



## 短文写作 04

 **Bella 贝拉**





个人介绍类



现象介绍类



邀请类



求职类

01

## 题目

02

## 提纲

第七部分：短文写作（第 51 题，30 分）

请根据所提供材料中的要求完成一篇 100 词左右的英文写作任务。将你的答案写在答题卡相应的位置上。

51.

假设你将举办一次周末小聚会，准备邀请你的英国朋友 Tom 参加。

请给他写一封英文电子邮件，内容包括：

- 活动主题：为 Lucy 举办生日晚会
- 时间、地点
- 询问 Tom 能否参加

请以 Li Ke 署名。

邀请

**格式**  
(固定的电子邮件)  
+  
**正文**  
(邀请类)

## 例文

Dear Tom,

How is everything going? I write this email to invite you to Lucy's birthday party.

This Sunday is Lucy's birthday, we have a party at home. We invite many friends to the party, such as Mark, Jessica, Ivy, Kate and so on. But I'd like to see you at the party.

When I was little, my mum used to hold parties for me. After I grow up, I hold parties for Lucy. It is not only interesting but also good for relationships. It helps us to build close relationship with family and friends. I believe we will have a good time. Can you come to the party?

If you have any questions or concerns, don't hesitate to let me know. I look forward to seeing you.

Best Regards,  
Li Ke

通用开场白

正文

通用结尾



How is everything going? 近来可好？

I write this email to invite you to Lucy's birthday party.

invite v.邀请

birthday party n.生日宴会

我来信是为了邀请你参加露西的生日宴会。

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主题

通用开场白

正文

通用结尾



This Sunday is Lucy's birthday, we have a party at home

Sunday n.星期天

party n.聚会、派对

at home n.在家

这个星期天是露西的生日，我们在家里有一个聚会。

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  - 时间、地点
  - 询问 Tom 能否参加
- 请以 Li Ke 署名。

时间、地点



We invite many friends to the party such as Mark, Jessica, Ivy, Kate and so on

But I would like to see you at the party.

invite v.邀请

would like 想要

see v.看到

我们邀请了很多朋友来参加聚会，  
如马克，杰西卡，艾薇，凯特等等。

但是我想在聚会上见到你。

When I was little, my mum used to hold parties for me

After I grow up, I hold parties for Lucy

used to 过去常常

我小时候, 妈妈常为我举办聚会。

hold v. 举办

长大后, 我为露西举办聚会。

It is not only interesting but also good (for relationships)

It helps us to (build) close relationship (with family and friends.)

relationship n.关  
系

build v.建立

close adj.亲密的

它不仅有趣而且对人际关系也有好处。

它有助于我们与家人和朋友建立密切的关系。

I believe we will have a good time. Can you come to the party?

believe v.相信

have a good time 过的愉快

我相信我们会过得很愉快。

你能来聚会吗？

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请以 Li Ke 署名。

询问是否能来

通用开场白

正文

通用结尾



If you have any questions or concerns, don't hesitate to let me know.

I look forward to seeing you.

