

2024 考研 201

英语作文 复习笔记

wjl

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1 小作文

1.1 模板

1.1.1 首段

1. 熟人 (寒暄): 一般 2 句

1) 第一句话回忆 recall

I am very delighted to recall the past time/days when...

2) 第二句写作目的

today I'm writing for the purpose of...

2. 陌生人 (自我介绍): 一般 1 句

as + 身份 + who 定从 (使得写信人和收信人产生联系), I'm writing for the purpose of...

I am writing this letter on behalf of ... to make some suggestions with regard to...

I have some suggestions for you to consider.

And I would greatly appreciate you taking my suggestions into consideration.

3. 替换词:

1) very, so, quite, exceedingly, particularly, deeply, greatly

2) delighted, excited, glad, pleased

3) I am quite delighted to, it is so great to

4) 寻找: inquire, seek, find, seek out

1.1.2 中间段 (4~6 句)

1. 强调句式:

it is advisable for sb to do.

it is appropriate/necessary for sb to do.

be characterized by = characterize

be supposed to

compared with/to

be deeply/greatly grateful/obliged/indebted (to sb.) for sth.

it is/was sb warmhearted... that enables/will enable/enabled sb to do...

I deem that...

2. 行文逻辑:

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

6) 其他: at the moment, on a yearly basis, each month

3. 建议:

make/offer/propose/provide suggestions, advice, opinion, proposal, recommendation, view

would you please consider, it is expected ..., if you can provide opportunities ...

I wanted to suggest ..., that I thought you might find interesting/useful.

I hereby suggest you to ... Also ... might be useful. These are some important points that I want to mention.

To..., I would like to give/offer/render some recommendations as follows.

First and foremost, it is imperative for us to... In addition, we should... Last,...

I hereby suggest you to... Also...might be useful.

These are some important points that I wanted to mention,I am sure if..you will...

4. 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...

5. 邀请:

On behalf of ..., I sincerely extend to you an invitation to ...

1.1.3 尾段 (1 句, 再次致歉/感谢/期待/展望等)

1. 通用:

I am looking forward to your favorable reply at your earliest convenience. (投诉还是不要用这个!)

2. 致歉:

Once again, I am sorry for any inconvenience caused.

I am truly sorry that... For my part, I will do my best to make up for the trouble I have caused.

I look forward to hearing from you and putting this matter behind us.

I would like to apologize for any inconvenience it may have caused you.

3. 感谢:

Finally, I want to say I am quite grateful for your hard work, and I am looking forward to your favorable reply at your earliest convenience.

4. 展望: (句式固定, 根据具体题目内容修改)

I deem that with our shared/common efforts, the library service will be improved a lot.

I deem that with our shared/joint efforts, "White Pollution" in our city will be alleviated a lot.

5. 期待: (句式固定, 根据具体题目内容修改)

I am looking forward to discussing with you further after you watch it.

I am convinced that if you prepare for your college life according to the above suggestions, your future university life will be hopeful and promising.

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.

6. 投诉:

Provided that you fail to offer a prompt and credible solution, I will call 12315 to complain further.

7. Notice 通知时间地点:

The interview will be held at 14:00 on June 15th in the Office of the Students' Union.

1.2 求助 + 描述 2006

Directions:

You want to contribute to Project Hope by offering financial aid to a child in a remote area. Write a letter to the department concerned, asking them to help find a candidate. You should specify what kind of child you want to help and how you will carry out your plan.

【范文】

Dear Sir or Madam,

Moved by the **noble cause** of Hope Project and encouraged by what has been achieved so far, I would like to **do my bit** for the project by seeking a child as the **recipient of** my financial assistance. I'm writing to inquire about the possibility of finding a candidate.

I would be deeply grateful if you could help me **seek out** a girl who has just started **schooling** in a remote and poor area. My plan is to pay for her tuition fee **on a yearly basis** till she finishes her **secondary education** and additionally provide her with 200 yuan **living expenses** each month. I would like to regularly **remit** my donation directly to a bank account opened by her family.

Please contact me when you find a proper candidate. I really appreciate your attention and hope to hear from you soon.

Yours faithfully,

Li Ming

亲爱的先生或女士：

我感动于希望工程这一高尚事业，并受到了迄今所取得的成果的鼓舞，我希望通过找到一个孩子作为我经济资助的接受者为希望工程尽一己之力。我写信是想询问下是否能找到一位人选。

如果您能帮我找到一个贫困偏远地区刚刚开始上学的女孩，我将不胜感激。我的计划是每年负责她的学费，直到她完成高中教育；另外每月额外为其提供 200 元生活费。我希望定期把捐款直接打到她的家人开的银行账户中。

如果您找到了合适的受助者，请与我联系。非常感谢您的关注，希望早日收到您的回复。

诚挚的，

李明

1.3 描述 + 建议 2007

Directions:

Write a letter to your university library, making suggestions for improving its service.

【范文】

Dear Sir or Madam,

I am a student in this university who frequently comes to the library. Generally speaking, the services you offer here are quite good. However, I have some suggestions for you to make the library more user-friendly.

To begin with, will you please consider installing **self-checkout machines**, which would **render** readers and librarians more convenience? Moreover, it is expected to adopt the online reading room **reservation**, which can reduce readers' waiting time. In addition, we will be very pleased if you can provide opportunities for readers to express what we want. The traditional suggestion box and its modern incarnation-an online suggestion form on the library's homepage are **terrific** ways to solicit this feedback.

I would like to extend my greatest appreciation if you are so kind as to **take my suggestions into consideration**.

Yours faithfully,

Li Ming

尊敬的先生或女士：

我是本校的一名学生，也是图书馆的常客。总的来说，贵馆提供的服务相当不错。但是，我有几个建议，希望有助于提高图书馆的用户体验度。

首先，贵馆能否考虑安装自助借还机呢？这会给读者和图书管理员带来更多便利。其次，希望图书馆能够采用阅览室在线预约系统，以便减少读者的等待时间。另外，如果您能广开言路，听取读者意见，我们将非常高兴。传统的“建议箱”和图书馆主页上的现代化的网上建议表，都是征集读者建议的好途径。

若您能考虑我的建议，我将不胜感激。

李明

谨上

1.4 道歉 + 建议 2008

Directions:

You have just come back from Canada and found a music CD in your luggage that you forgot to return to Bob, your landlord there.

Write him a letter to

1. make an apology;
2. suggest a solution.

You should write about 100 words.

【范文】

Dear Bob,

I am writing to **make an apology to** you, for I forgot to return the music CD which I borrowed from you last week. **It is not until** yesterday when I came back to Beijing that I found it in my luggage. I was busy preparing for my leave and it must have slipped my mind.

To **make up for** my carelessness, I have mailed the CD back through EMS, along with a CD by Bob Dylan as **a token of** my apology. They will reach you in about one week.

Again, I would like to apologize for any inconvenience it may have caused you. Looking forward to your reply.

Yours,
Li Ming

亲爱的鲍勃:

我写这封信是为了向你道歉, 因为我忘记归还上周向你借的音乐 CD 了。直到昨天回到北京时, 我才在行李中发现它。当时我一定是忙着准备返程, 才忘记归还于你了。

为了弥补我的粗心大意, 我已经通过邮政特快专递把 CD 寄回去了, 同时额外附上一张鲍勃·迪伦的 CD, 以示我的歉意。它们将在约二周内寄达。

对于可能给你带来的不便, 我再次表示歉意。期待你的回信。

李明,
谨上

1.5 观点 + 建议 2009

Directions:

Restrictions on the use of plastic bags have not been so successful in some regions. “White Pollution” is still going on. Write a letter to the editor(s) of your local newspaper to

1. give your opinions briefly, and
2. make two or three suggestions.

You should write about 100 words on ANSWER SHEET 2.

【范文】

Dear Editors,

As a faithful reader of your newspaper, I always appreciate your insightful report of social issues. I am writing to express my concern over the abuse of plastic bags.

In some regions, plastic bags are still widely-used despite restrictions by the government. To solve the problem, I believe it is imperative for the government to further control production and usage of plastic bags. In addition, I'd like to suggest that plastic bags be offered at a much higher price and greener alternatives be further promoted. Furthermore, newspapers should play a major role in advocating the importance of the restrictions and the concept of green consumption.

I hope you will find the above proposals useful and call on the public to be more involved in environmental protection.

