**应用文14 咨询信**

**真题回顾**

假如你是李华，计划暑假期间去英国学习英语，为期六周。下面的广告引起了你的注意。请给该校写一封信，询问有关情况。(箭头所指内容)



注意：1.词数100左右

2.可以适当增加细节，以使行文流畅。

参考词汇：住宿—accommodation

【参考范文】

Dear Sir/Madam,

I am a student in China and I plan to go to Britain to attend a summer school during the vacation.I’ve seen your ad,and I’d like to know something more about your six-week English course.First,when will the course start and how many class hours are there per week?Besides,I wish there would not be too many students in a class.I’d also like to know how much I have to pay for the course and whether accommodation is included.Would there be host family or university dormitory?

I am looking forward to your early reply.

Yours faithfully,

Li Hua

【写作解析】

李华计划暑假期间去英国学习英语为期六周,看到广告后自己感觉有一些问题广告里不清楚，想要给校方写信咨询有关事项，考生要清楚这是一封信，要符合信的格式。这是考生非常熟悉的一个应用文文体。考生要注意动词时态的变化，以一般现在时为主，兼有将来时，比如：功课什么时间开始?这是将来的事情。注意恰当使用一些连词，使文章自然、流畅。使用一些高级句型和词汇来提高作文档次。

【范文点评】

短文用了一些短语，增加了文章的色彩，如：plan to do sth ;would like to do sth;pay for; look forward to doing/sth等；用了一些过渡词如：First ；Besides等，使文章过渡自然；用了一些连词使句子结构复杂化不再单一。如：I’d also like to know how much I have to pay for the course and whether accommodation is included.并且wish后用了虚拟语气，增加了文章的亮点。



**开头句**

1.I am writing to see if it is possible for you to provide me with information regarding **/** concerning…我写信想看看您是否能提供一些关于……的具体信息。

2.I would lie to know whether you can tell me something about…我想写信看看是您否能告诉我有关……的情况。

3. I am … I wonder if you could provide me some specific information about…我是……我想知道您是否能够提供一些关于……的具体信息。

4. I wonder/ am wondering if you could / would let me know something about…不知道您能否告知有关……的情况。

5. I’d like to acquire all the information relative to …我想获得关于……的信息。

6. I’m writing to ask you some relevant questions.我写信向您询问一些相关的问题。

**中间句**

1.I would **also** like to acquire… 我想知道关于……一些的事情。/ 我还想咨询……

2. Another point I am not certain about is… 我还不确定的另外一点是……

3. I’d also like some help / information on… 我还想知道一些有关……的帮助/信息。

4. The questions I need answering are listed as follows… 下列是我想咨询的问题。

5. I would appreciate it if you could inform me… 如果你能告诉我……，我将不胜感激。

**结尾句**

1.Could you be so kind as to send me some…on the above-mentioned aspects?能否针对上述问题寄些相关的……给我？

2.Thank you for your kindness and your timely attention to this letter will be highly appreciated.谢谢您的善意，对于这封信的及时关注我将不胜感激。

3.I’m looking forward to / eagerly waiting for a favorable reply at your earliest convenience.我盼望着您尽早回复。

4.May I have your reply by…(日期)，if possible(语气更委婉)？如果可能，我可否在……(日期)之前收到您的回复？

5.I would greatly appreciate a response from you at your earliest convenience.请在方便的时候尽早回复，我将不胜感激。

必背模板

模板

**开头：**

1. \_\_\_\_\_\_\_\_\_\_\_your advertisement in the paper, I am interested \_\_\_\_\_\_\_\_ it.

拜读了你们在报纸上做的广告，我很感兴趣。

2. Now I am writing for some detailed information.

**正文：**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I would like to know …. 首先，我想知道……

2.I ’m also interested in knowing ….

3.而且，我不知道newsletters是否会额外收费(至少3种表达)。

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.就价钱而言，学生有优惠吗？

\_\_\_\_\_\_\_ the price, do you have discounts for students?

As for the price, I ’m wondering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5.最后，不知道学生是否有优惠。

Finally, it is still not clear to me whether there is a reduced membership fee for students.

**结尾：**

I would appreciate it if you could give me a reply at your earliest convenience.

Or: Your timely reply would be much appreciated.

Or: I am looking forward very much to hearing from you soon.

思路点金

开头：表达写信咨询的原因

With the winter holiday around the corner, we plan to pay a visit to China. I’m writing to see if it is possible for you to provide me with specific information regarding your country.

随着寒假的临近，我们计划去中国旅游。我写信是想知道你是否能给我提供有关贵国的具体信息。

中间：分点叙述咨询内容

1.询问的第一点内容：什么时候课程开始。

To begin with, could you be so kind as to tell mewhen the course will start . 首先，你能告诉我课程什么时候开始吗？用这种彬彬有礼的句子来询问，肯定会得到非常细致的回复。

2. 询问的第二点内容，学费和住宿

In addition, it is still unclear to me how much I have to pay for the course and whether accommodation is included. 另外，我还不清楚我需要支付多少学费，是否包括住宿。

3.最后，询问课程的内容

Lastly, I would be more than obliged if you could keep me informed of the content of the course in details so that I can make proper arrangements.最后，如果您能将课程内容详细告知我，我将不胜感激，以便我做出适当的安排。

结尾再次表达感谢，期待回信

Your immediate attention to this letter would be highly appreciated. May you be blessed in everything you do.如能立即收到这封信，将不胜感激。愿你万事亨通。

**必背范文**

假定你是李华，你在学校附近看见一则英国留学生招聘中文家教的广告，你有兴趣应聘。请你给招聘者Brown写一封电子邮件。内容包括：

1. 自我介绍；

2. 咨询相关情况(授课时间、授课要求和报酬等)。

注意：1. 词数100左右；

2. 可适当增加细节，以使行文连贯。

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

Dear Brown,

I'm a student from Grade 3 of a nearby senior high school and I'm good at Chinese and also can speak English well. As I'm interested in your advertisement looking for a Chinese tutor, I'd like to know something more about it.

What I'm concerned about most is the timetable. Is it appropriate for you to fix the teaching schedule at weekends?Besides, I wonder whether you have special requirements for the tutor, like sex, age, education background, etc. If any, would you please tell me in detail? Additionally, it couldn't be better if you could send me some information about the pay.

Looking forward to your early reply.

Yours faithfully,

Li Hua