

英语

小作文精析

适用于MBA、MPA、MPAcc、MEM



2021 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

47. Directions:

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

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)

🔑 题目翻译

假设你正在组织一场在线会议。给杰克（一名留学生）写一封电子邮件，

1) 邀请他来参会，并且

2) 告知他会议细节。

你需要将约 100 个单词的文章写在答题卡上。

落款时不要写自己的名字，可以使用“Li Ming”代替。（10 分）

🔑 参考范文

Dear Jack,

Our department is planning to hold an online meeting at 15:00 on Feb. 1, 2021. I hereby extend to you our cordial invitation to participate.

The arrangements for the meeting are as follows. First, we will conduct discussions on some heated topics concerning online courses, and we will collect constructive opinions. Then we will enjoy an excellent lecture presented by some brilliant professors. We will go on to have a good time conferring awards on distinguished students in the final examination.

I look forward to your favorable reply, and your participation will be of significant meaning to us. Please let us know your decision at your earliest convenience.

Yours sincerely,
Li Ming

范文精析

本文共 3 段，8 句话，由题干中 “invite” 和 “tell him the detail” 可知，本文任务是邀请对方参会，并介绍流程。由于题干中没有明确说明会议主题，所以可写任何常见话题。

称呼：Dear Jack,

译文：亲爱的杰克，

注意：根据题干 Write an email to Jack 可知，这是写给杰克的信件，因此信件的称呼可直接用 “Dear Jack”。

Para. 1

①Our **department** is planning to hold an online meeting at 15:00 on Feb. 1, 2021. ②I **hereby** extend to you our **cordial** invitation to participate.

①我系将在 2021 年 2 月 1 日 15 点举办在线会议。②我在此诚邀你参与。

段落精析

本段共 2 句话，①句介绍会议举行的时间，②句提出邀请。

注意：本段划线部分的表述 an online meeting 源自于题干，在答题过程中可直接化用。“I hereby extend to you our cordial invitation to participate.” 这个句子可以直接背诵，在写作过程中需要提出邀请时，可直接采用此句。

词汇积累

department	（政府）部，司，局；（大学）系
hereby	以此方式，特此，兹
cordial	友好的

Para. 2

①The **arrangements** for the meeting are as follows. ②First, we will **conduct** discussions on some heated topics concerning online courses, and we will collect **constructive** opinions. ③ Then we will enjoy an excellent lecture presented by some **brilliant** professors. ④ We will go on to have a good time **conferring** awards on **distinguished** students in the final examination.

①会议安排如下。②首先，我们将会讨论一些关于在线课堂的热点话题，并集思广益。③其次，我们会聆听一些优秀教授带来的精彩讲座。④最后，我们会给在期末考试中取得良好成绩的优秀学生颁奖。

段落精析

本段共 4 句话，总分式结构。①句是总述句，引出下文的具体安排。②③④句就分别描述了会议的具体安排。

词汇积累

arrangement	安排；筹划；布置
conduct	进行，组织，实施
constructive	建设的，建设性的；积极的，有助益的
brilliant	巧妙的；使人印象深的；聪颖的
confer	授予，赋予
distinguish	区分，使有别于；辨别出

Para. 3

①I look forward to your favorable reply, and your participation will be of **significant** meaning to us. ②Please let us know your decision at your earliest **convenience**.

①我希望收到你的肯定答复，你的参与对我们来说意义重大。②请尽快将你的决定告知我们。

段落精析

本段共 2 句话，①句表明希望收到回复，②句再次强调希望尽快收到答复。

注意：根据题干 Do not use your own name. Use "Li Ming" instead. 可知，本信件落款下面的签名是“Li Ming”。

词汇积累

significant	重要的；显著的
convenience	方便，便利

2020 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

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)

🔑 题目翻译

假设你要为一群留学生计划一次前往某个历史遗址的旅行，给他们写一封电子邮件，

- 1) 向他们介绍这个遗址，并且
- 2) 针对这次旅行提出一些建议。

请将你的文章写在答题卡上。

落款时不要写自己的名字，可以使用“Li Ming”代替。（10 分）

🔑 参考范文

Dear Friends,

It is our pleasure to inform you that we are planning to visit the Summer Palace soon. I am writing to acquaint you with some information about it.

First and foremost, the Summer Palace is distinguished from its kind for its matchless cultural value. Considering its history of around 300 years, it will definitely give you a most enlightening experience. To ensure that everything goes smoothly, the accumulation of traffic information would prove essential. Last but not least, it is high time that you found a good guide who can give you timely support whenever you are in trouble.

I hope you will find the above-mentioned useful and practical. I look forward to seeing you soon!

Yours sincerely,

Li Ming

范文精析

本文共 3 段，8 句话，由题干中 “tell them about the site” 和 “give them some tips” 可知，本信件内容应包含 “推荐” “介绍” “建议”。

称呼：Dear Friends,

译文：亲爱的朋友们，

注意：根据题干 a group of international students 可知，这是给一群留学生们的信件，因此信件的称呼可直接用 “Dear Friends”。

Para. 1

①It is our pleasure to inform you that we are planning to visit **the Summer Palace** soon. ②I am writing to **acquaint** you with some information about it.

①非常高兴地通知你们，我们将去参观颐和园。②我写信是要告知你们一些关于它的信息。

段落精析

本段共 2 句话，①句点明要去参观的地点，②句表明写信的目的——介绍颐和园相关信息。

词汇积累

the Summer Palace

颐和园

acquaint

使熟悉；使了解

Para. 2

①First and foremost, the Summer Palace is **distinguished** from its kind for its **matchless** cultural value. ②Considering its history of around 300 years, it will **definitely** give you a most **enlightening** experience. ③ To ensure that everything goes **smoothly**, the **accumulation** of traffic information would prove **essential**. ④Last but not least, it is high time that you found a good guide who can give you timely support whenever you are in trouble.

