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2020年杭州地区（含周边地区）高一上 期中考试应用文 建议信



浙江省衢州第一中学 徐荣仙

假定你是李华，你的笔友Amy最近写了一封e-mail给你，表达了因体重过重带来的烦恼。请你安慰Amy，并给她建议，内容包括：

1. 表达安慰；
2. 给出建议；
3. 你的祝福。

注意：

1. 词数80左右；
2. 可以适当增加细节，以使行文连贯。

三审题干

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安慰信+建议信

who

why

How to comfort

How to give reasonable suggestions

Wishes

suggestion1

suggestion2

...

How to offer comfort: TRY THIS

- ✓ I know how difficult things have gotten.
- ✓ I'm here for you, in whatever way that helps you.
- ✓ “I know this is very difficult for you. How have you been doing?”
- ✓ You're my friend and I want you to feel supported and loved.
- ✓ “For future reference, I never get tired of giving out hugs, okay?”



How to offer comfort: AVOID

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- ✓ “I'm going to pray for a miracle.”

You can still silently pray for your friend, but your caring presence will make the most difference

- ✓ “Have you tried juicing? I hear it can really turn things around.”

In some instances, your friend might like your help researching alternative healing and holistic treatments, but it's best to follow their lead in this type of discussion.

- ✓ “Actually, you needn't worry about your weight. It's quite normal for everyone to be obese.”

Clearly, it's impossible for everyone to be overweight. So, this kind of comfort can't really ease your friends' worry. Instead, it will make your friend think you are unreliable.

Comfort



How to Make Polite, Indirect Suggestions

1. Turn your suggestion into a question

You might sound like a know-it-all if you make direct suggestions before knowing all the facts. This is why it's often better to offer your suggestion in the form of the question.

- Have you thought about...?
- Have you considered...?
- What if you/we...?
- Could you/we...?
- Would you/we be able to...?

How to Make Polite, Indirect Suggestions

2. Use tentative language

Native speakers subconsciously use words like perhaps, maybe, might, may, and could to “soften” a suggestion. Simply adding the word maybe before saying “you should” can make a world of difference in terms of politeness.

- You might want to think about...
- You might want to consider...
- Perhaps you/we could...
- Maybe you/we could...
- It may be a good idea to...
- It might be a good idea to...

How to Make Polite, Indirect Suggestions

3. Use past tenses

With suggestions, we often use the past progressive and simple past. Using these tenses makes the suggestion less direct, and therefore more polite.

- I was thinking we could...
- I thought we could...
- If I were you, I would...

How to Make Polite, Indirect Suggestions

4. Use the word *we* whenever possible

We sounds collaborative. You can sound accusatory. If you have a suggestion for a group to which you belong, use *we*.

- I believe we could ...
- If we..., things would ...

Others forms of giving polite and indirect suggestions

- You should/ ought to do...
- Why don't you do...?
- How about doing...?
- You'd better do...
- It's advisable for sb. to do...
- It's better for sb. to do...
- It's beneficial for sb. to do...



How to naturally lose weight fast

- Avoid sugary drinks and fruit juice.
- Tracking your diet and exercise
- Eating mindfully

Mindful eating is a practice where people pay attention to how and where they eat food. This practice can enable people to enjoy the food they eat and maintain a healthy weight.

- Cutting back on sugar and refined carbohydrates
- Getting a good night's sleep

Numerous studies have shown that getting less than 5–6 hours of sleep per night is associated with increased incidence of obesity. There are several reasons behind this.

- Managing your stress levels

How to End a Letter to Make a Lasting Impression

Professional closings

These closings are appropriate for new contacts, managers or other important stakeholders you don't speak with often.

- **Thank you,**
- **Regards,**
- **Respectfully,**
- **Cordially,**
- **With gratitude,**
- **Best regards,**
- **In sympathy,**

