**专题2 咨询信写作及实战演练**

1. 咨询信写作
2. 介绍自己并询问信息的原因； 2. 咨询具体信息； 3. 期待回复并表示感谢。
3. 咨询信写作可用句式
4. I’m writing to learn about details concerning ..../for some information concerning.../inquire about...
5. I’m writing to see if it is possible for you to provide me with information regarding/concerning....
6. I was wondering..., so would you be kind enough to tell me about it?
7. I am … I wonder if you could provide me some specific information about…
8. I have seen your advertisement and am keen to gain more detailed information.
9. Besides, is there anything that I should pay special attention to?
10. Another point I am not certain about is...
11. I would be grateful/ I would appreciate itif you reply to me at your earliest convenience.
12. Your prompt reply would be appreciated.
13. Your timely attention to my inquiry would be highly appreciated.
14. Thank you for your kindness, and your prompt attention to this letter will be highly appreciated.

三、真题演练 (**2014年 新课标全国I卷 )**

假定你是李华，计划暑假间去英国学习英语，为期六周。下面的广告引起了你的注意，请给该校写封信，询问有关情况参考词汇：住宿-accommodation

**【参考范文1】**

Dear Sir/ Madam,

I am a student in China and I plan to go to Britain to attend a summer school during the vacation. I’ve seen your ad, and I’d like to know something more about your six-week English course.

First when will the course start and how many class hours are there per week? Besides, I wish there would not be too many students in a class. I’d also like to know how much I have to pay for the course and whether accommodation is included. Would there be host family or university dormitory?

I am looking forward to your early reply.

**【参考范文提升版】**

Dear Sir/ Madam,

I’m a student in China, 1**\_\_\_\_\_\_\_\_\_\_\_\_\_(plan) to** go to Britain to attend a summer school during the vacation. **I am writing to see if it is possible for you 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(provide) me with the information 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_(regard)** your six-week English course.

**To begin 4\_\_\_\_\_\_\_\_\_\_**, **could you be so kind as to** tell me when the course will start and how many class hours are there per week? 5\_\_\_\_\_\_\_\_\_\_\_, what about the class size? I wish there would be fewer students in a class, **in 6\_\_\_\_\_\_\_\_\_\_ case students can get more attention.** 7\_\_\_\_\_\_\_\_\_\_\_\_\_(**additional), I’d also like to know** how much I have to pay for the course and whether accommodation 8\_\_\_\_\_\_\_\_\_\_\_(include). Also, **9\_\_\_\_\_\_\_\_\_ deserves my special attention is** whether there will be any host family or university dormitories.

**Thank you for your kindness, and your early reply to this will be highly 10\_\_\_\_\_\_\_\_\_\_\_\_\_(appreciate).**

Yours faithfully,

Li Hua

四、实战演练

假定你是李华，正在新西兰学习，你计划寒假期间在当地旅行，请给旅行社发一封电子邮件询问相关的旅行信息。内容包括： 1. 旅行信息； 2. 当地特色； 3. 注意事项。

1. 我是李华，在新西兰学习的中国学生。我写信向知道关于寒假旅行的情况。

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1. 您能告诉我启程时间和旅游路线吗？还有，关于旅游我要花多少钱？

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1. 我们都知道，新西兰以风景优美而出名，我想了解更多关于这些的信息。

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1. 另外，我对当地美食感兴趣。

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1. 最后，还有什么我需要特别注意的吗？

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1. 谢谢。如果您能快速回复，我将不胜感激。

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**五、2020年6月浙江省名校协作体应用文**

假定你是高三学生李华。因新冠疫情，高考延迟了一个月。面对新形势，你对学习感到迷茫，所以写信给心理学家Dr. Smith询问缓解压力的方法。内容包括：

1. 写信目的； 2. 咨询内容； 3. 期待回复。

Dear Dr. Smith,

I’m Li Hua, a Senior Three student in China. Knowing you are an excellent psychologist, I’m writing to consult you about ways of releasing pressure.

As you know, the spread of the COVID-19 in China leads to a one-month delay in the College Entrance Examination. Not knowing what the future holds, I’m at a loss how to improve my study. Could you please be kind enough to offer some practical ways to ease my stress so that I can focus on my study?

A response at your earliest convenience will be highly appreciated.(99字)

Yours,

Li Hua

1. 独立作业：

假设你是光明中学高二（1）班班长，准备组织班级同学去博物馆参观历史展览（historical exhibition）。请向博物馆写一封80词的信，询问如下信息：

1. 展览内容（规模size、主题theme及展出物品objects on display等）
2. 展出起止时间(the dates of its opening and closing)，是否有折扣(discount)。
3. 期待回复。

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**咨询信写作及实战演练参考答案：**

1. **高考真题**：1. planning 2. to provide 3. regarding 4. with 5. Besides, 6. which

7. Additionally 8. included 9. what 10. appreciated

**四、实战演练：**

1. I’m Li Hua, a Chinese student, studying in New Zealand. I’m writing to see if it is possible for you to provide me with information regarding/concerning it.
2. Could you tell me the departure time and traveling route? Aside from it, I intend to know how much I have to pay for the travel.
3. As we know, New Zealand is famous for its breathtaking scenery, so I’d like to know more about it.
4. Plus, the local food there arouse/trigger/spark my great interest.
5. At length, is there anything that I should pay special attention to?
6. Thank you for your kindness, and your prompt reply will be highly appreciated.

**合句成篇：**

Dear Sir or Madam,

I’m Li Hua, a Chinese student, studying in New Zealand. I’m writing to enquire about some information regarding/concerning it.

First and foremost, could you tell me the departure time and traveling route? Aside from it, I intend to know how much I have to pay for the travel. Since New Zealand is famous for its breathtaking scenery, I’d like to know more about it. Plus, the local food there arouse/trigger/spark my great interest. At length, is there anything I should pay special attention to?

Thank you and your prompt reply will be highly appreciated.(100字)

**独立作业：**

Dear Sir or Madam,

I, monitor of Class One from Guangming High School, am organizing a group of students to pay a visit to the historical exhibition in your museum. Therefore, I’m writing to enquire some relevant information.

First of all, I’m tempted to know the size of the exhibition, the theme as well as the objects on display. Plus, I wonder when the exhibition to be held begins and how long it lasts?

At length, I’d like to inquire if there is any discount available on entrance tickets for students. Looking forward to your prompt reply.(99字)

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