

Practical writing

A letter of recommendation

以2020年5月9+1联盟考应用文为例

2020

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(2018.6北京卷)：假设你是红星中学高三学生李华，你的英国朋友 Jim 在给你的邮件中提到他对中国文化感兴趣，计划明年来北京上大学。他向你咨询相关信息。请给他回邮件，内容包括：

1.表示欢迎；2.**推荐他上哪所大学**；3.建议他做哪些准备工作。

(台州市二模2019.4) 假如你是李华，你校的美国交换生Steven给你发了一封邮件，请你为他**推荐一门选修课 (optional course)**。现请你给他回复，推荐白老师的“唐诗”选修课，内容包括：

1.写信目的；2.推荐理由

(浙江十校2020.4) 假定你是李华，你校学生会将进行主席换届选举，请给负责学生会的格林先生写一封英文信，**推荐自己**，内容包括：

1. 性格特点；2. 个人优势；3. 希望获准。

Draw a conclusion

常见推荐内容

推荐人

自荐，推荐他人

推荐物

优秀的英语书籍，适合送给家人（朋友）/有中国特色的礼物。

推荐地方

适合旅游的城市，适合生活的城市，适合求学的城市/大学

审题五问

• Tip1 审题常用审题五问法

- ◆一问类型: 推荐信
- ◆二问人称: 第三人称为主, 兼用第一人称
- ◆三问时态: 一般现在时
- ◆四问要点: 所推荐的大学, 理由, 表示欢迎
- ◆五问结构: 遵循交际原则, 表达具有逻辑性

第一节: 应用文写作 (满分15分)

假定你是李华, 你的美国朋友Mike即将高中毕业, 想来中国的大学学习一年中文。请你给他写封邮件推荐合适的学校, 内容包括:

1. 你推荐的大学;
2. 你的理由;
3. 表达欢迎。

注意:

1. 词数80字左右;
2. 可适当增加要点, 以使行文连贯。

- **Tip2** 推荐对象可以在第一段就出现，也在第二段的开头出现。推荐信的开头可以出现表现情绪的词也可以比较客观。



• I'm **delighted to learn that** you are coming to China to learn Chinese. Welcome! Here, I'd like to **share my idea with you about** which university to apply for.



• **Hearing /learning that** you **have a desire** to study Chinese in china, I'm writing to recommend a suitable one for you.



• **Upon hearing that** you **are eager to** improve your Chinese in Chinese university , I **can hardly wait to** recommend Zhejiang university to you.



• **Informed of** your **fervent anticipation** to study Chinese in china, I'm writing to **extend my heartfelt welcome** and offer you my suggestions.






• **Thrilled to know** your anticipation of learning Chinese in china, I highly recommend you to get the application to Zhejiang university.

02 ◆ 小试牛刀

(2018温州二模)假如你是张文，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。

-  • **Informed of** your **fervent anticipation** to Wenzhou for summer holiday, I'm writing to **extend my heartfelt welcome** and offer you my suggestions.
-  • **Hearing /learning that** you **and your family** are coming to Wenzhou for the summer holiday, I'm writing to recommend a suitable one for you.
-  • **Thrilled to know** your anticipation of coming to Wenzhou for summer vacation, I highly recommend that you should go to Yangdang Mountain.

➤ As is known to all, the Beijing university, **which enjoys a high reputation** around the world, is the best choice for you.

定语从句

总起句

➤ The **fabulous academic atmosphere** here will allow you to **concentrate on** your study. **无灵主语**

➤ **Additionally**, the **extraordinary study resources** and **delicate environment** it provides will also **nourish** you to be well-round. **定语从句+精准的高级词汇**

which enjoys a high reputa-

The fabulous academic

in your study. Additionally,

理由1

environment ^{it} provides

理由2

• **Tip3**推荐的理由部分可以采纳多种结构，常用的有“总--分”结构和并列结构。句式常采用的有定语从句，**with**的复合结构，非谓语和同位语。

➤ The **prestigious**有威望的; 声誉高的 **university** has a **well-designed and organized curriculum system**, with a range of **compulsory courses**必修课 and optional courses.

