

前言

段落模板自由组合,整体模板直接套用,随你灵活选择。
看到题目如何审题,确定主题如何布局,给你详细演示。

目前,考研英语作文有两篇——一篇应用文,一篇短文。两篇作文评分时不仅要求整体上内容切题、结构清晰,还要求句式上灵活多变、丰富多姿,用语上规范地道、准确生动。

所以,要想在作文上获得高分,必须对考研英语作文从审题、布局,到句式、用语有一个清晰的把握和熟练的驾驭。否则,想一句写一句,想到哪写到哪,对考研英语作文写作没有整体意识,想获得高分是不太可能的。

本书可以教你很好地写出高水平的考研英语作文,其主要特色如下:

一、教你如何审题

考研英语两篇作文,题目给出的信息都比较简单——应用文往往只是一个情景,然后要求写一封信函或通知等;短文往往只是一幅图片,然后要求描述图片并点出寓意、展开文章。具体文章该写些什么、从哪方面去写,需要你自己去思考,去丰富。所以,看到题目,学会审题(从所给信息中,提炼、确定文章主题写什么,分析、归纳从哪些方面展开)就变得非常重要。

本书给你详细演示:看到一篇作文题目时,如何分析所给信息、图片,如何确定文章主题、内容,让你学会审题,有话可说。

二、教你如何布局

确定了文章主题、内容,接下来如何安排段落,如何整体布局,是保证文章结构清晰、详略得当的关键环节。

本书给你详细演示:一篇文章主题、内容确定后,如何安排段落——第一段写什么,完成什么功能;第二段写什么,完成什么功能;第三段写什么,完成什么功能……让你学会布局,思路清晰。

三、给你一个模板

确定了一篇文章的主题,也清楚了每一段写什么,按理说,应该能够写出一篇像样的作文了。可对于不少考生,特别是那些对考研英语作文不熟悉的考生来说,这或许仍有不小难度。

本书给你一个模板——明确给你列出每一类作文第一段写什么,第二段写什么,第三段写什么……每一段的第一句写什么,第二句写什么,第三句写什么……让你依葫芦画瓢,先比着写,再自己去发挥。

四、助你迈向成功

古有兵法 36 计,今有文法 12 句。不懂兵法的士兵可能成为勇士也可能成为烈士,但当不成将军。所谓考场如战场,拥有一种好的学习方法,往往可以让你的学习达到事半功倍的效果。

本书为广大考生学习作文、练习作文提供了灵活、实用、贴身的帮助。本书明细如下:

1. 应用文

每一类型应用文(如道歉信、求职信、通知等)都给出了一个适用性强、灵活性好的模板,随后再给出一些常用句式,让你碰到什么类型的应用文套用什么样的模板,非常简单。

多年证明,应用文模板适用性非常好,基本可以直接套用。当然,考生如果结合题目灵活优化,效果会更好。(注:应用文因要求词数少,所给模板均为 10 句话)

2. 短文

此部分给出了两种模板应用方法,可以用我们给出的不同功能的段落模板自由组合、自己成文,也可以用我们组合好的整体模板直接套用,随考生自己选择,更具灵活性。

我们建议考生利用我们的段落模板自己组合成文,这样更具有灵活性,特别是对一些水平稍高的考生。一些开始水平稍差的考生,可先直接套用整体模板,再慢慢学着自己组合。

3. 练习

模板学习时,每个模板的后面我们都给出了具体的实例,给你演示具体作文中如何应用这些模板。

除了这些例子,我们还选择了历年典型真题作文,设计了最新热点预测作文,先让你自己练习,然后一篇篇从如何审题、如何布局,到模板选择、模板组合,一步步给你演示如何应用模板、快速成文。

教你一种方法,让你会写作文;给你充分练习,让你练透热点。本书将成为你的作文好帮手。

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应用文写作

第一部分

第一讲 信函类应用文

应用文写作,要求考生根据所给情景写出一篇约 100 词的应用性短文,分值为 10 分,包括信函与非信函两大类。常考的是信函类应用文。信函类应用文包括:建议信、感谢信、道歉信、祝贺信、介绍信、邀请信、求职信、求学信、辞职信、咨询信、请求信、推荐信、抱怨信、安慰信、婉拒信、倡议信等。

【例】

(2014 年)

Directions: Write a letter of about 100 words to the president of your university, suggesting how to improve students' physical condition.

You should include the details you think necessary.

You should write neatly 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)

2005 年开始应用文在考研试题中出现,迄今为止,所考过的信函见下表总结:

年份	类别	主题
2014 年	建议信	就大学生的生活习惯向校长提建议
2013 年	邀请信	邀请外教作为评委出席英语演讲比赛

年 份	类 别	主 题
2012 年	建议信	给即将来校的留学生提一些建议
2011 年	推荐信	向朋友推荐一部自己最喜爱的电影
2009 年	建议信	建议如何更成功地贯彻“限塑令”
2008 年	道歉信	忘记归还房东的 CD
2007 年	建议信	建议学校图书馆改善服务
2006 年	请求信	请求相关部门帮忙找一位希望工程的受助人
2005 年	辞职信	辞去目前的职位

下面我们讲一下信函类应用文的三大要点。

一、信函结构

英文书信的格式与中文书信的格式不同。英文书信的称呼、落款的位置和方式都有约定俗成的模式,考生应能掌握基本的书信格式。

英文书信主要包括信头、正文和信尾。这三大部分可具体分为以下表格内容:

书信结构	具体要求
写信人的地址和日期	位于信纸的右上角,地址在上,日期在下,中间可间隔一行。英文地址书写顺序与中文相反,所以应该是从小到大的顺序:门牌号、街道名、区名、市(州/县)、国名
收信人的姓名和地址	正式的社交信件都要在信内写上收信人的姓名及地址,又称为信内地址。它位于信纸的左侧,比信头的日期低一行或两行
称谓 (salutation)	称谓位于收信人地址下面,间隔一至两行。如果不知道对方的姓氏,称呼一般都用 Dear Sir 或 Dear Madam。如果信是写给一个机构的多个人,则用 Dear Sirs 或者 Dear Madams。常见的称呼头衔有: Mr. (先生)、Mrs. (已婚女士)、Miss (未婚女性)、Ms. (对于不知婚否的女性)、Prof. (教授)、Dr. (对博士或医生的称呼)
书信正文	书信正文写在称呼语下面,间距为一至两行,正文的层次结构是:引言、中心部分和结尾

续表

书信结构	具体要求
结尾敬语	结尾敬语有尊卑亲疏之分,与称呼相配合。在正文后面,隔两行从信纸中间偏右的地方开始写,第一个字母大写,其后用逗号。常用的结尾敬语有: Yours respectfully(对于地位高的人或长辈); Yours faithfully, Yours sincerely(在商业和正式函件中); Yours sincerely, Yours affectionately, Yours lovingly(私人朋友之间)。相当于汉语中的“某某敬上”“某某谨呈”
署名	在结尾敬语的正下方署上写信人的姓名。商业信函往往需要在署名的下面打印写信人的全名,职称打在姓名的下方。如果署名者为女性,则在姓名前加注 Miss 或 Ms。

