

### 【十三篇书面表达必背套路套话】

- 注 1: 文中带下划线的句子需要自己造句。
- 注 2: 用“/”隔开的两句话有的可以都写，有的只可写一句，以通顺为标准。

#### 高考英语必背之一：辉式邀请信

Dear XXX,  
亲爱的 XXX,

①自我介绍 I am Li Hua, **the** Chairman of Student Union of XXX high school. ②举办活动 Recently, a 某某活动 will be held in our campus. ③邀请你来 We would be honored to have you here with us.

①自我介绍 我是李华，XXX 高中的学生会主席。②举办活动 最近，一个某某活动将会被举办/在我们校园。③邀请你来 我们将会是荣耀的/去有你在这儿/伴随着我们。

④介绍细节 Here are some relevant details about this activity. ⑤活动主题 To begin with, the theme of the activity will be 某某主题, which will be not only meaningful but also interesting. ⑥时间地点 Besides, it will be in 某某地点 from 几点几分 to 几点几分 in the morning/afternoon/evening on 几月几号. ⑦谁来干啥 What's more, 哪些人 will take part in it, doing sth1, doing sth2 and doing sth3. ⑧不懂就问 Finally, if you have any further questions, please feel free to call me at 12345678.

④介绍细节 这里有一些相关细节/关于这个活动。⑤活动主题 首先，这个活动的主题是某某主题，它将既有意义又有趣。⑥时间地点 此外，它将在某某地点/从几点几分/到几点几分/在上午下午晚上/在几月几号。⑦谁来干啥 还有呢，哪些人会参加它，做第一件事，做第二件事，做第三件事。⑧不懂就问 最后，如果你有任何进一步的问题，请随意给我打电话/号码是 12345678。

⑨希望你来 Hopefully, you would make it to our activity. /I have the confidence that you will have a great time. ⑩期待回复 Please give me a call or drop me a line to let me know your decision soon. / I am looking forward to your reply and your presence.

⑨希望你来到我们的活动。/我有信心你会很开心的。⑩期待回复 请尽快给我打一个电话或者给我写一封小信来让我知道你的决定。/我正期待你的回复和你的出现。

Best wishes!  
最好的祝愿!

Yours,  
你的,  
Li Hua  
李华

#### 高考英语必背之二：辉式告知信

Dear XXX,  
亲爱的 XXX,

①开头问候 How are you doing? ②自我介绍 I am LiHua, 以同位语讲一下身份。③发生事情 Recently, 发生了什么事情或者要发生什么事情. ④写信告知

**So, I am writing to inform you of some relevant details.**

①开头问候 你好吗? ②自我介绍 我是李华, 谁谁谁。③发生事情 最近, 发生了什么事情/有什么事情要发生。④写信告知 所以, 我正在写信去通知你一些相关细节。

⑤告知事项一 **To begin with,** 造句表达第一个告知事项。⑥告知事项二 **Besides,** 造句表达第二个告知事项。⑦告知事项三 **What's more,** 造句表达第三个告知事项。⑧告知事项四 **Finally,** 造句表达第四个告知事项。

⑤告知事项一 首先, 造句表达第一个告知事项。⑥告知事项二 此外, 造句表达第二个告知事项。⑦告知事项三 还有呢, 造句表达第三个告知事项。⑧告知事项四 最后, 造句表达第四个告知事项。

⑨结尾套话 **Hopefully, sb. would do sth./ I have the confidence that sb will do sth./ Please give me a call or drop me a line to let me know your decision soon./ I am looking forward to your reply and your presence.**

⑨结尾套话 希望, 某人能做某事。/我有信心说某人会做某事。/请尽快给我打电话或者写一封小信来让我知道你的决定。我期待你的回复和你的到来。

**Best wishes!**

最好的祝愿!

