

# 目 录 CONTENTS

## 第一部分 考研英语写作试卷结构与评分标准

一、写作试卷结构	1
二、评分原则和方法	1
三、一般评分标准	2

## 第二部分 考研英语应用文写作

一、书信写作	4
(一) 大纲样题剖析	4
(二) 2005 年全真题与范文	6
(三) 2006 年全真题与范文	7
(四) 2007 年全真题与范文	8
(五) 2008 年全真题与范文	10
(六) 2009 年全真题与范文	11
(七) 2010 年英语(一)全真题与范文	13
(八) 2011 年英语(一)全真题与范文	14
(九) 书信的写作格式	15
(十) 书信的题目构造	17
(十一) 书信的语言原则	17
(十二) 书信首段写法	19
(十三) 书信作文分类讲解	22
(十四) 全真模拟试题 20 套与范文	42
二、便笺写作	59
(一) 便笺与书信的区别	59
(二) 全真模拟试题 5 套与范文	59
三、备忘录写作	63
(一) 备忘录写作格式	63
(二) 全真模拟试题 5 套与范文	64

(十一) 2003 年考生高分作文 .....	253
(十二) 2002 年考生高分作文 .....	254
(十三) 2001 年考生高分作文 .....	256
(十四) 2000 年考生高分作文 .....	257
(十五) 1999 年考生高分作文 .....	258
(十六) 1998 年考生高分作文 .....	259
(十七) 1997 年考生高分作文 .....	260

## 第六部分 2012 年新题速递

一、2012 年英语 (一) 全真题与范文 .....	262
(一) 小作文 .....	262
(二) 大作文 .....	263
二、2012 年英语 (二) 全真题与范文 .....	265
(一) 小作文 .....	265
(二) 大作文 .....	266
附录一 英语写作常用谚语 200 句 .....	268
附录二 补充材料五篇 .....	273
参考文献 .....	276

的包里。

我知道你很喜欢这张 CD, 所以我会尽快将它送还给你。因为在加拿大住在你家里的时候我就得知你的邮件地址和电话号码, 所以我想用特快专递把 CD 寄还给你, 大约一周后你便可以拿到。

对于你在加拿大的热情接待, 我再次表示感谢。祝你一切顺利!

李明

## 范文 2

Dear Bob,

I am writing this letter to express my apologies for forgetting to return to you the music CD you lent me during my stay in your house. I found it in my luggage after I got home.

Here are my two suggestions to make up for the inconvenience I may have caused you. The first suggestion is that I will send the CD to you by Express Mail Service. It takes six to ten days before it reaches you. The second suggestion is that I will give it back to you by myself. I will be on a business trip to Canada next month, so I can visit you and return the CD. But it takes much longer than EMS. Please let me know which method you would prefer.

I am looking forward to your reply.

Best wishes.

Yours,  
Li Ming

## ... 参考译文 ...

亲爱的鲍勃:

我写信是为了向你道歉。我住在你家的时候你借给我一张音乐 CD, 我却忘了把它还给你。在我回家后才发现它在我行李里。

对于我可能给你造成的不便我建议两个弥补的方法。第一个建议是我用特快专递把 CD 寄还给你, 这需要 6~10 天。第二个建议是我亲自把 CD 还给你。下个月我将出差去加拿大, 可前去你家拜访并交还 CD, 但这样会比特快专递慢许多。请一定写信告诉我你想用哪一种方法。

期待你的回复。

祝好!

李明

## (六) 2009 年全真题与范文

### Directions

Restrictions on the use of plastic bags have not been so successful in some regions. "White pollution" is still going on. Write a letter to the editor(s) of your local newspaper to

- 1) give your opinions briefly and
- 2) make two or three suggestions.

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address. (10 points)

## 范文 1

Dear Editor,

I am writing to talk about the restrictions on the use of plastic bags. Since July 2008, people have been charged for plastic bags. However, 0.2 yuan for a bag is not a big deal to many people, and many market stalls still provide customers with free plastic bags. "White pollution" remains a problem.

