

## 25 石雷鹏小作文笔记 (英语二)

(整理自: 学长小谭)



### 目录

第一章 概况 .....	1
1.1 考研英语概况 .....	1
1.2 作文命题形式 .....	2
第二章 应用文写作 .....	4
2.1 审题&简易思路 .....	4
2.1.1 审题三事项 .....	4
2.1.2 三段式简易思路 .....	4
2.2 应用文真题精讲、实训及模拟预测 .....	5
精讲 1: 辞职+道歉 (05 年英一) .....	5
实训 1: 道歉+建议 (08 年英一) .....	8
精讲 2: 求助+描述 (06 年英一) .....	11
实训 2: 描述+建议 (07 年英一) .....	14
精讲 3: 招募+通知 (10 年英一) .....	17
实训 3: 通知+介绍 (15 年英二) .....	20
11 年英二: 祝贺+建议 .....	23
12 年英二: 投诉+抱怨 .....	26
13 年英二: 号召+鼓动 .....	29
14 年英二: 咨询+说明 .....	32
15 年英二: (实训 3 已讲) .....	35
16 年英二: 回复+建议 .....	35
17 年英二: 受邀+介绍 .....	38
18 年英二: 邀请+说明 .....	40
19 年英二: 建议+说明 .....	43
20 年英二: 说明+提醒 .....	46
21 年英二: 邀请+说明 .....	49
22 年英二: 邀请+说明 .....	52
23 年英二: 建议+原因 .....	55
24 年英二: 说明+征询 .....	58

## 第一章 概况

### 1.1 考研英语概况

考研英语满分为 100 分，考试时间为 180 分钟，一般为开考第一天的 14:00-17:00

英语（一）题型		
阅读	40 分	4 篇文章*5=20 题*2=40 分
写作	30 分	小作文+大作文=10 分+20 分=30 分
完型	10 分	1 篇文章*20=20 题*0.5=10 分
新题型	10 分	1 篇文章*20=5 题*2=10 分
翻译	10 分	1 篇文章*20=5 题*2=10 分

英语（二）题型		
阅读	40 分	4 篇文章*5=20 题*2=40 分
写作	25 分	小作文+大作文=10 分+15 分=25 分
完型	10 分	1 篇文章*20=20 题*0.5=10 分
新题型	10 分	1 篇文章*20=5 题*2=10 分
翻译	15 分	1 篇文章（段落翻译）=15 分

### 课程目标

**基础差（四级未过）：**

考研英语 70 分；英语（一）写作 21 分+英语（二）写作 18 分

**基础好（通过四级）：**

考研英语 80 分；英语（一）写作 24 分+英语（二）写作 20 分

## 1.2 作文命题形式

### 例 1: 2017 年英语(一)

**Directions:** You are to write an email to James Cook, a newly arrived Australian professor, recommending some tourist attractions in your city. Please give reasons for your recommendation.

*You should write neatly on the answer sheet.  
Do not sign your own name at the end of the email.  
Use Li Ming instead.  
Do not write the address. (10 points)*

Directions n.指令  
newly arrived 刚到达的  
recommending v.推荐  
tourist attractions 旅游景点

### 例 2: 2017 年英语(二)

**Directions:** Suppose you are invited by Professor Williams to give a presentation about Chinese culture to a group of international students. Write a reply to  
1) accept the invitation, and  
2) introduce the key points of your presentation

*You should write about 100 words on the ANSWER SHEET.  
Don't use your own name, use "Li Ming" instead. (10 points)*

Suppose v.假设  
give a presentation n.展示  
international students 留学生  
reply n.回复  
key points 要点

### 例 3: 2016 年英语(一)

**Directions:** Suppose you are a librarian in your university. Write a notice of about 100 words, providing the newly-enrolled international students with relevant information about the library.

*You should write neatly on the ANSWER SHEET. Do not sign your own name at the end of the letter, use "Li Ming" instead. Do not write the address. (10 points)*

librarian n.图书管理员  
notice n.通知  
newly-enrolled 刚录取的  
relevant adj.相关的

## 小作文体裁总结

书信: Letter/Email

通知: Notice/Announcement

海报: Poster

简历: Resume

假条: A Request for Leave

（整理自：学长小谭）

## 石雷鹏老师作文背诵的“七步法”

第一步：抄写范文，

第二步：英译汉，

第三步：汉译英，

第四步：对比找差异，

第五步：专门背写出错或差异之处，

第六步：背写全文至无错，

第七步：举一反三，思考每句话如何用来写其他话题

## 第二章 应用文写作

### 2.1 审题&简易思路

#### 2.1.1 审题三事项

审题：题目读三遍，否则不动笔

①背景

②体裁+内容要求（描述）

③语域（正式 I am / 非正式 I'm）+ 格式

#### 2.1.2 三段式简易思路

首段 1-2 句：

a. 写给熟人，首句寒暄，二句目的；

b. 写给陌生人或机构，写自我介绍和目的。

中间段 4-6 句：

按题目要求写相应内容，并辅以感谢、强调、对比、建议、说明等功能表达完成写作。

尾段 1 句：

（再次）致歉、感谢、期待、展望等。



## 2.2 应用文真题精讲、实训及模拟预测

### 精讲 1: 辞职+道歉 (05 年英一)

**Directions:** 背景: 打散+改写 【Two months ago, you got a job as an editor for the magazine Design & Fashion. But now you find that the work is not what you expected. You decided to quit. 】 Write a letter to your boss, Mr. Wang, telling him your decision, stating your reasons, and making apologies.

*You should write about 100 words on the ANSWER SHEET.  
Don't use your own name, use "Li Ming" instead. (10 points)*

editor n.编辑  
magazine n.杂志  
Design & Fashion 设计与时尚  
quit v.辞职  
stating v.说明  
apologies n.道歉

#### 参考范文:

Dear Mr. Wang,

I am very delighted to recall the past two months when I worked as an editor for your magazine. However, I am writing for the purpose of quitting, since this work is not what I expected.

**强调句式:** It was your (help) and other colleagues' tremendous help that enabled me to accumulate certain ability and experience. Thus, I am quite grateful to you for your help. Anyway, my competence, compared with the demands of this job, is not adequate and I cannot do it well. In addition, I am keen on computer science rather than editing. To conclude, it is not advisable for me to continue this work.

Finally, I truly hope that you can stand in my shoes and accept my apologies.

Yours sincerely,  
Li Ming

称谓: 顶格写, 后面用逗号

正文段首句缩进四个字符/字母

very 同义替换: quite/particularly/exceedingly  
adv.非常

delighted adj.高兴=excited/happy/pleased

recall v.回想起

for the purpose of 为了...目的

quitting 同义替换: resigning

colleagues n.同事

tremendous adj.巨大的

enabled v.使得...能

accumulate v.积累

ability n.能力

experience n.经验

grateful adj.感激

be grateful/indebted/obliged to sb. for sth.

Anyway adv.然而

competence n.能力

compared with 与...相比

demands n.要求

落款: 中间靠右即可

(整理自: 学长小谭)

adequate adj. 足够的

In addition 此外

=Furthermore/What is more/Besides

keen 热爱 on

rather than 而不是

To conclude 总之

=In conclusion/All in all/In a word/In sum

stand in my shoes 替我着想

### 参考译文：

尊敬的王先生：

很高兴回想起过去的这两个月，期间我在贵杂志当编辑。但我写信的目的是辞职，因为这份工作并非我所期待的。

正是您和其他同事的巨大帮助使得我积累了一定的经验和能力。因此,我非常 感激你们的帮助。然而,与工作的要求相比,我的能力不足,做不好这份工作。此外,我感兴趣的是计算机科学而非编辑。总之,继续该工作对于我而言是不明智的。

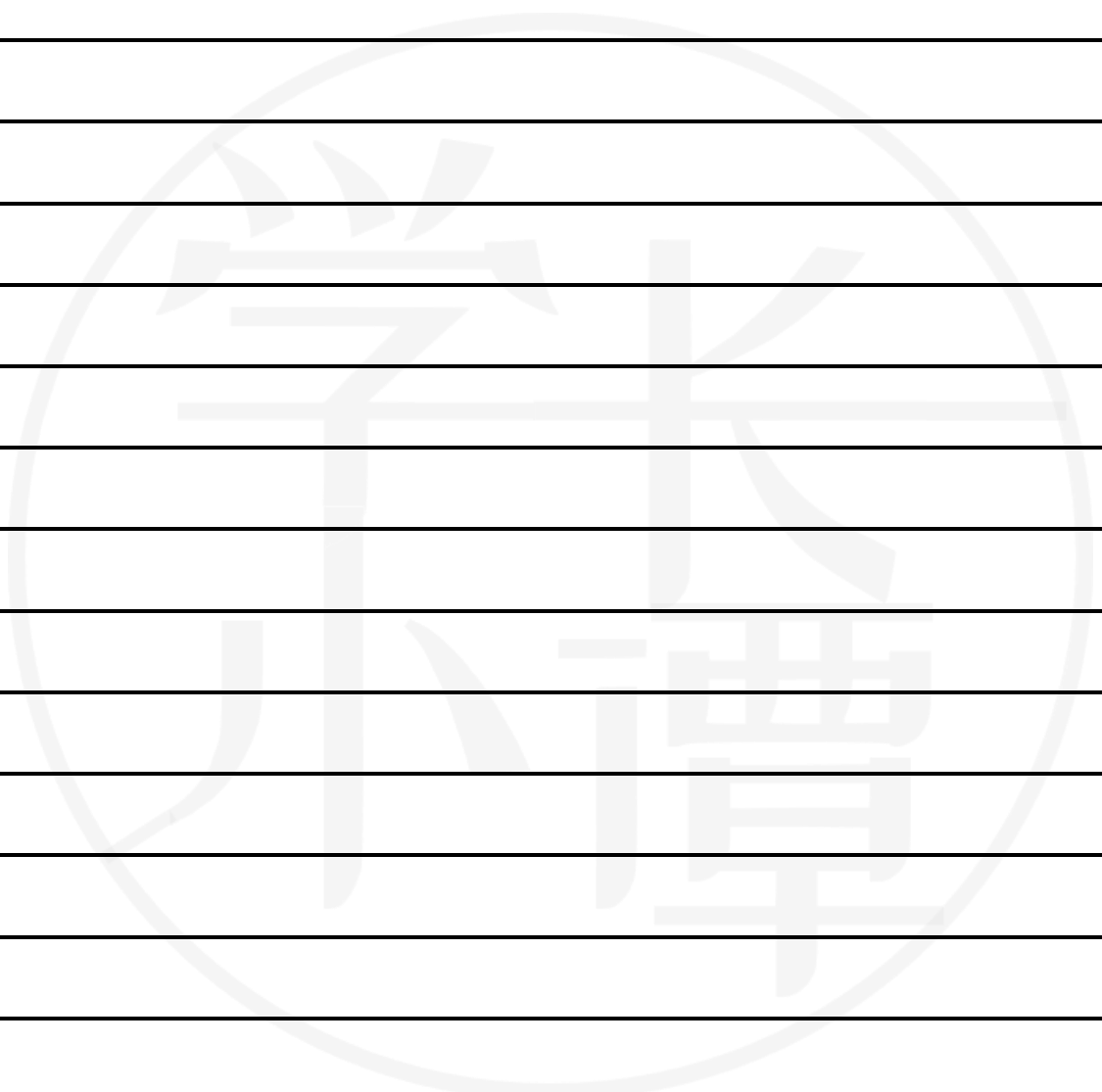
最后，我很希望您能站在我的立场思考一下并接受我的道歉。

谨上  
李明

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词:

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题

Blank lined paper with a faint circular watermark in the background.





## 实训 1：道歉+建议（08 年英一）

**Directions:** You have just come back from Canada and found a music CD in your luggage that you forgot to return to Bob, your landlord there. Write him a letter to

1) make an apology; 内容要求

2) suggest a solution



*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter; use "Li Ming" instead.*

*Do not write the address. (10 points)*

luggage n. 行李

landlord n. 房东（谐音记单词：懒得劳动）

solution n. 解决方法

## 参考中文思路：看汉语思路写英文句子，15 分钟内完成

尊敬的鲍勃：

我很高兴地回想起过去的这些天，期间我在加拿大学习并暂居您家。然而，我写信目的是道歉，因为我忘记把您的一个 CD 归还给您了。

正是您的巨大帮助使得我在加拿大享受了一段舒适并富有成果的学习之旅。因此，我非常感激您的帮助。然而，与您相比，我更粗心，直到回到中国我才在自己的行李里发现了你的 CD。因此，我打算立即用 EMS=Express Mail Service 给你寄送回去。当然，如果您有任何更好的解决办法，请一定告知我。

再次为引发的不便向您致歉。

谨上  
李明

## 参考范文：

Dear Bob,

I am very delighted to recall the past days (weeks/months/years/time) when I studied in Canada and stayed/learned in your house/family. However, today I am writing for the purpose of making an apology since I forgot to return a CD to you.

