

**2022 年 6 月浙江高考应用文例析导学案**  
**邀请体验小组学习室+告知相关情况**

➤ **Teaching Procedure: 教学步骤:**

**Step 1: 掌握应用文写作的要求: The requirements of practical writing:**

- 有料: 内容正确 correct content, 要点完整 complete points
- 有用: 布局合理 proper structure 条理清晰 Clear Logic-well-organized
- 有效: 语言准确 Accurate language 叙述清楚 clear Statement
- 有趣: 措辞得体 proper tone 交际恰当 suitable communication

具体要求:

sincere tone + neat handwriting + covering all points + various sentence patterns + proper linking words  
+ correct tense + no spelling and grammar mistakes + adding some details

**Step 2: 应用文写作的高分攻略: Strategy of a practical writing**

- 审题定调 (about the topic and type)
- 思路构建 (build the construction)
- 扩点成句 (make sentences)

**Step 3: 熟悉应用文写作的四大要素:**

Layout: 布局合理, 条理清晰

Content: 要点齐全, 语句通顺

Language: 语言准确, 表达生动

Tone: 交际得体, 措辞恰当

**Step 4: 根据应用文的类型、要点、主题、对象和时态进行多思路的谋篇布局**  
**(analyze the requirements of the writing)**

**Step 5: 构建应用文写作框架: The layout of the practical writing:**

- Para.1 The beginning: Group Study Room newly opened up, send an invitation
- Para.2 The body: opening time and the location of the group study room; the equipment in the room and its functions.
- Para.3 The ending: expectations to attend and join the group studying together.

以 2022 年 6 月浙江高考应用文邀请+告知信为例进行文本的具体解析:

**V. 2022 年 6 月浙江高考应用文:**

假定你是李华, 你校图书馆新设了小组学习室, 请你给留学生 Michael 写邮件, 邀请他同去体验, 内容包括:

1. 学习室的位置和开放时间;
2. 室内设施及其功能。

注意: 1. 写作词数应为 80 左右;

2. 请按如下格式在答题卡的相应位置作答。

**1. 构思应用文框架 (Framework)**

- 首段 (Beginning): 写信背景+ 写作目的 (新设了小组学习室, 邀请他同去体验)
- 中间段 (Body Arrangements):
  1. 学习室的位置和开放时间;
  2. 室内设施及其功能
- 尾段 (Ending): 再次邀请, 表示期待。

**2. 探索应用文主题 Explore the topic:**

- 1) Style: an invitation and notification
- 2) Tone: sincere, friendly
- 3) Tense: present tense, future tense

- 4) object of the writing: introduce the group study room and invite Michael to study together
- 5) mood: delighted, enjoyable
- 6) key words: facilities and functions

### 3. 布局谋篇之中段: 内容完整详实, 逻辑清晰:

小组学习室室内设施: the facilities in the group study room

功能: State the function and the benefit of the group study room and its facilities

内容-小组学习室室内设施及其功能:

- 1) bright and spacious space—a brilliant atmosphere to study
- 2) modern computers—gain useful information from Internet
- 3) a reading corner—relevant books, literature study, promote our permanent friendship
- 4) technological computers—a platform for us to search varieties of information
- 5) brand-new TV screens—understanding Chinese and western literature, mastering scientific knowledge
- 6) enough desks and chairs—a quiet atmosphere for many students
- 7) teachers will be there to answer our questions and help to deal with our problems
- 8) high-tech robots—search for knowledge
- 9) the mobile ipads—a platform where we can compete with excellent talents

### 4. 解析邀请+告知正文特点: The feature of the body

- ☐ Time:
- ☐ Place:
- ☐ Purpose: to invite Michael to experience the group study in the newly opened room
- ☐ Content: the equipment or the facilities and their functions
- ☐ value/significance: For one thing, it's an ideal platform to study. For another, it also offers a channel of communication
- ☐ benefits: offering us a platform where we can compete with excellent talents, to have a better understanding of Chinese and western literature, study effectively, strengthen our relationship

### 5. 构思正文内容及表述/遣词造句

#### I. 篇首句: Beginning (background + purpose)

1. Last week witnessed a newly-opened group study room which lies in the library.
2. It's my pleasure to invite you to participate in our group study there.
3. Learning that our school library has recently opened a group study room, I am writing to invite you to experience it with me.

