10- UP⇒ 15+

英

语

写

作

讲师: 张老师

01 考试大纲与评分标准

02 英语二小作文

03 英语二大作文

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第一步: 看太纲和评分标准

命题人思维

阅卷人思维

01考试大纲与评分标准

第四部分写作

该部分由A、B两节组成,主要考查考生的书面表达能力。共2题,25分。

A节

考生根据所给情景写出约100词(标点符号不计算在内)的应用性短文,包括 私人和公务信函、备忘录、报告等。共10分。

B节

15min-20min 7-10句

要求考生根据所规定的情景或给出的提纲,写出一篇150词左右的英语说明文或议论文。提供情景的形式为图画、图表或文字。共15分。

30min-35min 12-15句

IV写作(25 分)	А	规定情景	英语	写私人和公共信函、备忘录、报告等	应用文(约 100 词)	1	10
	В	图画、图表或文字	英语	写说明性、议论性文章	短文写作(约150 词)	1	15

01考试大纲与评分标准

短文写作时, 考生应能:

- 1)做到语法、拼写、标点正确,用词恰当;
- 2)遵循文章的特定文体格式;
- 3)合理组织文章结构, 使其内容统一、连贯;
- 4)根据写作目的和特定读者,恰当使用语域。

• let me know if you can come for the meeting next wednesday.

 Please kindly inform us of your availability for the meeting to be held next Wednesday.

How about coming down to stay with us for weekend?

We would appreciate it if you could come for the weekend.

01考试大纲与评分标准

- 1、第五档 A节(9-10分)B节(13-15分) 很好地完成了试题规定的任务。
 - ---包含所有内容要点
 - ---使用丰富的语法结构和词汇
 - ---语言自然流畅, 语法错误极少
 - ---有效地采用了多种衔接手法,文字连贯,层次清晰
 - ---格式和语域恰当贴切。

对目标读者完全产生了预期的效果。

- 2、第四档 A节(7-8分)B节(10-12分) 较好地完成了试题规定的任务。
 - ---包含所有内容要点, 允许漏掉1、2个次重点;
 - ---使用较丰富的语法结构和词汇;
- ---语言基本准确,只有在试图使用较复杂结构或较高级词 汇时才有个别语法错误;
 - ---采用了适当的衔接手法,层次清晰,组织较严密;
 - ---格式和语域较恰当。

对目标读者产生了预期的效果。

- 3、第三档 A节(5-6分)B节(7-9分)基本完成了试题规定的任务。
 - ---虽漏掉一些内容, 但包含多数内容要点;
 - ---应用的语法结构和词汇能满足任务的需求;
 - ---有一些语法及词汇错误, 但不影响理解;
 - ---采用了简单的衔接手法,内容较连贯,层次较清晰;
 - ---格式和语域基本合理。

对目标读者基本完全产生了预期的效果。

4、第二档 A节(3-4分)B节(4-6分) 未能按要求完成试题规定的任务。

- ---漏掉或未能有效阐述一些内容要点,写了一些无关内容;
- ---语法结构单调、词汇项目有限;
- ---有较多语法结构及词汇方面的错误,影响了对写作内容的理解:
 - ---未采用恰当的衔接手法,内容缺少连贯性;
 - ---格式和语域不恰当。

未能清楚地传达信息给读者。

- 5、第一档 A节(1-2分)B节(1-3分) 未完成试题规定的任务。
 - ---明显遗漏主要内容,且有许多不相关的内容;
 - ---语法项目和词汇的使用单调、重复;
 - ---语言错误多,有碍读者对内容的理解,语言运用能力差;
 - ---未采用任何衔接手法,内容不连贯,缺少组织、分段;
 - ---无格式和语域概念。

未能传达信息给读者。

6、零档 (0分)

所传达的信息或所使用语言太少,无法评价;内容与要求无关或无法辨认。

01考试大纲与评分

书写和卷面很有可能可以让你 一档或者 一档

考研英语高分写作字帖: 手写印刷体

第三节 十大必背小作文

1. 订购信: 2005年大纲样题范文

As I am planning to take the National Entrance

Test of English for MA/MS Candidates (NETEM), / have decided to place an order of some NETEM books with due consideration of the good reputation of your bookstore and the high quality of your books. Firstly, please give me particular accounts as regards names, authors, publishing houses and prices of these books. Secondly, I also need to know the terms of payment and after-sell service. Thirdly, I wonder if it is convenient for you to deliver these books by EMS to the headquarters of Beijing New Oriental School by January 17,2015. I would like to express my gratitude for your

