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PART 01

翻译

考纲解读

一、考核的要求

根据全国大学英语四级考试大纲可知，翻译部分要求考生能运用基本的翻译策略，能在 30 分钟将 110 字左右的汉语原文翻译成英语。

二、考核的技能

- 1. 将句子层面的汉语信息转换成英语。
 - 1.1 用合适的英语词汇准确表达汉语词汇的意思。
 - 1.2 用符合英语规范和表达习惯的句型准确表达汉语句子的含义。
- 2. 将语篇层面的汉语信息转换成英语。
- 3. 用英语准确、完整地表达汉语段落的信息。
- 4. 运用翻译策略使译文结构清晰、语篇连贯、语句通顺。

三、评分标准

英语四级翻译的满分 15 分，分为六个档次：13-15 分、10-12 分、7-9 分、4-6 分、1-3 分和 0 分。评分标准主要有是否准确表达了原文的意思；文字是否通顺连贯；是否有拼写和语法错误。具体评分标准如下：

- 13-15 分：**译文准确表达了原文的意思。用词贴切，行文流畅，基本无语言错误，仅有个别小错。
- 10-12 分：**译文基本表达了原文的意思。文字通顺连贯，无重大语言错误。
- 7-9 分：**译文勉强表达了原文的意思。用词欠准确，语言错误相当多，其中有些是严重语言错误。
- 4-6 分：**译文仅表达了一小部分原文的意思。用词不准确，有相当多的严重语言错误。
- 1-3 分：**译文支离破碎。除个别词语或句子，绝大部分文字没有表达原文意思。
- 0 分：**未作答，或只有几个孤立的词，或译文与原文毫不相关。

高分表达

一、民族类

【篇章结构】

xxx 民族是中国少数民族之一，有 _____ 人口，，分布于 _____。xxx 民族有自己的语言 _____，习俗为 _____（穿着与文化等）。最著名的节日是 _____。xxx 民族有自己独特的文化 _____。xxx 民族擅长 _____。

【翻译模板】

xxx is one of the ethnic minorities in china. It has the population of _____ and is located in _____. xxx nation has its own language _____ and has their unique custom for (dress and culture, etc.). The most famous festival there is _____. xxx nation has its own unique culture _____. xxx nationality is good at _____.

二、景点建筑类

【篇章结构】

xxx 位于中国 _____ 省。有 _____ 年的历史，占地面积为 _____，是中国最 _____ 的景点。xxx 始建于 xxx 朝代，当时用于 _____。xxx 已经被列为 _____，吸引了世界各地的游客。

【翻译模板】

xxx is located in _____ province of China. Having the history of _____ years, and covering an area of _____, it is china's most scenic spots. xxx was built in _____ dynasty, used for _____. xxx has been listed as _____ and attracts tourists from all over the world.

【其他句型】

1. xxx 位于 xxx 省东部。
xxx is located in the eastern part of xxx Province.
2. xxx 的海拔高度是 xxx，占地面积是 xxx，距离 xxx 市 xxx 公里。
The altitude of xxx is xxx and the area is xxx kilometers away from xxx city.
3. 不同于一般的 xxx，xxx 的最大特征是 xxx。
unlike general xxx, the biggest characteristic of xxx is xxx.
4. xxx 长期以 xxx 为闻名，因此很多 xxx 的人每年 xxx 的时候都要光顾这里以 xxx。
The xxx has long been known for its xxx popularity, so many xxx people visit it every year to xxx.
5. 随着时间的推移，xxx 的很多部分受到损害，当地政府已经采取很多措施进行修缮和保护。
Over time, many parts of the xxx have been damaged, and the local government has taken many measures to repair and protect them.

三、传统文化类

【篇章结构】

中国 xxx，最早起源于 _____ 多年前的 _____ 时期。每年 _____ 前后，人们都要 _____，以营造 _____ 气氛。后来，在中国人眼中，_____ 象征着 _____，在文化传统中 _____，已经成为 _____ 的象征符号。

【翻译模板】

_____, originated in the _____ period _____ years ago. Every year, before and after _____, people want to _____, in order to create a _____ atmosphere. Later, in the eyes of the Chinese people,

_____ is a symbol of _____. In the cultural tradition of _____, has become a symbol of _____.

【其他句型】

1. xxx 是中国最重要的历史文化遗产之一。
xxx is one of the most important historical and cultural heritage in China.
2. 对 xxx 有最早文字记录的时代已距今 xxx 年。
The earliest written record of xxx dates back to xxx years.
3. 在过去，xxx 是人们表达对 xxx 的美好祝愿，后来成为 xxx 的象征，现在，xxx 已经变成人们 xxx 的方式。
In the past, people expressed good wishes for xxx and later became the symbol of xxx. now xxx has become the way of xxx for people.
4. 现在，xxx 经常出现在世界上一些重大的 xxx 场合，成为中华文化的象征。
Nowadays, xxx often appears on some important occasions in the world and becomes the symbol of Chinese culture.
5. 随着世界文化的传播和交流，将有更多的人认识 xxx，接受 xxx，并喜欢 xxx。这正是世界文化多元化的魅力所在。
With the spread and exchange of world culture, more and more people will know, accept and like xxx. this is the charm of cultural diversity in the world.

四、社会热点类

【篇章结构】

xxx 现象是指 _____，它在中国很常见，是因为 _____。 _____ 指出，到 _____ 年，_____ 的数字将达到 _____。

【翻译模板】

_____ refers to the _____, which is a very common phenomenon

in China, because _____. _____ pointed out that by the year of _____, the number of _____ will reach _____.

【其他句型】

1. 近年来，越来越多的 xxx 开始 xxx。
In recent years, more and more xxx have begun xxx.
2. 建设和发展 xxx 有利于 xxx 和 xxx。
construction and development xxx is conducive to xxx and xxx.
3. 越来越多的人选择 xxx 和 xxx 作为日常 xxx 或 xxx 的主要方式。
More and more people are choosing xxx and xxx as the main ways of daily xxx or xxx.
4. 在很多地方，人们只要 xxx 和 xxx 就可以轻松实现 xxx 和 xxx 的目标。
In many places, people can easily achieve the goals of xxx and xxx as long as xxx and xxx.
5. 这在过去是不能想象的。
This was unthinkable in the past.
6. 随着科技的发展，xxx 在未来的日子里将变得更加 xxx 和 xxx 以满足更多老百姓的 xxx 需求。
With the development of science and technology, xxx will become more xxx and xxx to meet the needs of more people in the future.

