

[信件/邮件-撰写格式]

称呼 (Dear xxx),

首段 自我介绍+写信 目的

次段 承上启下+分段论述 (总分原则)

尾段 重申目的+表达期待 (回信)

祝福语,

署名

[信息/邮件-称呼] 判断关系的远近

情况一 给熟悉的人写信→朋友/笔友/同学/家庭成员

Dear 名 (删除姓氏), ... (全名格式 Siyuan Liu) (若题干无姓名, 务必编撰姓名)

Dear 家庭称谓, ... (Dad/Mom/Brother/Sister...)

情况二 给关系一般的人写信→老师/教授/专家

Dear Mr./Ms. 姓氏 (中文), ... || Dear Prof.Smith,...

Dear 社会称谓, ... (Teacher、Professor/Expert)

情况三 给组织/机构写信→图书馆/校医院/学生会/报社/社区

Dear 职位名称 (Curator/Doctor/President/Editor...) ,

Dear Sir or Madam,...(不做选择, 全写)

To Who It May Concern,...(至相关人士， ...)

[信件/邮件-首段-自我介绍] 判断关系远近

情况一 给熟悉的人写信→一定要删除该步骤+适当的寒暄语

[寒暄语的撰写思维] 判断信件的方向与事件的好坏

- (1) 对方来信且提出不幸→Sorry to know/hear that.
- (2) 对方来信且提出幸事→Congratulations on ...!
- (3) 主动联系且长期失联→How do you do?/Hope this letter finds you well.

情况二 给关系一般的人/机构写信→一定要加该步骤

方法一 告知对方姓名→This is xxx.=This letter comes from sb.

方法二 告知对方身份→As 写信人身份, ... (作为...)

As a student majoring in 专业, ... (次段展开至多有一点要与专业相关)
As a student in our college,...

As a local citizen/resident/dweller,...(用于给校外人士/机构写信)

As one of your consumers/customers,... (仅用于投诉信)

[信件/邮件-首段-写信目的] 判断对话上下位与语体风格

邀请信 it is with great honor/pleasure for me to invite you to attend
=take part in=participate in=join in the 活动名称.

建议信 I am writing to offer you some useful=conducive=constructive
advice/suggestions/tips/proposals on ... (修改题干) .

投诉信 it is with great reluctance/unwillingness for me to lodge (提出)
a complaint about ...

推荐信 **景点-书籍-电影** I am writing to recommend = hand-pick
推荐项 to you as the best choice

求职信 I am writing with a hope that you could offer me an opportunity of
being recruited =employed =engaged =enrolled as 职位名称

感谢信-道歉信 I am writing to express =convey =deliver =extend
my sincere thanks/appreciation/gratitude \leftrightarrow apology to you for
sth./doing sth.

[信件的载体] **回复信**

删除自我介绍+适当寒暄 | In response to your letter/questions/request,I
am writing to...

[回复信的关键词]

write sb a reply=write sb back=hear from sb=ask you to do sth

conducive=helpful(adj.):对...有好处的 (be ~ to sth)

conductive(adj.):具有传导性的→conductor (n.): 导体

[信件/邮件-首段-写作练习]

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

收信方→机构（完全陌生+自我介绍）

目的：建议信（上位+不需要凸显身份差）

Dear Mr. Curator,

[自我介绍] As a student in our college, [写信目的] I am writing to offer you some conducive suggestions on improving your services.

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

(1) thank him; (2) Give your advice.

Dear Jack,

Thanks for your congratulations! letter, I am writing to offer you some conducive tips on translation.

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

Dear Paul,

Sorry to know that. In response to your problems = anxiety, I am writing to offer you some suggestions on the preparation of the oral report.

[信件/邮件-尾段-重申目的] 判断信件类型

感谢-道歉-邀请-建议-求职-推荐

再一次地，我希望你能接受我的...

One again, I hope you can accept my thanks-apology-invitation-tips
-application-recomme

投诉信

再一次地，我希望我的问题能够得以解决。

Once again, I hope my problems can be well solved =resolved=handled
=tackled=dealt with=figured out.

