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高中英语应用文写作 询问/咨询信

A Letter of Inquiry

杭州二中 许丽君





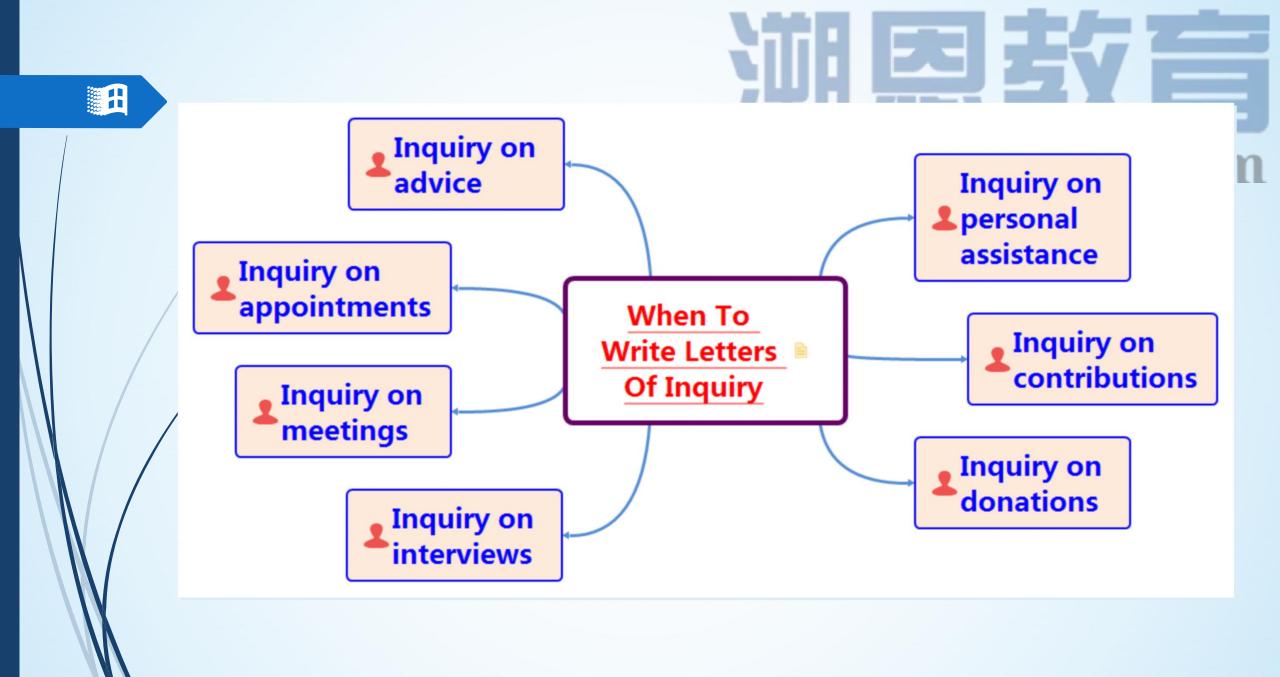
After Teaching this lesson, you will sunedu.com

- 1. learn about the **format** and **contents** of letters;
- 2. write the **Inquiry** completely and clearly;
- 3. make your writing more accurate;
- 4. know what a good letter of Inquiry is like
- 5. master Three <u>Criteria</u> of Inquiry <u>Letters-To be</u> <u>appropriate/concise/To get to the point</u>





- **♦Inquiry on advice**
- **♦Inquiry on appointments**
- **♦Inquiry on meetings**
- **♦Inquiry on interviews**
- **♦Inquiry on personal assistance**
- **♦Inquiry on contributions**
- **♦Inquiry on donations**





- **teachers**
- **professors**
- managers



询问/咨询信: 【写法指导】



询问/咨询信是针对某项活动或相关情况,希望了解详细信息的信件,表明写信人对某方面的信息感兴趣。询问/咨询信,问句较多,写时要避免句式单调,可利用一般疑问句、特殊疑问句、反义疑问句、选择疑问句使句式更丰富,也可用间接引语提问。

Layout

What should be included in a letter of Inquiry?

