

25 考研英语 小作文模板

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1. 前言

1.1 大纲解析

最新考研英语大纲如下表所示, 24 考研英语真题如下图所示。英一英二在大纲要求上无任何区分, 题目上有差别——英语二的“提示”分点列出, 因此本份资料英语一英语二通用。

英语一	英语二
A 节(1 小题): 要求考生根据规定情景写一篇约 100 词(标点符号不计算在内)的应用文, 类型包括书信、通知、告示、纪要等。共 10 分。	A 节(1 小题): 要求考生根据规定情景写一篇约 100 词(标点符号不计算在内)的应用文, 类型包括书信、通知、告示、纪要等。共 10 分。

51. Directions:

Read the following email from an international student and write a reply.

Dear Li Ming,

I've got a class assignment to make an oral report on an ancient Chinese scientist, but I'm not sure how to prepare for it. Can you give me some advice? Thank you for your help.

Yours,
Paul

Write your answer in about 100 words on the ANSWER SHEET.

Do not use your own name in your email; use "Li Ming" instead. (10 points)

24 考研英语一小作文

47. Directions:

Suppose you and Jack are going to do a survey on the protection of old houses in an ancient town. Write him an email to

- 1) put forward your plan, and
- 2) ask for his opinion.

Write your answer in about 100 words on the ANSWER SHEET.

Do not use your own name in your email; use "Li Ming" instead. (10 points)

24 考研英语二小作文

大纲对小作文的类型做出了界定: **书信、通知、告示、纪要等**。其中, 书信按类型可分为表扬信、投诉信、求职信、辞职信、感谢信、道歉信、咨询信、建议信等; 通知=告示, 英文都是 **notice**, 一般是公开的宣布一件事或决定, 是换了格式的书信; 纪要一般指会议纪要或者某件事的简要说明, 是 23 年新增的题型, 本质上与备忘录相同。

1.2 应对策略

小作文种类如此之多, 那么我们真的有必要准备那么多模板吗? 当然没必要。还是大作文一样的思想, 我们要学会发掘相同点和不同点, 整理出一份通用型的小作文模板。面对不同的类型时, **仅需要修改格式, 使用恰当的句子即可**。

什么叫做恰当的句子? 抛开格式问题, 仅谈小作文主要内容, 即第二段。以创新大赛为例, 题目让你邀请个人参加, 就是邀请信; 题目让你邀请多人参加, 就是通知公告; 题目让你作为选手询问比赛安排, 就是咨询信; 题目让你提出举办方案, 就是建议信; 题目让你总结这场比赛, 就是纪要。**出题角度虽然不同, 但其核心内容相同, 需要涉及到时间、地点、人物、事件, 仅有第一段和第三段套话不同**。

小作文模板还可以和大作文模板结合起来, 举个例子, 若题目是推荐一本书, 那就推荐《自然之美 The Beauty of Nature》, 第一三段写套话, 第二段写保护环境的重要性即可。所以, 我们还有必要准备那么多小作文模板吗? 没必要, **正确的应对策略是分类记忆一三两段, 合并学习第二段, 即核心内容**。本作文模板将会给出 36 个第二段经常用到的句子, 记住之后历年真题均可套用。

总之, 我们学习作文的思想是: **用有限的知识解决无限的问题**。这句话不仅适用于学习作文, 还适用于其他科目、读研以及工作。

1.3 学习方法

用一天时间 (2 小时) 对照视频学习本资料, 再用一天时间 (两小时) 复习和领悟其“灵活运用”的思想, 随后立即开始套用历年真题, 每周 2~3 篇, 考前一个月, 每天一篇。

题目做完了怎么办? 1. 真题可以反复练习; 2. 英语一英语二小作文无需区分, 可相互练习。

2. 小作文模板

2.1 书信

我们回归本源，将投诉信、辞职信、道歉信、感谢信、请求信、建议信、咨询信在内的所有书信类型打回原形。根据收信人进行分类，认识收件人，称之为**私人信件**；不认识收件人，称之为**公务信函**（除了“人”还可以是机构）。二者仅在称呼上有区别。

称呼		
仔细读题，搞清楚收信人或者收信机构是什么。翻阅历年真题，总结如下：		
情况	收信方	称呼
1	只知道姓	Dear Mr. Lee（男） Dear Ms. Lee（女）
2	只知道名	Dear XX
3	只知道职位	Dear Manager（经理） Dear President（主席、校长） Dear Editor（编辑） Dear Professor（教授）
4	啥也不知道	Dear Sir or Madam Dear Friends
正文		
<div> <div>书信</div> <div> <p>私人信件第一段 背景提要+来信意图</p> <p>公务信函第一段 自我介绍+来信意图</p> <p>第二段：根据题目分点阐述</p> <p>第三段：表示情感+期待回信</p> </div> </div>		

