**应用文08 通知类**

**真题回顾**

你受学生会委托为校宣传栏“英语天地”写一则通知，请大家观看一部英文短片Growing Together，内容包括：

1.短片内容：学校的发展；

2.放映时间、地点；

3.欢迎对短片提出意见。

注意：1.词数100左右；

2.可以适当增加细节，以使行文连贯。

【参考范文】

NOTICE

Boys and girls，

May I have your attention, please? Recently, an outstanding movie will be shown in our campus. Welcome to join us and enjoy it! Here are some relevant details about it.

To begin with, the name of the movie is Growing Together, which is about the development of our beloved school. It is believed that the movie will be not only meaningful but also interesting. Besides, please note that it will be shown in the library from 2：00 to 4：00 in the afternoon on June 9th.What's more, every one of you will be welcome to take part in it, enjoying the movie, having a heated discussion afterwards and giving your own comments.

Hopefully, you would make it to our activity. I have the confidence that you will have a great time then.

The Students' Union

【范文点评】

(1)文章开篇提醒并引入话题。随后表述短片的内容和放映的时间、地点，并欢迎对短片提出意见。最后号召大家观看短片。

(2)范文中使用了大量亮点句型，如．..which is about ...是which引导的非限制性定语从句； ...enjoying the movie, having ... and giving your own comments运用了现在分词作状语； Hopefully, you would make it to our activity.等。这些都是提升文章档次的表达，也展示了作者较强的语言运用能力。



1.提醒和引入话题常用语

①May I have/call your attention, please?

请大家注意一下，好吗？

②Attention, please, everybody!

请大家注意！

③I have an announcement(宣布，通知) to make.

我有一件事情要宣布。

④I have something to tell you.

我要告诉大家一些事情。

2.通知具体事项部分常用语

①There will be a talk(或者speech contest) this afternoon.

今天下午将有一场讨论会(演讲比赛)。

②The Student Union has decided that ...

学生会已决定……

③We shall have a lecture on ...

我们将举行关于……的研讨会。

④It has been decided that we'll pay a visit to ...

已经决定我们将参观……

3.结尾部分常用语

①Please attend it on time and don't be late.

请按时到场，不要迟到。

②I hope you can have a good time.

我希望你们玩得开心。

③Everyone is welcome to attend/take part in it.

欢迎所有人参加。

④That's all.Thank you.

就这些，谢谢。

必背模板

模板①

Notice(或者 Notice)

An exciting / interesting event “ (给定的活动名称)” is around the corner / is coming / drawing closer / taking place. Every one of /All of you is / are expected to be part of / participate in / take part in the event which (举办活动的目的/益处等)

①You are required / asked / demanded to do / that you (should) do (活动要求).

②You’ll do (活动内容). (此处①②取二者之一即可)

The event will be held / take place (活动时间、地点). For any questions, call / ring (联系人) at (联系的电话号、QQ号、地址等)

Li Hua(发布通知的人签名)

模板②

STUDENTS UNION(发布通知的单位、组织名称)

Sep 22, 2019(发布日期。如果没给可不写)

Notice

An exciting / interesting event “ (给定的活动名称)” is around the corner / is coming / drawing closer / taking place. Every one of /All of you is / are expected to be part of / participate in / take part in the event which (举办活动的目的/益处等)

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Li Hua(发布通知的人签名)

思路点金

**必背套句**

1. Good afternoon, everyone. May I have your attention, please! (口头通知)
2. 我校定于下周五晚上6:00至8:00举行新年晚会。

Our school is scheduled to hold a New Year party from 6:00 p.m to 8:00 p.m next Friday.

1. 活动旨在让我们更好地了解中国文化。

The activity is intended to enable us to have a better understanding of Chinese culture.

1. 会议通知：时间(2018年4月5日 晚上7点)地点(3号楼103房间)

A meeting is scheduled in Room 103 of Building 3 at 7:00 on the evening of April 5, 2018./

1. 参加演讲比赛的同学请在5月25号前到学生会办公室报名。

Those who want to take part in the English-speaking contest are required to sign up for it at the Students’ Union office before May 25th.(书面通知)

Please sign your name at the Students’ Union office before May 25th if you want to take part in the English-speaking contest.(口头通知)

1. 要求所有的学生出席这次报告。All the students are expected to attend the lecture.
2. 欢迎所有的人参加这次活动Every one of us is welcome (to take part in the activity).

8. 请准时参加。Please attend it on time. / Please be present on time.

**开头用语**

书面通知：

There be… to be held on…,in… Problem to be talk about… include… You/ They should…

Everyone is demanded to be present on time.

口头通知：

Ladies and gentlemen,

Attention, please. I have something to tell you.

**必背范文**

假定你是李华,在春节来临之际,为了与来访的美国学生共度一个传统中国,你校学生会将组织一场新春晚会,请你代表学生会用英语写一则书面通知主内容包括：

1时间、地点：2020年1月2日，学校音乐厅；

2简要说明晚会节目；

3欢迎中美学生积极参与。

注意：

1.词数80左右；

2可以适当增加细节,以使行文连贯。

【写作提示】

1.此项写作任务是面向全体同学包括美国来访的同学的新春晚会通知,语言风格应该是优雅、简洁的

2.第二个要点“简要说明晚会节目”是文章的核心信息,需说明到位,让节目显得值得期待、有吸引力

【参考范文】

Notice

To celebrate the arrival of the Spring Festival and immerse our American friends in an authentic Chinese traditional festive custom, our school is to hold a Spring Festival Gala on January 2, 2020 at the school music hall. A variety of performances will be on the stage, ranging from dancing and singing in contemporary art style to traditional musical instrument performances with ancient elegance. What's more, a drama based on Shakespeare's *Hamlet* will be carried out. All our students and American guests are welcome to attend and display diverse cultures.

Students' Union

【高分语言结构】

1.高级词汇 immerse使沉浸于 authentic adi真正的 festive adj.节日的 range.变化 contemporary adj.当代的 elegance.优雅 diverse adi.多样的

2.高级句式 A variety of performances will be on the stage, ranging from dancing and singing in contemporary art style to traditional musical instrument performances with ancient elegance. (range from..to.用于节目介绍,内容丰富而且有条理)