


学习是一种信仰! 

尚德机构商学院内部讲义

英语课讲义

尚德机构出品

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五、作文

小作文（应用文）写作

分值：10 分

任务：100 词左右的应用文写作

注意事项： 1. 格式！尤其注意开头结尾。书写！首句必须不能错。

2. 多为信函写作，2015 年考过通知。

基本的信件类型

邀请信；道歉信；祝贺信；建议信；投诉信；求职信；辞职信；推荐信；感谢信；请求信

英语二小作文历年真题汇总

2010 年

You have just come back from the U.S. as a member of a Sino-American cultural exchange program. Write a letter to your American colleague to

- 1) Express your thanks for his/her warm reception;
- 2) Welcome him/her to visit China in due course.

You should write about 100 words on ANSWER SHEET 2. **Do not** write your address. **Do not** use your own name or the name of your university. Use "Zhang Wei" instead. (10 points)

2011 年

Suppose your cousin Li Ming has just been admitted to a university. Write him/her a letter to

- 1) congratulate him/her, and
- 2) give him/her suggestions on how to get prepared for university life.

You should write about 100 words on ANSWER SHEET 2. **Do not** write your address. **Do not** use your own name or the name of your university. Use "Zhang Wei" instead. (10 points)

2012 年

Suppose you have found something wrong with the electronic dictionary that you bought from an online store the other day, Write an email to the customer service center to

- 1) make a complaint and
- 2) demand a prompt solution

You should write about 100 words on ANSWER SHEET 2. **Do not** write your address. **Do not** use your own name or the name of your university. Use "Zhang Wei" instead. (10 points)

2013 年

Suppose your class is to hold a charity sale for kids in need of help. write your classmates an email to

- 1) inform them about the details and
- 2) encourage them to participate

You should write about 100 words on ANSWER SHEET 2. **Do not** write your address. **Do not** use your own name or the name of your university. Use "Zhang Wei" instead. (10 points)

2014 年

Suppose you are going to study abroad and share an apartment with John, a local student. Write him to email to

- 1) tell him about your living habits, and
- 2) ask for advice about living there.

You should write neatly on the ANSWER SHEET 2. Do not sign your own name at the end of



the letter, use "Zhang Wei" instead. Do not write the address. (10 point)

2015 年

Suppose your university is going to host a summer camp for high school students. Write a notice to

- 1) briefly introduce the camp activities, and
- 2) call for volunteers

You should write neatly on the ANSWER SHEET. Do not sign your own name at the end of the letter, use "Zhang Wei" instead. Do not write the address. (10 point)

2016 年

Suppose you won a translation contest and your friend Jack wrote an email to congratulate you, and ask advice on translation. Write him a reply to

- 1) thank him;
- 2) give your advice.

You should write neatly on the ANSWER SHEET. Do not sign your own name at the end of the letter, use "Li Ming" instead. Do not write the address. (10 point)

2017 年

Suppose you are invited by Professor Williams to give a presentation about Chinese culture to a group of international students. Write a reply to

- 1) accept the invitation, and
- 2) introduce the key points of your presentation

You should write about 100 words on the ANSWER SHEET. Don't use your own name, use "Li Ming" instead. Don't write your address. (10 points)

2018 年

Suppose you have to cancel your travel plan and will not be able to visit Professor Smith. Write him an email to

- 1) Apologize and explain the situation, and
- 2) Suggest a future meeting

You should write neatly on the ANSWER SHEET. Do not sign your own name at the end of the letter, use "Li Ming" instead. Do not write the address. (10 points)

2019 年

Suppose Professor Smith asked you to plan a debate on the theme of traffic. Write him an email to

- 1) suggest a specific topic with your reasons, and
- 2) tell him about your arrangements.

You should write about 100 words on the ANSWER SHEET. Do not use your own name. Use "Li Ming" instead. (10 points)

年份	主题	考试形式
2010	感谢美国同事款待，欢迎造访中国	感谢+邀请（信）
2011	祝贺表弟考上大学，给予大学生生活建议	祝贺+建议（信）
2012	对网店购买电子产品的投诉，请求解决办法	投诉+请求（信）
2013	邀请同学参加义卖会，介绍活动细节	邀请+介绍（信）
2014	自我习惯介绍，请求舍友给予生活建议	介绍+请求（信）
2015	举办夏令营，介绍活动细节，号召志愿者	通知+介绍+号召（通知）
2016	你赢了翻译比赛，朋友向你祝贺并寻求建议	感谢+建议（信）



2017	教授邀请你为留学生做关于中国文化的演讲	感谢+描述演讲要点 (信)
2018	取消了行程, 无法拜访教授	道歉+建议 (信)
2019	组织辩论, 建议主题, 介绍相关安排	介绍+建议 (信)

例文:

Dear Tom,

I would like to convey my heartfelt thanks to you for your kindness to receive me when I participated in an exchange program in USA.

Your generous help made it possible that I had a very pleasant stay and a chance to know American cultures better. Besides, I think it is an honor for me to make friends with you and I will cherish the goodwill you showed to me wherever I go. I do hope that you will visit China one day, so that I could have the opportunity to repay your kindness and refresh our friendship.

Please do accept my heartfelt thanks again. Wish you all the best.

