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公众号：溯恩高中英语



冲刺2021年
6月高考

杭州二中仿真考应用文讲评

书面通知 *Notice*

杭州二中许丽君

教学目标

教学目标

1. know what factors should be included in a notice;
2. learn about the layout and contents of a notice;
3. write the notice correctly;
4. Polish notice more accurate;
5. know what a notice is like.



通知的分类

通知分书面通知或口头通知。它是上级对下级、组织对成员部署工作，传达事情，召开会议使用的一种文体。



书面通知的文体概述

通知是一种应用文体，一般是上级对下级、组织对成员或平行单位之间部署工作、传达事情或召开会议等所使用的应用文。



书面通知的格式与写法

通知正文上方的正中位置写上 **NOTICE**，出通知的单位写在正文结束后的右下角，或者写在 **NOTICE** 的正上方。通知的 **日期** 一般写在 **左下角**。单位和日期两项可以省略。通知不写称呼，也没有结束语，但在正文里，往往首先提到 **被通知的对象**。通知的 **正文** 就是通知的 **内容**，这是 **主体部分**，包括通知的 **对象**、**事由**、**时间**、**地点** 等，语言应简洁明了，条理清晰，要求明确，特别是时间概念很重要，必须写得十分明确，不容丝毫含糊。



书面通知注意要点

书面通知 注意要点

1

1. 通知的内容要齐全。通知的对象、原因、时间、地点等一定要明确。

2

2. 通知的时态要正确。通知是告知未来要做的事情，因此一般采用将来时态进行写作。

3

3. 通知的语言要简练。通知的语言要大众化，语言简洁明快，条理清晰。

书面通知框架结构



书面通知谋篇布局

书面通知 谋篇布局

1

首段：开篇点题；开门见山；

2

主体段落：呈现所有要点；
条理要清晰；

3

尾段：总结全文，再次点题；
提醒相关注意事项。

书面通知常用词块 & 必备短语 (时间和地点, 目的和要求, 内容和意义)

- 1 . gather at the school gate 在学校大门口集合
- 2 . be expected to attend on time 期待按时参加
- 3 . be put off because of the heavy rain
 由于大雨而被推迟
- 4 . raise our awareness of environmental protection
 提高我们的环保意识
- 5 . to satisfy your thirst for the knowledge of the Silk Road
 为了满足你们对于丝绸之路知识的渴求
- 6 . encourage students to take part in some outdoor activities
 鼓励学生参加一些户外活动

书面通知之观点句式考前强化 (时间和地点, 目的和要求, 内容和意义)

- 1. A meeting is going to be held in Room 202 of Building 3 at 7 on the evening of Sep. 15.
- 2. Our class will organize a spring outing next Monday.
- 3. The people who will be present at the meeting are asked to be there before 9 o'clock.
- 4. What will be dealt with at the meeting is...
- 5. The attendants are expected to arrive on time and take notebooks to write down the important information.



书面通知篇首句---引人入胜开头句 (时间和地点, 目的和要求, 内容和意义)

- 直接说明通知内容, 常用there be句式或被动语态。
- [典例1]An English Club will be set up on September 16, 2021 in our school. 我校将于2021年9月16日成立英语俱乐部。
- [典例2]There will be a lecture on American culture in our school on Friday evening. 星期五晚上我们学校有一场关于美国文化的讲座。
- [典例3]A five--day outdoor survival training will be organized by our school during the summer vacation yet to come.在即将到来的暑假, 我们学校将组织一次为期五天的户外生存训练。
- [典例4]An exciting event “Innovations on Campus” is around the corner. Each of you is expected to be part of the event which encourages creative minds and gives full play to your DIY skills. 一场激动人心的“校园创新”活动即将到来。每个人都被期望成为鼓励创造性思维和充分发挥你的DIY技能的活动的一部分。

书面通知正文段---画龙点睛篇中句 (时间和地点, 目的和要求, 内容和意义)

- [典例1] Don't forget to be on time.
请一定要准时。
- [典例2] All teachers and students are required to...
全部师生务必要.....
- [典例3] There will be a party/speech/contest held by the English Department in the hall of the library on Saturday evening.
本周六晚英语系在图书馆大厅将举行一场聚会/演讲/竞赛。
- [典例4] We are glad to inform you that...
很高兴地通知你们.....
- [典例5] Those who are interested in...are welcome.
欢迎所有对.....有兴趣的人参加。

书面通知结尾段---言简意赅篇尾句 (活动要求、激发兴趣)

- 常常重申希望大家参加活动，或提出注意事项。
- [典例1] Please be there on time./Be sure to attend on time.
- [典例2] If you have any opinion about the film, please send an e-mail to studentunion@126.com. (2018•全国卷II书面表达)
- [典例3] For any question, call Li Hua at 44876655.



书面通知模板

布告通知

Notice

(发起者) has decided to **hold an activity**. (活动具体内容) This is to be held on _____ at _____ in _____ (活动具体时间、地点). Those who _____ (活动参加人员) are welcome.

