大作文写作

**万金油句子:**

**It’s apparent / evident / obvious / undoubted / widespread / well-known that**

**Only when we / they \_\_\_\_\_, can we / they    (Only in this way can we\_\_\_\_\_\_\_\_\_)**

**With the rapid advance of \_\_\_\_\_\_\_\_(society economy technology)**

**The \_\_\_\_\_\_\_ is \_\_\_\_\_(good bad harmful useful) although it’s \_\_\_\_\_\_\_\_(convenient形容词)  让步**

**The more \_\_\_\_\_\_\_\_\_  the more \_\_\_\_\_\_\_\_**

**用的最多的从句: 主语从句(what has been found that )、定语从句(The evidence that )**

**Which引导句子    that一般连接两个个句子(充当连接词)或做先行词**

**可以使用同位语比如 with the development 可以放在同位语部分**

一、开头段

该图表描述\_\_（具体内容） +  图表数据变化(占比)

**核心单词: phenomenon**

**图表分类:** pie / bar / line / table chart

**描述图表开头:**

What looks beyond dispute in the \_\_\_ chart is that

What could be seen clearly from the \_\_\_ chart is that

What is clearly presented in the \_\_\_ chart is that

What can we clearly see from the \_\_\_ chart is that

The \_\_\_\_\_\_ chart gives information about\_\_\_\_\_\_\_\_\_\_\_

后接:

The line chart can indicate precisely / obviously / apparently that

What followed is that     随之而来的是

As is clearly shown in the chart

During this period             At the same time

**描述数据:**

Account for     take up about   occupy  占据

The figure in the chart reflects that

Increase by / to 增长了 / 增长到

**描述趋势:**

A increasing number / more and more                        越来越多的

A large number of / lots of / a good deal of              大多数的

the minority of                    the majority of               大部分 / 少部分

decline / decrease / drop / reduce / go down             下降

increase / rise / climb / expand / grow / swell            上升/增加

fluctuate / wave / rebound / undulate                          波动

stable / stabilize                                                      稳定

sharply / markedly / remarkably /                              大幅度地

slowly / slightly / gradually                                        慢慢地

remain stable / steady / constant                           保持平稳

**a jump increased / a large decline**

The proportion/percentage  of \_\_\_\_\_\_\_ accounts for \_\_\_\_\_(%)，ranking the \_\_\_\_\_\_(first/second/third)

二、中间段

宏观点评   +  提问该现象产生的原因   +  回答原因（①②③）  （正、反面论证）

**关联词:**

On the contrary  相反

Meantime  =  In the mean time  =  at the same time  同时

On the one hand/side      一方面     On the other hand/side 另一方面

First and foremost   首要的是    first of all  =   above all   =   To begin with  首先

moreover  furthermore  而且,此外   what’s more 另外  In addition    另外   In the next place 其次

to sum up  =  in general  =  in summary    总的来说

In my humble opinion  在我看来   as far as I can see 据我所见  Thus

**(1) 点评**

The reason for this phenomenon is \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**好的、有好有坏的:**

The kind of phenomenon is fairly common

\_\_\_\_\_\_ (phenomenon) is a well-established trend.

**坏的:**

For a long time, it has been broadly considered as a social disease.

**(2) 提问**

We **tempted to** / **inclined to   p**ose a question:  What on earth accounts for / contributes to this trend / phenomenon / problem?

So, here is the problem why

**(3) 原因**

The most crucial / significant / important shaping factor is that   <->   First and foremost

列举观点 ① ② ③

**有好有坏:**

In one side, it is beyond dispute that / there is no doubt that we have been enjoying enormous benefits stemming from \_\_\_\_\_\_\_(sth). To be more specific,\_\_\_\_\_\_\_ (更具体而言)

For another, the undesirable / awful /evil impacts originated from it cannot be neglected in the meanwhile. For instance, \_\_\_\_\_\_\_\_\_ (具体坏处)

For another   In other side     讨论

三、结尾段

**总结句:**

**It is about time to pay much attention to the issue of \_\_\_\_\_\_\_\_\_\_\_**

**If an increasing number of \_\_\_\_\_\_\_\_ did \_\_\_\_\_, \_\_\_\_\_ would happen.**

**By observing the data in the past, we may forecast that \_\_\_\_\_\_\_\_\_**

发扬(杜绝)该行为 + 对该行为的看法、措施（呼吁、取其精华去其糟粕、杜绝） + 总结句

**(1) 在我看来,好的应该发扬,坏的应该杜绝**

That's all my humble opinion

On my personal level / From my perspective

**Given my humble opinion above,**

**In line with my personal thinking**,                 There are all my analyses of this tendency.

If the trend continued as it had,                    To put it in a nutshell

To sum up             This trend thus might continue for quite a while in the future.

It is based on the analyses above that           In view of the arguments above

**好的:**

On my personal level, the **positive** energy originated from it must be encouraged and carried forward

**坏的:**

On my personal level,the **negative** energy originated from it must be curbed and completely eradicate

The need of changing such trend/problem/phenomenon is too evident and urgent.

If this phenomenon persists, the future/environment of our society seems to be doom and gloom.

