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Writing Guide

IELTS

金榜 雅思

写作指南

北京金榜创业科技有限公司 编

 新世界出版社  
NEW WORLD PRESS

# 金榜雅思写作指南

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金榜雅思写作指南/北京金榜创业科技有限公司编.  
北京:新世界出版社,2001.8  
ISBN 7-80005-612-0

I.金... II.北... III.英语—写作—高等学校—  
入学考试,国外—自学参考资料 IV.H315

中国版本图书馆 CIP 数据核字(2001)第 057474 号

## 金榜雅思写作指南

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作 者/北京金榜创业科技有限公司编  
责任编辑/张民捷 陈晓云  
版式设计/陈晓云  
封面设计/贺玉婷  
责任印制/黄厚清  
出版发行/新世界出版社  
社 址/北京市百万庄路 24 号 邮政编码/(100037)  
电 话/86—10—68995424 (总编室)  
86—10—68994118 (发行部)  
传 真/86—10—68995974  
电子邮件/nwpcn@public.bta.net.cn

印 刷/北京市运乔宏源印刷厂  
经 销/新华书店  
开 本/787×1092 . 16 开  
字 数/354 千字  
印 张/14.75  
印 数/1-6000  
版 次/2001 年 9 月第 1 版 2001 年 9 月第 1 次印刷  
书 号/ISBN7-80005-612-O/G·262  
定 价/25.00 元

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## 简介

IELTS 写作考试设 Academic (学术类,简称 A 类)和 General Training (培训类,简称 G 类)两种试卷。每种各设两部分写作题:Task 1 和 Task 2。考试时间为 1 小时。

A 类的 Task 1 一般要求考生写一篇不少于 150 个词的短文描述所给的一个图(流程图、剖面图、曲线图等)或表,或根据一篇短文的内容写一份报告。建议考生在 20 分钟内完成本部分。

G 类的 Task 1 一般要求考生写一封不少于 150 个词的信件,叙述对一个问题的看法或所处的一种环境。建议考生在 20 分钟内完成本部分。

A 类和 G 类的 Task 2 均为一篇议论文,一般要求考生就某种观点或现象发表自己的意见或看法,或就某个问题提出解决的方法,或为某一观点辩护,或比较、对比、评价,或反驳一些论点,等等。建议考生在 40 分钟内完成本部分。

在 IELTS 考试的考生中,作文通常是被认为最难的,往往作文部分成绩不高而影响了总成绩,这是因为考生对 IELTS 作文考试形式以及写作技巧缺乏系统的认识。《金榜雅思写作指南》就是为了让考生充分了解 IELTS 写作测试、提高写作水平而编写的一本教科书。

本书分为四个部分,分别对 A 类和 G 类的作文考试进行详细的分析并提供了范文,还附有最新的全真模拟题,供广大读者进行自我测试,寻找问题与差距。本书中的缺点和疏漏在所难免,敬请读者指正。最后,祝考生成功!

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# 第一章 普通培训类写作 TASK 1

## 一、普通培训类写作 Task 1 应试策略

### 1. 写作测试简介

IELTS 普通培训类写作测试时间为 60 分钟,要求完成两项内容:

#### 第一项 (Task 1)

1. 时间为 20 分钟。
2. 要求写一封英文信,字数不少于 150 个单词。
3. 给定一个问题,要求写信解释情况、咨询信息或请求帮助,还可以讲明自己的需求,表达自己的好恶或其他意见。

#### 第二项 (Task 2)

1. 时间为 40 分钟。
2. 要求写一篇字数不少于 250 个词的议论文。
3. 文章类似于学校任课教师布置的作文。
4. 题目提供给你一个问题或一种观点,要求你描述自己国家的有关情况、有理有据阐明自己的见解、表明你对所提供的观点持赞同或反对态度。

#### 对两项作文的共同说明:

1. 作文话题具有普遍性,不要求专业知识。例如,旅游、食宿、时事、购物、健康福利、人身安全、休闲娱乐以及社会、自然环境等。
2. 要求使用完整句式。
3. 不要照搬作文题目中的词汇、短语和句子,阅卷人不会把它们计入作文总字数。
4. 可以在命题卷上打草稿,评卷人不给草稿打分。

