**小作文写作模板**

1. **投诉信**
2. **开头句式：(说明投诉问题)**
   * + - **I am writing to express my concern about ...**
       - **I feel sorry to trouble you,but I am afraid I have to make a complain about...**
       - **I hope I can have a good solution to the problem facing with me.**
3. **中间段句式：(描述具体情况)**

* **For one thing，for another，there for...**
* **For some reason，What’s more，Last but not least...**

1. **结尾句式：(期待解决方案)**

* **As the machine is** **under warranty,I would like to exchange it for another one or get a refund.**
* **I will appreciate it if my problem receives due attention.**
* **I must have you fully understand that without a satisfying solution,I will reserve my right to take a legal action.**

1. **常用词汇、短语：**

**venture 冒昧**

**distressing 令人苦恼的**

**refund 退款**

**screen black 黑屏**

**under warranty 在保修期内**

**drastic measures 强有力的措施**

**endeavor 努力**

**2、建议信**

**（1）开头句式：**

* **I am writing to express my view concerning...**
* **I am writing to give you some suggetion on...**
* **I have received your e-mail and I am writing to express my gratification for your congratulation on my success in...**

**（2）中间段句式：**

* **Firstly,Secondly,Thirdly...**

**（3）结尾句式：**

* **Thank you again for your congratulation and I do hope my suggestion can benefit your...**
* **I hope that you may find this suggestions above userful,hopeful and pratical.**
* **I hope that you can take my suggestion into serious consideration.**

**（4）常用词汇、短语：**

**hospitality 热情**

1. **道歉信**
2. **开头段：（表示道歉）**

* **I am writing to apologize for...**
* **I am writing this letter to express my regret...**
* **I am very sorry to say that...**

1. **中间段 ：（****说明原因、提出补救办法）**
2. **结尾段：（再次道歉、希望得到谅解）**

* **Sorry again for any inconvenience I have caused.**
* **Hope that you can accept my apologies and understand my situation.**
* **I am sorry that I can’t ... and trust that you will be able to understand.**

1. **常用词汇：**

**apology 道歉**

**landlord 地主**

1. **辞职信**
2. **开头段：（表示歉意）**
3. **I am writing to inform you about my decision of resignation.**
4. **I feel very sorry for having to give up my position as ...**
5. **I am sure it will come as no surprise that I wish to resign my position as...**
6. **中间段：（说明原因）**
7. **结尾段：（再次道歉、希望得到谅解）**
8. **I sincerely hope that you canapprove of my resignation. I am sorry for any inconvenience caused.**
9. **Thank you for your caring and consideration in these several year’s working.**
10. **I would appreciate it if you would accept my resignation before...**
11. **常用词汇：**
12. **求职信**
13. **第一段：（表示自己对此职位感兴趣）**
14. **I am writing in response to your advertisement in China Daily of June 8th...**
15. **I write this letter to apply for the position that you have advertised in Beijing Youth on Thursday...**
16. **I am writing to express my interest in your recently advertised position for a waitress...**
17. **I am writing this letter to recommend myself as a qualified candidate for the job of senior accountant you have advertised in...**
18. **第二段：（描述自己的素质）**
19. **第三段：（期望回复）**
20. **Thank you for considering my application and I am looking forward to meeting you.**
21. **Any favorable consideration of my**

**application will be highly appreciated.**

1. **If you need to know more about me,please contact me at...**
2. **常用词汇**
3. **推荐信**
4. **开头段：（表明写作意图）**
5. **I am writing this letter to you to recommend...**
6. **I am writing to recommend you to ...**

**（2）中间段：（说明原因）**

**（3）结尾段：（表达感谢和期待）**

* + 1. **I hope my recommendation will make you...**

**With best wishes.**

1. **I hope you will enjoy...**

**（4）常用词汇：**

counter 反对、防止

deterioration 恶化

embody 体现

profound and diversified ancient culture

深邃多样的古老文化

magnificent architecture，splendid frescoes and other precious treasure.

宏伟的建筑、辉煌的壁画、其他无比珍贵的宝藏

1. **感谢信**
2. **开头段：（表达感谢并说明原因）**
3. **I am writing this letter to thank you for...**
4. **I** **am writing to express my sincere thanks for...**
5. **中间段：（提及自己受到的帮助）**
6. **结尾****段：（再次感谢并表达回报）**
7. **I must thank you again for your generous help.**
8. **Please accept my gratitude as always.**
9. **祝贺信**
10. **第一段：（说明事由并表达祝贺）**
11. **I****t is a great pleasure to send you my congratulations on...**
12. **It is with great pleasure that I hear of your success.**
13. **第二段：（展开评论，赞扬收信人）**
14. **第三段：（再次表达祝贺）**
15. **Again,congratulations and best wishes for continued success.**
16. **I sincerely look forward to continued friendly ties with you.**
17. **常用词汇**

**qualified for the position 胜任这个职位**

1. **邀请信**
2. **第一段：（表明和收信人的相关性及写作意图）**

* **I wonder if you could come.**
* **I am writing to invite you to...**

1. **第二段：（交代具体原因）**
2. **第三段：（期待回复）**

* **I would like to meet you there and please let me know your decision.**
* **We woulde be looking forward to your participation in the party.**

