

高中英语 书面表达

全新攻略

English Writing Strategy For Senior Students

张琦 主编

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New

全国名师全力打造

揭秘高效学习方略

 江西教育出版社

高中英语 书面表达 全新攻略

English Writing Strategy For Senior Students

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Youth

Youth is not a time of life, it is a state of mind; it is not a matter of rosy cheeks, red lips or supple knee, it is a matter of the will, a quality of the imagination, a vigor of the emotions; it is the freshness of the deep springs of life.

Youth means a temperamental predominance of courage over timidity, of the appetite for adventure over the love of ease. This often exists in a man of 60 more than a boy of 20. Nobody grows old merely by a number of years. We grow old by deserting our ideals.

Years may wrinkle the skin, but to give up enthusiasm wrinkles the soul. Worry, fear, self-distrust bows the heart and turns the spring back to dust.

Whether 60 or 16, there is in every human being's heart the lure of wonder, the unfailing childlike appetite of what's next and the joy of the game of living. In the center of your heart and my heart there is a wireless station; so long as it receives messages of beauty, hope, cheer, courage and power from men and from the Infinite, so long are you young.

When the aeriels are down, and your spirit is covered with snows of cynicism and the ice of pessimism, then you are grown old, even at 20, but as long as your aeriels are up, to catch waves of optimism, there is hope you may die young at 80.

青春

青春不是芳华年少,而是一种心境;青春不是桃花红颜、盈盈朱唇、轻柔体态,而是积极的心志,丰富的想象,炙热的感情;青春是充满生机、清新盎然的生命源泉。

青春是一种心性气势,是胆量战胜怯懦,是勇敢探索战胜苟且偷安。这样的锐气,与其说二十后生才具备,不如说在六旬老翁身上更多见。年轮的累加,并非意味着垂老;丢弃理想,才是真正意义的暮年。

岁月会在额头上留下痕迹;而抛却热忱,则让灵魂长满皱纹。忧愁烦恼,恐惧焦虑,自疑畏缩,一定使心灵颓废,意气如灰。

无论年届花甲,还是芳龄十八,人人心中都向往着奇妙事物,想知道明天会发生什么;都有一颗孩童般久盛不衰的好奇心。你我的心中都竖有一架天线,只要你从天上人间接受美好、希望、欢乐、勇气和力量的信号,你就青春永驻,风华常存。

然而,天线一旦收起,玩世不恭、悲观厌世就会像冰雪一样,封盖你的锐气,即使年方二十,实际上也是垂垂老矣;但是,只要天线高置,还在捕捉乐观的信号,追求美妙的梦想,你就有望在八十高龄告别尘寰时,仍然年轻。

——寄语

前言

亲爱的同学们：

你们要苦读整整三年的高中，而高三的紧张，大学的神圣离你们并不遥远，但时光易逝，我们敌不过岁月无情的抛弃，我们必须懂得“万丈高楼平地起”的重要性。所以我们精心设计《高中英语书面表达全新攻略》，以有效帮助你们顺利度过愉快的高中学习生活，学得轻松愉快，灵活高效，并卓有成就。

在本书的编写过程中，我们充分考虑这些原则：时效性、丰富性、趣味性、知识性、易操作性，同时兼顾英语学科的特征。

时效性原则，书中的所有选文都精心选自近年各地的高考题或联考题，以及2012年的高考网络资源，体现了最新的高考趋势走向，以便考生近距离的感受高考书面表达。

丰富性原则，是指英语作文内容安排丰富多样，培养你们的英语观，即处处留心皆学问，在现实生活中学英语，做到高考题型各个击破，切忌做一本习题集或一套试卷了事。

趣味性原则，在充分考虑丰富性的基础上，适当考虑你们校园生活的趣味性，不仅丰富还要多彩。理所当然我们按照高考的要求，增强你们对英语写作的学习兴趣。

知识性原则，即涉及的知识面广，话题多，题材、体裁新颖，知识性强。兼顾同学们为学为人之道，增长见识的同时，培养情商、智商和感受力，体现新课标的精神。

易操作性原则，这包括三个方面：一是学生便于实施，容易做到，利于提高；二是老师易于教学，布置练习，便于考核；三是家长能够做好，可以督促，方便检查。英语学科的基本要求是培养和提高学生“听、说、读、写、译”的能力，其中“写”的能力是新课标的中心内容——达到英语知识的综合运用能力的提升。所以，我们理应考虑学生英语规范写作的落实。

我们精心设计的《高中英语书面表达全新攻略》有以下内容特点：

本书以贴近现实，贴近生活，贴近学生本身的“话题”为线索，通过2012年全国各地高考英语作文实例讲评进行剖析写作方法，其中包括：思路导航、内容要点、关键句型、范文赏读、词汇注释、亮点点击、佳句赏析、助益句型、写作模版、同步练习、Tip解析等，帮助你们有效进行各类英语作文的写作，提高你们的英语写作能力水平。

