

第一部分：应用文

高考英语考试说明中主要考查考生根据写作任务的要求进行英语书面表达的能力。考生应能 ① 根据不同文体，运用恰当的句式、词汇和语法完成书面表达任务。② 做到内容完整、语意连贯、交际得体。应用文的特点：① 实用：处理工作中和生活中的实际问题。② 规范：在格式上具有程式化、规范化的特点。训练层次：① 格式方面的训练：背诵及灵活使用功能套句。② 内容方面的训练：提高语言质量。③ 思维方面的训练：有效组织全文信息。

语言技能目标（八级）描述

1. 能用英文书写摘要、报告、通知和公务信函等。
2. 能比较详细和生动地用英语描述情景、态度或感情。
3. 能阐述自己的观点和评述他人的观点，文体恰当，用词准确。
4. 能在写作中恰当地处理引用的资料及他人的原话。
5. 能填写各种表格，写个人简历和申请书，用语基本正确、得当。
6. 能做简单的笔头翻译。
7. 能在以上写作过程中做到文字通顺，格式正确。

△ 重点难点提示

语言知识

高中学生应该学习和掌握的英语语言基础知识包括语音、词汇、语法、功能和话题五个方面的内容。知识是语言能力的有机组成部分，是发展语言技能的重要基础。在日常人际交往中可以有效地使用得体的语言进行表达，如发表意见、进行判断、责备、投诉等。

在这类题型中，同学们会读到一个特定的场景，然后在理解的基础上，给相关人士写一封短信，并在信中明确表达自己写信的原因、动机、目的和愿望等。文章所涉及的内容多种多样，但大部分都与日常生活比较贴近。常考的应用文写作包括：通知、咨询信、申请信、建议信、邀请信、道歉信、感谢信、投诉信、求助信等这几类。怎样才能写出一篇好的应用文呢？首先，认真审题，抓住写作的要点。其次，要掌握并正确运用各类应用文基本的写作模式。重视连接性词组的使用，使用有效的连接性词组会使文章更加紧凑，令人感觉行文流畅。同时，还要积累各类应用文常用的词汇、短语、句型，包括不同应用文的交际用语。最后，文章要做到交际得体、逻辑清楚，达到预期的写作目的。

话题一 通知

1. 通知的分类

通知(notice)是上级对下级、组织对成员布置工作、传达情况或告诉公众某种事情时使用的一种应用文体,通常分为口头通知和书面通知两种:

1) 口头通知是面对面地把信息传达给对方。在我们的生活中,经常会收到班长、学生会、社团等发出的通知。这种通知开头应有称呼语,正式场合用Ladies and gentlemen(女士们、先生们),有时也可以用Boys and girls或Comrades and friends(同志们、朋友们)等。开头还常有提醒听众注意的开场白,如Attention, please.或May I have your attention, please? 或I have an announcement to make.等;结尾常说That's all. Thank you.或Thank you for listening.等,以示礼貌。口头通知无须说明发布通知的日期和发布通知的人(单位)。

2) 写书面通知时,应明确写出发出通知的单位和日期。一般情况下,书面通知的首行中央写上Notice。通知的发布单位常写在正文结束的右下角,也可以写在Notice的上方或前面,发布通知的日期一般写在正文的左下角(在落款的下一行)或写在通知正文的右上角(在Notice的下一行)。

口头通知和书面通知都是宣布即将发生的事情及其具体内容,因而多用将来时,一般用祈使句来强调。通知的语言要简洁明了,条理清晰,准确无误,特别是时间概念很重要,必须写得十分明确,不容丝毫含糊。

2. 通知的常用语言

1) 段首常用语。

- ① May I have your attention, please? 请大家注意。
- ② Attention, please, everybody! 请大家注意。
- ③ I have an announcement to make. 我有事要通知大家。
- ④ I have something to tell you. 我有事要通知大家。
- ⑤ Be quiet. There is something important I have to tell you. 各位请安静,我有重要的事情要通知大家。
- ⑥ I have something (important) to tell you. 我有重要的事情要通知大家。
- ⑦ I'm glad to tell you something important. 我有重要的事情要通知大家。

