

Super English 卓越英语



English Compositions for
Middle School (Practical Writing)

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(QINGYONG WENPIAN)

中学英语作文

应用文篇

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编者的话

应用文是人们在日常生活、学习、工作和公务活动中使用最为普遍的一种写作文体。写作应用文主要是为了解决实际问题、处理具体事务。因而，它的应用范围十分广泛。

应用文的类别可谓多种多样、五花八门，不同部门、不同行业都有其常用的、较为固定的应用文。一般情况下，我们可将其大致分为公文、专用文件和日常应用文。

本着全面、详细、实用、高效的编写思路，本书囊括了一般应用文的最常见形式：书信、便条（请假条、留言条）、启事（遗失启事、寻人启事、征文启事等）、通知、请柬、海报、履历表等等，简洁、明快地阐释了上述各种应用文的写作格式、步骤、语言等技巧和方法，既给出了可借鉴、模仿的示范作文，又提供了可供实战演习的跟踪练习、编写方法独创、针对性强。相信通读此书，你一定把握应用文写作的精髓，在今后的应用文写作中成竹在胸、游刃有余。

由于作者水平所囿，书中瑕疵难免，热切欢迎广大读者朋友的批评指正。



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第一章 书信

一、介绍信 Letters of Introduction

介绍信是社交书信中较常用的。有时可以邮寄，但通常是将信交给被介绍人。由他将信当面交给收信人，所以信内要详细叙述被介绍人的情况，说明理由；要求对方给介绍人提供什么帮助；向收信人致以问候等等。收信人看完信后，可以给持信人以应有的帮助。

范文（一）介绍同学给朋友

Dear Mr. Wu,

The bearer, Mr. Zhang, is a fellow of mine at university, who has recently been assigned to work in your city. He is well educated having good habits and agreeable manners. Any assistance you may give him concerning his life will be esteemed as a great favour for me.

Yours sincerely,

亲爱的吴先生：

持信人张先生是我的一位大学时期的同学，最近他被派往你市工作。他受过良好的教育，没有不良的习惯，举止端庄。您对他生活上的任何帮助，将使我感同身受。

您忠诚的

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范文(二) 介绍学生见朋友

Dear Mr. Chen,

I take pleasure in introducing to you the bearer Mr. Huang, the son of my former class-mate at school. He has just come to Shanghai with the intention of entering a local university. As you are well connected with educational circles, I take the liberty to introduce him to see you. I shall consider it a personal favour if you could do anything for what he inquires about.

Yours sincerely,

亲爱的陈先生:

我高兴地介绍持信人黄某前来拜见你。他是我一位中学同学的儿子,他刚来上海,为的是进入本市的一所大学。您与教育界很有联系,所以我冒昧地让他来拜见你。如果你对他有所指点,那么我将认为这是对我个人的帮助了。

您忠诚的

范文(三) 介绍朋友求医

Dr. Fang,

This introduces to you the bearer, Mr. Zhou, who stands in urgent need of your help. His son is so seriously ill that immediate treatment is absolutely necessary.

Yours sincerely,

方医生:

持信人周先生急需您的帮助,兹介绍前去见您。他的儿子病情严重,希望立即诊治。

您忠诚的



范文（四）请求介绍会见负责人

Gentlemen,

Mr. K. C. Wang, representative of Golden Star Co. Ltd, Shanghai, is about to visit the main cities of the United Kingdom for the purpose of extending business relations in England. He is leaving by air from Shanghai on Monday next week. Any information you may provide, as well as your assistance to him towards holding interviews with leading manufacturers in relation with you, shall be highly appreciated.

