

## 高中英语应用文-告知信导学案

### A letter of Notification

#### ➤ 教学目标: Teaching Goals

#### ➤ After Teaching this lesson, students will

1. know what factors should be included in a good writing;
2. learn about the layout and contents of a letter of notification;
3. write the letter of notification correctly;
4. Polish your notification letter;
5. know what a letter of notification is like.

#### Teaching Procedure:

##### 1. Preparation for writing:

##### 2. 告知信文体概述

##### 3. 告知信的格式:

##### 4. 告知信必备短语:

1. \_\_\_\_\_ sb. \_\_\_\_\_ sth. 告知某人某事
2. \_\_\_\_\_ some information \_\_\_\_\_ sb. 为某人提供一些信息
3. work out \_\_\_\_\_ 制定我的计划
4. show sb. \_\_\_\_\_ ... 带领某人参观……
5. \_\_\_\_\_ for ... 报名参加……
6. mean/ \_\_\_\_\_ do sth. 打算做某事
7. \_\_\_\_\_ to ... 参观……
8. make a \_\_\_\_\_ 有影响; 起(重要)作用
9. be \_\_\_\_\_ /on ... 被安排在……
10. make \_\_\_\_\_ for ... 为……做准备

#### 【充盈写作语料库:】

#### 【篇首句: The beginning---吸引阅卷人眼球的开头句---开门见山, 简要告知事情】

1. Here is \_\_\_\_\_! 这里有一个好消息!
2. I have a piece of good news \_\_\_\_\_!  
我有一个好消息要告诉你!
3. Our team is going to compete \_\_\_\_\_ next week. I'm writing to \_\_\_\_\_ with you.  
我们队下周将参加一场重要的排球比赛。我写信是想和你分享一些细节。
4. I feel delighted that you are so \_\_\_\_\_, so I'm writing to give a brief introduction of it.  
我很高兴你对这次演讲比赛感兴趣, 所以我写信向你简要介绍一下它的情况。
5. I \_\_\_\_\_ be asked to contact you, informing you of our arrangements.  
我感到很荣幸受委托与你联系, 告知你我们的安排。
6. I would like to \_\_\_\_\_ about the next class.  
我想告诉你下一节课的一些细节。
7. Now let me tell you what we \_\_\_\_\_.  
现在让我告诉你我们为你安排的内容。

8. Learning/Knowing that you are interested in the activities in our school, I'm glad to tell you \_\_\_\_\_. (v-ing)

知道你对学校的活动感兴趣，我很高兴告诉你相关的信息。

【充盈写作语料库：】

【篇中句：The Body- 亮点出彩主题句-详细说明告知的时间、地点和活动内容等】

1. My plan about these activities is as follows. 我对这些活动的计划如下。
2. On July 20, we are going to learn \_\_\_\_\_ which you are interested in in the lecture hall.  
7月20日，我们将在演讲厅学习你感兴趣的唐诗。
3. \_\_\_\_\_ is new to me. 这里的一切对我来说都是新的。
4. I'm writing to \_\_\_\_\_ my life and study in recent days.  
我写信是想告诉你一些我最近生活和学习的状况。
5. Now let me tell you what we \_\_\_\_\_.  
现在让我告诉你我们是怎样为你安排的。
6. The match will take place in our school gym on the afternoon of July 4th and we will \_\_\_\_\_ from Honxing High school.  
比赛将在7月4日下午在我们学校体育馆举行，我们将与红星高中的球队比赛。

【充盈写作语料库：】

【篇尾句：The ending-韵味无穷结尾句-询问对方是否要了解其他信息，并表达期待】

1. Looking forward to \_\_\_\_\_.  
期待再一次见到你。
2. If you want to know anything else, please \_\_\_\_\_ control me.  
如果你还想知道什么，请不要犹豫，与我联系。
3. Hopefully, our efforts will \_\_\_\_\_.  
希望我们的努力最终会有回报。
4. Looking forward to \_\_\_\_\_ meeting you.  
期待与你会面。
5. If you have any other questions, please \_\_\_\_\_. I'm looking forward to your coming.  
如果您有任何其他问题，请让我知道。我期待您的到来。
6. I \_\_\_\_\_ your reply. 期待你的回复。

【告知信写作模板】

Dear \_\_\_\_\_ (对象),

I am writing to tell you \_\_\_\_\_ (告知内容). The \_\_\_\_\_ (活动) will be given \_\_\_\_\_ (时间、地点). In the \_\_\_\_\_ (活动), you will mainly \_\_\_\_\_ (具体安排). You had better \_\_\_\_\_ before \_\_\_\_\_ (活动) and \_\_\_\_\_ (具体活动细节).

Please let me know if you are interested and \_\_\_\_\_ (表达期望).

