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考研英语写作

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课程评论区

每次课后，在评论区总结一下你的收获、问题、期待！

告诉自己，你正在一步步接近目标，不到最后决不放弃





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 微博打卡方式

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- 听课注意事项：

1. 没有讲义的，请先看课件听课； 课件左上角是讲义和页码信息
2. 紧跟直播（或第一时间补回放）， 不拖延，跟着课程的节奏就是最好的复习规划。
3. 讨论圈不传播负能量，别人听不听不重要， 重要的是你在坚持；你坚持，考研成功上岸的就是你。
4. 不要以为听一次就能掌握； 请务必回放解决直播中的难点
5. 作文重点是背+写；不建议听音频辅助记忆， 按7步法背作文
6. 欢迎互动提问，但请不要恶意刷屏（刷屏将被禁言），如果疑问没有得到解答，我会课后答疑或请微博评论（不要发私信） @石雷鹏老师
7. 彦祖很纯洁，微信公众号：shileipenglaoshi；不要把考研当做一件痛苦的事情，快快的心情，有助于效率的提升。

● 1. 整体概况

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

英语（一）概况

阅读	40分	4篇文章 * 5 = 20题 * 2
写作	30分	小作文+大作文=10分+20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*5 = 2*5=10分
翻译	10分	1篇文章*5=2*5=10分

英语（二）概况

阅读	40分	4篇文章 * 5 = 20题 * 2
写作	25分	小作文 + 大作文 = 10分 + 15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 * 5 = 2 * 5 = 10分
翻译	15分	1篇文章 * 15 = 15分

2. 考研大小作文命题形式：英语(一)小作文范例

2017年英语（一）

51. 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.

- 2017年英语（二）

47. 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 "LiMing" instead.

Don't write your address. (10 points)

2016年英语（一）：通知+介绍

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)

- **写作体裁**

书信: letter/email

通知: Notice/Announcement

海报: Poster

简历: Resume

假条: An Application for Leave

● 英语（一）大作文

52. Directions:

Write an essay of 160-200 words based on the following pictures. In your essay, you should

- 1) describe the pictures briefly
- 2) interpret the meaning, and
- 3) give your comments.



- **2017年英语（二）：博物馆数量与访客**

48. Directions: Write an essay based on the following chart. In your writing, you should

(1)interpret the chart, and

(2)give your comment.

You should write about 150 words neatly on the **ANSWER SHEET**. (15 points)



第三章 考研英语（一、二）小作文真题+预测

1 应用文审题

① 背景

② 体裁+内容要求（描述）

③ 语域（正式/非正式）+格式

2 应用文简易思路

首段两句：

首句：① 熟人：寒暄

② 陌生人：自我介绍

二句：目的

二段：本质为描述（借用大作文功能表达完成+感谢、对比）

尾段：再次致歉、感谢、期待、展望等。

(2005年) 辞职信+道歉信

Directions:

(背景) 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. (体裁) Write a letter to your boss, Mr. Wang, (内容要求) telling him your decision, stating your reasons, and making apologies.

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. Do not write your address.
(10 points)

Dear Mr. Wang,

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

- It is your and other colleagues' warmhearted help that enables me to accumulate certain ability and experience, and so I am quite grateful for your help.



- Anyway, my competence, compared with the need of this job, is not adequate and I cannot do it well.

In addition, I focus my eyesight on computer science rather than/ instead of editing.

To conclude, it is not advisable for me to continue this job.

I truly hope that you will be able to think in my position and accept my apologies.

(结尾2) Please accept my sincere apologies and I am convinced that the future of your magazine will be promising.

Yours sincerely,

Li Ming

(2008年) 道歉信+建议信

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,

2)suggest a solution

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. Do not write your address. (10 points)



- 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, 2)suggest a solution

● Dear Bob,

It's exceedingly great to recall the past two weeks when I traveled in Canada and stayed in your house. But today I am writing for the purpose of apologizing, because I forgot to return a CD to you.

I am much grateful for your and your family members' warmhearted help, and it is your kind help that enables me to enjoy a comfortable trip in Canada. However, compared with your consideration, I am more careless and I totally forgot to return your CD when I left Canada. Accordingly, it is advisable for me to send it back by EMS; and if there are any better solutions you like/ favor/ prefer, please inform me(客气：征询对方建议).

