

英语二写作点睛材料

应用文点睛

信件/电子邮件格式

称呼,

第一段: 1. 写信目的+2. 写信原因

第二段: 3. 承上启下+4. 具体展开

第三段: 5. 重申目的+6. 期待回信

落款,

署名

预测题——推荐信

Directions:

Write a letter to the newly-enrolled international students in your university on behalf of the Student Union to

[1] welcome them, and

[2] recommend them a mobile application for learning Chinese.

You should write neatly on **the ANSWER SHEET**.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Dear Friends,

As the president of the Student Union, I am writing this letter on behalf of my schoolmates to convey our heartfelt welcome to you. And I would also like to recommend you a mobile application for learning Chinese.

The relevant details on this app are as follows. For one thing, this app offers the learners in different levels a diversity of graded articles, which would assist the users to choose their proper learning material with efficiency. For another, it also provides some links to the websites of reference information, so that the users could broaden the insight into their interested topics related to Chinese.

We cordially hope that this app would be of benefit to your Chinese learning. And for more information, please go to our official website.

Yours sincerely,

Li Ming

预测题——道歉推荐信

Directions:

Suppose you are a staff member working in a customer service center, a customer complained about the broken laptop bought from your store and asked for the replacement, but the one he wants was sold out. Please give him a response by email to

[1] make an apology

[2] agree to exchange goods and recommend one other type

You should write neatly on **the ANSWER SHEET**.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Dear Customer,

I, a staff member working in a customer service center, am cordially writing this email to express my apology for your terrible shopping experience in our store and we agree to exchange the laptop for you.

I have always been cherishing your trust. Unfortunately, the laptop you wanted to exchange was sold out. But we have prepared another type for you. The new type of laptop, produced this year, 2022, has a screen of 12.3 inches and includes an assortment of colors such as white, black and pink. Besides, it is equipped with a better CPU processor, which can be applied to high-tech fields like drawing, accounting, computing and so forth.

I feel deeply sorry again for any inconvenience we have caused, and we are looking forward to your understanding and hope you can accept our solution.

Yours sincerely,
Li Ming

预测题——建议信

Directions:

Your professor, Smith Cook, wants you to write some remarks about his lectures. Now write an email to

[1] express your favor to his lecture

[2] give him some your feedback.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Dear Prof. Cook,

To be honest, I really like your lectures and I am honored to write this email to give some feedbacks under your requirement.

Totally, your lectures are instructive and full of rich knowledge, yet I have a few warm tips to enrich your delivery. Since your lecture is about how to give an effective class, interesting classes are of foremost importance for students and therefore I think you might combine some abstract theories with funny stories in the reality. Besides, in order to make students easily follow your pace of teaching, I believe it is better to hand out the copies of content in advance.

I would like to thank you for the interest you take in and I am looking forward to your next lecture.

Yours sincerely,
Li Ming

预测题——介绍邀请信

Directions:

Your American friend, Tom, has to hand in an assignment to describe a Chinese traditional festival.

Now write a reply to

[1] introduce this festival

[2] invite him to China

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Dear Tom,

I am glad to receive your letter and I am happy to write the reply to help you describe a Chinese traditional festival.

Totally, China has a lot of traditional festivals such as Spring Festival, Mid-autumn Day and Dragon Boat Festival. While I believe that the Lantern Festival is well worth introduction. The Lantern festival, being the 15th day of the first month in the lunar calendar, dates back to the times of Western Han Dynasty, symbolizes the end of Spring Festival and is characterized by the reason for reuniting families or friends to consolidate family tie or enhance friendship. Besides, the main tradition is to appreciate various lanterns and fireworks and taste sweet dumplings made of glutinous rice flour, which is often called “Yuan Xiao” in Chinese.

I do hope that my descriptions will bring some help and I sincerely want to invite you to China to have the Lantern Festival with my family. I am looking forward to your reply.

