

太极语法

简化英语学习，释放你的时间！

祁连山老师

以不变应万变





有道精品课

无词写作训练营 英文书信一网打尽

讲师：祁连山老师

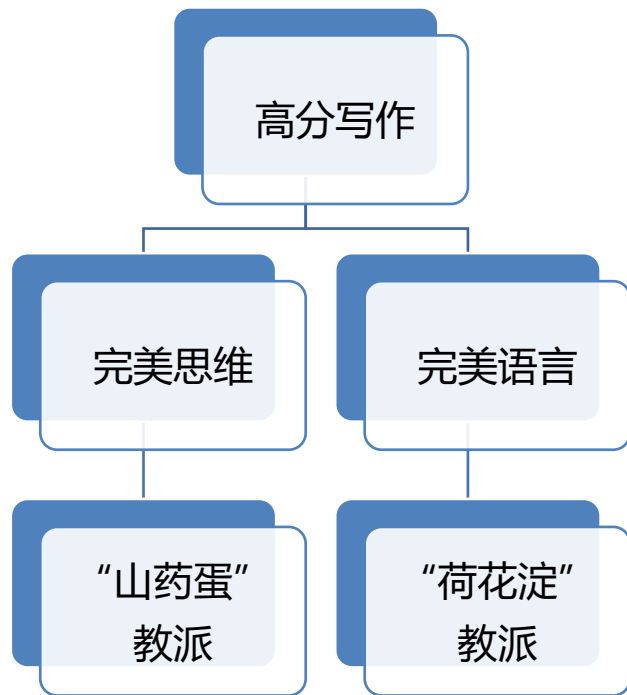
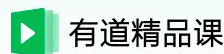
个人简介

**北京大学法学院硕士精英
带你体验最强英语思辨**

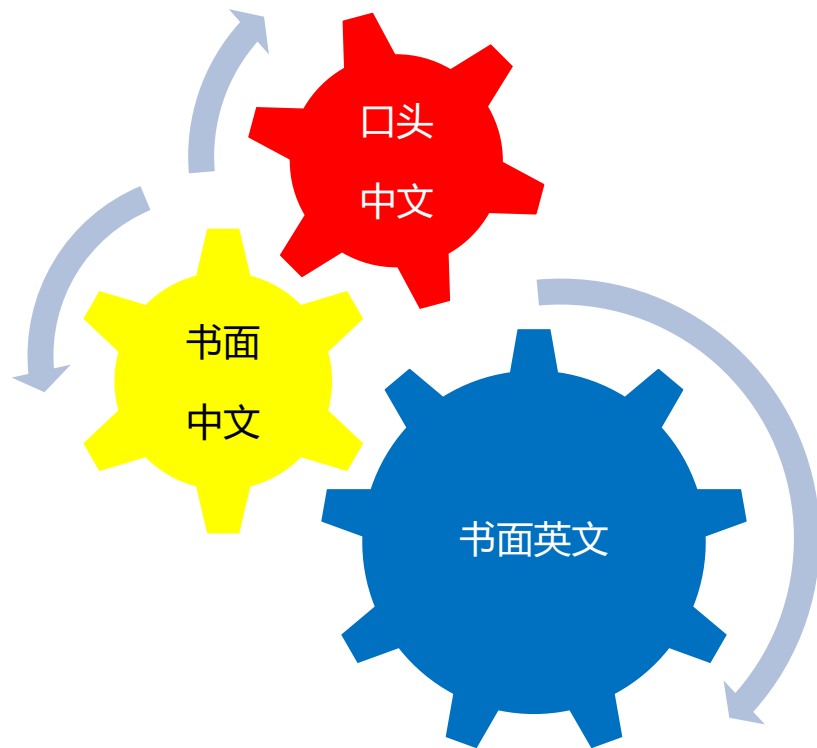
- | 全国著名英语出国考试培训权威
- | 全国首批托福官方认证教师
- | 中国ACT考试培训第一人
- | 《雅思无词阅读法》作者
- | 《托福无词写做法》作者
- | 享誉雅思阅读、托福写作提分王



