审题细节

# 书信，通知

海报简历假条：不重要

审题：题目读三遍，否则不动笔

找：背景，体裁（找letter/email、notice），语域（正式I am/非正式I'm）+格式

三段式简易思路：

首段1-2句

# 写给熟人：首句寒暄，二句目的。

写给陌生人或机构：自我介绍和目的。

中间段4-6句

按题目要求血相应的你给他，并辅以感谢、强调、对比、建议、说明等功能表达完成写作。

尾段1句

（再次）致歉、感谢、期待、展望等。

# 背景：打散+改写

# 体裁：打钩注意

书信英文称谓：顶格写，后边用逗号

正文段首句：缩进四个字母

very替换quite,particularly,exceedingly

happy替换delighted,pleased,glad,excited

for the purpose of为了……目的

小作文不要求单词文采，主要说事

强调句式it is ... that ...

be grateful/thankful/obliged/indebted to sb. for sth.

替换should：it is advisable for sb. to do sth.

stand in my shoes站在我的角度

落款：中间靠右

please feel free请不要不好意思

7步法背范文：

抄写英文——英译汉——汉译英——对比找差别——专门背写出错或者差异之处——背写全文至无措——思考每句话如何用来写其他话题

不用专门练字，清晰可读即可

要求100单词：120以下

department concerned相关部门

陌生人：

Dear Sir or Madam,

自我介绍：as身份+定语从句（使得写信人和收信人产生联系）

定语从句：写一个简单句，确定中心名词，在中心名词后加定从。

加逗号与否：如果长，就加。如果不长，就不加。

在我看来to my understanding/in my opinion/from my perspective

impoverished adj.赤贫的

richer/wealthier n.富人

be willing to=will

do my utmost=try my best

at your earliest convenience=soon

be keen on/be fond of

it is of great necessity for sb. to do...=you are supposed to...

the Postgraduates' Association研究生协会

the Students' Union学生会

通知格式：

Notice居中

日期靠右（不要简写，写Friday, Sept. 10，月份可以简写，数字th可加可不加，日期不能瞎写，前后一致）

第一段：目的

第二段：其他相关信息

尾段：其他相关信息

落款靠右

be scheduled to do=will计划

lecture讲座

prestigious知名的

# 大作文：36分钟，拿到15-18/20

# 要求200词

审题：题目读三遍，否则不动笔

a.英文指令

b.图画信息

c.文字说明

避免跑题：将图画信息与文字说明相结合

# 图画作文思路：

首段：图画描述

中间段：阐述寓意（1~2段）

尾段：展望+建议+观点等

# 图画描述，六种手法：

a.介词短语表环境

b.使用there be句式引出人/物

c.使用-ing表示伴随的动作

d.with+ n. +adj./-ing/-ed/介词短语 表示身上或周围的事物

e.although引导让步状语表反差

f.使用被动句+定语从句表示图画中的文字描述Several Chinese characters can be noticed, which say...

文字翻译不出来，不要逐字翻译，写基本意思。

thought-provoking adj.发人深思的

ironic/satirical adj.讽刺性的

wither v.枯萎

petal n.花瓣

curl up蜷缩=crouch

pathetic adj.可怜的

contemporary adj.当今=present-day=current

filial piety孝顺

harmonious adj.和谐的

admittedly adj.不得不承认

be likened to被比喻成

twilight n.晚年

不知道单三：加情态动词

constitute形成

in a nut shell总之

bear in mind牢记

implied meaning寓意

running track跑道

perseverance=persistence n.持之以恒

celebrity名人

Dear Bob,

I am very pleased to recall the past days when I studied in Canada and stayed in your house. However, I am writing for the purpose of making an apology since I forgot to return your music CD to you.

It is your tremendous help that enabled me to enjoy a comfortable and fruitful trip of learning in your country. Thus, I am quite grateful to you. Anyway, compared with you, I am more careless, and I did not find your CD in my luggage until I came back to China. So, I deem that it is advisable for me to send it back to you by EMS at once. Of course, if you can think of any better solution, please feel free to inform me.

I am looking forward to your favorable reply at your earliest convenience.