私人信件第一段: 背景提要+来信意图
第一句: 背景提要
<p>发生了什么事了导致“我”建议、投诉、邀请、感谢、道歉、申请、辞职、推荐、请求、询问等。</p>
<p>通用:</p> <p><u>I am very pleased/ glad/excited/sorry/disappointed to hear that...</u></p> <p>听到……我很高兴/开心/激动/抱歉/失望。</p> <p>I hope this letter/email finds you well and...</p> <p>展信佳 (祝察看这封信的你一切安好)</p>
<p>积极的:</p> <p><u>It is my honor to invite/ inform you that...</u></p> <p>我很荣幸地邀请/通知您……</p> <p><u>It gives me immense pleasure to invite/ inform/ tell you to...</u></p> <p>我非常荣幸地邀请/通知/告诉你……</p>
<p>消极的:</p> <p><u>I wanted to express my 心情 through this letter regarding 主题词 that...</u></p> <p>我想通过这封信表达我对“主题词”的“心情”。</p> <p>心情——displeasure 不高兴/ sorry 抱歉/ apology 道歉/ regret 遗憾;</p> <p>主题词——根据题干内容确定, 例如 a product 一个产品/ a tragedy 一个悲剧/ a misunderstanding 一个误会</p>
<p>注意: 上方句子中省略号代表的内容摘抄或改编自题干, 改编的思路有同义词或词组替换、主动被动转换。并非所有年份的题目都给出了足够多信息供你改写, 本句若无法根据题干信息改写, 可省略。</p>
<p>例: 2021 年英语一 (建议信)</p> <p>51. Directions:</p> <p>A foreign friend of yours has recently graduated from college and intends to find a job in China. Write him/her an email to make some suggestions.</p> <p>You should write about 100 words on the ANSWER SHEET.</p> <p>Do not sign your own name at the end. Use “Li Ming” instead.</p> <p>Do not write the address. (10 points)</p>

题干中说到外国朋友最近从学校毕业并打算找一份中国的工作,那么我们首先要祝贺他毕业快乐并对于他来中国表示欢迎。

I am very glad to hear that you graduated from college recently and intend to work in China.

听说你最近大学毕业并且打算到中国工作,我非常高兴。

例: 2024 年英语一(答复信,实质是建议信、推荐信)

51. Directions:

Read the following email from an international student and write a reply.

Dear Li Ming,

I've got a class assignment to make an oral report on an ancient Chinese scientist, but I'm not sure how to prepare for it. Can you give me some advice? Thank you for your help.

Yours,
Paul

Write your answer in about 100 words on the ANSWER SHEET.

Do not use your own name in your email; use "Li Ming" instead. (10 points)

题干中说到 Paul 要做一个关于古代中国科学家的口头汇报并且寻求我们的建议,那么我们首先表示开心。

I am very glad to hear that you are preparing to deliver an oral report on an ancient Chinese scientist.

我很高兴听到你准备做一个关于中国古代科学家的口头报告。

例: 2024 年英语二(建议信)

47. Directions:

Suppose you and Jack are going to do a survey on the protection of old houses in an ancient town. Write him an email to

- 1) put forward your plan, and
- 2) ask for his opinion.

Write your answer in about 100 words on the ANSWER SHEET.

Do not use your own name in your email; use "Li Ming" instead. (10 points)

I am highly pleased to learn that we undertake a survey on the preservation of historical buildings in an ancient town.

得知我们将对一座古老城镇的历史建筑保护情况进行调查,我感到非常高兴。

第二句: 来信意图

私人信件无需自我介绍, 因为对方知道你是谁, 因此直入主题, 介绍来信意图。

I am writing this letter in order to +

express my gratitude/ appreciate your...感谢

clarify some misunderstandings/ apologize for my...道歉

suggest some improvements/ make several suggestions about...建议信

complain about.../ protest against.../ object to...投诉

praise/ commend your excellent customer service 表扬

invite you to participate in ...邀请

inform you that.../ notify you of the meeting. 通知

inquire Sth. about...咨询

recommend ... to you. 推荐 (introduce myself. 自荐)

request your assistance. 求助

offer my support. 帮助

apply for a position as an assistant. 求职

request to resign from my present position. 辞职

describe/ explain my recent plan. 计划

specify the event arrangement. / outline my daily schedule. 安排

confirm our appointment. 确认

summarize the main points of the meeting. 总结

highlight the importance of this matter. 强调

注: 以上内容省略号代表的是具体事件, 根据题目而定。

例 2024 年英语一 (答复信, 实质是建议信、推荐信)

I am writing this letter in order to make several suggestions about your report.

我写这封信是为了对你的报告提几点建议。

例 2024 年英语二 (建议信)

I am writing this letter in order to explain my recent plan for our survey.

我写这封信是为了解释我们最近的调查计划。

例: 2023 年英语二 (建议信)

47. **Directions:**

An art exhibition and a robot show are to be held on Sunday, and your friend David asks you which one he should go to. Write him an email to

- 1) make a suggestion, and
- 2) give your reason(s).

Write your answer in about 100 words on the ANSWER SHEET.

Do not use your own name in your email. Use "Li Ming" instead. (10 points)

完整的第一段是:

Dear David:

I hope this email finds you well and I heard you have trouble with whether to go to an art exhibition or a robot show. I am writing this letter in order to suggest you go to the art exhibition.

展信佳, 我听说你在去参加艺术展还是机器人展方面遇到了困扰。我写这封信是为了建议你去看艺术展。

例 2022 年英语一 (邀请信):

51. **Directions:**

Write a email to a professor at a British university, inviting him/her to organize a team for the international innovation contest to be held at your university. You should write about 100 words on 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)

完整的第一段是:

Dear Professor:

It is my honor to inform you that the international innovation contest will be held at my university. I am writing this letter in order to invite you to participate in the contest with your team.