2) 段中常用语。

- ① There will be a talk this afternoon. 今天下午我们要开个会。
- ② The Student Union has decided that... 学生会决定……
- ③ We shall have a lecture on... 我们将有一个关于……的讲座。

④ It has been decided that we'll pay a visit to... 我们决定去参观……

3) 段尾常用语。

① Please be there on time and don't be late. 请一定按时到, 别迟到。

② Everyone is asked to be there on time. 大家都要按时到场。

③ Be sure not to be late. 记住一定不要迟到。

④ Please be present on time. 请大家按时到场。

⑤ Those who are interested in it are warmly welcome. 我们欢迎对此活动感兴趣的同学们来参加。

⑥ Please take your notebooks with you and be sure on time. 记得带好笔记本按时参加。

⑦ That's all. Thank you. 通知结束, 谢谢大家。

3. 通知格式模板

1) 书面通知格式模板。

In order to _____, _____ is to be held on _____ (day), _____ (date), at _____ (time) in _____ (place). Whoever is interested in it is welcome to attend _____. Those who want to take part in _____ please sign up at the Student Union.

Please remember: _____.

2) 口头通知格式模板。

Ladies and gentlemen,

Your attention, please. I have something to tell you.

具体内容: _____

Thank you for listening.

4. 通知应用文的写作注意事项

1) 注意口头通知和书面通知在语言方面的差异。口头通知的语言要趋向于口语化, 而书面通知要多用正式语言。

2) 通知的语言要简明扼要, 条理清晰, 要求精确, 特别是时间概念要表述得清楚到位, 不容含糊其辞。

3) 通知多是宣布即将要发生的事情及其具体内容, 所以时态多用一般将来时。

4) 一定不能遗漏要点。

5. 通知经典案例分析

假设你是校图书馆馆长的学生助理李华, 图书馆要进行网络系统升级, 请在阅览室口头通知相关事宜, 并请他们转告其他学生。

1) 时间: 2015年5月1日至5月10日。

2) 在此期间, 关闭阅览室、暂停电子阅览。

3) 仅周二和周五可以借、还图书。

注意：1) 词数不少于50。

2) 可适当增加细节，以使行文连贯。

1. 审题思路

1) 确立写作格式：口头通知。

2) 确立写作人称和时态：假设你是校图书馆馆长的学生助理李华，告诉我们以什么身份通知。

3) 确立写作主题或目的：必须要写发通知的目的，即图书馆要进行网络系统升级。

4) 请在阅览室，在哪里通知？

5) 向在场的学生，向谁通知？

2. 要点表达

要点① 图书馆网络系统升级；

the library will soon be carrying out an update of the Internet system; the school library will have the Internet system updated.

要点② 5月1—10日，关闭阅览室、暂停电子阅览；

between the dates of 1st May and 10th May, the reading room will be closed and the e-reading system will be temporarily stopped (陈述事实要用好时态，尤其是语态)

仅周二、周五可以借、还图书；

You will only be able to take out and return books on Tuesdays and Fridays; you can borrow or return books on Tuesdays and Fridays. (陈述中心要点，要多用情感表达)

要点③ 请转告其他同学；

please inform other students as well; please pass on this message to those who are not here today; (陈述中心要点，要用好高中语法——非谓语或从句)

要点④ 首尾交际用语。(见模板)

3. 参考范文

Hello everybody! May I have your attention? The library will soon be carrying out an update of the Internet system. I would like everybody to know that between the dates of 1st May and 10th May, the reading room will be closed and the e-reading system will be temporarily stopped. You will only be able to take out and return books on Tuesdays and Fridays. Please pass on this message to those who are not here today. Thank you all.

