**2024学年第二学期浙江省七彩阳光新高考研究联盟返校联考高三英语 应用文学案**

**一、审题与谋篇布局**

**1. “通知”类应用文特点**

高考中的通知一般公布即将发生之事，如宣布举行各种比赛，听讲座，参观画展，举办晚会，召开研讨会等等.

行文要点通常包括： (1)时间 (2)地点 (3)活动 (4)其他细节包括活动目的、对参与者提出的要求等

行文过程注意：简明扼要，抓住重点，切忌啰嗦！

**2. “通知”类应用文注意事项**

* 书面通知：上方居中处写上Notice一词，正文下面靠右写出通知的单位名称或人名；

口头通知：以引起注意的表达开头，如May I have your attention, please?

* 要有称呼用语，开头语和结束语。
* 时态以一般将来时为主。
* 人称常用第二人称。

**3. “通知”类应用文常见结构**

* **首段：**说明通知的内容及其目的
* **主体段：**陈述具体的内容：活动时间、地点、参加者等
* **尾段：**提出要求和注意事项

**4. 本次应用文审题要点及结构**

* **原题重现：**你是学生会主席李华。学生会准备为在你校学习的外国留学生组织一次汉语演讲比赛，主题是“保护绿色发展，共同建设美好家园”。请你拟一则英语口头通知，要点如下：1. 比赛目的；2. 演讲内容；3. 比赛安排。
* **审题要点：**

**1）体裁：**口头通知

**2）人称：**第二人称

**3）时态**：一般将来时

**4）隐藏要点与思考：**

* 李华在本文重要吗？
* 口头通知和书面通知的区别是什么？
* 演讲内容只是“主题”吗？
* 参加比赛的要求是什么？

**5）行文结构：**

Para.1 The purpose of the speech contest

Para.2 The content and arrangement of the speech contest and the requirements

Para.3 Hope

**二、分段构写**

**Para.1 The purpose of the speech contest**

**1. 常见“引起注意”的表达**

* Hello, everybody / everyone.
* Ladies and gentlemen.
* May I have your attention, please? I have an announcement to make.
* Attention, please! I have something important to tell you.

**2. 常见“目的”的句式表达**

* **过去分词作后置定语**

The activity aimed at [具体目标] will be held /is to be launched in  [地点] from [开始时间] to [结束时**间]** meant to /intended to.

* **定语从句**

The activity whose aim is to [具体目标]will be held in [地点] from [开始时间] to [结束时间].

* **介词短语**

With the purpose/intention of/ In an effort to [具体目标], the activity will be held in [地点] from [开始时间] to [结束时间].

**3. 常见 “活动目的”的词汇表达**

* 激发兴趣\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 拓宽视野\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 点燃激情\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 深化理解\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 提升意识\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 深入了解\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 加强情感纽带\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 增加自信\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 丰富校园生活\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 展示…的力量\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. 本段要点及翻译**

**要点1：“外国留学生”、“汉语”**

**要点2：“保护绿色发展，共同建设美好家园”**

**Version1:** 我们很高兴地通知，为大家提供一个展示中文学习成果的广阔平台，增强大家的绿色发展意识，学校将举办汉语演讲比赛。

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**Version2:** 为了展示大家的汉语水平，加深对环境问题的理解，我们为所有在我校的留学生组织/量身定制了一场汉语演讲比赛。

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**Para.2 The content and arrangement of the speech contest and the requirements**

**1. 常见“活动内容”的表达**

* be themed on …
* with the theme of…
* be associated with…
* reflect the theme in a…way/ with…
* is required/supposed to convey a clear message related to ….

