

高中英语应用文-祝贺信导学案

Letters of Congratulations

➤ Teaching Goals

➤ After teaching this lesson, you will

1. learn about the layout and contents of a letter of congratulations;
2. write the letter of congratulations completely correctly;
3. Polish your letter of congratulations more accurate;
4. know what a letter of congratulations is like.

掌握祝贺信之写作特点:

熟悉祝贺信之语言风格:

祝贺信之靓点句式背一番

(一) 引人入胜开头句

1. I want to _____ you _____.

我想向你致以最诚挚的祝贺。

2. _____ your _____ in the ... contest.

祝贺你在……比赛中获得一等奖。

3. I would like to _____ on...

我想表达我对...的祝贺。

4. I am writing to tell you _____ that you have _____ the National High School _____.

我写信告诉你一个激动人心的消息，你获得了全国高中演讲比赛一等奖。

5. You don't know _____ at the news of ...We _____ your achievement.

得知……的消息，你不知道我们有多激动、多开心。我们为你取得的成就而自豪！

6. I'm _____/pleased/glad/ _____/learn/know that you _____ in the contest, so I'm writing to express/_____.

我很开心得知你在比赛中获得了一等奖，我写信向你表达祝贺。

(二)画龙点睛篇中句

1. _____ I'm concerned, you're _____.

我觉得你很聪明。

2. I have been _____ with admiration all the years, and I know _____ anyone else _____ you have put in.

这些年来，我一直钦佩地注视着你的进步，我比任何人都知道你付出了多大的努力。

3. I _____ the three years of your effort _____ in this way.

我很高兴你三年的努力得到了这样的回报。

4. It _____ you will have _____.

很显然，你将会有一个充满希望的未来。

5. _____/doubt that your success partly _____ for tennis.

毫无疑问你的成功部分因归功于你对羽毛球的天赋。

6. As your _____, I just want you to know _____ to be able to _____ and how pleased I am _____.

作为你的密友，我只想让你知道能分享你的骄傲我有多幸运，我对你的成功有多高兴。

(三) 言简意赅结尾句

1. Wish you _____ in the coming ...
祝你在接下来的……中有好运并取得成功。
2. I hope you can _____ to _____.
我希望你尽一切努力实现你的梦想。
3. I wish you _____ in the university and _____ in the future.
希望你在大学中取得更大的成功，将来为家乡服务。
4. We all _____ for the future.
我们都对未来致以最好的祝愿。
5. _____ again, and I _____!
再次向你表示祝贺，希望你获得更大的成功。
6. _____ a lot, I hope you can _____. I will learn from you.
因为我的英语水平提高了很多，希望您能接受我的感谢。我愿意向你学习。

祝贺信模板：

Dear _____,

①I have learned _____ that you _____. (点名祝贺事由) ②I _____ to you my _____. (表示祝贺) ③You must be _____. (被祝贺人的心情) And I feel very happy for you. (表示自己的感受) ④_____ is quite _____. (说明对方取得的成绩) ⑤I know this is surely _____. (提及被祝贺人过去的努力) ⑥It is _____ richly _____ for your _____. (描述被祝贺人的优点) ⑦Kindly let me know when you _____. (咨询对方何时有空) ⑧I hope _____. (表达自己的愿望) ⑨_____ for your further success. (再次表达祝贺)

Yours sincerely,
Li Ming

祝贺信题型训练 1:

【祝贺美国朋友 Peter 汉语演讲比赛获一等奖】

应用文写作：

假如你是李华，你的美国朋友 Peter 最近在某电视台举办的汉语演讲比赛中获得了第一名。他给了你重要的人生启迪。请写信向他表示祝贺。

1. 祝贺他获奖；
2. 肯定他付出的努力；

注意：1. 词数 80 左右；

2. 可以适当增加细节，以使行文连贯；
3. 开头和结尾已给出，不计入总词数。

Dear Peter,

祝贺信 1【参考范文】【祝贺美国朋友 Peter 汉语演讲比赛获一等奖】

【Writing Sample】

Dear Peter,

_____ first place in the Chinese Speech Competition.
_____, _____ your diligence and determination. _____ I have learnt a valuable lesson, that is, "No pains, no gains." _____, I would like to _____ for what you have taught me. _____ if I can have dinner with

you and _____ face to face. Please kindly let me know
_____ for you.
_____ in your study! Looking forward to _____!

Yours sincerely,
Li Hua

祝贺信题型训练 2:

【祝贺英国朋友 Michael 中国诗词大会比赛获一等奖】

应用文写作:

假如你是李华, 你的英国朋友 Michael 在学校举办的中国诗词大会比赛中获得了外国选手组一等奖。请根据以下提示写一封电子邮件向他表示祝贺。

1. 祝贺他获奖;
2. 肯定他付出的努力;
3. 询问何时方便, 一起交流一下中国古诗词学习心得。

注意: 1. 词数 80 左右;

2. 可以适当增加细节, 以使行文连贯;

3. 开头和结尾已给出, 不计入总词数。

参考词汇: 中国诗词大会 Chinese Poetry Contest

Dear Michael,

Yours,
Li Hua

祝贺信 2 【祝贺英国朋友 Michael 中国诗词大会比赛获一等奖】

【参考范文】

Dear Michael,

I am writing to _____ on your _____ of your group in the Chinese Poetry Contest. As your friend, I just want you to know _____ I am _____.

For these years, you've _____ Chinese poetry and _____ every day. Not only _____ about Chinese poetry, but also you _____ it. Your appreciation towards those poems is sometimes _____. You _____.

