

应用文写作 第7小节 复习笔记

同一文体不同话题的归类（以倡议书为例）

1. 倡议书

倡议书写作，一般来说都是：提出一个问题，针对这个问题，我们来提出相应的想法或建议，最后呼吁大家一起来关注或解决这个问题。

倡议通常分成书面倡议和口头倡议，书面倡议一般在后面会有落款，表明倡议人或者发出倡议的组织。口头倡议和演讲稿一样，不需要落款。

2. 案例一

写作要求：

文体语言：倡议书 话题语言：健康管理

假如你是学生会主席李华，发现部分同学因忙于学习而影响了健康。为此你决定向全校同学发出以“管理自己的健康”为主题的倡议书，内容要点包括：

1.提出问题； 2.“管理自己的健康”的意义及倡议。

范文：

Dear fellow students,

Currently, the health conditions of students have declined due to academic overloads. I'm here advocating health management.

Health is known as the first wealth, which is the basis of high efficiency and creation. To keep ourselves in good health, we should strike a balance between study and life by means of eating healthily, exercising regularly and taking adequate rest. Anyway, only when we enjoy good health can we lay a good foundation for a rosy future.

A good healthy body is worth more than a crown in gold. However busy we are, manage our health first!

Li Hua

老师点评：

academic overloads, 过重的学业负担。目前同学们由于过重的学业负担，健康状况都有所下降。

I'm here advocating health management, 我在这里倡议健康管理, 把自己的写作目的表达出来。

第二段是健康管理的意义以及倡议。健康是第一财富, 它是高效率和高创造力的基础, 这是意义。为了保持健康的体魄, 我们应该取得学习和生活其中的一个平衡, strike a balance。作者用 by means of 引出三个并列的结构 — eating healthily 健康的饮食, exercising regularly 规律的锻炼, taking adequate rest 充足的休息。

lay a good foundation for a rosy future, 重申健康管理的意义。

最后一段, A good healthy body is worth more than a crown in gold, 好的身体比金王冠都要贵重, 这是一句谚语。However busy we are, manage our health first!

所以呀, 无论我们有多么忙碌, 我们都首先要管理好自己的健康。

3. 案例二

写作要求:

文体语言: 倡议书 话题语言: 文学阅读

假如你是李华, 注意到你校学生很少进行英语文学阅读。请给全校同学用英语写一封倡议书, 倡导大家多阅读英语文学作品。内容包括: 1. 介绍现状; 2. 你对英语文学阅读的看法; 3. 发出倡议。

范文:

Dear fellow students,

Currently, most students in our school read little English literature. I'm here to highly advocate reading English literature.

Generally, English literature is ignored not only because they are difficult, but because they are considered unnecessary. In my view, however, English literature is what we can't afford to miss. It offers us an opportunity to appreciate the beauty of English and have a taste of a different culture as well. Better yet, it allows us to communicate with those great minds.

I hereby appeal to every one of you to read more English literature and you won't regret it!

Li Hua

老师点评:

提出问题——很少阅读英语文学作品。我在这里强烈呼吁大家读文学作品。很多人都认为文学阅读太难了, 而且可能也没那么必要。what we can't afford to miss 指的是很重要的东西, 我们丢不起的东西。在我看来文学阅

读太重要了，因为文学阅读给我们提供一种机会来品味英语的那种美，并且也同时让我们去体会一下不同的文化。Better yet, 更好的是，读文学作品可以让我们跟那些文学巨匠进行交流。

因此，我在这里呼吁每个人都来阅读文学作品，这样的话才不至于留下遗憾。呼吁某人做某事 appeal to sb. to do sth. 或者 call on sb. to do sth.

4. 案例三

写作要求：

文体语言：倡议书 话题语言：文明使用共享单车

假定你是李华，最近你发现有学生将共享单车停到了校园内并且上了私锁。请你就此现象，写一封倡议书发表在校英文报上，倡议同学们文明使用共享单车。

内容提示：1. 共享单车带给人们的便利； 2. 如何正确使用共享单车。

范文：

Dear fellow students,

Currently shared bikes are booming but also mirroring some problems such as inappropriate parking and even locking them privately. I'm here to highly advocate truly sharing these bikes.

It's universally acknowledged that shared bikes win a preference for their sufficient supplies and easy reach. However, some people take them for their own interests, which definitely blocks the convenience. Consequently, everyone is called on to share bikes consciously.

Let's take action immediately to observe the rules, thus regulating the use of shared bikes. Your efforts count!

Li Hua

老师点评：

目前共享单车发展很快，boom 迅速发展，但是同时也映射出了许多问题，mirror，镜子，也有反射的意思，比如说停车乱停 inappropriate parking，还有甚至自己上了私锁 locking them privately。那么针对这些问题，我这里来强烈的呼吁一下，我们要真正地共享单车。

大家都公认，共享单车很受人们欢迎，一是因为车辆供给非常充足 sufficient supplies；easy reach 就是很容易找到这样的共享单车，表明很方便、很便利！win a preference for their sufficient supplies and easy reach 内容更精准，语言结构更丰富，阅卷老师会有眼前一亮的感觉。

但很多人却因为个人的私利而在使用他们，which definitely blocks the convenience.当然无疑是封锁了便利性，也就是说使其不再便利了。

Consequently, everyone is called on to share bikes consciously. 每个人都被呼吁来自觉地共享单车。

Let's take action immediately to observe the rules, 让我们立马行动来遵守这些规则。thus regulating the use of shared bikes, 因此来规范共享单车的使用。

