

北京外国语大学



让你有话可写, 迅速
提高英语专四写作水平

英语专四 满分范文背诵

[英] Nick Stirk 编著

命中纪实

喜闻本书中的第72篇“邀请朋友共度假期”命中2011年英语专业四级考试便条写作真题。

6 大特色

88 篇精彩范文

- 特色 ① 预测话题全面丰富; 题目设计高度仿真, 涵盖历年专四写作真题题型。
- 特色 ② 奉献7种作文题型应对策略和15种便条类型标准写作模板。
- 特色 ③ 外教原创精彩范文, 立意新颖, 语言地道, 表达丰富, 高分语句选出。
- 特色 ④ 提供大量写作素材和超级实用语句, 让你妙笔生花、不再词穷。
- 特色 ⑤ 闪光表达和实用语句均配有中文注释和译文, 让你学习无死角。
- 特色 ⑥ MP3特邀权威英美专家朗读; 耳、眼、心结合立体背诵范文, 同时提高听力水平。



外语教学与研究出版社

FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

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使用指南

3步修炼作文写作能力

第1步

历年作文写作真题一览

了解历年专四作文写作真题的命题方式、题型和题材。

7种题型应对策略

掌握专四考试曾考过的7种作文题型的应对策略。

第2步

第3步

学习、熟读并背诵**一定要背的精彩作文范文**。

本书中的作文题目都是资深外教依据历年真题设计的，涵盖历年真题考过的作文题型，具有极高的仿真性和超强的预测性。

精彩的作文范文均为外教原创，立意新颖，语言地道鲜活，亮点词句迭出；所有范文均配有MP3录音，由英美专家朗读，方便同学们边听边背。范文里典型的写作套句和精彩的语句已用下划线标出，便于同学们掌握精华中的精华。

每篇范文都使用了很多精彩的表达，在写作时加以运用，你的作文一定能吸引阅卷老师的眼球，轻松得高分。

两大惊喜 送给你

○ 作文写作万能表达和结构

学会一些经典的表达和行文结构，让你的作文层次更为清晰、行文更为流畅！

○ 专四写作常见表达误区

指出同学们写专四作文时常出现的表达误区，示范正确、地道的表达！

本书收录了62个作文必备话题，题材丰富，涵盖校园文化、社会生活、求职就业、情感、环境、经济、科技和当前热点话题。

3. 网上求职

题目

It is common for students to attend job fairs, send their resumes to companies or look for job adverts in newspapers but now more and more students are turning to the Internet in their search for a job. What is one major advantage or disadvantage of hunting for jobs on the Internet?

精彩范文



The Internet Makes Job Hunting More Efficient

The rapid development of the Internet **gives rise to**¹ the phenomenon of applying for jobs online. It is commonplace to submit one's resume and recommendation letters via the Internet and a large number of graduates are employed via online tests. I would like to focus on one major advantage which is that job hunting becomes more efficient when it is done online.

...

闪光表达

1. give rise to 引起，导致
2. get access to 得到接触……的机会
3. dedicated to 专用于
4. render ... more effective and efficient 使……更有效
-

实用拓展句

1. More and more graduates are resorting to the Internet for employment.
越来越多的毕业生通过因特网来找工作。
2. Due to the inevitability of computerisation, online job hunting seems to be a natural development.
因为计算机化不可避免，网上求职似乎是自然而然的。
-

实用名言警句

Getting information off the Internet is like taking a drink from a fire hydrant.
(Mitchell Kapor)
在网上获取信息就像用消防龙头喝水一样。(米切尔·卡普尔)

诸多实用拓展句供你灵活套用，一定会给你的作文增色，让你迅速成为句型王！

富于哲理的名言警句让你再也不用发愁写作时无从旁征博引。

3 步 修炼 便条 写作 能力

第 1 步

历年便条写作真题一览

了解历年专四便条写作真题的命题方式和便条类型。

15种便条类型：标准模板及实用短语和句型

掌握15种便条的标准写作模板，写作时内容要素一个也不能少；【实用短语和句型】列出了便条写作时常用的正式用语和非正式用语的差别，每句用语都配有中文译文，帮助同学们扫清理解障碍，其中粗体标注的是学习难点。

第 2 步

标准模板

说明你关心和担忧的事情 → 解释你关心的原因 → 提供某种帮助

实用短语和句型

正式

1. I have been informed that ... 有人告诉我……
2. I am sorry to hear that ...
听到……我很难过。
3. It has come to my attention that you ...
我发现你……
4. If I can be of any assistance please let me know. 如果我能帮上忙的话，请告诉我。
5. It has come to my knowledge that ...
我得知……