6. 通知重点话题仿写

✍ 写作练习一

你校学生会将召开选举新主席的大会。假如你是某班班长李华，请你用英语在班里宣布一个口头通知，要点如下：

1) 时间：下周五下午3:00—5:00；

地点：图书馆三楼讲座厅；

2) 参选的同学先作自我介绍和五分钟演讲, 最后进行投票;

3) 希望全体同学参加, 不要迟到或缺席;

4) 报名的同学要准备一份自我简介和简短演讲稿。

注意: 词数100左右; 开头和结尾已经给出, 不计入总词数。

参考词汇: 学生会: the Student Union 报名: enter for 选举: elect 投票: vote

Boys and girls,

May I have your attention, please? I have an announcement to make.

That's all.

Thank you!

✍ 写作练习二

假如你是班长, 你们班要开一次学术报告会, 请根据以下内容拟一个口头通知, 将这次活动的有关内容用英语告诉同学们, 篇幅为100词左右的英文。

1) 时间: 1月25日星期四下午2点至4点;

2) 地点: 教学大楼302室;

3) 讲演人: 清华大学余教授;

4) 讲座内容: 英语习语;

5) 要求: 请大家务必准时出席, 第二天要分组讨论并各写一篇文章。

✍ 写作练习三

你校学生会举办义卖活动以资助贫困地区儿童上学。请你写一份通知:

1) 介绍活动的目的;

2) 号召大家踊跃捐献不用物品, 并参加义卖活动;

3) 义卖时间、地点: 周六上午9点, 校阶梯教室。

注意: 词数100左右; 可适当加入细节, 以使内容充实、行文连贯。

参考词汇: 义卖: Charity Sale;

阶梯教室: lecture hall

话题二 咨询信

1. 咨询信的分类

咨询信，也称询问信，英文中称为 letter of inquiry。看到名字，顾名思义，就是写信人因缺乏某些信息而希望通过向收信人进行适当咨询以获取这些信息的信件。分为三个部分：① 说明自己的计划或目的，也就是询问信息的原因；② 征询具体信息；③ 期待回复并表示感谢。写作“三步走”：引言部分自我介绍并讲明询问目的→发展部分是询问的主要内容→最后期待回复并表示感谢。

2. 咨询信的常用语言

1) 段首常用语。

- ① I would be most grateful if you could send me information regarding/concerning...
如果能给我提供……方面的信息我将不胜感激。
- ② I am writing to see if it is possible for you to provide me with information regarding...
我写信是想知道您能否给我提供有关……的信息。
- ③ I wonder if you could tell me the information about... 我想知道您能否给我提供……的信息。
- ④ I am writing for the information about... 我写信是想知道关于……的信息。
- ⑤ I would like to know whether you could provide me with information regarding...
我想知道您是否能给我提供……的信息。
- ⑥ I wish to request materials for... 我想要关于……的资料。
- ⑦ Would you be so kind as to tell me... 您能告诉我……?
- ⑧ I am a ...and planning to study in your university this summer. 我是……，暑期计划到贵校学习。
- ⑨ I am a Chinese student who wishes to study at your university. My plan is to start my course from the next term, and I would be grateful if it's so kind of you to give me some essential information.
我是一名中国学生，想到贵校学习。我计划下个学期开始上课，如果您能告知一些必要的信息，我将不胜感激。

2) 段中常用语。

- ① Could you please tell me something about your ...? 您能向我介绍一下贵校的……情况吗?
- ② Would you please send me an application form and other materials necessary for my application?
能否寄给我一份申请表及与申请有关的其他必要材料吗?
- ③ Would you please send me all the information and the forms as soon as possible? Thank you very much.
您能尽快告知这些信息并邮寄给我相关表格吗? 非常感谢!
- ④ I would be much obliged to you if you let me know the procedures I have to go through.
如果你能告诉我那些必须经过的程序，我将不胜感激。

3) 段尾常用语。

- ① I look forward to your immediate response. 期待您及时答复。
- ② Your attention to this letter would be highly appreciated. 感谢您对此信的关注。
- ③ I will appreciate it very much if you can give me a reply. 如果您能回复, 我将感激不尽。
- ④ Sorry to bother you, your kind help would be greatly appreciated.
很抱歉打扰您, 对您的帮助将不胜感激。
- ⑤ I am waiting for your quick reply. 期待您的尽快回复。

3. 咨询信格式模板

Dear _____,

I am _____ (自我介绍). I am writing to see if it is possible for you to provide me with information regarding _____ (要询问的内容).