Your efforts count 你的努力极有意义, 鼓励对方积极参与这个倡议活动中来。

5. 案例四

写作要求：

文体语言：演讲稿 + 倡议书 话题语言：睡眠质量

每年的3月21日是“世界睡眠日”(World Sleep Day)。请你以 **The Importance of Good Sleep** 为主题, 按下列要点写一篇**演讲稿**: 1. “世界睡眠日”的时间和目的; 2. 睡眠不良的危害; 3. 如何提高睡眠质量; 4. 呼吁大家提高睡眠质量。

范文：

Dear fellow students,

It's a great honor for me to share my ideas on The Importance of Good Sleep **with you.**

As we know, World Sleep Day **falls on March 21st**, aiming to raise public awareness of good sleep. A lack of sleep will not only weaken our immune system, but also cause a bad mood and working inefficiency. To sleep well, you'd better **form a regular sleep habit**. Besides, **making your bedroom pleasant and quiet** to sleep in can also help. Additionally, **avoiding tea, coffee or alcohol before bedtime** is a must.

Sleep well, live well. I do hope that all of us can enjoy good sleep and live a happy life accordingly. Thanks for your listening!

老师点评：

结合3月21号 World Sleep Day 来写一个演讲稿, 尽管是个演讲稿, 但是大根据它的主题和要点, 其实还是一个倡议信。

我跟大家来分享一下我对于 The Importance of Good Sleep 这个话题的一个观点。

世界睡眠日是在3月21号, 它的目的是为了来提高公众好睡眠的意识。A lack of sleep 缺乏睡眠, 不仅会削弱我们的 immune system 免疫系统, 同时还会让我们心情不好, 并且会导致 working inefficiency 工作效率低下。

为了提高睡眠, 我们要养成正常的睡眠习惯, 并营造愉快安静的睡眠环境。另外睡觉之前不要喝茶、咖啡或酒精, 这也是一件必须的事情。

我们可以用一些谚语或是一些比较押韵的朗朗上口的语言来进行呼吁，为我们的倡议增添光彩。Sleep well, live well. 睡得好我们才可以生活好。因为它是个演讲稿，所以 Thanks for your listening 来结束这个稿子会比较合适。

6. 案例五

写作要求：

文体语言：通知 + 倡议书 话题语言：英语节

你校将于9月6-10日举办首届英语节（English Festival）。假如你是学生会主席李华，请你用英语给全校师生广播讲话，讲话的内容主要包括：1.活动时间和意义；2.活动内容；3.鼓励参加。

范文：

Dear teachers and schoolmates,

May I have your attention, please? I have an announcement to make.

The first English Festival is to be held from September 6th to 10th. This week-long festival promises to be a feast for ears and eyes as well as minds. Students and teachers are welcome to participate in English singing competitions, drama performances, or attend lectures on Western culture.

Why not come and join us? By immersing everyone in the charm of English, the festival is bound to fuel your desire to be better English learners, spark your way of thinking and above all get all of you to have fun with English.

That's all. Thanks for listening and have a good day!

老师点评：

Dear teachers and schoolmates,因为是广播讲话，所以需要使用口头通知的文体语言。

May I have your attention, please? I have an announcement to make. 我要做个口头通知。

首先是时间，然后是意义。为期一周的节日有望成为同学们的视觉、听觉以及心理的盛宴。promises to be 有望成为，能够成为，a feast for something，一场盛宴。

老师们，同学们，欢迎你们来参加我们的英语的唱歌比赛，戏剧表演比赛，或者我们也可以去听听一些关于西方的文化。后面当然要来鼓励参加了，Why not come and join us?

By immersing everyone in the charm of English,通过让大家都沉浸到英语的魅力当中这种方式，这个节日必定能够 fuel your desire，来点燃你的愿望。可以让你学好英语，培养思维，同时也享受英语学习带来的乐趣。

7. 案例六

写作要求：

文体语言：书面通知 + 倡议书 话题语言：海报创新设计比赛

假定你是某国际学校的学生李华。你校学生会准备于 11 月 15 日-18 日在学生活动中心举办一次“海报创新设计比赛”。请你根据提示，用英语写一则书面通知，并号召大家积极参与。

范文：

Notice

To enrich our campus life as well as increase our creative thinking, we have decided to hold a competition of creative design of posters.

Please see to it that your designs are themed by our campus life in a creative way and all works are supposed to be submitted before November 13th. Then, we'll hold an exhibition at the Student Activity Center from November 15th to 18th, during which all visitors will vote for the best posters. After that, prizes will be presented to the best designers.

This event is thought to be the first of its kind in our school, and it's hoped that each of you can get involved.

The Students' Union
October 20, 2017

老师点评：

为了丰富校园生活，同时来促进我们的创意思维，我们决定要举办一次海报的创新设计比赛。

Please see to it that, 请注意你们的设计一定要以校园生活为主题的。而且是它是创新设计比赛，所以要用一种创新的方法，in a creative way。而且所有的作品都必须在 11 月 13 号之前被递交，are supposed to be submitted。

然后我们会在学生活动中心举办一次展览，时间是 11 月 15 日到 18 日，在展览期间，所有的看展出的人将为他们心目中最好的 post 投票。然后这些奖项将被颁给最好的设计者。

这里细节基本上是自己设计的，结合题目当中给予的一点信息，创造三个层次，比赛前，比赛中，比赛后，有逻辑、有条理。

最后号召大家积极参与，我们学校这是首次举办这样的比赛，呼吁大家都可以积极参与。积极参与除了 join, take part in, participate in, 也可以用 get involved in.