Please accept my sincere apologies and reply to me at your earliest convenience. (121)

Yours truly,

Li Ming

何为功能表达？

- 1、功能+表达：写什么（思路）+怎么写（内容）
- 2、摆脱思维限制，摆脱模板固化思维
- 3、除了写作课，功能表达还可以来源于阅读、听力、完型、翻译、新题型

作文背写7步法：

抄写范文—英译汉—汉译英—对比找差异—专门背写差异之处—背写全文至无错—思考每句话如何用来写其他话题作文



写作用词的两个维度（广度+深度）

1. 广度：to use various words

a. 同义/反义词

b. 同根词（词性转化）

c. 范畴词:

上义词

下义词

相关词

d. 代词替换

those who ...

those in need/ those with smiles

(2) 深度：弃用第一反应词

● 2. 写作必备 100 词意群

(每组选背 1-2 个即可)

1. 持某观点 claim / contend/ reckon/ share the belief that
2. 支持某观点 advocate /maintain /vote for /be in favor of
3. 反对某观点 contradict /criticize / be against /cast doubts on
4. 合理的 justified / sensible/ feasible /convincing/ rational/ reasonable
5. 好处 advantage /benefit/ merit/ positive side

（2006年）求助信+描述信

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 about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. Do not write your address. (10 points)



Dear Sir or Madam,

As a senior from Peking University who focuses much eyesight on 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 warmhearted people's help, **which enables a host of** poor children to gain opportunities for education.

- **Accordingly, to my understanding, it is advisable for anyone to contribute to Project Hope and I want to help a child from remote Gansu Province, whose family is so poor that they cannot afford tuition or education.**



●

Compared with others, I am not richer, but I am willing to try my utmost to help her/ him to finish education from high school to college.

Finally, I want to say **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

小结:

应用文得分要点:

1. 格式正确
2. 说事清楚
3. 语言正确



(2007年) 建议信

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)



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

Dear Sir/Madam,

As a senior in/from this university who is particularly keen on reading in the library in my spare time, **I, on behalf of all students, am writing for the purpose of making suggestions for** improving service here.

Firstly, compared with students' need, the number and variety of books **are not adequate. Thus, it is advisable to** purchase more latest books. **In addition, since so many students are preparing for the national entrance examination for postgraduates, it is of great necessity to** prolong the opening time of reading rooms where they study.

Finally, I want to say I am very obliged for your hard work, because it is your devoted work that enables us to enjoy a supportive atmosphere of study in the library.

Yours sincerely,

Li Ming

●
(2009年) 关注信+建议信

Directions:

Restrictions on the use of plastic bags have not been so successful in some regions. “White Pollution” is still going on.

Write a letter to the editor(s) of your newspaper to

- 1) give your opinions briefly, and*
- 2) make two or three suggestions.*

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. Do not write your address. (10 points)



- Directions: Restrictions on the use of plastic bags have not been so successful in some regions. “White Pollution” is still going on. Write a letter to the editor(s) of your newspaper to : 1)give your opinions briefly, and 2) make two or three suggestions

Dear Sir/Madam,

As a loyal reader of your newspaper who focuses much eyesight on the environmental protection, I am writing to propose suggestions on White Pollution.

We, being readers, are quite grateful for your hard work and concern about/for/over environmental issues, and it is your articles that enable the public to enhance their awareness to protect. However, compared with other regions, our city is suffering more severe White Pollution, although restrictions on plastic bags have been worked out.

- Accordingly, it is of necessity to reverse this trend. First, in your reports, it is advisable to advocate all readers to replace plastic bags with paper or cloth bags. Second, it is essential to educate readers with some simple but funny cartoons about the environment.

I guess that with our shared efforts, White pollution can be alleviated and even be eliminated. (118)

Yours truly,
Li Ming

2010年英语（一）：招募志愿者

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.

通知（重点：格式）讲义上没有

Notice

Friday, May 31

I am a young and charming woman, named Zhang Lili, whose husband is a rich businessman from Hong Kong. Unfortunately, he lost his ability of reproduction because of a terrible accident. Therefore, our family is eager to find a healthy man to achieve my dream to be a mother. Of course, a well-paid reward will be promised after that. Please feel free to contact me at 15678900090.

