

## 四六级写作

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## 考试概述

### ● 四级大纲

要求学生能用英语描述个人经历、观感、情感和发生的事件等；能描述简单的图表和图画，能就熟悉的主题发表个人观点；能写常见的应用文；能根据提纲、图表或图画等提示信息作简短的讨论、解释和说明。中心思想明确，结构基本完整，用词较为恰当，语句通顺，语义连贯，能运用基本的写作策略。能在半小时内写出不少于 120 词的短文。

### ● 六级大纲

要求考生能用英语就一般性的主题发表个人观点；描述图表和图画；能根据提纲、图表或图画等提示信息作较为深入的讨论、解释和说明。观点明确，结构清晰完整，用词贴切，语言表达流畅，语意连贯，能较好地运用写作策略。能在半小时内写出不少于 150 词的短文。

档次	描述
14 分档	切题，表达思想清楚，文字通顺，连贯，基本无语言错误，仅有个别小错（不多于 3 个）
11 分档	切题，表达思想清楚，文字连贯，但有少量语言错误
8 分档	基本切题，有些地方表达不清楚，文字勉强连贯，语言错误相当多，其中有一些是严重错误
5 分档	基本切题，表达思想不清楚，连贯性差，有较多严重错误
2 分档	条理不清，思维混乱，语言支离破碎，大部分句子有错误，且多为严重错误

### ● 高分特点

字数达标、格式正确

逻辑合理、层次分明

语法正确、不乏亮点

### ● 层次感：

- To begin with, to start with, first and foremost, in the first place
- Moreover, what's more, furthermore, additionally, plus, likewise

➤ Still, last but not the least, what can never be neglected is that

## 2. 议论文

- 第一段：①点题——②破题
- 第二段：③主题句——④论点一——⑤论点二——⑥论点三
- 第三段：⑦结论/建议——⑧展望

### (1) 首段写法

#### ● 图画作文

##### ① 点题

有人漫画： As is illustrated in the cartoon, sb. , faced with ... / (with sb. ) 介词分词短语, is doing sth + 状语.

状语： because + 句子=in that + 句子.....

副词： idly (闲散，漫不经心地); in frustration (沮丧地); absent-mindedly (心不在焉地); painfully (痛苦地); concentratedly (专心地); wholeheartedly (全心全意地); carelessly (粗心地); helplessly (无助地); free of care (无忧无虑地); energetically (充满活力地，起劲地); vigorously (起劲地，旺盛地)

无人漫画： As is illustrated in the cartoon, there are sth in 某地.

柱状图/曲线： According to the statistics on 主题, A 变量 increased from X to Y during the span of ten years from 2001 to 2010. On the other hand, B 变量...

饼状图/表格： According to the statistics on 主题, A 变量 accounted for X%, followed by B 变量 at Y%, and C 变量, Z%.

##### ② 破题：

Simple as it is, the picture offers much food for speculation.

#### ● 提纲作文

① In this day and age, nothing has shaped our daily life / discussion more drastically than 主题 / the phenomenon (saying) that 句子. ② From where I stand, it offers much food for speculation.

翻译：①现如今，没有什么比主题/现象（说法）更能影响我们的日常生活/谈资。②我认为，它发人深省。

● 对比观点

① There is no consensus of opinion among all the individuals as to the role of 主题 / the choice between A and B. ② Some claim that..., yet some others claim that....

翻译：①关于主题的角色/AB 的选择，大家没有统一意见。②有人认为……，但是其他人认为……

(2) 次段写法

③ The topic can be interpreted from numerous aspects, among which I will name three extremely significant ones as follows. ④ First and foremost, with the world (economy / science and technology) changing / developing at an unprecedented rate, 主题 is of tremendous value / harm to everyone concerned / sb's financial state / sb's health condition / sb's personal development / sb's interpersonal relationship. (The case is best illustrated by the example of xx which, to the best of my knowledge, is by no means an isolated instance, but one that can be seen everywhere.) ⑤ What's more, seeing that 主题 is a blessing / curse / basis / challenge to the nation's prosperity and harmony / the survival and cohesion of every group / the education of the next generation / enrichment of the culture / environmental and ecological balance, it is also acknowledged as a gem / necessity / poison / problem of this era. ⑥ Last but not least, sb. will be blessed with / suffer from 某情感 if they can / cannot / always / never do sth; thus the quality / experience / choice / phenomenon is no wonder rewarding / comforting / worrying / thought-provoking and its influence can be far-reaching.

