**1-The column chart above illustrates** the turnover of online shopping and its growth rate in China from 2001 to 2008．2-During the period，there was a dramatic increase from 0.6 billion in 2001 to 125 billion in 2008 in the turnover．3-**Meanwhile**， the growth rate decreased from 200％ to 110.4％，a decline of about 90 percentage points.

**4-While** online shopping **is not without its risks**，**it offers people an excellent alternative to** the traditional way of shopping．**5-The first reason that** e-shopping is so appealing is its relative ease and convenience．**6-For** conscientious students with hectic schedules，purchasing items on eBay，Taobao.com among other websites i**s an excellent way to free up valuable time for their studies．7-The second advantage of** online shopping is that it is available 24/7．**8-**Being able to shop at any and all hours of the day **is conducive to** the late nights associated with the modern lifestyle；**9-**at the same time，**it means that people no longer have to** plan their activities around stores' opening hours.

**10-Despite the advantages to people** making purchases online，**there are also a few caveats that young people should bear in mind．11-Firstly，** the speediness and convenience of e-shopping may encourage frivolous or unnecessary spending by inducing people to buy more than they had initially intended．**12-Secondly，there is a chance that those people who are** already introverted **may become even more alienated from the outside world.**

参考译文1-上述柱状图揭示了2001至2008年间中国网上购物的交易额及其增长率。2-在这段时期，网购交易额从2001年的6亿元急剧增长到2008年的1250亿元。3-同时，增长率从200％下降到110.4％，大约下降了90个百分点。

4-尽管网上购物并非零风险，但相对于传统的购物方式，它为人们提供了一个极好的选择。5-网上购物如此吸引人们的第一个原因就是，它相对来说比较容易和方便。6-学习比较认真的同学们都有着繁忙的时间表，在易趣、淘宝等网站上购物是一个非常好的方式，可以省出宝贵的学习时间。7-网购的第二个好处就是购物没有任何时间限制。8-人们在一天中的任何时候都可以买东西，这与现代生活方式中习惯晚睡的作息时间相符，9-与此同时这也意味着人们不再必须按照商店的营业时间来计划自己的活动了。

10-尽管在网上购物有很多好处，但年轻人也应该记住几点忠告。11-首先，网购的快速和便捷可能会诱导人们很轻率地购买比最初预想多得多的、原本不需要的东西。12-其次，那些本来就内向的人们可能会变得与外面的世界更加疏远。

经典范文 106

**1-As can be seen from the bar chart above**， the population aging over 60 years old in China **has increased markedly from** 2000 and will continue to grow in **the coming decades**．**2-From the statistics given in the diagram**，we estimate that there were 120 million aged people in 2000，**accounting for abou**t 10％ of the total population，**while it will shoot up to** 450 million in 2050，approximately 35％ of the total.

**3-From my point of view，the government，society and** the children of the old should care for the old all together．**4-**Only one or two parties' involvement will not be enough．**5-How well we handle this social issue reflects the degree of civilization of our country．6-To begin with**，**all citizens** with income pay taxes to the government，**so the authority is obliged to** ensure a stable and happy life of its people．**7-In addition，society**，**including companies，associations and organizations**，**should play a positive role in** helping the aged people，**both financially and spiritually**．**8-**Last but not least， the children of the elderly should be responsible for their parents，because they have not only brought them into the world，but also raised them to be useful citizens.

**9-In conclusion，I suggest that the whole society should create an environment conducive to** the happy life of the old people．10-**No one can escape the obligation**.

1-如上述柱状图所示，中国60岁以上的人口从2000年起已经显著增多，在未来几十年内仍将呈上升趋势。2-根据图表中给出的数据我们可以估计，2000年，60岁以上的人口是1.2亿，约占总人口的10％，而到2050年，老年人的数量将猛增到4.5亿，约占总人口的35％。

3-在我看来，政府、社会和子女应该共同照顾老年人，4-只有一方或两方的参与是不够的。5-我们如何处理这一社会问题反映了我们国家的文明程度。6-首先，所有有收入的市民都给政府交税，因此政府必须确保其人民拥有稳定幸福的生活。7-其次，包括各个公司、协会、组织在内的整个社会都应该从物质和精神上在帮助老年人方面发挥积极作用。8-最后但同样重要的是，由于父母不仅把子女带到这个世界，还把他们培养成有用的公民，因此老人的子女应该对其父母负责。

9-总之，我认为整个社会应该为老年人的幸福生活创造一个有益的环境。10-没有人能够逃避责任。

**1-**Since 1990，**China has witnessed a great change in** the ownership of houses．**2-As the chart shows**，**the percentage of** state-owned houses in a certain city in China **decreased considerably**，**dropping from** 75％ **in** 1990 **to** 20％ **in** 2010，**while the corresponding figures for** private houses **increased dramatically**，**rising from** 25％ **to** 80％ **over the same period**.

**3-The rise and fall can be accounted for by a couple of factors**．**4-For one thing，the boom of the urban economy has resulted in the increase of family income and the improvement of family economic conditions has led to the changes of people's minds．5-Nowadays ,** hire purchase or installment plan **has found its growing popularity and acceptance．6-These have promoted the purchase** of private houses．**7-For another，the government has put in force a series of new policies which provide** residents **with subsidies** **and loans to encourage their** real **estate investment**．**8-These policies make it easier for an individual to buy** his or her own house.

**9-In my opinion**， owning a house **is also an excellent investment for an individual．10-With the population rising as quickly as it is，it is a very good idea to** become a property owner．**11-In the forthcoming years,** land **will be increasingly expensive, and therefore less attainable**．**12-Furthermore，if one buys a house**，**it is likely that he will be able to sell it for profit in the future**．**13-Accordingly**，**the increase** **in private** house ownership **is acceptable for both the government and individuals，which should be encouraged.**

1-自1990年以来，中国的住房所有权发生了巨大的变化。2-如图所示，中国某城市国有住房的比例大幅度减少，从1990年的75％下降到2010年的20％，而同一时期私有住房的比例却急剧增长，从25％增加到80％。

3-两种住房所有权比例的升降是由多个因素造成的。一方面，城市经济的快速发展使居民家庭收入不断增加，而家庭经济条件的改善也导致了人们思想观念的转变。如今，分期付款的购房方式越来越受到人们的欢迎和接受。这些都促使个人购房比率快速上升。另一方面，政府实施了一系列新政策，为居民提供购房补贴和贷款，鼓励人们投资不动产。这些政策使得个人购房变得更加容易。

我认为，对个人来说，拥有自己的房子也是一种极好的投资。随着人口的快速增长，拥有房产是明智的选择。将来，土地会越来越贵，也就越来越难获得。另外，买了房子之后，未来也可以将房子卖了获利。因此，越来越多的人购房对政府和个人都是好事，应该鼓励。

108**1-** **The figures in the above column chart indicate the stable increase of** private cars **from** 1980 **to** 2010**．2-As is shown in the chart，there were** five private cars **for every thousand** families in 1980．**3-During the next** thirty **years**，**the number was rising all the time**．**4-It went up to** 40 **in** 2000，**and in** 2010，**there were** 70 private cars **in every** 1,000 families.

**5-There are a good many factors for the increase and the main reasons are as follows**．**5-To begin with，with the speedy development of economy and the increase in people's income，a large number of families could afford** a car．**6-In addition，a great many Chinese cities such as Beijing and Shanghai are being extended with highways** and many people's houses are far away from their work places．**7-To them**，**owning a** private car **could save time and bring a lot of conveniences．8-Finally，with the development of the highway，the transportation is greatly improved，which means a better condition for** the drivers，**encouraging a lot of people to buy a** car of their own.

**9-From the discussion above，we can conclude that families in mounting numbers will own** private cars，**and** private cars **will become a common household** transportation tool，just like the bicycle today.

**1-**上述柱状图中的数字显示了从1980年到2010年私家车的稳步增长情况。**2-**如图所示，在1980年，每一千个家庭拥有5辆私家车。**3-**在接下来的30年中，这个数字一直在增长，2000年达到40辆，而到2010年每千户家庭拥有70辆私家车。

**4-**私家车的增长是由很多因素造成的，主要原因如下：**5-**首先，随着经济的迅猛发展和人们收入的增加，很多家庭有能力购买私家车。**6-**其次，中国有很多像北京、上海这样的城市因高速公路的建成而大大扩展，很多人的住所离工作地点很远，**7-**对于他们来说拥有私家车既可以节省时间，还能带来诸多方便。8-最后，随着高速公路的发展，交通状况大为改善，这意味着司机们拥有了更好的行车条件，也鼓励着更多人购买属于自己的车。

9**-**从上面的讨论中，我们可以得出如下结论：越来越多的家庭将拥有私家车，而私家车将成为一种普通的家庭交通工具，就像今天的自行车一样。

109 **1-The pie chart above reveals** the basic quality of managers i**ncluding** self-management，team management and performance management．**2-**Self-management **consists of** communication，time management and role cognition；**3-**team management **contains** team construction，effective authorization and leadership；**4-**performance management **comprises of** staff guidance，target management and performance management.

**5-There are several distinct qualities or traits of** any good supervisor or boss．**6-One important quality is** to be clear and explicit in giving instructions．**7-**If instructions are vague，**otherwise** preventable misunderstandings and mistakes may occur．**8-For example**， bosses often like to say something like“look into that”，or“take care of that”．**9-**The employee does not know if that means simply to make a couple of phone calls to clear up an issue，or to call a meeting to get in-depth information and reports，or to undertake some extensive research into the matter or problem．**10-Still another significant quality is for** the boss to have open and good channels of communication with their employees．**11-**The boss needs to ask the employees for their ideas and their input，while the employees need to feel free and easy about being able to express themselves to their boss，not fearing criticism or censure．**12-**Lastly，a good supervisor or boss is able to motivate and inspire his/her employees and staff.

**13-In summary**， a good supervisor or boss **has several distinct qualities，including being able to** give clear and explicit instructions，maintaining an open and two-way channel of communication and lastly，being able to motivate and inspire by praise and personal example.

参考译文 **1-**上述饼状图揭示了管理者的基本素质，包括自我管理、团队管理和绩效管理。2-自我管理包括交流沟通、时间管理、角色认知；3-团队管理包括团队建设、有效授权、领导力；4-绩效管理包括员工指导、目标管理、绩效管理。

5-一位好的管理者或老板应具备多个鲜明的品质或特征。6-首先，好的管理者应清楚明确地向下级传达指示。7-如果他的指示含糊不清，就会发生一些原本可以避免的误解和错误。8-比如，老板们经常爱说“查查这个”、“处理那个”之类的话。9-员工不明白老板是叫他/她打几个电话处理问题呢，还是开个会以获得详细的信息和报告，或是对这个事件或问题进行深入的调查研究。10-其次，好的老板应当同员工进行有效、坦率的沟通。11-老 老板应当询问下级的意见和看法，不能随便批评指责员工，相反应当让员工轻松自如地向老板讲述自己的想法。12-最后，好的管理者或老板能够激励手下的员工。

13-总之，一位好的管理者或老板应具备多个鲜明的特征，包括能够下达清楚明确的指示，同员工进行坦率的双向沟通，最后还要懂得夸奖员工，并以身作则，从而激发员工的干劲。

110 **1-As can be seen from the above bar chart**， volume of global electronic commerce transactions **has increased gradually during the past 15 years**．**2-In** 1997，it was almost 2 billion dollars，**while the number reached** 90 billion **in** 2005．**3-By** 2011，**the number jumped dramatically to** 300 billion dollars，150 **times more than that of** 1997.

