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# 考研英语(二) 考前作文20篇

中公教育研究生考试研究院◎编著

compose your thought on paper

⚡ 20个热点话题

⚡ 20篇优秀范文

2019 新大纲



世界图书出版公司

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# 考研英语(二)

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中公教育研究生考试研究院◎编著

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# 前言

写作是考研英语试卷中较难的主观表达题,旨在检测考生的英语语言综合运用能力。写作的过程是考生英语知识的输出过程。事实证明,写作题是可以通过训练在短期内能够拉开考生分数差距的题型。本书依据考研英语(二)大纲,选取热门写作话题,总结实用方法和技巧,帮助考生夯实基础,重点提升。本书主要有以下特色。

## ◆ ◆ ◆ 紧扣大纲,预测热点 ◆ ◆ ◆

英语(二)大纲要求考生能写出不同类型的文章,包括私人 and 公务信函、备忘录、报告等,以及说明性和议论性的文章。本书提供 10 种不同类型的应用文,包括建议信、求职信、邀请信等。收录的 20 篇短文以说明文和议论文为主,用词得当,语法正确,文章结构合理。

通过分析历年真题可知,混合型书信分别在 2011 年、2013 年和 2016 年考查过,在 2019 年考研英语(二)中被考的几率很大。感谢信、投诉信、通知、道歉信也分别在 2010 年、2012 年、2015 年、2018 年考查过,因此本书将它们作为重点进行详细解析。其他类型的应用文(推荐信、求职信等)虽考查频率低,但与考生生活密切

相关,有考查的可能性,本书同样选取相关范文进行深刻解析。短文写作部分,自 2010 年以来一直考查的都是图表作文,即要求考生按照题干中的写作提纲、根据所给图表写一篇议论文。本书短文写作按照话题分类,选取热点题材,譬如中国网络购物市场规模调查、中国留学生回国人数调查等。考生可依据本书积累相关写作素材,做到胸有成竹,临阵不慌。

### ◆ ◆ ◆ 优质范文,巧思妙写 ◆ ◆ ◆

“授之以鱼,不如授之以渔”,学习贵在方法,写作重在技巧。应用文写作侧重考查考生使用恰当的英文来表达要求和意愿的能力,具有规范性。短文写作侧重考查考生运用丰富的语言来完成叙述和评论的能力。本书所选参考范文具有代表性,且每篇应用文写作后附有“亮点句型”和“备考指导”,短文写作后附有“闪光词汇”和“亮点句型”。下面以推荐信的“备考指导”为例。

**【例】**本题考查的是推荐信。对于推荐信,通常分三段来写。首段中表明目的,表示相关。直接说明推荐内容,以增强说服力。第二段解释具体资格。列举被推荐人物的优点并进行说明,以增加可信度。第三段表示期待。希望自己的推荐能让收信人感到满意,有价值。

归纳可知,其首先总结了所给参考范文的类型,使考生心中有数。然后具体分析写作步骤,阐明首段如何引入。明确第二段为文章的核心内容,说明应该怎样展开。第三段为文章的结尾段,再次表明写信人的态度。“备考指导”方法实用,点拨到位,考生灵活运用便能从容应对不同类型的应用文写作。

## ◆◆◆◆ 素材丰富,锦上添花 ◆◆◆◆

俗话说“无米难炊”,要想写出精彩的文章,一定的写作素材是不可或缺的。本书在“写作集锦”这一模块提供了应用文开头段、结尾段常用语句,短文写作常用句式,其主要目的是让考生弥补自己的短板,自我提高,从而在写作时信手拈来,锦上添花。词汇主要涉及经济、文化、教育、环保、科技、健康、道德等八大类,这些是考生在写作表达中经常用到的词汇,适用于考研写作的不同话题。

本书严格按照2019年考研英语(二)大纲编写,在分析历年写作真题的基础上依据热点话题,选取优质范文,为考生提供思路指导及写作素材,帮助考生解决“无处下笔”和“无话可说”的两大难题。借此,希望考生在考试大纲的框架下,结合本书所提供的思路及素材,认真复习、积极备考,预祝所有考生考试顺利!