Sincerely wait for your coming.

Zhang Lili

Notice

Friday, June 10th

This notice is for the purpose of recruiting 25 volunteers for an international conference on globalization, which is going to be held in our university.

●

This conference will start on June 20th and last for three days. Since a majority of its participants are foreigners, it is appropriate for applicants to be able to speak at least one foreign language, such as English, French or Spanish, which will enable volunteers to communicate with foreign experts or scholars.

- In addition to this qualification, applicants are supposed to be warmhearted and considerate, because it is your warmhearted work that will help foreign guests to enjoy a comfortable trip in China.

The interview will be held in the Office of Postgraduates' Association at 14:00 on June 16th.

Postgraduates' Association

2011年英语（一）：推荐+描述

Directions: Write a letter to a friend of yours to

- 1) recommend one of your favorite movies and
- 2) give reasons for your recommendation

Your 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 the address. (10 points)

【解析】

本次考试要求考生给自己的一位朋友写一封信，推荐一部自己喜爱的电影并说明推荐的原因。很多考生的问题不是没看过电影，而是看过但不会写电影的英文名字，还有同学即使会写电影的英文名字，也觉得想在一封信中描述这部电影很难。其实，推荐一部电影不需要剧透，推荐一本书也不需要倾诉书中所有信息，推荐一幅画也不必面面俱到；因为理由只需自圆其说。当然，如果电影名字实在不会写，诸如《2012》之类的不妨救急。值得注意的是英文书名、电影名等，均不使用书名号。



- **Directions:** Write a letter to a friend of yours to
 - 1) recommend one of your favorite movies and
 - 2) give reasons for your recommendation

- Dear Jim,

I'm quite delighted to recall the last time when we went to the cinema together. And I'm writing to recommend another film—The Pursuit of Happiness.

- This movie is particularly worth watching for two reasons. Firstly, the wonderful plot characterizes this movie. Simply to say, the hero experienced a variety of adversities in life, but he never gave up. It is his strong will that enables him to maintain hope, encourage and confidence for the future.

- Secondly, the actors' excellent performance certainly will bring audience power, arouses their enthusiasm for life, and help them face difficulties bravely. To conclude, it is of great necessity for every youngster to watch.

I am convinced that you will be exceedingly encouraged.

Yours truly,

Li Ming

2012年英语（一）：欢迎+建议

51. Directions:

Some international students are coming to you university.

Write them an email in the name of the Students' Union to

- 1) extend your welcome and
- 2) provide some suggestions for their campus life here.

You should write about 100 words on ANSWER SHEET

2. Do not sign your own name at the end of the notice. Use “Li Ming” instead.



Some international students are coming to you university.

Write them an email in the name of the Students' Union to

- 1) extend your welcome and
- 2) provide some suggestions for their campus life here.

【解析】

本文写作背景为“Some international students are coming to your university.”即：一些国际学生即将来到你所在的大学。”内容要求为：以学生会名义表达欢迎，同时为他们的校园生活提一些建议。



Dear friends,

It is exceedingly great to hear the news that you are coming to our university as international students. I, on behalf of Students' Union, am writing for the purpose of extending our sincere welcome and providing several suggestions.

● **Firstly, it is advisable for you to communicate with your Chinese classmates more. It is communication that enables you and Chinese to build up friendship, trust and mutual understanding. Secondly, you can participate in various campus activities, which will bring more opportunities to practice Chinese, arouse your enthusiasm for Chinese culture, and help you to adapt to campus life here.**

●

We are looking forward to your coming,
and **we are willing to do anything we
can to help you!**

Students' Union

2013年英语（一）：邀请+说明

51.Directions:

Write an e-mail of about 100 words to a foreign teacher in your college, inviting him/her to be a judge for the upcoming English speech contest. You should include the details you think necessary.