**4-Why is** electronic commerce **booming nowadays**？**5-Several causes contribute to this phenomenon**．**6-Above all**，**the availability of computers is foremost contributor and the rapid development of information technology enables nearly everybody to have access to the computer and Internet．7-Nowadays，the Internet is no longer a stranger to common people．8-What is more，the Internet technology is becoming increasingly mature．9-People who at first do not trust** business transactions **online now become convinced that** electronic commerce **is extremely convenient and efficient**．**10-Last but not least**，**electronic commerce is the fastest way so far to make transactions across far distances．11-It makes it possible to do business at home and it saves time and unnecessary formalities as well．12-That is why it is preferable to traditional commerce.**

**13-The booming** electronic commerce **undoubtedly contributes to the prosperity of the world economy and it also gives birth to** SOHO，a special group of people working at home．**14-The trend towards a promising e-commerce is inevitable．15-Accordingly，let's get prepared to embrace this irreversible tendency.**

1-由以上柱状图可以看出，在过去十五年中，全球电子商务年成交额稳步增长。2-1997年，全球电子商务成交额约为20亿美元，而2005年这一数据增长到900亿美元。3-2011年这一数字飞涨到3000亿美元，是1997年的150倍。

4-为什么当今的电子商务发展如此之快呢？5-这一现象产生的原因有以下几个：6-首先，电脑的普及是最主要的原因，信息技术的迅猛发展几乎使每个人都用上了电脑和互联网。7-现在，对普通人来说，互联网已不再陌生。8-其次，互联网技术正日趋成熟。9-起初对网上商业交易不信任的人，现在已开始相信电子商务既方便又高效。10-最后但同样重要 重要的是，电子商务是目前远距离交易最快的方式。11-电子商务使在家做生意成为可能，还节省了时间和不必要的手续。12-这就是与传统交易方式相比，电子商务更受青睐的原因。

13-快速发展的电子商务无疑有助于世界经济的繁荣，而且它催生了在家上班族（SOHO）。14-电子商务大有前途。15-因此，让我们准备好迎接这一不可逆转的趋势吧。

111 **1-It is apparent from the diagram above that** total income of tourist industry **has reached** RMB 2,500 billion **by the year** 2015，**at a growth rate of** 10％ per year．**2-From the statistics given in the table，we can see that** the value added in tourism has accounted for 4.5％ of national GDP and 12％ of the value added in service business.

**3-**Different countries **are striving to develop** their national tourism **because** tourism really has **a lot of advantages**．**4-First and foremost，** beautiful scenery，attractive tourist spots and splendid culture allure tourists from various parts of the world，**which provides many opportunities to promote exchanges among people** from diverse backgrounds．**5-For instance**，since the reform and opening-up，China，a country which has rich tourist resources，receives millions of foreign tourists every year．**6-**Moreover， travel enriches one's knowledge，widens one's vision and enhances mutual understanding．**7-**Through travelling，we Chinese have expanded our scope of knowledge，and we have come to know the world better and have been learning how to develop our country better．**8-**Finally， tourism boosts local economy and promotes commercial exchanges. **9-**In my opinion，it is crucial for a country to develop its tourism to

upgrade its international position and at the same time promote global understanding to remove prejudice and bias．**10-**We should make good use of our rich tourist resources to make our motherland more beautiful.

由上述图表不难得知，2015年旅游业总收入已达到2.5万亿元，年均增长率10％。2-从图表中给出的数据我们可以看出，旅游业增加值占全国GDP的比重为4.5％，占服务业增加值的比重为12％。

3-由于旅游业确实有很多优点，各个国家都在努力发展本国旅游业。4-首先，美景、迷人的景点以及辉煌的文化吸引了世界各地的游客，为促进不同文化背景之间人们的相互交流提供了大量的机会。5-例如，改革开放以来，中国作为一个拥有丰富旅游资源的国家每年都吸引数以百万计的外国游客。6-此外，旅游可以丰富人们的知识，开阔人们的视野并且增进相互间的理解。7-通过旅游，我们中中国人扩大了我们的认知范围，我们更多地了解了世界，并一直在学习如何更好地发展我们的国家。8-最后，旅游业发展了地方经济并促进了商业交流。

9-在我看来，一个国家很有必要通过发展旅游业来提升国际地位，同时促进国际理解以消除偏见。10-我们应该充分利用我们丰富的旅游资源来使我们的祖国变得更加美好。

112 **1-The diagram above clearly illustrates that dramatic elevation has occurred in the** recruitment of Master of Engineering（ME）**in the past seven years**．2-**According to the statistics given above**，**we may conclude that the** recruitment of ME **was on a steady rise from 1998 to 2004．3-In 1998，the number was at a low level，only about 2,500．4-Surprisingly，it reached more than 35,000 in 2004 within no more than seven years**.**5-** **Some driving factors that**

**contribute to the above-mentioned changes may be summarized as follows**．**6-First and foremost，China has become particularly active in** manufacturing（制造业），**which leads to the increased demand of qualified** engineers．**7-In addition，the development of job market on the whole cannot keep pace with the expansion of college graduates，which obliges（迫使） a large number of students to stay on campus for another three years to get better prepared for their career．8-Last but not least，working pressure is another reason．9-Taking all these factors into account，we may predict that with speedy development of our society，the number of recruitment** of ME **will keep growing in the forthcoming decade**.

**10-On the other side of the coin，however，this tendency may bring about a good many problems**，**such as** the waste of talent．**11-It is necessary for us to take effective measures to ensure this situation doesn't get out of hand，and encourage students to** choose majors in which both theoretical knowledge and practical skills will be demanded in the job market.

1-上述图表清楚地揭示了过去七年工程硕士招生录取人数急剧增长。2-根据上面给出的数据，我们可以得出结论：从1998到2004年，工程硕士招生录取人数稳步增长。3-1998年，招生人数较少，只有大约2500人。4-令人惊讶的是，到2004年招生人数在不到七年的时间里达到3.5万人以上。

5-促成上述变化的一些主要原因可以概括如下。6-首先，中国在制造业方面变得异常活跃，这使得对高素质工程师的需求增长。7-此外，就业市场的总体发展无法跟上大学毕业生人数的增加，这促使很多学生在校园里再待三年时间，为就业做更好的准备。8-最后，工作压力是另外一个原因。9-考虑到所有这些因素，我们可以预计，随着社会的迅速发展，工程硕士的招生人数在未来十年将会继续增加。

10-然而，问题的另一方面，这种趋势可能带来很多问题，例如人才的浪费。11-我们必须采取有效措施确保这一状况不会失控，同时鼓励学生选择那些就业市场上需要的既有理论知识又有实践技能的专业。

113 **1-The column chart above clearly illustrates the statistics of the weekly earnings of** people with different educational backgrounds in the United States in 2010．**2-According to the data from** the US Bureau of Labor Statistics，**there was a steady increase from** $444 for people with less than a high school diploma（文凭） to $1670 for those with doctoral degrees.

**3-The reasons for this trend are as follows．4-In the first place，it has long been an accepted fact that** a higher degree **is a pre-requisite for** a promising（很有前途） career，or finding a good job．**5-**Having a career **implies（暗示） a progression in** one's work life，whereby（因此） one can progress into increasingly responsible positions with a commensurate increase in pay．**6-In the second place**，**in our highly competitive society，whether in China or the US，it can be said that it is hardly possible for a person to find a good job with a promising future without** at least a college degree．**7-Even a bachelor's degree is not always enough**，**and increasingly more and more young people are continuing on** for their master's or doctoral degrees.

**8-From the analysis given above，we may predict that in order to remain competitive in the workplace，people in mounting numbers will** return to school to continue their education，even though they already have their college or university degree.

1-上述柱状图清晰显示了2010年美国不同教育背景人群的周薪数据。2-根据美国劳工统计局的数据，周薪从高中以下文化程度人群的444美元稳步上升到博士学位拥有者的1670美元。

3-存在这一趋势的原因如下：4-首先，拥有更高的学位是找份好工作或拥有光明职业前景的前提条件，这是大家长期以来公认的事实。5-拥有一份职业意味着职业生涯上的一大进步，之后才可以担任更高的职务，薪水也会相应地增加。6-其次，无论是在中国还是美国，在当今竞争愈发激烈的社会，一个人如果连大学文凭都没有，那么就可以说他几乎不可能找到一份前途光明的好工作。7-甚至大学文凭也还不够，越来越多的年轻人正在继续深造，攻读硕士或博士学位。

8-根据以上分析，我们可以预测：为了保保持在职场上的竞争力，越来越多的人即使拥有了大学文凭，也会回到学校继续深造。

114 **1-**The bar chart above illustrates the various reasons that college students find it increasingly difficult in getting jobs．2-From the perspective of employers，the lack of practical experience，high expectations and financial crisis are in the front ranks，accounting for 57.1％，42.3％ and 36.9％ respectively. 3-For college graduates，the situation of the job market is getting grim．4-To begin with，with the social competition becoming keener，college graduates should be well-equipped with the practical experience which suits the demand of society．5-Otherwise，they will find no foothold for themselves．6-Unfortunately，the majority of the new graduates lack adequate practical ability and operative skills．7-Meanwhile，another reason lies in their attitude towards employment．8-A large number of graduates put earnings above anything else．9-They aim at the well-paid positions in foreign corporations or big banks and have a salary expectation of more than 5,000 RMB per month．10-Since they won't accept any job below that standard，many opportunities have been missed．11-Obviously，if they have realistic expectation of how much they should earn at the beginning of their career，it won't be difficult for them to get a job. 12-With the expanded enrollment of universities，seeking a job for graduates will become more and more difficult．13-Among many solutions， having a correct attitude toward it is an extremely crucial one.

参考译文 1-上述柱状图揭示了大学生就业越来越难的各种原因。2-在用人单位看来，缺乏实践经验、期望值过高和金融危机排在前列，分别占57.1％、42.3％和36.9％。 3-对大学毕业生而言，就业市场的形势正日益变得严峻。4-首先，随着现代社会的竞争变得日益激烈，大学毕业生应该掌握更多的实践经验以适应社会的需要，5-否则他们将无法立足。6-不幸的是，大多数刚毕业的学生的实际操作和动手能力较差。7-同时，另一个原因与他们对工作的态度有关。8-很多毕业生把收入放在首位。9-他们瞄准一些外企或大银行的高薪职位，期望的薪酬超过每月5000元。10-由于他们不接受任何工资低于这一标准的工作，很多机会都被错失了。11-显而易见，如果他们对于就业之初的工资有一个合理的期望的话，他们将不难找到工作。 12-随着高校扩招，大学毕业生的就业将变得越来越困难。13-在诸多解决方案中，拥有一个正确的态度是至关重要的。

115 **1-**The pie chart above illustrates if consumers would still choose the formula of a well-known brand，knowing it contains carcinogens．**2-**92.57％ of customers state definitely that they would not；**3-**2.03％ of them would continue to choose；**4-**while 5.41％ of the consumers say it depends. **5-**The harm of fake commodities lies in the fact that the customer has no guarantee the products comply with standard health or safety regulations．**6-**Fake products tend to be attractive because they are normally a lot cheaper than genuine ones．**7-**The health and safety standards are established by authorities to protect consumers．**8-**There are additional costs for the legitimate manufacturers to comply with these standards and that cost has to be included in the price．**9-**The makers of fake commodities can avoid those extra costs and they can further reduce their expenditure by using inferior materials and ingredients. **10-**There is no easy solution for getting rid of fake commodities，but the place to start is with the distributors and retailers．**11-**All legitimate distributors and retailers are licensed by the government and required to follow regulations．**12-**If they face severe penalties for knowingly selling or supplying fake commodities they will take greater care to avoid stocking fake products.