Yours sincerely,
Li Ming

预测题——投诉信

Directions:

Suppose last month you signed up for a package tour to Beijing and during the trip something dissatisfactory happened. Write an email to the travel agency to

[1] express your dissatisfaction, and

[2] make some suggestions for its improvement

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Dear Sir or Madam,

I, a tourist who signed up for a package tour to Beijing, am writing this email to express my dissatisfaction and disappointment towards the service you provided.

I must account for two key factors for my complaint. The hotel reserved was so poor in sanitary condition that I had to sleep on the dirty sheet and to bear the strange smell in the room and corridor. Besides, the guide was too rude and impolite to help customers to solve problems. Therefore, I have to give a suggestion that satisfaction of customers is of foremost importance for the development of travel agencies and therefore we deserve better hotels and high-quality guides to ensure a happy travel.

Thus, I wish that you could pay due attention to my problems and improve your service. I am looking forward to your early reply.

Yours sincerely,
Li Ming

预测题——询问信

Directions:

Suppose you are planning to travel. Write an email to a local travel agency to inquire some details related to the recent package tour.

You should write about 100 words on ANSWER SHEET. Do not sign your own name. Use “Li Ming” instead.

Dear Sir or Madam,

As a tourist, I am planning to order a package tour to Nanjing. Thus, I am writing this letter to inquire some related information.

The information I need is as follows. For one thing, I am interested in the daily travel plan of the package tour, since I intend to visit some of my favorite scenic spots. For another, I would also like to know the ways of payment, so that I can choose the suitable way for me to pay for the fee.

I would be grateful if you would offer me the relevant information.

Yours sincerely,
Li Ming

预测题——推荐信（号召）

Directions:

Suppose one of your schoolmates, Yang Guo, is seriously ill in hospital and needs your help, write an email in the name of the Students' Union to call on all the students to donate.

Write your letter with no less than 100 words.

Write it neatly on **ANSWER SHEET 2**.

Do not sign your own name at the end of the letter; use "Li Ming" instead.

You do not need to write the address. (10 points)

Dear Friends,

As the representative of the Students' Union, I am writing this email to call on all students to make donations to our friend, Yang Guo, who is urgently in need of better treatment in hospital.

The specific reasons are as follows. First of all, Yang Guo is not only a student who has excellent academic performance but a warm-hearted friend to everyone. Thus, he deserves the help from others to pull through. In addition, since the whole cost of the treatment has risen astronomically, we should give him a helping hand to donate until he recovers from the disease. Last but not least, what we are trying to do fits the motto of our university: 'Love, Diligence, Righteousness, Integration'.

Once again, I hope everyone can make contributions to the building of our big family in the university, and it will be grateful if each one of you can be a part of this.

Sincerely yours,
Li Ming

预测题——询问信

Directions:

Your local museum is advertising an exhibition that you are interested in. Write an email to the manager of the museum. Introduce yourself and ask for any relevant information.

Write your letter with no less than 100 words.

Write it neatly on **ANSWER SHEET 2**.

Do not sign your own name at the end of the letter; use "Li Ming" instead.

You do not need to write the address. (10 points)

Dear Sir or Madam,

I am a student majoring in history at a local university and have a keen interest in the history of the Qin Dynasty. I am writing this email to know some information about the upcoming exhibition on the history of the Qin Dynasty at your museum.

The details are as follows. First, since I am in my senior year of college and have been working on my thesis on the customs and traditions of the Qin Dynasty, I would like to learn more about the groundbreaking achievements of this period for Chinese civilization through this exhibition. Secondly, I would like to know if there are any objects or precious materials available for reference for me to borrow in this exhibition. If so, it would be of great help to me to progress my dissertation.

Once again, I am looking forward to the success of this exhibition. Thank you.

Yours,
Li Ming

预测题——建议信

Directions:

A chemical plant should be responsible for the water pollution in a nearby river. Write a letter to the City Environment Protection Agency to

- 1) state the present situation,
- 2) suggest ways to deal with the problem and
- 3) express your sincere hope.