Yours very truly,

先生们：

上海金星贸易公司代表王国恩先生准备访问英国各大城市，为的是扩大与英国方面的贸易关系，兹定于下周一乘飞机出发离沪，届时一切请加以指导，并请介绍与您有联系之厂商负责人会见，不胜感激。

您非常忠实的

范文（五）请求介绍熟人

Dear Mr. Li,

As I am leaving for New York immediately to pursue higher education, I shall be very grateful to you for a letter of introduction to your brother, who, I understand, is now studying at Columbia University. I like very much to make the acquaintance of him who, I understand, has stayed in the United States for years and knows that country very well. I am sure I shall benefit immensely from his advice when I arrive at that American city, which is entirely strange to me. I plan to study at Columbia University and hope to approach your brother for information regarding the

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entrance requirements of that institution if I can have the pleasure of meeting him by your introduction.

With kind regards,

Yours sincerely,

亲爱的李先生：

我为求深造，即将赴纽约留学。闻你兄弟现于哥伦比亚大学学习，如蒙写信介绍，则不胜感激。你兄弟留美多年，对于美国情况深为熟悉，故我很愿与其结识。我抵纽约，人地生疏，倘得他指导，一定受益匪浅。我计划进哥伦比亚大学学习，倘有你的介绍我就可前去拜访他，向他请教关于入学手续等事宜。

谨致问候

您忠诚的

写作练习

(1)

假定你的名字叫王伟，在深圳中学读书，家住和平路 204 号。前些日子接到一位名叫 Robert Brown 的学生于 4 月 10 日的一封信，要求结识一位同龄笔友。现在请你告诉他，你很乐意成为他的笔友，并在信中做些自我介绍：今年你 17 岁，在高三年级就读，即将从学校毕业，将来想当医生。你的爱好 (hobby) 是集邮，至今已有五百多张邮票，但大多数是中国邮票，因此，很想得到一些美国邮票。你最后还在信中表示想更多地了解对方的生活和学习情况。

注意：字数 80—100。

(2)

假如你是上海四中的学生，收到了美国某中学的学生 John 的来信，他表示想同你结为笔友。请你按下表所提供的内容写一封 100 字左右的回信，介绍你的情况，表示愿意与其建立友好的通讯



联系。

姓名	李冬	出生日期	1980 年 9 月 1 日
个人情况	所在学校	第四中学，全校共有学生 2500 名。	
	学习科目	语文、英语、数学、物理、化学等。	
	爱好	英语、唱歌、跳舞、乒乓球、集邮。	
	家庭状况	爷爷已退休，爸爸、妈妈都是工程师。	

(3)

你校要搞一次暑期夏令营活动，聘请了一位擅长组织这类活动者，名叫 Lee Graham。他打算在草山寻找营地。假定你是学校办公室办事员，请你给他出具一份介绍信，让他持信去该地联系。内容要点有：

- ①写清去人的身份；
- ②为什么要给对方写信；
- ③希望对方提供方便；
- ④请求对方相信联系人 (liaison man)。

(4)

请看下面关于 Chris Hampton 的图片及其家庭成员图，假设你是 Chris Hampton，给你中国的新笔友王刚写一封信，介绍你自己及你的家庭。（提示：只需描述家庭成员 Chris 的父亲 Mr. Frank Hampton，母亲 Mrs. Val Hampton，哥哥 Thomas Hampton。）

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参考答案

(1)

204 Heping Road
Shenzhen, China
May 4th, 2001

Dear Robert,

Thank you for your letter of April 10th. I would be very happy to be your pen-friend.



Now allow me to introduce myself to you. I'm a Chinese boy of 17. So we are of the same age. I study at Shenzhen Middle School. I'm in Senior 3. In less than a year I shall graduate from the middle school. I want very much to be a doctor in the future.

My hobby is collecting stamps. I've collected more than 500 stamps so far, but most of them are Chinese stamps. I hope I can get some from America. I wonder if you can tell me more about your life and work in America. I'm looking forward to hearing from you soon.

With best wishes,

Yours sincerely,
Wang Wei

(2)

No. 4 Middle School
Shanghai, China
Oct. 13, 2000

Dear John,

I'm very pleased to receive your letter. And I'd like very much to be your friend. I was born in Shanghai on Sept. 1, 1980. And I'm studying at No. 4 Middle School with 2500 students. We learn Chinese, English, maths, physics, chemistry and other subjects. I like English best. I also like singing, dancing and playing table tennis. My hobby is collecting stamps.