1-上述饼状图揭示了当得知某知名品牌奶粉含致癌物质时，消费者是否还会选择。2-92.57％的消费者明确表态不会选择，3-2.03％的消费者还会继续购买，4-而5.41％的消费者称要看情况。 5-假冒伪劣产品的危害在于消费者无法确保他们的消费品是否符合健康和安全的标准。6-伪劣产品更能吸引消费者是因为它们的价格要比真品低很多。7-为保护消费者的利益，政府制定了产品健康和安全标准。8-合法产品由于要遵从这些标准，因而产生额外的成本，这部分成本就得包含在商品的价格中。9-假冒伪劣商品制造商不用支付这部分成本，而且还通过采用劣质的原材料进一步降低商品的成本。10- 杜绝假冒伪劣商品没有便捷的解决方法，但可以从批发商和零售商着手。11-所有合法的批发商和零售商都得到政府许可，因此必须遵守法律制度。12-一旦明知故犯销售假冒伪劣商品，那么他们将会面临法律的严惩从而使他们以后多加留意杜绝采购假冒伪劣商品。

1-116 In the picture above is the symbol of volunteering with the image of a red heart and a peace dove．2-According to the diagram above，the number of registered volunteers in China has reached 25.11 million．3-There are already 268 million young people and public citizens who have provided more than 6.1 billion hours of volunteering service. 4-There are at least three benefits for volunteering．5-To begin with，participating in volunteer work could boost people's development of interpersonal relationships．6-The awareness of cooperation，dependability，responsibility and punctuality are cultivated and fostered as each volunteer interacts with other members of their group．7-In addition， volunteering will enable students to develop a balance between academic accomplishments and social development．8-This necessary balance will greatly assist each person in more successfully encountering the challenges of our contemporary society．9-Last but not least，participation in volunteer work can provide people with real-life experience in problem-solving and decision-making，through which some specific knowledge or skills are acquired．10-A case in point is that the development of leadership skills occurs as people assume responsibility for the success of their organization．11-Such experience will help them learn more about themselves and point the way to their future career. 12-Generally speaking， volunteering is vital in that it could help people fit them in with others，teach them to manage their time and know their limits，as well as explore their unique interests and talents.

1-在上图中，有一枚志愿者活动的标志，有一颗红心和一只和平鸽。2-根据上述图表，中国注册志愿者人数已经达到2511万名。3-中国累计已有2.68亿多人次的青年和社会公众为社会提供了超过61亿小时的志愿服务。 4-志愿者活动至少有三个好处。5-首先，参加志愿者活动能够帮助人们发展人际关系。6-由于每位志愿者与团队中的其他成员相互影响，因此可以培养和形成合作、信赖、责任与准时的意识。7-其次，志愿者活动使学生们能够保持学习成绩与社交发展之间的平衡。8-这种必要的平衡会极大地帮助每个人更加成功地面对当代社会中的挑战。9-最后但同样重要的一点是，参加志愿者活动能够给人们提供解决问题与制定决策方面的真实经验。10-通过这些经验，他们可以获得一些具体的知识或技能。11-一个恰当的例子就是，由于人们需要为组织的成功担负责任，因此可以提高领导能力。这种经验将帮助他们更多地了解自己并为其未来职业指明方向。 12-总而言之，由于志愿者活动能够帮助人们与他人相处，教会他们如何管理时间并且了解自身的局限，同时可以开发他们独特的兴趣和才能，因此志愿者活动至关重要

117 **1-**The table above clearly reflects the statistics of traffic accidents happening in a Chinese city．2-According to the table，in 2005， the traffic accidents in the Chinese city still failed to arouse concerns among both drivers and pedestrians. 3-The number of accidents that resulted from drivers turning left without due care increased 10 percent to 608，which is highlighted on the first row of the table. 4-Accidents related to drivers driving under the influence of alcohol rose by 15％，which is the greatest rise among the listed five causes．5-In comparison，those pedestrians who were careless when crossing roads also led to 401 accidents．6-By analyzing these factors displayed in the diagram，we may draw the conclusion that both drivers and pedestrians have little respect for traffic regulations. 7-As has been mentioned above，countermeasures should be taken immediately so as to reverse the grim situation．8-First of all，relevant laws and regulations should be established to severely punish those who violate traffic rules openly，be they drivers or pedestrians．9-Furthermore，a widespread education campaign should be launched to inform citizens that proper rules are of benefit to public safety．10-Only by doing so can we exist in a harmonious and disciplined society.

1-上述图表清楚地反映了中国某市的交通事故数据。2-根据图表，在2005年，这座中国城市的交通事故仍然没能引起司机和行人的关注。 3-源于司机左转时不够小心的事故数量增加了10％，达到608起，这在图表的首行非常显著。4-与司机酒后驾车相关的事故增长率高达15％，这在所列示的五大事故原因中增幅最大。5-同样，那些过马路不小心的行人也导致了401起事故。6-通过分析图表中所显示的这些原因，我们可以得出结论，司机和行人都不太遵守交通法规。 7-综上所述，我们必须立即采取抵制措施来扭转这一严峻的形势。8-首先，我们应该制定相关法律法规来严惩那些公然违反交通法规的人，无论他们是司机还是行人。9-其次，我们应该开展一场广泛的宣传活动来告知公众，适当的法规对公共安全有益。10-只有这样我们才能在一个和谐、守法的社会中生活。

118 1-The majority of people would agree that smoking cigarettes has caused serious problems．2-But the tobacco companies insist that they contribute greatly to the world economy by paying taxes to the government and employing hundreds of workers. 3-Personally，I believe that cigarette production and consumption threatens to do more harm than good．4-Firstly， smoking is responsible for many fatal diseases such as lung cancer，heart diseases and so on．5-According to the survey， tobacco consumers account for about 20％ of the world population，and among them， three million people die from smoking-related diseases every year．6-The fact that the output of tobacco production is reduced from 14.364 billion pounds in 1994 to 14.2 billion pounds in 1995 also indicates/suggests that people have come to realize the negative effects of smoking．7-Secondly， tobacco consumption is extremely wasteful of money．8-As is indicated in the pictures， 200 billion US dollars is lost due to smoking each year．9-Obviously，the total loss of money around the globe substantially exceeds the gain in the industry. 10-In conclusion， as the economic development aims at making our life better，we cannot sacrifice our health for short-term financial benefits．11-If we have to spend more and more money providing medical services for those who suffer from smoking-related illnesses，the notion of promoting economy via tobacco production is not justifiable．12-It is high time that we fought for the total tobacco ban.

1-大多数人认为吸烟已经导致了严重的问题。2-然而，烟草公司声称他们通过给政府纳税和雇用成百上千的工人，为世界经济作出了巨大的贡献。 3-个人而言，我认为烟草的生产和消费弊大于利。4-首先，吸烟是导致诸如肺癌、心脏病等很多致命疾病的原因。根据调查，烟民大约占世界人口的20％，而在他们中间，每年有300万人死于与吸烟相关的疾病。5-世界烟草总产量从1994年的143.64亿磅下降到1995年的142亿磅的事实，也证明了人们已经逐渐意识到了吸烟的负面影响。6-其次，烟草消费非常浪费金钱。7-如图所示，每年由于吸烟损失2000亿美元。8-显而易见，全球在金钱上的总损失明显超过了烟草业的收益。 9-总而言之，由于经济发展旨在改善人民生活，我们不能为了短期经济利益而牺牲健康。10-如果我们不得不花费越来越多的钱为那些受吸烟相关疾病所困扰的人群提供医疗服务的话，那么通过烟草生产来发展经济的观念就站不住脚了。11-我们早就该进行一场全面禁烟的战役了。

1-In the last century， world population has increased dramatically， doubling in ever-shortening cycles．2-According to the survey of World Population Fund，in the beginning of the 19th century，world population stood at 1 billion，and by 1987 it reached over 5 billion．3-And by the end of the 21st century，it will reach 10 billion. 4-Population explosion becomes a serious problem．5-Above all， population growth has put enormous pressure on world food supplies，making it difficult，if not impossible，to avoid hunger and starvation on a massive scale．6-Despite all the triumphs of agriculture in the last century，population growth goes way ahead of the gains in food production．7-Furthermore，In addition to food shortage，the growing population poses a threat to the environment．8-Finally， overpopulation affects the quality of people's life as well．9-Obviously the rise in population is accompanied by few job opportunities and few natural resources，which makes it more difficult to raise people's standard of living.10- To sum up，unchecked population growth is the most serious problem humanity faces today. 11-Food shortage，environmental destruction and the lowering of the quality of life are the certain results if we are not able to solve it.

1-上个世纪，世界人口急剧增长，数量翻倍的周期越来越短。2-根据世界人口基金会的调查，在19世纪初，世界人口数量为10亿，到1987年超过了50亿。3-到21世纪末，这一数字将达到100亿。 4-人口爆炸成为一个严重的问题。5-首先，人口增长给世界粮食供应带来了巨大的压力，使得避免大范围的饥荒虽不是不可能但变得很困难。6-尽管上个世纪在农业方面取得了巨大成就，但人口增长的速度超过了粮食生产的增长速度。7-其次，除了粮食短缺，日益增长的人口也对环境造成了威胁。8-最后，人口过多也影响了人们的生活质量。9-显而易见，伴随人口增长的是越来越少的工作机会和越来越少的自然资源，人们提高生活水平更加艰难。 10-总之，毫无节制的人口增长是目前人类面临的最严峻的问题。11-如果我们无法解决这一问题，粮食短缺、环境破坏和生活质量下降将是必然的结果。

120 1-The column chart above reflects what the college graduates plan to do after graduation．2-As can be seen from the diagram， 35.20％ of undergraduates plan to take the test for civil servants，and 31.90％ of them plan to take the test for graduate students，each accounting for approximately a third of the total. 3-When making this decision，students should consider a variety of factors，including their career plans，financial status and personal preferences．4-The first factor that undergraduate students should consider when deciding between postgraduate studies and work is their intended career．5-Students should do the necessary research to find out whether，and to what extent， job prospects for their intended line of work would improve with a postgraduate education．6-The second factor that students deciding between postgraduate education and employment should take into account is their financial situation．7-Scholarships，bursaries and loans may be available to some students，and these should also be taken into consideration when assessing whether one has ability to bear the costs of graduate studies．8-The final factor that undergraduate students should consider when deliberating between work and further education is their own personal preferences．9-These individual preferences should be given due consideration as students approach the end of their undergraduate education. 10-Generally speaking，by taking career goals，financial status and personal preferences into consideration，students can improve their chances of making an optimal choice.