### 2. 作文评估办法

1. Task 1 与 Task 2 进行分别评估,即阅卷人在评其中一篇时,不会兼顾另一篇。
2. Task 2 篇幅较长,因此计总分时分量较重。比如,Task 1 得 6 分,Task 2 得 5 分,则总分为 5 分。当然,要最终获得较高的总分,两篇都必须写得令人满意。如果其中一篇写得不错,而



另一篇未写,则总分会很低。

### 3. 阅卷人的评估标准:

文章内容——信息量、观点或见解,作文是否紧扣主题? 内容(观点、材料)是否与要求一致?

结构布局——对信息及观点的组织,结构是否合理,逻辑是否严谨?

语言运用——句子结构、词汇选择等等,语言是否准确、流畅?

任何一个方面都不可忽视。比如,词汇、语法方面不错,但内容、结构很差,分数仍不会高。

## 3. Task 1 应试步骤

Task 1 题目实例:

The course director of your previous college has invited you to attend a party for new students, and he has also asked you to give a talk about studying overseas. You have an important examination on the same day so you cannot attend the party.

Write to the director to apologize and to explain why you cannot attend. Suggest another date when you could give your talk.

### 步骤一 分析问题

主题是什么?

通过标出关键词找出主题。

The course director of your previous college has invited you to attend a party for new students, and he has also asked you to give a talk about studying overseas. You have an important examination on the same day so you cannot attend the party.

你被邀请参加晚会并做发言,但你无法参加。

写信对象是谁?

信写给你原来所在大学的课程负责人,即使你认识他,也不见得十分了解。信的语气要显得正式或较为正式。

写信的目的是什么?

Write to the director to apologize and to explain why you cannot attend. Suggest another date when you could give your talk or some other solution.

由上可知写信的目的有三个:

1. 致歉(因不能参加晚会)
2. 解释(不能去的原因)
3. 建议(另外安排合适时间)

### 步骤二 列出重点

简要记下可能有用的东西。

下表中,这位考生列了些重点,右边是对重点的解释。





*thanks*  
*saw friends*  
*imp. exam*  
*date fixed*  
*new coll.*  
*family well*  
*all well there?*  
*party details?*  
*hope success*  
*sorry*  
*will talk about ...*  
*first time*  
*can come ...*  
*my tel.*

thank the director for the invitation  
 say that you saw some college friends last week  
 explain why the exam is important  
 explain why the date of the exam cannot be changed  
 talk about your new college  
 talk about your family  
 ask how everyone is at the old college  
 ask for details of the party  
 say that you hope the party is a success  
 say you can't come to the party and apologize  
 explain what you will say in your talk about studying overseas  
 explain it is the first time you have ever been asked to give a talk like this  
 say when you can come  
 tell the director how to contact you

### 步骤三 拟定提纲

决定这些重点的取舍并加以组织。下表左边是所列重点,右边是根据这些重点拟定的提纲,每个黑点代表独立的一段。注意:不是所有重点都包括在内。

*thanks*  
*saw friends*  
*imp. exam*  
*date fixed*  
*new coll.*  
*family well*  
*all well there?*  
*party details?*  
*hope success*  
*sorry*  
*will talk about ...*  
*first time*  
*can come ...*  
*my tel.*

• *thanks*  
*sorry*  
 • *imp. exam*  
*date fixed*  
 • *can come ...*  
*my tel.*  
 • *all well there?*  
*hope success*

### 步骤四 正式写作过程——按提纲写作

### 步骤五 检查错误

作文范例:

Dear Mr. Arnold,

Thank you for ~~you~~(your) kind invitation ~~for~~(to) attend the party for new student(s) on the 29th of January. Thank you also for thinking of me to give a talk. Unfortunately I am unable to attend the party.

I (am) afraid that on the following day I have my first semester ~~ekonomi~~(economics) exam. This is ~~the~~(a) complicated subject and a good ~~note~~(mark) is essential for me, so I ~~must~~ have to spend the day before ~~to~~ studying. I ask (asked) my lecturer if it ~~will~~(would) be possible to take the examination on another date, but this is not ~~permitting~~(permitted).

