**应用文 05求助信**

**真题回顾**

假定你是李华，乘坐FL753航班抵达伦教后发现钱包遗失。请给航空公司写一封邮件说明情况并寻求帮助。内容包括：

1. 行程信息；

2. 钱包特征；

3. 联系方式。

注意：

1. 词数80左右；

2. 可以适当增加细节，以使行文连贯。

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

【答案】

Dear Sir/ Madam,

I am writing to report the loss of my wallet. On 1st November, 2018 I flew business class on your flight 753 from China to London.

I clearly remember it was with me immediately I boarded the plane. However, on arrival in London Heathrow Airport, I found it gone. I guess it must have slipped out of my pocket during the flight. It is a black leather one with around 200 dollars, my ID card, and 2 credit cards in it. Along with the items mentioned above, the wallet contains a family photo, my precious memory. As you can imagine, these matter a lot to me.

Has anybody happened to find it? Please email me at xxx@googlemail.com

Thank you for your time and support.

Yours sincerely,

Li Hua

【解析】

【分析】

本篇考查的写作类型是求助信

【详解】

第一步：根据提示可知，本文是一封求助信。李华乘坐FL753航班抵达伦教后发现钱包遗失，要求给航空公司写一封邮件说明情况并寻求帮助。内容包括：1.行程信息；2. 钱包特征；3. 联系方式。

第二步：根据写作要求确定关键词(组)，如：I am writing to report the loss of my wallet. boarded the plane, on arrival…, I found it gone. it must have……Has anybody happened to find it? Thank you for your time and support.

第三步：根据提示和关键词(组)进行遣词造句，注意主谓一致和时态问题。时态以一般现在时为主，一般过去时为辅。

第四步：连句成文，注意使用恰当的连词进行句子之间的衔接和过渡，书写一定要规范清晰，保持整洁美观的卷面是非常重要的。

【点睛】

【高分句型1】

What’s worse, my cash, ID card, and 2 credit cards were in it. 更糟的是，里面有我的现金，身份证和两张信用卡。What’s worse意为“更糟糕的是”，连接并列两个坏的东西，且后面一个更严重。

【高分句型2】

I’d appreciate it if you could help me to get it back. 如果你能帮我把它拿回来，我会很感激的。I’d appreciate it if…如果……我会很感激的。



**首段：请求帮助**

1.Now I am writing to ask you to give me a hand/do me a favor/lend me a hand.

现在我写信请你帮我一个忙。

2.Iam writing in the hope that you will be kind enough to do me a favor.

我希望你能帮我一个忙。

3.I wonder if you could do me a fvour, this is the first time that my uncle visits us.

我想知道你是否能帮我一个忙，这是我叔叔第一次来访，所以我希望你能到机场接他。

4.Iwonder if you some Chinese knots for me. I made them myself with red silk threads, cloth and otherbmaterials.

我想知道你是否能帮我出售一些中国结，这是我自己用 红丝线、布等材料做的

5.Would you like to do me a favor to have my draft polished?

你愿意帮我润色草稿吗？

**中间段：描述具体困难**

1.1am encountering three problems which trouble me a lot. To begin with,… What’s more, … What troubles me most is …

我遇到的三个间题很困扰我，首先 ……另外……最困扰我的是……

2.Unfortunately,I find/feel it quite/extremely difficult/hard to do with(使用形式宾语)

不幸的是，我觉得做某事十分/非常难。

3.lt is difficult/challenging for me to do sth.

做某事是困难的/有挑战性的。

4.Thave trouble/difficulty/problems (in)doing sth.

我做某事有困难。

5.Domg sth.is another terrible headache for me.(使用动名词做主语)

做某事是另一件让我很头痛的事。

6.I find myself struggling with sth.(使用find复合结构)

我发现自己做某事有困难。

7.Faced with the above problems,I am anxious to get your help. Would you please offer me some advice on...?

面对上述问题，我渴望得到你的帮助。请你给我一些建议。

**结尾段：希望得到帮助：**

1.Iwonder if can help me with these difficulties. I really appreciate it if you could help me ?