I live with my parents and my grandfather. Grandpa is retired. Dad and Mum are both engineers. Though they are busy with their work, they care for me very much. Grandpa is also kind to me. I love them all and I think they are worthy of respect. Dad and Mum often say jokingly that I'm ordinary-looking but warm-hearted.

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I hope one day I can go and visit your country.

I'm looking forward to hearing from you.

With best regards,

Sincerely yours,

Li Dong

(3)

Office of No. 1 Middle School

June 25, 2000

To Whom it May Concern/Dear Mr. Gao,

The bearer of this letter, Mr. Lee Graham, has for several years been interested in organizing camps for boys who can afford to spend only a small amount on their summer vacation. This summer our school has employed him to do this work for our students. As he is considering locations for camps in Grass Mountain, I suggest that you should be the man to help him, for you know every corner of the place.

I shall be happy if you can help Mr. Graham in any way. He is a fine man and has a most worthwhile job on his hands.

Yours ever truly,

Xiao Wang

(4)

Dear Wang Gang,

I was very interested to hear that you are looking for a pen-friend. I have never visited your country but I should be very happy to write to you. Let me first introduce myself.

I am seventeen years old. I study in a high school. I go to school every day. My favourite subject is biology. I hope to go to university and finally become a doctor.

My favourite sports are football and basketball. I am also



keen on fishing and observing nature. My other hobbies are collecting stamps and doing crossword puzzle.

My father is a car mechanic and he works in a garage. My mother is a typist. My brother is a worker in a factory.

Please write to me soon and tell me about yourself. I am very much looking forward to reading your letter.

Yours sincerely,

Chris Hampton

二、问候和叙旧信

Letters for Greeting and to Review Friendship

问候和叙旧的信，通常用于多时不见的亲友间，或得悉对方患病，身体不适，乃写信表示慰问和关怀。这类信，如没有具体事情要谈，以简短为宜。除了表达友情外，有时也可以加点叙旧的内容。有利于进一步密切关系，增进友谊。写信内容一般应对收信人表示思念、同情，并表示愿意为他提供帮助，祝患病的对方身体早日康复。

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范文（一）慰友人卧病

Dear Mr. Dong,

I am very sorry to learn that you have been ill for some time. As the weather is capricious lately, you should be very careful, and I sincerely hope you will soon get well again.

Very sincerely yours,

亲爱的董先生：

近闻贵体欠佳，殊为惆怅。近来天气变化无常，盼望珍重，并衷心希望您早日康复健康。

您最忠诚的



范文(二) 向朋友问候

Dear Mr. Sun,

I am extremely sorry to hear that your illness, which we had thought was clearing up, has become more serious, and that you have had to go into hospital. Let us hope that it will be for only a very short time, and that you will soon be out and about again. Everybody here sends his best wishes to you for a quick recovery.

With kind regards,

Yours sincerely,

亲爱的孙先生:

听说您病了,我深感不安。原来我们还以为您的病情有所好转,事实上却反而加重,而不得不住进了医院。但愿这是短时间的,很快就会恢复健康。这里每个人都祝愿您早日痊愈。

特此问候。

您忠诚的

范文(三) 贺朋友病愈

Dear Mr. Ye,

I learn, with very great pleasure, that the illness which has so cruelly caused great anxiety among your relatives and all those who know you has changed for the better and that you are now recovering, for which I therefore desire to congratulate you warmly.

I hope that you will soon be completely restored to health.

Yours sincerely,

亲爱的叶先生:

在你患病的这一期间内,亲戚朋友无不为你担忧,听到你的病已有好转,并已逐渐痊愈,十分快慰,特地向你祝贺。

望你早日恢复健康。

您忠诚的



范文（四）问候朋友母亲

Dear Mr. Yang,

I felt very sorry indeed when I heard of your mother's illness, and am anxious to know how she is of late. Under a separate cover I am sending her a box of assorted biscuits with my best regards.