1-上述柱状图揭示了大学毕业生毕业之后打算做什么。2-如图表所示，35.20％的大学生计划考公务员，31.90％的大学生计划考研或考博，各占总数的大约三分之一。 3-在做决定的时候，学生应该考虑很多因素，包括职业规划、经济状况以及个人偏好。4-大学生在决定读研还是工作时，第一个应该考虑的因素就是自己期望的职业。5-大学生应该详细调查一下研究生学历能否及能在多大程度上有助于自己预期行业的职业发展。6-大学生在决定要读研还是工作时，第二个要考虑的因素就是自己的经济条件。7-有些学生可以申请奖学金、助学金以及贷款，在衡量自己是否有能力支付学费时，这些也可以考虑进去。8-大学生在读研还是工作两者之间权衡所需要考虑的最后一个因素就是自己的个人偏好。9-大学生们在毕业之际要适当考虑个人的喜好。 10-总而言之，通过综合考虑职业目标、经济状况及个人的偏好，大学生就更有可能做出最优选择。

经典范文 121 1-Increasingly，it has become common for university students to take on part-time jobs or even start their own businesses prior to graduation． 2From the information given in the pie chart， we can see the survey on the reasons of starting one's own business among college students in a certain university．3Those whose ideals are to become entrepreneurs account for 44％ of the total，the biggest among all the five categories，while those who could not find suitable jobs account for 15％. As long as they are cautious，this kind of real-world experience can greatly benefit their future careers．4-Above all，students who launch their own business can gain valuable insight into their future career path．5-Some students may even choose to switch majors as the result of insight gained from work experience or entrepreneurial activities．6- In addition，regardless of whether a student succeeds or fails in a business venture，the mere fact of having work experience will come in handy when seeking a full-time job after graduation．7- Employers will regard these students as more ambitious，hard-working and mature than graduates who lack such work experience．8- Despite the benefits to students of“getting their feet wet”in the business world，it is crucial that they maintain academic studies as a top priority. 9- Ultimately，every student must decide how best to allocate his or her time outside of class．10-Indeed， many college-goers are wary of venturing into the real world until absolutely necessary．11- However，for those with a manageable schedule，exploratory mind and entrepreneurial spirit，work experience prior to graduation can offer important career benefits—not to mention a paycheck.

1- 大学生兼职或在毕业前就开始创业的现象日益普及。2- 从上述饼状图中，我们可以看到对某高校学生创业原因的调查。3- 那些理想就是创业者的学生占44％，在五种原因中比例最大，而那些未找到合适工作的学生占15％。 4- 只要他们能谨慎行事，这种现实社会的经历对他们将来的职业是非常有益的。5- 首先，创业的学生对自己未来的职业道路能有清晰的认识。6- 一些学生在兼职或创业的过程中，能对他们的专业有更深入的了解，有些甚至会选择调换专业。7- 其次，且不管学生在创业中成败与否，只要学生拥有一份工作经验，那就能在毕业找工作时派上用场。8- 雇主会认为，与那些缺乏工作经验的学生相比，他们有更强烈的上进心，工作更努力，而且更为成熟。9- 尽管学生能在涉足商界的经历中获益匪浅，但将学习放在首位仍然非常关键。10- 最终，每个学生都得知道如何才能最好地分配课余时间。11- 的确，有很多学生只有在迫不得已时，才会跨入现实社会中。但是对于那些能合理安排时间，有探索精神和创业理想的同学而言，毕业前的工作经验会使他们在未来的职场中受益匪浅，更别提他们已得到的那份收入了。

122 1- The column chart reveals the market size of web games in China from the first quarter of 2010 to the second quarter of 2011．2- During the period of one and a half years，there has been a sudden jump in market size from RMB 520 million to 820 million，a rise of 300 million，at a year-on-year growth rate of more than 50％. 3- When computers' entertaining function is highly spoken of，such a problem does deserve our serious concern．4-First and foremost，the most serious harm of Internet games comes from their contents，which affect children's mental fitness. 5-The majority of games involve violence，such as fighting and killing．6-To win or kill their opponents，children are permitted to use all various means like guns，knives and bombs．7-When they are enjoying the pleasure of success，a violent turn of mind is developed and rooted in them，which may induce future violent behavior in their real life．8-What is more， being indulged in Internet games also does harm to children's physical health.9- The radiation from the computer can arouse many uncomfortable feelings，like a headache，poor eyesight and even losing hair．10-Being lack of sleep and always forgetting to have dinner，children are more inclined to get irritable and suffer from severe malnutrition. 11-Of course，it is not the end of the story. 12-Being indulged in Internet games also affects children's study，and their communication with others．13-All these facts indicate that it is time for us to manage Internet games by the whole society.

1- 上述柱状图揭示了2010年第一季度至2011年第二季度中国网页游戏的市场规模。2-在这一年半之中，市场规模有了急剧的增长，从5.2亿元急剧上升到8.2亿元，增长了3亿元，同比增长率超出50％。3- 当大家都盛赞电脑的娱乐功能时，这个问题确实值得我们认真关注。4-首先，网络游戏最严重的危害来自于其内容，它们影响了孩子们的心理健康。5-大多数游戏涉及暴力，例如打斗和杀人。6-为了获胜或杀死对手，孩子们允许使用枪、刀、炸弹等各种手段。7-当他们享受胜利的快乐之时，心中萌生了暴力思想且该思想变得根深蒂固，这可能会引发他们在未来现实生活中的暴力行为。8-此外，沉迷于网络游戏也会损害孩子们的生理健康。9-电脑辐射能够引起很多不适反应，例如头疼、视力不佳甚至脱发。10-孩子们废寝忘食，脾气暴躁易怒并饱受严重的营养不良的折磨。11-当然，事情不止如此。12-沉迷于网络游戏也会影响孩子们的学习以及与他人的沟通。13-所有这些事实都表明我们整个社会应该对网络游戏加强管理。

1. 123 As can be seen from the table given above， popular fiction is the most popular with American students in this university，accounting for 65.9％ of book circulation in the library．2-General nonfiction takes up 18.2％，while books concerning science，technology and education，only 10.8％．3-In contrast， books of art，literature and poetry only have a circulation of 5.1％. 4-Several factors affect their reading preferences．5-Firstly， popular fiction is fascinating to young students．6-Secondly， books about science，technology and education are usually too complex and difficult to understand．7-They often contain many terms which most students can't understand．8-Finally，in today's market economy，much more emphasis is laid on practical and vocational books rather than art or poetry. 9-When it comes to me， poetry and art are my favorites．10-Such kinds of books can nourish my mind，and broaden my horizons. Reading a piece of good poetry tends to relieve my burden，and lessen my tension，making me more creative and dynamic．11-It gets me into an imaginary world，fresh and beautiful．I just love that feeling！

1- 如上表所示，通俗小说在该校的美国学生中最流行，占借阅图书的65.9％。2-非小说的散文类占18.2％，而科技和教育类书籍仅占10.8％。3-相反，艺术、文学及诗歌只占借阅图书的5.1％。4- 一些因素影响了他们的阅读偏爱。5-首先，对青年学生来说，通俗小说非常有吸引力。6-其次，科技、教育类书籍通常很复杂，也很难理解。7-它们用到的很多术语，大多数学生都不理解。最后，在当今的市场经济下，人们更重视实用和职业类的书籍而不是艺术或诗歌。 8-就我而言，诗歌和艺术书籍是我的最爱。9-这类书籍能够滋养心灵，拓宽视野。10-读一首好诗能够减轻我的负担，减轻我的压力，使我更有创意和活力。11-它带我走进充满想象的世界，这个世界新鲜、美好。我喜欢这种感觉！

1. 124 Currently，there is a widespread concern regarding the previously neglected connection between growing human population and decreasing wild species．2-As the two graphs obviously portrayed， American population in 1980 was 250 times than that in 1800，a trend accompanied by the extinction of nearly 70 kinds of wildlife in the past 300 years．3-A clear correlation is suggested that mankind has exerted a tremendously negative influence on natural resources.4- There are a great many causes responsible for the aforementioned tendency．5-To begin with，to satisfy the space demand for booming population，the only available solution for Americans is to take occupation of forests and grasslands that used to be the habitat of wild animals and plants．6-In addition，the process of industrialization and urbanization has generated severe pollution that essentially destroys environment and ecosystem. 7-In my point of view，the dearth of wild species today forecasts an unpromising future for humans tomorrow．8-In order to eliminate species extinction，relevant laws and regulations must be established and enforced to maintain a large portion of unspoiled areas．9-Drastic measures should also be applied to ensure that the impact of pollution be removed.

1- 近年来人们开始普遍关注以前被忽略的人口增长和自然物种减少之间的关系。2-正如两幅图表显示，1980年的美国人口是1800年的250倍，同时在过去的300年间大约有70种野生生物在美国灭绝。3-这清楚地表明人类给自然物种带来了巨大的负面影响。 4-以上趋势是由诸多原因造成的。5-首先，为了满足迅速增长的人口对于空间的需求，对于美国人来说唯一有效的解决办法就是占据森林和草原，而这些地方曾是野生动植物的栖息地。6-此外，工业化和城市化的进程造成了严重的污染，在根本上摧毁了环境和生态系统。7- 我认为，今天野生动物种类的灭绝和数量的减少预示着将来人类并不明朗的前景。8-为了减少物种灭绝，我们应该制定并执行相关的法律法规来保留大部分的原始生态区。9-同时，我们也应该采取有效的措施来确保消除污染的影响。

应用文

1　常见称呼 Mr.（先生）用于男性 Dr./Prof.（博士/教授）用于学术界 Ms.（女士）用于女性，指已婚、未婚均可，只知收信人姓名而不知性别时也可使用 Hon.（Honorable）（尊敬的）用于市长、议员、大使、法官等的姓名前 Pres.（President）用于称呼董事长、总经理、大学校长、会长等 Rev.（Reverend）用于称呼牧师 Editor（编辑） Dear Sir or Madam，用于不知收信人姓名时 To Whom It May Concern，用于不知收信人姓名时（一般仅用于推荐信、证明信、鉴定信一类） 2　称呼使用的两种情况 ● 写给机构 ① 不认识负责人：Dear Sir or Madam，To Whom It May Concern， ② 认识负责人：Dear Mr．President，Dear Mr.（Michael）Wang，（使用全名或姓） ● 写给个人 ① 关系不亲密：Dear Mr．President，Dear Mr.（Michael）Wang，（使用全名或姓） ② 关系亲密：Dear Michael，（直呼其名）

写法二 结尾：● Yours sincerely, ● Yours truly, ● Yours respectfully, 2　私人信函 ● Yours sincerely, ●Yours lovingly, ● Yours, ● Yours cordially， ● Yours faithfully， ● Yours affectionately,

1. **正文** 根据题目要求，写一至三段。
2. **常用时态** 一般采用现在时或将来时，可以使用现在进行时表示近期即将发生的事情，如is organizing；也可使用动词不定式，如**to be held**；或**will/shall do，may/can do**结构，如**will be invited，may sign up**。
3. **开头句型**
4. **Your attention，please...**
5. **It has been decided that...**
6. **May I have your attention，please？**
7. ..．**is requested to note tha**t...
8. ..．**has/have the honor to announce...**
9. ..．**takes the pleasure in announcing that...**
10. ..．**has/have the pleasure to notice/announce（that）...**
11. **This is to note/notice/notify/announce that...**
12. **It is hereby noted/announced/proclaimed/made public that...**
13. ..．**is/are authorized to invite/announce/declare that...**
14. **Under the auspices of...，a report/lecture/seminar on..．will be given by..．on..．in...**
15. **Owing to/due to/because of/in order to...，we beg to inform..．that...**

13）**Under the auspices of...，..．will organize/hold a..．match/competition/contest between..．and..．on..．in... （四）署名** 书信类应用文签名一般是个人，但告示类应用文的署名可以是个人，也可以是公告单位。后者的署名中实词首字母需大写，虚词除作为短语首词外均不需要大写。

**第二节　应用文详解** 一、咨询信

**（一）订购信** 1　2005～2009年大纲样题 Directions: You are preparing for an English test and are in need of some reference books．Write a letter to the sales department of a bookstore to ask for： 1）detailed information about the books you want， 2）methods of payment， 3）time and way of delivery. You should write about 100 words on ANSWER SHEET 2．Do not sign your own name at the end of the letter．Use“Li Ming”instead．You do not need to write the address.