非正式

1. I really think you should ...
我真觉得你应该……
2. I am really worried ...
我真的担心……
3. I'm sorry to hear that ...
听到……我很难过。
4. Could I suggest that you ...?
我能建议你……吗？
5. Take care. 照顾好自己。

第 3 步

学习、熟读并背诵**一定要背**的精彩便条范文。

本书中的便条题目都是资深外教依据历年真题设计的，涵盖历年真题考过的便条类型，具有极高的仿真性和超强的预测性。

精彩的便条范文均为外教原创，语言地道鲜活，亮点词句迭出；所有范文均配有MP3录音，由英美专家朗读，方便同学们边听边背。范文里典型的写作套句和精彩的语句已用下划线标出，便于同学们掌握精华中的精华。

本书收录了26个便条必备话题，预测了将来考试可能会考的便条话题。

63. 向朋友道歉

题目

You are Peter / Mary. Your friend David invited you to his birthday party last night, but for some reason you couldn't go. Write him a note apologising for your absence and explaining your reason.

精彩范文



Saturday, April 16th

Dear David,

I am deeply sorry that I did not make it to your birthday party last night. The reason that I did not **show up**¹ was because I got a call from my professor asking me to do some work for him and I didn't finish till 10 p.m. Still, I bet you guys must have had a lot of fun and I really wish I could have been there. Anyway, I would like to give you your gift in person, although a bit late. Would it be convenient for me to **drop by**² tomorrow evening?

Mary

实用拓展句

1. I was really **tyed up**³ in my work for the professor so that I missed your birthday party.
我实在是因为为教授工作忙得无法脱身，所以我没去参加你的生日聚会。
2. My sincere apologies for not being able to attend your party.
真的很抱歉没能参加你的聚会。
.....
3. I have your birthday present and will get it to you as soon as I can.
我给你买了生日礼物并且会尽快给你。

学习笔记

1. *show up* 到达 2. *drop by* 顺便造访，临时拜访

3. *be tied up* 忙得脱不开身

.....

诸多实用拓展句供你灵活套用，一定会给你的便条增色，让你迅速成为句型王！

【学习笔记】记下了范文和实用拓展句中的重点词语和难点词语，同学们无须再花时间去查词典啦！



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第一章

英语专四作文写作

第一节 历年作文写作真题一览

题目	题型	题材
My View on Reading Extensively	观点论证类	知识
My Idea of Becoming a Teacher in the Future	观点论证类	教育
TV: a Good Thing or a Bad Thing	是非讨论类	媒体
The Advantages and Disadvantages of Part-time Jobs	优缺点论述	工作
The Main Difference Between My College Life and My Middle School Life	比较对比类	教育
More Pressure from Academic Studies Does (or Does No) Good to Us	是非讨论类	教育
One Way to Solve the Problem	解决问题类	环境
A Major Advantage/Disadvantage of Advertising on Television	优缺点论述	媒体
The Importance of Extracurricular Activities	重要性论述	教育
Travel Broadens the Mind	重要性论述	旅游
The Best Way to Stay Healthy	解决问题类	健康
The Importance of Keeping a Good Mood	重要性论述	情感
Will Phones Kill Letter Writing?	观点论证类	交流
My Idea of a University Arts Festival	观点论证类	教育
Saving Money or Using Tomorrow's Money	对比选择类	理财
Is It Wise to Make Friends Online?	是非讨论类	友谊
The Benefits of Volunteering	优缺点论述	社会
Will Tourism Bring Harm to the Environment?	观点论证类	环境
Should College Students Hire Cleaners?	是非讨论类	生活

第二节 7种题型应对策略

英语专业四级考试的作文写作题目一般可以归为以下7类，针对不同的类型应采用相应的策略应对。

1. 优缺点论述

这类题要求写出某件事情或事物的优/缺点或一个主要的优/缺点。所以，动笔之前一定要先进行“头脑风暴”。你可以从记下的想法中选出一点来写。要确保你选的这一点是主要点，而不是次要点。文章的主体部分应该着力描述优/缺点或一个主要的优/缺点。如真题：We see advertisements on television every day. Some people think that TV advertising brings us benefits, but others don't think so. What is your opinion? **A Major Advantage/Disadvantage of Advertising on Television**

2. 观点论证类

这类题要求写出你的观点或想法。所以只要是你的观点，无论有多么与众不同都没有关系，关键是要用强有力的理由来支持你的观点。如真题：The Students' Union of your university is planning to hold an arts festival next semester, and they are inviting students to contribute their ideas and suggestions as to how it should be organized or what should be included. **My Idea of a University Arts Festival**

3. 是非讨论类

无论你是持赞成还是反对的观点，只要能用充分的论据和例子来支持你的观点就可以。如真题：Nowadays the Internet has become part of people's life, and millions of young people have made friends online. **Is It Wise to Make Friends Online?**