However, I would be very happy to give talk on another date. I am available on the 5th and 6th of ~~february~~(February). If one of those date(s) ~~are~~(is) convenient for you, please to let me know. I can be contacted ~~in~~(at) the address above or ~~fax-me~~(by fax) or telephone.

I hope that everyone at the college is well, and I hope that your party ~~will-be~~(is a great) success. I look forward to hearing from you.

Yours sincerely,

Richard Miller

#### 4. Task 1 常考书信写作提纲范例

书信类型	提 纲
发出请求	<ul style="list-style-type: none"><li>· 开头段</li><li>· 解释情况</li><li>· 请求详情</li><li>· 结尾段</li></ul>
表达歉意	<ul style="list-style-type: none"><li>· 开头段</li><li>· 解释致歉原因</li><li>· 提供替代方案(要恰当)</li><li>· 结尾段</li></ul>
提出投诉	<ul style="list-style-type: none"><li>· 开头段</li><li>· 解释问题</li><li>· 指出收信人应做的事情</li><li>· 结尾段</li></ul>
提供信息	<ul style="list-style-type: none"><li>· 开头段</li><li>· 信息</li><li>· 提供更多信息(要恰当)</li><li>· 结尾段</li></ul>

---

提供建议

- 开头段
  - 提供第一个建议
  - 提供替代方案或第二建议
  - 结尾段
- 

注意:以上提纲只是范例,有时测试题目会要求一封信完成两项或多项事情,遇到此类情况,可以选取两个或多个提纲,本文所附范文就兼有致歉和建议两项内容。

## 5. 语言要得体

英文中有些标准用语可用来表达请求、建议、投诉等等。这些词句称做套语,考生应学会一些常见套语的使用。例如:

致歉:I'm terribly sorry, but ...

I am afraid I ... / I must apologize about (not) \_\_\_\_\_ ing ...

投诉:I must complain about ... / I am not satisfied with ... / I feel something should be done about ...

请求:Could you please ... / Could you possibly ... / Would it be possible to ... / I would be grateful if you would ... / Would you mind \_\_\_\_\_ ing ... / I wonder if you could ...

建议:I'd like to suggest that ... / May I suggest that ... / Perhaps we could ... / Could you please ...

	开头	结尾
假如你不知道收信人姓名	• Dear Sir, • Dear Madam, • Dear Sir/Madam,	Yours faithfully,
假如你知道此人的姓氏 但他/她并非你的好友	• Dear Mr. Jenkins, • Dear Ms. Lang, • Dear Dr. Spock,	Yours sincerely,
假如此人是你的朋友	• Dear Sue, • Dear Michael,	• Best regards, • Best wishes, • Love,

• 开头段

在开头段,需要完成几项事情。



例 句

1. 问候收信人 (假如他/她是你的朋友)	• Dear Jack, Hi. How are you? • Dear Annie, Hello. I hope everything is fine.
2. 告知你的身份 (假如他/她不认识你)	• Dear Sir, I was a guest at your hotel from May 23 to 25. • Dear Mr. Parker, I am a student at your college, enrolled in the cookery course.
3. 致谢 (假如他/她给你写过信或帮过忙)	• Dear Mr. Lopez, Thank you for your invitation to the reunion party on January 15. • Dear Mr. Hendrix, Thank you for your letter asking me about studying in Australia.
4. 解释写信原因	• I am writing to advise you of the loss of my credit card. • I'd like to inquire about course details. • I am writing to complain about the poor service at your restaurant.

• 结尾段

结尾段内容取决于信件其他部分的内容,下面列出了一些可能出现的情况:

信件类型	例 句
发出请求:	• Thank you for your attention to this matter.
提及收信人被请求事项	• I look forward to your prompt response.
表达歉意:	• Once again, I am sorry for any inconvenience caused.
再次致歉	• Please accept my apologies once more.
提出投诉:	• I expect to hear from you very soon.
提及收信人被要求事项	• Please give this matter your immediate attention.



