

高中英语应用文写作---约稿信导学案  
a letter of reservation

➤ 学习目标: Learning Goals

➤ After learning this lesson, students will

1. learn about the structure and contents of letters of Reservation;
2. write the points completely and clearly.
3. use advanced expressions and sentence patterns to write a letter of Reservation.
4. know what a good letter of Reservation is like.
5. write an appropriate letter of Reservation, especially pay attention to the tone and language.

☞Lead in:

➤ When do you need to write letters of Reservation?

✧ Reserve a manuscript

【高考备战：英语约稿信的写法】

一、【约稿信题型解读】

二、【约稿信谋篇布局】

三、【约稿信写作步骤】

四、【约稿信写作要求】

☞Writing preparations

※ 一、必备短语

1. the articles \_\_\_\_\_ 由... 写的文章
  2. write \_\_\_\_\_ about ... 写点关于.....的文章
  3. some \_\_\_\_\_ the article 稿件的一些要求
  4. as/ \_\_\_\_\_ 只要
  5. interesting and \_\_\_\_\_  
(内容) 既有趣又充实, 寓教于乐
  6. \_\_\_\_\_/required \_\_\_\_\_ do 要求做
  7. have a title \_\_\_\_\_ by yourself 题目自拟
  8. \_\_\_\_\_ 400 words 不超过 400 字
  9. \_\_\_\_\_/have your \_\_\_\_\_ 交稿
  10. \_\_\_\_\_ on / \_\_\_\_\_ is.../by+日期 截止到
  11. carry articles \_\_\_\_\_ ... about...  
登载由.....写的关于.....的文章
  12. anything \_\_\_\_\_/concerned 任何相关内容
  13. the ... \_\_\_\_\_ in our newspaper  
我们报纸的.....栏目
  14. \_\_\_\_\_ the deadline 延长最后期限
  15. on \_\_\_\_\_ 展示, 陈列
- 二、➤常用语块 Writing help: Useful phrases and expressions
1. \_\_\_\_\_/ask sb. to do sth. 邀请某人做某事
  2. write \_\_\_\_\_ for 为.....写一篇文章
  3. \_\_\_\_\_ to 为了
  4. make/help sb. \_\_\_\_\_ 使某人了解
  5. with \_\_\_\_\_/aim of 为了

6. It's \_\_\_\_\_... 受到...欢迎
7. I would like to \_\_\_\_\_an article for...  
我想请你为.....写一篇文章。
8. You can \_\_\_\_\_...  
你可以写一些关于.....
9. ...is very \_\_\_\_\_...  
.....是很受.....欢迎的。

### 三、🔗 套用句式

#### 🔗 如何写约稿信的开头

#### 🌈 Part 1: Beginning 【首段-引人入胜开头句】

#### ➤ Purpose of writing the letter 【写信意图+点明写信的目的-约稿】

(1) 约稿信篇首：简单问候，表明写信的目的

1. I'd like to invite you to \_\_\_\_\_for the English newspaper.  
我想请你为英文报写一篇文章。
2. \_\_\_\_\_you could write something about Chinese poems.  
我想知道你是否可以写一些关于中国诗歌的文章。
3. Can you \_\_\_\_\_your school life?  
你能写点关于你的学校生活的内容吗？
4. You can write anything relevant so long as it's \_\_\_\_\_.  
你可以写与之相关的任何东西，只要它寓教于乐。
5. It would be better if we could \_\_\_\_\_ June 1.  
我们在 6 月 1 日之前能收到你的文章会更好。
6. Would you please \_\_\_\_\_about/ \_\_\_\_\_...?  
你能写点关于.....东西吗？

#### 🔗 如何写约稿信的正文

#### 🌈 Part 2: Body Arrangements 【主体段落→画龙点睛篇中句→介绍约稿的具体内容】

(2) 篇中介绍栏目特点和受众范围+约稿的内容要求+和栏目设立的目的

1. Your article \_\_\_\_\_be within 300 words. / 300 words \_\_\_\_\_.  
你的文章的字数应控制在 300 字以内。/300 字就够了。
2. If you \_\_\_\_\_for us, we would like you to \_\_\_\_\_and interesting.  
如果你向我们投稿，我们将会使你的文章生动有趣。
3. Here are \_\_\_\_\_about article. 以下是关于稿件的一些要求。
4. The article \_\_\_\_\_  
稿件主要是关于.....
5. You'd better \_\_\_\_\_me next Sunday and about 120 words would be fine.  
你最好下星期日把你的文章发送给我，字数约 120 就好。
6. Could we /I \_\_\_\_\_before \_\_\_\_\_? 我们在.....之前能收到你的文章吗？
7. It \_\_\_\_\_written by foreign students \_\_\_\_\_the culture of their home.  
它包括由外国学生写的关于他们自己国家文化的文章。
8. We wonder if \_\_\_\_\_to have it before .....?  
我们想知道在.....之前得到它是否可行？