如有附言则在署名下方隔一两行的左下角注明 postscript (P. S.); 如含附件需注明 Encl.。

二、信函格式

书信有两种格式:齐头式与缩进式。齐头式所有的段落顶格开始,正文的段落之间空一行。缩进式所有段落空四至五个字母开始,正文段落之间不空行。

【例 1】

【齐头式】	【缩进式】
Dear Mr. Turner,	Dear Mr. Turner,
Thank you for your letter of March 5th. I'm glad that you are also going to Guangzhou next month. It would be a great pleasure to meet you at the Canton Fair (China Import and Export Fair).	Thank you for your letter of March 5th. I'm glad that you are also going to Guangzhou next month. It would be a great pleasure to meet you at the Canton Fair (China Import and Export Fair).
Our company is having a reception at Baiyun Hotel on the evening of Apr. 28th, and I would be very pleased if you could attend.	Our company is having a reception at Baiyun Hotel on the evening of Apr. 28th, and I would be very pleased if you could attend.
I look forward to hearing from you soon.	I look forward to hearing from you soon.
Yours sincerely, Li Ming Sales Manager	Yours sincerely, Li Ming Sales Manager

三、信函的语域

语域是指在书面和口语表达中根据不同的交际对象所采用的话语方式,即正式、一般、非正式的话语。考生应根据写信的对象来选择恰当的语域。给私人朋友写的信应是非正式的,而求职信、商务信函就应该是正式的、礼貌的。

【例2】

【书面语体】	【口语化语体】
<p>Dear Minister,</p> <p>I am writing this letter to thank you for your warm hospitality accorded to me and my delegation during our recent visit to your beautiful country. I would also like to thank you for your interesting discussion with me which I have found very informative and useful.</p> <p>During the entire visit, my delegation and I were overwhelmed by the enthusiasm expressed by your business representatives on cooperation with China. I sincerely hope we could have more exchanges like this one.</p> <p>I am looking forward to your early visit to China when I will be able to pay back some of the hospitality I received during my memorable stay in your beautiful country.</p> <p>With kind personal regards.</p> <p style="text-align: right;">Faithfully yours, Li Ming</p>	<p>Dear John and Joan,</p> <p>How's the world treating you these days? We're winding down from another busy summer and hoping for a beautiful and serene fall. Whoever coined the phrase "Lazy days of summer" ought to have their vital signs checked.</p> <p>I had a busy summer at the office, but September is slow as usual. The kids are back in school, and the farmers are busy. It's actually a nice pace although hard on the budget. I think I'd enjoy my job much more if I didn't have to make money at it.</p> <p>Well, that's all for now. Say hello to the kids for me.</p> <p style="text-align: right;">With love, Li Ming</p>

第二讲 非信函类应用文

非信函类应用文包括通知、备忘录、报告等。自 2005 年出现应用文以来,仅 2010 年考了一次非信函类应用文(通知)。

一、通知



英语的通知可分为两类,即书面通知和口头通知。书面通知是书面的正式公告或布告,常常被张贴在显眼的位置,多用 notice 作标题。为了醒目起见,标题的每个字母可以用大写 NOTICE(但如果发出通知的单位以首字母大写形式出现在通知的标题之上,则也要用首字母大写形式 Notice),并常写在正文上方的正中位置。标题后可以编号,也可以不编号。口头通知用 Announcement 作标题,但通常省略不说。

一般而言,书面通知由以下几个部分组成:

标题	在正文上面正中的地方写上 NOTICE
正文	包括具体的时间、地点、活动内容和注意事项。布置工作的通知要把工作内容和要求写清楚。正文一般采用文章式,为了醒目也可采用广告式。广告式要求简明扼要,一个句子可以写成几行,且尽量写在中间,第一个字母一般都大写
单位	发通知的单位一般写在正文的右下角。有时也放于标题之上,起强调作用
时间	发出通知的时间一般写在左下角,也可按书信格式写在正文的右上角。通知的时间可以省略

【例 1】

NOTICE

A meeting is going to be held in Room 103 of Building 3 at 7 on the evening of April 5. Problems to be talked about at the meeting include the safety of the dormitories, proper use of electricity, what to do in case of fire, prevention of theft and so on.

A member of each dormitory is required to be present. They should take notebooks with them and arrive on time. They should take notes carefully and after the meeting they are to inform their roommates of what is discussed and what measures will be taken.

The Dormitory Committee

二、备忘录

备忘录即办公室便笺 (Interoffice Memorandum, 简称为 Memo), 是当今商务机构中使用最多的文件。与后面讲到的信函不同, 备忘录仅供公司内部传阅, 使职员都能随时了解公司情况, 并借助它来交流思想、陈述意见、澄清是非、修改决议、达成协议等。它不用地址, 一般在办公室便笺顶部都印有公司名称, 信末也不需要礼节性的结束语。

备忘录迅速、准确、方便; 它能迅速而准确地传达内部信息, 随时提醒职员特定时刻该干什么事情, 且便于存档。

一般情况下, 备忘录由以下几个部分组成:

收阅人 (To...)	对收阅人一般不加诸如 Mr., Miss, Dr. 之类的称呼, 但如果收阅人的职务比自己高, 在正式场合通常要加上诸如 President, Vice President 一类的称呼。如果收阅人不止一个, 可采取以下方式: To: Publication Committee /To: See Below (如果收阅人太多, 可以把名字列在备忘录的末尾)
撰写人 (From...)	一般不加任何头衔, 如果公司内部人员较多, 可注明撰写人所在的部门。例如: From: Paula C. Salle, Customer Relations
日期	此项当注明写函的具体时间(年、月、日)
标题	也称事由, 在“Subject”或“Re”字样之后, 发函人往往用简短的语言对所涉及的事项做一个概括, 一般用短语甚至以一个词表示, 如: Subject: Sales for Third Quarter 或 Re: Computer 收(发)函人姓名、日期及标题之间没有固定的相对位置, 只要在抬头之下、正文之上, 各项之间间隔一行即可
文档编号	一般可有可无
正文	该项与信件的正文类似, 如果收阅人只有一个, 可在正文前加上“Dear...”的称呼, 如果不止一个则不加
署名	备忘录的署名比较随便, 可署全名, 也可署姓名的首字母缩写

当然, 并非每个备忘录都包括这些条目, 事实上, 许多单位通常只要求收阅人、写函人及事由三项。写备忘录时, 要着重于重要论点, 力求简明突出, 并要提供论据和主张, 最好加以归纳, 强调所述内容的重要性和意义。

【例 2】

Feb. 13th, 2011

To: Secretariat

From: Purchasing Department

Subject: Procedures for Using the New Photocopier

We have just purchased the latest ×× photocopier for use by you. This is the newest

model put out this year. As it is a sophisticated machine, you have to use it cautiously. In addition to reading the instruction book, let us explain the procedures as follows: Prepare the carbon powder adequately. Put paper in right size in place. Select the right epitomizing scale. Select the right number of copies you want. Push the start button.

If the copies cannot come out, open the lower case and find the cause. Read the instruction book carefully and the machine can be used for the longest possible time. Then follow these procedures and you can get ideal copies.

三、报告书

报告书主要有调查报告 (Investigation Report)、实验报告 (Experiment Report)、试验报告 (Test Report) 和进度报告 (Progress Report) 等类型。

报告书一般是下级向上级汇报, 所以要求叙事简明扼要。通常也是由发函人姓名、收函人姓名、日期、标题、正文、署名几部分组成。

【例 3】

Jan. 10th, 2012

To: Business Manager

From: Sales Manager

Subject: A Tour to Some Cities in China

I was back yesterday from a ten-day tour in Beijing, Tianjin, Shanghai and Guangzhou. When I was in these cities, I met the officials of the branches of the China Ocean Shipping Corporation and the Head Office in Beijing. Cordial negotiations were made between us and the Chinese parties.

