大连育明高中高二应用文

（一）求助信

1.说明写信原因

1) I am writing to ask you a favor/ ask you for help.

2.描述遇到的问题

1) It bothers/ annoys me that….

2) What makes things worse is that…

3.表示感激或希望

1) I would appreciate it if you could be so kind as to give me some useful tips/ suggestions.

（二）建议信

1.表明写作目的

1) Learning that you have trouble/difficulty in… , I’m writing to offer you some useful suggestions on/as to how to…

2.提出建议并阐述理由

1)常用的列举方式： Firstly, Secondly…Finally; Besides; What’s more; Moreover; In addition;

2) You should/ You’d better…

3) It will be helpful/ of great help for you to…

4) I think it would be beneficial/wise if you could…

3.表达希望

1) Hopefully, my suggestions will be of benefit/help to you.

2) I’d appreciate it if you could take my suggestions into consideration/ account.

（三）申请信

1.表明写作目的

1) Knowing/Learning that…, I am writing to apply for…

2) Knowing/Learning that…, I am writing to you in the hope of obtaining an opportunity to…

2.陈述申请理由

1) The reasons why I apply for … are as follows. For one thing, … For another,….

3. 表示感谢，期待或决心

1) I would appreciate it if you could take my application into account and give me the opportunity to….

（四）感谢信

1.表达感谢之情并说明原因

1) I am writing to express my sincere/heartfelt appreciation/ gratitude (感激/感谢之情) to you (,on behalf of (代表)...,) for ...

2.具体叙述对方对自己的帮助

1) Without your timely assistance, I would not have ....

2) It’s your kind help that...

3) If it had not been for your help, I couldn’t have ...

3再次感谢或表达回报愿望

1)Please accept my sincere thanks again for your help, and I would be more than pleased if I could have the opportunity to repay (回报)your kindness.

（五）道歉信

1.表示歉意

1) I am writing this letter to express my sincere apology for...

2.说明出现差错的原因

1) Because of the fact that ..., I have no choice but to ...(一个原因)

2) The reason why I ... are as follows. （多个原因）

3提出弥补措施

1) I would appreciate it if you could give me another chance to ....

4. 请求原谅

1) Once again, I apologize for any inconvenience caused. I sincerely hope you can understand ... and accept my apologies.

（六）投诉信

1.简要地介绍自己的身份

1) I am Li Hua, a tourist staying in your hotel when I was ...

2) I have been a regular customer of your store, but one thing that happened recently annoyed me.

2.说明写信原因

1) I am writing to you to complain about ...

2) I am writing to express my dissatisfaction with/at...

3) I am writing to call your attention to ...

3.说明不满的原因

1) There are some serious problems that deserve your close attention.

2) To my disappointment, there are some problems with the ...

3) For one thing, ... For another, ....

4. 提出希望或解决的办法

1) I hope you will take my complaints seriously.

2) I do hope you can give me a refund（退款） and better your service.

3) I feel that I should get my money back as compensation 赔偿/补偿for my terrible experience.

（七）邀请信

1.发出邀请

1) Learning that…, I am writing to invite you.... I feel honored to invite you (,on behalf of...,) to...

2.介绍活动内容

1) Here are some details about this activity./ Some details about this activity are as follows.

2) During the ... we will have lots of activities which you will be interested in.

3表达期待和感谢

1)I would be grateful/ I would appreciate it if you could accept my invitation.

2) We are looking forward to your favorable reply at your earliest convenience.

（八）祝贺信

1.祝贺原因

1) Good news travels fast! I‘m writing to extend给予/提供 to you my utmost最大的/极度的 congratulations on……

2.被祝贺人过去的努力和优点

1) I am sure you must have made immense极大的/巨大的 efforts to make it.

2) I know that you would not have achieved this without industry勤奋/勤劳 and perseverance坚持不懈.

3) In my eyes, it is your utmost efforts that lead to your brilliant achievement.

3. 再次祝贺及祝愿

1) Please accept my sincerest congratulations and very best wishes for all the good future.

2) I am looking forward to hearing more good news in your…

（九）推荐信

1.表明写信目的

1) Learning/ Knowing that…, I’m writing to recommend sth/sb to you as….

2.推荐理由

1) First of all…Second/In addition…Last but not least…

2) For one thing, …For another, …

3.请求考虑推荐

1) I strongly recommend…and your favorable consideration will be very much appreciated.

2) I’d appreciate it if you could take my recommendation into account. Hopefully, my recommendation will be of help.

4.愿意提供更多信息

1) If you want to know more about..., please contact me without hesitation.

（十）告知信

1.说明写信目的

1) Knowing that you are interested in ..., I am writing to inform you that…

2.告知的内容

1) Now, I’d like to tell you about the details of ...

3.表达希望、期待或愿意提供帮助

1) If you have further questions, I will be more than delighted to help, and I am looking forward to your early reply.

（十一）通知

书面通知 写作要求：写明目的、对象、时间、地点和内容, 通常用第三人称，时态多用将来时。

|  |
| --- |
| NOTICE  In order to do…  The Student Union  December 20th 2023 |

口头通知一般由称呼语、开头语、正文和结尾四部分组成。

|  |
| --- |
| **Boys and Girls/Ladies and Gentlemen,**  May I have your attention, please? I have an announcement to make.  **Thank you (for listening)**. |

（十二）新闻报道

导语：开头的第一句，简要叙述报道的核心内容(时间、地点、人物、事件等)。

主体：事情发生的具体细节。

结语：最后一句或一段，通常是全文内容总结，或简要评论。

新闻报道一般用第三人称进行续写。

报道事件经过时用一般过去时；总结或评论部分可以视具体内容用现在时态。

（十三）日记

正文篇章结构：通常由两段组成。

一段写活动或事件经过，

一段写体会或感想。

【注意】正文是日记的主要部分。由于记载的内容通常已经发生，谓语动词多用过去时。但也可根据具体情况，用其他时态，如文后发表感想或评论可用现在时态或将来时态。日记写作力求简单明了，有连贯性。

（十四）演讲稿

常用句型

1. I feel honored to have this opportunity to make/give/deliver a speech on/about…

② It’s my pleasure/honor to share with you my opinion on sth.

1. I feel greatly honored to be here running for竞选…..
2. My strength/advantage lies in在于 the fact that…
3. If I luckily succeed (in …), …
4. From what have been discussed above, we can safely draw the conclusion that…

（十五）倡议书

引出倡议目的

① In order to do…./ To do…, ② With/For the purpose of…

列举倡议内容

① It is suggested that we …

② It would be better if …

③ We are supposed to do ….

提出呼吁

① It is (high/about) time that sb. did sth. (某人)到了该做某事的时候

② Let’s work together to do…

③ Let’s take action from now! 让我们从现在起行动起来！

（十六）便条（留言条 事假条 病假条）