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公众号：溯恩高中英语



冲刺**2021**年
6月高考

高中英语应用文写作

口头通知*Announcement*

常山一中吴俊峰
杭州二中许丽君

1. 口头通知的题型解读：

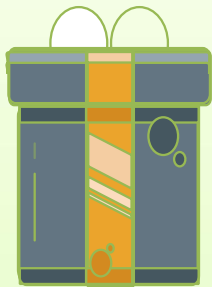
口头通知是主事人或主事部门向相关对象口头传达或发布的通知。传达叙述要尽量口语化，内容要项的表述要简明扼要，发布的信息要准确。



2. 口头通知的形式：

口头通知的形式简单，无需发布通知的时间和发布通知的地点，若无必要，也可略去发布通知的主事人或主事部门。通知内容直接叙述。

口头通知的写作步骤：



第一步：
明确是口
头通知还
是书面通
知；



第二步：具
体阐明通
知的内容，包
括时间、地
点和事件等；



第三步：
提醒注
意，要
求参加



口头通知的篇章架构

布局谋篇

1 点明通知的主题、目的

2 告知必要的信息（时间、地点、报名方式及截止日期等）

3 号召大家积极参与



口头通知常用词语:

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- 1. give a talk 做演讲
- 2. give a concert 开音乐会
- 3. hold a meeting 举办会议
- 4. have a class 上课
- 5. hold a celebration 举行庆祝活动
- 6. attend a meeting 参加会议
- 7. a variety of 各种各样的
- 8. masses of 大量的
- 9. attend a lecture 参加讲座
- 10. have a discussion 讨论



➤ 呼语及开场白部分-夺人眼球开头语:

- 1. Attention, please, everybody! 大家, 请注意!
- 2. Ladies and gentlemen, may I have your attention, please!
女士们, 先生们, 请注意!
- 3. I have got an announcement to make. 我要宣布一则通知。
- 4. There is going to be a talk on /about...
将有一个关于.....的演讲。
- 5. Be quiet, please! 请安静!
- 6. There is something you need to know.
有件事需要你知道。
- 7. I have something important to tell you.
我有重要的事情告诉大家。
- 8. In order to ..., the students' union has decided that...
为了达到...目的, 学生会决定...



正文部分经典佳句-亮点出彩篇中句:

1. All the members are expected to attend it.
所有成员都要出席。
2. You are required to... during the...
在.....期间，你需要.....
3. The Students' Union has decided that...
学生会已经决定.....
4. Those who are interested in the contest are welcome.
欢迎所有对竞赛感兴趣的人参加。



➤ 正文部分经典佳句-亮点出彩篇中句:

5. We shall have a lecture on ...

我们将做一个关于...的报告。

6. A lecture on global weather by Professor Lee from Beijing University is going to be held in our school this Saturday.

本周六上午，北京大学的李教授将在我们学校进行一次关于全球气候的演讲。

7. Everyone will be welcome. 欢迎各位到来。

8. It has been decided that we'll pay a visit to...

我们决定要去...地方参观。



➤ 结束语部分-韵味无穷结尾句:

1. That's all. Thank you. 就是这样，谢谢。
2. Please come and join in it. 请积极参加这一活动。
3. Any questions? Does everyone understand? 有什么问题吗？大家都明白吗？
4. Everybody is welcome to attend it. 欢迎每个人参加这次活动。
5. Please be there on time and don't be late. 请准时到达，勿迟到。
6. I hope you'll have a nice time here. 希望你在那儿玩得开心。
7. Please bring your pens and notebooks with you and attend the meeting on time.
请携带钢笔和笔记本准时参加会议。
8. Don't forget to be on time. 请一定要准时到达。



【口头通知常见写作模板】

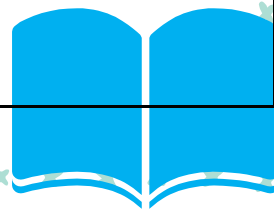
【口头通知模板1】

Ladies and gentlemen, (称呼)

May I have your attention, please? (引起注意) I have something important to tell you. In order to _____ (活动目的), a party will be held on _____ (活动时间). The party will be held in _____ (活动地点). Those who are interested in _____ (介绍参加活动的人员) are welcome. Don't forget _____ (活动注意事项: 时间、地点或其他特别事项).