①首先，颐和园在同类景点中出类拔萃，因为它有举世无双的文化价值。②考虑到它有大约 300 年的历史，它一定会给你们最有启发的体验。③为保证一切进展顺利，积累交通信息是至关重要的。④最后但同样最重要的，是时候找个好导游了，在你们遇到麻烦的时候，他可以及时给你们支持。

段落精析

本段共 4 句话，①句描述颐和园的巨大价值，②句说明去这个能够得到良好的体验，③句建议积累好交通信息，④建议找个好导游。

注意：**First and foremost**（首先）、**Last but not least**（最后但同样最重要的）为常用词组，建议熟记。

词汇积累

distinguish	区分，使有别于
matchless	无比的，无双的，无法媲美的
definitely	确定；明显地
enlightening	有启发作用的，使人领悟的
smoothly	平滑地；流畅地；平稳地；顺利地
accumulation	积累
essential	基本的；必不可少的

Para. 3

①I hope you will find the above-mentioned useful and practical. ②I look forward to seeing you soon!	①希望你们觉得以上内容是有用的且切实可行的。②期待很快见到你们！
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段落精析

本段共 2 句话，①句表明希望自己的建议对对方有用，②句期待与对方见面，同时也做到礼貌性收尾。

注意：根据题干 Do not use your own name. Use "Li Ming" instead. 可知，本信件落款下面的签名是“Li Ming”。

2019 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

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 own name. Use "Li Ming" instead. (10 points)

🔑 题目翻译

假设史密斯教授要求你计划一场关于城市交通的主题辩论，给他写一封邮件，

- 1) 建议一个具体的主题并附上你的原因，同时
- 2) 告知他关于你的安排。

你需要将约 100 个单词的文章写在答题卡上。

落款时不要写自己的名字，可以使用“Li Ming”代替。（10 分）

🔑 参考范文

Dear Professor Smith,

It is my great pleasure to plan a debate on the theme of city traffic. My suggested topic is: "Private Cars—A Blessing or a Curse?"

The primary reasons for my suggestion are as follows. On the one hand, some claim that there are many advantages in possessing a car. It gives a much greater degree of comfort and mobility. On the other hand, others strongly object to owning private cars. They maintain that private cars contribute to traffic congestion so greatly that the advantages gained in comfort and freedom are often cancelled out by the frustration caused by traffic jams.

The debate has been arranged for December 22 in the Students, Recreational Center. I am looking forward to your reply.

Yours sincerely,
Li Ming

范文精析

本文共 3 段，9 句话，由题干中 “arrangements” 和 “asked you to plan a debate” 可知，本文不仅需要感谢对方的邀请，还需要做安排事项。

称呼：Dear Professor Smith,

译文：亲爱的史密斯教授，

注意：根据题干可知，这是一篇写给教授的公务书信，属于正式文体，最好不要使用太多缩写、省略、口语表达等非正式语言。题目中出现了人名，称呼直接写 “Dear Professor Smith” 即可。

Para. 1

①It is my great pleasure to plan a debate on the theme of city traffic. ② My suggested topic is: "**Private** Cars—A **Blessing** or a Curse?"

①我很高兴策划一场关于城市交通的主题辩论。②我建议辩论的主题是“私家车——利还是弊？”

段落精析

本段共 2 句话，①句表示很高兴受邀策划此次辩论，②说明自己建议的主题。

注意：本段划线部分的表述 plan a debate on the theme of city traffic 源自于题干，在答题过程中可直接化用。

词汇积累

private	个人的；私人的
blessing	幸事，福祉

Para. 2

①The **primary** reasons for my suggestion are as follows. ②On the one hand, some claim that there are many advantages in **possessing** a car. ③ It gives a much greater degree of comfort and **mobility**. ④ On the other hand, others strongly object to owning private cars. ⑤ They maintain that private cars contribute to traffic **congestion** so greatly that the advantages gained in comfort and freedom are often **cancelled** out by the **frustration** caused by traffic **jams**.

①我这样建议的主要原因如下。②一方面，有些人声称拥有私家车有很多优点。③私家车能给人更大程度的舒适感和灵活性。④另一方面，另外一些人强烈反对拥有私家车。⑤他们坚持认为私家车会极大地加重交通堵塞，以至于它舒适和自由的优点常常被因交通堵塞而产生的沮丧所抵消。

段落精析

本段共 5 句话，主要给出了自己提出这个辩论主题的原因。

注意：用 **On the one hand**、**On the other hand** 来描述一件事的两个方面，这两个词汇要

熟记。

词汇积累

primary	首要的；主要的
possess	拥有；具备；控制
mobility	流动性；移动性
congestion	拥挤，堵车；阻塞
cancel	取消，终止
frustration	挫折；失败；挫败
jam	拥挤；挤满；堵塞；发生故障

Para. 3

①The debate has been **arranged** for December 22 in the Students, Recreational Center. ②I am looking forward to your reply.

①我的安排是辩论将于 12 月 22 日在学生活动中心举行。②期待着您的答复。

段落精析

本段共 2 句话，①句表明对此次辩论赛的安排，包含举办时间和地点。②句期待对方回复。

注意：根据题干 Do not use your own name. Use "Li Ming" instead.可知，本信件落款下面的签名是“Li Ming”。

词汇积累

arrange	安排，筹备
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2018 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

47.Directions:

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)

🔑 题目翻译

假设，你不得不取消旅行计划，而且无法去拜访史密斯教授。给他写一封邮件，

- 1) 表示道歉并解释情况；
- 2) 提议预约下一次会面。

你需要将约 100 个单词的文章写在答题卡上。

落款时不要写自己的名字，可以使用“Li Ming”代替。

不要写自己的真实地址。（10 分）

🔑 参考范文

Dear Professor Smith,

I'm extremely sorry that I will have to cancel the trip. I am hereby writing to you with some embarrassment and many apologies.