Yours sincerely,

Li Ming

Dear Sir or Madam,

As a senior at this university who is fond of reading in library in spare time, I am writing for the purpose of making suggestions for enhancing the service here.

To begin with, compared with students' demands, the variety and number of books here are not adequate. Thus, it is advisable for you to purchase more new books we want. In addition, since a host of seniors, including me, are preparing for the national entrance examination for postgraduate studies, it is of great neccessity to prolong the opening hours of reading rooms where they study.

I deem that with our shared efforts, the library service will be improved to a large extent.

Yours sincerely,

Li Ming

Notice

May 20

It is so great to hear that out unversity is scheduled to hold a summer camp for high school students and this notice is for the purpose of introducing relevant activities and recruting 25 volunteers.

The camp is going to begin on June 20 and last for two weeks. During this period, there will be a variety of lectures and some then will be given by foreign experts or scholars. Thus, volunteers are supposed to speak English fluently and possess certain experience and ability in organizing activities. In addition, it is advisable for applicants to be familiar with our campus, so that you can show these youngsters around in spare time. Finally, it is of great necessity for volunteers to be warmhearted and considerate.

There will be an interview for applicants at 19:00 on June 10 in the Center of Students' Activities.

The Student Union

Peking University

This is a simple but satirical drawing. In the center of a football field, there is a pathetic aged man, crouching like a ball, with his three sons and little daughter guarding their own gates respectively. Although this father has four adult children, none of them is willing to look after him. Several Chinese characters, finally, can be noticed, which say this is a game of rejecting the old.

A happy and harmonious family should be characterized by children's filial piety for their parent, but such a scene can be associated with a host of helpless old citizens in reality. Admittedly, some aged people, now, still live in a variety of misery, such as poverty, loneliness, and disease. This phenomenon is particularly worth concerning for the reason that they pay attention only to their own comfort and emjoyment, ignoring their senior parents. However, aged parents need their children's love and care, which can bring them warmth, arouse their enthusiasm for life, and help them enjoy a happy twilight.

Unfortunately, some young children's coldness has constituted an obstacle that hinders the harmony of a family. Thus, the society as a whole should foster a positive atmosphere to love, care for, and protect senior citizens. Furthermore, it is advisable for adult children to spare time to accompany old parents, no matter how busy they are.

This is a simple but distinctive photo, in which there is an elegent American girl wearing traditional Chinese costume, with a sweet smile on her face. Although she is a foreigner, the girl is exceedingly keen on Chinese culture.

Such a scene above can be associated with a host of foreigners in reality who are fascinated by Chinese civilization. Admittedly, an increasing number of foreign friends, now, come to China and fall in love with various Chinese cultures, such as Peking Opera, Chinese medicine, paper cutting, and Kungfu. This phenomenon is particularly worth concerning. It is this sort of cultural communication that enables China and other contries to build up friendship, trust and mutual understanding. Hence, cultural exchange, to my understanding, can be likened to a bridge, which connects China and the outside world.

As a college student, I deem that the society as a whole should foster a positive atmosphere to learn advanced foreign science, technology, and culture. Meanwhile, it is advisable for youngsters to enhance ourselves by participating in this process.

These two photos are common but thought-provoking. The youngster in the left one is characterized by his distinctive face, with the name "BECKHAM" written on his face. The guy in the right photo sits in a barber's shop, spending 300 yuan designing his hairstyle as cool as Beckham's.

Such two young people can be associated with a host of crazy fans of stars in reality. Definitely, an increasing number of boys and girls, now, are fascinated by a variety of celebrities, such as pop singers, champions in sports and renowned actors. This phenomenon is particularly worth concerning for the reason that some of them may pay attention only to stars' fashionable but superficial lifestyles, ignoring their merits. Unfortunately, this sort of blind worship has constituted an obstacle that hinders teenagers growth and progress. As a matter of fact, it is advisable for us to learn from positive examples, who will bring us correct directions, arouse our passion for striving and help us enhance ourselves.

I, as a youngster, deem that we are supposed to have our own idols, but it is exceedingly necessary for us to learn their excellent qualities, such as perservance, confidence, optimism, diligence and so on. Everyone should bear in mind that a positive idol can be likened to a lamp directing us to move forward.