02 英	语	小	作	文
		•	• •	

从美归国后感谢美国同仁的热情招待并邀请来中国访问 Write a letter to your American colleague to 1) Express your thanks for his/her warm reception; 2) Welcome him/her to visit China in due course.	感谢+邀请	
表弟考上大学写信祝贺 (1) Congratulate him/her, and (2) give him/her suggestions on how to get prepared for university life 网购电子词典出问题投诉	祝贺+建议	○感谢
something wrong with the electronic dictionary 1) make a complaint and 2) demand a prompt solution	投诉	
写电子邮件给同学告知义卖活动 hold a charity sale Write your classmates an email to 1) inform them about the details 2) encourage them to participate	介绍+邀请	〇選以 〇邀请
写电子邮件给国外新室友 study abroad and share an apartment 1)tell him about your living habits, and 2)ask for advice about living there.	个人介绍+请求	
通知夏令营活动征集志愿者 host a summer camp for high school students.Write a notice to 1) briefly introduce the camp activities, and 2) call for volunteers.	介绍+邀请	〇投诉
回复祝贺信表示感谢 Write him a reply to 1) thank him; 2) give your advice.	感谢+建议	
回复邀请信接受邀请 invited by Professor Williams to give a presentation.Write a reply to 1) Accept the invitation, and 2) Introduce the key points of your presentation.	(感谢)+介绍	
取消行程无法拜访表示道歉 cancel your travel plan. Write him an email to Apologize and explain the situation, and Suggest a future meeting	道歉+请求	命题趋勢:
对辩论赛提出建议和计划 plan a debate. Write him an email to 1) Suggest a specific topic with your reasons, and 2) Tell him about your arrangements.	(感谢)+建议	夏合元素的书信!
告知国际学生旅游行程 planning a tour of a historical site.Write an email to 1) tell them about the site, and 2) give them some tips for the tour.	介绍+建议	

2021年小作文

Part A

46.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.

Do not write your address. (10 points)

02英语二小作文

书信格式(美式VS英式)

Dear Professor Smith,

lam writing to express my heartfelt thanks for giving me the chance to plan theupcoming debate. I suggest that the topic of the debate be "Is Infrastructure the main reason fortraffic congestion?" . The reason why I chose this topic is that many peopleblame the problematic infrastructure for traffic jams in recent years.

Thearrangement of the debate is listed as follows. For one thing, the debate willbe held in the auditorium at 2:00pm next Friday. For another, every student ofour school welcome to the sign up for the debate.

Manythanks for giving me this chance! I am looking forward to your reply at yourearliest convenience.

Sincerely yours,

Zhang Wei

Dear friends,

As a member of the Students Union, I am writing this letter to inform you that we are going to visit the Forbidden City next week.

As you know, the Forbidden City, which is also known as the Palace Museum, embodies this nations profound and diversified ancient culture with its magnificent architecture and precious treasures. During this trip, it is advisable to pay closer attention to the tourist introduction of each site, which includes its origin, cultural background as well as translation in multiple languages.

I hope that you will enjoy the journey. If you have any further question, please do not hesitate to reply.

Yours sincerely,

Li Ming

书信称呼

*不特定的对象

Dear Sir or Madam,

To whom it may concern,

*特定对象

Dear ***,

Dear Mr ***,

Dear Ms ***,

Dear Professor ***,

书信落款

Yours,

Yours sincerely,

Yours truly,

Yours respectfully,

...

. . .

书信"三段式"

*首段

寒暄, 表明身份, 说明写信目的1

*中间段

具体阐述写信目的1/说明写信目的2 (根据题干指导语)

*尾段

客套话(期待回复,致谢,致歉,祝福)

02英语二小作文

审题审什么? 三步走!

- *确定写信人、收信人(确定语域)
- *确定写信目的(题目中有哪些内容可直接拿来写作/同义改写)
- *根据题目,结合"三段式",用中文在草稿纸上列提纲

2011年英语二小作文审题

47. 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

You should write about 100 words on 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)

02英语二小作文

2011年官方给出9分范文

Dear Li Ming,

I'm so glad to hear that you have received the offer from Peking University. Congratulations! There's nothing surprising - I remember seeing how hard you have been working since childhood. Now you have the opportunity to learn physics, which you have a huge interest in, in one of the best universities in China. I feel extremely happy for you.

