**应用文10 推荐信**

**真题回顾**

)假设你是晨光中学的李津。为配合学校的“读书月”活动，你校英语社团的微信 公众号开展以“Let’s Read”为题的征文活动。要求同学们根据个人的阅读体会，从 所读过的书籍中选定一种类型，推荐给其他同学。现请你投稿，文章内容应包括：

(1)推荐书籍的类型及特点；

(2)推荐的理由。 参考词汇：

科幻小说 science fiction 侦探小说 detective novel 魔幻小说 fantasy

传记文学 biography 科普读物 popular science

注意：

(1)词数不少于 100；

(2)所选书籍类型不限于参考词汇给出的范围；

(3)内容充实、行文连贯；

(4)题目已给出，不计入总词数。

March 22, 2019

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By Li Jin

**【参考范文】**

March 22, 2019

Today I'd like to introduce a book to you which I like much——The Five Thousand Years History, which belongs to history books.

The author selects important and famous figures and events in the history of China, which he organizes and cuts them according to historical materials, and writes in modern language to make them easy to understand.

This book opens a history gate to me and I feel more confident about my own country. I am proud that I am a Chinese and I will make more effort to build a more powerful country and let Chinese history more brilliant.

I think everyone should read it and get this wonderful experience. I do hope you'll like it !Enjoy reading !

By Li Jin

**【解析】**

本篇书面表达属于应用文，要求写一篇英语征文。

第1步：根据提示可知，本篇为一篇英语征文；假设你是晨光中学的李津。为配合学校的“读书月”活动，你校英语社团的微信公众号开展以“Let’s Read”为题的征文活动。要求同学们根据个人的阅读体会，从 所读过的书籍中选定一种类型，推荐给其他同学。现请你投稿，文章内容应包括：(1)推荐书籍的类型及特点；(2)推荐的理由。人称应使用第一、三人称，时态应为一般现在时。

第2步：根据写作要求，确定关键词(组)，如：introduce a book to you(给你推荐一本书)，belong to(属于)，author(作者)等。

第3步：根据提示及关键词(组)进行遣词造句，注意主谓一致和时态问题。

第4步：连句成文，注意使用恰当的连词进行句子之间的衔接与过渡，书写一定要规范清晰，保持整洁美观的卷面是非常重要的。

本文内容完整，语言规范，语篇连贯，词数适当。另外全文中没有中国式英语的句式，显示了很高的驾驭英语的能力。

【范文点评】

范文内容完整，语言规范，语篇连贯，词数适当。作者在范文中使用了较多高级表达方式，如定语从句Today I'd like to introduce a book to you which I like much——The Five Thousand Years History, which belongs to history books…in the history of China, which he organizes and cuts them according to historical materials；不定式I will make more effort to build a more powerful country and let Chinese history more brilliant.；宾语从句I think everyone should read it and get this wonderful experience.；强调句I do hope you'll like it!全文中没有中国式英语的句式，显示了很高的驾驭英语的能力。另外，文章思路清晰、层次分明，上下句转换自然，为文章增色添彩。



**一、推荐信三段可用句式**

**首段交代写信背景，开门见山表明写信目的：**

1. Our school will celebrate its 100th birthday this July./Our school’s approaching 100th birthday will be celebrated this July. Could you please recommend a student to address at the opening ceremony in English?
2. Hearing/Learning that you are coming to visit China, I would like to recommend several place interest to you.
3. I’m delighted to learn that you are going to visit Beijing, and I would like to offer my recommendation.
4. Delighted to know that you are going to learn English, I consider it a wise choice to visit
5. It affords me much pleasure to recommend John to you.

**主体部分：紧扣要点，推荐条件写2--3个，适当增加细节：**

1. 在学校进行公开演讲相关的推荐条件：The speakers should be equipped with the following qualities.
2. ***Initially***, motivated and devoted to serving others, the speaker is supposed to hold a positive attitude towards life and enjoy a good fame or high popularity among students.
3. ***Additionally/Aside from it,*** not only can he have excellent performance in all school subjects, but also is furnished with extraordinary ability of spoken and written English.
4. ***Plus***, I would be even better if the speaker is involved in relevant experience of public speaking.
5. I recommend it mainly for the following two reasons.
6. One reason why I recommend it/sb. is that ...
7. He is an all-round students with excellent grades in all subjects; As a boy with great potential, he is good/skillful at solving difficult problems.
8. Li Ming, a graduate from Peking University, majors in computer software design.