There are several causes leading to the incident. For a start, as I had been fully engaged in doing an important task, everything was too late when I realized that I forgot to buy the ticket. To make things worse, there being little time also prevented me from making up for it immediately. Although I tried every remedy I could, what was done could not be undone.

Again, I am sorry for the trouble I caused. How about we reschedule the meeting for Oct. 1, 2022 so that I can compensate for my fault and apologize in person?

Yours sincerely,
Li Ming

范文精析

本文共 3 段，8 句话，由题干中 “apologize” 可知，本文是道歉信，按照道歉信的惯例，最后要 “suggest”。

称呼：Dear Professor Smith,

译文：亲爱的史密斯教授，

注意：本题是写给教授的一封公务书信，属于正式文体，最好不要使用缩写、省略、口语表达等非正式语言。题目中出现了人名，称呼直接写 “Dear Professor Smith” 即可。

Para. 1

①I'm **extremely** sorry that I will have to cancel the trip. ②I am **hereby** writing to you with some **embarrassment** and many **apologies**.

①很抱歉我不得不取消行程。②我深感愧疚，在此写这封信向您道歉。

段落精析

本段共 2 句话，表明写这封信的主要目的——道歉。

注意：本段①句中的 I'm extremely sorry that...是表达 “因……而感到抱歉” 时的常用句型，该句型可直接背诵，并在写作时直接套用。②句的 “I am hereby writing to you with some embarrassment and many apologies.” 可整句背诵，写作时可以直接运用在写作目的为道歉的信件中。

词汇积累

extremely	极端地；非常
hereby	以此方式，特此，兹
embarrassment	尴尬
apology	道歉，认错

Para. 2

①There are several causes leading to the **incident**. ②For a start, as I had been fully **engaged** in doing an important task, everything was too late when I realized that I forgot to buy the ticket. ③To make things worse, there being little time also prevented me from making up for it **immediately**. ④Although I tried every **remedy** I could, what was done could not be **undone**.

①有好几个原因导致了这件事。②首先，由于我一直在忙于一项重要的任务，所以当我意识到我忘记买票的时候，已经太晚了。③更糟糕的是，时间太紧，导致我没办法及时补救。④尽管我尝试了一切补救措施，仍然无力挽回。

段落精析

本段共 4 句话，①句总写取消行程有几个原因，②③④句均是在说明这几个原因。

注意：在说明原因的过程中，运用了 **For a start**、**To make things worse**、**Although** 这三个词组，层层递进。

词汇积累

incident	事件，事变
engage	参与；吸引；雇用
immediately	立即
remedy	补救办法

Para. 3

①Again, I am sorry for the trouble I caused. ②How about we **reschedule** the meeting for Oct. 1, 2022 so that I can **compensate** for my fault and apologize in person?

①我再次为我造成的麻烦道歉。②我们 2022 年 10 月 1 日见面可以吗？那样我就能弥补我的过失，当面道歉了。

段落精析

本段共 2 句话，①句再次强调本文的写作目的——道歉，②句提议预约下一次会面。

注意：根据题干 Do not use your own name. Use "Li Ming" instead. 可知，本信件落款下面的签名是 “Li Ming”。

词汇积累

reschedule	重新安排；重新计划
compensate	补偿，赔偿

2017 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

47. 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.

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)

🔑 题目翻译

假设威廉姆斯（Williams）教授邀请你给一群留学生做一场关于中国文化的报告。写一封答复信，

- 1) 接受邀请，并且
- 2) 介绍你报告的要点。

你需要将约 100 个单词的文章写在答题卡上。

落款时不要写自己的名字，可以使用“Li Ming”代替。

不要写自己的真实地址。（10 分）

🔑 参考范文

Dear Professor Williams,

I am extremely honored to accept your invitation to give a presentation to a host of foreign students on Chinese culture.

Here are the key points of my presentation. First of all, compared with Westerners, the Chinese people have traditionally paid more attention to the harmonious relationship between human beings and nature. "Nature and Man are one" is a familiar statement in traditional Chinese ideology. In addition, in Chinese thought, much emphasis is laid upon moral cultivation, the refinement of temper, and the spiritual enlightenment on the part of individual rather than upon logical reasoning.

My appreciation to you for your invitation is beyond words. I am looking forward to hearing from you soon.

Yours sincerely,
Li Ming

范文精析

本文共 3 段，7 句话，首先，由题干中 “reply” 可知，本文应是一封回信。其次，“accept” 与 “introduce” 表明，信件内容应提及 “接受邀请” 和 “介绍内容”。

称呼：Dear Professor Williams,

译文：亲爱的威廉姆斯教授，

注意：根据题干 you are invited by Professor Williams 可知，这是给威廉姆斯教授的信件，因此信件的称呼应用 “Dear Professor Williams”。

Para. 1

①I am **extremely honored** to accept your invitation to give a presentation to a host of foreign students on Chinese culture.

①我非常荣幸地接受您的邀请，为一群留学生做一场关于中国文化的报告。

段落精析

本段共 1 句话，开门见山地表明写作本信件的目的——接受邀请。

注意：本段划线部分的表述 give a presentation to a host of foreign students on Chinese culture 源自于题干，在答题过程中可适当借鉴。

词汇积累

extremely	极端地；非常
honor	荣幸
presentation	报告

Para. 2

①Here are the key points of my presentation. ②First of all, **compared with** Westerners, the Chinese people have **traditionally** paid more attention to the **harmonious** relationship between human beings and nature. ③"Nature and Man are one" is a familiar **statement** in traditional Chinese **ideology**. ④In addition, in Chinese thought, much **emphasis** is laid upon **moral cultivation**, the **refinement of temper**, and the **spiritual enlightenment** on the part of **individual** rather than upon **logical reasoning**.

