

一、写作概述——写作题型，评分原则和方法

(一) 题型:

(1) 小作文 (公务书信、私人书信、告示) ——10行左右, 15分钟

(2) 大作文 (图画作文、图表作文) ——18行左右, 25分钟

- * 推荐做题顺序: ①作文40分钟; ②阅读; ③新题型15分钟; ④翻译20分钟⑤完型10分钟

(二) 评分原则和方法

(1) 黄金原则一: 书写工整, 卷面整洁, 字迹清晰

(2) 黄金原则二: 语言第一, 结构第二, 内容第三

- * 语言第一: ①单词正确; ②单词准确; ③单词多变; ④语法正确; ⑤语法多变
- * 结构第二: ①三段论; ②句子和句子之间多用逻辑关系词; ③多用代词代替已经出现过的名词
- * 内容第三: 内容不重要, 不跑题就行

二、写作满分表达和练习 (25个满分句型)

❖ 简单句的满分表达



(一) 被动

- * 当汉语用我们、人们、大家、有人等人称代词作为主语的时候, 都可以考虑写成被动
- * 文章中心那句话都可以写成被动
- * 本句型推荐写在第一段最后一句话引出文章中心的时候使用, 或者是第三段第一句话文章总结的时候使用

单词	替换词
parents	◆ Superiors/the elderly/senior citizens
Should	◆ Ought to/be supposed to ◆ be obliged to (有强制性的责任应该做...)
We/us/people	◆ Human beings/the public/private individuals ◆ Teenagers and youngsters ◆ Undergraduates/youngsters on campus ◆ Children/kids/offspring/descendants

	<ul style="list-style-type: none"> ◆ Businessman ◆ Experts and professors ◆ All children and adults/men and women in all walks
not	◆ Never/by no means/under no circumstance/fail to
More and more	◆ An increasing amount of
Think	<ul style="list-style-type: none"> ◆ Hold/argue/contend/assume/presume/Insist/maintain/assert/claim (记三个) ◆ Be of the opinion that/have been convinced that/cling to the perspective that (记一个)
Very/so pretty/quite/rather	◆ Distinctly/outstandingly/remarkably/exceedingly/especially/extraordinarily/enormously/strikingly (记三个)
serious	<ul style="list-style-type: none"> ◆ Grave/severe/fearful/fatal ◆ Be of great severity



(二) There be句型 (there exist/seem/remain)

【例】There exist many reasons to explain my idea

单词	替换词
Many	<ul style="list-style-type: none"> ◆ A sea of (海量) /a host of/a multitude of/a train of/an army of /immense amounts of ◆ Numerous/innumerable/abundant/plentiful (记一个)
reasons	◆ Causes/factors/elements
explain	<ul style="list-style-type: none"> ◆ Account for ◆ lead to/give rise to/contribute to ◆ Be responsible for
idea	◆ Point/viewpoint/outlook/perspective (记两个)

★ 本句型推荐写在第二段第一句话，引出原因分析的时候使用

★ 或者是第三段的最后一句话，喊口号的时候使用

▶ There is strong evidence to show that...

▶ There is a growing worldwide awareness around the world that...

▶ There is no reason for us to believe that a brighter future for the world is an impossibility.

- ▶ There is little doubt that...
- ▶ There are those who claim that...

(三) 比较结构



① as...as...

- * 只要作文中出现形容词或者副词的地方，都可以使用该结构
- * 本句型推荐写在第一段的最后一句话，引出文章中心的时候使用，或者是第三段的第一句话，文章总结的时候使用

【例】She is as beautiful as a red rose, which manages to take away the breath of a sea of children and adults.

【例】Confidence proves as important as sunshine, which plays an essential role in the normal growth of creatures.

【例】Something becomes as grave as AIDs, which has threatened the health of patients or taken away their lives.

