

小作文模板

衔接词

1. 转折: anyway, however, yet, while, nevertheless, but, whereas
2. 因果: now that, just that, since, due to, owing to, thus, therefore, accordingly, consequently
3. 首先: to begin with, firstly, first of all, in the first place, above all
4. 其次: secondly, next, then, in the second place, furthermore, what's more, in addition
5. 最后: finally, in the end, in sum
6. 其他: at the moment, to my understanding, in my opinion, all in all, on a yearly basis, each month

首段

1. 第一句: 1) 熟人 (寒暄):
a. 回忆: I am very/quite delighted to recall the past time/days when ...
quite, very, exceedingly, particularly, delighted, excited, glad, pleased, I am quite delighted to/it is so great to
b. 祝贺: It is quite great to hear the good news that ...
c. 回信感谢: I am so delighted to receive your congratulations and thank you very much.
- 2) 非熟人 (自我介绍): As a ... who ..., I am writing for the purpose of ..., since ...
2. 第二句 (表达目的):
1) 书信: Today, I, (on behalf of ...), am writing for the purpose of ... 2) 通知: This notice is for the purpose of ...

中间段

1. 感谢: be obliged/greatful to ... for ...
2. 强调: It is sb's warmhearted ... that enables me to ..., It is advisable for sb to do. be supposed to
I deem that ..., be deeply/greatly grateful/obliged/indebted (to sb) for sth
3. 提建议: It is advisable/of necessity/essential to ..., It is not advisable for ... to do ...
make/offer/propose/provide suggestions/advice/opinion/proposal/recommendation/view
Would you please consider, it is expected ... , if you can provide opportunities ..., it is imperative for us to ...
These are some important points that I want to mention. I would like to offer/render some recommendations as follows.
4. 投诉: I am rather/much disappointed/angry with ..., xxx disappoints me a lot.
5. 道歉: make up for, as a token of my apology, In retrospect, I believe the situation resulted from ...
Would it be convenient for you if ...? Would you prefer to ...? To compensate for my carelessness, I'd like to ...
6. 邀请: I sincerely extend to you an invitation to ... , To compensate for my carelessness, I'd like to ...
7. 举行活动 (通知): The conference, which is scheduled to be held in our university, will start on ... and last for ...
Since ... , it is appropriate for applicants to be able to ...

尾段

1. 套话: I am looking forward to your favorable reply at your earliest convenience.
2. 期待: I am looking forward to doing ... , I really appreciate your attention and hope to hear from you soon.
I would like to extend my greatest appreciation if you are so kind as to take my suggestions into consideration.
3. 相信: I deem that with these/above measures taken, .../I am convinced that with your efforts, ...
4. 展望: I deem that with our shared/common efforts, the library service will be improved a lot.
5. 感谢: I want to say I am quite grateful for ...
6. 致歉: I am sorry for any inconvenience caused. I will do my best to make up for the trouble I have caused.
I would like to apologize for any inconvenience it may have caused you.
7. 投诉抱怨: Provided that you fail to ..., I will ...
8. 通知 (时间地点): The xxx will be held at xxx on xxx in xxx.

大作文模板

首段

1. 图总:

- 1) 单图无对比: What depicted in the picture is that ...
- 2) 单图有对比: The cartoon depicts/features a sharp contrast between ... and ...
- 3) 两图对比: The two drawing, apparently, can be associated with ...
- 4) 水字数: This is a simple but thought-provoking cartoon.

2. 描图:

- 1) 单图: In ..., there is a/an ..., doing ...
- 2) 单图有对比: the one ... while the other ...
- 3) 两图: In the left hand picture, there is ... doing. In another picture, ...

中间段

1. 过渡 + 引出:

- 1) 联系: Such a scenario above, apparently, can be naturally associated with ...
- 2) 现象: Admittedly, nowadays, an increasing number of young people ...
- 3) 关注/原因: This phenomenon is particularly worth concerning for the reason that ... focus only on ... , ignoring the significance of .../ However, some of them focus eyesight only on stars' superficial lifestyles, ignoring their merits.

2. 论述:

1) 衔接句:

- a. 个人品质类: There are several aspects contributing to my viewpoint.
- b. 社会现象类 (引原因): A number of factors can account for this phenomenon/situation/tendency ...
- 2) 原因论述: a. xxx is a major way to ..., Besides, in this knowledge-based economy/society, we are required to ...
- 3) 论点角度:

- a. 钱: This country has a growing and forward-looking economy.

Chinese people have higher standard of living in the past few decades.

Therefore, they have more disposable money to spend on ...

With the improvement of financial status and corresponding purchasing power, people ...

- b. 心理 (精神层次提高/情感需求):

- c. 个人 (工作就业/工作技能):

尾段

1. 过渡句: Based on what I have discussed above, I maintain that ..., To sum up, With all aspects carefully considered, I harbor the idea that ...

2. 个人来看: From individual perspective, ...

- 1) 大学生/建议: Accordingly, I, as a college student, am convinced that it is advisable for ... to ...
- 2) 养成好习惯: form a good habit of ...
- 3) 唤起意识: the general public should raise their awareness of ...
- 4) 在日常生活中练习: exercise ... in daily practice

3. 社会来看: From the society's aspect, ...

- 1) 社会/氛围: The society should forge a wholesome atmosphere to guide people .../treat ... in a rational way.
- 2) 高等教育: One of the crucial tasks of higher education should be to help ... cultivate the willingness and ...
- 3) 记住: Everyone should bear in mind ...
- 4) 中华民族伟大复兴: creating conditions for the great rejuvenation of the Chinese nation.