In the negotiations, I introduced the facilities in our Dockyards and thanked them for their former patronage. The Chinese parties also introduced the rapid development of their merchant ship fleet, many of which were occasionally repaired in Hong Kong. They complained that we had charged them too high, sometimes even twice more than the Japanese charged. I told them that we would reconsider this matter on my return to Hong Kong.

In my opinion, the Chinese parties are interested in our ship-repairing facilities and want their big ships to be repaired by us if necessary. In order to receive more ships from China, I propose that our charges be deducted a little so as to have advantage over Japanese or Singapore yards.

第三讲 应用文评分透视

一、评分标准



应用文的评分侧重点在于:信息点的覆盖和内容的组织、语言的准确性、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做调整。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。

【分数段的确定标准】

分数段	评分标准
第五档 9~10分	很好地完成了试题规定的任务。 包含了所有内容要点; 使用了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。 对目标读者(即语言接受对象)完全产生了预期效果。
第四档 7~8分	较好地完成了试题规定的任务。 包含了所有内容要点,允许漏掉1~2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。 对目标读者产生了预期的效果。
第三档 5~6分	基本完成了试题规定的任务。 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。 对目标读者产生了基本的预期效果。
第二档 3~4分	未能按要求完成试题规定的任务。 漏掉或未能有效阐述一些内容要点,写了一些无关内容;

续表

分数段	评分标准
	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。 未能清楚地传达信息给读者。
第一档 1~2分	未完成试题规定的任务。 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。 未能传达信息给读者。
零档 0分	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。

下面我们以 2009 年真题为例,针对不同分数等级给出典型示例,请大家对照评分标准,找出失分的原因,以避免自己犯同样的错误。

【例】

(2009 年)

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.

【3 分作文】

Dear Editor:

I am a student of Beijing. Restrictions on the use of plastic bags have not been so successful in some regions. "White pollution" is still going on. I think it's very bad. I want to make two or three suggestions. I suggest

【点评】

本文未能按要求完成试题规定的任务,所以只得了 3 分,具体的问题有:

- 1) 格式方面:首先,在英语信函中,称呼后用逗号,而不用冒号;其次,本文既然采用的是齐头式,那么称呼与正文之间、正文各段落之间、正文与落款之间都要空一行;此外,落款也应该在左边分两行顶格写。
- 2) 结构方面:提纲要求提出 2~3 条建议,文章却只有

<p>people stop using plastic bags.</p> <p style="text-align: right;">Yours sincerely, Li Ming</p>	<p>1 条,且该建议根本没有什么意义。</p> <p>3) 句式方面: 句式过于简单,大多照搬 Directions 里面的句子,且连贯性很差,缺少必要的衔接; 句式单一,缺少可以体现语言水平的长句。</p> <p>4) 字数方面: 遣词造句过于简单,加上结构的不完整,造成了本文字数没达到规定的范围。</p>
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【5 分作文】

<p>Dear Editor,</p> <p>I am a student living in Beijing. I am now a sophomore and studies English Language. After the restrictions of free plastic bags, many people <i>are use</i> plastic bags. This <i>lead</i> to "white pollution" going on. It's very bad.</p> <p>To stop the "white pollution" <i>from the environment</i>, we should take some measures. We should <i>rise</i> people's environment awareness. And we should not use the plastic bags by ourselves. At the same time, the government should punish the producers of plastic bags. That's all.</p> <p style="text-align: right;">Yours sincerely, Li Ming</p>	<p style="text-align: center;">【点 评】</p> <p>本文基本完成了试题规定的任务,结构也比较完整,格式正确,但只得了 5 分,除一些语法方面的原因外(已用斜体标出),主要还存在以下几方面的原因。</p> <p>1) 结构方面: 本文虽涵盖了 Directions 里所要求的要点,但也写了一些无关的内容,如第一段中介绍自己时用到的 I am ... English Language.</p> <p>2) 句式方面: 句式简单,整篇文章全是简单句,且重复的句式较多,主要体现在第二段中的 we should ..., we should ..., the government should...; 此外,句与句之间还缺少必要的衔接,如第二段在提出建议时虽用到 And, At the same time,但层次仍然比较混乱。</p> <p>3) 亮点方面: 有些遣词用语不够准确地道,如第二段中的 ... rise people's environment awareness,此处的 rise 应改为 enhance; 此外,文章中也没有出彩的句式和词,思想也过于平庸,引不起阅卷老师的兴趣。</p>
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【8 分作文】

<p>Dear Editor,</p> <p>I am a student living in Beijing. After the government restricted the use of free plastic bags, I still see many people carry plastic bags bought at supermarkets. The consumption of plastic bags leads to "white pollution", which is harmful to the environment.</p> <p>To avoid "white pollution", we need take some measures. First of all, it's necessary to</p>	<p style="text-align: center;">【点 评】</p> <p>本文之所以能够得 8 分,主要有以下几方面的原因:</p> <p>1) 优点: 格式正确,语法错误较少; 结构合理,主题突出; 且句式多变,衔接紧密。如第一段中的长短句交替使用,第二段中 First of all, At the same time 的运用,使得层次非常清晰。</p>
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promote people's environment awareness. At the same time, the government should tax the production of plastic bags and help the recycling of used plastics financially by supporting them with some favorable policies.

Yours sincerely,
Li Ming

2) 不足:有些遣词用语不够准确地道,缺少特色的句式和用词。如第一段最后一句中的 The consumption 就不如 10 分作文第一段最后一句中的 Widespread consumption 准确;第二段的第一句也不如 10 分作文第二段第一句地道;最后一句中的代词 them 用法有误。

【10 分作文】

Dear Editor,

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 environment awareness should, as always, be emphasized. 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

【点 评】

本文之所以得了满分,主要有以下几方面的原因:

- 1) 结构方面:结构完整,不仅包含了所有要点,且层次清楚、详略得当。文章第一段主要在交代建议的背景并简单表达了自己的看法,重点在第二段,即提出建议的段落。
- 2) 句式方面:句与句之间衔接紧密,句式丰富多变,长短句搭配合理,如第一段中包含简单句、时间状语从句、定语从句等。
- 3) 亮点方面:遣词用语准确地道,如文中的 ban, elimination, joint efforts, promote, emphasize, aid, implement 等;此外,文章还恰当使用了插入语 as always,增加了可以引起阅卷老师兴趣的得分点。

二、高分要素

通过对应用文各分数档评判标准的对比分析,我们发现,一篇应用文要想得高分,必须具备以下 4 点:

1. 内容切题,信息点全面

即在认真审题、正确理解题目要求的前提下,紧扣题目要求写作。写作时要涵盖题目中的全部要点,不可遗漏。同时,合理拓展各要点,结合情境,展开想象,增加细节信息。如 2009 年应用文写作,题目要求是 make two or three suggestions,但给出此建议的理由也是必不可少的。

2. 合理安排, 结构清晰

《大纲》中明确要求, 考生应“合理安排组织文章结构, 使其内容统一、连贯”。因此, 写作中, 要思路清晰, 合理安排各要点及相关语句, 清楚地表达出题目要求的内容和细节信息。同时, 注意句子的流畅以及句与句、段与段之间的自然衔接与连贯。

