

英语二大作文

{ What is crystal clear in the above chart is the remarkably (different/similar) trends of (主题词), which implies an astonishing social phenomenon hidden in our daily happenings. The most obvious variation is that of (事物1), which has (increased/decreased) nearly by (数字1) from (年份1) to (年份2). At the meanwhile, (事物2) (increased/decreased) roughly by (数字2), presenting an apparent contrast. 【如果有事物3: As for (事物3), it almost remained stable at (数字3) 或 As for (数字3), it has undergone a (significant/slight) (decline/growth) during the same period, (descending/ascending) from (数字3) to (数字4).】 (以上适用于动态图) }

{ As is realistically revealed in the chart, major differences are detected in terms of the proportion of (主题词) among distinct groups. Based on the statistics of the chart, (事物1) occupies the dominant position, accounting for (数字1). (事物2) takes up the percentage of (数字2), ranging for the (close/distant) second. While (事物3) comprises a relatively small proportion of (数字3), coming to the last one. (这一段适用于静态图) }

The phenomenon of (主题词) permeates every corner of the (university/society) and has been too ubiquitous to avoid. Some significant rationales behind this phenomenon are never too difficult to reach. First of all, the burgeoning-improved economic system, such as the internet finance, has offered enormous economical convenience, which drives increasing attention on and active participation in the phenomenon of (主题词). Secondly, with the popularity of the internet, some thinking patterns concerning consumption and living styles from the developed countries have been gradually introduced to metropolitans in China, disintegrating the existing conventional ideas. Consequently, the development of (主题词) in society prefers than ever before. Furthermore, a series of improvement policies that have been implemented by the government may have accelerated the process to a certain extent.

Based on the aforementioned analysis, it can be safely concluded that the next few years will witness the mature development of (主题词) among (college students/the public). I firmly hold the belief that a justified attitude toward (主题词) is worthy of wide-spread

acceptance. Furthermore, the government is paying increasing attention to the trend of （主题词） and making every endeavor to devote itself to the creation of a more civilized social environment.

参考译文

{ 上述图表清楚地展现了主题词的（不同相似的变化趋势，展示了一个发生在我们身边的令人惊讶的社会现象。事物 1 的变化尤为显著，从年份 1 到年份 2（增加/减少）了将近数字 1。在同一时期，事物 2 大约（增加减少）了数字 2，形成了鲜的对照。至于事物 3，几乎保持稳定在数字 3。或：至于事物 3，从数字 3（急剧缓慢地（减少/增加）到数字 4。 }

{ 正如上述图表清楚展示的那样，不同类型的主题词的比重差异很大。根据图表中的数据，事物 1 占据了主导地位，占比为数字 1。事物 2 则（紧随其后与其差距甚大），居于第二，占比为数字 2。而事物 3 则占据了相对较小的比例，占比为数字 3，排在最后。 }

主题词的现象在（大学/社会）中已经如此普遍，以致不能忽视。不难提出导致这一现象的几个主要原因。首先，逐渐完善的经济体系，例如互联网金融，给人们在经济上提供了极大的便利，让人们对主题词现象的关注度和参与度逐渐提升。其次，互联网的普及将一些发达国家的消费和生活理念传入到了中国的城市，使得人们的传统观念逐渐被打破，致使在社会中更加偏向于主题词现象的发展。除此之外，政府实施的一系列优化政策也在一定程度上加速了这个过程。

建立在上述分析的基础之上，我们可以合理地得出结论，在可以预见的近几年，主题词现象在（大学生/公众）当中将会更加趋于完善。我认为，对主题词的合理的看待值得广泛接受。不仅如此，政府也在持续关注主题词现象的趋势，引导其创造更加文明的社会氛围。

建议信

Dear Sir/Madam,

(I am a senior student majoring in Management in XX University.) Generally speaking, (题目所给的具体事物) is quite good, however, I still have some suggestions for you to adopt.

From my perspective, there is much room for improvement. The most important thing you can take into consideration is (具体建议), and it is difficult to say it has been satisfactory. In addition, it is not too much to say that (题目所给的具体事物) plays an indispensable role, which, I reckon, you can attach much more great importance to and improve. I do hope that my suggestions will be beneficial for you.

