;

**【解析】:** 根据提示可知, 本篇为一篇英语征文; 为配合学校的“读书月”活动, 要求同学们根据个人的阅读体会, 从所读过的书籍中选定一种类型, 推荐给其他同学。文章内容应包括: (1) 推荐书籍的类型及特点; (2) 推荐的理由。人称应使用第一、三人称, 时态应一般为现在时。

### 【参考范文】

Dear fellow students,

Today I'd like to introduce a book to you which I like much——The Five Thousand Years History, which belongs to history books.

The author selects important and famous figures and events in the history of China, which he organizes and cuts them according to historical materials, and writes in modern language to make them easy to understand.

This book opens a history gate to me and I feel more confident about my own country. I am proud that I am a Chinese and I will make more effort to build a more powerful country and let Chinese history more brilliant.

I think everyone should read it and get this wonderful experience. I do hope you'll like it! Do

enjoy reading !

Li Jin

【点评】本文内容完整，语言规范，作者在范文中使用了较多高级表达方式，如定语从句 Today I'd like to introduce a book to you which I like much——The Five Thousand Years History, which belongs to history books...in the history of China , which he organizes and cuts them according to historical materials; 不定式 I will make more effort to build a more powerful country and let Chinese history more brilliant.; 宾语从句 I think everyone should read it and get this wonderful experience.; 强调句 I do hope you'll like it!

### 三、基本句型归纳：

1. I am writing to make a recommendation that ...
2. It is a great honor for me to recommend to you...
3. When it comes to ..., I shall, without any hesitation, recommend ... to you.
4. I recommend it/them/him/... mainly for the following reasons.
5. I would appreciate it very much if you could do me the favor.
6. If you need further information, don't hesitate to contact me.
7. I hope that you would take my recommendation into consideration/account.
8. In a word, .... be a good choice. I would be grateful if you would like to consider my recommendation.

### 四、句子翻译。

1. 我写信推荐李明--- 我的一个同学，给你们。  
\_\_\_\_\_
2. 我很荣幸地抓住这次机会给推荐这部电影。  
\_\_\_\_\_
3. 总之，这本书是个不错的选择。希望你能考虑我的推荐。  
\_\_\_\_\_
4. 考虑到你对中国文化的浓厚兴趣，我推荐你去北京故宫博物馆。  
\_\_\_\_\_
5. 很高兴听到你想学中文。孔子学院(Confucius institute)是个不错的选择。  
\_\_\_\_\_

### 五、仿写练习

(2022·江苏盐城·三模) 假定你是李华。你所在城市将举行“博物馆线上参观周”活动以庆祝“国际博物馆日”，请给你的美国朋友 Jim 写一封推荐信，内容包括：

**1.推荐理由；2.活动内容。**注意：1.词数应为 80 左右

Dear Jim,

Yours,

Li Hua

### 六、高考链接

(2022·江苏南京·模拟预测) 假定你是李华，你的英国笔友 Paul 来信说想学做一道中国菜。请你给他写一封回信，内容包括：**1.你的推荐；2.推荐理由。**



注意:1.词数应为 80 左右;2.请按如下格式在答题卡的相应位置作答。

Dear Paul,

Knowing that you're eager to learn to cook a Chinese dish, I'm writing to recommend one to you, Xihongshi Chao Jidan (scrambled eggs with tomatoes).

The reasons are as follows. First, it is among the most popular household dishes in China and frequently appears on our tables. Besides, this dish doesn't require much cooking experience. With simple steps, it is friendly to those who don't know much about Chinese cuisine.

A recipe is attached below. Go and have a try!

Yours,

Li Hua

## 4. 申请信

申请信一般写成三段式:

第一段: 自我介绍; 写信原因(申请...) 第二段: 介绍详情/申请的理由(依据题目要求)  
第三段: 表达自己的愿望, 恳请对方考虑自己的申请, 期盼给予答复。

### 一、基本模板

#### 模板①

Dear \_\_\_\_\_ (称谓)

I am really delighted to learn that \_\_\_\_\_ (职位) is required, and I feel this \_\_\_\_\_ (职位或机会) is specially tailored to me.

To start with, my advantage first lies in the fact that \_\_\_\_\_ (优势一). Furthermore, \_\_\_\_\_ (优势二). Finally, there is no problem with \_\_\_\_\_ (优势三). I do hope my \_\_\_\_\_ (资质或能力) will win me a favorable consideration from your side. Should you need any details related to my application, feel free to contact me at \_\_\_\_\_ (联系方式).

Keenly anticipate your prompt reply.

Your sincerely,  
Li Hua

#### 模板②

Dear Sir or Madam,

I'm \_\_\_\_\_ (简单自我介绍). When I was reading the advertisement, \_\_\_\_\_ (表达看到相关广告后的感受). I think it's a good opportunity for me to \_\_\_\_\_ (应聘的原因). Therefore I recommend myself to without hesitation.

I \_\_\_\_\_ (陈述本人的性格优势). For one thing, I can \_\_\_\_\_ (陈述本人特长一). For another thing, I can \_\_\_\_\_ (陈述本人特长二).

Please contact me at \_\_\_\_\_ (你的联系方式一: 电话号码). Or e-mail me at \_\_\_\_\_ (你的联系方式二: 电子邮箱地址).

I am looking forward to your early reply.

Yours Sincerely,  
Li hua

### 二、实例分析

假定你是李华, 暑假在伦敦学习, 得知当地美术馆要举办中国画展览。请写一封信申

请做志愿者，内容包括：1. 写信目的； 2. 个人优势； 3. 能做的事情。

注意： 1. 词数 80 左右； 2. 可以适当增加细节，以使行文连贯；

【解析】本篇书面表达要求写一封申请信，属于书信应用文。人称使用第一人称和第二人称，时态用一般现在时。首段，写信的目的，中间段写个人优势和能做的事，最后一段总结。

### 【参考范文】

Dear Sir or Madam,

I'm writing to apply to be a volunteer for the Chinese Painting Exhibition which will be held in your art gallery.

I think I am qualified for this job, because I have learned Chinese painting since childhood. Besides, I am fluent in both Chinese and English, which is beneficial for introducing Chinese paintings. If I am lucky enough to be chosen as a volunteer, I can show visitors around the gallery and get them to know more about Chinese painting.

I would be very grateful if you could offer me the opportunity. I'm looking forward to your reply.

Yours,

Li Hua

【解析】本文开门见山，表达了写信的目的；之后详细介绍了个人的优势和能做的事情，详略得当，内容完整，同时使用了高级词汇和高级句子。高级词汇：be qualified for, be fluent in, be beneficial for 等；

【句型 1】because I have learned Chinese painting since childhood 原因状语从句。

【句型 2】which is beneficial for introducing Chinese paintings. 非限制性定语从句。

【句型 3】If I am lucky enough to be chosen as a volunteer, I can show visitors around the gallery and get them to know more about Chinese painting. 条件状语从句。

## 三、基本句型

1. My name is ....., aged ..... I am writing to apply to be a volunteer.
2. I'm writing to express my great interest in ... and I would like to ...
3. I wish to apply for a position that you advertised in/on ..
4. I am writing in the hope that I may obtain the opportunity to ....
5. I do believe that I am qualified for the job.
6. I am confident that my professional knowledge has qualified me for the job.
7. I'd appreciate it if you could take my application into consideration and I'm looking forward to your early reply.
8. I would be much grateful if you can give me the opportunity. I will spare no effort to offer my best service.
9. Thank you for considering my application and I am looking forward to your early reply.
10. Should you favor me with the position, I am convinced that I would live up to your expectations.

## 四、句子翻译

1. 我叫李华。我写信申请成为我校英语协会的志愿者。

1. 如果你能考虑我的申请，我将非常感激。

---

2. 我相信我能胜任这份工作。

---

3. 我想申请你们在...上刊登的广告中的一个职位。

---

4. 感谢你能考虑我的申请。若我能被选中，我将不遗余力提供最好的服务。

---

## 五、仿写练习

(1) 假定你是李华，得知你校交换生 Jack 在寻找一名汉语学习搭档 (Chinese study partner)。请你给他写一封应征信，内容包括：

1. 写信目的； 2. 个人简介（性格优点、语言优势等）； 3. 期待回复。

注意： 1. 写作词数应为 80 左右； 2. 请按如下格式在答题卡的相应位置作答。

Dear Jack,

---

Yours

Li hua

## 六、高考链接

(2019 全国 I) 假定你是李华，暑假在伦敦学习，得知当地美术馆要举办中国画展。请写一封信申请做志愿者，内容包括：

1. 写信目的； 2. 个人优势； 3. 能做的事情。

注意： 1. 词数 100 左右； 2. 可以适当增加细节，以使行文连贯；

Dear Sir,

I am Li Hua, a student from China, who is studying in London during the summer holiday. Knowing/Learning that an exhibition of Chinese paintings will be held at the gallery next month, I am writing to apply to become a volunteer.

I have the following advantages. First of all, I speak English fluently, which allows me to communicate with visitors without difficulty. Second, as a Chinese painting lover, I know a lot about this art form. If accepted, I can introduce Chinese painting skills to visitors, helping them know more about Chinese culture.

I think I am qualified to be a volunteer. I would be grateful if you could give me a chance.

Yours,

Li Hua

## 5.告知信

告知信是用以告诉某人或某个组织有关事项的具体内容及应注意的问题的信件。

通常分三段：

**第一段：写信目的 第二段：告知的内容 第三段：表达希望、期待或愿意提供帮助。**

**【注意】**告知内容必须详实；告知事项必须简明扼要。切不可把书信写成广告或通知文体。

## 一、基本模板

Dear \_\_\_\_\_ (称谓)

Glad to learn that/Delighted to learn that/Learning that \_\_\_\_\_ (活动主题、你对主题的兴趣), I'm writing to extend my \_\_\_\_\_ (看法、关心、欢迎等) and inform you of some relevant information.

\_\_\_\_\_ (活动信息). To begin with, \_\_\_\_\_ (要点一). Furthermore, \_\_\_\_\_ (要点二). To sum up, \_\_\_\_\_ (要点三).

I highly expect the experience to be rewarding, perfectly mixing learning and fun.

## 二、实例分析:

假设你是李华, 你的美国笔友 Peter 曾表示希望来中国教书。你校现在需要招聘外教, 请给他写封信, 告知招聘信息。内容包括:

1. 教授课程: 在英语口语、英语写作、今日英语、今日美国中任选三门课程。
2. 工作量: 每周授课时间 12 小时; 担任英语俱乐部顾问。

注意: 1. 词数 80 左右; 2. 可适当增加细节, 以使行文连贯。

**【解析】** 本文是应用文写作任务, 要求写一封告知信。

1. 审题立意 本篇书面表达属于应用文。要求考生写告知信, 人称使用第二人称和第三人称, 时态一般现在时和一般将来时。
2. 谋篇布局 书信格式, 称呼和落款文中已经给出。首段, 这封信的背景及写信的目的, 中间段给出告知的具体内容; 最后一段表达希望、期待或愿意提供帮助
3. 关键词和句子 根据写作要点及构思好的提纲我们可以初步确定文章可能使用到的词汇和句子有: have interest in, be hunting for, a native-speaker, at your preference, the total amount of, be supposed to, ...ect. 通过词汇铺垫, 我们就很容易地行文了, 文章写完之后要检查文中是否存在拼写或语法错误。

## 【参考范文】

Dear Peter,

Glad to learn that you have interest in teaching in China. Now I am writing to tell you that our school is hunting for a native-speaker to be an English teacher.