I hope to talk with you and _____ Chinese poetry. Looking forward to your reply.

Yours,
Li Hua

祝贺信题型训练 3: 【祝贺朋友 Jack 英语演讲比赛中获第一名的好成绩】

应用文写作:

假如你是李华, 你的朋友 Jack 在第二十六届英语演讲比赛获得了第一名的好成绩, 你写信向他表示祝贺, 内容包括:

1. 得知他取得英语演讲比赛第一名的好成绩, 你表示祝贺;
2. 对他获奖一事的看法和认识;
3. 希望与他共进晚餐以示庆贺。

注意: 1. 词数 80 左右;

2. 可以适当增加细节，以使行文连贯；
3. 开头和结尾已给出，不计入总词数。

Dear Jack,

祝贺信 3【参考范文】【祝贺朋友 Jack 英语演讲比赛中获第一名的好成绩】

【Writing Sample】

Dear Jack,

I have learnt _____ that you have _____ the 26th English Speech Contest. I would like to _____.

_____ is quite an exciting news! I know this is surely _____ and intelligence. It is _____. With your excellence, I am sure that you _____ in _____. I hope that I can have dinner with you and _____ face to face. Again, please _____.

Best wishes for your _____!

Yours sincerely,
Li Hua

祝贺信题型训练 4【祝贺美国网友 Peter 诗词朗诵竞赛获一等奖】

应用文写作：

假如你是李华，你的美国网友 Peter 参加了“中国首届外国留学生诗词朗诵竞赛”并获得了一等奖，请给他写封祝贺信，内容包括：

1. 祝贺获奖；
2. 肯定成绩和努力；
3. 约时间在网上交流学习中国诗词的心得。

注意：1. 词数 80 左右；

2. 可以适当增加细节，以使行文连贯；
3. 信件开头和结尾已给出，不计入总词数。

参考词汇：

中国首届外国留学生诗词朗诵竞赛：the First Chinese Poetry Recitation Contest for Foreign Students

Dear Peter,

I am writing to offer my sincere congratulations.

祝贺信 4【参考范文】

【Writing Sample】【祝贺美国网友 Peter 诗词朗诵竞赛获一等奖】

Dear Peter,

I am writing to _____ your winning _____ for Foreign Students. As your friend, I _____ your success.

For these years, you've _____ Chinese poems and _____ it every day. _____ have you _____ many poems, _____ you have consulted some poets. Hard work _____. Eventually, it was _____ that you succeeded in _____!

I'm happy about _____ and I hope to _____ you our experience in learning poems so that we can _____ together. Please tell me when you have time.

Congratulations again.

Yours

祝贺信题型训练 5:【祝贺好友魏芳中学生英语演讲比赛获一等奖】

应用文写作:

假如你是李华, 你的好友魏芳在中学生英语演讲比赛中荣获一等奖。请你根据以下内容, 给她写一封祝贺信。内容包括:

- ① 表达你的愉悦心情;
- ② 向她表示祝贺;
- ③ 请她介绍成功的经验。

注意: 1. 词数 80 左右;

2. 开头和结尾已为你写好, 但不计入总词数;

3. 可适当增加细节, 以使行文连贯。

参考词汇: 英语演讲比赛 the English Speech Contest

Dear Wei Fang,

Yours sincerely,
____ Li Hua

祝贺信 5【优秀满分范文】

【Writing sample】【祝贺好友魏芳中学生英语演讲比赛获一等奖】

Dear Wei Fang,

I hear that you have _____ of Middle School Students, I'm writing to _____.

You don't know _____ when I heard the good news. As your best friend, I _____ you! Your pronunciation and fluent English _____ you won the contest. Could you _____ how you improve your spoken English? Your experience _____ in learning.

I will _____ if you can write me back and give me your advice. I am looking forward to your early reply.

Yours sincerely,
____ Li Hua

祝贺信题型训练 6【祝贺英国好友 Tom 通过来华支教的申请】

应用文写作:

假定你是李华, 得知你的英国好友 Tom 通过了来华支教的申请, 将于今年七月到边远地区教学。请根据下面的提示给他写一封祝贺信:

1. 表示祝贺;
2. 分析可能遇到的挑战;
3. 告知提前了解当地的风俗习惯。

注意: 1. 词数 80 左右;

2. 可以适当增加细节, 以使行文连贯。

祝贺信 6【祝贺英国好友 Tom 通过来华支教的申请】

[中档作文]

Dear Tom,

Congratulations to you①! You have passed your application to be a volunteer teacher for rural areas②. I'm more than delighted to learn you will come to China this July. I'm writing to tell you some relevant details. There is no doubt that you will face③ all kinds of④ challenges during this time. Firstly, the weather there is totally different from the weather⑤ of London. You must prepare for⑥ the changeable weather in

the mountainous area. Secondly, children there are poor in English ⑦. You will have difficulty in communicating with each other ⑧.

Besides, you should ⑨ learn more about local customs and manners in advance. It will help you adapt to the new surroundings. You will be able to do your work better only when you are well prepared.

Yours,
Li Hua

【祝贺英国好友 Tom 通过来华支教的申请】【Possible Version 2: 】

Dear Tom,

_____ you! I'm truly _____ that your _____
for rural areas _____ and you'll come to China this July.

Since this is _____ China, I would like to _____. First,
_____ in the mountainous area. Second, children there _____
English. Third, you might not _____ the local diet.

In addition, _____ about local customs and manners in advance, which will
_____ the new surroundings. _____ you are well prepared _____

Best wishes!

Yours,
Li Hua