

小作文：

1.3.2 格式：① 信件：

称呼，

第一段：1. 自我介绍（/寒暄） + 2. 写信目的（+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（/表达感谢） + 6. 期待回复

落款，
署名

称呼：

Dear XXX,

题目给了就照抄

没有给：

关系的亲密度

关系很好（朋友，同学，家人，亲戚...）

Dear Mary/Bob/Li Hua,

关系一般（知道他，不熟）

eg. 邀请你的院长参加毕业典礼；邀请学校的外教做评委 John(名字)

Carter (姓)

Dear Mr. Smith/Carter,

Dear Ms. Smith/Carter,

Dear Mr. Zhang,

Dear Professor Carter/Smith,

Dear Professor,

Dear President(校长),

不认识（客户中心，图书馆，公司，相关部门）

Dear Sir or Madam,

To Whom It May Concern,

给群体（同学，一大群国际生，来宾，会员们）

Dear Classmates,

Dear Friends,

Dear Members,

第一段：1. 身份介绍+2. 写信目的（I am writing this letter email to dos sth）

1. 身份介绍

As + n. who... , 作为...

在题目中有参照的地方, 可以适当改写

Dear Mr. Wang,

As an employee who has worked in the magazine for two months,

如果没有参照的地方, 按照语境自己添加

Dear Editor,

As one of your faithful readers who focuses on white pollution/environment issues,

* 如果是给熟人写信, 不用自我介绍, 改为寒暄:

How is everything going?

It's been a while since we last met.

I have safely arrived in China.

2. 写作目的

I am writing this letter/email to do sth

a. 建议信

to offer/share some suggestions on sth/to do sth

eg. 写信给图书馆, 提高其服务

Dear Sir or Madam,

As a student who spends a lot of time in our library, /who goes to our library regularly/frequently, I am writing this letter to share some suggestions to improve the service/on the improvement of the service.

b. 推荐信

to recommend/introduce sth to you

to recommend/introduce sb as the best choice for sth

eg. 你是大学教授, 推荐你的学生John给你同事, 让John做他的研究生学生

Dear Mr. Smith,

How is everything going? I am writing this letter to recommend my student, John, as the best choice for your graduate program.

c. 情感类---邀请, 感谢, 祝贺, 欢迎

邀请信:

to extend my sincere invitation about sth to you.

eg. 邀请外教做演讲比赛的评委

Dear Professor,

As a student who is in charge of the speech contest, I am writing this letter to extend my sincere invitation about this contest to you and hope you can be the judge.

感谢信:

to convey my sincere appreciation/gratitude/thanks to you.

e.g. 写信给美国同事，表达对他热情接待的感谢

Dear Bob,

How is everything going?/I have safely arrived in China./ As soon as I arrived in China, I begin to miss you. I am writing this letter to convey my sincere appreciation to you.

祝贺/欢迎---不会单独成为信件类型，会有其他要求。

祝贺：

Congratulations!

Congratulations on sth!

欢迎：

Welcome!

Welcome you to + 地点!

d. 情感类---道歉、投诉

道歉：

to convey my heartfelt apology.

to apologize to you.

投诉信：

to make a complaint against sth(产品/服务)

eg. 你前几天从线上买了一个电子词典 (electronic dictionary) ,发现问题，写信给客服中心，进行投诉。

To Whom It May Concern,

As a consumer who bought an electronic dictionary few days ago from one online store, I am writing this email to make a complaint against it/the product/the item.

e. 请求

to ask if you could do sth

询问，咨询 offer me some information about sth/sb

申请（岗位/学校）

approve/consider my application for 岗位

approve the admission to + 学校/机构

eg. 你想通过给偏远地区小朋友资金支持的方式给希望工程做贡献，写信给相关部门，让提供这个小孩的详细信息，并说明执行计划。

Dear Sir or Madam,

As a businessman who wants to offer financial aid to a child in a remote area, I am writing this letter to ask if you could offer me some information about this kid.

f. 回复型信件

Thank you for your letter/email.

We are/I am glad to receive your letter/email.