Yours sincerely,

Li Ming

尊敬的编辑：

我是贵报的忠实读者，一直非常欣赏你们对社会问题的深刻报道。我写这封信是为了表达本人对滥用塑料袋现象的担忧。

在一些地区，塑料袋依然被广泛使用，全然不顾政府出台的限塑令。为了解决这一问题，我认为政府必需进一步限制塑料袋的生产和使用。此外，我建议提高塑料袋的价格，并进一步推广更为绿色环保的替代品。另外，报纸应在宣传限塑令重要意义及传播绿色消费理念方面发挥主要作用。

希望您觉得上述建议有用，并号召公众更多地参与到环保事业中来。

诚挚的，

李明

1.6 招募 + 通知 2010

Directions:

You are supposed to write for the Postgraduates' Association a notice to recruit volunteers for an international conference on globalization. The notice should include the basic qualifications for applicants and other information which you think is relevant.

Use "Postgraduates' Association" instead.

【范文】

Volunteers Wanted

Volunteers are needed as **desk clerks** and guides for the International Conference on Globalization to be held in our university on Dec. 28. Basic requirements are proficiency in English and familiarity with the theme of the conference. Other requirements include good communication skills, sense of responsibility and **tremendous** zest for work. Priority will be given to those who are experienced in similar activities and familiar with social **etiquette**.

If you want to **be a part of** the conference and **have close contact with** world-famous experts, call 12345678 or send your resume to postgrad@xxx.edu.cn for application and for information on the interview.

Postgraduates' Association

志愿者招募告示

我校将于 12 月 28 日举办关于全球化的国际会议，为此需要招募志愿者担任接待人员和向导。基本的要求是熟练掌握英语，熟悉会议主题。其他的要求还包括：有良好的沟通技能，强烈的责任感，并对工作充满热忱。有过类似活动经验、熟悉社交礼仪的同学将予以优先考虑。

如果你想参加本次活动，与世界知名专家近距离接触，请致电 12345678 或发送简历至 postgrad@xxx.edu.cn 进行申请及查看面试信息。

研究生会

【模板提炼】

Volunteers are needed as ... for ...

Basic requirements are...

Other requirements include ..., and ...

Priority will be given to those who ...

If you want to be a part of ..., call 12345678 or send your resume to ... for application and for information on the interview.

1.7 推荐 + 描述 2011

Directions:

Write a letter to a friend of yours to

- 1) recommend one of your favorite movies and
- 2) give reasons for your recommendation

【范文】

Dear Bob,

How have you been? I'm writing to tell you about an awesome new movie I recently watched that I think you will love - Shin Ultraman!

As you know, I'm a huge fan of tokusatsu and Ultraman just like you. I went to see it **as soon as it hit theaters** here, and it completely **blew me away**! The storyline, the characters, the special effects - everything was just superb. Shin Ultraman is **a reimagining of** the classic 1966 Ultraman series. It stays faithful to the original while also adding new **twists and layers**. The movie has incredible kaiju battles rendered with a mix of suitmation and CGI that look so realistic. I also love how Shin Ultraman himself is portrayed. He feels very much like the original Ultraman, yet also has **a refreshing modern upgrade**. And the way he emerges out of the darkness to fight monsters gave me chills!

In short, I think Shin Ultraman is a must-watch for any Ultraman fan. I really hope you'll get the chance to see it soon! Let me know what you think once you've watched it. I'm eager to discuss our favorite Ultra hero with you.

Your friend,

Li Ming

亲爱的鲍勃，

你最近好吗？我写信是要向你推荐我最近看的一部很棒的新电影，我觉得你一定会喜欢——《新奥特曼》！

你知道的，我和你一样都是特摄和奥特曼的超级粉丝。它一在影院上映我就去看了，它完全把我迷住了。无论是故事线、人物、特效，都是非常超一流。《新奥特曼》是对 1966 年经典的奥特曼的重新演绎。它保留了原作的精髓之处，同时也添加了新的转折和细节。这部电影有令人难以置信的怪兽战斗，混合了模拟和 CGI，看起来非常逼真。我也很喜欢新奥特曼本身的刻画。他保留了原作奥特曼的精神，又有很酷的现代升级。他从黑暗中现身对抗怪兽的场景让我毛骨悚然！

简而言之，我认为《新奥特曼》是任何奥特曼迷必看的佳作。真的希望你也能尽快看到它！你看过之后记得告诉我感想，我很想和你讨论我们最喜欢的奥特曼英雄。

你的朋友

李明

【模板提炼】

I'm so glad to hear from you as it has been a long time since we met last time.

You told me ..., so I'm writing to recommend ..., which is called ...

To begin with,... which...

..., inspiring us to ...

In addition,... also adds appeal to ...

Hope you enjoy ... and look forward to your reply...

1.8 欢迎 + 建议 2012

Directions:

Some international students are coming to your university. Write them an email in the name of the Students' Union to

- 1) extend your welcome and
- 2) provide some suggestions for their campus life here.

【范文】

My Dear Friends,

On behalf of the Students' Union, I would like to extend the warmest welcome to you, the international students, who have chosen to study here, away from your home countries.

It is my pleasure to offer several suggestions to facilitate your stay in China. Firstly, to overcome language barriers, I suggest that you make full use of all resources to study and practice Chinese diligently. Secondly, to cope with culture shock, it is advisable to get acquainted with Chinese culture and customs through making Chinese friends or via books, films and museums. Besides, you can also make full use of various learning resources boasted by our library.

I hope my suggestions would be helpful and I wish all of you a fulfilling college life here.

Yours sincerely,
Students' Union

亲爱的朋友们:

外国留学生们, 我谨代表学生会向选择远离母国来这里求学的你们致以最热烈的欢迎。

我很乐意提供几点建议, 以便为你们的中国之行提供便利。首先, 为了克服语言障碍, 我建议你们充分利用各种资源学习并勤练中文。其次, 为了应对文化冲击, 建议你们通过结交中国朋友或阅读、看电影和逛博物馆等方式熟悉中国的文化习俗。此外, 你们还可以充分利用我校图书馆的海量学习资源。

希望我的建议有帮助, 同时祝你们能拥有一个充实的大学生活。

诚挚的,
学生会

【模板提炼】

I, on behalf of ..., want to extend a warm welcome to you.

I am happy that you have chosen to ... in our ...

It is my pleasure to offer you my suggestions.

Firstly, to overcome..., you should...

Besides, it is advisable to ...

I hope my suggestions would be helpful and wish all of you ...

1.9 邀请 + 说明 2013

Directions:

Write an e-mail of about 100 words to a foreign teacher in your college, inviting him/her to be a judge for the upcoming English speech contest. You should include the details you think necessary.

【范文】

Dear Mr. Smith,

On behalf of the students' union, I'm writing to invite you to judge our English speech contest on April 28th.

The contest will be held from 18:00 to 20:00 **at the auditorium**. Competitors are required to first give a prepared speech on traditional Chinese culture and then answer 5 randomly-picked questions. You are expected to score and comment on their performance. You are **an academic elite** and **native speaker**, so that your valuable comments will surely benefit the competitors and the audience alike.

We will appreciate it if you could reply to our invitation **at your earliest convenience**. We are looking forward to your participation.

Yours sincerely,

Li Ming

尊敬的史密斯先生:

我谨代表学生会写信邀请您担任于 4 月 28 日举办的英语演讲比赛评委。

比赛将于 18:00 至 20:00 在大礼堂举办。参赛者首先进行关于中国传统文化的命题演讲, 然后回答五个随机选取的问题。希望您能为他们的表现评分并点评。您既是学术精英又以英语为母语, 您的宝贵意见一定会让参赛选手和现场观众都受益匪浅。

如果您方便尽早回复邀请, 我们将感激不尽。期待您的参与。

诚挚的,

李明

【模板提炼】

On behalf of ..., I'm writing to ...

... will be held from ... to at ... (简要介绍活动安排) .

You are expected to (介绍对方需要做的事情).

You are(指出收信人与活动契合的身份), so that(指出收信人对活动的意义).

We will appreciate it if you could reply to our invitation at your earliest convenience.

We are looking forward to your participation.

1.10 描述 + 建议 2014

Directions:

Write a letter of about 100 words to the president of your university, suggesting how to improve students' physical condition. You should include the details you think necessary.

【范文】

Dear Sir,

I am a senior student in this university. I'm writing to express my humble opinions about physical health problem among college students.

Students' deteriorating physical condition has become a burning issue. A recent report mentions that there are stunningly 6000 times of medical treatment for 3500 students in one new students' military training. The root of the problem, I think, lies in the over-emphasis on test scores. So it is imperative that the exam-driven system be reformed and the value of health be stressed. Physical education should be compulsory for all students. Meanwhile, opportunities for students to exercise, such as sports meeting, would be of great value for students.

I hope you find the above suggestions helpful and utilize them in our university.