单词	替换词
be (不适用于被动和现在进行时)	<ul style="list-style-type: none"> ♦ Look/taste/sound/feel/Seem/appear... (所有的感官动词都可以替换be动词) ♦ keep/remain ♦ become/get ♦ prove
beautiful	♦ Graceful/elegant/attractive/charming/gorgeous
Important	<ul style="list-style-type: none"> ♦ Vital/crucial/critical/fundamental/significant/essential/in dispensable (记两三个) ♦ Play a key role in.../be of great importance



② the more...the more...越...越...

【例】The higher one ascends, the farther you he will overlook.

- * The+形容词/副词的比较级，+句子。(主将从现)

【例】The more diligent one keeps, the easier he will achieve glories.

【例】The harder all children and adults remain, the more fortunate they will become.

- * 本句型推荐写在作文的第二段分析原因的时候使用

【例】The more frequently cultures are exchanged, the more rapidly Chinese economy will develop.

❖ 并列句的满分表达

★ (一) and but 句型

单词	替换词
and	<ul style="list-style-type: none"> ◆ Likewise/similarly/equally ◆ At the same time ◆ In the meanwhile
But	<ul style="list-style-type: none"> ◆ Conversely/by contrast/on the contrary/contrarily ◆ Unexpectedly/unfortunately ◆ Nevertheless

★ 本句型推荐写在作文的第一段，用于描述图表时使用，描述一幅图两个主体两个动作的时候，或者是两幅图的时候使用

★ 描述图画分类：

1) 一幅图：

- ◆ 一个主体，两个动作：千万不要只写一个动作，太过单薄，要写两个动作，主要动作要表达准确（不能用and，but描述）
- ◆ 两个主体，两个动作：一副图里两个主体两个动作时，

【例】In the picture, the goal-keeper is imagineing himself exceedingly small. On the contrary, the player is assuming his rival as big as a hill.

2) 两幅图：

【例】In the former picture, the flowers in the greenhouse is growing healthily, conversely, in the latter one, it is dying.

描述图画时，除非有明确的过去的时间外，都用现在进行时
描述图表时，除非有明确的现在的时间外，都用一般过去时

单词	替换词
Picture	◆ Cartoon/drawing/painting/caricature/photograph

★ (二) not only...but also... 句型

【例】Raising pets not only can reduce the loneliness of senior citizens, but also can cultivate the kindness of kids.

★ 本句型推荐写在作文的第二段，分析原因的时候使用，连接两个短原因

【例】Supporting the elderly not only keeps a Chinese conventional virtue, but also proves the legal responsibility of their offspring.

【例】Cooperation not only enables all children and adults to make more intimate friends, but also has them achieve greater credits（表扬嘉奖荣誉荣耀）。

❖ 复合句的满分表达



(一) 主语从句

That you never fail to fascinate me is obvious

★ 主语从句常见的满分表达：把主语从句放到句末，加it做形式主语

★ It...that... (下面的句型选两个记，大作文用一个，小作文用一个)

► It proves common knowledge that...

► It keeps my perspective that...

► It proves self-evident that...

► It has been found that...

► It seems beyond dispute that...

► It is universally acknowledged that...

► It has been widely accepted that...

► It is generally agreed that...

★ 本句型可以写在作文中任何一句话的前面用来拉长句子，本句型推荐写在作文中第一段第一句话的前面，用来引出描述图画或图表

更好的主语从句的变体：What seems generally agreed is that...



(二) 同位语和同位语从句

(1) 名词做同位语

★ 只要在作文中见到名词，都可以在它的后面再加一个名词作为同位语出现

【例】My boyfriend, a rich businessman, really has no much time to accompany me, an attractive girl.

【例】A man, a soccer fan, is writing the name, a symbol of someone, of Beckham, an esteemed sportsman, on his face, some part of the body.

★ 大作文最多出现两次名词做同位语，位置随意

(2) 同位语从句

【例】The evidence that she has a pair of big eyes manifests that she keeps a beauty.

【例】The evidence that a host of girls have worn beautiful colorful skirts manifests that summer is around the corner.