If you come, three of the following four courses can be chosen at your preference: Speaking, Writing, English Today and America Today. The total amount of your weekly instruction time is 2 hours. Besides, you are supposed to work as an advisor of our English club.

Please let me know whether you are interested in the job. If you have further questions, I would be more than glad to help.

Yours sincerely

Li Hua

## 三、基本句型:

1. 写信目的

- 1) I am glad to learn that you will ...
- 2) I know that you are interested in...
- 3) I am writing to inform you that...
- 4) This letter is intended to tell you that...

2. 告知的内容

- 1) Now, I'd like to tell you about the details of ...
- 2) If you would like to have a try, you will have to...

3. 表达希望、期待或愿意提供帮助

- 1) Please let me know if you are interested in it.
- 2) If you have any other questions, I will be more than glad to help.
- 3) I am looking forward to having your early reply.

#### 四、翻译句子：

1. 我想跟你分享一下下周一要发表的演讲的相关信息。  
\_\_\_\_\_
2. 得知你对中国文化感兴趣，我写信告诉你夏令营的一些信息。  
\_\_\_\_\_
3. 如果你还有其他问题，我很乐意帮助你。  
\_\_\_\_\_
4. 如果你想获得更多信息，尽管告诉我。  
\_\_\_\_\_
5. 如果你有兴趣，请给我回信。  
\_\_\_\_\_

#### 五、仿真练习：

一、假定你是校排球队队长李华。请写封邮件告知你的队友 Chris 球队近期将参加比赛，内容包括： 1. 比赛信息； 2. 赛前准备； 3. 表达期待。  
注意：1. 词数 80 左右； 2. 可适当增加细节，以使行文连贯。

二、假定你是学生会主席李华，你校的交换生 Bob 已学习中国象棋长达一年，特发邮件向你询问将由学生会举办的中国象棋大赛的情况。请你回复邮件，内容包括：

1. 举办比赛的目的；
2. 比赛的时间和地点；
3. 建议他报名参加并说明理由。

注意：1. 词数 80 左右；  
2. 可适当增加细节，以使行文连贯。

参考词汇：中国象棋大赛 Chinese Chess Contest

#### 六、高考链接 (2020 年，天津卷，第二次高考)

假设你是晨光中学高三学生李津。你校于 6 月 8 日举办了成人礼活动，你的英国朋友 Chris 很了解该活动。你于当晚给 Chris 回一封电子邮件，介绍相关情况，内容包括：

- (1)成人礼活动内容 (成长点滴回顾、观看校友抗疫事迹录像)；
- (2)对活动的感受； (3)对自己未来的展望。

注意：

- (1)词数不少于 80； (2)可适当加入细节，使内容充实、行文连贯；
- (3)开头已给出，不计入总词数。

Dear Chris,

I am so glad to hear from you. The coming-of-age ceremony was held in our school on June 8th this month. During the coming-of-age ceremony, the headmaster congratulated us on stepping into the adult, reviewing the growth period that we had experienced. After that, we all watched the video of alumnus fighting against the epidemic.

Through the activity, what I felt is that I am able to shoulder the responsibility and make us stronger and more determined. When faced with the difficulties and failures, I must overcome them. In the future, I will be a good doctor to heal the wounded and rescue the dying, devoting myself to my work.

Best wishes!

Yours,

Li Jin

## 6. 咨询信

咨询信一般分为三个部分：

第一段： 介绍自己并询问信息的原因；

第二段： 咨询具体信息；

第三段： 期待回复并表示感谢。

### 一、基本模板：

Dear \_\_\_\_\_ ( 称谓)

I am \_\_\_\_\_(自我介绍). I am writing to inquire about \_\_\_\_\_(要询问的内容).

The following is my confusion. First of all, I'm tempted to know \_\_\_\_\_. Secondly, when will \_\_\_\_\_? Thirdly, is \_\_\_\_\_?(要咨询的问题罗列)

I would be much appreciated if you can furnish me with the above information and you can contact me via \_\_\_\_\_ ( 表达感谢 ). Thank you and your prompt reply will be highly appreciated.

Your sincerely,

Li Hua

### 二、实例分析：

假定你是李华，计划暑假间去英国学习英语，为期六周。下面的广告引起了你的注意，请给该校写封信，询问有关情况。注意：1. 词数 80 左右； 2. 可适当增加细节，以使行文连贯。

参考词汇：住宿 accommodation

【解析】本文是应用文写作任务，要求写一封咨询信。

1. 审题立意 本篇书面表达属于应用文。要求考生写咨询信，人称使用第一人称和第二人称，时态一般现在时和一般将来时。

2. 谋篇布局 书信格式，称呼和落款文中已经给出。首段，这封信的背景及写信的目的，中间段给出咨询具体信息；最后一段期待回复并表示感谢。

3. 关键词和句子 根据写作要点及构思好的提纲我们可以初步确定文章可能使用到的词汇和句子有：attend a summer school, I'd like to know something more about..., six-week English course, class size, Could you be so kind as to tell me..., pay for the course, host family or university dormitories...ect.通过词汇铺垫，我们就很容易地行文了，文章写完之后要检查文中是否存在拼写或语法错误。

### 【参考范文 1】

Dear Sir/ Madam,

I am a student in China and I plan to go to Britain to attend a summer school during the vacation. I've seen your ad, and I'd like to know something more about your six-week English

course.

First, when will the course start and how many class hours are there per week? Besides, I wish there would not be too many students in a class. I'd also like to know how much I have to pay for the course and whether accommodation is included. Would there be host family or university dormitory?

I am looking forward to your early reply.

Yours faithfully,

Li Hua

## 【参考范文 2】

Dear Sir/ Madam,

I'm a student in China, planning to go to Britain to attend a summer school during the vacation. I am writing to see if it is possible for you to provide me with the information regarding your six-week English course.

To begin with, could you be so kind as to tell me when the course will start and how many class hours are there per week? Besides, what about the class size? I wish there would be fewer students in a class, in which case students can get more attention. Additional, I'd also like to know how much I have to pay for the course and whether accommodation included. Also, what deserves my special attention is whether there will be any host family or university dormitories.

Thank you for your kindness, and your early reply to this will be highly appreciated.

Yours faithfully,

Li Hua

## 三、基本句型:

1. I'm writing to learn about details concerning ....
2. I'm writing to see if it is possible for you to provide me with information regarding
3. I was wondering..., so would you be kind enough to tell me about it?
4. I am ... I wonder if you could provide me with some specific information about...
5. I have seen your advertisement and am keen to gain more detailed information.
6. Besides, is there anything that I should pay special attention to?
7. Another point I am not certain about is...
8. I would be grateful/ I would appreciate it if you reply to me at your earliest convenience.
9. Your prompt reply would be appreciated.
10. Your timely attention to my inquiry would be highly appreciated.
11. Thank you for your kindness, and your prompt attention to this letter will be highly appreciated.

## 四、翻译句子:

1. 我是李华, 一个中国学生, 计划到美国学习, 我写信给你不知你能否提供给我一些大学的信 \_\_\_\_\_
2. 另外, 我还不清楚我需要支付多少学费. \_\_\_\_\_
3. 最后, 如果您能将课程内容详细告知我, 我将不胜感激, 以便我做出适当的安排. \_\_\_\_\_

4. 如能立即关注我这封信，将不胜感激。

## 五、仿真练习：

一、假定你是李华，正在新西兰学习，你计划寒假期间在当地旅行，请给旅行社发一封电子邮件询问相关的旅行信息。内容包括：

1. 旅行信息； 2. 当地特色； 3. 注意事项。

注意：1. 词数 80 左右； 2. 可适当增加细节，以使行文连贯。

二、假定你是高三学生李华。因新冠疫情，高考延迟了一个月。面对新形势，你对学习感到迷茫，所以写信给心理学家 Dr. Smith 询问缓解压力的方法。内容包括：

1. 写信目的； 2. 咨询内容； 3. 期待回复。

注意：1. 词数 80 左右； 2. 可适当增加细节，以使行文连贯。

## 六、高考链接:(2020 广州市高三调研测试)

假定你是李华，下周你校将举办茶文化节。你想邀请英国朋友 David 来做关于“英国茶文化”的讲座，请写信告知，内容包括：

1. 介绍茶文化节活动； 2. 说明讲座主题：英国下午茶； 3. 询问可来做讲座的具体时间。

注意：1. 词数 80 左右； 2. 可以适当增加细节，以使行文连贯。

Dear David,

How is everything going these days? Our school is going to hold a Tea Culture Festival next week and I am writing to invite you to give us a talk on “British Tea Culture”.

During the Tea Culture Festival, we will have activities like a display of different kinds of tea, an introduction to Chinese Tea ceremonies and different talks on tea cultures around the world. Afternoon tea is a well established and historical British institution with widespread appeal in our country, so it would be great if you could tell us something about its procedures and the stories behind it.

If you are willing to do it, please get back to me with a date and time at your convenience. Looking forward to your reply.

Yours,  
Li Hua

## 7. 建议信

建议信一般分为三个部分：

第一段：照应材料,表明写作意图 第二段：给出建议及陈述理由,井然有序

第三段：表达希望接受建议

### 一、基本模板：

Dear \_\_\_\_\_ ( 称谓)

You can't imagine how \_\_\_\_\_(情感) I am hearing about \_\_\_\_\_(写信的原因). I'm more than glad to offer my advice for your reference.



Firstly, you are supposed to \_\_\_\_\_ (建议一). Additionally(For one reason), it makes sense to \_\_\_\_\_ (建议二/理由一). Moreover (For another reason), \_\_\_\_\_ (建议三/理由二) is also a good choice. Do bear in mind that (Therefore) \_\_\_\_\_ (建议四/理由三).

I am fully convinced that use the tips above and we will \_\_\_\_\_ (以上建议的好处). I would appreciate it if you could take my suggestions into account (表达希望接受建议).

Your sincerely,

Li Hua

## 二、实例分析:

假定你是李华, 你的英国朋友 Peter 来信向你咨询如何才能学好中文。请你根据下列要点写回信: (1) 参加中文学习班; (2) 看中文书刊、电视; (3) 学唱中文歌曲; (4) 交中国朋友。

注意: 1. 词数 80 左右; 2. 可适当增加细节, 以使行文连贯。

### 【解析】

1. 人称使用第一人称和第二人称, 时态用一般现在时和一般将来时。
2. 首段, 写信的目的, 中间段给出建议及陈述理由; 最后一段表达希望接受建议及祝愿。
3. 关键词和句子 根据写作要点及构思好的提纲我们可以初步确定文章可能使用到的词汇和句子有: take a Chinese course, read some Chinese books and magazines, improve your reading ability, watch some Chinese programs on TV, learn to sing some Chinese song, make some Chinese friends, it would be a good idea to...ect.通过词汇铺垫, 我们就很容易地行文了, 文章写完之后要检查文中是否存在拼写或语法错误。

### 【参考范文】

Dear Peter,

I'm glad to receive your letter asking for my advice on how to learn Chinese well. Here are some suggestions which I hope will be of some help to you.

To begin with, it is a good idea to take a Chinese course, where you can follow the teacher and get help from your classmates. Next, reading some Chinese books and magazines will help you to improve your reading ability. You can also watch some Chinese programs on TV, which will improve your listening ability. To make sure that learning Chinese isn't too dull, it would be a good idea to learn to sing some Chinese songs. Last but not least, if possible, make some Chinese friends, so that you can learn languages from each other.