[信件/邮件-尾段-表达期待] 判断期待值高低

情况一 期待值更高 → 有求于他人的信件 ASAP

Please let me know your decisions as soon as possible.

情况二 期待值一般 → 建议信 + 推荐信 + 感谢信

Looking forward to your early reply at your earliest convenience.

情况三 期待值较低 → 回复信 若你有问题，请随时联系

Please feel free to me if you have futher questions.

[祝福语的撰写方法] 判断关系的远近

Yours, ... = Yours Sincerely, ... → 给熟悉的人写信

Best Wishes, ... = Best Regards, ... → 给关系一般的人/机构写信

[信件/邮件-次段-邀请信]

原因论证+细节论证

Write an email 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.

STEP ONE 中心句 **相关细节如下**

[短句式] Relevant details go as follows.

[长句式] To be specific, relevant details can be listed as follows.

STEP TWO 具体细节

细节一 时间 - 地点 - 目的

该活动将于某月某日某点在某地举办，我们想要借此机会做某事.

First, this _____ (活动名称) will be held at 时间 on 日期 in ↔ at ↔ on 地点, and we hope to take advantage of = capitalize on this opportunity to _____ (目的 — do sth.)

[时间的撰写方法] 数字 o' clock in the morning/ afternoon/ evening

[日期的撰写方法] 月份 - 日号 December 24th

月份 → May - June - July - September - December

日号 → 1st 2nd 3rd 4th 5th ...

[地点的撰写方法]

on the playground (在操场) | on the cloud-based conference room 123

in 大地点 ↔ at 小地点 → [in/at 均可接的地点]

stadium (体育馆) -- auditorium (大礼堂) -- Student Center (大活中心)

[目的的潜在写法]

比赛与冬夏令营 → 培养兴趣 cultivate students' interest in ...

会议 → have discussions over sth

毕业典礼 → 欢送毕业生 see off fresh graduates (应届生)

开学典礼 → 欢迎新生 welcome the newly-enrolled

细节二 活动规模/人数

届时，将会有大约...名师生出席本次活动。

Second, by then, there will be about _____ (数字) students and teachers attending this activity.

细节三 活动形式 → 互联网时代 — 线上直播 or 转发集赞

[写法 1] Third, it has also been an online livestreaming, which enables you to interact with netizens in bullet screens = commentary subtitles.

[写法 2] Third, to better publicize our activity, you might be asked to gather=collect likes/thumbs-up in your moments. If so, some gifts will be available.

STEP THREE 表达欢迎 若您可以拨冗出席，我将会十分感激.

I will be rather appreciative if you could spare time to join us.

[注意]邀请信的变体 题干中无 invite, 但存在活动名称

各类比赛 competition = contest = race = debate

各类会议 meeting = conference = symposium = forum = seminar

会议纪要 meeting minutes (流程 + 会议精神)

开学典礼 opening ceremony ↔ 毕业典礼 graduation ceremony

[信件邮件-次段-建议信]

针对具体问题提出相应措施

[题型分类]

社会类建议信 (2009) → 政府 (政策) + 媒体 (宣传) + 个人 (遵守)

生活类建议信 → 写作思路

STEP ONE 中心句

相关建议如下.Relevant suggestions go as follows.

STEP TWO 具体建议

[解题思路] 以第一人称视角带入 + 将自己的解决方法当成建议

[得分点] HOW 过程具体化 + WHAT (结果具体化) = WHY

eg: 2016 年 E2 → [动作 1] 背单词

[问题一] 单词不认识 → [动作 1] 背单词

你应该下载一个词汇软件 (how1), 制定一个每日计划 (how2), 以此扩大词汇量 (what) .

First, you should download a word app and personalize / customize a daily plan to enlarge your vocabulary.

[问题 2] 语法基础薄弱 → [动作 2] 学语法

你应该看一些网课 (how 1), 复习学过的语法知识 (how 2), 以此来分析长难句的结构 (what) .

Second, you should watch some online lessons to review the grammar learnt before. Try to analyze the complex sentences.