First of all, what are _____ (第一个问题)? Secondly, when will _____ (第二个问题)? Thirdly, is _____ (第三个问题)?

I would also like to inquire _____ (将最重要的问题单独成段). Could you be so kind as to send me some relevant booklets on the above-mentioned aspects?

Thank you for your kindness, and your prompt attention to this letter will be highly appreciated.

4. 咨询信应用文的写作注意事项

- 1) 首先, 从措辞上来讲, 一定要有礼貌, 要比较客气地说清楚你想了解什么或者有什么要求。
- 2) 其次, 所提的问题一定要具体、明确, 不能含糊其词, 否则会让对方感到无从回答。
- 3) 然后, 如果同时有好几个问题需要对方回答, 可以考虑分段写; 如果问题比较简单, 则无须分段, 但一定要将每个问题分别写清楚。
- 4) 最后, 一定要记得在信中向对方表示感谢。

5. 咨询信经典案例分析

假设你是李华, 寒假期间你准备和家人去香港迪士尼乐园游玩。你了解有关订票方面的具体情况, 例如: 可否在网上订票? 团体购票是否可以打折? 可否因故取消订票? 你在互联网上查到了一份门票价格表(见下表), 但还有些具体信息不明确。请给迪士尼乐园发一封信, 询问有关情况。

Ticket Prices

Content	Regular	Peak	Special
Adults	HK \$ 295	HK \$ 350	HK \$ 350
Children (aged 3 to 11)	HK \$ 210	HK \$ 250	HK \$ 250
Seniors (aged 65 or over)	HK \$ 170	HK \$ 200	HK \$ 200

参考词汇: 取消 cancel 折扣 discount

1. 审题思路

- 1) 确立写作格式：咨询信。
- 2) 确立写作人称和时态：第一人称，一般现在时。
- 3) 确立写作主题或目的：想了解有关订票方面的具体情况，尽管查到了一份门票价格表，但还有些具体信息不明确，还需咨询。

2. 要点表达

要点① 寒假期间你准备和家人去香港迪士尼乐园游玩

My family are planning a visit to Hong Kong Disneyland this winter vacation.

要点② 首先就图表中不明白的问题进行咨询。the difference between peak ticket and special ticket and what about children under 3?

I wonder whether children under 3 need to pay for a ticket and what is the difference between a peak day ticket and a special day ticket.

已经在网上查到价格表，想了解有关订票方面的具体情况。

I've got some information about the ticket prices on the Internet and now I'm writing for some detailed information. (交代写作目的及想咨询的事宜。)

要点③ 可否在网上订票？Can we book tickets through the Internet?

团体购票是否可以打折？Is it possible for us to get a discount if we buy tickets as a group?

可否因故取消订票？I'd like to know if we are allowed to cancel our ticket bookings if we cannot make the trip for personal reasons. (要包含所有问题，同时也可适当补充其他相关问题，但不可太多，喧宾夺主)

要点④ 开头结尾的交际功能句(参考前面讲解)

参考范文

My family are planning a visit to Hong Kong Disneyland this winter vacation. I've got some information about the ticket prices on the Internet and now I'm writing for some detailed information.

I wonder whether children under 3 need to pay for a ticket and what is the difference between a peak day ticket and a special day ticket. Is it possible for us to get a discount if we buy tickets as a group? Can we book tickets through the Internet? Besides, I'd like to know if we are allowed to cancel our ticket bookings if we cannot make the trip for personal reasons.

I am looking forward to your reply.