2　写作详解 下面以上文样题为例，详解书信作文的写法。 第一步：寻找关键词。（见上文黑体标注） 第二步：思考写作的架构。 一般而言，完成整个信件的写作需要约15分钟，可以先用2分钟进行审题。用11～12分钟行文，1～2分钟检查。即写

每一句话约用1分钟时间。 称呼：由于写作对象是书店的销售部门，因此可以写为：Dear Sir or Madam， 语域：正式语体。尽量避免使用缩略语或省略句。 主体：应包含所有关键信息。  
 ● 开头有两种写法：

1. 开门见山，直接说出自己的目的。如：**I am writing this letter to ask for.**..
2. 先交代一下背景，然后说出自己的目的。如：**I will take CET-6 next December and quality test preparation materials are essential to success in the test.**

● 询问的一般表达法如下：I want to know.../I wonder if.../I would like to know.../Would it be possible for you to...

**对于该样题，可以这样表达：**

1. I wonder if you have the following books：
2. I would like to know if you have the following books：
3. Would it be possible for you to tell me about the availability of the following books：

● 询问书的详细信息（包括书名、出版社等），可以这样表达： **I wonder if you have the following books: a vocabulary book covering the 5,500 words for the CET-6 test as well as past test papers with keys and model essays and a Longman Dictionary of Contemporary English，which I can turn to for help/in which I can look up for new words.**

● **询问付款方式**，可以有以下两种表达： ① **Besides，how do I pay for these books？/How should I pay for these books？—By cash or by other means？** 注意：英文写作非常强调连贯性，因此可以用一些代词或连接词使得句意连贯。如这句话中的besides和these都发挥了联系上下文的作用。另外还有许多表示补充、附加的关联词，如：in addition，additionally，moreover，furthermore... ② I would also like to know if you accept payment by credit card．If it is inconvenient，I will pay by cash.

● **询问寄递时间和方式，**可以有如下表达：

1. Finally，if I order these books now，when can I get them？How will these books be delivered to my house？ ② Finally，if I order these books now，when is the earliest time I can get them？How will these books be mailed to my house？
2. Finally，if I order these books now，when is the earliest time I can get them and how will these books be sent to my house？

● **礼貌性的结尾**，可以有如下表达：

1. I would appreciate it if you could give me a reply as soon as possible.
2. I should be grateful if you could give me an early reply.

● 结束语和签名： **Sincerely yours， Li Ming**

**（二）求学信**

**1　写作方法**

1）首段：● 自我介绍 ● 申请原因 ● 说明写信目的

2）主体： ● 详述有关背景资料：资历、教育、工作经历、兴趣爱好 ● 询问有关学校、课程等具体 内容 3）尾段： ● 强调上述资料的重要性 ● 希望尽快得到满意答复 ● 要求手册及申请表 ● 表 示感谢

**2　万能句型**

1）I am writing this letter to inquire about the entrance to your university.

2）I hope to pursue my Master's degree in your university.

3）I wish to apply for admission to your esteemed department as a graduate student.

4）I am deeply interested in your graduate program in the Department of..．and plan to apply for admission for the fall of...

5）I would greatly appreciate it if you would forward the necessary materials and relevant information at your earliest convenience.

6）Your university is a well-staffed and well-equipped institute with a long history and a fine tradition of scholarship，enjoying a worldwide fame.

7）I will certainly feel greatly honored if I am fortunate enough to be admitted into it.

8）Would you please let me know the procedures for admission at your earliest convenience？

9）I should be grateful to know the conditions under which applicants are admitted.

10）Would you be so kind as to furnish me with some related information？

**（三）询问信**

**1　注意事项**1）语气礼貌、谦恭。 2）提出的要求须简明、具体，以便及时获取有效信息。 3）适当对收信人的帮助表示赞赏。

**2　写作方法** 1）首段： ● 复述题目场景，表明写作目的 ● 遵守礼貌原则，只问相关信息 ● 简要介绍自己，表明写作目的 2）主体： ● 询问具体问题，注意询问句式 ● 提供背景材料及询问原因 ● 强调所需信息的重要性 ● 题目要求的内容均应涉及 3）尾段： ● 表明急切心情，提供联系方式 ● 结尾彬彬有礼，表示诚挚谢意 ● 希望得到对方帮助或与对方合作

**3　万能句型**

1）I would like to obtain/request/seek/inquire about some information about...

2）I would be grateful if you would be so kind as to provide me with certain essential information regarding/concerning the following aspects.

3）I am writing to see if it is possible for you to provide me with information concerning...

4）I would like some detailed information on/about...

5）I am writing to you in the hope that I may obtain...

6）I would be much obliged to you if you could let me know the procedures I have to go through.

7）Could you be so kind as to send me some relevant booklets on the above-mentioned aspects？

8）Your prompt and favorable attention to my inquiry would be highly appreciated.

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

10） Please render me some valuable reply which is conducive to my final decision.

**（四）寻找失物信**

**1　写作方法**

1）首段：表示必要歉意

2）主体：希望对方能够帮助寻找失物并归还，说明失物具体内容及重要性

3）尾段：说明如果找到失物，要如何归还，并表示谢意

**2　万能句型**

1）I am writing this letter to request your assistance in finding my..．which I have lost during the stay with your hotel.

2）I hope it will not be too much trouble for you to help me finding my suitcase which I have lost due to carelessness.

3）I am writing this letter to report the loss of my..．when I...

4）I would really appreciate it if you could...

5）I also suggest that the lost bag be sent to..．if possible.

**二、投诉信**

**1　注意事项** 1）解决问题，如题目中未提出解决方案，需要自己提出。 2）描述个人经历，表达不满或所受不公正待遇。 3）引起有关人员或公众的注意，避免类似问题再次出现。 4）要求有关方面作出解释并解决问题。 5）提出改善或补救措施。

**2　写作方法**1）首段：注意客观礼貌，读信人未必是责任人，其合作对解决问题至关重要。 ● 自我介绍 ● 引出投诉内容 ● 表明目的、要求 2）主体：展开说明投诉原因、具体理由或后果，注意内容充实，符合交际习惯。 ● 详细说明情况，中肯提出问题 ● 提出改进建议，表明希望如何解决 ● 拓展题目内容，尤其要强调如问题不解决将带来什么样的后果 3）尾段：提出解决方案，不用展开，注意公平、公正、礼貌原则。 ● 表达强烈愿望，希望上述问题得到迅速、恰当的解决 ● 有时可就问题的解决限定时间 ● 对有关人员的努力表示感谢 ● 希望尽快得到满意答复

**3　万能句型**

1）We would like to draw your attention to something you have obviously failed to notice.

2）There are some problems with..．that I wish to bring to attention.

3）I would like to draw the attention of the authorities concerned to the...

4）I am writing to express my concern/dissatisfaction/disappointment about...

5）I wish to refer you to an incident which occurred...，calling for some remedial action.

6）To remedy/rectify the matter/situation，I suggest making the following changes.

7）To improve the situation/solve the problem，it is advisable for you to take the following measures.

8）I sincerely hope that it will review its management system，with the view to providing better service to the public.

9）I hope that the authorities concerned will consider my suggestions and improve the situation as best as they can.

10）We trust that you will now consider this matter seriously and make an effort to prevent the recurrence of this kind.

**三、介绍信**

（一）求职信

1　写作方法 1）首段： ● 说明信息来源（有助于公司评估招聘广告的效果） ● 表明写作目的 ● 表明应聘职位 2）主体： ● 详述个人经历及能力：学历、工作经历、所学相关课程、爱好 ● 表明胜任职位，注意信息可信度，把握分寸 ● 有时可以询问相关薪金及福利 3）尾段： ● 希望获得面试机会 ● 提供联系电话和地址 ● 感谢对方关心 ● 希望尽快得到好消息

2　万能句型

1）I have read your advertisement in..．for a...，and should be grateful if you could consider me favorably as an applicant for the position/post.

2）I wish to apply for the position of..．which you advertised in...

3）I am writing this letter to recommend myself as a qualified candidate for the job of..．you have advertised in... 4）I am writing to express my interest in your recently advertised position for a...

5）Born in..．in...，I graduated from..．University majoring in...．I have been working in..．since my graduation，and have therefore attained a fair knowledge and experience in this field.

6）I believe I have the appropriate qualifications and experience for this post，and therefore here I aminclosing my curriculum vitae.

7）I would appreciate it if you could grant me an interview so that I could explain in more details in person the relevance of my background and training.

8）I hope that after reviewing my enclosed resume you will kindly give me an interview so that I can elaborate on my studies and working experience.

9）With the kind of experience I have accumulated，I would expect a salary of not less than...

10）If you need to know more about me，please contact me at...

**（二）推荐信**

1　注意事项 1）与求职信类似，主体段写法相同，换成第三人称即可，首尾段略有不同。 2）一般由以前的老师、雇主或朋友撰写，介绍学生、雇员或朋友的情况及资历。 3）语气真诚，一心一意。 4）内容符合事实，不要夸大其词或过分夸奖。 5）清楚表明态度：一心一意或有所保留。 6）向有关单位担保申请人资历，希望优先考虑。

2　写作方法 1）首段： ● 简介自己背景，开宗明义，表明态度 ● 说明与被推荐人的关系，推荐何事 2）主体： ● 说明推荐原因，突出相关性 ● 具体说明对被荐人的好印象 ● 客观介绍被荐人的相关能力、突出表现、人品和性格特点，以便对方全面了解情况 3）尾段： ● 保证资历真实，希望优先考虑 ● 表示期待和感谢，留下联系方式

3　万能句型

1）With reference to your requirements，I shall，without reservation，recommend..．as an ideal candidate.

2）I would like to present..．for your consideration in your search for a qualified...

3）In my opinion，..．with good educational background and excellent character，is doubtlessly qualified to apply for an appropriate position in your company.

4）I recommend him/her without hesitation and believe he/she will make a helpful and responsible staff member. 5）There is little doubt that..．is sufficiently prepared for the post he/she is applying for.

6）I support his/her application without reservation.

7）It is a great pleasure to recommend...，one of my closest friends，for admission to your company as...

8）Therefore，I don't hesitate to recommend..．as the right person for your consideration.

9）Before concluding the letter，I would again apply myself to convincing you that..．is the right candidate.

10）I hope the above information will help you to know..．If you need any further information about his/her qualification，please do not hesitate to contact me at...

