

应用文写作 第2小节 复习笔记

What?

1. 应用文写作中存在的问题

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 (what?)

案例一：

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。

学生习作：

问题分析 - 要点不全/过度/偏离 (6分)

Dear Sir/ Madam,

I'm Li Hua. I went to London by plane FL753. I'm writing to ask for your help.

This morning, ~~I took the 7:00 plane and arrived at 9:00.~~ But when I went out of the airplane, I found my wallet was lost. ~~Then I looked for it everywhere, but still didn't find it.~~ So I guess my wallet maybe lost in the plane. Hope you can help me to find my wallet in the plane.

I'm looking forward to your reply.

Yours sincerely,
Li Hua

案例二：

假如你是李华，你经常和美国笔友 Jeff 通过电子邮件了解彼此生活、学习情况。请你用英语给 Jeff 写一封邮件，向他介绍你在五一劳动节期间的一次活动，内容包括：1.活动过程；2.你的感想。

同学习作：

问题分析 - 要点偏离（劳动节的主旨偏离）

应用文（15分）

Dear Jeff,

I'm writing to share you my unique experience on May 1st.
Currently, the consciousness of environmental protection springs all over the city and I teamed up with another fifty friends to launch a tree-planting activity. Bathed in brilliant sunshine, we planted every tree with great caution with enormous love and hope.

It's high time that we should take effective measures to protect our earth. We are still on the way before to satisfacti
Do you have such similar experience ?

yours,
Li Hua

读后续写（25分）

同学习作改进版：

第一节：应用文写作（满分15分）

Dear Jeff.

I'm writing to share with you my unique experience on May 1st, Labor Day.

Currently, the consciousness of environmental protection springs all over the city and I teamed up with other fifty friends to launch a tree-planting activity. Bathed in brilliant sunshine, we planted every tree with great caution.

Actually, it was a rare opportunity to experience the joy of hard work, which brought us a fulfilling sense of achievement on May Day!

Yours,
Li Hua.

第一节：应用文写作（满分15分）

案例三：

假如你是李华，你校学生会组织部分同学在社区开展了一次环保活动。请你根据提示给美国朋友 Karl 写一封电子邮件介绍此次活动：1.活动时间；2.活动内容；3.活动感受。

同学习作 1：

问题分析 - 观点雷同

Dear Karl,

How are you doing? I'm sharing with you one of my special experiences last Saturday.

In response to the call of the Students' Union, some of us students went to a local community to do some clean-up. Divided into several groups, some collected litter, some helped to put the rubbish into the dustbins, and others handed out brochures, appealing to people to contribute to a better environment. Showered with praise from the residents, we know there's still a long way to go before we really enjoy a satisfying environment.

Do you have similar experiences at home?

Yours,
Li Hua

同学习作 2 选段：

选题新颖，值得借鉴

Last Saturday, the Students' Union of our school launched a book fair in a local community. At the book fair, residents, especially some kids, sold their unwanted books, bought books they needed or simply exchanged books with each other. Like other fairs of this kind, prices were typically very low. Personally, I like this activity, which not only benefits the environment, but also gives us an excellent chance to feel the real world.

总结：

What? - 切中要点，稳中求新