

原力英语 A2 读写专项训练 2——书信类写作

高考真题范例

2019 高考（全国卷）

【题目要求】

假定你是李华，暑假在伦敦学习，得知当地美术馆要举办中国画展。

请写一封信申请做志愿者， 内容包括：

1. 写信目的；
2. 个人优势；
3. 能做的事情。

注意： 1. 词数 100 左右； 2. 可以适当增加细节，以使行文连贯
3. 结束语已为你写好。

2020 高考（全国卷）

【题目要求】

假定你是李华，你和同学根据英语课文改编一个短剧，请你写一封邮

件给外教 Miss Evans，请 她帮忙指导。邮件内容包括：

1. 剧情简介； 2. 指导内容；
3. 商定时间地点。

注意：

1. 词数 100 左右； 2. 结束语已为你写好。

雅思 G 类真题范例

You should spend about 20 minutes on this task. Write at least 150 words.

A friend from another country is moving to your city for work.

He / she has asked you for advice about living in your city. Write a letter to your friend. In your letter

- **suggest an interesting part of the city to live in**
- **describe the public transport in your city**
- **say how your friend can meet new people there**

雅思 G 类真题范例

You should spend about 20 minutes on this task. Write at least 150 words.

You have heard that a developer plans to build a shopping centre near your home. Write a letter to the council. In your letter

- **say how you heard about the plan**
- **explain how you feel about it**
- **ask for more information about it**

You do **NOT** need to write any addresses. Begin your letter as follows:

Dear Sir or Madam,

- 书信是一种向特定对象传递信息、交流思想感情的应用文书。具有明确的写作对象。作者与接受者双方都是身份明确的。在写信时，需要考虑到写作对象的特点。尤其是在考场作文中，给出了人物设定，就更需要格外注意代入身份。
- 书信的最主要功用是传达信息和情感。内容方面应做到简洁明了、逻辑清晰、情感真挚。

书信写作常见类型

- 建议信
- 邀请信
- 咨询/求助信
- 推荐信
- 祝贺信
- 投诉信
- 感谢信
- 道歉信
- 申请信

书信写作的常见误区

1. 格式错误

对于书信来说，格式尤为重要。尤其是在考场作文中，有的同学由于粗心大意，导致格式错误或格式缺失，这是比较严重的扣分点。

2. 未根据写作对象调整措辞

书信有明确写作对象。如果没注意到要根据写作对象来调整措辞，就容易导致书信口吻不得体、情感表达不到位等后果。

3. 语言套路多，内容空泛

面对作文题中的要求，有的同学习惯套用模板；而书信最首要的是逻辑分明有条理，内容要对应好作文的题目要求。

书信写作的注意事项

1. 书信的格式要规范、完整。

书信是应用文，也是比较正式的交流方式，因此格式一定要规整。

书信的完整格式包括：

- 信头 (heading)
- 信内地址 (inside address)
- 称呼 (salutation)
- 正文 (body)
- 结尾语 (complimentary close)
- 签名 (signature)

正文常用的开头语有：

- I have received your letter of July 1st. 7月1日来信已经收悉。
- I have the pleasure to tell you that 很高兴告诉你……。

- I am very much delighted to receive your letter.

非常高兴收到你的来信。

- It is my honor to inform you that 很荣幸告诉你……。

正文的结尾常用表达：

- I am looking forward to hearing from you. 盼早日回信。
- Wish/with best regards. 祝好。
- Thank you for your help. 感谢你的帮助！
- Wish my best wishes for your success. 祝你成功。
- Wishing you a happy holiday. 祝假日愉快！
- Hoping to hear from you soon. 希望能尽快收到你的回信。

常用的结束语：

- Yours sincerely,
- Yours truly,
- Yours faithfully,
- Most sincerely,
- Faithfully yours,

常用的结束语（亲密的关系）：

- Love,
- Yours love,

- Yours Affectionately,
- With love,
- Lovingly yours,
- Yours ever,

2. 注意审题，明确写作目的

写作目的的表达是对考生英语写作能力的两方面考察：

- 考生是否能理解写作要求，明白自己要完成的表达任务是什么。
- 考生是否能准确地表达出自己的写作目的，这里实际上也在测试考生的“概括能力”。

正文的写作结构与思路

完整的书信正文主体部分，一般包含：

写信缘由、信息及情感表达、结语展望与祝福。

第一步：写信缘由。开头部分简洁地交代写信的缘由。

如：

Dear Sir/Madam,

I'm Li Hua, an exchange student from China during this summer vacation. I'm delighted to learn that volunteer students are wanted for a Chinese painting exhibition to be held in the local art gallery. Now I'm writing to apply for the position.