**Yours,**

你的

**Li Hua**

李华

### 高考英语必背之三: 辉式咨询信

**Dear Sir or Madam,**

亲爱的先生或女士,

①开头问候 **How are you doing?** ②自我介绍 **I am LiHua, a 17-year-old teenager who** 用定语从句简要描述一下李华的特点。③得知活动 **Recently, I have learned in your micro-blog that** 有一个什么事情要发生。④咨询问题 **So, I am writing to ask you some relevant questions.**

①开头问候 你好吗? ②自我介绍 我是李华, 一个17岁的青少年, 如何如何, 如何如何。③得知活动 最近, 我已经从你的微博得知某某事情。④咨询问题 所以, 我写信去问你一些相关问题。

⑤咨询问题一 **To begin with, I wish you would be so kind as to check for me the schedule and the location of XXX.** ⑥咨询问题二 **Besides, I wonder whether/when/where/who/what.....** ⑦咨询问题三 **What's more, I would appreciate it if you can tell me .....**

⑤咨询问题一 首先, 我希望你能如此善良/去帮我检查一下/时间和地点/某某事的。⑥咨询问题二 此外, 我想知道是否/何时/在哪/谁/什么..... ⑦咨询问题三 还有呢, 我将非常感激, 如果你能告诉我.....

⑧希望解答 **Hopefully, you can help me with the questions above.** ⑨期待回复 **I am sincerely looking forward to your reply at your earliest convenience.**

⑧希望解答 希望, 你能帮我/在这上面的问题上。⑨期待回复 我真诚期待你的回复/在你最早的方便时间。

**Best wishes!**

最好的祝愿！

Yours,  
你的,  
LiHua  
李华

#### 高考英语必背之四：辉式求助信

Dear Sir or Madam,  
亲爱的先生或女生,

①自我介绍 I am LiHua, a 17-year-old teenager currently studying in XXX school. ②问题困扰 Recently, some problems keep confusing me. ③请求帮助 As a result, I have no better choice but to turn to you for help.

①自我介绍 我是李华, 一个 17 岁的青少年当前正在某某学校读书。②问题困扰 最近, 一些问题一直在困扰着我。③请求帮助 因此, 我没有更好的选择/只能去向你寻求帮助。

④描述问题一 To begin with, doing sth1 has always been a big headache for me, which makes me feel upset sometimes. ⑤描述问题二 Besides, I also have difficulty in doing sth2; consequently, it seems a little bit challenging for me to do sth3. ⑥描述问题三 What's more, it has been troubling me for a long time that I have no idea how to do sth4.

④描述问题一 首先, 做第一件事一直是我的一个头疼。⑤描述问题二 此外, 我也有困难/在做第二件事方面; 因此, 这件事看起来有点挑战/对我来说/去做第三件事。⑥描述问题三 还有呢, 这件事已经困扰我很长时间了/我不知道怎么做第四件事。

⑦希望管用 Hopefully, your kind and timely help can solve my problems. ⑧期待回复 I am sincerely looking forward to your reply at your earliest convenience.

⑦希望管用 希望, 你的善良而又及时的帮助能够解决我的问题。⑧期待回复 我真诚期待你的回复/在你最早的方便时间。

Best wishes!

最好的祝愿！

Yours truly,  
你的真挚的,  
LiHua  
李华

#### 高考英语必背之五：辉式申请信

Dear Sir or Madam,  
亲爱的先生或女士,

①开头问候 How are you doing? ②自我介绍 I am LiHua, a 17-year-old teenager currently studying in XXX middle school, who is crazy about XXX. ③得知招聘信息 Recently, I have learned in your official website that you need a 某岗位. I am very interested in this opportunity. ④写信应聘 So, I am writing to apply for it.

①开头问候 你好吗？ ②自我介绍 我是李华，一个 17 岁的青少年/当前正在某某学校读书，我非常喜欢 XXX. ③得知招聘信息 最近，我在你们的官网得知/你们需要一个某某岗位。我对这个机会非常感兴趣。④写信应聘 所以，我写信去申请它。

⑤个人优势 From my perspective, there is no doubt that I am the best choice for you. ⑥优势一：结合题目来写 First and foremost, needless to say, I am good at 某某方面, for I once did sth. ⑦ 优势二：情商高 Additionally, no one can deny I get along well with all my classmates, enjoy a harmonious interpersonal relationship and am always ready to help others. ⑧优势三：有相关经验 Last but not least, I have some relevant experience, considering that I once worked in a similar company/for a similar activity.

⑤个人优势 在我的观点看来，毫无疑问，我是最好的选择/你的。⑥优势一：结合题目来写 首先，不用说，我非常擅长某某方面，因为我曾经做过某事。 ⑦ 优势二：情商高 此外，没有人可以否定我跟我的所有同学相处的好，享受一个和谐的人际关系并且时刻准备着去帮助别人。⑧优势三：有相关经验 最后，我有一些相关经验，因为我曾经在一个相似的公司/活动中工作过。

⑨希望得到这个机会 Hopefully, the wonderful chance would be offered to me./I have the confidence that I will do this job well. ⑩期待回复 I am looking forward to your earliest reply.

