

ENGLISH

中学英语书面表达 100 篇

ENGLISH COMPOSITIONS

主编 周学燕 罗炳宽 高正心

山西教育出版社

中学英语

书面表达一百篇

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(聯語彙中錄其善)

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前 言

书面表达是 MET 考试的重要内容，也是考生最感困难的题型。书面表达要求考生根据所提供的情景和要求，写一篇书面材料，目的是测试考生的英语书面表达能力。

目前我国 MET 试题中的“书面表达”题不是“命题作文”，考生不能离开要求自行立意选材，不能随意发挥；“书面表达”也不是“翻译”，考生不能将题目一字一句地翻译出来。“书面表达”实际上是一种简单的语言表达形式，它以日常生活或一般外事交往，故事等为内容，要求考生写十来句话，把内容交代清楚。

为了帮助广大考生提高书面表达能力，我们组织省内丰富教学经验的特级和高级英语教师以教学大纲为依据，以现行教材为内容，结合本省英语教学实际，编写了“中学英语书面表达一百篇”一书。全书包括书信、日记、便条、电话、请柬等各种体裁短文一百篇，目的是为考生提供多种书面表达形式，供广大考生学习时参考。

由于编者水平有限，时间仓促，缺点错误在所难免，欢迎广大读者批评指正。

编者

1989 年 11 月

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1. 通知

假定通知的对象是某校的学生。内容是：有位名叫张玉林的英语教授要到学校作“如何学习英语惯用法”的讲演；时间是6月15日，星期三，下午2时30分；地点是第三大教室。希望同学们准时出席。并带上笔记本以便记录。讲演结束后，教授将与部分对英语有兴趣的学生进行座谈，并回答问题，望作好准备。

要求：按通知格式写 字数在100个单词左右。

Key (参考)

Boys and girls,

I have a good piece of news for you. Mr Zhang Yulin, professor of English, will come to give us a lecture on "How to Learn English Idioms" at 2.30, on Wednesday afternoon, June 15. The lecture will be held in the Lecture Room 3. Please be there on time.

There's one more thing. You had better bring note-books with you and make notes of what you think is important in learning English. After the lecture, the professor will talk with some of the students who are interested in the language and answer some of their questions. Please get preparations for it. That's all. Thank you.

(榆次一中陈崇德)

II

假定通知的对象是高一年级的学生，内容是：4月25日，星期三，下午三时，将举行一次全年级的英语考试。考试的内容将包括拼法、各种短语、本学期学过的语法等内容。在复习过程中，同学们如有疑难问题应查阅辞典、语法书，或向老师请教。这次考试是测验英语知识和能力的重要考试，希望同学们认真复习，取得优良成绩。

Key (参考)

24th Apr., 1990
Students of Senior One,

An English examination will be given to you at 3 p.m. on Wednesday, April 25. Word spelling, phrases of different kinds, as well as the grammar rules that you have learned this term will be tested. If you have any difficulties while you review your lessons, do go to your dictionaries or grammar books for help, or ask your teachers for advice. Since this is an important examination in testing your knowledge of English and the ability of learning English, all the students are expected to get careful preparations for it, and make a great effort to get good marks.

(榆次一中陈崇德)

III

假如你是英语课代表，英语老师让你告诉同学们班里要举行一次英语讲座(lecture)。请根据下列内容用英语拟一份

口头通知(announcement), 将这次活动的有关事项告诉同学们。

时间: 星期五晚七点至九点

地点: 208 教室

主讲人: 山西大学英籍教师格林(Green)教授

讲座内容: 如何学好英语

因房间大小有限且许多老师也要参加, 故不可邀朋友或外班同学出席。请不要迟到, 听完演讲后回自己班上讨论。

Key (参考)

An Announcement

Hello everybody, please be quiet. I have an announcement to make. Our English teacher, Mr. Wang, asked me to tell you that an English lecture will be held in our class. We are going to have it on this Friday evening, from 7 to 9 o'clock, in Lecture Room 208. Professor Green from Shanxi University will give us the lecture on How to Learn English Well. He himself is an Englishman. I am sure you are all very interested in it. I am sorry to say that you won't be allowed to invite your friends or students in other classes to attend it, for many teachers will attend it and the room is not big enough. After the lecture we'll have a discussion on the subject in our own classroom. I am sure we'll learn a lot from it. Please don't be late for the lecture. That's all. Thank you.