再如：

Dear Sir or Madam,

I am a resident of Boundary Road and I have recently read in the local newspaper that a shopping centre is going to be built near where I live.

第二步：表达明确的观点，传达信息，同时注意情感要真挚。

这部分需要 we 根据具体的写作内容来安排行文。首先，主题明确、思路清晰，时刻注意写作的目的。其次，情感真挚，就需要注重写出自己的真情实感、自己与收信人之间的情感关联。

如：

The reasons for my application are as follows. First of all, having been exposed to foreign teachers since a young age, I can communicate freely with others in English. What's more, years of being monitor makes me a brilliant organizer, which will help a lot to keep the exhibition in order. The most important factor is that my related knowledge will undoubtedly help the audience learn more about the unique Chinese art form.

再如：

This news was rather a surprise to me. I have been living in Boundary Road for five years now and it has always been a very quiet

street with very few tall buildings. I think a construction like this will change the atmosphere of the area considerably and, like many other residents I have spoken to, I am not at all happy about it.

I think people who live in the area have a right to know more about the plan before it goes ahead, so I would like to request further details regarding the dates of the planned building work and the size of the centre.

第三步：结语、展望与祝福。

围绕着自己所写的内容进行总结，并展望未来，对收信人致以祝福。
如：

All in all, my sense of responsibility will make me a qualified volunteer. I'd appreciate it if you could take my application into consideration.

Yours sincerely,

Li Hua

再如：

I sincerely hope you are planning to provide a car park, as otherwise parking will become very difficult for everyone in the area.

I look forward to hearing from you.

Yours faithfully,

John Carls

高考作文评分标准

分数档	文章内容	英语的语法结构和词汇	词汇和语法错误	语句间的衔接和连贯	整体效果
第五档 21—25分 (很好)	覆盖所有内容要点。	较多	有些许错误，但为尽力使用复杂结构或较高词汇所致；具备较强的语言运用能力	有效使用衔接手段，全文结构紧凑。	完全达到预期的写作目的
第四档 16-20分 (好)	虽漏掉1、2个次重点，但覆盖所有主要内容。	能满足任务要求。	基本准确，些许错误主要因尝试较复杂结构或词汇所致。	应用了简单的连接成分，是全文结构紧凑。	达到了预期的写作目的。
第三档 11—15分 (一般)	虽漏掉一些内容，但覆盖所有主要内容。	能基本满足任务要求。	有些错误，但不影响理解。	应用了简单的连接成分，使得全文内容连贯。	基本达到了预期的写作目的。
第二档 6~10分 (较差)	漏掉或未描述清楚一些主要内容，有一些无关内容。	语法结构单调，所用词汇有限。	有错误，影响了对写作内容的理解。	较少使用语句间的连接成分，内容缺少连贯性。	信息未能清楚的传达给读者。
第一档 1~5分 (差)	明显遗漏主要内容，写了一些无关的内容，可能未理解试题要求。	语法结构单调，所用词汇有限。	较多错误，影响了对写作内容的理解。 [来源:]	缺乏语句间的连接成分，内容不连贯。	信息未能传达给读者。

雅思作文评分标准

Band	Task Achievement	Coherence and Cohesion	Lexical Resource	Grammatical Range and Accuracy
9	<ul style="list-style-type: none"> fully satisfies all the requirements of the task clearly presents a fully developed response 	<ul style="list-style-type: none"> uses cohesion in such a way that it attracts no attention skilfully manages paragraphing 	<ul style="list-style-type: none"> uses a wide range of vocabulary with very natural and sophisticated control of lexical features; rare minor errors occur only as 'slips' 	<ul style="list-style-type: none"> uses a wide range of structures with full flexibility and accuracy; rare minor errors occur only as 'slips'
8	<ul style="list-style-type: none"> covers all requirements of the task sufficiently presents, highlights and illustrates key features / bullet points clearly and appropriately 	<ul style="list-style-type: none"> sequences information and ideas logically manages all aspects of cohesion well uses paragraphing sufficiently and appropriately 	<ul style="list-style-type: none"> uses a wide range of vocabulary fluently and flexibly to convey precise meanings skilfully uses uncommon lexical items but there may be occasional inaccuracies in word choice and collocation produces rare errors in spelling and/or word formation 	<ul style="list-style-type: none"> uses a wide range of structures the majority of sentences are error-free makes only very occasional errors or inappropriacies
7	<ul style="list-style-type: none"> covers the requirements of the task (Academic) presents a clear overview of main trends, differences or stages (General Training) presents a clear purpose, with the tone consistent and appropriate clearly presents and highlights key features / bullet points but could be more fully extended 	<ul style="list-style-type: none"> logically organises information and ideas; there is clear progression throughout uses a range of cohesive devices appropriately although there may be some under-/over-use 	<ul style="list-style-type: none"> uses a sufficient range of vocabulary to allow some flexibility and precision uses less common lexical items with some awareness of style and collocation may produce occasional errors in word choice, spelling and/or word formation 	<ul style="list-style-type: none"> uses a variety of complex structures produces frequent error-free sentences has good control of grammar and punctuation but may make a few errors
6	<ul style="list-style-type: none"> addresses the requirements of the task (Academic) presents an overview with information appropriately selected (General Training) presents a purpose that is generally clear; there may be inconsistencies in tone presents and adequately highlights key features / bullet points but details may be irrelevant, inappropriate or inaccurate 	<ul style="list-style-type: none"> arranges information and ideas coherently and there is a clear overall progression uses cohesive devices effectively, but cohesion within and/or between sentences may be faulty or mechanical may not always use referencing clearly or appropriately 	<ul style="list-style-type: none"> uses an adequate range of vocabulary for the task attempts to use less common vocabulary but with some inaccuracy makes some errors in spelling and/or word formation, but they do not impede communication 	<ul style="list-style-type: none"> uses a mix of simple and complex sentence forms makes some errors in grammar and punctuation but they rarely reduce communication

