

浙江省名校新高考研究联盟2020届第三次联考

应用文写作讲评

A Letter of Apology and Recommendation

Thinker, Tiantai High School

原题呈现

假如你是李华，来自英国的交换生George邀请你本周末做一日游向导，但你因有事不能前往。请给他写一封邮件，内容包括：

- 1.说明理由；
- 2.景点推荐；
- 3.注意事项。

注意：

- 1.词数80字左右；
- 2.可以适当增加细节，以使行文连贯。

审题

假如你是李华，来自英国的交换生George邀请你本周末做一日游向导，但你因有事不能前往。请给他写一封**邮件**，内容包括：

- 1.说明理由;
- 2.景点推荐;
- 3.注意事项。

- 1.文体：**邮件**
- 2.主题：**道歉+推荐/建议**
- 3.人称：**第一、第二人称**
- 4.时态：**现在时态**
- 5.要点：**道歉理由、推荐景点、提醒注意事项**
- 6.格式：**称呼、背景目的、正文、尾句、署名**

框架搭建1

Para 1

写信目的： 表示道歉

Para 2

- 1.说明理由;
- 2.景点推荐;
- 3.注意事项。

Para 3

- 1.再次道歉;
- 2.祝玩得开心。

框架搭建2

Para 1

- 1.写信目的： 表示道歉
- 2.说明理由。

Para 2

- 1.景点推荐;
- 2.注意事项。

Para 3

- 1.再次道歉;
- 2.祝玩得开心。

Part 1:写信目的-道歉

1. I am writing to apologize to you for my not being able to be a guide for your one-day weekend tour.
2. I am writing to make an apology to you for being unable to take you on a one-day weekend trip as a guide.
3. I am terribly / truly sorry that I can't be a guide for your one-day weekend tour as you expected.
4. I really regret that I won't be able to afford you the time to show you around at the weekend.

Tip: 一般情况下，事前的道歉用for not being able to或者for being unable to，而事后的道歉多用for failing to。

积累: Apologies in different situations

1. 因为孩子破坏了别人花园道歉

I feel terrible about the damage John did to your garden. Being a gardener myself, I realize how much work you put into making it productive. I know I'd be displeased if someone were to run carelessly through my carefully planted tomatoes.

2. 因为班级活动影响他人道歉

I hope you will accept my sincere apology for the excessive noise my class made yesterday afternoon. They got so involved with the activity that they totally forgot about keeping their voices down, and I must admit that I got carried away as well.

积累: Apologies in different situations

3. 因未能回家陪伴生病父亲道歉

How are you doing? I hope you are recovering fast from your illness and that you are already feeling better. I want to apologize for not being able to visit you at the hospital.

4. 圣诞不能回家给老妈写信道歉

How are you and dad doing? I hope my letter will ease the disappointment you must be feeling after I called you to say that I will not be able to go home for Christmas.

积累: Apologies in different situations

5. 因为家事缺席而道歉

I'd like to apologize for my absence yesterday since I had to urgently go home to our province. We had a family emergency, and I wasn't able to call you immediately.

6. 因为狗狗破坏邻居花园道歉

I would like to express to you through this letter my deepest apologies for the trouble my dog caused to your garden yesterday.

Part 2:说明理由

Possible reasons:

1.attend an scheduled activity/event/program;

- Attend a competition representing the school;
- Join in a voluntary activity;
- Prepare for an important exam;

2.something unexpected but extremely important happens;

- Covid-19 virus
- A close friend returns from abroad;

Part 2:说明理由

1. My teacher has just informed me that I'll attend the City English Speech Contest, representing our school.
2. I have signed up for a voluntary activity, which coincidentally takes place on the same day.
3. I need to get prepared for the approaching College Entrance Examination.
4. I have arranged to pick up my cousin at the airport, who is studying abroad and we haven't seen each other for a year.
5. The spread of the Covid-19 requires all the people to stay at home, distancing themselves from the crowd.

Part 3: 景点推荐

1. About special attractions here, I believe ... is an ideal destination.
2. As for the special attraction here, I think ... is the (very) place for you.
3. is the place you can not (afford to) miss.
4. ... is the must-see/ can't-be-missed destination.
5. I highly recommend... as your destination.

