**高中英语应用文写作—发言稿学案**

* **Speaking Notes**
* **Lead in**

**Write speeches/Speaking Notes to**

* **employees**
* **co-workers**
* **customers**
* **clients**
* **neighbors**
* **students**
* **teachers**
* **members of club**
* **members of organization**
* **members of temple**
* **members of church**

**Framework/structure of speech draft发言稿写作框架**

**What should be included in a speech draft?**

**Dear \_\_\_\_\_\_,**

**Beginning -**

**开头段—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_+\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + grab attention**

**【\_\_\_\_\_\_\_\_\_\_\_\_\_\_+简单的自我介绍+\_\_\_\_\_\_\_\_\_\_\_\_\_\_，吸引听众或读者的注意力】；**

**⮚Why are you writing speech draft?**

**Body Arrangements -**

**中间段— \_\_\_\_\_\_\_\_\_\_\_\_\_\_【发言稿的主体+⮊提供论点和论据🡺（\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_）🡺\_\_\_\_\_\_\_\_\_\_\_\_\_\_，\_\_\_\_\_\_\_\_\_\_\_\_\_\_🡺提出\_\_\_\_\_\_\_\_\_\_\_\_\_\_，\_\_\_\_\_\_\_\_\_\_\_\_\_\_】；**

**【Body Arrangements ----观点鲜明to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ⮊实事求是\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from facts🡺条理清楚Clear organization🡺\_\_\_\_\_\_\_\_\_\_\_\_\_\_Simple and \_\_\_\_\_\_\_\_\_\_\_language】**

* **What’s the point of speech?**

**Ending -- I believe+I expect+I hope**

* **结尾段—\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from beginning to end【照应开头，总结全文🡺提出解决\_\_\_\_\_\_\_\_\_\_\_\_\_\_】**
* **【\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the speech🡺 加深印象🡺提出希望🡺\_\_\_\_\_\_\_\_\_\_\_\_\_\_】**

**🙵Writing preparations**

**⮚⮚⮚ Part 1: Beginning - 开头段—\_\_\_\_\_\_\_\_\_\_\_\_\_\_+\_\_\_\_\_\_\_\_\_\_\_\_\_\_+ grab attention**

**【\_\_\_\_\_\_\_\_\_\_\_\_\_\_，+简单的自我介绍+\_\_\_\_\_\_\_\_\_\_\_\_\_\_，\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_】；**

* **1. Please let me give you** **\_\_\_\_\_\_\_\_\_\_\_\_\_ about... 请允许我向你简短介绍一下关于……**
* **2. My name is ...Today I am very glad to \_\_\_\_\_\_\_\_\_\_\_\_\_ to make this presentation. I shall be \_\_\_\_\_\_\_\_\_\_\_\_\_about ...**
* **我是……今天很高兴能有机会做这个演讲。**
* **3. Good morning, everyone! \_\_\_\_\_\_\_\_\_\_\_\_\_ share with you my opinions on ...**

**大家上午好！很荣幸能和你们分享一下关于……我的看法。**

* **4. It’s my honor\_\_\_\_\_\_\_\_\_\_\_\_\_ and say something about friendship.**

**我非常荣幸站在这里并谈谈关于友谊的话题**

* **5. I am \_\_\_\_\_\_\_\_\_\_\_\_\_ deliver \_\_\_\_\_\_\_\_\_\_\_\_\_you.**

**我非常开心在此发表演讲。**

* **6. It’s \_\_\_\_\_\_\_\_\_\_\_\_\_ all of you here. 很高兴在这里见到你们。**

**♥ Part 2: Body Arrangements -中间段—\_\_\_\_\_\_\_\_\_\_\_\_\_\_【发言稿的主体+⮊提供\_\_\_\_\_\_\_\_\_\_\_\_\_\_🡺（论点明确，论据充分有力）🡺\_\_\_\_\_\_\_\_\_\_\_\_\_\_，\_\_\_\_\_\_\_\_\_\_\_\_\_\_🡺提出\_\_\_\_\_\_\_\_\_\_\_\_，\_\_\_\_\_\_\_\_\_\_\_\_\_\_】；**

* **1. \_\_\_\_\_\_\_\_\_\_\_\_\_, failure is the mother of success, but few people can really understand \_\_\_\_\_\_\_\_\_\_\_\_\_.**
* **众所周知，失败是成功之母，可是很少有人真正理解这句格言的真谛。**
* **2.** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I think it is a good idea to ...**

**就我而言，我认为……是一个好主意。**

* **3. I think it\_\_\_\_\_\_\_\_\_\_\_\_\_/necessary/\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_/possible/\_\_\_\_\_\_\_\_\_\_\_\_\_ to do sth.**
* **我认为做某事是重要/必要/困难/方便/可能的。**
* **4. It \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/part in our life.**
* **它在我们的生活中起着越来越重要的作用。**
* **5. Local transportation is easily \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_****\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_.**
* **6. People can have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ local transportation.**
* **当地交通十分方便。（句5-6）**

**♥ Part 2:【Body Arrangements ----\_\_\_\_\_\_\_\_\_\_\_\_\_\_to the point** ⮊**实事求是\_\_\_\_\_\_\_\_\_\_\_\_\_\_from facts**🡺**\_\_\_\_\_\_\_\_\_\_\_\_\_\_Clear organization**🡺**\_\_\_\_\_\_\_\_\_\_\_\_\_\_Simple and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ language】**