Curbing "white pollution" is an enormous systemic project. People should be encouraged to bring their own shopping bags, and the production and use of degradable bags should be encouraged as a substitute for non-degradable plastic bags to reduce environmental pollution. Special transfer stations should also be set up for recycling used plastics.

Yours sincerely,  
Li Ming

### .... 参考译文 ....

亲爱的编辑:

您好!

我写这封信是想谈谈对塑料袋使用的限制。从2008年6月以来,人们使用塑料袋需要付费。但是,每个塑料袋两毛钱对很多人来说不算什么。而许多商铺都依旧给顾客提供免费的塑料袋。白色污染仍在继续。

遏制白色污染是一项巨大的系统工程。应该鼓励人们携带自己的购物袋,应该鼓励生产和使用可降解袋,以替代不可降解塑料袋,减少环境污染。同时应该建立特殊转运站来回收使用后的塑料。

李明  
谨上

## 范文 2

Dear Sir or Madam,

I am a student living in Beijing. After the government banned the use of free plastic bags, I still see many people carrying plastic bags purchased at supermarkets. Widespread consumption of plastic bags leads to "white pollution", which is harmful to the environment.

The elimination of "white pollution" requires joint efforts by all sectors of society, and additional measures should be taken. First of all, promoting people's environmental awareness should, as always, be emphasised. At the same time, the government should tax the production of plastic bags and aid the recycling of used plastics financially by implementing some favorable policies.

Yours sincerely,  
Li Ming

### .... 参考译文 ....

亲爱的女士或先生:

您好!

我是居住在北京的一名学生。政府禁止使用免费塑料袋以后,我在超市里看见很多人仍然在使用购买的塑料袋。塑料袋的广泛使用造成了白色污染,白色污染对环境会造成很大伤害。

消除白色污染需要社会各阶层共同的努力,我们必须另外采取措施。首先,提高人们的环保意识应该一如既往地得到重视。同时,政府应该对塑料袋的生产征税,通过实施一些有利政策,在财政上支持使用后的塑料的回收。

李明  
谨上

## ✎ (七) 2010 年英语 (一) 全真题与范文

### Directions

You are supposed to write for the Postgraduates' Association a notice to recruit volunteers for an international conference on globalization. The notice should include the basic qualifications for applicants and other information which you think is relevant.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the notice. Use "Postgraduates' Association" instead. (10 points)

### 范文 1

#### Volunteers Wanted

An international conference on globalization will be held from March 9th to 11th, 2010 on the campus. The Postgraduate Association is responsible for organizing this event and 20 volunteers are needed to help with the reception and document distribution. The volunteers should be under 40 years old and available during the three days when the conference is held. All volunteers should be able to speak English fluently. Those who can speak other foreign languages, especially Spanish or French, are preferable. Those who meet the above-mentioned requirements and wish to volunteer should send their resume and application letter by email to postgraduate@163.com by January 31st, 2010.

Postgraduate Association

◆◆◆ 参考译文 ◆◆◆

#### 志愿者招募通知

一次关于全球化的国际会议将于 2010 年 3 月 9 日至 11 日在本校召开。研究生会将负责组织本次会议,需要招募 20 名志愿者协助会议接待和文件发放工作。大会志愿者需在 40 岁以下并可在大会召开的三天期间提供志愿服务。志愿者应能够用英语流利地交流,会说其他外语,尤其是西班牙语和法语的人优先。符合上述要求并愿意提供志愿服务的报名者请于 1 月 31 日前将简历及申请信发送至 postgraduate@163.com。

研究生会

### 范文 2

#### Volunteer Recruitment Notice

The annual international globalization conference will be held on January 25, 2010 on campus. The Postgraduate Association is now recruiting a special volunteer group to ensure its success. If you are in good health, detail-oriented, have a pleasant personality, can communicate well in English,

feel willing to follow directions under general supervision and, most importantly, have an interest in becoming a volunteer for the conference, please send your resume and application letter to us at recruitment@gmail.com. Candidates that have previous voluntary experience, related training, or knowledge regarding globalization are preferred.

