**专题11 感谢信**

【话题导入】

“滴水之恩，当涌泉相报”，感谢是我们民族优秀的传统美德，是对别人所给的帮助表达感激与谢意。

【写作指导】

感谢信是向帮助、关心和支持过自己的集体或个人表示感谢的信件。在收到别人的邀请、受到别人的表扬或帮助后，被邀请者、被表扬者或被帮助者往往需要写一封感谢信。

* 写作步骤

第一段:简述写信目的,即感谢对方的具体原因和内容。如:感谢对方赠送的礼物,对自己的热情招待。

第二段:陈述由于对方的帮助自己如何受益,或表达对对方所赠礼物的喜爱之情等。

第三段:表达希望继续合作、保持联络或有机会报答对方的愿望,并再次向对方表达诚挚谢意。

* 增色语料

精彩句型：

1.I am writing to express my thanks for ...

2.I would like to convey in this letter my heartfelt thanks to you for....

3.On behalf of my whole family, I would like to extend my sincere gratitude for ..

4.I am extremely grateful to you for ...

5.Many thanks for all the things you have done in helping us to …

6. Nothing will be able to erase our wonderful memories; we will remember them forever

7.Again, I would like to express my warm thanks to you! /Thanks again for your kind help.

* 范文赏析

假定你是李华。最近,你刚结束在英国为期一个月的交流学习。学习期间,你和房东Mr. Wilson结下了深厚的友谊。请根据下面的写作提纲给Mr. Wilson写一封电子邮件。内容包括：1、表示感谢;2,回顾他对你的照顾和帮助;3.邀请他来中国游览。

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：**文章开篇问候,真诚地表达感谢。随后说明感谢的原因以及对方给予的具体帮助。最后表达希望,并邀请他来中国旅游。

**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. Wilson,

How is everything going? I've been back home now. I'm writing to express my sincere gratitude to you for your kindness.

While I was in England, your help and kindness made my stay special and enjoyable, 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(我多么怀念我们在一起的日子啊！)Thanks to your help, I got used to the lifestyle there soon. I still miss the delicious meals you prepared for me. 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(此外，我真的很感激你对我的耐心在和我说话的时候。)By practising speaking with you every day, I gradually improved my spoken English.

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(我希望我们今后能保持联系。) It would be a great honor for me to invite you to come to China so that you can experience Chinese culture.

Best wishes!

Yours,

Li Hua

答案：1.How I miss the days we spent together!2.Besides, I really appreciate your patience while you were talking with me. 3.I hope we can keep in touch with and communicate with each other in the future

【且学且练】

假定你是李华,一周前刚从英国伦敦游学回国,期间住在Peter家。回国前, Peter和家人开车带你游览伦敦市内著名景点,并拍了很多照片。请你给Peter写封邮件,要点如下:

1.表示感谢;2,请他发送照片给你;3,邀请他和家人来中国旅游。

注意:1,词数100左右;2,可适当增加细节,以使行文连贯;3.可以适当增加细节,以使行文连贯。

Dear Peter,

How time flies! It has been a week since we parted. No words can express my thanks to you and your family for putting me up in your house when I was having a learning tour in London. You made me feel at home by offering me great help and conveniences.

It's very considerate of you and your parents to drive me to some of the major attractions in London the weekend before I left, for which I'll always be grateful! We had a lot of pictures taken together, and enjoyed ourselves very much, As those pictures are precious memories of my life there, I'll appreciate it if you can send some of them to me.By the way, I sincerely invite you and your family to visit China and I'll be at your service.

Please remember me to your parents and I'm expecting your early reply!

Yours sincerely,

Li Hua