

英语一写作点睛材料

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.

图画大作文写作框架

(如有 "entitled"则写标题)

第一段: 1. 话题引起+2. 图画描述

第二段: 3. 图画寓意+4. 具体论证

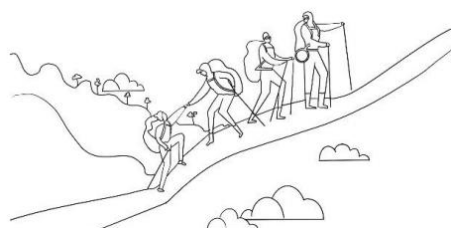
第三段: 5. 归纳总结+6. 建议措施

预测题——论说文 1

Directions: Write an essay of 160-200 words based on the following pictures. In your essay, you should

- 1) describe the pictures briefly.
- 2) interpret the meaning, and
- 3) give your comments

You should write neatly on the ANSWER SHEET.



团结就是力量

Just as what is vividly revealed in the thought-provoking cartoon, on a sheer mountain road are a host of team members who are extending their cordial encouragement to each other. They are making great joint efforts to arrive at the peak. Evidently, this cartoon aims at conveying such a profound implication that unity is of unique significance in social communities of all sorts.

Conspicuously, the typical significance of unity can be broadly divided into the following two aspects. For one thing, it serves as a key ingredient of the all-round talents of various kinds. People with this spirit are more likely to achieve remarkable accomplishments. For another, this spirit could also offer the whole society an impetus to move forward. For instance, it is unity that could motivate numerous scientific research teams with the concerted efforts to make a series of breakthroughs which would benefit all human beings.

In brief, it is highly recommended for each social member to cherish and further elevate this precious spirit which would surely serve as a positive guidance for society in the long run.

预测题——论说文 2

Directions: Write an essay of 160-200 words based on the following pictures. In your essay, you should

- 1) describe the pictures briefly.
- 2) interpret the meaning, and
- 3) give your comments

You should write neatly on the ANSWER SHEET



As is vividly shown in the cartoon above, on the right of the picture is a boy, a lovely and polite child, who is holding a fresh rose and handing it to his mother, a tender and kind lady, who is smiling sweetly, with a line going like this: learn to be grateful. Clearly, what the picture implies is that being thankful is an essential quality of a person.

The picture is moving and touching in showing the key. On the one hand, feeling grateful for others is of great help for people to get success. For example, Lei Feng, a member of the Communist Party of China, having been a plain and ordinary soldier from a deprived background, had the spirit of being thankful and always did good deeds quietly to show his love and devoted his life to helping others, so that his inspiring story was written in many books and he became an idol of all the young people. On the other hand, if there were not the spirit of appreciation, people would be indifferent and society will become less civilized.

From what we discussed above, we can come to the conclusion that being thankful is of great significance. The mass media concerned should shoot some TV commercials to advocate the spirit. If we can try our best to do so, our life will be better in the future.

预测题——论说文 3

Directions: Write an essay of 160-180 words based on the following picture. In your essay, you should

- 1) describe the picture briefly,
- 2) interpret its intended meaning, and
- 3) give your comments.

You should write neatly on the ANSWER SHEET



您的外卖

As is explicitly presented in the cartoon above, a deliveryman, riding a motorcycle, is delivering the takeout food to his customer, who has just ordered through the Internet. And the caption of this picture reads, "Please enjoy your meal!"

Obviously, the picture implies a broad phenomenon in our daily life that along with the rise of takeaway platforms, ordering takeout food has already become increasingly popular. For one thing, there is no denying in saying that, thanks to the expansion of takeout food industry, the users could easily order exactly what they prefer in a convenient and inexpensive way, so that they could thus save quite a lot of time and money. And in the meantime, another fact we cannot ignore is that some unqualified takeaway food restaurants may cheat the customers with unhealthy ingredients, bringing detriment to public health.

In short, takeaway food has both advantages and disadvantages, so it is wise for us to order takeout food in a rational way. Hopefully, by employing this method, we can live a happy and healthy lifestyle.