With 短语和高级词汇

and organized

es and op

理由1

➤ The studying style here is fast and reliable, **which** is quite fitting your short time study.

定语从句

ble, which is quite

理由2

➤ **Additionally**, **with enormous numbers of** oversea students studying here, it **provides opportunities for enhancing your intercultural competence substantially**非常; 大大地.

ormous numbers

tunities for enhancing

理由3

With 的复合结构+连接词+准确的高级词汇

(2018温州二模)假如你是张文，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。

As is known to all , Yandang Mountain , **which enjoys a high reputation** around the world , is the best choice for you. The **fantastic landscapes** here will allow you to **immerse yourself in** **fascinating scenery of** mountains and rivers . **Additionally** ,the **unique local customs** and delicious food it provides will also be **rooted in your memory**.

• **Tip4** 应用文的结尾可以将真情实感融入套路句中。

信件完美结束

Welcome to China and I can't wait to see you! Looking forward to your reply.

Overwhelmed with enormous joy, I sincerely welcome ^{you} to study in China and moreover, I bet you won't leave ^{feeling} ~~flee~~ disappointed

Expressing my sincere welcome and looking forward to your arrival.

With unter sincerity, I hope my recomendation will be of some help and I will be really excited to welcome your comming.
Yours



Dear Mike,

I am so glad you are planning to learn Chinese and I'd like to recommend a university where you can **absolutely have a fruitful learning experience.**

My recommendation is Beijing University, a most **distinguished** university **with great Chinese learning programs intended for** foreigners. **With the finest language teachers,** Beijing University **is capable of** offering a **professional guidance and systematic training.** **Surely,** you will **experience the wonder of** the Chinese language.

I sincerely welcome you to China and **wish you a fulfilling** year ahead.

- Yours,
- Li Hua

06 ◆ 下水作文1

- Dear Mike,
- I'm thrilled to hear about your plan to study in China. As for the **appropriate school**, Beijing Language University **ranks top of my recommendation list**.
- As a prestigious university, it **boasts well-received** Chinese-learning programs, specially **designed for** overseas students. **Moreover**, it **lays considerable emphasis on** students' all-round development, so you will find **a great variety of activities** on campus, offering a **valuable platform** to put what you learn into practice. **Most significantly**, **under the professional guidance of** top-ranking language teachers, you will surely **fall in love with** the charm of the Chinese language.
- I hope my recommendation will be of some help. Welcome to China and never hesitate to contact me if you need more information.

• Yours,
• Li Hua

06 ◆ 下水作文2

- Dear Mike,
- I'm so delighted to have received your letter. I'm writing to **express my warmest welcome** to you and I'm sure you will have the most **unforgettable college experience**.
- **Given** your keen interest in Chinese culture, I'd like to recommend Zhejiang University to you. You can **immerse yourself in** our **profound history** and **splendid culture** in its Chinese Literature major. **Moreover**, Zhejiang University is located in Hangzhou, **which** will **attract you with** its beautiful scenery and **harmonious cultural environment**.
- I sincerely welcome you to China and I can't wait to see you! Look forward to your reply.

• Yours,

• Li Hua

假如你是高中生李华，你的美国笔友Jack热爱中国传统文化，最近打算来中国工作生活一段时间，但是不确定应该去往哪个城市，写信向你咨询。请你给他写一封回信，内容包括：

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

- Dear Jack,
- I am so pleased to learn that you are to spend some time in China. I recommend you stay in Beijing, the capital and cultural center of China.
- The city enjoys a high reputation for its abundance of ancient architecture, which represents the traditional local lifestyles. And there are also plenty of museums where precious relics of historical interest are waiting for you to explore. Besides, the exceptional Peking Opera performances there are also what you can't miss.
- I wish you a very happy and meaningful time in China!

• Yours
• Lihua

Thank you~

THANK YOU FOR LISTENING

2020