Sincerely yours,
Zhang Wei

提纲——

开头	Dear xxx/ Sir; Madam / Sir or Madam / all,
首段 (套话)	1~2 句写信目的, 自我介绍
第二段 (逻辑结构: 总分)	3~5 句切题
尾段 (套话)	1~2 句重申目的, 盼望回信, 美好祝愿
落款	Yours sincerely/ Best regards, xxx

小作文模板

一、求职信 推荐信

求职信:

Dear XXX/ Sir; Madam / Sir or Madam / all,

① I'm writing this letter for the purpose of applying for the post mentioned in the advertisement of your company.

② With reference to your particular requirements, I wish to be considered as an applicant for the position, and beg to state my qualifications as follows. ③ Born in...in..., I major in I have been working as...since my graduation, and I have therefore attained a lot of knowledge and experiences in this field. ④ I am confident that my experience and ability will show you that I can fulfill the particular requirement of your position.

⑤ I would be highly grateful if you would consider my application and kindly offer me a place in your company/ an opportunity for an interview. ⑥ I am expecting your early reply!

Yours sincerely/ Best regards,
XXX



替换——

① I have read your advertisement in...for a position, and I will be grateful if you could consider me favorably as an applicant for the position.

I have learnt from yesterday's newspaper that you are employing the position of I wish to be considered as an applicant for the position.

③ I have proved to be a good team player, self-motivated, responsible and skillful in carrying out my assignment.

Besides being thoroughly honest and reliable, I am equipped with an unusual quickness and ability in communication and coordination.

I am particularly excellent in English, which will reach the requirements set by your company.

推荐信:

Dear ×××/ Sir; Madam/ Sir or Madam/all,

① I'm writing the letter to recommend to you ×××, for his application for the position in your company.

② With reference to your particular requirements, I have the pleasure to say that he is the just person you are looking for. ③ (参考求职信, 更换人称即可) ④ Accordingly, I am certain that he/she deserve(s) your consideration.

⑤ I would be highly grateful if you would consider my recommendation and kindly offer him a place in your company/ an opportunity for an interview. ⑥ I am expecting your early reply!

Yours sincerely/ Best regards,

×××

二、辞职信

Dear ×××/ Sir; Madam/ Sir or Madam/all,

① I'm writing this letter for the purpose of informing you of my decision to resign from my current position in this company.

② I enjoy working with the people in the office and they are kind and hard-working. However, after a month work, I unfortunately find the job is quite far from my expectations. ③ Firstly, the salary is far from satisfying, which cannot support my large family. ④ Besides, I find my talents are not being made full use of. ⑤ In a word, I have made up my mind to resign from the job after much deliberation.

⑥ I would like to take this opportunity to express my gratitude to you for the rewarding experience that I have achieved during my employment. ⑦ I apologize in advance for any inconvenience thus caused.

Yours sincerely/ Best regards,

×××

替换——

③和④

The job is not as interesting and challenging as I initially expected.

I intend to move to my hometown to live permanently with my family so that I can take good care of them.

三、道歉信

Dear ×××/ Sir; Madam / Sir or Madam / all,

①I'm ×××. I am writing this letter to offer my sincere apology to you.

②I am very sorry to inform you that I did not manage to complete...due to... Had I paid more attention then, I wouldn't have made such a stupid mistake. ③I am sorry again for what I have done and I trust that you will be able to understand.

④I sincerely wish you could understand my situation and accept my apology, and I apologize in advance for any inconvenience thus caused. ⑤Please let me know which solution you prefer at your earliest convenience.

Yours sincerely/ Best regards,

×××

替换——

② I feel terribly sorry that I failed to...Now something must be done to solve the problem. First of all, ... Moreover,... Last but not least, ...

I would be very much obliged if you could grant me another week for the task.

I am terribly sorry to tell you that I am unable to attend ... That is owing to the fact that I suddenly caught cold and lost my voice. So I had to the hospital.

I will be fully occupied by..., which is quite out of my expectation.

③ Therefore I am forced to adjust my schedule and cannot make my presence on your.... I sincerely hope that you will enjoy a good time.

四、感谢信

Dear ×××/ Sir; Madam / Sir or Madam / all,

① I'm ×××. I would like to convey my heartfelt thanks to you for your kind help.

②I should like this message to be taken as an expression of heartfelt gratitude of...I appreciate greatly what you have done. ③ ④ (切题表述) ⑤ Without your help, I couldn't have finished the work on time.

⑥ Thus, I really appreciate your dedicated help. Best wishes for you.

Yours sincerely/ Best regards,

×××

替换——

②Your generous help and tender care made me feel warmly welcomed and transformed my first trip into a beautiful memory.

⑥Thus, I really appreciate your dedicated help, and I am looking forward to your visit to China in due time in the future.

Finally, I feel most obliged to thank you once more.

五、祝贺信

Dear ×××/ Sir; Madam / Sir or Madam / all,

①I am writing this letter for the purpose of congratulating you on...

②Facing your brilliant achievement, I will never forget your painstaking labor and excellent ability. ③Therefore, I can imagine your excitement when you realized such an ambition. ④Indeed, no one could have been more deserving than you. ⑤Besides, it is a real encouragement to see your efforts rewarded. In short, I am proud greatly of what you have achieved.

⑥Thus, I really compliment on your success. I am looking forward to your beautiful tomorrow.

Yours sincerely/ Best regards,

×××

替换——

②We are very happy to know that... Allow us to give our most sincere congratulations on this exciting occasion.

⑥Please accept my most sincere congratulations on your success! May all the years ahead fulfill all your hopes and dreams!

六、建议信

Dear ×××/ Sir; Madam / Sir or Madam / all,

①I am writing this letter for the purpose of making some suggestions concerning...

