

## 写作

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### 导学 课程整体介绍

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- 二、报告
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- 三、大作文经典范文

#### 文体/语域

- 1、正式文体：大作文、公务书信、公务告示、报告。最好不用缩写、省略或口语表达；
- 2、半正式文体：私人书信、私人告示、备忘录。最好使用 3-5 次。

缩写：I'm, It's, They're （完整：I am, It is, They are）

省略：Looking forward to your reply. （完整：I am looking forward to your reply.）

口语表达：By the way, 顺便说一句

As you know, 如你所知

Guess what? 你猜怎么着？

#### 书写格式

- 1、缩进式：段与段之间不空行，每段首行缩进四个字母。
- 2、齐头式：段与段之间空一行，每段首行顶头写。

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## 第一节 小作文

### 一、备忘录: memo, memorandum

上级对下级或同级之间的半正式书信,属于半正式文体,可以使用三至五次缩写、省略、口语表达。

格式:

To: Zhang Wei

From: Li Ming

Date: December 21, 2019

Subject: Training

### 二、报告: report

#### (一) 工作报告: work report

下级对上级的正式书信,属于正式文体,最好不要使用缩写、省略、口语表达。格式与备忘录相同。

#### (二) 读书报告: book report

格式:

标题: 第一行正中央

首段: 作者生平及简介

次段: 作品内容

尾段: 评价

Guan Moye, better known by the pen name Mo Yan, is a Chinese writer and novelist. In 2012, the Nobel Prize in Literature was awarded to Mo Yan "who with hallucinatory realism merges folk tales, history and the contemporary".

Mo Yan's *Red Sorghum Clan* is a non-chronological novel about the generations of a Shandong family between 1923 and 1976. The author deals with upheavals in Chinese history, but in an unconventional way; for example, from the point of view of the invading Japanese soldiers.

A major theme in Mo Yan's works is the constancy of human greed and corruption. Aged 57

at the time of the announcement, he was the 109th recipient of the award and the first ever resident of mainland China to receive it.

### 《红高粱家族》

管谟业，其笔名“莫言”更加广为人知，是一位中国作家和小说家。2012 年，作为一位“用虚拟现实主义将民间故事、历史和现代融为一体”的作家，莫言荣获诺贝尔文学奖。

莫言的《红高粱家族》是一部关于一个山东家族几代人从 1923 年到 1976 年之间的变迁的不按时间顺序叙述的小说。作者以一种非传统的方式描述了中国历史的巨变，例如从一位侵略的日本兵的观点来讲述。

莫言作品的主题之一就是人类恒久不变的贪婪和腐败。在 59 岁时，莫言成为诺贝尔文学奖第 109 位获奖者以及史上第一位获奖的中国大陆作家。

### 三、告示: Notice, Announcement, Bulletin, Poster, Advertisement

#### (一) 真题透视:

#### 1、2010 年英语 (一):

Directions:

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

You should write about 100 words on ANSWER SHEET 2. **Do not** sign your own name at the end of the notice. Use "postgraduate association" instead. (10 points)

#### 2、2015 年英语 (二):

Directions:

Suppose your university is going to host a summer camp for high school students. Write a notice to

- 1) briefly introduce the camp activities, and
- 2) call for volunteers.

You should write about 100 words on the ANSWER SHEET.

**Do not** use your name or the name of your university.

**Do not** write your address. (10 points)

3、2016 年英语（一）：

Directions:

Suppose you are a librarian in your university. Write a notice of about 100 words, providing the newly-enrolled international students with relevant information about the library.

You should write neatly on the ANSWER SHEET.

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

**Do not** write the address. (10 points)

（二）写作格式：

- 1、标题：第一行正中央
- 2、日期：标题下一行右下方
- 3、正文：一至三段，现在时或将来时
- 4、署名：个人（Li Ming）或单位

（三）经典范文：

Directions:

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

You should write about 100 words on ANSWER SHEET 2. **Do not** sign your own name at the end of the notice. Use "postgraduate association" instead. (10 points)

Notice

January 9, 2010

Volunteers are needed for the International Conference on Globalization to be held on this campus in early July. Basic requirements are familiarity with the theme of the conference and proficiency of English. Other requirements include good interpersonal communication abilities, familiarity with our city's tourist attractions and its history, proper manners, and a strong sense of responsibility. Preference will be given to those experienced in international conference or other similar activities.

Call 86754321 or email [postgr@ccc.edu.cn](mailto:postgr@ccc.edu.cn) for an application and for information on the interview. Phone and email enquiries are encouraged; no visits please.