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)

【题目解析】

本次小作文考察“e-mail”，即：电子邮件。随着科技发展，电子邮件或手机邮件已经在日常生活中广泛应用，因此，准研究生们应该具备用英文电子邮件与外国友人进行交流的能力。电子邮件的格式可以与传统书信格式一致。

本题要求给本校外教写邮件邀请他/她担任即将到来的英语演讲比赛的评委，并包含必要的相关信息。值得注意的几点：1)既然是邀请外教，外教的名字应该是具体的，不应该以Sir or Madam进行替换；2) 为何邀请他/她也应该做出说明；3) 关于比赛的时间地点和方式也应提前告知。



【范文】

Dear Pro. John,

I am exceedingly delighted to recall the last successful English Speech Contest in which you were one of major judges. And today, I am writing for the purpose of inviting you to be the judge again for this year's contest.

● We are much grateful for your hard work in teaching, and it is your warmhearted help that enable students to build up interest for English. Thus, compared with last year, more youngsters will participate in this contest. During the past three years, you focused much eyesight and interest on teaching speech.

Accordingly, it is appropriate for you to give participants professional advice. The contest will be held in the Center of Students' Activities at 18:30 on May 21st.

●

Please consider and accept our sincere invitation and we are looking forward to your favorable reply.

Yours truly
Li Ming

【参考译文】

尊敬的约翰教授，

非常高兴的回想起上次您担任主要评委的那次成功的英语演讲比赛。今天，我写信想邀请您为今年的比赛再次担任评委。

我们非常感谢您一直以来在教学方面的辛苦工作，正是您的热心帮助使得很多同学建立了英语学习兴趣。因此，与去年相比，今年参加比赛的人更多了。

过去三年，您的主要兴趣和关注均为演讲教学，所以，您给参赛选手一些专业性建议是再合适不过了。

比赛将于5月21日晚18:30在学生活动中心举行。

请考虑并接受我们诚挚的邀请，并期待您的回复

您真诚的

李明

- **2014年英语（一）：描述+建议**

51. Directions:

Write a letter of about 100 words to the president of your university, suggesting how to improve students' physical condition. You should include the details you think necessary.

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)

【题目解析】

无论何种作文，拿到作文之后的第一件事就是审题。审题的意义在于充分理解题目的要求，做到不跑题的同时，发掘可以写的扩展内容。

本文体裁要求为letter，写给大学校长President，文体应该较为正式，要求的写作内容为“建议提升学生的身体素质”。



Dear President,

I am a senior from this university majoring in Physical Education and today, I am writing for the purpose of suggesting how to improve students' physical condition.

- Compared with before, a host of students spend more time on computers, cell phones or Pads, but their time for physical exercise gets less. Thus, it is advisable for our university to adopt measures to reverse this trend.

Firstly, the Students' Union should hold beneficial activities to advocate and encourage youngsters to participate in physical exercises. Secondly, it is of vital necessity for our university to upgrade its athletic facilities for students' convenience.

We are much grateful for the wholesome atmosphere of study provided by our university and I am convinced that with these measures, students' physical condition will get better. (129words)

Yours sincerely

Li Ming



2015年英语（一）小作文

51. Directions:

You are going to host a club reading session. Write an email of about 100 words recommending a book to the club members.

You should state reasons for your recommendation.

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)

You are going to host a club reading session. Write an email of about 100 words recommending a book to the club members.

You should state reasons for your recommendation.

【题目分析】

本次小作文考察推荐信，其实对大部分书信类作文而言，审题应该关注三个基本事项：1) 背景信息+体裁；2) 内容要求；3) 语域，即正式或非正式；

本题背景信息为You are going to host a club reading session；体裁是an email, 内容要求有recommend a book和state reasons；语域方面，写给俱乐部成员使用正式或非正式语体均可。值得一提的是2011年的考研英语一考过一篇类似的推荐信，即给好朋友推荐一部电影，有一定相似性。可见，复习真题的意义不仅在于实战提升自己，更是通过练习达到灵活使用所掌握知识的效果。

Dear Friends,

It is exceedingly great to inform you that a new reading session will be hosted in our club, and today, I am writing to recommend a book to you--- *Kite Runner*.

This book is best characterized by its wonderful stories about the war in Afghanistan. It is this book that enables a great many readers to recognize the significance of peace. Thus, it is necessary for us to read it and recommend it to our friends. I believe that this book will bring you more reflections, arouse your enthusiasm for life, and help you to cherish the happy life today.

Please consider my sincere recommendation and looking forward to sharing more great books.