Postgraduate Association

●●● 参考译文 ●●●

志愿者招募通知

一年一度的全球化国际会议将于2010年1月25日在本校召开。为了保证大会顺利进行,研究生会正在组建一个专门的志愿者小组。如果你身体健康、注重细节、性格开朗、具有良好的英语交流能力、愿意听从指示工作;最重要的是,你有兴趣成为该大会的志愿者,那么请将你的简历和申请信发送至 recruitment@gmail.com。具有志愿者或相关培训经验者优先;具有全球化相关知识者优先。

研究生会

✎ (八) 2011年英语(一)全真题与范文

Directions

Write a letter to a friend of yours to

- 1) recommend one of your favorite movies and
- 2) give reasons for your recommendation.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address. (10 points)

范文 1

Dear Jane,

Last weekend, I watched a great movie — *3 Idiots*, which I'd like to recommend to you.

This movie is a Bollywood comedy, which I know you always love watching. It's about what happened on a journey with three college classmates trying to find another classmate after years of graduation and the interesting stories back in their college life. The theme — what exactly our education is for — is delivered with a humorous touch.

I'm sure this movie will remind you of our good old days back in school as classmates. Hope you'll enjoy it.

Yours,  
Li Ming

●●● 参考译文 ●●●

亲爱的珍:

我上周末看了一部非常好看的电影——《三傻大闹宝莱坞》,想把它推荐给你。

这是一部宝莱坞喜剧片，我知道你一向爱看此类电影。电影讲述的是三个大学同学在毕业数年后寻找他们另一个同学的途中发生的故事，以及他们大学时期的趣事。电影以诙谐幽默的方式道出了电影的主旨，即我们的教育目的是什么。

我敢肯定，这部电影会让你回想起我们学生时代的美好往事。希望你喜欢这部电影。

李明

## 范文 2

Dear Tom,

How have you been recently?

I am writing to recommend to you one of my all-time favorite movies called *The Dark Knight* which is directed by the renowned director Christopher Nolan.

It is a typical hero-vs-villain film, yet has a nail-biting plot and a thought-provoking storyline. On one hand, the movie is a visual feast and a tale of suspense with the help of Nolan's avant-garde directing and storytelling skills. On the other hand, *The Dark Knight* prompts its audience to ponder over the dislocation of humanity in the modern society.

Anyway, it's an unprecedented wonderful movie that you cannot miss. Looking forward to your comments.

Sincerely yours,

Li Ming

### ... 参考译文 ...

亲爱的汤姆：

你最近还好吗？

我写这封信是为了向你推荐一部我一直都最为喜爱的电影，电影的名字是《蝙蝠侠前传 2—黑暗骑士》，这部电影由知名导演克里斯托弗·诺兰拍摄。

这是一部典型的英雄对恶棍的影片，其特点是情节扣人心弦，故事发人深省。一方面，在诺兰前卫的指导和讲述情节技巧的帮助下，该影片是一次视觉盛宴，其故事也充满着悬疑。另一方面，《黑暗骑士》能够引发观众对现代社会的人性错位的深思。

总之，这是一部空前精彩、不能错过的电影。期待你的评论。

李明

## （九）书信的写作格式

在现实生活中，书信的左上角应当先写收信人的地址，接下来是称呼、正文、问候语、落款。而在考试中，地址是不必写的，即使写上也不计字数，所以考生只需从称呼写起即可。在日常生活中，书信的格式多种多样，而这里谈的是应试策略，所以要介绍一种看上去比较清晰的格式。

### 称 呼

书信写作大致可以分为两类情况，因此称呼语也相应地分为两种情况。

第一类书信是写给某个团体、组织或机构的。这类书信在称呼上又分为两种情况，一种情况是题目设置的场景表明写信人并不认识该团体、组织或机构的负责人，称呼语就可以直接写 Dear Sir or Madam，但是一定要注意，不要省略 Madam 一词，因为在写信时并不知道该负责人