Thank you for taking up your time to read. I am looking forward to your favorable reply at your earliest convenience if you need further information.

Yours sincerely,
Li Ming

参考译文

(我是 XX 大学主修管理学的一名大四学生。) 一般来讲, (题目所给的具体事物) 是非常好的, 但是, 我依然有一些建议望您采纳。

从我的角度来讲, 这个事物还有很大的改善空间。您需要考虑的最重要的就是 (具体建议), 这很难说已经达到了令人满意的程度。此外, 再怎么强调 (题目所给的具体事物) 不可或缺的重要作用都不过分, 我认为您可以更加重视它并且改善它。我真诚的希望我的建议对您有帮助。

感谢您花时间来阅读我的信件。如果您还需要进一步信息的话, 期待着您在方便的时候给我回信。

感谢信

Dear Sir/Madam,

I would like to take this opportunity to express my sincere appreciation to you for what you did for me. Without your help, I would not have done it so smoothly and successfully.

In the first place, it was you who helped me out when I was in trouble and without your help I would have failed in the task and suffered a serious loss. Although nowadays many people talk about the need to be unselfish and to help others, we see very few people practicing what they preach. But your assistances reveal that you are an exception.

My gratitude to you is beyond my words. I must thank you again for your generous help and (抄题干内容就行).

Yours sincerely,
Li Ming

参考译文

我愿意借此机会对您向提供我的帮助表达诚挚的谢意。如果没有您的帮助，我不可能平稳的、成功的完成任务。

首先，正是您伸出援手才让我在困难中得以解脱，并且没有您的帮助我不会完成这个任务也会遭受到巨大的损失。尽管目前很多人都在谈论无私与助人的必要性，但是我们都很少能看见那些实践他们承诺的人。您对我的帮助表明了您是其中的例外。

对于您的感激溢于言表。我必须要再次对您给我提供的慷慨帮助表示感谢，(抄题干内容)。

辞职信

Dear Sir/Madam,

I am writing this letter to you to express my deep regret and after careful thought and consideration, I decide to resign from the position as a/an （职位）.

The reasons behind my decision are as follows. Primarily,I have expected the job to be interesting and challenging, which turned out to be the opposite.In addition, the salary proved to be much lower than you originally promised,and it really disappointed me. Meanwhile, I am planning to further my study and go back to college to learn more.

Thank you for offering me the opportunity to work with the outstanding staff here. I sincerely hope that you can approve of my resignation.

Yours sincerely,
Li Ming

参考译文

我写这封信的目的是向您表达我深深的歉意，在经过仔细的考虑之后，我决定辞去我的（职位）。

我做出决定背后的原因可以列为如下内容。首先，我本期待着这份工作是有兴趣的也是有挑战性的，但是结果证明却是相反的。此外，薪酬要远远低于您一开始承诺的，这也令人非常失望。同时，我也正在计划回学校进修学更多的知识。

感谢您给我提供了和本公司这些优秀员工一起工作的机会。我真诚的希望您可以同意我的辞职申请。

道歉信

Dear Sir/Madam,

I am writing this letter to you to express my deep regret to you for what I did. Without my carelessness, you would not have suffered the loss.

It was I who brought you the inconvenience and prevented you from (doing sth), and but for what I did, you would have fulfilled your task smoothly. My apology to you is beyond my words and I will try my best to make up for the mistake I made. And I am looking forward to seeing you and expressing my regret face to face.

I sincerely hope you can understand my situation in my position and accept my apology.

Yours sincerely,
Li Ming

参考译文

我写这封信的目的是对于我的行为向您表达我深深的歉意。如果不是我的粗心大意，您就不会遭受一些损失了。

的确是我给您带来了一些不便，而且也耽误了您做 (根据题干信息填写耽误了对方做的具体内容)，要不是我的所为，您可能已经平稳的完成了您的工作。文字已经不能表达我对您的歉意了，我将尽力去补偿我的过失。期待着能够见到您并且当面向您表达我的歉意。

我真心的希望您可以站在我的立场理解我的具体情况，并且能够接受我的道歉。

请求信

Dear Sir/Madam,

(I am a senior student majoring in Management in XX University.)I am honored to have the chance of communicating with you here and I am writing to ask if you could do me a favor—(请求的内容).