Yours truly,
Li Ming

【译文】

亲爱的朋友们，

很高兴通知各位我们俱乐部即将举行读书会。

今天，我写信给大家推荐一本书——《追风筝的人》。

这本书的最大特点在于其关于阿富汗战争的精彩故事。正是这本书使得我们意识到了和平的重要性。因此，我们应该读这本书并推荐给他入。我相信这本书将会带给你们更多的反思，唤起你们对生活的热情，帮助你们珍惜今天的幸福生活。

请考虑我诚挚的推荐，期待与大家分享更多的
好书。

您至诚的
李明

2016年英语（一）小作文

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)

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.

【题目分析】

2016年英语一小作文再一次考查通知。此前，英语一在2010年就考查过代表研究生会写一篇招募国际会议的通知；同时英语二在2015年考的也是通知：给参加夏令营的高中生介绍活动内容并招募志愿者。

该题以图书馆为写作背景，这在2007年的建议信中也出现过。因此，只要把2010年通知的格式，结合2007年建议信的相关内容，就可以很轻松的写出2016年的小作文。

这就启发2017年的考研学子要重视真题，因为考过的话题或是书信类型会反复考查，且英语一和英语二的作文要全面复习，因为两者交叉考的情况已经出现多次。



【参考范文】

Notice

December 20

It is exceedingly great to hear that you, as international students, have been enrolled by Peking University and will begin your study soon in China. Welcome! Today, this notice is for the purpose of providing relevant information about the library.

Compared with other libraries, our library is the oldest in China and possesses more varieties of both classical and latest books, which will enable students to acquire diverse information they need. In addition, this library is characterized by its advanced information system, because you can search for any book merely by typing key words.



Finally, it is advisable for you to take your Student Card, since without this card, you cannot enter the gate, borrow books or read here. The opening time will be from 8:00 to 21:00 on both weekdays and weekends.

Hope you enjoy the wholesome atmosphere of study in our library!

The Library of Peking University



【参考译文】

通知

12月20日

欣闻你们作为国际生被北京大学录取并即将开始在中国的学习。欢迎大家！今天，这个通知为大家介绍图书馆的相关信息。

与其他图书馆相比，这是中国最古老的图书馆，拥有种类较为丰富的经典和最新书籍，这将方便学生查找各种所需的信息。此外，图书馆的信息系统也是一个特色，你只需键入关键词即可检索任何图书。最后，建议大家携带学生卡，因为如果没有该卡，你就无法进大门，借书或阅读。开放时间是工作日和周末的8点至21点。

希望你们享受图书馆的浓厚的学习氛围！

北京大学图书馆

2017年英语（一）：建议介绍信

51. 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.

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.

Dear Cook,

I am quite delighted to hear that you have arrived in Beijing and will begin your teaching career in our university. And today, I am writing for the purpose of recommending certain tourist attractions.

The long history and a host of historical buildings characterize Beijing, the capital city of China. Thus, it is advisable for you to visit places including the Summer Palace, the Great Wall and the Forbidden City. These attractions are particularly worth visiting, because these places will bring you opportunities to acquire the historical knowledge of China, arouses your enthusiasm for Chinese culture and help you to appreciate the distinctive Chinese architectures.

I am convinced that you will enjoy comfortable, fruitful and wonderful trips in these attractions.

Yours truly,

Li Ming

2010年英语（二）：感谢+邀请

47. Directions:

You have just come back from the U. S. as a member (成员) of a Sino-American cultural exchange (交流) program. Write a letter to your American colleague(同事) to

- 1) express your thanks for his /her warm reception (招待) ;*
- 2) welcome him/her to visit China in due course.*

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)

【范文】

Dear Jim,

It is exceedingly great to recall the past week when I studied in America as a member of cultural exchange program. Today, **I am writing for the purpose of** extending my thanks and inviting you to visit China.

I am much grateful for your warmhearted reception, and it is your considerate help that enables me to enjoy a comfortable and **fruitful study**. This study experience and communication with American friends **bring me** a new vision, **arouse my enthusiasm for** cultural communication, **and help me to** know America better. **And I sincerely invite you and other colleagues to visit China so that I can repay** your reception.

Please accept my sincere thanks and invitation, and I hope you can visit China in due course.