3. 语意恰当, 用词准确

针对不同的应用文类型, 选用相应的文体, 采用相应的措辞及语气。同时, 采用合乎规范的语法来表达。

4. 句式灵活, 富于变化

在准确表达语意的基础上, 做到句式多变、丰富多彩, 长短句搭配相宜, 主动被动运用合理, 适当穿插倒装、强调、比较等特殊句式, 并能够确保各句之间衔接紧密, 从而做到错落有致、行文流畅并体现出语言功底。

总之, 要写好应用文, 需要在篇章结构组织的条理性和逻辑性、内容的贴切全面、格式的正确性、表达的流畅连贯、用词及语法结构的准确和丰富性等方面下功夫。

第四讲 应用文常用模板

一、建议信



建议信(Letters of Advice)是写信人向某人就某事提出的建议。建议信要写出写信的原因、建议的内容及提出建议的理由。提出的建议要合情合理,以便使对方接受自己的想法、主张。此外,建议信还要写得简明扼要,目的明确。

1. 模板学习

<p style="text-align: right;">Date: _____</p> <p>Dear _____,</p> <p>① I am delighted to learn that / I am writing you this letter to _____. ② In my opinion, _____. ③ On the one hand, _____. ④ On the other hand, _____. ⑤ As to _____, I suggest / think _____. ⑥ _____. ⑦ In addition, _____. ⑧ I am sure _____.</p> <p>⑨ Please inform me if _____. ⑩ I'm looking forward to _____.</p> <p style="text-align: right;">Sincerely yours, Signature</p>	<p>日期与称呼</p> <p>① 写信的原因或背景</p> <p>② 自己对建议对象的看法(即建议的理由)</p> <p>③ 支持上述看法的理由一</p> <p>④ 支持上述看法的理由二</p> <p>⑤ 具体到某一方面的建议</p> <p>⑥ 对该建议的进一步阐述</p> <p>⑦ 其他的建议</p> <p>⑧ 对建议内容所作的承诺</p> <p>⑨⑩ 表达本人的愿望</p> <p style="text-align: right;">信件结尾与签名</p>
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2. 模板应用

【例 1】

(2012 年)

Directions: Some international students are coming to your university. Write them an email in the name of the Students' Union to

- 1) extend your welcome and
- 2) provide some suggestions for their campus life here.

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)

【审题布局】 本题要求以学生会的名义给即将来校的留学生写一封电子邮件,向他们表示欢迎,并对他们在这里的大学生活提出一些建议。根据提纲的写作要求判断,本文应是一封建议信。

根据所给提纲,结合建议信的行文思路,可将本文的内容和结构作如下安排:

第一段首先向留学生表示欢迎,然后表明对他们选择来我校就读的看法;第二段针对如何使他们快速融入校园生活提供几点建议;第三段表达自己的希望。

【模板套用】

Dear students,

①I am delighted to learn that you are coming to our university for further study, and I'd like to extend the warmest welcome to you on behalf of the Students' Union. ②In my opinion, you have made a wise choice. ③On the one hand, our campus is located in Xi'an, one of the ancient capitals of China, which provides you with a chance to experience a distinctive slice of culture and some of the world's most spectacular wonders. ④On the other hand, our university boasts highly qualified professors and first-class educational programs.

⑤As to how to assimilate yourselves into our campus life, I suggest you treat some problems you may have, like language barriers and culture shock, with patience. ⑥Don't be too demanding on yourself, but keep making progress every day. ⑦In addition, it will make your campus life colorful and meaningful to develop friendship with classmates and professors and to attend some international student organizations or associations. ⑧I'm sure this will broaden your social circle and establish a supporting network of friends around you.

⑨Please inform us if you have any difficulties in getting immersed into the new environment. ⑩I'm looking forward to seeing you.

Sincerely yours,

Li Ming

【例 2】

(2009 年)

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.

【审题布局】 本题属于提纲式情景命题。题目给出的情景中提到:对塑料袋的限制使用在某些地区不是很成功,“白色污染”仍在继续,要求给当地报社的编辑写一封信,就此事简单谈谈自己的看法,并提出 2~3 条建议。因此,本文应是一封建议信。

根据所给提纲,可以将本文的结构和内容安排如下:第一段主要表明自己

对限制使用塑料袋的看法；第二段从两方面提出具体建议；第三段表达希望和期待之意。

【模板套用】

Dear Editor,

① I am delighted to learn that the free use of plastic bags is banned in our country.
② However, in my opinion, people in some regions are still using plastic bags as they used to. ③ On the one hand, many local residents think plastic bags are cheap and convenient. ④ On the other hand, to attract their regular customers, many businesses are still providing plastic bags.

⑤ As to the low cost and convenience of plastic bags, I suggest that more possible alternatives, such as paper or cloth bags should be made. ⑥ If the substitute is cheaper and has more advantages, people will stop using plastic bags. ⑦ In addition, the mass media should help to enhance people's awareness about the negative effect of the "white pollution". ⑧ I am sure these suggestions will work.

⑨ Please inform me if my suggestions are accepted. ⑩ I'm looking forward to hearing your good news.

Sincerely yours,
Li Ming

【例 3】

(2007 年)

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.

【审题布局】 本文属于情景式命题, 要求给大学的图书馆写一封信, 建议改善服务。因此, 本文为建议信。

结合建议信的行文思路, 可将本文的内容和结构作如下安排: 第一段说明写信的原因和建议图书馆改善服务的理由; 第二段针对上段提出的问题, 提供可供选择的建议; 第三段表达自己希望看到服务得到改善的期望。

【模板套用】

Dear Sir or Madam,

① I am delighted to learn that you are collecting suggestions for the library's service. ② In my opinion, there is still much room for improvement. ③ On the one hand, inefficient service in the library really bothers the students a lot. ④ On the other hand, some librarians haven't yet noticed the drawbacks of the service.

⑤ As to the old search mode, I suggest that you implement a new information management system to make it easier to find the right books. ⑥ If you can put all the books' categories in the computer, it may save plenty of time for students to look for materials. ⑦ In addition, it would be helpful if the periodical room provides the latest issues instead of outdated issues. ⑧ I am sure our library will function more effectively in enriching our campus life. ⑨ Please inform me if my suggestions are accepted. ⑩ I am looking forward to your effective reform.

Sincerely Yours,
Li Ming

3. 常用句式

- ① I would like to suggest that... /I am writing with my suggestions about... /I am writing to express my views concerning... 我想建议……/我写信来想就……一事提出我的建议。/我写信来表达我关于……的看法。
- ② You have asked me for my advice with regard to... and I will try to make some conducive suggestions. 关于……你让我给你一些建议,我想尽量提出一些有益的建议。
- ③ I feel that it would be beneficial if... 我觉得如果……将会很有好处。
- ④ If I were you, I would... 如果我是你,我将……
- ⑤ It would seem to me that you could... 在我看来,你可以……
- ⑥ As you may agree that... 你或许会同意……
- ⑦ I hope you will find these suggestions/proposals/recommendations helpful/practical/useful. 我希望你会觉得这些意见/提议/建议是有帮助的/实用的/有用的。
- ⑧ I trust you will take my suggestions into account. 我相信你会考虑我的建议的。
- ⑨ I would be more than happy to see improvements in this regard. 我很高兴看到这方面的改善。
- ⑩ I would be ready to discuss this matter to further details with you. 我会准备好与你进一步详谈此事。
- ⑪ Please inform me if my suggestions are accepted. 如果我的建议被采纳,请通知我。

