**高中英语应用文写作技巧--求助信导学案**

**一、求助信的意义**

 求助信：在学习或日常生活中碰到困难时，向他人寻求帮助。信件需写明请求帮助的理由，求助的具体内容。信文语言表达要准确，措辞要得体。

**二、求助信的结构**

第一段：自我介绍（收信人非熟人），交代求助的背景及写信的目的；

第二段：详细描述求助的具体内容，告知联系方式（必要时）；

第三段：表达希望得到对方的帮助并致谢。

**Layout**

**Letters of ask-for-help: Readers-based**

**Part 1: Purpose of writing the letter**

**Part 2: Body Arrangements**

**Part 3: Ending**

**三、求助信的相关句子**

 开头：自我介绍（收信人非熟人），交代求助的背景及写信的目的。

1. I am Li Hua, a …
2. I’m writing to ask you to do me a favor.
3. On behalf of..., I’d like to request your unreserved help.
4. I am sorry/regretful to tell you I’m having trouble with sth/doing sth.
5. I’m glad to tell you that I’m planning a journey to…, but I have difficulty…
6. I’m writing to seek your generous help/ unselfish assistance/patient guidance during...

 正文：详细描述求助的具体内容，告知联系方式（必要时）。

1. I’d like to participate in …. However, I find it difficult to …
2. Try as I may, I still find it hard to...
3. What troubles me most is sth. （主语从句）
4. What worries me most was that+句子（表语从句）
5. It worries me that +句子（主语从句）
6. 句子，which upsets me a lot.（非限制性定语从句）
7. I long to … but I don't know how, which makes me upset.
8. For lack of..., I have great difficulty/ find myself stumped by(被难倒)...
9. It’s such a big headache/so big a headache for me to ... that...
10. (Doing) sth. is a challenge for me, leading to... /resulting in.../ making it impossible for me to...
11. I’m lacking in…, adding to my difficulty in doing…
12. Please let me know if…
13. I can be reached at anytime by cellphone at 86754321.
14. You may email or phone me at lihua@136.com or12345678.

 结尾：表达希望得到对方的帮助并致谢。

1. I would appreciate it if you could give me a hand.
2. I would be extremely grateful if you do me the favor.
3. Your help/assistance would be greatly appreciated.
4. I would be more than pleased if you could give me some suggestions.
5. I would appreciate it if you are kind and generous to do this for me.
6. I would appreciate it more than I can say if you would like to consider my request.
7. I would be grateful if you could do me the favor. Looking forward to your early reply.
8. Should you be kind enough to give me any help, I would be grateful to you.

**Useful words and expressions**

* **trouble**
* **bother**
* **confused**
* **confusing**
* **upset**
* **worried**
* **anxious**
* **anxiety**
* **timely**
* **eager**
* **grateful**
* **appreciate**
* **request**
* **account**

**Writing help: Useful phrases**

* **turn to sb. for help**
* **do sb. a favor**
* **take the trouble to do...**
* **have trouble/difficulty in doing…**
* **have no choice but to do…**
* **fit in with with others= get on well with others**
* **be accustomed to**
* **long to**
* **lose heart**
* **sb. would appreciate it if…**
* **take … into consideration/account.**