⑨希望得到这个机会 希望，这个美好的机会能够被提供给我。我有信心我会做好这份工作。⑩期待回复 我期待你最早的回复。

Best wishes!

最美好的祝愿！

Yours,  
你的,  
LiHua  
李华

### 高考英语必背之六：辉式建议信

Dear XXX,  
亲爱的 XXX,

① 对方问题 Recently, I have learned in your micro-blog that 你遇到了什么事情. ②给予帮助 So, I am writing to give you a hand.

① 对方问题 最近，我在你的微博上得知你遇到了某某事情。②给予帮助 所以，我写信去帮你一把。

③分析对方遇到问题的原因 From my perspective, there are two reasons for this. ④原因一 For one thing, \_\_\_\_\_. ⑤原因二 For another, \_\_\_\_\_.

③分析对方遇到问题的原因 从我的观点看来，有两个原因/对于这件事。④原因一 一方面，..... ⑤原因二 另一方面，.....

⑥给出建议 Here are some humble suggestions for you. ⑦建议一 First and foremost, you are supposed to do sth1. ⑧建议二 Additionally, if I were you, I

**would do sth2. ⑨建议三 Last but not least, it is high time that you did sth3.**

⑥给出建议 这里有一些谦卑的建议/给你。⑦建议一 首先也是最重要的一件事,你应该去做 sth1。⑧建议二 此外,如果我是你,我会做 sth2。⑨建议三 最后但不是最不重要的,真的到了你做 sth3 的时候了。

**⑩结尾客套话 Hopefully, your problems would be solved soon. / I am looking forward to your good news.**

⑩结尾客套话 希望,你的问题会被很快解决。/我期待你的好消息。

**Best wishes!**

最好的祝愿!

**Yours,**

你的,

**LiHua**

李华

### 高考英语必背之七: 辉式感谢信

**Dear XXX,**

亲爱的 XXX,

**①开头问候 How is everything going? ②简单叙旧 How time flies! /It has been nearly a week since I arrived home. / I miss you so much! ③表达感谢 So, I have no choice but to write to you to express my heartfelt gratitude to you.**

①开头问候 一切都好吗? ②简单叙旧 时间过得真快! /自从我回到家已经过了接近一周了。/我非常想念你。③表达感谢 所以,我别无选择只能给你写信去表达一些我对你衷心的感谢之情。

**④分析表达感谢的原因 Whenever I look at our photos, I just can't help thinking of you. ⑤感恩事项一 It was so kind of you to do sth1. ⑥感恩事项二 Besides, you did sth2, which really moved me. ⑦感恩事项三 What's more, you taught me how to cook American food, which is not only meaningful but also interesting. ⑧表示不会忘记 Nothing would be able to erase our wonderful memories and I will cherish them forever.**

④分析表达感谢的原因 每当我看到我们的照片的时候,我都忍不住想到了你。⑤感恩事项一 你真好,做了 sth1。⑥感恩事项二 此外,你做了 sth2,这件事真的感动了我。⑦感恩事项三 此外,你教会我如何做美国食物,这件事既有意义又有趣。⑧表示不会忘记 没有什么东西将能够去擦去我们那美好的记忆/然后我会永远珍惜它们。

**⑨期待再见 Hopefully, we would get together again soon. ⑩期待回复 I am looking forward to this day.**

⑨期待再见 希望,我们会很快再次见面。⑩期待回复 我期待这一天。

**Best wishes!**

最好的祝愿!

**Yours,**

你的,

**Li Hua**

李华



### 高考英语必背之八：辉式道歉信

Dear XXX,  
亲爱的 XXX,

①开头问候 How are you doing? ②原本计划 Recently, we planned to do sth. ③无法执行 Unfortunately, I didn't/won't make it. ④表达歉意 So, I am writing to express my heartfelt apology to you!

①开头问候 你好吗? ②原本计划 最近, 我们计划去做某事。③无法执行 不幸的是, 我没做到/我不能做了。④表达歉意 所以, 我写信向你表达我衷心的歉意。

⑤多么希望能按原计划执行 How I wish that I had done sth1! / How I wish that I would do sth1! ⑥不能按计划执行的原因 However, I am chosen to do sth2, which, you know, is really significant to me. ⑦只能食言 As a result, I have no choice but to break my promise with you. / I believe that if you were me, you would make the same choice.

