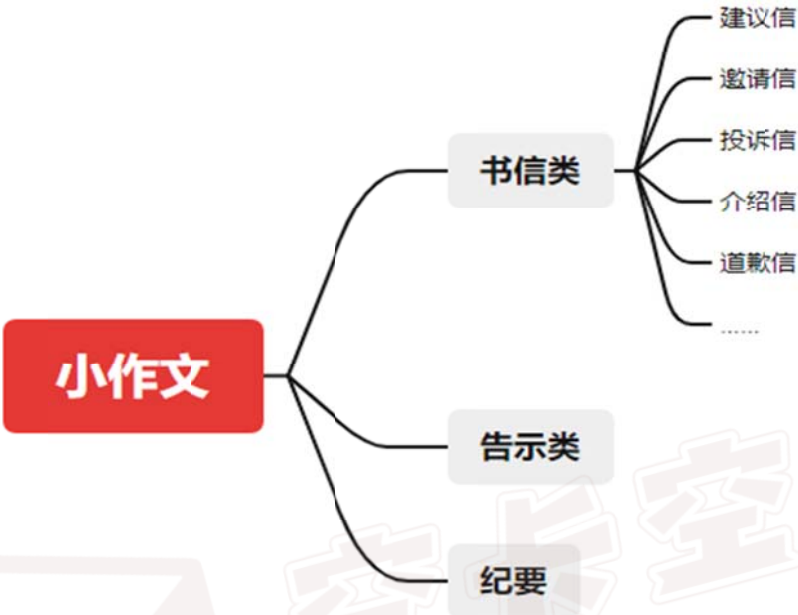


考研英语小作文模板

根据 2023 年考研英语大纲，小作文考察主要是**书信、通知、告示和纪要**等，小作文的词数要求是 100 词左右，我们准备小作文，其实就是准备三大类：书信、告示类小作文，纪要。



一、书信

书信的基本格式

称呼： To Whom It May Concern/Dear XXX,
(顶格居左)

- Mr.
- Ms.(未婚/已婚)
- Sir or Madam (不清楚性别或姓氏)
- Dr./Prof. (博士/教授)
- Organizing Committee 组委会

正文： 每段首行缩进（空 4-5 个英文字母的距离）

结束语(居右): Yours sincerely/faithfully,(给团体组织或不熟悉的人)

Yours respectfully,(给长者或尊敬的人)

Yours affectionately,(给亲属或挚友)

签名： 一般都是 Li Ming/ Zhang Wei



1. 建议信

一、建议信写作框架（分3段）

第一段：交代前景+说明来意（提建议）

第二段：提出建议，2-3点建议

第三段：期望建议有用（接受建议）+期待回复

第一段：交代前景

1. 介绍自己的身份
2. 向对方表示祝贺（考上大学、赢得比赛）
3. 向对方表示欢迎
4. 对方遇到困难向我求助

+说明来意

a. 介绍自己（我是谁，我的身份？）+说明来意

模板 1: I am _____, the president of the Students' Union/one of the consumers of your online store/... I'm delighted to know that you want to seek some advice/suggestions about 建议主题.

模板 2: As a(n) _____, who is also a (n) 另外一重身份, I am writing this letter to give/provide/make some suggestions for 建议主题.

b. 先表示祝贺+说明来意

Congratulations on your admission to college/graduate school/winning the first prize in the XXX competition. **(先恭喜对方)** I know that you worked so hard for this in the past days, and all the effort was worth it. **(肯定对方努力)** At the same time, I'm delighted to know that you want to seek some advice/suggestions about 建议主题 from me.

c. 先欢迎+说明来意

模板 1: It's my/our great pleasure to welcome you to visit our 某个地方 (university/campus/...) I/We believe that you will have an unforgettable holiday/semester in 某个地方. In order to help you adapt yourself to the life here quickly, I would like to give you some suggestions.

模板 2: On behalf of all students in our university, I would like to extend our cordial welcome to you. We all look forward to your arrival. In order to give you a wonderful experience in 某个地方, I would like to give you some suggestions.

d.先安抚对方+说明来意

模板 1: I am sorry to hear that you have encountered some difficulties in 某方面. I know that you must be very upset when you can't handle these problems. In order to bring you out of the dilemma, I would like to give you some suggestions.