五、经济类

【篇章结构】

伴随着 _____ 的发展，中国的经济形势。以 _____ 为例， _____ 的发展是以 _____ 为代价的。

【翻译模板】

Along with the development of _____, China's economic situation _____. Taking _____ as an example, the development of _____ is at the expense of _____.

六、文学名著类

【篇章结构】

《xxx》是 _____ 时期由 _____ 编写。本书一共包括 _____，主要讲述了 _____。它体现了 _____，是一部文学巨著。

【翻译模板】

_____ is written in the _____ period by _____. The book includes a total of _____, mainly about _____, reflecting _____, so it is a literary masterpiece.

七、节日类

【篇章结构】

xxx 节日是中国的传统节日，在农历 _____ 月天，有 _____ 年的历史。在这一天，人们会 _____，也会 _____。

【翻译模板】

_____ is China's traditional festival. It happens in the lunar _____, and has the history of _____ years . On this day, people _____ and _____.

八、其他常见句型

1. It is + 形容词 + that

It is conceivable that knowledge plays an important role in our life.
可想而知，知识在我们的一生中扮演着一个重要的角色。

2. It is + 形容词 + to do/doing

She had said what it was necessary to say.

她已经说了一切有必要说的话。

3. 祈使句 / 名词 + and/or

Work hard, and you will finally be able to reach your destination.

努力工作，你就能实现自己的目标。

4. as + many/much + 名词 + as

It is said that visitors spend only half as much money in a day in Leeds as in London.

据说，游客每天在利兹的花销仅为在伦敦的一半。

5. 倍数词 + as + 形容词 + as

The reservoir is three times as big as it was ten years ago.

这个水库的面积是十年前三倍。

6. 倍数词 + more + 名词 / 形容词 + than

Smoking is so harmful to personal health that it kills seven times more people each year than automobile accidents.

吸烟对人体健康的危害极大，每年死于吸烟的人比死于车祸的人多七倍。

7. (not) as/so... as (和……(不)一样)

The environmental problems are not as serious as they suggested in their report.

环境问题没有他们在报告中说得那么严重。

8. no more... than (与一样不……)

She is no more fit to be a manager than a schoolgirl would be.

一个女学生固然不宜当经理，她也同样不宜。

9. Nothing is more... than... (没有比……更……的；……是最……的)

Nothing is more important than to receive education.

没有比接受教育更重要的事。

10. 感官动词 + of + 名词

They hurriedly escaped into a cave that smelt of terror.

他们仓皇地逃入一个充满恐怖气氛的山洞。

特色词汇

一、朝代及易错地名

中华文明 Chinese civilization	文明摇篮 cradle of civilization
华夏祖先 the Chinese ancestors	秦始皇帝 First Emperor, Emperor Chin
皇太后 Empress Dowager	成吉思汗 Genghis Khan; Temujin
明清两代 (of) Ming and Qing dynasties	夏朝 Xia Dynasty
四川 Sichuan, Szechwan, Szechuan	陕西 Shanxi
朝廷使者 royal court envoy	
汉高祖刘邦 founder of the Han Dynasty	

二、中华文化

重要文化遗产 major cultural heritage	优秀民间艺术 outstanding folk arts
文物 cultural relics	中国画 traditional Chinese painting
书法 calligraphy	中国结 Chinese knot
旗袍 Cheongsam	中山装 Chinese tunic suit
唐装 traditional Chinese garments (clothing), Tang suit	
水墨画 Chinese brush painting; ink and wash painting	
工笔 traditional Chinese realistic painting	

三、名胜古迹

胡同 hutong	长城 the Great Wall of China
烽火台 beacon tower	兵马俑 Terracotta Warriors and Horses

大雁塔 Big Wild Goose Pagoda	丝绸之路 the Silk Road
敦煌莫高窟 Mogao Grottoes	华清池 Huaqing Hot Springs
五台山 Wutai Mountain	九华山 Jiuhua Mountain
峨眉山 Mount Emei	泰山 Mount Tai
故宫 the Imperial Palace	天坛 the Temple of Heaven
午门 Meridian Gate	大运河 Grand Canal
护城河 the Moat	回音壁 Echo Wall
居庸关 Juyongguan Pass	九龙壁 the Nine Dragon Wall
十三陵 the Ming Tombs	苏州园林 Suzhou gardens
西湖 West Lake	九寨沟 Jiuzhaigou Valley
日月潭 Sun Moon Lake	布达拉宫 Potala Palace
鼓楼 drum tower	四合院 quadrangle; courtyard complex
孔庙 Confucius Temple	乐山大佛 Leshan Giant Buddha
秦士台皇陵 the Mausoleum of Emperor Qinshihuang	
黄山 Mount Huangshan; the Yellow Mountain	
黄帝陵 the Mausoleum of Emperor Huangdi	
十八罗汉 the Eighteen Disciples of the Buddha	

四、节日名称

春节 the Spring Festival	元宵节 the Lantern Festival
清明节 the Tomb-sweeping Day	端午节 the Dragon-boat Festival
中秋节 the Mid-autumn Day	重阳节 the Double-ninth Day
七夕节 the Double-seventh Day	
春联 spring couplets	庙会 temple fair
爆竹 firecracker	年画 (traditional) New Year pictures
压岁钱 New Year gift-money	舞龙 dragon dance

元宵 sweet sticky rice dumplings	花灯 festival lantern
灯谜 lantern riddle	舞狮 lion dance
踩高跷 stilt walking	赛龙舟 dragon boat race

