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公众号：溯恩高中英语



冲刺2021年
6月高考

高中英语应用文写作

发言稿 *Speaking Notes*

杭州二中许丽君

教学目标: Teaching Goals

➤ After teaching this lesson, you will

01

1. learn about the layout and contents of a speech;

02

2. write the Speaking Notes completely correctly;

03

3. Polish your speech more accurate;

04

4. know what a good Speaking Note is like.



Lead in: Write speeches/Speaking Notes to

- 
- ◆ employees
 - ◆ co-workers
 - ◆ customers
 - ◆ clients
 - ◆ neighbors
 - ◆ students
 - ◆ teachers
 - ◆ members of club
 - ◆ members of organization
 - ◆ members of temple
 - ◆ members of church



Lead in: 演讲主题: (Subject of the speech)



我爱我的祖国演讲稿(speech on loving my motherland)

交通安全的演讲稿(speech on traffic safety)

诚信演讲稿(speech on honesty)

竞选演讲稿(speech on election)

绿色环保的演讲稿(speech on environmental protection)

文明礼仪伴我行演讲稿(speech on good manners and behavior)

学校运动会演讲稿(speech on sports meet)

发言稿格式：标题。称呼、开头语、正文、结语，应当遵照英文书信的格式

发言稿 写作格式

1

标题：一般有四种类型。1) 揭示主题型；2) 揭示内容型；3) 提出问题型；4) 思考问题型

2

称呼：提行顶格加冒号，根据受听对象和讲演内容需要决定称呼，常用“同学们、朋友们”

3

开头语：开门见山 to the point任务是吸引听众，引出下文。

4

正文：正文由以下两部分构成：
第一，正文是发言稿的主体，提供论点和相关的论据，论点要明确，论据要充分有力。
第二，分析问题，展开论述，提出自己的举措，希望被采纳。

5

结语：是演讲能否走向成功的关键，通过总结全文，加深印象，提出希望，给人鼓舞，表示决心，誓言结束，照应题目，完整文意等方法在激动人心的结语中结束全文。

发言稿写作框架 (Framework/structure of speech draft)

What should be included in a speech draft?

Dear _____,

1.Beginning -

开头段: specific about subject + come to the point + grab attention

【明确发言主题 + 简单的自我介绍 + 开门见山吸引听众或读者的注意力】



发言稿写作框架 (Framework/structure of speech draft)

Why are you writing speech draft?

2. Body Arrangements -

中间段: thesis—argument

【发言稿的主体 + 提供论点和论据（论点明确，论据充分有力）→分析问题，展开论述→提出举措，希望采纳】

【Body Arrangements ---观点鲜明to the point → 实事求是seek truth from facts → 条理清楚Clear organization → 简洁明快Simple and Clear language】



发言稿写作框架 (Framework/structure of speech draft)

What's the point of speech?

3.Ending - I believe + I expect + I hope

结尾段— echo from beginning to end(照应开头，总结全文 提出解决方法 and 期待)

【 conclude the speech → 加深印象 → 提出希望 → 表达美好祝愿 】



怎样写好发言稿

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- 1.要口语化(**to be colloquial**)
- 2.“要上口” (**be able to read aloud**)、“入耳” (**pleasant to ear**)
- 3.通俗易懂(**popular and easy to understand**)
- 4.生动感人(**vivid and touching**)
- 5.准确朴素，用词贴切(**accurate and simple**)
- 6.控制篇幅，简洁明快 (**precise and clear**)



Writing preparations

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Part 1

Beginning 开头段

—specific about subject+come to the point + grab attention

【明确发言主题+简单的自我介绍+开门见山，吸引听众注意力】

1. Please let me give you a brief introduction about...

请允许我向你简短介绍一下关于.....