**Writing help: sentences**

**1. I'm writing to you to ask whether you could do me a favor.**

**2. I'm wondering if you could take the trouble to help me with…**

**3. I'm sorry to bother you, but I have some difficulties here and I need your help.**

**4. I am a middle school student and I'm writing to tell you my problem which has troubled me.**

**5. I have some difficulty in doing…, which bothers me a lot. So I have no choice but to turn to you for help.**

**6. I don't feel quite accustomed to the life here.**

**7. I seem not to be able to fit in well with others here.**

**8. I long to learn English well but I don't know how, which makes me upset.**

**9. I often feel left out in this school, and I don't know how it has come about.**

**10. I can't concentrate on my lessons these days and I failed in the last exam which worries me a lot.**

**11. I will be very grateful if you could help me...**

**12. I would be grateful if you could really give/lend me a hand.**

**13. I'm eager to get your timely help. /I'm eager for your timely help.**

**14. Faced with/Facing so many difficulties, I have to turn to you for help.**

**15. I'd appreciate if you could take my request into consideration/ account.**

**求助信模板1:**

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

* **Writing Purpose：**

**① I am \_\_\_\_\_\_\_\_ (自我介绍). I’m writing to you to ask for some help. I have met much difficulty in \_\_\_\_\_\_ (求助内容). First, I find \_\_\_\_\_\_\_\_\_ (困难1). Besides, \_\_\_\_\_\_\_\_\_ (困难2). What’s more, \_\_\_\_\_\_\_\_ (困难3)．**

* **Body……describing the details of assistance or guidance that you seek**
* **…… describing about the difficulties you are faced with.：**

**② Faced with so much difficulty, I have to ask you for some help. Would you like to \_\_\_\_\_\_\_\_ (委婉提出请求1)? In the meanwhile, I beg you to \_\_\_\_\_\_\_\_\_\_\_\_ (请求内容2) so that \_\_\_\_\_\_\_\_ (请求目的). Also, I would like you to \_\_\_\_\_\_\_\_ (请求内容3)．**

* **Ending ----About your wishes for response and your gratitude.**

**③ I’m sure that I can make great progress in \_\_\_\_\_\_\_\_\_\_ (表达期待)．**

**Yours Sincerely / Faithfully/ Truly,**

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

**求助信模板2:**

**Dear \_\_\_\_\_\_\_\_\_\_(写信对象),**

* **Writing Purpose：**

**My name is \_\_\_\_\_\_\_\_\_\_， I’m writing to ask whether you could do me a favour.**

* **Body…… describing the details of assistance or guidance that you seek**
* **…… describing about the difficulties you are faced with.：**

**I have had much difficulty/trouble in \_\_\_\_\_\_\_\_\_\_\_(交代自己面临的困难). Besides, I’m very upset that \_\_\_\_\_\_\_\_\_\_\_（提出令自己苦恼的问题）. What’s more, I don’t know \_\_\_\_\_\_\_\_\_\_\_（进一步说明自己的困境） I’m wondering if you could be so kind as to \_\_\_\_\_\_\_\_\_ so that \_\_\_\_\_\_\_\_\_\_\_\_（再次请求对方的帮助）.**

* **Ending ----About your wishes for response and your gratitude.**

**I’d appreciate it if you could lend me a hand. I’m looking forward to your early reply.**

**Yours Sincerely / Faithfully/ Truly,**

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

**四、求助信实例**

I. 高考真题（浙江2018年11月）

 假定你是李华，乘坐FL753航班抵达伦敦后发现钱包遗失。请给航空公司写一封邮件说明情况并寻求帮助。内容包括：

 1.行程信息：

 2.钱包特征；

 3.联系方式。

注意：

 1.词数80左右；

 2.可以适当增加细节，以使行文连贯。

Dear Sir or Madam,

I’m Li Hua, an exchange student from China. I took FL753 to London on November 2, 2018, and the moment I stepped off the plane I found my purse gone. It must have been left on the flight. It is a blue leather purse with over $1000, my ID card and my passport in it.

If you find any clue, please phone my host family at 123456789 or email me at lihua@hotmail.com. I would greatly appreciate your timely help.

 Yours,

 Li Hua

II. 高考真题（2016全国卷1）

 假如你是李华，暑假想去一家外资公司兼职，已写好申请和个人简历（resume）。给外教Miss Jenkins写信，请她帮你修改所附的文字和格式（format）。

注意：

1. 词数100左右；

2. 可适当增加细节，使行文连贯。

Dear Miss Jenkins,

I'm writing to ask whether you could do me a favor.

In order to gain some social experience and improve my work ability. I'm going to take a part- time job during the summer vacation. So interested in the position in a foreign-captured company am I that I’ve already written an application letter and my resume all in English. However, I’m afraid that there might be some grammar mistakes or inappropriate format in the materials that I prepared.