五、古代发明

火药 gunpowder	印刷术 printing
造纸术 paper-making	指南针 the compass
青铜器 bronze ware	瓷器 porcelain; china
秋千 swing	武术 martial arts
景泰蓝 cloisonne	
唐三彩 tri-color glazed pottery of the Tang Dynasty	

PART 02

写作

考纲解读

一、考核的要求

- 1. 能用英语描述个人经历、观感、情感和发生的事件等；
- 2. 能描述简单的图表和图片；
- 3. 能就熟悉的主题发表个人观点；
- 4. 能写常见的应用文；
- 5. 能根据提纲、图表或图片等提示信息进行简短的讨论、解释和说明；
- 6. 中心思想明确，结构基本完整，用词较为恰当，语意连贯，能运用基本的写作策略；
- 7. 能在 30 分钟内写出不少于 120 字的短文。

二、考核的技能

- 1. 思想表达
 - 1.1 传达中心思想
 - 1.2 表达重要或特定的信息
 - 1.3 表达观点、态度等
- 2. 篇章组织
 - 2.1 准确叙述或描写题目内容，重点突出
 - 2.2 连贯地组句成段，组段成篇
- 3. 语言运用
 - 3.1 运用恰当的词汇
 - 3.2 运用正确的语法
 - 3.3 运用合适的句子结构
 - 3.4 使用正确的标点符号
 - 3.5 运用衔接手段表达句间关系（如对比、原因、结果程度、目的等）
- 4 策略运用
 - 运用合适的写作策略帮助表达

三、评分标准

四级作文评分采用总体印象评分方式。作文满分 15 分，分为五个档次：14 分档（13-15 分）、11 分档（10-12 分）、8 分档（7-9 分）5 分档（4-6 分）和 2 分档（1-3 分）。具体评分标准如下：

- 14 分档：**切题，表达思想清楚，文字通顺、连贯，基本无语言错误，仅有个别小错。
- 11 分档：**切题，表达思想清楚，文字通顺，但有少量语言错误。
- 8 分档：**基本切题，有些地方表达思想不够清楚。文字勉强连贯。语言错误相当多，其中有一些是严重错误。
- 5 分档：**基本切题，表达思想不够清楚，连贯性差，语言有较多的严重错误。
- 2 分档：**条理不清，思路紊乱，语言支离破碎或大部分句子均有错误，且多数为严重错误。

模版句型

一、议论文

1. 开篇

1.1 句首提出论点或现象。常用句型如下：

There is a growing concern for ...
_____ 愈加令人担忧。

Nowadays it is common to see/hear ...
如今人们看到 / 听到 _____ 是很常见的。

There is an old saying/proverb which says/goes.
有句老话说 _____

... has been playing an increasingly important role in our daily life.
_____ 在我们的日常生活中发挥越来越重要的作用。

Recently the phenomenon has become a heated topic, some people
are in alarm that ...
最近这个现象成了一个热门话题，有人开始担心 _____

Recently the issue has aroused great/wide concern among ...
最近这个问题引起了 _____ 的高度 / 广泛关注。

With the development of society, people are attaching much
importance to ... So it's urgent and necessary to ...
随着社会的发展，人们越来越重视 _____。所以，迫切需要

1.2 引出不同的观点。常用句型如下：

As the proverb goes, “Every coin has two sides” ... is no exception.
有句谚语说：“每个硬币都有两面。” _____ 也不例外。

People rarely reach an absolute consensus on such a controversial
issue.
对于这种极具争议的活题，人们很难达成一致的意见。

People's views on ... vary from person to person. Some hold that ...
However, others believe that ...
人们对 _____ 的看法因人而异。有些人认为 _____ 而其他
人却认为 _____。

More and more people are prone to ... But there are also quite a few
people who strongly advocate that ...
越来越多的人倾向于 _____。不过，也有少数人强烈支持
_____。

When it comes to ... opinions vary. Most people believe that ... but
other people hold that ...
说到 _____，人们的观点不一。很多人认为 _____，但其
他人认为_____。

There is a public controversy nowadays over the issue of ... Those
who criticize argue that ... while people who favor, on the other hand,
believe that ...
目前，大众对 _____ 问题的争议很大。那些持批评态度的人认为
_____；而另一方面，那此表示赞同的人则大方认方_____。

1.3 提出自己的观点。常用句型如下：

Personally/In my opinion/For my part/As far as I am concerned/In my
view/From my point of view, I would like/prefer to ...
在我看来，我希望 / 更愿意 _____

It seems to me that ...
在我看来 _____

To my knowledge/As far as I know ...
据我所知 _____

I cannot agree more with ...
我十分同意 _____

I am in favor of the former/latter one.
我赞成前者 / 后者的看法。

I stand on the side of the former/latter opinion.
我赞同前 / 后一种观点。

My point of view on ... largely results from the fact that ...
我对 _____ 的看法很大程度上是由于 _____

To be frank/Frankly speaking, I cannot agree with them for the following reasons.
老实说，我不同意他们的观点，理由如下。

2. 展开

2.1 引用名言。常用句型如下：

As the saying/proverb goes, “...”
有句谚语说：“_____”

“...” is a famous saying, which means ...
“_____” 是一句名言，意思是 _____

sb. once said, “...”
某人曾说过：“_____”

As sb. puts it ...
正如某人说的那样 _____

“...” That is how sb. comments/criticizes/praises ...
“_____” 某人是这样评价 / 批判 / 赞扬 _____ 的。

“...” How often we hear such words like these.
“_____” 我们经常能听到这样的言论。

2.2 给出原因或理由。常用句型如下：

First(ly), ... Second(ly), ... Third(ly), ...
首先，_____。第二，_____。第三，_____。

On one hand, ... on the other hand, ...
一方面，_____；另一方面，_____

The (main) reasons for this are as follows.
这个的（主要）原因如下。

It should be noted that ...
就要注意的是 _____

We have good reasons to believe that ...
我们有充分的理由相信 _____

The following factors/reasons/causes need to be taken into consideration/account.
我们也应将以下因素 / 原因 / 理由考感在内。