②In my humble opinion, to eliminate the phenomenon, it would be wise to take the following actions.③ First and foremost, ...④Besides,... ⑤Last but not least,...

⑥I would highly appreciate it if my proposals could kindly be considered and further improvements could be made in this regards.

Yours sincerely/ Best regards,

×××

替换——

①I am writing to express my views concerning... In the first place, I would like to express my thanks to you for everything you have been giving to us. Meanwhile, I also want to make some advice/suggestions/proposals to better....

⑥ I hope you will find these /suggestions/recommendations practical/useful/helpful, and I would be ready to discuss this matter with you about further details. Your prompt attention to my recommendations will be highly appreciated.

七、投诉信

Dear ×××/ Sir; Madam / Sir or Madam / all,



- ①I'm writing this letter for the purpose of making a complaint about your product/service
 ②There are mainly three reasons for my dissatisfaction with.... ③For one thing, ... ④For another thing,... ⑤What's more,⑥I strongly request that a satisfactory explanation be given and effective measures should be taken to improve your service and the quality of your products.
 ⑦You can either send a new one to me or refund me my money in full.
 ⑧I will appreciate it if my problem receives due attention. ⑨Thank you for your time and patience. ⑩I'm looking forward to your prompt reply.

Yours sincerely/ Best regards,

× × ×

替换——

- ①I'm writing this letter for the purpose of making a complaint about... It was somewhat irritating to find that
 ⑧ It would be highly appreciated if you could take my problems into careful consideration and give your due attention.
 ⑩I'm looking forward to your prompt reply.

八、邀请信

Dear × × × / Sir; Madam / Sir or Madam / all,

- ①I'm writing this letter for the purpose of inviting you to attend...
 ②As..., we have planned to hold..., so that we can... ③Thus, we are writing this letter in the hope that you can join us. ④The activity is going to be held on...in...
 ⑤We would appreciate it very much if you could accept our invitation. ⑥We are looking forward to your early reply. ⑦Wish you the best of health and success.

Yours sincerely/ Best regards,

× × ×

替换——

- ①I am writing on behalf of...to invite you to give a lecture/deliver a speech on the topic of... in...
 We would feel very much obliged if you could...
 ⑤I am sure that it would be immensely beneficial to all of us if you would consider giving us an update on this.
 ⑥We would highly appreciate it if you could confirm your participation at your earliest convenience.
 ⑦We would be looking forward to your coming with great pleasure.

九、请求信

Dear × × × / Sir; Madam / Sir or Madam / all,

- ①I am × × ×. ②I'm writing the letter to ask you for help/advice.
 ③The reasons for my urgent need of...are as follows. ④For one thing, ... ⑤For another thing,... ⑥What's more, / 或者③Will you be so kind enough to (give me some information



about) ...④For one thing, ... ⑤For another thing,...⑥What' more,

⑦Therefore, I will much appreciate if you can help me to deal with this matter. ⑧Please feel free to call me at any time at your convenience for further questions. ⑨Best wishes for you.

Yours sincerely/ Best regards,

× × ×

替换——

② I am writing this letter for the purpose of inquiring about some necessary information regarding...

③ I'd like to ask if you can provide me with the information of...

⑦ I would be very grateful if you could be kind enough to provide me essential information about the above-mentioned aspects.

Therefore, I will be much obliged if you can help me to....

十、通知

NOTICE

In order to enrich high school students' life in summer holiday and expand the reputation of our university, the Students Union are going to host a summer camp in our school campus and volunteers are needed. The details about this summer camp and volunteer recruitment are listed as follows.

Firstly, the summer camp will begin on September 1st and it will last for ten days. Secondly, the main theme of this summer camp is "Better English, Better life" and there are various activities in this summer camp, including speaking contest, drama contest, sports meeting and dancing part and so on. Thirdly, volunteers need to have a good command of English and be enthusiastic in organizing different kinds of activities.

If you have any question or suggestion about this summer camp, please contact us at 12345 as soon as possible.

ABC University

大作文写作

1. 首段：数据变化/对比
2. 第二段：变化原因或影响
3. 第三段：未来预测→好的要鼓励，坏的要解决。

英语二大作文历年真题汇总

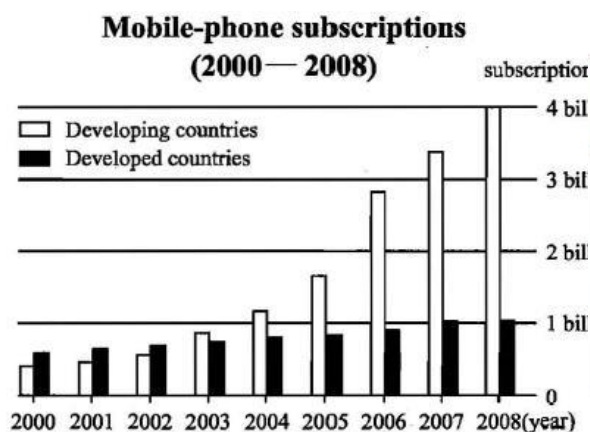
Directions: Write an essay based on the following chart. In your writing, you should

1. interpret the chart and
2. give your comments,

You should write about 150 words.