预测题——论说文 4

Directions:

Write an essay of 160-200 words based on the pictures below. In your essay, you should

- 1) describe the picture briefly,
- 2) interpret the implied meaning,
- 3) give your comments.

Write your answer on the ANSWER SHEET.



线上学习

As is shown in the picture, at the computer sits a college student, taking online courses. What the picture implies is that online education has become the way that students take courses nowadays.

Reasons for the popularity of online courses are as follows. In the first place, online courses can be taken by students without any limitation on time and distance, so students can acquire the knowledge whenever and wherever they want, which contributes to the improvement of their study efficiency. In the second place, a wide range of courses posted online can be selected, so students may choose the courses according to their interests and demands. However, nothing can be perfect. Online courses may make students' attention distracted because they can't stop themselves from surfing the internet when taking courses online.

In view of every aspect, we can find that online courses can be favorable and harmful. Therefore, we should take good advantage of online courses and at the same time, we are supposed to reject distraction in the online class. Only in this way can online education become truly useful and beneficial.

预测题——论说文 5

Directions:

Write an essay of 160-180 words based on the following picture. In your essay, you should

- 1) describe the picture briefly,
- 2) interpret its intended meaning, and
- 3) give your comments.

You should write neatly on the ANSWER SHEET



The picture clearly describes a scenario where a man sitting at a table is reading in the middle of the night, and there is a picture hanging on the wall, saying, "diligence". Obviously, what the picture shows is that nothing is of more remarkable value than diligence in our life.

There is no difficulty to put forward some reasons for this idea. On the one hand, diligence is beneficial to overcoming difficulties which seem insurmountable. For example, Helen Keller, a disabled woman, losing the abilities of hearing, seeing and speaking since her childhood, finished college and was devoted to social affairs for women's rights, so that her inspiring story was written in her book and she

became an idol for the disabled. If there is not the spirit of diligence, people will quit the dream which they have strived for, which may make them unsuccessful in their whole life.

We have no difficulty seeing that diligence is of great value. People should be exposed to the idea of being diligent. Only in this way can we make our life colorful and vigorous.

预测题——论说文 6

Directions:

Write an essay of 160-180 words based on the following picture. In your essay, you should

- 1) describe the picture briefly,
- 2) interpret its intended meaning, and
- 3) give your comments.



As is shown in the picture, two medical people wear medical protective suits, safety glasses and disposable gloves, and get prepared for fighting against the pandemic bravely. What the drawing implies is that bravery should be encouraged in the modern society.

There are two factors responsible for this notion. Obviously, the bravery is a very important quality and it can help people achieve success. Because the bravery produces the motivation and the confidence, people of this quality may be able to overcome difficulties. I would like to take Jiao Yulu as an example. When Jiao Yulu saw that Lankao county suffered from the serious natural disaster, he, as a local officer, was not afraid of the hardships and finally figured out the solutions, so that he led local people to defeat the terrible condition. Because of the bravery, people can make remarkable achievements.

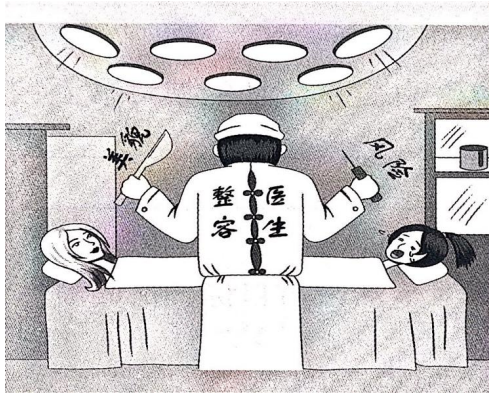
In view of every aspect, people should remember that they should be brave. Thus, the department concerned, especially the schools should launch some campaigns to teach people why they need to be brave and how to be brave. Only in this way can the society become better.

预测题——论说文 7

Directions: Write an essay of 160-200 words based on the following pictures. In your essay, you should

- 1) describe the pictures briefly.
- 2) interpret the meaning, and
- 3) give your comments

You should write neatly on the ANSWER SHEET (20 points)



Plastic surgery has become the talk of the town in recent years. As is depicted in this picture, there are two ladies on the operating table, with one full of expectation and one in tears. And the doctor, with a scalpel representing beauty in one hand and a syringe representing risk in the other, prepares to operate.