Yours truly,
Zhang Wei

2011年英语（二）：祝贺+建议

47. Directions:

Suppose(假设=if) you cousin(堂兄、弟) Li Ming has just been admitted to university. Write him/her a letter to

1) congratulate him/her, and

2) give him/her suggestions on (关于) 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)

Dear Li Ming,

I'm **exceedingly delighted to hear the news that** you have just been enrolled by Stanford University. Congratulations! **And I am writing to** give you several suggestions on preparation for college life.

First, compared with high school, **there will be more** freedom and spare time **in Ivory Tower. Accordingly, it is advisable to** read extensively in library. **It is** reading **that enables** you **to build up** knowledge and ability. Second, college life **is best characterized by** a rich variety of activities, **which will bring opportunities to show your talents, help you to** make more friends and **arouse** your enthusiasm for life; **therefore, it is essential to** participate in them.

Please consider my sincere advice and make your plan, **and I am convinced that** your college life **will be fruitful and meaningful.** (128)

Yours truly,
Zhang Wei

2012年英语（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 “Zhang Wei” instead. Do not write your address. (10 points)

【题目解析】

应用文的审题，应该关注三项内容：1. 背景+体裁；2. 内容要求；3. 语域，即正式或非正式文体；

根据题目中的英文，1. 写作背景为 *Suppose you have just found something wrong with the electronic dictionary that you bought from an online store the other day.* 译为：假如你刚刚从网上商店买了一个电子词典，但是发现除了一些问题，体裁要求为 letter；2. 内容要求为：make a complaint and demand a prompt solution, 即：投诉抱怨并提出及时的解决措施。3. 此外本文为正式信件。



Dear Sir/Madam,

I am a customer who purchased/bought
an electronic dictionary from your online shop
several days ago. **Today I am writing for the**
purpose of complaining/making a complaint,
because I find something wrong with its power/
screen/keyboard system.

I am much disappointed with its poor quality, and it was the frequent breakdowns that did not enable me to make good/full preparation for GRE. Compared with the claims in advertisements, its quality is much worse and hardly can I use it any more. Accordingly, it is advisable for you to change it for another new one. Then, it is also essential for your store to strengthen your service after sale.

Please consider my sincere demand and advice. (117 words)

Yours truly,
Zhang Wei

2013年英语（二）：号召+鼓动

47. Writing: 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)



【题目解析】

2006年英语（一）的小作文考察了给“希望工程”写信请求其帮忙找一个要资助的儿童。本文的主题与其相似，要求写一封信给同学们，关于举办慈善义卖。本文体裁要求为email，内容要求为：1）通知细节信息，可以写义卖的目的、时间、地点等；2）鼓励他们参加。

【范文】

Dear classmates,

It is exceedingly great to recall the successful charity sale last year by our class and today, I am writing for the purpose of inviting you to participate in this year's charity sale.

Compared with others, we are not wealthier but we all try our utmost to help kids in need. It is our help that enables a host of poor children to gain the opportunity of education. Thus, it is advisable for everyone to continue supporting this charity sale. The sale will be held in Students' Union Office, in April 23th. The fund of this sale will be used to purchase physical facilities for children in remote areas.

We are looking forward to your coming and we are convinced that with your supporting, this activity will be successful once more.

Yours truly,

Zhang Wei

2014年英语（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 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)

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.

【题目解析】

一般而言，应用文审题应关注三个信息：首先是应用文的写作背景，即“suppose you are going to study abroad and share an apartment with John, a local student”；此外，应关注体裁和内容要求，即：体裁—letter，内容要求---“tell him about your living habits, and ask for advice about living there”。最后还要注意与收信人之间的关系，较为正式或非熟人之间应使用较为正式的表述。

【参考范文】

Dear John,

I am Zhang Wei, an international student from China who will share an apartment with you. And today, I am writing for the purpose of asking for advice concerning living there.

Compared with others, I maintain positive living habits, such as getting up and going to bed early, and participating in regular exercise. However, as a Chinese, I am not familiar with your local life.

Thus, it is of vital necessity for me to ask you for suggestions about shopping, transportation, climate and customs there. I will be much grateful for any favorable advice, if you share some with me.

Thanks again and I am convinced that with your help, I can adapt to life in your country soon after my arrival.