提供信息：

1. 表示希望你的介绍能有所帮助；
2. 主动提供更多信息。

I hope this information will help you .

Please feel free to contact me for more information .

---

提出建议：

1. 表示希望你的建议能有所帮助；
2. 主动提供更多帮助。

I trust these suggestions have been useful .

Please let me know if I can help any further .

---



## 二、普通培训类写作 Task 1 全真模拟及范文

### Sample Topic 1

You should spend no more than 20 minutes on this task.

*You live in a room in college which you share with another student .  
You find it very difficult to work there because your room-mate always  
has friends visiting . He/She has parties in the room and sometimes  
borrows your things without asking you .*

*Write a letter to the Accommodation Officer at the college and ask for  
a new room next term . You would prefer a single room . Explain  
your reasons .*

You should write at least 150 words .

You do NOT need to write your own address .

Begin your letter as follows :

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

## Sample Answer

*Dear Sir or Madam,*

I am writing to inform you that I wish to move into a new room next term. I would prefer a single room, as I find the present sharing arrangement inconvenient.

I must explain the reason for my dissatisfaction is my room-mate's inconsiderate behavior. For one thing, his friends are constantly visiting him; for another, he regularly holds noisy parties. In addition, he sometimes borrows my things without asking me. In these circumstances, I find it difficult to concentrate on my studies, and I am falling behind in my assignments.

I am sure you will agree that the only solution is for me to move into a room of my own, where I will be free from such distractions. Therefore, I would be grateful if you could find a single room for me, preferably not in the same building but as near to the college campus as possible.

*Yours sincerely,*

*Janice Kennedy*

### 译 文:

尊敬的先生或女士，

我写此信通知您我希望下个学期能搬到一个新房间。我希望住进一间单人房，因为我觉得目前与人合住极为不便。

我必须说明我的不满缘于我的同室不为他人着想的行为。一方面，他经常有朋友前来拜访；另一方面，他每隔一段时间就要举行一次吵闹的聚会。此外，有时他未经允许就擅自动用我的东西。在这种环境中，我觉得难以专心学习，而我的作业已经赶不上别人了。

我确信您会同意惟一的解决办法就是我搬进一间单人房，那样我就可以不受此类打扰。所以，如您能帮我找到一个单间，我将不胜感激，最好不要在同一楼内而又尽可能离校园近些。

您真诚的，  
贾尼斯·肯尼迪



## Sample Topic 2

You should spend no more than 20 minutes on this task.

*You rent a house through an agency . The heating system has stopped working . You phoned the agency a week ago but it has still not been mended .*

*Write a letter to the agency . Explain the situation and tell them what you want them to do about it .*

You should write at least 150 words .

You do NOT need to write your own address .

Begin your letter as follows :

Dear Sir/Madam,





## Sample Answer

*Dear Sir/Madam,*

I am at present living in a house which I rented through your agency. I am sorry to inform you that the heating system in the house stopped working some time ago. This is very inconvenient — not to mention dangerous to the health — as the weather is starting to get colder.

I phoned your agency and explained the problem one week ago, but you have still not sent anybody to fix the heating system. I am puzzled as to why you have not paid attention to this urgent matter. I must remind you that a fully operative heating system is one of the terms of the lease of the house.

Therefore, I would very much appreciate it if you would send a technician to repair the system as soon as possible. He may call at any time during the day, as either I or my wife will be at home all this week.

*Yours sincerely,*

*Willian Wyatt*

### 译 文:

尊敬的先生/女士，

我目前居住的房子是经贵中心介绍租下的。我很遗憾地通知您此房的供暖系统前几天坏了。这给我带来了极大的不便——更不用说对健康不利——因为天气开始变得越来越冷了。

我曾就此事于一周前打电话给贵中心，但您至今仍未派人前来修理供暖系统。我很纳闷为什么这样一件紧急的事情却丝毫没能引起您的注意。我必须提醒您提供良好的供暖系统是承租此房的条件之一。

因此，如您能尽快派一位技术人员修复这一系统，我将不胜感激。他在白天任何时间来都行，因为我或我太太本周会全天在家。

您诚实的，  
威廉·怀亚特