

 文都教育

2012

考研英语

写作
高分攻略

编著◎何凯文

策划◎文都考研命题研究中心

■ 经典句式搭建写作框架 ■ 万能语料充实写作内容 ■ 经典范文引领写作高分

写作高分不是梦!



 中国时代经济出版社

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自序 | Preface

接到本书的约稿通知和出版计划其实是一年前的事情了,期间和出版社的老师、编辑有过很多次的讨论。写此书的目的,就是希望能够帮助国内的学子们既能在考试中获得理想的分数,又能在以后的学术和工作生涯中真正用英语来表达自己的想法,传递信息,沟通文化。我从事写作教学工作已经8年了,也参加了从高考、四六级、专四、专八到考研等几乎所有国内英语考试的作文阅卷工作。因此,对于中国学生的写作表达难点和弱点,我有着最真切的感觉。对中国学生而言,英语写作最大的困难就是表达,是语言的运用。

首先要和大家明确考研英语作文的考试性质。按照测试学的分类,作文的测试分为创造性写作(creative writing test)和控制性写作(controlled writing test)两种类型。创造性写作考察的侧重点为是否有内容的创造,这种创造可以包括思想、观点、情感、故事、人物、情节、感受、景物等,没有具体的文体和形式的限制。控制性写作测试以给出提纲、主题或提示的考察方式为主,主要考察语言的书面表达能力。

根据考研英语大纲对写作部分的规定,从形式上可以判定,考研英语作文为控制性写作测试;从测试目的上看,A、B两节“主要考查考生的英语书面表达能力”,也可判定考研英语作文为控制性写作测试。这样的考试正是在考察中国学生写作的难点和弱点,即考察学生的英语书面表达能力。这种能力包括:英语组织篇章段落的能力、英语词句的组织和使用能力以及语法的综合运用能力。

按理讲,这样的考试要求应该是有助于学生在备考过程中提高这些能力的。但是,这种考试有一定的局限性:因为主题是给定的,形式是给定的,于是起承转合等部分的句子,辅导老师就会给学生列出一些很能凑字数的繁复的功能句式;有时甚至连写作内容都是给定的,因此相同内容类型的文章就可以给出共有的语料表达,甚至同一篇语料在不同的问题下都可以使用。

我们看一个例子。我给我的学生准备一段关于“环境问题的重要性”的英文,其中阐述“环境问题很重要”的原因有三点。我的学生在很多考试文章中都可以用到这个语料:

题目1:在你家周围建一家工厂你是否同意?

写作:不同意,因为工厂会产生环境问题,而环境问题很重要,原因有一,二,三。(考前背的)

题目2:写封信给你的表弟,建议他大学报考的专业。

写作:环境工程,因为环境问题很重要,原因有一,二,三。(和前面是一样的)

题目3:你认为科学家对人类贡献大,还是艺术家对人类贡献大。

写作:科学家,因为科学家能解决环境问题,环境问题很重要,原因有一,二,三。(还是一样的)

题目4:让你发明一台机器,你愿意发明什么?

写作:一台能解决环境问题的机器,因为环境问题很重要,原因有一,二,三。(还是一样)

.....

甚至到了2011年考研小作文的时候,题目要求给自己的朋友推荐一部电影,我的学生直接写出了电影《2012》,理由是这部电影是一部与环境保护相关的影片,而环境保护很重要,原因有一,二,三。(还是一样的)

这样的文章在考试中也会取得不错的成绩,并且只需要在考前背诵几篇这样的模板就可以了。这样上了我们辅导班的同学,其实在英语写作方面根本就没有实质的提高,但是分数却有了大幅的提高,甚至比那些英语写作水平实质上不错但没有背这种万能理由的同学分数还要高。在考研这种选拔性的考试中,这种现象是不公平的。但是在考试机制下,我们只能重复地继续着我们的教学,在这个需要有九个地球才能让国人过上美国人生活的国家中,为那些勤勉却被时代的功利所感染的年轻人提供他们最需要的帮助——带给他们能够短期提高的考试能力。

