

广西普通高等教育专升本考试复习指导 英语



应用文

高等教育出版社



学习目标



掌握应用文的定义和题型



掌握书信的写作技巧



掌握通知的写作技巧

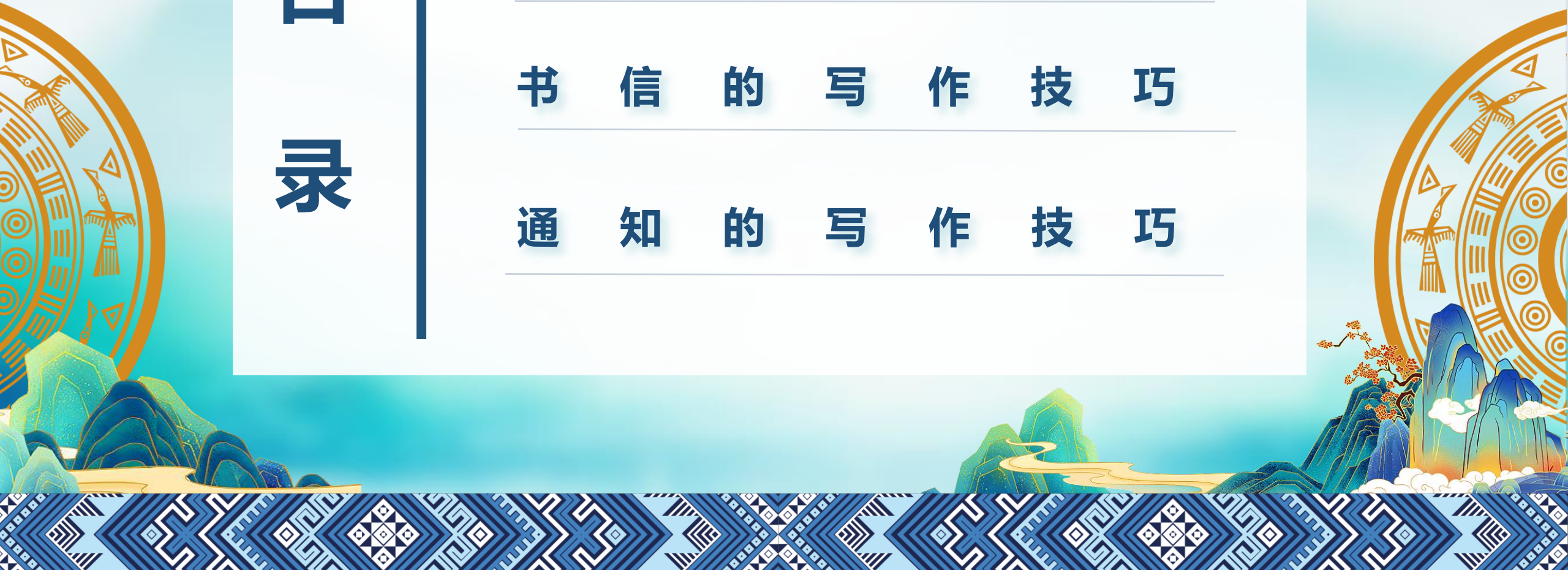
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书信的写作技巧

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应用文的定义、题型分析

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定 义

是日常生活、工作及学习中用来交流信息、处理事务、上传下达、解决问题的实用性文体。

(1) 典型特征

具有一定格式规范、篇幅短小、简明实用；向读者传递相应信息。

(2) 命题形式

提纲式作文

(3) 关键词

格式固定，实用性强

(4) 结构特点

开头语+正文+结束语

(5) 核心要求

解决实际问题

(6) 常见类型

书信类、通知类

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题型分析

1. 书信类

内容结构

开头部分：开门见山说明写信的意图

中间部分：介绍具体细节，如感谢信中详述前因后果，邀请信中说明内容安排，投诉信中讲清来龙去脉，祝贺信中客观分析对方取得成功的原因，求职信中介绍自身的优势和资质等

内容结构

结尾部分：再次祝贺 / 感谢或表达期许、愿望、要求、建议等，必要时可提出未来会以何种方式回报

格式细节

称呼：可用 Dear/ Respected/ Honorable ×××, 且首字母大写，人名首字母大写，如在人名前还有 Mr. /Ms. /Miss 等，首字母 M 需要大写；称呼后紧跟英文的逗号