It was your tremendous help that enabled me to enjoy a comfortable and fruitful trip of learning in your country. Thus, I am quite grateful to you for your help. Anyway adv. 然而, compared with you, I am more careless and I did not find your CD in my luggage until I came back to China. Accordingly/So, I intend to send it back immediately by EMS. Of course, if there is any better solution you prefer, please feel free to inform/tell me.

尾段一：Once again, I am sorry for any inconvenience n. 不便 caused. (120)

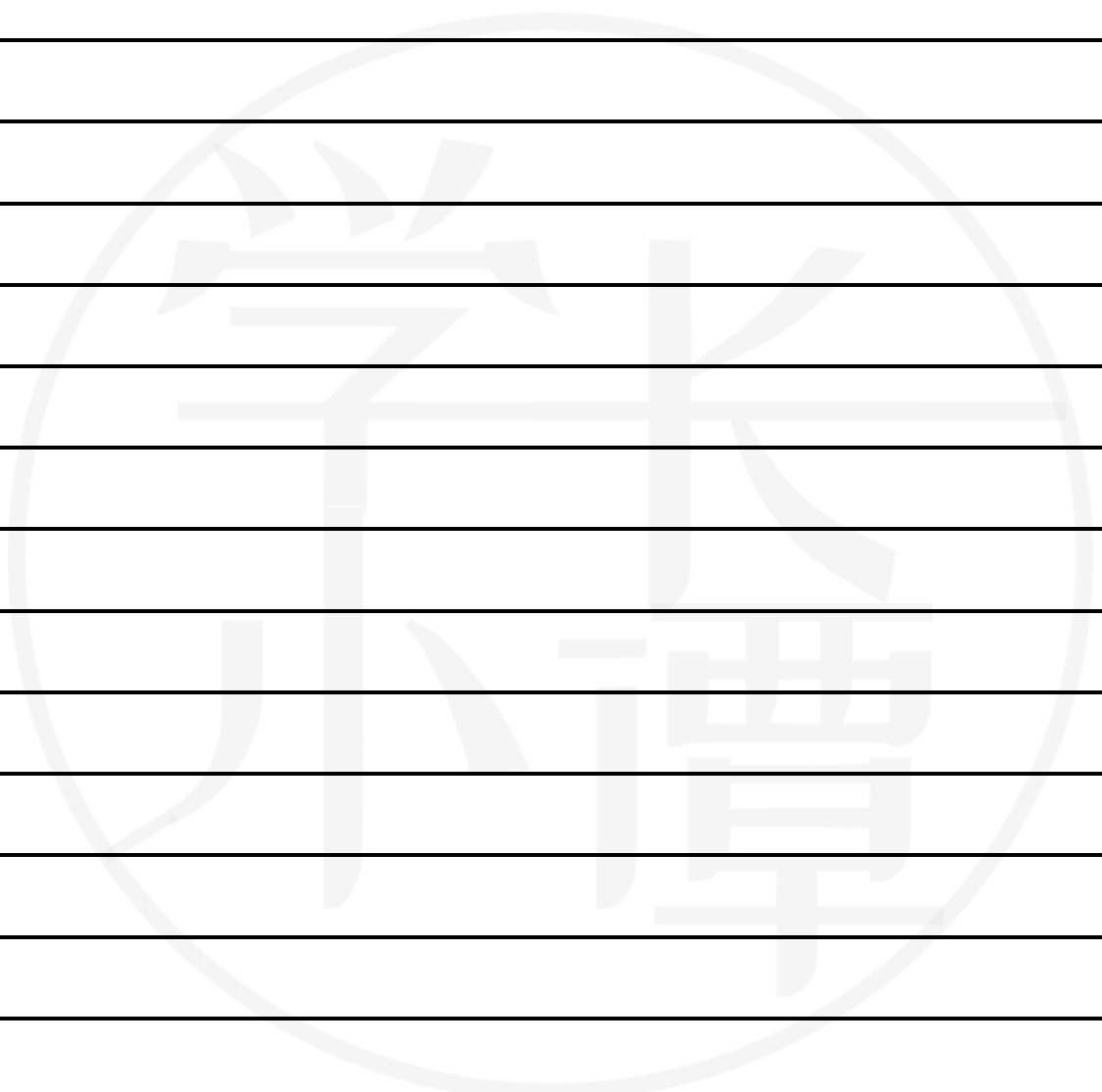
尾段二: I am looking forward to your favorable reply at your earliest convenience=soon.

Yours sincerely,  
Li Ming

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词:

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题

学 习 课



## 精讲 2: 求助+描述 (06 年英一)

**Directions:** You want to contribute to Project Hope by offering financial aid to a child in a remote area. Write a letter to the department concerned, asking them to help find a candidate. You should specify what kind of child you want to help and how you will carry out your plan.

*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter; use "Li Ming" instead.*

*Do not write the address. (10 points)*

contribute to 为...做贡献

offering v.提供

financial aid 财政帮助

remote adj.偏远的

department concerned 相关部门

candidate n.候选人

specify v.详细说明

carry out 开展



### 参考范文:

Dear Sir or Madam,

As a senior in Peking University who pays great attention to Project Hope, I am writing for the purpose of finding a candidate since I intend to offer financial help to him/her.

Project Hope is characterized by people's warm help, which enables a host of poor children to gain the opportunity of education. Accordingly, to my understanding, it is advisable for everyone to contribute to Project Hope and I want to help a child from a remote area, whose family is so impoverished that they cannot afford tuition. Compared with others, I am not richer but I am willing to do my utmost to help her/him finish education from high school to college.

Finally, I want to say that I am quite grateful for your hard work and I am looking forward to your favorable reply at your earliest convenience.

Yours sincerely,  
Li Ming

As prep.作为

senior n.大四学生

since=because

offer=give/provide

【首段: 自我介绍+写信目的】

characterized by 突出特征是=featured

warm adj.热情的

which 定从 定从两步走:

1.先写一个简单句,找重点名词

2.在该名词后,用 which/who/that/when/where 造句,对名词进行补充说明

a host of=many

gain v.得到=get/obtain/have/possess

to my understanding

=in my opinion/from my perspective

advisable adj.明智的

impoverished adj.贫困的

afford v.支付得起 tuition n.学费

richer rich 的比较级=wealthier 更富

willing to adj.乐意

do my utmost=try my best

grateful adj.感激的

(整理自: 学长小谭)

### 参考译文：

尊敬的先生/女士:

作为北京大学一名非常关注希望工程的大四学生，我写信想要找一个候选人，因为我想给他/她提供经济上的帮助。

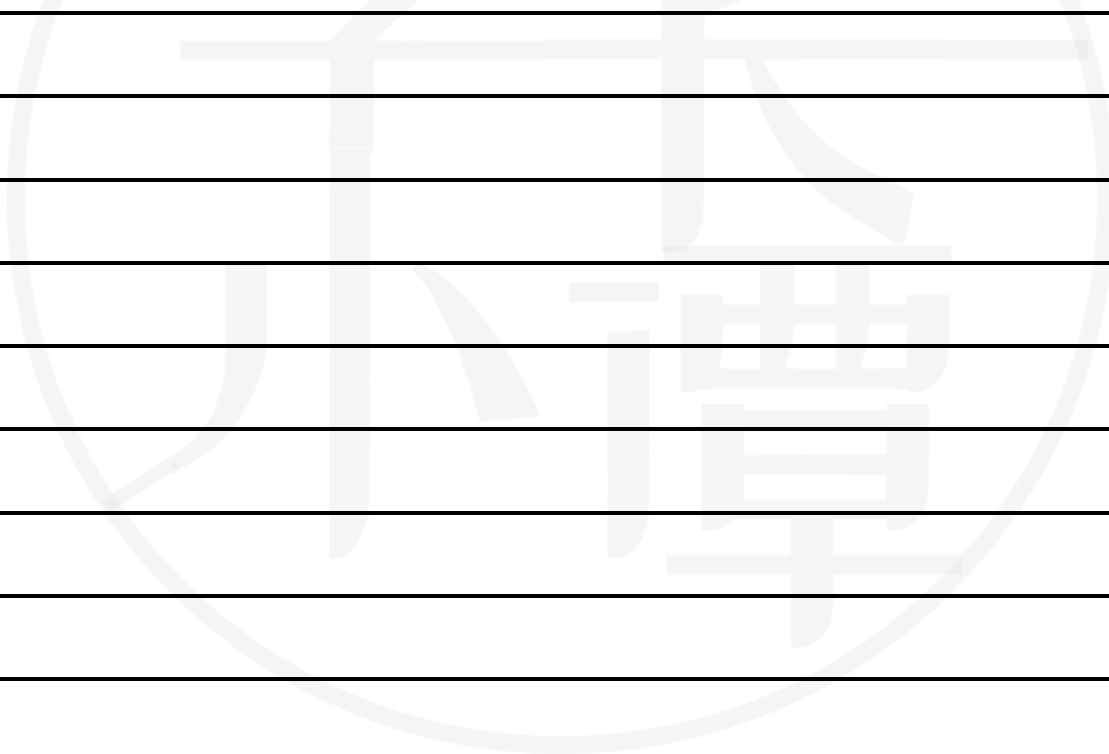
希望工程的突出特征就在于热心人士的帮助，这使得很多贫困的孩子得到了教育的机会。因此，在我看来，每个人都应该为希望工程贡献自己的力量，我想帮助一个偏远地区、家庭贫穷无法支付起学费的孩子。与他人相比，虽然我不算更富有，但还是愿尽自己最大努力帮助他/她完成从中学到大学的学业。

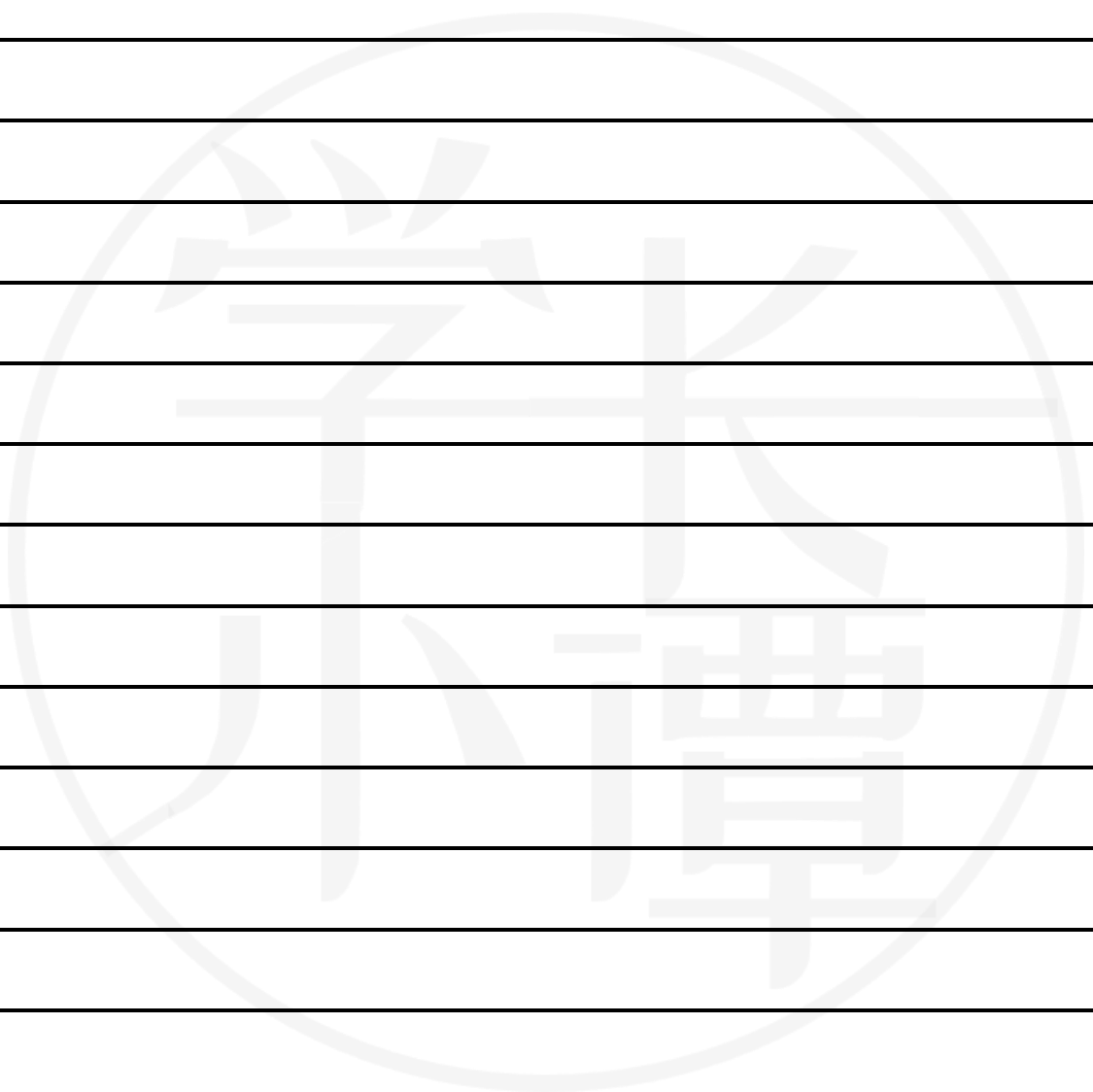
最后，我想说，非常感谢你们的辛勤工作，我期待着能尽快收到回复。

谨上  
李明

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词:

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题





## 实训 2：描述+建议（07 年英一）

**Directions:** Write a letter to your university library, making suggestions for improving its service.

*You should write about 100 words on ANSWER SHEET 2.*

*Do not sign your name at the end of the letter.*

*Use "Li Ming instead.*

*Do not write the address. (10 points)*



### 参考范文：

Dear Sir or Madam,

As a senior in/of/from our this university who is particularly fond of keen on/fond of reading in this library in spare free/leisure time, I am writing for the purpose of making offering=proposing=giving suggestions for improving enhancing the service here.