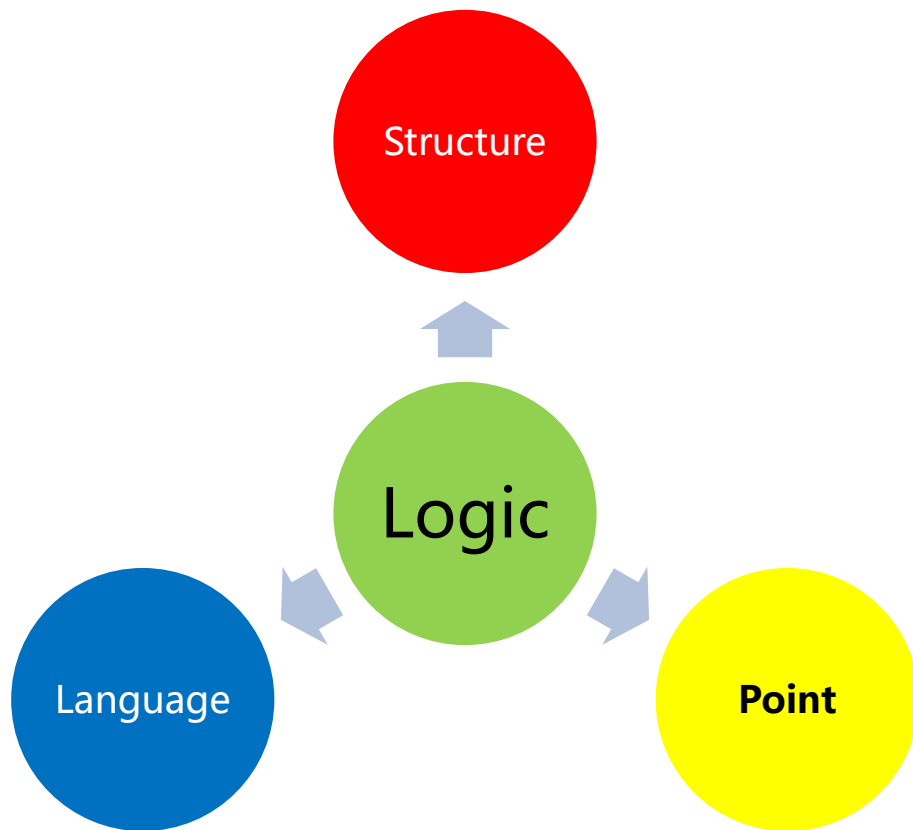
高分写作的两个完美：思维和语言



英文作文=中文作文+英文翻译



无词写作——逻辑思维



课程目标：150-200字

雅思小作文	150+
考研作文	160-200
六级作文	150-200
四级作文	120-180
高考作文	100+

英文书信的类型

Dear Sir or Madam,

I am writing this letter to	thank you for ...	感谢
	apologize for ...	道歉
	express my dissatisfaction with ...	投诉
	request some detailed information about ...	询问
	suggest that ...	建议
	apply for the position of ...	申请

I look forward to receiving your reply.
Yours faithfully/sincerely,
David

书信的tone和style

	Formal	Semi-formal	Informal
称呼	Dear Sir or Madam	Dear Mr. ... (姓) Dear Ms. ... (姓)	Dear ... (名)
收信人	写给陌生人或机构	认识但不熟的人 (房东、邻居、同事)	朋友或家人
标点符号	一般不出现感叹号或问号	一般不出现感叹号或问号	有可能出现感叹号或问号
简写	不用简写 do not	不用简写 do not	可以简写 don' t
结尾	I await your prompt response.	I await your prompt response.	Hope to see you soon.
署名	Yours faithfully	Yours sincerely	Best wishes Lots of/With love

