

第四章：应用文（小作文）模板训练

【考情分析】

- 要求考生根据情景写出约 100 字（标点符号不计算在内）的应用文短文，
- 包括私人和公务信函、备忘录、报告等。
- 书信类作文仍然是目前考试的重点，

年份	主题	考试形式
2010	感谢美国同事款待，欢迎造访中国	感谢+邀请（信）
2011	祝贺表弟考上大学，给予大学生活建议	祝贺+建议（信）
2012	对网店购买电子产品的投诉，请求解决办法	投诉+请求（信）
2013	邀请同学参加义卖会，介绍活动细节	邀请+介绍（信）
2014	自我习惯介绍，请求舍友给予生活建议	介绍+请求（信）
2015	举办夏令营，介绍活动细节，号召志愿者	通知+介绍+号召（通知）
2016	你赢了翻译比赛，朋友向你祝贺并寻求建议	感谢+建议（信）
2017	教授邀请你为留学生做关于中国文化的演讲	感谢+描述演讲要点（信）
2018	取消了行程，无法拜访教授	道歉+建议（信）
2019	组织辩论，建议主题，介绍相关安排	介绍+建议（信）
2020	旅行安排，行程建议	推荐+建议（信）

Section IV Wring：卷面成绩！

Part A: 核心信息覆盖全, 格式语法正确, 不要求文采 10 分

Part B: 文采, 衔接, 语法, 结构, 考核内容 15 分

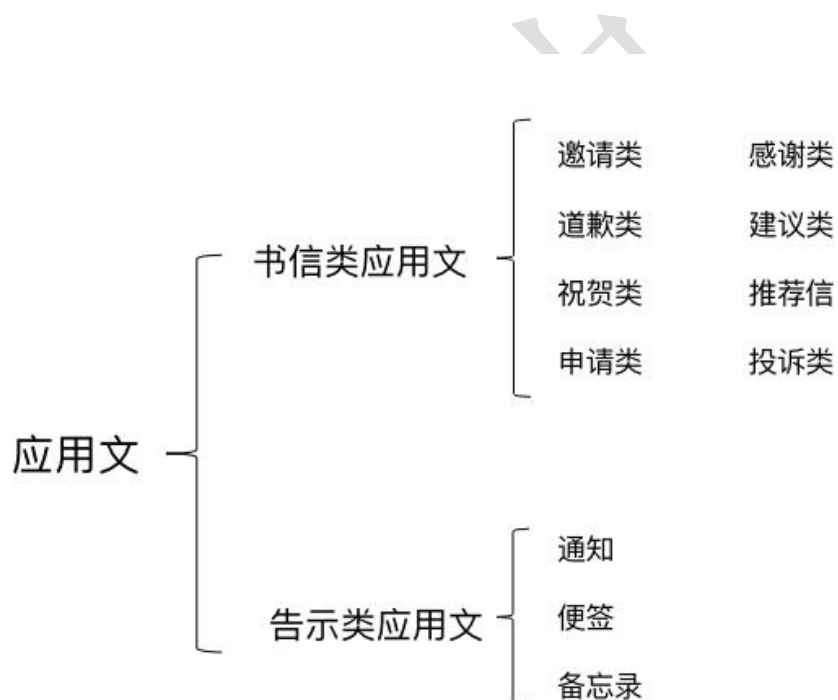
【评分标准】

信息点的覆盖

内容的组织

语言的准确性,

格式和语域的恰当性



固定套路 (50%) - 万能模板

随机应变 (50%) - 挑自己会说的

主语+谓语+宾语

主语+系动词+表语

【内容组织与格式要求】

Dear XXX,

1.开篇说目的

2.题目要求 (to begin with, secondly, finally)

3.客套结尾语

Yours sincerely,

XXX

写作破解攻略

第一步： 确定文体

第二步： 核对要求

第三步： 拼接组合： 【模板+简单句】 ☆ 【以语言的准确性为标准】

【小作文模板背诵】

类型 1： 道歉信

Dear ×××,

I'm ×××. I am writing this letter to offer my sincere apology to you.

【我是 XXX，写这封信是向您真诚地表示歉意】

I sincerely wish you could understand my situation and accept my apology, and I apologize in advance for any inconvenience thus caused. Please let me know which solution you prefer at your earliest convenience.