Well, I want to share some reminders for university life with you. First of all, don't forget your study. Second, take some time to know yourself well and make your own decisions. Third, enjoy your life as long as it's under your control. I hope you will have a wonderful time!

Yours, Zhang Wei

书信开头段模板

Dear ***,

to 熟人

How is everything going? I am writing this letter mainly to ... (表明写信目的1,套用题干信息)

Dear ***,

to 陌生人,群发邮件

I hope this email finds you well. I am... (表明身份, 套用题干信息) I am writing this letter mainly to ... (表明写信目的1, 套用题干信息)

书信开头段模板

Dear ***,

回信

I am extremely honored to receive...and I am writing this letter mainly to ... (表明写信目的1, 套用题干信息)

Dear ***,

表明身份

On behalf of...(eg. the student union)/As...(eg. the president of student union), I would like to ... (表明写信目的1,套用题干信息)

从美归国后感谢美国同仁的热情招待并邀请来中国访问 Write a letter to your American colleague to 1) Express your thanks for his/her warm reception; 2) Welcome him/her to visit China in due course.	感谢+邀请
表弟考上大学写信视贺 (1) Congratulate him/her, and (2) give him/her suggestions on how to get prepared for university life	祝贺+建议
网购电子词典出问题投诉 something wrong with the electronic dictionary 1) make a complaint and 2) demand a prompt solution	投诉
写电子邮件给同学告知义卖活动 hold a charity sale Write your classmates an email to 1) inform them about the details 2) encourage them to participate	介绍+邀请
写电子邮件给国外新室友 study abroad and share an apartment 1) tell him about your living habits, and 2) ask for advice about living there.	个人介绍+请求
通知夏令营活动征集志愿者 host a summer camp for high school students.Write a notice to 1) briefly introduce the camp activities, and 2) call for volunteers.	介绍+邀请
回复祝贺信表示感谢 Write him a reply to 1) thank him; 2) give your advice.	感谢+建议
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告知国际学生旅游行程 planning a tour of a historical site.Write an email to 1) tell them about the site, and 2) give them some tips for the tour.	介绍+建议

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)

Dear ***,

I hope this email finds you well. I am... (表明身份,套用题干信息) I am writing this letter to you in purpose of ... (表明写信目的1,套用题干信息)

02英语二小作文

中间段

写信目的2进行展开:

Besides, I am glad to/I am willing to /Please allow me to/It is essential to ... (表明写作目的2,套用题干信息) ... (展开阐述)

- *I would be more than happy if *you take my suggestions into serious* account.
- *There is no doubt that the ... will be outstanding and meaningful.

Therefore, I recommend it to you with all my heart.

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2010

47. Directions:

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

- 1) Express your thanks for his/her warm reception;
- 2) Welcome him/her to visit China in due course.

 You should write about 100 words on ANSWER SHEET

 2.

Do not sign your own name at the end of the letter.

Use "Zhang Wei" instead.

Do not write your address. (10 points)

写信目的2进行展开:

(展开阐述)

Besides, I am glad to/I am willing to /Please allow me to/It is essential to ... (表明写作目的2,套用题干信息)...

尾段

- * Once again I want to express my gratitude to you for ...
- * We would be grateful if you can come. I am looking forward to your participation and best wishes for you.
- * Thank you for your time and your consideration.
- * Looking forward to your reply./I am looking forward to hearing from you soon.
- * Your time spent on this letter is greatly appreciated. /Thank you for your precious time to read this letter.
- * Best wishes for you and your family./Please give my best regards to your family.
- * Please keep in touch with me wherever you are.
- * If you need any further information, please do not hestitate to contact me.

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通知格式

Notice

In order to improve high school students' abilities and to enrich their after-class activities, our university is going to hold a summer camp in our campus during this summer vacation.

These high school students will be involved in various activities, including taking part in speeches and debates, attending group discussions, and so on. First of all, a variety of activities organized by us could show their outstanding abilities and to help them develop a range of practical skills. What is more, their active participation helps in strengthening the sense of responsibility and developing interpersonal relationship.

Those who are interested in being volunteers may sign up with the monitor of their class before June 10, 2015. Come and join us now.