Thank you for listening.

口头通知的日期可不必说明
使用的句子应符合口语习惯
要有开头语, 如: Please be
quiet, everyone



【口头通知模板2】

- Boys and girls, (称呼)
- May I have your attention, please? I have a piece of good news to tell you.
- A meeting (或lecture) is to be held in Room _____ at _____. All the students are requested to attend the meeting to be held in the meeting-room on the _____ floor at _____. Please take a pen and a notebook with you and be there on time.
- After the meeting we'll have a discussion in groups in our own classroom. Don't forget the time and address. (Be sure not to be late.) Please be present on time. I'm sure you will have a lot of fun (have a good time) .
- That's all. Thank you for your attention.
-



- 应用文---口头通知
- 题型训练及参考范文



口头通知题型训练1

【通知报名参加排演英语话剧The Sound of Music】

• 你校英语社团将要排演英语话剧The Sound of Music，需要一些演员。请你根据以下提示，向国际部的学生发出口头通知，内容包括：

- 报名时间：本周五之前
- 报名地点：教学楼221室
- 报名条件：1. 英语口语流利；
 - 2. 喜爱话剧表演；
 - 3. 乐于与他人合作。
- 注意：1. 词数80左右；
 - 2. 可适当增加细节，以使行文连贯；
 - 3. 开头和结尾已给出，不计入总词数。



【写作指导】

• 本篇应用文写作是一篇口头通知。口头通知的时态要用一般现在时，人称需根据内容灵活运用。内容要点包括：1.社团的英语话剧需要一些演员；2.时间：本周五以前；3.地点：教学楼221室；4.报名条件：①英语口语流利；②喜爱话剧表演；③乐于与他人合作。可以适当增添细节，以使行文流畅。可以调整内容要点的顺序，但是不能逐字逐句翻译内容要点，还要注意不能遗漏内容要点。

• 推荐用语：an announcement from, be willing to, work with, look for, join in, sign up



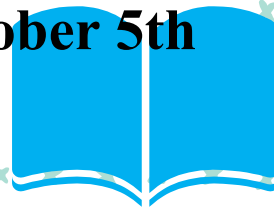
【口头通知1范文】

【通知报名参加排演英语话剧The Sound of Music】

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- **【One possible version:】**
 - Good morning, everyone. May I have your attention, please? Here is an announcement from English Club. We need some actors and actresses for the English play *The Sound of Music*. If you love acting and are willing to work with others, you are the right person we are looking for. Of course, fluency in spoken English is required.
 - Can't wait to join in it? Just come to Room 221 of the teaching building by this Friday and sign up!
 - Thanks for your attention.

• October 5th



口头通知题型训练2 【通知美国交换生参加志愿者活动】

•作为交换项目的一部分，学校将于本周五下午两点组织美国交换生到红星小学进行志愿者活动。假设你是校学生会主席，请向他们口头通知此事，内容包括：

- 1. 集合时间、地点；
- 2. 活动内容(介绍美国文化、教英文歌等)；
- 3. 活动意义。
- 注意：1.词数80左右；
- 2. 开头和结尾已给出，不计入总词数。
- May I have your attention, please?

•That's all, thank you.



【口头通知2】 【通知美国交换生参加志愿者活动】

【句式升级】

• 要点一：时间地点介绍

• 1. As a very important part of the exchange program, this Friday you will visit Hong Xing Primary School as volunteers. (改为非限制性定语从句)

• This Friday you will visit Hong Xing Primary School as volunteers,

• _____.