I hope you will find my suggestions beneficial and make great progress in Chinese. Looking forward to receiving your letter written in Chinese.

Best wishes.

## 三、基本句型:

一、建议信开头常用句式 (照应材料, 表明写作意图)

1. After I read your letter in the newspaper / magazine, I am sorry to know that ...  
我在报纸上读到你的信后, 我很抱歉知道...
2. I am very glad to hear that you want to... Here are my suggestions which I hope will be of some help to you. 我很高兴听说你想... 这有我的建议, 希望对你有帮助。
3. Knowing that you have trouble / difficulty with /in... after reading your letter and I would like to

give/offer you the following suggestions.

我知道你在...方面有麻烦/困难/在阅读你的信后,因此我想给你提如下一些建议。

4. I'm glad to receive your letter asking for my advice on how to...

我很高兴收到你的来信询问我的建议如何

5. When it comes to/ As for..., my suggestions are as follows.

当涉及/关于...,我的建议如下。

6. I'm writing to give you some suggestions.我写这封信的目的是给你一些建议。

7. You've asked me for advice with regard to/ regarding/concerning...and I'll try to make some constructive suggestions.

关于...你向我征求建议,在此,我尽量提出一些建议性的建议。

二、建议信第二段常用句式(给出建议及陈述理由,井然有序)

1. First,...Second,...Third,...Finally,...Besides,...

3. First of all,...Then,...Next / After that,...Finally / In the end,... In addition,...

4. to begin with/ to start with, at last 注意衔接词使用: furthermore; moreover; not only...but also...; not...but...; , besides; in other words; on the one hand..., on the other hand...; meanwhile; at the same time;

5. Considering your present situation, I propose that you should ....

6. What I want to suggest is ... 我想建议的是...

7. An effective suggestion is that you (should) ...一个有效的建议是你应该...

8. If you ... , you may as well/had better do. ...如果...你不妨/最好做...

9. In my opinion/ As far as I'm concerned/Personally, it would be wise to take the following action.

10. When it comes to/As for..., I would like to suggest/advise/recommend you should

11. I think it would be beneficial/of benefit if you...我认为如果你...,将会受益。

12. Doing... is a good/great/ better choice.做...是一个好/棒的/更好的选择。

13. It is also a good idea/also helps to do..., which can...做...也不错,这能...

三、建议信结尾常用句式

1. I will be glad if you take my advice into account / consideration.

如果你能认真考虑我的建议我将会非常高兴。

2. I hope you will find these proposals/suggestions/recommendations practical/ useful/helpful. 我希望这些建议对你来说实用/有用/有帮助。

3. I will be more than happy to see improvements in this regard.

如果这方面有所改善我会非常开心的。

4. I hope that my suggestions/advice will be beneficial/of benefit to you.

我希望我的建议对你有益。

## 四、翻译句子

1. 得知你正在计划去北京的旅行,所以写信提出我的一些切实可行的建议。

2. 听说你现在很难过,我很抱歉。我想给你一些建议。

3. 首先,你应该正确看待压力。

4. 此外,培养一个好习惯也很重要。

5. 你应该经常参加体育运动和户外活动，这对强身健体和丰富你的学校生活真的有帮助。

6. 如果你觉得我的建议有帮助，我将非常高兴。

## 五、仿真练习：

一、假如你是李华，收到澳大利亚表弟（Harry）的电子邮件，邮件中提到他父母想看他的微信朋友圈（WeChat Moments），他对是否同意和父母分享微信感到犹豫。请你给他回信，要点如下：1. 说明赞成或反对的观点；2. 主要理由；3. 提出个人的建议。

注意：1. 词数 80 左右；2. 可以适当增加细节，以使行文连贯；

开头语已为你写好。

Dear Harry,

二、为了帮助中学生健康成长，某中学英文报开辟了“HEART-TO-HEART”专栏。假设你是该栏目的编辑 Jamie，收到一封署名为 Worried 的求助信。信中该同学向你诉说了自己的困扰：近日容易发脾气，使正常的学习和生活受到了影响。请用英文给该同学写一封回信。内容要点如下：1. 表示理解并给予安慰；2. 提出建议并说明理由。

注意：1. 词数 80 左右；2. 信中不能出现与本人相关的信息；参考词汇：temper n. 脾气，

Dear Worried,

## 六、高考链接

（2021 山东高三调研卷）假定你是李华。你的美国笔友 Frank 发来邮件说他和父母最近发生了争执。他想专心做乐队，而父母坚持让他上大学。他想听听你的建议并询问你的职业选择。请你用英语给他回封邮件。注意：(1) 词数不少于 80；(2) 适当增加细节，以使行文连贯

Dear Frank,

I'm sorry to hear that there has been a family conflict over your career choice.

I know how much you are into music but I also understand your parents. If I were you, I would go to college but go on playing in the band at weekends and on holidays. Knowledge and experience from college might help you find out what you really want to do in the future. As for me, I'm determined to fill my father's shoes and become a surgeon. Though there will be many difficulties on the way, I will try my best.

Write back soon.

Best wishes,

## 8. 道歉信

通常分三段：

**第一段：表示歉意 第二段：道歉的原因与弥补措施。第三段：再次表示歉意且请求原谅。**

【注意】事情的原委要写清楚；解释的理由要真实；道歉的态度要诚恳，用词要贴切；补救措施应该切实可行。注意时态：对过去的行为表示道歉，要用过去时，对将来不能履行约定表示道歉可用将来时。

### 一、基本模板

Dear \_\_\_\_\_ (称谓)

I 'm terribly sorry to inform you that \_\_\_\_\_(写信事由). Thus, I am writing to apologize for not keeping my word. Something unexpected happened and \_\_\_\_\_(失约理由).

Shall we fix another time? I'll be available any time after \_\_\_\_\_(补救办法). Will \_\_\_\_\_(另约时间) suits your convenience? If it's ok, let's meet at \_\_\_\_\_(见面地点). If not, let me know what time suits you best. I hope the adjustment won't put you into much trouble.

I sincerely hope you can accept my apologies. Keenly anticipate your prompt reply.

## 二、实例分析:

假设你是李华, 上周六晚上, 你受邀到你德国朋友 Hans 家吃晚饭。饭后你注意到他有些不高兴。后来你和另外一个外国朋友交谈后意识到中西方文化的差异。明白了当时就餐时不应该用手抓食物吃, 也不应该在盘子里剩食物。请你用英语给他写一封道歉信。

注意: 1. 词数 80 左右; 2. 可适当增加细节, 以使行文连贯。

**【解析】** 1. 审题立意, 要求考生写道歉信, 人称使用第一人称和第二人称, 时态主要用一般过去时。2. 首段, 写信的目的, 中间段给出道歉的原因与弥补措施; 最后一段再次表示歉意并且请求原谅 3. 关键词和句子和词汇: apologize for any misunderstandings, be a bit embarrassed and upset, ...didn't realize some of my ways of dining were offensive until..., be aware of our cultural differences, should have done sth., use my fingers to eat, finished everything on my plate....ect.

### 【参考范文】

Dear Hans,

I am writing to apologize for any misunderstandings that occurred when I had dinner at your house last Saturday evening.

I noticed you were a bit embarrassed and upset after the dinner. I didn't realize some of my ways of dining were offensive until I talked with another foreign friend. I should have been aware of our cultural differences and respected your feelings. I shouldn't have used my fingers to eat and should have finished everything on my plate. In fact, I really liked the food.

I am very sorry for making you feel uncomfortable. Please accept my sincere apologies. I promise our next meeting will be more pleasant.

## 三、基本句型

- 表示歉意 1) I am terribly / awfully sorry that... 2) I regret to inform you that I can not ... 3) It is very kind of you to invite me... but much to my regret, I am unable to... 4) I am writing to express my apology for... 5) I must beg your forgiveness for...
- 说明出现差错原因 1) The cause of ... is owing to the fact that..., and I have no choice but.. 2) The reason why I ... are as follows.
- 提出弥补措施 1) I would appreciate it if ... 2) To make compensation, I'd like to ... 3) Is it possible for me to ...? 4) I would be much obliged if you could give me another chance
- 请求原谅 1) Please accept my sincere apologies for... and forgive me. 2) Once again, I apologize for any inconvenience caused. 3) I sincerely hope you can understand... and accept my apologies.

## 四、翻译句子

1. 我想让你知道我们有多难过，我向你保证这不会再发生了。
2. 希望你们能够接受我的道歉，理解我的处境。
3. 我想让你知道我现在感觉多么的遗憾。
4. 我将尽力避免将来再发生同样的事故。
5. 对于我说过话/做过的事，我感到很抱歉，但我并非要故意伤害您。

## 五、仿写练习

一、假定你是李华，你和外教 MrSmith 本来约好去看在你们所在城市举行的国际摄影展，但你因故不能赴约。请给他写一封邮件，内容包括：

1. 表示歉意； 2. 解释原因； 3. 补救措施。 注意：词数 80 左右；

二、假定你是李华，你的英国朋友 David 本周六即将结束在中国的旅行，乘飞机返回英国，你因有事无法按原定计划取机场为他送行，只好写信向他道歉，内容如下：

1. 表达歉意； 2. 说明不能送行的原因。 注意：词数 80 左右；

## 六、高考链接

（2021·北京·高考真题）【北京卷】假设你是红星中学高三学生李华。你和英国好友 Jim 原定本周末一起外出，你因故不能赴约。请你用英文给他写一封电子邮件，内容包括：

1. 表达歉意并说明原因； 2. 提出建议并给出理由。

注意： 1. 词数 80 左右； 2. 开头和结尾已给出，不计入总词数。

Dear Jim,

I'm sorry to inform you that I can't go out with you this weekend. I've just been told that I have to go and visit my sick grandfather in the countryside, who was suddenly admitted to the hospital. I hope the change won't cause you too much trouble.

How about going out next Saturday morning? If it's convenient for you, let's meet at the school gate at 9: 00. Please let me know what time suits you best. I should be available anytime next weekend. In addition, next Saturday, there will be a flower show in Beihai Park. Then we can go to see the flowers together.

I am looking forward to your early reply.

## 9. 慰问信

由于慰问信通常是写给亲友的，彼此都较熟悉，其信内收信人地址、姓名、写信人地址及姓名均可以省略。所以慰问信的格式通常由日期(date)、称呼(salutation)、正文(body)、结束语(closing)及署名(signature)五部分组成。

### 一、基本模板

Dear \_\_\_\_\_ (称谓).

Words fail me to convey my worry when I heard that \_\_\_\_\_ (写信原由). I am writing to extend sincere pity and care for you (I hope that the unexpected trouble won't let you down).

You must \_\_\_\_\_ (表达对遭遇的理解). However, if you were brave enough not to \_\_\_\_\_ (悲观失望等), which is admirable. Anyway, It can't be better if you can lift your spirits to face up to the result. Plus, \_\_\_\_\_ (提供建议或帮助). Remember, I won't be far away.

Hope you can find my encouragement helpful ( Hope you can have your troubles removed soon ).