★ 本句型推荐写在作文的第二段，分析原因的时候使用，它的模板是the evidence that+一个表示原因的简单句+manifests that+文章的中心句

【例】The evidence that the bright stars and pure moonlights fail to be detected manifests that environmental contamination is becoming increasingly fatal.

【例】The evidence that farmers can enjoy high-quality life manifests that most of them would like to swarm into big cities.



(三) 定语和定语从句

(1) 定语成分

- ①. 形容词修饰名词
- ②. 介词短语做定语修饰名词
- ③. 名词修饰名词
- ④. 非谓语动词作定语
- ⑤. 从句

(2) 定语和定语从句在作文中的使用

- * 只要在作文中见到名词，都可以给它加一个定语的成分，把句子拉长
- * 但是在第一段描述图画时，只要见到名词，通常都要加定语，使图画的描述变得生动

【例】An American girl young as well as graceful is wearing Chinese conventional costume which keeps pervasive in the south of China.

【例】Immense amounts of children and adults sitting in seperate rooms are surfing on the Internet.

* 万能定语：

①. 好的：

- ▶ as well as 连接两个形容词
- ◆ Cute、lovely、little
- ◆ graceful、elegant、young
- ◆ confident、energetic
- ◆ optimistic、active
- ◆ aggressive、ambitious
- ◆ who looks distinctly impressive to readers

②. 坏的：

- ▶ as well as 连接两个形容词
- ◆ fat、cruel、ugly
- ◆ negative、dispassioned
- ◆ Terrible、disgusting
- ◆ Disgraceful
- ◆ who looks rather less impressive to readers

(3) 定语从句的满分表达

【例】He looks like a lady-killer, which has been widely accepted.

- * 定语从句的满分表达就是：which可以引导修饰前面整个句子的定语从

句，和前面的句子要用逗号隔开

- ▶ Which leaves us a deep impression (好坏均可)
- ▶ Which provokes the public's widespread concerns (好坏均可)
- ▶ Which brings us the unnecessary/unexpected trouble (坏的)
- ▶ Which gives rise to dreadful consequences (坏的)
- ▶ which has been widely accepted (好坏均可)
- * 定语从句的满分表达可以写在作文中任何一个陈述句的后面，但是推荐写在作文的第二段，分析原因的时候某个比较短的原因的后面，用来拉长句子

【例】The lower the price of cars made in China becomes, the more Chinese would like to purchase them, which leaves businessmen a deep impression.



(四) 状语和状语从句

(1) 何为状语？

- * 副词、时间、地点、原因、条件、让步、方式、目的、结果、伴随、比较

(2) 在作文中的应用

- * 作文中的任何一句话，都可以给它加一个状语成分把句子拉长
- * 在**第一段描述图画或图表的时候，一定要加状语，使图画和图表的描述显得很完整
- * 描写图画的万能状语：
 - ▶ in the center of the vivid picture
- * 描述原因的万能状语：（记两个）
 - ▶ as everyone can see it
 - ▶ with the rapid advance of science and technology
 - ▶ In our contemporary society
 - ▶ In the general routine of everyday living=our daily life

(3) 状语从句的满分表达

①. 让步状语从句although

- * 作文中任何一句话的旁边都可以加一个although引导的让步状语从句，但是推荐写在作文的第二段分析原因的时候使用

【例】Pursuing celebrities blindly might exert great influence on physical and mental health of youngsters on campus although their singing sounds touching.

【例】Private individuals from developing nations are becoming increasingly wealthy, although many people fail to pay attention to the

issue.

★ although引导的万能状语:

▶ although many people fail to pay attention to it (the issue)

单词	替换词
Pay attention to	♦ Pour attention to ♦ Place great emphasis on ♦ Attach great importance to ♦ Shed light on
problem	♦ Issue/Phenomenon/Subject ♦ The current situation

②. so...that...

★ 只要作文中出现形容词或副词的地方，都能写成so...that...句型

【例】Life proves so short that it is a waste how to spend it.

