

考前逆袭

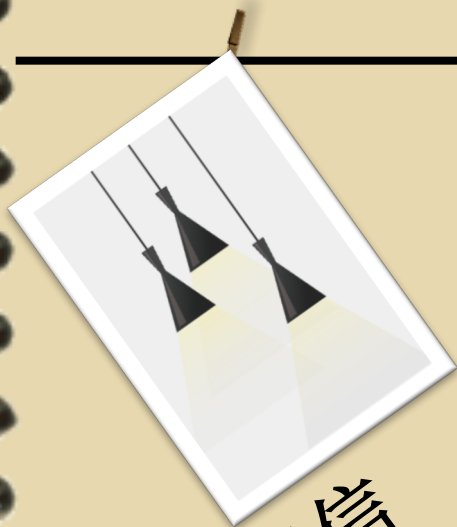
应用文写作

——熟记常用句式、常考语篇

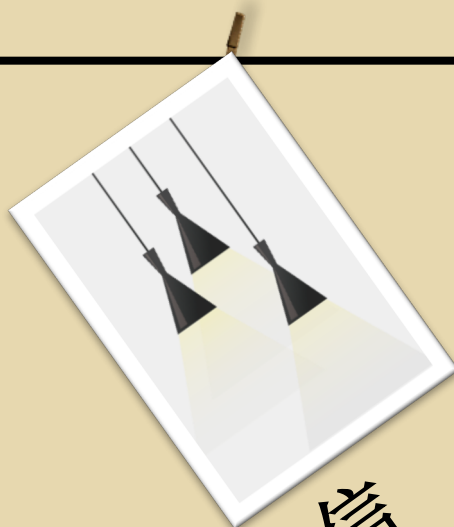
溯恩英语编辑部



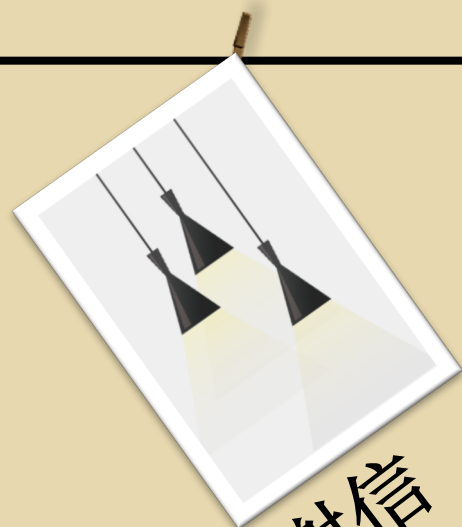
目录 Contents



- 01. 邀请信
- 02. 祝贺信
- 03. 建议信
- 04. 求助信



- 05. 申请信
- 06. 招聘信
- 07. 投诉信
- 08. 道歉信



- 09. 感谢信
- 10. 咨询信
- 11. 通知
- 12. 其他

01. 邀请信

【篇首句】 介绍自己，说明活动，邀请对方。

1. 很遗憾你不久就要回美国了。所以，这周六，在阳光俱乐部我们会为你举行一个欢送会/庆祝晚会/欢迎会。下午六点你能来吗？

➤ It's a pity that you have to go back to America soon. So a farewell party/ victory party/ reception for you will be held in the Sun Club this Saturday evening. Could you come at 6:00 pm?

2. 我很荣幸受邀参加这么有意义的活动。

➤ I feel it a great honor to be invited to get involved in such a meaningful activity.

3. 我知道你的母语是英语，还是一个英语老师。我，代表我们学校，真诚的邀请你来比赛现场。

➤ I know you are a native speaker of English and an English teacher, and I, on behalf of our school, sincerely invite you to be part of the contest.

01.邀请信

【篇中句】介绍活动具体内容。

1.它将于下午两点钟开始，四点钟结束在此期间将会有十五位准备充分的参赛者发表演讲。

➤ It will **begin at 2:00 pm** and last two hours, during which **time 15 well-prepared contestants will deliver their speeches.**

2. 那期间你有空吗？请方便时尽快给我打电话1234567。

➤ Will you **be available** during that time? Please **contact me at 1234567 at your earliest convenience.**

01. 邀请信

【篇中句】 介绍活动具体内容。

3. 顺便说一下，你可以乘坐你家公寓前的322路公交车，它会直接把你带到俱乐部。

➤ By the way, you may take **Bus No. 322** in front of your apartment and it will take you **directly** to the club.

4. 既然你如此渴望提高英语，这会是一个很好的机会。

➤ Since you **are so eager to** improve your English, it will **prove to be a great chance**.

01.邀请信

【篇尾句】 期待对方接受邀请及尽快回复。

1. 您的参加将为我们的活动蓬荜生辉，我们期待。

➤ **Your participation can surely add color to our trip and we are all looking forward to your involvement.**

2. 期待着你的到来。

➤ **We are looking forward to your coming with great pleasure./ I am longing to see you soon./We sincerely hope that you make it.**

3. 请您就此类事情提供建议。我将不胜感激。

➤ **I'd appreciate it if you could offer some advice on such a matter. /Your attention to this letter would be highly appreciated.**

4. 如果你能将关于该项活动的有关信息发给我，我将不胜感激。

➤ **I would be forever grateful if you could send me details/information concerning /with regard to the activity.**

01.邀请信范文示例

——2017年11月浙江省英语高考应用文

假如你是李华，你们学校的外教Mr. Hall寒假不回国。你打算邀请他去你家里一起过春节。内容需包含以下要点：

1. 时间
2. 家人
3. 春节活动。

注意：

1. 词数80左右；
2. 可适当增加细节，以使行文连贯

01.邀请信范文示例

——2017年11月浙江省英语高考应用文

Dear Mr. Hall,

Hearing your schedule to stay in China in the coming winter vocation, I'm writing to extend my sincere invitation to you to spend the Spring Festival with my family.

Our family gathering, to be held on the night of February 18th, means cosy reunion for us, **including** my grandparents, uncles and aunts with their kids. We'll have **a big feast together, chatting** casually. As for activities, setting off fireworks and going to the **temple fairs never fail to bring laughter.** And I suppose the splendid Spring Festival Gala will also be your cup of tea.

01.邀请信范文示例

——2017年11月浙江省英语高考应用文

Never deprive yourself of such simple pleasures! Looking forward to your early reply.

Yours genuinely,

Li Hua

➤ *“Never deprive yourself of such simple pleasures!”*

➤ 不要错失如此简单的快乐哟!