Write your letter with no less than 100 words.

Write it neatly on **ANSWER SHEET 2**.

Do not sign your own name at the end of the letter; use “Li Ming” instead.

You do not need to write the address. (10 points)

Dear Sir or Madam,

As a local resident, I am writing this letter to reflect on the problem of water pollution caused by a chemical plant.

The chemical plant discharges a large amount of sewage into the river every day without restraint, and it also emits a pungent smell, which seriously affects the normal life of the neighboring residents. Therefore, I hope this problem can be solved effectively. First of all, the relevant agencies should urge the chemical plants to treat the sewage before discharge. Secondly, corresponding policies and laws should be followed through, and penalties can be added appropriately to make them aware of the importance of protecting the environment.

Once again, I hope this problem can be solved efficiently.

Yours,
Li Ming

预测题——推荐信

Directions:

One of your students, Liu Ming, wants to study for the master's degree under the supervision of Professor Smith in an overseas university, you are asked to write a letter of recommendation for him in about 100 words.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

You do not need to write the address. (10 points)

Dear Professor Smith,

I am writing this letter to recommend one of my students, Liu Ming, who would like to pursue a master's degree under your guidance.

Liu Ming is a very diligent and single-minded student. He did not have the best grades when he entered school, but he understood his weaknesses clearly and was able to create a proper plan that worked for him to complete his tasks, eventually becoming the top one. In addition, he wants to make further steps through studying abroad and learn from the collision of different views in order to have a better career in his field.

Once again, I recommend Liu Ming as your future student. I am sure that with his excellent qualities, he will be one of your best students.

Yours,
Li Ming

通知

Notice

December 26, 2021

第一段: 1. 通知原因(交代活动安排)+2. 通知目的

第二段: 3. 承上启下+4. 具体展开

第三段: 5. 重申目的+6. 期待回信(可选加联系方式)

署名

预测题——通知 1

Directions:

Suppose you are the HR manager at Magazine & Designs and write a notice about recruiting the position of the editor to the graduates majoring in Art.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the notice. Use "Li Ming" instead.

Do not write the address.

Notice

May 1, 2023

For the purpose of enriching the talent cultivation of our company, we hereby announce the recruitment of an editor position to the outstanding graduates majoring in Art.

The related details can be given as follows. To begin with, our recruitment will be held on May 10th at 2 p.m. in our company's conference room 108, lasting about 2 hours. In addition to that, what we expect you to do is to prepare a brief self-introduction, so that we can have a brief understanding of you before the formal recruitment. But most importantly, if you can familiarize yourself with the necessary recruiting procedures and avoid unnecessary mistakes, it will be of great benefit to you.

If you are interested in us or have any questions, you can find more information on our website or feel free to contact us.

Li Ming

预测题——通知 2

Directions:

The city that you lived in will organize a marathon race. Now write a notice to inform all the residents in your community.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Notice

May 1, 2023

In order to improve citizen's physical condition and build up their strength, our city will launch a significant activity, a marathon race.

All the dwellers over the age of 18 and under the age of 55 in our community are welcomed to participate in this race but every applicant need attach importance to the following details. What you are required to do firstly is register your name and upload your personal information such as the household address, state of health, phone number and so on. Besides, we suggest that you should wear sports clothes and prepare a bar of chocolate for fear that you are weak.

Our race will be held beside the river at 8:00 a.m. and you could check the line of race on our website. We are looking forward to your participation.

Li Ming

大作文点睛

文字写作:

举例 1: 大纲要求-英语一大作文样题 Sample One(文字表述, 新增)

52.Directions:

Read the following excerpt from an article and write an essay. In your essay, you should explain whether or to what extent you agree with the author. Support your argument with reasons and relevant examples.