我很荣幸地通知您, 我们学校将举办一场国际创新大赛。我写这封信是为了邀请你和你的团队一起参加比赛。

公务信函第一段: 自我介绍+来信意图
第一句: 自我介绍 (不可省略)
<p>公务信函, 对方 (例如: 某教授、某组织、某机构等) 不知道你的身份, 因此需要简单地自我介绍, 表明身份即可。有两种情况: 1. 题干已经给出; 2. 题干未给出。出现第二种情况时, 默认自己是学生。例如: I am a student from the department of Art in a university.</p>
第二句: 来信意图
同私人信件一模一样, 不再赘述。

第二段: 具体内容或原因分析
<p>具体内容和原因分析均参照题干要求 (或提示), 第一句过渡句, 第二、三、四 (如有) 句分点阐述。在学习之前, 再次强调一点, 请大家弱化对建议信、投诉信、邀请信、感谢信、道歉信、申请信、辞职信、推荐信、请求信、询问信等的区分, 第一段区分只是为了方便你背那几个单词。一旦你给某句话扣上了“只能用于某种信”的帽子, 那么这句话的使用范围将会大大受限, 因此只能说某句话常用于某种信。</p>
第一句: 过渡句
<p>待选句:</p> <p>There stand at least two/ three factors accounting for my...</p> <p>The reasons for my...are as follows.</p> <p>The detailed reasons for my... can be given as follows.</p> <p>My...are as follows.</p> <p>There are my...about how to do Sth.</p> <p>The details can be listed as follows.</p> <p>省略号为建议、投诉、邀请、感谢、道歉、申请、辞职、推荐、请求、询问等的名词形式: suggestion (或 advice)、complaint、invitation、gratitude、apology、application、resignation、recommendation、request、inquiry 等。除了上述单词, 如果大家在做题的过程中碰到新的单词, 要将这个分类的名词形式补充至此。</p>

第二、三、四句: 分点阐述

这部分写二或三句话(评判标准是是否将事情讲清楚, 是否将原因说清楚), 分点阐述。小作文的题目要求非常具体, 大作文则是自由发挥, 因此有些同学认为小作文更难一些, 但小作文难的是中文, 而不是英文。另外, 大家在学习的时候注意将大作文模板和小作文模板结合起来。大作文模板中的第二段和第三段内容亦可使用, 例如 2009 年关于白色污染的建议信, 大作文模板第三段中的五个措施完全可用。

学习历年真题后, 我还选取了 36 个使用率极高的句子, 请大家部分背诵, 但写作时挑选 2~3 句即可。

1. The meeting is to be held in 某地 at 8:00 a.m., on Sunday, December 24th.

会议将会在 12 月 24 日周日于某地举行。

某地一般是 university 大学 / library 图书馆 / conference room 会议室 / conference center 会议中心 / multimedia room 多媒体室 / gymnasium 体育馆 / stadium 体育场 / playground 操场 / square 广场

2. The English corner is scheduled in 某地 on Friday from 7:00 p.m. to 8:00 p.m.

英语角定于星期五晚上 7 点到 8 点在某地举行。

3. The meeting/ event/ activity will be conducted at 某地 and the duration is for 3 hours with a short break in between.

会议/活动将于某地举行, 持续时间为 3 小时, 其间有短暂休息。

注: 1~3 句都是交代时间、地点、事件, 选择一句背住即可。

4. The subject of the conference is to discuss 某事.

会议的议题是讨论某事。

5. The focus of the conference is to engage in a discussion about 某事.

会议的焦点是就某事展开讨论。

6. The theme of the conference revolves around discussing 某事.

会议的主题围绕讨论某事展开。

7. The purpose of the conference is to facilitate a discussion regarding 某事.

该会议的目的是促进关于某事的讨论。

注: 4~7 句交代活动主题, 根据题干信息, conference 可被替换为 activity

地点

活动/competition 比赛/exhibition 展览/performance 表演等, 选择一句背住即可。

8. The event is predicted to attract a considerable number of students and faculties.

这次活动预计会有大量的学生和教师参加。

9. All students from all grades are eligible to enter the competition, including national and international students.

所有年级的学生都有资格参加比赛, 包括国内和国际学生。

10. We will invite some renowned scholars, famous entrepreneurs, and friends from the media.

我们会邀请一些知名学者、著名企业家和媒体朋友。

11. This event is expected to welcome numerous notable guests, including well-known experts and scholars in the industry, who have profound attainments and remarkable achievements in their respective fields.

此次活动预计将迎来众多重要来宾, 包括业内知名的专家学者, 他们在各自的领域都有着深厚的造诣和卓越的成就。

注: 8~11 句是交代参加或有资格参加活动的人物, 选择二句背住即可。

12. Interesting activities such as singing contests and debate competitions will be held to inspire students' enthusiasm for_____.

我们将举办有趣的活动, 如歌唱比赛和辩论比赛, 以激发学生的某方面的热情。

13. The profound experience will be memorable and the prize/ souvenir will be very valuable.

这次经历将是难忘的, 奖品/纪念品将是宝贵的。

14. In terms of encouragement and rewards, the top three students will all receive awards and trophies, and all shortlisted participants will receive bonus points.

在鼓励和奖励方面, 前三名的学生都将获得奖励和奖杯, 所有入围的参与者都将获得积分。

15. During the event, you will have the opportunity to meet like-minded individuals, engage in interesting activities, and enjoy a great time together.

在活动期间,您将有机会结识志同道合的人,参与有趣的活动,并一起度过愉快的时光。

16. This is going to be a wonderful occasion filled with fun, learning, and interaction.

这将会是一个充满乐趣、学习和交流的美好时刻。

17. This event/activity will allow you to contribute to the development of our university while gaining valuable experience in ____.