(太谷中学陈庆和)

IV

请你依据下列提供的情况拟一份关于英语演说赛的通知, 要求 80 至 120 个英语单词。

时间: 下星期六

地点: 讲座教室 401

目的: 为了提高同学们的口语

主办单位: 学生会

原参加者必须在下星期三之前向班长报名, 已请五位教师当裁判, 前十名获胜者将得到鼓励奖, 欢迎全体同学们到场助兴。

Key (参考)

Notice on an English-Speaking Contest

In order to carry out after-class oral activities and improve the students' ability to speak English, an English-speaking contest will be held on Saturday next week in Lecture-Room 401 under the auspices of the Students' Union. Those who are willing to take part may sign up with the monitors before Wednesday next week. Five teachers have been invited to work as judges. The first ten winners will be given awards as an encouragement. All are welcome to be present at the contest to cheer the contestants.

The Students' Union

(太谷中学陈庆和)

2. 日记

假如你有幸到英国伦敦，参加市区全天旅游，请你用英语写出一则当天的旅游日记。提示如下：

1. 你是首次旅游此地，心情激动。
2. 上午你游览了伦敦塔，这高大的建筑在护城河环绕之中，显得十分壮丽。它贮藏的各个时代的兵器吸引着你，不肯离去。
3. 下午你参观了大英博物馆。古代和中世纪的手工艺品和艺术品赢得了参观者的赞扬。有些作品来自祖国，这不会不使你感到高兴、自豪吧？
4. 你旅游用了七个小时，花了 15 英镑(包括午餐在内)，可是你玩得既痛快，又学到了不少东西。

Key (参考)

June 28, 1989 Wed. Cloudy

Today, for the first time, I took a one-day sightseeing tour round town, which excited me very much.

In the morning I visited Tower of London. Oh, what a magnificent building! How lovely it is, surrounded by the Defending River! It stores lots of weapons at various times, which attracted me so much that I didn't feel like leaving.

In the afternoon I visited British Museum. The handiworks and the works of art at ancient and middle ages were warmly praised by many visitors. Some of them are from our motherland. Being a Chinese, I'm proud of the Chinese peo-

ple's talent and wisdom. 5月11日

Today's tour cost me seven hours and £ 15, including lunch, I enjoyed myself very much and learned a lot.

太原育英中学孙宝山

时间：下星期六下午二时至五时 5月11日 地点：太原育英中学

根据提示，写一则有关帮助别人做好事的英语日记。

1. 时间，3月15日，天气，雨。

2. 当你放学后，在回家的路上，看见一女孩在哭。得知他迷路找不到家时，你把她送回家，她母亲很感激。这时你自己也感到了帮助别人的极大乐趣。

要求：日记格式正确。字数在100个单词左右。

Key (参考)

March 15, Rainy

After school was over, I saw a little girl on my way home. She was crying bitterly. "Why was she crying?" I thought. Then I came to the girl and asked her, "What's the matter?" The girl answered, "I have lost my way." "How worried her parents would feel about her," I thought.

After finding out her address, I took her home. When her mother saw us, she was moved to tears. And she said to me, "I am thankful to you for your help."

As a pupil, I think nothing gives me greater happiness than to help others. We must learn from Lei Feng.

阳泉教研室杨世铭

3. 书信

假定你的名字叫王林，在解放路 549 号友谊书店工作。有位外国人常来买书，你知道他名叫布莱克，并知道他的地址。前天他来买词典，该词典有两种版本(editions)，分别定价为 23 元和 32 元。他买了 23 元的版本，却错按 32 元的版本付了款。他走后你才发觉。现在你给他写信，说明事由，请他来书店取回多收的钱或换取 32 元的版本。

Key (参考)

Friendship Bookstore

549, Jiefang Road

May 14, 1989

Dear Mr. Black,

I work at the Friendship Bookstore on Jiefang Road where you often come to buy books. The day before yesterday, I made a mistake about the price when you bought the Chinese dictionary at our bookstore. You looked at two different editions of the same dictionary, one costing 32 yuan and the other 23 yuan. You took the 23-yuan one but you gave me 32 yuan which I accepted by mistake. I didn't find out the mistake until you had left. Will you please come to the bookstore to get your change or to return your dictionary and get a 32-yuan edition instead? Many apologies for whatever trouble this is causing you.