In response to your letter/ your invitation/ your request, I am writing this letter to inform/tell you sth/that...

eg. 假如你获得了翻译比赛的一等奖。你的朋友Jack表达了祝贺，并想跟你询问关于提高翻译的建议。

Dear Jack,

Thank you so much for your congratulations/letter/email! In response to your request, I am writing this letter to tell you something about the improvement of translation.

第二种写法:

a. As + n. who... , I am writing this letter to do sth.

b. I am + n. who... . This letter is being written to do sth.

第二段: 承上启下+具体展开

承上启下:

The specific details are as follows.

details: arrangements, suggestions...

道歉信: Please accept my heartfelt/sincere apology.

感谢信: Please accept my heartfelt/sincere appreciation.

具体展开:

分层:

On the one hand, On the other hand,

For one thing, For another (thing),

P64

第三段: 重申目的+保持联系

Once again, I hope you can do sth.

accept my suggestions/ apology/ invitation/
congratulations

consider my application/ request/ recommendation

solve/ deal with/ address my problem(s) promptly/immediately

Thank you for sparing time to read this letter/email.(投诉信不可用)

Please let me know the result as soon as possible. (请让我尽快知晓结果)

It would be of great help if you could let me know the result as soon as possible. (上句话的客气版)

I am looking forward to your reply at your earliest convenience.

落款+署名 ----- 右对齐

Yours sincerely,

署名：看题目，如果没有，自己编一个

建议信：

51. Directions:

Write a letter to your university library, making suggestions for improving its service.

You should write about 100 words on ANSWER SHEET 2.

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

Do not write the address. (10 points)

原因：图书馆里的书籍太久种类太少

建议：及时更新书籍

影响（好处）：有利于提升专业技能，并吸引更多同学来图书馆读书

1. 表达原因的句式：

* Because/As/Since/Due to the fact that/Given that/Considering that..., 结果.
= 结果, because/as/since/due to the fact that/given that/considering that...

eg. Since the library fails to provide enough new books, it is strongly suggested that books of various kinds should be updated.

* Because of/Due to/Owing to/Given/With+名词性结构, 结果. (同上可以调换)

eg. With the library failing to provide enough new books, it is strongly suggested that books of various kinds should be updated.

With books in the library not being enough and new, ...

with + n. (+ 非谓语动词): 伴随, 因为 --- 副词性结构

With not enough books, our library should introduce more books of various kinds.

Our library should introduce more books of various kinds, with not enough books.

Our library, with not enough books, should introduce more books of various kinds.

* 原因（句子）. Therefore/Thus/Consequently/As a result/Naturally, 结果（句子）.
eg.

The library fails to provide enough new books. Therefore, it is strongly suggested that books of various kinds should be updated.

*原因 (句子) , which...

which makes it possible for sb to do sth

The library fails to provide new books, which makes it difficult/impossible for students to have access to knowledge of different fields.

which allows/enables sb to do sth

The library provides new books, which allows students to have access to...

which leads to the fact that...

which contributes to + n.

which is the reason why + 句子

2. 关于影响的句式: 好/坏

* A is beneficial/helpful // harmful/detrimental to B.

A is of great benefit/help // harm/detriment to B.

* A exerts positive/negative effects on B.

* A plays a key/pivotal role in B. (好处)

A poses a potential threat to B. (坏处)

3. 给建议的句式:

sb should/ought to do sth

it is advisable for sb to do sth

it is strongly suggested that sb should do sth

it is high time that sb should do sth

原因: 图书馆里的书籍太久种类太少

建议: 及时更新书籍

影响 (好处): 有利于提升专业技能, 并吸引更多同学来图书馆读书

Due to the fact that library fails to provide sufficient new books, it is high time that more books of different kinds should be introduced, which is of great benefit to the improvement of professional skills for the students, and will attract more students to study in our library.

原因: 图书馆的桌椅太旧

建议: 更新/维修

影响: 旧桌椅不利于学生的安全

Our library ought to repair or exchange the desks and chairs, as they are old and damaged, posing a potential threat to the safety of our students.

