

# 信件

## 1. 格式 (书信类)

	写信人地址
	日期 (不一定有)
收信人地址	
Dear Tom/Sir or Madam,	
正文 (英语也太好了。我爱学英语。我爱背单词。我爱背笔记。我爱写阅读。我爱写翻译。我爱英语。英语爱我)	
正文 (英语也太好了。我爱学英语。我爱背单词。我爱背笔记。我爱写阅读。我爱写翻译。我爱英语。英语爱我)	
正文 (英语也太好了。我爱学英语。我爱背单词。我爱背笔记。我爱写阅读。我爱写翻译。我爱英语。英语爱我)	
(必须三段式)	
	Yours sincerely,
	Xxx (写信人)

## 2. 日期格式: 月日, 年 日月, 年

- 日: 用阿拉伯数字(1,2 3 4 5)
- 月: 必须用英文

(January, February, March, April, May, June, July, August, **September**, October, November, December) **缩写前3个字母 必须带. September前4个字母**

- 年份: 用阿拉伯数字
- 例如: Jan.13,2023

## 3. 署名: 题一般都会给 (坚决不能用自己真实名字)

## 4. 具体要求

- 第一段: (呼应来信) + 写信目的
- 第二段: 总一分 (写出题目要求, 套用2--3个高级句型, 必须用连词)

1.First of all, 第一点. Besides, 第二点. Finally, 最后一点.  
2.To begin with, 第一点. Moreover, 第二点. Last but not least, 最后一点.  
3.On the one hand, 第一点 On the other hand, 第二点. What's more, 第三点.  
4.As far as I am concerned, 个人观点.

- 第三段: 结合主题总结+期待来信

## 5. 模板

Dear Tom, -- 不能忘记逗号

For the time being,I am delighted to write these few lines of words to share my practical advice.--第一段这些就行

--第二段

There are a couple of parts to be mentioned as the following.

--第三段

Thank you for your time and consideration.I am looking forward to your reply

Yours sincerely,  
Li Hua

--投诉信

Dear Tom,--不能忘记逗号

For the time being,I am sorry (此处换) to write these few lines of words to share my practical advice.--第一段这些就行

--第二段

There are a couple of parts to be mentioned as the following.

--第三段

I would appreciate it if you could solve my problem.I am looking forward to your reply.

Yours sincerely,  
Li Hua

--推荐信

Dear Tom,--不能忘记逗号

For the time being,I am honored to write these few lines of words to recommend推荐Tom/myself to you.

--第二段

There are a couple of parts to be mentioned as the following.

--第三段

I would appreciate it if you could accept him/her(give him a chance).I am looking forward to your reply.

Yours sincerely,  
Li Hua

--邀请信

Dear Tom,--不能忘记逗号

I'm honored to write this letter (on behalf of my school)to invite you to participate in this activity

--第二段

There are a couple of parts to be mentioned as the following.

--第三段

I would appreciate it if you could accept my invitation.I am looking forward to your reply.

Yours sincerely,  
Li Hua

--道歉信

Dear Tom,--不能忘记逗号

For the time being,I am sorry to write these few lines of words to extend my apology.

--第二段

There are a couple of parts to be mentioned as the following.

--第三段

I would appreciate it if you could accept my apology.I am looking forward to your reply.

Yours sincerely,  
Li Hua

--慰问信

Dear Tom,--不能忘记逗号

For the time being,I am sorry to write these few lines of words to extend my deepest condolences慰问.

--第二段

There are a couple of parts to be mentioned as the following.

--第三段

I would appreciate it if you could cheer up.I am looking forward to your reply.

Yours sincerely,  
Li Hua

## 书面通知模板

### 1. 模板---2022刚考过

#### Notice

I am sincerely writing these few lines of words to inform you that+句子  
First it is all the students that are welcome to this  
activity/lecture/competition ,which will be held+(on the fifth floor of the  
teaching building + 时间(at 5:00pm on  
Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/.Sunday. 第二点+第三点  
(结合题目)

Looking forward to your coming.

The Student Union

口头通知

口头通知第一段前加Attention please!

## 招聘广告

1.

## 简历

1.