The first reason can be obviously seen ... The second factor/reason lies in ... The third and equally important reason is that ...
第一个理由很明显 _____。第二个因素 / 原因是 _____。
第三个同样重要的原因是 _____

The answer to this problem involves many factors.
这个问题的答案涉及很多因素。

Any discussion about this problem would inevitably involve ...
关于这个问题的所有讨论都不可避免地涉及 _____

2.3 提出假设。常用句型如下：
We can/Let's assume that ...
我们可以 / 让我们假设

Suppose/Supposing that ...
假设 _____

Given/Assuming that ...
假设 _____

Provided/Providing that ...
假设 _____

What if ...
假设 _____

Just imagine what it would be like if ...
想象一下，如果 _____，它会是什么样子。

It is reasonable to expect ...
期待 _____ 是合理的。

It is not surprising that ...
_____ 并不奇怪。

2.4 举例子。常用句型如下：
For example/instance ...
例如， _____

such as .../like ...
例如 _____

A good case in point is ...
一个很好的例子就是 _____

Let's take ... as an example/illustration.
让我们以 _____ 为例。

to name a few, ...
举几个例子， _____

A particular example for this is ...
一个很贴切的例子就是 _____

... serves as a typical example.
_____ 是一个典型的例子。

2.5 描述关系。常用句型如下：
A is important to B.
A 对 B 而言很重要。

A plays an important/a pivotal role in B.
A 在 B 中起着重要 / 关键作用。

B cannot live/grow/survive/be developed/be achieved without A.
没有 A，B 不可能存活 / 成长 / 生存 / 发展 / 实现。

Nothing is more crucial to B than A.
对 B 而言，没有什么能比 A 更重要。

A is to B what C is to D.
A 之于 B 就像 C 之于 D 一样。

2.6 进行对比。常用句型如下：

The advantages of ... outweigh the disadvantages of ...
_____ 的优势大于 _____ 的劣势。

Although ... enjoys a distinct advantage, it suffers from the disadvantage that ...
虽然 _____ 有着很明显的优势，但它也有 _____ 的劣势。

Actually, ... carries much weight than ... when ... is concerned.
事实上，当说到 _____ 时，_____ 比 _____ 更重要。

In comparison/contrast, ...
相比之下， _____

Compared A with B/Compared A to B, ...
将 A 与 B 相比 / 将 A 比作 B， _____

However, the same is not applicable to ...
然而，同样的情况并不适用于 _____

A bears some resemblances to B.
A 和 B 有一些相似之处。

A and B differ in several aspects.
A 和 B 在很多方面不同。

Evidently/Obviously, it both has positive and negative effects.
很明显，它既有积极影响，也有消极影响。

There is not a great deal of difference between A and B.
A 和 B 之间没什么太大的区别。

The difference between A and B lies in ...
A 和 B 的区别在于 _____

3. 结尾

3.1 总结。常用句型如下：

From what has been discussed/mentioned above, we may conclude that ...
通过上面讨论 / 提到的，我们可以得出 _____

Therefore, it is not difficult to come to/draw the conclusion that ...
因此，我们不难得出 _____ 的结论。

All in all, what really matters is ...
总之，_____ 才是最重要的。

In conclusion, the most important is ...
总之，最重要的是 _____

Only in this way, can we ...
只有这样做，我们才能 _____

Thus, it can be concluded that ...
因此，我们可以得出 _____

Taking all these factors into account, we may come to the conclusion that ...
把所有的因素都考虑在内，我们也许可以得出 _____ 的结论。

We still have a long way to go.
我们还有很长的路要走。

3.2 给出建议。常用句型如下：

It is essential/necessary that some measures should be taken to ...
必须采取一些措施来 _____

It is high time that ... Here are some of the measures that might be taken immediately.
现在正是 _____ 的时候，可能需要马上采取以下措施。

One way to tackle this problem is ... Another way that is worth adopting is ...
解决这个问题的一个方法是 _____，另一个值得采纳的方法是 _____。

In a word, the whole society should pay close attention to the problem of ... Only in this way can ... in the future.
总的来说，整个社会应当密切关注 _____ 这一问题。只有这样，将来才能 _____。

We should take all aspects of the problem into consideration/account, and then make the right decision.
我们需要把这个问题的方方面面都考虑在内，然后做出正确的决定。

All in all, we cannot live without ... But at the same time, we must try to find out new ways to cope with problems that would arise.
总的来说，我们的生活离不开 _____。但是同时，我们必须设法找出新的解决方法来应对那些可能出现的问题。

It must be realized that ...
我们必须意识到 _____

Unless we take effective measures, it is very likely that ...
除非我们采取有效措施，否则很可能会 _____

二、图表图片类

1. 开篇

From the cartoon/picture/drawing, we can see that ...
从这幅漫画 / 图片中，我们可以发现 _____

It can be seen/concluded from the picture/table that ...
从图片 / 表格中可以发现 / 得出 _____

According to the figures/statistics/data given in the table, ...
根据表格中给出的数字 / 资料 / 数据， _____

This table shows the changing proportion of A and B from ... to ...
该表格显示了从 _____ 到 _____ 期间 A 与 B 比例的变化。

The graph, presented in a pie chart, shows the general trend in ...
该图以饼状图的形式显示了 _____ 的总趋势。

The table shows the changes in the number of ... over the period from ... to ...
该表格显示了从 _____ 到 _____ 期间 _____ 数量的变化。

The graph provides some data regarding ...
该图为我们提供了一些有关 _____ 的数据。

2. 展开

2.1 描述数据（走向以及比较）。常用句型如下：

The tree diagram/curve graph/table/graph/diagram/bar chart shows/reveals/indicates/describes/illustrates/depicts ...
该树状图 / 曲线图 / 表格 / 图表 / 示意图 / 条形图向我们展示 / 揭示 / 暗示 / 描述了 _____

As is shown/demonstrated/exhibited in the graph, great changes have taken place in ...

如图所示，_____ 发生了巨大变化。

It has decreased/increased by 20% compared with ...

与 _____ 相比，它降低 / 增长了 20%。

The number/percentage of ... remained steady/stable from (month/year) to (month/year).