[问题 3] 母语较差 → [动作 3] 补母语

你应该多多阅读母语材料 (how 1), 积累一些地道表达 (how 2), 用
来润色自己的译文 (what) .

Third , you should read more material of your mother tongue and
accumulate more authentic expressions to polish your translation.

[替换表达] 表示“应该做某事”的结构 sb shoule do sth

had better **do** sth = ought to do sth = be supposed /expected to do sth

it would be a sound policy (明智之举) for sb to do sth

[拓展]sound (adj): 好的 (good)

it would be a must for sb to do sth(语气最重)

it would be of great benefit if sb could do sth

Suppose you won a translation contest and your friend Jack wrote an email congratulate you, and

ask advice on translation. Write him a reply to 1) thank him; 2) give your advice.

Dear Jack,

Thanks for your congratulations! In response to your letter, I am writing to offer you some conducive tips on translation.

Relevant tips go as follows. **First**, you should download a word app and personalize/customize a daily plan to enlarge your vocabulary. **Second**, you should watch some online lessons to review the grammar learnt before. Try to analyze the complex sentences. By the way, to better polish your translation, you should read more materials of your mother tongue and accumulate more authentic expressions.

A foreign friend of yours has recently graduated from college and intends to find a job in China.

Write him an e-mail to make some suggestions.

You should write at least 100 words on **ANSWER SHEET 2**.

Do not use your own name at the end. Use “Li Ming” instead. (2021 —)

Dear Jack,

Congratulations on your graduation! I am writing to offer you some conducive tips on job-seeking/job-hunting in China.

Relevant suggestions go as follows. First, it would be a must for you to design and polish your CV= profile = resume in which some basic information like educational background and internship experiences so that interviewers can develop an insight into you. Second, you had better take some mind notes in case that some thorny(棘手的) and nagging(令人头疼的) problems are hard to answer. Third, you should prepare a set of suit to leave a decent impression on the interviewers.

Once again, I hope you can accept my tips, Looking forward to your reply at your earliest convenience. Good luck = Hope you can make it !

Yours

Li Ming

[动作 1] 做简历 → HOW + WHAT

你应该制作一份简历，包含你的教育背景与工作经历，以此帮助面试官更好地了解你。

[动作 2] 打腹稿 → HOW + WHAT

你应该提前打好腹稿，以防有些问题不好回答。

[写作热点词汇补充] 环境保护 → 碳中和 + 垃圾分类

环境保护 environmental protection = preservation = conservation

环境污染 environmental pollution = contamination = degradation

城镇化 urban (adj) → urbanize (v) + urbanization (n)

工业化 industrial (adj) (~revolution) + industrialization (n)

碳排放 carbon emission → **温室效应** greenhouse effect / gases

气候变化 climate change + **全球变暖** global warming

碳达峰 carbon peak / summit / climax (好事) (realize / achieve the ~)

碳吸收 carbon absorption

碳税 carbon taxes → levy / impose / enforce ~ on sb / sth (建议/措施)

碳中和 carbon neutrality (realize / achieve the ~)

垃圾 waste = rubbish = garbage = dust = junk = litter

分类 classify - classification | divide - division | separate - separation

干垃圾 = **生活垃圾** residual waste = household waste

湿垃圾 = **厨余垃圾** kitchen waste = food waste

有害垃圾 harmful waste = hazardous waste

可回收垃圾 recyclable = returnable = reusable waste

绿色/低碳/可持续发展 green, low-carbon, sustainable development

环境保护 - 资源保护 - 自然恢复优先

give priorities to environmental protection , resource- saving and natural restoration (重修)

人与自然和谐相处

[名 短] the harmony between human development and our Mother Nature

[句 式] human beings should develop ingreat harmony with our Mother Nature

[信件邮件-次段-投诉信] 原因论证+措施论证

STEP ONE 中心句

相关理由如下 | Relevant reasons for my complaint go as follows.