Students' Union

通知模板

首段: In order to ___ (活动目的),___ (某一机构组织)is/are ___ (正在进行的活动). 中间段: The summer camp/contest/activity... will be held on _____(时间) in ____(地点). ...(描述该活动,具体时间,活动内容等) The basic qualifications for candidates are as follows. Firstly, ____ (要求—).In addition, ___ (要求 二) .Certainly, those with relevant experience will be given priority. 尾段: Those who have interest in this activity may sign up in ____(地址)before ____(具体时间).Our contact number is ____ (联系电话).

Feel free to inquire us for help if you have any questions. We are looking forward to your participation.

Directions:

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

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

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 your address. (10 points)

历年真题命题规律分析

大作文			
			手机购买量发达国家、发展中国家对比(2000-2008)
2010	柱状图	动态	1) Interpret the chart and
			2) Give your comments.
1957 19			国产品牌、美系品牌、日系品牌轿车市场份额对比(2008, 2009)
2011	柱状图	动态	1) interpret the chart and
			2) give your comments
	表格	静态	分年龄段的某公司员工工作满意度
2012			1) describe the table , and
			2) give your comments
0012	柱状图	±¼ ★·	四个年级的兼职比例对比
2013		静态	1) interpret the chart and 2) give your comments
4			城镇人口, 乡村人口变化对比(1990, 2000, 2010)
2014	柱状图	动态	1) interpret the chart, and
2014	江水国	4/1:54	2) give your comments.
			春节花销用途比例
2015	饼状图	静态	1) interpret the chart, and
11.2.1	WI VCIA	111	2) give your comment.
1			高校学生旅游目的比例
2016	饼状图	静态	1) interpret the chart and
			2) give your comments.
			博物馆数量与参观人数变化(2013-2015)
2017	线形图	动态	1) interpret the chart, and
			2) give your comments.
	W TU III		消费者选择餐厅关注因素比例
2018	饼状图	静态	1) interpret the chart, and
	111		2) give your comments.
	LA JIN FEI	-11-4-	某高校本科毕业生去向比例(2013, 2018)
2019	柱状图	动态	1) interpret the chart, and
			2) give your comments
2020	饼状图	静态	大学生手机使用意向比例
2020			1) interpret the chart, and 2) give your comments.
			居民体育锻炼方式
2021	柱状图		1) interpret the chart, and
2021	江水图	日十二亿	2) give your comments.
			-, G1-1,1-1- commonds.

静态图:

无时间变量,展示比例

动态图:

有时间变量,展示数量或比例

规定动作:

1、描述图表

2、 给出评论(分析原

因!!!)

常考话题关键词:

大学生,消费,旅游,职业

/就业

大作文三段式

首段:

描述图表数据

中间段:

解释图表数据(分析原因!)

尾段:

总结,预测

大作文三段式

首段:描述图表数据

第一句:

*The chart/table/graph gives information about (概括图表核心内容)

*The chart/table/graph provides data about (概括图表核心内容)

*The chart/table/graph illustrates statistics concerning (概括图表核心内

容)

大作文三段式

首段:描述图表数据

第一句:

As clearly reflected in the bar chart/ the pie chart/ table/ line graph, we can note some significant changes of statistics/data from (时间) to (时间).

动态

As clearly reflected in the bar chart/ the pie chart/ table/ line graph, we can note some significant features of statistics/data which is definitely worth attention and analysis. 静态,动态

大作文三段式

首段:描述图表数据

接首句:动态图

* As we can see from the chart/graph/table, the propotion/number of (类别一)上升/下降 from ... to ...

- * In the meantime, the the propotion/number of (类别二) 上升/下降 during the same period.
- * In contrast, the the propotion/number of (类别三)上升/下降 during the same period.
- *下下策:用first category/factor, second category/factor 替代。

大作文三段式

首段:描述图表数据

接首句:静态图

* As we can see from the chart, (类别一) makes up/accounts for (百分比), which claims the first place, followed by (类别二) and (类别三). Meanwhile, the figure for (类别四) is (百分比), which completes the top four.