此次活动将使您在获得宝贵经验的同时,为我们大学的发展做出贡献。

注: 12~17 句交代活动细节——流程、奖品、收获等,常用于画饼。

18. Located in ____, ____ is one of the greatest/most popular scenic spots in the world. 介绍景点

坐落于某地,某景点是世界上最伟大的/最受欢迎的景点之一。

19. Written by/Directed by ____, ____ is one of the greatest/most popular books/movies in the world. 介绍书籍电影

由某人主笔/导演,某书/电影是世界上最伟大的/最受欢迎的书/电影之一。

20. Shen Kuo, an ancient Chinese scientist, was an outstanding scientist during the Northern Song Dynasty, who achieved remarkable accomplishments in many fields. 介绍名人

中国古代科学家沈括是北宋时期一位杰出的科学家,他在许多领域都取得了令人瞩目的成就。

21. Planned by the Student Union, the activity is one of the most popular activities in our university. 介绍活动

该活动由学生会策划,是我最受欢迎的活动之一。

注: 18~21 句交代推荐的对象,一般放在推荐信第一点。

22. In the past few years, I have done very well and received plenty of honors, such as scholarship, English competition certificate and so on.

在过去的几年里,我做得很好,获得了很多荣誉,如奖学金,英语竞赛证书等。

注: 常用于自荐和 PUA (将 I 换为 you)。

advise

23. We are badly in need of ____, which can help us ____.
我们急需某物, 可用于帮助我们做某事。
24. Due to ____, it's convenient/inconvenient/possible/impossible for us to ____.
由于某物, 我们做什么的是方便的/不方便的/可能的/不可能的。
25. I wonder if you can ____ so that I can ____.
我想如果你能做什么, 我就能做什么。
26. We could have more opportunities to ____ if you improve ____.
如果你能对某事进行改进, 我们就有更多的机会去做某事。
27. It is advisable to ____, which can really help you ____.
做某事是明智的, 这能够帮你怎样。
28. ____ provides a unique opportunity to (let you) explore yourself with creativity.
XX 提供了一个独特的机会, 让你可以用创造力探索自己。
29. Everyone agrees that your ____ are key to the satisfactory outcome.
大家都认为你的 ____ 是取得满意结果的关键。
30. ____ allows you to (engage with) different cultures and social customs.
XX 能够让你接触不同的文化和社会习俗。
different cultures and social customs 还可以换为 encyclopedic knowledge of nature/ science/ history 广博的自然/科学/历史知识。
31. I am confident that the students will not only have the opportunity to learn from you, but also to draw inspiration from your example.
我相信, 学生们不仅有机会向您学习, 而且还能从您的榜样中汲取灵感。
32. If there had been no your timely help or response, I'm afraid the consequences would have been truly serious.
如果没有您的及时帮助或回复, 后果恐怕会很严重。
- 注: 23~32 句用途非常广泛, 建议全背并且灵活运用。仅需要视情况将“我”和“你”互相转化, 就可以运用于各种类型的作文。
33. While I understand that __A__ has advantages in ____, I believe __B__ will provide you with a more profound and thought-provoking experience.
虽然我知道 A 在 XX 方面有优势, 但我相信 B 将会带给你更深刻、更发

人深省的体验。

注: 33 句用于比较, 和大作文模板中的比较方案类似。

34. The selected candidates will assist in conducting surveys, collecting and analyzing data of _____. Moreover, the candidates should be enthusiastic about _____ and have sound organizational and communication skills.

被选中的候选人将协助进行 XX 的调查、收集和分析数据。此外, 候选人应对 XX 充满热情, 并具有良好的组织和沟通能力。

35. The candidates should be enthusiastic about 某事 and have sound organization/communication/teaching/planning skills.

候选人应该对某事有热情, 并且拥有良好的组织/沟通/教学/策划能力。

注: 34、35 句常用于提出要求, 例如招聘、招募志愿者、找队友。

36. All of us desire to improve the ability of _____ under your professional guidance.

我们期望在您的指导下提升某能力。

注: 拍马屁用于邀请, 例如邀请大学教授带队前来参加比赛, 邀请知名学者前来发表演讲等。

至此, 小作文第二段中常用的句子讲解结束。这 36 句话不需要全部背诵, 和大作文模板类似, 先练习套用, 随后就能发现有哪些句子被你高频使用, 然后再去背诵。再次强调, 每天叽里咕噜乱背是没有用的, 我们要学会调用自己的数据库, 用有限的知识解决无限的问题。下面我以真题为例带大家套用。

例 2007 年写给图书馆的建议信 (投诉信):

51. 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. (10 points)

In the first place, we are badly in need of updating the database, which can help us acquire the latest knowledge. In the second place, due to the noisy environment, it's

impossible for us to study effectively. In the third place, I wonder if the library can extend the opening hours so that we can have more hours to study.

首先, 我们迫切需要更新数据库, 它可以帮助我们获得最新的知识。第二, 由于环境嘈杂, 我们不可能有效地学习。第三, 我想知道图书馆是否可以延长开放时间, 这样我们就可以有更多的时间学习。

例 2024 年英语一 (答复信, 实质是建议信、推荐信)

51. Directions:

Read the following email from an international student and write a reply.

Dear Li Ming,

I've got a class assignment to make an oral report on an ancient Chinese scientist, but I'm not sure how to prepare for it. Can you give me some advice? Thank you for your help.

收集信息, 举例子, 草稿

Yours,
Paul

Write your answer in about 100 words on the ANSWER SHEET.

