

## 应用文话题系列课 复习笔记

## 建议信 Suggestion Letter

## 1. 写作技巧介绍

In a suggestion letter, there are 5 key elements to make it sound advisable and mannered.

在写建议信时，有五个关键因素可以让这封信变得合情合理。

1. More "it...", less "I think..." 用 it...开始句子，而不是 I think...
2. More specific, less abstract 要更加具体，而非抽象
3. Use sentences with inanimate subjects 用无灵主语开始句子
4. Use passive voice 用被动语态写作
5. Use subjunctive mood 用虚拟语气写作

## 2. 技巧运用解析

**要素一：More "it...", less "I think..."** 用 it...开始句子，而不是 I think...

In English, there is a clear extinction between Spoken English and Written English. English as a language is a very direct language, so when spoken, it is important not to sound too direct resulting in sounding bossy. On the contrary, when writing, it is important to know that people knows that this is your writing and therefore, your thoughts. That's why the phrases such as "I think" or "I believe" is considered redundant, or extra, in writing form.

在英语中，口语和书面语之间有明显的差异。英语是一种非常直接的语言，所以在口语中，重要的是不要听起来太直接，这会让人觉得很专横。相反，在写作时，重要的是要知道人们知道这是你的文章，因此表达的也是你的想法。这就是为什么像“我认为”或“我相信”这样的短语在写作形式上被认为是多余的。

示例：

Spoken English: I think it would be more beneficial if you could...

Written English: it would be more beneficial if you could...

Spoken English: I believe you should take the following actions.

Written English: **It is recommended that** you **take the following actions.**

Spoken English: I suggest that you arrive 5 to 10 minutes earlier.

Written English: **It's** a practice that you arrive 5 to 10 minutes earlier.

**要素二： More specific, less abstract 要更加具体，而非抽象**

示例：

假定你是李华，你的新西兰朋友 Terry 将去中国朋友家做客，发邮件向你询问有关习俗。请你回复邮件，内容包括：1.到达时间；2.合适的礼物；3.餐桌礼仪。

**Poor Version:** It's a practice that you arrive earlier, which is common in Chinese traditional culture.

**Polished Version:** It's a practice that you arrive **5 to 10 minutes** earlier, which is common in Chinese traditional culture.

**Poor Version:** If I were you, I would bring some appropriate gifts with me.

**Polished Version:** If I were you, I would bring some appropriate gifts with me, **such as souvenirs from my own country.**

**Poor Version:** Table manners are also what you should pay attention to.

**Polished Version:** Table manners are also what you should pay attention to. **For example, you are not supposed to stick your chopsticks into your food. Instead, laying them on your dish is a smart choice.**

**要素三： Use sentences with inanimate subjects 用无灵主语开始句子**

English sentences with inanimate subjects(ESWIS) are a kind of unique language phenomenon in English, reflecting different thinking mode between West and East. ESWIS are common and typical sentence patterns in English written texts.

英语无灵主语句是英语中独特的语言现象，它从一个方面反映了东西方在思维方式方面存在的差异。英语无灵主语句是英语书面语中常见的典型的句型。

## 示例：

- **Taking up a part-time job** would make sense in your situation.
- **Personal interests and merits** should never be ignored. Only when you combine the two can you design the best blueprint for your future development.

**要素四：Use passive voice 用被动语态写作**

One way to make a suggestion politely is to say it passively.

礼貌地提出建议的一种方式是用被动语态说出来。

## 示例：

假定你是新华中学高三(二)班的学生李华，你校的校园网英文版最近正在征求改进意见。请给你校的网站负责人写一封信，提出你的建议。内容包括：1. 增加校园生活图片；2. 加快新闻的更新频率；3. 增加读书沙龙栏目(saloon)。

1. As the website is basically intended for us students, it is advisable that more photos about campus life **should be provided** to make it more appealing and attractive.

2. The online news **can be updated more often** to keep us informed of what's going on in the world.

3. A new column of Reading Saloon **will be welcomed** because we all love reading but now we lack a platform where we can publish reviews of the books we've read.

**要素五：Use subjunctive mood 用虚拟语气写作**

The subjunctive mood is used when we want to gently express a wish, request, recommendation or report of a command.

当我们想委婉地表达一个愿望、请求、建议或命令的报告时，可以使用虚拟语气。

## 示例：

- It **would** be more beneficial if you **could** take an active part in more school activities.

- If I **were** you, I **would** try another method.
- It **would** also be a good idea if you **could** find a pen pal in English-speaking countries.

### 3. 作文练习

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: 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。

#### How you can start:

- The purpose of writing this letter is to

inform you about...

update you with...

provide you with...

**Would** you consider spending (time)...

**Could** I interest you with (the following)...

With sincere regards, ...

#### Good advice:

1. 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.

2. 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.

3. 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.

**Possible Version:**

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 (be impressionable).

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

Sincerely yours,  
Li Hua