Write your essay on ANSWER SHEET 2. (15 points)

2010 年真题图表

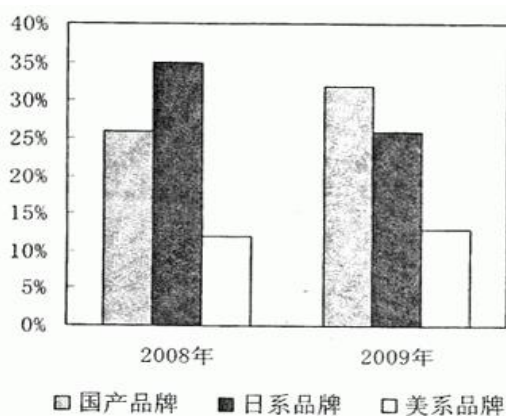


2012 年真题图表

某公司员工工作满意度调查

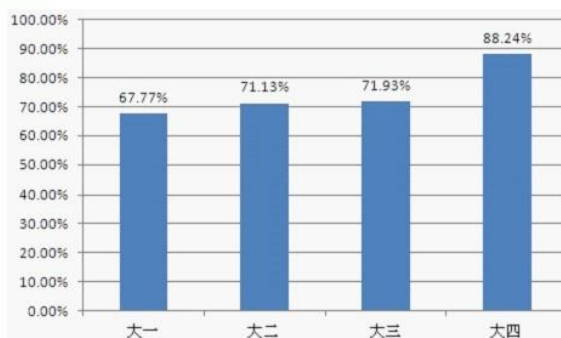
满意度	满意	不清楚	不满意
年龄组			
≤ 40岁	16.7%	50%	33.3%
41 ~ 50岁	0.0%	36.0%	64.0%
> 50岁	40.0%	50.0%	10.0%

2011 年真题图表



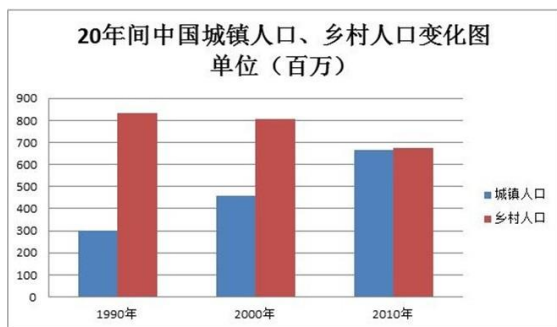
2008、2009 年国内轿车市场部分品牌市场份额示意图

2013 年真题图表



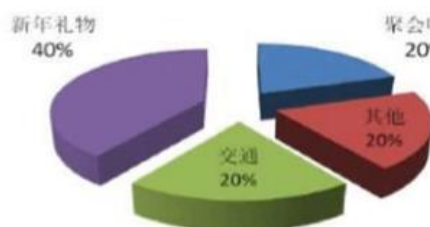
某高校学生兼职情况

2014 年真题图表



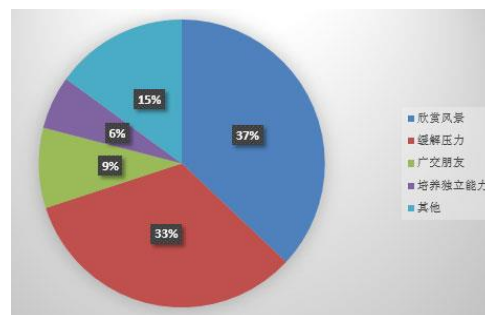
2015 年真题图表

我国某市居民春节假期花销比例

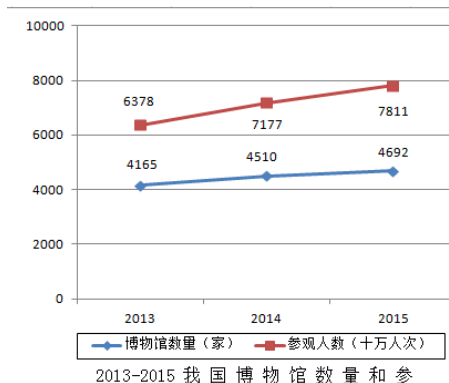


2016 年真题图表

某高校学生旅游目的的调查

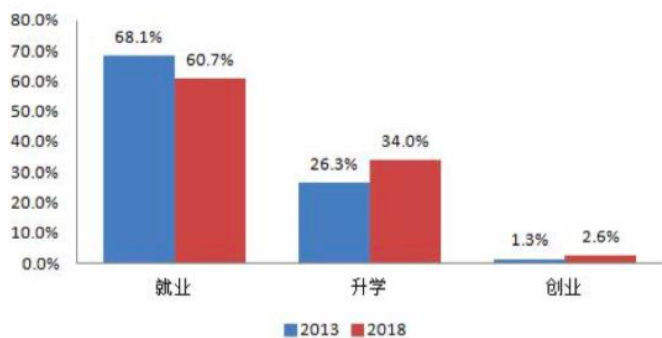


2017 年真题图表

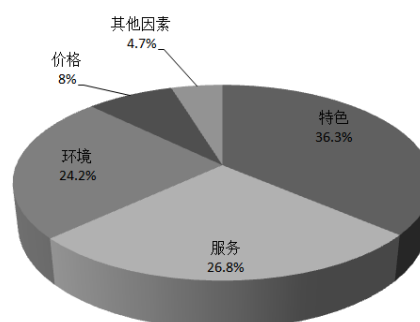


2019 年真题图表

某高校2013年和2018年本科毕业生去向统计



2018 年真题图表



2017某市消费者选择餐厅关注的因素

大作文模板

第一段——

变化型

①As it is shown in the above, dramatic changes have taken place in...within...years. ②The number of...was on a dramatic increase from...in...to...in..., while...decreased slightly from...to...in the same period. From the change in the..., it goes without saying that....