• 要点二：活动目的

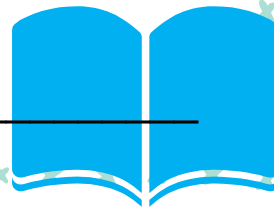
• 2. This trip aims to give the kids there a taste of American culture, which is of great benefit. (用过去分词短语作状语改写)

• _____

• 要点三：活动意义

• 3. Through sharing your culture with them, you will know more about this country in return. (改为only开头的倒装句)

• _____



【口头通知2】 【通知美国交换生参加志愿者活动】

【key to 句式升级】

- 1. which is a very important part of the exchange program
- 2. Aimed to give the kids there a taste of American culture, this trip is of great benefit.
- 3. Only through sharing your culture with them will you know more about this country in return.
- 再用恰当的过渡词和句式完成写作:
- May I have your attention, please?
- That's all. Thank you.



【口头通知2范文】 【通知美国交换生参加志愿者活动】

【Possible version 1: 】

- May I have your attention, please?
- This Friday you will visit Hong Xing Primary School **as volunteers, which is a very important part** of the exchange program. The school bus will **pick you up** at the school gate at 2 pm. **Aimed to** give the kids there **a taste of American culture**, this trip **is of great benefit**. You may prepare some mini lectures and teach the kids some **simple but beautiful songs**.
- **Through sharing your culture** with them, you will know more about this country **in return**. We **wish you all a good trip!**
- That's all. Thank you.



【口头通知2范文】 【通知美国交换生参加志愿者活动】

【Possible version 2: 】

- As a very important part of the programme, you're supposed to work as a volunteer in Hong Xing Primary School. Let me tell you some details about it.
- First of all, you ought to gather at the school gate at 2:00 pm. The trip aims to share American culture with them and teach them English songs. The activity is of great importance. On the one hand, you share your culture with them and gain a lot of fun. On the other hand, you know more about this country in return. I'm sure that you will get along well with them.
- That's all. Thank you.



【口头通知2范文】 【通知美国交换生参加志愿者活动】

【Possible version 3: 】

- You are hoped to visit HongXing Primary School as volunteers this Friday. The trip is intended to have American culture spread among primary school students, which contributes to both you and the small kids a lot of benefits. By teaching young children English songs, Not only will you have a better understanding of them, but also you will have a deep insight into our customs. Please arrive at school gate by two o'clock. Hoping you have a great time.
- That's all. Thank you.

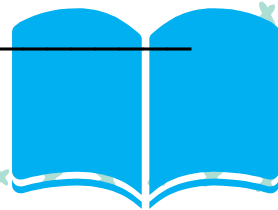


【口头通知题型训练3】

【通知参赛的同学报名参加羽毛球比赛】

- 假设你是你们班的体育委员，你班将于本周五（11月6日）下午举行一场羽毛球比赛，请根据下列提示准备一则口头通知。
- 1. 比赛时间：11月6日（周五）下午2：30；
- 2. 比赛地点：学校体育馆
- 3. 想参赛的同学在周五之前报名；
- 4. 参赛者需自备羽毛球拍。
- 注意：
 1. 不要逐条翻译，可适当增加细节以使行文连贯；
 2. 词数80左右；
 3. 开头和结尾已经给出，不计入总词数。
- 参考词汇：球拍badminton racket
- Good morning, everybody! May I have your attention, please?

That's all, thank you.



【口头通知3参考范文】

【通知参赛的同学报名参加羽毛球比赛】

www.sunedu.com

- Good morning, everybody! May I have your attention, please?
- Our class is going to have a badminton competition on Friday, November 6th. It starts at 2:30 at the school stadium. Before Friday, anybody interested in it can sign up to take part in the competition. The winner will get a surprising prize. So, don't hesitate to join us. You will surely enjoy doing sports. Besides, every competitor should bring his or her own badminton racket.
- That's all, thank you.



口头通知题型训练4【通知同学们参加夏令营活动】

• 假如你是学生会主席李华，为了丰富同学们的业余生活，校学生会将组织一次夏令营活动，请根据下列提示准备一则口头通知。

- 1. 时间：7月10-14日；
- 2. 活动内容：参观世界公园，访问清华、北大，游览长城；
- 3. 有意向参加的同学向学生会报名；
- 4. 参加者的费用。
- 注意：
 - 1. 不要逐条翻译，可适当增加细节以使行文连贯；
 - 2. 词数80左右；
 - 3. 开头和结尾已经给出，不计入总词数。
- Boys and girls, may I have your attention, please?

