**建议信写作模板、写作框架及典型句式（学生版）**

**题型介绍**

建议信（an advice letter）是交际应用文的一种。建议信要根据对方提出的问题或遇到的困难给出自己的建议或解决办法并说明理由，同时阐述你提出的建议会产生什么样的积极效果。

**审题要点及写作框架**

首先，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。建议信为应用文体。

审题后确定框架如下：

第一段：引出话题，说明写信的目的，表明乐意提出建议；

第二段：提出合理的建议并说明理由；

第三段：希望所提建议对对方有帮助并表示祝愿。

**建议信的常用句型**

**1、首段：引出话题，说明写信的目的（表明很高兴收到对方的来信，并乐意提出建议）。**

**常用首段模板句式：**

**（1）**我很高兴收到你的来信向我寻求关于如何......的建议。

I’m glad/pleased to have received your letter to ask for my advice concerning how to...

（2）你问我关于如何...的建议，我尝试向你提出如下建议。  
 You asked me for my advice on how to... and I will try to make some suggestions.

（3）得知你在...上有困难，我很高兴给你关于...的建议.  
 Learning that you have difficulty/trouble in...It’s my pleasure to give you some tips on ...

（4）得知你正在准备一个比赛/一次考试/一次旅行...，我写信向你提供关于...的建议.  
 Knowing that you’re preparing for a competition/ an exam/ a trip..., I’m writing to offer you some advice on ...

**2、主旨段: 建议信的中间段，也是主旨段，在这一段要详细说明你的建议内容，提出这样一个建议的原因，预测可能的结果，给对方采取行动的决心和信心。**

**常用主旨段句式：**

**（1）首先，你应该……; 第二，……是一个必须/一个更好的选择，这样能帮助你……；然后，建议你应该……**

First of all, you should...Secondly,…is a must/ a better choice, which can/will help you...Then, after that it’s suggested that you should...

**（2）如果我是你，我就会...**

If I were you, I would...

**（3）我建议你要.../我认为你最好...,这样会.../因为...**

I suggest you should do/ I think you’d better...,which.../because…

**（4）除此以外……, 而且…..., 另一方面......**

Besides,..../What’s more,.../On the other hand,.../

**3、结尾段：表达自己的祝福，并希望自己的建议能有所帮助。**

**结尾段常用句式：**

1. **我真诚地希望你能考虑一下我的建议，期待你尽快的回复。** I sincerely hope that you will take my advice into consideration/account, and I look forward to your reply at your earliest convenience.

**（2）无论如何，我希望这些建议对你有所帮助。我会非常高兴看到情况改善。** I hope that my suggestions are helpful for you anyway. I would be more than happy to see improvement.  
**（3）我真诚的希望我的建议对你有一些帮助。如果有更多我可以为你做的，请告诉我。** I sincerely hope my advice will be of some help for you. If there is more I can do for you, please let me know.  
**（4）无论你决定做什么，祝你学习/工作好运。** Whatever you decide to do, good luck with your studies/work!

**真题再现及范文点评**

【2017年北京卷】

你的英国朋友Jim所在的学校要组织学生来中国旅行，有两条线路可以选择：“长江之行”或者“泰山之旅”。Jim来信希望你能给些建议。请你给他回信，内容包括：

1．你建议的线路；

2．你的理由；

3．你的祝愿。

注意：

1. 词数不少于50；
2. 开头和结尾已给出，不计入总词数。

**【优秀满分范文】**

Dear Jim，

I'm happy to receive your letter and know you're coming to China. I’m writing to you to give you some advice.

Of the two trips to the Yangtze River and Mount Tai, both are highly recommended. Personally, I prefer the tour along the Yangtze River, the longest river and one of the mother rivers of Chinese civilization. You can learn a lot about the history of China and Chinese people. Moreover, the scenery along the river is amazing, with many well-known sightseeing spots. That's why I think the trip along the Yangtze River is a better choice.

Hope you'll have a good time in China and my advice benefits you.

Yours，

LiHua

**精选练习**

**练习1**

假如你是李明，你校正在进行课程微调，准备将周三下午的第四节课设置为“艺术欣赏类课程(art appreciation)”或者“学科拓展类课程(subject expansion)”，现广泛征求同学的意见。请发一封邮件至校长信箱（邮件中请不要出现真实的校名和姓名），你的邮件内容需包括：

1. 你建议校方设置以上两类课程中的哪一类；
2. 你的理由；
3. 你希望此类课程包含哪些内容。

【参考范文】

Dear Sir

We are informed that our school is asking for suggestions about the plan to change the fourth lesson on Wednesday afternoon into art appreciation or subject expansion.

As far as I’m concerned， I suggest subject expansion be adopted because we are senior high students facing fierce competition in academic performance. We are all willing to be admitted to our desirable universities so excellent academic performance is a must. I hope the subject expansion is not merely limited to our current courses. More knowledge in physics, chemistry, biology, math and foreign languages should be provided because many of us find it difficult to learn these subjects well. We need help urgently.

I sincerely hope that you will take my advice into consideration, and I look forward to your reply at your earliest convenience.

Yours Li Ming

**练习2**

假如你是李华，你刚收到了你的朋友王梅的电子邮件，她在邮件里向你询问在高中如何学好英语。请你根据下列的内容给她写封回信。

1.上课认真听讲，做好笔记，课后及时复习;

2.词汇是基础，每天早上花半个小时的时间背诵单词，朗读课文;

3.课外多与同学用英语交流，提高听力和口语能力;

4 每天坚持写日记。

注意∶1.词数120—150词左右，短文的开头和结尾已为你写好，不计入总数; 内容可适当发挥，注意行文连贯。

【参考范文】

Dear Wang Mei,

I'm very glad to have received your email asking me about how to learn English well. Here are my suggestions.

First of all, you should listen to the teacher carefully and take notes in class so that you can go over your lessons accordingly after class. As is known to all, vocabulary is of great importance. You’d better spend half an hour in the morning reciting words and reading texts aloud. What’s more, try to communicate with your classmates in English out of class. Only in this way can you improve your listening and spoken English quickly. Last, you should develop the habit of keeping a diary, which helps improve your written English and helps you go over/review the words and expressions that you have learnt.   
I hope you will find these suggestions helpful. Good luck with your studies.

Best wishes!

Yours

Li Hua