Write your answer in 160-200 words on the ANSWER SHEET. (20 points)

Many of us, whatever our field of work, fear that showing uncertainty can damage our image—and we may compensate by expressing overconfidence in an attempt to win trust. But in many situations people are willing to trust those who can admit they don't have a definitive answer. Recent studies found that communicating uncertainty and even admitting our mistakes is not harmful and can even be beneficial to trustworthiness. So, failure in expertise" can be compensated by higher integrity and benevolence. When communicating uncertainty in a transparent way, we are perceived as less biased and willing to tell the truth.

From the excerpt of this paper, the author mainly tries to explore that in our daily relationship communicating unsureness in combination with even admitting some errors are not always detrimental to our trustworthy image, which is conspicuously applicable to most of our real experience. Therefore, I'm utterly consent to the implication of this article. The contributing factors responsible for this phenomenon can be summarized as follows.

图表大作文写作框架

开头段: ①引出话题 + ②描述图表 + ③总结图表

中间段: ④图表意义 + ⑤展开论述

结尾段: ⑥预测趋势 + ⑦建议措施 + ⑧展望未来

预测题——论说文 1

Directions:

Write an essay based on the chart below. In your writing, you should

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

You should write about 150 words neatly on the ANSWER SHEET. (15 points)



This bar chart objectively reveals a distinct upward trend of global learners of Mandarin. The number rose drastically from roughly 960 million in 2016 to nearly 1200 million in 2019, which was a sharp increase by 240 million merely within 4 years.

Based on the data above, it can be deduced that Mandarin, the gem of Chinese traditional culture, is well-received all over the world. Its popularity could be mainly attributed to the following two contributing factors. For one thing, in virtue of the remarkable elevation of our national strength, China has occupied a crucial position in international affairs. A growing number of learners come to the realization of the unique significance of Mandarin in communication. For another, the Chinese government has long been cherishing the precious heritage of the local traditional culture. A series of instructive publicity serves as an overwhelming impetus for promoting the craze for global Mandarin learning.

To be brief, it is objective to forecast that this favorable trend would continue, and that Mandarin would become a cultural bridge for the whole world to appreciate the oriental charm of China in the forthcoming years.

预测题——论说文 2

Directions:

Write an essay based on the chart below. In your writing, you should

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

You should write about 150 words neatly on the ANSWER SHEET. (15 points)



The bar chart distinctly reveals the data variation in the meal orders online of a certain city from 2013 to 2019. In the year 2013, the orders were merely 1million. While in 2019, the number rose sharply to roughly 10 million, surpassing that of 2013 by a large margin.

Based on the data above, it can be deduced that online meal ordering has become an indispensable way of modern life. The popularity of this advanced method, to some extent, could be mainly attributed to the following two contributing factors. For one thing, as the technology of the Internet has been upgraded drastically, it lays a solid foundation of technology for such new facilities as online ordering. For another, modern people, on account of the acceleration of life pace, do have the common demands for saving time. For those who are in desperate need of efficiency and convenience, nothing could compare with this. Hence, it is unsurprising to witness the trait in the chart.

In brief, it is objective to forecast that this favorable trend might continue, and that it would benefit more urban residents in the forthcoming years.

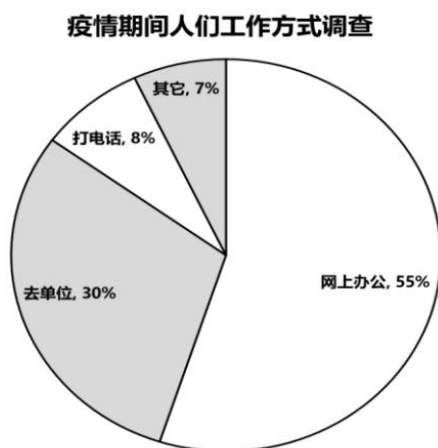
预测题——论说文 3

Directions:

Write an essay based on the chart below. In your writing, you should

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

You should write about 150 words neatly on the ANSWER SHEET. (15 points)



As is clearly shown in the above pie chart, the working modes of people during the pandemic demonstrate obvious differences. According to the data given, we can see that the percentage of people who work online takes up 55%, whereas people who work in their workplaces account for 30%, with people working through calls and others occupying 8% and 7% respectively.