Yours faithfully,

Li Ming

尊敬的先生:

我是本校大四的学生。我写信是为就大学生的健康问题提出自己的拙见。

学生日益糟糕的身体素质已经变成一个紧急的问题。最近有报道称在次新生军训中, 3500 名学生的就医次数令人震惊地达到了 6000 次。我认为问题的根源在于过度强调考试分数。因此有必要改革应试体系、强调健康的价值。应将体育设置为所有学生的必修课。此外, 诸如运动会等锻炼机会对学生来说会是价值非凡的。

希望您觉得上述建议有用并在我校予以实施。

诚挚的,

李明

【模板提炼】

I'm writing to express my humble opinions about (某种问题)

(某种问题) has become a burning issue. A recent report mentions that

The root of the problem, I think, lies in (分析原因).

So It is imperative that (建议一) should be compulsory for.

Meanwhile, (建议二) would be of great value for ...

I hope you find the above suggestions helpful and utilize them in...

1.11 描述 + 推荐 2015

Directions:

You are going to host a club reading session. Write an email of about 100 words recommending a book to the club members.

【范文】

Dear Friends,

As the host of the upcoming reading session, I am writing to you to recommend a plain but moving book, *We Three*, written by Yang Jiang, one of the most talented contemporary female writers.

With her great wisdom and perseverance, Yang Jiang tells us the love and support between her late daughter, husband and her in more than 60 years, and their experiences of being happily together and heartbreakingly apart. By depicting dreams as well as realities, this book shows us the sorrows and joys in life. In addition, through this common but extraordinary family, we can see the personality of Chinese intellectuals at that time cherishing their families and being diligent in their studies, and can deeply realize the true meaning of life that happiness always comes along with troubles.

I hope you will enjoy the book like me and share your impressions of it during the session.

Yours faithfully,

Li Ming

亲爱的朋友们:

作为即将到来的读书会主持人,我向大家推荐一本平实但令人感动的作品《我们仨》——作者是杨绛先生,当代最有才气的女作家之一。

杨绛用其智慧和坚忍,向我们讲述了她和已故女儿、丈夫 60 多年相守相助、相聚相失的经历。借助“梦境”和“写实”,这本书向我们展现了生活的喜与悲。另外,透过这个普通又不平凡的家庭,我们能看到当时的学者珍视家庭、勤奋治学的人格魅力,体会到“快乐总是与烦恼相伴”的生活真谛。

希望大家会和我一样爱上这本书,并在读书会上分享你的感想。

诚挚的,

李明

【模板提炼】

I'm writing to express my humble opinions about (某种问题)

(某种问题) has become a burning issue. A recent report mentions that

The root of the problem, I think, lies in (分析原因).

So it is imperative that (建议一) should be compulsory for.

Meanwhile, (建议二) would be of great value for ...

I hope you find the above suggestions helpful and utilize them in...

1.12 介绍 + 通知 2016

Directions:

Suppose you are a librarian in your university. Write a notice of about 100 words, providing the newly-enrolled international students with relevant information about the library.

【范文】

Notice

To ensure that students from overseas have a better knowledge of our library service, I'm writing to inform you of some relevant information with regard to our university library.

When you get enrolled at our university, you receive a student ID, which would allow you access to the library. Our library houses a vast collection of books, journals, multi-media audio-visual materials both at home and abroad, which accommodates the needs of different users. Furthermore, we have computers available in the lobby for checking any book or document you may need. An orientation program will be offered to you on Wednesday afternoon. You can take a library tour which will last for about 30 minutes. The library opens on weekdays from 9:00 a.m. to 10:00 p.m. Please feel free to contact us if you need any help via library@xxxuniversity.edu.cn.

Li Ming

September 1, 2015

通知

为了确保来自海外的留学生更好地了解我校的图书馆服务, 特此发布一份通知, 以告知你们关于我校图书馆的一些相关信息。

新生注册入学时, 你们每人拿到一张学生卡, 这张学生卡将容许你们进入校图书馆。我校图书馆藏有国内外大量的书籍、报刊、多媒体视听学习资料等等, 满足不同读者的需求。而且, 一楼大厅还设有计算机, 方便学生查询可能需要的任何书籍或文档。周三下午将为你提供图书馆迎新活动。届时你们可以参观图书馆, 活动将持续约半小时。图书馆周一至周五早 9 点至晚 10 点开放。如果你们需要任何帮助, 随时欢迎通过发送邮件至 library@xxxuniversity.edu.cn 联系我们。

李明

2015 年 9 月 1 日

【模板提炼】

To ensure that 说明通知介绍宗旨

I'm writing to inform you of some relevant information with regard to 说明通知介绍内容.

Our 具体介绍事物内容

Furthermore, we have 进一步介绍相关事项及建议等.

Please feel free to contact us if you need any help via 联系方式.

1.13 介绍 + 建议 2017

Directions:

You are to write an email to James Cook, a newly-arrived Australian professor, recommending some tourist attractions in your city. Please give reasons for your recommendation.

【范文】

Dear Prof. Cook,

Welcome to China! Knowing that you love travel, I'd like to recommend some of the most celebrated tourist attractions in Beijing.

Firstly, I recommend exploring the Palace Museum, the world's largest ancient palace complex, because it **showcases** a huge collection of arts and antiquities which offers a quick glimpse into China's **extensive history** and **sophisticated culture**. Moreover, if you are interested in outdoor activities, I recommend visiting the Great Wall, for the **spectacular view** of rolling mountains atop the ancient **beacon towers** will definitely make your trip **worthwhile**. Besides, there are unique cafes and galleries **tucked away** in the old lanes and alleys, or Hutongs in Beijing. Riding a bike along the **quaint** downtown capital after a whole-day teaching is such an excellent way to experience the charming Hutong culture.

Hopefully my recommendations are helpful and wish you a delightful journey.

Yours sincerely,

Li Ming

亲爱的库克教授:

欢迎来到中国! 得知您酷爱旅游, 我很乐意为您推荐北京几个最为著名的观光景点。

首先, 我推荐您参观世界最大的古代宫殿建筑群故宫, 因为那里陈列着琳琅满目的艺术作品和古玩珍奇, 让人们有机会快速了解中国悠久的历史 and 博大精深的文化。其次, 如果您对户外运动感兴趣, 那么我推荐您去参观长城, 因为站到那古老的烽火台上饱览群山绵延的壮丽景色, 绝对会让您感觉不虚此行。另外, 许多独具特色的咖啡馆和美术馆都深藏于北京古老的巷陌——胡同之中。结束了一整天的教学工作, 骑自行车畅游首都老城中心区, 实在是体验极具魅力的胡同文化的绝佳方式。

希望我的推荐有所帮助, 同时祝您有一个愉快的旅程。

诚挚的,

李明

【模板提炼】

At your request/Knowing that you want 目的, I would like to recommend to you 某人/某事物

Firstly, I highly recommend 推荐事物之一 to 某一类人, because he/she/it is bearing the most 正面特征 character to 目的

Moreover, if you are interested in 某事, I recommend to you 推荐事物之二, for this will 原因

Besides, since 原因, 做某事 is an excellent way to 目的

Hopefully my recommendations would be helpful and wish you...

1.14 邀请 + 说明 2018

Directions:

Write an email to all international experts on campus inviting them to attend the graduation ceremony. In your email you should include time, place and other relevant information about the ceremony.

【范文】

Dear Sir or Madam,

The 2018 Graduation and Degree Conferring Ceremony of our university will be held at the auditorium from 9:00 to 11:00 on June 28h.

With your remarkable expert knowledge, you have contributed a lot to the development of our university and the growth of our students. So I, on behalf of the Office of Student Affairs, sincerely extend to you an invitation to this ceremony. We will be greatly honored if you could be present at the grand ceremony, to witness this important moment in our students' life. And, on the occasion, there will be volunteers guiding you to your seat.

The schedule of the ceremony is attached for your reference. It would be much appreciated if you could please send back the reply slip before June 21st to inform us of your attendance. We look forward to your reply.

Yours faithfully,

Li Ming

尊敬的先生/女士:

我校 2018 级毕业典礼暨学位授予仪式将于 6 月 28 日 9:00—11:00 在校礼堂举行。

您以非凡的专业知识, 对本校的发展以及学生的成长助力良多。因此, 我谨代表校学生事务办公室, 诚挚地邀请您莅临典礼。有您在场共同见证学生们人生中这一重要时刻, 我们将倍感荣幸。另外, 届时将有志愿者引导您入场就坐。

随信附上典礼议程供您参考。若能出席, 烦请您于 6 月 21 日前将回执发送至此邮箱, 我们将不胜感激。期待您的回复。

您真诚的,

李明

【模板提炼】

活动名称 will be held at ... from ... on ...