★ 推荐写在第一段最后一句话，引出文章中心的时候使用；或者是第三段的第一句话，文章总结的时候使用

【例】Sth keeps so vital that the problem should have been brought into the limelight.

【例】Sth becomes so fatal that the problem should have been brought into the limelight.

③. 分词做状语，把分词放在句子的主谓之间作为插入语来使用

【例】A boy confident as well as vigorous, smiling in the center of the vivid cartoon, is rushing to the destination which becomes a new start.

★ 本句型推荐写在作文的第一段，描述一幅图一个主体两个动作的时候使用

★ 一幅图一个主体两个动作的模板是:

▶ Sb(定), doing sth1(次要)+定/状, is doing sth2(主要)+定或状

【例】The hotpot delicious as well as healthy, smoking in the center of the vivid cartoon, is full of cultures from different nations in the world.

❖ 英语的特殊结构



(一) 插入语

★ 可以插入在任何一句话的主谓之间的万能插入语：（记两个即可，一个用于大作文一个用于小作文）

(1) 插入语常以副词（副词短语）、形容词（形容词短语）、介词短语、非谓语动词短语等形式出现

- ▶ 常见的副词及短语: indeed、surely、however、obviously、frankly、naturally、luckily/happily for sb、certainly
- ▶ 常见的形容词及短语: needless to say (显而易见)、most important of all
- ▶ 常见的介词短语: by the way、in a few words/in sum/in short、in other words、in general、in one's opinion/judgment、in fact、of course、in the first place、to one's knowledge/surprise/regret/satisfaction/mind/joy/disappointed...
- ▶ 常见的现在分词短语: strictly、generally、honestly、personally、exactly、physically、speaking/judging from/by...
- ▶ 常见的动词不定式短语: to be sure、to sum up、to tell the truth、to be honest、to be short、to conclude、to put it briefly、to put it in another way、to begin/start with

(2) 插入语为简短的、具有完整意义的句子:

- ▶ I think/hope/guess/know/believe/suppose、as I see it、what's more、what's worse、I'm afraid、it is said、what is important/serious、as we all know、I am sure、that is (to say)、it seems、
- * 本句型推荐写在第一段的最后一句话、第二段的第一句话或者第三段的第一句话的主谓之间



(二) 双重否定

- ▶ Never fail to...没有意思, 表示强调, 可以写在任何一个肯定句的主谓之间
- ▶ Nothing but...
- ▶ Cannot have failed to do...
- ▶ It is not beyond dispute that...
- ▶ It is not impossible to do...
- ▶ There is hardly a man or woman in China who does not desire to... (have a happy life)
- ▶ There is absolutely no reason for us to believe that... (a brighter future for the world is impossibility)
- * 本句型推荐写在第一段的最后一句话、第二段的第一句话或者第三段的第一句话的主谓之间 (同插入语)



(三) 强调句型It is...that...

- * 强调什么, 就用强调句型将它拉到句首 (注意不能强调谓语)

- * 作文中所有的句子都可以写成强调句型
- * 本句型推荐写在第一段的最后一句话、第二段的第一句话或者第三段的第一句话的主谓之间（同插入语和强调句）



(四) 修辞

(1) 比喻

- * 本句型推荐写在第一段的最后一句话引出文章中心的时候使用，或者是第三段的第一句话文章总结的时候使用
- ▶ _____ is to humans as water is to fish (as the foundation is to high skyscrapers/as the infinite blue sky is to flying eagles)
- ▶ Sth proves to sb as intensive pain is to incurably ill patients (as horrible nightmares are to innocent kids)
- ▶ Men fear death, as children fear to go in the dark.
- ▶ As every coin has two sides, _____ is no exception.
- ▶ As no garden has no weeds, _____ has its own shortcomings.(the same is true of)
- ▶ As every magic book has its weak points, _____ has its own weakness.