At the moment, I (请求的原因) so that I write to you for help, which is of great significance to me. And my request can be listed as follows, which needs your consideration. Primarily, (具体请求事项) Moreover, I would like to highlight the importance of (结合题干相关内容).

Your help will be much appreciated by me and I am looking forward to your favorable reply at your earliest convenience.

Yours sincerely,

Li Ming

参考译文

我是 XX 大学主修管理学的一名大四学生。非常荣幸的能够有机会和您交流，我写信的目的就是期待您可以帮助我-(请求的内容)

最近，我 (请求的原因)。所以，我给您写信想求得您的帮助，这对我有着极大的意义我的具体请求如下，希望得到您的关注。首先，(具体请求事项)。同时，我想说 (结合题干相关内容) 对我也极为重要。

我想万分感谢您对我提供的帮助。期待在您有空余时间的时候给我及时的回复。

求职信

Dear Sir/Madam,

I am writing to express my strong interest in the vacancy you advertised online and I sincerely hope I can get the opportunity to work with you as (题目所给出的职位)

I believe I can be an excellent candidate for this post, which can be demonstrated by my outstanding academic background and performance. The most valuable qualification I have, as far as I am concerned, is my ability to communicate, an indispensable factor for such a post. In addition, I have been accumulating rich experience, which will be, directly or indirectly, helpful to fulfill the task required by this position. I am confident that, by working hard under your guidance, I can be competent for this job.

I have enclosed a copy of resume for your consideration and will provide any further information you may need.

Yours sincerely,
Li Ming

参考译文

我写这封信的目的是对贵公司网上登出的职位空缺表示强烈的兴趣,我真诚的希望我能获得(题目所给出的职位),与您并肩工作。

我相信我能成为该职位的一个优秀的候选人,我良好的学术背景和表现可以为此证明。我个人认为,我最有价值的资质就是我的沟通能力,这是该职位所要求的不可或缺的因素。此外,我已经积累了丰富的经验,这将直接或间接的有助于完成该职位所要求的任务。我很自信的是,在您的指导下通过我的努力工作,我能够胜任这个工作。

为您随信寄送了我简历的复印件以便于您的考量,同时,我也愿意向您提供你所需要的其他信息。

投诉信

Dear Sir/Madam,

I am writing to express my dissatisfaction with (具体产品) which I bought in your shop (具体时间). I am very disappointed to tell you that it has brought me great inconveniences and losses. The specific complaints are as follows.

Primarily, the product is awfully far away from my expectation. I found that its quality was not coherent with your promise, and to my surprise, after checking the relevant information online, I realized it was a fake. Much to my regret, when I reflected this problem to your salespersons, I did not get their immediate response.

Consequently, I sincerely hope that you can find out a solution as soon as possible before things get worse. I would be most grateful if you could put this matter right immediately.

Yours sincerely,
Li Ming

参考译文

我写这封信的目的是向您表达我对您(具体产品)的不满，该产品在贵店购于(具体时间)。我非常失望的告知您，您的产品给我带来了极大的不便和损失。具体的投诉情况如下。

首先，该产品实在是难以令人满意。我发现其质量与您先前承诺的不符，同时令我惊讶的是，在我在线查询完相关信息之后，我意识到该产品竟然是一个假货。尤其让我失望的是，当我把这个问题反映给贵公司销售人员之后，我并没有得到他们的即刻回复。

因此，我诚挚的希望您能够在事态恶化之前尽快给出一个解决办法。如果您能立即解决的话，我将不胜感激。

推荐信

Dear Sir/Madam,

(I am a senior student majoring in Chinese in XX University.)With reference to your requirements, I would like to recommend (sb./sth.) to you as your ideal candidate/choice.

The reasons for my recommendation can be summarized as follows.

推荐"人", 后面就直接写求职信第二段

推荐"书籍、电影或文章", 写下面这段

The book/film/passage I will show you is called Steve.Jobs, which described the story about Jobs, who was the father of Apple.Although he failed many times in competing with other companies, and even were fired by his own employees, his desire for success and dream never faded and he insisted on his dream to create"iPhone".Honestly speaking, he is a great man, who will never be forgotten by the public and his brand — Apple — will leave us a great digital product.