是男性还是女性,这种称呼语就显得考虑周全,其交际功能就更加完整。另外一种情况是题目设置的场景表明写信人有可能知道该团体、组织或机构的负责人,比如题目中说“你在一个旅馆住了一周对其服务不满”,在旅馆住过一段时间的人很可能知道经理的姓名。这时就应当直接写收信人的姓名,但此时的书信属于正式文体,所以称呼也应当很正式,要写  $\times \times \times$  先生或女士或教授等,要称其姓和名或只称姓,不能只称其名。

第二类书信是写给个人的,其中也包括两种情况。一是写信人认识收信人,但与其关系不是很亲密,比如说你是一名学生,有一门课学习难度大,要你写封信给系主任请求换一门课程,这时就不可能写 Dear Sir or Madam,这是不合情理的,你作为系里的学生是不可能不知道系主任的姓名的,而从系主任的角度来看,如果系里的学生不知道他的姓名甚至不知道他究竟是男是女,从交际功能而言这封信一定是失败的。同时这还是一封比较正式的信,所以称呼语就应当是: Dear Professor...。另外一种信是写给朋友的,写信人与收信人的关系较为亲密,如果使用 Dear John Smith 这种称呼也是不合乎情理的,这时就应当直呼其名,例如 Dear Mary 或者 Dear John,不应再称全名或只称其姓。

### 正文

英语书信写作有两种基本格式:缩进式和齐头式。缩进式是每段开头空四个字母,段与段之间不空行;齐头式是每段开头顶格,段与段之间空一行。在正式考试中,建议考生使用齐头式,目前多数商务书信或正式的书信均采用这种格式。齐头式的格式从直观上给人层次分明、条理清晰的感觉。尤其是书写本身比较潦草的时候,段落之间的空行会减弱字迹潦草带来的不整洁的感觉,同时在短时间内改变字迹的想法是不现实的,但是在短时间内却完全可以养成良好的书写习惯,从而用格式来弥补书写上的不足。

### 落款

书信写作中正文后面紧接着就是落款。最常用的落款是 Yours sincerely,这个短语后可以有一个逗号,也可以不写,两种方式都可以。落款的表达法从严格意义上讲有许多种,而对于考生而言,需要掌握一种以不变应万变的表达法,而 Yours sincerely 这种落款方式适用于各种关系的人之间,既可以是朋友之间,也可以是上下级之间,还可以是素不相识的人之间等等。

需要注意的是落款的姓名格式应与称呼相对应。写给团体机构的信,落款就应当是全名,因为在信的开头,称呼语使用全名或 Dear Sir or Madam 已表明这封信属于正式文体,落款处就不能用 John 或 Mary 这种形式,必须写 John Smith 或是 Mary White,但在写给朋友的信中,前面的称呼是 Jack,那么后面的落款就应当是相应的 Bob 等。这种常识性的东西最能反映出一个人的写作修养,考生应当特别注意。此外,在考试中信件落款并不要求用考生的真实姓名。

### 其他

在考试中,考生还应当注意一点,书信落款处一般不写祝福语,但如果写信人与收信人是朋友关系,在正文与落款之间可以写一句问候语,表明两者是一种私人关系。写给团体机构或关系并不密切的个人信件中不必用问候语。常用的问候语有: Best regards, Best wishes, 或是 With lots of love。

在书信写作考试中不必写日期,因为书信的目的是考查考生能否用这种形式进行有效的交流,而不是考查考生对书信格式的掌握程度,只要基本格式正确就可以了。



## ✎ (十) 书信的题目构造

根据 2005 年、2006 年全真试题来看, 书信写作的题目基本上是由两个部分构成, 一是情景交待, 二是具体的写作指令。因此, 考研英语书信写作是一种情景作文, 每一个题目都会先为考生设置一个场景, 告诉考生是在何种情况下进行写作, 同时题目也会告诉考生具体的写作指令。考生必须牢记一个原则: “You must respond to each point mentioned in the task. If you leave something out, you will lose marks”。就是说考生必须对写作任务(即题目)里面的每一点作出反应, 如果漏掉任何内容就会失分。这里再次向考生提出审题时一定要圈点到位, 千万不要遗漏任何一条写作指令。