Your sincerely,

Li Hua

## 二、 实例分析

假定你是李华，在美国某学校学习，你的同学 Mike 的家突然遭受火灾，所有财产毁于一旦，你作为班长给处于极度悲伤和自救的他写一封慰问信，要点如下：

1. 对该同学表示关心；
2. 向其提供一些帮助，如捐助和补习；
3. 表达希望和对重建家园的信心。

注意：1. 词数 80 左右；2. 可以适当增加细节，以使行文连贯。

### 【解析】

从写作要点和得分点来看，考生应在宏观上把握书信体写作的要求，如格式、文体等，写作段落以三段式为宜，首段体现慰问、写信背景等，尾段再次表达慰问和希望，体现书信体的交际性；而中间段具体写表达安慰的一些具体措施。考生在微观层面上应具体把握写作的内容和语言，做到句子之间有效的连接，长短句结合，多用 **doing** 及物做主语，句子加半句原因、结果、目的等具体细节的解释、利用简单而有效的中文思路扩展英文细节。考生若能在写作部分做到内容充实符合要求、语言精彩与众不同、结构清晰一目了然，相信这样的文章能让考生获得一个相对满意的成绩。

### 【参考范文】

Dear Mike,

I was so sorry to hear of the sudden fire that destroyed your beautiful house, and your house is in ruins. We're filled with deep sorrow. Please convey our sympathy to your family. Thinking about your present situation, we cannot wait a minute to make efforts to help you. I, as a monitor, on behalf of our class, express our most sincere pity and care for you. A house can be destroyed, but not hopes.

Besides, we make a donation of some money, expecting that it can help you get through the difficulty. We believe that with the help of so many kind people, a better house can be rebuilt.

Finally, we're all hoping you'll be back to school soon and we will make up the lessons for you.

Best wishes!

## 三、基本句型归纳

(1) I was shocked to learn the news that...获悉……消息我感到非常震惊。

(2) I am deeply grieved to hear that...听到……我深感悲痛。

(3) Please accept my deepest sympathy. 请接受我深深的同情。

(4) I want to send you my best wishes for your quick return to good health.

衷心祝福你能迅速恢复健康。

(5) I could not believe that...我不敢相信……

(6) I shall be very much delighted if I can be of any help to you

如果能帮上你什么忙我将非常高兴。

#### 四、句子翻译

1. 了解到你的情况，我感到非常的抱歉。

2. 听到你最近的情况我感到非常抱歉。

3. 我希望你可以克服各种各样的困难，不论它多么困难。

4. 如果有什么需要我做的，不要犹豫让我知晓。

5. 我希望你能感到我的鼓励是有帮助的。

#### 五、仿写练习

假定你是高三学生李华，你的同学王平春节去武汉探亲因新冠病毒肺炎疫情迅速扩散，他有发热症状而暂时滞留武汉，请你代表全班同学给此时处于焦虑和郁闷中的他写一封英文慰问信。要点如下：

1. 对其表示关心和同情。2. 对其表示安慰并提供帮助。3. 表达愿望和祝福。

##### 【参考范文】

Dear Wang Pin,

#### 六、高考链接

假定你是李华，最近收到了你的美国朋友 Jenny 的来信。她在信中说，由于刚进入高中，还不能适应新的环境，不知道如何去结交新朋友，因而情绪低落。请向 Jenny 表示问候和慰问并针对她的问题提出适当的建议。

注意：

1. 词数 80 左右；2. 开头和结尾已给出，不计入总词数；3. 适当增加细节，使行文连贯。

##### 【参考范文】

Dear Jenny,

I am really sorry to hear that you feel bad after entering the high school. I'd like to talk about it with you.

In fact, in your senior high school, your classmates are also new and facing the same problem, so you don't have to worry too much about it. There is also something that you can do to change this situation. First, try to invite some of your classmates to take part in some activities together after school, which will help you understand each other. Then, help your classmates when they are in trouble and ask them to help you when you have difficulty.

I believe you will make many new friends and you will have a happy school life there.

Best wishes!

## 10. 投诉信

投诉信一般分为三段：

首段：注意客观礼貌 a. 自我介绍;b. 引出投诉内容 c. 表明目的要求。

主体：展开说明投诉原因、具体理由或后果，注意内容充实，符合交际习惯。

尾段：提出解决方案，不用展开，注意公平公正、礼貌原则。

### 一、基本模板

Dear \_\_\_\_\_,

①I am \_\_\_\_\_ (自我介绍). ②I feel bad to trouble you but I am afraid that I have to make a complaint about \_\_\_\_\_ (投诉的问题). ③The reason for my dissatisfaction is \_\_\_\_\_ (总体介绍). ④In the first place, \_\_\_\_\_ (抱怨的第一个方面). ⑤In addition, \_\_\_\_\_ (抱怨的第二个方面). ⑥Under these circumstances, I find it \_\_\_\_\_ (感觉) \_\_\_\_\_ (抱怨的对方给你带来的后果). ⑦I appreciate it very much if you could \_\_\_\_\_ (提出建议和要求), and I would like to have this matter settled by \_\_\_\_\_ (设定解决事情最后期限).

⑧Thank you for your consideration and I will be looking forward to your reply.

Yours sincerely,

Li Hua

### 二、实例分析

假定你是李华，两周前你从网上订购一套书虫系列读物(Bookworm Series)昨天才到货，且包装破损，数量不足。请就此向网店客服写邮件投诉。

要点如下：①介绍购物情况；②反映存在问题；③提出解决方案。

注意：① 词数 80 词左右；②可适当增加细节，使行文连贯；

可能用到的生词：投诉 complaint n.

#### 【参考范文】

Dear Sir or Madam,

I am writing to lodge complaints against an unpleasant shopping experience at your book store (投诉原由). Here is the whole story.

In the first place, I ordered a set of Bookworm Series on your website two weeks ago, but I didn't receive them until yesterday (问题一). In addition, the books were so poorly packed up that the cover of one book was torn (问题二). Under these circumstances, I could not use the series with one book missing (问题的结果). Consequently, I asked to remedy the situation. However, ignoring how reasonable my request was, the staff refused to make any compensation with a poor attitude.

I sincerely hope you could look into the case. I would appreciate it if you return my money or better deliver a new set of books to me. (提供解决方案) Otherwise, I would seek external support in the local customer committee.

Looking forward to your prompt reply.

Your sincerely,

Li Hua

### 三、基本句型归纳

(1) I am writing to complain about...

(2) I am writing to express my dissatisfaction/disappointment...



- (3) I am writing to inform you that I find...unsatisfactory.
- (4) I suggest that you look into this matter immediately and deal with it quickly and properly.
- (5) I would like to draw your attention to the problem.
- (6) I would appreciate it if my problems could be well solved in time.
- (7) I trust you will take my complaints seriously.
- (8) I hope you will give due attention to this matter.

#### 四、句子翻译

1. 我写信是投诉关于手机的质量问题。

2. 这几年我对你们的服务都很满意，但是我写信是表达关于服务的不满。

3. 我对服务不满意有一些主要原因。

4. 我真诚地希望你能认真调查这件事情，以及采取恰当的措施防止类似事件再次发生。

5. 你若能尽快采取措施处理这个问题，我将感激不尽。

#### 五、仿写练习

假定你是李华，你在国外某网站买了一条围巾，因有质量问题，要求该公司更换或退款。请用英文写一封电子邮件，要点包括：

1. 问题：围巾中间有个洞；2. 要求：公司应尽快予以更换或退款。

注意：1. 词数 80 左右；2. 可以适当增加细节，以使行文连贯。

### 11. 祝贺信

祝贺信写作：

1. 祝贺事由；2. 被祝贺人的努力及优点；3. 再次祝贺并祝愿。

#### 一、基本模板

Dear \_\_\_\_\_,

I have learned with delight that you \_\_\_\_\_ (祝贺事由). I would like to extend to you my utmost congratulations on \_\_\_\_\_. You must be \_\_\_\_\_. And I feel very happy for you. \_\_\_\_\_

(所取得的成绩) is quite exciting news! I know this is surely owing to \_\_\_\_\_ (被祝贺人过去的努力). It is a reward you richly deserve for your \_\_\_\_\_ (被祝贺人的优点). Kindly let me know when you \_\_\_\_\_ (咨询对方何时有空).

I hope \_\_\_\_\_ (表达自己的愿望).

My best wishes for your further success.

Yours sincerely,

Li Hua

#### 二、实例分析

假如你是李华，你的美国网友 Peter 参加了“中国首届外国留学生诗词朗诵竞赛”并获得了一等奖，请给他写封祝贺信，内容包括：

1. 祝贺获奖；2. 肯定成绩和努力；3. 约时间在网上交流学习中国诗词的心得。

注意： 1. 词数 80 左右；  
2. 可以适当增加细节，以使行文连贯；  
参考词汇：

中国首届外国留学生诗词朗诵竞赛

the First Chinese Poetry Recitation Contest for Foreign Students

### 【解析】

第 1 步：根据写作要求，确定关键词（组），如：offer my sincere congratulations (提供我真诚的祝贺)； the First Chinese Poetry Recitation Contest for Foreign Students (中国首届外国留学生诗词朗诵竞赛)；consulted some poets (咨询一些诗人)等。

第 2 步：根据提示及关键词（组）进行遣词造句，注意主谓一致和时态问题。

第 3 步：连句成文，注意使用恰当的连词进行句子间的衔接与过渡，书写要规范清晰，保持整洁美观。

### 【参考范文】

Dear Peter,

I am writing to offer my sincere congratulations on your winning the First Chinese Poetry Recitation Contest for Foreign Students. As your friend, I am more than glad at your success.

For these years, you've shown great interest in Chinese poems and kept on practicing it every day. Not only have you referred to many poems, but also you have consulted some poets. Hard work pays off. Eventually, it was through your hard work and talent that you succeeded in winning the championship!

I'm happy about what you have achieved and I hope to exchange with you our experience in learning poems so that we can make progress together. Please tell me when you have time.

Congratulations again.

Yours

Li Hua

### 【点评】

本文内容完整，语言规范，语篇连贯，词数适当。全文中没有中国式英语的句式，显示很高的驾驭英语的能力。同时文中使用高级句子，As your friend, I am more than glad at your success. 部分倒装用在句中：Not only have you referred to many poems, but also you have consulted some poets. 句中使用强调句型：Eventually, it was through your hard work and talent that you succeeded in winning the championship!

## 三、基本句型归纳

祝贺信可用句式

1. I'm delighted/pleased/glad/excited to hear/learn/know that you have won first prize in the contest, so I'm writing to express/convey my congratulations.
2. We are proud of you and send/express/give our congratulations.
3. I am writing to offer you my sincerest congratulations on sth. (your winning the prize.)
4. Congratulations! We are all proud of your remarkable achievements.
5. It came as no surprise to me that you have won the first place in the contest.
6. There is no denying/doubt that your success partly lies in your talent for tennis.
7. It was persistence and determination that led you, step by step, to your success.
8. You couldn't have made such remarkable achievements without your continuous effort.
9. Your success is mainly due to your hard work and everyday practice.

- 10.You showed persistence in the competition, which contributed to your final success.  
11.You deserved the prize / to win the competition due to the faith, effort and courage you showed.  
12.Undoubtedly, your success is a great honor for both you and our school. We are proud of you.  
13.Congratulations again, and I wish you further success!  
14.Please accept our sincere congratulations and best wishes for all the good future in the world.