Remember that _____ (提醒).
I believe you will **have a wonderful time**.

The Students' Union

书信通知

March 11th, 2017

Dear students,

The Students' Union **has decided to organize** _____ (具体活动). It will be held _____ (活动具体时间、地点). **Whoever is interested in** it is welcome to attend _____. The activities include _____ (活动具体内容). Those who want to **take part in** _____ (活动参加人员) please **sign up at** the Students' Union.

Please come to **the great fun!**

The Students' Union



书面通知模板

• NOTICE/Notice(标题)

• Date(通知发布日期)

• ① In order to _____ (活动目的), _____ (活动/事件) **will be held** on _____ (date), at _____ (time) in _____ (place) (活动具体地点、时间). ② The _____ (事件大体内容). ③ Those who _____ (活动参加人员) **are required to** _____ (活动具体要求). ④ Remember to _____ (提醒). And don't forget _____ (活动注意事项)

• All are **welcome to join** in the contest.

• The School Students' Union(发布通知者)

应用文习作---书面通知
2021年5月杭州二中仿真考
高分作文展示



2021年5月杭州二中仿真考“关于观看英语社宣传短片的通知”

www.sunedu.com

- 第一节 应用文写作（满分15分）
- 假定你是李华，学校英语社社长。请你在校宣传栏上写一则通知，请大家观看英语社宣传短片，内容包括：

1. 短片内容；
2. 放映时间、地点；
3. 欢迎大家加入英语社。

- 注意：

1. 词数80左右；
2. 可适当增加细节，以使行文连贯。



2021年5月杭州二中仿真考“关于观看英语社宣传短片的通知”

• 【高分作文展示 1】

Notice

A short movie which **aims at introducing** School English Club, **will be played in the gym** next Friday at 3:30 p.m. It will **give you a brief description** about the origin and **development of our school English Club**. In this movie, not only will you **know more about us**, but also it may **arouse your interest** in English learning. On top of that, if you want to join us, there are some trivial but vital things you ought to have: **the admission of** your English teacher, the pluck of overcoming difficulties and **the passion for English learning**.

Welcome to join our school English Club!

School English Club

• June 1st

2021年5月杭州二中仿真考“关于观看英语社宣传短片的通知”

• 【高分作文展示 2】

Notice

Aimed at motivating students to learn English and enrich their campus lives, an English video will be displayed in the auditorium at 1:00 on June 24th .

The video which contains the origin and development of English will not only inevitably arouse your enthusiasm about English but also give us a superb platform to gain a glimpse into the unique English customs.

Welcome you to in our English Club.

School English Club

2021年5月杭州二中仿真考“关于观看英语社宣传短片的通知”

• 【高分作文展示 3】

Notice

In order to arouse students' interest in English and enrich their after-class lives, an English Club video will be shown in the lecture hall at 4:00 p.m. on Friday.

The video is about the English Club, which can inspire your creativity. Also it is a great opportunity to have a better understanding of the club. Anyone who is willing to participate in the club, please go to your English teacher and sign your name for it. All are welcome to be present at the club.

School English Club

2021年5月杭州二中仿真考“关于观看英语社宣传短片的通知”

• 【高分作文展示 4】

Notice

For the purpose of enriching school life and **inspiring the students' interest** in English. An excellent English movie **is scheduled to** be shown in the auditorium on the first floor from 1:00 to 3:00 p.m. on June 3rd. Some details about it are **as follows**.

As we all expect, the movie made by English club can not only **teach you the method** on how to speak English **as fluently as** a native speaker, but also a good opportunity to **be enthusiastic about English**. If you are keen on English, please come to English Club and **sign your name** for it.

Your presence is **eagerly anticipated**.

School English Club

2021年5月杭州二中仿真考“关于观看英语社宣传短片的通知”

• 【高分作文展示 5】

Notice

Aiming to arouse our interest in English learning and provide a platform for us to practice and improve English. There will be an activity in the school auditorium, where you'll watch a video about English Club.

During watching this video, you'll acquire various English expressions in a relaxing atmosphere, which enables to broaden your vocabulary. In addition, there will be a brief introduction concerning English Club. All the students are welcome to join in the club. Your oral English will be improved as long as you join it.

If you're interested, please gather in the school auditorium at 5:00 p.m. this Friday.

School English Club

2021年5月杭州二中仿真考“关于观看英语社宣传短片的通知”

• 【高分作文展示 6】

Notice

Our school English club will share a short video on school screen. Everyone is welcome to enjoy it at 8:00 a.m. next Friday.

The reason why we took the video was that not only can it introduce our club but also promote our passion for English learning, including how to build up our confidence when we communicate with foreigners, and explore the charming spots in English poems.

We sincerely invite you to participate in our club. As long as you are keen on English, you can apply to join us. Your enthusiasm is the best gift for us.

School English Club

*Thanks for your
attention!*