【真诚地希望您能理解我的处境并接受我的道歉，我对给您造成的不便深表歉意，您可以随时告知我，您的任何想法】

Yours sincerely,

xxx

类型 2：建议信（正式版，以公事为主）

Dear XXX,

I am writing this letter for the purpose of making some suggestions concerning...

【关于 XXX，我向您提出我的建议】

I would highly appreciate it if my proposals could kindly be considered and further improvements could be made in this regards.

【若建议被采纳，并因此有具体改进，必将万分感谢】

Yours sincerely,

xxx

类型 3：建议信（非正式版，私事为主）

Dear XXX,

You have asked me for my advice with regard to (), and I will try to make some suggestions here.

【您问我关于 XXX 的想法，我向您提供以下建议】

From my point of view, you would be wise to take the following actions: to begin with, secondly, finally,

【我想，您如何采取一些方法，会比较有效：第一，第二，第三，】

I hope you will find these proposals useful, and I would be ready to discuss this matter with you to further details.

【真诚希望以上建议对您有所帮助，如有任何疑虑随时联系我】

Yours sincerely ,

XXX

类型 4：投诉信

Dear XXX,

I'm writing this letter for the purpose of making a complaint about your product/service

【我写这封信是要投诉您的产品/服务】

Considering these factors, I strongly request that you should send me a new one or refund me the money. I would appreciate it a lot if you could take my complaint seriously and see to it prompt. I look forward to your reply at your earliest convenience.

【综合以上因素，我强烈要求您换货或者退款，若您能认真对待投诉或快速解决，我将感激不尽，期待回复】

Yours sincerely,

XXX

类型 5：邀请信

Dear XXX ,

I am writing on behalf of () to invite you to ().

【我非常荣幸代表 XXX 邀请您 XXX】

We look forward early to the opportunity to benefit from your experience and wisdom. We would feel much honored if you could come. Please let me know whether you can come and whether the time is convenient for you by sending me an email or call(ing) me. Looking forward to your reply.

【我们非常期待您的经验和智慧让我们有所收获，如果您可以来我们将倍感荣幸，您可以给我打电话或者发邮件告诉我，您是否参加，时间是否合适，期待回复】

Yours sincerely ,

XXX

类型 6：祝贺信

Dear XXX ,

I am writing this letter to show my congratulations to you. I am glad to hear that
+消息

【听到 XXX 我非常开心，特向您表示祝贺】

Once again, I take pride in your achievements and would like to avail myself of this opportunity to extend my best wishes for your success. I am looking forward to hearing more good news to you.

【对您取得的成绩我感到非常骄傲，并借此机会预祝您一起顺利，期待听到您的更多好消息】

Yours sincerely ,

XXX

类型 7: 推荐信-人

Dear XXX ,

I am writing to you to recommend XXX who wants to pursue his graduate study for a master's degree under your supervision.

【XXX 希望可以继续攻读硕士学位，我作为推荐人特此推荐】

Thanks a lot for your due attention to this letter. I am looking forward to your prompt reply at your earliest convenience

【感谢您的宝贵时间，期待回复】

Yours sincerely ,

XXX

类型 8: 推荐信-物

Dear XXX ,

I am writing to you to recommend to you a XXXX. The reasons for my recommendation are as follows.

【我向您推荐 XXXX（物），原因如下】

To sum up, I strongly recommend XXX to you. And I'm quite certain that you will recommend it to those close to you after having/taking it.

【总之，我向您强烈推荐，我肯定您用完之后，也会将它推荐给您身边的朋友】

Yours sincerely ,

XXX

类型 9：感谢信

Dear XXX,

I am writing to express my genuine gratitude for your kind help. My appreciation to your selfless help is beyond any words.

【您对我的帮助，我深表感谢，胜过千言万语】

I sincerely hope that I can repay your kindness in the near future. Once again, please accept my heartfelt gratitude. I am looking forward to your reply.

【希望以后我也可以帮到您，请您接受我最真诚的协议，期待回复】

Yours sincerely ,

XXX

【万能第二段】整套可用

【当我们推荐自己或者别人时】：

With reference to your particular requirements, I wish to be considered as an applicant for the position, and beg to state my qualifications as follows. Born in...in..., I major in I have been working as...since my graduation, and I have therefore attained a

lot of knowledge and experiences in this field. I am confident that my experience and ability will show you that I can fulfill the particular requirement of your position.