- Beginning --- Purpose of writing the letter 【写信意图-说明自己的计划或目的→ 询问信息的原因】
- **►** Why are you writing the letter of Inquiry?
- ■Body Arrangements---【咨询具体信息⇒→(提出要咨询的几个问题)→具体例 举+变换句式提问】
- **What information do you want to request?**
- **List the questions you want to inquire?**
- Ending --- 【<u>期待回复并表示</u>感谢→表达愿望】

Yours faithfully

Purpose of writing the letter【写信意图-说明自己的计划或目的 询问信息的原因】

≥ 【Part 1首段】篇首介绍自己 (收信人非熟人), 说明咨询的主题。

- **1.** I am writing to see <u>if it is possible</u> for you to <u>provide me with</u> information regarding / <u>concerning...</u>
 - ✍我写信想知道你是否有可能提供我一些关于...的信息。
- **4** 2. I'd like to <u>acquire</u> all the information <u>relative to</u>...
 - ≥我想获得与...相关的所有信息。

Part 1:

- **3.** I am writing to <u>ask for more information</u> about the English Contest.
 - ≤我写信来询问更多关于英语比赛的消息。
- **4.** I am writing for more information about the day tour to London.
 - ≤我写信为了了解更多有关伦敦一日游的信息。
- **5.** I am Li Hua, <u>attracted by your online advertisement</u> and I <u>am keen to inquire</u> more detailed information <u>concerning...</u>
- ▲ 幺我是李华,被你们网上广告吸引,我有兴趣了解关于...的具体信息。

Part 2:

Body Arrangements 【咨询具体信息(具体列举+变换句式提问)】

田【Part 2主体】篇中提出询问的几个问题,具体列举3至4项想要询问的问题,注意变换句式提问

- 1. <u>As for</u> the money you <u>charge</u>, does it <u>cover the entrance fees</u> for visiting the places listed? **∠**至于你收取的费用,是否已包括参观所列的地方的门票费用呢?
- 2. <u>It seems unclear to me</u> that (where/how...) ... 丞我似乎不太清楚......
- 3. In addition, would you be so kind as to introduce the conditions of board and accommodations to me?

≤另外,你能向我介绍一下食宿条件吗?

- 4. There are some <u>pieces of information</u> that I'd like <u>to share with you.</u>

 ✓有一些消息我想要和你分享。
- 5. I want to ask <u>whether</u> the guides <u>will provide accommodation</u> for us. 丞我想问一下导游是否为我们提供食宿。

Part 3:

Ending 【期待回复并表示感谢→表达愿望】



田【尾段】表达愿望和感谢,并期待对方尽快回复, 注意礼貌。

- ♣ 1. You early reply will be highly appreciated.
 你能早日答复,我将不胜感激。
- **♣ 2.** Could you be so <u>kind as to send me some...on the above-mentioned aspects?</u> 你能否寄一些与上述问题相关的资料给我?
- ♣ 3. I am <u>looking forward to</u> your <u>immediate response</u>.
 期待你及时的回复。
- ♣ 4. By the way, do you need any other help? Please don't hesitate to let me know.
 顺便问一下,您需要其他的帮助吗?请不要犹豫,随时告知我们。
- ♣ 5. Thanks for your attention and <u>looking forward to a favorable reply.</u>
 感谢您的关注,期待一个有益的答复。

THE ET

Useful words and expressions

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- **♦**appeal
- **♦**advise
- **♦**advisable
- assistance
- audience

- **◆**consider
- **contemporary**
- expertise
- **♦**favor
- **♦**furnish

- **♦**feature
- **♦** fiction
- **♦** generous

Writing help: Useful phrases

- additional information/time
- expect <u>a favorable response</u>
- appreciate any information
- appreciate your <u>cooperation</u>
- appreciate your help
- by <u>return</u> mail
- **♦** hope you are able to

- ♦ if you can find time in your busy schedule to
- ♦ I'm writing to ask you
- **•** interested in <u>receiving information</u>
- **♦** interested in learning more about
- **♦** I would appreciate <u>your assessment</u> <u>of</u>
- **♦** look forward to **hearing from you**

THE SET SECTION

Writing help: sentences

www.siineaii.c

- **● 1.** Thank you for your time and consideration.
- ■谢谢你腾出时间考虑我的问题。
- **2.** I am wondering if you have the time to give us a little guidance.
- ▶ 我想知道你是否有时间指导我们。
- ♥ 3. I have a favor to ask you, but I'm too shy to ask.
- ▶ 我想请你帮个忙,但我不太好意思开口。
- 4. Please forward this letter to the appropriate person.
- ▶ 请把这封信转发给合适的人。
- **► ♥** 5. Will you please send me a list of sth. you wanted.
- ▶ 你能给我一份你想要的东西的清单吗?

