

考研英语小作文模板

(英语一/英语二通用)

——【学长小谭】高分作文模板

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考研英语小作文模板【英语一、英语二】

(整理自: 学长小谭)

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PART 1 写作概述

一、 写作题型

道歉信、建议信、邀请信、投诉信、告示、纪要等

注意: 考研英语小作文字数最好控制在 100—130 词左右, 写作时间应在 15 分钟左右。

二、 整体写作步骤

明确目的→信件主体→总结点题

三、 步骤分解

第一段 (明确目的):

开门见山, 告诉收信人你写这封信的目的或者你发表通知的目的, 如果有时间、地点等信息, 可简要介绍。

第二段 (信件主题):

结合题目要求, 明确题目需要你做什么。例如, 道歉信、建议信等可具体说明原因, 邀请信、告示等可具体说明活动内容, 投诉信需要说明投诉原因以及处理建议。

第三段 (总结点题):

固定句式, 直接背诵模板即可。

四、 写作常见问题及注意事项

a. 小作文特点

1) 重格式但不轻内容

应用文的一个明显特点就是注重格式、有规律性, 格式和套路正确才会给阅卷老师留下较好的印象。例如信件一般不需要题目, 通知和告示却需要。

2) 重交际、轻思想

对于字数要求较少的应用文, 除去客套话, 主体部分一般 2-3 个句子即可。轻思想是指, 与大作文不同, 在较短的篇幅内是不可能要求较强的思想性, 只需注意用词和语句的适当性, 要点覆盖的全面性, 不需要华丽的语言辞藻。

3) 易得分

试想, 如果想在阅读理解中得到 10 分, 需要在理解一篇 500-600 字的文章的基础上答对 5 道选择题。从这个角度而言, 小作文的确是容易拿分的部分, 应该特别值得我们去注意。

b. 如何提升作文的语言水平

阅卷往往在写作第一段就可确定分数档次。因此, 有爆发力的开篇优秀句型是十分重要的。开篇的句子需要充分体现考生的语言水平和写作实力。

中间段落的分层次表达要避免数字排列的机械感, 讲究启承转合的多样化表达, 简单来说可以认为是关联词的灵活运用, 如: however、therefore、besides 等。此外, 长短句合理搭配也能增强文章的趣味性, 要避免全部使用短句或全部使用长句。

c. 如何在短时间内写出一篇高分文章

在考场上写作文时, 一定要先审题与构思, 准备充分后再下笔。部分考生写作时, 想到哪写到哪, 使得作文杂乱无章, 毫无条理, 同时容易出现写错单词和用错句型的情况。在思路不清晰的状态下, 很难快速地写出一篇高分文章。因此, 在下笔前需要认真审题与思考, 审题的过程中回忆自己背过的单词或句型, 将合适的内容先记录下来, 然后再进行整体构思。

PART 2 万能句型

a. 首段

Hope this letter finds you well.

I am writing to share with you some of my ideas about sth.

I am writing this letter to provide some suggestions about...

I am writing this letter for the purpose of expressing/extend my apology/ thanks for

On behalf of ..., I warmly invite you to attend our forthcoming....

Much to my regret, I am writing this letter to express my sincere apology that/for ...

I am writing to express my disappointment with regard to sth.

b. 主体部分

It is advisable for you to do sth.

In my opinion, what is the most significant is doing/ sth

It is my view that ... is of utmost significance.

I really appreciate it if you find the suggestions mentioned helpful.

We would be very grateful if you can accept our invitation

I feel terribly sorry for missing the chance to do sth.

I wonder whether it is possible that I make up the loss by...

However, I wonder whether I could ... if you are at convenience.

We would be very grateful if you confirm your participation before

Those who are interested in ... may sign up at

c. 结尾

I am looking forward to your early reply.

We are looking forward to meeting you!

Thank you for your consideration of my application

I hope you will find my humble suggestions be of help.

I apologize again for any inconvenience I have caused.

I would like to hear from you at your earliest convenience.

PART 3 作文模板及范文

一、 道歉信

a. 模板

Dear XXX,

I am writing this letter to express my sincere apology that (需要道歉的事件).