（三）自我介绍信 1　写作方法 1）首段：表明相关性，说明了解途径及写作目的 2）主体：详细介绍自己的情况 3）尾段：注意礼貌 2　万能句型 1）Hi，this is..．It's a pleasure to write to you. 2）I am very glad to have this chance to write to you. 3）My name is..．I am honored to have this chance of communicating with you through the letter. 4）I am a student from China and I am writing to provide you with necessary information about myself. 5）I would be most grateful if you could lend me due attention to this letter and contact me at...

四、感谢信 1　注意事项 1）语气真诚、友好、礼貌。 2）表示诚挚感谢。 3）描述个人经历，写明感谢原因。 2　写作方法 1）首段： ● 表明写作目的 ● 表示诚挚感谢 2）主体： ● 回忆快乐时光或事件 ● 高度评价或赞赏对方给予的帮助 ● 列举原因 ● 表达感受或感情 3）尾段： ● 再次表达谢意 ● 希望有机会报答对方的好意和帮助 3　万能句型 1）I feel deeply indebted to you and I really don't know how to thank you enough for your help. 2）I would like to convey in this letter my heartfelt thanks to you for... 3）I take this opportunity to express my sincere appreciation for the kind assistance you rendered me. 4）I'm writing these few lines to express my sincere thanks for the hospitality and concern shown me. 5）I deeply appreciate your courtesy and I hope to have the opportunity of reciprocating. 6）My appreciation to you for your generous help is beyond words．I wish I could repay it one day.7）Please accept my most cordial thanks for your timely help，which I will never forget. 8）My true gratitude is beyond the word's description. 9）Words fail me when I want to express my gratitude to you. 10） I express my sincere and heartfelt thanks for the past favor. 五、建议信 1　注意事项 1）写作目的：提出建议或忠告。写给机构：改进服务质量；写给个人：建议重大决定。 2）不是投诉信，观点合情合理，注意礼貌当先。 2　写作方法 1）首段： ● 自我简介，不要啰嗦 ● 说明目的，注意语气 2）主体： ● 提出具体建议 ● 首先肯定优点，再写改进内容，否则变成投诉信 ● 经常进行交流，注意对方感受，时时提到你和我，否则容易跑题写成议论文，因为内容与议论文相似 3）尾段：总结建议，注意礼貌，易于接受 3　万能句型 1）You have asked me for my advice with regard to..．and I will try to make some conducive suggestions. 2）I am writing with my suggestion/proposal about... 3）I am writing to express my views concerning... 4）I am writing in reply to... 5）I would like to suggest that... 6）I feel that it would be beneficial if...7）If I were you，I would... 8）As you may agree that... 9）I hope you will find these suggestions/proposals/recommendations helpful/practical/useful. 10）I would be ready to discuss this matter to further details. 六、请求信 1　注意事项 1）提出要求，希望得到满足。 2）侧重于请求原因，写清为何请求。 2　写作方法 1）首段：注意礼貌及规范 2）主体：具体展开请求原因，注意客观公正，合乎情理 3）尾段：期待回复，注意礼貌 3　万能句型 1）I would very much like to ask for your permission with this letter so as to allow me... 2）Would you be kind enough to...？ 3）I am writing to formally request to... 4）I am writing to seek for your assistance in... 5）I do appreciate the favorable consideration you have shown to me. 6）I would like to thank you for your generous help in this matter. 7）I shall remain grateful to you for the great help... 8）I am looking forward to hearing from you soon.七、道歉信 1　注意事项 1）道歉信是写信人对未尽之事向收信人表示歉意。语言要诚挚，解释的理由要真实，不要显出丝毫虚情假意，从而使收信人理解，并最终得到谅解。 2）解释中肯，合乎情理。 3）语气温和，富有技巧。 2　写作方法 1）首段： ● 为所做的事或未能做成的事表示诚挚歉意 ● 为粗心大意和无礼表示歉意 2）主体： ● 详细解释当时的情况或事件，目的是消除可能出现的误会和矛盾 ● 展开具体原因，不要强词夺理，要照顾对方的感受 3）尾段： ● 再次表示遗憾和歉意 ● 表明愿意补救 ● 提出建议或安排 3　万能句型 1）I'm afraid what I have done has caused many inconveniences to you. 2）I sincerely hope that you understand that I offended you quite unintentionally. 3）I'm writing this letter to express my regret... 4）I regret to inform you that I am unable to... 5）Please accept my sincere apology for... 6）Once again，I am sorry for any inconvenience caused.7）Please accept my most cordial and humblest apologies for... 8）I trust the settlement of the matter will meet your wishes. 9）I am sorry to have put you to so much trouble. 10）Hope you can accept my apologies and understand my situation. 八、邀请信 1　注意事项 1）盛情邀请参加聚会、共度假期或访问家乡。 2）建立密切联系，加强感情交流。 3）拓展相关内容，激发他人兴趣。 2　写作方法 1）首段：开门见山，说明写作目的 2）主体： ● 具体交代邀请原因 ● 邀请内容：活动性质、时间、地点、日期 ● 有关要求和希望 3）尾段： ● 再次盛情邀请 ● 希望尽快答复 3　万能句型 1）I am pleased to invite you to participate in..．to be held from..．to..．（time）in..．（place）. 2）It is my pleasure/a great honor for me to invite you to... 3）It is with great pleasure that I invite you to attend... 4）We hope that you can come and look forward to seeing you. 5）I will cover all the expenses involved.

九、备忘录（Memo/Memorandum）/报告（Report） 备忘录及报告亦称便函（Informal Letters），本质也是书信，一般是写给同事的一种正式而简短的信，往往与工作有关。它的主体部分与书信的主体部分几乎一样，只是省略了其中的礼貌结尾。同时，不需要结束语和签名。 1　写作格式 备忘录通常用于公司内部以传递实情、记录观察资料等。其固定格式如下： To:（收文人，如All Faculty） From:（发文人，如Li Ming） Date:（日期，如January 4，2014） Subject:（事由，如Faculty Meeting） 2　写作特点 1）在to，from，date，subject后填上相应的内容。 2）在上述字样下面空一行写正文。 3）不用写称呼、正文结尾、结束语和签名。 十、告示类应用文 告示类应用文一般公布即将发生的事，有时也公布已经发生的事，如宣布召开会议、举办宴会或晚会、放映电影或录像、举办各种比赛等。一般包括以下几部分内容： 1）时间：如2015年1月14日，星期六，2:00 pm 2）地点：如北京市海淀区颐和园路5号 3）活动：如开会通知等 4）报告人简介：讲座或报告等 5）其他细节：如有关旅游的通知等 （一）通知（Notice） 通知是上级对下级、组织对成员布置工作、召开会议或传达事情等使用的一种应用文。平行单位之间互相协商讨

一、致编辑信 Directions：Write an email to the editor of your local newspaper，stating your opinion on the issue of thrift. 经典范文 020 Dear editors， Many college students have no concept of thrift in their mind．They take it for granted that they can spend the money provided by their parents before they enter into society. This extravagant spending is primarily caused by the following factors．First of all，nowadays most of the students are the only child of their families．They are the apple in their family's eyes and naturally get more care and pocket money．In addition，with the improvement of living standards，parents can afford higher expenditure of their children. From my point of view，a college student， as a pure consumer，should learn to be thrifty．We should limit our expenditure on daily necessities and not buy whatever we want regardless of their prices．The habit of thrift can help us form right values and is favorable to our future development. Yours truly， Li Ming 参考译文 尊敬的编辑： 很多大学生的思想中没有节俭的概念。他们理所当然地认为在进入社会之前可以花费父母提供的钱。这种奢侈消费主要由下述原因造成。首先，现在大多数学生是家里的独生子女。他们是家人眼里的珍宝，自然得到更多的关心和零花钱。其次，随着生活水平的提高，父母们可以负担孩子们更高的花费。 我认为，大学生作为纯粹的消费者，应该学会节俭。我们应该限制日常必需品的开销，同时不能不考虑价格随意消费。节俭的习惯可以帮助我们形成正确的价值观，并且有益于我们未来的发展。 您真诚的， 李明 二、申请信 Directions：Suppose you are a college student，write an email to apply for a student loan. 经典范文 021 Dear Sir or Madam， I am a third year student majoring in history at Beijing Normal University and am seeking your assistance to help me finance this year of my course. This year，I need more time for my studies and have had to cut back on the outside jobs．I want to get as good a pass mark as I possibly can；hence I have made studying my priority．This is the reason I seek your help in applying for a student loan. I am not exactly sure of the rules and conditions related to a student loan and would appreciate it if you could send me the details for repayments，the interest rates applicable and the periods for which loans are available．Thank you in anticipation of your assistance. Yours sincerely， Li Ming 参考译文 尊敬的先生或女士： 我是北京师范大学历史专业三年级的一名学生，给您写信是想请您在经济上给予我帮助，使我完成本学年的课程。 今年我需要更多的学习时间，因此不得不减少校外兼职工作。我想尽可能以高分通过考试，所以我要以学习为重。以上就是我向您寻求帮助，申请助学贷款的理由。 我对助学贷款的条件和规定不太了解，如果您能提供给我关于还款额、还款利率和借款期限的详细信息，我将不胜感激。期待您的援助！非常感谢！ 您真诚的， 李明

三、求学信 Directions：Suppose you are a major in Art of Central Academy of Fine Arts．After graduation you decide to pursue your study in the graduate school in Yale University．Write a letter of application for admission，which should include the following points： 1）make an application； 2）provide your personal information and academic documents； 3）express your hope for a reply. 经典范文 022 Dear Sir or Madam， I would like to apply for admission to the master's program in art at your graduate school，beginning in the fall of 2014. As a bachelor of arts，I will graduate from Central Academy of Fine Arts，China in the summer of 2014 where I major in Art．I have completed all the required undergraduate courses with satisfactory scores．Official copies of my transcript and of my TOEFL and GRE scores are being sent separately from the offices concerned．Three recommendation letters are also being sent by my professors．I do not have the funds to finance my education；therefore I will be applying for an application fee waiver and full financial support from the university to cover my tuition and living expenses. I look forward to your early reply．Please do not hesitate to contact me if my supporting documents are not enough for consideration of my application．You can contact me by e-mail at liming@yahoo.com．Thank you for your kind assistance in this matter. Yours sincerely， Li Ming 参考译文 尊敬的先生或女士： 我想申请2014年秋季开始的贵研究生院的艺术硕士课程。 作为一名文学学士，我将于2014年夏季毕业于中国的中央美术学院，专业是艺术。我以优异的成绩完成了所有必修的本科生课程。有关部门将分别寄送我的本科与托福、GRE官方成绩单。我的教授们也会寄出三封推荐信。我的教育经费并不充足，因此我将申请免除申请费以及大学的经济资助来负担我的全部学费和生活费。 期待您早日回复。如果我的申请资料不够的话，请立即联系我。您可以通过电子邮件liming@yahoo.com 来联系我。非常感谢您的帮助。 您真诚的，

四、投诉信 Directions：Write to the head of a train，and complain about its bad services. 经典范文 023 Dear Sir or Madam， As a regular passenger of your train，I am completely disappointed to find that the service you provide is far from satisfactory．Therefore，I am writing this letter to draw your attention to the matter in the hope that the present situation will be much improved. As we all know， punctuality is essential to the railway service．However， the train is delayed from time to time，which brings me much trouble and inconvenience．Worst of all is the bad manners of your stewards and stewardesses．From their services，we cannot understand the saying，“The customers are the gods.” I believe you will take this matter into serious consideration and give a satisfactory reply as soon as possible．At the same time，I sincerely hope that you will review your management system．I would be glad to see improvements in your railway service. Yours truly， Li Ming 参考译文 尊敬的先生或女士： 作为贵列车的一位常客，我非常失望地发现贵方提供的服务远远不能令人满意。因此，我写这封信是希望引起您对这一问题的关注，能够很大程度地改进现状。 众所周知，准时对于铁路服务非常重要。然而，这趟列车经常晚点，给我带来很多的麻烦和不便。最难以忍受的是贵列车男女乘务员糟糕的态度。从他们的服务中，我们很难体会到：“顾客就是上帝”。 我相信您会认真考虑这个问题，并尽快给出满意的答复。同时，我真诚地希望您能检查管理系统。我将很高兴看到贵方列车服务的改进。 您真诚的， 李明

五、求职信 Directions: Write an e-mail to Mr．Byron，and apply for a post of staff member in a certain company.