请以一个学英语的内行人的视角来审视本书，发现并挖掘它的导学功能、新颖特点、帮衬作用。作者经过多次的研讨、反思与修改，斟字酌句，用词规范、准确，帮助你们正确地分析问题，了解写作技巧，以增强英语书面表达能力。因为写作既可以交流思想，交流感情，针砭辩论，又可以学会摆事实讲道理，说服别人。你们若能充分利用本书，利用一切零碎时间，逐条阅读，逐步积累，就能很好地巩固英语写作基础知识，夯实根基，那么，你们将必然大有收获，你的高分作文也将由此而定格！

本书编写过程中，得到了许多专家教授及同仁的帮助，我们特别要感谢的是：江西师范大学外语学院院长章少泉教授，江西省教育厅教研室英语教育专家周传联教授，上海金融外语学院周蒲芳教授、蒋小红教授。他们的正确引导与鼓励，是我们编撰本书的强大动力，使我们在专业成长中如虎添翼。书中的错误与不足之处难免，恳请各位专家、教授、学子批评指正，不胜感激。

编者于2012年8月



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应用文篇 ◀ ● ●





话题 1 申请与求职



实例讲评

【试题来源:2012 年新课标全国卷 & 大纲全国卷 I】

假定你是李华,从互联网(the Internet)上得知一个国际中学生组织将在新加坡(Singapore)举办夏令营,欢迎各国学生参加。请写一封电子邮件申请参加。内容主要包括:

1. 自我介绍(包括英语能力);
2. 参加意图(介绍中国、了解其他国家);
3. 希望获准。

注意:

1. 字数 100 左右;
2. 可以适当增加细节,以使行文连贯;
3. 邮件开头和结尾已为你写好。

Dear Sir or Madam,

Regards,

Li Hua

【思路导航】

本题属书信中的申请信,该类文章要求语言正式规范、礼貌委婉。本题提示要点内容较为简单,比较容易表述。但考生应尽量避免过多地使用单句,尽可能地使用高级句型和词汇,体现语言的丰富性,提升语言档次,以获得较高分。

【内容要点】

围绕写作要求理清写作思路,列好写作步骤:

1. 自我介绍;
2. 介绍消息来源;
3. 摆出个人优势,表明参加意愿;
4. 请求答复联系,表明感激之情。



【范文赏读】

Dear Sir or Madam,

I'm Li Hua, a middle school student from China. I read the announcement of the summer camp that you have posted on the Internet and I am interested in it.

I know that you welcome students from different countries and I'd like to take part in it. I've been learning English for over 10 years, and I can speak fluent English. What is more, I'll be able to tell students from other countries about China and learn about their countries as well. I hope I will be accepted as a member of your summer camp.

Looking forward to your reply.

Regards,

Li Hua

【注释】

1. post [pəʊst] *vt.* 张贴; 公布
2. regards [ri'ga:dz] *n.* 致意, 问候

【亮点点击】

本篇范文行文流畅,言简意赅,毫无拖泥带水之感。同位语 a middle school student 与定语从句 that you have posted on the Internet 等的运用为文章增加了亮点。长短句穿插使用,错落有致,读起来朗朗上口。



同步辅导

【网络资源:2012 年高考热点话题】

假定你是我校高三学生李华,在学校看到如下通知,请根据通知的内容和写作要点向学校写一封申请信:

HOST FAMILIES WANTED

Teachers and students from Central High School Phoenix will visit our school two weeks later. Host families are wanted to accommodate our friends.

REQUIREMENTS:

- ◇ Can communicate in English.
- ◇ A SEPARATE room is a MUST.
- ◇ A private car is preferred.

If interested, please send your APPLICATION IN ENGLISH to the Office of the Principal before THURSDAY. Please consult us for any further information.

写作要点:

1. 你对参与该活动的认识;
2. 你的优势;



3. 作为接待家庭的打算。

注意:

1. 可根据内容要点适当增加细节,以使行文连贯;
2. 字数 120 左右。

【范文赏读】

Dear Sir or Madam,

I am Li Hua from Class One, Senior Three. I'm writing to apply for becoming one of the host families to accommodate our friends. In my view, this activity bears great significance since the friendship with them will be strengthened through considerate arrangements and all the participating students will also benefit a lot.

There is no doubt that my family will be glad to undertake the task. To begin with, my proficiency in English enables me to communicate with foreigners fluently. In addition, my family can also meet the requirements in housing and means of transportation.

If selected, my family will help them experience the natural beauty and cultural diversity by showing them around those worth-visiting places including Yellow Mountain and having a taste of tea and hot pot.

I would appreciate it if my application is taken into account.