中公教育研究生考试研究院

2018年9月

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## 第一章

## 应用文写作

## 一、推荐信(2篇)

(一)

**Directions:**

Suppose your friend John has asked you to recommend a bookstore. Write him a letter to

- 1) recommend a bookstore to him, and
- 2) give your reasons.

You should write about 100 words on the ANSWER SHEET.

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

**Do not** write the address. (10 points)

## 参考范文

Dear John,

I am writing this letter to recommend to you a suitable bookstore, Doctor Bookstore is for the preparation for post-graduate entrance examination. I have been a regular customer of this store.

The reasons for my recommendation are as follows. Firstly, the bookstore is near our university, so it is convenient for you to buy books at any time. Secondly, the bookstore's owner is very nice and

has a wide range of knowledge, so if you have any questions about English, you could ask him for help.

I hope that you will find the bookstore worthy of visiting.

Yours sincerely,

Li Ming

### 亮点句型

1. I am writing this letter to recommend to you ...

我写这封信是为了给你推荐……

2. The reasons for my recommendation are as follows.

我推荐的理由如下。

3. It is convenient for you to buy books at any time.

你随时都可以买到书。

4. ... is very nice and has a wide range of knowledge.

……(人)很好,知识面广。

### (二)

#### Directions:

Suppose James Cook, a newly-arrived Australian professor, has asked you to recommend some tourist attractions in your city. Write a letter to

1) recommend some tourist attractions to him, and

2) give your reasons.

You should write about 100 words on the ANSWER SHEET.

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

**Do not** write the address. (10 points)

## 参考范文

Dear James Cook,

I am a college student who has studied in Jinan for four years. As you are new here, it gives me great pleasure to recommend some places of interest to you.

Jinan, the capital city of Shandong Province, earns its reputation for spring water nationwide. Baotu Spring has been crowned as the finest spring. The vibrant and bubbly spring has attracted tourists from home and abroad. In addition, Jinan is also surrounded by mountains. One of the most famous mountains is the Thousand Buddha Mountain. When looked from distance, the mountain resembles a sleeping Buddha.

I sincerely hope that you will have free time to enjoy these tourist attractions.

Yours sincerely,

Li Ming

## 亮点句型

1. As you are new here, it gives me great pleasure to recommend ...  
由于您是新来的,我很高兴向您推荐……
2. ... earns its reputation for spring water nationwide.  
……因泉水在全国范围内享有声誉。
3. The vibrant and bubbly spring has attracted tourists from ...  
充满活力和气泡的温泉吸引了来自……的游客。
4. I sincerely hope that ...  
我真诚地希望……

## 备考指导

本题考查的是推荐信。作为一种资格呈现型书信,它通常考查的是让考生将某人/某物推荐给收信人,比如一本书,一部电影,合适的人选。推荐信与考生的生活息息相关,虽然英语(二)至今未考查过,但不排除今年会考查的可能性,所以考生应该对其给予重视。

对于推荐信,通常分三段来写。

首段,表明目的、表示相关。即直接说明推荐内容是什么,此外为了增强说服力,需要向对方表明自己对这个推荐人/物是熟悉的、有所了解的。

第二段,解释具体资格。即分条列举该推荐人/物的优点,同时对每个优点进行具体解释,让自己的推荐更可信、更有说服力。

第三段,表示期待,希望自己的推荐能让收信人感到满意、有价值。

## 二、建议信(2篇)

### (一)

#### Directions:

Suppose your Australian friend John has planned to come to China and thus asked you how to improve Chinese. You should write a letter to

- 1) give him some advice, and
- 2) show your welcome to him.

You should write about 100 words on the ANSWER SHEET.

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

**Do not** write the address. (10 points)

## 参考范文

Dear John,

I am glad to receive your letter in which you have asked for some advice on how to improve Chinese. Now I am writing to share with you some of my suggestions.

Firstly, it is greatly beneficial for you to communicate with your classmates in Chinese, because as a proverb goes, practice makes perfect. Furthermore, since listening is essential for communicating, it is useful for you to watch some interesting Chinese TV programs and talk shows.

I hope that you will find these suggestions practical and helpful.  
And I am also looking forward to your coming.