时代在进步。尤其是在2007年以后,教育部考试中心也逐渐认识到这样的弊端,改革就势在必行了。尤其是以北京外国语大学中国外语教育研究中心的教授成为主要出题班底之后,他们一致认为给“模板作文”的同学高分有失考试的公平性。在2007年北京地区的阅卷中,考官对出现大量与主题无关的通用句式和语料的作文均可判定为“模板作文”,并可酌情扣5~10分。虽然当年真正由于模板扣分的作文还不是很多,但是2008年开始,作文采用了电脑阅卷,每份试卷都会被随机抽取两次,得到两位老师的评分。如果两个分数的差值在三分以内,那么考生的成绩取其平均值;如果分差多于三分,则被视为无效,试卷发回重评。这种阅卷方式使得阅卷老师更加严格地执行评分标准,更加关注学生的自主表达,使作文分数更能体现考生的真实水平,对于考生来说更公平。

看到这样的改变,很多同学可能会感到恐慌,觉得自己可能在短时间内再没有办法提高作文分数了;考场下的准备也是多余的了。这种担心是有必要的,毕竟期待一两个礼拜背几句话就能拿到一个好成绩的时代已经过去了。但是在几个月内,如果认真、科学地备考,也仍是在提高写作技能的同时获得理想成绩的。

怎样才是认真和科学的备考呢?这就是本书将要给出的回答。

和考研作文考试性质相同的还有托福考试。它每次的作文题目就是从185个题目中选取的,而这185个题目是向全世界公开的。托福的命题方ETS有一个认同:如果你能把这185篇文章都写好了,哪怕是全文背下来的,你的英语表达能力也将会是合格甚至是优秀的。而考研虽然没有给出固定的作文题库,但是近十年来,考研的话题是固定的,这就意味着一个考生如果能够对相关话题文章的写法熟悉,甚至背诵下来,那么在考试中就一定能取得一个理想的成绩。本书就搭建了这样一个完善的考研作文语料库。同时,出题的不确定性也要求本书培养读者改写作文话题的能力,也就是掌握基本的遣词造句、谋篇成段的能力。这样从两个方面入手,读者就一定能在本书的指导下,在2~3个月内提高写作能力,获得理想的考试分数,离自己的梦想更近一步。

何凯文

2011年1月14日于北外西院

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第一章 考研写作总体概述

一、考研写作评价目标

教育部颁布的《全国硕士研究生入学统一考试英语考试大纲(非英语专业)》中规定,考生应能写不同类型的应用文,包括私人 and 公务信函、备忘录、摘要、报告等,还应能写一般描述性、叙述性、说明性或议论性的文章。

写作时,考生应能:

1. 做到语法、拼写、标点正确,用词恰当;
2. 遵循文章的特定文体格式;
3. 合理组织文章结构,使其内容统一、连贯;
4. 根据写作目的和特定读者,恰当选用语域。

二、考研写作评分标准

☞ 考研写作考试内容

写作部分由 A、B 两节组成,旨在考查考生的书面表达能力。总分 30 分。

A 节:考生根据所给情景写出一篇约 100 词(标点符号不计算在内)的应用性短文,包括私人 and 公务信函、备忘录、摘要、报告等。考生在答题卡 2 上作答。满分 10 分。

B 节:要求考生根据提示信息写出一篇 160~200 词的短文(标点符号不计算在内)。提示信息的形式有主题句、写作提纲、规定情景、图、表等。考生在答题卡 2 上作答。满分 20 分。

☞ 评分原则和方法

(1)虽然 A、B 两节的考查要点有所不同,但对考生写作能力的基本要求是相同的,所以一般评分标准对两节都适用。但根据两节不同的考查要点,评分时侧重点也有所不同。

A 节:应用文的评分侧重点在于信息点的覆盖、内容的组织、语言的准确性及格式和语域的恰当。对语法结构和词汇多样性的要求将根据具体试题作相应调整。允许在作文中使用提示语中出现过的关键词,但使用提示语中出现过的词组或句子将被扣分。

