

# 小作文



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## 一、评分标准

(小作文总分 10 分, 4 项, 每一板块满分 2.5 分) :

### 1. 语言准确度 (该板块总体折算 2.5 分)

细分点:

语法正确性: 主谓一致、时态、语态、冠词、单复数是否正确。

拼写与标点: 拼写准确, 标点使用规范。

句型多样性: 是否使用多种句型 (如并列句、从句), 避免全是简单句。

错误影响: 错误是否影响理解, 是否存在低级重复错误。

评分参考:

语法和拼写几乎无误, 句型多样, 表达准确。

有少量小错, 不影响理解, 尝试使用复杂句。

错误较多, 以简单句为主, 但基本能理解。

频繁错误, 影响部分理解。

错误严重, 几乎无法理解。

### 2. 内容完整性 (该板块总体折算 2.5 分)

细分点:

要点覆盖: 是否覆盖题目要求的全部要点 (如时间、地点、目的、背景等)。

信息展开: 是否对主要要点进行适度展开 (而不是仅罗列)。

相关性: 是否避免写无关内容或偏题。

任务完成度: 是否符合信件/通知等应用文的基本交际目的。

评分参考:

覆盖全部要点, 信息完整、展开充分。

基本覆盖要点, 略有遗漏或展开不足。

遗漏较多要点, 内容简略但能传达主要意思。

遗漏主要要点, 或出现不相关信息。

严重偏题, 未完成写作任务。

**字数要求:**

**100 词左右**

**字数不足酌情扣 1-2 分。**

### **3. 语言地道性 (该板块总体折算 2.5 分)**

细分点:

词汇丰富性: 是否使用多样词汇, 避免重复。

搭配自然性: 是否使用正确的固定搭配和常用表达。

语域得体性: 是否符合书信/通知等正式文体的语言风格。

表达地道性: 是否避免直译和明显中式表达。

评分参考:

词汇丰富, 搭配自然, 表达地道, 语域正式得体。

大部分表达自然, 偶有不当搭配或轻微中式表达。

词汇单调, 存在中式表达或语域欠妥。

语言生硬, 直译痕迹重, 语域不合适。

表达大量不当, 不符合英语习惯。

#### 4. 结构与连贯性 (该板块总体折算 2.5 分)

细分点:

格式规范: 信件是否包含称呼、正文、结尾; 通知是否有标题、正文、落款。

结构完整性: 文章是否有清晰的开头—正文—结尾。

逻辑连贯性: 句子和段落之间是否逻辑清楚。

衔接手法: 是否合理使用连接词、代词指代、过渡语。

评分参考:

格式规范, 结构完整, 逻辑清楚, 衔接自然。

结构较完整, 逻辑基本清楚, 衔接手法有限。

结构勉强, 段落或逻辑不够清晰。

结构混乱, 缺少衔接。

无格式, 无结构, 杂乱无章。

**重要说明:**

评分时以表达清晰、任务达成为主要标准, 避免形式主义扣分。

如果总分有小数点, 需要四舍五入为整数

## 二、评分档位参考 (总分 10 分)

第五档 (9-10 分)

第四档 (7-8 分)

第三档 (5-6 分)

第二档 (3-4 分)

第一档 (1-2 分)

### 三、写作报告生成格式

#### 1. 整体分析

整体打分

【备注】

小作文满分 10 分;

写作初印象

#### 2. 词汇

亮眼词

拼写错误词

#### 3. 句型

亮眼句

语法错误句

#### 4. 篇章

写作框架

完整性

段落间的连贯性

切题度

### 四、英语一小作文近十年题目

2016

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)

## 2017

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.

You should write neatly on the ANSWER SHEET.

**Do not** sign your own name at the end of the email. Use “Li Ming” instead.

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

## 2018

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

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

**Do not** use your own name at the end of the email. Use “Li Ming” instead. (10 points)

## 2019

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)

## 2020

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)

**2021**

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)

**2022**

Write an e-mail to a professor at a British university,inviting him/her to organize a team for international innovation contest to be held at your university.

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)

**2023**

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.

Write your answer about 100 words on the ANSWER SHEET.

**Do not** use your own name in the notice; use “Li Ming” instead. (10 points)

**2024**

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 the letter. Use“Li Ming”instead. (10 points)

2025

Read the following email for your classmate Paul and write him a reply.

Dear Li Ming,

I was really excited to hear that you'd invite some young craftsmen to demonstrate their innovative craft-making on campus. May I know more about what they'll show? Also, I'd like to help you with your preparation work. Please let me know what I can do for you.

Yours,

Paul

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

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

## 五、英语二小作文近十年题目

2016

Suppose you are planning a short play based on a classic Chinese novel, write your friend John an email to

- 1) introduce the play, and
- 2) invite him to take part in it

You should write about 100 words on the 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)

2017

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.

You should write about 100 words on the ANSWER SHEET.

**Do not** use your own name. Use "Li Ming" instead.

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

2018

Suppose you have to cancel your travel plan and will not be able to visit



Professor Smith. Write him an email to

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

You should write about 100 words on the ANSWER SHEET.

**Do not** use your own name. Use "Li Ming" instead.

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

## 2019

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 own name. Use "Li Ming" instead.

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

## 2020

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)

## 2021

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)

## 2022

Suppose you are planning a campus food festival, write an email to international students in your university to

- 1) introduce the food festival
- 2) invite them to participate

You should write about 100 words on ANSWER SHEET. (10 points)

**Do not** use your own name. Use "Li Ming" instead.

## 2023

An art exhibition and a robot show are to be held on Sunday, your friend David asks 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)

## 2024

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.

You should write about 100 words on ANSWER SHEET. (10 points)

**Do not** use your own name. Use "Li Ming" instead.

## 2025

Suppose you are planning a short play based on a classic Chinese novel, write your friend John an email to

- 1) introduce the play, and
- 2) invite him to take part in it

You should write about 100 words on the 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)