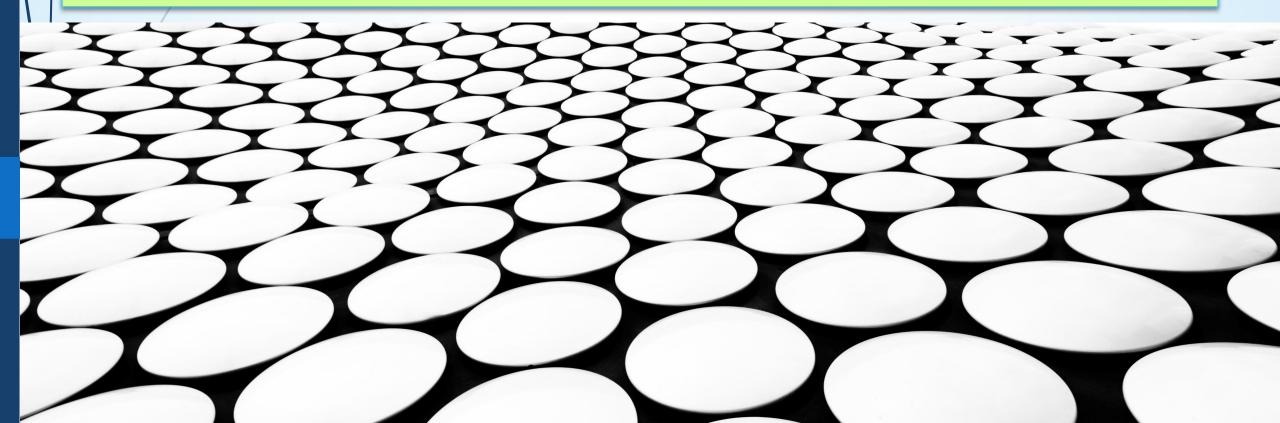
writing pattern

- **Writing Purpose:**
- **■** Dear _____, (对象)
- Beginning --- Purpose of writing the letter 【写信意图-说明自己的计划或目的→询问信息的原因】
- **►** Why are you writing the letter of Inquiry?
- ① I'm ______ (自我介绍). Having read ______ (<u>信息来源</u>), I feel interested and want to join_____ (活动). I am writing to see <u>if it is possible</u> for you to <u>provide me with</u> some specific information <u>concerning</u> _____ (要咨询的内容要点).
- Body Arrangements--- 【咨询具体信息 → (提出要咨询的几个问题) → 具体列举+变换句式提问】
- **What information** do you want to <u>request?</u>
- **List the questions** you want to inquire?
- ① <u>First of all, could you be kind enough to tell me</u> (咨询问题一)? Besides, I would also <u>like</u> to know _____ (咨询问题二). <u>In addition</u>, I wonder _____ (咨询问题三). Also, <u>it seems unclear</u> to me that (用不同的句式提出询问)
- ② Ending --- 【期待回复并表示感谢→表达愿望】
- **3** Thank you for your reading, and your prompt reply to this letter will be highly appreciated.
 - Yours Sincerely / Faithfully/ Truly,

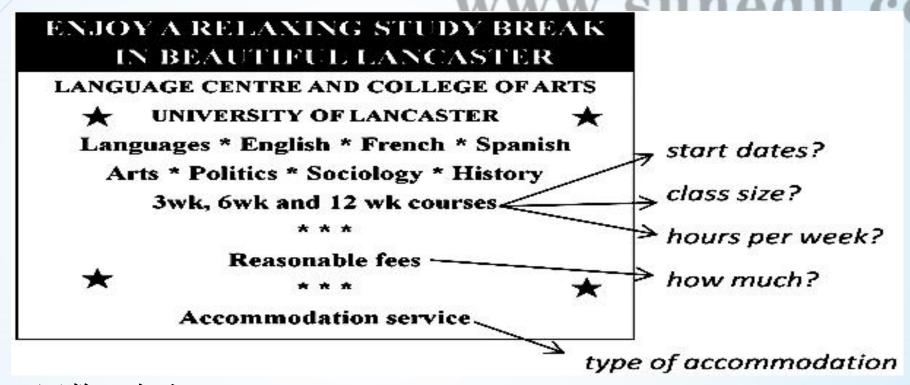
Evaluation

Work in groups of four. Each student read the article and others comment on others' article. Then choose the best one to present in the class. When you are discussing, you can pay attention to the following hints.