模板 2: Knowing that you have trouble in 某方面, I understand that you must be very upset when you cannot handle these problems. With regard to your problems, I provide you with the following suggestions, and I hope you find them helpful.

第二段：提出建议，2-3 点建议

建议一

模板 1: To begin with/Above all/To start with, it would be more beneficial for 提高学习效率/工作效率/提升服务水平..... if you/the relevant departments can 建议 1.

模板 2: First of all/In the first place, it is imperative for you/the relevant departments to 建议 1.

建议二

模板 1: Besides/Moreover, 建议 2 can really make a difference to our community/current situation/..., and in that case 具体描述改进后的情况.

模板 2: In addition/What's more, it's necessary for you/the relevant departments /... to 建议 2 in order to eradicate the negative effects on 公信力/商家信誉/.....

建议三

模板 1: Last but not least/Last of all, 建议 3 should be offered so that 描述改进后的情况

模板 2: What's more/Lastly, 建议 3 is indispensable if you/we want to 想要实现的目标

第三段：期望建议有用（接受建议）+期待回复

模板 1: I will be grateful if you can take my suggestions/opinions/advice into consideration. I am looking forward to your early reply.

模板 2: I hope you will find these suggestions/proposals useful/helpful. If you still have other doubts about this matter, please feel free to contact me by email at 邮箱地址 or by telephone at 手机号码.

建议信模板

Dear Mr./Ms./ Dr./Prof. XXX/Sir or Madam,

I am a 具体介绍自己的身份, the president of the Students' Union/one of the consumers of your online store/.... /... I am writing this letter to give/provide/make some suggestions for 建议的主题.

To begin with/Above all/To start with, it would be more beneficial for 提高学习效率/工作效率/提升服务水平..... if you/the relevant departments can 建议 1. Besides/Moreover, 建议 2 can really make a difference to our community/current situation/..., and in that case 具体描述改进后的情况. Last but not least/Last of all, 建议 3 should be offered so that 描述改进后的情况.

I will be grateful if you can take my suggestions/opinions/advice into consideration. I am looking forward to your early reply.

Yours sincerely,

Li Ming

真题练习：2014 年英语一小作文

Directions:

Write a letter of about 100 words to the president of your university, suggesting how to improve students' physical condition.

You should include the details you think necessary.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the e-mail. Use "Li Ming" instead.

Do not write the address. (10 points)



2、邀请信

一、邀请信写作框架

第一段：交代前景+说明来意（发出邀请）

第二段：介绍邀请活动的详情（正式邀请：时间、地点，着装等其他要求/非正式邀请：介绍聚会、团体娱乐活动/旅游景点）

第三段：期望接受邀请+期待回复

第一段：交代前景

- 1. 介绍自己的身份（学生会会长/社团部长/班长）
- 2. 先表示感谢

+说明来意

a. 介绍自己的身份+说明来意

模板 1: I am _____, the president of the Students' Union/an assistant student of the Office of Student Affairs/.... On behalf of the Students' Union /the Office of Student Affairs, I would like to extend an invitation to you to participate in 具体活动. (the graduation ceremony/the online conference about XXX)

模板 2: As a(n)_____, who is also a (n) 另外一重身份, I am writing to invite you to attend 具体活动. We will be greatly honored if you can be present in this 具体活动 as a judge/performer/....

b. 先表示感谢+说明来意(一般以感谢为开头的邀请不会太正式)

模板 1: I am writing to you to express my sincere gratitude for your warm and considerate reception when I was in 某个地方. With the help of you and your friends, I had a wonderful semester in 某个地方 and made many new friends there. In order to show my gratitude, I would like to invite you to come to XXX .

模板 2: I am writing to extend my heartfelt gratitude to you for your help in the past days. Without your generous assistance and careful instruction, I would not have made such great progress in XXX(my study/spoken English). In order to show my gratitude, I would like to invite you to 邀请活动(come to my house for dinner/a party/...)

第二段：介绍邀请活动的详情

a 正式的邀请活动（毕业典礼、会议、比赛）

活动名称 is planned to be held at/in 某个地方 (People's Square/ the auditorium of our school) on 时间

(12th, December, 2022). The whole event will last about XXX hours, which includes XXX and XXX (some performances/a medal ceremony/a tea break). The specific schedule of the event is attached for you if you want to learn more about the arrangements.

b. 非正式的邀请 (来旅游/来参加派对/.....)