#### 四、句子翻译

1.我很高兴你梦想成真。

2. 我写这封信是为了表达我对你英语演讲比赛获得第一名的祝贺。

3. 祝贺你高考成功。

4. 请接受我最诚挚的问候。

5. 我希望你的未来是灿烂的。

#### 五、仿写练习

假如你是高三学生李华,得知你的英国笔友 Reed 被剑桥大学(University of Cambridge)录取,请你给他写一封电子邮件。要点如下:

1.向 Reed 表示祝贺; 2.介绍自己目前的学习情况; 3.请教学习方法

注意: 1.词数 80 左右; 2.可以适当增加细节, 使行文连贯;

Dear Reed,

#### 六、高考链接

(2022·陕西咸阳·二模)假设你是李华,请你用英文给我国选手谷爱凌(Eileen Gu)写一封祝贺信。她在第 24 届北京冬季奥运会上赢得两金一银奖牌,为中国队奖牌数名列前三做出了突出贡献。

内容包括: 1. 表示祝贺; 2. 她在奥运会上的优异成绩; 3. 个人感想。

注意事项:

1. 词数: 80 词左右;
2. 开头及结尾已为你写好, 不计入总词数;
3. 可适当增加细节使语句连贯、通顺。

Dear Eileen,

It is universally acknowledged that the 24th Beijing 2022 Winter Olympics was a success. I am writing to congratulate you on your achievements. The whole nation is proud of you. Thank you heartedly for what you have done to our country.

The other day, when watching the race on TV, I was fully attracted by your excellent performance in your events. And I felt thrilled and cheered for you the moment you reached your goals skillfully and successfully. It was you who won two gold and one silver medals,

which contributed to the final result—China at top 3 of the medal list.

Your success and spirit inspire me greatly, and I decide to follow you to do something for our motherland.

Yours sincerely,  
Li Hua

## 12. 求助信

内容要点:

1.写信目的 2.说明困难 3.请求帮助 4.感谢并期待答复

### 一、基本模板

Dear \_\_\_\_\_ (称谓).

I am \_\_\_\_\_ (自我介绍). I am writing to seek for your help in \_\_\_\_\_ (写信目的).

Now, I struggle a lot in \_\_\_\_\_ (遇到的困难). I've found that \_\_\_\_\_ (描述自己的困难).

For one thing, \_\_\_\_\_ (困难一). For another, \_\_\_\_\_ (困难二).

Therefore, could you please put forward some practical suggestions? I am convinced that I will benefit a lot from your valuable and timely advice.

I would appreciate it if you could respond at your earliest convenience.

Yours  
Li Hua

### 二、实例分析

(2018 年 11 月, 浙江卷) 假定你是李华, 乘坐 FL753 航班抵达伦敦后发现钱包遗失。请给航空公司写一封邮件说明情况并寻求帮助。内容包括:

(1) 行程信息; (2) 钱包特征; (3) 联系方式。

注意: (1) 词数 80 左右; (2) 可以适当增加细节, 以使行文连贯。

**【解析】**本篇考查的写作类型是求助信

第一步: 根据提示可知, 本文是一封求助信。李华乘坐 FL753 航班抵达伦敦后发现钱包遗失, 要求给航空公司写一封邮件说明情况并寻求帮助。内容包括: 1. 行程信息; 2. 钱包特征; 3. 联系方式。

第二步: 根据写作要求确定关键词(组), 如: I am writing to report the loss of my wallet. boarded the plane, on arrival..., I found it gone. it must have.....Has anybody happened to find it? Thank you for your time and support.

第三步: 根据提示和关键词(组)进行遣词造句, 注意主谓一致和时态问题。时态以一般现在时为主, 一般过去时为辅。

第四步: 连句成文, 注意使用恰当的连词进行句子之间的衔接和过渡, 书写一定要规范清晰, 保持整洁美观的卷面是非常重要的。

**【参考范文】**

Dear Sir/ Madam,

I am writing to report the loss of my wallet. On 1st November, 2018 I flew business class on your flight 753 from China to London.

I clearly remember it was with me immediately I boarded the plane. However, on arrival in London Heathrow Airport, I found it gone. I guess it must have slipped out of my pocket during the flight. It is a black leather one with around 200 dollars, my ID card, and 2 credit cards in it.

Along with the items mentioned above, the wallet contains a family photo, my precious memory. As you can imagine, these matter a lot to me.

Has anybody happened to find it? Please email me at xxx@googlemail.com

Thank you for your time and support.

Yours sincerely,

Li Hua

### 【点评】

### 【高分句型 1】

What's worse, my cash, ID card, and 2 credit cards were in it. 更糟的是，里面有我的现金，身份证和两张信用卡。What's worse 意为“更糟糕的是”，连接并列两个坏的东西，且后面一个更严重。

### 【高分句型 2】

I'd appreciate it if you could help me to get it back. 如果你能帮我把它拿回来，我会很感激的。  
I'd appreciate it if...如果.....我会很感激的。

## 三、基本句型归纳

首段：请求帮助

1.Now I am writing to ask you to give me a hand/do me a favor/lend me a hand.

现在我写信请你帮我一个忙。

2.I am writing in the hope that you will be kind enough to do me a favor.

我希望能帮我一个忙。

3.Would you like to do me a favor to have my draft polished?

你愿意帮我润色草稿吗？

中间段：描述具体困难

1.I am encountering three problems which trouble me a lot. To begin with,... What's more, ...  
What troubles me most is ...

我遇到的三个问题很困扰我，首先 .....另外.....最困扰我的是.....

2.Unfortunately,I find/feel it quite/extremely difficult/hard to do with(使用形式宾语)

不幸的是，我觉得做某事十分/非常难。

3.It is difficult/challenging for me to do sth.

做某事是困难的/有挑战性的。

4.I have trouble/difficulty/problems (in)doing sth.我做某事有困难。

5.Doing sth is another terrible headache for me.(使用动名词做主语)

做某事是另一件让我很头痛的事。

6.I find myself struggling with sth.(使用 find 复合结构)我发现自己做某事有困难。

7.Faced with the above problems,I am anxious to get your help.

Would you please offer me some advice on...?

面对上述问题，我渴望得到你的帮助。请你给我一些建议。

结尾段：希望得到帮助：

1.I wonder if you can help me with these difficulties. I really appreciate it if you could help me ?

我想知道你能不能帮我解决这些困难。如果你能帮助我，我真的很感激。

2.I would appreciate it very much if you can offer me some necessary/timely help(give/lend me some practical/valuable advice)

如果你能给我一些必要的帮助/及时的帮助（给我一些实用的/有价值的建议）。我会很感激。

## 四、句子翻译

1.面对如此多的问题，我不得不向你求助。

2.有如此多的作业要做我都没有时间做运动。

3.不幸的是，我在准备英语竞赛的时候遇到了一些困难。

4.对于你提出的建议我将不胜感激。

5.期待你的早日答复

## 五、仿写练习

假如你是李华。最近，你与父母之间关系紧张，甚至发生争吵。你决定给外国的笔友 Charlie 写一封信，向他求助。内容包括：

1.谈谈你目前遇到的问题；

2.针对如何改善与父母的关系向他求助。

注意：1.词数 80 左右，开头和结尾已经给出，不计入总词数；

2.可适当增加细节，以使行文连贯。

Dear Charlie,

How are you getting along?

I am looking forward to your early reply.

## 六、高考链接

(2021 年普通高等学校招生全国统一考试模拟演练)

假定你是李华，准备参加学校组织的英文诗朗诵比赛。请给外教 George 写封邮件求助，内容包括：1. 说明比赛要求； 2. 请他推荐英文诗； 3. 请教朗诵技巧。

注意：1. 写作词数应为 80 左右；

2. 请按如下格式在答题卡的相应位置作答

Dear Mr. George,

I'm writing to ask for your help.

I am eager to enter for the English Poetry Declamation Contest our school will be holding next weekend. The theme must be related to nature. Each competitor will be given five minutes to read. Would you please be so kind as to give me some recommendations for poems? If it's not too much to ask, could I also ask you for tips to polish my performance? Any advice on declamation, including pronunciation and intonation, would be helpful.

I'd appreciate it if you could give me some guidance. Looking forward to your reply.

Yours,

Li Hua

## 13. 投稿

投稿，通常会有特定的主题，如你最敬爱的人等等，话题基本上围绕书信类，如推荐一

个项目,那就和推荐信写作思路一致。如最想感谢的人,那就和感谢信思路一致,不过在表达上可能人称需要换一下。基本上写一篇相关话题的小短文即可,小短文以记叙文或者议论文为主。学生需要掌握相关词汇,句式用法等。

## 一、基本模板

As is often the case/Nowadays, \_\_\_\_\_ (陈述现象)

This is really a common phenomenon in our life. The reason is that \_\_\_\_\_ (现象的原因).  
However, \_\_\_\_\_ (现象所带来的问题一). Moreover, \_\_\_\_\_ (现象所带来的问题二).

As far as I am concerned, \_\_\_\_\_ (我的观点, 并提出建议). And meanwhile/moreover, \_\_\_\_\_ (建议二).

In a word, \_\_\_\_\_ (总结自己的观点).

## 二、实例分析:

最新调查指出,人际关系正越来越被“人机关系”所取代,甚至有网友调侃:世界上最远的距离,是你在你面前,而你在低头看手机.根据以下要点用英语写一篇短文给《21 世纪英文报》投稿.

1. 描述这一现象 2. 分析其原因及弊端 3. 你认为该如何改变现状

注意:1. 词数 80 左右 2. 可适当增加细节,使行文连贯.

### 【模板套用】

As is often the case, when people are attending meetings, having meals or waiting for buses, you can always find them addicted to their phones, completely ignoring others (陈述现象).

This is really a common phenomenon in our life. The reason is that smart phones nowadays can be used for people to play mobile games and keep in touch with friends through QQ and WeChat (现象的原因). However, too much exposure to phones is bad for people in terms of health (现象所带来的问题一). Moreover, people engaged in phones fail to communicate well with those around them (现象所带来的问题二).

As far as I am concerned, people should wisely make use of their phones to help with their work and study (我的观点, 并提出建议). And meanwhile care more about their family and friends rather than mobile phones (建议二).

## 三、写作指导:

(1) 开头: 描述目前手机使用的现象

① 现如今不论是开会吃饭还是等车, 常常会发现人们低头玩手机, 完全忽略他人。

As is often the case, when people are attending meetings, having meals or waiting for buses, you can always find them addicted to their phones, completely ignoring others

(2) 主体: 分析原因及带来的问题

① 这种现象的原因在于人们使用智能手机玩游戏, 通过 QQ 微信和朋友保持联系。

The reason is that smart phones nowadays can be used for people to play mobile games and keep in touch with friends through QQ and WeChat.

② 但是手机使用时间过长不利于身体健康, 而且也导致缺乏与周围人的交流。

However, too much exposure to phones is bad for people in terms of health. Moreover, people engaged in phones fail to communicate well with those around

them.

(3) 结尾：提出具体的解决方法

① 我认为人们应该合理利用手机，以促进工作和学习，同时也不要因为手机而忽略家庭和朋友。

As far as I am concerned, people should wisely make use of their phones to help with their work and study. And meanwhile care more about their family and friends rather than mobile phones.

#### 四、基本句型归纳：

- (1) I am writing to you to express my sincere gratitude to you for...
- (2) I would like to take this opportunity to express my great appreciation for your timely support and assistance.
- (3) In addition, what has impressed me most is...
- (4) I'm delighted/pleased/glad/excited to hear/learn/know that you have won first prize in the contest, so I'm writing to express/convey my congratulations.
- (5) I am writing to offer you my sincerest congratulations on...
- (6) I strongly recommend ... to you and your favorable consideration of his application will be most appreciated.
- (7) I would be grateful if you could take my recommendation into consideration.