To begin with, compared with students' demands in learning, the variety/kind/ category/type and number of books here are not adequate inadequate and I often cannot find the book I want. Thus, it is advisable to purchase more latest adj.最新的 books. In addition, because a host of seniors, including me, are preparing for the national adj.全国的 entrance examination for postgraduates, you are supposed to prolong the opening hours of reading rooms where they study.

Finally, I, on behalf of all students, am quite grateful to you for your hard work and it is your efforts that enable us to enjoy a positive learning atmosphere here.

Yours sincerely,  
Li Ming

### 参考译文：

尊敬的先生/女士：

作为本校一名业余时间喜欢在图书馆看书的大四同学，我写信想要提建议改进图书馆的服务。

首先，与学生学习的需求相比，书的种类和数量是不足的，我经常找不到想要的书。因此，你们应该购买更多最新的图书。此外，因为包括我在内的很多大四学生正在准备全国研究生入学考试，有必要延长阅览室的开放时间。

最后，我代表全体学生，非常感谢你们的辛勤工作，正是你们的努力让我们在这里享受到了积极的学习氛围。

谨上  
李明

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词：

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题







### 精讲 3: 招募+通知 (10 年英一)

**Directions:** You are supposed to write for the Postgraduates' Association a notice to recruit volunteers for an international conference on globalization. The notice should include the basic qualifications for applicants and other information which you think is relevant.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the notice.

Use "Postgraduates' Association instead. (10 points)

the Postgraduates' Association 研究生协会

notice n.通知

recruit v.招募

volunteers n.志愿者

conference n.会议

globalization n.全球化 globe n.地球; global adj.全球的; globalize v.全球化

qualifications qualify v.使...有资格

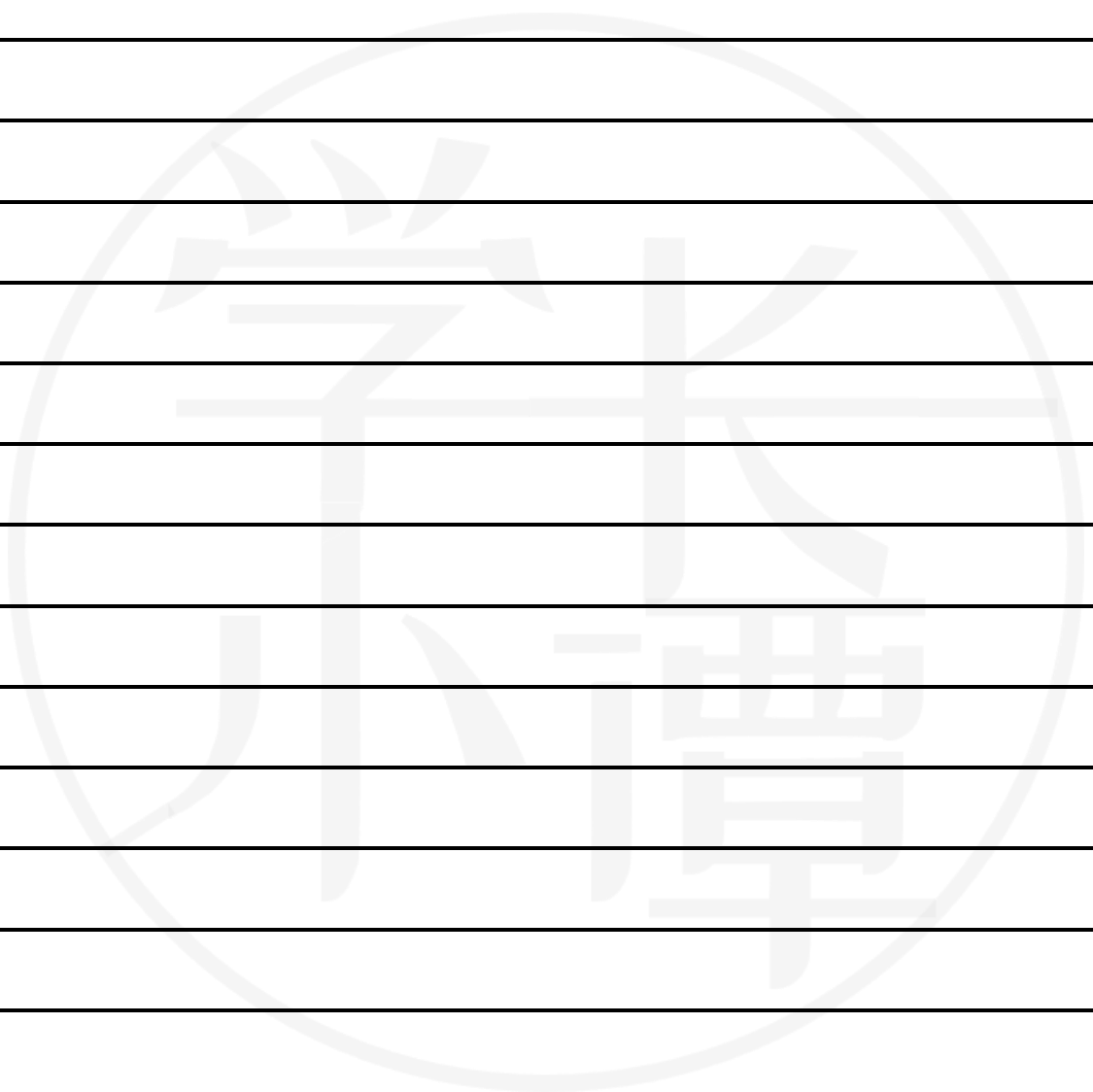


#### 参考范文:

<p style="text-align: center;">Notice</p> <p style="text-align: right;">Friday, June 10<sup>th</sup></p> <p>This notice is for the purpose of recruiting 25 volunteers for the international conference on globalization, which is <u>scheduled</u> to be held in our university.</p> <p>This <u>conference</u> will start on June 20<sup>th</sup> and <u>last</u> (for) three days. Since a majority of its <u>participants</u> are <u>foreigners</u>, it is <u>appropriate</u> for applicants to be able to speak at least one foreign language, such as English, French or Spanish, which will help volunteers communicate with foreign <u>experts</u> or <u>scholars</u> <u>smoothly</u>. <u>In addition to</u> this qualification, applicants are supposed to be <u>warmhearted</u> and <u>considerate</u> and it is your service that will enable foreign guests to enjoy a comfortable trip in China.</p> <p>There will be an interview for applicants in the Office of Postgraduates' Association at 14:00 on June 16.</p> <p style="text-align: right;">Postgraduates' Association</p>	<p>正文中间写: 标题</p> <p><del>6.10</del>、10/06 第二行靠右写日期 th 可省</p> <p><u>scheduled</u> v.计划</p> <p><u>conference</u> =meeting</p> <p><u>last</u> (for)v.持续</p> <p><u>participants</u> n.参与者</p> <p><u>foreigners</u> n.外国人</p> <p><u>appropriate</u> adj.合理的=advisable</p> <p><u>experts</u> n.专家</p> <p><u>scholars</u> n.学者</p> <p><u>smoothly</u> adv.顺利地</p> <p><u>In addition to</u> 除...之外</p> <p><u>warmhearted</u> adj.热心的</p> <p><u>considerate</u> adj.周到的=thoughtful</p> <p>at+具体时刻(几点几分); on+具体某一天</p> <p>落款: 中间靠右</p>
---	--

研究生协会

Handwriting practice lines with a large, faint watermark in the background that reads "不禮" (Burei).



### 实训 3：通知+介绍（15 年英二）

**Directions:** Suppose your university is going to host a summer camp for high school students. Write a notice

- 1) briefly introduce the camp activities, and
- 2) call for volunteers

*You should write about 100 words on the ANSWER SHEET.*

*Do not use your name or the name of your university.*

*Do not write your address. (10 points)*

#### 参考范文：

#### Notice

Friday, June 20

This notice is for the purpose of calling for/recruiting 25 volunteers for the summer camp for high school students, which is scheduled/held to be hosted by/in our university.

The/This camp is going to start on June 20 and last for one week. During this period, these youngsters/young people/teenagers=the young will be arranged to attend lectures or courses (given) by renowned/famous/prestigious/well-known/eminant professors or scholars. Accordingly/Thus/Hence/Therefore, volunteers are supposed to possess certain competence/ability and experience in organizing activities. In addition to this qualification, it is advisable for volunteers to be familiar with/know ...well our campus. Thus, in the spare time, you can show them around, museum such as visiting our university museum or library.

**尾段一：** Finally, it is of great necessity for volunteers to be warmhearted and considerate since it is your service that will enable these high school students to enjoy a comfortable and fruitful trip of learning.

**尾段二：** Finally, there will be an interview for applicants in the Office of the Student Union at 14:00 on June 15.

The Students' Union

The Volunteers' Association

#### 参考译文：

#### 通知

星期五，6 月 20 日

本通知的目的是为即将由我校主办的针对高中生的夏令营招募 25 名志愿者。

本次夏令营将于 6 月 20 日开始并持续一周时间。在此期间，这些年轻人将会安排去听知名教授或学者的讲座和课程。因此，志愿者在组织活动方面应该具有一定的经验和能力。除了这个条件外志愿者应该熟悉我们校园。这样，在闲暇时间，你们可以带他们四处转转，比如参观大学博物馆。

**尾段一：** 最后，志愿者有必要热情周到，因为正是你们的服务将使得这些高中生在我校享受到

一次舒适并富有成果的学习之旅。

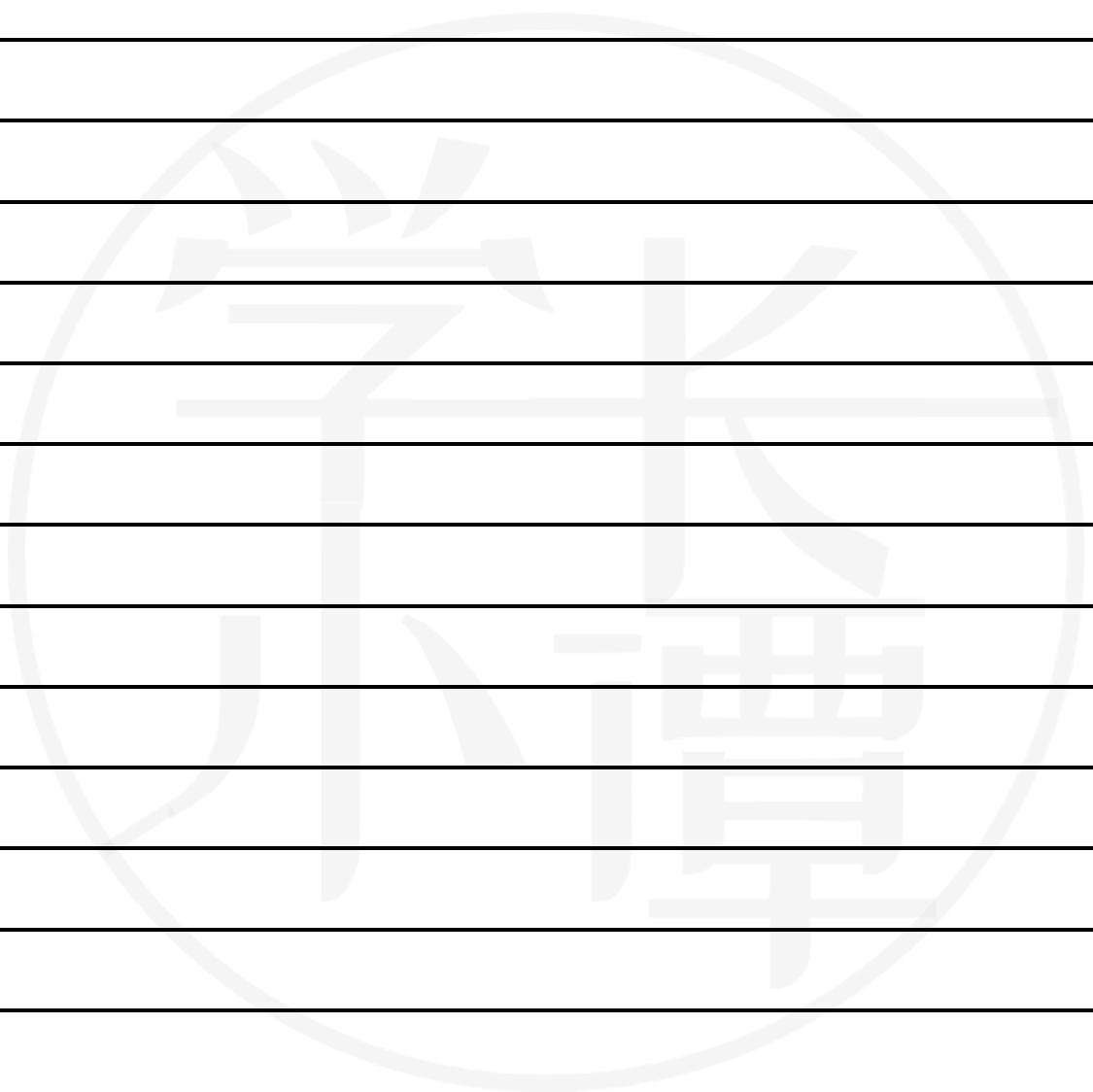
**尾段二:** 最后, 在 6 月 15 日 14:00 学生会办公室有一个针对申请人的面试