从 (月 / 年) 至 (月 / 年)，_____ 的数量 / 比例基本保持稳定。

The percentage of ... is obviously larger/smaller than that of ...

_____ 的比例明显比 _____ 的大 / 小。

... decreased year by year while ... increased steadily.

_____ 逐年减少，而 _____ 稳步上升。

A is ... times as much/many as B.

A 是 B 的 _____ 倍。

2.2 描述图片。常用句型如下：

The cartoon/picture/drawing depicts/shows/indicates/tells/illustrates ...

这幅漫画 / 图片 / 画作 描述 / 展示 / 表明 / 告诉 / 说明了 _____

Looking at the picture, we may find ...

看着这幅图，我们可以发现 _____

As we can see in the picture, ...

从图中我们可以看到，_____

As shown in the picture, ...

如图所示，_____

It is most likely that by drawing the picture, the artist intends to express ...

通过这幅画，艺术家很有可能想要表达 _____

3. 结尾

From above discussions, we have enough reason to predict what will happen in the near future.

通过以上讨论，我们有足够的理由来预测近期会发生什么。

The trend described in the graph/table will continue for quite a long time if necessary measures are not taken.

如果不采取必要的措施，图表 / 表格中所描述的趋势还会持续很长一段时间。

The data/statistics/figures lead us to the conclusion that ...

根据这些数据 / 资料 / 数字，我们能够得出 _____

三、书信类

1. 开篇

It is so great to hear from you./I was delighted to receive your letter.
很开心能够收到你的来信。

I'm sorry for not writing to you sooner.
很抱歉没有尽早给你回信。

Thank you for your letter.
感谢你的来信。

How nice to hear from you again!
很高兴能再次收到你的来信！

I am writing this letter to ...
我写这封信是为了 _____

2. 展开

2.1 建议。常用句型如下：

In my opinion, it would be wise for you to take the following actions: ...

在我看来，采取下列措施是比较明智的：_____

Here are some suggestions for handling ...

以下是一些关于如何处理_____的建议。

The best way to solve the problem is ...

解决这一问题的最好方法是_____

People have figured out many ways to solve this problem.

人们已经想出了许多办法来解决这一问题。

My opinions are as follows.

我的建议如下。

From your letter, I learnt that ...

从你的信中我得知_____

I think it would be more helpful if you could do ...

如果你能_____我认为这将更有帮助。

If I were you, I would ...

如果我是你，我会_____

To translate the idea into action, we should ...

为了将这一想法付诸行动，我们应当_____

2.2 批判错误观点和做法。常用句型如下：

It is obvious that ... is wrong.

很明显_____是错误的。

It may be true that ..., but it doesn't mean that ...

_____可能是对的，但这并不意味着_____

It is natural to believe that ..., but we shouldn't ignore that ...

认为_____很正常，但我们不应该忽视_____

There is no evidence to suggest that ...

没有证据能表明_____

2.3 感谢。常用句型如下：

I am writing to extend my sincere gratitude to you for ...

我写信是为了表达我对你_____的诚挚谢意。

I am sincerely grateful for your help.

我衷心地感谢你的帮助。

Thank you from the bottom of my heart for ...

我打从心底感谢你的_____

The help you sent is sincerely valued.

我真诚地感谢你的帮助。

Thank you again for your kindness.

再次感谢你的好意。

2.4 道歉。常用句型如下：

I apologize most sincerely for ...

对于_____我要向您表示我最诚挚的歉意。

I am so sorry to have put you through so much trouble.

非常抱歉给您带来这么多麻烦。

Please accept my sincerest and deepest apology.
请接受我最诚挚、最深刻的歉意。

I'm sorry that I can't . . . , but I trust that you would understand.
很抱歉我无法 _____ 但我相信您会理解的。

I must apologize for any inconvenience it may have caused you.
我对此事可能给您带来的不便深表歉意。

I hope that this has not caused you any inconvenience.
我希望这没有给您带来任何不便。

With apologies once again.
再次表示歉意。

With many apologies.
十分抱歉。

2.5 邀请。常用句型如下：

I'm writing to invite you to . . .
我写信是想邀请您 _____

I wonder if you can come to . . .
我想知道您是否能来 _____

I will appreciate it if you can come.
如果您能来，我将不胜感激。

We would be honored to have you there with us.
您能来我们感到十分荣幸。

2.6 意见与反馈。常用句型如下：

We regret to inform you that . . .
我们很遗憾地通知你 _____

I am writing to express my dissatisfaction with/at . . .
我写这封信是想告诉你我对 _____ 不太满意。

I think further improvement should be done in . . .
我认为 _____ 方面还需要进一步改进。

We appreciate all you did for . . .
我们非常感激你为 _____ 所做的一切。

I hope that above situation can be improved as soon as possible.
我希望上述情况能尽快得到改进。

I hope to draw the attention of the authorities concerned to . . .
我希望 _____ 能引起有关部门的注意。

We will appreciate your willingness to make up for the loss.
我们希望你们能对损失做出补偿。

2.7 咨询。常用句型如下：

I would like to request some information about . . .
我想咨询一些有关 _____ 的信息。

I'm writing to see if it is possible for you to provide me with some specific information about . . .
我写信是想知道你是否能给我提供一些有关 _____ 的具体信息。

Should I need to send further materials, please let me know.
如果需要我提供更多的材料，请告知。

I'm writing to ask if you can do me a favor ...
我写信是想问下你能否帮我一个忙 _____

I would be grateful if you could/would ...
如果你能 _____ 我将不胜感激。

I would like to know if you can/could ...
我想知道你是否能 _____

2.8 求职。常用句型如下：

I'm writing to apply for the position of ...
我写信是想申请 _____ 的职位。

I'm writing to apply for the post of ... in your job advertisement.
我写信是想应聘贵公司招聘广告上的 _____ 职位。

I hope I can be granted an interview.
我希望能得到面试的机会。

Should an interview be desired, I shall be happy to be there within
the given/fixed time.
如贵公司有意面试，我很乐意在规定的时间内前往。