Do not use your own name in your email; use "Li Ming" instead. (10 points)

In the first place, you are badly in need of doing some research to gather detailed information, which can help you acquire their life, achievements, and contributions. Additionally, you could have more opportunities to catch your audience's attention if you include some interesting stories or examples related to the scientist. In the third place, I wonder if you can share your draft with me so that I can offer you some specific advice.

首先, 你非常需要做一些研究来收集详细信息, 这能帮助你了解他们的生活、成就和贡献。其次, 如果你能包含一些与这位科学家有关的有趣故事或例子, 你会有更多机会吸引听众的注意力。第三, 我不知道你是否能把你的草稿发给我, 这样我就能给你提供一些具体的建议。

注: 为什么本文没有涉及到具体的科学家呢? 因为本文重建议, 轻推荐。我注意到有些资料提供的答案是“推荐某位科学家, 原因 123”, 这就跑题了。本文可在第一句推荐某位古代科学家, 但第二句第三句应给出准备报告的建议。

例 2024 年英语二 (建议信)

47. Directions:

Suppose you and Jack are going to do a survey on the protection of old houses in an ancient town. Write him an email to

- 1) put forward your plan, and
- 2) ask for his opinion.

Write your answer in about 100 words on the ANSWER SHEET.

Do not use your own name in your email; use "Li Ming" instead. (10 points)

Located in Anhui, Hong village is one of the most popular scenic spots in China. In the first place, we are badly in need of doing some research to gather detailed information, which can help us acquire official data and policies. After that, I am confident that interviewing the residents will not only have the opportunity to understand the needs and challenges of preserving ancient buildings, but also to obtain valuable insights.

位于安徽的宏村是中国最受欢迎的景点之一。首先,我们迫切需要做一些研究来收集详细的信息,这可以帮助我们获得官方数据和政策。在此之后,我相信采访当地居民不仅有机会了解保护古建筑的需求和挑战,而且还可以获得宝贵的见解。

例 2023 年英语二写给 David 的建议信:

47. Directions:

An art exhibition and a robot show are to be held on Sunday, and your friend David asks you which one he should go to. Write him an email to

- 1) make a suggestion, and
- 2) give your reason(s).

Write your answer in about 100 words on the ANSWER SHEET.

Do not use your own name in your email. Use "Li Ming" instead. (10 points)

There stand at least two factors accounting for my suggestion. To begin with, the art exhibition provides a unique opportunity to let you explore yourself with creativity. Secondly, attending an art exhibition allows you to engage with different cultures and social customs. Last but not least, there is no doubt that the profound experience will

be memorable and the souvenir will be very valuable.

我的建议有两点原因可以解释。首先, 艺术展提供了一个独特的机会, 让你用创造力探索自己。其次, 参加艺术展览可以让你接触不同的文化和社会习俗。最后但同样重要的是, 毫无疑问这段深刻的经历将是难忘的, 奖品是宝贵的。

例 2022 年英语一写给英国大学教授的邀请信:

51. Directions:

Write a email to a professor at a British university, inviting him/her to organize a team for the international innovation contest to be held at your university. You should write about 100 words on 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)

Firstly, the contest is to be held on the playground in Peking University at 8:00 a.m., on Sunday, December 31st. Moreover, a series of competitive projects such as robot competition and aircraft competition will be held to inspire students' enthusiasm for innovation. In the end, the experience will be memorable and our prize will be very valuable.

首先, 比赛将于 12 月 31 日(周日)上午 8 点在北京大学操场举行。此外, 将举办机器人比赛、飞机比赛等一系列竞赛项目, 以激发学生的创新热情。最后, 这次经历将是难忘的, 我们的奖品将是非常有价值的。

例 2022 年英语二写给留学生的美食节邀请信:

47.Directions:

Suppose you are planning a campus food festival. Write an email to the international students in your university.

1) introduce the food festival;

2) invite them to participate.

You should write about 100 words on the ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use "Zhang Wei" instead. Do not write the address.

(10 points)

Firstly, the food festival is to be held on the playground in Peking University at 8:00 p.m., on Sunday, December 31st. Moreover, a series of interesting activities such as cooking contests and food shows will be held to inspire students' enthusiasm. In the end, the experience will be memorable and our food will be very delicious.

首先,美食节将于12月31日(周日)晚上8点在北京大学的操场上举行。此外,还将举办一系列有趣的活动,如烹饪比赛和美食表演,以激发学生的热情。最后,这次经历将是难忘的,我们的食物将是非常美味的。

或者: Firstly, the food festival is scheduled on the playground on Friday from 5:00 p.m. to 8:00 p.m. Moreover, the food festival allows you to engage with different food cultures and social customs. In the end, all students from all grades are eligible to enter the food festival, including national and international students.

首先,美食节计划于周五晚上五点到八点在操场举行。此外,美食节能让你接触不同美食文化和社会风俗。最后,所有年级的学生都有资格参加美食节,包括国内和国际学生。

例 2021 年英语一写给想要来华工作留学生的建议信:

51. Directions:

A foreign friend of yours has recently graduated from college and intends to find a job in China. Write him/her an email to make some suggestions.

You should write about 100 words on the ANSWER SHEET.

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

Do not write the address. (10 points)

In the first place, you are badly in need of learning the Chinese language, which can help you communicate with people around you. In the second place, due to the cultural difference, it's important for you to learn Chinese culture. In the third place, I wonder if you can make a career plan so that you can get your job quickly.