#### 五、句子翻译

- (1) 我写信给你是为了表达我对你帮助我提高英语口语的感谢之情。

I am writing to you to express my sincere gratitude to you for your helping me improve my spoken English.

- (2) 此外，让我印象最深的是他的口音。

In addition, what has impressed me most is his accent.

- (3) 我很开心的得知你比赛中得了第一名，所以特意写信来祝贺。

I'm delighted to know that you have won first prize in the contest, so I'm writing to express/convey my congratulations.

- (4) 总之他是一个很好的选择，如果您能考虑我的建议我将不胜感激。

In a word, he would be a good choice. I would be grateful if you could take my recommendation into consideration.

#### 六、仿写练习

某英文报社正在开展“环保”大讨论，向你约稿。请以垃圾分类为主题，按照以下要点发表你的观点：1. 意义；2. 现状；3. 建议

注意：1. 词数 80 左右；2. 可以适当增加细节，以使行文连贯。3. 参考词汇：垃圾分类 garbage classification

#### 【模板范文】

Nowadays, garbage classification is receiving mixed opinions with some people applauding it while others dismissing it as inconvenient. Nevertheless, however unaccustomed people may feel, they must observe the new regulation (陈述现象).



As far as I am concerned, the value of garbage classification can't be over-emphasized, and its advantages are as follows. To begin with, it is environmentally-friendly in that it will reduce the land occupation used to bury garbage (我的观点一). And moreover, it is economically-beneficial, for it will not only save the cost of processing garbage, it will also enable the reuse of the recyclable (进一步说明观点二).

Significant as garbage classification is, people's confusion about the categories of trash sometimes discourages their willingness to do it (现象的问题). Accordingly, a series of campaigns should be in place to help people build up a strong awareness of the necessity and understand how to categorize trash (解决方法).

In a word, garbage classification is a worthwhile course which will benefit future generations (总结自己的观点).

## 七、高考链接

(2021 年全国卷 II) 假定你是李华, 你所喜爱的 Global Mirror 周报创刊五周年之际征集读者意见。请你依据以下内容给主编写封信, 内容主要包括:

1. 说明你是该报的忠实读者
2. 赞赏该报优点: (1) 兼顾国内外新闻 (2) 介绍名人成功故事
3. 提出建议: 刊登指导英语学习的文章

注意:

1. 词数 80 左右, 开头语已为你写好;
2. 可以适当增加细节, 以使行文连贯。

### 【模板范文】

Dear Editor-in-Chief,

Congratulations on the 5th anniversary of Global Mirror!

I'm a regular reader of your newspaper. I like it very much mainly for the following two reasons. First, it covers both national and international news so that, by simply turning the pages, I can learn all important things that have happened during the week. Equally attractive are the success stories of world-famous people, which help me understand how a person can work hard to make the world a better place.

As a young student, I suggest that Global Mirror carry articles to guide us in our English learning, and I hope that it will become even more popular.

Sincerely yours

Li Hua

## 14 宣传稿

宣传稿在一定程度上可以理解为报道+推荐或者报道+邀请。通常宣传稿需要写一下活动的经历或者感受, 再写几句邀请或者推荐相关的表达即可。以下模版可以根据具体题目要求适当更改。

### 一、基本模板

(时间或地点) witnessed/saw \_\_\_\_\_ (参加或者参观的活动), which impressed me a lot.

What astonished me was that \_\_\_\_\_ (令我吃惊的活动之一), giving me \_\_\_\_\_ (给我带来的影响). Besides/ additionally/ what's more \_\_\_\_\_ (感受及影响二). Eventually, \_\_\_\_\_ (感受及影响三).

For those who have a keen passion for \_\_\_\_\_ (活动主题), you simply can't miss it by \_\_\_\_\_ (推荐时间) at \_\_\_\_\_ (推荐地点)!

## 二、实例分析:

昨天你参观了学校举办的学生国画作品展。请给校英文报写一篇宣传稿, 内容包括:

1. 展览时间、地点; 2. 观展感受; 3. 推荐观展。

注意: 1. 写作字数应为 80 字左右; 2. 可适当增加细节, 使行文连贯;

### 【模板范文】

Yesterday (时间) witnessed a traditional Chinese painting exhibition organized by our school (参加或者参观的活动), which impressed me a lot.

What astonished me was the poetry or calligraphy inscribed on paintings (令我吃惊的活动之一), giving me a feast for my eyes (给我带来的影响). Besides, the spiritual connotation of the paintings that traditional Chinese paintings sought to portray the harmony between the natural world and human emotion held me entirely in their power (感受及影响二). Eventually, it provided me with an opportunity for hands-on learning, which let me gain a deeper insight into the Chinese painting (感受及影响三).

For those who have a keen passion for the traditional Chinese paintings (活动主题), you simply can't miss it by June 12th (推荐时间) in our school hall (推荐地点)!

## 三、写作指导:

- (1) 开头: 交代活动信息(时间地点等)

① 昨天我校举办的国画展览让我印象深刻。

Yesterday witnessed a traditional Chinese painting exhibition organized by our school, which impressed me a lot.

- (2) 主体: 观展的感受

① 画作上的诗歌和书法让我惊叹, 给我带来了一场视觉盛宴。

What astonished me was the poetry or calligraphy inscribed on paintings, giving me a feast for my eyes.

② 中国传统绘画所描绘的自然世界与人类情感和谐的精神内涵, 让我完全沉浸在它们的力量之中。

Besides, the spiritual connotation of the paintings that traditional Chinese paintings sought to portray the harmony between the natural world and human emotion held me entirely in their power.

- (3) 结尾: 对于活动进行推荐和宣传

① 对于那些对中国传统绘画有强烈热情的人来说, 你绝对不能错过 6 月 12 日在我们的学校大厅举行的活动。

For those who have a keen passion for the traditional Chinese paintings, you simply can't miss it by June 12th in our school hall!

## 四、基本句型归纳:

- (1) Informed that you would like to... I strongly recommend... without reservation.

- (2) Aside from the aspect of ..., it/he/she gives me the impression that ...
- (3) Nowadays more and more people begin to realize/be aware of/notice the importance of...
- (4) Recently the issue/problem of... has been brought into focus/brought to public attention/concern.
- (5) Yesterday witnessed a..., which impressed me a lot.

## 五、句子翻译

- (1) 得知您要选拔班长，我强烈推荐李华。

Informed that you would like to select our monitor, I strongly recommend Li Hua without reservation.

- (2) 除了成绩好，他的乐于助人让我印象深刻。

Aside from the aspect of good performance, he gives me the impression that he is willing to help others.

- (3) 现在越来越多的人意识到锻炼的重要性。

Nowadays more and more people begin to realize the importance of exercise.

- (4) 最近人口问题引发了大家的关注。

Recently the issue of population has been brought into public concern.

- (5) 昨天的活动在我市成功举办，令我印象深刻。

Yesterday witnessed a campaign held in our city successfully, which impressed me a lot.

## 六、仿写练习

你的家乡(Qingshan Village)苹果大丰收，为了在电商平台上吸引外国客人购买，请你用英语为其写一篇宣传稿，内容包括：1.品质价格；2.相关服务。

注意：1. 词数80 左右；2. 可适当增加细节，以使行文连贯。

### 【模板范文】

Qingshan (时间)witnesses a good harvest of apples these days (介绍活动).

What will astonish you is the price, not high but reasonable, ranging from \$1 per pound to \$2 per pound, varying in variety (宣传好处一). Besides, the green farming methods guarantee their nutrition and keep the apples from any pollution (宣传好处二). Eventually, it situated near the drinking water sources area, which is the special conditions that make for the apple's good quality--big in size, red and tasty (宣传好处三).

For those who have a keen passion for the apples (活动主题), you simply can't miss it without promise to pay 8% of delivery fee (提供服务)! Just purchase now!

## 七、高考链接

(2021 年 6 月浙江卷) 昨天你参观了学校举办的学生国画作品展。请给校英文报写一篇宣传稿，内容包括：

1. 展览时间、地点；2. 观展感受；3. 推荐观展。

注意：1. 词数 80 左右；2. 可以适当增加细节，以使行文连贯。

### 【模板范文】

Dear editor,

I'm writing to tell you that I visited the students' Chinese painting exhibition held by our school yesterday.

As far as I know, this exhibition will last for a month in the school art gallery. What pleases

me most is that their artistic talent is extremely shocking. I am deeply impressed by their talent for painting. Therefore, I strongly appeal to all the students in our school that they should make use of their spare time to taste these wonderful works carefully. Eventually, every one is sure to receive an unexpected joy.

Best wishes.

Yours,

Li Hua

## 15. 通知

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，要求语言规范简洁。书面通知标题一般为NOTICE/Notice，居中，然后是正文，正文之后，发布通知的单位或个人通常放在右下角。

### 一、基本模板

#### NOTICE

To enrich our school life and arouse students' enthusiasm for \_\_\_\_\_ (活动主旨), \_\_\_\_\_ (活动) is going to be held at \_\_\_\_\_ (活动地点) on \_\_\_\_\_ (活动时间).

Contestants are required to \_\_\_\_\_ (活动要求). All entries must be submitted to \_\_\_\_\_ (报名地点) by \_\_\_\_\_ (截止时间). All the \_\_\_\_\_ (参赛内容) will be graded carefully by our foreign teachers. Winners of the contest will be awarded with \_\_\_\_\_ (颁发奖品).

Those who show their keen interests in the activity will be highly appreciated. Keenly anticipate your participation.

Student Union

### 二、实例分析：

你校学生会将举办一次以中医药 (traditional Chinese medicine) 为主题的英语演讲比赛，请你用英语写一个书面通知。内容包括：

1. 比赛目的；
2. 比赛时间及地点：11月4日下午3点，报告厅；
3. 报名时间及地点：10月26-30日，学生会办公室。

注意：

1. 词数80左右；
2. 可以适当增加细节，以使行文连贯。

#### 【模板套用】

#### NOTICE

To enrich our school life and arouse students' enthusiasm for Chinese medicine (活动主旨), an English speech contest (活动) is going to be held at in the lecture hall (活动地点) at 3: 00 p.m. on November 4, 2020 (活动时间).

Contestants are required to get prepared in advance (活动要求). All entries must be submitted to the office of Student Union (报名地点) from October 26 through October 30 (截止时间). All the results of the speech (参赛内容) will be graded carefully by our foreign teachers. Winners of the contest will be awarded with specific certificates as an encouragement (颁发奖品).

Those who show their keen interests in the contest will be highly appreciated. Keenly anticipate your participation.

### 三、写作指导：

(2) 开头：通知目的或内容

② 为了丰富学习生活，增强学生对于中医药的热情

To enrich our school life and arouse students' enthusiasm for Chinese medicine.

③ 11月4日下午3点将于报告厅举行一场英语演讲竞赛。

An English speech contest is going to be held at in the lecture hall at 3: 00 p.m. on November 4, 2020.

(3) 主体：活动内容或要求

① 参赛者需要提前准备。

Contestants are required to get prepared in advance.

② 参赛者须于10月26-30日将报名信息报到学生会办公室。

All entries must be submitted to the office of Student Union from October 26 through October 30.

③ 获胜者将会颁发相关证书。

Winners of the contest will be awarded with specific certificates as an encouragement.

(4) 结尾：呼吁和号召

② 十分欢迎有兴趣的同学积极加入，热切期待您的参与。

Those who show their keen interests in the contest will be highly appreciated. Keenly anticipate your participation.

### 四、基本句型归纳：

(1) Everyone is requested to go without special reasons.