(2) 排比

- * 本句型推荐写在第三段的最后一句话喊口号的时候使用，也可以写在第三段第一句话总结的时候使用
- ▶ 名词排比
 - 【例】Three passions, simple but overwhelmingly strong, have governed my life: the longing for love, the search for knowledge, and unbearable pity for the suffering of mankind.
- ▶ 形容词或副词排比
 - 【例】A stupid and incorrigible decision
 - 【例】A direct and simple yet magically effective method
 - 【例】Action is supposed to be adopted quickly, effectively and actively.
- ▶ 比较级的并列
 - 【例】It will become even greater as computers get faster, smaller, and so inexpensive that virtually everyone will be able to own one.
- ▶ 动词排比
 - 【例】As one of modern college students, I get online everyday to acquire the information I need, to download the music and movie I like, and to chat with the friends I miss.
- ▶ 定语从句的排比

【例】We were in the midst of shock—but we acted. We acted quickly, boldly, decisively.

★ (五) 虚拟语气

(1) if虚拟语气

【例】If you traveled to a long distance, I would close all my windows.

★ 只需将已经写好的句子的时态变成过去时即可

★ 本句型推荐写在第二段的最后一句话反面论证的时候使用，或者第三段的第一句话

【例】If every one of teenagers and youngsters abandoned himself to surfing on the Internet, he would pay a heavy price in the near future.

【例】If every university students were indulged in surfing on the Internet, it would be hard for them to graduate smoothly.

沉迷于做某事

- ◆ Be addicted to doing
- ◆ Abandon oneself to doing
- ◆ Be indulged in doing

(2) It is imperative/essential/urgent that...should...

★ 本句型推荐写在作文的第三段具体措施的时候使用

【例】It is urgent that kids should be educated/inspired to do sth.

★ (六) 倒装

★ 倒装就是把一句话写成一般疑问句的形式

(1) 否定词放在句首用倒装

【例】I am never a woman tough and outgoing

【例】Not only does respecting parents keeps a Chinese conventional virtue, but also proves the duty of their offspring.

【例】Not only can confidence make you find more happiness in your life, but also can have you make more friends.

(2) so...that...的倒装

【例】So kind is my mother, that she never kill an ant.

【例】So significant/fearful does sth keeps, the issue should have been brought to the limelight.

(3) only+状语的倒装

【例】Only by taking those action can the issue be improved a lot.

【例】Only when the issue can be improved a lot can the common lead a happy and comfortable life.

三、段落——段落的论证方式

(一) 段落写作原则：起承转合

(二) 段落论述方式：（第二段）

(1) 定义和解释：用在第一个原因分析

★ 文章中心词 is 【sth】 +which means that+三个并列的简单句（主语一致） +when引导的时间状语从句

► 【sth】 可以是：

- ◆ A severe global issue...
- ◆ A Chinese traditional virtue...
- ◆ A social pervasive trend...
- ◆ An active/negative mentality...
- ◆ A hot social topic...

【例】Pollution is a severe global issue which means that we fail to drink clean water, we fail to breathe fresh air, and we fail to see the blue sky when the pollution...

(2) 统计和事实（推荐英语二使用）

- In light of /on the basis of /in line with（三选一） +the latest/current/proximate（三选一） +survey/data/statistics/study（四选一） by the Chinese academy of social science/the department of social science in xx University, an increasing amount of us harbor the idea that...
- A recent study revealed the shocking/surprising/delightful fact that...
- Official figures released by the ministry of transportation/education show that...

(3) 引用名人名言

- Once, there seemed a writer who has gained great reputation in Japan stating that+推荐句型：①比喻；②as...as...；③the more...the more...；④so...that...；⑤if引导的虚拟语气（选一句）
- According to a well-known psychologist/philosopher/linguist...
- As the proverb/an old saying goes...

(4) 举例

①. 举小例子：所有的复数名词后面都可以举小例子（列三个）

【例】I love reading masterpieces such as *Gone with the Wind*, *Pride and Prejudice*.