大作文三段式

首段:描述图表数据

描述具体数字:

is/stand at

波动:fluctuate/rebound/wave/undulate等

副词:

大幅度地:

sharply/dramatically/markedly/remarkably/suddenly/considerably

缓缓地:

slowly/slightly/modestly/moderately/gently

增长了: increase by 增长到:increase to

大作文三段式

首段:描述图表数据

描述增加/上升:

increase/see (saw) an increase of grow/rise/climb/mount

迅速增加: surge, soar, shoot up, leap, jump, rocket等

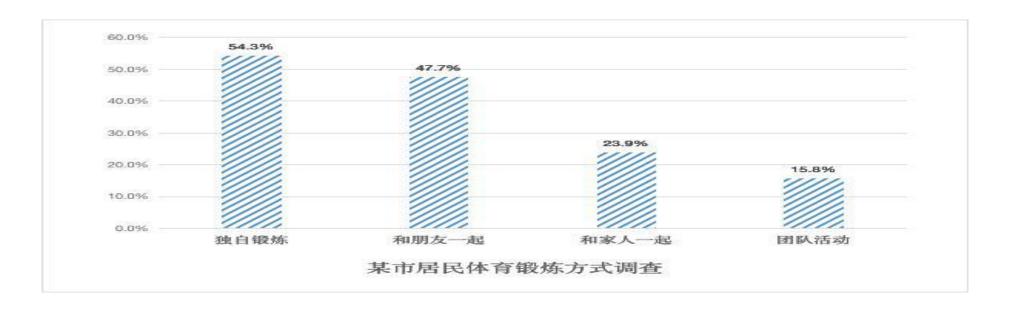
稳步上升:gradually/steadily+表示上升的词

描述降低/下降:

decrease, fall, drop, slip, decline,

剧烈下降: plunge, plummet, dive, nosedive, tumble等

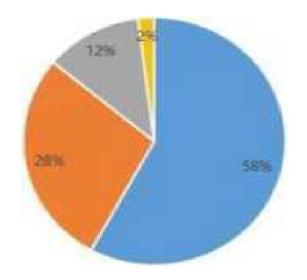
2021



residents' exercising ways

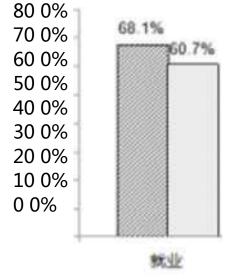
某高校学生手机阅读使用情况

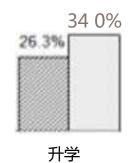
2020



college students' reading purposes via mobile phone

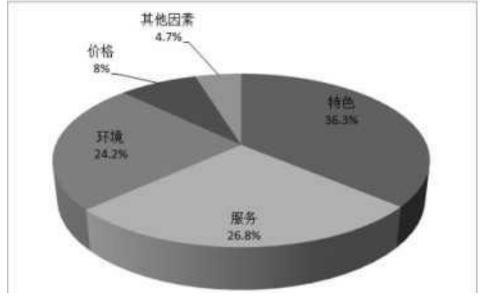
2019





某高校2013 年和2018年本 科毕业生去向 统计 college graduates' choices after their graduation

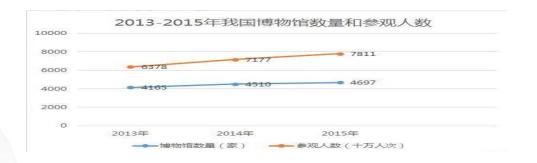
2018



2017某市消费者选择餐厅关注的因素

important factors in choosing restaurants among consumers

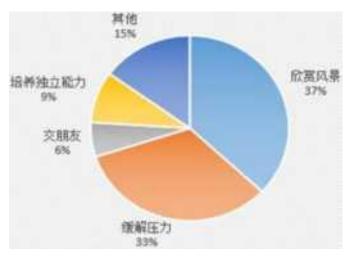
2017



numbers of museums and their visitors

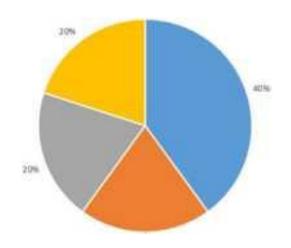
2016

某商校学生旅行目的调查



我国某市居民春节假期花销比例

2015



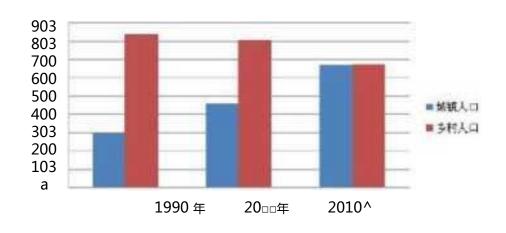
■新年礼物■交通■聚会吃仮■其他

the traveling purpose of college students

the consumptions during spring festival

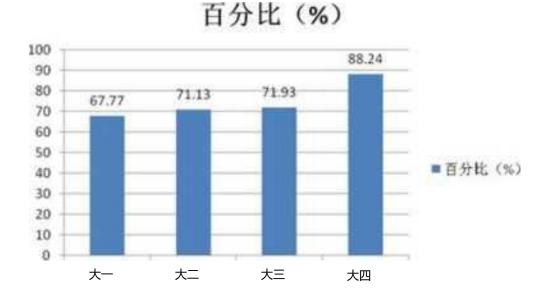
2014

20年间中国城镇人口,乡村人口变化图 单位



population in urban areas and rural areas

2013



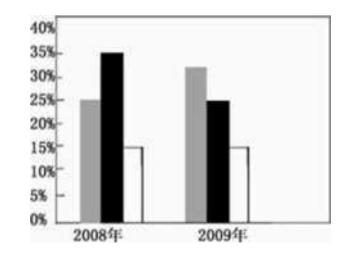
propotions of college students taking part-time jobs

2012 某公司员工工作满意度调查

年龄满意度	满意	不清楚	不满意
小于等于40岁	16.7%	50.0%	33. 3%
41-50 岁	0.0%	36.0%	64.0%
大于50岁	40.0	50.0%	10.0%

employees' work satisfaction

2011



the market shares of different cars

灰色: 国产品牌 黑色: 日系品牌 白色: 美系品牌

大作文三段式

中间段:解释图表数据(分析原因)

第一句:

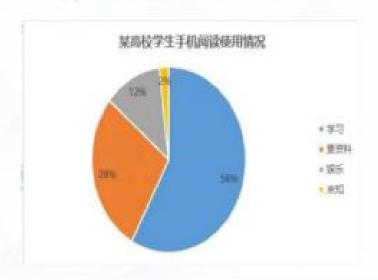
* Although numerous factors may contribute to this phenomenon/trend, as far as I am concerned/ in my opinion, two/three foremost ones are as follows.

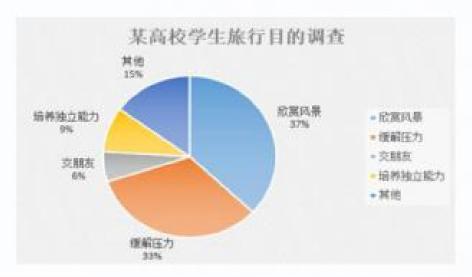
* What exactly contribute to this phenomenon/trend? It is a thoughtprovoking question. As far as I am concerned, two/ three foremost factors are as follows.

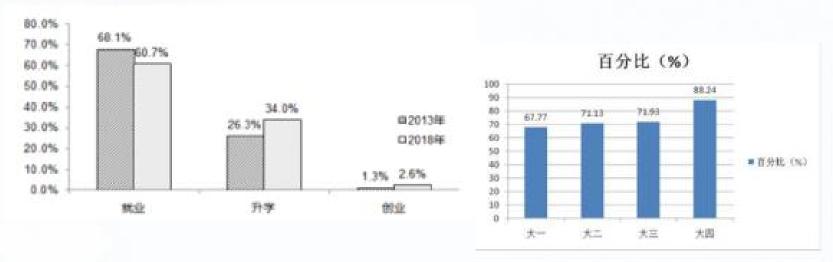
...firstly, ...secondly...

03英 语 二 大 作 文

大学生话题 (2020, 2019, 2016, 2013)





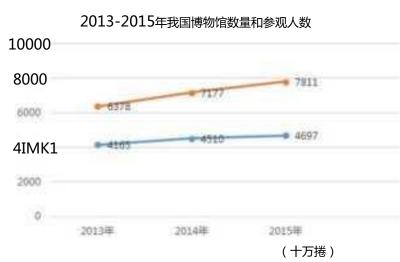


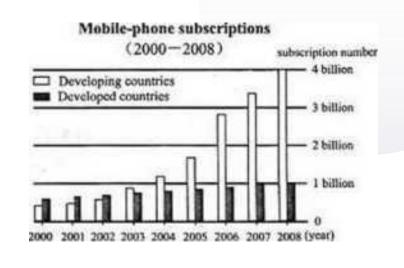
解释数据,分析原因:

- 1、面临巨大竞争压力(就业 压力)
- 2、就业市场的人才需求(知识水平,实践能力,综合素质)