4. 对比选择类

两者之中你可以任选其一，只要能用充分的论据支持你的观点就可以。如真题：Recently a Beijing information company did a survey of student life among more than 700 students in Beijing, Guangzhou, Xi'an, Chengdu, Shanghai, Wuhan, Nanjing and Shenyang. The results have shown that 67 percent of students think that saving money is a good habit while the rest believe that using tomorrow's money today is better. What do you think? **Saving Money or Using Tomorrow's Money**

5. 重要性论述

这类题要求论述某件事情或事物的重要性，所以你要确保你所写的都是很重要、也是最主要的几点。这也是你要先进行“头脑风暴”的原因。进行“头脑风暴”时，你会列出几个要点，然后从中选出最重要的一点来写。如真题：People in modern society live under a lot of pressure, from education, career, or family. So it is

important for them to keep a good mood under whatever circumstances. **The Importance of Keeping a Good Mood**

6. 解决问题类

这类题要求给出解决某个问题的一种方法或者最好的方法。这就意味着你需要先进行“头脑风暴”，选择你认为最好的方法。然后用三条理由来支持你的观点。如真题：Nowadays people are becoming increasingly aware of the importance of health. And they have different ways to stay healthy. For example, some exercise every day, others try to keep a balanced diet. What do you think is the best way to stay healthy?

The Best Way to Stay Healthy

7. 比较对比类

根据题目要求，你要把一个事物和另一个事物进行对比。也就是说，你应该指出二者的不同之处。如真题：Every college student would agree that life in college is not the same as it was in middle school. Now, you have been asked by the Students' Union to write a passage entitled: **The Main Difference Between My College Life and My Middle School Life**

第三节 一定要背的精彩作文范文

🎧 优缺点论述

1. 电子词典

题目

Many students today use electronic dictionaries instead of printed dictionaries. Some people say that this is a good thing while others disagree. What is one major advantage or disadvantage of electronic dictionaries?

精彩范文



One Major Advantage of Electronic Dictionaries

Electronic dictionaries are becoming more and more popular among students nowadays. As a result, they may eventually **render** printed dictionaries **obsolete**¹. Undeniably electronic dictionaries contain a number of merits in comparison to their printed counterparts and therefore, I would like to suggest one major advantage of electronic dictionaries.

Perhaps **the most pronounced advantage of**² electronic dictionaries is that all of them are portable and consequently easy to carry around, whether in a pocket or a bag. Students can put the dictionary in their pocket and look up new words whenever and wherever they are. **This is a huge advantage over**³ the traditional large paperbound dictionary because **size really does matter**⁴. This compactness means not only that electronic dictionaries are getting smaller and lighter as well as incorporating a bigger memory but also that dictionaries can be installed into other small portable devices such as mobile phones.

Although smaller in some people's view means less availability of memory and other functions, with the increasing advances made in nanotechnology **this is no longer the case**⁵.

In the final analysis⁶, electronic dictionaries are the by-product of the inexorable progress of computerization, miniaturization and nanotechnology which has meant that one of their biggest advantages is their small size while still enjoying all the benefits of earlier, larger models. (214 words)

闪光表达

- | | |
|--|--|
| 1. render ... obsolete 使……过时 | 4. size really does matter
尺寸大小确实很重要 |
| 2. the most pronounced advantage of ...
……最显著的优势 | 5. this is no longer the case
现在不再如此了 |
| 3. this is a huge advantage over ...
这与……相比是一个很大的优势 | 6. in the final analysis 总之；归根结底 |

实用拓展句

1. In many respects, printed dictionaries are inferior to electronic ones. For example, ...
在很多方面，纸质词典不如电子词典。比如，……
2. The popularity of electronic dictionaries vindicates their superiority over printed ones.
电子词典广受欢迎，这证明它们比纸质词典有优势。
3. The mobility of a small electronic dictionary yields much convenience to the user.
小型电子词典易于携带，这给使用者带来了很大的方便。
4. The fact that one can also download audio or electronic books onto an electronic dictionary consolidates its superiority.
人们可以把有声书和电子书下载到电子词典里，这进一步凸显了电子词典的优越性。
5. All in all, although printed dictionaries are still useful in terms of learning a language, electronic dictionaries are certainly much better suited for that purpose

because they are light and portable.

总之，虽然纸质词典在语言学习中仍然有用，但是因为电子词典轻便、可携带，显然更能满足人们学习语言的需求。

2. 私立学校

题目

Private schools have multiplied in China over the past two decades. Some people think that this is a good thing while others think it is not so good. What are the advantages or disadvantages of private schools?