②. 举大例子：

下面举例段五选一：

- ▶ Examples to prove the view are abundant. The most persuasive one is the case of sb who...
- ▶ This can be illustrated by the example of sb who...
- ▶ Numerous examples can demonstrate the power of sth (cooperation/confidence). A case in point is that/(concerning sth)...
- ▶ Such stimulating/less impressive cases/stories are not rare in our daily life...
- ▶ To examine this, let's return to the example of sb/sth...

【例】For example, I, the other day, had a fever, unexpectedly, no relatives or roommates took care of me. At that moment, a teacher entered to give me some pills. At last, I recovered.

* 举例时应注意：

- ◆ 通常都写成一般过去式
- ◆ 注意逻辑关系词的正确使用
- ◆ 所有不会写的单词都写成自己会的词汇

❖ 除了上述的论证方式，也可以用以下句型来写原因分析：

- ▶ The more...the more...
- ▶ Not only...but also...
- ▶ The evidence...
- ▶ Although...
- ▶ if引导的虚拟语气

* 如果某个原因分析写出来比较短，就加which引导的非限制性定语从句或者万能状语把它拉长

❖ 第二段的三个原因分析：基础好的推荐从前四个论证方式里选一个，再从后面五个句型里选两个；基础不好的推荐从前四个论证方式里选两个，再从后面五个句型里选一个；注意不要全选前面的论证方式，那样写出来太长了

❖ 一般第二个原因可以写长一点

四、文章

(一) 图画作文

❖ 第一段：描述图画+中心总结 (3~4句话)

* 第一二句话：用主语从句引出描述图画 (八选一)

▶ 一幅图一个主体两个动作：

- ◆ In the easy and simple cartoon, sb(定), doing sth次要动作(定、状), is doing sth(主要动作)(定、状)

▶ 一幅图两个主体两个动作：

- ◆ In the easy and simple cartoon, sb1(定) is doing sth1(定、状), and/but sb2(定) is doing sth2(定、状)

▶ 两幅图：

- ◆ In the former picture, sb1(定) is doing sth1(定、状), and/but in the latter one, sb2(定) is doing sth2(定、状)

* 第三句话，引出文章中心的过渡语 (选一个)

- ◆ Personally, what the picture conveys is far beyond a new fashion trend and carries cultural implication.
- ◆ The fact/story that...indicates that...
- ◆ The symbolic meaning of the cartoon is quite self-evident...
- ◆ The message conveyed in the picture seems to be that...
- ◆ The picture has revealed, as is known to us all/in recent years, a current social phenomenon that...
- ◆ The picture does reflect a thought—provoking social phenomenon
- ◆ It is apparent that the author of the drawing tries to reveal to us...
- ◆ The picture conveys a deep concern as to sth(不好的现象)+定语 (which has aroused an adverse influence in our society)
- ◆ The purpose of the picture is to show us that due attention has to be paid to the phenomenon of sth. Owing to sth...(分析原因或优缺点)
- ◆ Its symbolic meaning, which is quite obvious, subtly should be taken more seriously...
- ◆ It seems to me that cartoonist is sending a message about the importance/seriousness of sth, which...
- ◆ We can deduce from this picture that the drawer is trying to attract our attention to sth, which...

* 第四句话：寓意表达

- ◆ We should do sth...
- ◆ We should never do sth...
- ◆ Sth is very important...
- ◆ Sth is very serious...
- ▶ 推荐句型：①as...as...; ②被动; ③so...that...; ④比喻
再用插入语、双重否定、或者强调句型对它稍作加工