二、道歉信

道歉信(Letters of Apology)是用来对工作或生活中的失误表示歉意的信函,它也可以被用来回复他人的抱怨。道歉信除应及时写之外,还必须写得诚恳。再则,事情原委要解释清楚,措辞应当委婉贴切。道歉信包括的三部分内容有:

- 1) 开头:首先可以用 I am sorry for /that ... 等句型对某事表示歉意,或者用 I understand that ... /I am writing you this letter because... 等句型归纳投诉人所投诉的问题;
- 2) 主体:主动提出解决方案或提供赔偿,或提出几种方案供对方选择;
- 3) 结束:向对方保证不再犯类似错误。商业致歉信函结尾时,应鼓励客户再次光顾。

道歉信应简洁清楚地表达歉意,避免反复致歉。另外,不应把责任推在其他人或物品上来为自己的过错辩护。

1. 模板学习

<p style="text-align: right;">Date: _____</p> <p>Dear _____,</p> <p>① I am excessively sorry to say / tell you that _____. ② Now, I am writing you this letter of apology to show my deep regret.</p> <p>③ I hope you will understand me and excuse me for _____. ④ The reason (for my _____) was that _____. ⑤ _____.</p> <p>⑥ I sincerely hope _____.</p> <p>⑦ For making up, I want to _____. ⑧ _____. ⑨ Again, I beg your pardon. ⑩ Best regards to _____ !</p> <p style="text-align: right;">Sincerely yours, Signature</p>	<p>日期与称呼</p> <p>① 直接表明为何事而道歉</p> <p>② 写信的目的</p> <p>③ 希望对方能理解自己并谅解自己的过失</p> <p>④ 解释造成过失的原因</p> <p>⑤ 进一步解释原因</p> <p>⑥ 表达自己的期望</p> <p>⑦ 提出弥补措施</p> <p>⑧ 提出另外的弥补措施,或对上述措施进一步说明</p> <p>⑨ 再次诚恳致歉</p> <p>⑩ 表达良好的祝愿</p> <p style="text-align: right;">信件结尾与签名</p>
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2. 模板应用

(2008 年)

Directions: You have just come back from Canada and found a music CD in your luggage that you forget to return to Bob, your landlord there. Write him a letter to

- 1) make an apology and
- 2) 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.

【审题布局】 本文属于提纲式情景命题,要求给曾经的房东写一封信,就自己忘记归还 CD 一事道歉,并提出一个解决办法。因此,本文体裁应为道歉信。结合提纲要点,可将本文的结构和内容安排如下:第一段指出写信的原因,即为了道歉;第二段主要解释忘记归还对方 CD 的原因;第三段首先提出两种解决方案,供对方选择,并再次道歉,最后表达良好的祝愿。

【模板套用】

Dear Bob,

① I am excessively sorry to tell you that I forgot to return your music CD I borrowed from you the other day. ② Now, I am writing you this letter of apology to show my deep regret.

③ I hope you will understand me and excuse me for forgetting to return the CD to you. ④ The reason for my negligence was that I was busy preparing for returning home. ⑤ In fact, a succession of things before departure drove me so crazy. ⑥ I sincerely hope my mistake didn't cause too much inconvenience.

⑦ For making up, I want to mail it to you via air before it's too late. ⑧ Or else, I will send you some money to buy a new one. ⑨ Again, I beg your pardon. ⑩ Best regards to you and your wife.

Sincerely yours,
Li Ming

3. 常用句式

- ① I'm writing to apologize for/about... 今去信是为了对……表示歉意。
- ② I am sorry that I had to cancel our appointment yesterday. 我很抱歉昨天不得不取消了约会。
- ③ Much to my regret that I may not be able to keep my promise because... 令我万分遗憾的是,因为……我或许不能履约。
- ④ I sincerely hope my absence will not cause you any serious inconvenience. 我真诚地希望我的缺席不会给你带来太大的不便。
- ⑤ I offend you quite unintentionally. 我无意中冒犯了你。
- ⑥ I am sorry that I have delayed in answering your letter. 我很抱歉耽搁了你的回信。
- ⑦ I also feel worried and anxious in my heart. 我心里也焦虑不安。
- ⑧ I am sorry to have put you to so much trouble. 我很抱歉给你添了这么多麻烦。
- ⑨ Please accept my apologies. 请接受我的道歉。
- ⑩ I can assure you that... 我向你保证……

三、请求信

请求信(Letters of Requests)是对收信人提出请求,并希望对方满足该请求的信件。写请求信的重点是要写清楚为什么要请求他人做某事,或请求他人答应某事。

有些请求信是写给某机构、组织或个人,请求得到建议或帮助的。在与对方不熟悉的情况下,需要在信函开头介绍自己的身份;且信函中的用语要特别有礼貌并表示出对对方的感激之情,要向对方讲明自己的情况及遇到的困难,以求得到最大限度的帮助。

1. 模板学习

<p style="text-align: right;">Date: _____</p> <p>Dear _____,</p> <p>① I am _____. ② I will / am / want _____.</p> <p>③ I am writing to _____.</p>	<p>日期与称呼</p> <p>① 介绍自己的身份(若为熟悉的人,则省去)</p> <p>② 与请求有关的自身现状</p>
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<p>④ Here are some reasons why _____.</p> <p>⑤ For one thing, _____. ⑥ For another, _____.</p> <p>⑦ Therefore, _____.</p> <p>⑧ I shall be much obliged / grateful to you if you will be so kind as to _____.</p> <p>⑨ Thanks for your kind consideration. ⑩ I'm looking forward to _____.</p> <p style="text-align: right;">Sincerely yours, Signature</p>	<p>③ 阐明自己的请求</p> <p>④ 承上启下,开始解释原因</p> <p>⑤⑥ 原因一、二</p> <p>⑦ 总结写信的目的</p> <p>⑧ 对收信人的期望</p> <p>⑨ 表达谢意</p> <p>⑩ 希望尽早收到回信</p> <p style="text-align: right;">信件结尾与签名</p>
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2. 模板应用

(2006 年)

Directions: You want to contribute to Project Hope by offering financial aid to a child in a remote area. Write a letter to the department concerned, asking them to help find a candidate.

You should specify what kind of child you want to help and how you will carry out your plan.

Write your letter with no less than 100 words. Write it 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.

【审题布局】 本题属于情景式命题。题目所给的情景中提到:你想资助一名边远地区的孩子;要求给希望工程的相关部门写一封信,让他们帮忙寻找一位资助对象。由此可知,本文为请求信。

根据 Directions 的要求,可将本文结构和内容安排如下:第一段先介绍自己的身份,然后指出写信的目的——请求对方推荐一位贫困儿童,并告知自己对这名贫困儿童的要求和资助方式;第二段说明要资助贫困儿童的原因,以取得对方的信任并说服对方答应提供帮助;第三段提出对对方的期望并致谢,最后表达希望得到答复。

【模板套用】

Dear Sir or Madam,

① I am a network engineer in Beijing. ② I want to aid a poor child to continue his / her education. ③ I am writing to seek your assistance to find a needy child who comes from an elementary school in the less developed areas of Western China. I'm going to offer the candidate all necessary fees until he / she completes his / her university education.

④ Here are some reasons why I want to help a needy child. ⑤ For one thing, I think it's everybody's duty to do something to change the educational situation in the remote areas. ⑥ For another, I was also helped by others when I was in college and now it's my turn to give something back. ⑦ Therefore, I write this letter here to ask for

your help.

⑧ I shall be grateful if you will be so kind as to help me. ⑨ Thanks for your consideration. ⑩ I'm looking forward to your reply.