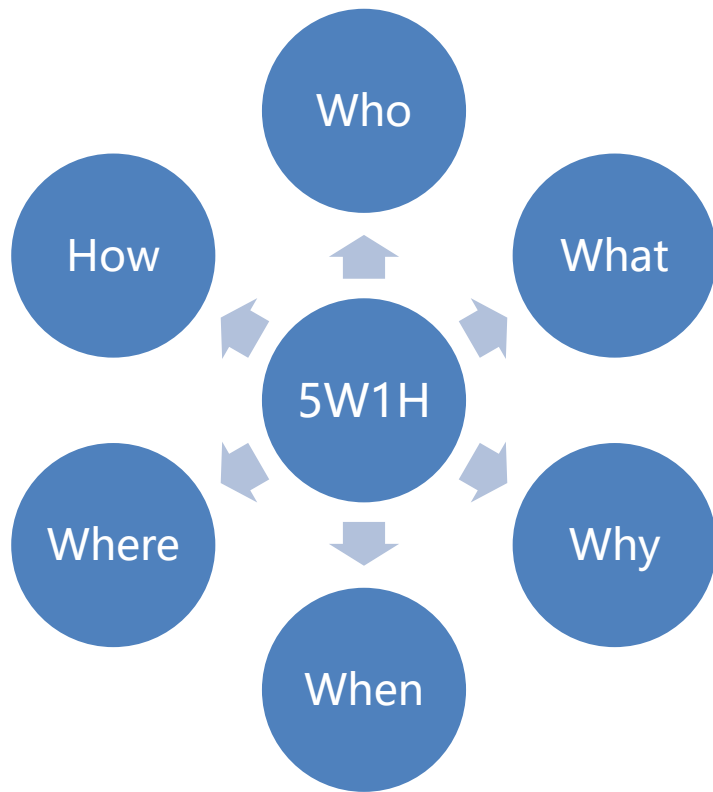
英文书信的结构

段落一	目的 (3句)	1、表明目的①I am writing this letter to ... 2、解释目的②... 3、强调客观③However, ...
段落二	内容 (5句)	1、欲扬先抑 : ①In the beginning, ... 2、解释原因 : ②But ... 3、举例证明 : ③For example, ... ④In addition, ... 4、结尾总结 : ⑤Therefore, ...
段落三	结尾 (2句)	1、重申目的 : ①... 2、期待回复 : ②I look forward to receiving your reply.

感谢信

Please write a letter to express your thanks to one of your friends who helped you most when you were in difficulty .

编故事



感谢信

段落一

- ① I am writing this letter to感谢你今年夏天教我英语。
- ② 当我刚到美国参加暑期学校时，我很担心我不能很好地用英语交流。
- ③ However, 这两个月你耐心地帮助我极大地提高了口语能力。

段落二

- ① In the beginning，我在班上说英语很紧张。
- ② But你对我的建议很有帮助，使我变得不再害怕当众说话。
- ③ For example, 你教给我很多只有本地人使用的习语。
- ④ In addition, 你还每周日下午陪我练习两个小时的口语。
- ⑤ Therefore, 在暑期学校过后，我发现我的英语进步明显。

段落三

- ① 我非常感谢你提供给我的支持，并且你的帮助对我而言是无价的。
- ② I look forward to receiving your reply.

感谢信

① I am writing this letter to感谢你今年夏天教我英语。

① I am writing this letter to thank you for teaching me English this summer.

感谢信

②当我刚到美国参加暑期学校时，我很担心我不能很好地用英语交流。

②I was worried that I would not be able to communicate well in English when I first attended the summer school in the US.

感谢信

③However, 这两个月你耐心地帮助我极大地提高了口语能力。

③However, you patiently helped me greatly improve my speaking ability in these two months.

感谢信

① In the beginning , 我在班上说英语很紧张。

① In the beginning, I was nervous to speak English in class.

感谢信

②But你对我的建议很有帮助，使我变得不再害怕当众说话。

②But your useful advice to me made me less scared of talking in public.

感谢信

③For example, 你教给我很多只有本地人使用的习语。

③For example, I learned from you a lot of idioms that only local people use.

感谢信

④In addition, 你还每周日下午陪我练习两个小时的口语。

④In addition, it was so kind of you to practice oral English with me for two hours every Sunday afternoon.

感谢信

⑤Therefore, 在暑期学校过后，我发现我的英语进步明显。

⑤Therefore, I found much progress in my language proficiency after the summer school.

感谢信

Dear Jane,

I am writing this letter to thank you for teaching me English this summer. I was worried that I would not be able to communicate in English well when I first attended the summer school in the US. However, you patiently helped me greatly improve my speaking ability in these two months.

In the beginning, I was nervous to speak English in class. But your useful advice to me made me less scared of talking in public. For example, I learned from you a lot of idioms that only local people use. In addition, it was so kind of you to practice oral English with me for two hours every Sunday afternoon. Therefore, I found great progress in my language proficiency after the summer school.

I appreciate the support you have provided and your assistance has been invaluable to me. I look forward to receiving your reply.

Yours sincerely,

David

感谢信

1. I just want to send a note to say how much I appreciate the help you have given me.
2. I would like to convey in this letter my heartfelt thanks to you for your assistance.
3. I am writing to thank you for permitting us to use your resources.
4. With very best wishes and thanks.
5. I appreciate the support you have provided and your assistance has been invaluable to me.
6. I must thank you again for your generous help.

投诉/抱怨信

Please write a letter to complain about the change of time to an organization .