如果您有任何问题或疑虑，请随时告诉我。  
我期待着见到你。



个人介绍类



现象介绍类



邀请类



求职类



## 例文

Dear Sir or Madam,

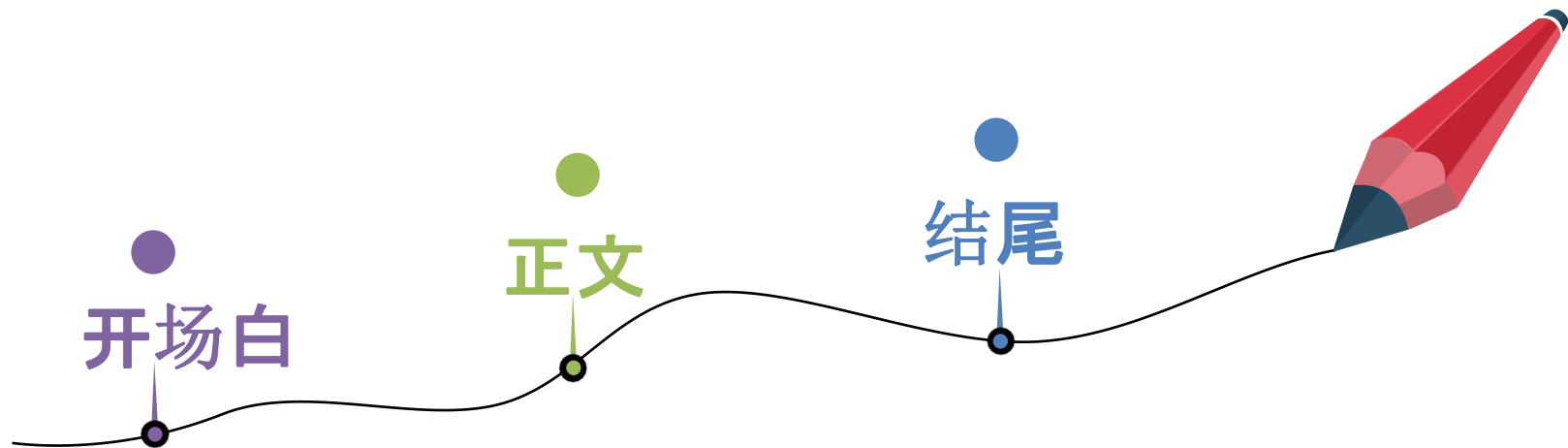
My name is Li Ke. I am writing to apply for the position of MD of your company. I'm eager to join your company, because the company's culture and philosophy has deeply attracted me.

I graduated from Nanjing University majoring in International Trade. I had four years' work experience. In the past four years, my work has been very successful. My biggest advantage is strong ability to deal with personnel at all levels effectively.

I hope that I could have the opportunity to serve your company. I will make every effort to bring benefits for your company. I look forward to hearing from you.

Best Regards,  
Li Ke





My name is Li Ke. I write to apply for the position of MD of your company.

apply v.申请

position n.职位

MD

company n.公司

Marketing Director  
市场总监

我叫李克。

我写信是想应聘贵公司的市场总监一职。

I'm eager to join your company,

because the company's culture and philosophy has deeply attracted me.

be eager to do sth.