Goal	Have you made the purpose clear?
<u>Frame</u> structure	Does the structure conform to the requirements?
Language	Are the sentences concise and accurate? Have you used the proper punctuation, words, sentences and paragraphs to convey yourself?
Main points	Have you included all the points of view?
Proper details	Are the details suitable?
three Criteria of Inquiry	Does the letter meet three Criteria of Inquiry Letters-To be appropriate/concise/To get to the point?



【2014全国新课标1卷】假定你是李华,计划暑假期间去英国学习英语,为期六周。下面的广告引起了你的注意,请给该校写封信,询问有关情况(箭头所指内容)。



- 注意: 1. 词数80左右;
 - 2. 可适当增加细节,以使行文连贯。
 - 3. 参考词汇: 住宿——accommodation

XIII 医司 主行 3

咨询信1

Para 2: Body Arrangements Contents Of The Consultation About The Summer School (暑期学校咨询内容)

Type Of Accomodation

Host Family

University Dormitory

When To Start Course

How Long It Will Last

How Many Class Hours Per Week

How Much To Pay For The Course

Contents Of The Consultation About The Summer School (暑期学校咨询内容)

Para 2: Body Arrangements

™Writing Sample-1

Dear Sir / Madam,



①I am a student in China and I plan to go to Britain to attend a summer school during the vacation. I've seen your ad, and I'd like to know something more about your six-week English course. ②First, when will the course start and how many class hours are there per week? Besides, I wish there would not be too many students in a class. I'd also like to know how much I have to pay for the course and whether accommodation is included. ③More importantly, Would there be a host family or university dormitory? I am looking forward to your early reply.

Yours faithfully Li Hua

MWriting Sample-2

Dear Sir/Madam,



I am a student in China and I plan to go to Britain to attend a summer school during the vacation. I am writing to see if it is possible for you to provide me with information regarding your six-week English course. (点出要询问的内容)

To begin with (引出要询问的问题), could you be so kind as to tell me when the course will start and how many class hours are there per week? Also, what about the class size? I wish there wouldn't be too many students in a class, in which case students can get more attention. Additionally, I'd also like to know how much I have to pay for the course and whether accommodation is included. Also, I wonder if there would be any host families or university dormitories.

Thank you for your kindness, and <u>your prompt attention to</u> this letter will <u>be</u> <u>highly appreciated</u>.(对阅信人表达感谢)

Yours faithfully, Li Hua

Writing Sample-3

Dear Sir/Madam,



(1) My name is Li Hua and I am a student from China. I saw your advertisement on the Internet and I would like to attend the six-week English course you offer during my summer vacation. I am writing to ask for more information about it.

2 First of all, I'd like to know when the classes will start and how many students there will be in a class. what's more, how many course hours per week will there be? Additionally, how much is the course? Finally, what types of accommodation will you provide? 3 Personally, I'd prefer a quiet room where I can sleep alone. Is this possible?

I'm looking forward to hearing from you.

Yours sincerely, Li Hua



假定你是李华,下周三美国Rossell高中的访问团将来你 校参观交 流,作为校学生会主席,请给对方联系人 Elizabeth写一封邮件,询问对方相关事宜。内容包括:

- 1. 日程安排;
- 2. 饮食习惯;
- 3. 其他要求。

注意:

- 1. 词数80左右;
- 2. 可以适当增加细节,以使行文连贯。

计图 建行 至

咨询信2

activity arrangements

Content 1:

Content 2:

other special requests

Content 3:

Para 2: Body Arrangements -Contents Of Consultation About Visiting School(访学咨询)

Para 2: Body Arrangements --- Contents Of Consultation About Visiting School(访学咨询) About
Diet
Chinese Food
American Food
Eating Habits
Whether Allergic To Food

MWriting Sample

Dear Elizabeth,



I have some questions to ask you before your arrival so that we could make your visit go smoothly. First and foremost, could you please share your schedule of the visit? So we can get well-prepared for it accordingly in advance. Besides, both Chinese and American food will be offered during your visit. So please let us know whether there is something that any of you are allergic to. Finally, please inform me of other special requests you might have.

Please favor me with an early reply, looking forward to meeting you next Wednesday.

Yours sincerely,

Li Hua

THANKS