Yours sincerely,

Li Ming

## 亮点句型

1. Now I am writing to share with you some of my suggestions.  
现在我写这封信是为了和你分享我的一些建议。
2. It is greatly beneficial for you to ...  
……对你有很多的好处。
3. I hope that you will find these suggestions practical and helpful.  
我希望你会发现这些建议对你有所帮助。
4. And I am also looking forward to ...  
同时,我也期盼……

(二)

**Directions:**

Suppose you received a letter from Sophia, she expressed her admiration for Weibo and wondered whether it can replace books as the main learning resources. Write a reply letter to

- 1) give her some advice, and
- 2) explain your reasons.

You should write about 100 words on the ANSWER SHEET.

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

**Do not** write the address. (10 points)

参考范文

Dear Sophia,

Having known that you are trapped in the puzzle about learning resources, I am really concerned. I am writing this letter to offer you some advice.

You are right that Weibo conveys timely and, for the most part, insightful messages. However, the information on Weibo is fragmented and inconsistent, which makes it difficult for users to systematically and comprehensively grasp knowledge. In this case, studying mainly from Weibo will prevent you from establishing solid knowledge systems. By contrast, books are currently best for providing systematically arranged knowledge.

Therefore, it is advisable for you to consider books as the main

learning resources and visit Weibo merely for complementary and updated information.

Yours sincerely,

Li Ming

### 亮点句型

1. Having known that you are trapped in the puzzle about learning resources, I am really concerned.

知道你陷入了关于学习资源方面的困惑后,我真的很担心。

2. I am writing this letter to offer you some advice.

我写这封信是想给你一些建议。

3. The information on Weibo is fragmented and inconsistent, which makes it difficult for users to systematically and comprehensively grasp knowledge.

微博信息零散、不一致,用户难以系统全面地掌握知识。

4. Therefore, it is advisable for you to ...

因此,你最好……

### 备考指导

本题考查的是建议信,作为一种问题解决型书信,它分别于2011年和2016年考查过,目前是英语(二)写作中考查频率较高的书信。由此可见,考生应高度重视建议信。

对于建议信,通常分三段来写。

首段中,需要自我介绍,表示相关。表扬在先,建议在后。第一句进行自我介绍、表示相关,即表明自己的身份,证明自己非常关心这个话题或者对此有所研究。第二句需表明自己的写作目的,但是出于礼貌以及让收信人更愿意采纳自己的建议,在提建议之前,

应该先肯定对方的行为及成就。

第二段是书信的核心段落,内容包括具体建议、相关原因。即针对问题提出具体建议,同时为了做到有理有据,每条建议后应该阐明相应原因。同时,为了做到条理清楚,可以用 firstly 和 furthermore 等词衔接。

第三段,表示期待,即希望对方能够采纳所提建议、认为自己的建议是有价值的。

### 三、投诉信(2篇)

#### (一)

#### Directions:

Suppose you have found the tennis bats bought from a website several days ago are used. Write a letter to the store to

- 1) tell him about the used bats, and
- 2) ask for a refund.

You should write about 100 words on the ANSWER SHEET.

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

**Do not** write the address. (10 points)

#### 参考范文

Dear Sir or Madam,

I am a regular customer who bought a new pair of tennis bats from your website on June 21. I am writing this letter to express my disappointment about the bats.

Unfortunately, I have found that they are already used because there is dirt everywhere and a small tear in one handle. To resolve the problem, it is advisable for you to refund my money charged for the

bats. Because I have bought another new pair at a local store.

I hope my problem will get your kind consideration.

Yours sincerely,

Li Ming

### 亮点句型

1. I am a regular customer who ...

我是一名常客……

2. I am writing this letter to express my disappointment about ...

我写这封信来表达我对……的不满和失望。

3. To resolve the problem, it is advisable for you to ...

为了解决这个问题,建议你……

4. I hope my problem will get your kind consideration.

我希望我的问题能得到你多加关注。

### (二)

#### Directions:

Suppose you live in a room in college which you share with another student. You find it difficult to study because your roommate always has friends visiting and has parties in the room. Write a letter to the Accommodation Office at the college to

1) tell the office current situation, and

2) ask for a new room.

You should write about 100 words on the ANSWER SHEET.

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

**Do not** write the address. (10 points)