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公众号：溯恩高中英语

老外朋友要来中国参加
活动系列，告知信？

Lilly

Review

假定你是李华，你校交换生James听说五一节将组织一次短途旅行，他来信告知你想参加此次旅行。请你给他回一封邮件，内容包括：

- 1.出发时间及目的地
- 2.具体活动：爬山、野餐等。

注意：1.词数80词左右

2.可以适当增加细节，以使行文连贯



审题

Objection(对象):

an exchange student in my school who wants to take part in the short trip on May Day.

tone

Occasion (场合):

There will be a short trip on May day.

tense

Objective (目的):

To tell James *something* about the trip.

Key points ★ ★. 时间与地点 ★. 具体活动

➤ What should be included in a letter of informing?

- Dear _____,

- 🏠 **Beginning** --- Purpose of writing the letter 【写信意图-说明自己的计划或目的 ➡ 告知对方什么信息】

- ➤ Why are you writing the letter?

- 🏠 **Body Arrangements** --- 【告知具体信息 ➡ ➡ （活动的时间地点与活动内容） ➡ 注意增加细节，如活动安排目的或其他温馨提示】

➤ When, where, and what?

➤ Why and How?

- 🏠 **Ending** --- 【期待参加并表示祝福 ➡ 表达期许

• Yours faithfully

- 得知你想要参加五一的短途旅行，我写信来告知你一些讯息。
- I'm delighted to know that you want to join in the short trip on May Day.
I'm writing to help you.

be accurate (精准) in words choice

- 复杂句：

be concise (精炼) in sentence patterns

- I'm delighted to know that you want to...**SO** I'm writing to introduce something to you.
- 非谓语作状语：
- Delighted to know that you want to join in the short trip on May Day, **I'm writing to** tell you some detailed information about it.
- Knowing that you **intend to** join in the trip on May Day, **I'm delighted to** share some relevant information with you.

- 1. 介绍出发时间及目的地 *be complete* (完整) *in information*

The destination is ...

We will set off on foot for Yellow Mountain at our school gate at 4 am this Sunday.

We will depart from our school on foot to Yellow Mountain at our school gate at 4 am this Sunday.

The trip is scheduled to start at 4 am this Sunday. And all the students will gather at our school gate.

- 2. 介绍具体活动：爬山野餐

After arriving there/On arrival, we will climb up the mountain. At the top of it, we will have a picnic as lunch.

be coherent (连贯) *in text*

3.适当添加细节 (how to add details?) -the hidden point

- 丰富要点2的描述:
- **After arriving there/On arrival**, we will climb up the mountain. **At the top of it**, we will have a picnic as lunch.

where we can also enjoy a feast for the eyes.

, enjoying/appreciating the beautiful scenery of the nature

- 增加要点: *extra sweet tips*

- Climbing mountain will take us about two hours so remember to wear a comfortable sneakers/ to remember to take some snacks with you.

be practical in adding details

- 期待参加 → 表达期许

Looking forward to your joining.

Anticipating your participation.

Expecting your joining.

Hope you have a nice trip.

Wish you an unforgettable experience.

be sincere(真诚) in wishes

Appreciating Students' Writing

第三节 应用文写作 (15分)

complete and coherent

Dear James,

Hearing that you want to take part in this short tour, I'm penning to extend my warm welcome and offer you some details.

As scheduled, we will gather at 7:00 a.m. On the first of May in the school hall. And then we will go to the Yandang Mountain which is our destination. After we arriving there, we can climb mountains, have a picnic, take photos and play team games. At last, we will go back at 15:00 on the same day.

Anticipating your reply sincerely. I can't wait to see you.

Yours,

Li Hua

concise, complete and coherent

湘国教育

Dear James,

Glad to know that you want to take part in the activity. I'm writing to tell you some details.

We'll start off from our school gate at 7 am this Sunday, and it'll take an hour to reach the National Park. Then, we're going to have a picnic near a lake where you can appreciate the beauty of nature. Additionally, we'll climb the mountain, followed by tasting some local snacks, which will surely add brilliant touch to your trip here.

With any question to learn, don't hesitate to drop me a line.

Yours,

Li Hua

rich in details

Dear James,

Knowing that you want to participate in this trip, I am writing to tell you something about this trip.

We will gather at school and get on at 8:00 in the morning. After arriving at Mount Tai, the destination, we will begin to climb the top where we will have a picnic. In addition to those, ^{some} I will give you advice. First, take a comfortable shoe that is suitable for climbing. Besides, prepare a warm coat and enough food, enabling you have a good trip. Importantly, keep in mind of the basic knowledge of safety that teachers will tell you.

Have a nice trip!

Yours,

2021.04三地市联考

你是李华，外国友人Tony 写信告诉你他要来参加你所在城市举办的马拉松比赛，请你写封邮件回复他，内容包括：

1. 马拉松的出发点、时间。
2. 其他提示



• **One Possible version:**

Dear Tony,

Knowing you intend to run the marathon in my city, I am delighted to share with you some relevant information.


The event is scheduled to start at 7:30 a.m. on April 25th. Runners will gather at the gate of Zhaoyang Park. Before the event, regular training is necessary, which will guarantee you a good performance. **What's more, with a long distance to cover, you'd better wear comfortable sneakers and suitable clothes.**

Wish you an unforgettable experience.

Yours,

Li¹Hua

第五档 (13-15 分)	完全完成了试题规定的任务；覆盖所有的内容要点；应用了较多的语法结构和词汇；语法结构和词汇方面有些许错误，但为尽力使用较复杂结构或较高级词汇所致；具备较强的语言运用能力；有效的使用了语句间的连接成分，使全文结构紧凑。完全达到了预期的写作目的。
第四档 (10-12 分)	完全完成了试题规定的任务；虽漏掉 1,2 个次重点，但覆盖所有主要内容；应用的语法结构和词汇能满足任务的要求；语法结构和词汇运用基本准确些许错误主要是因尝试较复杂语法结构和词汇所致；应用简单的语句间连接成分，使全文结构紧凑；达到了预期的写作目的。
第三档 (7-9 分)	基本完成了试题规定的任务；虽漏掉一些内容，但覆盖所有主要内容；应用的语法结构和词汇能满足任务的要求；有一些语法结构和词汇方面的错误，但不影响理解；应用简单的语句间连接成分，使全文内容连贯；整体而言，基本达到了预期的写作的目的。
第二档 (4-6 分)	未适当完成试题规定的任务；漏掉或未描述清楚一些主要内容，写了一些无关内容；语法结构单调，词汇项目有限；有一些语法结构或词汇方面的错误，影响了对写作内容的理解；较少使用语句间的连接成分，内容缺少连贯性；信息未能充分的传达。
第一档 (1-3 分)	未完成试题规定的任务；明显漏掉主要内容，写了一些无关内容，原因可能是未能理解试题要求；语法结构单调，词汇项目有限；较多语法结构和词汇方面的错误，影响对写作内容的理解；缺乏语句间的连接成分，内容不连贯；信息未能传达给读者。



The way to start
something is to stop
talking but start doing
it .

-Walt. Disney