**告知信写作及实战演练**

1. 告知信通常包括以下三部分：
2. 首段：说明写作目的；
3. 主体：告知具体事项，包括时间、地点和活动内容等；
4. 尾段：总结，并询问对方是否还有其他向了解的信息。
5. 常见句型：
6. How is everything? I’m so glad that you show great passion for learning Chinese and that your excellent performance

won applause in the Chinese speech contest. Now I’m writing to inform you of the details of our next class.

1. Knowing /Having learned that you’re very interested in my recent study trip organized by my school, I am

writing/quite willing to share/give some relevant information with/to you.

1. I am more than delighted that you are so interested in the latest developments in the Chinese countryside. Now

I’m writing to tell you something about it.

1. I’m very pleased to receive your letter asking about the popularity of American TV dramas among Chinese

middle school students. And I’m quite/perfectly willing to share with you some information about that.

1. Please tell me know if you are interested and if you have any other questions. I’d be more than happy to help.
2. If there is anything that I can help you, please don’t be hesitate to tell me.
3. I hope you’ll find this information useful/helpful.

(2019年高考全国卷Ⅱ)假定你是校排球队队长李华。请写封邮件**告知**你的队友Chris球队近期将参加比赛，内容包括：1．比赛信息； 2．赛前准备； 3．表达期待。

Dear Chris,

How are you doing? Recently, **an important volleyball game will be held in** our school stadium, So, as captain of the team, I, **on behalf of all our teammembers, am writing to inform you of some relevant details about it.**

***First and foremost***, **the competition *to be held* will begin at 2 P.M. and last for *roughly*** 3 hours. ***So significant is the game that* *it is required that*** everyone should present themselves ahead of time. ***Furthermore***, it is necessary for you to take a good rest, ***which*** will provide enough energy for you. ***To sum up***, I wish that ***with joint efforts and excellent teamwork*, we could *live up to the expectations* of our school**. And I firmly believe ***our hard work will pay off***. (***only with adequate preparation, excellent teamwork plus positive attitude can our victory be guaranteed.)***

Looking forward to our victory!

Yours,

Li Hua

实战演练：（2018年全国卷Ⅲ）

假定你是李华，你的英国朋友Peter来信询问你校学生体育运动情况。请你给他回信，内容包括：

1. 学校的体育场馆； 2. 主要运动项目； 3. 你喜欢的项目
2. 很高兴收到你的来信。得知你想了解关于我校体育锻炼的情况，我写信告诉你相关的信息。

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1. 一个非常好的新体育馆已经落成，它已经成为我们学校的新地标。

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1. 随着体育馆的建立，可以举办各种体育赛事，其中兵乒球、足球和跑步比赛很受欢迎。

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1. 对我来说，我痴迷于篮球，因为它给我力量去面对生活中的挑战。

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1. 我真诚邀请你来我们学校参观。

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**2020 嘉兴一模告知信**

假定你是李华，你的英国朋友Alex即将来你校参加国际中学生汉语夏令营，请写一封电子邮件告知其相关信息，内容包括：表示欢迎； 2. 介绍活动内容； 3. 你的期待

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Para 1: Background + Purpose

1. ***Delighted to learn*** you’ll participate in the Chinese summer camp, I’m writing to ***extend my cordial welcome*** and ***inform*** you ***of*** some relevant information.

2. ***I’m writing to extend*** my earnest welcome for your participation in Chinese summer camp organized by our school. ***Here is*** some relevant information.

3. ***News reached me that*** you will go for a Chinese summer camp to our school next week, and I can hardly wait to ***express my sincere welcome*** to you.

4. ***Knowing your willingness to join in*** the Chinese summer camp held in our school, I’m writing to ***extend to you the warmest welcome*** and ***keep you informed of*** the following details.

5. ***I’m more than glad to know that*** you have signed up for the Chinese summer camp. I’m writing to extend my ***heartfelt*** welcome to your participation.

Para 2: Activities (Tips：介绍活动目的；可适当增加活动时间、地点等细节)

1. ***Aimed at*** offering a platform for foreign students to develop an interest in Chinese, various activities will be arranged, ranging from…

2. Various activities ***tailored to*** Chinese enthusiasts like you are scheduled, ranging from… to…

3. ***Themed on*** traditional Chinese culture, the summer camp ***will be hosted*** on July 6th and last fro two weeks. A wide range if meaningful activities will be held, including…

(Tip: 使用多样句式)

4. ***Various activities will be arranged, ranging from*** learning basic Chinese characters to explore the art of Chinese calligraphy. Appreciating classic Chinese movies and poems will also ***add fuel to*** your enthusiasm.