①下面是我的报告的要点。②首先，与西方人相比，中国人传统上一直更注重人与自然的和谐关系。③在中国传统思想中，“天人合一”是一个为人所熟知的观点。④此外，中国传统思想很注重个人修养的提升，关注“修身养性”，相比逻辑推理，更为重视心灵体悟。

段落精析

本段共 4 句话，主要是在说明自己报告的具体内容，①句点出下面是报告的要点，②③④句则介绍了三点中国文化的基本内容。

注意：本段划线部分的表述 the key points of my presentation 源自于题干，在答题过程中可适当借鉴。

词汇积累

compared with	与...比较，与...相比
traditionally	传统上，传说上
harmonious	和谐的
statement	说明；声明
ideology	思想（体系），思想意识
emphasis	强调，重要性
moral	道德；寓意
cultivation	耕种，种植
refinement	精炼，提纯，净化；优雅
temper	性情，脾气
spiritual	精神上的；宗教上的
enlightenment	启迪，开导
individual	单独的；个人的
logical	逻辑（上）的；符合逻辑的
reasoning	推理，论证

Para. 3

①My **appreciation** to you for your invitation is **beyond** words. ②I am looking forward to hearing from you soon.

①对于您的邀请，言语无法表达我的感激之情。②期待早日收到你的来信。

段落精析

本段共 2 句话，①句表明对威廉姆斯教授的邀请的感谢，②句表明希望收到回复。

注意：根据题干 Do not use your own name. Use "Li Ming" instead. 可知，本信件落款下面的签名是“Li Ming”。

词汇积累

appreciation	欣赏；鉴定；感谢
beyond	在……另一边；超过，超出

2016 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

47. 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, and
- 2) give your advice.

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)

🔑 题目翻译

假设你在一场翻译比赛中获奖，你的朋友杰克写了一封电子邮件向你表示祝贺，并询问关于翻译的建议，给他写一封答复信件，

- 1) 对他的祝贺表示感谢，并且
- 2) 提出你的建议。

你需要将约 100 个单词的文章写在答题卡上。

落款时不要写自己的名字，可以使用“Li Ming”代替。

不要写自己的真实地址。（10 分）

🔑 参考范文

Dear Jack,

I'm writing this letter to express my gratitude for your priceless congratulations on my success. Here are my suggestions with regard to the improvement of translation.

To begin with, it is advisable to figure out your real problem, during which process you can consult the experienced. What's more, a systematic accumulation of relevant knowledge on the difference between English and Chinese sentence structures would prove essential to the improvement of your translation. Last but not least, it is high time that you found a good native speaker who can give you timely support whenever you are in trouble.

I hope you will find the above-mentioned useful and practical. Thanks for taking your time reading this letter. I wish you all the very best!

Yours,
Li Ming

范文精析

本文共 3 段，8 句话，由题干中的 “thank” 和 “advice” 可知，本文为 “感谢 + 建议信”。

称呼：Dear Jack,

译文：亲爱的杰克，

注意：根据题干 your friend, Jack 可知，这是朋友的信件，因此信件的称呼可直接用 “Dear Jack”。

Para. 1

①I'm writing this letter to express my **gratitude** for your **priceless** congratulations on my success. ②Here are my suggestions with regard to the improvement of translation.

①我写信是为了表达我的感谢，感谢你对我取得的成功所给予的衷心祝贺。②关于如何提升翻译水平，我的建议如下。

段落精析

本段共 2 句话，①句直接说明写信目的——表达感谢，②句引出下文，即关于提升翻译水平的建议。

注意：I'm writing this letter to express...此句式可直接背诵，在表达写作目的时可直接套用。

词汇积累

gratitude	感激，感谢
priceless	无价的

Para. 2

①To begin with, it is advisable to **figure out** your real problem, during which process you can **consult** the experienced. ②What's more, a **systematic accumulation** of **relevant** knowledge on the difference between English and Chinese sentence **structures** would prove **essential** to the improvement of your translation. ③Last but not least, it is high time that you found a good native speaker who can give you **timely** support whenever you are in trouble.

①首先，建议你找到你的问题所在，在这个过程中，你可以咨询有经验的人。②其次，要想改善你的翻译水平，系统地积累英汉句式差别的相关知识是必要的。③最后但同样最重要的，是时候找个优秀的以英语为母语的人，在你遇到麻烦的时候，他可以及时给你支持。

段落精析

本段共 3 句话，紧跟上一段最后一句，提出了三个提升翻译水平的建议。

注意：在描写提出的三个建议的过程中，运用了 **To begin with**（首先）、**What's more**

（其次）、**Last but not least**（最后但同样最重要的）这三个短语，使得文章条理清晰，层次分明。

词汇积累

figure out	弄懂，弄明白
consult	咨询
systematic	有系统的
accumulation	积累
relevant	相关的
structures	结构
essential	基本的，必要的
timely	及时的

Para. 3

①I hope you will find the above-mentioned useful and practical. ②Thanks for taking your time reading this letter. ③I wish you all the very best!	①希望以上内容对你是有用的且切实可行的。②感谢你花时间读我的信。③祝你万事如意！
--------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------

段落精析

本段共 3 句话，①句表达希望建议有用，②③句表达对对方的美好祝愿，与此同时也做到礼貌性收尾。

注意：根据题干 Do not use your own name. Use "Li Ming" instead.可知，本信件落款下面的签名是“Li Ming”。

2015 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

47. 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)

🔑 题目翻译

假设你的大学将要为高中生举办一场夏令营。写一篇告示，

- 1) 简要介绍夏令营活动，并且
- 2) 招募志愿者。

你需要将约 100 个单词的文章写在答题卡上。

落款时不要使用自己的真实姓名和大学。

不要写自己的真实地址。（10 分）

🔑 参考范文

Volunteers Needed

A summer camp for high school students is to be held soon. On behalf of our university, we hereby acquaint you with some information about it and issue a notice to recruit volunteers to ensure that everything would go smoothly.