结尾：可用 “Yours sincerely/cordially” 等，也可以对调顺序，改为 “Sincerely/Cordially yours”。需要注意的是，首个单词的首字母须大写，最后要加上英文的逗号

署名：另起一行后署名



(1) 书信类开头部分

英文句式	中文释义
I ' m glad/pleased to tell you that. . .	我很高兴告诉你
I am writing to complain that. . .	我写信的目的是对.....进行投诉。
I am writing to thank you for. . .	我写信的目的是感谢你
I am writing to apply for. . .	我写信的目的是申请 / 应聘
I am applying for the position of. . . advertised in. . .	我想应聘贵公司刊登在.....（杂志、报纸、网站等）上 面的.....职位。
I am pleased to invite you to. . .	我很荣幸地邀请您

(2) 书信类中间部分

英文句式	中文释义
You need to give a speech on. . .at the meeting.	在会议上，你需要就.....主题发表演讲。
The event is specially held to celebrate. . .	本次活动是为庆祝.....特别举办的。
Here is the arrangement of this party. . .	以下是这次聚会的具体安排。
As far as I know/As far as I am concerned. . .	据我所知
For one thing. . . For another. . .	一方面.....另一方面
I shall never forget your kind help when...	我不会忘记你在.....时候给我提供的帮助。
I am maj ored in. . .at. . .	我的专业是
I graduated in 2024 , and I also have some experience in. . .	我于 2024 年毕业，并在.....方面积累了一定经验。
I have got a certificate on... and I can...	我获得了.....资格证，可以
I want to get are fund/an exchange of this product for the following reasons...	因为以下原因，我想要退款 / 换货
I am unpleasant about the shopping due to. . .	因为.....我对本次购物不满意。

(3) 书信类结尾部分

英文句式	中文释义
I look forward to hearing from you at the earliest possible moment.	期待您能尽快回复。
I will try hard to reciprocate your sincere help.	我会努力回报您对我的帮助。
Thanks again for your help. Please give my kind regards to your family.	再次感谢您的帮助，请代我向您的家人问好。
We are looking forward to hearing your sharing.	我们期待能听到你的分享。
I should be delighted if you could join us.	如果你能加入我们，我会很高兴的。
Feel free to call our office at . . . for any questions.	如果你有任何问题，可以随时拨打办公电话.....与 我们联系。
My complete résumé is attached. I can be reached by telephone number. . . .	随信附上我的完整简历，您可以通过.....号码与我 联系。
I hope I may be granted an interview soon.	我希望能尽快获得面试资格。
I hope to express congratulations when faced with you. My best wishes for your further success.	我希望能当面向你表示祝贺。祝你取得更大的成功。



【书信常用版式】

版式一：

Dear Mr. Liang,

I'm writing to

So far, we

I'm looking forward

落款署名前要用敬语
+逗号；另起一行署名

Yours faithfully,
Zack

版式二：

Respected Professor Li,

每个单词首字母大写；
称呼后用逗号

Thank you for

I believe

Once again,

Yours sincerely,
Tim



内容结构与格式细节

内容结构

开头部分：开门见山说明需要通知的事项或活动

中间部分：进一步说明各项细节，如事项或活动的目的、主题、日期、时间、地点、参加人员、日程安排和着装要求等

结尾部分：联系人和联系方式，以便对方可以回复参加情况或者咨询

格式细节

标题：英文通知的格式一般是将 NOTICE 写在正文上面一行的正中间

通知发出日期：在标题下面一行，靠右写日期，一般以“月份（英文全称）+ 日期（阿拉伯数字）”的格式呈现，月份和日期中间空一格，不用加标点符号

落款：另起一行后靠右下角落款



常用句式

英文表述	中文释义
The meeting is scheduled in Room 302 of the teaching building from 6:00 p. m. 9:00 p. m. next Saturday.	会议将在下周六晚上 6 点至 9 点，在教学楼 302 教室举行。
You are required to bring a notebook and a pen with you when you attend the lecture.	参加讲座时，请随身携带笔记本和笔。
Please make sure you won ' t miss it.	请一定不要错过。



- 1.格式正确：牢记各种应用文的格式。
- 2.内容完整：必须覆盖题目要求中给出的全部要点并作适当拓展。
- 3.表达得体：符合英语表达习惯，没有拼写和语法错误。
- 4.书写规范：工整，英文字母占格准确，大小写及标点符号使用规范。
- 5.篇幅适当：大纲要求不少于100词，建议不超过180词。



感谢信范例

Dear Zack,

I ' m writing to tell you how I appreciate your help with my English.