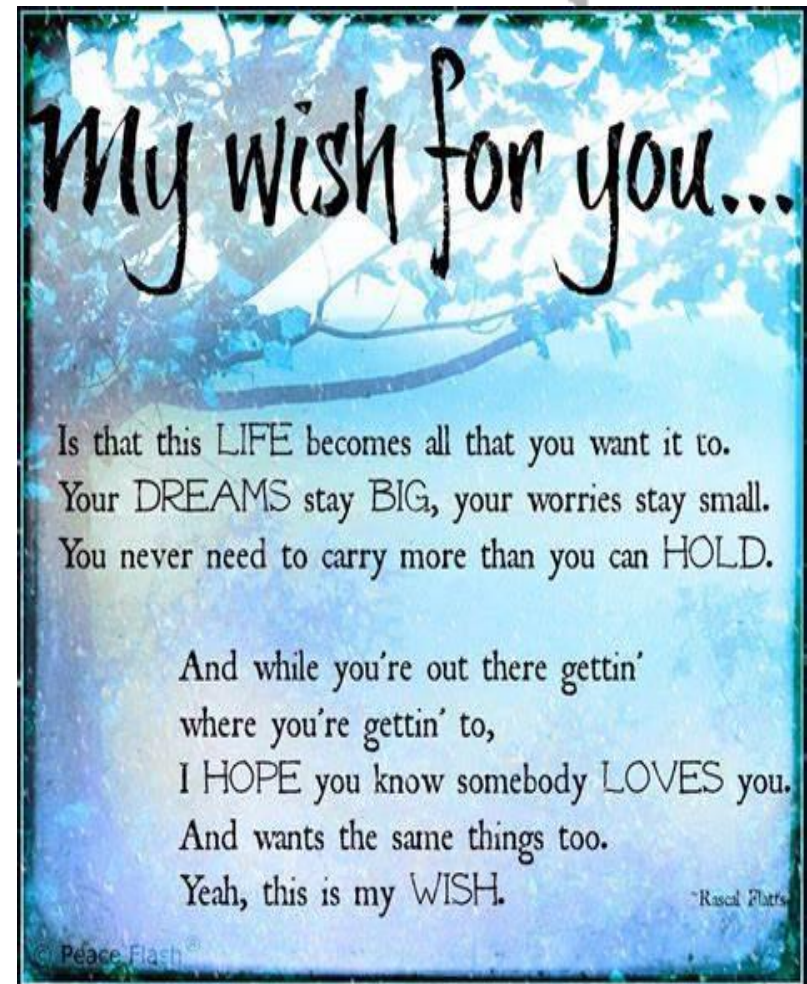
Casual closings

These closing phrases are appropriate for friends, close colleagues or stakeholders you communicate with on a regular basis.

- **Best,**
- **All the best,**
- **Thanks,**
- **Best wishes,**
- **Warmly,**
- **Have a good day/evening/weekend,**

Best wishes in this suggestion letter

- All the best, I hope these suggestions helpful/ practical/ constructive.
- Warmly, I wish you greater improvements in this regard.
- Best wishes! For future reference, I never get tired of giving out hugs.



A possible sample



"The suggestions are supposed to go in the box."

Dear Amy,

Knowing that you are worried about your weight, I quite understand how upset and anxious you feel. Actually, things will improve if we follow the suggestions below.

Firstly, a balanced diet and regular exercise make a difference, which not only helps you watch your figure but also contributes to a healthy life. Besides, have you thought about avoiding sugary drinks and fruit juice? Sugar is the first cause of gaining weight. Frankly speaking, if I were you, I would focus more on fitness rather than weight. A good healthy body is worth more a crown in gold.

All the best, I hope these suggestions beneficial!

Yours,
Li Hua

Samples from students



学生习作点评:

该篇建议信能写明绝大部分要点,但是语言有少量错误;第二段的过渡词first,second,third有点生硬,如果可以替换一下会更好,如: First, Besides, Meanwhile/ Plus/By the way。最后一段的It's my great honor to give you some suggestions,这个客气程度过了点,要注意对方的角色, Amy和Li Hua 是朋友,所以语气不必如此正式,可以稍微随意一点。

help lose your weight Third, if you could start thinking of fitness rather than weight, you can be much happier and healthier.

It's my ~~great~~ great honour to give you some suggestions and I hope you can be much happier and healthier.

Yours

Dear Amy,

I'm sorry to hear that you suffer from the stress about heavy weight. But don't worry, I'd like to give you some ideas that can help you lose weight.

First and foremost, you'd better keep a balanced diet like less meat and sugar and more fruits, vegetables. What's more, it is ~~a~~ useful and important to ~~did~~ do some exercise every day so that you will become a slim and healthy girl. Last but not least, sleeping early is good for you. Early to bed and early to rise makes a man healthy, wealthy and wise.

Looking forward to your good news!

Yours,

学生习作点评:

该篇建议信卷面清晰, 要点齐全, 建议合理, 句型丰富, 语气也符合朋友身份。作为高一上的学生来说, 算是一篇佳作了。如果第一段的give you some ideas改成offer you some suggestions或许会更妥当一点。

Thank you!