【对照您的要求，我选择可以申请这个职位，我的情况如下，我**年*出生于*，主修专业为***，毕业后一直从事***工作，因为我在相关行业已经积累了丰富的知识和经验，我相信我的能力和经验可以满足您的岗位要求】

【当要祝贺一个人时】：

After years of hard and creative work, you finally achieved your goal. Therefore, I can imagine your excitement when you realized such an ambition. Indeed, no one could have been more deserving than you, as you have done your utmost to progress. On the other hand, for me, it is a real encouragement to see your efforts rewarded. In short, wish you still further success.

【经过多年努力，你终于取得了好成绩，我能想象到你现在有多激动和兴奋，确实，你的所有付出都是值得的，因为你已经付出了全部辛苦和努力，对于我而言，看到你的付出得到回报，这对我也是一种鼓励，希望你一切顺利】

【当你邀请一个人参加会议时】

First of all, I'd like to give a brief introduction of (). The meeting is to be held in our university's auditorium at 18:00 on December 24, 2020. For each sessions of the convention, experts from different countries would give lectures respectively. The meeting is purely an academic gathering. So we prefer a speech on an inspirational theme. In the end, we'll organize a tour around the city, following which is a farewell. I shall send you a message which includes the topics that will be appropriate for the occasion.

【首先，我给您大致介绍一下（），（）将于2020年12月25号在学校的礼堂举行，会议的每个部分，来自于全球的专家将分别进行演讲，这场会议是纯学术讲座，所以我们欢迎具有启发性的题目，我们还会组成大家环城旅行，最后还会有一个送别晚宴，我将会给您详细发送一些信息，告诉您什么样的话题具体合适】

【当我们要投诉时】

The problems I have found are as follows. To begin with, it often breaks down for no reason, which gives much inconvenience and trouble to my use. In addition, its screen is covered with a few scratches. Lastly, some of the keys on the keyboard fail to work well. The door cannot be opened without extravagant strength.

【问题如下，首先是产品毫无原因的会死机，给我的使用带来了很大麻烦，其次屏幕有很多划痕，有一些按键还无法正常使用，如果不用力，还打不开】

【当我们失约的时候】

I feel badly sorry about it and want you to know what happened. When I went to the airport, I suddenly had a severe stomachache, so I have to go to the hospital to see a doctor. It's unexpected and urgent. I am extremely sorry that I cannot keep my promise, but I wonder whether I could have another appointment with you on next weekend if you are available.

【非常抱歉，我给您解释下到底发生了什么，去机场的时候我突然胃疼，只能去医院，我完全没有想到会发生这些，非常抱歉没能履行我的约定，如果下周您没有安排，我们下周再约】

【通知 NOTICE】

Directions:

You are supposed to write for the postgraduate association a **notice** to recruit volunteers for an international conference on globalization, you should conclude the basic qualification of applicant and the other information you think relative.

You should write about 100 words. Do not sign your own name at the end of the letter. Use "postgraduate association" instead.

NOTICE

To improve the students' ability and enrich the campus life, the Postgraduates' Association is recruiting volunteers for an international conference on globalization.

【表目的】

The basic qualification for applicants are as follows. To begin with, applicants' educational background should be in line with this occasion. In addition, they must have a strong professional spirit and cheerful personality and be aged under 35. Lastly, the students with relevant working experience shall be preferred. **【具体要求】**

Those who are keen on this activity may sign up with their monitors before the next weekend. Everybody is welcome to join it. **【再次总结呼吁】**

Postgraduates' Association

December 21, 2020

【便签 NOTE】

December 21, 2020

Dear Jack,

Your letter of congratulations was received. Thank you for your nice words on my winning the contest. In the letter, you asked me about the skills to do translation, so the following are my advice for you.

Firstly, you should analyze the sentence structure, thus catching the meaning of the sentence. Secondly, find the proper words to translate the meaning of the source language into the target language. Thirdly, revise your translation at least three times to check if there are any mistranslations or missed meanings.

I hope my advice helpful. Wish to see you soon.