## ✎ (十一) 书信的语言原则

在审题时要有文体意识, 不同的文体主要体现在所选用的语言上。书信所使用的语言要遵循两个原则:

### 1 文体语言

考研英语书信主要有两种文体风格, 一是正式文体 (formal style), 二是半正式文体 (semi-formal style), 在考研英语书信中一般不会出现非正式文体。

在写给团体组织及其负责人的书信中应当使用正式的语言, 在写给朋友的书信中则要使用半正式的语言, 主要是一些缩略形式和口语表达法。

#### 正式文体

例

#### Directions

You received a telephone bill from the post office, but you thought that a mistake had been made with the bill. You made a phone call to inquire about this, but the person who answered the call was very rude. Write a letter to the manager of the post office to:

- 1) make a formal complaint,
- 2) explain the situation,
- 3) give suggestions for improvement.

You should write about 100 words on ANSWER SHEET 2. Do not sign your name at the end of the letter. Use “Li Ming” instead. You do not need to write the address. (10 points)

#### 范文

Dear Sir,

I am writing to bring to your attention the attitude of a member of your staff. When I received my telephone bill for last month, I detected an error: I had been charged for two overseas calls I did not make.

When I called your Complaints Department, the lady who answered the phone was very rude. She interrupted me continually, and she said that I was at fault. Her attitude was unacceptable.

The young lady in question should be disciplined, and taught how to deal with customers. Unless

I receive an apology I shall refuse to pay my telephone bill. Please understand my curtness, as I was overcharged a significant amount of money.

Yours sincerely,  
Li Ming

•••• 参考译文 ••••

尊敬的先生:

我写信的目的是向您反映您的一名员工的态度问题。我收到上月的电话缴费单时,发现有一处错误:我被收取了两次国际长途电话的费用,而我并未打过这样的电话。

我打电话给您的投诉部门,接电话的女士很粗暴。她不停地打断我的话,声称我负有责任。她的态度令人不能接受。

这位年轻女士应该受到处罚,并学会如何和顾客打交道。如果得不到道歉,我将拒绝缴纳话费。我被多收了一大笔钱,请理解我的唐突。

李明  
谨上

2 礼貌语言

Directions

You broke your leg and were sent to the hospital. While staying at the hospital, your classmates sent you some cards wishing you a quick recovery. Write a letter to them to:

- 1) tell them how you broke your leg,
- 2) what treatment you got,
- 3) what you did each day.

You should write about 100 words on ANSWER SHEET 2. Do not sign your name at the end of the letter. Use "Li Ming" instead. You do not need to write the address. (10 points)

范文

Dear all,

Thank you for the get-well card you sent me, it really cheered me up. Let me tell you about my accident.

I was late last Monday morning, and was running down the street to catch the school bus. It had snowed the previous night, and the streets were slippery. To make a long story short, I fell and broke my leg. Luckily, a passing taxi driver took me to the hospital.

I have been here for one week already, and I hope to return home in about two weeks. My leg is in a cast, so I cannot walk. The routine here is boring; the only thing I look forward to is mealtime. I can't wait to get back to school!

Best wishes.

Yours,  
Li Ming

3) telling them what you want them to do about it.

You should write with no less than 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address. (10 points)

### 范文

Dear Sir or Madam,

I am living in a house I rented through your agency. I am sorry to inform you that the heating system in the house has stopped working. This is very inconvenient, not to mention unhealthy, 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.