Yours,

Li Hua

6. 咨询信重点话题仿写

✍ 写作练习一

假设你是李华，你的新西兰笔友Nick将于八月来四川旅游，特来信询问有关旅游景点情况。请根据下表所提供的要点，写一封回信，并表示盼望他的到来。

旅游资源	许多世界著名的风景名胜,如九寨沟(海子:清澈见底;色彩斑斓),都江堰水利工程(2 000多年历史;仍在发挥作用)
相关信息	气候适宜;交通方便

注意: 1) 词数100左右,信的格式及开头已为你写好(不计入总词数)。

2) 可根据内容要点适当增加细节,以使行文连贯。

3) 参考词汇: 省份province 海子lake 都江堰水利工程Dujiangyan Irrigation Project

Dear Nick,

I'm glad to hear that you're coming to Sichuan in August.

Yours sincerely,

Li Hua

写作练习二

假设你是李华,正在英国牛津参加短期语言培训,计划星期天去伦敦旅游。互联网上的一则广告引起了你的注意,但一些具体信息不明确(箭头所指内容)。以下是该则广告的信息。

请根据上述信息,给该旅行社发一封电子邮件,询问有关情况。你的邮件必须包括以下内容:

- 1) 是否有购物时间、学生票价;
- 2) 费用是否包括景点门票、午餐;
- 3) 回牛津时间。

Dear Sir or Madam,

I'm writing for more information about the day tour to London.

A Truly Exciting Day Tour!

Places to visit: Big Ben • London Eye • Buckingham Palace

Transport: Bus

Price: £45

Start-time: 6:30 am

Pick-up: Anywhere in Oxford

For more information, contact:
Tel: 01865-783279
E-mail: CTravel@service.uk

shopping time?

price for students?

entrance fees?

lunch?

time to return?

Yours,

Li Hua

写作练习三

假如你是新华中学的学生李华,你最近发现美国某大学在中国招生的广告,挺感兴趣,请你用英语给该大学写一封电子邮件,内容如下:

- 1) 简要介绍你的基本情况;
- 2) 就你感兴趣的方面提出几个问题,如成绩要求,学费多少,学制几年,住宿情况等。

注意: 1) 词数120左右。

2) 可适当增加细节。

话题三 申请信

1. 申请信的分类

申请信一般包括：申请原因、具备条件、恳请申请单位考虑自己的申请，表示谢意，期盼回复。常见的写作内容包括：开门见山地说明想申请的职位；介绍自己的特长；强调自己符合要求；附带介绍自己的教育背景，相关经历，表明信心，希望被录用。申请信类型很多，包括求职信，报考申请信，留学申请信等。

2. 申请信的常用语言

1) 段首常用语。

- ① I read with interest your advertisement...and would like to take up the challenge as...
我读到有关……的广告，我对此非常感兴趣，想把……作为一个挑战。
- ② I am very interested in your advertisement for ...
我对广告中的……特别感兴趣。
- ③ I am writing to apply for...
我想申请……
- ④ I wish to apply for the position of ...
我希望我能申请到……
- ⑤ I am writing to express my interest in... 我对……非常感兴趣。
- ⑥ I am very interested in the possibilities of working with your club as a teacher assistant.
我非常想加入你们的工作团队，希望成为老师的助教。
- ⑦ In reply to your advertisement in ..., I beg to apply for the post of ... in your company.
看到……职位的广告，我非常想申请贵公司的……职位。
- ⑧ Immediately I saw your advertisement in the paper for ...I felt it was just the kind of post for which I have the qualifications and for which I have been looking for some time.
我在报纸上看到这个……职位的广告时，我觉得这个职位是我梦寐以求的工作。
- ⑨ I would like to apply for admission to your college.
我想申请这个大学。
- ⑩ I would like to further my studies in ...department of your university.
我想申请你们大学的……专业继续深造。

2) 段中常用语。

- ① I believe I have the qualifications and experience for the position.
我想我有相关工作的资格证书和经验。

② I think I am competent to meet your requirements. 我觉得我有这个能力, 可以胜任这份工作。

③ With good academic performance and sufficient practical experience, I feel I am the right person you are looking for.