要求无特殊原因全体参加。

(2) As scheduled, we have English Talent Show today.

按照日程安排，我们今天举办英语达人秀。

(3) The purpose of this programme is to develop our interest in English learning and practical abilities in listening and speaking.

这个计划的目的是培养我们对英语学习的兴趣和实际听说能力。

(4) Please bring your pens and notebooks with you and attend the meeting on time.

请带笔和笔记本准时参加会议。

(5) You are welcome to take part in it. Please come to the community office and apply for it.

欢迎你们参加。请来社区办公室申请。

(6) Those who want to take part in the contest, please sign up...

想参加竞赛的请在……报名。

### 五、句子翻译

(5) 按照日程, 安排下周五我们学校展览馆将举办书法和绘画展览。

As scheduled,a calligraphy and painting exhibition will be held in our school hall next Friday.

(6) 任何人都应该在截止日期之前, 即本周五下午之前把作品提交到学校办公室。

Anyone who wants to take part in it is supposed to submit your works to the school office before the deadline, this Friday afternoon.

(7) 该营地将于7月20号开放。提供给你我一样的青少年一个享受运动了解中国文化的机会。

This camp will open on July 20th. It offers teenagers like you and me a chance to enjoy sports and learn about Chinese culture.

(8) 想参加竞赛的请在社区办公室报名。

Those who want to take part in the contest, please sign up in the community office.

## 六、仿写练习

近期你校将举办英语听力竞赛，请用英文给你校英语俱乐部成员写一则通知，内容包括：

1. 竞赛信息；2. 表达期待。

注意：1. 词数 80 左右；2. 可以适当增加细节，以使行文连贯。

### 【模板范文】

#### NOTICE

To enrich our school life and arouse students' enthusiasm for learning English (活动主旨), an English listening contest (活动) is going to be held at in our school hall (活动地点) on October 30th (活动时间).

Contestants are required to get prepared in advance, such as practicing listening by yourself (活动要求). All entries must be submitted through our school website (报名地点) by October 10 (截止时间). All the results of the contest (参赛内容) will be graded carefully by our foreign teachers. Winners of the contest will be awarded with specific certificates as an encouragement (颁发奖品).

Those who show their keen interests in the contest will be highly appreciated. Keenly anticipate your participation.

Student Union

## 七、高考链接

(2018 年全国卷 II) 你受学生会委托为校宣传栏“英语天地”写一则通知，请大家观看一部英语短片 *Growing Together*，内容包括：1. 短片内容：学校的发展；

2. 放映时间、地点；3. 欢迎对短片提出意见。

注意：1. 词数 80 左右；2. 可以适当增加细节，以使行文连贯。

#### Notice

There is a short English film – *Growing Together* this weekend. The film is mainly related to the development of our school, which will greatly help us students know the school's history better and appeal to us to make contributions to our school's development.

Anyone who shows interest in the film is welcome to the school's lecture hall, located on the first floor of the third teaching building, to enjoy it. The film will be shown this Sunday afternoon, lasting 2 hours, from 4:00 to 6:00. In order to get a good seat for seeing, you'd better arrive a bit earlier.

If you have any opinion about the film, please send emails to studentunion@126.com. Looking forward to your valuable advice.

Student Union

## 16. 新闻报道

新闻报道是记叙文的一种，其特点是以事实为依据，对人的经历或事实给予明确的、实事求是的报道。时态一般用过去式。标题是新闻的题目，是对最有新闻价值内容的浓缩、概括和提炼。首段或第一句往往为全文的中心句，因此这个句子中主要讲清what（事件）、when（时间）、where（地点）和who（人物）。中段要补充时间的过程和细节，往往包括why（目的或原因）和how（具体过程）等。写作过程中要保持事件的真实性、准确性、及时性，语言要准确、简练、通俗易懂。尾端要谈对事件或活动的认识或评价。

## 一、基本模板

\_\_\_\_\_ (标题)  
 \_\_\_\_\_ (时间或地点) saw/witnessed \_\_\_\_\_ (活动). Aimed at \_\_\_\_\_ (活动目的), this activity was well received in the whole school.

\_\_\_\_\_ (参与者) took an active part in the activity. The \_\_\_\_\_ (活动) provided a platform for all the students to \_\_\_\_\_ (活动内容一). Most impressively, \_\_\_\_\_ (活动内容二).

With the students' active participation and teachers' enthusiastic support, the \_\_\_\_\_ (活动) was undoubtedly a success. (This activity was highly spoken of by students, for it motivated them to \_\_\_\_\_ (影响).)

## 二、实例分析：

假定你是学校英语杂志社记者，上周你校开展了给贫困地区学生捐赠“爱心包裹”的活动。请写一篇新闻报道。内容包括：1. 活动时间与地点；2. 活动过程；3. 活动意义。

注意：① 词数 80 词左右；② 可适当增加细节，使行文连贯；

### 【模板范文】

#### Loving Parcels for Students in Need (标题)

Last week (时间或地点) witnessed our “Loving Parcels” donation activity at our school (活动). Aimed at helping the students in the poverty-stricken areas (活动目的), this activity was well received in the whole school.

All of the teachers and students (参与者) took an active part in the activity. The activity (活动) provided a platform for all the students to donate their clothes, books and schoolbags to the students in need (活动内容一). Most impressively, they also wrote down the best wishes on cards, which would be collected and delivered to the schools in the poor areas (活动内容二).

With the students' active participation and teachers' enthusiastic support, the donation (活动) was undoubtedly a success.

## 三、写作指导：

(1) 开头：交代事件的基本信息(时间、地点、人物和目的等)

① 上周“爱心包裹”捐献活动在我校成功举办。

Last week witnessed our “Loving Parcels” donation activity at our school.

② 旨在于帮助贫困地区的学生，此次活动受到了广泛的关注和欢迎。

Aimed at helping the students in the poverty-stricken areas, this activity was well received in the whole school.

(2) 主体：活动的经过或内容

③ 学生们可以通过这个平台把自己的衣物、书本以及书包捐给有需要的贫困地区的学

The activity provided a platform for all the students to donate their clothes, books and schoolbags to the students in need.

④ 最令人难忘的是，学生们可以在卡片上写下祝福，这些卡片都会被集中送到贫困地区学生的手中。

Most impressively, they also wrote down the best wishes on cards, which would be collected and delivered to the schools in the poor areas.

(3) 结尾：活动的反响或意义

⑤ 在同学的积极参与和老师的热情支持下，此次活动取得圆满成功。

With the students' active participation and teachers' enthusiastic support, the donation was undoubtedly a success.

#### 四、基本句型归纳：

- (1) Apart from knowledge, we also learned to cooperate with each other and came to realize the importance of teamwork.
- (2) The activity benefited us a lot. / The activity was of great benefit to us. / The activity was very beneficial to us.
- (3) In a word, the activity means a lot and sets a good example to us.
- (4) This activity proved to be a success, strengthening our power and making us more confident about our future study.
- (5) Not only did it give us relaxation from heavy schoolwork, it also promoted the friendship among us.
- (6) With the rapid development/progress of ..., great changes have taken place in...
- (7) Nowadays more and more people begin to realize/be aware of/notice the importance of...
- (8) Recently the issue/problem of... has been brought into focus/brought to public attention/concern.

#### 五、句子翻译

- (1) 我们学校举行了一场越野赛跑。  
A cross-country Running Race was held by our school.
- (2) 来自不同年级的老师和学生参加了这场活动。  
Joining in it were teachers and students from different grades.
- (3) 我们相互合作，开始意识到合作的重要性。  
We learned to cooperate with each other and came to realize the importance of teamwork.
- (4) 它不仅增强了一个人的健康，而且是对他/她的耐力的巨大考验。  
It not only strengthened one's health but also was a great test of his/her endurance.
- (5) 活动取得了成功，不仅增强了我们的力量也使我们对未来的学习更加有自信。  
This activity proved to be a success, strengthening our power and making us more confident about our future study.

#### 六、仿写练习

新华中学近期组织了校园劳动周(Campus Labor Week)活动。假定你是学校英语报记者，请写一篇简短的英文报道。内容包括：

1. 活动的时间与地点；2. 活动的过程；3. 你的评论。

注意：1. 词数80左右；2. 可适当增加细节，以使行文连贯。



## 【模板范文】

Campus Labor Week (标题)

Our school (时间或地点) witnessed a “Campus Labor Week” activity from May 15th to 19th (活动). Aimed at enhancing students' physical quality (活动目的), this activity was well received in the whole school.

All of the teachers and students (参与者) took an active part in the activity. The activity (活动) provided a platform for all the students to appreciate lectures on labor skills given on the first day, from which they benefited a lot (活动内容一). Most impressively, Varieties of other labor projects gave them unforgettable experiences (活动内容二).

With the students' active participation and teachers' enthusiastic support, not only can this event enrich students' school life, but also offer them opportunities to learn more daily practical skills. It was undoubtedly a success.

## 七、高考链接

(2020 新高考全国卷I) 假定你是李华, 上周日你校举办了 5 公里越野赛跑活动。请你为校英文报写一篇报道, 内容包括:

1. 参加人员: 2. 跑步路线: 从校门口到南山脚下 3. 活动反响。

注意: 1. 写作词数应为 80 左右 2. 请按如下格式在答题卡的相应位置作答。

A Cross-Country Running Race

Last Sunday witnessed an extraordinary cross-country running race, which nearly drew the attention of every student and teacher of our school.

The students selected from every class took part in the competition. The route measured five kilometers, from our school gate to the foot of Nanshan Mountain. Every runner tried their best to finish the task, with their classmates along the way giving them necessary help as well as encouragement. At last, all the runners managed to arrive the finish line, receiving cheers from all the directions.

The activity was highly spoken of, because not only did it provide chance for us to exercise, but also made us more cohesive.

## 17. 演讲稿

也叫演讲词, 它是在较为隆重的仪式上和某些公众场合发表的讲话文稿。演讲稿是进行演讲的依据, 是对演讲内容和形式的规范和提示, 它体现着演讲的目的和手段。演讲稿是人们在工作和社会生活中经常使用的一种文体。演讲稿写作应包含演讲主题、演讲具体内容、总结并致谢。

## 一、基本模板

Dear \_\_\_\_\_ (称谓)

It is a great honor for me to stand here to deliver/address a speech. My topic today is \_\_\_\_\_ (主题).

There is no doubt that \_\_\_\_\_ (陈述自己的观点). However, \_\_\_\_\_ (陈述问题), which gives rise to \_\_\_\_\_ (问题结果).

To remedy the situation, we students need to spring into action. We are supposed to

\_\_\_\_\_(建议一). Do bear in mind that \_\_\_\_\_(建议二).

That's all. Thank you!

备注：演讲稿有邀请稿，欢送词，感谢稿等等，根据题目要求适当改写。此模版只适用于谈论观点的类型，如果有感谢类或者欢送辞之类的，可参考感谢信相关表达等等。

## 二、实例分析：

假定你是李华，你所在的班明天英语课前有一个简短的演讲。请你写一篇关于倡议养成健康生活习惯的演讲稿，内容包括：1. 演讲的主题；2. 健康生活习惯的重要性；3. 2—3条健康生活习惯的建议。注意：1. 词数80 左右；2. 可以适当增加细节，以使行文连贯。

### 【模板范文】

Dear teachers and fellow students (称谓)

It is a great honor for me to stand here to address a speech. My topic today is healthy living habits (主题).

