**感谢信写作及实战演练**

1. 感谢信写作框架： 1.表达感谢之情并说明原因；

2. 细述并赞赏对方的帮助/贡献；

3. 再次表示感谢。有时可向对方发出邀请。

1. 感谢信写作可用句式：

1. I would like to convey in this letter my heartfelt/sincere/earnest/cordial thanks/gratitude to you for…

2. I’m writing to express/convey my heartfelt/sincere gratitude for your generous/kind help/your guidance over the past years.

3. I’m writing to convey my sincere gratitude for your warm reception and care when.... If it hadn’t been your kindness, I wouldn’t have enjoyed my summer camp so much.

4. With the deepest gratitude and respect,/Touched and thankful, I’m writing to you for your unselfish assistance.

1. I’d like to convey my heartfelt gratitude for your selfless assistance/devotion, without which I couldn’t have done...
2. If it hadn’t been your kindness/encouragement/valuable advice/assistance/instruction, I wouldn’t have (made

such great progress/enjoyed it so much/such positive changes.)

7. You really added great to my convenience and pleasure of the whole trip.

8. Thank you very much for your kind hospitality (n. 好客,热情招待) and the honor you showed me during my visit.

9. It was with your help that I made such rapid progress in English.  (强调句型)

10. If it had not been for your (help/guidance/ assistance), I wouldn’t have (won the prize)

11. But for/Without your (help/guidance/ assistance), I wouldn’t have (won the prize) (虚拟)

12. My true gratitude is beyond the words’ description./Words fail to express my gratitude deep in my heart.

13. Please accept my sincere thanks for your help, which I will never forget.

14. Please do not hesitate to let me know if there is anything I could do to pay you back.

15. Please accept my sincere thanks for your caring and efforts, which I’ll never forget.

1. 真题写作:(2019 浙江卷)

假定你是李华，经常帮助你学习英语的朋友Alex即将返回自己的国家。请给他写一封邮件，内容包括：

1. 表示感谢； 2. 回顾Alex对你的帮助； 3. 临别祝愿。

Dear Alex,

I’m extremely grateful for your generous help with my English.

Our time spent together in China has been so delightful! I vividly remember your patient attitude at our awkward first meeting when I struggled even with the most basic dialogues. Your continuous encouragements helped me get out of my comfort zone and speak in English with increasing confidence. Thanks to you, my progress was so rapid that even my teacher at school praised me on my improvements.

I wish you plenty of pleasure in your life at home.

Yours,

Li Hua

四、实战演练:

假定你是李华。最近，你刚结束在英国为期一个月的交流学习。学习期间，你和房东Mr.Wilson结下了深厚的友谊。请根据下面的写作提纲，给Mr.Wilson写一封电子邮件。内容包括：

1．表示感谢； 2．回顾他对你的照顾和帮助； 3．邀请他来中国游览。

1. 我已经安全回国。我写信是为了表达对你好意的真诚感谢。

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1. 是你的帮助和好意让我呆在英国特别又有乐趣。

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1. 我在英国的时候，幸亏你的帮助，我逐渐习惯了那儿的生活方式。

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1. 另外，你每天耐心地帮我联系说英语，这让我口语得到很大的提高。

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1. 再次感谢您，我真诚地邀请您来中国游玩。

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1. 独立作业：假定你是李华，刚刚获得你校举办的英语演讲比赛第一名。请你给你的外教Mr.Smith写一封邮件，感谢他在你准备讲演稿的过程中对你的帮助。内容要点包括:
2. 表示感谢； 2. 回顾Mr.Smith对你的帮助； 3. 表达祝愿。

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

感谢信欣赏：

（一）假定你是李华，现在你正在高考考场上，场下你的父母正殷切期待着你。中学生活即将结束，在这个特殊时刻，请你给自己的父母写一封感谢信，内容如下：

1. 感谢父母多年来，尤其是高三这一年对你无微不至的关怀。
2. 自己近期学习一直刻苦，进步不小。这次高考考试也很顺利，发挥出了自己的水平，希望父母放心。
3. 高考之后一定多帮父母做些家务，还要让父母品尝一下自己亲手做的菜。

Dear parents,

Now I know clearly that you both are expecting me anxiously. I can say nothing but thanks to you both on this special occasion, because words have failed me when I want to express thanks to you both for the loving care you have shown for me, especially since I went to Senior three. These days I have been studying hard and have made some progress. And everything has got along well with my college entrance examination. I have performed my ability in this exam. I hope you both can set your mind at rest.

After this exam, I intend to help you do some housework which I have seldom done before. And I also mean to learn to cook in order to prepare a dinner for you both in person.

My dear parents, everything is going on well with me and do have a rest!

Best wishes.

Yours,

Li Hua

（二）假设你是李华，上周日不慎把书包遗失在操场上，里面有学生证、手机、钱包等物品，本校外教Mr. Smith捡到后上交给学校。请你用英语给他写一封感谢信。内容如下：

1. 表示感谢； 2. 回顾丢失和找到的过程； 3. 再次表示感谢。

Dear Mr. Smith,

I'm Li Hua, a student from Xinhua Middle School. I’m writing to thank you for your returning my schoolbag.

Last Sunday afternoon, after I played basketball with my friends in the playground, I left my schoolbag there owing to my carelessness. I was worried because my student's ID card, cellphone, wallet and some documents were all in it, which were very important to me. Just as I was at a loss, I was informed that my schoolbag was at the school's Lost and Found, where I knew it was you who had picked up my schoolbag and handed it in.

It’s such a great kindness that I’m extremely grateful to you. You did set a good example to us.

Yours,

Li Hua

**感谢信写作及实战演练参考答案：四、实战演练：**

Dear Mr.Wilson，

How is everything going? I've been back home safe and sound now. Thank you very much for your kind hospitality and the honor you showed me during my visit.

It was your help and kindness that made my stay special and enjoyable. Thanks to your help, I gradually got used to the lifestyle while I was in England. Besides, you helped me practice speaking English with patience every day, which enabled me to improve my spoken English promptly.

With the deepest gratitude and respect, I cordially invite you to come to China. Best wishes.(94字)

Yours，

Li Hua

**五、独立作业：**

Dear Mr. Smith,

I’ve taken first place in the English contest of our school. I’d like to convey my thanks from the bottom of my heart for your generous help, without which I couldn’t have made it.

During my preparation for the contest, you helped polish my speech draft patiently several times, enabling me to be more confident and contributing a lot to my success. Here I especially thank you for the dictionary you offered me as a gift, which I will value and make full use of.

Many thanks again. Wish you all the best.(99字)

Yours,

Li Hua

Dr. Mr. Smith,

I’m writing to tell you the good news that I have won first place in the English Speech Contest in our school. I really appreciate your guidance and help.

Looking back on the process of preparing for the contest, I will never forget the help you offered to me. Not only did you correct my wrong pronunciation, but you also recommended wonderful English speech videos for me to imitate. Plus, it was your constant encouragement that inspired me to be confident, which played a vital role in my success.

Many thanks again and wish you all the best.(100字)

Yours,

Li Hua