I know that you are very interested in XXX (Chinese culture/Chinese cuisine culture/dancing). If you can come to 活动, you will enjoy yourself and make some new friends with the same interests. It would be a wonderful opportunity for you to 根据题干信息填写 (experience Chinese culture/explore new hobbies) .

第三段：期望接受邀请+期待回复

模板 1: I/We would appreciate it if you could accept my/our invitation. I am looking forward to your early reply . If you have any other doubts about this event, please feel free to contact me by email at 邮箱地址 or by telephone at 手机号码 .

模板 2: I/We sincerely hope that you could accept my invitation. If you are interested in this event, please get back to me at your earliest convenience so that I/we can make arrangements in advance.

邀请信模板

Dear Mr./Ms./ Dr./Prof. XXX/Sir or Madam,

I am _____, the president of the Students' Union/an assistant student of the Office of Student Affairs. On behalf of the Students' Union /the Office of Student Affairs, I would like to extend an invitation to you to participate in 具体活动.

活动名称 is planned to be held at/in 某个地方 (the hall of the teaching building/ auditorium) on 时间 (12th, December, 2022). The whole event will last about XXX hours, which includes XXX and XXX (some performances/a medal ceremony/a tea break). The specific schedule of the event is attached for you if you want to learn more about the arrangements.

I/We would appreciate it if you could accept my/our invitation. I am looking forward to your early reply. If you have any other doubts about this event, please feel free to contact me by email at 邮箱地址 or by telephone at 手机号码 .

Yours sincerely,

Li Ming



真题练习：2013 年英语一小作文

Directions:

Write an e-mail 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.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the e-mail. Use "Li Ming" instead.

Do not write the address. (10 points)



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空卡空卡

3. 介绍信

介绍信大致有这几种:应对方要求来介绍、欢迎对方再介绍，主动向对方来介绍（如果是先欢迎再介绍，表示欢迎的模板句式可参考建议信部分有关欢迎的开头）

介绍信写作框架：

第一段：交代前景（对方有兴趣，需要你介绍/回应对方的要求/主动介绍）

第二段：展示介绍对象的特点/优势/.....

第三段：期望介绍内容有帮助+期待对方的回复或意见

第一段：交代前景（回应对方的要求、邀请/主动向对方介绍）

模板 1：It has been a long time since we met last time. I am delighted to receive your letter and know that you are interested in 介绍主题. Now I can't wait to tell you something about 介绍主题.（适用于回应对方要求的情况）

模板 2：I am Li Ming.（可加入一些题干给出的具体背景信息）I am very glad to introduce something about 介绍主题 to you. I believe it is a good opportunity for you to learn more about 介绍主题.（适用于主动介绍的情况）

第二段：展示介绍对象的特点、优势、观点

模板 1：As a(n) 根据题干信息发挥 (ancient city/great educator/...), 介绍主题 is famous/well-known for its/his 根据题干信息发挥 (long history/incomparably rich cultural heritage/great achievements in education...). You will be amazed by its brilliance/his talent if you get to know more about 介绍主题.（适用于介绍名人或地点）

模板 2：When it comes to 介绍主题, I believe there are some key points everyone needs to know. First of all/To begin with/Firstly, XXX is necessary/indispensable because 解释原因. Besides/In addition to this, more and more attention should be paid to XXX, which allows us to XXX.（适用于介绍观点）

第三段：期望介绍内容有帮助+期待对方的回复或意见

模板 1：I hope my introduction of 介绍主题 can give you a better understanding of it/him/her. I highly recommend that you visit XXX if you have the chance to come to China in the future./ I am considering sending some books/ articles written by him/to you, and I promise you will take a delight in reading them. I am looking forward to your reply.

模板 2: The above-mentioned opinions are my personal views on this matter. I hope these ideas can help this activity to be organized /this plan to be implemented in a more reasonable way. At the same time, I expect to receive some professional suggestions from you. I am looking forward to your reply.

介绍信模板

Dear XXX,

It has been a long time since we met last time. I am delighted to receive your letter and know that you are interested in 介绍主题. Now I can't wait to tell you something about 介绍主题.

As a(n) 根据题干信息发挥 (ancient city/great educator/...) , 介绍主题 is famous for its/his 根据题干信息发挥 (long history/incomparably rich cultural heritage/great achievements in education...). You will be amazed by its brilliance/his talent if you get to know more about 介绍主题.