邀请信:

The specific arrangements are as follows. To begin with, 活动 will be held at 9 a.m. in the morning in Classroom 1107 / at Student Center / in the lecture hall / in the auditorium of our university on December 26, 2021 / Sunday. To continue, there will be about 100 people / attendees/ candidates/contestants/ participants present, the majority of whom are 某专业学生 from our class /department. Moreover, this activity, with the theme/subject/aim of doing sth , will consist of three parts: n., n. and n. Lastly, you will be our respected guest to do sth. / it would bring great benefits (to sb.) if you could do sth./there will be volunteers showing your seat to you.

情感类:

道歉信: 道歉原因 (1个客观原因) + 补偿措施

投诉信: 投诉原因 (2-3产品或服务的客观问题) + 赔偿 (换新/退钱)

感谢信: 感谢原因 (2-3个) + 报答 (请吃饭/邀请来家玩)

道歉信:

Please accept my sincere apology. 此句替换承上启下

- 突然收到面试通知(I received the interview message from Apple Corporation);
- 室友/家人生病(my sister fell ill suddenly last night);
- 天气原因飞机航班取消(my flight was cancelled because of the thunderstorm);
- 考试日期提前(the final exam is brought forward to this Friday)

突发的主观原因:

- 身体不适: due to sickness (生病); Because I am/was ill,; I fell ill suddenly last night

为已经发生的事情道歉

Please accept my sincere apology. Due to the fact that 原因句子, I had to do sth. 补充说明原因. I was, therefore, unable to do sth as planned and apologize for any inconvenience caused by me. To solve the problem, I wonder if it is possible for me to do sth.
eg.

Please accept my sincere apology. Due to the fact that my sister fell ill suddenly last night, I had to go back China last night. I was in a hurry and accidentally packed the CD in my luggage. I was, therefore, unable to return the CD as planned and apologize for any inconvenience caused by me. To solve the problem, I wonder if it is possible for me to mail it to you.

为还未发生的事情道歉

Please accept my sincere apology. Due to the fact that 原因句子, I have to do sth. 补充说明原因. I will/ would, therefore, be unable to do sth as planned and apologize for any inconvenience

caused by me. To solve the problem, I wonder if it is possible for me to do sth.

辞职信: P106-109---小作文2课件

投诉信:

The specific problems are as follows. First, what is unbearable is that 完整句子 (投诉原因) .
Second, it absolutely disappoints me that 完整句子 (投诉原因) . Third, 完整句子 (投诉原因) ,
which brings great inconvenience to me. To solve the problem /To compensate for the loss, you
can replace my purchase with a new one/ give me the refund.

感谢信:

Please accept my sincere appreciation/gratitude. 此句替换承上启下的句子。

表示感谢的句子:

* It was 名词 名词短语 that enabled me to do sth.

It was your help that enabled me to finish my job successfully.

*But for/ Without 感谢名词, I would never have done sth

But for your help I would never have finished my job successfully.

* 完整句子, which made it possible for me to do sth.

You kindly offered me your help, which made it possible for me to finish my job.

表达回报的句式:

In order to repay your friendliness and strengthen our friendship, I would like to do sth.

--- I would like to invite you to my hometown, and I will take you to have a nice experience on local food and culture.

推荐信:

推荐人: 能力, 经历, 品质

sb. has a rich/ profound knowledge of sth and a good command of 语言, and can do sth.

He has a profound knowledge of this field and a good command of English, and can finish the job excellently.

Having engaged in n.-related work for many years , sb. has accumulated rich experience (in the field of sth).

Having engaged in lab-related work for many years, he has accumulated rich experience (in the field of chemistry).

sb. has some basic qualities, such as 品质---名词 and 品质---名词, which enable him/her to accomplish the work excellently.

吃苦耐劳	hard work n. / work hard v. / hard-working adj.	耐心	patience
坚持不懈	persistence/ perseverance	热情	passion/ enthusiasm
自信	confidence	自律	self-discipline
合作	teamwork/ cooperation/ collaboration	勤奋	diligence/ industriousness
负责	responsibility/ accountability		

推荐书籍/电影

Listed below are the reasons for my recommendation. ① 书名, 电影名, written / directed / acted by sb., tells a story of sb (主人公), who did sth. ② sb. has the quality of sth. / It was the quality of sth. that enabled sb. to do sth. / Without the quality of sth., sb. would never have done sth. ③ Not only am I deeply attracted by the plot of the story, but also the spirit of the lead character(s) encourages me greatly.