我觉得我就是你们要寻找的那个人, 因为我大学成绩优秀并且有丰富的实习经验。

④ I have a good command of ... 我很精通……

⑤ I have a good knowledge of ... 我很精通……

⑥ I am a very diligent student with a nice character and I am used to working as part of a team.

我勤奋、性格开朗、善于团队合作。

⑦ I have two years' experience as... 我有两年的……经历。

⑧ I have more than ...years of practical experience. 我有……年的实习经历。

⑨ I obtained practical training in all aspects of... 我接受过……全方位培训。

⑩ I have received quite a number of honours. 我得过很多荣誉证书。

3) 段尾结束语。

① I should be glad to have a personal interview. 如果贵公司能给我一个面试机会, 我会非常高兴。

② I am looking forward to your reply. 期待您的回复。

③ I will appreciate it if you give me an interview. 如果贵公司能给我一个面试机会, 我会非常感谢。

④ Thank you for considering my application. I am looking forward to meeting you in the near future.

非常感谢您能考虑我的申请。希望尽快与您见面。

3. 申请信格式模板

Dear...,

I am extremely pleased to see _____ (报纸、广告) for the position _____ (职位). And I'm writing to apply for _____ (职位). I am confident that I am suitable for _____ (职位). On one hand, _____ (原因). On the other hand, _____ (原因).

I shall be much honored if you will offer me the opportunity to _____ (尝试). I am looking forward to your reply at your earliest convenience.

Yours sincerely,

...

4. 申请信应用文的写作注意事项

1) 写申请信应注意语言言简意赅, 语气诚恳礼貌, 避免夸张。

2) 写入学申请信与工作申请信有相似之处, 特别要注意两点: 一是不要过分奉承对方, 二是不要自吹自擂。如不要说 I always studied well, and all my teachers loved me. 而应用自己学习成绩单、获奖情况、发表论文情况说明问题。

5. 申请信经典案例分析

Bookcrossing. com 是一个面向全球的图书分享网站。该网站组织的分享活动有两种参与方式：一是自由分享（wild release），即把书放在指定地点，由其他参与者自由获取；二是定向分享（controlled release），即直接传递给另一位参与者。假设你是李华，请用英文写信申请参加。内容应包括：

- 1) 表明写信目的
- 2) 选择一种分享方式
- 3) 简述做出该选择的理由
- 4) 希望了解更多信息

注意：1) 词数不少于80；

2) 书信格式及开头已给出（不计入总词数）。

Dear Sir or Madam,

Yours,
Li Hua

1. 审题思路

- 1) 确立写作格式：申请信。
- 2) 确立写作人称和时态：第一人称，一般现在时。
- 3) 确立写作主题或目的：申请参加此次活动，选择一种分享方式，简述做出该选择的理由，希望了解更多信息。

2. 要点表达

要点① 开门见山表明要申请参加这次活动，并简述原因。

I'm happy to learn that you are organizing this activity to share books worldwide. I am writing to apply for it for the simple reason that I love reading and I own a large number of books.

要点② 两种分享方式选其一，并简述理由。

Of the two ways of participations, the latter wins my favor; Of the two ways of participations, I would like to choose controlled release.

选择的理由。

I only need to deliver books to other participants, not only are books shared but it can build up a bridge connecting readers from different parts of the world as well.

要点③ 希望了解更多信息。

If you could provide more specific information, I would be well grateful.

I would appreciate it if you can provide more information.

要点④ 开头结尾的交际用语（参考前面讲解部分）。

参考范文

Learning that you are organizing this activity to share books worldwide, I am writing to apply for it for the simple reason that I love reading and I own a large number of books.

You've introduced two ways to share books: wild release and controlled release. Of the two, the latter wins my favor. By the means of controlled release, I only need to deliver books to other participants, not only are books shared but it can build up a bridge connecting readers from different parts of the world as well.

If you could provide more specific information, I would be well grateful. Looking forward to your reply.