推荐"物", 写下面这段

Primarily, it is a genuine first-class product, whose quality can be guaranteed, especially I used it six months ago in advance and thus I can share my experience with you.In addition, the convenience of the product is well appropriate for you and will bring benefits to your life and study.

Without reservation, it is for these reasons that I do not hesitate to offer high recommendations to you. Thank you for reading the letter and hope you will gain a promising future.

Yours sincerely,
Li Ming

参考译文

(我是一名 XX 大学主修中文的学生。我愿意借此机会向您推荐 (某人/某物) 作为您理想的 候选人/选择。

我向您推荐的原因可以被归纳为如下几个方面：

推荐"人"，直接写求职信第二段

推荐"书籍、电影或文章"：

我向您推荐的书籍/电影/文章叫做《乔布斯》，它描述了关于苹果之父乔布斯的故事。尽管他曾经多次在与其他公司竞争中失败，甚至曾经被自己的员工所解雇，但是他对于成功和梦想的渴望从未褪色，他坚持他的梦想创造了 iPhone。坦白的讲，他是个伟大的人，他也不会被公众所忘记，他的苹果品牌将会给我们留下一个伟大的数字产品。

推荐"物"：

首先，它是一个具备一流品质的产品，其质量是可以得到保证的，尤其是我已经提前使用了半年的时间，因此我可以和您分享我的经验。另外，这个产品的便利性是非常适合您的，并且会给您的生活和学习带来益处。

毫无保留的，正是出于这些原因，我才毫不犹豫的向您高度推荐。感谢您阅读这封信件，最后希望您有更加美好的未来。

邀请信

Dear Sir/Madam,

It is my greatest privilege and honor to make an invitation to you to attend (题目所给具体活动), which will be held at 10 a.m.next Monday in Holiday Hotel in Dongcheng District, Beijing.

During the period of this activity, we will discuss some relevant details about (题目关键事项), and I do hope that you can give us your specific advices concerning this topic. undoubtedly,printed invitations have been sent, but I'd like to write personally to close friends like you to join us on this occasion.

I sincerely expect that you can take part in (题目中具体活动)and hope to hear from you at your earliest convenience.

Yours sincerely,
Li Ming

参考译文

能够邀请您出席(题目中具体活动)是我极大的荣幸，本次活动将在下周一上午十点，北京市东城区假日酒店举行。

在本次活动期间，我们将讨论关于(题目关键事项)的相关细节，同时，我非常希望您能给予我们一些关于该话题的具体建议。诚然，打印的请柬已经寄送给您，但是，对于像您这样的亲密朋友，我更愿意写信给您以期待您能够参与到本次活动中。

真诚的期待着您可以参加到(题目中具体活动)中，同时，也期待着您能在第一时间给予回复。

祝贺信

Dear Sir/Madam,

I am greatly excited and delighted to learn that (题干具体祝贺事件). With my greatest pleasure, let me offer my most heartfelt congratulations upon your achievement.

You don't know how thrilled I was at the news of your success and I am proud of you for your achievement. I have been watching your progress with admiration all the years, and I know more than anyone else how much effort you have put in. Also, it has proved again that a good man always gets ahead and undoubtedly you have set a good example for me.

With my cordial congratulation, may the years ahead fulfil all your hopes and bring you great happiness and prosperity.

Yours sincerely,
Li Ming

参考译文

非常高兴的得知您 (题干具体祝贺事件)。极为荣幸的是，请让我对于您取得的成就献上我最为真挚的祝贺。

当得知您成功消息的时候，我激动万分，我为您取得的成就而感到骄傲。多年来，我见证了您的进步，这也令我极为钦佩；除了我，没人知道您付出了怎样的努力。此外，这也再一次证明了一个优秀的人总能获得成功的道理；毫无疑问的是，您也给我树立了一个好的榜样。

伴随着我诚挚的祝贺，愿您心想事成，也愿您生活幸福、事业蒸蒸日上。

询问信

Dear Sir/Madam,

I am writing this letter to you to express my sincere hope that you could provide me some information regarding (题干关键词), and the details are as follows.