The summer camp, spanning from Jul. 1, 2016 to Aug. 1, 2016, is designed to provide the students with necessary academic instruction during their stay here. We will take part in a range of meaningful activities: listening to lectures, having discussion, and visiting the campus. By the end of the camp, we will confer awards on outstanding performers.

If you are interested and willing to become a volunteer, please do not hesitate to send your application to our office before Jun. 1, 2016.

May 1, 2016

The Students' Union

范文精析

本文共 3 段，6 句话，由题干中“notice”可知，本文要写的是通知。通知的书写格式和书信不同，首先需要在第一行中间写标题，本文写作目的是招募志愿者，故题目可为“Volunteers Needed”，如果实在不会写，可直接写“Notice”。

Para. 1

① A summer camp for high school students is to be held soon. ② **On behalf of** our university, we **hereby acquaint** you with some information about it and issue a notice to **recruit** volunteers to ensure that everything would go **smoothly**.

① 我校即将面向高中生举办一期夏令营。② 我们谨代表我校，向您介绍关于夏令营的信息，为保证一切进展顺利，兹发布通知招募志愿者。

段落精析

本段共 2 句话，①句开门见山点明即将举办夏令营，②句表明本文写作的主要目的——招募志愿者。

注意：本段划线部分的表述 A summer camp for high school students is to be held soon. 源自于题干，在答题过程中可直接借鉴。

词汇积累

On behalf of	代表
hereby	特此，兹
acquaint	使熟悉，使了解
recruit	招募
smoothly	顺利地

Para. 2

① The summer camp, **spanning** from Jul. 1, 2016 to Aug. 1, 2016, is designed to provide the students with necessary **academic instruction** during their stay here. ② We will take part in a range of meaningful activities: listening to **lectures**, having discussion, and visiting the campus. ③ By the end of the camp, we will **confer** awards on **outstanding** performers.

① 夏令营从 2016 年 7 月 1 日开始，于 2016 年 8 月 1 日结束，在此期间，夏令营旨在给学生提供必要的学习指导。② 我们会参与许多有意义的活动：聆听讲座、讨论问题、参观校园。③ 夏令营结束时，我们会给表现优异者颁奖。

段落精析

本段共 3 句话，说明夏令营举办的时间和具体的活动内容。

词汇积累

span	持续时间
academic	学术的
instruction	指示, 教学
lectures	演讲
confer	授予, 赋予
outstanding	优秀的, 杰出的

Para. 3

①If you are interested and willing to become a volunteer, please do not hesitate to send your **application** to our office before Jun. 1, 2016.

①若您对此感兴趣, 想成为志愿者的一员, 请不要犹豫, 在 2016 年 6 月 1 日前把申请表送到我们的办公室。

段落精析

本段共 1 句话, 说明了成为志愿者的方法。

注意: 根据题干 Do not use your name or the name of your university. 可知, 文中不能写自己的真实姓名或校名, 故落款可写“学生会”或“研究生会”。

词汇积累

application	申请表
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2014 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

47. 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.

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)

🔑 题目翻译

假设你将要出国留学，并与当地的一名学生约翰同住一间公寓，给他写一封电子邮件，

- 1) 告诉他关于你的生活习惯，并且
- 2) 询问在那边生活的一些建议。

你需要将约 100 个单词的文章写在答题卡上。

落款时不要写自己的名字，可以使用“Li Ming”代替。

不要写自己的真实地址。（10 分）

🔑 参考范文

Dear John,

I'm a Chinese student planning to study in your university and sharing an apartment with you. The purpose of this email is to tell you about my living habits.

First, I never drink or smoke. I do not stay up late either. Instead, I keep a balanced diet and go to bed before 11 o'clock at night, because I believe burning the midnight oil is harmful to my health. Second, I like to keep my things clean. It is obvious that living in a messy environment results in a chaotic life.

On this topic, could you please offer me some suggestions as regards living in your city? I'm sure that we can get along well with each other, and our university life will be one of the best times in our lives.

Yours sincerely,
Li Ming

范文精析

本文共 3 段，9 句话，由题干中 “ask for advice” 可知，本文为咨询信，是要咨询在国外生活的一些情况。

称呼：Dear John,

译文：亲爱的约翰，

注意：根据题干 share an apartment with John 可知，这是一封写给未来室友的信件，因此信件的称呼可直接用 “Dear John”。

Para. 1

①I'm a Chinese student planning to study in your university and sharing an apartment with you. ②The **purpose** of this email is to tell you about my living habits.

①我是一名即将去贵校学习的学生，并且将和你合住一间公寓。②我写这封邮件的目的是为了告诉你我的生活习惯。

段落精析

本段共 2 句话，①句做了简单的自我介绍，②句表明写邮件的目的，并引出下文。

注意：本段划线部分的表述 sharing an apartment with you 和 tell you about my living habits 源自于题干，在答题过程中可直接借鉴。

词汇积累

apartment

公寓套房

purpose

意图，计划，目的

Para. 2

①First, I never drink or smoke. ②I do not stay up late either. ③Instead, I keep a balanced diet and go to bed before 11 o'clock at night, because I believe **burning the midnight oil** is harmful to my health. ④Second, I like to keep my things clean. ⑤It is obvious that living in a messy environment results in a **chaotic** life.

