

# 大作文模板

## 第一段:

As is **vividly/ironically** depicted in the cartoon **doing/done sth**, **A is doing/done/adj ... (while doing/done sth, B is doing/done/adj ...)**. The symbolic meaning behind the picture is rather explicit: **the virtue/awareness/issue of xx** deserves our due attention.

正如图片**生动地/讽刺地**描述的那样，做着【次要动作】，A正在做某个动作【主要动作】。图片背后的象征意义是非常明确的：**xx品德/意识/问题**值得我们给予应有的关注。

## 第二段:

To examine the significance of **xx**, certain factors should be specifically pointed out here. **First and foremost**, it is a truth widely acknowledged that all other factors being equal, **xx** could be the decisive difference between **academic/professional/social** success or not.

要检视**xx**的重要性，我认为以下几点应该重点关注。首先，很多人认同在其他条件一样的前提下，**xx**是决定**学术/职业/社会**成功与否的关键。

**In addition**,

其次，

(1) (个人类) since youngsters always play a vanguard role in promoting social progress, and **xx** exerts remarkable influence in the development of their characters, it will inevitably shape every aspect of China in the foreseeable future.

年轻人一直在社会进步过程中扮演先锋角色，而**xx**对年轻人的性格发展有着重大影响，后者终将在可见的未来决定中国社会的方方面面。

(2) (社会类) We are living in a world with common interest, and since **xx** exerts remarkable influence to our shared community, its impact will inevitably extend to each and every single one of us.

我们生活在地球这个共同命运体中，而**xx**对我们共同的家园有重大的影响，进而不可避免的影响到我们每一个人。

**Consequently**, if sb fail to do sth / recognize the importance of xx, there would eventually be a corresponding toll to pay sooner or later.

因此，如果 sb 没有做某事/意识到xx的重要性，早晚会付出相应的代价。

## 第三段：

In brief, XX is of true essentiality and relevant measures must be taken promptly. To be specific, **governments** should implement proper policies and launch mass media campaigns/**education institutions** should provide open courses and guidance to infuse such an indispensable **virtue/awareness** into everyone. The more rapidly actions are taken, the more effectively this **virtue/awareness** will benefit us in the upcoming future.

简而言之，xx真的很重要，我们必须行动起来。具体来说，政府应该施行恰当的政策并发动大众传媒宣传攻势。/ 各类教育机构应该提供公开课和引导，以将这样一种不可或缺的品德/意识灌输到每个人心中。我们越快采取行动，这一品德/意识越能使我们在未来受益。

# 小作文模板

1	Dear XX,
2	I am writing this letter to 次要目的(客套礼节) + 主要目的(题干重点描述要求的部分)。
3	Regarding ..., there are several points I would mostly like to mention. First of all, ... What's more, ... In addition, ... For more details, you could refer to the attachment(附件) below.
4	I would be glad if you find the xx mentioned above helpful. Please feel free to let me know if you have any further questions.
5	

## (一)首段——要实现的目的

### 次要目的

1. 其他类型的信: do sth.
2. 感谢信: thank you for doing sth
3. 祝贺信: congratulate you for doing sth.
4. 道歉信: apologize for doing sth. and to

### 主要目的

1. 建议信: offer some (suggestions/information) (about sth/how to do sth.) 给出关于某事/如何做某事的建议/信息
2. 邀请信: extend to you an invitation to do sth. 邀请你做某事
3. 推荐信: recommend you sth./to sb 推荐给你某物/某人
4. 其他类型的信: do sth. 做某事

## (二)第二段——主体段

### 1. 整体框架

整体框架
Regarding ..., there are several points I would mostly like to mention.
First of all, .... What's more, ... In addition, ....
For more details, you could refer to the attachment(附件) below.

## 2. 具体内容：是什么(介绍说明)、为什么(分析利弊)、怎么办(建议意见)

### (1) 是什么（介绍说明）（以通知参加某某活动为例子）

1. 时间地点：它将于下周日在xx地点举行（it will be held at the Main building/具体地点 next Sunday and please make sure you are available then）
2. 出席人物：我们的工作人员届时会提供一些必要的培训/介绍/引导（our staff will be there to provide some necessary orientation/introduction/guidance）
3. 着装要求：出席活动时，着装应该得体（it is highly recommended to be properly dressed for the occasion）

### (2) 为什么（分析利弊）

1. 权威认可：获得了政府的官方奖项/资质/认可...（have an official award/qualification/recognition from the government）
2. 群众基础：人民群众很欢迎/评价很高/很关注担心（enjoy a widespread popularity/reputation/concern among 人民群众）
3. 个人喜欢：我个人觉得xx很有吸引力、有趣、有意（I personally find it attractive/interesting/beneficial to do sth.）

### (3) 怎么办（建议意见）

1. 端正认识：建立起关于xx的正确价值观是首要任务（it's advisable to establish up a correct value about sth primarily）
2. 理论与经验：你可以寻求该领域的相关/先进经验（you could look for relevant/advanced experiences in this aspect）
3. 知行合一：应该制定合理可行的计划并坚持（a practical and reasonable plan should be promptly carried out and stuck to）

## (三) 尾段——对读信人的期望：是否需要对方回信？

### 1. 否：（公告、招募、问询...）——> 没有需求，创造需求

I would be glad if you find the information/suggestions mentioned above helpful. Please feel free to let me know if you have any further questions. 希望以上信息/建议对你有帮助。如果有其他问题请随时与我联系。

2. 是：（建议、介绍、推荐、感谢、道歉、邀请、投诉、申请 ...）——>  
期待回复

I would appreciate it if you could take my  
complaint/application/resignation/recommendation/invitation/questions  
into consideration. And I am looking forward to your favorable reply. 希望你  
能重视或认真考虑我的投诉/申请/辞职/建议/邀请/问题。期待你的回复。