首先,你非常需要学习汉语,这可以帮助你与周围的人交流。第二,由于文化差异,学习中国文化对你来说很重要。第三,我想知道你能否制定一个职业规划,以便你能很快找到工作。

例 2021 年英语二邀请国际学生参加线上会议的邀请信:

47. Directions:

Suppose you are **organizing an online meeting**. Write an email to Jack, an international student, to

- 1) **invite** him to participate, and
- 2) tell him the **details**.

You should write about 100 words on the ANSWER SHEET.

Do not use your own name. Use "Li Ming" instead. (10 points)

First and foremost, the online meeting is to be held at 8:00 a.m., on Sunday, December 24th. The room number is 12345678. In addition, **the subject of the meeting is to discuss** the cultural differences in different countries. In the end, all students from all grades are eligible to enter the online meeting, including national and international students.

首先, 在线会议将于 12 月 24 日(周日)上午 8 点举行。此外, 会议的主题是讨论不同国家的文化差异。最后, 所有年级的学生都有资格参加, 包括国内和国际学生。

例 2020 年英语一举办歌唱比赛的通知:

51. Directions:

The Students Union of your university has assigned you to **inform the international students about an upcoming singing contest**. Write a notice in about 100 words.

Write your answer on the ANSWER SHEET.

Do not use your own name in the notice. (10 points)

虽然本篇小作文类型是通知, 但其本质是邀请信, 他们仅有格式上的区别, 通知的格式见后文。

First and foremost, the singing contest is to be held on the playground at 7:00 p.m., on Sunday, December 31st. In addition, planned by the Student Union, the activity is one of the most popular activities in our university. In the end, **the subject of the singing contest is to celebrate** the upcoming New Year.

首先,歌唱比赛将于 12 月 31 日(星期日)晚上 7 点在操场举行。此外,该活动由学生会策划,是该校最受欢迎的活动之一。最后,歌唱比赛的主题是庆祝即将到来的新年。

例 2020 年英语二计划旅游景点的推荐信(建议信):

47. Directions:

Suppose you are planning a tour of a historical site for a group of international students. Write an email to

- 1) tell them about the site, and
- 2) give them some tips for the tour.

Please write your answer on the ANSWER SHEET.

Do not use your own name, use “Li Ming” instead. (10 points)

Located in Beijing, the great wall is one of the greatest and most popular scenic spots in the world. There are some tips for your visit. Firstly, it is advisable to bring your camera, which can really help you record magnificent scenes. Secondly, I wonder if you can put on your thick clothes so that you can protect against the cold.

长城位于北京,是世界上最伟大、最受欢迎的景点之一。这里有一些旅游小贴士。首先,最好带上你的相机,它可以真正帮助你记录壮丽的场景。其次,我想知道你是否可以穿上厚衣服,这样你就可以御寒了。

例 2019 年英语一关于援助乡村小学的答复信:

51. Directions:

Suppose you are working for the “Aiding Rural Primary School” project of your university. Write an email to answer the inquiry from an international student volunteer, specifying the details of the project.

You should write about 100 words on the ANSWER SHEET.

Do not use your own name in the email. Use “Li Ming” instead. (10 points)

First and foremost, the aim of the “Aiding Rural Primary School” project is to provide a platform for people who want to spread love. Undoubtedly, students in rural primary school are badly in need of assistance, which can help them receive a good

education and a learning environment. I wonder if you can teach them English so that they can gain a lot.

首先, “帮扶农村小学”项目的目的是为那些想要传播爱的人提供一个平台。毫无疑问, 农村小学的学生非常需要帮助, 帮助他们接受良好的教育和学习环境。我想知道你是否可以教他们英语, 这样他们就能学到很多东西。

例 2019 年英语二组织城市交通讨论会的建议信:

47. Directions:

Suppose Professor Smith asked you to plan a debate on the theme of city traffic.

Write him an email to

- 1) suggest a specific topic with your reasons, and
- 2) tell him about your arrangements.

You should write about 100 words on the ANSWER SHEET.

Do not use your one name. Use “Li Ming” instead.

Do not write your address. (10 points)

本年份第一段需要确定讨论的主题, 可直接写绿色交通(保护环境)的重要性, 这样在第二段中可以使用大作文模板中的句子, 大家可以尝试一下。下方的例子仍然使用上文给出的常见句型。

In the first place, people in the city are badly in need of reducing emissions and saving energy, which can help us protect our living environment. Thus, it is advisable to discuss this subject, which can really help us work out specific solutions. The debate is to be held in the library at 8:00 a.m., on Sunday, December 24th.

首先, 城市里的人们非常需要减少排放和节约能源, 这可以帮助我们保护我们的生活环境。因此, 讨论这个问题是可取的, 它可以真正帮助我们制定出具体的解决方案。辩论将于 12 月 24 日(星期日)上午 8 点在图书馆举行。

注意学习上述例子是如何灵活运用这些有限的句型的, 建议将我给出的常用句挑出 15 个左右, 背会并练习灵活套用。在此基础上, 学着我的方式, 从背过的作文和大作文模板中选出一些稍微万能一些的句子作为本讲义的补充, 能者多劳。

同时, 上方这部分内容也是通知、告示、纪要的核心内容, 他们只是格式

不同而已。对于一封邀请信,如果将邀请对象换成全体学生,那么这就是告示。例如 2022 年英语二,题干中明确说到是写 Email,所以这是书信,如果题干没提,那该年份也可以写成通知、告示的形式。