3. 结尾

Best Regards/Wishes,
致以诚挚的问候 / 祝福

All the best,
祝一切顺利

Yours sincerely/truthfully,
谨上（正式信函末尾署名前的套语）

I'm looking forward to your reply.
期待您的回复。

I expect to hear from you very soon.
希望能早日收到你的回信。

I shall feel obliged by a reply at your earliest convenience.
如能尽早回信，我将不胜感激。

Take good care of yourself and write often.
你多保重，记得常来信。

May you be blessed in everything you do.
愿你万事顺利。

四、记叙文

1. 开篇

It happened/took place/occurred in ...
事情发生在 _____

With the coming of ... are eager to express respect and love for ...
随着 _____ 的到来， _____ 渴望表达对 _____ 的尊
敬和爱戴。

On ..., I was ... as usual. Suddenly, I ...
在 _____ 上，我像往常一样 _____。突然，我 _____

It happened, I still remember, when ... It impressed me a lot because ...
我始终记得这件事发生在 _____。它给我留下了深刻的印象，因
为 _____

It was the most exciting moment that I have ever experienced.
那是我经历过的最激动人心的时刻。

In the years that followed, the event often floated in my mind/
recurred to my memory/kept haunting me.
在之后的几年里，这件事经常萦绕在我的脑海中。

Last week, when I was on my way home, something terrible
happened.
上周，在我回家的路上发生了一件可怕的事情。

2. 展开

2.1 心理描写。常用句型如下：
I could hardly believe my eyes/ears.
我简直不敢相信我所看到的 / 听到的。

I burst into laughter.
我不禁大笑。

I was completely shocked by ...
_____ 令我惊呆了。

I had the unpleasant feeling that I could ...
我有一种不祥的预感，我可能 _____

I was very moved/touched by ...
_____ 令我十分感动。

I was encouraged/inspired by ...
我因为 _____ 而深受鼓舞。

2.2 物体描写。常用句型如下：
It is made up/composed of ...
它是由 _____ 组成的。

It consists of ...
它是由 _____ 组成的。

It is flat in shape and small in size.
它形状扁平，体积较小。

It is made in/by ...
它是在某地 / 由某人制成的。

It is made of/from ...
它是由 _____ 制成的（能看出原材料 / 无法看出原材料）。

3. 结尾

From this matter, I understand a truth: ...
通过这件事，我明白了一个真理： _____

Through this event, I believe that ...
经历过这件事，我相信 _____

I learned a lot from it like ...
我从这件事中学到了很多，比如 _____

I will take this as motivation/a warning to continue to ...
我会以此为动力 / 为戒，继续 _____

I got some great inspiration from it: ...
我从中受到了很大的启发： _____

I was deeply inspired by ...
我深受 _____ 的启发。

范文模板

一、议论文

1. 观点对比选择题型

【考点】

要求对同一主题两种观点进行对比，并发表自己的意见。

【范文】

The topic of _____ (主题) is becoming more and more popular recently. There are two sides of opinions of it.

Some people say A. They hold their view for the reason of _____ (支持 A 的理由一). What's more, _____ (理由二). Moreover, _____ (理由三). While others think that B is a better choice in the following three reasons. Firstly, _____ (支持 B 的理由一). Secondly/Besides, _____ (理由二). Thirdly/Finally, _____ (理由三).

It's no easy task to find a satisfactory answer to the issue. From my point of view, I think _____ (我的观点). The reason is that _____ (原因). For me, the former/latter is surely a wise choice.

【译文】

有关 _____ 的话题最近变得流行起来。人们对此持有两种不同看法。有些人认为 A。他们持这一观点的原因是 _____。而且，_____。此外，_____。而其他人则认为 B 是更好的选择，原因有三。第一 / 首先，_____。第二 / 此外，_____。第三 / 最后，_____。就这个问题来说，想要找到一个令人满意的答案并非易事。就我而言，我认为 _____。原因是 _____。在我看来，前者 / 后者无疑是一个明智的选择。

2. 现象解释型

【考点】

描述某一社会现象及其原因，同时进行评价，并提出自己的观点和建议。

【范文】

Nowadays, we often hear that _____ (现象). It is true that _____ (对现象的简评).

This phenomenon is not accidental, and there are some reasons for it. For one thing, _____ (理由一). For another, _____ (理由二). Besides, _____ (理由三).

As far as I am concerned, considering all these reasons mentioned above, I think _____ (我的观点). To sum up, we should _____ (应对措施). Only in that way, can we _____ (对未来的期望).

【译文】

如今，我们会经常听到 _____。的确，_____。这一现象的出现绝非偶然，是由一些原因导致的。一方面，_____。另一方面，_____。此外，_____。就我个人而言，考虑到上述原因，我认为 _____。总之，我们应当 _____。只有这样做，我们才能 _____。

3. 问题解决型

【考点】

描述存在的问题，并提出相应的解决措施。

【范文】

Recently, we have to face the problem of _____ (问题), which is becoming more and more serious. First, _____ (说明现状). Second, _____ (举例进一步说明现状).

To _____ (目的), we should take a series of effective measures to cope with the situation. On the one hand, _____ (解决措施一). On the other hand, _____ (解决措施二). Finally, _____ (解决措施三).

Personally, I believe that _____(我的解决方法). And the whole society should pay close attention to this problem. Therefore, it is high time for us to _____(总结概括).

【译文】

最近我们必须正视 _____ 的问题,这一问题目前变得越来越严重。首先, _____。其次, _____。为了 _____, 我们应当采取一系列有效措施来处理这种情况。一方面, _____。另一方面, _____。最后, _____。在我看来,我认为 _____。整个社会都应当密切关注这一问题。因此,我们是时候 _____。

4. 阐述主题型

【考点】

要求从一句话或一个主题出发进行论述, 阐述名言或主题所蕴涵的意义, 分析并举例使其更充实, 按照提纲的要求进行论述。

The proverb/old saying “_____” (名言或谚语)reminds us that _____ (释义). Indeed, we can learn many things from it.
First of all, _____ (理由一). For example, _____ (举例说明). Secondly, _____ (理由二). Another case is that _____ (举例说明). Furthermore, _____ (理由三).
In my opinion, _____ (我的观点). In short, whatever you do, please remember the saying. If you understand it and apply it to your study or work, you'll necessarily benefit a lot from it.