➤ *deprive [di'praɪv] vt. 使丧失, 剥夺*

➤ *genuinely ['dʒenjuɪnli] adv. 真诚地; 诚实地*

01.邀请信范文示例

——2017年6月浙江省英语高考应用文

假定你是李华，计划组织一次郊游，请给你的英国朋友Chris 写封邮件邀请他参加。内容包括

:

- 1.参与者；
- 2.时间、地点；
- 3.活动：登山、野餐等。

注意：

1. 词数80左右；
2. 可适当增加细节，以使行文连贯。

01.邀请信范文示例

——2017年6月浙江省英语高考应用文

Dear Chris,

I'm writing to invite you to join us in climbing the Fragrant Hill this Saturday.

We are scheduled to gather at the school gate and set out by bus at 8:00 am sharp. After climbing to the top of the hill, we will enjoy our picnic lunch there. At about 2:00 pm, we will take another path down the hill. Meanwhile, you may equip yourself with a camera to capture pleasant moments and the beautiful scenery.

Up till now, 6 boys and 5 girls have joined the team. Looking forward to your involvement.

Yours faithfully,

Li Hua

02.祝贺信

【篇首句】写信目的，表达祝贺

1.我写信向你表衷心祝贺。

➤ I'm writing to **give my sincere congratulations on...**

2.我叫李华，是京剧社的成员。我写信是为了对你被我们俱乐部录取表示衷心的祝贺。

➤ I'm Li Hua, a member of Beijing Opera Club. I'm writing to give my sincere congratulations **on your being admitted to our club.**

3.祝贺你高考成功，被北京大学录取。你的努力得到了回报，我们都为你感到骄傲。

➤ Congratulations on your success in the University Entrance Examination and **admittance to Peking University.** Your hard work **paid off** and we're all so proud of you.

02.祝贺信

【篇尾句】再次祝贺，表达愿望

1.请接受我最真诚的祝贺。我希望学习中国传统文化是愉快和光荣的。

➤ Please **accept my heartiest congratulation**. I hope the learning of Chinese traditional cultures will be **enjoyable and glorious**.

2.请再次接受我的祝贺。我相信你会取得一个又一个的成功。

➤ Please accept my congratulations again. And I do believe you will **achieve one success after another**.

02.祝贺信范文示例

——2018学年第一学期9+1联盟期中考试

假定你是李华，是学校京剧社（Beijing Opera Club）的一员，现在请你写一封信告知在你校学习的美国学生Peter，他的入社申请已通过，将成为社团的正式成员，内容包括：

1. 表示祝贺；
2. 近期活动；
3. 注意事项。

注意：

1. 词数80左右；
2. 可适当增加细节，以使行文连贯。

02.祝贺信范文示例

——2018学年第一学期9+1联盟期中考试

Dear Peter,

I'm writing to congratulate you on officially becoming a member of our club.

It's a perfect time for you to join us because the annual Beijing Opera Week is coming soon. There will be lots of practice and **rehearsals** before the shows and we'd like you to play a part in one of them. You will not have to memorize lines but need to learn some moves, so make sure come to the concert hall for practice on Friday and Sunday evenings. Remember, wear something light.

Hope you will find it fun with us.

Yours,
Li Hua

rehearsal /rɪ'hɜ:səl/ n. 排演; 预演

03. 建议信

【篇首句】 写信背景， 写信目的

1. 很遗憾听说你在适应新学校方面有困难。这样的问题是很正常的。可能下面的建议会有一些帮助。

➤ I'm sorry to hear that you **are having trouble fitting in with** your new school. Such problems are **quite normal**. Perhaps the **following suggestions** are helpful.

2. 我给你写信是想说明一下我对于进一步改善我们旅馆的一些想法，以吸引更多顾客。

➤ I'm writing to you to present what I think on **the further improvement** of our hotel so as to **attract more clients**.

3. 你关于如何学习汉语询问我的建议，那么我就在这里给出一些指导意见。

➤ You have asked me for my advice with regard to how to learn Chinese, and I will try to make some **conductive suggestions** here.

03. 建议信

【篇首句】 写信背景， 写信目的

4. 很高兴收到你的来信， 询问我关于如何适应新的学校生活。 下面是我的一些建议。

➤ I'm very glad to receive your letter **asking for my advice on how to fit in with** the new school life. Here are a few suggestions.

5. 担心与事无补。

➤ Worrying about it won't solve anything / won't make it better / won't do any good to you.

03.建议信

【篇中句】提出具体可行建议

1. 在我看来，在你目前的情况下，找个兼职工作更可取一些。

➤ In my humble opinion/From my point of view, it is more advisable to take a part-time job in your situation....

2. 很多高中生几乎不参加课外活动，是他们身体差的原因。

➤ Nowadays, many **senior school students** hardly take part in **after-class activities**, which accounts for their poor health.

3. 我建议有关当局应该让学生每天运动至少一个小时作为一项规定。

➤ I suggest the **authorities concerned** (should) make it a **rule/routine/regular** for students to spend at least one hour a day on sport.

03.建议信

【篇中句】 提出具体可行建议.

4. 在你目前的情况下，似乎找个兼职工作会有帮助。

➤ It seems that taking a part-time job would **make sense** in your situation.

5. (提议保护北京胡同建筑文化) 我建议应该建立一项法律来维护和保护文化遗产。我还建议建立一个胡同博物馆来展示文化的魅力和意义。我本人，以及其他许多人，都希望北京胡同不只是一段记忆。

➤ I suggest a law **should be set up** to maintain and protect the cultural heritage. I also propose that a hutong museum **be established** to exhibit the charm and significance of the culture. I myself, as well as many others, do hope that Beijing hutong remains **nothing more than a memory.**

03.建议信

【篇中句】提出具体可行建议.

6.因为你很喜欢中国文化，尤其是端午节/中国茶文化/中医，如果你能把你知道的介绍给面试官，这也是一个新奇的想法

➤ Since you take a great fancy to Chinese culture, especially the Dragon Boat Festival/ Chinese tea culture/ traditional Chinese medicine, it would also be a novel idea if you could introduce what you know to the interviewers.

03.建议信

【篇中句】 提出具体可行建议.

7.因为你擅长中国武术/ 相声/书法/京剧/中华经典文学朗诵, 你可以现场表演, 给评委留下深刻印象。

➤ Because you are good at Kung fu / cross-talk / calligraphy / Beijing Opera / Chinese Classics Recitation, it is more advisable to **demonstrate** your **ability/specialty** on the spot, **leaving** the judges a deep impression.

8.既然你多次来中国旅游, 你可以向评委介绍中国的人文景点, 表明你对中国的喜爱。

➤ **Having visited** China many times, you can introduce the **cultural attractions** and **local landmarks** of China to the judges, **showing** your love for China.