(I am a senior student majoring in Management in XX University.)Honestly speaking, I am very interested in the activity mentioned above, but there are still some questions puzzling me. And the most important question I want to know is (题干内容).In the second place, would you please offer me some advice on (结合题干活动)? I do hope that your help is of great value to me.

Thank you for your attention.I would appreciate it if you would send me a reply at your earliest convenience.

Yours sincerely,

Li Ming

参考译文

我写这封信给您的目的是表达我诚挚的希望，望您可以向我提供关于(题干关键词)的相关信息，具体信息如下文所示。

(我是xx大学主修管理学的一个大四学生。)坦诚的讲，我对上文中提到的这项活动非常感兴趣，但是还是有一些问题依然困扰着我。其中，我最想问您的问题就是(题干内容)。同时，您可以给我提供一些关于(结合题干活动)的相关建议吗?我真诚的希望您的帮助对我有极大的意义。

感谢您的关注。如果您可以在您空余的时间回复我的话，我将万分感激。

通知/告示

(活动名称) has been arranged for Sunday at 2pm at the Student Center. In the following are relevant details you should know pertaining to this event.

To start with, the fact that (第一个信息) is important and requires your consideration. Additionally, the closing speech will be delivered by a guest respected worldwide. Last but not least, there will be a 15-minute Q & A session.

We would be delighted for your participation in this event. Should you want to disclose more, I would supply a detailed interpretation.

The Students' Union

参考译文

我们把(活动名称)安排在周日下午 2 点，并把场地定在学生中心。以下是您需要知道的关于该活动的一些具体细节。

首先，(第一个信息)，这十分重要，需要您重点关注。此外，本次活动将由一位受人景仰的嘉宾做闭幕陈词。最后，本次活动将有一个 15 分钟的问答环节。

如果此次活动有您的加入，我们将十分高兴。如果你觉得有必要知道更多的信息，我可以提供一个详细的解释。

The Students' Union

慰问信

Dear Sir/Madam,

I feel so sorry to learn of the unfortunate news that (慰问事由). I hope you will feel better by the time this letter reaches you.

I know you suffered a lot from the disaster and I do believe that things will improve as time goes by. What I am eager to know is your recent situation and the development of the event. So are you getting better these days? It is necessary that you should pay close attention to your health in the future.

I sincerely hope that you can be tough and optimistic about life. Were there anything i can do for you ,please do not hesitate to call me.Best wishes to you.

Yours sincerely,
Li Ming

参考译文

当我得知您(慰问事由)消息的时候，我非常的难过。我希望当您看到这封信的时候您会感觉好一些。

我知道您在这次"灾难"中遭受了很大的挫折，我真心希望随着时间的流逝事情会有所改善。我最想知道的就是您的近况和事态的进展。您最近情况有所改善吗?对于您来说，在近期关注您的健康是非常必要的。

我真诚的希望您一定要对生活保持坚定和乐观的态度。如果有任何事情我能为您效劳，请不要犹豫给我来电。愿您好运。

拒绝邀请信

Dear Sir/Madam,

Thank you for your invitation to me to attend (题目所给出的具体活动). Unfortunately, I am terribly sorry that I am unable to take part in the activity.

The reason forcing me to be absent from your (题目所给出的具体活动) is that there is a critical interview for me from the company Microsoft, which is beyond my expectation and conflicts with it. In addition, the interview is rather significant to me and it will determine my career development. Therefore, I will be occupied by the activity and can not make my presence on it.

I am so sorry and I hope you can thoroughly understand my situation. I really expect you can enjoy a good time.

Yours sincerely,
Li Ming

参考译文

感谢您对我的邀请去参加(题目所给出的具体活动)。不幸的是，我非常抱歉，我将不能前往参加此次活动。

迫使我缺席您的(题目所给出的具体活动)的原因是因为有一个来自微软公司的极重要的面试，这个面试超出了我的预期，与您的活动在时间上冲突了。同时，这个面试对我非常重要，它将会决定我的职业发展。因此，我的时间将会被这个面试完全占据，这样就不能前往参加您的活动了。

我非常的抱歉，同时，我也希望您能完全理解我的情况。我真诚的希望你能度过一段美好的时光。