#### ★如何写约稿信的结尾

#### 🌈 Part 3: Ending 【尾段-言简意赅篇尾句-表达希望得到对方的答复】

#### 🌈 篇尾写希望得到的结果→期待回复并表示感谢

1. Looking forward to your \_\_\_\_\_. 盼望着您的尽快答复。
2. Looking forward to \_\_\_\_\_ soon. 盼望着您尽快确认。
3. Looking forward to \_\_\_\_\_. 期待你的回复

🌈 【约稿信英语作文模板一】:

Dear 被约稿人 ,

I'd like to \_\_\_\_\_ an article for \_\_\_\_\_ (某媒体). The “ \_\_\_\_\_ ” (某栏目) section in our \_\_\_\_\_ (某媒体) is \_\_\_\_\_ (某些媒体受众) to \_\_\_\_\_ (做某事). It \_\_\_\_\_ written by \_\_\_\_\_ (某些别的被约稿人) about/ \_\_\_\_\_ the \_\_\_\_\_ (某些话题). Would you please write something about \_\_\_\_\_? (某些话题 A 方面 and B 方面). You can write \_\_\_\_\_ so long as it's \_\_\_\_\_. (某数量) words would be fine. Could we \_\_\_\_\_ before \_\_\_\_\_ (某日期)?

I'm looking forward to hearing from you.

Yours,  
写信人名字

🌈 【约稿信英语作文模板二】:

Dear Peter

I'd like to ask you to \_\_\_\_\_ for \_\_\_\_\_ (某媒体). The “ \_\_\_\_\_ (某栏目) ” column/section \_\_\_\_\_ for \_\_\_\_\_ (某媒体受众) to \_\_\_\_\_ (做某事). In this section there are \_\_\_\_\_ of materials \_\_\_\_\_ (这些媒体受众). And here are some \_\_\_\_\_ about the articles we are eager for. To begin with, not only can you write something about \_\_\_\_\_ (A 方面), but also you can \_\_\_\_\_ (B 方面). What's more, your article can \_\_\_\_\_ by yourself \_\_\_\_\_ (某数量) or so.

Last but not least, you are supposed to \_\_\_\_\_ by \_\_\_\_\_ (某日期) I am looking forward to your reply \_\_\_\_\_.

Yours faithfully,  
写信人名字

### 应用文写作一约稿信题型训练&实战演练 & 参考范文

约稿信题型训练 1 【关于外国校园生活向美国笔友 Tom 约稿】

第一节：应用文写作（满分 15 分）

假定你是李华，为了让你校学生能够了解外国的校园生活，你校英文报打算出一期关于外国校园生活的报纸。请给你的美国笔友 Tom 写信约稿。内容包括：

1. 稿件主题;
2. 稿件长度：400 词左右;
3. 投稿邮箱：campuslife@article.com;
4. 截稿日期：2020 年 6 月 18 日

注意：1. 词数 80 左右； 2. 可以适当增加细节，以使行文连贯； 3. 开头语已为你写好。约稿信 2 参考范文 【关于外国校园生活向美国笔友 Tom 约稿】

【\*Writing Sample:】 Possible version:

Dear Tom,

I am writing to \_\_\_\_\_ an article for our school's English newspaper. For enabling our school's students to \_\_\_\_\_ the life in foreign high schools, we

\_\_\_\_\_ a new edition of newspaper \_\_\_\_\_. Would you please write something about your school life? About 400 words would be fine. If possible, please \_\_\_\_\_ in it, which will \_\_\_\_\_. Please \_\_\_\_\_ campuslife @ article.com. It would be better if we \_\_\_\_\_ before June 18 in 2020.

I would appreciate it if you could \_\_\_\_\_ as soon as possible.