03.建议信

【篇尾句】 希望建议有所帮助，表达祝愿

1.我希望这些建议/意见/看法对你实用/有用/有帮助。

➤ I hope you will find these **proposals / suggestions / recommendations practical / useful / helpful.**

2. 无论如何，我希望这些建议对你有所帮助。我会非常高兴看到情况改善。

➤ I hope that my suggestions **are helpful for you anyway.** I would be **more than happy** to see improvement.

3. 我相信你会认真考虑我的建议。无论你决定做什么，祝你学习/工作好运。

➤ I believe that you will **take** my suggestions **into serious account.** Whatever you decide to do, good luck with your studies/work!

03.建议信

【篇尾句】 希望建议有所帮助，表达祝愿

4. 我希望你可以好好考虑我的建议。我准备好和你进一步讨论这件事情。

➤ I hope you can **take good consideration of my advice**. I would be ready to discuss about this matter with you **to further details**.

5. 请原谅我的冒昧，希望你能三思后行。

➤ I hope you will not find **it too straightforward for me to suggest that you think it over before taking action**.

03.建议信范文示例

假定你是李华，你的英国朋友Peter来信就下周三要参加孔子学院(the Confucius Institute)的面试征询你的意见。请你写封回信，内容包括：

1. 写信目的；
2. 提出建议；(至少2条)
3. 表示祝愿。

注意：

- 1.词数80左右；
- 2.可适当增加细节,以使行文连贯。

03.建议信范文示例

——2018年10月暨阳联考 应用文.

Dear Peter,

Glad to receive your letter asking me for some advice on the interview for the Confucius Institute scheduled for **this coming Wednesday**. I'm writing to remind you of **what to prepare for**.

It would be wise of you to read some books about Confucius, which helps to better understand traditional Chinese cultures. It would also be beneficial **to learn a few Chinese greetings**. Additionally, **Wearing Han-style clothing** will **make you stand out** among the candidates and impress the interviewers greatly.

I do hope my proposal could be practical. Wish you good luck!

Yours Sincerely,
Li Hua

3. 建议范文示例

——2018学年第二学期杭州市高三教学质量检测

假如你是高中生李华,你的美国笔友Jack热爱中国传统文化,最近打算来中国工作生活一段时间,但是不确定应该去往哪个城市,写信向你咨询。

请你给他写一封回信,内容包括:

- 1.你推荐的城市;
- 2.推荐的理由(不少于两条);
- 3.美好祝愿。

注意:

- 1.词数80左右;
- 2.可以适当增加细节,以使行文连贯。

3. 建议信范文示例

——2018学年第二学期杭州市高三教学质量检测

Dear Jack,

I am so pleased to learn that you are to spend some time in China.

I recommend you stay in Beijing, the capital and cultural center of China. The city enjoys a high reputation for its abundance of ancient architecture, which represents the traditional local lifestyles. And there are also plenty of museums where precious relics of historical interest are waiting for you to explore. Besides, the **exceptional** Peking Opera performances there are also what you can't miss.

I wish you a very happy and meaningful time in China!

Yours sincerely,

Li Hua

exceptional /ɪk'sepʃənəl/ 优越的; 出色的

04.求助信

【篇首句】写信目的，寻求帮助

1. 很抱歉，我不得不请求你的帮助，希望你能帮助我。

➤ I'm sorry that I have to **ask a favor of you, with the hope that** you will be kind to help me.

2. 我写信寻求你的帮助。

➤ I'm writing **to ask/seek for your help /assistance /guidance....**

3. 我冒昧地写这封信，请求你帮一个忙。

➤ I **make bold to** write this letter to ask you to **do me a favor.**

4. 不幸的是，我遇到困难，你是否能帮我解决这些困难。

➤ But unluckily / unfortunately, I 'm **encountering / faced with** difficulties in doing ..., I wonder if you could help me with these difficulties. (*encounter with* 遭遇, 遇到)

04.求助信

【篇中句】 礼貌得体，合理求助，地道自然。

1. 我觉得没有完全习惯这儿的生活。

➤ I don't **feel quite accustomed to** the life here.

2. 这些日子我不能专心学习，上次考试我没有及格，这使我很着急。

➤ I can't **concentrate on** my lessons these days, and I failed in the last exam, **which worries me a lot.**

3. 在学校我经常感到受到冷落，我不知道这是怎么回事。

➤ I often **feel left out** in this school. and I don't know **how it has come about.**

4. 我的英语不好，他们听不懂我的话。

➤ I'm so poor at English that I can't **make myself understood.** / I can't **get my point across.**

5. 她的行为让我深感忧虑。

➤ Her behavior **deeply troubled** me.

04.求助信

【篇中句】 礼貌得体，合理求助，地道自然。

6. 我讨厌我父母在周末逼我补课。

➤ I hate **it** when my parents **force me to take extra lessons at weekends.**

7. 没有什么比创作我自己的小说更让我高兴的事了。

➤ **Nothing** can delight me **so much as** creating my own novel.

8. 您是英语的native speaker,是英语戏剧和文学方面的专家，我们觉得有必要向您学习和请教。

➤ **Given the fact that** you are an English native speaker and you are **an expert at** British drama and literature, we **feel obliged to** learn from you and hope to get your **guidance.**

04.求助信

【篇中句】 礼貌得体，合理求助，地道自然。

9.如果得到了您（外教老师）及时的帮助和指导，我们的表演就可以更加精彩，给观众和裁判留下好的印象，增加我们班级获奖的几率。

➤ If we could get your **generous help**, we would impress the audience and judges with wonderful performance, **which in turn** increases our chances of winning the competition.

10.考虑到相机记录了我在你们国家旅行的美好回忆，我不能失去它，我想知道你是否可以帮我找到我的相机，并用航空邮寄给我。

➤ **Considering** the camera records my fond memories of my trip to your country and I **can't afford to lose** it, I am wondering whether you could help me find my camera and send it to me by airmail.

04.求助信

【篇中句】 礼貌得体，语言生动，地道自然

11. (请求“希望工程”相关部门寻找资助候选人) 首先, 我想知道我是否可以为一个6到9岁的男孩提供经济援助, 他正在接受小学教育。其次, 请您告诉我如何与该男孩及其家人联系的具体信息好吗? 如果可能的话, 我可以自己联系他们, 把钱汇入他的家庭银行账户吗?

➤ Firstly, **I wonder** if I can offer financial aid to a male child aging 6 to 9, who is getting his primary education. Secondly, **would you please** tell me the specific information of how to contact with the boy and his family? **If possible, may I** connect with them by myself and give the money to his family bank account?