邀请原因, so I, on behalf of ..., sincerely extend to you an invitation to the ...

We will be greatly honored if you could be present at ..., to witness ...

And, on the occasion, there will be ... guiding you to your seat.

The schedule of the ceremony is attached for your reference.

It would be much appreciated if you could please send back the reply slip before to inform us of your attendance.

We look forward to your reply.

1.15 回复 + 说明 2019

Directions:

Suppose you are working for the “Aiding Rural Primary Schools” project of your university. Write an email to answer the **inquiry** from an international student volunteer, specifying the details of the project.

【范文】

Dear Volunteer,

With the sincere **appreciation** for your dedication to our project, “Aiding Rural Primary Schools”, I’d like to answer your **inquiry** regarding the **forthcoming** voluntary activity.

Each summer holiday, we organize ten volunteers to teach for three weeks in rural primary schools mostly understaffed and seriously lacking in resources. International students are often **assigned to** teach English and **assist** local teachers during classes, which will greatly benefit pupils there who often struggle in their English study. Besides, there will be a brief training session before leaving, during which you should decide teaching plans and **submit** them in advance for **overall arrangement**. And surely, our university will pay all volunteers’ expenses on meals, **accommodation** and transportation.

It is hoped that my reply will be of help and please email me if you have any further questions.

Yours sincerely,

Li Ming

亲爱的志愿者：

衷心感谢您对我校“帮扶农村小学”项目的热情参与，我将对您关于即将开始的志愿活动的咨询予以回复。

我们每年暑假都组织十名志愿者走进农村，到那些往往师资不足、资源极其有限的小学支教三周。留学生志愿者通常负责教授英语及协助当地教师授课，这将极大地帮助当地学习英语吃力的孩子们。此外，出发之前会有简短的培训，期间您应确定教学计划，并提前上报以便统筹安排。当然，支教期间志愿者食宿交通费用都将由校方承担。

希望我的回复有所帮助，若还有任何其他疑问，请发邮件联系我。

诚挚的，

李明

【模板提炼】

With the sincere appreciation for your dedication to 活动, I’d like to answer your inquiry regarding the forthcoming activity.

For about 时间段, we organize 活动 at/in 地点.

活动参与者 are expected to focus on 具体活动 which benefits 活动意义.

Besides, there will be a brief training session before the program, during which you should 培训期间要求.

And surely, 活动主办方 will pay all the expenses on meals, accommodation and transportation.

It is hoped that my reply will be of help and please email me if you have any further questions.

1.16 通知 + 比赛 2020

Directions:

The Student Union of your university has assigned you to inform the international students of an upcoming singing contest. Write a notice in about 100 words.

【范文】

Notice

There is wonderful news! The annual Chinese Songs Singing Competition for overseas students will **kick off** at 7 p.m. next Saturday, December 28th.

This year's competition, which is to be held **in the auditorium boasting** brand-new lighting and sound equipment, will be a marvelous opportunity to **showcase** your passion for music and hone your performance skills. The contest, consisting of three rounds, is for **solo** performances only. To enter it, you need to **submit** a list of Chinese songs you'd like to perform, from which the judges will choose the song you will sing in each round. **Handsome prizes** await the top 10 winners!

Those who want to participate can find our desk by the dining hall around 12 a.m. every day this week. We look forward to your participation.

The Student Union
December 16th, 2019

通知

好消息！一年一度的留学生“华语歌曲演唱比赛”将于下周六(12月28日)晚7点拉开帷幕

今年的比赛将在配有全新灯光音响设备的大礼堂举行，这将是您展现音乐热情、磨练演唱技巧的绝佳机会。本次比赛分为三轮，仅限独唱。想要参加比赛，您需要提交一份自己愿意演唱的华语歌单，评委将从中选出你每轮比赛要唱的歌曲。前十名获胜者将得到丰厚的奖品！

想参加的同学可于本周每天中午12点左右在餐厅旁边找到我们的咨询台。期待你的参与。

学生会
2019年12月16日

【模板提炼】

There is wonderful news! 活动名称 will kick off on 活动日期 at 活动地点.

The event, which features/boasts 活动特色, will be a marvelous opportunity to 参加活动的目的/意义.

It will involve 具体活动内容.

To enter/attend it, you need to 活动要求.

Those who want to participate can find our desk by the dining hall 咨询/报名时间.

We look forward to your participation.

2 大作文

2.1 模板

2.1.1 功能句

1. 用于承上启下，强调后者：人们只关注...，却忽视了...

However, some of them focus eyesight only on stars' superficial lifestyles, ignoring their merits.

2. 用于某事物会构成障碍，阻碍进步：

This sort of blind worship may constitute an obstacle, hindering young people's progress and growth.

3. 用于将某事物比作...

To my understanding, confidence can be likened to be a journey, which...

4. 描述科技的两面性：

Given technology's constant advancements, ...

因为科技的持续进步，（负面影响）

2.1.2 结构

The drawing portrays ... , with a caption of ...

It intends to demonstrate that ...

..., which do more harm than good.

2.2 偶像崇拜 2006

【范文】

As is shown in the photos, one man has written “Beckham” on his face and the other spends 300 yuan imitating Beckham’s **chic** hairstyle. The photos reveal how **fanatically** devoted people are to their idols.

In this **pluralistic** and liberal era, idol-worshipping is **prevalent** among the young generation. This **obsession with** celebrities, whether they are in the field of sports, entertainment or tech is harmless in itself, yet more often than not **star-struck** youngsters emphasize **superficial** stuff over **substantial** qualities, just like the two men in the pictures. They blindly copy Beckham’s looks without realizing that his achievements and international influence are the results of his hard work. Since he was a little boy, Beckham hung the tyre on the woodwork to practice free kick over and over again. His success **is attributed to** his diligence and perseverance.

Handled properly, idol worship can bring the best out of us, serving as **beacons** to guide us towards our ideals. We should learn from **luminaries’** combatant spirit, their firmness of will and **unrelenting** efforts and constantly improve ourselves by **emulating** those talented.

如图中所示，一个人把“贝克汉姆”写在了他的脸上，而另一个人花了 300 元做“贝克汉姆”式时髦发型。图片展示了人们对自己的偶像多么狂热。

在这个多元化、自由化的时代，追星在年轻一代中十分普遍。这种对名人的痴迷，无论他们是体育界、娱乐界还是科技界的，就其本身而言是无妨的，但是通常情况下，崇拜明星的年轻人往往重视表面，而忽视了实在的品质，正如图片中的两个人。他们盲目模仿贝克汉姆的外表，而没有意识到他的成就和国际影响力来自于他的努力。贝克汉姆从很小的时候就把汽车轮胎挂在球门框上反反复复地练习任意球。他的成功归于他的勤奋和坚持。

如果正确对待，偶像崇拜可以发掘出我们最好的一面，作为灯塔引领我们接近理想。我们应该学习杰出人物的拼搏精神、他们的坚毅意志和不懈努力，通过效仿有才能的人从而不断完善自己。

【话题表述】

star-struck 追星族的，崇拜明星的

super/hardcore fan 超级粉丝，铁杆粉丝

celebrity news 名人新闻，明星八卦

celebrity worship syndrome 追星综合症

follow celebrities too closely 追星过猛

object of affection 情感寄托对象

put sb.on a pedestal 偶像化，过度崇拜某人

Idol worship has become a way of life for a lot of urban youngsters. 追星已经成为许多城市青年人的一种生活方式。

2.3 自信 2007

【范文】

The picture depicts a **brehtaking** moment when the player is about to shoot. At this time the goalkeeper in the player's mind becomes a **giant**, who makes it **incredibly difficult** to score, while the goalkeeper imagines that he is a **dwarf** who can barely **prevent the player from scoring a goal**.

Both of them **underestimate their abilities** and overestimate their enemy's. This kind of **insecurity** may lead to underperformance. The purpose of the drawing is to show us that in the face of challenges, to be undaunted and **self-assured** is of great importance. There are tons of people who **exude confidence** all the time and have achieved a great deal, one of whom is Deng Yaping, the world famous table tennis player. Her short figure doesn't stop her from becoming a **legend** in the table tennis field. Instead, her self-confidence as well as **perseverance** had enabled her to win not only 18 major world champions but also respect from all over the world.

Under the shadow of self-doubt, we may never fully **release our potential** or achieve success. Once we believe in ourselves, **sparks** of possibility may turn into flames of achievement. Just as Mark Twain said, "All you need in this life is ignorance and confidence, and then success is sure."