I would 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,

Li Ming

### ...● 参考译文 ●...

尊敬的先生或女士：

我通过你们的机构租了一间房子，很遗憾地告诉您这里的取暖设备出现了问题。现在天气开始变冷，这样很不方便，更别说不利于身体健康了。

一周前我就给你们机构打电话反映了这个问题，但现在你们还没派任何人来修理供暖系统。我很奇怪这么紧急的事情你们为何不关注，有必要提醒你们房屋租赁条款之一就是保证良好的供暖设备。

如果你们能尽快派一名技师来修理暖气设备，我将非常感谢。这周我和妻子总会有一人在家，他可以随时给我们打电话。

李明

谨上

写法2：首先说明写作意图，紧接着表明相关性。与写法1顺序恰好相反。

### 例

### Directions

You have bought a Walkman at an airport. On arriving home, you find a fault with it. Write a letter to the airport authority:

- 1) stating when and where you bought the Walkman,
- 2) explaining the problem with it, and
- 3) asking that the problem be resolved.

You should write with no less than 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address. (10 points)

name at the end of the letter. Use "Li Ming" instead. You do not need to write the address. (10 points)

### 范文

Dear Sir or Madam,

I understand that your center is organizing an international summer camp for overseas teenagers, and you are looking for a bilingual assistant to work there. I am writing to recommend Helen Wang for this post.

Helen was my classmate at Beijing University, where she was an active organizer and participant in extracurricular activities. Thanks to her leadership skills and personality, she was elected Chairperson of the Student Union.

She completed her major—psychology—with an excellent school record. Upon graduation she was assigned to be a teacher in an international high school in Beijing, where she has been teaching bilingual lessons for five years. She loves her job and enjoys working with children. This has made her popular among her students.

Therefore, I do not hesitate to recommend her as an ideal candidate for the post you advertised.

Sincerely yours,

Li Ming

### .... 参考译文 ....

尊敬的先生或女士：

我知道你们中心要组织一个由外国青少年组成的国际夏令营，而且你们正在找一名双语助理。我写信是向你们推荐王海伦来申请这个职位。

海伦是我在北京大学的同学，她积极参与和组织学校的课外活动。因为她的领导才能和个性，她被选举为学生会的主席。

她以优异的成绩完成了心理学专业的学习。毕业后，被分配到北京一所国际高中当教师，在那儿也已经教了5年的双语课程。她热爱本职工作，喜欢和孩子们打交道，在学生中非常受欢迎。

因此，我毫不犹豫地推荐她作为你们招聘职位的理想候选人。

李明

谨上

### 解析

因为这封信是写给一个机构的，所以称呼语应当是：Dear Sir/Madam。首段说明情况：我知道你们要组织一个由外国青少年组成的国际夏令营，你们正在找一个能和青少年一起工作的双语助理。助理 assistant 这个职位是考生虚构的。接下来就表明写作意图：我写信是向你推荐我最好的朋友 Helen Wang 来申请广告中的这个职位。

第二段说明推荐的理由，要注意在列举理由时提到的事实都可以虚构，不要求完全真实。不要求考生对自己所写的每一句话的真实性负任何责任，因此考生在考试时完全可以虚构一些内容，而把重点放在语言的表达上。

推荐信和求职信的写作策略基本上是一致的，最后一段就应当写一些能体现礼貌原则的句子，并可以留下自己的联系方式。

## 9 寻找失物信

寻找失物信的目的是要收信人帮助寻找失物并将其返还失主。

## 写作策略:

首段: 表明与收信人的相关性, 说明写作意图。因为你要麻烦收信人, 一般还可以在首段表示必要的歉意。

主体段落: 说明失物的具体内容以及失物的重要性。

结尾段: 说明如找到失物如何将其返还失主, 并对收信人表达谢忱。

一般来说, 这种信中的写信人与收信人是相互认识的, 注意称呼语的使用。

## 寻找失物信开头常用句式和套话:

I am sorry to disturb you, but I have to...

I am writing this letter to report the loss of my...when I...

I am writing this letter to request your assistance in finding my...which I have lost during the stay at your hotel.