I am sorry for (简要说明事件) because (说明具体原因). Therefore, I I decided to (自己做出的选择). I know I disappointed you because (重复需要道歉的事件). For this reason, I wonder whether it is possible that I make up the loss by (提出补救方法).

Once again, I feel sorry for any trouble I have caused and hope you can forgive me. Looking forward to your reply.

Yours sincerely,

XXX

b. 真题(2018 年英语二)

Directions:

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 about 100 words neatly on the ANSWER SHEET. Do not use your own name at the end of the email. Use "Li Ming" instead.

c. 范文

Dear Prof. Smith,

I am writing this letter to express my sincere apology that I have to cancel my travel plan and thus will not be able to visit you.

I am sorry for failing to your city because there is a suddenly announced examination which will take up my time. Therefore, I decided to concentrate totally on the review. I know I disappointed you because I cannot pay a visit to you as scheduled. For this reason, I wonder whether it is possible that I make up the loss by rescheduling another appointment with you next month.

Once again, I feel sorry for any trouble I have caused and hope you can forgive me. Looking forward to your reply.

Yours sincerely,

Li Ming

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d. 模板使用注意事项

道歉信的基本思路为三个步骤: 1) 表示歉意, 2) 说明具体原因、提出补救办法, 3) 再次致歉、希望得到理解。模板中, 第一段说明需要致歉的事件时, 尽量叙述清晰、可使用长句, 第二段开头再次说明该事件时, 仅需简要概括。第二段文字重点在于说明具体原因, 可以用两到三句话进行说明, 此处可适当使用高级词汇与短语。最后, 说明补救方法时, 用词礼貌、言简意赅即可。

范文中含下划线部分即为该模板已有内容, 模板使用方式可参考范文。

二、 建议信

a. 模板

Dear XXX,

I am quite delighted/sorry to hear that (对方所发生的事). I am writing this letter to provide some suggestions about (建议的目的信息).

In my opinion, what is the most significant is (建议一). (说明提出建议的理由). What's more, it is advisable for you to (建议二). Last but not least, I suggest that (建议三).

I really appreciate it if you find the suggestions mentioned above helpful. Looking forward to your reply.

Yours sincerely,

XXX

b. 真题(2021 年英语一)

Directions:

A foreign friend of yours has recently graduated from college and intends to find a job in China. Write him/her an email to make some suggestions.

You should write about 100 words on ANSWER SHEET 2.

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

You do not need to write the address.

整理自: 学长小谭

c. 范文

Dear Friend,

I am quite delighted to hear that you have recently graduated from college. I am writing this letter to provide some suggestions about how to find a satisfying job in China.

In my opinion, what is the most significant is deciding on several alternative cities as your ideal workplace. China is a vast country with cities that have great cultural diversity. Thus, you need to choose the cities that suit you well. What's more, it is advisable for you to prepare a resume in Chinese. Last but not least, I suggest that you use the recruitment websites and WeChat official accounts to seek job information.

I really appreciate it if you find the suggestions mentioned helpful. Looking forward to your reply.

Yours sincerely,

Li Ming

d. 模板使用注意事项

第一段可以根据题干信息适当摘抄, 注意人称单三。读懂题干, 明确写信的原因, 目的。第二段提出的三点建议要求简明扼要、建议合理, 以更好地说服对方接受自身想法, 写作时注意将自己能写得多的建议写在第一条, 并在后面用些许简单句补充理由。第二、三条建议可以不用展开, 注意句子正确, 用词合理即可。

范文中含下划线部分即为该模板已有内容, 模板使用方式可参考范文。

三、 邀请信

a. 模板

Dear XXX,

On behalf of (发出邀请信的人), I warmly invite you to attend our forthcoming (活动名称). We would be glad if you can come.

As scheduled, the event will be held in (地点) from (开始时间, 例 8: 00 am) to (结束时间) on (日期). At the ceremony, there will be (活动内容). After that there will be (活动内容二), so we recommend/suggest you (注意事项, 如着装). We would be very grateful if you can accept our invitation.

Eagerly looking forward to your reply!

Yours sincerely,

XXX

b. 真题(2018 年英语一)

Directions:

Write an email to all international experts on campus, inviting them to attend the graduation ceremony. In your email, you should include the time, place another relevant information about the ceremony.