04.求助信

【篇尾句】表达出自己希望得到帮助的急切心理和诚意

1. 我真诚地希望得到您的及时答复。

➤ I sincerely hope to get your **timely reply**.

2. 你能给我一些建设性的指导吗？

➤ **Can you manage to give me some constructive guidance?**

3. 我相信在你的帮助下，我能取得很大的进步。

➤ I am sure **with your help** I can make **great progress**.

4. 您对我信件及时关注将让我感激不尽。

➤ Your **prompt attention** to my letter would **be highly appreciated**.

5. 我期待着你的回信，你给出的建议都是至关重要的。

➤ **I'm anticipating** your reply **earnestly** and any suggestion you **give counts**.

04.求助信范文示例

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。

注意：

- 1.词数80左右；
- 2.可以适当增加细节,以使行文连贯。

04. 求助信范文示例

——2018年11月浙江省英语高考应用文

Dear Sir,

I am Li Hua, a passenger of flight FL753. **Upon arrival at London Airport last night, I found my wallet lost, inside which there is a credit card, my visa and all my cash. Besides, it is **emerald** green and is made of leather.** (*'emərəld/ adj. 翠绿色的; 祖母绿*)

My wallet is of great importance to me, so please let me learn if **any airport clerk** or any other passenger happens to find it. I can be contacted at any time by cellphone at 86754321. **Your assistance will be greatly appreciated.**

Looking forward to your early reply.

Sincerely yours,
Li Hua

04. 求助信范文示例

——2019年4月浙江十校联盟适应性考试

假如你是李华,你们班正在为即将举行的英语戏剧节排练节目 The Million Pound Bank Note,请你给外教 Mr. Brown写一封电子邮件寻求他的指导和帮助,要点如下:

1. 排练时间、地点;
2. 请他指导台词;
3. 表示感谢。

注意:

1. 词数80左右;
 2. 可以适当增加细节,以使行文连贯。
- 参考词汇:排练 rehearsal 台词 lines

04. 求助信范文示例

——2019年4月浙江十校联盟适应性考试

Dear Mr. Brown,

I'm writing to ask a favor of you.

The English Play Festival **drawing near** (独立主格结构), our class **are currently devoted to** the rehearsal of The Million Pound Bank Note. Our next rehearsal is scheduled **in Room 101 at 7 o'clock this Sunday**. As non-native speakers, we **are in desperate need of** the **guidance** on lines from someone like you, who has impressed us with **profound** knowledge and **deep insight into** the English literature.

We would appreciate it if you could be present and offer some suggestions. Looking forward to your favorable reply!

Yours,
Li Hua

profound /prə'faʊnd/ adj. 深厚的 ; 意义深远的; 渊博的

05. 申请信

【篇首句】 写信目的

1. 我在报纸上/网上看到你们发布的消息, 你们公司在招聘一名秘书, 我认为有资格申请你们在广告中所招聘的职务。

➤ I have read in the newspaper/ the announcement you have **posted** on the Internet that **a secretary is wanted** in your company. I feel quite qualified for the position you advertised.

2. 我认为我是秘书工作的合适人选, 所以写信推荐自己。

➤ I am writing to recommend myself as a qualified candidate for the job of secretary.

05. 申请信

【篇首句】 写信目的

3. 我写信是想申请加入你们学校的夏令营/ 加入这个项目/销售经理这个职位。

➤ I am writing to apply for the summer camp in your school. /join the program. /apply for the vacancy of sales manager.

4. 我写信是想告诉你，我适合做你们在广告上刊登的这份工作/我是你们的招聘职位的最佳人选。

➤ I am writing to tell you that I'm suitable for the job you are advertising./ I am the right person for the position you advertised.

05. 申请信

【篇中句】 介绍自己特长及应聘目的

1. 作为一名有经验的..., 我轻车熟路...

➤ **Being a seasoned volunteer, I know what to expect and...**

2. 具备良好的英语口语能力, 我相信能满足你的基本要求。

此外, 作为一名志愿者服务社区两年, 我有足够相关经验、沟通技巧和团队合作精神, 这将增强我对这份工作的信心。

➤ **Equipped with excellent spoken English, I'm sure I can meet with your essential requirements.**

Additionally, **having served** the community as a volunteer for two years, I have **sufficient relevant /organizational experience**, communication skills and teamwork spirit, which will **enhance** my confidence in the job.

05. 申请信

【篇尾句】 表达期待和愿望

1. 殷切地希望我的申请能得到您的同意/提供机会。

➤ I sincerely hope that my application will **meet with your approval**.// I **would** appreciate it if you **could** offer me the opportunity.

2. 如果你需要了解更多，请给我打电话189..

➤ If you need to know more about me/ more **details**, please **contact me at** 189...

3. 这是一个锻炼自己的宝贵机会，如果你能考虑我的岗位，我将不胜感激。

➤ This **being** a precious opportunity to train myself (独立主格结构), I shall **be much obliged** if you could consider me for the position.

05. 申请信范文示例

——2018年6月浙江省高考应用文

假如你是李华，你校英语协会招聘志愿者，接待来访的外国中学生。请你写信应聘，内容包括：

1. 口语能力；
2. 相关经验；
3. 应聘目的。

注意：

1. 字数80左右；
2. 可以适当增加细节，以使行文连贯。

05. 申请信范文示例

——2018年6月浙江省高考应用文

Dear Sir /Madam,

I am writing to apply for the post of volunteer advertised in the school newspaper. I found this position quite appealing and I **am well qualified** for the job.

First, I have a good command of spoken English, **contributing to** my interaction with foreign friends. Second, I have **previous experience** working as a volunteer for G20 so I can communicate with foreigners without any **obstacle**. Besides, I think it an excellent opportunity to **broaden horizons** and **improve social skills**.

I'd highly appreciate it if you could give me the chance. Looking forward to your reply.

Sincerely yours,
Li Hua

06. 招聘信

【篇中句】 具体要求和条件

1.(戏剧社纳新Drama Lovers Wanted)：我们学校的俱乐部这学期要招收一些新成员。成员的主要职责包括日常事务的管理，英语戏剧剧本的写作和即将到来的英语戏剧比赛的准备。申请者应具有较强的责任心、良好的沟通能力和对戏剧表演的热情。英语流利、表演优秀者优先。

➤ Club of our school is **recruiting** some new members this term. The main responsibilities of the members involve managing daily affairs, writing English drama scripts and preparing for the upcoming English drama contest. The applicants should have a strong sense of responsibility, good communication ability and enthusiasm for drama performance. Those with fluency in English and excellence in acting are **preferred**.

