

应用文-书面通知导学案

Notice

(杭州二中仿真考应用文例析)

技法讲解

一、【书面通知常用词块&必备短语】

1. _____ the school gate 在学校大门口集合
2. be expected _____ 期待按时参加
3. be _____ because of the heavy rain
由于大雨而被推迟
4. _____ environmental protection
提高我们的环保意识
5. to _____ the knowledge of the Silk Road
为了满足你们对于丝绸之路知识的渴求
6. encourage students to _____
鼓励学生参加一些户外活动

二、【书面通知之靓点句式&套用句式背一番】

1. A meeting _____ Room 202 of Building 3 at 7 on the evening of Sep. 15.
2. Our class will organize _____ next Monday.
3. The people who will be present at the meeting _____ before 9 o'clock.
4. _____ at the meeting is....
5. The attendants _____ on time and _____ to write down the important information.

1. 书面通知篇首句---引人入胜开头句

直接说明通知内容，常用 there be 句式或被动语态。

[典例 1] An English Club _____ on September 16, 2021 in our school.

[典例 2] _____ on American culture in our school on Friday evening.

[典例 3] A five-day outdoor survival training _____ our school during the summer vacation yet to come.

[典例 4] _____ "Innovations on Campus" is around the corner. Each of you _____ which encourages creative minds and gives full play to your DIY skills.

“通过电影学英语”这一激动人心的活动即将到来，目的是使我们的校园生活更加丰富多彩且有意义。

2. 书面通知正文段---画龙点睛篇中句

[典例 1] Don't forget to _____. 请一定要准时。

[典例 2] All teachers and students _____. 全部师生务必要.....

[典例 3] _____ the English Department in the hall of the library on Saturday evening.

本周六晚英语系在图书馆大厅将举行一场聚会/演讲/竞赛。

[典例 4] _____ you that... 很高兴地通知你们.....

[典例 5] Those who are interested in... _____. 欢迎所有对.....有兴趣的人参加。

3. 书面通知结尾段---言简意赅篇尾句

常常重申希望大家参加活动，或提出注意事项。

[典例 1] Please be there on time./Be sure _____.

[典例 2] If you have any opinion about the film, please _____ studentunion@126.com.

(2018•全国卷 II 书面表达)

[典例 3] For any question, _____ 44876655.

书面通知 通知模板

布告通知	书信通知
<p>Notice (发起者) has decided to _____ . (活动具体内容) This is to be held on _____ at _____ in _____ (活动具体时间、地点). Those who _____ (活动参加人员) are welcome.</p> <p>Remember that _____ (提醒). I believe you will _____ . The Students' Union</p>	<p>March 11th, 2017 Dear students, The Students' Union _____ (具体活动). It will be held (活动具体时间、地点). _____ it is welcome to attend _____. The activities include _____ (活动具体内容). Those who want to take part in _____ (活动参加人员) please _____ the Students' Union. Please come to _____ ! The Students' Union</p>

书面通知【写作模板 2】

NOTICE/Notice(标题)

Date(通知发布日期)

① In order to _____ (活动目的), _____ (活动/事件) will be held _____ on _____ (date), at _____ (time) in _____ (place) (活动具体地点、时间). ② The _____ (事件大体内容). ③ Those who _____ (活动参加人员) are required to _____ (活动具体要求). ④ Remember to _____ (提醒). And don't forget _____. (活动注意事项)

All are _____ in the contest.

The School Students' Union(发布通知者)

应用文习作----书面通知题型训练&实践演练&语篇鉴赏

【书面通知实践演练：杭州二中 5 月仿真考】【关于观看英语社宣传短片的通知】

第一节 应用文写作（满分 15 分）

假定你是李华，学校英语社社长。请你在校宣传栏上写一则通知，请大家观看英语社宣传短片，内容包括：

1. 短片内容；
2. 放映时间、地点；
3. 欢迎大家加入英语社。

注意：

1. 词数 80 左右；
2. 可适当增加细节，以使行文连贯。

【书面通知实践演练：杭州二中 5 月仿真考】【关于观看英语社宣传短片的通知】：

高分作文展示 1：

Dear Students,

A short movie which _____ School English Club, _____ next Friday at 3:30 p.m. It will _____ about the origin and _____. In this movie, not only will you _____, but also it may _____ in English learning. On top of that, if you want to join us, there are some trivial but vital things you ought to have: _____ your English teacher, the pluck of overcoming difficulties and _____.

Welcome to join our school English Club!

School English Club

June 1st

【书面通知实践演练：杭州二中 5 月仿真考】【关于观看英语社宣传短片的通知】：
高分作文展示 2:

Notice

_____ motivating students to learn English and _____, an English video will _____ in the auditorium at 1:00 on June 24th .

The video which _____ of English will not only inevitably _____ about English but also _____ to gain a glimpse into _____.
_____ you to in our English Club.

School English Club

【书面通知实践演练：杭州二中 5 月仿真考】【关于观看英语社宣传短片的通知】：
高分作文展示 3:

Notice

In order to _____ English and _____, an English Club video will be shown in the lecture hall at 4:00 p.m. on Friday.

The video is about _____, which can _____. Also it is a great opportunity to _____ of the club. Eventually, anyone who is willing to _____ the club, please go to your English teacher and _____ for it. All are welcome to _____ the club.

That's all, thank you!

School English Club

【书面通知实践演练：杭州二中 5 月仿真考】【关于观看英语社宣传短片的通知】：
高分作文展示 4:

Notice

_____ enriching school life and _____ in English. An excellent English movie _____ be shown in the auditorium on the first floor from 1:00 to 3:00 p.m. on June 3rd. Some details about it are _____.

As we all expect, the movie made by English club can not only _____ on how to speak English _____ a native speaker, but also a good opportunity to _____. What's more, if you are keen on English, please come to English Club and _____ for it.

Your presence is _____.

School English Club

【书面通知实践演练：杭州二中 5 月仿真考】【关于观看英语社宣传短片的通知】：
高分作文展示 5:

Notice

I'm Li Hua, chairman of the school English Club. _____ our interest in English learning and _____ for us to practice and improve English. There will be an activity in the school auditorium, where you'll _____ about English Club.

During watching this video, you'll _____ in a relaxing atmosphere, which

enables to _____. In addition, there will be _____ concerning English Club. Last but not least, all the students are welcome to _____. I'm convinced that your oral English will _____ as long as you join it.

If you're interested, please _____ at 5:00 p.m. this Friday.

School English Club

【书面通知实践演练：杭州二中 5 月仿真考】【关于观看英语社宣传短片的通知】：
高分作文展示 6:

Notice

Our school English club will _____ on school screen. Everyone _____ at 8:00 a.m. next Friday.

The reason why we took the video was that not only can it _____ but also promote our passion for English learning. Here are _____, including how to _____ when we communicate with foreigners, _____ in those English poems.

Last but not least, we sincerely invite you to _____. As long as you are keen on English, you can _____. Your enthusiasm is the best gift for us.

School English Club