Yours,  
(署名)

应用文习作---告知信题型训练&实践演练&语篇鉴赏

※告知信题型训练 1: 【告知英国朋友 Leslie 上课的计划】

**【实践演练】：应用文写作（满分 15 分）**

(2017·全国卷I)假定你是李华，正在教你的英国朋友 Leslie 学习汉语。请你写封邮件告知下次上课的计划。内容包括：

1. 时间和地点；
2. 内容：学习唐诗；
3. 课前准备：简要了解唐朝的历史。

注意：1. 词数 80 左右；

2. 可以适当增加细节，以使行文连贯。

※告知信 1: 【告知英国朋友 Leslie 上课的计划】

**【作文提升 1】**

Dear Leslie,

I am very delighted to know you \_\_\_\_\_ Tang poems. I'm writing to \_\_\_\_\_ the plan for the next class.

To start with, \_\_\_\_\_ our next lesson will take place in Classroom 8 of the Teaching Building at 10 a. m. next Friday. \_\_\_\_\_, in order to \_\_\_\_\_, you will learn some Tang poems, \_\_\_\_\_ among Chinese people.

\_\_\_\_\_ you \_\_\_\_\_ know about the history of Tang Dynasty in advance, \_\_\_\_\_ I think \_\_\_\_\_ the class \_\_\_\_\_.

Looking forward to your early reply.

Yours,  
Li Hua

※告知信 1: 【告知英国朋友 Leslie 上课的计划】

**【作文提升 2】**

Dear Leslie,

I am \_\_\_\_\_ that you have \_\_\_\_\_ in learning Chinese and you are interested in Chinese culture.

Now I'll tell you the next learning programme. On July 20th, we are going to learn poems of the Tang Dynasty \_\_\_\_\_ in the lecture hall. As a foreign learner, \_\_\_\_\_ the true meaning and the culture of them. \_\_\_\_\_, before class, you can \_\_\_\_\_ the history of the Tang Dynasty to \_\_\_\_\_.

If there is anything I can do for you, I would be \_\_\_\_\_.

Best wishes.

Yours,  
Li Hua

※告知信 1: 【告知英国朋友 Leslie 上课的计划】

**【作文提升 3】**

Dear Leslie,

How are you? Glad to see you have \_\_\_\_\_ Chinese learning and I'm writing to tell you something about our next lesson.

The lesson \_\_\_\_\_ from 3 pm to 5 pm on the afternoon of next Tuesday in the classroom 502. In the class, you will mainly learn Tang poetry, \_\_\_\_\_ and \_\_\_\_\_ Chinese. You can feel the

beauty of Chinese by learning Tang Poetry. You'd better \_\_\_\_\_ before class and \_\_\_\_\_ of Tang Dynasty, \_\_\_\_\_ for you to go through the class.

If there is anything that I can help you, please \_\_\_\_\_. Looking forward to meeting you.

Yours,  
Li Hua

※告知信 1: 【告知英国朋友 Leslie 上课的计划】

【作文提升 4】

Dear Leslie,

\_\_\_\_\_! (写信目的) Next week, we are going to enjoy our next Chinese class. Are you ready? Now, I am writing to tell you \_\_\_\_\_.

(时间和地点) \_\_\_\_\_, we can \_\_\_\_\_ on Monday evening in the school library, when there will be less people. (上课内容) \_\_\_\_\_, we are going to \_\_\_\_\_ about Tang poetry, which will be \_\_\_\_\_.(课前准备) \_\_\_\_\_, you'd better learn some history about the Tang dynasty, which can \_\_\_\_\_.

(结束语) I \_\_\_\_\_ we will have a great time. Looking forward to meeting you again!

Yours,  
Li Hua

※告知信 1: 【告知英国朋友 Leslie 上课的计划】

【作文提升 5】

Dear Leslie,

How are you? I'm writing to tell you about your next Chinese lesson.

We'll still meet at my school, but not on Saturday \_\_\_\_\_, since I'll have to \_\_\_\_\_ that day. So let's \_\_\_\_\_ on Sunday afternoon.

As you know, in order to \_\_\_\_\_ Chinese, you should learn more about \_\_\_\_\_. Therefore, this time I will introduce Tang Poetry to you, \_\_\_\_\_ in learning Chinese. I advise you to learn about \_\_\_\_\_ the Tang dynasty \_\_\_\_\_. It will \_\_\_\_\_ learning the poems.

Hoping to receive your early reply.