⑤多么希望能按原计划执行 我多么希望我之前做了 sth1!/我多么希望我能去做 sth1! ⑥不能按计划执行的原因 然而, 我被选上去做 sth2, 这件事, 你知道, 是真的至关重要/对于我。⑦只能食言 因此, 我别无选择只能跟你食言。/我相信如果你是我, 你也会做同样的选择的。

⑧请求谅解 Hopefully, you would understand my situation and accept my apology. ⑨希望弥补 I wish I could make it up for you. ⑩期待回信 I am looking forward to your reply.

⑧请求谅解 希望, 你会理解我的处境并接受我的歉意。⑨希望弥补 我希望我能够为你弥补。⑩期待回信 我期待你的回复。

Best wishes!  
最好的祝愿!

Yours,  
你的,  
Li Hua  
李华

### 高考英语必背之九：辉式祝贺信

Dear XXX,  
亲爱的 XXX,

①开头寒暄 Good news travels fast. ②写信背景 I have learned with delight that you 做到了什么事情. Congratulations! ③抒发情绪 The happiness in my heart is just the same as yours. / I know how hard you must have been working and I am so proud of you for your achievement.

①开头寒暄 好消息走得真快! ②写信背景 我已经带着喜悦得知你做到了什么事情。祝贺! ③抒发情绪 我心里的快乐和你的是一样的! / 我知道你肯定一直以来干的很辛苦, 然后我因为你的成就对你如此骄傲!

④分析取得成就的原因 Just as is said in the Bible, those who sow with tears will reap with songs of joy. / Now you have tasted the joy that only a few people know when his great effort is finally repaid. ⑤原因一: 勤劳智慧 Indeed, it is a

reward you richly deserve for your diligence as well as your intelligence. ⑥原因二：长期积累 Besides, I understand for sure that it is your long-term accumulated experience that leads you to the current success.

④分析取得成就的原因 正如《圣经》所说，流泪撒种的必欢呼收获。现在，你已经品尝到了这种仅有很少人了解的快乐——那种当他的伟大努力最终得到回报时的快乐！⑤原因一：勤劳智慧 的确，这是一项奖励，你值得的，因为你的勤奋和你的智慧。⑥原因二：长期积累 此外，我当然理解，正是你的长期积累的经验/带来了你现在的成功！

⑦分享快乐 Thank you for letting me share not only your happiness but also your inspirations. ⑧美好祝福 Please accept my sincere congratulations and best wishes for your future success.

⑦分享快乐 感谢你让我分享你的快乐和启迪。⑧美好祝福 请接受我真摯的祝贺和最好的祝愿对于你未来的成功。

Best wishes!

最好的祝愿！

Yours,  
你的,  
LiHua  
李华

### 高考英语必背之十：辉式投诉信

Dear XXX,  
亲爱的 XXX,

①自我介绍 I'm Li Hua, a 17-year-old teenager who has just bought a XXX from your online store/experienced the service in your restaurant. ②提出抱怨 I feel bad to trouble you but I'm afraid that I must make a complaint about it.

①自我介绍 我是李华，一个 17 岁的青少年，我刚刚买了一个 XXX 从你的网店/刚刚在你们餐厅经历了服务。②提出抱怨 我感觉很糟糕去打扰你，但是我恐怕我必须关于这件事做一个抱怨。

③原本期待 How I wish that I would have enjoyed a 100% satisfaction! ④糟糕体验一 However, much to my disappointment, \_\_\_\_\_. ⑤糟糕体验二 Besides, \_\_\_\_\_. ⑥糟糕体验三 To make matters worse, it still puzzles me that your telephone customer service staff should refuse to answer my questions.

③原本期待 我多么希望我本来会享受一个 100%满意！④糟糕体验一 然而，令我大大失望的是，..... ⑤糟糕体验二 此外，..... ⑥糟糕体验三 令事情更糟糕的是，这件事依然困扰着我，也就是你们的电话客服竟然拒绝去回答我的问题！

⑦期待改进 Hopefully, for the sake of your reputation, you would look into the matter and make some appropriate improvements. ⑧改进建议 For example, why not do sth? ⑨期待回复 Thank you for your consideration and I will be looking forward to your reply.