①首先，我从不饮酒或吸烟。②也从不熬夜。③相反，我保持均衡的饮食，每晚 11 点之前睡觉，因为我相信熬夜对我的健康有害。④其次，我喜欢保持整洁。⑤显而易见，住在糟糕的环境中会导致混乱的生活。

段落精析

本段共 5 句话，整段都是在向未来室友讲述自己的生活习惯。使用了 First、Instead、Second 等词，有条理的进行叙述。

词汇积累

burning the midnight oil

熬夜

chaotic

混乱的；乱糟糟的

Para. 3

①On this **topic**, could you please offer me some suggestions as regards living in your city?
②I'm sure that we can get along well with each other, and our university life will be one of the best times in our lives.

①就这一话题，关于住在你们城市，你是否可以给我提出一些建议？②我相信我们能够和睦相处，而且我们的大学生活将成为我们人生中最美好的时光之一。

段落精析

本段共 2 句话，①句提出希望约翰能给自己提一些建议，②句表达了对未来生活的期待。

注意：根据题干 Do not use your own name. Use "Li Ming" instead.可知，本信件落款下面的签名是“Li Ming”。

词汇积累

topic

话题

2013 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

47. 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.

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)

🔑 题目翻译

假设你的班级要为需要帮助的孩子们举办一场义卖活动。给你的同学写一封电子邮件，

- 1) 告诉他们相关细节，并且
- 2) 鼓励他们参与。

你需要将约 100 个单词的文章写在答题卡上。

落款时不要写自己的名字，可以使用“Li Ming”代替。

不要写自己的真实地址。（10 分）

🔑 参考范文

Dear Classmates,

It is reported that some kids are suffering from poverty. As they are in bad need of help, we hereby call for a charity sale.

The activity, sponsored by Students' Union, will be held at 15:00 in our students' center on Jan. 1, 2014. To begin with, we will announce the detailed rules of the sale and admit goods meeting the criteria. Then we will take part in a range of meaningful activities: selling goods, making friends with the kids, and donating the money to them. Your active participation can help those needy ones live a better life and thus means a lot to the society.

You can file a written application to our staff office or email us via abc@163.com before the deadline. We are looking forward to your participation!

xxx Club

范文精析

本文共 3 段，8 句话，由题干中 “inform them about the details” 可知，本文是请班级同学参加一项活动——“charity sale”（义卖）。

称呼：Dear Classmates,

译文：亲爱的同学们，

注意：根据题干 your classmates 可知，这是同学们的信件，因此信件的称呼可直接用 “Dear Classmates”。

Para. 1

①It is reported that some kids are suffering from **poverty**. ②As they are in bad need of help, we **hereby** call for a charity sale.

①据报道，一些孩子正遭受贫困之苦。②由于他们急需帮助，所以我们在此号召义卖。

段落精析

本段共 2 句话，①②句表明写信的目的——邀请同学们参与义卖活动。

注意：本段划线部分的表述 charity sale（义卖）源自于题干，在答题过程中可直接借鉴。

词汇积累

poverty

贫穷；短缺

hereby

以此方式，特此

Para. 2

①The activity, **sponsored** by Students' Union, will be held at 15:00 in our students' center on Jan. 1, 2014. ②To begin with, we will **announce** the detailed rules of the sale and admit goods meeting the **criteria**. ③Then we will take part in a range of meaningful activities: selling goods, making friends with the kids, and **donating** the money to them. ④Your active **participation** can help those needy ones live a better life and **thus** means a lot to the society.

①本次活动由学生会主办，将于 2014 年 1 月 1 日下午 3:00 开始，地点是学生中心。②首先，我们将宣布义卖的细则，并接收符合标准的商品。③然后我们将参与许多有意义的活动：售卖商品、与孩子们交朋友、把钱捐给他们。④你们的积极参与可以帮助困难群体过上更好的生活，所以对社会意义重大。

段落精析

本段共 4 句话，①句介绍活动主办方、举办时间和地点，②③句介绍义卖的规则和内容，④句说明该活动的意义。

词汇积累

sponsor

赞助

announce	宣布；宣称；通知
criteria	标准，准则
donate	赠送；捐献
participation	参加，参与；分享
thus	所以，因此

Para. 3

①You can file a written **application** to our staff office or email us via abc@163.com before the **deadline**. ②We are looking forward to your participation!

①你们可以在截止日期前把书面申请递交至我们办公室，或给邮箱 abc@163.com 发邮件。②期望你们的参与！

段落精析

本段共 2 句话，①句说明参与义卖的方法，②句说明期待同学们的参与。

词汇积累

application	申请；请求；申请书
deadline	截止时间，最后期限

2012 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

47. 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.

You should write about 100 words on **ANSWER SHEET**.

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

Do not write the address. (10 points)

🔑 题目翻译

假设你发现前几天在网上购买的电子词典出了一些问题，给顾客服务中心写一封邮件，

- 1) 发起一项投诉，并且
- 2) 要求对方及时解决。

你需要将约 100 个单词的文章写在答题卡上。

落款时不要写自己的名字，可以使用“Zhang Wei”代替。

不要写自己的真实地址。（10 分）

🔑 参考范文

Dear Sir or Madam,

I am Zhang Wei, a user of your electronic dictionary. I'm writing to express my dissatisfaction with your product.

My complaints mainly lie in the following aspects. On the one hand, I was extremely shocked that the product, not as advertised, was found mutilated since the day I bought it. On the other hand, despite my repetitive complaints, the department concerned seemed to have attached little attention to it. Feeling disappointed, I demand that the issue be solved as soon as possible, or I will resort to the higher authorities.