第三段: 表示情感+期待回信

第一句: 表示情感

即表示感谢、歉意、致敬、问好等。

I would like to express my gratitude for your kind consideration of my suggestion/application. 建议/申请

I will be grateful if my proposals/complaints are considered and positive changes take place in these regards. 建议/投诉

Please accept my sincere apology for any inconveniences that I have caused. 道歉

Please accept my sincere apology for any inconveniences that my leaving may incur. 辞职

I hope all the members would enjoy the book/movie/journey. 推荐

If you need more information about the book/movie/journey, please let me know. 推荐

We would be very pleased if you could honor us with your presence. 邀请

We would appreciate it very much if you could accept our invitation. 邀请

Kindly save your dates for the event/contest. 邀请

I would like to know what you think about it. 交流

Please give my best regards to your family. 通用

Could you offer my best wishes to your family? 通用

Kindly send my sincere regards to your family. 通用, 遇事不决就问好

第二句: 期待回信

Your prompt reply will be highly appreciated.

非常感谢您的及时回复。通用

I am looking forward to your reply at your earliest convenience.

我期待着您方便时的回复。通用

I am looking forward to hearing from you soon.

我期待很快收到您的来信。通用

I anticipate your reply with great eagerness.

我非常急切地期待您的回复。通用

We hope to see your wholehearted participation and making this event/activity a grand success for all of us. 邀请信

我们希望看到你们的全身心参与, 使这次活动取得圆满成功。

落款

一般都是李明, 写在右下角。

Yours sincerely,

Li Ming

2.2 通知=告示 (notice)

通知等于告示, 英文都是 notice, 一般是举行活动、会议、比赛等内容, 与邀请信相比, 仅格式和一三两段不同, **第二段相同**。格式如下:

Notice

正文

署名

December 23, 2023

第一段: 通知概况+通知目的

第一句: 通知概况

It's a pleasure to inform everyone that a XX will be held in our university.

很高兴地通知大家, 我校将举办 XX 活动。

Our university is about to host XX for students

我们大学即将为学生举办一个 XX 活动。

Attention all students interested in XX on campus!

校园里所有对 XX 感兴趣的同学请注意!

To enrich students' extracurricular life and improve communication among club members, our club will host a wonderful activity.

为了丰富学生的课外生活,增进社团成员之间的交流与合作,我们社团将举办一场精彩的活动。

注: XX (活动) 可以是 singing contest, dancing contest, reading party, micro film contest, speech contest, cooking show, innovation contest, a summer camp 等。

第二句: 通知目的

This notice is intended to introduce some details of this contest.

本通知旨在介绍本次比赛的一些细节。

This notice serves the purpose of introducing some of the activities.

这则通知的目的是介绍一些活动。

The relevant matters are hereby notified as follows.

现将相关事宜通知如下。

The following are the notifications of the relevant matters.

以下是有关事项的通知。

第二段: 具体内容

与书信第二段相同, 上文给出的方案全都可以使用, 不再赘述, 直接举例。

例 2023 年英语一:

51. Directions:

Write a notice to recruit a student for Prof. Smith's research project on campus sports activities. Specify the duties and requirements of the job.

You should write about 100 words on the ANSWER SHEET.

Do not use your own name in the notice. Use "Li Ming" instead. (10points)

To begin with, about the duties, the selected candidates will assist in Prof. Smith's conducting surveys, collecting and analyzing data of students' sports activities on campus. Secondly, about the requirements, the candidates should be enthusiastic about sports and have sound organization, communication and planning skills. Last but not least, this project will allow you to contribute to the development of campus sports while gaining valuable experience in research.

首先, 关于职责, 被选中的候选人将协助史密斯教授进行调查, 收集和分析学生在校内的体育活动数据。其次, 关于要求, 候选人应热衷于体育运动, 并具有良好的组织、沟通和策划能力。最后但同样重要的是, 这个项目将使您能够为校园体育的发展做出贡献, 同时获得宝贵的研究经验。(职责+要求+好处)

例 2020 年英语一:

51. Directions:

The Students Union of your university has assigned you to **inform the international students about an upcoming singing contest**. Write a notice in about 100 words.

Write your answer on the ANSWER SHEET.

Do not use your own name in the notice. (10 points)

The contest is scheduled in our assembly hall on Friday from 8:00 a.m. to 10:00 a.m. All students from all grades are eligible to enter the singing competition, including national and international students. In terms of encouragement and rewards, the top three students will all receive awards and trophies, and all shortlisted participants will receive bonus points. (时间地点+受邀人员+活动奖励)

比赛定于周五上午 8 点到 10 点在我们的大会大厅举行。所有年级的学生都有资格参加歌唱比赛, 包括国内和国际学生。在鼓励和奖励方面, 前三名的学生都将获得奖励和奖杯, 所有入围的参与者都将获得积分。

此外, 再给出 3 个万能句, 可放至第二段尾, 在字数不够时使用:

1. Please arrange your time in advance and attend the activity on time.
请各位成员提前安排好时间, 准时参加活动。
2. During the activity, please abide by the on-site order and follow the arrangements of the staff.
活动期间, 请遵守现场秩序, 听从工作人员的安排。
3. **In order to ensure the smooth progress of the activity, please actively cooperate and jointly create a good activity atmosphere.**

为了确保活动的顺利进行, 请大家积极配合, 共同营造良好的活动氛围。

第三段: 发出邀请+报名方式

Put it into practice! If you are interested in singing, this will be a memorable experience for you. We are looking forward to your enthusiastic participation. Please email us at 123456@qq.com to sign up.

