

高中英语应用文-口头通知导学案

1、口头通知的题型解读:

2. 口头通知的形式:

3. 口头通知的写作步骤:

➤口头通知常用词语:

1. give _____ 做演讲
2. give _____ 开音乐会
3. _____ a meeting 举办会议
4. have _____ 上课
5. hold a _____ 举行庆祝活动
6. _____ a meeting 参加会议
7. a _____ of 各种各样的
8. _____ of 大量的
9. _____ a lecture 参加讲座
10. have _____ 讨论

➤称呼语及开场白部分-夺人眼球开头语:

1. _____, please, everybody! 大家, 请注意!
2. Ladies and _____, may I _____, please!
女士们, 先生们, 请注意!
3. I have _____ to make. 我要宣布一则通知。
4. There _____ on /about... 将有一个关于.....的演讲。
5. _____, please! 请安静!
6. There is something _____. 有件事需要你知道。
7. I have _____ to tell you. 我有重要的事情告诉大家。
8. _____..., the students' union _____ that...
为了达到...目的, 学生会决定...

➤正文部分经典佳句-亮点出彩篇中句:

1. All the members _____ it. 所有成员都要出席。
2. You _____... during the...
在.....期间, 你需要.....
3. The Students' Union _____... 学生会已经决定.....
4. Those who _____ are welcome.
欢迎所有对竞赛感兴趣的人参加。
5. We shall _____ ... 我们将做一个关于...的报告。
6. _____ by Professor Lee from Beijing University _____ in our
school this Saturday.
本周六上午, 北京大学的李教授将在我们学校进行一次关于全球气候的演讲。
7. Everyone _____. 欢迎各位到来。
8. _____ we'll pay a visit to... 我们决定要去...地方参观。

➤结束语部分-韵味无穷结尾句:

1. _____. Thank you. 就是这样, 谢谢。
2. Please _____ it. 请积极参加这一活动。

3. Any _____? Does everyone _____? 有什么问题吗? 大家都明白吗?
4. Everybody is _____ it. 欢迎每个人参加这次活动。
5. Please _____ and don't be late. 请准时到达, 勿迟到。
6. I hope you'll _____ here. 希望你在那儿玩得开心。
7. Please _____ with you and attend the meeting on time.
请携带钢笔和笔记本准时参加会议。
8. Don't forget _____. 请一定要准时到达。

二、【口头通知常见写作模板】

► 通知模板

【口头通知模板 1】

<p>Ladies and gentlemen, (称呼)</p> <p>May I _____, please? (引起注意) I have _____ to tell you. In order to _____ (活动目的), a party _____ on _____ (活动时间). The party will be held in _____ (活动地点). Those _____ in _____ (介绍参加活动的人员) are welcome. _____ (活动注意事项: 时间、地点或其他特别事项).</p> <p>Thank you for listening.</p>	<p>口头通知的日期可不必说明 使用的句子应符合口语习惯 要有开头语, 如: Please be quiet, everyone</p>
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【口头通知模板 2】

Boys and girls, (称呼)

May I have your attention, please? I have _____ to tell you.

A meeting (或 lecture) _____ in Room _____ at _____. All the students _____ attend the meeting _____ the meeting-room on the _____ floor at _____. Please _____ with you and _____.

After the meeting we'll _____ in groups in our own classroom. _____ the time and address. (Be sure not to be late.) Please _____. I'm sure you will _____ (have a good time).

That's all. Thank you for your attention.

► 写作实例_[1]

应用文---口头通知

口头通知题型训练 1 【通知报名参加排演英语话剧 The Sound of Music】

你校英语社团将要排演英语话剧 The Sound of Music, 需要一些演员。请你根据以下提示, 向国际部的学生发出口头通知, 内容包括:

报名时间: 本周五之前

报名地点: 教学楼 221 室

- 报名条件: 1. 英语口语流利;
2. 喜爱话剧表演;
3. 乐于与他人合作。

注意: 1. 词数 80 左右;

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

【口头通知 1 范文】【通知报名参加排演英语话剧 The Sound of Music】

【One possible version: 】

Good morning, everyone. May I have your _____, please? _____ from English Club. We need some _____ for the English play *The Sound of Music*. If you love acting and _____, you are _____ we are looking for. Of course, _____.

_____? Just come to Room 221 of the teaching building by this Friday and _____!

Thanks for your attention.

October 5th

口头通知题型训练 2【通知美国交换生参加志愿者活动】

作为交换项目的一部分，学校将于本周五下午两点组织美国交换生到红星小学进行志愿者活动。假设你是校学生会主席，请向他们口头通知此事，内容包括：

1. 集合时间、地点；
2. 活动内容(介绍美国文化、教英文歌等)；
3. 活动意义。

注意：1.词数 80 左右；

2. 开头和结尾已给出，不计入总词数。

May I have your attention, please?

That's all, thank you.

【口头通知 2】【通知美国交换生参加志愿者活动】【句式升级】

要点一：时间地点介绍

1. As a very important part of the exchange program, this Friday you will visit Hong Xing Primary School as volunteers. (改为非限制性定语从句)

This Friday you will visit Hong Xing Primary School as volunteers, _____.