学生会  
/ 志愿者协会

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词:

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题

学 习 课



## 11 年英二: 祝贺+建议

**47. Directions:** Suppose your cousin n. 堂兄弟; 堂姐妹 Li Ming has just been admitted to 录取到 university. Write him/her a letter to

- 1) congratulate= congratulations him/her, and
- 2) give him/her suggestions on how to get prepared for university life

*You should write about 100 words on ANSWER SHEET 2.*

*Do not sign your own name at the end of the letter.*

*Use "Zhang Wei" instead.*

*Do not write your address. (10 points)*

## 参考范文:

Dear Li Ming,

I'm quite/very/particularly/exceedingly pleased/delighted/glad/happy to hear that you have just been admitted to Peking University. Congratulations! Today, I am writing to make=for the purpose of making/giving suggestions on preparation for the upcoming university life.

To begin with, college life is characterized by/marked by=featured with a variety of/various/diverse/kinds/sorts of/abundant activities, which can bring you opportunities to show your talent, inspire/arouse/evoke your passion for the campus, and help you make a host of friends. Thus, it is advisable for you to participate in/take part in these activities. In addition, compared with high school, you will have/own/possess/enjoy more freedom and spare/free/leisure in college/university/the Ivory Tower 象牙塔. So, you are supposed to spend more time in reading in the library since/because/as it is reading that enables you to build up/accumulate/gain adequate knowledge and broaden your horizons.

Finally, I am convinced/deem/reckon/suppose/hold that if you do your utmost to prepare for your university life based on the above suggestions, your future life and study will be fruitful/promising/fantastic/fabulous/brilliant.

Yours sincerely,  
Zhang Wei

## 参考译文:

亲爱的李明:

很高兴听说你已经被我所就读的北大录取了。恭喜!今天,我写信想要就为大学生活做准备提建议。

首先,大学生活的突出特征就在于丰富的活动,这些活动会带给你结交展示才华的机会,会激发你对校园的热爱,会帮助你结交很多朋友。因此,你应该参加这些活动。此外,与高中相比,在大学中你会拥有更多的自由和业余时间。因此,你应该多花时间在图书馆看书,因为正是阅读使得你积累足够的知识并拓宽视野。

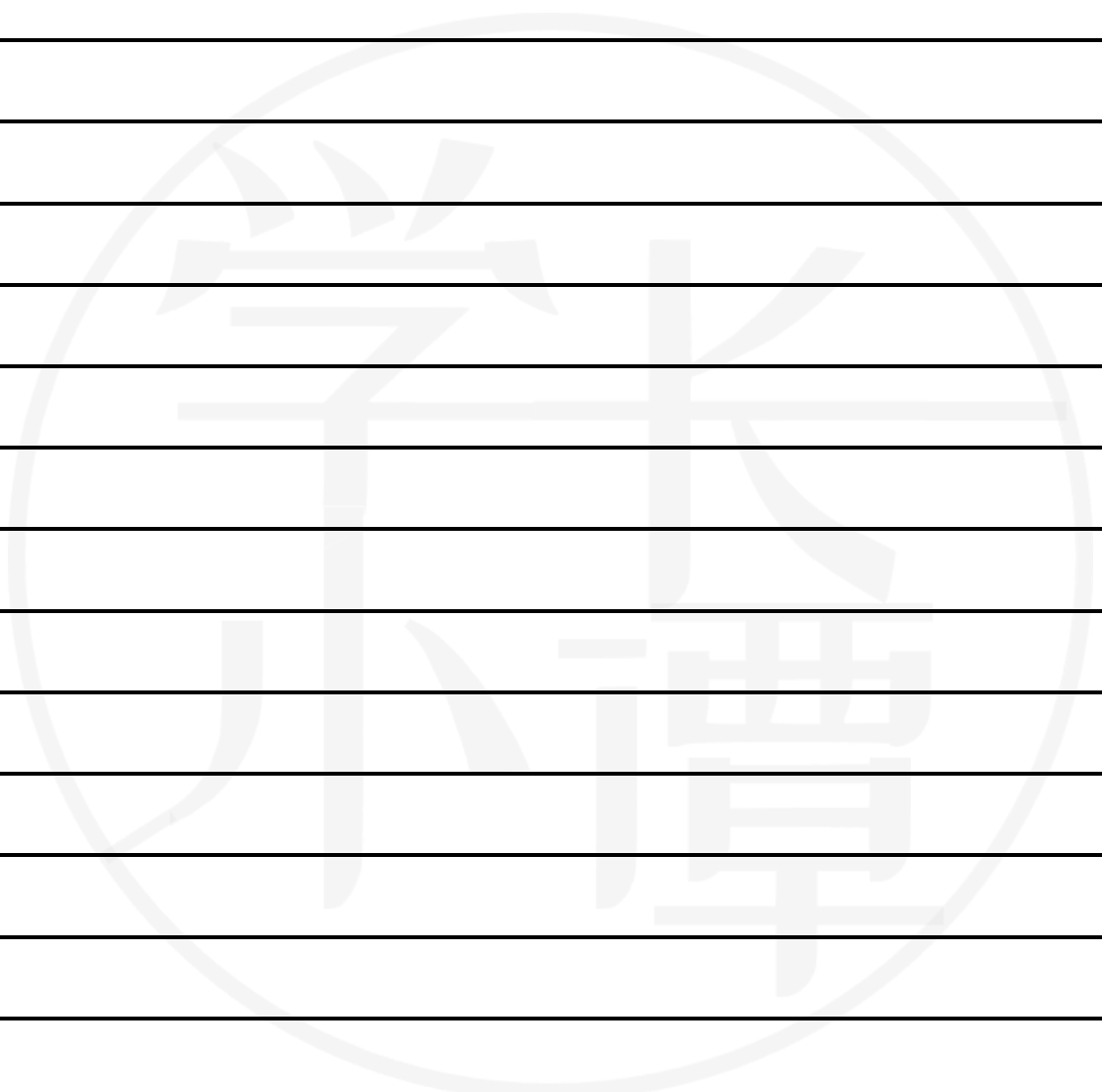
最后,我相信,如果你尽自己最大努力按照以上建议为大学做准备,你未来的生活学习将会富有收获。

谨上  
张伟



抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题

学海



## 12 年英二: 投诉+抱怨

**47. Directions:** Suppose you have just found something wrong with the electronic dictionary that you bought from an online store the other day. Write a letter to

- 1) make a complaint and
- 2) demand a prompt solution



*You should write about 100 words on ANSWER SHEET 2.*

*Do not sign your own name at the end of the letter.*

*Use "Li Ming" instead.*

*Do not write your address. (10 points)*

bought buy v.购买=purchase

the other day/a few days ago=several days ago 前几天

make a complaint n.抱怨 = complain v.抱怨

## 参考范文:

Dear Sir/Madam,

As a customer who purchased an electronic dictionary from your online shop several days ago, I am writing for the purpose of making a complaint because I have just found something wrong with its keyboard.

To begin with, I am rather disappointed with the terrible quality of your product and it is its frequent breakdowns that cause me not to make preparation for the upcoming GRE. In addition, compared with my hope after-sales service is not so satisfactory. A case in point is that I called you but no one answered. Thus, I deem that you are supposed change it for another new one or repay my money.

If you fail to provide a prompt solution, I will call 12315 for a further complaint.

Yours,  
Li Ming

customer=shopper/buyer/client

because/since/as

keyboard/power system/screen

To begin with/First of all/Above all  
rather disappointed deeply discontent  
terrible /bad/poor

In addition/Additionally/What is more

repay/return/refund

provide/offer/give

## 参考译文:

尊敬的先生/女士:

作为一名前几天在贵商店买过一个电子词典的顾客,我写信想要投诉因为发现词典的键盘/电源/屏幕出了问题。

首先,我对你们产品质量深感失望,正是它不断的故障导致我未能为即将到来的 GRE 做好准备。此外,与我的期待相比,你们的售后服务也那么不令人满意。一个典型例子就是我打过电话,但没人接。因此,我认为你们应该给我更换一台新的或退款。

如果你们未能提供一个及时的解决办法，我将会打 12315 进一步投诉。

谨上  
张

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词:

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题

学海



## 13 年英二：号召+鼓动

**Directions:** Suppose your class is to hold a charity sale for kids in need of help. Write your classmates an email to

- 1) inform them about the details and
- 2) encourage them to participate

*You should write about 100 words on ANSWER SHEET 2.*

*Do not sign your own name at the end of the letter, use "Zhang Wei" instead.*

*Do not write your address. (10 points)*

charity 慈善

sale 义卖

## 参考范文：

Dear classmates,

It's quite pleased to recall the first successful charity sale held by our class last year. Today, I am writing for the purpose of inviting you to support the sale this year.

To begin with, this activity is scheduled to start at 9:00 on June 10 in the Center of Students Activities and last for approximately two hours. In addition, the funds raised in this sale will be used to help kids in remote areas, whose families are so impoverished that they cannot afford tuition. Compared with others, we are not richer but as warmhearted people, we are supposed to do our utmost to help children in need of help.

Finally, I am convinced that with our shared efforts, this sale will be successful.

Yours sincerely  
Li Ming

pleased

=happy/delighted/excited/glad



shared= joint/common

## 参考译文：

尊敬的同学们，

很高兴回想起我们班所主办的首次成功的慈善义卖。今天，我写信目的是邀请大家支持今年的义卖。

首先，此次义卖计划于 6 月 10 日 9:00 在学生活动中心开始，持续约 2 小时。此外，此次义卖所筹集的资金将用于资助偏远地区家庭很贫苦以至于无法支付得起学费的孩子们。与人相比，我不算更富有，但作为热心人，我们都应该尽自己所能去帮助需要帮助的孩子。