经典范文 024 Dear Mr．Byron， I am a senior from the Department of Business Administration．I am writing the letter in purpose of applying for your recently advertised position for a staff member. I am sure that I am qualified for it．First，enclosed with this letter is my resume，which further details my previous academic qualifications and work experience．Second，not only do my qualifications and experience make me a perfect candidate for it，my cheerful personality is well suited to working as a staff member．Last，my hobbies include sports and music. Finally，I would appreciate it if you could grant me an interview so that I could explain in more details in person the relevance of my educational background and working experiences. Yours sincerely， Li Ming 参考译文 尊敬的拜伦先生： 我是工商管理系大四的学生。我写这封信是为了申请您最近招聘的职员职位。 我确信自己胜任该职位。首先，随信附上的简历进一步详述了我以前的学历和工作经历。其次，不仅我的资历和经历使我成为合适的人选，我开朗的个性也非常适合做一名职员。最后，我的爱好包括体育和音乐。 最后，我非常感谢您能给予面试机会，以便我当面更加详细地说明我的教育背景与工作经历。 您真诚的， 李明 六、推荐信 Directions：One of your friends wants to apply for a job involving working with foreign teenagers．Write a letter to 1）recommend him/her， 2）describe his/her past experience，and 3）explain the reasons.

经典范文 025

Dear Sir or Madam， I am writing to you to recommend one of my best friends，Zhou Botong，for this post．With his outstanding leadership and cheerful personality，he was elected chairperson of the Student Union of Fudan University several times. Busy as he was，he completed his major， teenage psychology，with an outstanding school record．Upon graduation he was assigned to be a teacher in Fudan Middle School．What's more，he loves his job and enjoys working with children．This has won him great popularity among his students. Therefore，I do not hesitate to recommend him as an ideal candidate for the post you advertised．I am sure you will make a wise decision in hiring him. Yours truly， Li Ming 参考译文 尊敬的先生或女士： 我写信是为了推荐我最好的一个朋友周伯通申请这个职位。由于他拥有杰出的领导能力和开朗的性格，他曾多次当选复旦大学学生会主席。 尽管他很忙，但他完成了自己的专业——青少年心理学，并且成绩优异。毕业之后，他被分配到复旦中学当老师。此外，他热爱自己的职业并喜欢和孩子们在一起工作。这使他深受学生欢迎。 因此，我毫不犹豫地推荐他作为您所招聘职位的理想候选人。我确信您将作出雇用他的明智选择。 您真挚的， 李明 七、感谢信 Directions: After being involved in an accident，you were looked after by another person．Write a special letter to express your thanks. 经典范文 026 Dear Xiaoqiang， I am writing to express my heartfelt gratitude．I am referring to that unfortunate accident the other day，when I was knocked off my bike by a taxi. If it had not been for your timely assistance in giving me first aid，I fear that the consequences might have been much more serious．Everyone agrees that it was your quick-witted response in that emergency that has led to this satisfactory outcome.

      我们知道，任何一篇内容完整、统一的文章，必须由三个意义密切的部分组成：

一、引出话题部分——首段；

二、展开话题部分——拓展段；

三、结束话题部分——结尾段。

首段是文章的开头，作为引导段提出论点、描述现象或现状等；

拓展段则是进行论证、分析产生现象或现状的原因等；

结尾段提升论点、表明观点、提出意见或建议等。

在考研英语写作中， “三段式”写作法是最简便、最易掌握、最具有“实战性”的框架模式。为了帮助考生尽快理解和掌握“三段式”写作法，[【红宝书】考研英语写作（图画+话题）180篇一书系统深入地阐释了“三段式”写作法](http://www.hongbaoshu.com/news.aspx?id=700)。

第一部分 考研英语写作常用于首段句型的**2**类表达方式

一、议论文常用句型

1. It is a fact that….

2. It is well-known that….

3. There is no doubt that….

4. I think that….

5. Contrary to the popular thought, I prefer….

6. Some people say/believe/claim that….

7. It is generally believed that….

8. It is widely accepted that….

9. It is argued/held that….

10. While it is commonly believed that…, I believe….

11. It can be concluded that….

12. People’s views vary from person to person.

二、图表作文常用句型

1. The table/diagram/bar chart/pie graph/tree diagram/curve graph /column chart shows/illustrates/reveals/describes/depicts/reflects that/how….

2. The graph provides some interesting data regarding….

3. The data/statistics/figures can be interpreted as follows:

4. The data/statistics/figures lead us to the conclusion that….

5. As is shown/demonstrated/exhibited in the diagram/graph/chart/table, ….

6. It is clear/apparent from the table/chart/diagram/figures that….

7. The vertical/horizontal axis stands for….

8. There was rapid/noticeable/great/sharp/steep/remarkable/slow/little/slight/gradual rise/increase/decrease/fall/decline/drop/change in development in ….

9. The percentage remained steady/stable at….

10. The figures stayed the same….

11. The figures bottomed out/peaked at….

12. The figures reached the bottom/a peak/a plateau during….

第二部分 考研英语写作常用于拓展段句型的**4**类表达方式

一、**A**、**B**型作文段落常用句型和表达方式

1. A is completely / totally / entirely different from B.

2. A and B are different in some/every way / respect / aspect.

3. A and B differ in….

4. A differs from B in….

5. The difference between A and B is/lies in/exists in….

6. Compared with/In contrast to/Unlike A, B….

7. A…, on the other hand,/in contrast,/while/whereas B….

8. While it is generally believed that A …, I believe B….

9. Despite their similarities, A and B are also different.

10. Both A and B …. However, A…; on the other hand, B….

11. The most striking difference is that A…, while B….

二、原因分析性段落常用的句型和表达方式

1． There are several reasons for…, but in general, they come down to three

major ones.

2． There are many factors that may account for…, but the following are the most typical ones.

3． Many ways can contribute to solving this problem, but the following ones may be most effective.

4． Generally, the advantages can be listed as follows.

5． The reasons are as follows.

三、因果推理性段落常用句型和表达方式

1. Because/Since we read the book, we have learned a lot.

2. If we read the book, we would learn a lot.

3. We read the book; as a result / therefore / thus / hence / consequently / for this reason / because of this, we’ve learned a lot.

4. As a result of /Because of/Due to/Owing to reading the book, we’ve learned

a lot.

5. The cause of/reason for/overweight is eating too much.

6. Overweight is caused by/due to/because of eating too much.

7. The effect/consequence/result of eating too much is overweight.

[8. Eating too much causes/results in/leads to overweight.](http://www.hongbaoshu.com/news.aspx?id=700)

四、举例型段落常用句型和表达方式

1. Here is one more example.

2. Take … for example.

3. The same is true of….

4. This offers a typical instance of….

5. We may quote a common example of….

6. Just think of….

第三部分 考研英语写作常用于结尾段句型的**3**类表达方式

一、对全文进行归纳总结的句型

1． From what has been discussed above, we may safely draw the conclusion

that….

2． Taking into account all the factors, we may safely come to the conclusion

that….

3． Judging from all the evidence offered, we may safely arrive at/reach the

conclusion that….

4． All the evidence supports a sound conclusion that…

5． From what is mentioned above, we may come to the conclusion that…

6． To sum up/draw a conclusion, we find that….

7． In short/brief/a word/conclusion/sum/, it is….

[8. Therefore/Thus/Then, it can be inferred/concluded/deduced that….](http://www.hongbaoshu.com/news.aspx?id=700)

9. From/Through/According to what has been discussed above, we can come

to/reach/arrive at/draw the conclusion that….

10. It is believed that….

二、表达个人观点的句型

1. As far as I am concerned, I agree with the latter opinion to some extent.

2. As far as I am concerned, I am really/completely in favor of the test/policy.

3. In conclusion/a word, I believe that….

[4. There is some truth in both arguments, but I think the disadvantages of…](http://www.hongbaoshu.com/)

[outweigh its advantages.](http://www.hongbaoshu.com/)

5. In my opinion/view, we should….

6. As for me, I….

7. As I see it, ….

8. From my point of view, ….

9. Personally, I think….

10. My view is that….

11. I think/consider….

12. I take/hold a negative/positive view of…

**I.**在考研英语写作中可用于文章主题句型

**1.**不用说，**… It goes without saying that**子句 **= (It is) needless to say (that)**子句 **= It is obvious that**子句 **= Obviously, S. + V.**

例：不用说早睡早起是值得的。 It goes without saying that it pays to keep early hours.

**2. …**是不可能的**;**无法**… There is no Ving = There is no way of Ving. = There is no possibility of Ving. = It is impossible to V. = It is out of the question to V. = No one can V. = We cannot V.**

例：不可否认的，成功的事业关键在于健康的身心。 There is not denying that successful business lies in a healthy body and mind.

**3.**我深信**… I am greatly convinced (that)**子句 **= I am greatly assured (that)**子句

例：我深信预防是于治疗。 I am greatly convinced that prevention is better than cure.

**4.**在各种**…**之中，**… Among various kinds of …, … = Of all the …, …**

例：在各种运动中，我尤其喜欢慢跑。 Among various kinds of sports, I like jogging in particular.

**5. …**是很容易证明的。 **It can be easily proved (that)**子句

例：时间最珍贵是很容易证明的。 It can be easily proved that nothing is more precious than time.

**6. …**无论如何强调都不为过 **… cannot be overemphasized**

例：交通安全的重要性无论如何强调都不为过。 The importance of traffic safety cannot be overemphasized.

**7.**就我的看法，**…**；我认为**… In my opinion, … = To my mind, …. = As far as I am concerned, … = I am of the opinion that**子句

例：就我的看法，打电动玩具既花费时间也有害健康。 In my opinion, playing video games not only takes much time but is also harmful to health.

**8. (A)**每个人都知道**… Everyone knows (that)**子句

**(B)**就我所知，**… As far as my knowledge is concerned, …**

例：就我所知，下列方法对我帮助很大。 As far as my knowledge is concerned, the following ways are of great help to me.

**9.**毫无疑问地，**… There is no doubt (that)**子句

例：毫无疑问地，近视在我国的年轻人中是一个严重的问题。 There is no doubt that near-sightedness is a serious problem among the youth of our country.