I hope my introduction of 介绍主题 can give you a better understanding of it/him/her. I highly recommend that you visit XXX if you have the chance to come to China in the future./I am considering sending some books/ articles written by him/to you, and I promise you will take a delight in reading them. I am looking forward to your reply.

Yours sincerely,

Li Ming

真题练习：2019 年英语二小作文

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.

Do not write your address. (10 points)

4.抱怨信/投诉信

抱怨信/投诉信写作框架：

第一段：交代背景

第二段：提出想要的解决问题的方式/提出改进的意见

第三段：期待回复+给出自己的联系方式



第一段：交代背景：买了商品（质量问题）/接受了服务（服务体验感差）

模板 1：I am a customer of your store. I am writing to complain about a product I recently bought in your store on October 12th /Last week/...The advertisement for your products is very attractive. But to my disappointment, your product had some quality problems which prevented it from working properly. (后面可以补充一些具体的质量问题)

模板 2：I am XXX. I am writing to file a complaint about the service I received when I visited your store on 日期. (last week/ October 12th/...) I am disappointed because 抱怨原因 (I was charged extra by the shop assistant/the shop assistants treat customers with a bad attitude/...) I think the service in your shop still needs to be improved in the following aspects. (给建议的话，第二段可参考建议信)

第二段：提出想要的解决问题的方式/提出改进的意见（改进意见模板句式可参考建议信）

模板 1：According to the warranty, products with quality problems can be exchanged or refunded without charge within 30 days. Therefore, I hope you can send me a new 产品名称 without any quality problems. Enclosed are my receipts of this product.

模板 2：To resolve the problem, I hope you can take the following measures. First, I hope the shop assistant can make an apology to me for his/her bad attitude. Besides, I would appreciate it if you can give me a refund or deliver a new product to me/provide me with a new consultation service in three days.

第三段：期待回复+给出自己的联系方式

模板一：I hope that you can give due attention to this problem and provide me with a satisfactory solution. I look forward to your reply. Please contact me by phone at 电话号码.

模板二：I hope this problem can be settled before next Wednesday. Otherwise, I will seek help from the consumer protection agency. I am looking forward to your early reply.

抱怨/投诉信模板

Dear XXX,

I am a customer of your store. I am writing to complain about a product I recently bought in your store on 时间/Last week/...The advertisement for your products is very attractive. But to my disappointment, your product had some quality problems which prevented it from working properly. (后面可以补充一些具体的质量问题)

According to the warranty, products with quality problems can be exchanged or refunded without charge within 30 days. Therefore, I hope you can send me a new 产品名称 without any quality problems. Enclosed are my receipts of this product.

I hope that you can give due attention to this problem and provide me with a satisfactory solution. I look forward to your reply. Please contact me by phone at 电话号码.

Yours sincerely,

Li Ming

真题练习：2012 年英语二小作文

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 2.

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

Do not write the address. (10 points)

书信类模板补充

5.推荐信模板(考察较少)

推荐信写作框架：

第一段：交代前景+表明来意

第二段：解释推荐理由

第三段：期望对方能对自己的推荐感兴趣+期待回复



Dear XXX,

I am so delighted to hear that you take an interest in XXX(推荐主题), so I am writing to recommend one of my favorite movies/books/ scenic spots to you, which is called/located in 书名、电影名、地点.

The first reason for my recommendation is that 原因 1 (the story told in this film/novel is enchanting). The novel/film tells a story about 故事主题, which leaves quite a lot of room for individual interpretation /某地 boasts a long history and splendid culture. In addition to this, 原因 2 (its unique language style/various diet culture) is the other reason (一共两个原因就用 the other) for my recommendation. (根据题干信息，可再补充一些细节)

I hope you can enjoy the 推荐的事物 that I recommend for you. I am looking forward to your reply.

Yours sincerely,

Li Ming

6.道歉信模板

写作框架：

第一段：表示歉意

第二段：解释原因+提出解决问题的方法

第三段：再次道歉/期望获得原谅+期待回复

Dear XXX,

I feel very sorry about 道歉事由 (canceling the meeting/being late for the party/...), so I'm writing to apologize for not being able to 根据题干信息发挥. I'd like to express my sincere apologies for any inconvenience I may have caused.

