**应用文01 建议信**

**真题回顾**

Directions: Write an English composition in 120-150 words according to the instructions given below in Chinese.

学校英语报正在酝酿改版，拟从现有的三个栏目(健康、娱乐、文化)中去除一个，并从三个备选栏目(时尚、职业规划、读者反馈)中挑选一个纳入该报。假设你是该校学生程飞，给校报编辑写一封电子邮件，表达你的观点。邮件须包括以下内容：

1. 你建议去除的栏目及去除的理由；

2. 你建议增加的栏目及增加的理由。

【答案】

Dear Editor,

I’ve learned that our English Post is being reformed and one of the three columns is to be replaced by a new one. I’m writing this e-mail to share with you my opinions.

Needless to say, the columns will definitely be designed according to students’ interest and have positive effects on their study and life.

Compared to the entertainment , I hold the view that the value of the columns concerning health and culture is more important . The main factor is that it is of great significance to keep healthy while loss of health means kissing goodbye to life. Consequently, more knowledge of how to keep fit can improve the quality of life. In addition, the progress in acquiring cultures contributes to broadening one’s horizons, which in turn is beneficial to one’s study and the establishment of philosophy of life.

Furthermore, the career planning should be taken into account in the school English Post . On the one hand, it covers one’s career development a great deal .On the other hand, it makes a great difference to one’s career success in the future.

What has been mentioned above is my personal ideas. Here I am in the hope that my advice will add a brilliant touch to the improved version of our school English Post.

Yours sincerely,

Cheng Fei

【解析】这篇书面表达属于提纲类范畴，这篇作文要求就校英语报改版的事情给校报编辑写一封电子邮件，表达你的观点。邮件须包括以下内容： 1.你建议去除的栏目及去除的理由；2.你建议增加的栏目及增加的理由，根据自己的建议选定栏目的设置并以邮件方式表达自己的观点。考生在写作过程中要确定切题且符合英语写作逻辑的篇章结构。确立邮件文体之后，要弄清要点，围绕要点展开，条理要清晰，理由要充分，关键的是在写作的过程中，要注意人称，时态语态和常见的语法问题，文章尽量简洁，在文章中尽可能多地使用高大上的词汇，遵循短语优先原则在配以特殊句型和复合句的应用，让文章更上档次。

【亮点说明】所给范文语言简洁，运用了一些词组，如：share with 和…分享，Needless to say不必说， according to 根据， have positive effects on对…有积极的影响，in turn反之，take… into account将…考虑在内，make a great difference to对…有很大的影响，in the hope that希望，句式上体现出多变的特点，如：Compared to the entertainment ,I hold the view that the value of the columns concerning health and culture is more important . 这句话用了过去分词和同位语从句，The main factor is that it is of great significance to keep healthy while loss of health means kissing goodbye to life. 这句话用了表语从句和while表示对比的用法， the progress in acquiring cultures contributes to broadening one’s horizons, which in turn is beneficial to one’s study and the establishment of philosophy of life.这句话使用了非限制性定语从句， What has been mentioned above is my personal ideas. 这句话用了主语从句，还有范文还使用了 In addition, Furthermore, On the one hand, On the other hand,这样的关联词使文章更加连贯。



**第一部分：说明写信的目的**

套语：

1. I'm sorry to hear that you are having trouble fitting in your new school. Such problems are quite normal. Perhaps the following suggestions are helpful.

很遗憾听说你在适应新学校方面有困难。这样的问题是很正常的。可能下面的建议会有一些帮助。

2. I have received your letter saying you plan to play a visit to China for ten days next month. Perhaps the following suggestions are helpful to you.

我已经收到了你的来信。信上说你打算下个月来参观中国十天。可能下面的建议对你是有帮助的。

3. I'm writing to you to present what I think on the further improvement of our hotel so as to attract more clients(顾客).

我给你写信是想说明一下我对于进一步改善我们旅馆的一些想法，以吸引更多顾客。

4. You have asked me for my advice with regard to how to learn Chinese , and I will try to make some suggestions here.

你关于如何学习汉语询问我的建议，那么我就在这里给出一些建议。

5. I'm very glad to receive your letter asking for my advice on how to fit in the new school life. Here are a few suggestions.

很高兴收到你的来信，信上询问我关于如何适应新的学校生活。下面是我的一些建议。

6. I'm very glad to have received your e-mail. Now I'm writing to give you some advice on how to learn English well in high school.

很高兴收到你的电子邮件。现在，关于如何在高中学好英语，我写信给你一些建议。

**第二部分：介绍详情、说明原因**

套语：

(1) 它将于下午两点钟开始，四点钟结束，在此期间将会有十五位准备充分的参赛者发表演讲。

It will begin at 2:00 pm and last two hours, during which time 15 well-prepared contestants will deliver their speeches.

(2) 我们将会在上午八点出发，九点到达那里。

We will start at 8:00 am and arrive there at 9:00.

(3) 下午，我们会一起……

During the afternoon, we’ll...together.

(4) 记得带上水和午餐。

Remember to take water and lunch with you.