06. 招聘信

【篇中句】 具体要求和条件

2.学生会急需招聘一名英语学习顾问，母语是英语，汉语流利者或熟悉西方文化优先。解答英语学习问题和协助组织英语活动。每周4小时，报酬面议。

➤ An English advisor is badly needed in the Students' Union. The applicant should be a native English speaker and the one who speaks Chinese fluently or is well acquainted with the western culture will enjoy preference. The main responsibilities of the advisor include helping students practice oral English and organize English activities. The job calls for patience, enthusiasm and a sense of responsibility. The advisor is expected to work 4 hours per week and the salary will be talked about face to face.

06. 招聘信范文示例

——2019年4月高三稽阳联考应用文

假定你是校英文报主编李华。由于英文报规模扩大,现急需招聘一名助理编辑。请你以“An English Editor wanted”为题用英语写一则招聘启事。内容包括:

1. 职位描述
2. 应聘要求
3. 联系方式。

注意:1. 词数80左右;

2. 可以适当增加细节,以使行文连贯

06. 招聘信范文示例

——2019年4月高三稽阳联考应用文

Wanted

Our school's English newspaper has an exciting opportunity for a highly motivated individual to join our dynamic team as an assistant editor.

The main responsibility of the position is to help review the increasing number of submissions. Anyone keen on English writing and capable of word processing is expected to apply. Your equivalent experience is preferred but not a must. If you are interested, don't hesitate to contact us by sending your email to Englishnews@163.com or just call us at 0575-86230888.

Come and prove your excellence!

a highly motivated individual 积极主动的人

submission /səb'mɪʃən/ n. 提交(物); 服从

the increasing number of submissions 提交的数量越来越多

equivalent /ɪ'kwɪvələnt/ adj. 等价的, 相等的; 同意义的

07. 投诉信

【篇首句】 写信目的， 投诉情况

1. 致相关责任人

➤ To whom it may concern, / Dear Sir /Madam,

2. 我是李华。 很不想给你添麻烦。 但是， 恐怕我不得不对你们餐馆进行投诉。

➤ I'm Li Hua. I feel bad to trouble you but I'm afraid that I have to make a complaint about your restaurant.

3. 我想要表达我对从你们公司买的羊毛围巾的不满。

➤ I want to express my dissatisfaction about the woolen scarf I bought from your company.

4. 我坚持给我换件新的或者给我全额退款。

➤ I insist you change a new one for me or give me a full refund.

07. 投诉信

【篇中句】 客观反映事实

1. 我的行李在机场拿的时候坏了。一些物品丢失了，其中有一双珍贵的运动鞋。

➤ When **getting** my luggage at the airport, I **found** the bag **broken** and some of the articles **lost**, **including** a pair of precious sports shoes.

2. 更糟糕的是，我向一些值班的工作人员报告了这件事，却没有得到满意的结果，这让我很不开心。我简直无法想象一个有良好声誉的公司怎么能做这样的事！

➤ What was worse, I reported it to some of **the staff on duty**, **only to get** no satisfying results, **with which** I've been so unhappy. I just can't imagine how a company with a good reputation can **do such a thing!**

07. 投诉信

【篇尾句】 表达诉求，法律维权

1. 我希望给予此事应有的重视

➤ I hope you will **give due attention** to this matter .

2. 我相信你会认真考虑投诉, 我的要求被满足。

➤ I believe you will **take my complaint seriously** and my **demand is met.**

3. 我们知道你并不总是粗心大意, 但我们希望你保证这种事不会再次发生。

➤ We know that you are not generally careless, but **we should like your assurance** that this will not happen again.

4. 我必须警告你, 除非你对这种情况采取措施, 否则我将被迫采取法律行动。

➤ I must warn you that unless you do something about the situation, I will **be forced to take legal action.**

07. 投诉信范文示例

——2018·四省名校第三次大联考

假设你叫李华,最近在某英文购物网站上购买了一双鞋子,但出现了一些问题。请给网站写一封80词左右的投诉信,包括以下内容:

1. 写信的目的;
2. 投诉内容;
3. 要求:重新邮寄或退款;
4. 询问:若寄回,谁承担邮费?

注意:

1. 词数80左右;
2. 可适当增加细节,以使行文连贯

	申购情况	实际情况
颜色	黑色	白色
码数	9	8.5
到货日期	4月10日	4月20日

07. 投诉信范文示例

——2018·四省名校第三次大联考

Dear Sir/Madam,

I'm writing to **complain about** a pair of sneakers I recently **purchased** from your website.

What I ordered was a pair of black size-nine shoes but I received a pair of white size-8.5 shoes instead. Worse still, there was a **ten-day delay** in delivering my shoes, which should have been received on April 10. For the above reasons, I demand either a new pair of black size-nine shoes should be posted to me immediately or I should be given a full refund. Also, if I send back the wrong shoes, will your company **pay for the postage**?

Thank you for your consideration.

Yours sincerely,
Li Hua

08. 道歉信

【篇首句】 开门见山，直奔主题

1. 我写这封信是为了表达我对不能去医院看望你的最深切的歉意。

➤ I am writing to convey my deepest apology for my not being able to visit you at the hospital.

2. 非常抱歉地告诉你，我不能参加你下周四晚上的生日聚会。

➤ **I am terribly sorry** to tell you that I am unable to attend your birthday party next Thursday evening.

08. 道歉信

【篇首句】 开门见山，直奔主题

3. 我希望你能接受我真诚的道歉，因为昨天下午我的班级制造了太多的噪音。

➤ I hope you will accept my sincere apology for the excessive noise my class made yesterday afternoon.

excessive /ɪk'sesɪv/ adj. 过多的，极度的；过分的

4. 我很遗憾地告知你，我不能亲自和你庆祝你的生日，错过了和所有老朋友共度的机会。

➤ I regret to inform you that I am unable to celebrate your birthday with you personally, missing the opportunity to spend time with all of our old friends.

08. 道歉信

【篇中句】 陈述错误，敢于担当，弥补过失

1. 约翰对他所做的事情感到很难过，虽然他无法弥补损失，但他说他想要在今年秋天为你做院子里的工作来补偿你。如果你同意，我认为这对约翰来说是一个很好的教训。

➤ John feels bad about what he did, and although he cannot **repair the damage**, he says he wants to **compensate** you by doing yard work for you this fall. If you agree, I think this would **be a good lesson** for John.

2. 我已经为你挑选了一件小礼物，明天会寄给你，以表达我的良好祝愿。

➤ I have **prepared a small gift for you** and will send it to you tomorrow to show my best wishes.

