**专题03 建议信**

【话题导入】

生活中,当遇到一些难以解决的问题时,我们可以通过写信的方式向别人寻求建议。同时,我们也可以凭借自己的经验,给别人一些解决问题的建议。

【写作指导】

写劝说性信件时,同学们应针对收信人的具体情况,使用具有说服力和可信度的理由,劝说对方接受你的观点或建议。写作中以第一人称和第二人称为主，时态以一般现在时为主。此外,写劝说性信件时内容要有礼貌,但又需避免过于正式。

* 写作步骤

1. Present the purpose of writing;

2. Give your advice and reasons;

3. Express expectations.

* 增色语料

精彩句型：

1. I'm so surprised to hear that you have decided to ... but I don't think it is wise to do so.

2. First, it is normal for you to have difficulty learning Chinese at first because ...

3. In my opinion, you would be wise to take the following steps, the first of which is that...

4. To be honest, it is unnecessary to ...because...

5. It won't affect our study. On the contrary,it can help promote ...

6. If you give up this chance, you'll feel regretful because not everyone ...

7. I hope you can take my suggestions into account and make more progress.

8. Cheer up and your problem will soon be solved.

* 范文赏析

假定你是李华，考虑到学生学业负担重，你校英文俱乐部决定取消这学期的英语演讲比赛。请你给相关负责人一外教Mr. Black写封信,提议保留演讲比赛。内容包括：

1.说明写信目的; 2.陈述理由;3.表达期望。

注意：1,词数100左右;2.可适当增加细节,以使行文连贯。

**任务分析：**本文是一篇劝说性写作。要求给校英语报负责人写信,劝说保留英语演讲比赛。在写作过程中,同学们需注意表达的语气，要做到客气、礼貌、委婉。同时,所给出的理由既要充分,又能让对方接受。

**补句成文：** 请根据汉语提示使用恰当的单词、短语或句子补全下面范文中所缺的内容，补全后请通读全文并建议记诵。

Dear Mr. Black,

I'm writing to say it is unnecessary to cancel the English speech contest this semester.

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(我认为参加演讲比赛不会影响我们的学习).On the contrary, it can help us learn better.Firstly, 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(参加演讲比赛可以激发学生的学习热情).Secondly, it's a great chance for students to exchange learning experience with others.

More importantly, our spoken English and listening ability can be improved a lot through the contest. I do hope we can still enjoy the excitement and joy of taking part in English speech contests.

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(希望你能考虑一下我的建议).

Yours,

Li Hua

答案：1. I don't think taking part in speech contests will affect our study

2. taking part in speech contests can help arouse students' learning enthusiasm

3. Hope you can take my suggestions into consideration

【且学且练】

假定你是李华，你的交换生朋友Eric因担心会耽误功课想辞去校英语报编辑的工作。请你给他写封信建议他不要放弃这份工作。内容包括:

1,说明写信目的; 2.陈述理由;3．表达期望。

注意：1.词数100左右;2,可适当增加细节,以使行文连贯。

Dear Eric,

I'm sorry to hear that you want to quit your job as the editor of our school English newspaper.And I don't think it is necessary for you to do so.

In my opinion, being an editor is beneficial to your schoolwork. Firstly, you'll have more chances to gain learning materials that will be helpful to your schoolwork. Secondly, it can also help to improve your Chinese because you will have more chances to communicate in Chinese during your job. All in all, I believe that you'll benefit much from the editing as long as you keep a balance between your study and your job.

I hope you can consider my suggestion seriously.

Yours,

Li Hua