There is no doubt that healthy living habits can keep us fit, protect us from getting ill and help us start a new day with full energy (陈述自己的观点). However, so heavy is students' present academic pressure that the majority of pupils fail to work out regularly (陈述问题), which gives rise to obesity and poor health (问题结果).

To remedy the situation, we students need to spring into action. We are supposed to take fresh fruits, meat and vegetables, and avoid eating too many snack foods (建议一). Do bear in mind that set aside adequate time for daily exercise would contribute a lot to our health (建议二).

That's all. Thank you!

## 三、写作指导：

(1) 开头：开场白，引出话题

① 很高兴今天站在这里做演讲，我今天的主题是健康的生活习惯。

It is a great honor for me to stand here to address a speech. My topic today is healthy living habits

(2) 主体：陈述自己的观点和目前存在的问题，或者介绍相关活动的安排。

① 毫无疑问，健康的生活习惯可以让我们保持健康，远离疾病，精力充沛的开启新的一天。

There is no doubt that healthy living habits can keep us fit, protect us from getting ill and help us start a new day with full energy.

② 但是，学生现在的学业压力很大以至于大多数青少年不能定期锻炼，导致了肥胖和健康问题。

However, so heavy is students' present academic pressure that the majority of pupils fail to work out regularly, which gives rise to obesity and poor health.

(3) 结尾：提出建议，或者表达希望和祝愿。

① 我们应该多吃新鲜的水果蔬菜和肉类，避免甜食摄入过多。

We are supposed to take fresh fruits, meat and vegetables, and avoid eating too many snack foods.

② 牢记要留出充足的时间进行日常锻炼，这对我们的健康很有帮助。

Do bear in mind that set aside adequate time for daily exercise would contribute a lot to our health.

## 四、基本句型归纳：

- (1) Ladies and gentlemen/Boys and girls, I'm greatly honored to speak here to talk about... on behalf of...
- (2) Thank you for giving me the opportunity to make a speech about...
- (3) It's my great honor to have the opportunity to share with you my opinion on how to take online courses more effectively.
- (4) Ladies and gentlemen, today I'd like to deliver a lecture on stressing the importance of having a positive attitude to study.
- (5) When it comes to the most important family tradition, the first that comes to my mind is honesty.
- (6) No one can deny the fact that/It can be said with certainty that/There's no denying that/There's no doubt that/Undoubtedly, the environment pollution is getting increasingly serious.
- (7) Thank you from the bottom of my heart for giving me this chance to speak to you today.
- (8) I hope everyone finds your stay here an enjoyable experience and your visit will surely promote our friendship.

## 五、句子翻译

- (1) 我代表所有的学生，非常高兴地欢迎你们来到我们的学校。  
On behalf of all the students, I am thrilled to welcome you to our school.
- (2) 接下来的几天，我们安排了各种有趣的活动。  
For the next few days, we've arranged various fun activities.
- (3) 包括从观光和参观历史遗迹到古董老街购物和品尝美味佳肴。  
Various fun activities range from sightseeing and visiting historic relics to shopping and tasting delicious treats on antique streets.
- (4) 我们希望你会被我们美丽的城市迷住。  
We hope that you will be obsessed by our beautiful city.
- (5) 我们希望你们也能享受这次学习经历和文化交流。  
We hope that you will also enjoy the learning experience and cultural exchanges.
- (6) 最后，真诚祝愿你们回国路上一路顺风，谢谢。  
Finally, I sincerely wish you a pleasant trip to your country. Thank you.

## 六、仿写练习

假定你是李华，最近，你校将举办一个以 Protecting the Earth Starts from Us 为主题的英语演讲活动。请根据下面要求写一篇英语演讲稿：

1. 指出当前的环境问题； 2. 发出倡议：节约能源、废物利用、绿色出行等；

注意：1. 词数80 左右；2. 可以适当增加细节，以使行文连贯。

### 【模板范文】

Good morning, everyone!

My name is Li Hua. It is a great honor to be here to share my views on how to protect the earth.

Nowadays, the environment problem has become a great concern. It's high time we took action from now on and from us. Firstly, we should save energy as much as possible. What's more, it's a good idea to recycle and reuse resources. Lastly, we'd better travel by bus or by bike.

In conclusion, since we have only one earth, let's do what we can before it is too late! That's

all. Thank you.

## 七、高考链接

假定你校英语俱乐部将举办主题为“Small acts make a big difference”的英语演讲比赛, 请你写一篇英语演讲稿, 内容包括: 1. 对主题的理解; 2. 如何实践。

注意: 1. 词数80 左右; 2. 可以适当增加细节, 以使行文连贯。

Ladies and gentlemen,

It's my great honor to stand here to deliver my speech.

As a famous historian put it, "Small acts, when multiplied by millions of people, can transform the world." Don't undervalue small things: a kind gesture, a cup of coffee, a stranger's smile---they will have a great impact on our daily life. Therefore, we can do various small things to brighten the world, for example, we can volunteer at an animal shelter or bring flowers to a nursing home.

Hopefully, we can do small things with great love. Thank you.

## 18. 倡议书

第一, 倡议书的构成与内容。

文章开头应写明倡议书的主题, 如果是宣传信或倡议书, 还应当注意信件的写作格式, 标明写作对象。正文部分根据写作要求介绍倡议书的背景、目的、具体内容和要求。结尾部分表达希望大家热情参与或积极实践等愿望。

第二, 倡议书的语言。

语言要有吸引力、鼓动性, 应当少用长难句。根据宣传或倡议对象的不同, 选用恰当的措辞, 例如针对校内学生参加的活动, 语言应轻松活泼, 针对全市青少年发起的倡议书, 措辞要官方正式。

### 一、基本模板

标题

Dear \_\_\_\_\_ (称谓)

It is common to see that \_\_\_\_\_ (陈述现象). Not only \_\_\_\_\_, but also \_\_\_\_\_ (现象的影响). I'm writing to call on us students to \_\_\_\_\_ (呼吁).

Firstly, we are supposed to \_\_\_\_\_ (建议一). What's more, it is suggested that \_\_\_\_\_ (建议二). Eventually, whatever possible it's good to \_\_\_\_\_ (建议三).

Such measures can definitely make a marked improvement in \_\_\_\_\_ (在什么方面提高), we would like all of you to attach importance to \_\_\_\_\_ (主题)!

Your sincerely,  
Li Hua

### 二、实例分析:

在日常生活中, 浪费粮食的现象随处可见。假定你是校学生会的主席, 请用英语为学校写一篇关于“节约粮食, 杜绝浪费”的倡议书。要点包括:

1. 你身边浪费粮食的现象;
2. 倡议大家节约粮食;
3. 你对节约粮食的建议。

注意：1. 词数80 左右；2. 可以适当增加细节，以使行文连贯。

### 【模板范文】

#### Save Food(标题)

Dear fellow students(称谓)

It is common to see that students throw away or waste food carelessly (陈述现象). Not only does it show a bad manner, but it can also set bad examples to others (现象的影响). I'm writing to call on us students to save food, not to waste (呼吁).

Firstly, we are supposed to take as much as you eat(建议一). What's more, it is suggested that we raise awareness of saving food and keep in mind that it is shameful to waste it (建议二). Eventually, whatever possible it's good to pack up the left-over and take it home if we can't eat all(建议三).

Such measures can definitely make a marked improvement in our behavior to save food (在什么方面提高). We would like all of you to attach importance to saving food (主题)!

Your sincerely,  
Li Hua

### 三、写作指导：

(1) 开头：说明发出倡议的原因及目的

① 现在同学浪费食物的现象很普遍。

It is common to see that students throw away or waste food carelessly.

② 这不仅是一个不好的习惯，也会给他人带来不好的影响。

Not only does it show a bad manner, but it can also set bad examples to others.

③ 在这里我想呼吁同学们节约粮食，不要浪费。

I'm writing to call on us students to save food, not to waste.

(2) 主体：拒绝浪费粮食的具体做法

① 首先我们应该吃多少拿多少。

Firstly, we are supposed to take as much as you eat.

② 此外，我们应该提高节约粮食的意识，以浪费为耻。

What's more, it is suggested that we raise awareness of saving food and keep in mind that it is shameful to waste it.

③ 对于吃不完的食物，我们可以打包带回家。

Eventually, whatever possible it's good to pack up the left-over and take it home if we can't eat all.

(3) 结尾：发出呼吁

④ 如果我们可以做到这些，浪费食物的现象一定会有显著的改善。

Such measures can definitely make a marked improvement in our behavior to save food.

⑤ 希望大家可以重视节约食物的问题。

We would like all of you to attach importance to saving food.

### 四、基本句型归纳

1. I think it necessary to lay stress on...

2. I think we should follow the advice below...

3. In my opinion, we should spare no efforts to...

4. Effective measures should be adopted before things get worse.
5. A public education campaign should be launched to make people have a good knowledge of...
6. It is essential that the authorities should work out and implement(实行)relevant laws and regulations to put an end to this trend.

## 五、句子翻译

- (1) 我认为重视环境保护的问题很有必要。

I think it necessary to lay stress on environmental protection.

- (2) 我认为,在情况变得更糟糕之前我们应该采取有效的措施。

In my opinion, effective measures should be adopted before things get worse.

- (3) 政府制定并实行相关的法律法规制止这种行为是至关重要的。

It is essential that the authorities should work out and implement relevant laws and regulations to put an end to this behavior.

- (4) 我们应该唤起我们节约食物的意识。

We should arouse our awareness of saving food.

- (5) 珍惜食物是中华民族的传统美德。

Treasuring food is a Chinese traditional virtue.

## 六、仿写练习

假定你是李华, 你校绿社团 (the Green Club) 特向附近农村社区发出加入 “ Say No to Chemical Fertilizers” 活动的倡议, 请你以社长的名义用英语写一封倡议书。内容包括:

1. 简述倡议内容; 2. 阐明倡议的理由; 3. 号召大家响应。

注意: 1. 词数 80 左右; 2. 可以适当增加细节, 以使行文连贯。

### 【模板范文】

Dear ladies and gentlemen,

Are you passionate about our farm community? Then we'd love you to join the team of "Say no to Chemical Fertilizers". That way you will help raise people's awareness of environmental protection.

By motivating people not to use chemical fertilizers, you can create greener farm communities, which will benefit future generations. You don't need to buy expensive equipment, just turning chemical fertilizers into green fertilizers.

To create a more beautiful and livable community, on behalf of the Green Club, we sincerely appeal to you for your involvements.

The Green Club

## 七、高考链接

假定你是李华, 请代表学生会, 为学校“英语天地”宣传栏写一份倡议书, 呼吁重压之下的高三学生养成健康的生活方式。内容包括:

1. 倡议的原因; 2. 倡议的目的; 3. 倡议的具体内容。

注意: 1. 词数 80 左右; 2. 可以适当增加细节, 以使行文连贯。

### 【模板范文】

Health Matters Most

Dear fellow students

It is common to see that with College Entrance Examination approaching, many of us are under much pressure from study and therefore have developed an unhealthy lifestyle. Not only do they study deep into night, but they also rush through meals and take little physical exercise, which is extremely harmful to our health. I'm writing to call on us students to say no to the unhealthy lifestyle.

Firstly, we are supposed to go to bed early and get up early. What's more, it is suggested that we take meals regularly and slowly enough. Eventually, wherever possible it's good to spare as much time as possible to work out.

Such measures can definitely make a marked improvement in our health. We would like all of you to attach importance to a healthy lifestyle!

Your sincerely,  
Li Hua