

## Mr.Jin 原创考研英语小作文模板

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### 一、开头段（表达心情+写信目的，注意根据不同的人选择合适的心情）

1. 你无法想象我写此信时的心情有多生气。事实上，我想对（你们的产品和服务）表达我强烈的失望和不满。

**You will never imagine how angry I am when writing this letter to you. In fact, I want to** express my strong disappointment and dissatisfaction with your product and service.

2. 你无法想象（当我得知你被北京大学录取时的）心情有多激动。无论你能否想象得到，我想对你表示衷心地祝贺。

**You can't imagine how excited I was when I knew that** you had been admitted to Beijing University. **Anyway, I just want to extend** my heartfelt congratulation to you.

3. 我很荣幸能给您写信。我叫李明，我是本校的一名大四的学生。事实上，我写此信是为了就（如何减轻学生的心理压力）给您一些建议。

**I feel very privileged to write this letter to you.** I am Li Ming, **a senior in this university.** **In fact, I'm writing this letter to** give you some suggestions on (how to reduce students' psychological pressure).

4. 我写这封信是为了代表学生会对所有留学生的到来表示由衷的欢迎。

On behalf of the Students' Union, **I am writing this letter to** extend my warmest welcome to all the international students to our campus.

5. 为了在大学生中推广中国传统文化意识（活动\告示\通知）

**In order to** promote the awareness of Chinese traditional culture among college students.

## 二、夸对方，评价对方（注意要跟后文内容衔接上）

6.在我眼里，你一直都是一个（平易近人/博学/勤奋/细心/可靠）的人。但是，我还是想...

In my eyes, you have always been an easygoing/ knowledgeable/ diligent/ considerate/ reliable person. However, I still want to .....

### 【举例】

**（1-好事）**在我眼中，你一直都是一个（非常勤奋且细心的）人。然而，为了这次（面试/比赛）更加顺利，我还是要给你一些建议。

In my eyes, you have always been a (diligent and thoughtful) person. However, in order to make (this interview /competition) more smooth and successful, I still want to give you some suggestions.

**（2-坏事）**在我眼中，你一直都是一个（非常有责任心的）人。然而，为了找到一个解决（白色污染）的办法，我还是要给你一些建议。

In my eyes, you have always been a very (responsible) person. However, in order to figure out a solution to the problem of (white pollution), I still want to give you some suggestions.

**（3-机构）**在我眼中，贵校/公司在（教育界/商界）有着非常好的声誉，（而我也一直努力想成为其中的一员）。

In my eyes, your (school/company) has a very good reputation (in the field of education/business) (and I have always been aspiring to be one of you).

7.我知道你一直都对中国文化有极大的热情。所以你绝对不能错过.....

I know you have always been enthusiastic about Chinese culture, so you absolutely should not miss .....

### 三、告示、通知 (时间, 地点)

8. 具体来说, 这次 (辩论) 比赛将于 2021 年 12 月 25 日上午 8 点在我校学术大厅举行。

To be specific, this (debate) competition will be held in the academic hall of our university at 8 a.m. on December 25, 2021.

### 四、“个人能力/品质描述”模块——推荐别人, 自荐求学, 招聘志愿者, 员工等

9. 任何想参加此次活动的人都需要满足以下条件。

Anyone who wants to participate in this activity needs to meet the following qualifications.

#### 9-1 招聘, 招募:

任何想 (参加这次比赛/申请这个职位) 的人都必须满足以下要求。首先, 你必须是一个 细心负责的人, 并且对该工作充满热情。其次, 你最好具有相关背景或工作经历。Anyone who wants to (participate in this contest/apply for this job or position) needs to meet the following qualifications. First, you are supposed to be a thoughtful and responsible person and you should have a strong interest in this job. Second, it would be better if you have already had some related background or work experience in this field.

#### 9-2 自荐, 推荐:

事实上, 为了达到 (这个职位/录取) 条件, 在过去这三年里我一直非常地努力, 而现在 我非常自信能达到你们的要求。首先, 我连续三年获得国家奖学金, 并且在我所在领域的核 心期刊上发表了五篇论文。其次, 我有过三家公司的实习经历, 并积累了丰富的 工作经验。

Actually, to qualify for this job/position/the admission, I have been working very diligently during the past three years and now I am very confident that I can meet your requirement. First, I have won the national scholarship for three consecutive years and issued five papers on the core journal in my field. Besides, I've also worked as intern student in three companies and accumulated a lot of work experience.

关键词:

- (1) 参加, 满足条件, 细心, 负责, 充满热情, 最好, 相关背景, 工作经历
- (2) 达到条件, 录取, 过去几年时间里, 一直都很努力, 现在很自信, 满足你们的要去, 获得过奖学金, 连续三年, 发表论文, 在核心期刊上, 作为实习生, 积累丰富的经验。

## **五、建议（要求条件），好处（具体好处需要自己归纳，可参考模板里给的句子）**

10. 首先, 你应该... (尽可能多读一些书来丰富你的知识结构)

First, you are supposed to (read as many books as possible to enrich your knowledge structure)

11. 其次, 你最好...

Second, it would be better if you can...