B 节:大作文的评分重点在于内容的完整性、文章的组织连贯性、语法结构和词汇的多样性及语言的准确性。

(2)评分时,先根据文章的内容和语言确定其所属档次,然后以该档次的要求来给分。评分人员在档内有 1~3 分的调节分。

(3)A 节作文的字数要求是 100 词左右。B 节作文的字数要求是 160~200 词。文章长度不符合要求的,酌情扣分。

(4)拼写与标点符号是语言准确性的一个方面。评分时,视其对交际的影响程度予以考虑。英、美拼写及词汇用法均可接受。

(5)如书写较差,以致影响交际,将分数降低一个档次。

具体评分细则

<p>第五档 A 节 (9~10分) B 节 (17~20分)</p>	<p>很好地完成了试题规定的任务。</p> <ul style="list-style-type: none"> • 包含了所有内容要点; • 使用丰富的语法结构和词汇; • 语言自然流畅,语法错误极少; • 有效地采用了多种衔接手法,文字连贯,层次清晰; • 格式与语域恰当贴切。 <p>对目标读者(即语言接受对象)完全产生了预期的效果。</p>
<p>第四档 A 节 (7~8分) B 节 (13~16分)</p>	<p>较好地完成了试题规定的任务。</p> <ul style="list-style-type: none"> • 包含所有内容要点,允许漏掉一、两个次重点; • 使用较丰富的语法结构和词汇; • 语言基本准确,只有在试图使用较复杂结构或较高级词汇时才有个别错误; • 采用了适当的衔接手法,层次清晰,组织较严密; • 格式与语域较恰当。 <p>对目标读者产生了预期的效果。</p>
<p>第三档 A 节 (5~6分) B 节 (9~12分)</p>	<p>基本完成了试题规定的任务。</p> <ul style="list-style-type: none"> • 虽漏掉一些内容,但包含多数内容要点; • 应用的语法结构和词汇能满足任务的需求; • 有一些语法及词汇错误,但不影响理解; • 采用了简单的衔接手法,内容较连贯,层次较清晰; • 格式和语域基本合理。 <p>对目标读者基本产生了预期的效果。</p>
<p>第二档 A 节 (3~4分) B 节 (5~8分)</p>	<p>未能按要求完成试题规定的任务。</p> <ul style="list-style-type: none"> • 漏掉或未能有效阐述一些内容要点,写了一些无关内容; • 语法结构单调、词汇项目有限; • 有较多语法结构或词汇方面的错误,影响了对写作内容的理解; • 未采用恰当的衔接手法,内容缺少连贯性; • 格式和语域不恰当。 <p>未能清楚地传达信息给读者。</p>
<p>第一档 A 节 (1~2分) B 节 (1~4分)</p>	<p>未完成试题规定的任务。</p> <ul style="list-style-type: none"> • 明显遗漏主要内容,且有许多不相关的内容; • 语法项目和词汇的使用单调、重复; • 语言错误多,有碍读者对内容的理解,语言运用能力差; • 未使用任何衔接手法,内容不连贯,缺少组织、分段; • 无格式与语域概念。 <p>未能传达信息给读者。</p>
<p>零档(0分)</p>	<p>所传达的信息或所用语言太少,无法评价;内容与要求无关或无法辨认。</p>

第二章 考研英语应用文写作

虽然大纲中罗列了多种应用文类型,包括:投诉信,建议信,申请信,求职信,辞职信,求学信,求助信,感谢信,号召信,邀请信,道歉信,摘要,简历,备忘录,寻物启事,招领启事等,但是在具体的实践中,常常考到的是书信和摘要。尤其在近几年的考研中,应用文写作考的最多的就是书信体应用文。因此本章将详细讲解各类书信以及摘要的写作方法。

第一节 书信写作总体概述

一、首段的写作方法

1. 问候收信人

Dear Sir/Madam

2. 解释写信的原因

申请:I'm writing for an opportunity to work in your esteemed company that boasts of decades of reputation.

邀请:I'm writing to request your attendance to a dinner party that is to be held in Beijing on August... ,...

感谢:I am writing to extend my heartfelt thanks (sincere gratitude) toward. . .

投诉:I am writing to complain about the poor service (quality) of a product that I purchased from your store two weeks ago.

祝贺:I am writing to extend my sincere greetings, wishing you a happy New Year, your career greater success and your family happiness.

二、中间段的写作方法

1. 阅读题目要求,找到可以用到的名词或动词。

【示例】Write a letter of application according to the following situation. You saw an advertisement in this morning's newspaper. A company needs a secretary and you are interested. Write an application letter to that company.

2. 注意题目文字暗示,把名词具体化,把动词近义词化。

【示例】I am pleased to discover from Beijing Youth that company is calling for a secretary. I wonder if you could consider my application, for I am delighted to join your esteemed company. First, I can speak and write English fluently, which happens to apply for your current requirement for the vacancy. Second, I have a good command of Microsoft Office System, Graphic Design and ADOBE system. Third and last, I am always ready to help other people because I'm patient, enthusiastic and sincere. Given these consideration, I sincerely hope that I can be a contribution member of your esteemed company.