**2. 常见“活动安排”的表达**

* in the school hall at 3 p.m. on March 5, 2025
* be held/ organized/ scheduled
* is to be launched
* take place

**3. 常见“活动要求”的表达**

* 在3月1日前提交报名表\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 提交演讲稿，包括标题和150词的介绍

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* 演讲不超过5分钟\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 字数不超过1000字\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 必须原创\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. 本段要点及翻译**

**要点1：content**

**Version1:** 以 “保护绿色发展，共建美好家园”为主题，你的演讲可以简要介绍气候变化，并分享你对可持续发展的个人看法。

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**Version2:**以“保护绿色发展，共建美好家园”为主题，你可以就环境保护、生态平衡、可持续发展等问题发表独到的见解和有创意的想法。

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**要点2：arrangement**

比赛将于2025年3月5日下午3点在学校大厅举行。

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**要点3：requirements**

**Version1:**每一位感兴趣的外国朋友请在2025年3月1日前填写报名表，您的演讲时间不超过5分钟，最多1000字，这能确保所有参与者机会均等。此外，创意受到高度推崇。

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**Version2:**感兴趣的同学请于2025年3月1日前登陆学校网站，填写报名表，并提交演讲（包括演讲题目和150字的内容摘要）。记住，每次演讲应该在5分钟内。

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**Para.3 Hope**

1. 我们欢迎各种各样的新鲜声音，期待您的参与！

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2. 不要错过这个机会，让你的声音被听到！

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. 抓住这个机会表达你的想法。你的声音很重要，所以让别人听到你的声音！

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. 欢迎每一位感兴趣的外国朋友参加比赛。

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5. 您的参与将产生巨大的影响！快来加入我们吧！

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. 本次比赛面向所有在我校学习的外国朋友开放，期待您的参与。

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7. 非常期待您的积极参与。

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8. 我们热切期待您的鼓舞人心的投稿。

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9. 我们非常期待并感谢您鼓舞人心的参赛作品和你的积极参与。

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**三、同类题型及拓展**

**（1）（2024年1月高三九省联考）你校英文报计划举办主题为“携手行动，节约粮食”的作文比赛。请你写一则活动通知，内容包括：（1）介绍活动目的；（2）说明参赛要求。**

Notice

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（为了提高人们对粮食保护重要性的认识）, an essay contest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(以 “联合行动，节约粮食 ”为主题的) will be launched by Our school English newspaper. The detailed requirements for the competition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (要求如下).

Participants are required to write an essay in English, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (重点阐述节约粮食的意义，并提出减少食物浪费的实用方法). The entries should be original, well-structured, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(长度控制在 200-300 字以内). Students from all grades are encouraged to participate, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (交稿提交截止日期为 8 月 14 日).

Let's join hands and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(为保护食物资源做出贡献)!

School English Newspaper

**（2）假如你是李华，你校每年一度的校园文化艺术节(Culture and Arts Festival) 即将举行，请你草拟一份通知。 内容包括：1.时间（3月份的第一个星期） 2. 活动（至少两项) 3.活动意义。**

Notice

Aiming to gain a better acquaintance with /a deeper insight into Chinese traditional culture, the Culture and Arts Festival of our school is scheduled to fall /take place during the first week of March, lasting about a week.

Various activities will be organized, ranging from photography and calligraphy shows to folk dance and local operas performed by students. Not only will this festival broaden our horizons but also strengthen our confidence in Chinese culture.

Any student enthusiastic about Chinese culture is welcome. We’re firmly convinced that with your active involvement, the festival is bound to leave an unforgettable impression on you.

Students’ Union

February 10th, 2025

**将上述内容根据以下题目要求作相应改编：**

（改编版1）假如你是李华，你校每年一度的校园文化艺术节即将举行，请给外教Chris写一封信，邀请他参加活动。内容包括：1. 时间（3月份的第一个星期）2. 活动内容 3.活动意义。

（改编版2）假如你是李华，你的海外笔友Chris想了解你学校每年一度的校园文化艺术节(Culture and Arts Festival) 。 请给他写一封信，内容包括：1.时间（3月份的第一个星期） 2. 活动（至少两项) 3.活动意义。

（改编版3）假如你是李华，你校近期举行了每年一度的校园文化艺术节(Culture and Arts Festival) ，请你给校园广播投稿。稿件内容 1.时间（2月份的第一个星期） 2. 活动内容 3.活动感悟 。