Yours sincerely,
Li Ming

3. 常用句式

- ① I am writing to seek your assistance in... 写信寻求您在……方面的帮助。
- ② I would like to seek help from you. 我想让你帮个忙。
- ③ I am sorry to trouble you, but nobody would come into my mind to help me except you. 很抱歉打扰你,但在我心中只有你能帮助我。
- ④ Would you be kind enough to ... 您能够……吗?
- ⑤ I will appreciate your favorable consideration of this request. 请你考虑一下我的请求,我将不胜感激。
- ⑥ I shall be much obliged to you if you will be so kind as to... 如您能……我将不胜感激。
- ⑦ Thanks for your attention to these requests. 感谢您考虑我的要求。
- ⑧ I'd be the most grateful if I could have your full support. 若能得到您的鼎力支持,我将感激不尽。
- ⑨ I look forward to receiving your earliest reply. 期盼您尽快回复。
- ⑩ Can you advise me what to do? 我该怎么办,你能给我提些建议吗?

四、辞职信

在现代职业生涯中,被老板炒鱿鱼和炒老板鱿鱼都是司空见惯的事。无论你是为寻找更好的发展机会还是由于厌倦现在的工作而离职,都应该礼貌、谨慎而成熟地处理辞职这件事。因为你曾经有过的这段工作经历将会记录进你的履历中,而且你永远也不知道何时会再需要前任上司的介绍信或帮助。你不必长篇大论,只要结构清晰、简明扼要地将所有重要信息描述清楚即可。下面是几条建议:

- 1) 在辞职信里开门见山表明你写信的意图,并说明辞职的原因,比如搬迁到其他城市或者已经接受其他公司的聘用书或其他理由等;
- 2) 说明辞职时间,一般来说应该在合同终止前两个星期提出辞职;
- 3) 对自己的辞职所带来的不便向雇主表示歉意;
- 4) 还应当信中向老板表示感谢,感谢他为你提供了在该公司工作的机会,或对过去接受的培训、获得的经验或者建立的关系向公司表示感谢;
- 5) 祝福语。

1. 模板学习

<p style="text-align: right;">Date: _____</p> <p>Dear _____,</p> <p>① I am writing to inform you about my decision to resign from my current position. ② I plan to leave my job here _____.</p> <p>③ There are several reasons for my resignation. ④ First of all, _____. ⑤ In addition, _____. ⑥ Most importantly, _____. ⑦ Therefore, I would like to _____.</p> <p>⑧ Please let me take this chance to thank you for _____. ⑨ I am sorry for any inconvenience caused to you! ⑩ Best wishes for _____!</p> <p style="text-align: right;">Sincerely yours, Signature</p>	<p>日期与称呼</p> <p>① 开门见山地指明写信意图</p> <p>② 说明离职的时间</p> <p>③ 引出辞职的原因</p> <p>④⑤⑥ 辞职原因</p> <p>⑦ 总结辞职原因, 作出辞职决定</p> <p>⑧ 向上司表示感谢</p> <p>⑨ 对于辞职所带来的不便向上司表示歉意</p> <p>⑩ 祝福语</p> <p style="text-align: right;">信件结尾与签名</p>
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2. 模板应用

(2005年)

Directions: *Two months ago you got a job as an editor for the magazine Designs & Fashions. But now you find that the work is not what you expected. You decide to quit. Write a letter to your boss, Mr. Wang, telling him your decision, stating your reason(s), and making an apology.*

Write your letter with no less than 100 words. Write it neatly 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.

【审题布局】 本文属于情景式命题, 要求给老板写一封信, 告知自己想要辞职的决定、解释其中的原因, 并向对方道歉。根据本题的情景, 可知本文重点在“辞职及其原因”而非“道歉”, 故本文应是一封辞职信。

根据 Directions 的要求, 可将本文结构和内容安排如下: 第一段直接提出写信的目的, 并告知辞职的最后日期; 第二段陈述辞职的原因: 薪水比预先承诺的低、公司离家太远等; 第三段首先表达感谢, 然后对因辞职带来的不便表示歉意, 最后表达良好的祝愿。

【模板套用】

Dear Mr. Wang,

① I am writing to inform you about my decision to resign from my current position.

② I plan to leave my job here in a month.

③ There are several reasons for my resignation. ④ First of all, the salary has proved to be much lower than you promised. ⑤ In addition, the office is far from where

I live and each day I have to spend hours on the way. ⑥Most importantly, I feel my work tasks here have not allowed me to take full advantage of the specialized knowledge gained during my graduate studies. ⑦Therefore, I would like to resign.

⑧Please let me take this chance to thank you for the rewarding experience I've enjoyed during my employment. ⑨I am sorry for any inconvenience caused to you! ⑩Best wishes for the company's better growth!

Sincerely yours,
Li Ming

3. 常用句式

- ① I am writing to inform you about my decision to resign from my current position. 写信是想告知您我决定辞去当前职务。
- ② I want to tell you that I wish to resign my position as a... 我想辞去……一职。
- ③ There are several reasons for my resignation. 我辞职有几点原因。
- ④ I plan to leave my job here. 我打算辞去现在的工作。
- ⑤ Please let me take this chance to thank you for the rewarding experience I've gained during my employment. 在此,请允许我对在职期间在贵公司积累到的宝贵经验表示感谢。
- ⑥ I sincerely appreciate the encouragement and support you gave to me. 我衷心地感谢您以往的支持和鼓励。
- ⑦ I am sorry for any inconvenience caused to you! 如若给您带来不便,敬请原谅。
- ⑧ Best wishes for the company's better growth. 祝愿公司取得更好的发展。
- ⑨ Thank you again for your understanding. 对您的理解再次表示感谢。

五、求学信

求学信(Application for Admittance)与求职信同属于申请信(Letters of Application),是常见的正式信函类型。求学信通常称为个人陈述,其目的是打动所申请院校的领导和教授,以获得录取资格。其内容大致包括:

- 1) 事由,即申请就读该校的原因;
- 2) 自己的情况简介(包括学业、工作经历、社会经历、性格、兴趣爱好、特长等);
- 3) 对所申请学校的认识或评价,以及针对所选专业的职业打算等。

1. 模板学习

<p>Date: _____</p> <p>Dear _____,</p> <p>①I have read the annual prospectus of your school and found that it has the best graduate program of _____. ②I am greatly interested</p>	<p>日期与称呼</p> <p>① 介绍自己如何获悉对方学校的信息以及对该校的看法</p> <p>② 表达自己对对方学校的浓厚兴趣/申请到该校就读</p>
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in the program. /I hope that _____.

③ I am working / studying in / at _____.

④ I graduated / will graduate _____. ⑤ At university, _____. ⑥ And I _____.

⑦ _____ has / have written a letter / letters of recommendation for me, as enclosed with this letter. ⑧ I would be very grateful if you could _____. ⑨ Thank you for _____. ⑩ I'm looking forward to _____.

Sincerely yours,
Signature

③ 介绍自己目前的工作/学习情况

④ 毕业的学校及日期

⑤ 介绍大学期间有关的学习、获奖等情况

⑥ 介绍有关的工作经历或社会实践

⑦ 提出自己已获得推荐,以争取信任

⑧ 向对方索要相关资料

⑨ 表达感激之情

⑩ 期待对方的回复

信件结尾与签名

2. 模板应用

Directions: Suppose you want to get your Master's degree in a university of America. Write a letter to the concerned professor of that university for some related information.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. Do not write the address.