三、结尾段的写作方法(三句话)

【示例】I would appreciate your assistance in this matter. If you have any questions, please don't hesitate to contact me. I can be reached at... Look forward to your reply.

应用文写作六字诀

- | | | |
|-------------|-------------|-------------|
| 1. 开门见山说意图, | 2. 信息要点覆盖到, | 3. 举一反三讲细节, |
| 4. 语言正式词多变, | 5. 感谢客气不能少, | 6. 期待回信成老套。 |

第二节 书信的分类讲解

投诉信

投诉信又可称为抱怨信,其主要目的是表达写信人对于某一情况的不满。人们在生活中经常会遇到一些不愉快的事情,比如消费利益受损、正常生活和工作受到干扰等等,有时写封投诉信不失为一个解决办法。

投诉信通常包括以下几个方面的内容:说明投诉的原因并表示遗憾;实事求是地阐述问题发生的经过,切忌夸大其词;指出问题引起的后果;提出批评及处理意见,或敦促对方采取措施,或提出所希望的赔偿以及补救方式。

投诉信的写作策略:说明投诉问题——描述具体情况——期待解决方案。

注意事项:写投诉信时语气要冷静、郑重、克制,不必过于礼貌。但也要就事论事,不能进行人身攻击。同时,在描述问题时尽量采用被动句式,使描述更加客观合理。

例题一

Directions:

You bought an iPhone in a store last week, and you have found that there is something wrong with it. Write a letter to the store manager to explain the problem, express your complaints and suggest a solution.

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

Dear Manager,

I venture to write to complain about the quality of the iPhone I bought last Friday at your store. I hope I can have a good solution to the problem facing me.

During the five days when the iPhone has been in my possession, problems of software have emerged one after another. For one thing, the screen is always black, making the iPhone no difference from a traditional one. For another, the battery is distressing as it supports the iPhone's operation for only two hours. Therefore, I wish to exchange it for another one or declare a refund.

I will appreciate it if my problem receives due attention.

Yours,
Li Ming

译文

尊敬的经理:

我很冒昧给您写这封信,投诉我上周五在您商店里购买的 iPhone 手机的质量问题。我也希望我的问题能有很好的解决。

购买至今的五天中,各种软件问题一个接一个地出现。一方面,手机屏幕总是黑屏,我使用起来仿佛和传统手机没有区别。另一方面,电池的状况也不尽如人意,只能让手机工作两个小时。因此,我希望可以换一个新机,否则我要求退款。

我希望这个问题能够得到足够的重视。

李明

谨上

例题二

Directions:

You live in a room in college which you share with another student. You find it very difficult to work there because your roommate 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:

- 1) asking for a new room next term,
- 2) stating that you would prefer a single room and
- 3) explaining your reasons.

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 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 that the reason for my dissatisfaction is my roommate'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 for me is 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,

Li Ming

译文

尊敬的女士或先生：

我写此信的目的是要告诉您我希望下学期换个房间，我想要一间单人房，因为我目前合住的住所很不方便。

我提出这一要求是因为我室友做事从不考虑别人。他总有朋友来拜访，还常举行喧闹的聚会。并且，有时他还不经我同意就借走了我的东西。在这种情况下，我觉得没法专心学习，我现在功课就落后了。

我相信您也会觉得解决的办法是换个单间，那样我就不会受到这些干扰了。如果您能帮我找到一间单人房我将不胜感激。我还希望新宿舍不要和现在的宿舍在同一幢楼内，而是离学校越近越好。

李明
谨上

投诉信开头常用句式和套话

I am writing to complain about/that...
 I am writing to make a complaint about...
 I am writing to express my concern/dissatisfaction/disappointment about...
 I feel bad/sorry to trouble you but I am afraid I have to make a complaint about...
 I am most reluctant to complain, but...
 I am writhing to advise you that I find...unsatisfactory.
 I wish to draw your attention to the problem/fault...that I bought...
 It is with great reluctance that I must inform you that...