2. My name is ...Today I am very glad to have the opportunity to make this presentation. I shall be speaking about ...

我是.....今天很高兴能有机会做这个演讲。

3. Good morning, everyone! It is my great honor to share with you my opinions on ...

大家上午好！很荣幸能和你们分享一下关于.....我的看法。

4. It's my honor to stand here and say something about friendship.

我非常荣幸站在这里并谈谈关于友谊的话题。

5. I am more than delighted to deliver my speech to you.

我非常开心在此发表演讲。

6. It's nice to see all of you here.

很高兴在这里见到你们。

Writing preparations

Part 2

Body Arrangements -中间段 —thesis—argument

【发言稿的主体 + 提供论点和论据（论点明确，论据充分有力）
→分析问题，展开论述 →提出举措，希望采纳】

1. As is known to us all, failure is the mother of success, but few people can really understand what the saying means.

众所周知，失败是成功之母，可是很少有人真正理解这句格言的真谛。

2. As far as I am concerned, I think it is a good idea to ...

就我而言，我认为.....是一个好主意。

3. I think it important/necessary/difficult/convenient/possible/likely to do sth.

我认为做某事是重要/必要/困难/方便/可能的。

4. It played an increasingly important role/part in our life.

它在我们的生活中起着越来越重要的作用。

5. Local transportation is easily accessible/ of easy access/ very convenient.

6. People can have easy access to local transportation.

当地交通十分方便。（句5-6）

Writing preparations

Part 2

Body Arrangements -中间段 【观点鲜明to the point → 实事求是seek truth from facts → 条理清楚Clear organization → 简洁明快Simple and Clear language】

1. What really matters/counts is whether you can concentrate on your lessons.

真正要紧的是你是否能全神贯注于你的功课。

2. Above all /Most important of all, you should believe in yourself.

最重要的是，你要相信自己。

3. Although it seems..., it is true that... are very important in...

虽然.....似乎....., 但确实在...方面...是非常重要的。

4. With the rapid growth of..., ... have/has become increasingly important in our daily life.

随着.....的快速增长,在我们的日常生活中已经变得越来越重要。

5. Here is what I think we should do.(I think是插入语)

我认为我们应该这样做。

Writing preparations

Part 3

结尾段— echo from beginning to end

(照应开头, 总结全文 提出解决方法和期待)

【conclude the speech → 加深印象 → 提出希望 → 表达美好祝愿】

结尾的方法有:

1. 归纳法: 概括中心, 总结强调
2. 引文法: 引用名句, 升华主题
3. 反问法: 引发思索, 认同见解.

4. I sincerely hope that you will have a wonderful time tonight.

我们衷心希望你们今晚过得开心。

5. Thank you from the bottom of my heart for giving me this chance to speak to you today.

我从心底感谢你们今天给了我这个机会在你们面前讲话。

Evaluation:



Work in groups of four. Each student read the article and others remark on others' article. Then choose the best one to present in the class. When you are discussing, you can pay attention to the following hints.

Goal	Have you made the purpose clear?
Framework	Does the structure conform to the requirements?
Language	Are the sentences brief and accurate ? Have you used the proper punctuation, words, sentences and paragraphs to express what you recommend?
Main points	Is the article to the point?
Proper details	Are the details suitable?
clear Logic	Is Logic clear and well-organized?

发言稿题型训练-1

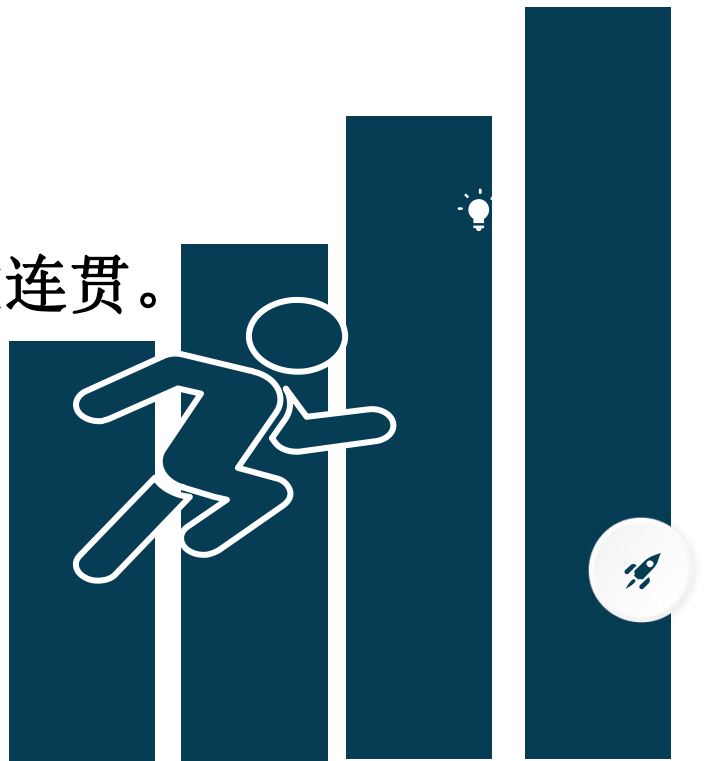
(代表全班欢送外教致辞)

