格式正确：

|  |  |  |
| --- | --- | --- |
| **称呼** | **知道收信人** | **姓名：**  **职位：**  **关系：** |
|  | **不知道收信人** | **Dear Sir or Madam,** |
| **结尾** | **Yours sincerely,**  **Li Ming** | |
| **正文** | Dear Colleague,  I am writing to express my sincere gratitude for your warm reception in the cultural exchange program.  It was your considerate help that enabled me to enjoy a comfortable and fruitful study. Thus I was much grateful for your warmhearted reception. **Then it was very kind of you to show me around historic scenes,** which **gave me a profound understanding of American culture.** The study experience and communication with American friends **bring me a new vision**, **arouse my love for culture communication,** and **help me to improve my English skills.** To pay back your kindness, I extend my sincere welcome to you if you have chance to visit China.  Once again I feel grateful for your reception, and hope to receive you one day in China.  Yours sincerely,  Li Ming | |

通知

应用文类型：notice

内容：（1）（2）

署名：

Notice/Announcement

July 2, 2019

Xxx

Xxx

Xxx

Postgraduate Association

1. 三段

首段（表达目的）

**I am writing to express my thanks to you/ I** am writing a letter for the purpose of expressing my thanks to you.

1. ： 自我介绍； I am a student who care about (不认识对方加一个自我介绍）.
2. ： 活动相关: The activity is scheduled to held on 时间 in地点；

Dear Sir/ Editor,

I am a student who care about White Pollution. I am writing to provide some suggestions about it.

1. 末端： （表示期待）

I hope that you can find my suggestions worthy of attention.

I hope to receive your favorable reply.

补充： 情感（apology, thanks, congratulations)

**Once again, I feel sorry for my decision.** I hope that you can find my suggestion helpful.

1. 中间段：

措施： （建议信，咨询信，投诉信）

To begin with, **it would be greatly appreciated/helpful if you** could......., **because....**. In addition, it is advisable for you to do sth, **since**

原因： （推荐信，申请信，求职信）

The primary reasons are as follows. To begin with, 原因1。 In addition, 原因2；

1. Provide some suggestions about university life.

it is advisable for you to spend some time reading and studying, because reading can expand your understanding about the world.

1. Recommend a book. Chinese History

It is advisable for you to spend some time reading this book, because it can expand your understanding about Chinese history. (扩大认知)

中间段落：

1. **扩大认知类/提升技能类：**

它扩大了我对中国文化的理解。 (扩大认知A）

It can expand my understanding about Chinese culture.

It can **give me a deep perception** about Chinese culture.

它给我带来了一个新的视野，唤起了我对文化交流的热爱，并且帮助我提升了技能。（扩大认知B）

It can bring me a new horizon/vision, arouse/provoke my love for culture communication, and help me improve my ability/skills.

1. 身体健康类：

看电影减缓了我的压力，让我的大脑和精神焕然一新。

Movies can reduce my stress and burden, and refresh my body and mind.

奶奶在医院病得很严重，我需要照顾她。（推辞： 辞职信； 拒绝邀请）

My grandmother is terribly sick in the hospital, and I need to take good care of her.

推辞理由： I have to attend an interview, and the interview is critical to me.

1. 活动（时间，地点，目标，赞扬）
2. 能力资格（正面用，反面用）
3. 意识类（意识.....的重要性： be aware of the importance of)
4. 夸赞对方（it is .....that enable sb to: 让对方干活）
5. 活动类（charity sale, summer camp, presentation)

这个活动计划在6月15日在图书馆举行。(时间，地点）

The activity plans to be held on June 15 in the library.

is scheduled to be held

这个活动目的在于让高中生对大学生活有更好的理解。（目标）

Summer camp is aimed to give high school students a better understanding about university life.

你们会觉得这活动很有意义并且很赞。（赞扬一下这个活动）

You will find the contest/summer camp meaningful and wonderful.

1. 资格擅长类：(能力： 求职信，申请信） 反着用；

他们擅长与别人交流，并且擅长于组织会议。

They **are good at** communicating with others.

They **are skilled/expert at** organizing the meetings.

他们非常细心，善于应对很多事情；

The are very careful, and can handle/deal with a lot of issues.

1. 意识的角度:

他们意识到保护环境的重要性。

They are aware of importance of protecting the environment.

它能提升学生们保持身体健康的意识；

It can improve students’ awareness of keeping fit and healthy.

1. 夸赞对方（利用强调句型结构: 让别人干活）

正是你热心的帮助使他们能享受一个好的夏令营。

It is your warm-hearted help that enables them to enjoy a good summer camp.

正是你幽默的教学使学生享受英语的学习。

**it is** your humorous teaching **that** enables students to enjoy English learning.

正是你热心的参与有助于让这个活动成功。

It is your warm-hearted participation that helps make the event successful.

2017年真题：

47. Directions:

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

1) **accept the invitation,**

2) introduce the key points of your presentation.

Dear Professor Williams,

I am writing to express my gratitude to you for your invitation. I am delighted that I have the opportunity to introduce Chinese culture to international students.