这幅图片描绘了球员即将射门的惊险时刻。这时，在射门员的脑海中，守门员变成了一个巨人，使得分变得无比困难；而守门员却把自己想象成一个侏儒，几乎无法阻止对方进球。

他们俩都低估了自己的能力，高估了对手的水平。这种不自信有可能导致他们表现欠佳。这幅图画旨在告诉我们，面对挑战，保持无畏和自信至关重要。有许多人始终保持自信，并取得了巨大的成就，世界著名的乒乓球运动员邓亚萍就是其中之一。她矮小的身材没有阻挡她成为乒坛传奇。相反，凭着自信和坚持，她不仅 18 次获得世界冠军，而且赢得了全世界人民的尊敬。

在自我怀疑的阴影下，我们可能永远无法完全发挥自己的潜力或取得成功。一旦我们相信自己，机会的火花便可能化作成就的火焰。正如马克·吐温所说，“自信而大智若愚地处世，成功便会水到渠成。”

【话题表述】

absolute/complete/full/total confidence 绝对的、完全的信心

feel/have confidence 有信心

gain/acquire/obtain confidence 获得信心

boost/enhance/increase/lift/raise confidence 增强信心

increasing/growing confidence 不断增加的信心

damage/undermine/weaken confidence 削弱信心

rebuild/restore/regain/revive confidence 重树信心

With confidence, you can reach truly amazing heights; without confidence, even the simplest accomplishments are beyond your grasp. (Jim Loehr, a world-renowned psychologist) 有了信心，你可以到达惊人的高峰；没有信心，即使是最简单的成就也变得遥不可及。（世界著名心理学家吉姆·罗尔）

2.4 合作 2008

【范文】

Walking sticks thrown away and stumps bound together, two disabled men, each of whom has only one leg, become a powerful union and are able to run forward as any able-bodied individual. Yes, what the picture reveals is the power of teamwork. It is no exaggeration to say, “United we stand, divided we stagnate.”

Teamwork is the spiritual power of working together toward common vision and directing individual accomplishments toward organizational objectives. A case in point is the Spurs, an NBA team. We’ve seen teams with expensive star players outperformed by this legendary team with players who may be individually less talented. The primary reason for its success is that they take teamwork, “team chemistry”, in the coach’s words, to an unparalleled level. Aiming at “winning”, Spurs players keep passing the ball and always give chance to those on the most favorable positions to shoot, thus creating its splendid records and the “Spurs Dynasty” in NBA history.

Collaboration can release and harness not only your skills but also those of everyone on the team, thereby producing multiplying effect. So when adversity strikes, we’d better change our ways of thinking and regard cooperation as the fuel of brilliance. Active cooperation can change unfavorable conditions into favorable ones, turning the situation around and eventually, working wonders. This is the magic of cooperation!

丢掉拐杖、绑起残肢，两个各自失去一条腿的残疾人成为了一个强大联盟，能够像健全的人那样向前跑去。是的，图画揭示的正是合作的力量。我们可以毫不夸张地说，“合作，我们就能生存；分裂，我们会止步不前。”

团队合作是一种朝着共同愿景努力，并把个人成就与团队目标相联系的精神力量。NBA 的马刺队便是一个典型的例子。我们曾见过由身价不菲的明星球员组成的球队被这支由单个来看可能没那么出色的球员组成的传奇球队打败。其成功的主要原因在于，他们把团队协作，用教练的话说是“团队的化学反应”，发挥到了极致。在“赢”这一目标的导引之下，马刺队的球员在球场上通过不断地传球，总是把投篮机会留给处于最有利位置的球员，从而取得了无数辉煌的战绩，最终成就了 NBA 历史上的“马刺王朝”。

合作不仅能使你更好地发挥个人能力，还能使团队中每个人的力量得到充分发挥，由此产生乘法效应。所以当逆境来临时，我们需要转换思维方式，把合作视为成就卓越的助推器。积极合作能够将劣势转化为优势，从而扭转不利局面，终将创造奇迹。这就是合作的魔力！

【话题表述】

effective cooperation 有效合作

mutual cooperation 互相合作

close cooperation 紧密合作

team morale 团队士气

complement each other 相辅相成、优势互补

Two heads are better than one. 人多力量大

Many hands make light work 众人拾柴火焰高

Talent wins games, but teamwork and intelligence win championships. 人才可以赢得比赛，但团队合作与智慧才能赢得冠军。

2.5 网络的近与远 2009

【范文】

As is illustrated in the cartoon, an enormous spider web, which symbolizes the Internet, confines people to tiny space with its **virtual walls**. Everyone is **well within reach**, but seems quite far apart. This is the very **implication** of “Nearness” and “Farness” of the Internet, which **vividly** reveals people’s life in today’s society.

For the past few years, **instant messaging** tools like QQ and WeChat have **sprung up** and practically been the most popular medium for **interpersonal communication**. Comparing with traditional letters in written form, it has **sharply** reduced the time cost of interpersonal communication. **It is no exaggeration to say** that the Internet has brought about **the most dramatic revolution in the history** of information exchange, and the realization of “being with each other though far apart”. But we should admit that while social networking is **shrinking the distance with people**, it might **give rise to** serious **indulgence** in the Internet. Once addicted to the virtual world, one would gradually lose the skill of direct contact in real life, become **withdrawn** and fearful of social activities of any kind, producing the embarrassing situation of “being so near yet so far”.

How could we break through the virtual walls and be better connected by the Internet? Instead of **cold text messages**, sitting down with our family or friends for a chat, talking with them on the phone, and even **verbal communication** through video chat on social networking platforms **are more capable of** conveying our passions and strengthening our ties with others. What’s more, we should take a break from screens and go out to **take part in** more social activities. Only in this way can the Internet release its **unlimited potential** and get people closer to each other, thus better realizing the ideal vision that “long distance separates no bosom friends”.

如图所示，一张象征互联网的巨大蜘蛛网，把人局限在被虚拟之墙隔断的狭小的空间内。虽近在咫尺，却似相隔甚远。这就是“网络的‘近’与‘远’”所蕴含的深刻内涵，它形象地揭示了人们在当代社会生活中的情景。

近些年来，QQ和微信等互联网即时通讯工具如雨后春笋般涌现出来，几乎成为了当前最普遍的人际交流媒介。与传统的以文字为载体的书信相比，互联网即时通讯工具大大降低了人际交流所需的时间成本。毫不夸张地说，互联网引起了信息传播史上最引人注目的变革，真正实现了“天涯若比邻”。但是我们也必须承认，社交网络在拉近与他人之间的距离的同时，却在某种程度上造成了严重的网络依赖症。人一旦沉溺于虚拟世界，就会逐渐丧失在现实世界中与人交流的能力，惧怕参加任何形式的社交活动，从而变得越来越孤僻，由此造成“咫尺天涯”的尴尬局面。

如何突破虚拟之墙的阻挡，更好地被互联网连结在一起呢？和亲人朋友坐在一起面对面聊聊天，通过手机给他们打个电话，甚至是通过互联网的视频工具进行言语交流，这些举措都会比冷冰冰的文字信息传递更多的人际间的喜怒哀乐，成为维系感情的重要纽带。另外，我们应时常离开“屏幕”，走出家门，多参加一些社交活动。只有这样，网络才能发挥其无限的潜能，真正拉近人与人之间的距离，更好地实现“海内存知己，天涯若比邻”美好愿景。

【话题表述】

Internet users 互联网用户

have access to the Internet/surf online/get on the Internet 上网

computers attached to the Internet 联网的电脑

spread news 传播消息

search engine 搜索引擎

communication tool 交流工具

online game 网络游戏

diversity of information 各种各样的信息

breaking news/up-to-date news 即时新闻

With no doubt the Internet has broken geographic barriers; however has created barriers of its own. 毫无疑问，因特网打破了地域屏障，但同时它又创造出了新的隔阂。

2.6 文化“火锅”2010

【范文】

The picture presents a **steaming** “cultural hotpot” with all kinds of **foodstuffs** in it, such as Buddhism, postmodernism, the Butterfly Lovers and Einstein. Mixing together, these cultural ingredients look **tremendously** delicious and **nutritious**. What lies behind the picture is clear: **Multicultural integration** is a **noteworthy feature** of the time and is of great benefit to the inheritance and development of world culture.

We live in an **unprecedented** age of globalization, where everything is increasingly mobile across national boundaries, and culture is no exception. Multicultural elements provide spiritual nourishment for people all over the world. For instance, some of our traditional ideologies have been introduced into the western world and successfully applied to practical use to **boost management effectiveness**; Peking opera draws on the **aesthetic** elements of western opera, making it more **accessible** to the audience worldwide and thus more likely to be passed on and developed. All countries have been benefiting greatly from absorbing different but complementary cultures, which accelerates the development of both material and spiritual civilization of human society.