I would appreciate it if you could take my complaints into serious consideration and compensate me for my loss. I'm looking forward to your early reply.

Yours sincerely,
Zhang Wei

范文精析

本文共 3 段，8 句话，由题干中 “complain” 可知，本文要写的是 “投诉信”。

称呼：Dear Sir or Madam,

译文：亲爱的先生或女士，

注意：根据题干 to the customer service center 可知，这是一份写给顾客服务中心的信件，因此信件的称呼可直接用 “Dear Sir or Madam” 或者 “To Whom It May Concern (给相关人员)”，可进行简单的自我介绍。

Para. 1

①I am Zhang Wei, a user of your electronic dictionary. ②I'm writing to express my **dissatisfaction** with your product.

①我是您的电子词典的用户张伟。
②我写信是为了投诉我对你们产品的不满。

段落精析

本段共 2 句话，①进行了简单的自我介绍，②直接表明写信的目的——投诉产品。

注意：本段划线部分的表述 electronic dictionary (电子词典) 源自于题干，在答题过程中可直接借鉴。

词汇积累

dissatisfaction

不满，不平；令人不满的事物

Para. 2

①My **complaints** mainly lie in the following **aspects**. ②On the one hand, I was **extremely** shocked that the product, not as **advertised**, was found **mutilated** since the day I bought it. ③On the other hand, **despite** my **repetitive** complaints, the **department** concerned seemed to have attached little attention to it. ④Feeling disappointed, I demand that the issue be solved as soon as possible, or I will **resort** to the higher **authorities**.

①我的不满主要在于以下几个方面。
②一方面，我很震惊，该产品与广告宣传不符，我买来那天就发现它是残坏的。
③另一方面，尽管我反复投诉，但相关部门似乎没有重视这件事。
④我感到很失望，我要求尽快解决这个问题，否则我将会向上级部门求助。

段落精析

本段共 4 句话，采用 “总—分—总” 的写法，①句陈述自己的不满有以下几个方面，②③④句分述对该产品不满的两个点，④句强调自己很失望，希望问题能尽快得到解决。

词汇积累

complaint

抱怨；不满的原因；疾病

aspect	方面；样子，外观；方位
extremely	极端地；非常，很；去；绝
advertise	公布；宣传；展现；宣传
mutilate	毁坏，毁伤；使……残缺不全
despite	尽管，虽然；不由自主
repetitive	重复的，啰唆的
department	（政府）部，司，局
resort	诉诸；采取；求助
authority	当局，权力，权威；权威

Para. 3

①I would **appreciate** it if you could take my complaints into serious **consideration** and **compensate** me for my **loss**. ②I'm looking forward to your early reply.

①若您能严肃对待我的投诉，并赔偿我的损失，我将不胜感激。②希望早日收到您的回信。

段落精析

本段共 2 句话，①句委婉表明希望能赔偿我的损失，②句表明期待收到回信，与此同时也做到礼貌性收尾。

注意：根据题干 Do not sign your own name at the end of the letter. Use "Zhang Wei" instead. 可知，本信件落款下面的签名是“Zhang Wei”。

词汇积累

appreciate	欣赏，重视；感激
consideration	仔细考虑；体贴；应考虑的因素
compensate	补偿，赔偿；弥补
loss	损失

2011 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

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**.

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

Do not write the address. (10 points)

🔑 题目翻译

假设你的堂（表）弟/妹李明刚刚被一所大学录取了。给他/她写一封信，

1) 表达你对他/她的祝贺，并且

2) 给他/她关于如何准备大学生活的建议。

你需要将约 100 个单词的文章写在答题卡上。

落款时不要写自己的名字，可以使用“Zhang Wei”代替。

不要写自己的真实地址。（10 分）

🔑 参考范文

Dear Li Ming,

I'm so pleased to learn that you have been admitted to your dream university. Please accept my heartiest congratulations on this milestone of your life.

To help you better prepared for university life, the following three suggestions are on the top of my list. First of all, it is advisable to make a detailed plan, during which process you can consult the experienced. What's more, a systematic accumulation of relevant knowledge on your major would prove essential to desirable results. Last but not least, it is high time that you found a good instructor who can give you timely support whenever you are in trouble.

I hope you will find the above-mentioned useful and practical. May all go well with you!

Yours sincerely,
Zhang Wei

范文精析

本文共 3 段，8 句话，由题干中 “congratulate” 和 “suggestions” 可知，本文要写的信件内容需包含的是 “祝贺+建议”。通过分析题干可知，信件的主体应当是 “建议”，故 “祝贺” 部分可在信件开头一笔带过。

称呼：Dear Li Ming,

译文：亲爱的李明，

注意：根据题干 your cousin Li Ming 可知，这是一份写给亲人的信件，因此信件的称呼可直接用 “Dear Li Ming”，不需要进行自我介绍，可直奔主题。

Para. 1

①I'm so pleased to learn that you have been admitted to your dream university. ②Please accept my heartiest **congratulations** on this **milestone** of your life.

①很高兴得知你进入了自己梦想的大学。②在这个里程碑式的时刻，请接受我最衷心的祝贺。

段落精析

本段共 2 句话，直接表达了你的祝贺。

注意：本段划线部分的表述 you have been admitted to your dream university（你进入了自己梦想的大学）源自于题干，在答题过程中可直接借鉴。

词汇积累

congratulation

祝贺；恭喜

milestone

里程碑；划时代事件

Para. 2

①To help you better prepared for university life, the following three suggestions are on the top of my list. ②First of all, it is advisable to make a detailed plan, during which process you can consult the experienced. ③What's more, a systematic accumulation of relevant knowledge on your major would prove essential to desirable results. ④Last but not least, it is high time that you found a good instructor who can give you timely support whenever you are in trouble.