Here are some key points of my presentation. To begin with, **it is advisable for me** to **make a presentation** about Chinese food, which can expand their understanding about Chinese culture. In addition, I will make an introduction about Chinese Kungfu. It can bring them a new vision and arouse their love for Chinese culture. They will find the presentation meaningful and wonderful.

Once again, I feel grateful for your invitation, and hope that the presentation will be successful.

Yours sincerely,

Li Ming

Moreover, I will make an introduction about Chinese philosophy, Taoism. It can refresh their body and mind, and reduce their stress when they feel stressed out.

思考角度： 学习/阅读； 社团； 运动；

### 2016年真题

**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.**

Dear Jack,

I am writing a letter for the purpose of expressing my thanks/gratitude **for** your congratulations. I also want to provide some suggestions about translation.

My suggestions are as follows. To begin with, **it is advisable for you to** read some books about translation, **which** can expand your understanding about translation. In addition, **it would be greatly helpful if** you couldtake active part in/ participate in some translation contests**,** since it can bring you a new vision, arouse your love for translation, and help you improve your translation skills.

Once again I feel grateful for your congratulations, and hope that you can find my suggestions helpful.

Yours sincerely,

Li Ming

Express thanks to sb for sth. ( for 表示因为）

思考角度： 衣食住行；

2015年真题

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

1) briefly introduce the camp activities, and

2) call for volunteers.

Notice

May 15, 2019

I am writing for the purpose of inviting volunteers to take active part in a summer camp for high school students. It is scheduled to be held on June 15 in Zhuhai.

The summer is aimed to give them a better understanding of university life/ practical world. **Here are some requirements for volunteers.** To begin with, they need to be good at communicating with others. In addition, **they are expected to be** careful. It is your warm-hearted participation that helps make the camp successful. You will find the camp meaningful and wonderful.

If you are interested in the project, please feel free to contact me via email 243547823@qq.com.

Students’ Union

活动思考切入点：

目标---具体---赞扬对方--赞扬活动

2013年真题

**47. 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.**

思路：

Dear Classmates,

I am writing for the purpose of inviting you to take active part in a charity sale for kids in need of help. It is scheduled to be held on May 15 in the library/stadium.

The charity sale is aimed to **collect money for these kids**, and help them receive **education**, which will help them expand their understanding about the world. **During the charity sale, it would be greatly appreciated if you can sell some old books and some clothes.** It is your warm-hearted participation that helps make the event successful. You will find the activity meaningful and wonderful.

I hope that you can take active part in the charity sale.

Yours sincerely

Li Ming

### 2014年真题

**47. 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.

1. 短文写作
2. 思路回顾
3. 命题人---图表作文
4. 柱形图---bar/column **chart**
5. 曲线图---line **chart**
6. 饼图---pie **chart**
7. 表格--table（**chart**）
8. 内容完整
9. Interpret the chart
10. Give your comments
11. 文章段落框架
12. 阐释图表段

* 判断图表类型

1. 动态图（时间变化）
2. 典型静态图（同一时间不同对象对同一事物的态度）
3. 饼图

* 具体写作

一、图表描述段：4句

1.动态图： 标题+整体表现+最大变化+过渡句

2.静态图：标题+整体表现+最大差异+过渡句

3.饼图：标题+整体表现+最大差异+过渡句

动态图：不言而喻的是，这个图表记录了**标题**，这成功地吸引了我们的注意力。正如这个图表所清晰反映的那样，**全部指数从时间到时间见证了一些变化**。尤其是，在这个时间，**某指数**经历了最大的变化，从数字到数字上升/下降到了多少。显然，**被这个图表所清晰反映的趋势，应该被给予更多关**注。

It goes without saying that the **chart records+标题**，which successfully attracts our attention. As is clearly reflected by the chart, **全部指数 have witnessed some changes from 时间to时间.** Especially, 某指数experienced the most dramatic change, increasing/decreasing from数字1to数字2. The inclination should be given further analysis.

二、分析论证段：原因

1.**中心句（the primary reasons are as follows).**

理论上来说，几点原因可能解释这个趋势——最大变化/差异，但是在我看来，以下两点最重要

Theoretically, several reasons may account for this trend（最大变化）， but for my part, the following two are of utmost importance. On top of the list is that原因1. In addition, +原因2；

1. **具体原因**

三、总结预测段

根据以上分析，很明显，这个图表所反映的趋势将会在未来持续一段时间。

According the the analysis above, it is obvious that the trend reflected by the chart will sustain for some time.

个人需求原因：

对于个体而言， **学生提升技能**的需求不断增加，兼职工作能够给他们提供机会满足他们的需求。换句话来说，学生的需求是这个现状背后的关键原因。

For the individual, there is a growing desire for **students to improve skills.** Part time jobs can provide them with the chance/opportunity to meet their demands. In other words, the demand of students is the key reason/factor behind the reality.

行业发展原因：

文化行业近些年来不断发展，这对于文化产品的发展产生了积极的影响。

Culture industry has been expanding in recent years, which exerts/produces a positive influence on the development of culture products.