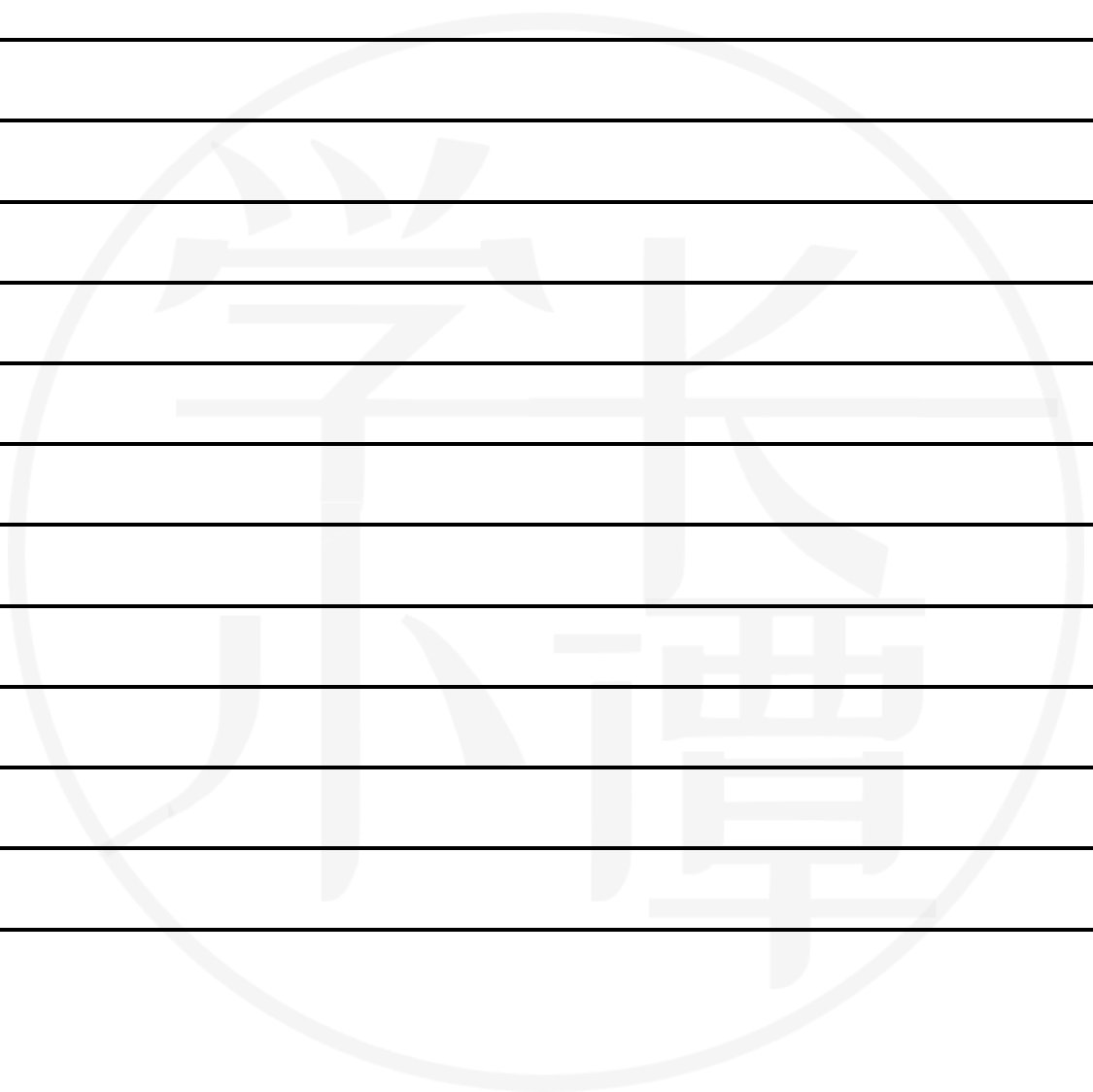
最后，我相信，在我们的共同努力之下，本次义卖将会取得成功。

谨上  
李明

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词：

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题







## 14 年英二: 咨询+说明

**Directions:** Suppose you are going to study abroad and share an apartment with John, a local student, write him an email to

- 1) tell him about your living habits, and
- 2) ask for advice about living there.

*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter.*

*Use "Zhang Wei" instead. Do not write the address. (10 points)*

study abroad 出国留学

share v. 共享

apartment n. 公寓

local adj. 当地的

tell 请求

living habits 生活习惯



### 参考范文:

Dear John,

As an international student from China who is going to study in your country and share an apartment with you, I am writing for the purpose of introducing myself and asking for your advice/suggestions.

To begin with, compared with others, I maintain/keep a host of/more/a variety of positive living habits, such as reading in library in spare time, taking exercise regularly, getting up and going to sleep early. In addition, as a foreign student, I am not so familiar with the local life. Thus, I deem that it is of great necessity for me to consult you for advice about suggestions for/on/about local transportation, climate, shopping, diets/food and so on. I will be very grateful if you are so kind to give me any advice. I will be much grateful to you if you are so kind to give me any advice.

Finally, I am convinced that with your help, I will adapt to the life in your country soon after my arrival.

Yours sincerely

Zhang Wei

To begin with/First of all/Above all  
hold/organize/host

taking exercise

=doing sports/working out

regularly= frequently/often

much=deeply/very/quite

grateful=obliged/indebted/thankful

### 参考译文:

亲爱的约翰,

作为一名来自中国即将在贵国开始留学并与您同住一个公寓的留学生。我写信想要介绍一下自己并寻求您的一些建议。

首先,与其他人相比,我保持着很多积极的生活习惯,例如业余时间图书馆看书,经

常参加锻炼、早睡早起等。此外，作为一个外国学生，我对贵国当地的生活不太熟悉。因此，我认为自己很有必要向您咨询一下关于当地的交通、气候、购物、饮食等方面的建议。如果您能分享，我将非常感谢。如果您很善意地给了我任何建议，我将会万分感激。

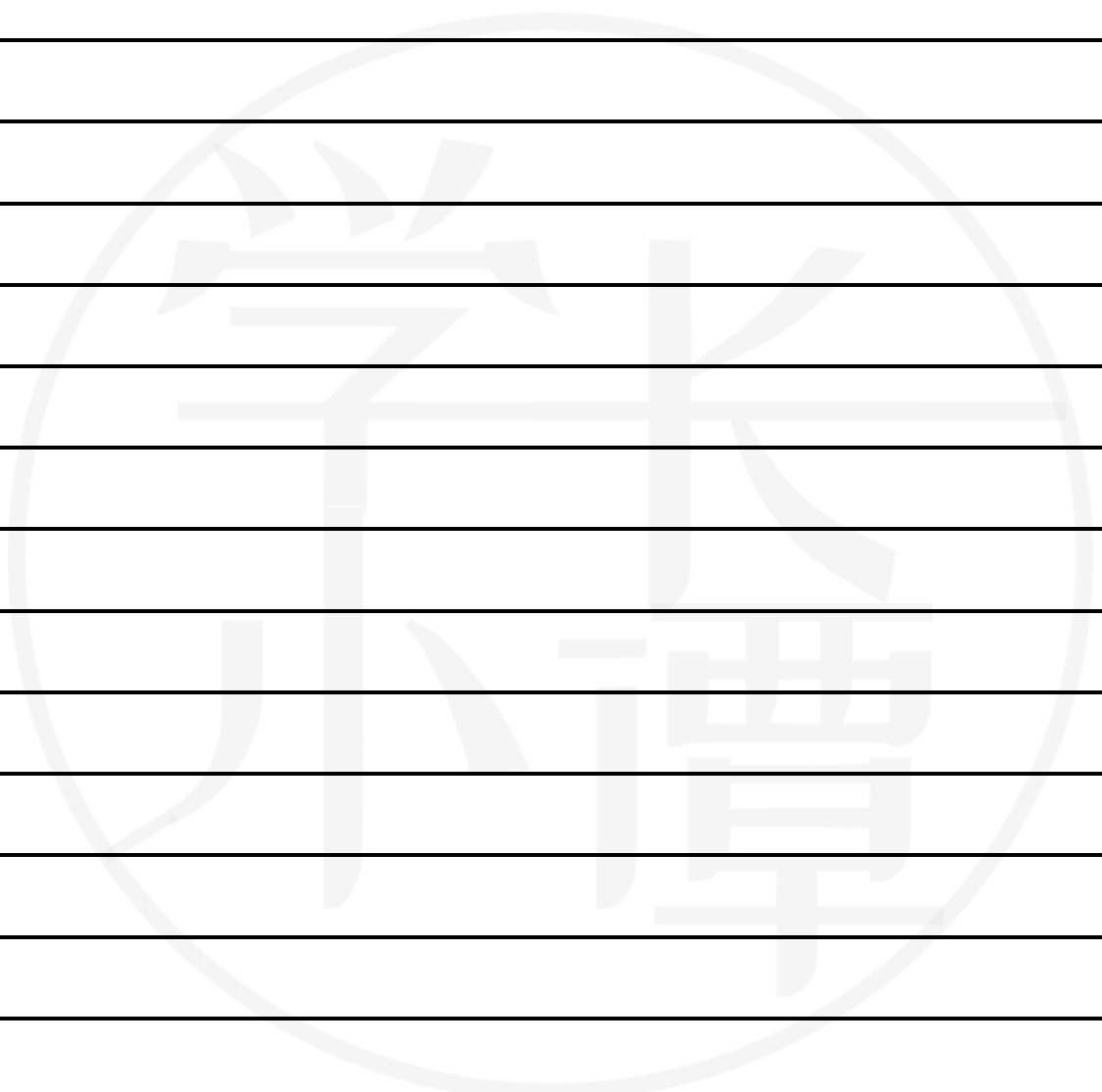
最后，而且我相信在您的帮助下，我将会很快适应当地的生活。

谨上  
张伟

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词:

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题

学长课



## 15 年英二: (实训 3 已讲)

## 16 年英二: 回复+建议

**47.Directions:** Suppose you won a translation contest and your friend, Jack, wrote an email to congratulate you and ask for advice on translation. Write him a reply to thank him, and give your advice.

*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter.*

*Use "Li Ming" instead. Do not write the address. (10 points)*

won win v. 赢

translation contest 翻译比赛

congratulate v. 祝贺

reply n. 回应



### 范文:

Dear Jack,

Quite pleased to receive your congratulations and thank you very much. Today, I am writing for the purpose of sharing my experience in learning translation.

To begin with, if you intend to achieve success in translation studies, it is advisable for you to work/study harder since compared with other subjects, translation study is more difficult and it is of great necessity for you to master two languages at least. In addition, you are supposed to seize every opportunity to practice translation skills. It is practice that makes perfect. To conclude, constant practice/training and hard work can bring you rich/abundant experience, arouse your passion for leaning and help you make progress every day.

Finally, I am convinced that with your efforts, you will become an excellent translator.

Yours sincerely  
Li Ming

pleased/happy/delighted/glad  
receive v. 收到

excellent outstanding  
since=because/as

master=get a good command of=be good at

with your efforts= if you do your utmost to work hard and practice  
excellent outstanding

### 参考译文:

亲爱的杰克,

很高兴收到了你的祝贺, 非常感谢你! 今天, 我写信想要分享我在翻译方面的一些学习经验。

首先, 如果你想要如果你想取得翻译学习的成功, 你就应该更加努力学习。因为与其他学科相比, 翻译更难, 你需要掌握至少两门语言。此外, 你应该抓住每一次机会去训练自己的翻译技能, 因为正是熟能生巧。持续的训练和刻苦学习会带给你丰富的经验、激发你对学

习的热情，帮助你每天进步。

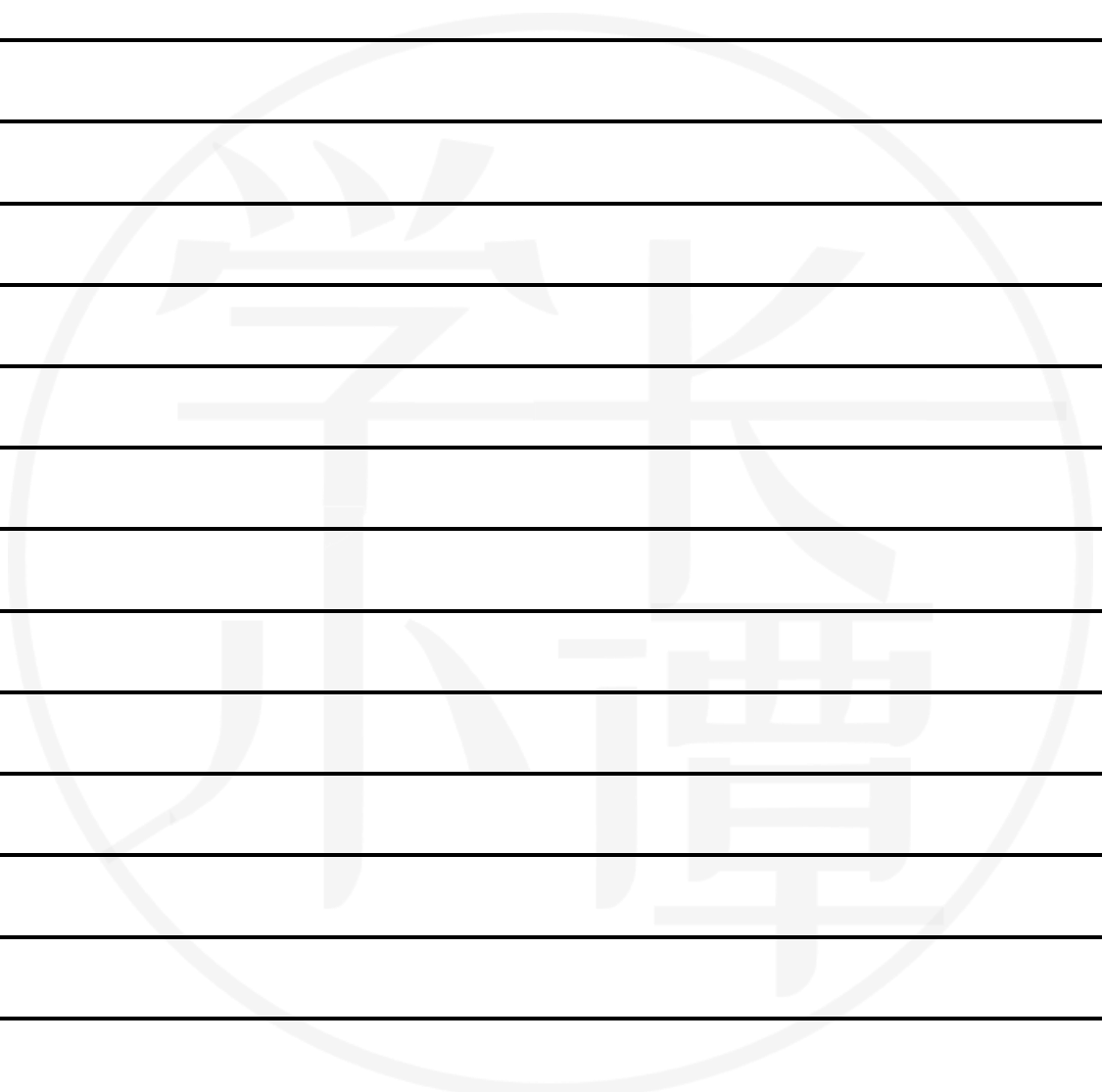
最后，我相信，在你的努力之下，你会成为一名优秀的翻译者。

谨上  
李明

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词:

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题

学 习 课



## 17 年英二：受邀+介绍

**Directions:** Suppose you are invited by Professor Williams to give a presentation about Chinese culture to a group of international students. Write a reply to

- 1) accept the invitation, and
- 2) introduce the key points of your presentation

*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter.*

*Use "Li Ming" instead. Do not write the address. (10 points)*

presentation 展示

international students 留学生

reply n. 回复=回信

accept 接受

key points 要点



## 参考范文：

Dear Professor Williams,,

I'm quite/very/particularly/exceedingly pleased/delighted/glad/happy to receive your invitation of giving a presentation about Chinese culture and I am willing to accept it.