STEP TWO 原因论证 商品/服务自身问题 → 客服不作为

[场景 1] 电子产品的购置

无法开机 cannot be turned on = switched on = powered on = booted up

存在划痕 some mirco but discernable scratches exist on its screen

存在色差 certain chromatic deviation/discrepancy

难以充电 the charging port has been loose,causing poor contact

运行卡顿 the system keeps freezing even with normal use

发热发烫 it overheats easily with normal use

按键失灵 some of the buttons malfunction

[场景 2] 网购瓜果蔬菜

wiltes (adj): 萎了的 | stale (adj): (蔬菜) 干瘪的 | dry (adj): (水果)

干瘪的 → limp (adj): 软塌的, 不脆的 | rotten = spoiled = decayed

(adj) 变质的, 腐坏的 (become / go~) | moldy (adj): 发霉的

bruised (adj): 擦伤的, 碰撞的—crushed = squashed (adj): 挤坏了的

punctured (adj): 刺破的

缺斤少两 give me a short measure of 果蔬名称

[场景 3] 购置外卖 / 外出就餐 → 预制菜 (投诉|诚信 - 健康)

外卖 takeouts=takeaways(order deliver ~)

预制菜 pre-cooked meals = ready-to-cook meals

料理包 meal kits(成套元件)

延长保质期 prolong the shelf-life of ...

添加各类辅料与添加剂 be tailored with various condiments and food additives

高糖高盐高脂肪 be rich in sugar,salt and saturated fat

营养不良 suffer from malnutrition / undernourishment

肥胖症 obesity | **糖尿病** diabetes (fluid ~高糖饮料) | **高血压** high blood pressure |

体弱多病之人 the frail = the valetudinary = valetudinarians

有氧运动 aerobic exercise

[固定角度] 客服不作为

尽管我曾努力与客服人员沟通，但他似乎不情愿帮助我解决问题。

Although I once tried to negotiate(协商) with one of your customers service workers, he seemed to be reluctant to help me out my dilemma.

STEP THREE 措施论证

换货 substitute the flawed one with a brand-new one

退钱 refund me

赔款 pay me an indemnity of 金额

为了对我的损失做出补偿，我在想是否可以_____.

In order to make up for = compensate for the losses incurred, I am

Wondering if it possible to _____.

[注意] 投诉信与道歉信的结合考察（商家 - 收到投诉 - 道歉）

[信件邮件-次段-道歉信] 原因论证 + 措施论证 + 获取谅解

STEP ONE 原因论证 一定要论述清楚意外/粗心为何 **过去式**

赶飞机，时间紧 I was hurry when I went to the airport.

错拿了 I took yours as mine mistakenly

[思路] 委婉 → 句子拉长 → 增设一些无用有效信息

由于_____（出错原因），_____（错误-题干），这给你带来了不便。

Due to the fact that _____(出错原因), _____(错误-题干), which might bring about great inconvenience and confusion to you.

STEP TWO 措施论证

邮寄回去 mail = post the CD to you ASAP

给钱重买 I will pay for it and you can buy a brand-new one.

为了对你的损失作出补偿，我在想是否可以_____.

In order to make up for = compensate for the losses incurred, I am wondering if it is possible to _____.

STEP THREE 获取谅解 **肯定对方 - 转折 - 保证 - 原谅**

You should be dismayed about what I have done, but I promise similar incidents will not occur. Hope you can understand my dilemma.

[练习] 投诉与道歉的结合考察

Directions: You have recently received a complaint from one of your consumers. Please write a reply to:

- (1) make an apology and explain the situation;
- (2) put forward a feasible solution to his / her demand.

[载体] 回复信 → 营造交互感 | 本体 → 道歉信（过错 - 原因）

Dear Sir or Madam,

Sorry to receive your complaint about the phone you bought. In response to your demand, I, on behalf of our store, am writing to explain the situation.

Due to the fact that one of our workers forgot to apply a protective film(保护膜) onto the screen, some micro but discernable scratches exist, which might bring about great inconvenience and confusion to you. In order to make up for the losses incurred, I am wondering if it is possible to substitute the flawed one with a brand-new one. You must be dismayed about our services, but I promise similar incidents will not occur. Hope you can understand our dilemma.

Once again, I hope you can accept our apology. Please let me know your decisions as soon as possible. Have a nice day~

Best Wishes.