* **1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ whether you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your lessons.**
* **真正要紧的是你是否能全神贯注于你的功课。**
* **2. Above all/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you should believe in yourself.**
* **最重要的是，你要相信自己。**
* **3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it seems…, it is true that… are very important in…**
* **虽然……似乎……, 但确实在…方面…是非常重要的。**
* **4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_… have/has become \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_important in our daily life.**
* **随着……的快速增长，……在我们的日常生活中已经变得越来越重要。**
* **5. Here is …(I think是插入语) Here is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ we should do.**
* **我认为我们应该这样做。**

**Part 3: Ending--- I believe+I expect+I hope**

* **结尾段—\_\_\_\_\_\_\_\_from beginning to end【\_\_\_\_\_\_\_\_\_\_\_，\_\_\_\_\_\_\_\_\_\_\_\_🡺提出解决\_\_\_\_\_\_\_\_\_\_\_\_\_\_】**
* **【\_\_\_\_\_\_\_\_\_\_\_\_the speech🡺\_\_\_\_\_\_\_\_\_\_\_\_\_\_🡺提出希望🡺表达美好祝愿】**
* **结尾的方法有：**
* **1. 归纳法：概括中心，总结强调**
* **2. 引文法：引用名句，升华主题**
* **3. 反问法：引发思索，认同见解.**
* **4. I sincerely hope that you will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tonight.**
* **我们衷心希望你们今晚过得开心。**
* **5. Thank you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_my heart for giving me this chance to speak to you today.**
* **我从心底感谢你们今天给了我这个机会在你们面前讲话。**
* **高中英语应用文写作— 发言稿**
* **✠发言稿范文**

**Writing 1【发言稿范文：【发言稿(代表全班欢送外教致辞)】**

**【第一节 应用文写作（满分15分）】**

**今天是你们班的外教Santos先生回国前最后一次给你们班上课。现在，请你代表全班发言，内容包括：**

**1．表达感激之情；**

**2．回忆各种收获；**

**3．表达不舍与祝福。**

**注意：1.词数80左右；**

**2．可适当增加细节，以使行文连贯。**

**【发言稿(代表全班欢送外教致辞)】C:\Users\Administrator\Desktop\左括.TIF句式升级C:\Users\Administrator\Desktop\右括.TIF**

**要点一：表达感激**

**1．I，on behalf of my classmates，sincerely thank you for what you have done for us.(用I’m honoured to...改写)**

**1．I’m honoured to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to you for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for us on behalf of my classmates.**

**要点二：回忆收获**

**2．With your help, everybody has made progress both in English learning and school life.(改为虚拟语气)**

**2．If it \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for your help，everybody \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_both in English learning and school life.**

**要点三：表达祝福**

**3．Since you will leave soon, we wish you a pleasant journey back home.(用may祝愿句改写)**

**3．\_\_\_\_\_\_\_\_\_\_\_\_\_\_parting，\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a pleasant journey back home.**

**Writing 2【发言稿：Better English, Better Life主题的英语演讲比赛】**

**第一节 应用文写作（满分15分）**

**假如你是李华，要参加你校举办的以"Better English, Better Life"为主题的英语演讲比赛。请根据以下提示写一篇演讲稿讲述学英语的益处。**

**1.在生活上的好处；**

**2.在学业上的好处；**

**3.在就业上的好处。**

**注意：**

**1.词数80左右；**

**2.可适当增加细节，以使行文连贯。**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**【发言稿范文3:毕业典礼上发言】**

**假如你是高三学生李华，请写一篇演讲稿，准备代表全体同学在****毕业典礼上发言，内容要点如下:**

**1. 毕业的心情；**

**2. 高中三年的收获；**

**3. 感谢和决心。**

**注意：**

**1. 词数80左右；**

**2. 可以适当增加细节，以使行文连贯；**

**【发言稿范文4:英语角聚会发言】**

**今天将举行新学期的第一次****英语角聚会，作为英语角的组织员，你将向新生宣传英语角。请根据以下内容要点写一篇****发言稿：**

**1. 成立于两年前，每周五晚上举行活动；**

**2. 参加人员：本校及外校的学生、英语爱好者以及外国朋友等；**

**3. 益处：提高口语、交流学习经验、结交朋友。**

**注意：**

**1. 词数80左右；**

**2. 可以适当增加细节，以使行文连贯；**

**3.开头已为你写好，不计入总词数。**

**Hi, everyone, Welcome to our English Corner!**

**【发言稿范文5:毕业典礼上发言】**

**假设你是东山中学的李华，参加完高考后，将要作为学生代表在****毕业典礼上发言，请根据下列要点写一篇发言稿。**

**1. 感谢各位老师教给我们知识和做人的道理；**

**2. 感谢母校提供良好的学习和生活环境；**

**3. 学生们会努力学习，争取回报母校，回报社会。**

**注意：**

**1. 词数80左右；**

**2. 发言稿的开头和结尾已给出，不计入总词数；**

**3. 可适当增加细节，以使行文连贯。**

**参考词汇：毕业典礼 graduation ceremony**

**Good morning, dear teachers and classmates.**

**That’s all for my speech, Thanks for your listening.**

**Homework：**

**很多学生在考试之前和考试过程中都会出现焦虑紧张的现象，考试紧张有利也有弊。请你根据下列内容，写一篇英文演讲稿，并提出应对考试紧张的策略。**

**注意：**

**1. 词数80左右；**

**2. 开头已给出，不计入总词数；**

**3. 可适当增加细节以使行文连贯。**

**Good afternoon, everybody!**

**I think most of us must have been nervous before or during an exam.**