**专题2 通知**

【话题导入】

无论是在日常生活还是学习生活中,总会有大大小小的事情以通知的方式传达给我们。一起来了解一下英文中的通知有什么特别之处吧!

【写作指导】

通知分为书面通知与口头通知两种。主要是上级对下级或组织对成员布置工作、传达精神或召开会议时所采用的一种文体。通知的语言要规范、简洁,切忌使用哕嗦含糊的语言和俗语。时间、地点、参加者、内容、注意事项等都是通知的要点，不应遗漏。

* 写作步骤

1. The salutation (称呼) and opening part;  
2. Main information of the notice;  
3. The matters needing attention.

* 增色语料

精彩句型：

1. May I have/draw your attention, please?

I have an announcement to make.

2. In order to/To improve our English, an English evening activity is going to beheld in...

3. Our school has decided to organize an activity to...

4. It has been decided that..will be given/held in...so as to...

5. Those who want to/would like to take part in...are supposed to..

6. Besides, what we should keep in mind is that...

7. Be sure to attend it on time and take notes when necessary.

8. Hope that we will enjoy ourselves...

* 范文赏析

假定你是李华,你们学校打算举办英语知识大赛,请你代表学生会在你们学校的英文报纸上写一份通知,内容包括:

1.时间和地点:星期六下午两点半,学校大厅；2.内容简介:报名和参加方式。

注意:1,词数100左右; 2,可以适当增加细节,以使行文连贯。

**任务分析：**这是一篇书面通知类写作。要求学学生写一份通知，根据要点提示展开写作,并重点介绍通知内容。在写作过程中要注意语言的规范性与简洁性。文章以一般现在时/将来时为主,同时应注意书信的格式。

**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。

NOTICE

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(为了激发我们对英语的兴趣) and broaden our horizons,our school has decided to hold an English knowledge contest. All the students in our school are welcomed to attend the contest.Those 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(愿意参加比赛的) are supposed to sign up at the school hall at 2:30 pm this Saturday. After you 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(填一份表), you will get the qualification for it. What's more, the first five winners will be given prizes.

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(请不要忘记带学生证) along with you. It is your show time now and everyone is expected to sign it up.

The Students' Union

答案：1. In order to/To arouse our interest in English 2. who would like to take part in it

3. fill in a form 4. Please don't forget to bring your student ID card

【且学且练】

假定你是李华，你校将于10月8日在学校游泳馆举办全校游泳比赛,请你代表校学生会根据下面的提示写一篇书面通知,内容如下:

1,所有同学均可参加,有意者请在9月20日前到学生会报名;

2.请自备泳衣泳裤;

3,前五名获奖同学将代表学校参加广州市中学生游泳比赛。

注意：1.词数100左右;2.可以适当增加细节，以使行文连贯。

NOTICE

A swimming competition will be held at our school on Oct. 8th. All students are welcomed to take part in the activity. Those who are interested in competing are supposed to sign up at the office of Students' Union before Sep. 20th. All competitors need to bring your own swimwear.The top five winners will be awarded prizes.Besides, they will compete in the Swimming Competition of the Senior School Students in the City of Guangzhou on behalf of our school.Please practice as often as you can and try your best.

Good luck!

The Students' Union