**小作文模板：**

Dear Professor/Sir or Madam/name:

一、**正式信件：**表达写信目的并引出第二段（两短句或一长句以内）：I’m writing to express my heartfelt… //I’m terribly sorry that… //… wrote to you as soon as I settled… // I am so delighted that you recognise… //A brief introduction of … is as follows

一、**非正式信件：**第一句要简短，加感叹号：Welcome to the University stage of life! // Congratulations！// Thank you for the congratulation!

二、需要有三点内容，每点都需要连接词：first and foremost/ to begin with/ in addition/ however/ what’s worse/ As regards to…

三、积累表达：break the nut of// love and enthusiasm(passion) deep in heart //since there are much discrepancy between… // retrospecting the… in…// as you permitted in the last letter// demostrate the basic features of… // based on comprehensive understanding of forementioned… // it is … that can actually bring about remarkable improvement// having your own methodology… be conducive to/ will facilitate… // will lead a tour of…

四、结尾需要简练：With the purpose of creating … , we sincerely call for volunteers// Contact us via… // Wish you a fasinating … life!// Hope you make progress in… //

Sincerely yours,

…

**大作文模板：**

一、第一句说明图表是什么：**The line/column/pie chart / histogram clearly illustrates** //various traveling purposes of … // the consumption ratio of residents …//population has undergone great change//

一、第二句说明数据：//two-thirds of …are engaged in … //The ratios of … post a moderate gain //takes a leap to …//20% of … are otherwise intented//… and … accounted for 9% and 6% repectively

一、第三句固定，引出一个结论和我有思考：**An evident conclusion can be drawn via the statistics above, and it made me saturate in deep thought**.

二、第一句说明结论：**To begin with,** //the original goal of … remains the most important purpose of… // are still the most magnitude for …// people are persuing … //continue to persue … // … are enthusiastic in various of activities of …

二、第二句延伸现象：With the development of information and media…// With higher income and better living standard // continuous struggle have brought sufficient material and rich culture to// due to construction of China’s infrustructure…// which will decrease the average further // since/ given that… // it goes without saying that

二、第三句解释原因（或与上面的复合）：To illustrate the phenomenon… //…will absolutely initialise the … for us // when… are confronted with…// get more sufficient / adequate…//while the supply of … can not suffice//

三、第一句固定（透过现象看清本质）：**On the other hand, we must penetrate the surface and perceive the essence.**

三、第二句分析多一个角度或者更深层次的点：… not only because they have more money, but also because thay want more advanced … // better integrate with modern society // get back into the natural/family’s/friends’/ embrace // more interactions with their online/real-life acquaitance// which sets an implicit view in our subconsciousness that…

三、第三句给出浅薄意见：I am confident that this problem is capable of resolution // a warning of kindness must be posed that …//contribute to the grossroots of the society // more significantly, it means we are supposed to // volunteering and devoting spirit should still burn deep in our heart // spirit of diligence and practicing economy… //