①为了帮你更好地为大学生活做准备，我认为以下三个建议最重要。②首先，建议你制定一个详尽的规划，在这个过程中，你可以咨询有经验的人。③其次，想要得到理想的结果，系统地积累与你专业相关的知识是至关重要的。④最后但同样最重要的，是时候找个好老师了，在你遇到麻烦的时候，他可以及时给你支持。

段落精析

本段共 4 句话，①句表明自己接下来会给出三个建议，②③④句就是对应给出的三个建

议。采用“总一分”的写法，在分述建议时，使用 **First of all**、**What's more**、**Last but not least** 这三个词组，使得文章结构更加清晰明了。

注意：本段划线部分的表述 **prepared for university life**（为大学生活做准备）源自于题干，在答题过程中可直接借鉴。

词汇积累

First of all	首先
detailed	详细的，细致的
What's more	另外，而且
systematic	有系统的，有规则的；有条不紊地
accumulation	积累
relevant	相关的；合适的；有意义的
essential	基本的；必不可少的；根本的
desirable	令人满意的；值得拥有的
Last but not least	最后但同样重要的
instructor	指导者，教师
timely	适时的；及时的

Para. 3

①I hope you will find the above-mentioned useful and practical. ②May all go well with you!	①希望以上内容对你是有用的且切实可行的。②祝你一切顺利！
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段落精析

本段共 2 句话，①表明希望自己的建议有用，②表达了对对方的美好祝愿，与此同时也做到礼貌性收尾。

注意：根据题干 Do not sign your own name at the end of the letter. Use "Zhang Wei" instead. 可知，本信件落款下面的签名是“Zhang Wei”。

词汇积累

above-mentioned	上述的，上面提到的
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2010 年全国硕士研究生招生考试 英语（二）

Section IV Writing

Part A

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**.

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

Do not write your address. (10 points)

🔑 题目翻译

作为中美文化交流项目的一员，你刚刚从美国回来，请给你的美国同事写一封信，

- 1) 表达你对他/她热情接待的感谢；
- 2) 欢迎他/她在适当的时候来中国。

你需要将约 100 个单词的文章写在答题卡上。

落款时不要写自己的名字，可以使用“Zhang Wei”代替。

不要写自己的真实地址。（10 分）

🔑 参考范文

Dear Jack,

I have just arrived at my home from the airport. As I sit down at my desk, I just want to write a letter to you to thank you for your warm reception in the Sino-American cultural exchange program. You and your family left a deep impression upon me. **Indeed**, the program is one of the most wonderful memories in my life.

Additionally, I highly welcome you to come to China **in due course** so that I can **reciprocate** your **hospitality**. I promise you a fantastic visit, through which you may gain a deep insight into Chinese culture.

May **fortune** and joy be with you! I **look forward to** seeing you at your best **convenience**.

Yours sincerely,
Zhang Wei

范文精析

本文共 3 段，8 句话，由题干中 “thanks” 和 “welcome” 可知，本文要写信内容需包含的是 “感谢+邀请”。

称呼：Dear Jack,

译文：亲爱的杰克，

注意：根据题干的要求 Write a letter to your American colleague（给你的美国同事写一封信）可知，这是一份写给相识的人的信件，因此信件的称呼可直接用 “Dear+名字”，且不需要进行自我介绍，可直奔主题。

Para. 1

① I have just **arrived at** my home from the airport. ② As I sit down at my desk, I just want to write a letter to you to thank you for your **warm reception** in the Sino-American cultural exchange program. ③ You and your family **left a deep impression upon me**. ④ **Indeed**, the program is one of the most wonderful memories in my life.

①我刚从机场回到家里。②坐在书桌旁，我只想给你写封信来感谢你在这次中美文化交流项目中的热情接待。③你和你的家人给我留下了深刻的印象。④这个项目真的是我一生中最美好的回忆之一。

段落精析

本段共 4 句话，①表明自己刚从美国回到家，②③④直奔主题，表达你对在美国期间受到的热情接待的感谢。

注意：本段划线部分的表述 in the Sino-American cultural exchange program（在这次中美文化交流项目中）源自于题干，在答题过程中可直接借鉴。

词汇积累

arrived at	到达
warm reception	热情接待
left a deep impression upon me	给我留下了深刻的印象
indeed	确实；实际上；究竟

Para. 2

① **Additionally**, I highly welcome you to come to China in due course so that I can **reciprocate** your **hospitality**. ② I promise you a fantastic visit, through which you may gain a deep insight into Chinese culture.

①此外，我非常欢迎您在适当的时候来到中国，以便我报答您在美国时对我的热情款待。②我向你保证这会是一次精彩的访问，此行你可以深入了解中国文化。

段落精析

本段共 2 句话，①②均表达了文章的主题之一，即邀请对方在适当的时候来中国。

注意：本段划线部分的表述 welcome you to come to China in due course（欢迎您在适当的时候来到中国）源自于题干，在答题过程中可直接借鉴。

词汇积累

additionally	此外
in due course	在适当的时候
reciprocate	互换，互给；回报
hospitality	招待，款待

Para. 3

①May **fortune** and joy be with you! ②I **look forward to** seeing you at your best **convenience**. ①愿幸运与快乐常伴您左右！②期待在您方便时与您相见。

段落精析

本段共 2 句话，①表达了对对方的美好祝愿，②表达了期待与对方见面，与此同时也做到礼貌性收尾。

注意：根据题干 Do not sign your own name at the end of the letter. Use "Zhang Wei" instead. 可知，本信件落款下面的签名是“Zhang Wei”。

词汇积累

fortune	运气
look forward to...	期待……
convenience	方便