Yours sincerely,

Li Hua

【注释】

1. apply for 申请;请求
2. accommodate [ə'kɒmədeɪt] *vt.* 容纳;供……留宿
3. bear great significance 有着重要意义
4. considerate [kən'sɪdərɪt] *adj.* 体贴的,细心的,考虑周到的
5. undertake [ˌʌndə'teɪk] *vt.* 承担,保证
6. proficiency [prə'fɪʃənsi] *n.* 精通,熟练
7. requirement [rɪ'kwaɪəmənt] *n.* 要求;条件
8. housing ['haʊsɪŋ] *n.* 房屋;住房供给
9. means of transportation 交通设施
10. diversity [daɪ'və:səti] *n.* 多样性;差异
11. application [æpli'keɪʃən] *n.* 应用;申请
12. take into account 把……考虑进去,考虑到

【佳句赏析】

• 介绍消息来源

1. I read the announcement of the summer camp that you have posted on the Internet and I am interested in it.



2. I'm glad to learn your summer camp in Singapore from the Internet.

• 摆出个人优势, 表明参加意愿

1. To begin with, my proficiency in English enables me to communicate with foreigners fluently.

2. In addition, my family can also meet the requirements in housing and means of transportation.

3. There is no doubt that my family can undertake the task.

4. I know that you welcome students from different countries and I'd like to take part in it.

5. I hope I will be accepted as a member of your summer camp.

6. I would be more than happy to be a member of your summer camp.

7. It would be a great pleasure to be a member of your summer camp.

• 承诺行动

1. I'll be able to tell students from other countries about China and learn about their countries as well.

2. If selected, my family will help them experience the natural beauty and cultural diversity by showing them around those worth-visiting places including Yellow Mountain and having a taste of tea and hot pot.

• 请求答复联系, 表达感激

1. Looking forward to your reply!

2. I'm looking forward to an early reply if possible.

3. I'm eager to receive your reply soon.

4. I expect to receive your reply soon.

5. I would appreciate it if my application is taken into account.



课后练习一 (建议用时: 25 分钟)

【试题来源: 2011 年辽宁卷】

假定你是李华, 将于今年七月从新星外语学校毕业, 你从报纸上得知 BAB 公司要招聘一名英文秘书, 你很感兴趣, 请给该公司写一封求职信, 包括下列要点:

1. 年龄;
2. 学习情况及英语水平;
3. 兴趣和特长;
4. 性格特点。

注意:

1. 字数 100 左右;
2. 可适当增加细节, 以使行文贯通;
3. 开头语和结束语已为你写好。



Dear Sir/Madam,

I learned from the newspaper that

I'm looking forward to your reply.

Sincerely yours,

Li Hua

【参考范文】

Dear Sir/Madam,

I learned from the newspaper that your company needs an English secretary. I'm really interested in this position and hope I can work for you.

I'm 18 years old and will be graduating from Xinxing Foreign Languages School this July. I think I'm an excellent student, among the top 5 in my class of 50 students. I'm good at English, especially spoken English and written English. I often use the computer and I can type very fast. In my spare time, I read a lot. Poems are my favorite. I enjoy music very much too. Being an active young person, I like sports and outdoor activities. Besides, I'm easy to get along with and I like to make friends.

I'm looking forward to your reply.

Sincerely yours,

Li Hua



课后练习二 (建议用时: 25 分钟)

【试题来源: 甘肃省武威六中 2012 届高三第二次诊断性考试英语试题】

伦敦奥组委以海报形式面向世界招募 2012 年伦敦奥运会志愿者。请你根据以下信息, 以李华的身份向伦敦奥组委写一封自荐信, 要求为奥运会服务。

姓名: 李华(男) 年龄: 17 岁 学校: 北京二中

有利条件:

1. 已学习 10 年英语, 英语口语流利;
2. 北京第 29 届奥运会志愿者, 熟悉比赛项目, 有经验;
3. 今年夏天已通过互派留学生(exchange students)测试, 届时将就读于伊顿公学(Eton College);
4. 交际能力强, 善于与人相处。

注意:

1. 字数 100—120;
2. 可适当增加细节, 以使行文连贯;



3. 开头已给出(不计字数)。

Dear London Olympic Committee,

I have read your poster for recruiting volunteers. I think I am fit for the job. I'd like to recommend myself.

【参考范文】

Dear London Olympic Committee,

I have read your poster for recruiting volunteers. I think I am fit for the job. I'd like to recommend myself.

I am a boy of 17 years old, a Senior 3 student, studying in Beijing No. 2 Middle School. I have been learning English for 10 years and I am good at spoken English. I am able to communicate with foreigners in English fluently. Above all, I am experienced in working as a volunteer for the Olympic Games as I was one in the 29th Olympic Games and I am familiar with many events and different situations. I will study in Eton College in 2012 because I have passed the test for exchange students this summer.

Besides, I have the ability to communicate and get along well with others. I firmly believe I can do a good job if I am lucky enough to be accepted.

All the best!

Looking forward to your reply.

Truly yours,

Li Hua



TIP 1 解析:应用文命题趋势和应试策略

书信是应用文的常见体裁,包括应聘信、投诉信、求职信、预约信、申请信、咨询信、感谢信、慰问信等。近年来各地高考书面表达中应用文所占比重逐年加大,应用文是人们日常生活和工作中广泛使用的文体。通知、请柬、留言条、日记、失物招领、寻物启事、招聘启事、书信、演讲稿、欢迎辞、发言稿、履历表、书评影评等都是常见的应用类文体。

应用文的频繁出现体现了英语语言的交际性和实用性,符合新课标对于学生“能够在日常人际交往