**10.**根据我个人经验，**… According to my personal experience, … = Based on my personal experience, …**

例：根据我个人经验，微笑已带给我许多好处。 According to my personal experience, smile has done me a lot of good.

**11.**在我认识的人当中，也许没有一个人比**…**更值得我尊敬。 **Of all the people I know, perhaps non deserves my respect more than …**

例：在我认识的人当中，也许没有一个人比我的英文老师张老师更值得我尊敬。 Of all the people I know, perhaps non deserves my respect more than Miss Chang, my English teacher.

**12.**在我的求学过程中，我忘不了**… In the course of my schooling. I will never forget …**

例：在我的求学过程中，我忘不了学习英文所遭到的大困难。 In the course of my schooling. I will never forget the great difficulty I encountered in learning English.

**13. (A)**随着人口的增加，**… With the increase/growth of the population, …**

**(B)**随着科技的进步**, … With the advance of science and technology, …**

例：随着台湾经济的快速发展，许多社会问题产生了。 With the rapid development of Taiwan’s economy, a lot of social problems have come to pass.

**14. (A)**在这信息的年代，**…**扮演重要的角色。 **In the age of information and communication, … plays an important role.**

**(B)**在今日工业社会中，**…**是生命不可或缺的。 **In today’s industrial society, … is indispensable to life.**

例：在这信息的年代，计算机扮演非常重要的角色。 In this age of information and communication, the computer plays an extremely important role.

**15.**在讨论**…**，一个人不得不承认**…**。 **In dealing with …, one cannot but admit (that)**子句

例：在讨论未来的职业，一个人不得不承认尽早决定未来的职业很重要。 In dealing with one’s future career, one cannot but admit that it is very important to decide one’s future career as early as possible.

**16.**世上没有什么比**…**更令我高兴。 **Nothing in the world can delight me so much as …**

例：世上没有什么比到快餐店吃汉堡更令我高兴。 Nothing in the world can delight me so much as having hamburgers in fast-food restaurants.

**17. …**是必要的 **It is necessary that S (should) V …**是重要的 **It is important/essential that S (should) V …**是适当的 **It is proper that S (should) V …**是紧急的 **It is urgent that S (should) V**

例：我们当保持公共场所清洁是应当的。 It is proper that we (should) keep the public places clean.

**18.**每当我听到**…**，我就忍不住感到兴奋。**Whenever I hear …, I cannot but feel excited.**每当我做**…**， 我就忍不住感到悲伤。 **Whenever I do …, I cannot but feel sad.**每当我想到**…**，我就忍不住感到紧张。**Whenever I think of …, I cannot but feel nervous.**每当我遭遇**…**，我就忍不住感到害怕。**Whenever I meet with …, I cannot but feel frightened.**每当我看到**…**我就忍不住感到惊讶。**Whenever I see …, I cannot but feel surprised.**

例：每当我想到我家附近那一条清澈的小溪，我就忍不住感到悲伤。 Whenever I think of the clean brook near my home, I cannot but feel sad. = Every time I think of the clean brook near my home, I cannot help feeling sad.

**19.**据说**… It is said (that)**子句 一般认为**… It is thought (that)**子句 大家都知道**… It is known (that)**子句 据报导**… It is reported (that)**子句 一般预料**… It is expected (that)**子句 一般估计**… It is estimated (that)**子句 一般相信**… It is believed (that)**子句

例：一般相信阅读增加我们的知识、扩大我们的心胸。 It is believed (that) reading increases our knowledge and broadens our mind.

**20. …**的主要理由是**…**The main reason why ….. is (that)子句

例：青少年犯罪的主要理由是社会环境日一败坏。 The main reason why the juveniles commit crimes is that social environment is becoming worse.

**21.**俗语说得好：「**…**」。 Well goes an old saying, "…" = As an old saying goes(runs, says), "…" = An old saying goes, "…" = It’s an old saying (that)子句

例：俗话说得好：「诚实为上策」。 As an old saying goes, "Honesty is the best policy."

**22. (A) …**用下列方法**… … in the following ways.**

**(B) …**有三个主要理由。 **… for three major reasons.**

**(C)**要**…**，至少我们可做三件事。 **To …, there are at least three things we can do.**

[例：(A) 我用下列方法增加信心。 I increase my confidence in the following ways. (B) 人们学外语有三个理由。 People learn a foreign language for three major reasons. (C) 为了维护健康，我们每天至少可做三件事。 To keep healthy, there are at least three things we can do every day.](http://www.hongbaoshu.com/kyxz.aspx)

[例：我们生活需有规律。也就是说，早睡早起，戒除烟酒。 We need to live a regular life. That is, we can keep good hours and refrain from smoking and drinking in the daily activities.](http://www.hongbaoshu.com/kyxz.aspx)

**II.**在考研英语写作中可用于文章承转句型

**23.**那就是**(**说**)…**；亦即**…**That is to say, … = That is, … = Namely, …

**24. (A)**基于这个理由，**… For this reason, …**

**(B)**为了这个目的，**… For this purpose, …**

例：基于这个理由，我已决定把行医作为未来的职业。 For this reason, I have decided to take practicing medicine as my future career.

**25.**我们有理由相信**…**We have reasons to believe (that)子句

例：我们有理由相信体罚应该严格禁止。 We have reasons to believe that corporal punishment should be strictly prohibited.

**26.**事实上，**…**As a matter of fact, … = In fact, …

例：事实上，健康才是最重要。 As a matter of fact, it is health that counts.

**27. (A)**例如，**… For example, …**

**(B)**拿**…**做例子 **Take … for example.**

例：例如，我们盲目地提高生活水准，却降低生活品质。 For example, we elevate the living standards blindly, but lower the quality of life.

**28.**此外，我们不应忽视**…**Besides (In addition), we should not neglect …

例：此外，我们不应忽视每个人都想要一个温馨祥和的社会。 In addition, we should not neglect that everyone wants a friendly and peaceful society.

**29.**相反地，**…**on the contrary, … = by contrast, …

例：相反地，少数学生似乎还在鬼混。 On the contrary, a few students, it seems, are still fooling around.

**30.**另一方面，**…**on the other hand, …

例：政府应严格执法，另一方面，大众也应该培养减少污染的好习惯。 The government should enforce laws strictly. On the other hand, the public also should develop the good habit of reducing pollution.

**31.**然而，很可惜的是**…**However, it is a pity that子句

例：然而，很可惜的是他总是临时抱佛脚。 However, it is a pity that he should always cram at the eleventh hour.

**32.**换言之，**…**in other words, … = to put it differently

例：换言之，我会尽最大的努力达成我的目标。 In other words, I will try my best to attain (gain, live up to) my goal.

**33.**别人可能认为这是事实，但我不是。我认为**…**It may be true as assumed by others, but I don’t. I believe that子句

例：别人可能认为这是事实，但我不是。我认为… It may be true as assumed by others, but I don’t. I believe that if you have strong determination and perseverance, the success will certainly come to you in the end.

**34.**从此之后，我已发现**…**Ever since then, I have found that子句

例：从此之后，我已发现… Ever since then, I have found smile the best way to avoid any possible conflicts in our daily lives.

**35.**这样说来，假如**...**，当然毫无疑问地**…**。 In this light, if…, there can surely be no doubt (that) 子句

例：这样说来，假如我们能善用时间，当然毫无疑问地我们会成功。 In this light, if we can make good use of time, there can surely be no doubt that we will get somewhere.

**36.**更严重的是，**…**。 What is more serious is (that)子句

例：更严重的是，我们不珍惜野生动物。 What is more serious is that we do not cherish the wildlife.

**37.**鉴于社会的实际需要，**…**。 In view of the practical need of society, ….

[例：鉴于社会的实际需要，愈来愈多人对学英语有兴趣。 In view of the practical need of society, there are more and more people interested in learning English.](http://www.hongbaoshu.com/)

**III.**在考研英语写作中可用于文章的结论句型

**38.**如果能实践这三点，**…**。 If one can really put the three points into action (practice), …

例：如果能实践这三点，…。 If one can really put the three points into action(practice), he will surely be able to live a healthy and happy life.

**39.**做这些简单之事，我们一定可以**…**。 By doing these simple things, we surely can ….

例：做这些简单之事，我们一定可以快乐出门平安回家。 By doing these simple things, we surely can go out of the door happily and come back home safe every day.

**40.**如此，我相信**…**。 In this way, I believe (that)子句

例：如此，我相信大家能够像我一样，享受乘坐公车的乐趣。 In this way, I believe that all the people may be able to enjoy the bus ride like me.

**41.**实践这些，**…**。 By putting them (the above) into practice, ….

例：实践这些，在智育方面我一直能不断进步。 By putting them(the above) into practice, I have been able to make constant progress in intellectual education.

**42. (A)**唯有符合此三项要求，我们才能**…**。 Only by living up to the three requirements, can we ….

(B) 唯有通力合作，我们才能…。 Only with combined efforts, can we ….

例：唯有通力合作，我们才能期望台湾不久有新的面貌。 Only with combined efforts, can we expect Taiwan to take a new face in due course.

**43.**最后，但并非最不重要，**…**。 Last but no least, ….

例：最后，但并非最不重要，教育上的缺失是助长青少年犯罪的原因。 Last but no least, the shortcoming in education is the cause contributing to juvenile delinquency.

**44.**这证据显示～的重要性在怎么强调都不为过。 This evidence shows that the importance of ～ cannot be overemphasized.

例：这证据显示交通安全的重要性在怎么强调都不为过。 This evidence shows that the importance of traffic safety cannot be overemphasized.

**45.**由于这些理由，我**…**。 For these reasons, I ….

例：由于这些理由，我认为在台湾接受大学教育是明智的。 For these reasons, I think that receiving college education in Taiwan is wise.

**46.**总而言之，**….**In conclusion, … = To sum up, …

例：总而言之，好国民应该遵守交通规则。 In conclusion, a good citizen should abide by traffic regulations.

**47.**因此，我们能下个结论，那就是**…**。 We can, therefore, come to the conclusion (that)子句

例：因此，我们能下个结论，那就是世上自由罪珍贵。 We can, therefore, come to the conclusion that nothing is so precious as freedom in the world.

**48.**如果我们能做到如上所述，毫无疑问地，**…**。 If we can do as mentioned above, there can be no doubt (that)子句

例：如果我们能做到如上所述，毫无疑问地，我们就能精通英语。 If we can do as mentioned above, there can be no doubt that we can master English

**49.**因此，这就是**…**的原因。 Thus, this is the reason why ….

例：因此，这就是我重感冒的原因。 Thus, this is the reason why I caught a bad cold.

**50.**所以，我们应该了解**…**。 Therefore, we should realize (that)子句

例：所以，我们应该了解学英文不能没有字典。 Therefore, we should realize that in learning English we cannot do without a dictionary.

**51.**因此，由上列的讨论我们可以明了**…**。 We, therefore, can make clear from the above discussion (that)子句

例：因此，由上列的讨论我们可以明了毅力可以克服任何困难。 We, therefore, can make clear from the above discussion that perseverance can overcome any difficulty.

**52. (A)**从～观点来看，**…**。 **From the**～ **point of view, ….**

(B) 根据～的看法，…。 According to ～ point of view, ….

[例：从政治的观点来看，这是一个很复杂的问题。 From the political point,it’s such acomplicate issue。](http://www.hongbaoshu.com/kyxz.aspx)