The **blending** of different cultures has become an irresistible trend of our time. For us Chinese, we need not only to inherit and **carry forward** the **quintessence** of traditional Chinese culture, but also to learn and incorporate what is best in western culture with an open mind. By the fusion of old and new, as well as of east and west, we can promote vigorous development and prosperity of Chinese culture, thus creating conditions for the great **rejuvenation** of the Chinese nation.

图画展示了一个热气腾腾的“文化火锅”，里面是各种各样的食材，如“佛”、“后现代”、“《梁祝》”、“爱因斯坦”。这些文化食材融合在一起之后变得无比美味和营养。图片背后的含义清晰可见：多元文化融合发展是这个时代的一个显著特征，对世界文化的传承和发展大有裨益。

我们生活在这样一个前所未有的全球化时代，一切流动都跨越国界，日益频繁，文化亦不例外。多种文化元素为全世界的人们提供了精神食粮。比如，我国的一些传统思想被介绍到西方世界，成功应用于实际以提升管理有效性，我们的京剧唱段借鉴了西方歌剧的美学元素，变得更为各国人民所接受，从而更有机会得以传承和发展。各个国家都因汲取各不相同但相辅相成的文化而受益匪浅，促进了人类社会物质文明和精神文明的发展。

多文化融合现象已成为当前时代的大势所趋。对我们而言，一方面我们应该继承并发扬中国传统文化的精华，另一方面我们要以开放的态度学习和融汇西方文化的优秀元素。通过古今相契，中西相融，我们才能推进中国文化的大繁荣和大发展，从而为实现中华民族伟大复兴铺平道路。

【话题表述】

Chinese cultural symbols 中国文化符号

cultural exchanges 文化交流

cultural diversity 文化多元性

mix together 混合在一起

merge into 合并

moral values 道德价值

performing art 表演艺术

spiritual wealth 精神财富

In the highly-integrated world today, no country is an isolated island. 在今天高度融合的世界中，没有任何国家是一座孤岛。

Increased global connection and collaboration have led to the blending of cultural values. 日益增强的全球交流与合作带来了各种文化价值观的融合。

Thanks to technology and new media, people have exposure to cultures other than their own to draw from, learn from and feel connected to. 由于技术和新媒体（的发展），人们能够接触到本国文化以外的其他文化，博采众长。

2.7 旅途之“余” 2011

【范文】

In the picture, two tourists, enjoying a delightful boat trip on the lake, are dropping litter **recklessly** into the lake a behavior that makes themselves as well as the **scenery** not beautiful at all. And unfortunately, the lake is already **littered with** a clutter of garbage, which has spoiled the previously scenic lake. Just as the caption “What’s ‘Left’ after the Travel” implies, the cartoon is a **poignant criticism** of tourists with **uncivil conducts** that lead to environmental damage.

What is reflected in the picture is troubling many **scenic spots** today. Such behavior comes primarily from tourists’ lack of environmental awareness, thinking of just **casually** littering garbage as **no big deal**. They regard themselves merely as **passers-by**, who need not assume the responsibility of protecting the environment of the scenic spots. However, if everyone lacked environmental awareness, standing by and seeing environment hurt, the beautiful spots, even our whole country, would be **swallowed up** by rubbish one day.

To avoid this kind of tragedy, the whole society should take actions to protect our home. **For one thing**, everyone should realize the importance of protecting the environment and start small by no littering at will and stopping others from doing that timely. **For another, relevant authorities** should establish sound and efficient laws and regulations on environmental protection, **supervise** effectively and punish **law breakers** severely. Hopefully through **shared efforts**, we can make ourselves behave better, make the **landscape** of our homeland more **magnificent**, and fulfill the dream of “green China” sooner.

图中有两位游客，他们在湖面上泛舟游览美景时，将手中的垃圾随意丢进湖中，这一行为使景色连同他们自己都不再美丽。而且可悲的是，湖面上已经漂浮着各种各样的垃圾，破坏了昔日秀美的湖泊。正如标题“旅程之‘余’”所示，这幅漫画是对游客破坏环境的不文明行为的尖锐批评。

图中所反映的问题如今正困扰着许多景区。游客这种行为主要源于环保意识薄弱，认为自己随手扔点垃圾不会造成太大的影响。他们认为自己只不过是景点的过客，无需承担景区的环保责任。然而，如果人人没有环保意识，都对环境袖手旁观，原本风景优美的景区，甚至我们整个家园，总有一天会被垃圾包围。

为了避免这种悲剧发生，全社会都应行动起来，共同保护我们的家园。一方面，每个人都应意识到保护环境的重要性，从小事做起，不乱扔垃圾，并及时制止他人乱扔垃圾的行为。另一方面，相关部门应建立健全环境保护方面的法律法规，并进行有效监督，严厉惩治违法违规行为。希望通过共同努力，我们能够让自己的行为更加美丽，也让祖国的山川更加秀美，早日实现“绿色中国”的梦想。

【话题表述】

ancient monument 古迹

tourism industry 旅游产业

scenery/scenic spot/tourist attraction 景区

household garbage 生活垃圾

the deterioration of our environment at tourist spots 景区环境退化

The development of travel industry is restricted by the environment of scenic spots. 旅游业的发展受景区环境的制约。

2.8 乐观悲观 2012

【范文】

As is shown in the picture, two men react in distinctly different manners when they see a bottle **get tipped over** and half of the water **spill**. **Wearing a gloomy look**, one man covers his forehead and curses his luck, **lamenting**, “It’s all gone!” while the other smiles **agreeably** and **reaches for** the bottle, cheering, “Luckily there’s still some left”.

This portrayal reveals that in adverse situations, being optimistic or being pessimistic directs people towards two opposite paths. Just as Alexander Bell puts it: “When one door closes, another opens; but we often look so long and so regretfully upon the closed door that we do not see the one which has opened for us.” When obstacles **confront** us, assuming the worst only **spells** more failures, while interpreting them in a positive light always **spurs** us to look for a silver lining and I concentrate upon addressing problems. The drawbacks of pessimism and the benefits of optimism are **self-evident**.

Therefore, optimism is of great significance in our work and life. As an old saying goes, misfortune might be a blessing in disguise. When **adversity** strikes, instead of being blinded by pessimism, we should learn to examine it from **a comprehensive perspective** so as to break free of despair and discover hope. Besides, we should maintain a positive attitude all along by remaining gratified by what we have achieved, with an attempt to **keep forging ahead** and embrace various challenges.

如图所示，一个瓶子翻倒在地，里面的水泼了一半，而两人对这一幕的反应却大相径庭。其中一人神情沮丧，怨声连连，手抚额头哀叹道，“全完了！”另一人则面露笑容去捡瓶子，说道，“幸好还剩点儿”

这幅画揭示了：在逆境中选择乐观看待还是悲观处理，会将人们引上截然相反的道路。恰如亚历山大·贝尔所言：“一扇门关了，必有另一扇打开；而我们经常久久地盯着那扇关上的门，懊悔不已，以致对为我们打开的另一扇门视而不见。”遭遇挫折时，把情况想到最坏只会招致更多失败；而积极对待往往会敦促我们寻求光明，并一心寻找解决之道。悲观之弊，乐观之利，至此一目了然。

因此，在工作和生活中，乐观精神至关重要。俗话说，塞翁失马，焉知非福。身处困境时，我们要学会辩证分析，从绝望中发现希望，而非被悲观消极情绪蒙蔽双眼。此外，我们还要懂得知足常乐，尔后积极进取，迎接一个个新的挑战。

【话题表述】

关于乐观：

optimistic 乐观的 optimist 乐观者 positive 积极的 bright 光明的 promising 有前途的 sanguine 乐观的

关于悲观：

pessimistic 悲观的 pessimist 悲观者 negative 消极的 grim (前景) 暗淡的 despair 绝望

Do not cry over spilt milk. 不要为已经无法挽救的局面伤心难过。

2.9 选择 2013

【范文】

In the above picture, **a flock of** graduates stand at **a fork in the road**, with **an air** of confusion on their faces. They face four different choices: **hunting for jobs**, taking the postgraduate entrance exam, going abroad for further study and starting a business. Below the drawing the caption reads, “Choice-making”.

Undoubtedly this picture describes a **dilemma** all college graduates have to face —which path to take and pursue after graduation. This choice is of great significance to our future development. Therefore it's **imperative** for us to **make a prudent and sensible decision**. Firstly, graduates should know the advantages and disadvantages of each path and have **an objective appraisal of one's abilities and interests**. **It may sound cliché** but “know yourself” and “follow your passion” **go a long way**. Another factor that graduates should take into consideration is career planning. Once you **set your heart on** a given profession, you will put yourself on a track which ultimately will lead you to your final destination.

