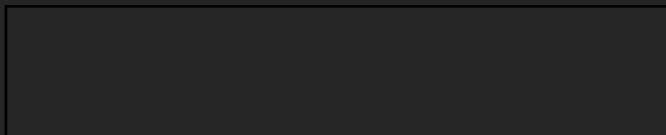




约稿信

WRITING GUIDELINES



文体概述

约稿信是向某作者发出为某杂志、报刊等撰写稿件的请求信件。
包括四个部分：

(1) 栏目介绍；

column

(2) 稿件内容；

(3) 稿件长度；

字数

(4) 交稿日期。

Deadline; before XX; be supposed to submit

● be about XX; be related to ;
be connected with

● concern; cover; involve; contain; include

约稿信属于书信的一种，考生应把握好书信的固定格式和得体的寒暄用语。

To whom

tone

Get to points

A proper ending

实例示范

假定你是李华，你校英文报拟刊登介绍美国电影的短文。请给你的美国朋友 Peter 写封约稿邮件，内容包括：

1. 校英文报简介；
2. 稿件内容与要求；
3. 交稿时间与方式。

tone

formal

informal

注意 ● I would appreciate it if you submit your article.
● It would be appreciated that...

Would you please write something about XXX?

It would be better if we have your article before June 1st.



内容操练

开 头

eg: I **would like to** invite you to write an article in our School's English newspaper. It is very popular among students.

③ I wonder if you **could** write something about Chinese poems.

④ **Would/could** you please write something about/**concerning** the culture in your part of America?

Be related to
Be linked to
in regard to
be connected with
in the way of
concerning
regarding
in connection with

内容操练

2. 稿件内容与要求

主体

eg: **Would/could** you please write something **concerning** American films and the film industry. It will help us understand how the industry has developed into big business.

Add the detail

the importance is

senior high students.

③ 翻译：任何与此相关的文章都可以

- *You can write anything relevant to XXX.*
- *Anything relevant to XXX is welcomed.*

内容操练

3. 交稿时间与方式

主体

4. 翻译：字数三百字就可以

Within 300 words would be fine.

Your article is supposed to be written about 300 words.

5. 翻译：截至日期为6月1号

It would be better if we have your article before June 1st.

We will extend the deadline if you consider the time is not enough.

内容整合

● I **would like to** invite you to write an article in our School's English newspaper , *which* is very popular among students.

Use attributive clause

Would/could you please write something concerning American films and the film industry. It will help us understand how the industry has developed into big business *as it is today*.

The politeness
should be
expressed
throughout
the text.

● **It would be better if** we have your article before Dec. 10 . About 400 words **would be** fine.

Use inanimate subject

结 尾

- ① I'm looking forward to hearing from you soon!
- ② I would appreciate it if you could give me a reply as soon as possible.

开 头

朋 友 之 间

How is everything going (with you)?

□ *Knowing that..., I'm writing to...*

□ *I'm writing the letter to invite you to...*

One possible version:

polite

Dear Peter,

I'd like to invite you to write an article for our school's English newspaper, **which** is popular among us students, **especially** the articles about western cultures.

Would you please write something about American films and film-making industry in the States? It will help us understand how the industry has developed into big business as it is today. About 400 words would be fine.

If you're interested, could I have your article before Dec. 10? Looking forward to hearing from you.

模板背诵

Dear 被约稿人,

I'd like to ask/invite you to write an article for 某媒体某栏目, which provides a nice platform for 某媒体受众 to do sth. It carries articles written by XXX concerning Chinese cultures.

Would you please write something about XXX? You can write anything relevant so long as it's interesting and informative. 400 words would be fine.

结尾1: If you are interested, you are supposed to subscribe your article by Sep.10. 结尾2: Could we have your article before Sep.10? I'm looking forward to your reply at your earliest convenience.

短语补充

- ① Carry/publish articles written by XXX about/concerning 登载着由XXX写的关于...的文章
- ② Anything relevant; some relevant details about the articles we need.
- ③ Write an article **with the theme of** ...
- ④ Especially welcome articles about...
- ⑤ The column/section in our newspaper
- ⑥ Make/help sb know sth about; introduce sth to sb
- ⑦ **Interesting and informative** 寓教于乐 **broaden one's horizons**
- ⑧ Be expected/ required to do
- ⑨ Hand in the article; sb contribute to; sb submit the article
- ⑩ Be due on...; the deadline is...;no later than... 截止到...

- with the purpose of doing sth.
- be aimed at doing sth.
- with the aim to do sth.

档次	描述
第五档 (13—15)	<p>完全完成了试题规定的任务。</p> <p>① 覆盖所有内容要点。✓</p> <p>② 应用了较多的语法结构和词汇。</p> <p>—语法结构或词汇方面有些许错误，但为尽力使用较复杂结构或较高级词汇所致；具备较强的语言运用能力。</p> <p>—有效地使用了语句间的连接成分，使全文结构紧凑。</p>
第四档 (10—12)	<p>完全完成了试题规定的任务。</p> <p>— [REDACTED]</p> <p>—应用的语法结构和词汇能满足任务的要求。</p> <p>③ 语法结构或词汇方面有些许错误，但基本准确，些许错误主要是因尝试较复杂语法结构或词汇所致。✓</p> <p>④ 应用简单的语句间连接成分，使全文结构紧凑。✓</p> <p>达到了预期的写作目的。</p>

One possible version:

Dear Peter,

1

polite

I'd like to invite you to write an article for our school's English newspaper, **which** is popular among us students, **especially** the articles about western cultures.

2

3

4 Would you please write something about American films and film-making industry in the States? It will help us understand how the industry has developed into big business as it is today. About 400 words would be fine.

2

3

If you're interested, could I have your article before Dec. 10? Looking forward to hearing from you.

4

假定你是李华，你校英文报“外国文化”栏目拟刊登美国节日风俗和学生生活的短文。请你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**词汇
4. 交稿日期

A possible version

Dear Peter,

I'd like to ask you to write an article for our school's English newspaper. The "Foreign Culture" section in our newspaper **is very popular among** us students. **It carries articles written by** foreign friends **about** the cultures of their home countries. **Would you please** write something about the culture in your part of the the United States? And **we would specially welcome articles about** how Americans spend their holidays and festivals, and the life of American high school students. You can write **anything relevant so long as** it's interesting and informative. 400 words would be fine. **Could we have your articles** before June 28?

I'm looking forward to hearing from you.

THANK YOU