替换: ① The ... above clearly shows that there has been the change in the number of ... and ... in

②There has been a sharp decline in the number of ... during the period from... to ..., decreasing to ... in On the other hand, the number of ... has steadily increased in the same period, reaching to ... in

The number of ...has witnessed a sharp rise, increasing to ... in On the other hand, the number of ... was on a slow and steady rise, increasing slightly to ... in

Surprisingly, the number of ...has increased for the third consecutive year.

... has risen from ... then to over ... now.

对比型

①As it is shown in the above, the percentage/number of A, B, C and others is..., ..., ...and... respectively. ②Of all the numbers, ...is at the top of the list, accounting for about.... ③Meanwhile, the percentage of ... is lower than ④From the number in the..., it goes without saying that....

替换: ①As is clearly reflected in the above ..., ... demonstrates obvious differences in

②和③According to the data given, ... takes a comparatively large share, accounting for ..., while that of ... also takes away 20% of the whole proportion.

④ sth1 is sth2, which means that... (注意: sth1 是题目中的分析对象; sth2 有以下选择: a Chinese traditional virtue; a pervasive social trend; a hot social topic; a severe global issue; which means that + 一个你可以写对的简单句。)

第二段——

Such phenomenon may be rooted in the following reasons. To begin with, it is well-known that with a fast pace of industrialization and economic development,..., so that.... In addition, another important factor that cannot be ignored is that people has changed the attitude to.... Therefore, Last but not least, we must admit that....

替换: ①What accounts for the increase? In my opinion at least three factors contribute to

the changes/differences.

Some driving factors that contribute to the above-mentioned phenomenon may be summarized as follows.

There might be two reasons, I think, for the change/differences.

④ ...is another reason.

第三段——

积极现象

①Given the analyses above, it can be predicted that such established trend will surely continue for quite a while in the forthcoming years. ②As far as I'm concerned, it is a positive change and should be encouraged, for it is beneficial not only to..., but to the development of....

替换: ①Taking all these factors into consideration, we can safely come to the conclusion that this trend will continue in the future.

Taking into account what has been argued so far, the phenomenon is bound to continue for a few years in the future.

In view of the arguments above, we can conclude that the current phenomenon is of no surprise.

Based on the factors discussed above, all the analysis point to an unshakable conclusion.

There is no denying the fact that people will have diverse views on the same issue, but my standpoint is clear and well founded in the foregoing discussions.

②In my judgment, this good current tendencies in society should be wide spread.

Therefore, I believe, the current trend should be encouraged rather than discouraged or even banned.

消极现象

①Given the analyses above, it can be predicted that such established trend will surely continue for quite a while in the forthcoming years. ②To reverse the trend is not a piece of cake, which requires the efforts from all sides. ③Only in this way can we solve this problem properly.

替换: ② This trend, posing a persistent and growing threat to the sound development of society, must be reversed as soon as possible. It is imperative for us to take measures.

Measures are supposed to be taken effectively, actively and rapidly.

... cannot have failed to do

③Only through the combined efforts can we eliminate this "tumor" forcefully and completely.

大作文补充资料

一、数据描述形容性副词

sharp, sharply; dramatic, dramatically; considerably; enormously; remarkably; tremendously, extraordinarily; slightly; steady, steadily; slowly

二、关联词+衔接句型:

First of all, with the rapid development of the society...

In addition, it is well-known that...

Last but not least, ...contributes significantly to the increase in the number of ..

Firstly, ...is not only..., but a...

Secondly, ...makes it possible for one to ...

As a consequence, most people prefer to ..., rather than...

To begin with, ...**What' more**,... **Additionally**, ...

Finally, ... plays a positive role in people's daily lives, bringing us a lot of benefits / some serious problems. ...

三、通用理由和常用句型:

1. The first contributing factor is the substantially fast developing steps of China. No one can deny the benefits brought by Chinese economic reform since 1980s which partly lead to/cause/be responsible for/contribute to/account for this phenomenon.

2. With the rapid development of technology and knowledge in domestic companies, a growing number of ... have developed many top quality products. Therefore, the national people changed the attitude towards the native brands and acknowledged them.

3. The consistent progress of the society/ the continuous development of the economy contributes to this phenomenon.

4. Individuals' desire for exploring new knowledge and widening the horizons...

5. ...has become an indispensable part in our daily life.

6. As time goes by, ... will show more profound significance.

7. In the long term/run, ... will facilitate to establish a harmonious society, which is necessary and important to our country's development and construction.

8. ...are beneficial to individual's improvement of ...(efficiency).

9. ... are improper for individuals' life.

10. ...enrich our soulful experiences toward humanity/society.

11. On account of this, we can find that it is not suitable for ... to

12. All in all, it is obvious that the government should ... to meet the demands of ...

四、找原因或影响的纵横维度

一般维度: 国家 社会 个人 (物质+观念 / 客观+主观)

政治 经济 文化

切题维度: 题目中所涉及的所有主体, 及跟该主体有关的对象, 逐一分析

五、多说一句: 因果联系

1. 非限制性定语从句

In the long term/run, ... will facilitate to establish a harmonious society, which is necessary and important to our country's development and construction.

2. 举例

六、常用词汇和替换词

1. be suppose to/ be obliged to 替换 should

He is supposed to (should) have driven more slowly.

2. appreciate 替换 thank

We appreciate your help very much. / Your help is much appreciated.

3. due to 替换 because of

He arrived late due to (because of) the storm.