All desired life goals can be achieved through diligence, persistence and willingness to learn continuously. Therefore, **with a compass in mind**, graduates can **make an optimal choice** suitable to themselves and advance bravely along the chosen path.

在上图中，一群毕业生站在一个分岔路口，脸上带着一种迷茫的神情。他们面前有四种不同选择：求职、考研、出国留学和创业。图片下方标题写着：“选择”。

毫无疑问，这幅图片描绘了所有大学毕业生都要面临的一个困境毕业后选择和追求哪一条路。这一抉择对我们未来的发展十分重要。因此，我们必须做出谨慎而明智的决定。首先，毕业生应该了解选择每条路的利弊，并客观评估个人的能力和兴趣所在。也许听起来很陈词滥调，但“了解自己”和“追寻激情”大有帮助。另一个毕业生需要考虑的因素是职业规划。一旦你对某一职业下定决心，你就会把自己置于最终会把你带到目的地的轨道上。

任何想要的人生目标都能因努力、坚持和持续学习的意愿得以实现。因此，脑海中有有一个指南针，毕业生就可以做出适合自己的最优选择，并在自己选定的人生道路上勇往直前。

【话题表述】

choice/option/selection 选择

life path 人生道路

life journey 人生旅程

make a wise/good choice 做出明智的/好的选择

make a careful choice/carefully choose from 小心地选择

Life is full of unlimited possibilities. 人生充满了无限可能

2.10 相携 2014

【范文】

There are two photos of a mother and a daughter. One was taken 30 years ago showing the young mother holding her daughter's hand and the other has been recently gotten recording the daughter supporting her mother with hand. Scenes have changed; but what remains unchanged is their sweet and contented smile.

The two photos reflect the deep love between the mother and the daughter, bringing **comforting relief** from frequently reported **stay-at-home children** and **elder mistreatment** cases. As the world becomes materially rich, wealth accumulation and pursuit of comfort have become a **fashion trend**. Many young adults influenced have become irresponsible parents or **unfilial** children. Some leave their children at hometown where **living cost** is lower and their parents can help deal with tiring child raising. They **intentionally** or unintentionally ignore the **detrimental effects of the lack of parental involvement** on their children. Some **turn a blind eye to** their responsibility towards parents. They **selfishly** think taking care of parents will disturb their **vibrant** personal life and increase their economic burden.

These young people **discard** the most important element for happiness-the mutual love within a family and unwisely get temporary comfort **at the expense of** long-term happiness. A person of wisdom should place experiencing family love at the top of his life's priorities.

有一对母女的两张照片。一张拍摄于 30 年前，上面是年轻的妈妈牵着女儿的手；另一张是最近拍摄的，上面是女儿搀扶着母亲。场景发生了变化，但不变的是她们甜美、满足的笑容。

两张照片反映了母女之间深厚的爱，使经常报道的留守儿童和虐待老人事件带来的负面心情得到一定缓解。随着世界变得物质充裕，财富积累和对舒适的追求成为流行趋势。许多受流行趋势影响的年轻人成为不负责任的父母或者不孝顺的孩子。一些人将孩子留在老家，在那儿生活成本更低，也有自己的父母帮着分担带孩子的累人任务。他们有意或者无意忽略养育过程中父母缺位给孩子带来的有害影响。一些人无视对父母的责任。他们自私地认为照顾父母会影响他们充满活力的个人生活，并增加他们的经济负担。

这些年轻人舍弃了幸福最重要的因素——家人之间的亲情，不明智地为得到暂时的舒适而牺牲长期的幸福。一个明智的人应该将感受天伦之乐列于人生优先排序列表中靠前的位置。

【话题表述】

demographic ageing/population ageing 人口老龄化

grow frail 变得体弱

lose mental acuity 思维不再敏捷

help parents financially 给父母提供经济帮助

visit parents regularly 定期看望父母

2.11 手机时代的聚会 2015

【范文】

Four friends get together to have a dinner. What's **weird** is that the four appear to be stranger to each other, not talking with friends seated beside but totally **indulging in smart phones**.

The picture reveals a typical scene for modern people. Whenever people have a chance to relax, they will **fish out** phones to play for a while. The warm face-to-face communication which was taken for granted has been violently ruined by smart phones and become a luxury. It is **challenging** or even impossible for many people to concentrate on face-to-face communication. As the quality of **emotional interaction** between people suffer an annoying dramatic **deterioration**, more and more people arrive at an **agreement** that people should shut down mobile phones when being with friends or relatives. Unfortunately, it is only a theoretical opinion around communication tools on the smart phone. Few people apply it into life.

The smart phone is really the most **controversial** modern invention, bringing enjoyable relaxation and great convenience on one hand and causing **problematic** phone addiction and **consequent interpersonal isolation** on the other hand. Rational attitude should be paid to the mobile phone. We should not **squander** the limited and precious time with friends and relatives on a lifeless machine. Due importance should be attached to the contact in real life.

四个朋友聚在一起吃饭。奇怪的是这四人似乎互相不认识，没有跟坐在旁边的朋友说话，而是完全沉浸在自己智能手机上。

这幅图展现了一个对现代人来说典型的一幕。只要人们有机会放松下，他们就会掏出手机玩一会儿。曾经认为理所当然的温暖的面对面交流被智能手机粗暴地破坏了，变成了一种奢侈。对大多数人来说专注于面对面交流是个挑战，甚至是不可能的任务。随着人们之间情感交流质量恼人地大幅下降，越来越多的人同意人们应该在与朋友和亲戚在一起的时候关闭手机。不幸的是，这只是个流传于智能手机中的交流工具上的理论性的想法。很少有人将之实施。

智能手机真的是最有争议的现代发明，一方面带来让人愉悦的休闲和方便，另一方面造成迷恋手机的问题以及随之而来的人际关系的疏离。我们应该理性对待手机。不应该将与朋友和亲人在一起的有限和宝贵的时间花在没有生命的机器上。应该关注现实生活中的交流。

【话题表述】

Given technology's constant advancements, cell phones affect interpersonal relationships with unanticipated consequences. 因为科技的持续进步，手机以无法预期的结果影响着人际关系。

2.12 给孩子做榜样 2016

【范文】

The above two pictures reveal two distinctly different **parenting methods** of two fathers. In the first picture, the father is urging his son to study hard while he is just relaxing himself, with his eyes **fixed on** the TV set. In the second picture, both the father and his son are concentrating on their study. The caption under the cartoon reads: "It is better to set an example than merely make demands".

What the above pictures intend to illustrate is that parents can better teach children by example rather than verbal instruction in their daily life. As an old saying goes, a good example is the best way of **persuasion**. There is no doubt that parents play a vital role in the bringing-up of their children since they are the role models kids look to for guidance, especially in their **formative years**. When it comes to instructing and influencing kids, action tends to speak louder than words.

Therefore, in my opinion, it is parental duty for adults to set an example for children. Only when adults **earnestly** practice what they advocate can children **follow their example**. This way, children can also enjoy better family atmosphere and **get better disciplined**.

上面两幅图片展示了两位父亲截然不同的两种教育方法。第一幅图中，父亲敦促他的儿子好好学习，可他自己却在放松休闲，两眼盯着电视机。第二幅图中，父亲和儿子两人都在聚精会神地学习。图片下方写着：与其只提要求，不如做个榜样。

上图意在说明的是，父母在日常生活中通过以身作则躬亲示范，能比口头教育更有效果。正如一句老话所说，一个好榜样是最佳说服方式。毫无疑问，父母在孩子的成长教育中起到至关重要的作用，因为他们是孩子的行为榜样；孩子们看向他们寻得指引，尤其是当孩子们处于成长期时。就对孩子的教诲和影响而论，行动往往胜过语言。

因此，在我看来，成年人为孩子树立一个榜样是为人父母的责任。只有当父母身体力行躬行已说，孩子们方能依循父母的榜样。这样一来，孩子们也能感受到更好的家庭氛围，并且愈加自律。

2.13 “有书”与“无书” 2017

【范文】

In the left picture, a man is **lolling** back in his comfortable chair, **smug** about a shelf full of books in front of him. “What a great number of books I have!” he said to himself, yet obviously he **shows no intention of** reading any of them. The man on the right, **by contrast**, is sitting at a desk with only a few books on it, and has made a **feasible** reading plan: Finish reading 20 books this year.