Would you be so kind as to correct the mistakes and improve the format of the application and resume for me. I would appreciate it if you could take the trouble to help me. I’m looking forward to your early reply.

 Yours,

 Li Hua

III. 假定你是李华，下学期要去美国纽约大学留学，请给美国的朋友Mike写一封电子邮件，让他帮你租一间合适的房子，内容包括：

1. 向朋友求助；

2. 对房子的要求及租住时间；

3. 表示感谢。

注意：

 1.词数80左右；

 2.可以适当增加细节，以使行文连贯。

Dear Mike,

I’m glad to tell you that I’ll study at New York University next term. I’m writing to ask you to rent an apartment for me.

Hopefully I can live alone in a well-equipped apartment with a bedroom, a living room, a washroom and a kitchen located in a safe community, within 20 minutes’ walk from the campus, so that I can live comfortably. Besides, I hope that the supermarket and public transport can be within easy reach. I will arrive in New York on September 2nd and begin the rent at least for this term. It’s up to you to decide the price.

Thanks for your help and look forward to your early reply.

 Yours,

 Li Hua

IV. 假定你是李华，暑假打算去英国旅游，请给英国的朋友Jack写一封电子邮件，让他帮忙预订酒店和接机，内容包括：

1. 行程信息；

2. 对酒店要求；

3. 表示感谢。

注意：

 1.词数80左右；

 2.可以适当增加细节，以使行文连贯。

Dear Jack,

This summer I intend to have a trip to England and I’m writing to ask you to book a hotel for me.

My flight is scheduled to arrive at London Heathrow Airport at 3 pm on July 15th. I’ll stay in London for five days. The hotel is hopefully in the center of the city with famous attractions nearby. The room is tidy and clean. By the way, is it convenient for you to meet me at the airport that day?

You help will be highly appreciated and I look forward to your early reply.

 Yours,

 Li Hua

V. 假如你是李华，你家乡的梨花节(Ewha Festival)负有盛名，你写了一篇英文宣传稿，想请外籍教师Bob帮忙润色。请根据提示用英语给Bob写一封电子邮件，内容包括：

1.求助事由；

2.求助内容；

3.表达感激。

注意：1. 词数100左右；

 2. 可适当增加细节，使行文连贯。

Dear Bob,

I’m writing to you in the hope that you will be so kind as to do me a favor. When it comes to the Ewha Festival. There's no denying that it enjoys a great reputation in my hometown. I, for a long time, have been desiring to write an appealing article to make it better known. However, only when I put the idea into practice did I find my English far from satisfying.

As far as I know, you have such a good command of written English as impresses me a lot. Therefore, I’m wondering whether you could take the trouble to have my draft polished at your convenience.

I would be grateful if you could take my request into consideration.

 Yours,

 Li Hua

VI. 假设你是李华，你的美国朋友Tom上个月来到北京学习。七月份你将去北京参加暑期中学生英语演讲比赛 (speech contest)，你在资料搜集、语言运用等方面遇到了困难。请根据以下要点给Tom写一封电子邮件：

1. 询问Tom的生活和学习情况；
2. 谈谈你的困难并请Tom帮忙；
3. 告诉Tom你打算赛后去看他。

注意：1.词数:120—150；

 2.可适当增加细节，以使行文连贯。

Dear Tom，

     How is it going these days? I keep wondering how you feel about your school life in Beijing. Have you got used to the life in China? Are you enjoying your life? I hope you are.

     Let me tell you a piece of good news: I’m going to take part in an English speech contest of middle school students in July in the coming summer vacation. So I’m busy preparing for it. But now I have some difficulty in collecting useful information and using proper English word to express my thoughts. Besides,  I really want to improve my spoken English, especially the pronunciation and intonation（语调）. Of course, as a native English speaker, you can give me some suggestions.

 In addition, I’m going to visit you after the contest. I’m sure we will have a wonderful time together in Beijing! I can hardly wait to see you! I am looking forward to your early reply.

 Yours,

 Li Hua