4. come up with 替换 think of

Jack is very clever. He often comes up with (thinks of) new ideas.

5. be long for sth. / be long to do sth. 替换 want to do sth./wish for

I want to see you very much. → I am long to see you.

6. be caught up in/be crazy about/be absorbed in/be addicted to 替换 be interested in

He is caught up in (very interested in) collecting stamps

7. perfect (ly) 替换 good/ very well

He speaks perfect (good) English./ He speaks English perfectly

8. do sb a favor 替换 help

Would you please do me the favor (help me) to turn down the radio?

9. in the course of 替换 during

In the course of (During) the mountain-climbing, please help each other and pay special attention to your safety.

10. the majority of 替换 most

The majority of (Most of) the interviewees prefer watching TV at home to going to the cinema.

11. nevertheless 替换 however

12. express one's satisfaction with 替换 be satisfied with

13. spare no efforts to do 替换 try one's best to do

14. meanwhile 替换 at the same time

15. occasionally 替换 sometimes /once in while

16. for instance 替换 for example



17. as a matter of fact 替换 in fact

18. 其他

好的——good, nice, proper, appropriate, wonderful, excellent

有利的——beneficial, advantageous, favorable, desirable, constructive

不恰当的——bad, terrible, improper, inappropriate, unacceptable, indecent

有害的——destructive, disadvantageous, discouraging

获得——acquire, obtain, gain

提高——improve, develop, enhance, boost; progress, advancement

协助——facilitate

明显地——obviously, apparently, visibly, evidently, perceptibly, noticeably.

大作文升级资料

I. 加长句

1) 领头句: it goes without saying that...

it is well-known that...

another important factor that cannot be ignored is that...

we must admit that...

it is beyond dispute that...

what is universally acknowledged is that...

with the rapid development of technology and knowledge, ...

although quite a few of adults fail to focus on it, ...

2) 断后句: 定于从句 which

..., which plays a key role in our daily life.

..., which is necessary and important to our country's development.

..., which will facilitate to establish a harmonious society.

..., which leads to

..., which forces sb to do sth.

..., which makes it possible for sb to do sth.

3) 插入句: needless to say; to tell the truth; as I can see it; in my judgment; as everyone can see it; in our contemporary society; in the general routine of everyday living

II. 高分必备

1. 句型

1) 被动语态

2) so...that

3) It is/ was + 被强调部分 (通常是主语、宾语或状语) + that/ who (当强调主语且主语指人) + 其他部分

4) 特殊句型:



Nothing approaches the love of a mother for her child.

Few scientific and technological achievements **equal** the success of landing men on the moon.

Ignoring cause and effect **is exactly the same thing as** failing to look both ways when crossing a busy intersection.

No invention **has received more** praise and abuse than Internet.

2. 结构

让大作文第二段的论证充实，可以在一处原因后举例。

举例万能开头（字数够就别用了）：

- 1) Although so abundant cases can support my simple view, the following one is favorable.
- 2) I can think of no better examples other than the following one.

虚拟数据例证：

- 1) An investigation shows that...
- 2) Environmental experts point out that...
- 3) The latest surveys show that...

升级版：

1) An increasing number of ... believe that However, this opinion is now being questioned by more and more ..., who hold the idea that ...

2) **Although** many people claim that, ... The information I've collected over the recent years leads me to believe that ...

让大作文第三段结尾跟别人不一样：

(好现象)... is something that no one should ignore. The valuable benefit obtained therefore should not be arbitrarily dismissed, but should instead be treasured.

(坏现象)... is something that no one should ignore. The terrible influence therefore should not be arbitrarily overlooked, but should instead be eliminated.

补充其他类型——

1. 图画作文示例：

Directions:

Study the following photos carefully and write an essay. Your essay should

- 1) describe the photos briefly,
- 2) interpret the social phenomenon reflected by them, and
- 3) give your point of view.

You should write 160~200 words neatly on ANSWER SHEET. (20 points)





We can see a vivid and thought-provoking picture above, in which the street is filled with too many private cars. It seems that the cartoonist is sending a message about the problem of traffic jam. It is beyond any doubt that what the cartoonist intends to convey in the picture is far reaching.

As far as I am concerned, some driving factors that contribute to the above-mentioned phenomenon may be summarized as follows. First of all, many people are not aware of the importance of smooth traffic. It is reported that 78% of people drive to work. In addition, lack of environmental awareness also gives rise to such shameful phenomenon. Last but not least, lack of low-carbon idea contributes significantly to traffic jam.

Considering the possible negative aspects of this phenomenon, we may come up with some tentative suggestions as follows. First of all, the authorities concerned have to make relevant rules and regulations regarding traffic jam. In addition, drivers should restrain themselves and should be educated to be more conscious of the importance of smooth traffic. Only in these ways, I firmly believe, can such phenomenon be terminated or at least reduced in the future.

2. 观点陈述类示例:

Small Companies or Large Companies?

- (1) 在小公司工作的好处
- (2) 在大公司工作的好处
- (3) 我的观点

These days, when asked about the issue of working in small companies or working in large companies, people vary a lot in their viewpoints. A small group of people tend to hold that working in large companies is harmful to one's career. Some statistics appear to support their view: it is reported that 78% workers were happy about their new jobs in the long run. Despite the arguments above, there are still a sizable percentage of people in strong favor of working in large companies.