• That's all. Thank you for your attention.



【口头通知4参考范文】 【通知同学们参加夏令营活动】

- Boys and girls, may I have your attention, please? I have an announcement to make.
- The Students' Union is going to organize a summer camp. Those who want to join in it please sign your names in the office of the Students Union. You should hand in 100 yuan. If there is some money left, it will be given back to you. You will be divided into three groups and you should know which group you'd like to join. The first group will go to visit the World Park. The second group will pay a visit to Peking University and Tsinghua University. The third group will visit the Great Wall. The camp will begin on July 10 and last five days.
- That's all. Thank you for your attention.



口头通知题型训练5【通知学生参加教授Donald White做报告】

• 假如你是学生会主席李华，为了让同学们了解美音和英音的区别，学生会将举行一次“**英语讲座**”，特邀请伊利诺伊大学（Illinois University）**教授Donald White**来校**做报告**。请根据下面的内容和提示，拟一篇80词左右的**口头通知**，主要内容包

1. **主办方**：校学生会；
2. **时间**：5月4日；
3. **地点**：校阅览室；
4. **报告的主题**：美音和英音的区别

- **注意**：
 1. 不要逐条翻译，可适当增加细节以使行文连贯；
 2. 词数80左右；



【口头通知5优秀参考范文】

【通知学生参加教授Donald White做报告】

• Announcement

- Dear friends, /Boys and girls,
 - May I have your attention please? /Attention, please. I'm very glad to tell you that an English lecture will be held at 2:00 pm on May 4. It will be held in the reading-room. It will be given by Professor Donald White from Illinois University. He is on a visit to our school. Professor White will give us a talk on the difference between American English and British English pronunciations. I think you will be interested in it. After the lecture, we'll have a discussion on the subject. I'm sure we'll learn a lot from it. Please attend the lecture on time. Don't forget to take notes while listening.
 - That's all. Thank you.



口头通知题型训练6 【通知外国留学生参加新年晚会】

• 假定你是某校学生会主席李华，新年即将到来，为了帮助你校的外国留学生更好地了解中国文化，学生会将为他们举办一个新年晚会。请你根据以下提示，用英语向他们发出口头通知。

- 1. 时间：下周六7:00-9:00
- 2. 地点： 教工餐厅
- 3. 内容： 1) 唱中国歌 2) 比赛用筷子 3) 学习包饺子
- 注意： 1. 写作词数应为80左右；
 - 2. 可以适当增加细节，以使行文连贯。
 - 3. 开头和结尾已经给出，不计入总词数。
- **Good afternoon, everybody! May I have your attention, please?**
- **Thanks for your attention.**



【口头通知6参考范文】 【通知外国留学生参加新年晚会】

【Possible version 1:】

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- Notice
 - Good afternoon, everyone. May I have your attention, please?
 - I'm **chairman of the Students' Union**. As the New Year is **around the corner** (即将到来), we are going to **hold a New Year party** for you, which **is intended to** enable you **to have a better understanding of** Chinese culture.
 - During the party, not only **can you sing** a Chinese song, but you will also **compete with each other** to see how skilled you are at using chopsticks. **What's more**, you'll learn at the party **how to make dumplings**. **Sounds great**, doesn't it? The party **is scheduled in** Teachers' Dining Hall from 7:00-9:00 p.m. next Saturday.
- Please **make sure you won't miss it**. Thanks for your attention.



【口头通知6参考范文】 【通知外国留学生参加新年晚会】

【Possible version 2:】

- Good afternoon, everyone. May I have your attention, please?
 - To help you have a better understanding of Chinese culture, the Students' Union will organize a New Year's party. You can sing Chinese songs, have a competition using chopsticks and learn how to make dumplings. These are all typical Chinese activities, and I believe you will have great fun. The party will be held in Teachers' Dining Hall, at 7 p.m. next Saturday. It will last about two hours. Please come and join the fun!
 - Thank you for your attention.



Thanks for attention!