精彩范文



The Advantages of Private Schools

The past two decades have witnessed the thriving of private schools in China. Nowadays, learning institutions are no longer run solely by the state. Personally, I believe that **the merits of private schools outweigh their demerits**¹.

A threshold advantage of private schools is that they have more freedom compared to their public counterparts **in terms of**² choosing curriculum. Therefore, students are more likely to receive an education **catering to**³ their individual aptitudes. Furthermore, previously all schools, whether primary, high school or university, were operated by the state and this kind of uniformity has adversely affected diversity. Students are taught the same subjects **regardless of**⁴ their own inclinations. However, this trend may be altered by the birth and development of private schools which are equipped with ample resources. New buildings, the latest multimedia technology, larger campuses and well-paid teaching staff all **contribute to**⁵ a better teaching and studying environment. In addition, for students who fail to **be enrolled in**⁶ any public school or university, private schools are seen to be **an alternative solution**⁷ which enables students to **pursue their study**⁸. This results in increased places for students and also more jobs available for teachers. Another factor is smaller class sizes and more individual contact with teachers.

In the final analysis, **on balance**⁹ I hold the stance that the introduction of private schools is advantageous both to students and to the development of education as a whole. (235 words)

闪光表达

1. the merits of ... outweigh one's demerits
……利大于弊

2. in terms of
在……方面

- | | |
|------------------------------|-------------------------------------|
| 3. cater to 满足, 迎合 (需要) | 7. an alternative solution 另外一种解决方法 |
| 4. regardless of 不管; 不顾 | 8. pursue one's study 继续学业 |
| 5. contribute to 促成 | 9. on balance 总的来看 |
| 6. be enrolled in 入学; 注册; 加入 | |

实用拓展句

- The development of private schools is in accordance with societal progress.
私立学校的发展合乎社会的进步。
- Private schools are superior to public schools in a number of respects, the main one being ...
私立学校在很多方面优于公立学校, 最主要的一个方面是……
- Private schools are gaining more and more impetus in recent years due to market demand in a freer economy.
近年来, 因为经济更加开放, 有市场需求, 私立学校获得越来越强大的发展动力。
- Students who fail to enter universities no longer have to abandon their study; instead, they can enter private schools.
没考上大学的学生不再被迫放弃他们的学业; 他们可以上私立大学。
- The increased availability of more university places for students can only be applauded.
大学不断增加招生名额, 这是值得称赞的。

3. 网上求职

题目

It is common for students to attend job fairs, send their resumes to companies or look for job adverts in newspapers but now more and more students are turning to the Internet in their search for a job. What is one major advantage or disadvantage of hunting for jobs on the Internet?

精彩范文



The Internet Makes Job Hunting More Efficient

The rapid development of the Internet **gives rise to**¹ the phenomenon of applying for jobs online. It is commonplace to submit one's resume and recommendation letters via the Internet and a large number of graduates are employed via online tests. I would like

to focus on one major advantage which is that job hunting becomes more efficient when it is done online.

One of the pronounced advantages of online job hunting is that it is more efficient since potential candidates do not have to travel to other cities where the job is. The rise of online interviews provides even more convenience both for the employees and the employers. Furthermore, graduates can **get access to**² considerably more information online since there are a number of websites **dedicated to**³ job hunting. The Internet has **rendered** the whole process **more effective and efficient**⁴. Graduates can select several categories and **narrow down**⁵ their options. **In a way**⁶, the Internet serves as a **gigantic** database and matches graduates with their potential employers. However, it is undeniable that an online interview can only reflect some aspects of a candidate. I believe that in order to **gauge a person's potential and aptitude**⁷ a face-to-face interview is imperative.

In conclusion, the efficiency and effectiveness of the Internet for jobseekers is a huge advantage which is reflected in the growing number of positions available online.
(226 words)

闪光表达

1. give rise to 引起, 导致
2. get access to 得到接触……的机会
3. dedicated to 专用于
4. render ... more effective and efficient 使……更有效
5. narrow down 缩小……的范围
6. in a way 在某种程度上
7. gauge a person's potential and aptitude 判定一个人的潜力和天资

实用拓展句

1. More and more graduates are resorting to the Internet for employment.
越来越多的毕业生通过因特网来找工作。
2. Due to the inevitability of computerisation, online job hunting seems to be a natural development.
因为计算机化不可避免, 网上求职似乎是自然而然的。
3. The popularity of hunting for jobs on the Internet is constantly increasing.
网上求职的普及度在不断提高。
4. Students prefer online services since it is more flexible as students can access it at any time.
学生们更喜欢网络服务, 因为网络服务更灵活, 他们任何时候都能上网。
5. Hunting for jobs on the Internet also presents a challenge testing students' basic