### **【补充素材】**

#### **A 部分: 个人建议**

- 1. read as many books as you can (多读书)
- 2. take part in various kinds of activities (多参加活动)

#### **B 部分: 这将有助于 (对接 A 部分)**

- 1. which is certainly a good chance/ an effective way to
- 2. which will allow you to....

#### **C 部分: 好处 (对接 B 部分)**

- 1. broaden your horizons and enrich your life experience/improve your knowledge structure (开拓视野)
- 2. acquire many practical knowledge and skills/techniques and lay a solid foundation for your future career development. (学会实用技能, 为将来工作打下基础)

3. leave a good impression on the managers/interviewers (给... 留下一个良好的印象)
4. create a harmonious interpersonal relationship with your colleagues/classmates/the people around you (创造和谐的人际关系)
5. improve your comprehensive skills and ability (提升综合能力)

**D 部分: 机构建议 (对接 9)**

1. make related policies to encourage more people to (制定政策来鼓励更多的人去...)
2. Invite experts and provide more lectures so that people can have a more comprehensive knowledge of (how to deal with ...) (邀请专家, 并提供更多的讲座, 以便我们能够对... 有个全面的了解)
3. organize more campaigns and activities to promote the awareness of (environmental protection) among students/the public (多举办活动来提高大家的...意识)

## 六、“推荐/介绍书籍，电影，歌曲，人物，中国文化”模块

\*中国文化替换句在第九点

### 12-1 推荐部分

1.因为你一直都对中国文化非常感兴趣，所以你一定不能错过西湖。首先，在古代，一提到西湖，人们就会联想到很多浪漫的诗人，睿智的思想家还有民族英雄们。通过了解西湖的历史，你能对我们的文化有一个更加全面/深刻的认识。

Since you have always been enthusiastic about Chinese culture, you absolutely should not miss the West Lake. First, it was associated with a large number of romantic poets, profound philosophers as well as national heroes in ancient China. By learning its history, you will have a more comprehensive knowledge/deeper understanding of our culture.

2.我推荐的理由如下。首先，作为历代都城，北京城内有着大量的历史文物古迹，这会让你有机会更全面地了解我们的文化和语言。另外，北京还是一个国际大都市，这意味着你能接触到不同背景的人，并从中学习汉语。

The reasons for my recommendation are as follows. First and foremost, as the capital city of many dynasties in China, Beijing has a large number of historic sites in itself, which allows you to have a comprehensive knowledge of our culture and language. In addition, Beijing is an international city, which means you can learn Chinese by exposing yourself to people from a variety of backgrounds.

### 12-2 中国文化（这里给出了一个通用版本，但是基础好的同学仍然要多去积累）

我知道你一直都对中国文化着迷，因此你绝对不能错过这部电影/小说。通过看这部电影/读这本小说，你将认识大量的中国古代的著名历史人物以及他们的人生经历。这样，你就会对我们的历史和文化有一个更加全面的了解。

I know you have always been enthusiastic about Chinese culture, so you absolutely should not miss this film/novel. By watching this movie/reading this novel, you will know a large number of famous historical figures in ancient China and their life stories. In this way, you will have a more comprehensive knowledge of our history and culture.

## 七、再次表达情感

13.最后,我想再一次对你表达我的(歉意,感激之情)。

Again, I would like to extend my apology/gratitude to you.

## 八、考虑,期待回复,衷心希望

14.最后,再一次对你表达我的(祝贺,不满/失望,道歉,感激/感谢)。

Again, I would like to express/extend my heartfelt (congratulations, dissatisfaction /disappointment, apology, gratitude/thankfulness) to you.

15.如果您能考虑我的(推荐,申请,邀请,要求),我将不胜感激。期待着您的回复。

I would appreciate it if you could take my recommendation /application/invitation/requirement into consideration and I am looking forward to your reply.

16.我知道你一直都对我们的文化感兴趣,所以我真的希望你能有朝一日来中国,而我将非常愿意做你的向导(并带你四处逛逛)。

I know you have always been enthusiastic about our culture. So, it is my sincere hope that you could come to China one day and I would be very glad to be your guide (and take you around).

17.希望大家都能参与进来,并享受比赛的过程。

We sincerely hope that every one of you would join us and enjoy yourself in this competition.

## 九、中国文化

18.据我所知,您一直以来都对中国文化报以极大的热情,所以你千万不能错过(这次机会/这次活动/长城/西湖/中秋节/这部经典小说)。

As far as I know, you have always been very enthusiastic about our Chinese culture, so you should absolutely not miss (this opportunity/this event/the Great Wall/the West Lake/the Mid-Autumn Festival/this classic novel).

19.在古代中国,它们和很多著名的历史人物有关,包括浪漫主义的诗人,睿智的哲学家以及民族英雄们。

In ancient China, it was associated with a large number of famous historical figures, including romantic poets, profound philosophers and national heroes.

20.通过了解(它的历史)(他们的生平故事),你会对我们的文化有一个更加全面且深刻的认识。

By learning (its history/their life stories), you will have a more comprehensive and deeper understanding of our culture.

21.我真的希望有朝一日,您能拜访中国,而我将非常乐意当您的向导,并带您了解这个伟大的国家和它灿烂悠久的历史。【可替换 16】

It is my sincere hope that you could visit China one day, and I would be very glad to be your guide and take you on a journey to learn about this magnificent country and its splendid culture.