俗话说: “_____。”这提醒我们要_____。事实上, 我们可以从中学到很多东西。
首先, _____。例如, _____。其次, _____。另一个例子就是_____。此外, _____。
在我看来, _____。总之, 无论做什么, 都要记住这句话。如果你理解了这句话并将其运用到你的学习或工作中去, 你一定会受益匪浅。

5. 说明利弊型

【考点】

先说明事件 / 事物现状, 再从对比其本身的利弊 (或任一方面) 出发, 最后表明自己的态度或对事物前景提出预测。

【范文】

Nowadays many people prefer A because it has played a more and more important role in our daily life. Generally, its advantages can be seen as follows. First, _____ (A 的优点一). Besides, _____ (A 的优点二).
But every coin has two sides. The negative aspects of A are also apparent. One of the disadvantages is that _____ (A 的缺点一). To make things worse, _____ (A 的缺点二).
Based on the analysis above, I believe that the positive aspects of A overweigh the negative ones. Therefore, we should take it reasonably and do it according to the circumstances we are in. Only by this way, _____ (对前景的预测).

【译文】

现在, 许多人都很喜欢 A, 因为它在我们的日常生活中发挥着越来越重要的作用。总的来说, 它的优点如下。其一是 _____。此外, _____。
但是一切事物都有两面性, A 也有着明显的消极影响。它的缺点之一就是 _____。更糟糕的是, _____。
基于以上分析, 我认为 A 的优点要大于其缺点。因此, 我们应当根据我们所处的情况合理地对待它。只有这样做, _____

二、图表图片类

1. 图表类

【考点】

先概括图表数据的整体情况, 然后挑选比较特殊的数据进行详细描述和解释, 最后提出自己的观点。

【范文】

As is shown/indicated/illustrated by the figure in the table/graph/pie chart, _____(主题) has been on rise/decrease/goes up/increases/drops/decreases, significantly/dramatically/steadily from _____(数据 1) in _____(时间) to _____(数据 2) in _____(时间). When it comes to the reasons for the changes, different people give different explanations. Here I shall just give a few.

There are at least two good reasons accounting for _____. On the one hand, _____. On the other hand, _____ is due to the fact that _____. In addition, _____ is responsible for _____. Maybe there are some other reasons to show _____. But it is generally believed that the reasons mentioned above are commonly convincing.

Finally, we can safely draw the conclusion that _____(结论). Therefore, I hold the point of view that _____(进一步谈论个人想法).

【译文】

正如表格 / 图表 / 饼状图中的数据所展示 / 暗示 / 表明的那样，从 _____ 到 _____，_____ 一直在显著地 / 惊人地 / 平稳地 增长 / 减少 / 上升 / 增加 / 下跌 / 降低。说到这一变化产生的原因，不同的人给出了不同的解释。我在这里罗列了一些。

至少有两个原因可以解释 _____。一方面，_____。另一方面，_____是由于 _____ 这一事实。另外，_____也是 _____ 的原因。或许也会有其他的原因来解释 _____。但是通常我们认为前面提到的这些理由是足以让人信服的。

最后，我们可以得出 _____ 这样的结论。因此，我认为 _____。

2. 图片类

【考点】

先描述图片内容，引出话题内容，然后对这一现象 / 情况进行解释，提出自己的观点。

【范文】

As is vividly depicted in the cartoon/picture above, _____(描述图画内容). It seems that the cartoon/picture is sending a message about _____(揭示现象), which reveals _____(进行评价).

In my point of view, _____(表明个人观点). Apparently, _____(将个人观点和图片内容相结合，进行说明). For one thing, _____(从社会角度论证). For another, _____(从个人角度说明). For example, _____(自己、朋友、他人，或知道、听过的例子). Last but not least, _____(从反面论证). As a result, the picture is urging us to _____(建议或措施). Only in this way can we _____(展望结果).

In conclusion, the purpose of the cartoon/picture is to remind us of the fact that _____(图片背后的深意). We should _____(提出建议或发出倡议).

【译文】

正如漫画 / 图片中所生动描述的那样，_____。这幅漫画 / 图片似乎在向我们传递 _____ 的信息，这揭示了 _____。

在我看来，_____。很明显，_____。一方面，_____。另一方面，_____。例如，_____。最后但同等重要的是，_____。所以，这幅图是在建议我们 _____。只有这样，我们才能 _____。

总而言之，这幅漫画 / 图片的目的就是提醒我们 _____ 这一事实。我们应该 _____。

三、应用文

1. 感谢信

【范文】

Dear _____(对方称呼),

I am writing this letter to express my sincere gratitude for _____(对方称呼), (要感谢的事情或人等). Had it not been for your assistance in _____(具体的帮助事件), I fear that _____ may not have _____.

I'd like you to know that your help _____(帮助的作用). It not only _____(帮助的效果一), but also _____(帮助的效果二). I shall always remember _____(对方及其帮助或作用等).

I hope that I will have the opportunity of returning your kindness by inviting you to _____. Will you kindly let me know whether you are convenient to come?

I am looking forward to seeing you soon!

Again, I would like to express my thanks to you. Please accept my appreciation and send my best wishes to _____ (要祝愿或问候的人). I hope to hear from you soon.