I have been looking forward to 根据题干信息发挥. Unfortunately, I broke my leg last week and I was required to get some rest at home/my car broke down on the way to .../.... (解释原因，尽量是客观原因) In order to express my apologies, I would like to invite you come to my house for dinner/If possible, I would like to reschedule our appointment to next month.

Please forgive me for not being able to inform you of my situation in time. I would appreciate it if I can get your understanding. I am looking forward to your reply.

Yours sincerely,
Li Ming

二、告示

（如果考察通知信，正文内容可以参考告示的正文内容）

告示格式

标题：Announcement/Notice/根据题干要求编写 比如：Chinese Speaking Contest （居中）

时间：放在标题下一行（居右）

正文：每段首行缩进

落款：最后一行（居右）

告示的框架：（第二、三段内容可以合并在一起）

首段：说明目的（为了.....解释 why）

第二段：具体介绍通知内容（what, where, when, how 等具体信息）

第三段：给出联系方式和注意事项

首段：说明目的（为什么会有这个通知）

模板 1： In order to improve /enhance/develop XXX, 某机构/组织 (the Students' Union/ International Communication Association/ Student Affairs Service Center) have the pleasure to announce that 活动名称 is going to be held.

模板 2： At the request of the teachers and students/In order to make sure the 活动名称 can be held successfully, 某机构/组织 (the Students' Union/ International Communication Association/ Student Affairs Service Center) is going to recruit some volunteers for XXX.

第二段：具体介绍通知内容

模板 1： 活动名称 will be held at 地点 (auditorium/the teaching building /meeting room 303) on 时间 (September 10th, 2022). People who take part in this event can be involved in a variety of activities, including XXX and XXX (debating/group discussion/brain-storming) .

模板 2： There are some basic requirements for being volunteers in this event. Firstly, volunteers are required

to speak English fluently because 原因. Secondly, the working hours of the volunteers are from 9:00 am to 1:00 pm on every Wednesday, so please make sure you are available during this period of time. Besides, preference will be given to those who have worked as volunteers in some large-scale events.

第三段：注意事项+联系方式

模板 1： Anyone who is interested in this event/contest/competition should complete and submit the registration form to Office 303 before 截止时间. If you would like to learn more about this event/contest/competition, please subscribe our WeChat official account and more specific information will be released on it.

模板 2： We welcome applications from suitably qualified individuals. If you are interested in volunteering and meet our requirements, please contact us by email at 邮箱地址.

告示模板

Announcement/Notice

时间： November 10th, 2022

In order to improve XXX, 某机构/组织 (the Students' Union/ International Communication Association/ Student Affairs Service Center) have the pleasure to announce that 活动名称 is going to be held.

活动名称 will be held at 地点 (auditorium/the teaching building /meeting room 303) on 时间 (September 10th, 2022). People who take part in this event can be involved in a variety of activities, including XXX and XXX (debating/group discussion/brain-storming) .

Anyone who is interested in this event/contest/competition should complete and submit the registration form to Office 303 before 截止时间. If you would like to learn more about this event/contest/competition, please subscribe our WeChat official account and more specific information will be released on it.

落款：某组织/机构

真题练习 2010 年英语一小作文

Directions:

You are supposed to write for the Postgraduates' Association a notice to recruit volunteers for an international conference on globalization. The notice should include the basic qualifications for applicants

and other information which you think is relevant.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the notice. Use "Postgraduates' Association" instead. (10 points)

三、纪要

纪要是今年考研英语大纲新增的内容，取代了往年的报告和备忘录，考察的概率相对比较小，大家可以掌握一下基本的格式和写作角度。

Minutes of 会议主题

Meeting Date (会议日期): November 10th, 2022

Meeting Time(会议时间): From 9:00 am to 11:00 am

Location/Venue (会议地点): Office 303

Present (出席情况): XXX, XXX ...

Absent (缺席情况): XXX ...

Meeting Summary (会议总结):

This meeting was held to discuss 会议目的 (how to improve students' physical fitness/...). During the meeting, XXX pointed out that (描述某人的发言), while XXX (另一个人) took a different view of this problem. He/She insisted that (另一个人的观点). In the end of the meeting, a vote was made and the proposal of XXX was approved by the majority. Besides, XXX was appointed to be the leader to take the discussions in the meeting into practice.

Minutes prepared by: 记录人