Yours truly,
Zhang Wei

2015年英语（二）小作文

47. 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.

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

【审题谋篇】

无论是何种作文，拿到作文的第一步永远是审题，且应用文审题可以从三个方面入手：1) 背景+体裁；2) 内容要求；3) 语域，即使用正式或正式语言。

整体来说，本小作文的难度没有太大的浮动，且类似的通知类应用文在2010年的英语一种考到过。 题目所给背景信息为your university is going to host a summer camp for high school students, 体裁是notice。内容要求有两个：1) 介绍夏令营的活动，和2) 号召志愿者加入。校园活动应该具有半官方性质，正式非正式文体均可接受。



Notice

June 20, 2014

It is exceedingly great to hear that our university will hold a summer camp for high school students, and this notice is for the purpose of introducing activities and calling for volunteers.

The camp will be held on July 11th, and main activities include introducing our university and helping them to learn English. Thus, it is necessary for volunteers to be familiar with our campus. In addition, volunteers are well-advised to possess certain experience for/in English teaching. We hope you can participate, and your help will enable high school students to enjoy a fruitful camp in our university.



There will be an interview for applicants in
July 1st in the Center of Students' Activities
and all are welcome.

Students' Union

通知

2014年6月20日

很高兴听说我们学校要为一些高中生举办一次夏令营活动。本通知目的是介绍活动内容并招募志愿者。

夏令营将于7月11日举行，主要活动是参观我们的校园并帮助他们学习英语。因此，志愿者应该熟悉校园。此外，志愿者须有一定英语培训经验。我们希望大家参与，你们的帮助将使高中生在我们大学享受一次收获之旅。

7月1日在学生活动中心将对申请者进行面试，欢迎参加。

学生会

2016年英语（二）：回复祝贺+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

- 1) thank him, and
- 2) give your advice

You should write about 100 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 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

1) thank him, and 2) give your advice

Dear Jack,

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

Suppose that you intend to be an excellent translator, it is advisable for you to work much harder. For one thing, compared with other studies, translation study is more difficult, because you should be good at both Chinese and English. For another, it is advisable for you seize every opportunity to practice skills for translation, since practice makes perfect. Practice and hard work will bring you experience, arouse your enthusiasm for study and help you to make progress every day.

I am convinced that with your efforts, you will become outstanding in translation study. And I am willing to give you a hand in your study.

Yours truly,
Li Ming

亲爱的杰克：

非常高兴收到你的祝贺，非常感谢!今天，我写信想与你分享一下我的翻译学习经验。

假如你想要成为一位优秀的译员，你应该更加勤奋学习。一方面，与其他的学习相比，学习翻译更难，因为你需要同同时擅长英语和汉语。另一方面，你应抓住每一次的机会来进行翻译实践，因为熟能生巧。实践和努力学习将带给你经验、唤起你对学习的热情同时帮助你每天进步。

我相信你会通过努力让自己的翻译学习出色出彩。我愿意在你的学习中助一臂之力。

你真诚的

李明

2017年英语（二）：说明

47. 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 "LiMing" instead.

Don't write your address. (10 points)

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

Dear Professor Williams,

I am so delighted to receive your invitation of giving a presentation about Chinese culture, and I am willing to accept it.

Today, I am also writing for the purpose of introducing key points of my presentation. Firstly, China is characterized by its time-honored history, and thus, it is advisable for me to introduce the historical knowledge to international students. Secondly, compared with other countries, China has a greater variety of customs, such as distinctive wedding ceremonies, Peking Operas and many other important festivals. Therefore, it is of great necessity for me to introduce certain customs.

I am looking forward to sharing knowledge of Chinese culture in my presentation and I am quite grateful for your invitation.

Yours truly,
Li Ming

英语（一、二）小作文：公开倡议信

Directions: Write an open letter, advocating students in your university to refuse wasting and practice thrift. Do not sign your name,

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter and use Student Union instead.

Do not write your address. (10 points)





Dear classmates,

It is exceedingly great to hear the news that Students' Union is planning various activities to inspire some traditional virtues. And today, this open letter is for the purpose of advocating thrift.