**(2) 措施(好的提倡,坏的杜绝)**

**好的:** Plus, fat awards must be offered to those who ...

**坏的**: In my opinion, in order to solve this problem, the government should ...

**(3) 末尾句 宏观思考**

**好的**: Only by doing so will this phenomenon be well kept and our society will be more harmonious.

**坏的**: Only in this way can we create better and cleaner public environment.

小作文

总体思路:

① 讲述写作目的和自己的意图(恭喜、建议、投诉表达不满、请求谦逊的主张、感谢、告示讲述事情)

② 具体细节

③ 加强意图(再次恭喜、投诉希望尽快处理、建议希望被采纳、请求希望被接受、再次感谢、报名地址方

   式欢迎报名)

**私人信函: 多用短句和口语化表达(显得亲切)**

**公务信函: 长句并正式语言表达(显得正式和尊敬)**

**格式:**

**Dear Mr. XX / Mrs. XX / Professor XX /  Sir/Madam,              有逗号**

**缩进四个字母**

**缩进四个字母**

**缩进四个字母**

**Your sincerely 其他  /   Your respectfully 长者**

**Li Ming**

万金油:

I am writing this letter to

I am sending this email in order to

The purpose of writing this letter is to

I am looking forward to your early reply.

寒暄:

How are you getting along with your life?

I hope that things are going well with you.

You have no idea how happy I was to receive your letter.

With my best wishes.      Good luck to you.

**一、建议信(最多考察)**

**①自我介绍,写信意图。建议什么**

**②详细的阐述为什么 ① ②**

**③希望建议对对方有用,并被采纳等**

**I wish my suggestions could be considered in details.**

**I am writing to express my views concerning \_\_\_\_\_\_\_\_\_\_\_\_**

**I am writing with my suggestions about\_\_\_\_\_\_\_\_\_\_\_**

**I hope you will find these suggestions / proposals / recommendations are helpful / practical /       useful/beneficial.**

**二、推荐信**

**①表明写作意图 推荐什么**

**②说明推荐原因  电影、书籍的特点**

**③感谢和期待,希望对方喜欢**

**I take great pleasure in recommending \_\_\_\_\_\_\_\_\_\_\_ to you.**

**It is my great pleasure to offer you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**三、邀请信**

**①表明写作意图(指明地点、日期、时间)**

**②阐述事务的细节,表示非常希望见到对方**

**③表示对应邀者应邀的期盼和愉悦心情**

I am writing to invite you to

I am looking forward to seeing you.

On behalf of … I would like to invite you to visit our university for a week.

We would be looking forward to your coming with great pleasure.

**四、感谢信**

**①写作目的,说明自己对他的感谢,为什么感谢**

**②对事情进行回顾,强调对方的重要性,给予的帮助**

**③再次热情的感谢和一些回报              - 不要过于谦卑**

**May I take this opportunity to express my hearty thanks to you.**

I am sincerely grateful to you for your timely help.

Please accept my thanks for\_\_\_\_\_\_\_.

**五、告示**

**标题 + 正文 + 落款(单位名字 – English Union / English Club / XX university)**

**①欢迎加入 / 写作目的**

**②具体细节 地点、时间**

**③留下联系方式和地址,希望踊跃报名**

**This is to notify / notice / announce that \_\_\_\_\_\_\_\_\_\_\_**

**六、祝贺信**

**①首先表达对对方的祝贺**

**②根据题干说一些建议或者详细事情**

**③在此表示祝贺**

Congratulations and all the best wishes!

All the luck in the world to you!

It is a great pleasure to hear of your success.

I would like to take this opportunity to offer you my congratulations on your success.

**七、投诉信**

**①描述自己要投诉的时间**

**②将遇到的问题详细阐述,指出对你带来的不便**

**③感谢对方关注你的投诉,清楚表明自己希望怎么解决,并希望早日解决**

I am writing to you because I need to complaint to you about\_\_\_\_\_\_\_\_\_\_\_\_\_

I’m sorry to point out the defect in the \_\_\_\_\_\_

I world appreciate it very much if you could give me the refund.

I wish to express my dissatisfaction about\_\_\_\_\_\_\_\_

It would behighly appreciated if you could\_\_\_\_\_\_\_\_\_\_\_

I hope you give due attention to this matter.

**八、咨询信**

**①表明写作意图,咨询什么?**

**②提出咨询的具体问题,强调该问题对自己的重要性**

**③向对方表示自己的真诚,表达自己向获取信息的强烈愿望,提供联系方式**

I writing to you because I need to inquire you about \_\_\_\_\_\_\_\_\_\_\_\_\_

I’m sorry to bother you to inquire about\_\_\_\_\_\_\_

I am particularly interested in \_\_\_\_\_\_\_\_\_\_\_\_\_

I would be highly appreciate if you could

**九、道歉信**

**①真诚的道歉,写信目的。说明道歉的原因和事件**

**②详细说明该事件,并且提出一个好的解决办法**

**③再次道歉**

I am writing to apologize for \_\_\_\_\_\_\_ / say sorry for \_\_\_\_\_\_\_\_

I would like to give you my apology for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hope you will accept my sincere apologizes.

I wish to offer my sincere apologies for\_\_\_\_\_\_\_\_\_\_\_

Please allow me to say sorry again.

Once again, I’m sorry for the inconvenience caused to you.

需要背的作文: 介绍一本书、一个旅游景点、一部电影等等