投诉/抱怨信

段落一

- ① I am writing this letter to向你们投诉你们突然改变这次英语学习活动的时间。
- ② 我已经依据你们给我的最初时间安排好了自己的其他事情。
- ③ However, 现在我不得不重新调整我的时间了。

段落二

- ① In the beginning, 你们承诺这次活动将会在下周五晚上七点举行。
- ② But 我昨天突然接到通知说活动时间发生了很大的变化。
- ③ For example, 活动时间从周五晚上变到了周六晚上, 可是我周六晚上有钢琴课。
- ④ In addition, 活动竟然要从九点才开始十一点结束, 而这会给住得远的人造成非常大的不便。
- ⑤ Therefore, 我不可能接受这种不考虑别人的改变。

段落三

- ① 我希望你们能够在本周末之前解决这一问题。
- ② I look forward to receiving your reply.

投诉/抱怨信

Dear Sir or Madam,

I am writing this letter to complain that you suddenly changed the time of the English learning activity. I have scheduled my other things according to your original time. However, I am forced to reschedule them now.

In the beginning, you promised that the activity would be held at seven on the next Friday evening. But yesterday I was informed unexpectedly that the time was changed greatly. For example, instead of Friday evening, the activity will occur on Saturday evening, though I will have a piano class at that time. In addition, it will even start at 9 p.m. and end at 11 p.m., which may cause much inconvenience to those who live far away. Therefore, it is impossible for me to accept the inconsiderate change of time.

I would like to have this matter settled by the end of this weekend. I look forward to receiving your reply.

Yours faithfully,

David

投诉/抱怨信

1. I am writing to complain that
2. I am writing to inform you that I am dissatisfied with your ...
3. I would like to draw your attention to ...
4. I understand you will give immediate attention to this matter.
5. I would like to have this matter settled by the end of ...
6. I believe this is the only way to get this matter settled.

道歉信

Please write a letter to apologize to one of your friends upon a change of a meeting (time, location, etc.) .

道歉信

段落一

- ① I am writing this letter to 向你道歉更改我下周英语课的时间。
- ② 我对和你学英语期待很久了，而且我已经订好去你那里的火车票。
- ③ However, 我下周突然要忙起来了。

段落二

- ① In the beginning, 我估计我下周应该有很多空闲的时间。
- ② But 我的导师今天下午突然给我几个任务。
- ③ For example, 他让我帮他翻译一篇3000字的学术论文。
- ④ In addition, 他还要我替他给本科生上一节辅导课，所以我还要备课。
- ⑤ Therefore, 我下周就不可能抽出任何空闲时间上课了。

段落三

- ① 我非常感谢你考虑重新安排我们上课的时间。
- ② I look forward to receiving your reply.

道歉信

Dear Jane,

I am writing this letter to apologize for rescheduling my English class in next week. I have long been awaiting to learn English from you, and I have booked a train ticket to your place . However, I am going to be busy in next week unexpectedly.

In the beginning, I guess I will have a lot of free time in the coming week. But my boss suddenly assigned me several tasks to finish this afternoon. For example, he asked me to translate an academic thesis of 3000 words for him. In addition, I need to fill his shoes to give a tutoring class to his undergraduate students, so I have to prepare for it. Therefore, it is impossible for me to spare any free time to have my class in next week.

I would appreciate any consideration you can give me in rescheduling our class. I look forward to receiving your reply.

Yours sincerely,

David

道歉信

1. I just want to write you a quick note to apologize for not being able to keep your appointment tomorrow.
2. I just really hope that you will be able to accept my apology for ...
3. Please let me have your views about this matter as soon as possible.
4. I would appreciate any consideration you can give me in rescheduling our meeting.
5. Thank you for your anticipated patience in this matter.
6. I will do everything in my power to ensure that this type of error does not occur again.

咨询信

Please write a letter to an organization to ask for some detailed information about their service .

咨询信

1. I would be grateful if you could let me know ...
2. I am writing to enquire whether I can become a member of your ...
3. Please let me know as soon as possible whether or not you will accept this offer.
4. You are welcome to call me on ...
5. Please contact me on ... if you would like to talk about it further.
6. Thank you for your attention.

建议信

Please write a letter to give an organization some advice so that they can improve their service .

建议信

1. I am writing this letter to express my views concerning ...
2. You have asked me for my advice with regard to ... and I will try to make some useful suggestions.
3. If I can be of any assistance in any way, please do not hesitate to call on me.
4. I am happy to supply any further information you may require.
5. If you need any further information, please contact me via email ...
6. I am available at ..., if you require any further information.

申请信

Please write a letter to a company to apply for a full-time job .

申请信

1. I am writing with regard to your vacancy for ...
2. I am most interested to read your advertisement for a ... and feel I could be just the person for your vacancy.
3. I write to enquire if you have an opening for ...
4. I do hope to hear from you soon.
5. I do hope that I will be successful and hear from you in the near future.
6. I do hope that I may be considered for the job and invited for an interview.

Keep in touch!



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