According to them, there are quite a number of factors contributing to this idea, of which the first and foremost one is that working in large companies will exert positive influence on one's personal development. What's more, through working in large companies, people can make new friends and broaden their horizon. Last but not the least, working in large companies can enhance individual's competitive awareness.

So far as I am concerned, the latter viewpoints seems more convincing, and therefore more appealing to me. In fact, however sound the arguments of the former view may be, they only skim the surface of the problem. Working in large companies can mean a good chance for one's career. Therefore, I firmly believe that working in large companies will benefit people a lot.

真题练习——

2010 年小作文

参考例文——

Dear Tom,

I'm Zhang Wei. I would like to convey my heartfelt thanks to you for warm reception.

I appreciate greatly what you have done. ①Without your help, I couldn't have finished the work on time. ②I should like this message to be taken as an expression of heartfelt gratitude of your help. ③Besides, I'm writing this letter also for the purpose of inviting you to visit China in due course. We are looking forward to your visit. I am sure that it would be immensely beneficial to all of us.

Finally, I really appreciate your dedicated help once more and I hope you could accept my invitation. Best wishes for you.

Best regards,
Zhang Wei

替换——

① Without your help, I couldn't have achieve our missions successfully.

With your help, the cultural exchange program is so successful that the relationship between our two countries will be stronger.

With your help, the cultural exchange program is so successful that we'll know each other better.

② I have been impressed by your kindness. It is your goodwill that I'll cherish forever.

③ Besides, I'll be very happy if you could visit China at your convenience so that I could refresh our friendship.

Besides, I'll be very happy if you could visit China at your convenience. In this way, we can have closer cultural exchange.

参考译文——

亲爱的汤姆，

我是张伟。我谨向您表示衷心的感谢，感谢热情款待。

我感激你所做的一切。没有你的帮助，我不可能按时完成工作。我想以此信表示我发自内心的感激。另外，我写这封信，希望你能适当时间来中国。期待你的来访。相信对我们双方都有利。

最后，感谢你的帮助，希望你能接受我的邀请。祝你一切顺利。

祝好，
张伟

① 没有你的帮助，我不能顺利完成工作。

在你的帮助下，我们文化交流项目得以顺利完成，两国友谊进一步增强。

在你的帮助下，我们文化交流项目得以顺利完成，我们又增进了对彼此的了解。

② 我被你的善良感动。你的好我会珍惜永远。

③ 另外，你方便时候如果能来中国，我们就可以进一步增进感情。

另外，你方便时候如果能来中国。这样，我们就可以进一步促进文化交流。



2012 年大作文

参考例文 1——

As is clearly reflected in the above table, the satisfaction of staff demonstrates obvious differences. Of all the numbers between 41 and 50 years old, the percentage of dissatisfaction is at the top of the list, accounting for 64%. Meanwhile, the percentage of satisfaction is 0%. From the percentage in the table, it is beyond dispute that plenty of the middle-aged people are not satisfied with their work.

Some driving factors that contribute to the above-mentioned phenomenon may be summarized as follows. To begin with, the consistent progress of the society contributes to this phenomenon. In addition, the turning of people's attitude and their outlook on life can explain the change. Last but not least, the company attach less attention to the middle-aged staff.

Given the analyses above, it can be predicted that such established trend will surely continue for quite a while in the forthcoming years. To reverse the trend is not a piece of cake, which requires the efforts from all sides. Only in this way can we solve this problem properly.

参考译文——

正如上面所示,员工满意度有明显的区别。所有 41~50 岁年龄组中,不满意的占比最大,高达 64%。同时,满意自己工作的占 0%。表格中可以看出,毫无疑问,中年人最不满意自己的工作。

以下因素导致了上述现象。首先,持续的经济的发展促成这个现象。另外,人们态度的转变和人生观的转变。最后,公司最不重视中年员工。

在上述分析的基础上,可以预见,这种既定趋势在未来几年一定会持续相当长的一段时间。扭转趋势不是一件小事,这需要各方面的努力。只有这样我们才能妥善解决这个问题。

参考例文 2——

As is clearly reflected in the above table, the satisfaction of staff demonstrates obvious differences. 64% of the staff between 41 and 50 years old are dissatisfied with their work, while none of them are content with it. From the table, we can see that the low job satisfaction in this middle-aged is a pervasive social trend.

Some driving factors that contribute to the above-mentioned phenomenon may be summarized as follows. To begin with, the pressure from work is higher than before, which forces them to spend more time on work and less on holiday. An investigation shows that 77% middle-aged people have to work overtime everyday. In addition, another important factor that cannot be ignored is that many middle-aged people should support both children and the senior. Last but not least, the company attach less attention to the middle-aged staff.

The middle-aged people have the least satisfaction of work is something that no one should ignore. The terrible influence therefore should not be arbitrarily overlooked, but should instead be eliminated.

参考译文——

正如上面所示,员工满意度有明显的区别。64%的 41~50 年龄组的员工不满意自己的工作,同时这个年龄组没有人满意自己的工作。表中显示,中年人中很低的工作满意度是一个普遍社会现象。

以下因素导致了上述现象。首先,工作压力相较从前大大增加,使得他们更多时间用于工作,很少休假。一项调查表明,77%的中年人每天都会加班。另外,还有一个不容忽视的问题,很多中年人需要供养小孩和老人。最后,公司对中年员工重视不够。

中年员工极低的工作满意度不能被忽视。这个现象的恶劣影响不容忽视,而是应该被消除。

Section 1 Writing

Part A

47. Directions:

Suppose you are an employee in ABC Company, and your classmate, Mike, just got offer from your company. Write him/her a letter to

- 1) congratulate him/her, and
- 2) invite him to the party held by your department .

