

# A letter of recommendation

以2020年5月宁波二模应用文为例



浙江省平桥中学洪天锋

## 审题

假如你是李华，你们学校的外教Mr.James想找一个人教他8岁的儿子中文。请你写信推荐你的朋友王明，内容包括：

- 1.写信目的，
- 2.推荐理由。

注意：1.词数80左右2.可适当增加细节，使行文连贯。

### 审题五问

- ◆一问类型：推荐信---推荐他人
- ◆二问人称：第三人称为主
- ◆三问时态：一般现在时
- ◆四问要点：写信目的，推荐内容
- ◆五问结构：遵循交际原则，表达具有逻辑性

段落	要点	遣词造句
Para1.	写信背景+写信目的	Learning/knowing that.... I'm writing to recommend..
Para2.	推荐理由 个性特质 语言水平 经验能力	With 的复合结构，定语从句， 非谓语，同位语
Para3.	希望+期待	•take....into consideration •look forward to your reply



## 写作背景+写作目的

## Our problems

- Learning/Knowing that you are looking for a Chinese tutor for your son aged 8, I'm writing to recommend Wang Ming, one of my friends, to you.
- Learning that you are eager to find a person to teach your son eight years old Chinese, I am writing to recommend my friend Wang Ming.
- Informed that you have trouble in looking for a Chinese teacher for your 8-year-old son, I am writing to recommend my friend Wang Ming.
- ~~Knowing that you are looking for a Chinese tutor, I'm writing to~~
  - ✓ 单词拼写：recommend, writing
  - ✓ 表达错误：your 8-year-old son/ your son eight years old/your son aged 8

## 推荐理由 个性特质

### 1.先天个性:

- be born (blessed/**endowed/equipped**) with/ a sense of humor/warm **hospitality/amiable** and **dynamic** personality (character)
- be born as an **extrovert**

### 2.有耐心，有爱心:

- amiable / responsible character /humorous and patient
- extend/render a helping hand /his share of help whenever possible

### 3.与人友好相处:

- get along well with...
- build a good relationship with...

## 推荐理由 语言水平

### 描述能力:

- a good sense of/an **exceptional** command of both my mother tongue and English
- gain/ achieve **remarkable linguistic competence**
- **be exposed to authentic** English background/**bilingual atmosphere/ environment** for ages
- be skilled at/excel in

### 作用效果:

- break down (**remove/eliminate**)消除language barrier
- fit in

## 推荐理由 经验能力

### • 经验经历:

- with abundant (ample) relevant/ tutor-related experience accumulated
- Previous engagement (involvement) 参与 in several voluntary activities both at home and abroad

- 推荐的理由部分可以采纳多种结构，常用的有“总---分”结构和并列结构。句式常采用的有定语从句，**with**的复合结构，非谓语和同位语等等。

## 句式提高

- ◆ He is highly proficient in both Chinese and English
- ◆ He is equipped with a responsible character
- **Not only** is he highly proficient in both Chinese and English, **but** is equipped with a responsible character. **Not only...but also**
- ◆ He always gets along well with kids.
- ◆ He has **humorous and patient character**
- **With humorous and patient character**, he always gets along well with kids. **With短语和高级词汇**



## 句式提高

- ◆ He has abundant experience as well as subtle tutoring techniques
- ◆ It qualifies him to help your son make progress in Chinese learning.
- He has abundant experience as well as subtle tutoring techniques, **which** qualifies him to help your son make progress in Chinese learning.
- ◆ He has been exposed to **Which 定语从句** English background for ages so he has a command of English and Chinese .
- ◆ It will be of great help in tutoring your son.
- Exposed to an authentic English background for ages, he has a command of English and Chinese , **which** will be of great help in tutoring your son.

**Which 定语从句**

## 句式提高

- ◆ He has fluency in Chinese and abundant experience in tutoring kids.
- ◆ He will definitely navigate your son into a fantastic Chinese world by teaching necessary grammars and pronunciations.
- **With** fluency in Chinese and abundant experience in tutoring kids, he will definitely navigate your son into a fantastic Chinese world by teaching necessary grammars and pronunciations.
- ◆ He has abundant **With 的复合结构** experiences and subtle techniques for tutoring.
- ◆ It qualifies him to help your son make steady progress.
- **His abundant previous experiences and subtle techniques for tutoring** qualifies him to help your son make steady progress.

无灵主语

## 结尾

- **Hopefully**, my recommendation can be taken into your consideration.
- I **do hope** you can take Wang Ming into consideration and **believe** your son will enjoy Chinese learning with him.
- I would be appreciative if you could consider my recommendation **favorably**
- I'd be grateful if you could consider my recommendation

• **Tips:** 应用文的结尾可以将真情实感融入套路句中。

Dear Mr. James,

Learning that you are looking for someone to teach your 8-year-old son Chinese, I am writing to recommend my friend Wang Ming.

Discipline and diligence makes Wang Ming one of the top students in the class. Being good at Chinese and English, he once won the first place in our school speech competition. Besides, he is easy-going and willing to help others. In short, I am convinced that he is an ideal candidate.

I would be appreciative if you could consider my recommendation favorably.

- Yours,
- Lihua

Dear Mr. James,

Learning that you are looking for someone to teach your 8-year-old son Wang Ming.