5. ***Not only*** will you have wonderful courses about abundant Chinese festivals, customs and culture, ***but*** you will be invited to engage in several excellent activities where you can make more friends.

6***. A wide range of meaningful activities*** will be held in the lecture hall, ***including*** Peking opera performance, calligraphy lessons and ink painting shows, ***which*** are bound to appeal to enthusiasts like you. By immersing yourself thoroughly in these activities, I bet you’ll have a deeper insight into the Chinese culture.

Para 3: Expectation

1. I ***highly expect*** the experience to be rewarding, perfectly mixing learning and fun.

2. I ***firmly believe*** that summer camp won’t live up to your expectation. Earnestly anticipating your arrival!

3. Your presence is ***highly anticipated*** and hopefully, you will enjoy your stay here!

***One possible version:***

Dear Alex,

Delighted to learn you’ll participate in the Chinese summer camp, I’m writing to extend my cordial welcome and inform you of some relevant information.

Aimed at offering a platform for foreign students to develop an interest in Chinese, various activities will be arranged, ranging from learning basic Chinese characters to exploring the art of Chinese calligraphy. Appreciating classic Chinese movies and poems will also add fuel to your enthusiasm.

I highly expect the experience to be rewarding, perfectly mixing learning and fun.

Yours,

Li Hua

**联系到上文，最近刚看到一篇广东的考试应用文，原文如下(广东卷120字要求)：**

假定你是李华，与你同班的英国交换生Jeff觉得自己写的汉字特别难看，向你求助。请写一封信帮助他，内容包括：1. 安慰对方； 2. 书写建议； 3. 邀请对方加入书法俱乐部

注意：1. 词数80左右； 2. 可以适当增加细节，以使行文连贯。

Dear Jeff,

I’m extremely sorry to learn that you are upset about how to improve your handwriting. Here are a few techniques you can use to make your handwriting more smooth and graceful.

To begin with, it’s important that you have models to imitate which are not only written beautifully but correctly and neatly. While imitating, pay close attention to things order, length and direction, and you will grasp the core idea. If you are unable to do it on your own, I advise you to join the calligraphy club intended for foreign calligraphy lovers. With the help of teachers, you will definitely improve your handwriting swiftly.

Hand writing is never an easy task, but takes painstaking efforts and patience. I believe you will make great progress sooner or later.（132字）

Yours,

Li Hua

**缩写版：**

Dear Jeff,

I’m extremely sorry to learn that you **are upset about** your handwriting. Here are some techniques you can use to make your handwriting more **smooth and graceful**.

To begin with, it’s important to imitate models which are written not only beautifully but correctly and neatly. Besides, I advise you to join the calligraphy club **intended for** foreign calligraphy lovers. With the help of the teachers, you will **definitely** improve your handwriting swiftly.

Taking painstaking efforts and patience, you, I believe, will make great progress sooner or later.(93字)

Yours,

Li Hua

**屠屠老师下水作文：（结合嘉兴一模试卷里面的词汇）**

Dear Jeff,

Sorry to hear that your bad handwriting **enables you to be restless**. Just take it easy and I’m writing to give you some **practical** suggestions.

To begin with, buy a copy book and imitate its handwriting **on a regular basis**, which allows you to write beautifully and neatly. **Plus,** I **cordially** invite you to join the calligraphy club **tailored to** foreign calligraphy **enthusiasts**, where you can benefit a lot **with the assistance of** the teachers.

Hopefully, my suggestions will be of great help. And I’m convinced your handwriting **is bound to** improve gradually **with ongoing/sustaining efforts.**(100字)

Yours，

Li Hua

**告知信写作及实战演练参考答案：**

1. I’m exceedingly delighted to hear from you. Learning that you intend to know the physical exercise in our school, I’m writing to inform you of some relevant information.
2. A immense new stadium has been built, which has become the new landmark in our school.
3. With the stadium set up, a wide range of sports events are able to be held, among which ping-pong, football as well as running competitions enjoy great popularity.
4. As for me, I’m intoxicated with basketball since it has been giving me strength to face the challenge in my life.
5. I sincerely invite you to come and visit our school.

参考例文：

Dear Peter,

I’m exceedingly delighted to hear from you. Learning that you intend to know the physical exercise in our school and the following information may give you a rough sketch. (I’m writing to inform you of some relevant information.)

To begin with, a fabulous new stadium has been built up, which has become the new landmark i our school. Moreover, with the stadium set up, a wide range of sports events are able to be held, of which ping-pong, football as well as running competitions enjoy great popularity. As for me, I’m intoxicated with basketball since it has been giving me strength to face the challenge in my life.

All in all, I sincerely invite you to come and visit our school.

Yours,

Li Hua