Then, let me introduce the key points of my presentation. To begin with, China is characterized by its time-honored history. Thus, I deem that it is advisable for me to introduce the historical knowledge to international students. In addition, compared with other countries, China has a greater variety of customs, such as distinctive wedding ceremonies, operas and many other important festivals. Accordingly, these will be included in the presentation.

Finally, I am very grateful for your invitation and looking forward to sharing with all of you.

Yours sincerely  
Li Ming

certain =a number of /some/several  
arouse inspire/evoke

architectures/building/constructions

suggestion/advice/recommendation

## 参考译文：

尊敬的威廉教授，

我很高兴收到您让我做中国文化展示的邀请，我很乐意接受。接下来，让我来介绍一下本次展示的要点。

首先，中国的突出特征就在于它悠久的历史。因此，我认为我是向留学生介绍中国历史方面的知识。此外，与其他国家相比，中国拥有更丰富的风俗，例如独特的婚礼仪式，戏曲、美食和景点。因此，这些也将会被包含在展示中。

最后，非常感谢您的邀请，同时期待着与大家分享。

谨上  
李明

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词:

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题

学礼



## 18 年英二：邀请+说明

**Directions:** Suppose you have to cancel your travel plan and will not be able to visit Professor Smith. Write him an email to

- 1) apologize and explain the situation;
- 2) suggest a future meeting.

*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter.*

*Use "Li Ming" instead. Do not write the address. (10 points)*

attend v.出席

the graduation ceremony



## 参考范文：

Dear Professor Smith,

I am quite/very/particularly/exceedingly pleased/delighted/glad/happy to receive your invitation to talk about my paper. However/Anyway, today, I am writing for the purpose of apologizing because I have to cancel my plan.

Several days ago, I planned to visit you but you know that during the past year, I was exceedingly busy since I devoted nearly all my time and energy to the preparation for the national entrance examination for postgraduate studies entrance examination for postgraduates. Unfortunately, owing to my carelessness, I did not notice that the date for the test is just the day I planned to visit you until this moment. Accordingly, I have no option but to cancel the plan.

Finally, I sincerely hope that you can forgive me and I shall visit you after the examination at your convenience.

Yours sincerely  
Li Ming

## 参考译文：

尊敬的史密斯教授：

我很高兴收到您讨论我论文的邀请。然而，今天，我写信想要致歉，因为我不得不取消计划。

几天之前，我打算去造访您，但您知道，在过去的这一年，我非常忙碌，因为我把自己几乎所有的时间和精力都投入到了研究生入学考试的准备上。不幸的是，由于我的疏忽，我没有注意到考试的那天就是我打算访问您的日子。因此，我别无选择，只能取消机会。

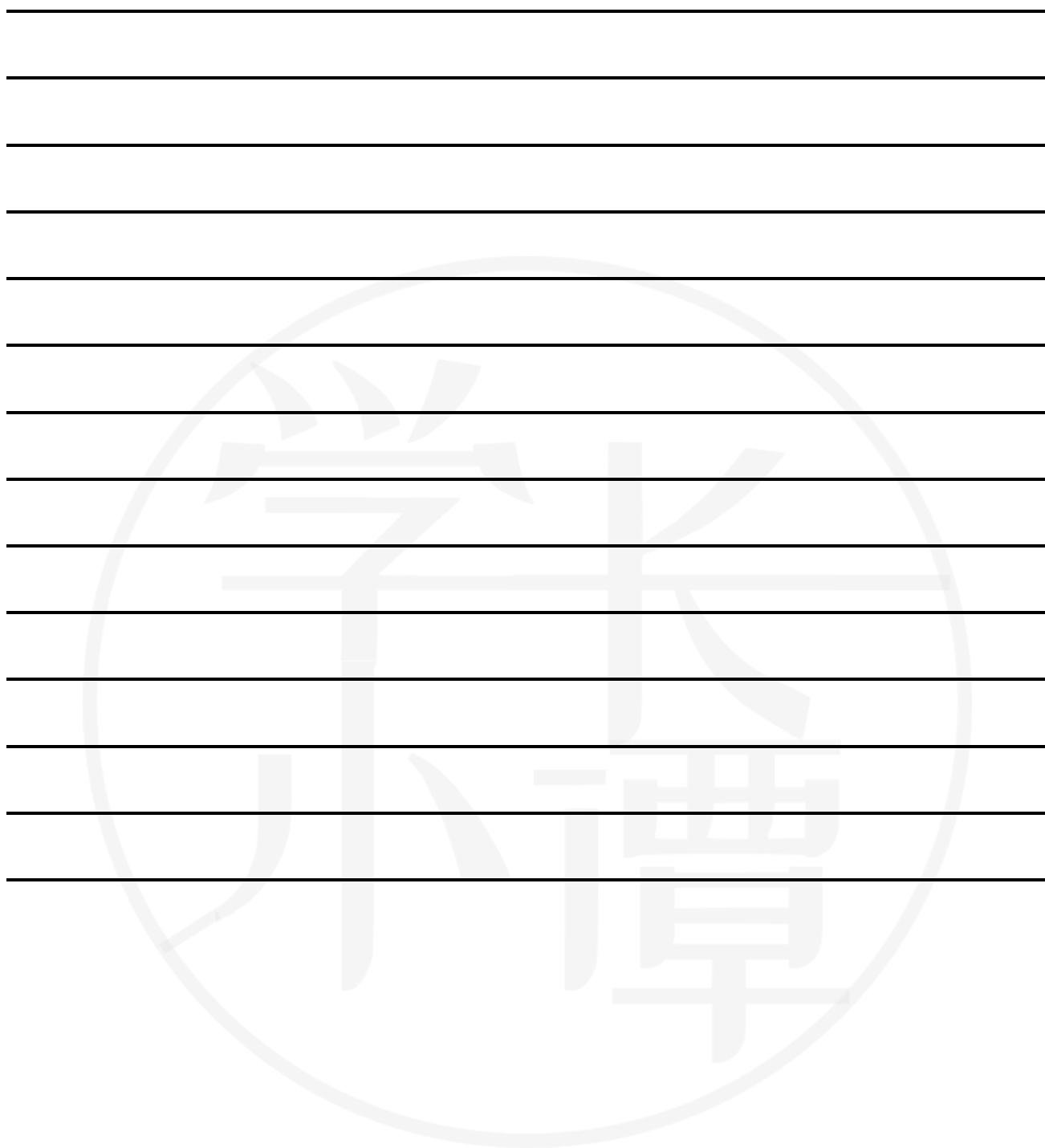
最后，我诚挚希望您能原谅我，我将会在考试结束后您方便的时候造访。

谨上  
李明

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词：

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题





## 19 年英二: 建议+说明

**Directions:** Suppose Professor Smith asked you to plan a debate on the theme of city traffic. Write him an email to

- 1) suggest a specific topic with your reasons, and
- 2) tell him about your arrangements

*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter.*

*Use "Li Ming" instead. Do not write the address. (10 points)*

debate n. 辩论

on n. 关于

theme n. 主题

traffic n. 交通

topic n. 话题

arrangements 安排



### 参考范文:

Dear Professor Smith,

I am quite/very/particularly/exceedingly pleased/delighted/glad/happy to receive your invitation to plan a debate on the theme of city traffic. Today, I am writing for the purpose of sharing my ideas about the specific topic and relevant arrangements.

In recent years, China is characterized by its boom and prosperity in economy, which enables a growing number of families to possess additional fund(s) to purchase private cars. For one thing, admittedly/obviously, private cars can bring citizens convenience, and help them enjoy comfort. For another, it is too many cars/vehicles that cause roads in cities to be congested. Thus, I deem that it is advisable for the topic to be "Private cars: to encourage or to limit?"

Finally, my plan is that this debate is scheduled to start at 18:00 on June 20<sup>th</sup> in the Center of Students' Activities and last(for) approximately 2 hours. Of course, if you have any better suggestions, please feel free to inform me.

Yours sincerely

Li Ming

### 参考译文:

尊敬的史密斯教授:

很高兴收到了您让我策划城市交通为主题的辩论的邀请。今天,我写信想要分享我关于具体话题和相关安排的想法。

近年来中国的突出特征就在于其经济的蓬勃和繁荣,这使得越来越多家庭有了额外的资金去购买私家车。一方面,不得不承认,私家车能给市民带来便利,帮助他们享受舒适。另一方面,也正是过多的车辆导致道路堵塞。因此,我认为本次辩论主题应该是"私家车:是鼓励还是限制?"

最后,我的计划是本次辩论可以于6月20日18点在学生活动中心开始,持续约2小时。

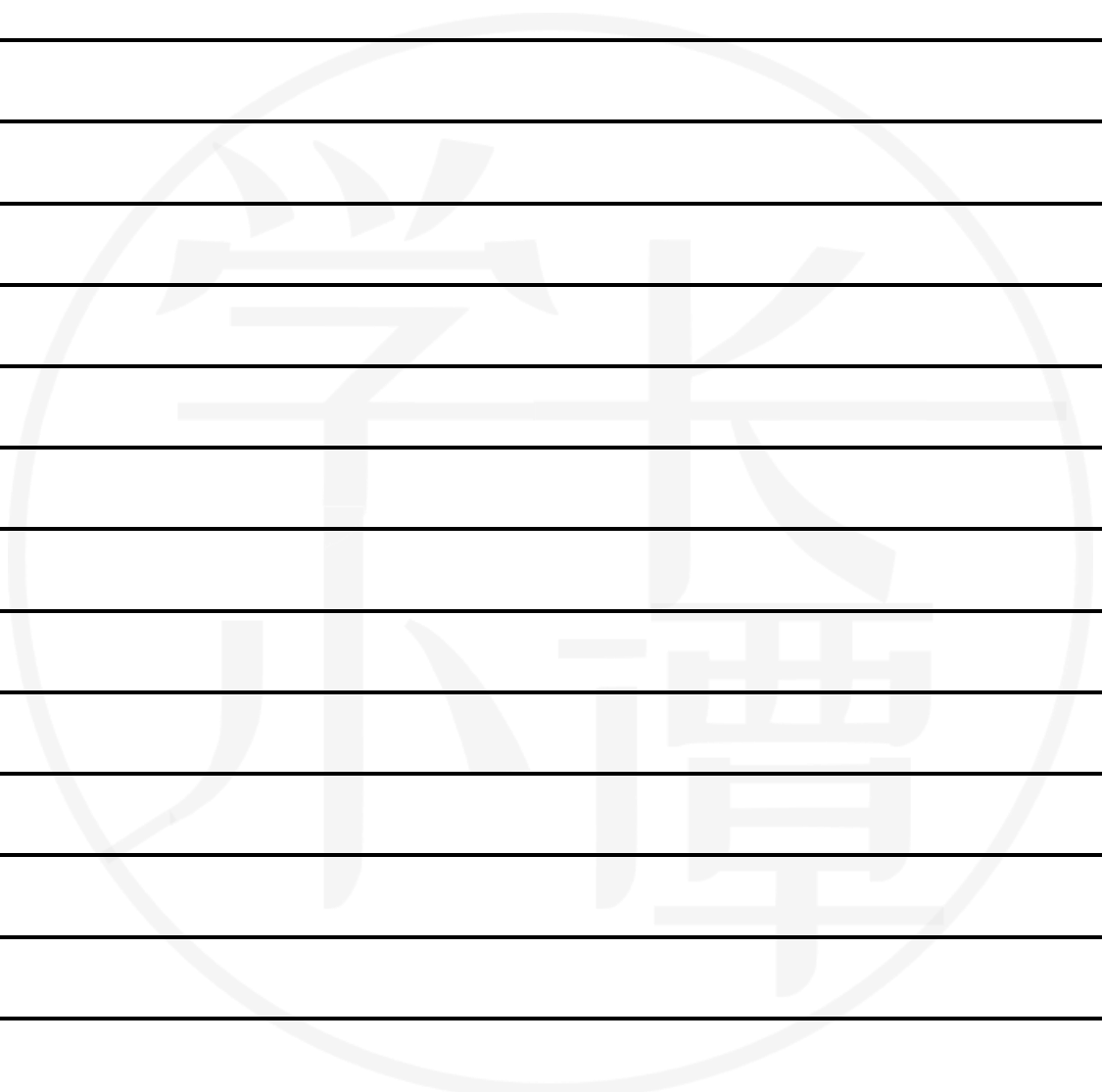
当然，如果您有其他任何更好的建议，请务必告知我。

谨上  
李明

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词:

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题

学海



## 20 年英二: 说明+提醒

**Directions:** Suppose you are planning a tour of a historical site for a group of international students

- 1) tell them about the site, and
- 2) give them some tips for the tour

*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter.*

*Use "Li Ming" instead. Do not write the address. (10 points)*

### 参考范文:

Dear friends,

I'm quite/very/particularly/exceedingly pleased/happy/glad/excited to receive your invitation to plan a debate on the theme of city traffic. Today, I am writing for the purpose of sharing my ideas plan the upcoming tour of visiting a historical sit. Today, I am writing for the purpose of introducing relevant details/arrangements.