Through sharp contrast, the pictures reveal the difference between “‘possessing books’ and ‘reading books’”. For some people, books are **nothing more than** decorations. Their studies are **gorgeously** decorated and shelves full of books which are used not to read, but to show off or to satisfy their **vanity**. Totally differently, some people, fewer books though they have, regard books as spiritual food and do everything possible to read. For example, Lin Haiyin, a famous writer, has written in Bookstore Freeloader’s Journal that when she was young she always went to a bookstore and read there in **secretive** way for lack of money, **rain or shine**. It was the very **thirst for** knowledge that made her a writer with great achievements.

“Books are a **stepping stone** to human progress”, but as books are not equal to knowledge and unread books won’t help, we should read a single book carefully instead of merely collecting thousands of books to make progress. Furthermore, everything else should also be dealt with in a **down-to-earth** way. Just as President Xi once put it, “Empty talk would lead a country **astray**, and hard work can revitalize a nation”, only through continuing efforts, can individuals **advance** steadily and **the Chinese nation achieve great rejuvenation**.

左图中，一个人懒洋洋地靠在躺椅上，望着眼前整整一书架的书沾沾自喜。他自言自语道：“我有这么多书！”却明显没有要读任何一本书的打算。而右图中的人坐在只放着几本书的书桌前，做出了一个切实可行的读书计划：争取今年读完 20 本书。

图片通过鲜明的对比，揭示了“有书”与“读书”的区别。对有些人来说，书籍只是一种装饰。他们把书房布置得富丽堂皇，书盈四壁，却不是为了读书，而是为了向别人炫耀，满足自己的虚荣心。与这种人截然不同的是，有些人虽然藏书不多，却把书籍当作精神食粮，想方设法为自己创造读书的机会。比如著名作家林海音女士在《窃读记》中写到，小时候因为没钱买书，只能去一家书店偷偷读书，风雨无阻。正是这种求知若渴的精神，使她日后成为了卓有成就的作家。

“书籍是人类进步的阶梯”，但书本并不等同于知识，未读之书对人无所助益，因此，我们要想取得进步，必须认真真地去读一本书，而非仅仅收藏千万本书。另外，不仅是读书，做其他事情也应当脚踏实地。正如习主席所说的那样，“空谈误国，实干兴邦”，只有脚踏实地努力奋斗，个人才能取得稳定进步，中华民族才能实现伟大复兴。

2.14 选课进行时 2018

【范文】

In the cartoon, a college student is sitting seriously in front of a laptop, selecting his next terms' courses. He "smartly" divides the courses into two groups: those offering **cutting-edge knowledge**, inspiring innovation, but requiring hard work, and those with little academic pressure and an easy high-score pass. The cartoon reflects a common **phenomenon** among today's college students, which is actually against the purpose of our **course selection system**.

Why does this happen? It can be mainly **attributed to** a social climate which **puts too much emphasis on** "utility". The current achievement assessment system in colleges which **takes credits as the only indicator** is also responsible for the phenomenon. However, **neither of them is the excuse for** students to **shrink back from demanding** courses and choose easy ones. Avoiding demanding courses will prevent them from **building knowledge hierarchy** and **improving personal competence**. Further, as the youth are the hope of a country, that will make our goal of constructing an innovative nation **remain a remote dream**.

It's not **an overnight affair** to solve the problem, and **long-process concerted efforts** are in need. First of all, students should **put personal development high on the agenda**, striving to be a man of courage, capabilities and responsibilities. Besides, colleges should diversify assessment standards and motivate teachers to deliver knowledge **in interesting and illuminating ways**. Meanwhile, a new tendency of daring to challenge and innovate should be cultivated. We sincerely believe that **the Chinese dream of achieving great rejuvenation** will surely be realized by the youth with the joint efforts.

图片中，一位大学生正襟危坐在电脑前选课。他“巧妙地”将课程分成了两类：一类知识新、重创新，但有难度；一类给分高、易通过、且作业少。图片反映了一种如今大学生中常见的现象，实际上也是一种违背选课体系初衷的现象。

为什么会出现这种情形？主要可归咎为当下过分功利性的社会氛围。现有的仅以学分为评判标准的教学评估体系也是部分原因。然而，上述原因都不能成为学生躲避困难课程、选择易过课程的借口。因为一味避免困难课程将阻碍学生知识体系的构建及个人能力的提高。更严重的是，青年一代是国家的未来，长此以往，我们“建设创新性国家”的目标将会遥不可期。

解决这一问题并非朝夕之事，而是需要各方长期协同努力。首先，大学生应将个人发展视为最重要之事，努力成为一个有勇气、有能力、有担当的人。其次，学校应使评价标准多样化，并鼓励教师以有趣易懂的方式传授知识。同时，全社会应努力培养勇于挑战、勇于创新的新风尚。我们由衷地认为，在各界共同努力下，中华民族伟大复兴的中国梦必将在年轻一代人中实现。

2.15 爬山 2019

【范文】

In the picture, there are two climbers on their way to the top of a mountain. One of them, sitting on a stone step with his backpack aside, says in slight **frustration**, “I’m too tired to go any further.” His travel companion hands him a bottle of drink and replies encouragingly, “Come on! Take a break and keep climbing.” The picture intends to illustrate the **irreplaceable** role **persistence** plays in realizing great ambitions.

Just as mountaineers have to climb up rocky and **steep** slopes before reaching the peak, we will inevitably encounter numerous obstacles on our way to success. What is needed then is **a sustained effort** to conquer them rather than an excuse to give up. After all, **surrender** means all previous efforts **come to naught** while **hanging on** certainly brings rewards. High achievers in competitive sports understand that very well and, almost without exception, **attribute their glories to their perseverance** with intensive training day after day.

As an old Chinese saying goes, **the last leg of a journey marks the halfway point**. The closer we get to the finishing line, the more fatigued and lazier we feel. At such tough moments, we can only achieve our goals by being **strong-willed** and **gritting our teeth**. In other words, the virtue of persistence is the key to success and thus needs to be cultivated consciously.

图里有两名登山者正在通往山顶的途中。其中一人坐在石阶上，把包放在旁，略带沮丧地说道：“我太累了，不爬了。”他的旅伴递给他一瓶饮料，鼓励道：“别啊！休息一下再接着爬。”该图旨在揭示：坚持不懈对于实现远大理想有不可替代的作用。

正如登山者必须要爬上崎岖陡峭的山坡才能抵达山顶，我们在通往成功的途中也难免会遇到诸多障碍。此时，我们需要通过不懈努力来克服这些困难，而非寻找借口放弃。毕竟，缴械投降就意味着前功尽弃，而坚持下去必将有所回报。在竞技体育领域取得非凡成就的人对此了然于心，他们几乎无一例外会将取得的荣誉归功于自己能坚持完成日复一日的高强度训练。

中国有句古话：行百里者半九十。我们越接近终点线，就越会感到疲惫慵懒。在这样艰难的时刻，只有坚定信念、咬紧牙关，才能达成既定目标。换言之，持之以恒便是我们取得成功的关键，因此我们需要有意培养这种品质。

2.16 习惯 2020

【范文】

In the left picture, a girl is **concentrating on** her **assignments**, with a strong desire to complete them as soon as possible. **In stark contrast** to her, the boy in the right picture is **resting his back against** a chair lazily, with no intention of doing schoolwork. He has a habit of, in his own words, waiting until the last minute to make a start.

The two pictures serve as a reminder of the significance of self-discipline, the ability to make ourselves do what we ought to do without being **urged** by someone else. It **motivates** us to take control of our time and **devote our attention to** what is truly important and meaningful to us. This in turn **ensures quality and productivity**. Those who lack self-discipline often fail to get their priorities right, easily falling into the bad habit of **procrastination**. They will end up either **rushing through** their assignments or missing the deadlines, which **is detrimental to** their academic progress and career **advancement**.

In summary, self-discipline brings us **lifelong** benefits. It is thus necessary for us to develop this personal quality as long as we would like to achieve something impressive.

左图中，一名女生正专注于自己的作业，非常希望尽快将其完成。与之形成鲜明对比的是，右图中的男生懒洋洋地背靠着椅子，丝毫不打算做功课。用他自己的话说，他习惯“不到最后不动手”。

这两幅图提醒着人们自律的重要性，自律即能在没有他人敦促的情况下去做自己应该做的事。它促使我们掌控自己的时间并全神贯注于对我们来说真正重要且有意义的事。这进而能确保质量和效率。缺乏自律的人往往分不清事情的轻重缓急，容易染上拖延的坏习惯。到头来，他们要么敷衍了事，要么不能如期完成，这不利于他们的学业进步和事业发展。

总之，自律会令我们受益终生。因此，但凡我们想要大有作为，就有必要培养这一个人品质。