6. 申请信重点话题仿写

✍ 写作练习一

假定你是李华。在校报英语专栏上看到了学校“英语文化节”的一则招募启事，请阅读启事，并根据写作要点和写作要求写一封应征邮件。

Volunteers Wanted

Our annual English Festival, which will be held on June 15-17, 2015, is now looking for 20 student volunteers to provide service for Talent Show, Speech Contest, and English Debate. If you are interested, please send an application email at your earliest convenience to Ms.Chen at chenlaoshi@aef.com.

写作要点:

- 1) 表示写信意图;
- 2) 陈述应征目的;
- 3) 说明应征条件(性格、能力等)。

写作要求:

- 1) 邮件词数不少于100;
- 2) 开头和结尾部分已写好, 不计入总词数;
- 3) 可根据情况增加细节, 使行文连贯;
- 4) 不能使用真实姓名和学校名称。

Dear Ms Chen,

I'm Li Hua, a student from Class 2, Grade 3, _____

Looking forward to your reply.

Yours truly,

Li Hua

✍ 写作练习二

假定你是李华, 从互联网上得知一个国际中学生组织将在新加坡(Singapore)举办夏令营, 欢迎各国学生参加。请写一封电子邮件申请参加。内容主要包括:

- 1) 自我介绍（包括英语能力）；
- 2) 参加意图（介绍中国、了解其他国家）；
- 3) 希望获准。

Dear Sir/ Madam,

Regards,

Li Hua

✎ 写作练习三

假如你是我校高三学生李华，在学校看到如下通知，请根据内容和写作要点写一封申请信。

Host families wanted

Teachers and students from central high school will visit our school two weeks later, host families are wanted to accommodate our friends.

Requirements:

1. can communicate in English 2. a separate room is a must 3. a private car is preferred

If interested, please send your application in English to the office of the principal before Thursday. Please consult us for any further information.

写作要点：

- 1) 你对参与该活动的认识；2) 你的优势；3) 作为接待家庭的打算。

注意：可根据内容适当增加细节，以使行文连贯，词数100左右。

话题四 建议信

1. 建议信的分类

建议信是向收信人对某事提出写信人的建议和忠告。建议信有可能是写给个人，就其遇到的某个问题提出自己的看法和观点；也有可能是写给某个组织和机构，就改进其服务提出建议或忠告。建议信要写出写信的原因、建议的内容、提出建议的理由，提出的理由要入情入理，语气一定要礼貌当先。因此，建议信要写得简明扼要、目的明确，具有合理性和说服力。

2. 建议信的常用语言

1) 段首常用语。

- ① I am writing to express my views concerning... 我写信来表达关于……的观点。
- ② You have asked for my advice about...and I will try to make some suggestions. 对于你问到的事，我将提一些建议。
- ③ I have received your letter saying that you plan to have a visit to China for ten days next month. I recommend that... 你的来信收到了，得知你计划下个月访问中国十天。我建议……
- ④ I am writing to you for the purpose of ... 我写信给你的目的是……
- ⑤ I am glad that you are interested in Chinese culture. I think the temple fair is worth introducing. 我很高兴你对中国文化感兴趣，我想庙会值得介绍。
- ⑥ You have asked me for my advice with regard to...and I'll try to make some constructive suggestions. 你问我关于……，我提一些建议。

2) 段中常用语。

- ① I'd like to suggest that ... 我想建议……
- ② I think the most suitable...for you is... 我想最适合你的是……
In my opinion ...first, firstly, secondly.... then, after that, in the end, finally, meanwhile, what's more...
- ③ Doing sth. is a good idea. / It is a good idea to do sth. 做某事是个好主意。
- ④ You'd better do.../It's better to... 你最好……
- ⑤ If I were you, I would... 如果我是你，我会……I am writing to advise you of ... 我写信建议你……
- ⑥ I would like to make a recommendation that ... 我建议……
- ⑦ When it comes to such a situation, I would like to suggest that you can... 当说到这种情况时，我建议你……

3) 段尾常用语。

1. I sincerely hope my advice will be of some help to you. If there is anything more I can do to help, please let me know. 我真诚地希望我的建议对你有帮助。如果还需做什么，尽管说。