Yours sincerely,

Li Ming

【备忘录 MEMO】

To : Staff

From: John Smith

Date: December 24, 2020

Subject: the modification for existing promotional mode

I'm writing this letter to inform you that we are scheduled to modify our company's existing chief promotional mode. The poor performance resulting from newspapers and magazines we previously employed to advertise our products, coupled with the mounting competitive pressure from our rivals in the market, has forced us to make some changes. As from next Monday, the Internet will serve as the main promotional channel to boost our items' sales. Plus, a string of advertising campaigns will be launched in a bid to lure consumers. If you need further information, please call me as soon as possible. 【一段说正事】

第五章节：应用文（大作文）模板训练

折线图，柱状图，表格图作文模板（1）

The chart above demonstrates clearly that some remarkable changes have taken place in the past several years with regard to the number of _____. Based on the data provided, one can see that the number of _____ has been on a rapid rise/decrease all the time. In the year of _____, the number was merely _____ and it went sharply up/down to _____ in _____. In the meantime, () has witnessed a steady increase/decrease as well, reaching _____ in _____.---【数据描述】

【以上表格清楚地表明了（数据）在最近几年明显变化，根据以上数据，（）一直在快速上升/下降，在（）年，（数据）仅为（），而到了（）年，（数据）快速上升/下降至（），同时，（数据）也在缓慢的（）上升/下降，在（）年达到（数据）】

It is of no difficulty for me to come up with some factors to account for the phenomenon. At the top of the list, with the tempo of life speeding up, _____ has become increasingly indispensable in many people's daily life. According to a recent official report, approximately 77% _____. In addition, we must admit that _____. Finally, the fact cannot be ignored that _____

【对于这个问题，我想解释的理由有几个，首先，随着生活节奏的加快，（）已经变成我们日常生活中的必需品，根据官方报考，差不多 77%的*****，其次，我们还要承认*****，最后*****】

Considering what has been argued so far, we can safely come to the conclusion that the trend is normal and positive. And I firmly believe that it is bound to continue in the years to come.---【好的积极现象】

【考虑以上问题，我认为这种趋势是非常正常和积极的，而且这种情况也会一直持续】

备注：最后一段可替换：

Taking into account what has been discussed above, a conclusion can be drawn safely that, with further positive guidance from the relevant department, the current situation is positive and beneficial. Accordingly, it is of no necessity for the public to regard it with any anxiety.

【综合以上考虑，我认为，目前的形势比较好，只要有相关部门的积极引导，我们不需要担忧或者紧张】

如果 Chart 不体现增减趋势怎么办？

In this table, it can be seen that _____ vary greatly on + 方面 . Based upon the data provided above, one can see that _____. In contrast, _____, which is the highest among all three categories.

【举例：In this table, it can be seen that employees in different age bracket vary greatly on the employment satisfaction . Based upon the data provided above, one can see that 40% of the workers over 50 are content with their employment situation. In contrast, 64% of the employees between the age of 41 and 50 are not satisfied with their employment situation, which is the highest among all three categories.】

饼状图作文模板

As is clearly reflected in the above pie chart, the proportion of _____ demonstrates obvious differences (during/in _____). In the light of the

data offered, one can see _____ ranks the first among all the categories, responsible for %. Next to it are (),(),(), which account for %, %, % respectively.

【根据以上饼状图可知，在（）期间（）的比例有较大差别，根据以上数据，（）占比最高，达到（），其他依次是（）（）（）（），占比（）（）（）（）】

It is of no difficulty for me to come up with some factors to account for the phenomenon. At the top of the list, with the tempo of life speeding up, _____ has become increasingly indispensable in many people's daily life. According to a recent official report, approximately 77% _____. In addition, we must admit that _____. Finally, the fact cannot be ignored that _____.

【对于这个问题，我想解释的理由有几个，首先，随着生活节奏的加快，（）已经变成我们日常生活中的必需品，根据官方报考，差不多 77%的*****，其次，我们还要承认*****，最后*****】

In view of the arguments above, we can conclude that the current phenomenon is of no surprise. Therefore, it can be predicted that _____ will still take up a large share in the future. I firmly hold that there is every reason to believe this trend is irreversible and is certain to continue in the brilliant future.

【根据以上分析，这个现象并不奇怪，在未来，（）将占据比较大的比例，我坚信这种趋势是不可逆转的，而且在未来一定会发展的更好】