投诉信结尾常用句式和套话

I trust you will take my complains seriously and...
 I will appreciate it very much if you could...
 I would be perfectly satisfied if you can kindly...
 I understand you will give immediate attention to this matter.
 I would like to have this matter settled by the end of...
 Frankly speaking, I am not prepared to put up with the situation any more.
 I must have you fully understand that without a satisfying solution, I will reserve my right to take legal action.
 I would be grateful if you could...
 I would appreciate it if you could...

建议信

建议信是对收信人就某一问题提出建议和忠告。它有可能是写给某个组织或机构,就改进其服务质量提出建议或忠告;也可能是写给个人,就其人生中的某个重大决定提出自己的看法、建议和观点。考生需要注意:建议信和投诉信在某些情况下既有相同,又有不同,在改进质量的建议和忠告方面应该有很多的共通点,但如果是关于个人的重大决定就不应该用很生硬的语言了。

例题一

Directions:

You have a friend who is about to enter university, and he wants you to advise him on which subject to specialize in—history, in which he is very interested, or computer science, which offers better job prospects. Write a letter:

- 1) explaining what he could do,
- 2) why he could do this,
- 3) wishing him luck with his studies.

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 John,

You asked for advice concerning whether you should study history or computer science at university. I will try making some suggestions.

You must keep in mind that university is preparation for your career. You should consider studying a subject which will best equip you to earn a living. Computer science offers more job opportunities than history. We are now in a high-tech age. For the foreseeable future, it would be necessary for everyone to be equipped with computer skills merely to earn a living.

Of course, you don't have to devote all your time at university to studying computers and nothing else. I would recommend that you continue reading history in your spare time. That way, you will find that your leisure hours are enriched while you prepare yourself for a worthwhile career in computer science. Whatever you decide to do, good luck with your studies!

Yours sincerely,

Li Ming

译文

亲爱的约翰:

你曾经向我征求你进入大学应该学历史专业还是计算机专业的意见。我将试着给你提出一些建议。

你应当记住大学是为你的职业生涯做准备。你应该考虑学习一门最有助于你今后谋生的专业。计算机能够为你提供比历史专业更多的工作机会。我们现在处于高科技时代,展望未来,不仅仅为了谋生,掌握计算机技能对每个人来说都是必要的。

当然,你没有必要将大学所有的时间都投入到计算机的学习中。我建议你可以在空闲时间继续阅读历史书籍。那样,你会发现现在为计算机领域的职业生涯做准备的同时,你的业余生活也得到了极大的丰富。无论你最终如何决定,都祝你学业有成。

你真诚的,
李明

例题二(2007年真题)

Directions:

Write a letter to your university library, making suggestions for improving its service.

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)

范文一

Dear Sir or Madam,

As a student of this university, I would like to take the opportunity to express my appreciation for your assistance as always. Meanwhile, I feel that it would be beneficial to express my views concerning the quality of the library service.

In the first place, I find that most keyboards of the library computers are in poor operation, which greatly inconveniences users. I would also recommend the library to improve the efficiency of purchasing new books and subscribing to academic journals. Last but not least, the study rooms need to be furnished with a better lighting system.

I hope that you take my suggestions into serious consideration.

Yours sincerely,
Li Ming

译文

尊敬的女士或先生,

作为本校学生,我想利用这个机会对于您一直以来的帮助表示感谢。同时,我也想对图书馆的服务提出一些建议,相信将有助于服务的提高。

首先,我发现图书馆电脑的大部分键盘都有操作上的问题,给用户带来很多不便。我也想建议图书馆提高购买新书和订购学术期刊的效率。最后,自习教室的照明系统也需要进一步的改进。

我希望您能够认真考虑我的建议。

李明
谨上

范文二

Dear Sir or Madam,

I, as a senior student of the university, am writing here to provide some advice to improve the service in the library.

I can find no better suggestions other than the following two. To begin with, why not provide heater during winter time? It is always so cold in the library that many students catch cold when studying there. Besides, please pay more attention to the order at the reading room. So many disturbances such as talking aloud, mobile phone rings and the like make us difficult to concentrate on study. Under these circumstances, I find that I am falling behind on my studies.

It will be grateful if you could take my suggestions seriously. I am looking forward to your early reply.