【审题布局】 本题属于情景式命题。所给的情景谈到:假如你想去美国的一所大学攻读硕士学位,要给该大学的教授写一封信,了解一些相关信息。故本文应为求学信。

根据 Directions 里提供的信息,结合求学信的行文思路,可将本文的内容和结构安排如下:第一段介绍自己对对方学校的看法,表明想申请去对方学校的愿望;第二段介绍自己的学历和工作经历;第三段先提及附在信中的推荐信,并向对方索要有关资料,最后表示期望收到对方回复。

【模板套用】

Dear Professor,

① I have read the annual prospectus of your school and found that it has the best graduate program of English Literature. ② I hope that I could finish my Master's degree in your school.

③ I am working in a college in Beijing. ④ I graduated from Shandong University in 2010. ⑤ At university, I took many fundamental courses in English language as well as English culture. ⑥ And I have been working in a language school teaching English literature, which deepens my knowledge in this subject.

⑦ The headmaster of the school where I'm teaching has written a letter of recommendation for me, as enclosed with this letter. ⑧ I would be very grateful if you could

send me information and the forms related to my application. ⑨Thank you for your consideration. ⑩I'm looking forward to hearing from you.

Sincerely yours,
Li Ming

3. 常用句式

- ① I'm writing to apply for admission to your college. 我想申请就读贵校。
- ② I would like to further my study in the... department of your university. 我想在贵校……系继续深造。
- ③ I am greatly interested in the program. 我对贵校的计划非常感兴趣。
- ④ I graduated from... / I took my undergraduate studies in... 我毕业于…… / 我本科就读于……
- ⑤ I have won... 我获得过……
- ⑥ ... has/have written a letter/letters of recommendation for me. ... 为我写了推荐信。
- ⑦ As for the fieldwork, I have taken part in ... 至于实地调查/实践,我参加过……
- ⑧ I have chaired the University Students' Union. 我在大学担任过学生会主席。
- ⑨ My major interests are..., and I know you have a good program on those fields. 我的专业爱好是……,我知道贵校在上述领域有极好的项目。
- ⑩ I hope you will kindly send me information and the forms on which to apply, if you consider me eligible. 如果贵校认为我合格,希望能寄给我有关的材料和申请表。

六、求职信

求职信 (Application for Employment) 的目的就是把自己推销给雇主,即需要毫无保留地展示自己的才能,又不能弄虚作假。其基本内容包括:

- 1) 写信的原因;
- 2) 本人情况的简介;
- 3) 对所求职位及雇主的认识以及求职打算等。

1. 模板学习

<p style="text-align: right;">Date: _____</p> <p>Dear _____,</p> <p>① I've learnt from _____ that your company is recruiting _____ and I would like to apply for the position. ② I have attached a copy of my resume for your consideration. ③ I believe my qualifications are an ideal match for your requirements.</p> <p>④ I will graduate /graduated from _____ in /on</p>	<p>日期与称呼</p> <p>① 开门见山,说明写信的原因</p> <p>② 告知随信已附上简历</p> <p>③ 表明自己对所申请职位的信心</p> <p>④ 介绍自己的毕业学校及时间</p>
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<p>_____ . ⑤ In addition to the required courses of my major, I have _____ . ⑥ I also have some experience in /worked as _____ . ⑦ I believe my education and experience _____ .</p> <p>⑧ If there is any additional information you require, please contact me at _____ . ⑨ I would welcome an opportunity to meet with you for a personal interview. ⑩ Thank you for your time and consideration.</p> <p style="text-align: right;">Sincerely yours, Signature</p>	<p>⑤ 专业以外与职位相关的教育背景</p> <p>⑥ 相关的实践经验</p> <p>⑦ 总结自己的教育和工作经验对应聘职位的积极作用</p> <p>⑧ 巧妙地告知联系方式</p> <p>⑨ 争取面试机会</p> <p>⑩ 表示感谢</p> <p style="text-align: right;">信件结尾与签名</p>
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2. 模板应用

<p>Directions: You have read a job ad from <i>Talent Journal</i>; write a letter to the Personnel Department to apply for the position of marketing researcher. Write your letter with no less than 100 words. Do not sign your name at the end of the letter. Use "Li Ming" instead. Do not write the address.</p>
<p>【审题布局】 本题属于情景式命题,要求给某公司的人事部门写一封求职信。根据 Directions 的要求,可将本文的内容和结构安排如下:第一段开门见山地提出写信的目的——申请市场调研员一职;第二段介绍毕业学校,以及市场调研员一职有关的工作经验;第三段请求面试机会,并告知联系方式,最后表示感谢。</p>
<p>【模板套用】</p> <p>Dear Sir or Madam,</p> <p>① I've learnt from <u>Talent Journal</u> that your company is recruiting <u>marketing researchers</u> and I would like to apply for the position. ② I have attached a copy of my resume for your consideration. ③ I believe my qualifications are an ideal match for your requirements.</p> <p>④ I graduated from <u>Shanghai University of Finance and Economics</u> in 2011, <u>majoring in Economics</u>. ⑤ In addition to the required courses of my major, I have <u>studied Marketing and Public Relation</u> as my second and third majors. ⑥ I also have some experience in <u>Market Analysis</u>. ⑦ I believe my education and experience <u>will enable me to perform better than other candidates who lack working experience</u>.</p> <p>⑧ If there is any additional information you require, please contact me at 33445566. ⑨ I would welcome an opportunity to meet with you for a personal interview. ⑩ Thank you for your time and consideration.</p> <p style="text-align: right;">Sincerely yours, Li Ming</p>

3. 常用句式

- ① I am writing to apply for the post of...advertised in... 兹申请刊登在……上的……工作。
- ② In reply to your advertisement in..., I beg to apply for the post of... in your company. 见……上刊登的贵公司广告,我谨申请应聘贵公司的……职务。
- ③ Immediately I saw your advertisement in the paper for..., I felt it was just the kind of post for which I have the qualifications and for which I have been looking for some time. 一看到贵公司在报上招聘……的广告,我就认为这正是我能胜任的工作,而且也是我这段时间一直寻求的工作。
- ④ The kind of work in which your company is engaged particularly interests me. 我对贵公司目前开展的这项业务很感兴趣。
- ⑤ I feel I have the necessary qualifications and experience needed for the position of... advertised in the paper. 我认为我具备了报上刊登的贵公司……一职所要求的素质和经验。
- ⑥ I shall bring with me the full details of my testimonials as you request. 我将根据您的要求携带详细的证明文件。
- ⑦ I hope I may be granted an interview when I can explain my qualification more fully. 希望同意面试,届时我可以更充分地说明我的条件。
- ⑧ I should be pleased to attend an interview at your convenience, when I could give you further details concerning myself. 我很乐意在您方便时接受面试,届时我将进一步介绍自己。
- ⑨ It seems to me that this experience, together with my education, has given me ideal preparation to assume the role of... in a firm such as yours. 对我来讲,这些经验加上我的学历,使我具备了担任贵公司……一职的资格。

七、推荐信

常见的推荐信 (Letters of Recommendation) 一般是求学推荐信 (Recommendation for Admittance) 和求职推荐信 (Recommendation for Job Application)。这两类推荐信主要是由有身份、地位的人士向学校介绍求学者或向雇主介绍求职者,如教授推荐学生、老板推荐下属、成功人士推荐非成功人士。求学推荐信侧重于被推荐人以往的学习背景、学习成绩、学习态度、分析问题和判断问题的能力以及个人性格、个人专长等;求职推荐信则侧重于被推荐人所具备的工作经验、工作能力、工作业绩及个人的品行、性格等。