今天是你班的外教**Santos**先生回国前最后一次给你们班上课。现在，请你代表全班发言，内容包括：

1. 表达感激之情；
2. 回忆各种收获；
3. 表达不舍与祝福。

注意：1.词数**80**左右；

2. 可适当增加细节，以使行文连贯。



发言稿题型训练-1 (代表全班欢送外教致辞)



- 要点一: 表达感激

1. I, on behalf of my classmates, sincerely thank you for what you have done for us.(用I'm honoured to...改写)

句式升级: I'm honoured to express our sincere thanks to you for what you have done for us on behalf of my classmates.

- 要点二: 回忆收获

2. With your help, everybody has made progress both in English learning and school life.(改为虚拟语气)

句式升级: If it had not been for your help, everybody wouldn't have made progress both in English learning and school life.

- 要点三: 表达祝福

3. Since you will leave soon, we wish you a pleasant journey back home.(用may祝愿句改写)

句式升级: On the occasion of parting, may you have a pleasant journey back home.

发言稿范文

(代表全班欢送外教致辞)



- 【美文输出 **Writing Sample: Possible Version 1:**】

Dear Mr Santos.

At this moment, I'm honoured to express our sincere thanks to you for what you have done for us on behalf of my classmates.

We do **appreciate** everything you've done for us. We've been very lucky to have you as our English teacher in the past years. With your help, everybody has made progress both in English learning and school life. We've enjoyed your teaching and **guidance** a lot. Your humorous and encouraging words have rooted in our memories.

Since you will leave soon, we wish you a pleasant journey back home. We'll miss you. Thanks again.



- 【美文输出 **Writing Sample: Possible Version 2:**】

Dear Mr Santos.

I'm honored to stand here to express our genuine gratitude on behalf of all of my classmates.

Over the past months spent with you, the moments you encouraged some of us to try a new thing, the moments you cheered up some of us after a terrible exam flashed back rapidly in our minds. With your generous help, all of us made gratifying/satisfying progress.

It's time to say goodbye, but we want to slow down the time. Good luck on the journey.



- 【美文输出 **Writing Sample: Possible Version 3:** www.chaotingedu.com】

Dear Mr Santos.

I, on behalf of my classmates, sincerely thank you for what you did for us. It's our honor to be your students.

The time you spent with us, short as it was, is a treasure of our lives. Not only did you help improve our English skills, but also gave us some lessons from which we could benefit through our life time. It's your inspiring words that pushed us ahead to achieve our dreams. What you did for us would remain at the bottom of our hearts forever.

Since you will leave soon, may you have a pleasant journey back home!

发言稿题型训练-2

(Better English, Better Life主题的英语演讲比赛)

假如你是李华，要参加你校举办的以“**Better English, Better Life**”为主题的英语演讲比赛。请根据以下提示写一篇演讲稿讲述学英语的益处。

- 1.在生活中的好处；
- 2.在学业上的好处；
- 3.在就业上的好处。

注意：

- 1.词数80左右；
- 2.可适当增加细节，以使行文连贯。





【思路分析】

- 演讲稿是介绍性说明文，语言一定要准确简洁、通俗易懂、逻辑性强、结构多变、节奏感强。演讲稿由开头语、正文和结束语三部分组成。开头语一般来说比较简单，目的就是吸引听众或读者的注意力。写作时首先要审清楚题目，题目要求内容包括三点，重点是将要表达的语言点都表达到位，不要遗漏要点。同时应尽量选择自己最熟悉的单词、句型来表达自己的意思。在写作过程中注意使用起承转合的连词和高级词汇，这样作文就能得到比较高的分数。

发言稿范文

(Better English, Better Life主题的英语演讲比赛)

- **【Writing Sample范文: Possible Version】**

Hello, everyone!