Yours sincerely,

Li Ming

译文

亲爱的女士或先生：

我是一名大四的学生，希望能给你们一些意见来提高我们图书馆的服务质量。

我觉得下面的两条建议是最好的。首先在寒冷的冬季图书馆是可以供暖的，很多同学正是由于寒冷的冬天在图书馆学习的时候着凉了。其次可以关注一下自习室的秩序，自习室里面有很多的干扰，比如大声说话、手机响铃等等，使大家很难专注于学习。在这样的情形下，我发现我的学习不如以前了。

如果您能很好地接受我的意见，我将很开心和感激。我期待着您的早日答复。

李明

谨上

考场9分范文（选自教育部考试中心考试分析）

Dear Sir/Madam,

I am a student in this university who regularly come to the library to spend my spare time. Generally speaking, the services you offer here is quite good; however, I have some suggestions for you to adopt. And I would like to extend my greatest appreciation if you are so kind as to take my suggestions into consideration.

To begin with, will you please prolong the time for reading? In the daytime, most of the students are having class, so they can't come to the library. Moreover, some of the books on shelves are out of date. If you are so kind as to provide us some books such as the latest magazines, we will be greatly honored.

I really wish to have a more comfortable library. Thank you for your time and consideration.

Sincerely yours,

Li Ming

点评

Dear Sir/Madam,

I am a student in this university who regularly come to the library to spend my spare time. Generally speaking, the services you offer here is quite good; however, I have some suggestions for you to adopt. And I would like to extend my greatest appreciation if you are so kind as to take my suggestions into consideration.

To begin with, will you please prolong the time for reading? In the daytime, most of the students are having class, so they can't come to the library. Moreover, some of the books on shelves are out of date. If you are so kind as to provide us some books such as the latest magazines, we will be greatly honored.

I really wish to have a more comfortable library. Thank you for your time and consideration.

Sincerely yours,
Li Ming

总评

内容正确;表述基本准确;结构完整、合理;语气适当。虽有些许小的语法错误,并未影响整体表达。分值9分。

例题三(2009年真题)

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 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)

要有对收信人的称谓。但由于并不知道收信人的准确身份和性别,用这样的方式应该说是恰当和/或合适的。

首先要“自报家门”。这样既显得礼貌,又增加了信函的可信性。

肯定对方的工作成绩,而非全盘否定;无疑会赢得收信人的善意和好感,有利于接受建议。美中不足:此句和上句均有些许语法错误(见斜体部分,下同)当然并不影响表达。

再示善意,也是委婉地希望对方接受自己的建议。

具体建议,内容合情合理。尽管这仅仅是考试中的作文,但这一点也不可小觑。碧玉微瑕:greatly honored(不胜荣幸)用在此处,略显得有些“过”——对常规工作加以改善,并非写信者本人做出“额外”或“超标”的服务,自然无需“过谦”。如果改成“very pleased”,表述则更为恰当、贴切。

以善意和礼貌结尾。

范文

Dear editor,

I am a faithful reader of your newspaper and I'd like to convey in this letter my deepest concern about the continual free use of plastic bags in our society in spite of the restrictions by the government.

As is known to all, widespread consumption of plastic bags leads to white pollution, which brings disastrous effects to the environment. Therefore, it is imperative for us to take even more drastic measures. For one thing, we should enhance our people's awareness of the importance of it, which is of vital importance to us. For another thing, in addition to charging consumers, the producers should also be heavily taxed to control "white pollution".

Thank you for taking time reading this letter and I'm looking forward to seeing some new changes in our society after our joint efforts and endeavor.

Yours sincerely,

Li Ming

译文

亲爱的编辑：

我是贵报的忠实读者。在这封信中我想表达一下对下述事件的热切关心：尽管政府已明确有限塑令，但塑料袋还在被继续使用。

众所周知，废弃的塑料袋对环境造成很大威胁。因此，我们应该采取更有力的措施。首先，至关重要的是，我们应该使人们增强对此事严重性的了解。再者除了对使用者收费，也对生产者征收高额税款以控制白色污染。

感谢您抽暇阅读此信。我希望在我们的共同努力下，在不久的将来，我们能在社会中看到一些新的变化。

真挚的，

李明

考场9分范文（选自教育部考试中心考试分析）

Dear editor,

I'm a sincere reader of your newspaper and I like your discussion of the social problems. Now I want to give some opinions of myself about the "White Pollution".

As we know, regulation was made to solve the problem in June 1st of 2008. The use of plastic bags was restricted in the supermarket and many other shops freely. At the beginning, it was carried on well, but now I found plastic bags were used in some small shops for free or with no pay.