One month ago , I was trying very hard to learn English , especially my speaking English. You noticed that , so you helped me with my English by talking to me in English often. Also you recommended a lot of useful learning materials to me , which were very helpful. Most importantly, you encouraged me to use English without hesitation and shyness.

Now I feel I ' m more confident than before . I have learned a lot from you, not only English but also the attitude towards new things. Now you are already back in your country. I hope you can enjoy life every day. I also hope we can keep the wonderful memory and pure friendship forever.

Once again , I thank you for your help , and I would like to say I always feel very happy to get to know you.

Yours sincerely ,

Barry



通知范例

Notice on Temporary Closing of the Library

Affected by Typhoon Sura, the 9th of this year, in order to ensure the personal safety of the readers , the library will be temporarily closed from 2:00 p . m. on September 1 , 2023. The reopening time will be notified further. Please pay close attention to the weather conditions and the latest news released on the library ' s official website , WeChat official account.

Books that are due during closing days can be returned when the library reopens and the fine for delaying will be exempted. Thank you for your support and cooperation.

City Library

Sep . 1 , 2023



真题范例 1

题目：假设你是李明，在黄海大学学习，你的留学生朋友 Jack 在全校汉语口语比赛中获得了第一名。用英语给 Jack 写一封信。

2. 内容：

- (1) 获知了对方获奖的消息；
- (2) 对他的成功进行积极评价；
- (3) 表达衷心的祝贺。

祝贺信

3. 要求：

- (1) 写一封祝贺信；
- (2) 符合应用文的基本格式；
- (3) 字数不少于 100 词。



直击真题

范文

Huanghai University

March 20th , 2024

Dear Jack,

获知了对方获奖的消息

I am so excited to know that you got the first prize in our universitys Chinese Speaking Contest. I am writing this letter to express my sincerest congratulations.

表达祝贺

Students and friends all agree that you are really talented in Chinese learning , but undoubtedly , you couldnt have made such remarkable achievements without your continuous efforts . You always say that practice makes perfect , which impresses me a lot. More importantly , you showed wonderful skills in language use and rich knowledge of Chinese culture in the competition , which contributed to your final success . We are all proud of you.

对他的成功进行积极评价

Once again , I d like to take this opportunity to express my heartfelt congratulations to you. I wish you more progress and greater success in the future .

Sincerely yours ,

Li Ming



真题范例 2

题目：假设你是王强，邀请 Jack 到你们学校参加以“中国文化日”为主题的中华文化传播活动。活动将于这周六下午 1 点在学生活动中心举办。活动内容包括：“京剧表演”，“国画展览”和“讲好中国故事”系列讲座。

2. 内容：?

(1) 活动目的；(2) 活动内容；(3) 活动时间和地点；(4) 期待尽快回信。

3. 要求：

(1) 写一封邀请信；(2) 符合应用文的基本格式；(3) 字数不少于 100 词。

4. 参考词汇：

中国文化日 Chinese Culture Day

京剧表演 Peking Opera show

国画展览 Chinese Painting Exhibition

学生活动中心 Student Center



范文

Dear Jack,

开门见山表明写信目的

I am writing to invite you to attend the Chinese culture dissemination activity whose main theme is Chinese Culture Day. The activity is aimed at enriching students college life on our campus, promoting the exchanges between Chinese and international students, spreading Chinese culture and inspiring students to learn Chinese culture.

活动目的（自编）

There are various wonderful performances during the activity, including Peking Opera show, Chinese Painting Exhibition, lecture series on “Telling Chinas Stories Well”, etc. Some famous local artists and Professor Huang from your college will show up. The activity is to be held in the Student Center at 1:00 p.m. this Saturday afternoon.

活动内容

活动时间地点

I am sure you will be interested in this wonderful activity and have a good time there. Please tell me whether you can come because we will prepare the name cards and reserve the seats for our guests. Looking forward to your earliest reply.

期待尽快回复

Sincerely yours,

Wang Qiang

应用文写作

定义：用于交流信息、处理事务、上传下达、解决问题的文体。

常见类型：书信（感谢信、邀请信、介绍信、申请书）、通知。

写作要点：

格式：规范，如书信的开头、正文、结尾和落款。

内容：简明扼要，实用性强。

注意：语气和用词，根据对象调整。

THANK YOU