渴望做某事

join v.加入

culture n.文化

philosophy n.理念

attract v.吸引

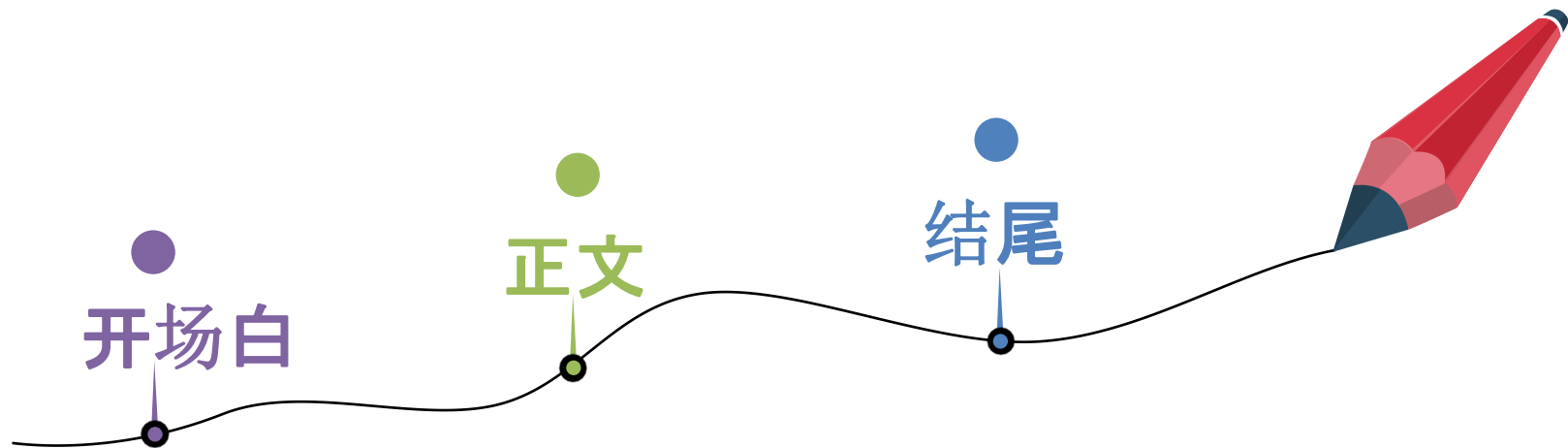
完成时

have/has attracted

deeply adv.表程度: 深深地

have deeply attracted 已经深深地吸引

我渴望加入贵公司,  
因为贵公司的文化和理念  
深深地吸引了我。



I graduated from Nanjing University majoring in International Trade.

I have four years' work experience.

国际贸易

graduated from... majoring in...

毕业于某学校主修某专业

work experience

工作经验

我毕业于南京大学主修国际贸易专业。

我有四年的工作经验。

[In the past four years] my work has been very successful.

过去的四年里

is v. 是  
完成时  
has been

successful adj. 成功的  
very adv. 非常, 很

在过去的四年里, 我的工作非常成功。

My biggest advantage is strong ability to deal with personnel at all levels  
effectively. adv. 有效地

advantage n. 优势

biggest adj. 最大的 (最高级)

ability n. 能力

strong adj. 强大的

deal with

v. 处理, 与...打交道

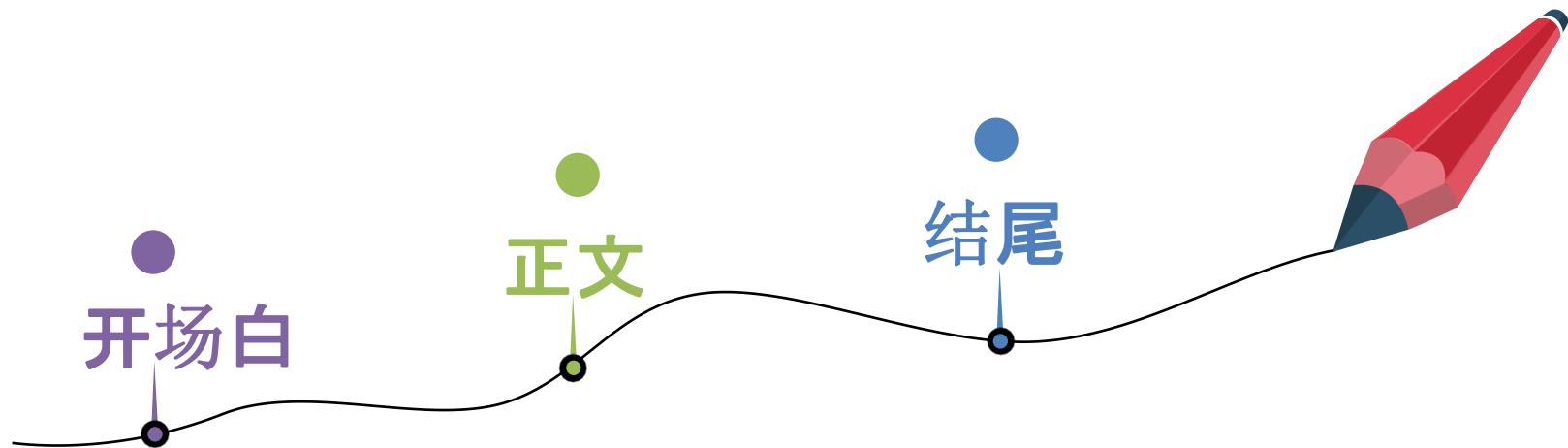
personnel

n. (与复数动词连用) 人员

at all levels

各个级别、各个层次

我最大的优点是善于同各种  
人员打交道。





I hope that I could have the opportunity to serve your company.  
I will make every effort to bring benefits for your company.

opportunity  
n. 机会

bring  
v. 带来

我希望能有机会为贵公司服务。

serve  
v. (为...) 服务

benefit  
n. 利益

我会尽一切努力为贵公司带来利益。

effort  
n. 努力

I look forward to hearing from you.  
我期待您的回信。



自考树  
ZIKAOSHU



THANK U