Yours,  
Li Hua

约稿信题型训练 2 【“外国文化”栏目介绍节日风俗和中学生生活向美国朋友彼得约稿】

2015 年全国卷 I

第一节：应用文写作（满分 15 分）

假定你是李华，你校英文报“外国文化”栏目拟刊登介绍美国节日风俗和中学生生活的短文。请给美国朋友彼得写信约稿，要点如下：

- 1、栏目介绍；
- 2、稿件内容
- 3、稿件长度：约 400 词
- 4、交稿日期：6 月 28 日前

注意：1. 词数 80 左右；2. 可以适当增加细节，以使行文连贯；3. 开头语已为你写好。

✚ 【第一段---学靓丽开头和高级表达：】

1. It is \_\_\_\_\_ that .... is \_\_\_\_\_ in ..., through which we can .... efficiently.  
众所周知，.....在某方面是及其重要的，通过它我们能有效地做.....
2. More and more people \_\_\_\_\_ of.....  
越来越多的人接受.....的重要性。
3. There is \_\_\_\_\_ the importance of A. 对 A 的重要性人们逐渐接受。
4. We felt \_\_\_\_\_. 我们感到非常兴奋。
5. There was great / \_\_\_\_\_ /enormous \_\_\_\_\_ /joy/ \_\_\_\_\_.  
大家感到及其开心。

✚ 【第三段---学经典句式和精彩结尾：】

1. \_\_\_\_\_ all these \_\_\_\_\_, we naturally come to the conclusion that...  
把所有这些因素加以考虑,我们自然会得出结论.....
2. Hence/Therefore, we'd better \_\_\_\_\_ that ...  
因此,我们最好得出这样的结论.....
3. It is high time that we \_\_\_\_\_ the (trend).  
该是我们停止这一趋势的时候了。
4. \_\_\_\_\_, ..., If we want to do something ..., \_\_\_\_\_ that ...  
显然,如果我们想做某事,很重要的是...
5. Only in this way \_\_\_\_\_ ... 只有这样,我们才能.....
6. \_\_\_\_\_, doing sth. will \_\_\_\_\_ /lead to/result in .....  
毫无疑问,做某事会导致.....的结果。

约稿信 2 参考范文 【“外国文化”栏目介绍节日风俗和中学生生活向美国朋友彼得约稿】

【★Writing Sample: Possible version 1:】

Dear Peter,

I'd like to ask you to \_\_\_\_\_ for our school's English newspaper. In order to make students know more about \_\_\_\_\_, our school has decided to \_\_\_\_\_ to publish some articles written by American students. Hearing the news, I was very happy. I \_\_\_\_\_ you about it. As far as I know you are very good at writing and you always \_\_\_\_\_ in the future. I think it's a good opportunity that you are eager to get.

Here are some more \_\_\_\_\_ the article. Firstly, you are expected to write about \_\_\_\_\_ and middle school student's everyday life. Most important of all, you are required to \_\_\_\_\_ before June 28th. In my opinion, by doing so not only can you \_\_\_\_\_ but also can you become popular in China. I hope you can finish it \_\_\_\_\_.

I'm looking forward to hearing from you soon.

Yours,  
Li Hua

约稿信 2 参考范文【“外国文化”栏目介绍节日风俗和中学生生活向美国朋友彼得约稿】

【\*Writing Sample: Possible Version 2】:

Dear Peter,

I'd like to ask you to \_\_\_\_\_ our school's English newspaper. In order to \_\_\_\_\_, we would especially \_\_\_\_\_ how Americans spend their holidays and festivals, and the life of American high school students. so long as it's \_\_\_\_\_, it's up to you to \_\_\_\_\_ to write about. You \_\_\_\_\_ the article before June 28th, with about 400 words.

\_\_\_\_\_, you could \_\_\_\_\_, and I \_\_\_\_\_ that everyone will like your article. Thanks for reading my letter in such a hot summer.

I'm looking forward to your reply and your article.

Yours,  
Li Hua

约稿信 2 参考范文【“外国文化”栏目介绍节日风俗和中学生生活向美国朋友彼得约稿】

【\*Writing Sample: Possible Version 3: 】

Dear Peter,

I'd like to ask you to \_\_\_\_\_ for our school's English newspaper. The “\_\_\_\_\_” section in our newspaper is \_\_\_\_\_ us students. It \_\_\_\_\_ foreign friends about the cultures of their home countries. Would you please write \_\_\_\_\_ in your part of the United States? And we would especially \_\_\_\_\_ about how Americans celebrate their holidays and festivals, and the life of American high school students. You can write anything relevant \_\_\_\_\_ it's \_\_\_\_\_. 400 words would be fine. Could we have your article before June 28?

I'm \_\_\_\_\_ hearing from you.