Two major reasons give rise to the situation mentioned above. In the first place, that working online takes up the largest share has a lot to do with the fact that it is the precaution we took during the special period to avoid the spread of the virus. In the second place, the reason why 8% of people work by making calls is that as the advancement of mass communications, many daily things can be solved by phone, which provides convenience for us.

From what has been discussed above, we can come to the conclusion that the situation is reasonable. People should learn to adjust to different working ways quickly to survive in this changing world. Only in this way can we make our lives meaningful and colorful.

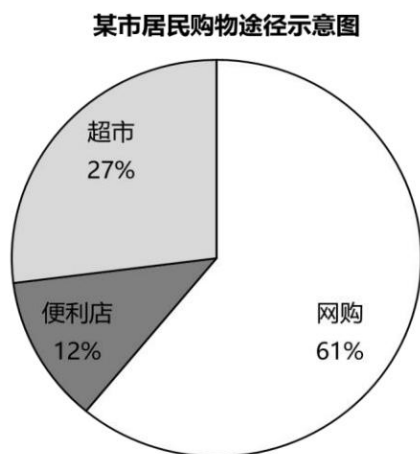
预测题——论说文 4

Directions:

Write an essay based on the chart below. In your writing, you should

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

You should write about 150 words neatly on the ANSWER SHEET. (15 points)



As is clearly shown in the above pie chart, the shopping channels of residents in a certain city demonstrate obvious differences. According to the data given, we can see that the percentage of people who buy things online is 61%, whereas the choice of shopping in the supermarket accounts for 30%, with convenience store occupying 12%.

Two major reasons give rise to the situation mentioned above. In the first place, that online shopping takes up the largest share has a lot to do with the fact that with the prevalence of the Internet, all we need can be bought online, which provides convenience to us. In the second place, the reason why 27% of people buy things in the supermarket is that there are many supermarkets nearby and a wide range of commodities are provided, which attract people to go.

From what has been discussed above, we can come to the conclusion that the situation is reasonable. Meanwhile, government should work out rules to regulate the quality and price of online goods. Only in this way can we make our lives meaningful and colorful.

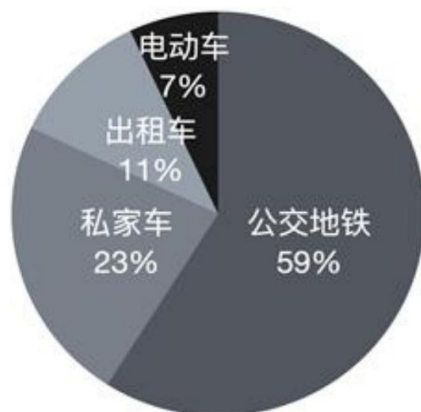
预测题——论说文 5

Directions:

Write an essay based on the chart below. In your writing, you should

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

You should write about 150 words neatly on the ANSWER SHEET. (15 points)



2021 国内某市居民上班交通方式选择

As is clearly presented in the pie chart above, the ways of residents' transportation to work show obvious differences. From the statistics given, people going to work by public transportation took up the largest share among all the categories, accounting for 59%, and private car came next, making up 23%, while taxi and e-motorcycle occupied 11% and 7% respectively.

It is of no difficulty to come up with some possible factors for these changes. Firstly, the reason why most residents choose to go to work by bus or subway is that with the rapid development of urbanization, traffic in cities becomes heavier, so people tend to take a bus or subway to work to save time. Secondly, the change that many city dwellers prefer driving private cars has a lot to do with the fact that people's living standard has been improved dramatically and more families own cars.

Having analyzed the hidden factors in the chart, we will easily forecast that the situation might sustain the same level in a few years to come.