翻译：③此话题可从很多方面解读，我从中选取最重要的三条，如下所示。④首先，随着世界（经济/科技）以前所未有的速度变化/发展，主题对于每个相关的

人/某人的经济状况/某人的健康状况/某人的个人发展/某人的~~人际关系~~都有巨大的价值/危害。(最好的佐证就是 xx。就我所知, 这绝非孤例, 而是到处可见。)

⑤此外, 由于主题对国家的繁荣与和谐/每个团体的存续和团结/下一代的教育/文化的繁荣/环境和生态平衡来说是福/祸/基础/挑战, 所以被公认为这个时代的明珠/必须/毒药/难题。⑥最后, 某人如果能/不能/总是/从不~~做某事~~, 那他们就会享有/遭受某种情感; 所以, 这个品质/经历/选择/现象难怪很有回报/令人欣慰/令人心忧/发人深省, 其影响也非常深远。

情感 (the sense of xx) :

正面情感: satisfaction (满足), happiness (幸福), achievement (成就), belonging (归属), safety (安全) 等;

负面情感: emptiness (空虚), loneliness (寂寞), frustration (挫败), panic (恐慌), anxiety (焦虑) 等;

### (3) 尾段写法

● 无建议: ⑦ In a nutshell, the above-mentioned can safely lead us to the conclusion that diverse attitudes toward 主题 will continue to exist / even more people will attach greater importance to 主题 / 主题 will be pushed to a new high / it is high time that we cultivated the quality of 品质. ⑧ We have good reason to expect more studies carried out concerning the topic.

翻译: ⑦简言之, 上述讨论可以让我们得出结论, 关于主题的多元观点将会继续存在/会有更多的人重视主题/主题将会被推向新高/培养某种品质是当务之急. ⑧我们有理由相信, 对此话题将会有更多的而研究。

● 有建议: ⑦ As far as I'm concerned, it is high time that the authorities set up effective regulations and organized various activities on a regular basis. ⑧ In terms of individuals, attaching due attention to it may be the first step towards improvement. ⑨ In a nutshell, only through a better awareness and combined efforts can we embrace a brighter future.

翻译：⑦我认为，当局是时候制定规章并且定期组织活动了。⑧就个人而言

19 年	学习中动力与方法的重要性、人际关系中理解尊重重要性、工作中团队精神与沟通重要性	社会责任/家庭责任/社区责任
18 年	师生/老板员工/商家顾客 信任	如何平衡学习与课外活动/个人与集体利益/工作与休息
17 年	在家还是出去求学，文理科	互助、互敬、相互理解
16 年	机器人、虚拟世界、网络学习	创新
15 年	实践、好奇、从小做起	海量信息、读书少
14 年	以貌取人、孤注一掷、武断	学历歧视
13 年	诱惑、贪欲、微笑	求职信、成就幸福、信息爆炸
12 年	网络对沟通影响	电脑对思维的影响
11 年	考证热	必先利其器
10 年	忽视中文	高校排名
09 年	名字意义	艺术班
08 年	电子图书	心理健康
07 年	不图回报	数字时代
06 年	国外旅游	阅读经典
05 年	拒绝盗版	病人募捐

足够地重视它就是改善的第一步。⑨简言之，只有提高认识，共同努力，才能拥抱美好的明天。

### 3. 应用文

应用文只有在四级考试中才会出现。考生可把以下考点背会，融会贯通。应用文本就不可能写得很长，无需过度担心字数，能到达 120 左右即可。

#### (1) 框架

- 首段：①表明身份/表明态度——②表明来意
- 次段：③主题句——④论点一——⑤论点二——⑥论点三——(⑦小结)
- 尾段：⑧客套——⑨期望回复

Dear Sir or Madam,

① 身份：I'm sb. / 态度：I feel delighted (sorry) to learn that .... ②

(Acknowledging receipt of your letter on 日期,) I'm writing to ....

③ Of all the points concerned, I'd like to name three significant ones as follows.

④ First and foremost, 分论点一. ⑤ What's more, 分论点二. ⑥ Last but not least, 分论点三. (⑦ Due to the space limitation, more details will be left for our talk in person. )

⑧ 感谢：In the end, I want to express my gratitude for your taking time from your busy schedule to read my letter. 道歉：Again, I want to express my apology for the trouble I caused. 祝愿：In the end, I'd like to present my sincere wishes. May fortune and joy be with you! ⑨ I look forward to hearing from / seeing you in the near future at your best convenience.