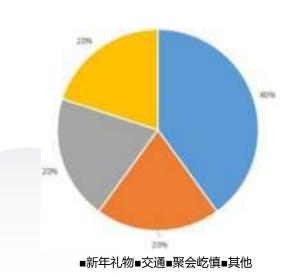
消费话题(2018, 2017, 2015, 2013, 2010)

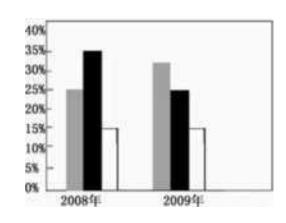






我国某市居民春节假期花销比例





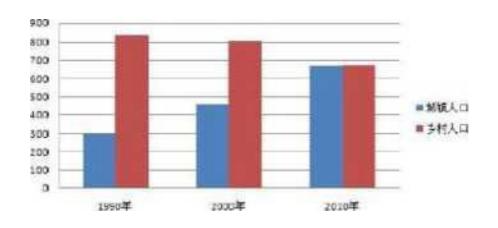


解释数据,分析原因:

- 1、 中国经济社会发展,消费升级
- 2、 某产业发展,提供了选择
- 3、 政府政策支持

还剩两年(2014, 2012)

20年间中国城镇人口,乡村人门变化图单位(百万)



解释数据,分析原因:

- 1、中国经济社会发展
- 2、工作压力
- 3、 政府政策支持

年龄满意度	满意	不清楚	不满意
小于等于40岁	16. 7%	50. 0%	33. 3%
41-50岁	0. 0%	36. 0%	64. 0%
大于50岁	40. 0	50. 0%	10. 0%

大作文三段式

中间段:解释图表数据(分析原因)

描述原因:(经济增长,生活水平提高,消费升级)

* Firstly, in recent years, China has witnessed rapid economic growth and great rise in living standards of the people. Therefore, for the individuals, there is a growing desire to (做什么). In other words, the strong demand of the people in (doing sth) is one of the key stimuli to this dramatic change.

大作文三段式

中间段:解释图表数据(分析原因)

描述原因:(竞争压力)

* Firstly, in recent years, Chinese college students/employees are confronted with pressure from intense competition in the labour market. As a result, there is a growing desire for (人物) to learn new things and gain some unique experience and, as we all know, (做什么事, doing sth) can provide them with the opportunity to (做什么事情). In other words, the strong demand of

(人物) is one of the key stimuli to this phenomenon given by the chart.

大作文三段式

中间段:解释图表数据(分析原因)

描述原因:(产业发展)

Secondly, the (某产业)industry has been expanding significantly in recent years to meet the needs of the consumers. Obviously, the rapid development of this industry also exerts a positive impact on the growth of (增长的主体).

大作文三段式

尾段:总结,预测

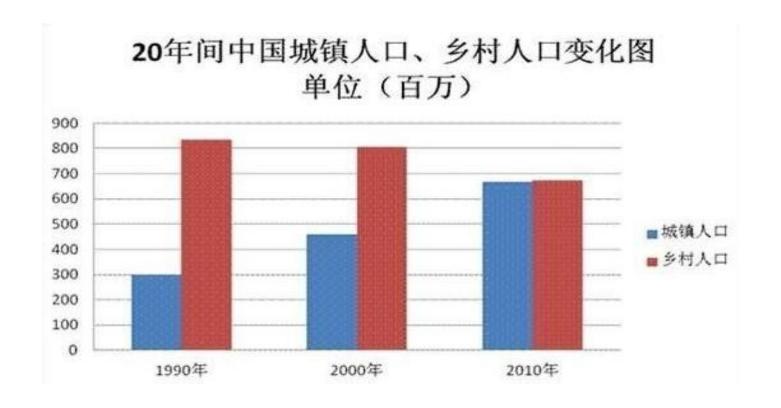
- * In conclusion,... (主谓宾) owing to...
- * After considering every aspect of this phenomenon, we can safely draw a conclusion that nowadays there is an upward/a downward tendency for (人物) to (做什么), which I believe will not change in a short time.
- * Taking above analyses/reasons/factors into consideration, we could predict/ strongly believe that this established trend/tendency will continue in the near future.

Directions:

Write an essay based on the following chart. In your writing, you should

- 1)interpret the chart, and
- 2) give your comments.

You should write about 150 words on the ANSWER SHEET. (15points)



THANKS