

应用文话题系列课 复习笔记

感谢信 Appreciation letter

1. 写作技巧介绍

感谢信写作时，抓住三个要素 (3 key elements)

1. Truthfulness 真实
2. Appropriateness 恰当
3. Sincerity 诚恳

The content of the thank-you letter must be true and not exaggerated, which originates from life. Praise should be appropriate, not too high, so as not to give a false impression.

感谢信的内容必须真实，不能夸张，要源于生活。称赞要恰如其分，不要过于拔高，以免给人留下虚伪的印象。

Thank-you letter language requirements are concise, reasonably detailed, distinct. The length can not be too long. Choose your words carefully, but not too carved, otherwise it will give a false feeling.

感谢信的用语要求是精炼简洁，详略得当，层次分明。篇幅不能太长。遣词造句要把握好一个度，不可过分雕饰，否则会给人一种虚伪的感觉。

2. 技巧运用解析

要点一：Praise should be appropriate, not too high 内容真实，评誉恰当

示例一： A clip of a thank-you note to the staff at the rehabilitation center after recovering from a leg injury. 因腿伤得到恢复，向康复中心工作人员的感谢信片段。

I would like to express my sincere gratitude to everyone of you for your patience, professional attitude and genuine concern. It was you who helped me believe in myself and gave me assurance that I could walk again. I will never forget each word you have said to me and the things you have done for me. Forgive me for the times I lashed out at you in frustration, and thank you for understanding me and remaining firm with me.

Please never change the beautiful way you work with people. Your help really meant a lot to me.

示例分析：

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要点二：Speak in moderation and in narrative 用语适度，叙事精练

示例一：A clip of a thank-you note to the principal after visiting a British school. 访问完英国学校，回国后给校长写的感谢信片段。

It was so nice and considerate of you to have prepared us so many cuisines of British flavor! We were also deeply impressed by the comfortable accommodation you arranged for us! And the activities you organized not only broadened our horizons but also promoted our mutual understanding. We now have a deeper insight into British culture.

示例分析：

Thank-you letter language requirements are concise, reasonably detailed, distinct. The length can not be too long.

①It was so nice and considerate of you to have prepared us so many cuisines of British flavor! We were also deeply impressed by ②the comfortable accommodation you arranged for us! ③And the activities you organized not only broadened our horizons but also promoted our mutual understanding. We now have a deeper insight

into British culture.

Choose your words carefully, but not too carved, otherwise it will give a false feeling.

It was so nice and considerate of you to have prepared us so many cuisines of British flavor! **We were also deeply impressed** by the comfortable accommodation you arranged for us! And the activities you organized **not only broadened our horizons but also promoted our mutual understanding.** **We now have a deeper insight into British culture.**

3. 作文练习

假如你是某校高三(3)班学生李越。本学期就要结束了,你打算给你的外教 David 写封信,主要内容包括: 1.感谢他的付出; 2.评价他的教学; 3.提出新的建议。注意: 1.词数 80 左右; 2.可适当增加细节,以使行文连贯。

Possible Version:

Dear David,

I'm Li Yue, one of your students from Class Three Grade Three. With the semester dropping the curtain, I can't express too much gratitude to you for your dedication and support.

Your lively class and humorous teaching style have impressed and inspired us a lot. It is greatly to your credit that you selflessly guide us to navigate our way through adolescence. I sincerely hope that you will give us more insight into English cultures to broaden our horizon, and will continue to carry out new, colorful activities to help us practice speaking English.

I look forward to see you soon.

Yours respectfully, Li Yue