#### Resume

Name:Liu Ke

Birth date出生日期: Aug.5th,1983

Sex性别: Male男/Female女  
的/divorced离婚的

Marriage婚姻状况: single单身的/married已婚

Nationality民族: Hui

Health健康:Excellent良好

Tel.No: 电话

Hobbies爱好: Football and music

Address地址:Graduating Class,Hotel Management Specialty,College of  
management,Shanxi University,Shanxi 030010

To obtain获得 a position求职意向: an assistant of Marketing Manager

Personalities性格: Hardworking,open and creative

Courses课程Included: Marketing Management,Public Relationships,etc.

Educational Records教育经历:

From May2000 to present现在 Shenyang university

From May 1990 to May 2000 Shenyang No 10 senior high

Working Experience工作经历: Worked at Marketing Department,.Lixin Hotel,  
2002

Proficiency专业技能: A mastery精通of computer basic skills

CET 4

Good at business communication

# 欢迎词

- Boys and girls /Ladies and gentlemen.  
Welcome to\_\_\_\_(表示欢迎).I'm honored to speak on behalf of\_\_\_\_(代表某人或组织).My name is\_\_\_\_(自我介绍)  
First,I want to\_\_\_\_.Second,\_\_\_\_Last\_\_\_\_.(分别陈述自己的观点或提出具体的要求和希望)  
I hope you can enjoy your stay here.Thank you for your listening.

# 备忘录

- To:Mr.Gates(收信人)  
From:Li Ming(写信人)  
Date:August 12,2004(日期)  
Subject:Microscope(主题)  
(书信类模板)  
Dear Tom,--不能忘记逗号  
For the time being,I am delighted to write these few lines of words to share my practical advice.--第一段这些就行  
--第二段  
There are a couple of parts to be mentioned as the following.  
--第三段  
Thank you for your time and consideration.I am looking forward to your reply

# 招领启示

- 日期: Sep.6,2012(写在右上角) I  
happened to find a Chinese dictionary in our school this afternoon,inside which there are some cards and other things.Loser is expected to call me by 223--4567to claim it.  
Sonia(写在右下方)(今天下午在学校捡到一本汉语词典,内有几张卡片。请失者给我拨打电话223-4567认领为盼。)

# 寻物启事

- 日期: Sep.6,2012(写在右上角)  
正文: I was careless粗心的and lost my student's identity card身份证when studying+地点+时间in the reading room yesterday.  
第二段: 简单的描述丢失的东西  
第三段: The finder发现者can ring/call me up by/at520-2268 to fetch拿it back.  
署名: Loser Mike(写在右下方)

# 电子邮件模板

1. To:收件人  
From:发件人  
Date:日期  
Subject:主题  
Dear Tom,--不能忘记逗号  
For the time being,I am delighted to write these few lines of words to share my practical advice.--第一段这些就行  
--第二段  
There are a couple of parts to be mentioned as the following.  
--第三段  
Thank you for your time and consideration.I am looking forward to your reply  
Yours sincerely,  
Li Hua

## 日记模板

### 1. 19.日记模板

(月、日、年、星期、天气)

Today/Yesterday, I/we \_\_\_\_\_.(事件)

In the morning, we \_\_\_\_\_; then 然后 \_\_\_\_\_; after that, \_\_\_\_\_ . Finally \_\_\_\_\_ .By the time we had a good/terrible time. I'll never forget the memorable day!(事件经过)

From this activity, I have learned that we should/are supposed to+动词原形  
|\_\_\_\_\_.(事件意义和自己的感想)

## 演讲稿模板

### 20 .演讲稿模板

Boys and girls/Ladies and gentlemen,

It's a great honor for me to stand here and deliver my speech.(表示荣幸). My name is \_\_\_\_\_.(自我介绍). The topic of my speech is \_\_\_\_\_.(提出演讲主题)

1. To begin with, many people suggest that \_\_\_\_\_.(话题或现象列举)Secondly, \_\_\_\_\_. Thirdly, \_\_\_\_\_.

What I want to stress 强调 is that+句子|\_\_\_\_\_(重申主题).Thank you for your listening.

