

2025 考研英语（二）

“狼人”抢分系列

高端写作模板课讲义

通知（告示）&纪要写作

主讲老师：王丽

课程清单：

- ✓ 重新认识考研写作：阅卷老师视角
- ✓ 大作文狼人模板 5.0（录播课）
- ✓ 小作文狼人模板 5.0（录播课）
- ✓ 经典真题带练（直播课 4 次：11 月 9/16/23/30 日）
- ✓ 2025 年写作主题词预测（群通知）

一、通知（告示）写作

1. 通知（告示）写作格式

Notice

①A summer camp for high school students is scheduled to be held on July 5, 2025 at our university. ②This summer camp is characterized by a host of activities so as to deepen students' understanding of college life. ③The participants will have the opportunity to listen to lectures delivered by renowned experts, visit museums and interact with international students, which will enable them to expand their horizons of knowledge.

①To ensure the success of this event, the Students' Union is now calling for recruiting volunteers. ②Firstly, applicants should demonstrate excellent problem-solving skills to handle emergent matters. ③Secondly, they must show outstanding communication abilities. ④In addition, students with relevant working experience are preferred. ⑤For the students who are interested in joining us, please send us an email including your personal information before June 1, 2025. ⑥Our email address is studentsunion@126.com.

①Thank you in advance for your time and attention. ②We look forward to your participation. (160 words)

The Students' Union
May 9, 2025

- 标题：
居中书写
- 正文：
①首行缩进；
②分段书写
- 落款：
①正文右下方；
②首字母大写
- 日期：
①具体到天；
②晚于考试日期

2. 通知（告示）正文写作框架

段落	写作框架	中文思路
第一段	写作目的	①活动基本信息。②活动目的。③活动意义。
第二段	具体细节	①首先，具体细节 1。②其次，具体细节 2。③最后，具体细节 3。
第三段	结尾套话	①感谢大家的关注。②期待你的参与。

3. 真题实战

请同学们暂停视频，先：

1. 构建自己的专属模板；
2. 背诵模板句；
3. 进行 2015 年英语（二）小作文真题写作练习（在练习题横线处填入相应信息）。

完成以上任务后，再继续观看视频讲解。

【真题实战：2015 年，英语（二）】

Suppose your university is going to host (举办) a summer camp (夏令营) for high school students.

Write a notice to

- 1) briefly introduce the camp activities, and
- 2) call for volunteers (志愿者) .

You should write about 100 words on the **ANSWER SHEET**.

Do not use your name or the name of your university.

Do not write your address. (10 points)

✓ 逐句带写练习

第一步：审题，划出题干中的核心信息。

- ① 圈出收件人：
- ② 圈出寄件人：
- ③ 圈出体裁类型：
- ④ 区分写作任务：

主要任务（第二段拓展）：_____

次要任务：_____

- ⑤ 划出重点词组：

第二步：使用建议类书信模板句，将中文思路翻译为英文表达。

第一段

【中文思路】①我们大学将于 2025 年 7 月 5 日举办一场高中生夏令营。②该夏令营的特色在于涵盖许多活动项目，旨在加深学生对大学生活的理解。③参与者将有机会[聆听知名专家演讲、参观博物馆以及与国际留学生交流](#)，这将使他们[扩大知识面](#)。

【英文表达】_____

第二段

【中文思路】 ①为确保活动成功举办，学生会正在招募志愿者。②首先，申请人应具有良好的解决问题能力，以应对突发情况。③其次，申请人必须具有出色的沟通能力。④另外，我们将优先考虑具有相关工作经验的学生。⑤对于有兴趣加入我们的学生，请在 2025 年 6 月 1 日之前以电子邮件形式联系我们（请随信附上简历）。⑥我们的邮箱地址为 studentsunion@126.com。

【英文表达】

第三段

【中文思路】 ①提前感谢你的时间和关注。②我们期待你的参与。

【英文表达】

✓ 参考范文&译文

Notice	通知
<p>①A summer camp for high school students is scheduled to be held on July 5, 2025 at our university. ②This summer camp is characterized by a host of activities so as to deepen students' understanding of college life. ③The participants will have the opportunity to <u>listen to lectures delivered by renowned experts, visit museums and interact with international students</u>, which will enable them to <u>expand their horizons of knowledge</u>.</p> <p>①To ensure the success of this event, the Students' Union is now calling for volunteers. ②Firstly, applicants should demonstrate excellent problem-solving skills to handle</p>	<p>①我们大学将于 2025 年 7 月 5 日举办一场高中生夏令营。②该夏令营的特色在于涵盖许多活动项目，旨在加深学生对大学生活的<u>理解</u>。③参与者将有机会<u>聆听知名专家演讲、参观博物馆以及与国际留学生交流</u>，这将使他们<u>扩大知识面</u>。</p> <p>①为确保活动成功举办，学生会正在招募志愿者。②首先，申请人应具有良好的解决问题能力，以应对突发情况。③其次，申请人必须具有出色的沟通能力。④</p>