3. 弥补损失

➤ **cover the relevant cost/ compensate for the loss**

compensate /'kɒmpenseɪt/ v. 补偿，赔偿

08. 道歉信

【篇尾句】 再次致歉，请求原谅，希望得到理解。

1. 我希望你能接受我的歉意和理解我的难处，并允许我再一次道歉。

➤ I hope you can accept my apologies and understand my situation. Please allow me to say sorry once again.

2. 对于所引起的不便，我再一次表示歉意。

➤ Once again, I am sorry for any inconvenience caused.

3. 我对我的行为所造成的问题深表歉意，我希望能努力弥补这一问题。

➤ I deeply apologize for the problems my actions have caused, and I hope I can work to make up for it.

08. 道歉信范文示例

——2010年高考山东卷应用文

假定你是李华，你和在上海上学的英国朋友Tom约好本周末去北京旅游，但你因故不能赴约。请根据以下要点用英语给他写一封电子邮件：

1. 表示歉意；
2. 解释原因；
3. 另约时间。

注意：1. 词数80左右

2. 可以适当增加细节，以使行文连贯。

08. 道歉信范文示例

——2010年高考山东卷应用文

Dear Tom,

I'm really sorry that I can't go on **the scheduled trip** to Beijing with you this weekend.

Just now, my cousin Li Ming, **who went abroad for further education** last year, asked me to **pick him up at the airport with his parents** this weekend. As you know, we haven't seen each other for about a year, and I'll have **to host him during his stay.**

I do hope that you can **accept my apologies** and **understand my situation.** I would appreciate it if you allow me **to fix another time.** Wish you a good time this weekend!

Yours sincerely,

Li Hua

09. 感谢信

【篇首句】 行文得体、语气礼貌谦恭

1. 我写这封信是为了表达我对你所给予的帮助的真诚谢意。

➤ (1) I am writing to extend my sincere gratitude for/ express my deepest thanks for/ show my sincere appreciation for your timely assistance and support.

➤ (2) I would like to convey in this letter my heartfelt thanks for your generosity.

2. 要不是你的帮助，我不可能获得成功。

➤ But for your assistance /Without your guidance, I wouldn't have achieved a huge success. (虚拟语气)

09. 感谢信

【篇中句】 内容真实，赞誉恰当

1. 我现在平安地回到了中国。通过这封信，我谨向您二位和你们可爱的孩子们表示衷心的感谢，感谢您在我纽约期间盛情款待。你们慷慨的帮助和温情的关怀使我此行倍感愉悦，我的第一次美国之旅也因此将永远是美好的回忆。

➤ I am now back to China **safe and sound**. In this letter I would like to convey my heartfelt thanks to you and your lovely children for your kindness and hospitality during my stay in New York. Your generous help and tender care made me feel warmly welcome and made sure that my first American trip will forever be a beautiful memory.

09. 感谢信

【篇中句】 内容真实，赞誉恰当

2. 您为我们准备了这么多英国风味的菜肴，真是太好了！您为我们安排的舒适的住宿也给我们留下了深刻的印象！你们组织的活动不仅开阔了我们的视野，而且增进了我们之间的相互了解。我们现在对英国文化有更深入的了解。

➤ It was so nice and considerate of you to have prepared us so many cuisines of British flavor! We were also deeply impressed by the **comfortable accommodation** you arranged for us! And the activities you organized not only **broadened our horizons** but also **promoted our mutual understanding**. We now have a deeper insight into British culture.

cuisine /kwɪ'zi:n/ 饭菜，菜肴

09. 感谢信

【篇中句】 内容真实，评誉恰当

3.是你毫无保留的帮助才使我能够获得这个极好的继续教育的机会。接下来的两年我将努力学习，以优异的成绩来回报你真诚的帮助和期望。

➤ It is your **unreserved help** that enables me to obtain this **splendid** opportunity of further education. For the following two years I will study hard to reward / pay back / reciprocate your sincere help and expectations with excellent grades.

09. 感谢信

【篇尾句】 再次谢意，表达愿望

1. 你的帮助给我和我的家庭带来重要意义，我几乎难以用言语来表达我诚挚的感谢。再次谢谢！

➤ Your help really **means a lot** to me and my family, and my true gratitude is **beyond any words**. Thanks again for your generous help!

09. 感谢信范文示例

——绍兴市2019届高三3月适应性考试

假定你是李华，即将结束在美国高中为期两周的参观访问。欢送仪式上，你将致感谢词并向对方赠送体现中国特色的礼物。主要内容包括：

1. 感谢热情接待；
2. 阐明礼物意义；
3. 邀请其来中国。

注意：

1. 词数80左右；
2. 可适当增加细节,以使行文连贯。

09. 感谢信范文示例

——绍兴市2019届高三3月适应性考试

Good evening, dear teachers and fellow students!

First of all, please allow me, **on behalf of the Chinese delegation, to express our sincere gratitude** for your warm welcome and hospitable reception. The beauty of your campus and variety of school activities deeply impress us, and your warmth has made our brief stay here pleasant and memorable. Here is a **Chinese knot** for you, a **symbol of reunion, friendliness, peace and love** in China. With this gift, we wish you **greater happiness, prosperity and academic progress**.

Finally we'd like to invite you to visit China sometime in the near future.

09. 感谢信范文示例

假如你是某国际学校的学生李华，在刚结束的中学生英语演讲比赛中获得了第一名。准备比赛期间，你得到了外教James的指导和帮助。请你根据以下要点提示给外教James写一封邮件。内容包括：

1. 获奖的消息
2. 外教的帮助
3. 感恩的心情

注意：

1. 词数80左右;
2. 可适当增加细节,以使行文连贯。

09. 感谢信范文示例

——浙江省名校联盟2019届第三次联考

Dear James,

I'm eagerly writing to **inform you of** my success in the English speech contest.

It's indeed a pleasant surprise for me to rank first among so many excellent contestants. But without your patient guidance, I **couldn't have made so great an achievement**. You helped me **polish the draft** and **improve my pronunciation**. **You trained me in simulated question and answer sessions** (问答环节), **which turned out really helpful in the real competition. No words are strong enough to express my heartfelt gratitude to you.**

Thank you very much and wish you all the best.

Yours sincerely,

Li Hua

10. 咨询信

【篇首句】说明写信意图和目的

1. 为了解更多与某事相关的信息

➤ for **further** information **concerning** sth.

2. 因为对语言课程有兴趣，我写信向您咨询更多的细节。

➤ Quite interested in the language course, I am writing to **enquire** about **further details**.