China is best characterized by its many virtues, and thrift is one of them. However, compared with before, the phenomenon of wasting is more serious: water, food, money and time are not cherished in daily life. It is this ignorance that leads some youngsters to lose their awareness of saving and respecting others' hard work. Accordingly, it is advisable for us to change/ reverse this trend.

Please consider our sincere hope/ suggestion,
and look forward to your actions and
participation!

Students'
Union

亲爱的同学们，

很高兴听说学生会正在策划多种活动来激发一些传统美德。
今天，本公开信旨在于倡导节约。

中国的突出特征是其众多美德，勤俭即是其中之一。然而，与过去相比，浪费现象更严重：日常生活中水、食物和时间都没有被珍惜。正是这种忽视使得一些年轻人失去了节约和尊重他人劳动的意识。因此，我们应该改变这种趋势。

请考虑我们诚挚的希望/建议，期待着大家的行动和参与！

学生会





英语（一、二）小作文：邀请教授作讲座

Directions: Write a letter to Professor Smith, a renowned scholar majoring Chinese philosophy and religious studies, and invite him to give a speech for students in your university.

You should write about 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use “Student Union” instead. Do not write your address. (10 points)



We are much grateful for your excellent courses, and it is your teaching that enables us to build up adequate knowledge about your major and research. In addition, compared with other Chinese professors, your perspective is more special and as a foreign teacher, your lecture helps students to know how foreigners see China. Thus, you are the ideal professor to give a speech on your research. You can inform us your theme and time in convenience, so we can make posters for the speech.

We sincerely hope that you can accept our invitation and we will arrange the speech according to your time.

Students' Union

Dear Professor Smith,

It is exceedingly great to recall the past year when you taught us Chinese philosophy and religion. And today, I am writing for the purpose of inviting you to give a speech for students in our university.

We sincerely hope that you can accept
our invitation and we will arrange the
speech according to your time.

Students' Union

at your convenience

英语（一、二）小作文：婉拒邀请

Directions: Suppose one of your close friends invited you to attend his/her birthday party, but you got something important to do and thus can not go. Write him/her a letter to apologize and state your reasons.

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 the address. (10 points)





Dear Angel,

I'm exceedingly delighted to receive your invitation for birthday party. Happy birthday to you! But today I am writing to apologize, because I am afraid that I cannot attend it.

During the past 2 months, I was very busy, because I focused all eyesight on a significant test--GRE, which is a must for my future oversea study. Unfortunately, I notice that the date for GRE is just your birthday. Accordingly, I have to cancel the trip to your party. And I am convinced that you can understand me. By the way, I have sent my present to you by EMS.



**Please accept my sincere apologies and wish
you have a good birthday party!**

Yours truly,
Li Ming

英语（一、二）小作文：建议解决交通拥堵

Directions:

The vehicle use restrictions have been recommended to solve road congestion in your city. Write a letter to the mayor in your city and

- (1) give your opinions briefly, and
- (2) make your own suggestion(s).

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 the address. (10 points)





Dear Mayor,

I am resident who has lived in this city since I was born. And today, I am writing for the purpose of giving my opinions on road congestion.

The past years were characterized by the speedy economic development in our city, and it is economic advance that enables a host of families to afford a car. Thus, compared with before, the number of vehicles is much larger. Then, the vehicle restrictions have been recommended to solve road congestion.

However, I deem that it is not advisable to only restrict vehicle numbers and it is of great necessity to enhance the public transport. Only when people choose buses and subways, can road congestion be solved.

I sincerely hope that with our efforts, our citizens can enjoy an efficient traffic. Thanks a lot!

Yours truly,
Li Ming

英语（一、二）小作文：投诉旅行社

51. Directions:

Write a letter to the Tourist Administration, making a complaint about Youth Travel Agency's service and asking for improvement.

You should write at least 100 words on the ANSWER SHEET.

Do not use your own name. Use "Li Ming" instead.

Do not write the address.





英语（一、二）小作文：申请成为志愿者

Directions: You are supposed to apply for a post of volunteer at the Center for Cultural Interchange. Write a letter to the organization to

- 1) express your intention and
- 2) show your qualifications that can be of great help to the Center

You should write at least 100 words on the ANSWER SHEET. Do not use your own name. Use “Li Ming” instead. Do not write the address.