Yours truly

Wang Lin

(太谷中学陈庆和)

II

假定你叫李晓华。在期末考试快要来临之际，给在中学读书的妹妹晓英写信，其内容大致是：

晓英的来信收到，知她学习很好，非常高兴。随信告诉她家里一切很好，勿念。晓华和父母亲都希望晓英期末考试前做好充分的准备，认真复习功课，把不懂的地方做上记号，然后问老师或者同学以求帮助。总之，家里人都希望她好好学习，以优异的成绩向党汇报。

要求：用英文写一封姐妹间表示希望和祝愿的普通信。字数在 80—120 个单词之间，注意书信格式及惯用语言的使用。

提示：晓英家庭住址是 25 Wu Cheng Street Taiyuan
写信时间为 1989 年 6 月 15 日

Key (参考)

25 Wu Cheng Street

Taiyuan, Shanxi

June 15, 1989

My dear sister,

How are you? I miss you very much.

I am overjoyed to receive your letter, and glad that you are getting on well with your studies.

Everything is all right with us. Parents and I hope you will pass the coming exam and I'm sure you will be

well-prepared for it, since you still have about two weeks for a general review. While reviewing your lessons, you may mark the places where you have difficulties and then ask your teacher or your classmates to help you.

We all expect to report excellent results to the Party.

I wish you good luck and success!

Your loving elder sister

Xiao Hua

(山西大学附中张勤)

III

假定你叫李伟，家住某市南城区(district)解放路 87 号。下星期六是你的十八岁生日，届时要邀请几位朋友来家中共进晚餐，时间在 6:30。你还在北方影剧院定了《巍巍昆仑》(The Great Mount Kunlun)的电影票，8:45 开映，听说很有教育意义。现在由你给其中一位叫张华的朋友写邀请信，并且特别告诉他，还想让他在晚餐上和一位叫刘欣的青年画家相识。这位画家你曾经告诉过张华，他一直很想见面。

要求：1. 只用英语表达上述内容，不必逐句翻译，字数在 80—120 个单词之间。

2. 不要用真实姓名和地址。

3. 按书信格式写。

Key (参考)

87 Liberation Street

Southern District

X X City

June, 1990

Dear Zhang Hua,

Next Monday will be my eighteenth birthday. I'd like to invite you and some other friends to my home for a dinner at 6:30 p.m. I hope nothing can prevent you from attending it.

I have also booked some tickets for the film "The Great Mount Kunlun" at the North Theatre. It begins at 8:45. I hear the film is very instructive.

Specially to mention, Mr Liu Xin, an excellent young painter, whom I have told you about, is invited too. I know you have longed for meeting him. So this is a good chance for you.

Yours truly

Lin Wei

(临汾二中郭林胜)

4. 请柬

I

假定下星期六你们学校将要跟一中进行篮球比赛。你计划邀请你的朋友约翰观看球赛。你告诉他你将参加比赛。一个月来，你们一直在刻苦训练。目前你们的竞技状态甚佳。你觉得将会出现激烈的场面。他如能来，一定将给你们鼓励，为你们加油。请他一定来。(字数在 100 个单词左右)

Key (参考)

Dear John,

There will be a basket-ball match between our school and the No.1 Middle School next Saturday in our school. Will you please come to join us?

I'll take part in the match. We have been practising hard every day for a month and we are in excellent form now. It is expected that the match will be severe. Your presence will certainly encourage and cheer us. Do come, please.

Your friend,

Tom

(太原五中钟德辉)

II

假设订于1989年9月19日(星期六)晚上七时在教学楼101室举行英语晚会。你以101班班委会名义发出请柬,邀请同学们参加。(字数在100个单词左右)

Key (参考)

The committee of Class 101 requests the pleasure of your company at the English Evening Party on Saturday, the nineteenth of September nineteen hundred and eighty-nine at seven o'clock p.m. in Room 101 of the teaching and studying building.

The favour of a reply is requested.

(太原五中钟德辉)