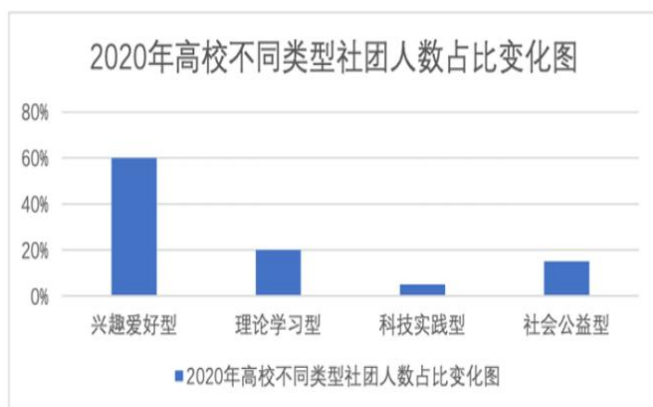
预测题——论说文 6

Directions:

Write an essay based on the chart below. In your writing, you should

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

You should write about 150 words neatly on the ANSWER SHEET. (15 points)



As is obviously depicted in the chart, we can notice that the percentages of different associations in the universities in 2020. From the statistics given, we may draw the conclusion that the percentage of the association featuring interests was the highest among all categories, accounting for 60%, and theory-oriented association came next, accounting for 20%, whereas technological practice and social benefit ones accounted for 5%, 15% respectively.

Two major reasons give rise to the situation mentioned above. To begin with, the reason for the highest in the number of students who attends interest-oriented association mainly lies in the students' common pursuit and their strengthened hobbies, which makes them equipped with the relevant awareness of satisfying their spiritual needs. In addition, the reason why the one for technological practice is the lowest percentage of all types mainly lies in the difficulty and the complexity of science, which cannot be popular in essence.

Having analyzed the hidden factors in the chart, we will easily forecast that the situation might sustain the same level in the few years to come. Thus, with the aim to make the situation better, we might encourage the students to improve their comprehensive quality. Only in this way can students improve their ability and have a colorful future.

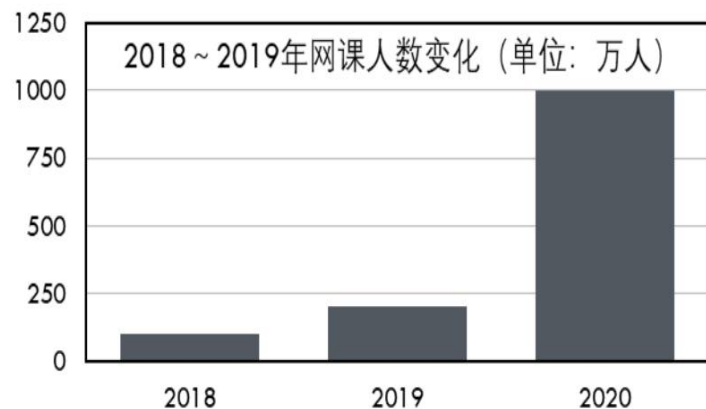
预测题——论说文 7

Directions:

Write an essay based on the chart below. In your writing, you should

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

You should write about 150 words neatly on the ANSWER SHEET. (15 points)



The bar chart clearly demonstrates a set of data about the change of the number of students attending online courses, where the quantity continued its upward trend from about 1 million in 2018 to nearly 2 million in 2019, and with a big leap in the year of 2020, which was 5 times as much as that of 2019.

By sorting out all the statistics, we find that online course has become an indispensable part of our daily life. To be sure, the reason for the continuous increase of the number of students attending online courses is that online education has marched into a prosperous era with the popularization of the Internet and smart phones in Chinese families, which, especially to meet the need of students in remote areas, makes many educational institutions provide an increasing number of online courses.

Through careful analyses above, we admit firmly that the trend continues in a few years to come with the progress of technology. However, we should complete the system of online courses by working out some rules and regulations. Only in this way can we provide better-quality courses to learners.