大四兼职人数很多

Theoretically, several reasons may account for the trend (that) domestic cars are increasing rapidly, but for my part, the following two are of utmost importance. **To begin with,** there is a growing desire for **senior students to expand their understanding about practical world .** Part-time jobs can provide them with the chance/opportunity to meet their demands. In other words, **the demand of senior** is the key reason/factor behind the reality. **In addition**, in such a competitive world, the skills they learn from part-time jobs gives them an edge over other competitors.

政府原因:

近些年来，当地政府在文化产业头投入了许多努力，这对于文化产品的发展产生了积极的影响。

In recent years, local government devotes lots of efforts into car industry, which exerts a positive influence on the growth of cars.

意识原因：

随着现代社会的快速发展，以及人们的观念发生了变化，人们越来越意识到了保护环境的重要性。

With the society improving fast, and the changes taking place in human mind, people are increasingly aware of the importance/benefits of protecting the environment.

经济原因：

随着经济和技术在过去三十年的迅速发展，人们重视物质财富与个人兴趣，因此，他们更喜欢买文化产品来满足精神需求。

With the rapid development of economy and technology over the past three decades, people give priority to material possessions and personal interest. Therefore, they prefer to buy culture products to meet their spiritual demands..

**研究资金**能够促进科学的发展，这个是现代经济快速发展的重要因素，从而能提升人们的生活水平。

Research fund can promote the development of science, which is a key factor behind the rapid growth of modern economy, thus improving the life standard of people.

竞争优势原因

在一个充满竞争的世界，科学和技术的迅猛发展能够给我国比其他竞争者以优势

In such a competitive world, the rapid development of science and technology gives our nation an edge over other competitors.

在一个充满竞争的世界，这些技能能够给大四学生比其他竞争者以优势

2017年英二真题

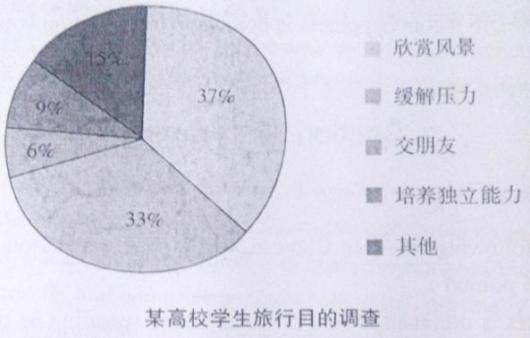
It goes without saying that the **chart records the number of museums and visitors in China from 2013 to 2015**，which successfully attracts our attention. As is clearly reflected by the chart, both numbers **have witnessed some changes during this period.** Especially, the number of visitors experienced the most dramatic change, increasing from 637.8 million 781.1 million.

Theoretically, several reasons may account for the trend **(that) a growing number of people visit museums**, but for my part, the following two are of utmost importance.

**To begin with,** there is a growing desire for **people to expand their understanding about world .** Museums can provide them with the opportunity to meet their demands. In other words, **the demand of people** is the key reason behind the reality. **In addition**, government devotes lots of efforts into building museums, which exerts a positive influence on the growth of people visiting museums.

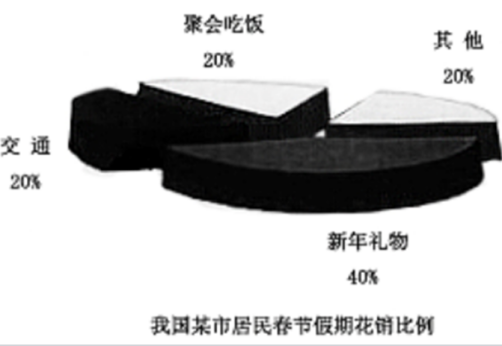
According the the analysis above, it is obvious that the trend reflected by the chart will sustain for some time.

2016年真题：



1. there is a growing desire for **students to expand their understanding about world .** S**ightseeing/scenic spots** can provide them with the opportunity to meet their demands. In other words, **the demand of students** is the key reason behind the reality
2. Traveling industry has been expanding quickly in recent years, which exerts a positive influence on **student’s going out for traveling.**
3. **With the rapid development of economy over the past three decades, people give priority to personal interests. So some students prefer to go out traveling to enjoy sightseeing.**

2015年真题：



It goes without saying that the chart records **the cost percentage of residents in a Chinese city during Spring Festival.** As is reflected by the chart, the cost/expense is composed of different portions: **new year gifts, traffic, meeting with friends, and others.** Especially, **the cost on new year gift** occupies 40%, which outnumbers that of other percentage.

Theoretically, several reasons may account for the trend, but for my part, the following two are of utmost importance. To begin with, there is a growing desire for **people to get along well with others.** **New year gifts** can provide them with the opportunity to meet their demands. In other words, the demand of people is the key reason behind the reality. **In addition**, gift industry has been expanding quickly in recent years, which exerts a positive influence on **people’s buying new year gifts.**

According to the analysis above, it is obvious that the trend reflected by the chart will sustain for some time.

**With society improving fast and changes taking place in human mind, people are increasingly aware of the benefits of the new year gifts, because new year gifts can promote interpersonal relationship.**