我想知道你能不能帮我解决这些困难。如果你能帮助我，我真的很感激。

2.I would appreciate it very much if you can offer me some necessary/timely help(give/lend me some practical/valuable advice)

如果你能给我一些必要的帮助/及时的帮助(给我一些实用的/有价值的建议)。我会很感激。

**常见困难：**

【生活方面】

与人相处

get along well with my classmates/ the new teacher / my parents.

和我的同学/新老师/父母相处

 把握时间

arrange and make good use of my everyday time for valuable things.

安排和利用每天的时间去做有意义的事情

明确目标

 know the purpose of my life and the destination of my future in order to passionately live a purpose-driven life everyday.

知道我生命的目的和未来的目标，以便每天充满激情地过着“目标驱动”的生活

【学习方面】

不懂语法

 have trouble in mastering the advanced grammar rules and put them into use in my speaking and writing.

进步太慢

find myself making progress not as fast as before, which has been annoying me for a long time.

精力有限

 can’t be passionate and energetic all day long so as to make every moment meaningful and splendid.

**必背模板**

模板①

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

I am writing to formally request to \_\_\_\_\_\_(请求的内容).The reason for \_\_\_\_\_\_\_\_\_\_\_\_\_is that\_\_\_\_\_\_\_\_\_\_\_\_\_(给出原因). I\_\_\_\_\_\_\_\_\_\_\_ , so I \_\_\_\_\_\_\_\_\_\_\_\_\_(给出细节).I would also like to request \_\_\_\_\_\_\_\_\_\_\_(提出进一步的要求). I am sorry for any inconvenience I have caused. Thank you for your attention to these requests. If you have any questions, do not hesitate to contact me at \_\_\_\_\_\_\_\_\_\_(电话号码).

I look forward to a favorable reply.

Yours sincerely,

Li Ming

模板②

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

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(自我介绍). I’m writing a letter to you to ask for some help. I have met difficulty in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(求助内容). First, I find \_\_\_\_\_\_\_\_\_\_\_(困难1). Besides, \_\_\_\_\_\_\_\_(困难2). What’s more, \_\_\_\_\_\_\_\_\_\_(困难3).

Faced with so much difficulty, I have to ask you for some help. Would you like to \_\_\_\_\_\_\_\_\_\_\_\_(委婉提出请求)？In the meanwhile, I beg you to (请求内容) so that \_\_\_\_\_\_\_\_\_\_\_(请求目的). Also, I would like you to (请求内容).

I’m sure that I can make great progress in \_\_\_\_\_\_\_\_\_\_\_\_\_(表达期待).

Yours,

Li Hua

思路点金

求助信是当个人遇到一些自己无法解决的问题或困难时向别人请求帮助的一种书信。

首段：表明写信目的，请求帮助；

中间段：要清晰陈述请求帮助的具体内容；

结尾段：希望得到帮助。

注意：语气委婉、真诚，并要向收信人表示感谢。

**必背范文**

假如你是李华。最近，你与父母之间关系紧张， 甚至发生争吵。你决定给外国的笔友Charlie写一封信，向他求助。内容包括：

1.谈谈你目前遇到的问题；

2.针对如何改善与父母的关系向他求助。

注意：

1.词数100左右， 开头和结尾已经给出，不计入总词数；

2.可适当增加细节，以使行文连贯。

Dear Charlie,

How are you getting along?

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

I am looking forward to your early reply.

Yours,

Li Hua

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| --- |
| Dear Charlie,  How are you getting along? Recently I have quarreled with my parents, which makes me very annoyed. I am writing to ask you for help.  You know, my parents don’t allow me to go out and play with my friends at weekends. They think I should make full use of every minute to work on my lessons. However, I think I need to play with my friends so that I can relax myself after a week’s hard work at school and it is a good way for me to keep in touch with my friends. I know it is wrong to quarrel with them, but I don’t know what to do to persuade them to change their mind and develop a good relationship with them. Would you please offer me some advice?  I am looking forward to your early reply.  Yours,  Li Hua |