To begin with/First=First of all=Above all, Beijing is characterized by/marked by =featured with its/the time-honored/long=profound history. Thus/Hence/So/Accordingly/Therefore, I deem that you are supposed to/it is advisable for you to=you should visit a particularly well-known historical site--the Great Wall. This site can/will=may bring you the opportunity to appreciate/enjoy China's distinctive/Chinese special building architecture and inspire your passion for Chinese historical knowledge. In addition/Besides/What is more/Furthermore/Additionally, this tour is scheduled/arranged/planned to start at 8:00 on June 20 and last(for) approximately/about 5 hours. Of course, it is advisable for you to take water, snakes, cameras, hats and sun-protective clothing.

Finally, if you have any other questions or requirements, please feel free to inform me. Have a good trip!

Yours sincerely  
Li Ming

### 参考译文:

尊敬的朋友们:

我很高兴给大家策划即将到来的这次造访历史景点旅行。今天,我写信目的介绍相关安排。(首段:寒暄+目的)

首先北京的突出特征就在于它悠久的历史。因此,我认为,你们应该去造访一个非常著名的历史景点——长城。这个景点将会给你们欣赏中国独特建筑的机会,激发你们对中国历史知识的热情。此外,本次旅途计划于6月20日8:00开始并持续5小时。当然,你有必要带上水、零食、相机、帽子、防晒衣。

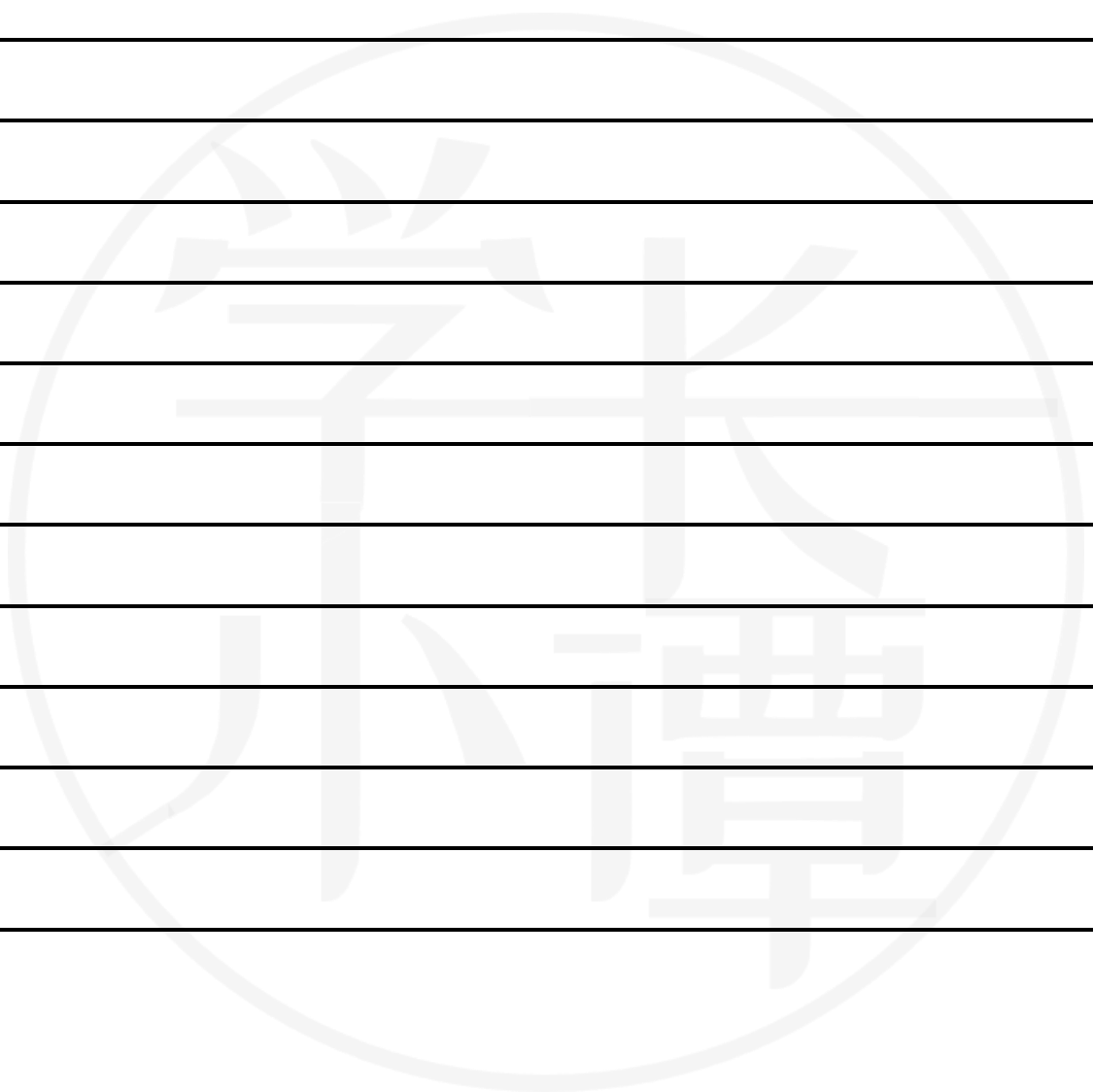
最后,如果您有其他任何问题或要求,请务必告知我。祝大家旅途愉快!

谨上  
李明

请按以下“7步法”背写本节课的范文并背写讲义范文的生词:

学礼





## 21 年英二: 邀请+说明

**Directions:** Suppose you are organizing an online meeting. Write an email to Jack, an international student, to

- 1) invite him to participate, and
- 2) tell him the details.

*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter.*

*Use "Li Ming" instead. Do not write the address. (10 points)*



## 参考范文:

Dear Jack,

I, on behalf of the Student Union/the Students' Union, am writing for the purpose of inviting you to participate in take part in=attend the/an upcoming/forthcoming online meeting.

To begin with/First=First of all=Above all, this meeting is scheduled to/planned/arranged/going start at 19:00 on December 20th and last(for) approximately=about 2 hours. Participants include all international students and relevant/some/certain/a few teachers. In addition, the aim/purpose of this meeting is to introduce/show campus activities about/concerning cross-cultural communication. Thus, it is advisable for you to attend it, which can bring you opportunities to make friends inspire your passion for China's culture, and help you adapt to the life here.

Finally, this meeting will be held/via Tencent Meeting and so, it is of great necessity for you to install/download the App in advance/before the meeting. Of course, if you have any other questions or suggestions, please feel free to inform us.

Yours sincerely  
Li Ming

## 参考译文:

亲爱的杰克:

我,代表学生会,写信想要邀请您参加一次即将到来的在线会议。

首先,本次会议计划于12月20日19:00开始并持续约2小时。参会者包括全体留学生和相关老师。此外,本次会议的目的是介绍校园跨文化交流活动。因此,你应该参会,这将会带给你结交朋友的机会,激发你的对中国文化的热情,帮助适应这里的生活。

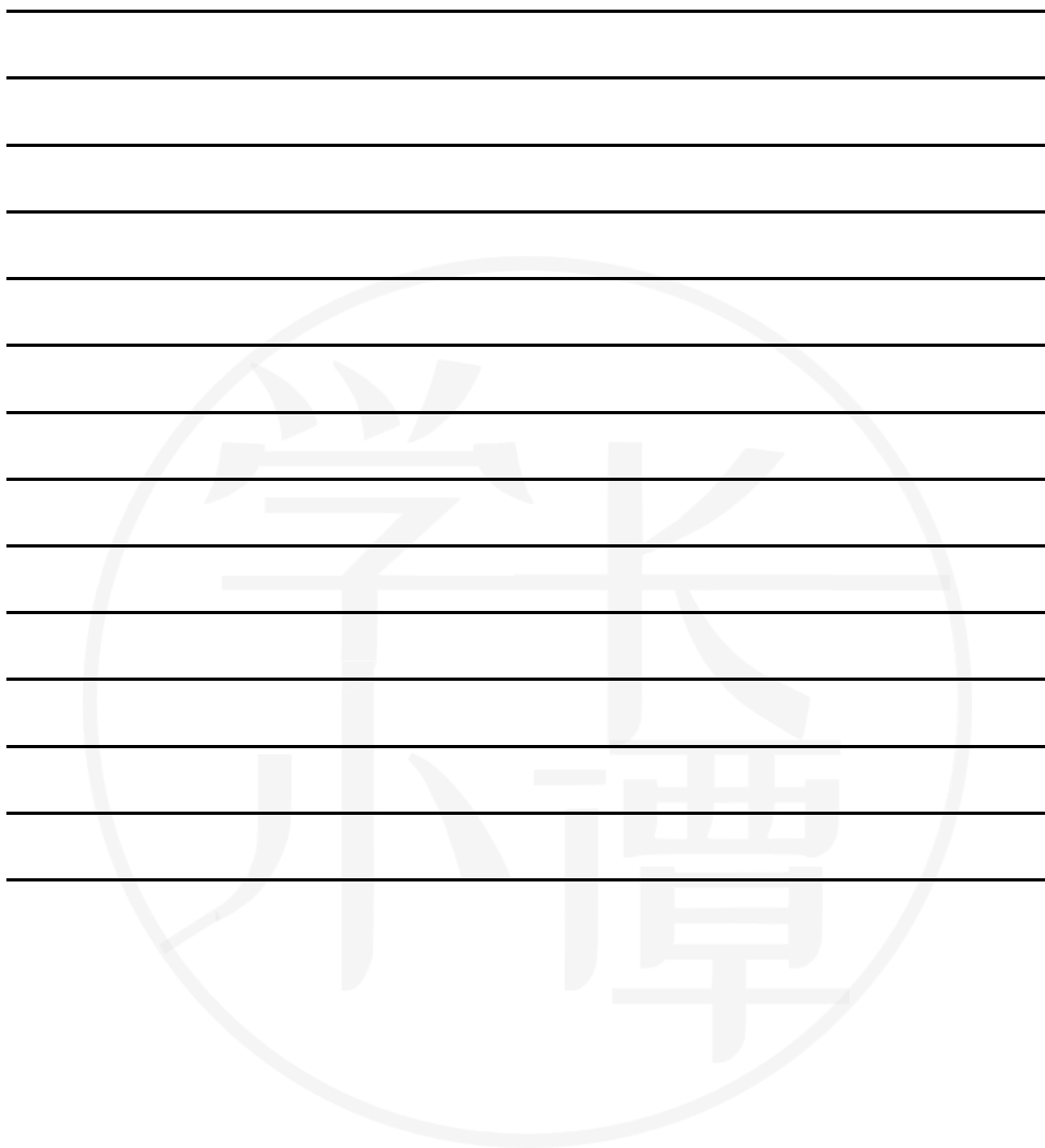
最后本次会议将会通过腾讯会议来举行,因此,你有必要提前安装该APP。当然,如果您有其他问题或建议请务必告知我们。

谨上  
李明

请按以下“7步法”背写本节课的范文并背写讲义范文的生词:

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题





## 22 年英二: 邀请+说明

**Directions:** Suppose you are planning a campus food festival. Write an email to the international students in your university to

- 1) introduce the food festival, and
- 2) invite them to participate

*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter.*

*Use "Li Ming" instead. Do not write the address. (10 points)*

## 参考范文:

Dear Sir or Madam/friends=boys and girls,

As the chairman of the Student Union/Students' Union at/in this university who is in charge of organizing the upcoming/forthcoming campus food festival, I am writing for the purpose of inviting you to participate/participate in/attend=join it.

First of all/Above all=To begin with=First, this festival is scheduled to/is planned/arranged/going to/will start at 17:00 on June 21 in the Center of Students' Activities and last(for)approximately 3 hours. In addition/Additionally=Besides=What is more=Furthermore, if you are good at cooking, it is advisable for you to show your cooking skills/talent. Of course, if you are keen on=like/love=be fond of tasty/delicious food(s), it is exceedingly necessary for you to attend/join since both western and eastern foods will be served/offered/provided/given/supplied.