## 1、推荐理由2、个性特质/语言水平

**Discipline and diligence** makes Wang Ming one of the top students in the class. **Being good at** Chinese and English, he once won the first place in our school speech competition. Besides, he **is easy-going** and **willing to help others**. In short, I am convinced that he is an ideal candidate.

I would be appreciative if you could consider my recommendation favorably.

- Yours,
- Lihua

Dear Mr. James,

**Learning that** you are looking for someone to teach your 8-year-old son, I am writing to recommend Wang Ming to you.

1.逻辑衔接词及短语 2.无灵主语/非谓语/从句

**Discipline and diligence makes** Wang Ming one of the top students in the class. **Being good at** Chinese and English, he once won the first place in our school speech competition. **Besides**, he is easy-going and willing to help others. **In short**, I am convinced **that** he is an ideal candidate.

I would be appreciative if you could consider my recommendation favorably.

- Yours,
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Dear Mr. James,

**Learning that** you are looking for someone to teach your 8-year-old son Chinese, I **am writing to** recommend my friend Wang Ming.

**Discipline and diligence** makes Wang Ming one of the top students in the class. **Being good at Chinese and English**, he once **won the first place in** our school speech competition. **Besides**, he is easy-going and **willing to** help others. **In short**, I **am convinced that** he is an **ideal candidate**.

I would be appreciative if you could consider my recommendation favorably.

- Yours,
- Lihua

分---总结构



Dear Mr. James,

**Learning that** you are looking for a Chinese tutor for your son, **I'm writing to** recommend my friend Wang Ming to you.

I'm fully convinced that he will be capable of the job. Not only does he have high proficiency in both Chinese and English, but he also equips himself with amiable character. Hence, he is bound to get along well with your eight-year-old son. Moreover, he has abundant experience as well as subtle tutoring techniques, which qualifies him to help your son make progress. If interested, feel free to contact him at 13967783179.

**I'd be grateful if you could consider my recommendation.**

- Yours,
- Lihua



Dear Mr. James,

Learning that you are looking for a Chinese tutor for your son,  
I'm writing to

## 1、推荐理由2、个性特质/语言水平

I'm fully convinced that he will be capable of the job. Not only does he have high proficiency in both Chinese and English, but he also equips himself with amiable character. Hence, he is bound to get along well with your eight-year-old son. Moreover, he has abundant experience as well as subtle tutoring techniques, which qualifies him to help your son make progress. If interested, feel free to contact him at 13967783179.

I'd be grateful if you could consider my recommendation.

- Yours,
- Lihua

Dear Mr. James,

Learning that you are looking for a Chinese tutor for your son,

I'm writing **1.逻辑衔接词及短语 2.定语从句/非谓语/从句**

**I'm fully convinced that** he will be capable of the job. **Not only** does he have high proficiency in both Chinese and English, **but** he **also** equips himself with amiable character. **Hence**, he is bound to get along well with your eight-year-old son. **Moreover**, he has abundant experience **as well as** subtle tutoring techniques, **which qualifies him to** help your son make progress. **If interested**, feel free to contact him at 13967783179.

I'd be grateful if you could consider my recommendation.

- Yours,
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Dear Mr. James,

**Learning that** you are looking for a **Chinese tutor** for your son, I'm writing to recommend my friend Wang Ming to you.

**I'm fully convinced that** he will **be capable of** the job. **Not only** does he **have high proficiency in** both Chinese and English, **but** he also **equips himself with amiable character**. **Hence**, he **is bound to** get along well with your eight-year-old son. **Moreover**, he **has abundant experience** as well as **subtle tutoring techniques**, **which** qualifies him to help your son. **总---分结构**  
If interested, feel free to contact him at 1396778

I'd be grateful if you could consider my recommendation.

- Yours,
- Lihua

假定你是李华，你校学生会将进行主席换届选举，请给负责学生会的格林先生写一封英文信，推荐自己，内容包括：

1. 性格特点；
2. 个人优势；
3. 希望获准。

Dear Mr. Green,

My name is Li Hua. **Learning that** the new President of the Students' Union will be elected in our school, **I am writing to recommend myself for the precious opportunity.**

I am **an all-round student with excellent grades** in all subjects. **Additionally,** **blessed with optimistic character and excellent organization abilities,** I have **ample faith in** being a qualified leader. **Also,** my experience with the Students' Union in the past two years **enables me to be** mature成熟的 and seasoned老练的 enough to face a more severe challenge.

**In view of my previous brilliant performance, I bet** I am just the right person that you want. **I'd appreciate it if you could take my application into account.**

Yours sincerely,  
Li Hua

Dear Mr. Green,

I'm Li Hua, a Senior 3 student. Learning that the school Student Union is selecting / electing the right person as new President, I'm writing to apply for the position / **recommend myself for the post**.

I think I'm well qualified. I'm responsible, active in social activities and always ready to reach out. Besides, having been monitor for years, I'm excellent at managing a class, (**making our class a united and energetic one**), and organizing various activities to enrich the school life, which I believe is also a must for a president.

I'd appreciate it if my recommendation could be favorably considered.

Yours sincerely,  
Li Hua (91+8)



Thank you~~