This picture actually shows different views on cosmetic surgery. Admittedly, since this type of surgery exists, it has its justification. Some people only see the risks of the surgery, but not the advantages of beauty that it brings. Many people become more beautiful through cosmetic surgery and thus feel more confident about themselves, bringing more happiness and thus being able to create more possibilities. This is why many people, especially celebrities in the entertainment industry, know that there are "risks" but still want to have such surgery. However, if people think of appearance as the only way to change their lives, it is easy to overlook the risks behind it. First of all, the side effects of many surgeries are irreversible. In addition, the high cost of cosmetic surgery is not affordable for the average person, and many may end up with the burden of debt. Finally, appearance is only a shallow description of a person, and a person can only broaden the width of life by focusing on the cultivation in character and the depth in knowledge.

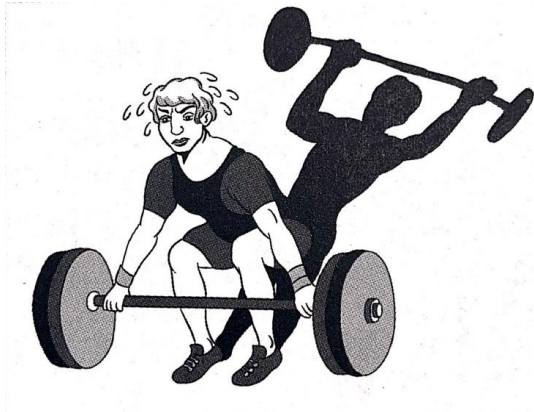
In conclusion, plastic surgery has both advantages and disadvantages. As ordinary people, we should pay more attention to our "inner beauty".

预测题——论说文 8

Directions: Write an essay of 160-200 words based on the following pictures. In your essay, you should

- 1) describe the pictures briefly.
- 2) interpret the meaning, and
- 3) give your comments

You should write neatly on the ANSWER SHEET (20 points)



As is shown in the picture, an athlete is trying to lift the barbell on the ground with all his strength, but he cannot finish it. Interestingly, the shadow behind him “makes” it.

The message of this picture is to show the importance of determination. The shadow in this picture is a true reflection of the weightlifter’s inner world: although he cannot accomplish his goal at present, he will succeed one day if he works hard on this. Indeed, in life, we may encounter difficulties that we seem unable to accomplish. Some people lose confidence in themselves, and then lose the motivation to move forward. However, others will see that the difficulty is temporary, and will still progress towards the goal little by little. For example, Su Bingtian once felt that running into 10 seconds seems a long way off, and hibernated for a long time. However, the ideal in his heart never disappeared, so he was able to step up a gear, and thus made a history in the Tokyo Olympics with 9.83 seconds, an amazing achievement.

In short, difficulty is temporary, and as long as the goal in mind is firm enough, everyone can lift the dreams.

预测题——论说文 9

Directions: Write an essay of 160-200 words based on the following pictures. In your essay, you should

- 1) describe the pictures briefly.
- 2) interpret the meaning, and
- 3) give your comments

You should write neatly on the ANSWER SHEET (20 points)



As the picture shows, a woman successfully passed some exams such as the CPA exam and received her certificates, but she smiles weirdly and thinks she can make a profit by "Certificate Callings".

This picture illustrates a very common social phenomenon - Certificate Callings. This means that in order to obtain the corresponding qualifications, some enterprises and facilities may choose to give a certain amount of compensation to the people who are qualified to obtain the right to use their certificates. This behavior seems to profit both sides, but too risky indeed. Imagine, if in medicine, firefighting and other industries closely linked to public health and safety, the "wind of Certificate Callings" prevails, the consequences are unthinkable. If the woman in the picture attaches her certificates to a certain company, once the economic disputes occur, the woman is bound to be implicated.

In short, people should not bury hidden dangers for the sake of immediate benefits. Things that are illegal and unlawful cannot be considered.