❖ 第二段：原因分析

* 第一句话：引出原因分析的句型

- ▶ 推荐句型：①there be, 再用插入语、双重否定、或者强调句型对它稍作加工②下面句子十选一
- ◆ On the surface of it, this may seem to be ridiculous/attractive/funny/just a popular phenomenon, but if thinking again, we should point out some reasons.
- ◆ It is superficially plausible/ridiculous/attractive/funny/just a popular phenomenon, but when subjected to analysis, it turns out that there are fundamental reasons.
- ◆ There are many/different/several/a number of causes/factors for the dramatic/marked/significant increase/changes/decrease/ problem in...
- ◆ Why...? First/one reason is...second/for another...finally/perhaps the primary/main/most important...
- ◆ The change/increase/decrease in...mainly/largely/partly results/arise from/is due to...
- ◆ You may criticize for/blame for..., but the causes for the roots/problems/phenomenon go far deeper.
- ◆ It is no easy/simple task/job to find/offer the reason for the complicated phenomenon/deep-seated tendency.
- ◆ There stand at least two reasons, I think, for the phenomenon of...
- ◆ However, recognizing a problem is the first step in finding a solution.
- ◆ Many factors could contribute to...but some deserve special mention:

* 第二三四句话：具体的原因分析（九选三）

► 下面的词每个词对应记两个，分别给大小作文用

首先	<ul style="list-style-type: none"> ◆ first of all、 first and foremost ◆ The main element for the problem is that... ◆ What appears as the first reason is that...
其次	<ul style="list-style-type: none"> ◆ Besides、 in addition、 additionally ◆ What is more、 moreover、 furthermore
最后	<ul style="list-style-type: none"> ◆ Last but not least... ◆ At last、 consequently、 in the end ◆ As a consequence...

❖ 第三段：总结段（4句话）

* 第一句话：总结句

- therefore、 in conclusion、 in brief、 to sum up、 consequently+
推荐句型（①被动；②as...as...；③so...that...；④比喻；⑤if引导的虚拟语气）+再用插入语、双重否定、或者强调句型对它稍作加工

* 第二、三句话：具体措施（父母和个人）

- ◆ For one thing, it seems necessary that kids should be educated/inspired to...
- ◆ For another, we(换成具体人) can't have failed to do sth.
(措施一定要准确可行)

* 第四句话：喊口号

- 总结法：
- ◆ I believe that a happy and bright future is awaiting us if we make every effort to promote/ban...
 - ◆ We do, in fact, have a long way to reach our final goal, but achieving something remains well within the realm of possibility.
 - ◆ The method suggested may not guarantee ultimate success; however, achieving even partial success will benefit mankind and contribute to creating a better world.
 - ◆ Every coin has two sides, sth is no exception. What we should pay attention is to...The sooner effective measures are taken, the more glorious future we will have.
- 建议法：

- ◆ It is essential that effective measures should be taken to...
- ◆ It is high time that we should urge an immediate end to this phenomenon...
- ◆ It is high time we fought for the end of the undesirable phenomenon of/to ban sth...
- ▶ **反问法：（次之）**
 - ◆ Isn't sth is indispensable for the mental health of people—including the young and old?
 - ◆ Shouldn't we pay much attention to the issue of sth?
 - ◆ What does the future hold if mankind persists in doing sth?
- ▶ **引语法：（用的最少，最好）**
 - ◆ Just as...has put it, "....."
 - ◆ We have always keep in mind the world's leading writer sb's words—

(二) 图表作文

❖ 第一段：描述图表+中心总结（3~4句话）

- * **第一、二句话：用主语从句引出描述图表：只抓典型数据进行对比，中间的数据为三倍数据，完全不看**

描述图表通常套用一幅图两个主体两个动作的模板

- ◆ According to/as can be seen from/as shown in/it is apparent from, the chart/graph/table/diagram/figure/statistics...
- ◆ From the statistics/information given in the table, we can estimate/see/conclude that...
- ◆ According to the figures given in the chart above,
- ◆ What is shown in the table above indicates that drastic changes have taken place in...