2. I think it will be helpful. If you need more information, just let me know. 我想这将会很有用。如需其他信息, 尽管告诉我。

3. I hope you will find these proposals/suggestions practical/useful/helpful. 我希望这些建议很实际有用。

4. I hope you will take my advice into account/consideration. 我希望你能考虑我的建议。

5. Please take good consideration of my advice. Thanks. 请考虑我的建议。谢谢!

6. I will be more than happy to see improvements in this regard. 我将非常乐意看到在这方面的改进。

7. I feel that it would be beneficial if you stick to it. 如果你坚持下去, 我觉得这将是有益的。

8. In the end, I will be glad if you find my suggestions useful. 最后, 如果你觉得我的建议有用, 我会很高兴。

3. 建议信格式模板

1) 建议信格式模板 A。

Dear _____,

You have asked me for my advice with regard to _____, and I will try to make some constructive suggestions here.

In my humble opinion, you would be wise to take the following actions: _____ (建议的内容)。

I hope you will find these proposals useful, and I would be ready to discuss this matter with you to further details.

Yours sincerely,

Li Ming

2) 建议信格式模板 B。

Dear _____,

I'm very _____ to know / learn that _____. I am writing to voice my suggestions / proposals / views concerning _____. In my opinion, _____. On the one hand, _____. On the other hand, _____.

As to _____, I would like to suggest / recommend that _____, because _____. It would be _____. In addition, _____. I am sure that _____.

Please inform me of your feedback on _____. I am looking forward to _____

Truly yours,

Li Hua

4. 建议信应用文的写作注意事项

1) 这类文章一定要符合英语信件的基本格式。写作目的是提出建议或忠告, 不是投诉信, 观点要合情合理, 注意礼貌当先。要做到: 尊敬语气先开头, 开门见山地说意图, 提出建议一、二、三, 感谢客气不可少, 关键要点的表达要准确, 添加细节合理, 不要节外生枝。

2) 这类文章的基本时态多用一般现在时和一般将来时。

5. 建议信经典案例分析

假设你是红星中学高二(1)班的学生李华, 你的英国笔友Chris刚刚转学, 感到一切都很陌生。他在邮件中向你询问如何尽快融入新环境。请你根据以下信息回信。

- 1) 多跟同学交流沟通;
- 2) 积极参加学校活动;
- 3) 向老师寻求帮助。

注意: 1) 词数不少于 50;

2) 可适当增加细节, 以使行文连贯;

3) 开头和结尾已给出, 不计入总词数。

1) 审题思路

- ① 确立写作格式: 建议信。
- ② 确立写作人称和时态: 假设你是红星中学高二(1)班的学生李华, 要给你的英国笔友Chris以回邮件方式, 提出建议。使用第一人称写, 用一般现在时。
- ③ 确立写作主题或目的: 针对笔友的情况, 要提出建议。
- ④ 提出哪些建议。

2) 要点表达

要点① 开头体现交际功能 I am sorry to hear that you are having trouble.... (要表达得知对方情况后的心情, 并愿意帮助对方)

要点② 提出具体的建议 communicate with your classmates as much as possible, get to know each other better (要多跟同学交流沟通, 以便更好地相互了解)

要点③ 提出具体的建议 take part in more activities, involve teamwork and interactions with other students, develop friendship (积极参加学校活动, 促进友谊)

要点④ 向老师寻求帮助 ask your teachers for help, offer you some useful suggestions (老师会给你一些实际有用的方法)

要点⑤ 结尾交际功能 I sincerely hope my advice... (希望这些建议对你有用, 你的状况会尽快好起来)

参考范文:

Dear Chris,

I am sorry to hear that you are having trouble fitting in at your new school. Such problems are quite normal. Perhaps the following suggestions may be helpful.

First, I think you may need to communicate with your classmates as much as possible. In this way, you will get to know each other better. Second, it might be a good idea for you to take part in more activities, which usually involve teamwork and interactions with other students and are therefore good for developing friendly relationships. Lastly, faced with some tough problems, you might consider asking your teachers, who can usually