Postgraduate Association

告示

2010 年 1 月 9 日

本校将于七月初举行关于全球化的国际研讨会，现招募志愿者。基本要求是熟悉本次会议的主题以及精通英语。其他要求包括人际沟通能力、熟悉我市的景点及历史，举止恰当以及有责任感。在国际会议或其他类似活动中具有相关经验者优先考虑。

申请职位以及咨询面试相关信息，请致电 86754321 或发送邮件到 [postgr@ccc.edu.cn](mailto:postgr@ccc.edu.cn)。欢迎垂询，谢绝来访。

研究生会

四、书信真题透视: **letter, email**

(一)、建议信:

1、2007:

Directions:

Write a letter to your university library, making suggestions for improving its service.

2、2008:

Directions:

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

1) make an apology, and

2) suggest a solution

3、2009:

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.

4、2011 英语（二）:

Directions:

Suppose your cousin Li Ming has just been admitted to a university. Write him/her a letter to:

- 1) congratulate him/her, and
- 2) give him/her suggestions on how to get prepared for university life.

**Do not** sign your own name at the end of the letter. Use “Zhang Wei” instead.

5、2012 英语（一）:

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.

6、2014 英语（一）:

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.

7、2016 英语（二）:

Directions:

Suppose you won a translation contest and your friend, Jack, wrote an Email to congratulate you and ask for advice on translation. Write him a reply to

- 1) thank him,
- 2) give your advice.

8、2018 英语（二）:

Directions:

Suppose you have to cancel your travel plan and not be able to visit Professor Smith. Write him an email to

- 1) apologize and explain the situation;
- 2) suggest a future meeting.

You should write about 100 words neatly on the ANSWER SHEET.

Do not use your own name, use "Li Ming" instead.

Do not write your address. (10 points)

9、2019 英语（二）:

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.

（二）推荐信:

1、2011 英语（一）:

Directions:

Write a letter to a friend of yours to

- 1) recommend one of your favorite movies and
- 2) give reasons for your recommendation.

2、2015 英语（一）:

Directions:

You are going to host a club reading session. Write an email of about 100 words recommending a book to the club members.

You should state reasons for your recommendation.

3、2017 英语（一）:

Directions:

You are to write an email to James Cook, a newly arrived Australian professor, recommending some tourist attractions in your city. Please give reasons for your recommendation.

（三）道歉信:

1、2005:

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.

2、2008:

Directions:

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

- 1) make an apology, and
- 2) suggest a solution

3、2018 英语（二）:

Directions:

Suppose you have to cancel your travel plan and not be able to visit Professor Smith. Write him an email to

- 1) apologize and explain the situation;
- 2) suggest a future meeting.

（四）答复信:

1、2016 英语（二）:

Directions:

Suppose you won a translation contest and your friend, Jack, wrote an Email to congratulate you and ask for advice on translation. Write him a reply to

- 1) thank him,
- 2) give your advice.

2、2017 英语（二）:

Directions:

Suppose you are invited by Professor Williams to give a presentation about Chinese culture to a group of international students. Write a reply to

- 1) accept the invitation, and
- 2) introduce the key points of your presentation.

3、2019 英语（一）:

Directions:



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

**（五）邀请信：**

**1、2013 英语（一）：**

Directions:

Write an e-mail of about 100 words to a foreign teacher in your college, inviting him/her to be a judge for the upcoming English speech contest.

You should include the details you think necessary.

**2、2018 英语（一）：**

Directions:

Write an email to all international experts on campus, inviting them to attend the graduation ceremony. In this email you should include time, place and other relevant information about the ceremony.

**（六）感谢信：**

**1、2010 英语（二）：**

Directions:

You have just come back from the U.S as a member of Sino-American cultural exchange program. Write a letter to your American colleague to

- 1) express your thanks to his/her warm reception,
- 2) welcome him/her to visit China in due course.

**2、2016 英语（二）：**

Directions:

Suppose you won a translation contest and your friend, Jack, wrote an Email to congratulate you and ask for advice on translation. Write him a reply to

- 1) thank him,
- 2) give your advice.

(七) 爱心话题:

1、2006: 请求信

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.

2、2013 英语 (二): 倡议信

Directions:

Suppose your class is to hold a charity sale for kids in need of help. Write your classmates an email to

- 1) inform them about the details, and
- 2) encourage them to participate.

3、2019 英语 (一): 答复信

Directions:

Suppose you are working for the "Aiding Rural Primary Schools" project of your university. Write an email to answer the inquiry from an international school volunteer, specifying the details of the project.