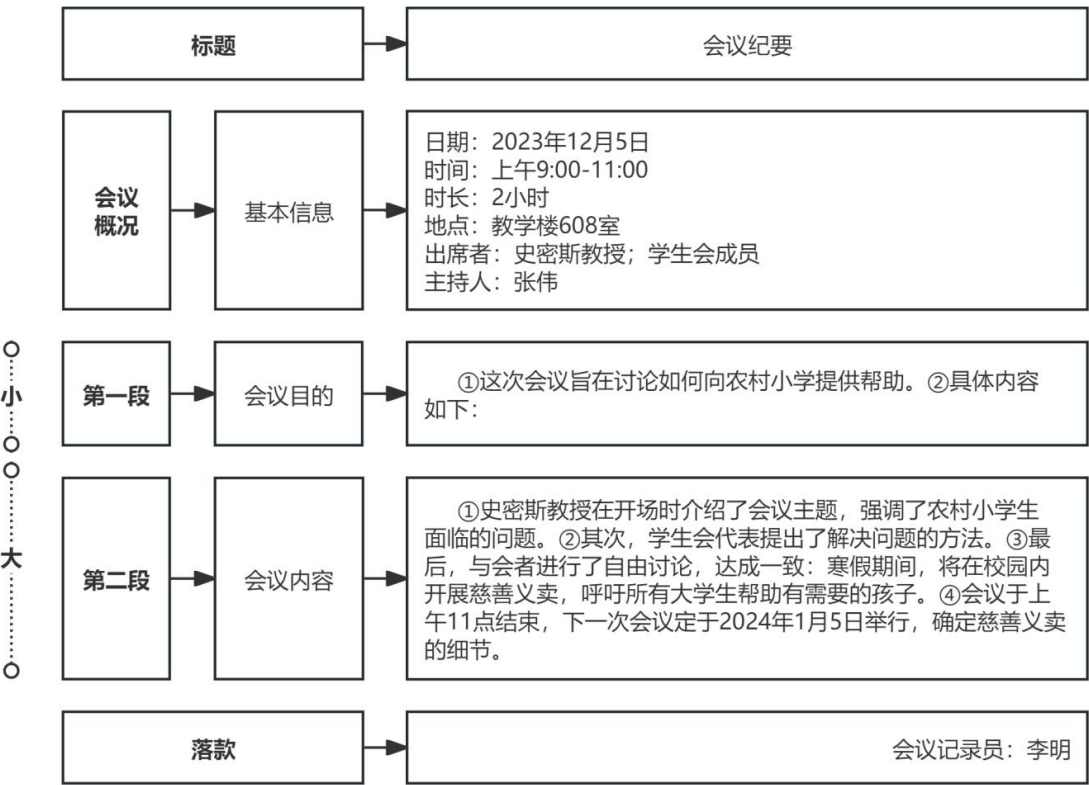
<p>emergent matters. ③Secondly, they must show outstanding communication abilities. ④In addition, students with relevant working experience are preferred. ⑤For the students who are interested in joining us, please send us an email including your personal information before June 1, 2025. ⑥Our email address is studentsunion@126.com.</p> <p>①Thank you in advance for your time and attention. ②We look forward to your participation.</p> <p style="text-align: right;">The Students' Union May 9, 2025</p>	<p>另外, 我们将优先考虑具有相关工作经验的学生。⑤对于有兴趣加入我们的学生, 请在 2025 年 6 月 1 日之前以电子邮件形式联系我们 (请随信附上简历)。⑥我们的邮箱地址为 studentsunion@126.com。</p> <p>①提前感谢你的时间和关注。②我们期待你的参与。</p> <p style="text-align: right;">学生会 2025 年 5 月 9 日</p>
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二、纪要写作

1. 纪要基本介绍

“会议纪要”(Minutes) 是对会议过程及内容的书面记录, 一般用于比较重要或正式的会议。其目的是准确记录会议情况, 以备将来查用。

2. 纪要写作框架



3. 纪要写作格式&模板

Minutes

Date: December 5, 2023

Time: 9:00 a.m.-11:00 a.m.

Duration: 2 hours

Place: Room 608, the Teaching Building

Present: Professor Smith; members of the Students' Union

Presided by: Zhang Wei

①This meeting was aimed at discussing how to help primary schools in the rural areas of China. ②The contents are as follows.

①Firstly, opening remarks introducing the theme of the meeting were made by Professor Smith, highlighting the problems faced by primary school students in the countryside. ②Secondly, representatives from the Students' Union offered their approaches to solving the problems. ③Lastly, time was spared for free discussions and a consensus was reached that a charity sale would be held on campus during the winter vacation. ④The meeting concluded at 11 a.m. and the next meeting was scheduled on January 5, 2024 to work out the details of the charity sale. (121 words)

Minutes recorder: Li Ming

- 标题：

居中书写

- 会议概况：

①位置靠左顶格；

②日期早于考试日期

- 正文：

①首行缩进 4 个字符；

②分段书写，中间不空行

- 落款：

①正文右下方；

②首字母大写