You should write about 100 words on ANSWER SHEET. **Do not** sign your own name at the end of the letter. Use “Zhang Wei” instead. **Do not** write your address. (10 points)

Dear Mike,

I am writing this letter for the purpose of expressing my warmest congratulations to you on your new job. I am very happy to know that you will join my department.

In order to enrich our daily life and help us to know better about each other, our department is going to host a party. The theme of the party is “Better Office, Better life” . We have planned to hold the party at 20:00 this Friday so that we can join it after work.

I hope you can join us and enjoy yourself.

I am looking forward to your early reply. Wish you the best of health and success.

Yours sincerely,
Zhang Wei

Section 2 Writing

Part A

47. Directions:

Suppose your friend, Mike, just opened a new store on the Internet. Write him a letter to

- 1) congratulate him, and
- 2) ask for some information about the product in his store.

You should write about 100 words on ANSWER SHEET. **Do not** sign your own name at the end of the letter. Use “Zhang Wei” instead. **Do not** write your address. (10 points)

Dear Mike,

Good news travels fast! It was delightful for me to hear your success. I am proud greatly of your new store.

Facing your brilliant achievement, I will never forget your painstaking labor and excellent ability. Therefore, I can imagine your excitement when you realized such an ambition. Besides, I'm eager to know what products your store has. What's more, could you please give me a brief introduction of the products, which will help me to choose what I need? It would be highly appreciated if you could send me some relevant information on the above-mentioned aspects.

I am looking forward to your early reply. Wish you the best of health and success.

Yours sincerely,
Zhang Wei

Section 3 Writing

Part A



47. Directions:

Suppose you lost an important letter sent by ABC company. Write a letter to

- 1) make an apology,
- 2) suggest some solutions.

You should write about 100 words on ANSWER SHEET. **Do not** sign your own name at the end of the letter. Use “Zhang Wei” instead. **Do not** write your address. (10 points)

Dear Sir or Madam,

I am Zhang Wei. I am writing this letter for the purpose of expressing my sincere apology to you for the mistake I made. I feel terribly sorry that I lost the letter which you sent to me yesterday.

Had I paid more attention then, I wouldn't have made such a stupid mistake. Now something must be done to solve the problem. First and foremost, I would be much grateful if you could send it to me again. In addition, I would like to pay for the cost it may have.

I really hope you will accept my sincere apology and I am looking forward to your early reply.

Yours sincerely,

Zhang Wei

Section 4 Writing

Part A

47. Directions:

Suppose your parents plan to visit your city. Write a letter to them

- 1) introduce your city ;
- 2) give some suggestions for them.

You should write about 100 words on ANSWER SHEET. **Do not** sign your own name at the end of the letter. Use “Li Ming” instead. **Do not** write your address. (10 points)

Dear mom and dad,

I am glad that you come to my city. I am writing this letter for the purpose of introducing my city and making some suggestions.

First of all, my city is a typical modern city, which is very different from our small town. It is a city full of energy for there are many young people working here. The weather is different, too. As it's very cold now, I strongly suggest that both of you put on more clothes to keep warm. What's more, you had better come to my city by plane, which guarantees that you have a more comfortable trip.

I am looking forward to your early visit. Wish you the best of health.

Yours sincerely,

Li Ming

Section 5 Writing

Directions:

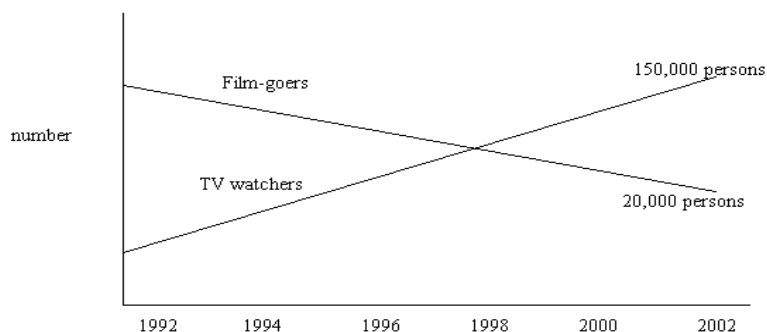
In this section, you are asked to write an essay based on the following chart. In your writing, you should

- 1) Interpret the graph above.
- 2) Give your comments.



You should write at least 150 words.

Write your essay on ANSWER SHEET.



The chart above clearly shows that there has been the change in the number of film-goers and TV watchers in X city. As is shown by the chart, there has been a sharp decline in the number of film-goers during the period from 1992 to 2002, decreasing to 20,000 in 2002. On the other hand, the number of TV watchers has steadily increased in the last decade, reaching to 150,000 in 2002. Finally, it is interesting to see that there were as many film-goers as TV watchers in the year 1998.

There might be two reasons, I think, for the change. Firstly, TV is not only a convenient source of entertainment, but a comparatively cheap one. There is no point in arranging transport. And one needn't pay for expensive seats at the cinema. Secondly, TV makes it possible for one to be kept informed of current events and the latest developments in science and technology. As a consequence, most people prefer to stay at home watching TV, rather than go out to the cinema, which wastes both time and money.

Personally speaking, there are still a lot of people who enjoy watching films. They argue that the film is a fascinating form of art. Sitting comfortably in the cinema, one can appreciate the latest movies, which will usually be shown on TV far later on. Therefore, I trust the number of film-goers will be on the rise in the future.