Sincerely yours,

亲爱的杨先生：

近闻令堂欠安，不知近况如何？深以为念。随信另送什锦饼干一盒，并致最良好的问候。

您忠诚的

范文（五）与朋友叙旧

My dear Mr. Liang,

It is almost half a year since you saw me off. I can still vividly recall the impressive scenes you gave. You were among my friends and relatives who accompanied me from my house to the seaport and when the porters were slow to show up, you obligingly carried my suitcase for me. Such kind of affectionate care you showed me I could never forget.

From a recent letter from Mr. Chi I am glad to learn that you have returned to the University. I hope you have been getting along very well with your life and studies. I am sending you under separate cover a copy of the latest issue of the Practical English. I hope you will find it interesting and useful.

With best regards,

Yours sincerely,

亲爱的梁先生：

自从话别以来，已有半年了。你对我的种种感人情意，使我记忆犹新。那天你随着我的亲友从家里送我上船，搬运工人迟迟不来，你主动替我提着皮箱上船。诸如此类对我的友好照顾，是我永

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远不能忘记的。

最近季君来信，欣悉你已重回大学。我希望你生活和学习都很顺利。现另包寄上最近出版的一本《实用英语》，你看了定会感到有趣而又有用的。

顺致问候。

您忠诚的

范文（六）致友诉近况

Dear Wei Ling,

I have read with much appreciation your two letters in which you told me of your school life, and inquired of my present personal affairs. It is my opinion that there is nothing particular worth talking about.

Now you asked me about it, I am making a few references to my present activities which might interest you.

I hold altogether three jobs, which means a severe strain on my intellectual and physical resources, but which I am obliged to carry on for the sake of achieving financial independence.

I am teaching for fifteen hours a week in one of the local middle schools and teaching in a small night school, besides, helping occasionally in a translation unit. My chance for having a good rest comes once a week, for I have no work to do on Sundays.

My wife and children are all well. We were all coughing lately but now everyone is recovered.

Yours sincerely,

亲爱的魏林：

在你的两封信中，你告诉了我你在校的生活情况，并问到我的近况，读了之后，十分感激。我想，没有什么特殊的东西值得告诉你。既然你问起我，我就简单地把我的近来的活动谈一谈。也许你会感兴趣。

近来我身兼三项工作，能力或体力都有点受不了，但为了使自



已在经济上能够独立，就不得不这样苦干。

我在本市一个中学里，每周担任了十五个小时的课，晚上还得在一所夜校里教课，此外，还常常到一个翻译部门去帮帮忙，星期天没有工作，是我每周一次休息的好机会。

我妻子和小孩都好，近来一家人都咳嗽，现在已经好了。

您忠诚的

写作练习

(1)

假如你叫京华，是高二学生。新学年开学两个月给你父母写封家信，汇报生活学习情况。信中提到高一时你数学成绩不太好，现在通过老师和同学们的帮助及自己的努力，已取得了很大进步，在最近的数学考试中获得好成绩。请父母放心，你已不再是高一新生了。

(2)

假定你的朋友 Charlie 八月二十九日给你写信，询问你暑假生活情况。你写回信告诉他下列情况：

①暑假大部分时间呆在家里，生活平平淡淡，不太好也不太坏；

②武汉夏季炎热，气温有时高达 40°C 。人们讨厌酷暑，我也一样；

③上午复习功课，做暑假作业，阅读书报，特别欣赏英语短篇故事；

④下午同朋友在长江里游泳。长江是中国最长也是最有名的大江，在长江里游泳特别好玩。

说明：①你的通信处是：武汉市武昌中华门 85 号（邮编：430050）；

②发信日期是：2000 年 9 月 10 日；

③用你的真实姓名签字；

④正文字数：120 字。