Best Wishes,

Yours,

【译文】

亲爱的 _____，
我写信是想表达我对 _____ 诚挚的谢意。要不是你在 _____ 的帮助，我恐怕 _____ 可能无法 _____。
我想告诉你，你的帮助 _____。它不仅 _____，而且还 _____。我会一直记得 _____。
我希望能有机会邀请你来 _____ 以答谢你的好意。你能否告诉我你是否方便前来？我期待能快点见到你！
再次向你表示谢意。请接受我的谢意，帮我向 _____ 问好。希望能尽快收到你的回信。
衷心祝愿！

_____ 谨上

2. 倡议信

【范文】

Dear _____ (倡议的对象),
I am writing this letter to call on _____ (具体的倡议). As some of you may know, _____ (某事的情况).
It is necessary for us to _____. On the one hand, _____ (倡议原因一). On the other hand, _____ (倡议原因二). Hence, it is high time _____ (号召大家要行动起来). Firstly, we should _____ (措施一). Secondly, _____ (措施

二). Finally, _____ (措施三). Please contact us via _____ (联系方式)
Please join us in the effort to _____ (要去做的事情).
Thank you for your participation.

Sincerely,

【译文】

亲爱的 _____，
我写这封信是为了号召 _____。你们中有些人可能知道 _____。
我们有必要 _____。一方面，_____。另一方面，_____。因此，现在是时候 _____。首先，我们应该 _____。其次，_____。最后，_____。
您可以通过 _____ 联系我们。请加入我们一起去 _____。
感谢您的参与。

_____ 谨上

3. 邀请信

【范文】

Dear _____ (对方称呼),
There will be a _____ (活动名称或类型) at/in _____ (地点) on _____ (时间). It would be a great pleasure if you can be there with us.
We arrange several wonderful activities, like _____, _____, etc. I am sure that you will be interested in _____. First, _____ (理由一). Second, _____ (理由二). Enclosed is the details of _____ (活动细节的介绍). Your participation is very important because _____ (邀请对方参加的原因).
The _____ (活动名称) will begin at _____ (具体时间). We are looking forward to your coming. If not, please drop us a line before _____ (时间点).

Thank you very much!

Yours,

【译文】

亲爱的 _____，
_____（时间）在 _____（地点）将会有 _____。您若能和我们一起参加将是我们的荣幸。
我们安排了许多精彩的活动，比如 _____，_____。我相信您一定会对 _____ 感兴趣。首先，_____。其次，_____。随信附上 _____ 的详情。您的参与非常重要，因为 _____。
_____ 将于 _____ 开始。我们非常期待您的到来。如无法赴约，请您于 _____ 之前写信告知我们。
非常感谢！
_____ 谨上

4. 祝贺信

Dear _____ (对方称呼)
I have learnt with delight that _____ (祝贺事由). I am writing to express my heartfelt congratulations on your splendid achievement in _____.
I know how hard you worked to attain this goal. I always believe that your efforts will finally be rewarded. And it is _____ (被祝贺人付出的努力) leads you to your current achievement. It also proves that _____ (吸取经验).
Again, congratulate your success and wish you make persistent efforts.
Yours sincerely,

亲爱的 _____，
我很开心得知 _____。我写信是为了衷心祝贺你在 _____ 取得的辉煌成就。
我知道你为了达到这一目标付出了多少努力。我一直相信你的努力终会得到回报。正是 _____ 使你取得了现在的成就。这也证明了 _____。
再次祝贺你取得成功并希望你再接再厉。
_____ 谨上

5. 申请信

【范文】
Dear _____ (对方称呼),
My name is _____. I learned from _____ appreciate it if my application can be considered and accepted. (消息来源) that _____. I think I am very suitable to _____, so I am writing to apply for _____ (具体职位). I will appreciate it if my application can be considered and accepted.
There are several factors contributing to my application. First of all, _____ (申请原因一). Secondly, _____ (申请原因二). Furthermore, _____ (申请原因三). Therefore, _____ (总结申请原因 / 优势).
I am eager to get this hard-won opportunity. Should I need to provide further materials, please contact me at any time by _____ (联系方式).
Hoping you can give my application kind consideration. I am looking forward to your reply.
Sincerely,

【译文】
亲爱的 _____，
我叫 _____。我从 _____ 得知 _____。我认为我非常适合 _____，于是我写信想要申请 _____。如能考虑接受我的申请，我将不胜感激。
有很多因素促成我写这封申请信。首先，_____。其次，_____。此外，_____。因此，_____。
我非常想要得到这个来之不易的机会。如需我提供更多的材料，请通过 _____ 随时联系我。
望您能仔细考虑我的申请。期待您的回信。
_____ 谨上

6. 道歉信

【范文】
Dear _____ (对方称呼),
I feel so regret for _____ (道歉事由). So I am writing this letter to

express my sincerest and deepest apology. I hope you can understand my situation and excuse me for _____(需要道歉的事情).

The reason why _____ is that _____ (原因). Under that circumstances, _____(苦衷). Therefore, I have to _____.

If possible, I would like to _____(做出补偿). I shall be obliged if you can kindly write and tell me _____. I expect to hear from you very soon.

Yours,

【译文】

亲爱的 _____，

对于 _____，我感到很遗憾。所以我写信是想表达我最诚挚、最深刻的歉意。希望你能理解我的境况，原谅我 _____。

我之所以 _____ 是因为 _____。在这种情况下，_____。因此，我不得不 _____。

如果可以的话，我想 _____。如果你能写信告诉我 _____，我将不胜感激。期待能够早日收到你的来信。

_____ 谨上

7. 投诉信

【范文】

Dear _____(对方称呼),

My name is _____. I am writing this letter to complain _____(投诉对象 / 事件).

The reason for my dissatisfaction is _____(投诉的主要问题 / 原因). For one thing, _____(投诉原因一). For another, _____ (投诉原因二). Under these circumstances, I find it _____(投诉对象带来的影响).

Frankly speaking, if effective measures are not taken, it will _____(导致更严重后果). I do hope that you could _____ (预期的改进) as soon as possible.

Thank you for taking time from busy schedule to read this letter. I am looking forward to your early reply.

Sincerely yours,

【译文】

亲爱的 _____，

我叫 _____。我写这封信是想投诉 _____。

我不满的原因是 _____。一方面，_____。另一方面 _____在这样的情况下，我发现 _____。

坦白讲，如果再不采取有效措施的话，它将会 _____。我真的希望您能够尽快 _____。

感谢您在百忙之中抽出时间阅读我的这封信。期待早日收到您的回信。

_____ 谨上