In a word, this festival will bring you joy/delight/happiness, inspire your passion for food culture, and help you make new friends.

**尾段一:** Finally, I, on behalf of the Student Union, I am looking forward to your participation.

**尾段二:** Finally, if you have any other questions, suggestions or demands, please feel free to inform us.

Yours sincerely  
Li Ming

## 参考译文:

尊敬的先生或女士:

作为负责组织即将到来的校园美食节的本校学生会主席,我写信目的是邀请你们来参加。

首先,本次美食节计划于6月21日17:00在学生活动中心开始,并持续3小时。此外,如果您擅长烹饪,您应该来展示您的技能。当然,如果您热爱美食,您更有必要来参加,因为东西方的美食都会被供应。

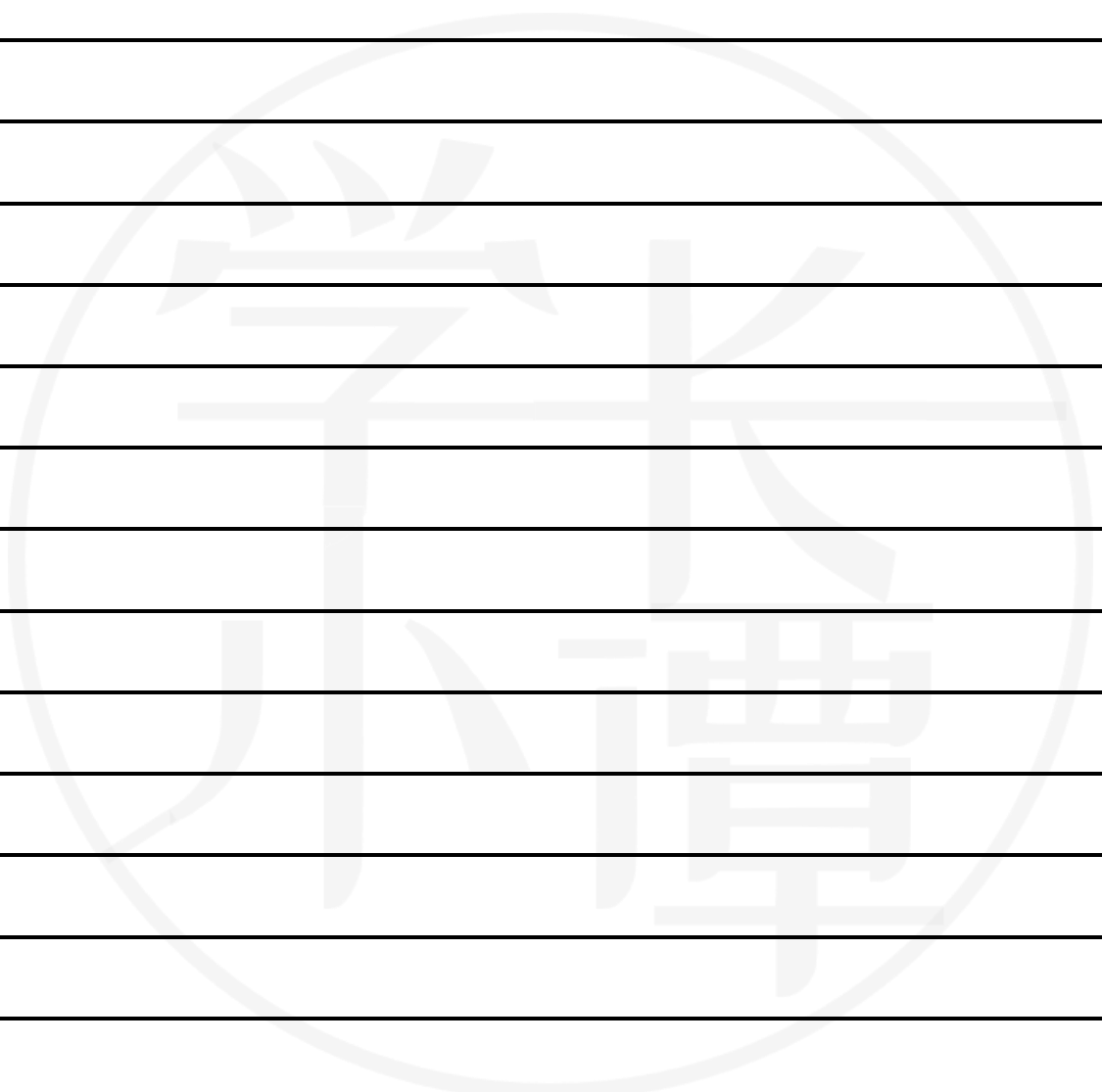
总之,本次美食节将会带给你快乐,激发你对饮食文化的热情,帮助你认识新朋友。

**尾段一:** 我,代表学生会,期待着您的参与。

**尾段二:** 最后,如果你们有有人气其他问题,建议或要求,请务必告知我们。

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题

学 长 尊



## 23 年英二：建议+原因

**Directions:** An art exhibition and a robot show are to be held on Sunday and your friend David asks you which one he should go to. Write him an email to

- 1) make a suggestion, and
- 2) give your reason(s)



*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter.*

*Use "Li Ming" instead. Do not write the address. (10 points)*

## 参考范文：

Dear David,

I'm quite/very=much=so=exceedingly=pretty=particularly=extraordinarily pleased/happy/glad/excited/delighted to receive/get your letter/email of inquiry and I am writing for the purpose of making/giving/providing/offering a suggestion/advice=a recommendation on/about which place you should go to visit on Sunday.

I deem that/I hold/reckon/suppose that=I am convinced that you are supposed to/it is advisable/sensible for you to watch/see/visit the art exhibition and there are two reasons. To begin with/First=First of all=Above all, you are fond of/keen on arts. Thus/Hence=So=Therefore=Accordingly, the/this exhibition can/will/may bring you opportunities/chances to appreciate master's/artists'/celebrities' masterpieces/works, inspire/enjoy your passion/love/enthusiasm for arts, and help you broaden your horizons.

尾段一：Of course, if it is possible to visit both, I suppose/hold=reckon that you can go to the art exhibition first and the robot show second.

尾段二：Finally, I am looking forward to discussing it after you visit the exhibition.

Yours sincerely  
Li Ming

## 参考译文：

尊敬的大卫：

很高兴收到你的问询信，我写信想要提关于你周日应该去参访那个地方的建议。

我认为，你应该去观看艺术展览，有两个原因。首先，你喜欢艺术。那么，艺术展将会带给你欣赏大师杰作的机会，激发你对艺术热情，帮助你拓宽视野。

尾段一：当然，如果可能的话，我想/认为你可以先去参观艺术展，然后去参观机器人展。

尾段二：我期待着在您参观展览后讨论它。

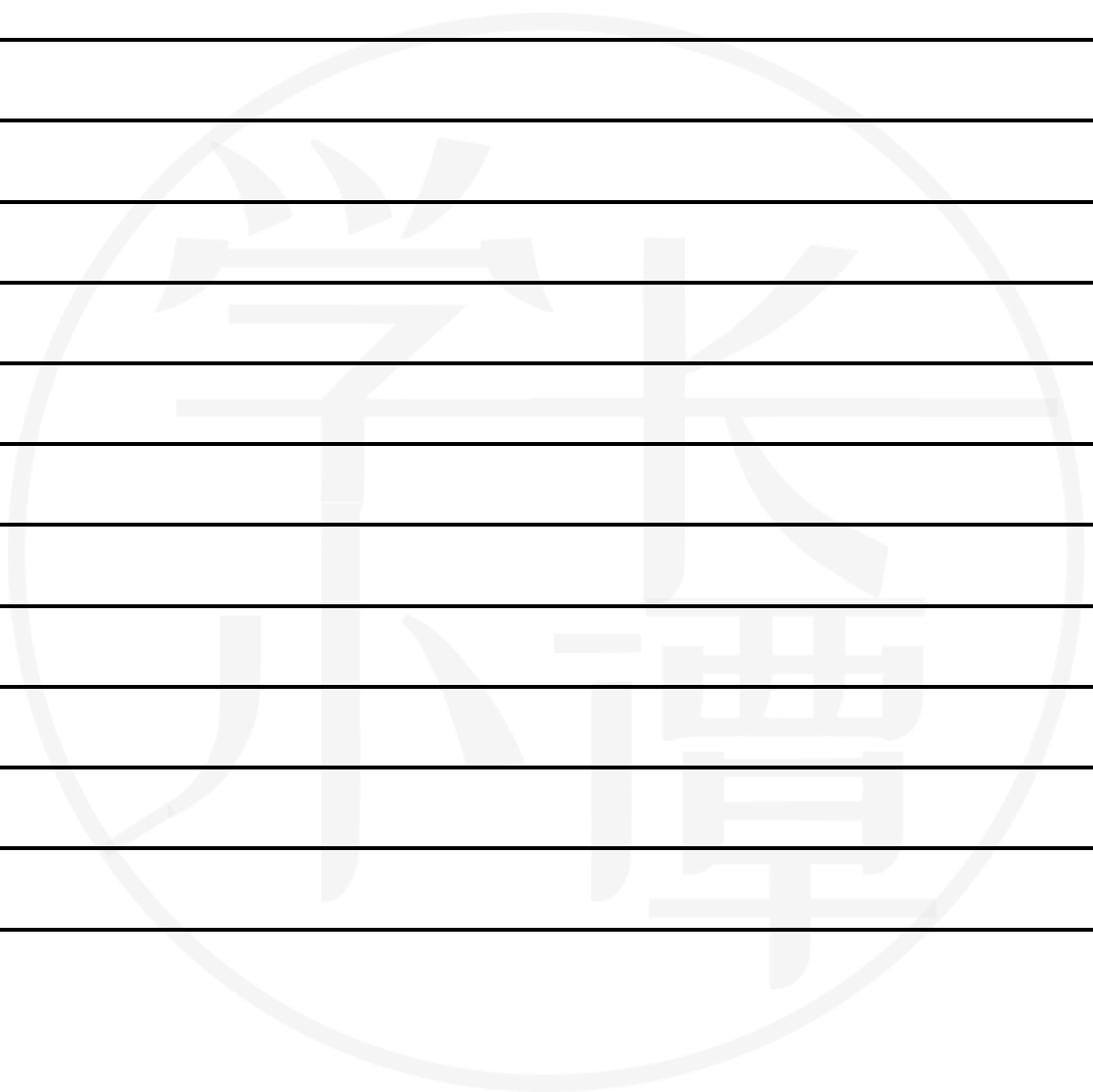
谨上  
李明

请按以下“7 步法”背写本节课的范文并背写讲义范文的生词：

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写



Handwriting practice paper with horizontal lines and a large, faint watermark in the center that reads "学" (Xue) and "学" (Xue).



## 24 年英二: 说明+征询

**Directions:** Suppose you and Jack are going to do a survey on the protection of old houses in an ancient town. Write him an email to

- 1) put forward your plan, and
- 2) ask for his opinion



*You should write neatly on the ANSWER SHEET.*

*Do not sign your own name at the end of the letter.*

*Use "Li Ming" instead. Do not write the address. (10 points)*

Suppose v. 假设

are going to 将要

do a survey 做调查

on prep. 关于

the protection of old houses 老房子的保护

an ancient town 古镇

put forward 提出

ask for his opinion 咨询他的观点

## 参考范文:

Dear Jack,

So/Quite=Particularly=Exceedingly=Pretty=Very pleased (I'm so pleased) to know/hear that we will make a survey on the protection of old houses in Lijiang ancient town and I'm writing for the purpose of to share sharing my plan and asking for your advice (n. 建议不可数)/opinion(s).

To begin with/First of all=Above all=Firstly, I deem that/I suppose/hold/reckon that it is advisable for us to conduct/do=make=start this survey among local residents/people/citizens because/since/as/for compared with us, they know more/they are more familiar with details about the situation of these houses. In addition, we are supposed/well-advised to ask for and collect architects'/expert's suggestion/opinions/ideas in the survey=task=work=assignment, which can bring us professional insights/thoughts, inspire our passion for this job, and help more people realize/be aware of the significance of protecting old houses.

Of course, if it is possible to visit both, I suppose/hold =reckon that you can go to the art exhibition first and the robot show second.

(Then, this survey is scheduled/planned/arranged to start on June 20 and last(for) approximately 3 days.)

Finally, if you have any other suggestions/questions or requirements please feel free to inform me.

Yours sincerely

Li Ming

## 参考译文:

尊敬的 Jack:

很高兴获悉我们将一起做一个关于丽江古镇老房子保护的调查, 我写信目的是分享我的计划并咨询你的建议。

最后，如果你有任何其他建议、问题或要求，请不要不好意思告知我。

谨上  
李明

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或差异之处——背写全文至无错——思考每句话如何用来写其他话题

Blank lined paper with a faint circular watermark in the background.

