**专题14 启事**

【话题导入】

在日常生活中,人们常会因为一些事情需要向别人请假或者留言。所以掌握请假条和留言条的格式和用法，并能够正确礼貌地运用，对大家在生活中都有着很大的帮助。

【写作指导】

启事,是为了公开声明某事而等在报刊上或墙上的文字。这里的“启”是“说明”的意思, “事”就是指被说明的事情。高考英语启事类书面表达的范围很广,包括:征文启事,招聘启事,招领或是寻物启事等。

* 写作步骤

第一步:明确启事的格式和内容安排。

第二步:启事的正文。

第三步:完成启事，表明联系方式或表达感谢。

* 增色语料

精彩句型：

1. Our school paper is in great need of looking for.

2. I was careless and lost my..

3. This morning/afternoon, I happened to find a...at/in...it is...

4. Those who are interested in the position, please get in touch with..

5. Our newspaper/company is looking for an editor/a clerk. The requirements are as follows.

6. Anyone who found it, please do let me know. Many thanks.

* 范文赏析

假定你是李华,你校准备举办以“书香中国”为主题的一年一度的“英语文化节"。请用英文写一则招募启事,面向全校包括国际部招募活动志愿者。内容如下:

1,活动目的;

2,活动时间和内容;

3.熟悉中国名著者优先;

4,报名方式。

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：**招募启事需要开门见山，点名目的，其次第二段要具体介绍情况，最重要的是最后一段要清楚介绍报名方式和截止日期。

**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。

Volunteers Wanted

Do you want to have a better understanding of Chinese culture?1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (你愿意传播中国文化吗？ )Do you want to have a colourful school life? Here comes your opportunity:2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (在我们的英语节担任志愿者 )

Our annual English Festival, which will be held on June15-17, is now hunting for 20 student volunteers to provide service for Talent Show, Speech Contest and English Debate.Of course, 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (熟悉中国著名小说的人更好。)

If you are interested, please send an application at your earliest convenience to Ms. Chen at *chenlaosh*i@ 163. com.

答案：1.Are you willing to spread Chinese culture?

2.acting as a volunteer in our English Festival.

3.whoever is familiar with the famous Chinese novels is preferable.

【且学且练】

6月8日上午,你在中学生运动会上担当志愿者时,在体育馆(Gymnasium)捡到一只手表和一套运动服,并且兜里有贵重物品。很想尽快将其返还失主,联系方式为: 22842158,请根据以上信息写一篇失物招领启事,要求使用5句话表达相关内容,并且涵盖所有信息。

Found

I found a watch and a suit of sports clothes in the gymnasium on the morning of June 8th. There are some valuables in the pocket of the spots clothes. I want to return them to the owner as soon as possible. Will the owner ring me up phone number is 22842158.