Listed below are the reasons for my recommendation. ① Journey To The West, written by Wu Cheng'en, tells a story of four monks, who suffered from 81 tribulations and finally obtained the scripts of Buddhism. ② It was the quality of persistence that enabled them to overcome one difficulty after another. ③ Not only am I deeply attracted by the plot of the story, but also the spirit of the lead characters encourages me greatly.

推荐景点:

单个景点: 景点的自然+文化

Listed below is the specific introduction of this place. ① 景点名 located in the north/ south/ west/ east/ center of 区名, is one of the landmarks in the city of 城市名. ② It enjoys/ boasts a fascinating (architectural/natural) view, which makes tourists relaxed and calm both physically and mentally. Many historic relics are preserved well here, reflecting/ representing the extensive history and sophisticated culture of this city. ③ There are a great number of visitors from home and abroad attracted here every day to appreciate its beauty.

多个景点: 第一个景点: 自然 + 第二个景点: 文化

Listed below is the specific introduction of the places. ① First, 景点1 located in the north/ south/ west/ east/ center of 区名, is one of the landmarks in the city of 城市名. ② It enjoys/ boasts a fascinating (architectural/natural) view, which makes tourists relaxed and calm both physically and mentally. Second, many historic relics are preserved well + 景点2, reflecting/ representing the extensive history and sophisticated culture of this city. ③ There are a great number of visitors from home and abroad attracted here every day to appreciate its beauty.

请求信: 请求可能并不是信件重点

51. Directions:

You want to contribute to Project Hope by offering financial aid to a child in a remote area. Write a letter to the department concerned, asking them to help find a candidate. You should specify what kind of child you want to help and how you will carry out your plan.

Write your letter in 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.

Do not write the address. (10 points)

表达请求的句式:

*I should be very obliged if you would kindly furnish me with detailed information concerning...

*I would be deeply grateful if you could help me do...

告示:

Notice

Dec. 24th, 2022

第一段: 1.通知原因+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.期待回复 (附联系方式)

署名

招聘类: 招人, 招志愿者

第一段: 简单介绍活动+ Therefore, this notice is released to recruit several volunteers.

第二段: The specific requirements are as follows. 能力, 品质, 经历.

第三段: Once again, we hope you can submit your resume to our email address volunteers@126.com. Please feel free to contact us (via the phone number 123456) if you have any further questions.

Notice

December 25, 2022

An international conference on globalization will be held at 9 o'clock in the morning in the lecture hall of our university on Sunday. Therefore, the notice is released to recruit volunteers for the meeting.

The specific requirements are as follows. To begin with, qualified volunteers are expected to have a good command of English and can communicate with foreign professors and experts fluently. In addition, we prefer those who have engaged in volunteer-related work before, because they may have accumulated some experience in the field of service. Last but not least, our priority will be given to applicants with a patient, persistent and positive heart to accomplish the work excellently.

Once again, we hope you can submit your resume to our email address volunteers@126.com. Please feel free to contact us via the phone number 123456 if you have any further questions.

Postgraduates' Association

通知类:

第一段: 简单介绍活动+ Therefore, this notice is released to inform/tell sb that...

第二段: The specific details are as follows. 根据题目细节描述.

第三段: Please feel free to contact us via the phone number 123456 if you have any further questions.

Notice

December 25, 2022

To ensure that students from overseas have a better knowledge of our library service, I'm writing to inform you of some relevant information with regard to our university library.

When you get enrolled at our university, you receive a student card, which would allow you access to the library. Our library houses a vast collection of books, journals, multi-media audio-visual materials both at home and abroad, which accommodates the needs of different users. Furthermore, we have computers available in the lobby for checking any book or document you may need. An orientation program will be offered to you on Wednesday afternoon. You can take a library tour which will last for about 30 minutes. The library opens on weekdays from 9:00 a.m. to 10:00 p.m.

Please feel free to contact us if you need any help via library@xxxuniversity.edu.cn.

Li Ming