⑦期待改进 希望，为了你们的名誉，你会调查这个问题然后做出一些合适的改进。⑧改进建议 例如，为什么不做某事呢？⑨期待回复 感谢你关注思考这件事，然后我会期待你的回复。

Best wishes!  
最好的祝愿!

Yours,  
你的,  
LiHua  
李华

### 高考英语必背之十一：问题解决型提纲作文

① 描述现象 The recent decade has witnessed a(an) extraordinary phenomenon that 某人做某事. ② 举个例子 For example, 举一个例子. ③ 表达观点 From my perspective, it is undoubtedly beneficial/harmful for them to do so.

① 描述现象 最近十年已经见证了一个不寻常的现象, 那就是.... ② 举个例子 例如,..... ③ 表达观点 在我看来, 这件事对他们来说毫无疑问是有益的/有害的。

④ 解释三个原因 As for the reasons, first and foremost, 原因 1. Additionally, 原因 2. Last but not least, 原因 3.

④ 解释三个原因 至于理由呢, 第一,... 第二,... 第三,....

⑤ 提出三个建议 Here are some suggestions for you. To begin with, 建议 1. Besides, 建议 2. What's more, 建议 3. Finally, 建议 4.

⑤ 提出三个建议 这里有几个建议给你。首先,... 此外,... 还有呢,... 最后,....

⑥ 结尾客套话 Hopefully, these suggestions would be helpful for you. I have the confidence that...

⑥ 结尾客套话 希望, 这些建议能够对你有帮助。我相信...

### 高考英语必背之十二：观点对比型提纲作文

① 提出问题 When it comes to whether sb. should do sth, people's opinions differ. ② 观点一 Some people argue that 观点一, for 原因一. ③ 分析原因 Besides, 原因二. What's more, 原因三.

① 提出问题 当提到某人是否应该做某事的时候, 人们的观点是不同的。② 观点一 有些人认为..., 因为... ③ 分析原因 此外,... 还有,....

④ 观点二 However, others find it hard to agree with them. They hold the view that 观点二. ⑤ 解释三个原因 As for the reasons, first and foremost, 理由一. Additionally, 理由二. Last but certainly not least, 理由三.

④ 观点二 然而, 其他人发现很难同意它们。⑤ 解释三个原因 他们持有的观点是..... 至于理由呢, 首先,..... 此外,..... 最后,.....

⑥ 个人观点及理由 Personally, I vote for the former/latter view, considering that 我的理由. ⑦ 总结 Only in this way can we do sth.

⑥ 个人观点及理由 个人而言, 我支持前者/后者观点, 因为.... ⑦ 总结 只有



这样，我们才能如何如何。

### 高考英语必背之十三：通知

**Boys and girls,**  
大姑娘小伙子们，

①引起注意 **May I have your attention, please?** ② 说明事项 **Recently, sb. will do sth./ Recently, 某某活动 will be held in our school.** ③表示欢迎 **Welcome to join us!** ④介绍细节 **Here are some relevant details about it.**

①引起注意 大家注意啦！② 说明事项 最近，某人会做某事。/最近，某某活动要被举办。③表示欢迎 欢迎参加！④介绍细节 这里有一些相关细节。

⑤活动主题 **To begin with, the theme of the activity will be 某某主题, which will be not only meaningful but also interesting.** ⑥时间地点 **Besides, it will be in 某某地点 from 几点几分 to 几点几分 in the morning/afternoon/evening on 几月几号.** ⑦谁来干啥 **What's more, 哪些人 will take part in it, doing sth1, doing sth2 and doing sth3.** ⑧不懂就问 **Finally, if you have any further questions, please feel free to call me at 12345678.**

⑤活动主题 首先，这个活动的主题是某某主题，它将既有意义又有趣。⑥时间地点 此外，它将在某某地点/从几点几分/到几点几分/在上午下午晚上/在几月几号。⑦谁来干啥 还有呢，哪些人会参加它，做第一件事，做第二件事，做第三件事。⑧不懂就问 最后，如果你有任何进一步的问题，请随意给我打电话/号码是 12345678.

⑨希望你来 **Hopefully, you would make it to our activity. /I have the confidence that you will have a great time.**

⑨希望你来 希望，你会来到我们的活动。/我有信心你会很开心的。