I am here to show that the better English, the better life.

Initially, English can enrich our lives and broaden our horizons. Having a better command of English can contribute to our reading original works. Besides, better English can improve our academic level, which increases the potential of our being admitted to a key university. Finally, international companies prefer the staff with better English. To put it differently, the more fluently you speak English, the more doors will open up to you.

Let's better ourselves and polish our life through better English!

That's all. Thank you!



发言稿题型训练-3 (毕业典礼上发言)

假如你是高三学生李华，请写一篇演讲稿，准备代表全体同学在毕业典礼上发言，内容要点如下：

1. 毕业的心情；
2. 高中三年的收获；
3. 感谢和决心。

注意：

1. 词数80左右；
2. 可以适当增加细节，以使行文连贯。





【Writing Sample: Possible Version1】

Good morning, everyone.

I'm Li Hua. It's my great honor to stand here to deliver my speech. At this moment, I cannot bear to part but I am also eager for my new life in university.

During the three years, not only have I made some true friends who shared sorrows and joys with me, but also I have gained various knowledge.

Before leaving, I'd like to express my sincere gratitude to my teachers who patiently answered our endless questions. Besides, I owe many thanks to my dear classmates. Without their help and encouragement, I couldn't have overcome so many difficulties. Now I've been determined to lead a more meaningful life in university and I will live up to the expectations of my teachers and my parents.

Thank you for your listening.



【Writing Sample: Possible Version 2】

Good morning, dear teachers and classmates.

I feel lucky to stand here on behalf of the graduates to make a speech at the graduation ceremony.

Firstly, I want to express my heartfelt thanks to our respected teachers who devoted their energy to educating us in the past three years. With their help, we have developed not only in ability and knowledge but also in body and character.

Secondly, on behalf of all graduates, I want to say thanks to our school—you provide us with such good study environments, in which we all have three happy years.

In the near future, we will unfold a new page in our life, and try our best to work hard to reward our school and society. I'm sure our school will be proud of us one day!

That's all for my speech, Thanks for listening.

发言稿题型训练-4 (英语角聚会发言)

今天将举行新学期的第一次英语角聚会，作为英语角的组织者，你将向新生宣传英语角。请根据以下内容要点写一篇发言稿：

1. 成立于两年前，每周五晚上举行活动；
2. 参加人员：本校及外校的学生、英语爱好者以及外国朋友等；
3. 益处：提高口语、交流学习经验、结交朋友。

注意：

1. 词数80左右；
2. 可以适当增加细节，以使行文连贯。



发言稿范文

(英语角聚会发言)

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Hi, everyone, Welcome to our English Corner!

This Corner was set up two years ago. We gather here every Friday evening. Besides the students from our school and other schools, many English lovers and some foreigners also join us. We not only talk about things we are interested in to practice our oral English study. In addition, we can make many good friends and have a good time here. Since it was set up, thousands of people have been here.

It is proved that our Corner is very helpful and is welcomed by students, teachers and parents. If you want to improve your English and make your life more colorful, join us!



Homework

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很多学生在考试之前和考试过程中都会出现焦虑紧张的现象，考试紧张有利也有弊。请你根据下列内容，写一篇英文演讲稿，谈论此现象，并提出应对考试紧张的策略。

注意：

1. 词数80左右；
2. 开头已给出，不计入总词数；
3. 可适当增加细节以使行文连贯。



Writing Sample



Good afternoon, everybody!

I think most of us must have been nervous before or during an exam.

Many people think that proper nervousness has its own advantages. For example, it can help athletes perform well in sports. In the same way, nervousness can activate our mind and help us get good grades.

However, Being too nervous can result in sleeplessness, which does harm to our health. What's worse, it may make our brain upside down. Worst of all, we may be too nervous to write down any answers.

In my opinion, several methods can be used to solve the problem above. Firstly, we should study hard, which will make us more confident. Secondly, it is useful to breathe deeply to calm down before exams.

That's all, thank you.



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Thanks