快行动吧! 如果你喜欢唱歌, 这对你来说将是一次难忘的经历。我们期待您的热情参与。请发邮件至 123456@qq.com 报名。

Welcome to join us. If you are interested in this activity and are willing to have a quite different experience these days, please do not hesitate to email us at 123456@qq.com.

欢迎加入我们。如果您对这项活动感兴趣, 并愿意在这些天有一个完全不同的体验, 请不要犹豫给我们发邮件到 123456@qq.com。

If you are passionate about ____, this is an ideal opportunity for you! To apply, please email us at 123456@qq.com. Join us today, and make a difference in enhancing ____.

如果你对 XX 充满热情, 这对你来说是一个理想的机会! 请发送电子邮件至 123456@qq.com。今天就加入我们, 在 XX 方面有所改变。

We look forward to your active participation and believe this activity will bring you an unforgettable experience! Please scan the QR code below to sign up!



期待大家的积极参与, 相信本次活动将为大家带来难忘的体验! 请扫描下方二维码报名!

2.3 纪要

Summary of Meeting 或 Minutes of Meeting

纪要一般指会议纪要，格式与通知公告类似。格式如下：

Minutes of Meeting

Date: December 23, 2023

Time: From 10:00 a.m. to 11.30 a.m.

Location: A111, conference room

Objective: 会议主题，改写自题干，短语或单词即可

Attendees: 参会人，来自题干，例 All freshmen

Meeting content:

正文

Recorded by: 署名

December 23, 2023

第一句：导入/介绍

The meeting commenced with a warm welcome from the XX, followed by an introduction to the purpose of gathering.

XX(主持人)首先对大家的到来表示热烈欢迎，随后介绍了此次会议的目的。

The XX (university representative) delivers welcoming remarks, and provides a brief overview of the significance of 会议主题.

XX(主持人)致欢迎辞，并简要介绍了会议主题的意义。

第二句：会议目的

The meeting aims to make a brief review of the activity held last week.

本次会议的目的是对上周的活动做一个简要的回顾。

The meeting aims to make a plan for the activity to be held next week.

这次会议的目的是为下周举行的活动制定一个计划。

The meeting aims to discuss the problem/phenomenon of 主题词 and find some

suitable solutions.

这次会议的目的是讨论主题词的问题/现象, 并找到一些合适的解决方案。

上述三句话后边均可再加一句: 很多同学/同事/老师参与了讨论。

Many students/colleagues/professors participated in the discussion.

第三句: 大佬发言

The chairman expressed the opinion that... 董事长认为

Experts believe that... 专家认为

The majority of workers think that... 大多数员工认为

A detailed presentation was delivered by XX, highlighting the mission, vision, and achievements of ...

发言者详细介绍了会议主题的使命、愿景和成就。

省略号代表的句子根据会议主题确定。可源于大作文模板二三两段和该小作文模板上文句子中选择, 此处不再赘述。例如: The chairman expressed the opinion

that enough attention must be turned to staff welfare by our company. 董事长表示我们公司必须对员工的福利给予足够的重视。

如果不确定大佬是谁, 可以用概括性词语 the speaker

第四句: 手下赞同

The majority of those attendees were in favour of the statement/plan/decision.

大多数参会人都赞成这个表述/计划/决定。

Participants engaged in an interactive discussion to address the challenges they faced during the activity.

参会人进行了互动讨论, 以解决他们在活动中面临的挑战。

第五句: 最终决定

The meeting agreed to hold the activity of ...

会议同意举行...活动。

As a concrete measure, the meeting decided that...

作为一项具体措施, 会议决定...

The meeting concluded with a vote of thanks extended to all participants for their active involvement and commitment that...

会议最后向所有参会者表示感谢, 感谢他们的积极参与并致力于...

第六句: 下一次会议的日期和地点 (可选)

The date and location of the next meeting will be announced via email to all participants.

下次会议的日期和地点将通过电子邮件通知所有参会者。

根据题目内容决定, 如果是一次性的会议不可写, 如: 临时举办的活动或紧急召开的会议等。如果是周期性的会议可写, 如: 一年一度的比赛/活动, 每月一次的例会等。

由于纪要并没有历年真题或样题供参考, 因此无法给出例句, 不过学习至此, 你应该可以发现了, 纪要也不过是换个格式的书信, 核心内容不改变, 请大家牢记格式。

至此, 考研英语小作文讲解完毕。待选句和方案很多, 各位**不必全都掌握**, 因为考场上我们只需要默写 8 句左右下来!

接下来大家需要做什么?

1. 用一到两周时间, 对照我的视频学习、消化。
2. 对照此资料套用真题作文, 三、五篇即可发现偏好。
3. 不再有大的变动, 可做小的升级, 将偏好的句子熟记于心, 反复练习, 做到 10 分钟内套用任意历年真题。
4. 每周练习套用 1~2 次, 考前 20 天, 每天套用一次。

注: 基础差的同学直接背诵本文例句。切记, 不要痴心妄想, 认为自己考前两周即可掌握。你那不算掌握, 顶多算会背。只背模板, 却不练习, 考场上很痛苦。

接下来我会做什么?

1. 带练大小作文代表性真题, 你希望我带练哪一篇? 请评论区告诉我。
2. 历年主题词汇总、拓展及预测

请扫码关注我的公众号, 更新后会及时通知。