Yours,  
Li Hua

※告知信题型训练 2 【告知英国朋友 Sam 给农村小学捐书当志愿者】

第一节: 应用文写作 (满分 15 分)

假定你是李华, 你校即将举行“给农村小学捐书”(Donating Books to Rural Primary Schools)活动, 现向全校招募志愿者, 请你写一封信, 告诉你的英国朋友 Sam 有关情况, 要点如下:

1. 简单介绍该项活动;
2. 志愿者所需条件。

注意:

1. 词数 80 左右;
  2. 可适当增加细节, 以使行文连贯。
- ※告知信 2【告知英国朋友 Sam 给农村小学捐书当志愿者】

【Possible Version】:

Dear Sam,

\_\_\_\_\_ you are \_\_\_\_\_ to Rural Primary Schools, I am writing to \_\_\_\_\_ some detailed information.

The activity \_\_\_\_\_ helping rural primary schools \_\_\_\_\_ various kinds of books to those students, which can not only \_\_\_\_\_, but also \_\_\_\_\_ of thinking and learning \_\_\_\_\_. \_\_\_\_\_, the volunteers should be diligent and optimistic, \_\_\_\_\_ during the process of this activity.

If you have any question about this project, please \_\_\_\_\_.

Yours sincerely,

Li Hua (95 words)

※告知信题型训练 3【告知 Peter 博物院举行中国传统民俗文化展】

【江西省 2019 届高三 4 月份模拟测】假定你是李华。你市博物院将举行中国传统民俗文化展, 请给你校交换生 Peter 写一封电子邮件, 告诉他以下内容, 要点如下:

1. 展览时间;
2. 展览内容;

注意: 1. 词数 80 左右;

2. 可以适当增加细节, 以使行文连贯。

※告知信 3【告知 Peter 博物院举行中国传统民俗文化展】

【Possible Version】:

Dear Peter,

I'm Li Hua. I have some good news to tell you that our city museum will \_\_\_\_\_ to make the Chinese traditional folk cultures \_\_\_\_\_. Now I will \_\_\_\_\_ the exhibition. It will start from April 6 and end on May 6. There will be \_\_\_\_\_ 1,000 items to be showed at the exhibition and many of them are \_\_\_\_\_ such as \_\_\_\_\_. The exhibition will not only \_\_\_\_\_ antique collections, but will also allow the audience to \_\_\_\_\_ of ancient China. Let's \_\_\_\_\_ if you're free.

Looking forward to your reply.

Your sincerely,

Li Hua

※告知信题型训练 4【告知英国朋友 Jack 汉语夏令营相关信息】

第一节: 应用文写作 (满分 15 分)

假定你是李华, 你的英国朋友 Jack 即将来你校参加国际中学生汉语夏令营, 请写一封电子邮件告知其相关信息, 内容包括:

1. 表示欢迎;

2. 介绍活动内容;

3. 你的期待。

注意: 1. 词数 80 左右;

2. 可适当增加细节, 以使行文连贯。

※告知信 4【告知英国朋友 Jack 汉语夏令营相关信息】

【Possible Version 1】:

Dear Jack,

\_\_\_\_\_ you'll participate in the Chinese summer camp, I'm writing to  
\_\_\_\_\_ and \_\_\_\_\_ some \_\_\_\_\_.  
\_\_\_\_\_ offering a platform for foreign students to \_\_\_\_\_  
Chinese, various activities will be arranged, \_\_\_\_\_ learning basic Chinese characters  
\_\_\_\_\_ explore the art of Chinese calligraphy. \_\_\_\_\_ and poems will also  
\_\_\_\_\_.

I highly expect the experience to be \_\_\_\_\_, perfectly \_\_\_\_\_.

Your sincerely,

Li Hu

※告知信 4【告知英国朋友 Jack 汉语夏令营相关信息】

【Possible Version 2】:

Dear Jack,

\_\_\_\_\_ you are going to our school for \_\_\_\_\_, I'm writing to  
\_\_\_\_\_ and \_\_\_\_\_ some relevant details.  
\_\_\_\_\_ building the bridge between English and Chinese culture, we'll  
\_\_\_\_\_ various activities, \_\_\_\_\_ learning Tang Poems together  
\_\_\_\_\_ writing Chinese stories. \_\_\_\_\_, a party will be held last night, \_\_\_\_\_.  
\_\_\_\_\_. I hope that you could really learn something and  
\_\_\_\_\_ during the camp.

Your sincerely,

Li Hu

※告知信 4【告知英国朋友 Jack 汉语夏令营相关信息】

【Possible Version 3】:

Dear Jack,

\_\_\_\_\_ you are \_\_\_\_\_. I'm writing to express  
my sincere welcome and tell you something \_\_\_\_\_.  
\_\_\_\_\_ have been arranged. On the first day, a welcome party with  
interesting games about Chinese culture will \_\_\_\_\_. Lectures will be given by  
famous Chinese writers next day, which will surely \_\_\_\_\_ and  
\_\_\_\_\_ on learning Chinese.

Hoping you'll \_\_\_\_\_ and we'll \_\_\_\_\_ together. Looking  
forward to your arrival.

Your sincerely,

Li Hu