

## 应用文写作 第3小节 复习笔记

### How?

#### 1. 应用文写作的问题

1.卷面不洁 2.格式不妥 3.语法误用 4.拼写错误

5.人物不明 6.措辞不当 → **Who?**

7.要点不全/过度/偏离 8.观点雷同 → **What?**

9.文体不辨 10.逻辑不清 11.套话连篇 → **How?**

#### 2. 案例分析 I (How?)

##### 作文要求：

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。

##### 问题作文一：

To whom it may be concerned,

I am writing to report the loss of my wallet. On 1st November, 2018 I flew business class on your flight 753 from China to London.

I clearly remember it was with me immediately I boarded the plane. However, on arrival in London Heathrow Airport, I found it gone. I guess it must have slipped out of my pocket during the flight. It is a black leather one with around 200 dollars, my ID card, and 2 credit cards in it. Along with the items mentioned above, the bag contains a family photo, my precious memory. As you can imagine, these matter a lot to me.

Has anybody happened to find it? Please email me at [xxx@googlemail.com](mailto:xxx@googlemail.com). Thank you for your time and support!

Yours sincerely,  
Li Hua

### 问题解析：

问题分析 - 文体不辨；逻辑不清

To whom it may be concerned (可精简)，

I am writing to report the loss of my wallet. On 1st November, 2018 I flew business class (可精简) on your flight 753 (可精简) from China to London.

I clearly remember it was with me immediately I boarded the plane. However, on arrival in London Heathrow Airport, I found it gone. I guess it must have slipped out of my pocket during the flight. It is a black leather one with around 200 dollars, my ID card, and 2 credit cards in it. Along with the items mentioned above, the bag contains a family photo, my precious memory (可精简). As you can imagine, these matter a lot to me.

Has anybody happened to find it? Please email me at xxx (缺乏真实感) @googlemail.com. Thank you for your time and support!

Yours sincerely,  
Li Hua

### 修改版本：

To whom it may concern,

I am writing to seek your help with my wallet which was lost on your flight FL753 from China to London on 1st November, 2018.

I clearly remember the wallet was with me immediately I boarded the plane. However, on arrival in London Heathrow Airport, I found it gone. I guess it must have slipped out of my pocket during the flight. It is a black leather one with around 200 dollars, my ID card, and 2 credit cards in it. As you can imagine, these matter a lot to me.

Has anybody happened to find it? Please email me at lihua @googlemail.com. Thank you for your time and support!

Yours sincerely,  
Li Hua

### 问题作文二：

问题分析 - 套话连篇

Dear Sir/Madam,

Aiming at finding my wallet, I'm writing to ask for your help.

As scheduled, I set out from Hangzhou airport at 3 o'clock last Saturday. The number was FL753. When I arrived at London, I found that my wallet

was lost. It contained my ID card and 300 dollars. I sincerely hope that you can help me find it.

If you have any information, please call me, whose phone number is 13336163197.

### 问题作文三：

问题分析 - 文体不辨；逻辑不清；套话连篇

建议 - 关注文体；理清逻辑；勿机械套用

On behalf of the whole class, I feel extremely honored to invite you to join us in an outing.

First, please get to the school gate at 8:00 am. After that we will set out together by bus. In the end, we will come back at 5:00 pm. Last but not the least, you can bring a camera to record the happy moment.

We will appreciate it if you are able to join us and take part in this consequential activity.

Please come and join us at your convenience, because we are longing for your arrival desperately.

### 3. 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。



### 高分作文：

To whom it may concern,

14 分

I am Li Hua, a passenger of flight FL753. I'm writing to seek your help in finding my lost wallet.

Upon arrival at London Airport last night, I found my wallet missing, in which there is my passport, two credit cards and some cash. Besides, it is a leather one in emerald green. As you can imagine, the wallet is of great importance to me, so please let me know if anyone happens to find it. I can be reached at anytime by cellphone at 86754321.

I would be extremely grateful if you do me the favor.

sincerely,

Yours

Li Hua

### 习作分析：

得分要点：红色部分：使用求助信的语言(文体)

绿色部分：使用与主题相关的词汇(主题/话题)

To whom it may concern,

I am Li Hua, a passenger of flight FL753. I'm writing to seek your help in finding my lost wallet.

Upon arrival at London Airport last night, I found my wallet missing, in which there is my passport, two credit cards and some cash. Besides, it is a leather one in emerald green. As you can imagine, the wallet is of great importance to me, so please let me know if anyone happens to find it. I can be reached at anytime by cellphone at 86754321.

I would be extremely grateful if you do me the favor.

Yours sincerely,

Li Hua

## 4. 案例分析 II

### 案例：

假定你是李华，今年 6 月外教 Grace 就要完成她在你校一年的教学，启程返美。请你给她写一封邮件，表示对她的感谢。要点如下：1.感谢一年的教学和帮助；2.回忆去年感恩节一起做火鸡、开派对；3.欢迎再次来中国与同学们相聚。

### 高分作文：

Dear Grace,

I'm writing to extend our sincere gratitude for your productive work in our school.

In the past year, what impressed me most is your unique teaching style and selfless devotion to helping us. I especially remember the Thanksgiving party with our self-made turkey, which was a rare opportunity for us to experience western culture. All good things must come to an end. 挖空的亮点 On the point of your leaving, we do hope that we can keep connected with each other.

Thanks again for all your efforts and we are expecting your next visit. Wish you all the best!

Yours sincerely,  
Li Hua

### 5. 备考建议

知己知彼，大方得体；

切中要点，稳中求新；

文体话题，清晰可读。