(八) 投诉信: 2012 英语 (二):

Directions:

Suppose you have found something wrong with the electronic dictionary that you bought from an online store the other day. Write an email to the customer service center to

- 1) make a complaint, and
- 2) demand a prompt solution.

(九) 询问信: 2014 英语 (二)

Directions:

Suppose you are going to study abroad and share an apartment with John, a local student, write him an email to

- 1) tell him about your living habits, and

2) ask for advice about living there.

## 五、书信写作格式:

### (一) 称呼:

1、写给机构: Dear Sir or Madam, (06、07)

To Whom It May Concern, (致有关人士)

2、写给个人: Dear +人名,

1) 题目有人名: 抄: Dear Mr. Wang,

2) 题目无人名: 编: Dear Neo,

3、写给集体: 1) Dear Friends,

2) Dear Fellow Classmates,

(二) 正文: 3 段, 7 句, 100-130 词, 3-5 个关联词, 3-5 个从句

### 1、第一段: 1-2 句

1) 自我介绍: 私人书信除外

(1) 工作人员:

A. 05: I am a staff member of your company.

B. 06: I am a staff member of Huawei (China) Electronics Ltd.

(2) 学生:

A. 07: I am a freshman/sophomore/junior/senior/undergraduate/graduate in the Department of Chinese Language and Literature of Peking University.

B. 12 英语(一): I am the president of the Students' Union of Beijing Foreign Studies University.

2) 写作目的: 书信中心思想, 改写提纲一

(1) I am writing the letter for purpose of expressing my sincere apology to you. (道歉信)

(2) I am writing the letter to give/propose/offer some/several useful/conductive/practical suggestions/proposals/recommendations to you. (建议信)

(3) I am writing the letter to recommend my favorite movie/book to you. (推荐信)

2、第二段: 3 句左右, 改写提纲二

1) 主题句: 1 句

2) 分论点一: 1 句

3) 分论点二: 1 句

3、第三段: 2 句

1) 表示感谢: 部分私人书信除外

(1) My thanks for you to your generous help are beyond words.

我对您慷慨帮助的感谢难以言表。

(2) Words fail me when I wish to express my sincere gratitude to you.

感激之情, 溢于言表。

(3) I take this opportunity to show my heartfelt appreciation to the kind assistance you render me. 我想借此机会对您的热心帮助表示衷心的感谢。

2) 期待回信

(1) I look forward to hearing from you soon. 盼即赐复。

(2) I am looking forward to your favorable reply at your earliest convenience.

期待您在方便之时尽快给予我圆满的答复。

(3) Your prompt attention to my inquiry would be highly appreciated.

十分感谢您对我的询问给予及时的关注。

3) 写作目的

(三) 落款:

1、结尾客套:

1) 万能: Yours sincerely, 或 Sincerely yours,

2) 私人: Yours faithfully, 或 Faithfully yours,

3) 公务: Yours truly, 或 Truly yours,

2、落款: Li Ming 或 Zhang Wei

六、书信经典范文: 2012 年英语(一)真题: 建议信

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.

Dear Friends,

**On behalf of the Students' Union of Beijing Foreign Studies University, I would like to extend our heartfelt welcome to all the overseas students who will study in our university.**

**It is my great pleasure to offer you several practical suggestions. In the first place, life in this prestigious university is perhaps not as easy as you have expected. You may be tightly bound by daily classes, abundant homework and frequent exams. Thus, be prepared for the hectic life here. In the second place, in spite of all those burdens, various extracurricular activities such as sports meets, speech contests and social gatherings will still provide ample opportunities to make friends. So, enjoy your life in this esteemed institute!**

**All in all, although there is a lot of pressure, the time you spend on our campus will be worthwhile and enhance your whole life. Hope you like it here! (148 words)**

Yours sincerely,

Li Ming

亲爱的朋友们：

我谨代表北京外国语大学学生会，向来我校学习的留学生表示衷心的欢迎。

我很荣幸能给你们提一些实用的建议。首先，这所知名学府的生活也许并不像你们所设想的那么轻松。你们可能会面临每日的课程、大量的作业和频繁的考试。因此，做好准备迎接这里的繁忙生活吧。其次，尽管有以上负担，运动会、演讲比赛以及联谊会等各种各样的课外活动仍会提供大量结交朋友的机会。所以，尽情享受这所著名大学里的生活吧。

总之，尽管有很多压力，但在这所校园里度过的时光将意义非凡，并为你的整个人生增添光彩。希望你们喜欢这里！

您真诚的，  
李明