You should write about 100 words neatly on the ANSWER SHEET.

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

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c. 范文

Dear Sir or Madam,

On behalf of all graduates at my university, I warmly invite you to attend our forthcoming graduation ceremony. We would be glad if you can come.

As scheduled, the event will be held in the auditorium on our campus from 9:00 am to 12:00 am on June 20. At the ceremony, there will be speeches by the headmaster and graduates, and graduation performances. After that there will be a group photo, so we recommend you wear formal clothes. Also, we suggest you arrive at the auditorium 15 minutes in advance. We would be very grateful if you can accept our invitation.

Eagerly looking forward to your reply!

Yours sincerely,

Li Ming

d. 模板使用注意事项

邀请信是邀请收件人参加本方举行的某项活动的信件，一般在正式的场合才会使用。因此，语言要礼貌并且热情真挚、开门见山。第二段中的活动时间与地点需要描述清晰，尤其是时间，可以具体到某月某日的几点。告知对方参加活动的注意事项时，要结合活动内容灵活填写。

范文中含下划线部分即为该模板已有内容，模板使用方式可参考范文。

四、 投诉信

a. 模板

Dear XXX,

I feel sorry to bother you but I am afraid I have to express my complaint against the (投诉对象). I did (具体内容, 例如购买, 预定) and I found it has many problems.

First of all, (投诉点一) is far away from my expectations. (投诉细节一). In addition, it is a disappointment of (投诉点二). (投诉细节二). Therefore, I would appreciate it if you could give us a satisfactory explanation and effective measures to make up for my losses.

Looking forward to your prompt reply.

Yours sincerely,

XXX

b. 真题(2012 年英语二)

Directions:

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.

整理自: 学长小谭

c. 范文

Dear Sir or Madam,

I feel sorry to bother you but I am afraid I have to express my complaint against the electronic dictionary. I bought it from your online store the other day and I found it has many problems.

First of all, the quality of the product is far away from my expectations. As soon as I opened the package, I saw some obvious scratches on the screen. In addition, it is a disappointment of your after-sales service. Since I went to reflect on this issue, the shop assistant didn't give me a clean solution. Therefore, I would appreciate it if you could give us a satisfactory explanation and effective measures to make up for my losses.

Looking forward to your favorable reply.

Yours sincerely,

Li Ming

d. 模板使用注意事项

投诉信是针对产品或服务等的不满意，进而向相关负责人提出自己的意见和要求的信件。该类信件必须明确写出投诉对象，并阐述投诉对象存在的瑕疵，最后提出自己的诉求。

范文中含下划线部分即为该模板已有内容，模板使用方式可参考范文。

五、 告示

a. 模板

Notice

December 24, 2023

(简短说明告示背景信息). The notice/announcement is to (说明活动内容)
(活动名称) is scheduled to start on (日期) (地点) and will last for (活动持续时间). Firstly, (要通知的细节一). Secondly, (要通知的细节二). Those
who are interested in (活动名称) may sign up at (邮件) before (截止时间).
Hope you can (表达期望). Come and join us now.

(组织落款)

b. 真题(2015 年英语二)

Directions:

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 about 100 words on the ANSWER SHEET.

Do not use your name or the name of your university.

Do not write your address.

c. 范文

Notice

July 8, 2023

Our university is going to host a summer camp for high school students. The notice is to introduce activities and call for volunteers.

The summer camp is scheduled to start on July 15 on our campus and will last for a week. Firstly, our summer camp will hold a wide variety of activities, including visiting local museums, attending lectures and teamwork. Secondly, volunteers who are needed should have strong organizational and management abilities and outstanding skills in spoken English. Those who are interested in being volunteers may sign up at 12345@164.com before July 12, 2021.

Hope you can help high school students experience colourful college activities in advance. Come and join us now.

Students' Union

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d. 模板使用注意事项

告示的写作格式与书信不同，首先在第一行中央需要写 Notice 或者题目所要求的主题。最后在正文右下方写落款，要仔细阅读题获取落款信息。告示中间部分应说明活动内容（时间、地点）、活动目的、活动收获等。

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