(5) 顺便说一下，你可以乘坐322路公交车，它会直接把你带到俱乐部。

By the way, you may take Bus No. 322 and it will take you directly to the club.

(6) 我知道你的母语是英语，还是一名英语老师。我代表我们学校真诚地邀请你来比赛现场。

I know you are a native speaker of English and an English teacher, and I, on behalf of our school, sincerely invite you to be part of the contest.

(7) 既然你如此渴望提高英语，这会是一个很好的机会。

Since you are so eager to improve your English, it will prove to be a great chance.

(8) 我保证你在那里会过得很愉快。

I’m sure that you will enjoy yourself there.

**第三部分：提出建议**

套语：

我建议……

I’d like to suggest that…

May I suggest that…?

In my opinion…

I would like to make a recommendation that…

I am writing to advise…

If I were you, I would…

**第四部分：希望采纳建议，并表示谢意，盼望回复**

套语：

1. I hope these suggestions will be of use to you. Remember: where there is a will, there is a way(有志者事竟成).

我希望这些建议会对你有用。记住：有志者事竟成。

2. I hope these suggestions will be of use to you. Remember: The man who has made up his mind to win will never say “impossible”(一个决心要成功的人从来不说“不可能”).

我希望这些建议会对你有用。记住：一个决心要成功的人从来不说“不可能”。

3. Best wishes!

(给你)最美好的祝愿！

4. I hope that my suggestions are helpful for you anyway. I would be more than happy to see improvement.

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。

5. I believe that you will take my suggestions into serious account. Whatever you decide to do, good luck with your studies/work！

我相信你会认真考虑我的建议。无论你决定做什么，祝你学习/工作好运。

6. I sincerely hope my advice will be some help for you. If there is more I can do to help, please let me know.

我真诚的希望我的建议对你有一些帮助。如果有更多我可以帮忙的，请告诉我。

**必背模板**

**模板①**

Dear\_\_\_\_\_\_\_\_,

You have asked me for my advice with regard to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I will try to make some conducive suggestions here.

In my opinion, you would be wise to take the following actions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(建议的内容).

I hope you will find these proposals useful, and I would be ready to discuss this matter with you to further details.

Good luck with your\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(祝愿).

Yours Sincerely,

Li Hua

**模板②**

Dear\_\_\_\_\_\_\_,

I’m glad to receive your letter asking for my advice on how to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(引出对方需要建议的主题).

Here are a few suggestion(引出作者的建议). First , It is important to \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Then, it also helps to \_\_\_\_\_\_\_\_\_\_\_. Besides, it should be a good idea to \_\_\_\_\_\_\_\_\_\_. You can also \_\_\_\_\_\_\_\_\_\_\_.

(可以根据要求用不同的句式提出建议，如下)

As to \_\_\_\_\_\_\_\_\_\_, I suggest \_\_\_\_\_\_\_\_\_\_\_\_\_(需要具体到某一方面). In addition, \_\_\_\_\_\_\_\_\_(其他的建议). I’m sure \_\_\_\_\_\_\_\_\_\_\_\_\_\_(预测可能的结果， 给对方以行为的信心和决心).

I hope \_\_\_\_\_\_\_\_\_\_\_\_(表达愿望)。

Yours Sincerely,

Li Hua

思路点金

1. 建议信写作注意事项

建议信的写作目的是提出建议或忠告，不是投诉信。观点要合情合理，注意礼貌当先。

2. 写作方法

① 首段：

a. 简介自己，不要罗嗦；

b. 说明目的，注意语气。

② 主体：

a. 提出具体建议；

b. 首先肯定优点，再写改进内容，否则会变成投诉信；

c. 经常进行交流，注意对方感受，时时提到你和我，否则容易跑题写成议论文。

③尾段：总结建议，注意礼貌，使对方易于接受。

3. 写作流程图

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| 说明写信目的 |

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| --- |
| 介绍详情、说明原因 |

|  |
| --- |
| 提出建议 |

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| --- |
| 提出希望采纳建议，并表示谢意，盼望回复 |

**必背范文**

假定你是李华，你校在学生中征集意见，询问学生是否赞成开设iPad课堂(iPad classrooms)。你支持开设iPad课堂；请给校长写一封建议信，要点如下：

1.资源丰富；

2.促进交流；

3.利于环保；

4.其他理由。

注意：

1.词数100左右；

2.可以适当增加细节，以使行文连贯；

3.开头语已为你写好。

Dear Headmaster,

We have been asked about our opinions on opening iPad classrooms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours sincerely,

Li Hua

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| --- |
| 【范文】  Dear Headmaster,  We have been asked about our opinions on opening iPad classrooms. I am in favor of this plan for the following reasons. To begin with, everyone learns differently. Students can customize their iPad with materials that fit their level and learning style, and thus tailor it to different needs. Moreover, when connected to the Internet, students can interact with teachers and classmates about what they learn more conveniently. For the sake of environmental protection, opening iPad classrooms is a good way to save trees that we have been cutting down for paper. Most importantly, I believe students will develop their interests in the subjects by enjoying a new way of learning.  I hope you would take my ideas into consideration and we look forward to attending an iPad class.  Yours sincerely,  Li Hua |