告知信写作模板、写作框架及典型句式

**题型介绍**

告知信（a letter of Informing）是交际应用文的一种。告知信是告知对方有关情况，包括：写信原由，需要告知对方的有关事项的具体内容及应注意的问题。告知的内容比较广泛：如安排计划类，课外活动类，广告信息类，个人情况类，旅游介绍类等。

**审题要点及写作框架**

首先，我们要对书面表达的提示信息和题目要求进行审题，然后确定所写书面表达的体裁。注意不同的体裁一般需要采用与之对应的写作格式。告知信为应用文体。

审题后确定框架如下：

第一段：告知将要举办的活动或将要发生的事情及原因、背景等。

第二段：告知活动的时间，地点，具体内容，具体要求等。

第三段：表达期待和愿望，希望对方能参加活动并乐在其中。

**告知信的常用句型**

1. **首段：问候之后引出话题，说明写信的目的，告知对方将要举办某个活动；**

**常用首段模板句式：**

**（1）你最近一切可好，为了提高...,从...时到...时将举办一个/场...**

How’s everything going on? In order to improve ..., （具体活动）... is going to be held in ... from ... to ...

**（2）我有好消息要告诉你，几周后将举办一次...,我们队要参加。**

I have good news to tell you. （具体活动）... is going to be held in a few weeks and our team will participate.

**（3）我写信告知你关于下个月将要举办的…的细节。**

Now I am writing to tell you the details about .../inform you of the details about...which will be held next month.

**（4）非常高兴收到你的来信，你在上一封信中问我关于...,下面的信息会让你有一个大概的了解。**

I am exceedingly delighted to hear from you. You asked me in your last letter about...and the following information may give you a rough sketch.

**2. 主旨段: 告知信的中间段最重要的部分，详细告知活动的具体时间，地点，内容，要求，注意事项等，这一段的目的就是令对方清楚知道活动的具体细节。**

**常用主旨段句式：**

**（1）关于这次比赛/节/活动/竞赛的详细信息, 它将在...(时间)...(地点) 由...举行。**

As for the detailed information of the match/festival/activity/competition, it will be held by...in/at+地点+时间.

**（2）现在我来告诉你一些相关的细节内容。**

Now, I am informing you of some relevant details.

**（3）你应该/最好...（具体要求）**

You’d better /You are supposed to…

**（4）（具体活动）…将持续3个小时，将在...开始，...结束。**

The （具体活动）… will last 3 hours， which will begin at… and end at...

**3. 结尾段：希望对方能如期参加并乐在其中，有所收获。**

**结尾段常用句式：**

**（1）如果你能如期参加，将不胜感激。**

It would be greatly appreciated if you can be present on time.

**（2）希望这些信息对你有帮助。**

Hopefully, the information would be helpful for you./ Hopefully my information is of help to you.

**（3）请按时到达/请提前做好准备。**

Please get there on time. / Please get everything ready ahead of time.

**（4）请不要错过这次机会/请不要犹豫参加……**

Don’t miss the chance. / Please don’t hesitate to attend it

**（5）我如此兴奋，等不及要参加。你呢？期待你的回复。**

So excited am I that I can’t wait to join in it. How about you? Looking forward to your reply.

**真题再现及范文点评**

（2019年新课标全国卷II）

假定你是校排球队队长李华。请写封邮件告知你的队友Chris球队近期将参加比赛，

内容包括：

1.比赛信息；

2.赛前准备；

3.表达期待。

注意:  1.词数100左右；

2.可以适当增加细节，以使行文连贯。

**【优秀满分范文】**

Dear Chris,

How is everything going? I have good news to tell you. A volleyball match is going to be held in a few weeks and our team will participate.

As for the detailed information of the match, there will be probably dozens of teams which are going to make a revolving competition. Additionally, not only can the top three teams each be awarded a medal but all the other teams taking part in it will get a reward as well. What’s the most attractive is that it will be a great honor for the top three teams to receive special volleyballs that have the name of the most popular volleyball player on them. Therefore, we must do enough preparations before the match, such as training as frequently as we can.

So excited am I that I can’t wait to join in it. How about you? Looking forward to your reply.

Yours,

Li Hua

**精选练习**

假定你是李华，你的英国朋友Peter来信询问你校学生体育运动情况。请给他回信，内容包括：

1. 学校的体育场馆；

2. 主要的运动项目；

3. 你喜欢的项目。

注意：1. 词数100左右：

Dear Peter,

I am exceedingly delighted to hear from you. You asked me in your last letter about the physical exercise in our school and the following information may give you a rough sketch.

To begin with, a fabulous new stadium has been built up, which has become the new landmark in our school. Moreover, with the stadium set up, a wide range of sports events are able to be held, of which ping-pong, football as well as running competitions enjoy great popularity. As for me, I’m intoxicated with basketball since it has been giving me strength to confront the challenges in my life.

All in all, I sincerely invite you to come to our school and see it for yourself.

Yours,

Li Hua