Part 3: 景点推荐-理由

Tips:

1. 推荐理由可以从what to see, what to eat, what to get involved in等角度来拓展;
2. 可以采用3E原则来描述: enjoy, experience, explore;
3. 可以联系等culture, customs, history, legend/ story等角度使得思维变得有深度, 有厚度。
4. 表达上可以运用定语从句、独立主格结构、分词、介词短语结构等多种方式丰富表达。

Part 3: 景点推荐-理由

1. With fascinating scenery of mountains and rivers, it is a typical county where dozens of ancient villages lie. **with结构**
2. Surrounded by mountains on three sides and having been cut off from the outside world for many years, it is home to many villages typical of the countryside. **分词作状语**
3. You can not only appreciate the fantastic landscapes but also enjoy the unique local customs and delicious food. **not only... but also**
4. Hangzhou is the capital of Zhejiang Province, where you can fully appreciate the breath-taking Jiangnan- characteristic scenery, and also explore the unique traditions and customs behind. **定语从句**
5. The city enjoys a high reputation for its abundance of ancient architecture, waiting for you to explore. **分词作状语**

Part 4:注意事项

1. Wear sunglasses, apply suns cream to protect yourself from the strong sunlight.

-- Exposed to the strong sunlight, you had better wear sunglasses and apply sun scream before going out.

2. You had better wear comfortable shoes as you need to cover quite a distance.

3. Some homework about the attraction is necessary, which will help you fully explore its charm.

-- To fully explore the place, you need some travel tips in advance.

参考范文

Dear George,

I'm terribly sorry that I'm not able to be your guide for the one-day tour this weekend, for I've signed up for the voluntary work at the local hospital.

I highly recommend the West Lake as your destination. The picturesque scenery in the season must be a feast for your eyes. You will also be attracted by the historical and cultural sites and the legends behind. Considering there is a long way to go, please wear comfortable sneakers. Don't forget to apply some sunscreen.

Wish you an enjoyable weekend.

Yours,
Li Hua

下水作文

Dear George,

I'm really sorry that I can't afford time to be your guide for the one-day weekend tour.

I have signed up for a voluntary activity, which coincidentally takes place on the same day. As for the destination, I think the West Lake is the ideal place for you. There not only will you have access to breathtaking scenery and local cuisines, you can also get a deeper insight into the stories behind. To make your trip a mix of fun and learning, you had better do some homework in advance.

Sorry again and wish you an enjoyable weekend!

Yours,
Li Hua

下水作文

Dear George,

I'm really sorry that I can't afford time to be your guide for the one-day weekend tour.

I have signed up for a voluntary activity, which coincidentally takes place on the same day. As for the destination, I think the West Lake is the ideal place for you. There not only will you have access to breath-taking scenery and local cuisines, you can also get a deeper insight into the stories behind. To make your trip a mix of fun and learning, you had better do some homework in advance.

Sorry again and wish you an enjoyable weekend!

Yours,

Li Hua

点评:

1.该作文很好地完成了试题所规定的要求, 涵盖所有要点, 达到了交际的目的。

2.结构层次清晰, 要点和相应的拓展合理有度, 没有冗余信息, 达到brief and to the point的水平。

3.语言方面有积累基础上的创作, coincidentally takes place on the same day, better do some homework都是亮点。

4.倒装结构的使用, 字里行间的隐性逻辑, 都使得行文流畅、自然。

同类作文巩固练习1

假如你是李华，你的美国笔友Jack一家人要来温州度暑假，特别来信询问特色旅游的情况，请你给他回复一封电子邮件，内容包括：

- 1.推荐地点；
- 2.推荐理由。

注意：

- 1.词数80左右；
- 2.可适当增加细节，以使行文连贯。

参考范文:

Dear Jack,

I'm glad to know you and your family are coming to Wenzhou for the summer holiday. About special attractions here, I believe Yongjia is an ideal destination.

With fascinating scenery of mountains and rivers, it is a typical county where dozens of ancient villages lie. You can not only appreciate the fantastic landscapes but also enjoy the unique local customs and delicious food. Surely the trip will leave you an unforgettable memory.

Looking forward to your arrival soon! Best wishes.

Yours,

Li Hua

同类作文巩固练习2

假定你是高中生李华。你的美国笔友Jack热爱中国传统文化，最近打算来中国生活工作一段时间，但是不确定应该去那个城市，写信向你咨询。请你给他些一封回信，内容包括：

- 1.你推荐的市；
- 2.推荐的理由（不少于两条）；
- 3.美好祝愿。

注意：

- 1.词数80左右；
- 2.可以适当增加细节，以使行文连贯。

参考范文:

Dear Jack,

Pleased to learn that you will be spending some time in China, I'd like to recommend you, an enthusiast for traditional Chinese culture, stay in Hangzhou.

Hangzhou is the capital of Zhejiang Province, where you can fully appreciate the breath-taking Jiangnan- characteristic scenery, and also explore the unique traditions and customs behind. Hangzhou is also home to many IT giants, which offers a perfect platform for you to show your talent to the full.

Hope my recommendation can be of help! Wish you an enjoyable and rewarding time in China!

Yours sincerely,

Li Hua



Thank
You!