#### II. 主旨句: Body (facilities and functions)

1. The room, located in the left of the library, will open at 7:00 am and close at 9:00 pm, which provides us ample time to study.
2. The group study room is equipped with diverse hi-tech equipment, offering us chances to search information.
3. The advanced facilities could record our study progress, which will help us concentrate more on our study.

#### III. 总结句: Ending (expectations and wishes) 注意结尾的合理性

1. Looking forward to your attendance/arrival.
2. I'm firmly convinced that you can not only study efficiently, but strengthen relationship with classmates.
3. The group study room not only provides us an ideal platform to study, but also add luster to our campus life. I'm looking forward to seeing you there.

范文赏析:

#### Writing Sample 1:

Dear Michael,

I'm Li Hua. How is everything going? I'm writing to invite you to experience studying together in Group Study Room **newly opened up** in school library. Here are some details. (邀请的缘由)

It **lies in** the south of library, open at 9:00 am, **lasting** for seven hours, except weekends. (小组学习室开放时间、所在地点) **Additionally**, it has plenty of desks and chairs, **bright and spacious space** which provide us with **a brilliant atmosphere to study**. What's more, the desks **are equipped with** modern computers, **enabling students to gain** useful information from Internet. **Last but not least**, Group Study Room has a reading corner, where bookshelves **provide relevant books** for us. I'm fully convinced that the Room not only offers us **a deep insight into literature study** but presents a valuable feast, where we **promote our permanent friendship**. (内部设施,功能) .

Do you have a great passion for it? I'm looking forward to your reply at your earliest convenience. (再次发出邀请)

Yours  
Li Hua

### Writing Sample 2:

Dear Michael,

I'm more than delighted to tell you that our school library has opened up group-study rooms, which **are located on** the second floor in the library. I'm writing to invite you to experience it with me. (邀请的缘由)

Firstly, it opens from 9:00 am to 9:00 pm except weekends. (小组学习室开放时间、所在地点) What's more, it is worth mentioning that there are **plenty of technological computers** serving as **a platform** for us to search varieties of information on the Internet. In addition, some **brand-new TV screens** can also **benefit us** through understanding Chinese and western literature and **mastering scientific knowledge** more efficiently. (内部设施,功能)

I'd appreciate it if you could accept my invitation and join us in our group study. Looking forward to your earliest reply and **your attendance**. (再次发出邀请)

Yours  
Li Hua

### Writing Sample 3:

Dear Michael,

How is everything going? Knowing that our school library has opened up a new room for group learning. I sincerely invite you to **participate in my group**. (邀请的缘由)

The group learning room, **located in** the left of the library, will open at 8:00 am and close at 9:00 pm, which provides us ample time to study. (小组学习室开放时间、所在地点) What's more, there are enough desks and chairs, thus **exposing us to a quiet and comfortable atmosphere**. What attracts me most is that teachers will be there to answer our questions patiently. High value attached to the chance of learning, this room is what you can't miss. (内部设施,功能)

All in all, the group learning room not only provides us **an ideal platform to study**, but also **add luster to our campus life**. I'm looking forward to seeing you there. (再次发出邀请)

Yours  
Li Hua

### Writing Sample 4:

Dear Michael,

Learning that our school library has recently opened group study rooms, I'm writing to invite you to experience it with me. (邀请的缘由)

This room lies in western library opening from 8:00 am to 9:00 pm every day. (小组学习室开放时间、所在地点) Additionally, the room has many new equipment, ranging from high-tech robots which enable us to search for knowledge on the Internet, to the mobile ipads, offering us a platform where we can compete with excellent talents. (内部设施,功能)

The room is like a treasure waiting for us to take chances. Looking forward to your arrival. (再次发出邀请)

Yours  
Li Hua