要点二：活动目的

2. This trip aims to give the kids there a taste of American culture, which is of great benefit. (用过去分词短语作状语改写)

要点三：活动意义

3. Through sharing your culture with them, you will know more about this country in return. (改为 only 开头的倒装句)

【口头通知 2 范文】【通知美国交换生参加志愿者活动】【Possible version 1: 】

May I have your attention, please?

_____ with them, you will know more about this country _____. We
!

【口头通知 2 范文】【通知美国交换生参加志愿者活动】【Possible version 2:】

_____, you ought to gather at the school gate at 2:00 pm. The trip _____ American culture with them and teach them English songs. _____. _____, you share your culture with them and _____. _____ you know more about this country _____. I'm sure that you will _____.

【口头通知 2 范文】【通知美国交换生参加志愿者活动】【Possible version 3:】

That's all. Thank you.

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competitor should _____ his or her own _____.

That's all, thank you.

【口头通知题型训练 4】【通知同学们参加夏令营活动】

假如你是学生会主席李华，为了丰富同学们的业余生活，校学生会将组织一次夏令营活动，请根据下列提示准备一则口头通知。

1. 时间：7 月 10-14 日；
2. 活动内容：参观世界公园，访问清华、北大，游览长城；
3. 有意向参加的同学向学生会报名；
4. 参加者的费用。

注意：

1. 不要逐条翻译，可适当增加细节以使行文连贯；
2. 词数 80 左右；
3. 开头和结尾已经给出，不计入总词数。

Boys and girls, may I have your attention, please?

That's all. Thank you for your attention.

【口头通知 4 参考范文】【通知同学们参加夏令营活动】

Boys and girls, may I have your attention, please? I _____.

The Students' Union is going to _____. Those who want to join in it please _____ of the Students Union. You should _____ 100 yuan. If there is _____, it will be given back to you. You will _____ three groups and you should know which group you'd like to join. The first group will _____. The second group will _____ Peking University and Tsinghua University. The third group will _____. The camp _____ July 10 and last five days.

That's all. Thank you for your attention.

【口头通知题型训练 5】【通知学生参加教授 Donald White 做报告】

假如你是学生会主席李华，为了让同学们了解美音和英音的区别，学生会将举行一次“英语讲座”，特邀请伊利诺伊大学（Illinois University）教授 Donald White 来校做报告。请根据下面的内容和提示，拟一篇 80 词左右的口头通知，主要内容包括：

1. 主办方：校学生会；
2. 时间：5 月 4 日；
3. 地点：校阅览室；
4. 报告的主题：美音和英音的区别

注意：

1. 不要逐条翻译，可适当增加细节以使行文连贯；
2. 词数 80 左右；

【口头通知 5 参考范文】【通知学生参加教授 Donald White 做报告】

Announcement

Dear friends, /Boys and girls,

May I have your attention please? /_____. I'm very glad to tell you that an English lecture _____ at 2:00 pm on May 4. It _____ in the reading-room. It _____ Professor Donald White from Illinois University. He is _____ our school. Professor White will _____ the difference _____. I think you will be

interested in it. After the lecture, we'll _____ on the subject. I'm sure we'll _____ from it. Please _____ on time. Don't forget to _____ while listening.

That's all. Thank you.

口头通知题型训练 6【通知外国留学生参加新年晚会】

假定你是某校学生会主席李华，新年即将到来，为了帮助你校的外国留学生更好地了解中国文化，学生会将为他们举办一个新年晚会。请你根据以下提示，用英语向他们发出口头通知。

1. 时间：下周六 7:00-9:00
2. 地点：教工餐厅
3. 内容：1) 唱中国歌 2) 比赛用筷子 3) 学习包饺子

注意：1. 写作词数应为 80 左右；
2. 可以适当增加细节，以使行文连贯。
3. 开头和结尾已经给出，不计入总词数。

Good afternoon, everybody! May I have your attention, please?

Thanks for your attention.

【口头通知 6 参考范文】【通知外国留学生参加新年晚会】【Possible version 1: 】

Notice

Good afternoon, everyone. May I have your attention, please?

I'm _____ As the New Year is _____ (即将到来), we are going to _____ for you, which _____ enable you _____ Chinese culture.

During the party, not only _____ a Chinese song, but you will also _____ to see how skilled you are at using chopsticks. _____, you'll learn at the party _____. _____, doesn't it? The party _____ Teachers' Dining Hall from 7:00-9:00 p.m. next Saturday.

Please _____. Thanks for your attention.

【口头通知 6 参考范文】【通知外国留学生参加新年晚会】【Possible version 2: 】

Notice

Good afternoon, everyone. May I have your attention, please?

To help you _____, the Students' Union will _____. You can sing Chinese songs, _____ using chopsticks and learn _____. These are all _____, and I believe you will _____. The party will be held in Teachers' Dining Hall, at 7 p.m. next Saturday. It will _____ about two hours. Please come and _____!

Thank you for your attention.