3. 我想知道/您方便的话请告知这项课程举办的时间和地点

。

➤ I wonder whether/if **it is convenient for you to inform me** when and where the course will be given.

10. 咨询信

【篇中句】 具体询问事宜

1. 我想知道您是否方便告诉我具体的日程安排。另外，这是我第一次参加这样的活动，您能给我一些建议，关于我特别需要带哪些物品吗？

➤ I wonder if it is convenient for you to inform me of the **specific schedule**. Besides, this **being** my first experience to participate in such an activity, **would you be kind enough** to offer any suggestion on what items I specially need to take with me?

2. 我还想知道我要付多少学费，是否包括住宿。另外，我想知道是否会有寄宿家庭或大学宿舍。

➤ I'd also like to know how much I have to pay for the course and **whether accommodation is included**. Also, I wonder if there would be any **host families** or **university dormitories**.

10. 咨询信

【篇尾句】表示感谢、期盼回复。

1. 如您能告知其他如需注意事项/信息，我将不胜感激。

➤ I would appreciate it if you could **offer more details** (that) I specially need to pay attention to.

2. 希望尽早得到您的答复

➤ I am looking forward to your **prompt/immediate/early** reply.

10. 咨询信范文示例

——2016年10月浙江省高考应用文

假定你是李华。下学期你将作为交换生（exchange student）去加拿大一所高中学习，住在Lynn家里。请给Lynn写一封邮件，内容包括：

1. 介绍自己；
2. 告知到达时间；
3. 询问应做何准备。

注意：

1. 词数80左右；
2. 可适当增加细节，以使行文连贯。

10. 咨询信范文示例

——2016年10月浙江省高考应用文

Dear Lynn,

I'm Li Hua, **an exchange student** from China. I'm happy to know that I'll be staying with your family in the next few months **while studying** at the local high school. Thank you for having me!

I will arrive in Toronto **on August 20th** and get to your place **late that afternoon**. I wonder if you could give me some advice so that I can **get myself better prepared for** my stay in Canada.

Looking forward to seeing you!

Best wishes,

Li Hua

10. 咨询信范文示例

假定你是李华,打算今年暑假去美国旅游。请你给 Travel America 国际旅行社写一封电子邮件进行咨询,内容如下:

1. 请其推荐合适的旅游路线;
2. 请其告知相关的旅游费用;

注意:

1. 词数80左右;
2. 可适当增加细节,以使行文连贯。

10. 咨询信范文示例

——2019年4月宁波市高考模拟考试应用文

Dear Sir/Madam,

I'm planning to travel to the USA in the coming July. Therefore, I'm writing to **inquire** about **travel routes** of your agency.

I intend to stay in America for about 10 days, **during which** I hope to have a look at some unique natural scenery and have a taste of local customs. So, could you please recommend some suitable travel routes? In addition, I'd like to know the prices of the routes, **covering all the traveling expenses**.

A reply at your earliest convenience is highly appreciated.

Yours,

Li Hua

11. 通知

【篇首句】 通知对象，引起关注。

1. 请注意，好吗？我要通知一件事情。

➤ Hello, everybody/everyone. //Ladies and gentlemen. May I have your attention, please? I have an announcement to make.

2. 注意！我有重要的事要告诉你们。

➤ Attention, please! I have something important to tell you.

11. 通知

【篇中句】表示感谢、期盼回复。

1. 定于本周六，我们自愿去海边捡垃圾，目的是唤醒人们环保意识，保护海洋生物。我们将于2016年3月21日早上7:30校门口集合，乘校车去海边。

➤ **Scheduled on** this Saturday, we'll volunteer to go to the beach to collect rubbish, **aiming to** awake people's awareness of environmental protection and to **preserve/conserve** the sea life. we'll get together at the school gate at 7:30 am.

March 21st, 2016.

2. 到时会有丰富多彩的活动，比如唱歌、跳舞、互换礼物等等。

➤ There will be colorful activities then, **such as singing, dancing, exchanging gifts with one another and so on.**

11.通知

【篇中句】 具体内容， 注意事项。

3. 所有的老师和学生都被要求参加。请带上笔记本做笔记。请认真聆听，之后我们会有分组讨论。

➤ All the teachers and students **are required to** attend it. Please take your notebooks and make notes. Please listen carefully and we'll have a discussion in groups.

11. 通知

【篇尾句】 号召参与

1. 欢迎对此活动感兴趣的人参加/ 请在学生会报名。

➤ Those who are interested in the activity are welcome/please sign up at the Student Union.

2. 请准时到来，不要迟到。

➤ Please come on time and don't be late.

3. 请把这个消息告诉不在场的人。

➤ Please **pass on this message** to those who are not here today.

4. 我保证你在那里/到时会过得愉快。

➤ I hope/ am sure you will have a wonderful time there/then. /There's sure to be a lot of fun.

11.通知范文示例

——口头通知

假设你是校图书馆馆长的学生助理李华，图书馆要进行网络系统升级，请在阅览室向在场的留学生口头通知相关事宜，并请他们转告其他留学生。

1. 时间：2016年5月1日至5月10日
2. 在此期间，关闭阅览室、暂停电子阅览室
3. 仅周二和周五可以借、还图书

注意：

1. 词数80左右；
2. 可适当增加细节，以使行文连贯。

11. 通知范文示例

—— 口头通知

Announcement

Hello everybody! May I have your attention please? The library **will soon be carrying out** an **update/upgrade** of the Internet system. I would like everybody **to be informed** that during the dates of 1st to 10th May, the reading room **will be closed** **with the reading system temporarily stopped**. You will only be able to take out and return books on Tuesdays and Fridays.

Please pass on this message to those who are not here today. Thank you all.

11.通知范文示例

——书面通知

2018·绍兴市柯桥区高三第二次质量检测

为了激发大家对中国传统文化的学习热情,南洋国际学校决定近期举办中国诗词大赛,许多在校英美留学生都想积极参加。假如你是学生会主席李华,请用英语写一则通知,告知具体事项。要点如下:

1.比赛时间和地点;

2.比赛形式;

3.报名方式。

注意:1.词数80左右;

2.可以适当增加细节,以使行文连贯。

参考词汇:

中国诗词大赛 Chinese Poetry Competition

11. 通知范文示例

——书面通知

2018·绍兴市柯桥区高三第二次质量检测

Notice

Aimed at arousing students' enthusiasm for Chinese traditional culture, a Chinese Poetry Competition **is scheduled in our school hall from 3:00 pm to 5:00 pm on May 30th.**

The competition mainly **consists of** two parts. In the first part, competitors **are to fill** in the missing lines of some classic Chinese poems. The top 20 competitors will have the opportunity to compete **in the next round, where** they need to explain certain words in poems. If you are interested in it, please sign up at the Students' Union Office before May 20th.