Yours,  
Li Hua

约稿信 2 参考范文【“外国文化”栏目介绍节日风俗和中学生生活向美国朋友彼得约稿】

【\*Writing Sample: Possible Version 4: 】

Dear Peter,

How are you doing? (问候) Recently, our school newspaper will \_\_\_\_\_ about \_\_\_\_\_ in order to \_\_\_\_\_, broaden our horizons and \_\_\_\_\_. (写信背景) . As a result, I am writing to ask you to write an article on it. (写信目的) Here are some details about it. (经典主题句) \_\_\_\_\_, you may talk about your life in your middle school, so that we Chinese students can know more about you. (简单句+目的状语从句) Besides, you can \_\_\_\_\_, such as the Christmas Day, the New Year or the Thanksgiving Day, which must be \_\_\_\_\_but also interesting. (简单句+平行并列结构+定语从句) What's more, your article should be at least 400 words. (简单句, 不用升级, 以便“长短结合”)

Finally, I hope you would be \_\_\_\_\_ send it to me before June 28th, so that it can be published in time. (求助信套话+目的状语从句) Hopefully, you could \_\_\_\_\_. (六大结尾句之一) I \_\_\_\_\_ that everyone will like your article. (六大结尾句之二) Thanks for reading my letter in such a hot summer. (书信必备结尾句) I'm looking forward to your reply and your article. (书信必备结尾句).

Best wishes!

Yours,  
Li Hua

约稿信 2 参考范文【“外国文化”栏目介绍节日风俗和中学生生活向美国朋友彼得约稿】

【\*Writing Sample: Possible Version 5: 】

Dear Peter,

I'd like to ask you to write an article for our school's English newspaper. The “Foreign Cultures” section \_\_\_\_\_ for us students to learn more about foreign cultures. In this section there are \_\_\_\_\_ English materials \_\_\_\_\_. And here are \_\_\_\_\_ about the articles we are eager for. To begin with, not only can you write something about the life of American high school students, but also you can \_\_\_\_\_ the ways you Americans \_\_\_\_\_. What's more, your article can \_\_\_\_\_by yourself with a vocabulary of 400 or so.

Last but not least, you \_\_\_\_\_ subscribe your article by June 28th. I am looking forward to your reply \_\_\_\_\_.

Yours,  
Li Hua

约稿信 2 参考范文【“外国文化”栏目介绍节日风俗和中学生生活向美国朋友彼得约稿】

【\*Writing Sample: Possible Version 6: 】

Dear Peter,

I'd like to ask you to write an article for our school's English newspaper.

Recently, our school newspaper has \_\_\_\_\_ “The Foreign Cultures”, \_\_\_\_\_ American customs and the school life of the students. I believe this is \_\_\_\_\_ for you to share your own experience. The subjects are about \_\_\_\_\_, and you can also write about the students' daily life. The article should \_\_\_\_\_ 400 words or so. What you should \_\_\_\_\_is that you have to \_\_\_\_\_ before 28th, June.

If you would like to \_\_\_\_\_ for our newspaper, please \_\_\_\_\_ before the deadline. Looking forward to your reply.

Yours,  
Li Hua

约稿信 2 参考范文【“外国文化”栏目介绍节日风俗和中学生生活向美国朋友彼得约稿】

【\* Writing Sample: Possible Version 7: 】

Dear Peter,

I'd like to ask you to write an article for our school's English newspaper.  
\_\_\_\_\_ are American customs and the life of American high school students.

Here are \_\_\_\_\_. First of all, you talk about \_\_\_\_\_  
because Chinese students are interested in them. For example, how Americans celebrate  
Christmas and Thanksgiving Day, what they eat, and what activities they \_\_\_\_\_  
during these festivals. Besides, the life of American high school students is \_\_\_\_\_  
because Chinese students \_\_\_\_\_ the school life of American students. The  
article you write should \_\_\_\_\_ or so. \_\_\_\_\_ you  
should remember is that you have to \_\_\_\_\_ me before June 28th.

I hope you \_\_\_\_\_ for our newspaper. Looking forward to your reply.

Yours,  
Li Hua

约稿信 2 参考范文【“外国文化”栏目介绍节日风俗和中学生生活向美国朋友彼得约稿】

【\* Writing Sample: Possible Version 8: 】

Dear Peter,

I'd like to ask you to write an article for our school's English newspaper.  
\_\_\_\_\_ “Foreign Culture”, \_\_\_\_\_ western cultures to the students,  
needs articles about \_\_\_\_\_ and the life about high school students.  
\_\_\_\_\_, as a native speaker, you \_\_\_\_\_ letting us  
know about \_\_\_\_\_ of your country, which helps us \_\_\_\_\_.  
Just tell us how you \_\_\_\_\_ and what you usually do at school. One  
thing you should \_\_\_\_\_ is that you should write your article within  
approximately 400 word and \_\_\_\_\_ until June 28th.

Looking forward to your reply.

Yours,  
Li Hua