Yours sincerely,

Li Ming

正文翻译：

① 身份：我是某人。/态度：得知某消息我很开心（伤心）。② （兹收到您某日的来信，）我写信是要做某事。

③ 在所有相关的点当中，我指出以下三个最重要的。④ 首先，分论点一。⑤ 其次，分论点二。⑥ 再次，分论点三。（⑦篇幅所限，详情面谈。）

⑧ 感谢：最后，感谢您百忙之中拨冗赐读。/ 道歉：再一次为我带来的麻烦



表示抱歉。祝愿：最后，向您表达我诚挚的祝愿，祝您幸福快乐。⑨ 希望早日收到你的回信/与你见面！

## (2) 论点

### ① 投诉

- 令人不满——I regret to inform you that your product (service) is far from satisfactory / the annoying 环境问题 has bothered me a lot these days.
- 投诉无果——Despite my repetitive complaints, the department concerned seemed to have attached little attention to it.
- 要求解决——Feeling disappointed, I demand that the issue be solved as soon as possible, or I will resort to the higher authorities.

### ② 拒绝

- 对方原因——The foremost reason is that 主题 is not in line with my specialty / expectation / interest; therefore, it would be unwise of me to engage in / carry on what I'm not good at.
- 己方原因——Worse still, I have been assigned an urgent task by my university, which deprived me of the time and energy to accept the offer / work for you.
- 表明诚意——I wish I could accept / continue, but duty calls. I'd like to recommend Zhang Wei to take my place.

### ③ 建议

#### ● 团体

- 制定规章——某团体 is responsible for setting up effective regulations as the first step towards improvement.
- 培养态度——it is also advisable to cultivate a full awareness of 主题 among 某人 to ensure a sound atmosphere.
- 组织活动——it is high time that we organized various activities frequently to change the status quo.

#### ● 个人

- 积累知识——you are supposed to accumulate relevant knowledge / information



as the first step towards improvement.

- 结交好人——it is also advisable to find a good partner / instructor / guide who can give you timely support whenever you are in trouble.
- 制定规划——it is high time that you made a detailed plan / cultivated a good habit, during which process you can consult the professional.

④ 申请

- 学业优异——I can become a competent candidate because I have laid a solid academic foundation during my study in the relevant major.
- 工作突出——through the volunteer activities I have engaged in, I also accumulated priceless working experience in cooperating with others.
- 人品良好——I'm suitable for the post / program because I'm often referred to as a diligent and optimistic person.

⑤ 情感

正面:

- 欣赏品质——words fail me when I want to express my appreciation for your integrity / kindness / hard work.
- 表示感谢（感谢）——without you, I'm afraid, we could not have achieved anything / things would still be in a mess for sb. You are really a gem of a person to know.
- 表示祝贺（祝贺）——I have always believed that it was only a matter of time before your dedication was repaid. You are really a gem of a person to know.

负面:

- 感同身受——I can imagine your frustration / trouble / grief / terror because of the misfortune / what I did.
- 道歉理由——I had no intention to do / miss this, but I had been totally engaged in doing sth., and it was too late when I realized what had happened. I will try my best to make it up.
- 重塑信心——the task of top priority is to restore faith in life / yourself, and my love and thoughts will always be with you. I will try my best to help you.

⑥ 介绍（邀请、记叙、推荐）

- 面向何人——主题, (spanning / open from 时间 1 to 时间 2 at 地点), is oriented towards students from 某地 / with a sound command of 科目 / with difficulty in 问题 / with student's IDs.
- 所为何事——the 主题 is designed to provide 某人 with necessary financial support / technical support / psychological guidance / academic instruction / facilities and environment during their study / work to ensure desirable results.
- 有何要求——某人 are supposed to obey relevant regulations and finish the tasks on time / excel themselves in 某领域 / keep active in the 活动, or they would take corresponding punishment / be kicked out.

⑦ 招募通知

XX WANTED

- ① A 活动 is to be held for 目的 / by 主办方+时间. ② We hereby issue a notice to enroll XX to ensure that everything would go smoothly.
- ③ First and foremost, applicants are supposed to have sound knowledge of the field, so undergraduates of related majors are welcomed. ④ What's more, those with relevant experience are preferred. ⑤ Still, teamwork spirit, diligence, and punctuality are some of the prerequisite qualities for the 活动. ⑥ By the end of the 活动, we will confer awards / certificates on outstanding performers.
- ④ If you are interested and willing to become one of us, please do not hesitate to send your application to 地址 / contact us before 最后期限.

日期

主办方