书信类写作范例

每个类型的信件都会有一些相对固定的常规表达，同学们在看范例的时候要注意总结和积累。

建议信

假定你是李华，你所喜爱的 Global Mirror 周报创刊五周年之际征集读者意见。请你依据以下内容给主编写封信，内容主要包括：

1. 说明你是该报的忠实读者
2. 说明该报优点：
 - 1) 兼顾国内外新闻
 - 2) 介绍名人成功故事
3. 提出建议： 刊登指导英语学习的文章

注意：

1. 词数 100 左右；
2. 可以适当增加细节，以使行文连贯。

Dear Editor-in-Chief,

Congratulations on the 5th anniversary of Global Mirror! I' m a regular reader of your newspaper. I like it so much that I hardly miss any copy.

There are many advantages of Global Mirror. Firstly, Global Mirror covers both national and international news. By simply turning the pages,

I can know all important things that have happened both home and abroad. Besides, the success stories of world-famous people are also attractive to me, which help me learn a lot from them. In a word, thanks to Global Mirror, we are well-informed and keep up with the changing world.

As a young student, I wish that I can be a master of English language. Therefore, I suggest that Global Mirror provide articles about English learning for us.

Finally, I hope that Global Mirror will become more and more popular. Thank you for your time!

Sincerely yours,

Li Hua

咨询/求助信

假设你是李华，你的美国朋友 Tom 上个月来到北京学习。七月份你将去北京参加暑期中 学生英语演讲比赛 (speech contest)，你在资料搜集、语言运用等方面遇到了困难。

请根据以下要点给 Tom 写一封电子邮件：

1. 询问 Tom 的生活和学习情况；
2. 谈谈你的困难并请 Tom 帮忙；
3. 告诉 Tom 你打算赛后去看他。

注意：

1. 词数：120—150；
2. 可适当增加细节，以使行文连贯。

Dear Tom,

How is it going these days? I keep wondering how you feel about your school life in Beijing. Have you got used to the life in China? Are you enjoying your life? I hope you are.

Let me tell you a piece of good news: I' m going to take part in an English speech contest of middle school students in July in the coming summer vacation, and I' m busy preparing for it. But now I have some difficulty in collecting useful information and using proper English word to express my thoughts. Besides, I really want to improve my spoken English, especially the pronunciation and intonation. Of course, as a native English speaker, you can give me some suggestions.

In addition, I' m going to visit you after the contest. I' m sure we will have a wonderful time together in Beijing! I can hardly wait to see you! I am looking forward to your early reply.

Yours,

Li Hua

投诉信

你是李华，两周前你从网上订购一套书虫系列读物（Book worm Series）昨天才到货，且包装破损，数量不足。请就此向网店客服写邮件投诉。要点如下：

1. 介绍购物情况

2. 反映存在问题

3. 提出解决方案

注意:

1. 词数 100 词左右 2. 可适当增加细节, 使行文连贯

齐头式

To whom it may concern,

I am one of your customers. I ordered a set of Bookworm Series on your website two weeks ago, but I didn't receive them until yesterday. And much to my disappointment, the books were so poorly packed up that the cover of one book was torn. To make matters worse, it is not a complete set, as I found one book missing.