- * **第三句话：引出文章中心的过渡语，完全同图画作文**

- * **第四句话：文章中心**

增加

- ◆ Increase、rise、grow、expand、climb、soar、jump、rocket、ascend、accumulate、surge、swell...
- ◆ On the rise/increase/ascendance/continue its upward trend

减少	<ul style="list-style-type: none"> ◆ Decrease、fall、drop、decline、dive、plunge、reduce、descend、diminish、dwindle、shrink ◆ Go down、fall off、continue its downward trend On the decline diminishment slowdown
大幅度的	<ul style="list-style-type: none"> ◆ sharp、dramatic、marked、remarkable、considerable、suddenly
慢慢的	<ul style="list-style-type: none"> ◆ Slow、slight、modest、gradual、moderately、gently...
保持平稳	<ul style="list-style-type: none"> ◆ remain、stay stable/steady/constant/the same unchanged...

❖ 第二段：原因分析——与图画作文完全一样

❖ 第三段：总结——完全同图画作文

应用文单词语法一定要简单，逻辑关系清楚，语言准确，内容切题

(三) 公务书信

❖ 称呼（一分）

- * 文中已给出：Dear+文中给出的称呼
- * 文中未给出：（写给单位）
 - ◆ Dear Sir or Madam
 - ◆ Dear Mr president/professor/editor（职位）

❖ 正文（三段）

- * 第一段：自我介绍+写作目的
 - ▶ 自我介绍：
 - ◆ 文中已经给出——抄文中给出的
 - ◆ 文中没给出——根据具体的情况编员工/学生
 - ▶ 写作目的：
 - ◆ To be frank, I am writing the letter in order to...（自己换表达，后面的内容文中一定已经给出，只需要抄）
- * 第二段：文中一定给出要求，按要求来写，三个理由，写三到四行
 - ◆ To begin with...+so...that...
 - ◆ in addition, ...+Consequently+...连词连接两个并列句
 - ◆ Last but not least, it has been widely accepted that...

* 第三段：两句话

- ▶ 文中已经做出要求：一句话来写文中要求的内容，第二句话表示感谢或者期待回信
- ▶ 文中没有做出要求：表示感谢+期待回信
- ▶ 表示感谢：
 - ◆ My thanks to you for your generous assistance are beyond words.
 - ◆ Words fail me when I desire to express my sincere gratitude to you for your kind consideration my requirement/application/complaint.
 - ◆ I take the opportunity to show my heartfelt appreciation for your generous assistance you rendered me.
- ▶ 期待回信：
 - ◆ I am looking forward to your reply.
 - ◆ I look forward to a favorable reply at your earliest convenience.
 - ◆ Your prompt attention to my...would be highly appreciated.

❖ 落款

Yours Truly,
LiMing

(四) 私人书信

❖ 称呼

- * Dear+(称呼文中一定已给出)

❖ 正文

* 第一段：问候语+写作目的

- ▶ 问候语：
 - ◆ It is great to hear from you again.
 - ◆ Nothing could have given me greater pleasure than to get news of you.
 - ◆ You have no idea how happy I was to receive your letter.
- ▶ 写作目的：完全同公务书信的写作目的
 - ◆ As to/with reference to/with regard to/as regards...引出写作目的

* 第二段：完全同公务书信

* 第三段：祝福语+期待回信

- ▶ 祝福语:
 - ◆ Please bring my best wishes to your family.
 - ◆ I wish you good health and lots of happiness.
 - ◆ I wish every success for your career/study in the future.
- ▶ 期待回信: 完全同公务书信

❖ 落款: 完全同公务书信的落款

(五) 告示

❖ 标题: Notice

❖ 称呼: 可有可无

❖ 正文:

* 第一段: 写作目的+具体论述

- ▶ We are to...+文中一定已经给出
- ▶ First, Second, Third

* 第二段: 欢迎加入+联系方式

- ▶ 欢迎加入:
 - ◆ Welcome to join us.
 - ◆ We are waiting for your coming.
- ▶ 联系方式:
 - ◆ If you intended to join us, please email(call) us at xxx@xxx.com.

❖ 落款: 单位名字 (文中一定已给出)