I hope it will not be too much trouble for you to help me find my suitcase which I have lost due to carelessness.

I am writing this letter to see if it is possible for me to have my camera back.

## 寻找失物信结尾常用句式和套话:

I would really appreciate it if you could...

I would be grateful if you could...

I also suggest that the lost bag be sent to...if possible.

Thank you for your help.

I am looking forward to your reply.

例

## Directions

You have just spent a weekend staying at the Lilo Hotel in Adelaide. When you get home you find that you have left a bag at the hotel. Write to the manager of the hotel:

- 1) giving any relevant information about the bag and its contents,
- 2) asking the manager to contact you immediately if the bag is found and
- 3) telling him/her how the bag can be sent to you.

You should write with no less than 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address. (10 points)

## 范文

Dear Mr. Simpson,

I stayed in your hotel on 23rd and 24th of October, in Room 603. When I arrived home, I discovered that I had left one of my bags at the hotel. Could you please check to see if my bag has been found?

假期, 或者访问自己的家乡。虽然邀请信是写给朋友的, 考生仍然应当采取半正式文体。考生可以夹杂一些诸如省略简写, 或者口语化的插入成分等, 但是礼貌原则仍然十分重要。

### 邀请信开头段的常用语句和套话:

I am writing to invite you to...

I would like to request your presence at...

I think it would be a good idea if you could participate in...

I wonder if you could come...

I would like you to come...

I thought you would like to...

How would you like to join us in...?

Would you please drop me a line to let me know if you can come?

### 写邀请信结尾段的常用语句和套话:

My family and I would feel honored if you could come.

We would be looking forward to your participation in the party.

I would like to meet you there and please let me know your decision.

I really hope you can make it.



### Directions

You want to invite a friend to a party. Write an invitation letter to a friend:

- 1) saying where the party will be held,
- 2) giving the reason for the party, and
- 3) stating what will be arranged.

You should write with no less than 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address. (10 points)

### 范文

Dear Susan,

I will be holding a dinner party at our house on Saturday, June 23, 2005 to celebrate my father's being awarded the Pulitzer Prize for journalism this year. As you are a close friend of our family, my parents and I would very much like you to participate in the celebration and share our joy.

The occasion will start at five o'clock in the afternoon. This will be followed by a buffet dinner party with a selection of food drinks. At around eight o'clock, a band will perform some works by Bach and Strauss.

If you are free on June 23, my family and I look forward to seeing you.

Best regards.

Li Ming

RSVP before June 19.

◆◆◆ 参考译文 ◆◆◆

亲爱的苏珊:

我将于2005年6月23日周六在家中举办一场宴会,庆祝我父亲获得今年的普利策新闻奖。因为你是我们家亲密的朋友,我和父母都非常期待你能来参加这次庆祝会并分享我们的快乐。

庆祝活动将于下午5点开始,之后是自助晚宴,大约8点钟,会有乐队演奏巴赫和施特劳斯的作品。

如果你6月23日有时间,我和家人期盼你的到来。

祝好。

另外,请在6月19日前回复确认。

李明

解析

首先是朋友之间的称呼比较随意 Dear Susan 而不是 Dear Ms. × ×, 这说明朋友之间亲密友好,邀请她参加宴会。

第一段,交待宴会的时间是周六(2005年6月23日),目的是庆祝写信人的父亲获得了当年度的普利策新闻奖,并且代表家人邀请收信人参加。

第二段,交待庆祝活动的安排包括吃饭,听音乐等。

第三段,再次礼貌地约请收信人如无其他安排,能够如期光临餐会。

落款和称呼对应,比较灵活。

另外还希望对方能在6月19日前回复确认。

✎ (十四) 全真模拟试题 20 套与范文

Sample Topic 1

Directions

You are going to hold a birthday party for a friend. Write a letter to the manager of a local restaurant to:

- 1) reserve a room for the party,
- 2) explain your expectations of the room,
- 3) explain any special services you require.