1. **咨询信**
2. **第一段：（介绍自己、提出请求）**

* **I could be much grateful if you could help me seek out...**
* **I woudle be** **grateful if you could furnish(提供) us with some information abut...**
* **I am writing to see if it is possible for you to provide me with information regarding...**

1. **第二段：（说明原因）**
2. **第三段：（表达谢意和期待回复 ）**

* **I am looking forward to your due atttention and quick response.**
* **We are looking forward to your prompt attention to this letter.**
* **Thank you for your consideration.**

1. **告示**
2. **标题（NOTICE）**
3. **写明相关信息，如时间、地点；简述活动内容；署名**
4. **备忘录**
5. **标题：MEMO**
6. **信头：包括To，From，Subject，Date**
7. **正式内容**

**大作文写作模板**

* **图画作文写作方法：**
* **第一段写作方法：**

1. **图画描述句:**

* **As is vividly shown/depicted above,in the picture stands a hot pot,a traditional Chinese cooker,containing a lot of cultural elements of both western and eastern cultural backgrounds,such as Shakespeare,Confucius and the like,with a line going like this:cultural hot pot—delicious and nutritious.**

1. **图画影响句：**

* **This picture has aroused much attention among the general public.**
* **If posted on Wechat,a popular social network in our nation,this picture will draw much attention and imagination for its profound implication.**
* **The topic reflected in the picture will make a intense discussion among people for its revealing a commonly concerned problem.**

1. **图画寓意句：**

* **Simple as the picture is,the symbolic meaning behind it is as deep as ocean.**
* **We cannot afford to turn a blind eye to the problem highlighted by this picture.**
* **This picture carries a profound message that demands our devoted attention and instant action.**
* **第二段写作方法：**
* **第三段写作方法：**
  + - 1. **第一句：再次确认其重要性**
      2. **第二句：举例或取其精华**
      3. **第三句：展望未来**
* **图表作文写作方法：**
* **第一段写作方法：（描述图表）**
  + - 1. **图表描述句：**

**常见图表表达：**

**bar chart 柱状图**

**pie chart 饼状图**

**line chart 折线图**

**table chart 表格**

**占比句型：**

**A makes up 34%**

**51% stands for B**

**9% refers to C**

**6% is defined as D**

**A,taking 20%**

**B,amounting for 40%**

**C,acoount for 20%**

**变化的词语：**

**上升：surge，climb to，rise，skyrocket，jump to，a steady rise，a steep increase.**

**下降：plunge，decline，drop，fall，descend.**

**程度：sharp，drastic，dramatic，intensive，remarkable，sustained，temporary**

**现状说明：**

* **When it comes to..., people’s opinions differ. Some hold the opinion that...,**

**while others claim that...**

**常见表达：**

* **The statistics of rise and falll seem to exist in isolation but closely related to each other.**
* **Isolated as the figures seem to exist,as a matter of fact,they are connected with one another closely.**
* **As is shown in the picture/from the table/from the bar chart/from the pie chart/from the line chart above，...**
* **...shows a strikingly(明显的) different picture that...**

**原因列举句型：**

* **The phenomenon mainly result from the fact that...**
* **There are many reasons for the dramtic growth.**

**Firstly,...Secondly,...Finally,...**

* **Among all the touching facts relating to... that I have heard,noticed,and experienced,the most impressive one is...**

**利弊分析：**

* **The disadvantage overshadow the benefits. 弊大于利**
* **The problems are drawfted by the benefits. 利大于弊**
* **第二段写作方法：（解释原因）**

**因果论证句型：**

* **Obviously,a variety of complicated factors contribute to the phenomenon,with the fallowing one being the foremost.**
* **I can think of no better reasons for the phenomenon other than the following two.**
* **第三段写作方法：（给出建议/展望，同图画作文）**
* **From what has been discussed above,we may safely draw the conclusion that...**
* **常用词汇**
* **研究生：graduate students、postgraduate**
* **本科生：undergraduates**
* **大一新生：freshmen**
* **大二学生：sophomores**
* **大三学生：juniors**
* **大四学生：seniors**
* **in tandem with 随着...**
* **appetite for 对...的热情**
* **enrollment policy** **招生政策**
* **cultural identity文化认同**
* **insight into our collective history 深刻洞悉共同的历史**
* **outlay 花费**
* **banquets 宴会**
* **market shares 市场占股**
* **alleviate pressure 释放压力**
* **therapy 治愈、治疗**
* **认为A是B**

**cite ... as**

**treat ... as**

**dismiss ... as**

**regard ... as**

**therapy**

# 图表作文写作模板

As is shown above,the table/the pie chart clearly demonstrates... (中间具体描述)

Isolated as the figures seem to be,as a matter of fact,they are connected with one another closely.

Obviously, a variety of complicated factors contribute to the phenomenon,with the fallowing one being the foremost.

(接下来具体原因展开)

To begin with...

Secondly,...

Thirdly,...

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

As we all know, ...