We are looking forward to your active participation.

The Students' Union

12. 其他类范文示例

——报道

请你为《21st Century》写一篇报道，介绍我校为高三学生创立的“心灵城堡（Soul Castle）”专栏（column），并谈谈自己的感想。内容要点包括：

开设目的：缓解压力，确保健康

专栏优势：专业指导

专栏内容：建议，心声

你的感想

12. 其他类范文示例

——报道

Our school has set up a column called “Soul Castle” for senior 3 students, aiming at **relieving pressure** and **ensuring the students mentally healthy**.

The column has the unique advantage that the **experts in psychology** can give us the **expertise and guidance**. It covers the voices and feelings from students’ **inner spirits** and the **professional suggestions**.

From a psychological point of view, not only does our school attach importance to our study, but also put our mental health at the top of the list. It also **provides a platform** to communicate with our teachers and parents.

1. *relieve* [rɪ'li:v] vt. 解除, 减轻; 解围; 使放心

2. *expertise* [,ekspɜ:'ti:z] n. 专门知识; 专门技术; 专家的意见

3. *From a psychological / physiological point of view* 从心理学/生理学的观点

4. *platform* ['plætfɔ:m] n. 平台; 月台, 站台; 坛; 讲台

5. *professional* [prə'feʃənəl] n. 专业人员; 职业运动员 adj. 专业的; 职业的;

12. 其他类范文示例 ——海报

你校将开办一个英语角，请根据下面提示写一则海报，号召大家参加英语活动。

1. 说明英语的重要性及其应用的广泛性
2. 介绍英语角活动

活动时间：每周日上午；

活动地点：中心公园 (Center Park) 的小山

活动内容：提高英语、结交朋友.....

12. 其他类范文示例

——海报

English Corner, Learners' Garden

As a bridge of cultural understanding and mutual learning between the west and the east, English attaches you to the **fantastic heaven** easily and you can benefit a lot from its **inner spirits**.

In order to develop your spoken English **proficiency** as well as make **quantities of** new friends, our school makes a decision on setting up an English Corner on the Center Park's small hill every Sunday morning. We sincerely hope that you could learn more than fun from the academic atmosphere and colorful activities !

Don't hesitate and come along soon.

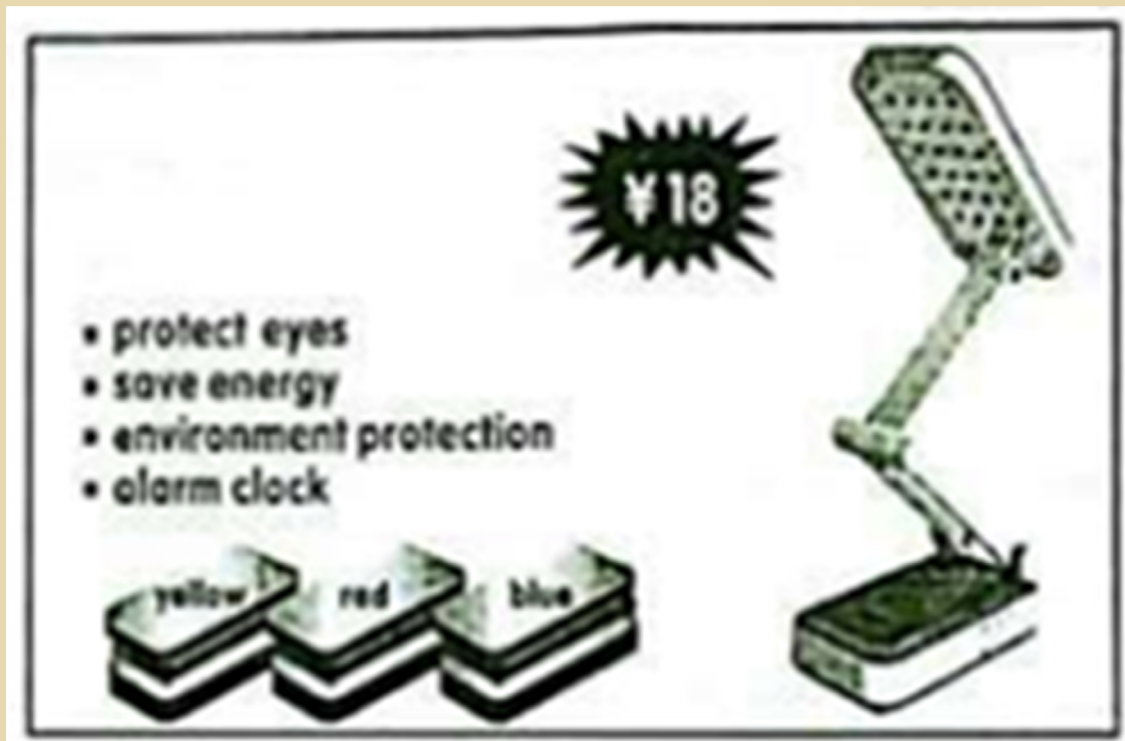
mutual ['mju:tʃʊəl] *adj.* 共同的; 相互的, 彼此的

proficiency [prə'fɪʃənsɪ] *n.* 精通, 熟练

12. 其他类范文示例

——产品介绍

假定你是李华，前些天在网上买了一个今年最新的电子产品——便携式折叠阅读灯(Folding Book Lamp)，用后感觉不错，于是写信向你的朋友John推荐这款阅读灯。
要点如图所示：



12. 其他类范文示例

——产品介绍

Dear John,

I'm writing to recommend you a foldable reading lamp. As one of the latest multi-functional electrical products this year, it **features** many pleasing advantages. **Designed** as an energy-saving and eye-protective product, it looks stylish and comes in various colors and shapes.

The lamp can function as an alarm clock. Additionally, it is sold at a proper price—8 dollars, which undoubtedly becomes another **selling point**.

Armed with positive responses from various customers, the foldable reading lamp has proved a great success. So why not try one, my dear friend?

Looking forward to your reply.

Yours Sincerely,
Li Hua

12. 其他类范文示例

——倡议书

2018杭州市高三下学期二模教学质量检测

假定你是李华,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。

注意:1. 词数80左右;

2. 可适当增加细节,以使行文连贯。

12. 其他类范文示例

——倡议书

2018杭州市高三下学期二模教学质量检测

My fellow students,

Currently, most students in our school read little English literature, not only because they consider it too difficult, but because they don't think it necessary. 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 different culture**. 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!



六月决胜，一战封侯！