**尾段写作：紧扣要点---表示感谢；增加细节---期待回信。**

1. I would appreciate it very much if you could do me the favor. Your early/prompt reply is highly expected.
2. If you need further information, don’t hesitate to contact me. Looking forward to your early/prompt reply.
3. Your taking my recommendation into consideration will be highly appreciated/expected.
4. I do hope that you can find my recommendation beneficial. Looking forward to your early/prompt reply.

**二、推荐人物可用词汇**

能力：have a gift/talent for=be gifted/talented in; be good/skillful at=be skilled in; be experienced in, be an expert in, a boy with great ability/potential; give full play to his talent; have a good knowledge/command of; be competent/equal/qualified for; creative, efficient, intelligent...

经历：graduate from; be a graduate from, major in; gain/win/get the first grade scholarship, an all-around students with excellent grades in all subjects; be given the title of ...

性格：outgoing; easy to get along with, enthusiastic, enthusiasm is part of his character...

必背模板

模板

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

①It is my great pleasure to recommend  \_\_\_\_\_\_(要推荐的人)to you.②During his/her graduate years he/she was my \_\_\_\_\_\_ . ③As his/her \_\_\_\_\_\_ I found him/her \_\_\_\_\_\_(介绍与此人的关系)。

④His/Her performance in the school years was outstanding. ⑤First, he/she had been and showed great talents in \_\_\_\_\_\_ . ⑥In addition, he/she has a very pleasant personality. ⑦He has developed a strong sense of \_\_\_\_\_\_, and working with him/her is always\_\_\_\_\_\_\_. ⑧I can state that he/she has all the qualities of being \_\_\_\_\_\_.(介绍此人的能力)

⑨Therefore, I here recommend him/her to you with all my heart. ⑩Should you favor him/her with a position in your company/Should you accept him/her in your university？I am sure that his/her future conduct/academic work will prove worthy of your confidence. I look forward to hearing from you at the earliest possible moment.

Yours sincerely,

Li Hua

思路点金

**推荐信的三段式结构：**

**Para1:写信目的 推荐**

I am writing to recommend to you… 2.I would like to recommend to you… 3.It is a great honor for me to recommend to you…

**Para2全面介绍**

1. He majors in computer software.

2. He has been given the title of the “excellent student”. 3. He has great potential.

4. Furthermore,moreover;besides

**Para3:再次推荐    希望考虑雇佣**

1. In a word, he would be a good choice. I would be grateful if you would like to consider my recommendation.

2.If he can join your company, he will give full play to his talent. And your company will also be greatly benefited. So I strongly recommend… to you.

必背范文

**推荐信1**

假如你是李华，来自英国的交换生George邀请你本周末做一日游向导，但你因有事不能前往。请给他写一封邮件，内容包括： 说明理由； 2. 景点推荐； 3. 注意事项。

【参考范文】

Dear George,

I’m terribly sorry that I’m able to be your guide for the one-day tour this weekend, for I’ve signed up for the voluntary work at local hospital.

I highly recommend the West Lake in Hangzhou as your destination. The picturesque scenery there in this season must be a feast for your eyes. You’ll also be attracted by the historical and cultural sites and the legends behind. Considering there is a long way to go, please wear comfortable sneakers. Don’t forget to apply some sunscreen.

Wish you an enjoyable weekend.

Yours,

Li Hua

**推荐信2**

假如你是李华，你的英国朋友Jim准备暑假来中国旅游，让你推荐一个城市。请你给他回信，内容包括：1. 推荐城市； 2. 推荐理由； 3. 你的祝愿。【参考范文】

Dear Jim,

I’m delighted to know you’re coming to China for your summer holiday. Personally, I’d like to recommend the city of Chendu to you.

When it comes to Chendu, the first thing that comes to mind is pandas, which are national treasures of China. Besides, there are many tourist attractions in and around the city. For example, Dujiangyan, built over 2,000 years ago, is still playing an important part in irrigation today. Most importantly, Chendu is home to delicious hot food, such as mapo tofu and hotpot.

I hope the nice weather and convenient transportation here can make your trip more enjoyable.

Yours,

Li Hua