You should write about 100 words on ANSWER SHEET 2. Do not sign your name at the end of the letter. Use "Li Ming" instead. You do not need to write the address. (10 points)

范文

Dear Sir,

I am arranging a birthday party, and I wish to inquire if your restaurant has private rooms with catering service for hire. If so, I would like to reserve one room for Thursday, November 22, from 5 p.m. to 8 p.m.

The room should be large enough for 50 people comfortably but it will be a cocktail party, so only ten chairs will be needed. I would also like to order a buffet with hot and cold dishes. I also

•••• 参考译文 ••••

尊敬的先生:

我感到应该让您的读者了解我和家人昨晚在 Station 饭店享用的精美的一餐。现在该饭店采用的是新型管理,当时我想了解它是否有所提高。

我们点的是当天的特色菜:薄荷沙司烤羊羔。这道菜与蔬菜浓汤搭配,随后是冰淇淋,就餐结束时有一杯咖啡。主厅的氛围非常惬意,服务小姐的态度也很友好。最后值得一提的是,菜价十分合理。

我建议每个家庭都到 Station 饭店去享用一顿愉快的晚餐。

李明  
谨上

Sample Topic 3

Directions

You have been given an opportunity to work for a new company. Write a letter to the personnel manager to:

- 1) decline the offer,
- 2) explain your refusal,
- 3) explain why you prefer to remain in your present job.

You should write about 100 words on ANSWER SHEET 2. Do not sign your name at the end of the letter. Use "Li Ming" instead. You do not need to write the address. (10 points)

范文

Dear Sir,

In reply to your offer of a position with your company, I am afraid that I must decline. There are three factors which would make a change of employment difficult for me now.

First, the location of your office is too far from where I live; I would have to spend three hours commuting every day. Second, the starting salary at your company is lower than my present salary, and I am short of money. Third, your company has a slow pace of promotion.

Currently, I work at home, so I have no commute time. In addition, I have just received a raise and am eligible for promotion every six months.

Yours truly,  
Li Ming

•••• 参考译文 ••••

尊敬的先生:

对于您公司提供的职位,恐怕我无法接受。有三个因素使我难以变动工作。

首先,贵公司的位置距我的住处太远;我每天必须花三小时往返。其次,贵公司的起薪低于我目前的薪水,而我需要用钱。再次,贵公司的升职速度缓慢。



现在，我在家工作，所以省却了上班的往返时间。此外，我刚刚加薪，而且每半年就有资格晋升。

李明

谨上

### Sample Topic 4

#### Directions

One of your foreign friends plans to go sightseeing in China. You have just come back from a place which you think she might enjoy. Write a letter to your friend to:

- 1) describe the attractions of this place,
- 2) recommend places of interest,
- 3) give her some tips on what she should take with her.

You should write about 100 words on ANSWER SHEET 2. Do not sign your name at the end of the letter. Use "Li Ming" instead. You do not need to write the address. (10 points)

#### 范文

Dear Sally,

I hear that you are planning a trip in China. Well, I have just returned from Xi'an, the capital of Shanxi Province, and one of the best tourist destinations in the country.

Xi'an was the capital of seven dynasties, and so it is full of ancient relics. I spent one week there, but didn't have the chance to see even half of them. The major attractions are the terracotta warriors guarding the tomb of China's first emperor.

Xi'an can be expensive, so take enough money with you. In addition, you should wear good walking shoes and a hat, because the sun is very hot this time of year.

Your friend,  
Li Ming

#### ●●● 参考译文 ●●●

亲爱的赛莉，

我听说你打算来中国旅行。我刚从西安回来，西安是陕西省会，是全国最好的旅游地之一。

西安曾是七朝古都，因此到处都是古迹。我在那儿呆了一周，但是连一半的古迹都没机会看完。其中主要的旅游胜地是秦始皇兵马俑。

到西安旅游可能费用昂贵，所以要带够钱。此外，你应该穿结实的轻便鞋并且要戴帽子，因为这个季节的阳光十分强烈。

你的朋友：李明