Li Ming

[信件邮件]-次段-推荐信 景点推荐 → 原因论证

[常见景点的名称翻译]

长城 the Great wall

故宫 the Palace Museum

天安门 Tian' an Men Square

夫子庙 Confucius Temple

紫金山 Purple Mountain

南京博物院 Nanjing Museum

STEP ONE 中心句 相关理由如下

Relevant reasons for my recommendations go as follow.

STEP TWO 原因论证 地标 - 历史悠久 - 主观感受

理由一 地标性建筑 [改写思路] 改为同位语对景点地位进行说明

First, it is one of the landmarks in Nanjing.

it is one of the must-visit(必看的) places in Nanjing

[通用结构] must-动词(adi):必须得...的 | must-taste(adj): 必吃的

[注意] 若考察对美食的推荐, 食物名称一律使用拼音撰写

理由二 历史文化

Second, it has = boast(吹牛 / 拥有...他人没有的东西)a long = profound =

far-reaching history and great = marvellous culture.

理由三 主观感受 加深理解

Third, when you wander in it, your comprehension about Chinese history and cultures will be further deepened.

[推荐景点 + 生活类建议信]

Dear Students,

As your tour guide this time,I am writing to remind you of some details about the historical tour arranged for you.

Relevant details go as follows.First, to further deepen your comprehension of Chinese history, **the Great Wall**, one of the landmarks in Beijing, **has been chosen as our destination**. Second, it would be a must for you to prepare some snacks and beverage since those are rather money-consuming there,Also, you, girls in particular, had better apply some sun-proof cream(防晒霜) onto your skin in case that it will be sorching on that day,

Once again,I hope you can accept my arrangement.Please feel free to reach me if you have further questions,Have a nice trip~

Best Wishes.

Li Ming

[信件邮件-次段-推荐信] 电影/书籍推荐 → 原因论证

[英语表示书名的方式] 实词首字母大写+虚词首字母不大写+斜体

[常见的书籍/电影名称补充] 中国+古代

Dying to Survive 我不是药神

dying (adj): 濒死的; 极度渴望的 (be ~ to do sth)

Ne Zha 哪吒

STEP ONE 中心句

相关理由如下 | Relevant reasons for my recommendations go as follow.

STEP TWO 原因论证 情节 - 立意 - 受欢迎程度

理由一 情节 - 跌宕起伏

First, the plot is full of ups and downs = twists and turns, which makes the audiences = readers zero in on (关注) the screen = page

理由二 立意 - 正能量 + 集体主义

Second, the protagonist defeats = trumps the antagonist (反派) and conveys = delivers positive energy to us.

理由三 受欢迎程度 票房高 - 畅销书

Third, it has been a large box office success = a best-seller and flooded our screens (刷屏).

***Ne Zha* 语料素材**

中国动画的一场视觉革命 → 改写为同位语对电影的地位进行说明

[拓展] cartoon (卡通片) - animation (动画电影) - anime (动漫)

it serves as (充当) a visually starting revolution to Chinese animation

开启了“后悟空”时代，告别了简单的善恶对立

it marks the beginning of “post-wukong” era, leaving behind the simplistic “good vs. evil”

[拓展]post- “在.....之后” postgraduate | posterior(adj) : 在...之后的

打破了西方对中国动画低龄化的刻板印象

it shatters the western stereotype toward Chinese animation being “childish”

[信件邮件-次段-求职信] 罗列优势 → 对方获益

STEP ONE 中心句

相关资质如下 | Relevant qualifications about myself go as follows.

STEP TWO 优势罗列 | 语言 - 性格 - 经验

优势一 语言|六级证书 → 沟通 + 海外...的拓展

First, my CET-6 certificate/ 职位岗位 certificate ensures fluent communication with _____ (某人的身份), which will contribute significantly to expanding _____.

优势二 性格|热情 + 耐心 - 乐于助人 → 打成一片 + 氛围

Second my enthusiasm, patience and teamwork skills make smooth collaboration available. Also, it renders me to get along well with my future _____, cultivating a nice atmosphere of _____.