通常这两类推荐信的主要内容包括:

- 1) 开头:指出推荐何人做什么事,以及与被推荐者的关系;
- 2) 主体:对被推荐者的介绍等——主要介绍被推荐人的优点;
- 3) 结尾:对被推荐人的最终评估意见,是全力推荐还是保留若干看法。

一封好的推荐信常被视为求职者或求学者被录用的通行证。因此要尽量突出被推荐人的优点、成就和能力。

此外,广义上的推荐信内容包罗万象,如向他人推荐一本书、一部电影、一个网址、一

种游戏、一个电视节目、一种新产品、一处景点、一个吃饭的去处等。这类推荐信通过介绍自己对某种事物的看法,建议某人关注某一事物或参与某一活动,因此这类推荐信的内容通常包括三方面:写信的原因、推荐的内容和推荐的理由。注意推荐的理由要充分,以使对方采纳自己的想法并付诸行动。

1. 模板学习

【求学求职推荐信】

<p style="text-align: right;">Date: _____</p> <p>Dear _____,</p> <p>① I'm writing with much pleasure to recommend _____ to you. ② As his / her _____, I find / found him / her _____.</p> <p>③ His / Her performance in / at _____ is / was outstanding. ④ Firstly, _____. ⑤ Secondly, _____. ⑥ In addition, _____. ⑦ Therefore, I can state that _____.</p> <p>⑧ I here recommend him / her to you with all my heart. ⑨ I am sure that his / her future conduct will prove worthy of your confidence. ⑩ If further information about him / her is needed, please feel free to contact me.</p> <p style="text-align: right;">Sincerely yours, Signature</p>	<p>日期与称呼</p> <p>① 写信的目的</p> <p>② 介绍自己和被推荐人的关系以及对被推荐人总的评价</p> <p>③ 过渡句,总的指出被推荐人在学校/工作中的良好表现</p> <p>④⑤⑥ 优点/所取得的成绩</p> <p>⑦ 总结自己对被推荐人的评价</p> <p>⑧ 竭力推荐</p> <p>⑨ 给予对方录取被推荐人的信心</p> <p>⑩ 表明可以随时提供被推荐人的相关信息</p> <p style="text-align: right;">信件结尾与签名</p>
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【其他类推荐信】

<p style="text-align: right;">Date: _____</p> <p>Dear _____,</p> <p>① I'm writing with much pleasure to recommend _____ to you. ② As _____, _____ is not only _____, but also _____.</p> <p>③ The reasons for _____ are as follows. ④ To begin with, _____. ⑤ In addition, _____. ⑥ Finally, _____. ⑦ Therefore, I bet _____. ⑧ I hope _____. ⑨ Please remember to tell me your opinion about _____. ⑩ I am looking forward to your early reply.</p> <p style="text-align: right;">Yours ever, Signature</p>	<p>日期与称呼</p> <p>① 写信的目的</p> <p>② 介绍自己对被推荐事物的总体评价</p> <p>③ 过渡句,过渡到对推荐的理由的陈述</p> <p>④⑤⑥ 陈述三点理由</p> <p>⑦ 对推荐理由作一总结</p> <p>⑧ 表达自己的希望或期望</p> <p>⑨ 提醒对方关注被推荐事物</p> <p>⑩ 期待对方回复</p> <p style="text-align: right;">信件结尾与签名</p>
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2. 模板应用

【求学求职推荐信】

Directions: You were the direct leader of your former colleague John Smith. As requested by John, you are writing a letter of recommendation to another company.

Write your letter with no less than 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. Do not write the address.

【审题布局】 本题属于情景式命题。情景中明确提出本文是一封为以前的同事兼部下 John 写的推荐信。

根据 Directions 里提供的信息, 可将本文的内容和结构安排如下: 第一段开门见山地提出写信的目的, 并从总体上对要推荐的 John Smith 做评价; 第二段主要介绍 John 的优点; 第三段正式向对方推荐 John, 并做出保证, 以给予对方录用 John 的信心。

【模板套用】

To Whom It May Concern,

① I'm writing with much pleasure to recommend John Smith, one of my former colleagues to you. ② As his direct leader in A. N. Y Company, I found him a most reliable and efficient member of the sales team.

③ His performance at work was outstanding. ④ Firstly, he was professional and efficient in his approach to work and showed great talents in sales. ⑤ Secondly, he has developed a strong team spirit and never stops on the way of self-improvement. ⑥ In addition, he has a very pleasant personality, and working with him is always pleasing and encouraging. ⑦ Therefore, I can state that he has all the qualities of an excellent salesman.

⑧ I here recommend him to you with all my heart. ⑨ I am sure that his future conduct will prove worthy of your confidence. ⑩ If further information about him is needed, please feel free to contact me.

Sincerely yours,
Li Ming

【其他类推荐信】

(2011 年)

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)

【审题布局】 本题要求给自己的一位朋友写一封信,向他/她推荐一部自己最喜爱的电影,并给出推荐的理由。故本题属于半正式文体中的推荐信,需按照推荐信的格式和思路来完成。本题给考生自由发挥的余地比较大,考生可以写国内新鲜出炉而又备受关注的视觉大片如《赵氏孤儿》《让子弹飞》《非诚勿扰2》等,又可以选择近年来劲爆而又经典的好莱坞大片。但最为重要的是推荐的理由至少要归纳出两点,且要有说服力。

本文的结构和内容可作如下安排:首段表明写信的目的,即向朋友推荐一部自己最喜爱的电影《肖申克的救赎》;第二段陈述推荐的三点理由;第三段表达自己的期望。

【模板套用】

Dear Maggie,

① I'm writing with much pleasure to recommend one of my favorite movies—*The Shawshank Redemption* to you. ② As an inspirational and uplifting Hollywood blockbuster, the film is not only about the whole routine of prison life, but also about friendship, patience, hope, survival, emancipation, and ultimate redemption.

③ The reasons for my choosing this movie are as follows. ④ To begin with, this film tells us that in no case should we give up hope. Just like the hero said, "Fear can hold you prisoner. Hope can set you free." ⑤ In addition, it gives us a vivid description of the pure and tacit friendship between men behind bars. ⑥ Finally, there are numerous great lines in the movie that are worth pondering over and remembering forever.

⑦ Therefore, I bet the film caters to your tastes.

⑧ I hope you'll appreciate this film. ⑨ Please remember to tell me your opinion about the film. ⑩ I am looking forward to your early reply.

Yours ever,
Li Ming

3. 常用句式

- ① I'm writing with much pleasure to recommend... 很高兴写信为您推荐……
- ② I would like to present... for your consideration. 我想为您推荐……
- ③ With reference to your requirements, I shall, without hesitation, recommend... as an ideal candidate. 根据您的要求,我向您全力推荐……作为理想的候选人。
- ④ Therefore, I don't hesitate to recommend... 所以,我全力向您推荐……
- ⑤ I would like to lend my support to... for his... 因为他的……我支持……
- ⑥ I am willing to stand by Mr. /Ms. ... 我愿意支持……先生/女士。
- ⑦ Before concluding the letter, I would again recommend... 在停笔之前,我要再一次地推荐……
- ⑧ His/Her performance in the school years/at work was outstanding. 他/她在学校/工作中的表现非常出色。