I am sorry to have received such poor service, and I believe I have every right to ask you to deal with this problem. I hope that you either return my money or deliver a new set of books to me. Besides, I'd like to be informed of the process of your dealing with my complaint.

Looking forward to your reply.

Sincerely,

Li Hua

祝贺信

假如你是李华，你的好友魏芳在中学生英语演讲比赛中荣获一等奖。

请你根据以下内容，给她写一封祝贺信。

内容包括：

1. 表达你的愉悦心情；
2. 向她表示祝贺；
3. 请她介绍成功的经验。

注意：1. 词数 100 左右； 2. 可适当增加细节，以使行文连贯。

Dear Wei Fang,

I hear that you have won first prize in the English Speech Contest of Middle School Students, so I' m writing to give my sincere congratulations.

You don' t know how excited I was when I heard the good news. As your best friend, I am proud of you! Your pronunciation and fluent English left me with deep impression. It came as no surprise to me that you won the contest. Could you share with me how you improve your spoken English? Your experience will be of great help to me in learning.

I will be grateful if you can write me back and give me your advice. I am looking forward to your early reply.

Yours,

Li Hua

感谢信

假设你是李华，梁教授去年六月推荐你去悉尼大学深造，现在你已经被悉尼大学化学学院录取，请写封信向梁教授表示感谢。

注意：1. 词数 100 左右； 2. 可适当增加细节，以使行文连贯。

Dear Professor Liang,

I am writing to extend my gratitude to you because with your help I am now a student of Chemistry Department of Sydney University.

Last June, when I applied to become a graduate student at Sydney University, you really gave me a lot of valuable help. You not only wrote a recommendation for me to Professor Wells who works in the Sydney University but also gave me careful and patient instructions on how to fill the application forms and write the application letters.

It is your unreserved help that enables me to obtain this splendid opportunity of further education. For the following two years I will study hard to reciprocate your sincere help and expectations with excellent grades.

Yours truly,

Zhang Ying

申请信

假定你是李华，将于今年七月从新星外语学校毕业。你从报纸上得知 B & B 公司要招聘一名英文秘书，你很感兴趣，要写一封求职信，包括下列要点：

1. 年龄：18
 2. 学习情况：班级前五，英语口语好
 3. 兴趣和特长：打字快，喜欢阅读听音乐
 4. 性格特点：积极向上
- 注意：1. 词数 100 左右； 2. 可适当增加细节，以使行为连贯。

Dear Sir/ Madam,

I learned from the newspaper that your company needs an English secretary. I' m really interested in this position, so I am writing to apply for it.

I' m 18 years old and will graduate from Xinxing Foreign Languages School this July. I' m an excellent student, among the top 5 in my class of 50 students. I' m good at English, especially spoken English. I often use the computer and I type very fast. In my spare time, I read a lot. Poems are my favorite. I enjoy music very much too. Being an active young person, I like sports and outdoor activities. Besides, I' m easy to get along with and I like to make friends.

I hope I may be granted an interview, when I can explain my qualifications more fully. I am looking forward to your reply.

Sincerely,

Li Hua

通知

假定你是校排球队队长李华。请写封邮件告知你的队友 Chris 球队近期将参加比赛，内容包括：

1. 比赛信息；
2. 赛前准备；
3. 表达期待。

注意： 1. 词数 100 左右； 2. 可以适当增加细节，以使行文连贯。

Dear Chris,

How is everything going? I have good news to tell you. A volleyball match is going to be held in a few weeks and our team will participate.

As for the detailed information of the match, there will be probably dozens of teams which are going to make a revolving competition.

Additionally, not only can the top three teams each be awarded a medal but all the other teams taking part in it will get a reward as well. What will be the most attractive is that it will be a great honor for the top three teams to receive special volleyballs that have the name of the most popular volleyball player on them. Therefore, we must do enough preparations before the match, such as training as frequently as we can.

So excited am I that I can't wait to join in it. How about you?

Looking forward to your reply.

Yours,

Li Hua

邀请信

假定你是李华，你校将举办音乐节。请写封邮件邀请你的英国朋友 Allen 参加，内容包括：

1. 时间；
2. 活动安排；
3. 欢迎他表演节目。

注意： 1. 词数 100 左右； 2. 可以适当增加细节，以使行文连贯。

Dear Allen,

How is everything going? Our school will hold a music festival next Sunday morning in the school hall. And I'm writing to invite you to join us.

The opening ceremony will start at 9:00 am, and the schoolmaster will deliver a speech. Then there will be various fantastic performances played by talented students. You are definitely welcome to show up on stage, which will add color and fun to our festival.

Looking forward to your early reply.

Best wishes,

Li Hua