

应用文写作 第4小节 复习笔记

关注文体与话题语言 1—建议信

本节主要内容：

1. 应用文写作回顾
2. 应用文评分要求
3. 写作训练

1. 应用文写作回顾

Who? —人物关系

What? —要点内容

How? —文体逻辑

2. 应用文评分要求

一、评分原则（略）

二、各档次的给分范围和要求（略）

三、评分的具体要求：

（一）内容要点

1. 行程信息；2. 钱包特征；3. 联系方式；

4. 使用求助信的语言。

（二）应用词汇和语法结构的情况

1. 使用与主题相关的词汇；

2. 能够使用恰当的语法结构。

（三）上下文的连贯性

按照内容要点展开写作，使用恰当的连接词或表达法使文章内容连贯。

1) 使用求助信的文体语言。

2) 使用于主题相关的词汇。

3. 写作训练

假定你是李华，代表你们班同学就外教 Richard 下学期开设的一门英语选修课写一封建议信。内容包括：

1. 建议开一门有关某方面内容的选修课；
2. 给出两条开设该选修课的理由。

原文 1：红色下划线的这一部分内容有什么问题？可以如何来改善？

Dear Richard,

I am writing on behalf of our class to give you some advice on your new optional course.

Majority of us expect to learn English Literature, and reasons are in two aspects: Lacking of precise and accurate words, we always confronted with obstacles in essay, and authentic words and expressions in English Literature are keys to this problem. Besides, learning English Literature will broaden our horizons as well as widen our visions.

High value attached to your course, I'm looking forward to your reply.

Yours,
Li Hua

Majority of, 一般使用时前面要加 the, 即 the majority of ;

reasons are in two aspects 没有必要出现的，只会浪费词数；

lacking of 结构有问题；

confronted with 前面应该加一个 be 动词，be confronted with；

essay 的表达也是不清晰的；

broaden our horizons as well as widen our visions，表达重复；

I'm looking forward to 应该改成 We are looking forward to... 更得体；

原文 1 修改版：

Dear Richard,

I am writing **on behalf of our class** to offer you some advice on your new optional course.

The majority of us expect to learn English Literature. Firstly, **literature reading may help us accumulate language knowledge** which will solve the problem we have met in reading and writing essays due to a lack of authentic language input. Besides, **by reading various classics, we will undoubtedly develop a deeper insight into our life, thus contributing to a better life.**

High value attached to your course, **we are looking forward to a brand new experience in English learning!**

Yours,
Li Hua

红色部分：文体语言；

我们大多数同学都想学英语文学，把建议清晰的表达出来，我们想开 English Literature 这个课程；we are looking forward to a brand new experience in English learning! 大家都在期待体验英语学习的全新经历，表达对这门新选修课的期待。

绿色部分：话题语言；

第一个原因，英语文学可以帮助我们积累语言知识，which will solve the problem we have met in reading and writing essays due to a lack of authentic language input；第二个原因，by reading various classics 通过阅读各种各样的经典，无疑能够增强我们对生活的洞察能力，对生活的有更深层次的理解和领悟，从而把生活过得很好。

原文 2：加红色下划线部分有什么问题？如何改善？

On behalf of our class, I am writing to give some advice on an English optional course opened next term.

It might be a wise choice to open a course regarding to appreciating English films. To be honest, most of us students have great interest in English films. It is a good chance to cultivate our interest in learning English and let us understand the beauty of English. In addition, we can learn authentic English from the film to improve our speaking skills.

Hope you can take our suggestions into consideration and your prompt reply will be highly appreciated.

open a course 应该说 start a course 或者 develop a course；

“关于” 用 regarding，没有 to；

let us 感觉用得 low 了一点，要尽量用高级词汇；

authentic English 是地道英语；

Hope you can take our suggestions into consideration 文体语言用得不错；

your prompt reply will be highly appreciated 一定要让老师回复？没有太大必要，浪费词数。

原文 2 修改版

Dear Richard,

On behalf of our class, I am writing to give some advice on the English optional course to be developed next term.

Personally, it might be a wise choice to start a course regarding English Film Appreciation. To be honest, most of us students have great interest in English films. It is a good chance to cultivate our interest in learning English; meanwhile, it allows us to taste the beauty of authentic English. In addition, we can learn more about the outer world, which will undoubtedly broaden our horizons.

We do hope you can take our suggestions into consideration and we can't wait to take the new optional course.

Yours,
Li Hua

Personally 我的观点，个人的想法，这是建议性的文体语言；

It is a good chance to cultivate our interest in learning English，通过做我们喜欢的事情来培养我们对英语学习的兴趣；

it allows us to taste the beauty of authentic English，能够令我们体味地道英语的美感；

we can learn more about the outer world, which will undoubtedly broaden our horizons. 通过看电影可以了解外面的世界，这也无疑能拓宽我们的知识面和视野。

We do hope you can take our suggestions into consideration and we can't wait to take the new optional course. 我们都等不及想上这样的新的课程了，这个结尾很好，也符合学生此时的心情。

原文 3：

Dear Richard,

How are things going? It's my honor to express suggestions concerning the optional course you'll develop next term on behalf of my classmates.

Actually, most classmates expect you to offer Selected Newspaper Reading. Firstly, it enables us to learn about world current affairs, through which we can keep pace with the times. Secondly, reading various articles written by native speakers provides us with access to rich and practical languages beyond textbooks, thus further arousing our passion for English learning.

We'll be grateful if our humble suggestion received your favorable consideration.

Yours sincerely,

Li Hua

写信对象是老师，老师应该每周会见到，用到 how are things going 在是比较突兀的；

express suggestions，动宾搭配别扭。一般用 offer 和 suggestions 搭配；

humble 这个词，在英文这种话语体系中，过于自谦的表达，比较怪异；

received，不需要用过去式。

原文 3 修改版：

Dear Mr. Richard,

I'm Li Hua, one of your students. **It's my honor to offer suggestions concerning the optional course you'll develop next term on behalf of my classmates.**

Actually, most classmates expect you to offer Selected Newspaper Reading. Firstly, **it enables us to learn about world current affairs, through which we can keep pace with the times.** Secondly, reading various articles written by native speakers **provides us with access to rich and practical languages beyond textbooks, thus further arousing our passion for English learning.**

It's hoped that our suggestions will receive your favorable consideration.

Yours sincerely,

Li Hua

Firstly, 没问题，但是后面尽量用 besides，additionally 等逻辑词。

建议：我们对文体语言和话题语言进行推敲和润色之后，增加语言的准确性，丰富性和多样性，那么整篇文章的分数就能够得到明显的提高。