**高中应用文写作之书面通知导学案**

**一、书面通知**

**篇章结构：**

标题：**Notice/ NOTICE**

首段：活动目的+通知事件、地点、时间

主体：通知事项的具体要求

结尾：**欢迎参加、报名方式、请勿迟到**等提醒

落款：**活动的组织者和时间**

框架：

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| **Notice**  **1. 通知主要内容（事件，时间，地点，目的）**  **2. 具体活动内容拓展**  **3. 期待参加**  **落款单位**  **时间** |

**开头常用语：（活动目的）**

1. aiming to do/with the purpose of/ for the sake of./ in an attempt to do/targeted at doing sth**…**

1. (In order) to enrich students' campus life and **activate/evoke/arouse/stimulate/provoke/ set off/ stir up** their enthusiasm for…./**arouse students’ interest in/ raise our awareness of……**

**段中常用语**：

**表计划：be scheduled for(to do)/intend to do/plan to do/ be to organize/ is to be held/will take place/ is scheduled to be held**

1. A lecture on...主题 is scheduled/due to be held in...地点on/at...日期时间.
2. There is going to be a lecture on history in the lecture hall at 2:00 p.m. this afternoon. The lecture will last about three hours.
3. All students are required to be present at the meeting to be held in the school hall at 9:00 a.m. on Saturday, January 14, 2016.
4. The meeting scheduled to take place this Tuesday afternoon is postponed until further notice.

★5. Those who are interested in it/ who want to take part in …, please **sign up** at the Student Union.（sign up 报名）

6. Your entry should be submitted before May 1.

**结尾常用语**：

1. Everyone is welcome. Be sure to attend it on time./ we are expecting your attendance.
2. Everybody is required to attend the meeting. Be sure not to be late or absent.

3. Please be punctual. / Don’t miss the chance.

**补充话题相关内容**

**(1)常见的地点**

in the school hall/ in the lecture hall/ in the school stadium /in the student Activity Center /at the school auditorium (礼堂)/ in the music room/ in the cultural activity center

**(2)时间的表示方法(钟点\星期\年\月\日) (时间要具体)**

in June, 2021 ; on June 21, 2021

on Thursday, June 21, 2021 ; at 7：00 p.m. on June 21,2021

from 2：00 p.m. to 4：30 p.m. on Thursday, June 21, 2021

**(3)动词短语**

organize a tour/trip/hiking, have a picnic/ have a football match，give a lecture/ talk/speech，

visit the museum，attend the lecture，join in the party，take (an active) part in，sign up (for...)

**试题回顾：**

假如你是学生会主席李华，为了唤起学生们学习英语的热情，学生会将举办一年一度的英语演讲比赛，本年度的主题为“我眼中的英国”，话题可涉及英国国家发展史，国家的组成，以及传统习俗等方面。请你写一则书面通知，邀请有兴趣的同学参加。

内容包括: 1．比赛的目的；2．比赛的相关内容（例如：时间、地点、主题等）；3．期待大家的积极参与。

**Notice**

Aiming to enrich the students’ campus life and activate/arouse their enthusiasm for English learning, the Students’ Union intends to hold its annual English Speech Contest, scheduled for April 20th in the Lecture Hall.

First, all the participants are expected to introduce themselves in English. Then follows a five-minute speech whose theme is ‘See Britain through My Eyes’, where you can showcase your language competence and knowledge of British history. Topics ranging from its evolution and composition to the traditions and customs in the UK are welcome. It is the originality and creativity of your understanding of the UK that matter/count.

If you are an enthusiast for it, come and sign up for it.

The Students’ Union

April, 13th

实战演练：

某国际中学下周六下午将要举行英语文化节，主题为“西方节日文化”。假如你是学生会主席李华，请你根据下列要点写一则英语书面通知。

1. 时间和地点 2. 活动内容 3. 欢迎大家参加。

注意：1. 词数80左右； 2. 可以适当增加细节，以使行文连贯。

**Notice**

With the purpose of enriching students' campus life and broaden international vision, the English Culture Festival, whose theme is western festivals, is scheduled to be held on the school playground next Saturday afternoon. There're various well-organized activities waiting for you, which will bring you into a world full of festival atmosphere. Not only will you be introduced to the history of some important western festivals through video clips, but you'll be exposed to some traditional celebrations through hands-on learning. Better yet, you can even be awarded with prizes if you win related games.

Everyone **who is interested in it** is welcome! Don't miss the chance to have fun!

Students' Union

April, 11th