优势三 经验|实习经历 → 降本增效

Third, my internship at top-tier industry leader equipped me to efficiently resolve nagging(头疼的) and thorny(棘手的) problems, which is rather cost-saving and efficiency-promoting.

[信件邮件-次段-感谢信] 原因论证 + 措施论证

STEP ONE 中心句

我至今都记得你是如此体贴，如此好。

I can still recall how considerate and wonderful you are.

若没有你的帮助，我现在将会非常迷茫。

If I had not been for your assistance, = Had it not been for your assistance, I would have been at loss about(对...迷茫) what to do.

STEP TWO 原因论证 热情慷慨 - 不遗余力 - 珍惜感情

角度一 热情慷慨

你热情且慷慨的帮助使得我可以...

First, your warm and generous help made it possible for me to ... (动原)

[2010 年真题] 快速适应美国的生活，融入当地的人群

adapt to = adjust to = accustom to = attune to = accommodate the life in the USA and get along well with the local

角度二 不遗余力

你不遗余力地帮助我以便于...

Second, you selflessly spared no efforts to assist me so that ... (句子).

[短语] 表示“尽全力做某事”的短语

give one's best shot to do sth = do sth at full steam = bend over backwards
to do sth

[2010 真题] 更好的收集证据，顺利结项

I could better collect data and successfully finished my program.

角度三 珍惜感情

是我的荣幸与你共事，我将真是我们之间的感情

Third, it is my great pleasure to co-work with you (给同事) | be guided under your supervision (给老师) | be one of our families (给家人) and I will cherish our fellowship (给同事) | affection (给熟人) .

STEP THREE 原因论证 热情慷慨 - 不遗余力 - 珍惜感情

请你吃饭 treat you a meal

邮寄特产 mail = post some specialties to you

为了回报你，我想要_____，以此加深我们的感情

In order to reply what you have done, I would like to _____ so as to consolidate and deepen our relationships.

[应用文-通知告示]

类型一 活动类通知告示 → 对接邀请信次段思路 2020E1

类型二 招募类通知告示 → 对接求职信次段思路 2010E1 + 2023E1

[通知告示-撰写格式]

标题 (Notice|Call for 职位名称)

日期 (对接邀请信细节一), 2025

首段 背景介绍 + 通知目的

次段 承上启下 + 分点论述

尾段 联系方式

署名 (一定署组织名)

[2010 年 E1 例题]

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

Call for volunteer

May 5th,2025

[背景介绍-参考题干]An international conference on globalization will be held next month university and we hope to take advantage of this opportunity to discuss globalization.[通知目的]Therefore,we would like to recruit volunteers for it.

[中心句]Relevant qualifications about volunteers go as follows.[分论点 1]First,due to the necessity of communicating with foreign experts we invited,volunteers should be adept at = be proficient at English,oral English in particular.[分论点 2]Second,they are supposed to enthusiastic,patient and always ready to help others since there are many thorny (棘手的) and nagging (令人头疼的) problems to be dealt with.[分论点 3]Third,the experienced = veterans will enjoy the priority.

[联系方式]Please send your application form to our email address 1234556@gmail.com if you are interested. Do not hesitate to reach us through 7654321 if you have further questions.

Postgraduate Association

通知告示-练习 2015 年英语二真题

Directions:

Suppose you are 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.

[思路] 目的一 → 邀请信-细节 + 目的二 → 招募类告示（求职）

Notice

May 5th, 2025

[背景介绍] A summer camp for high school students will be held next month in our university. [通知目的] Therefore, we would like to introduce the activities. Also, some volunteers are wanted.

[中心句] Relevant details go as follows. [分论点 1] First, we hope to take advantage of this opportunity to promote students' oral English ability. Therefore, the volunteers we want are supposed to be adept at English, spoken English in particular, since they have to communicate with our participants in English around the clock. [分论点 2] Second, it will also be an online livestreaming, which enables parents to supervise their children's behaviors and performance online. Thus, the experienced in the Internet will enjoy the priority.

[联系方式] Please send your application form to our email address 123456@gmail.com if you are interested. Do not hesitate to reach us through 7654321 if you have further questions.

The Organizer of Summer Camp