

PRACTICAL WRITING

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Thank-you letter 感谢信

浙江省 / 常山一中 / 吴俊峰

金丽衢十二校2019学年高三第一次联考





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Play a video

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Four principles

Character(角色代入), Content (合理拓展),
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3

Assessment

One possible version and two students' compositions



高考英语

应用文专题

感谢信 Appreciation letter



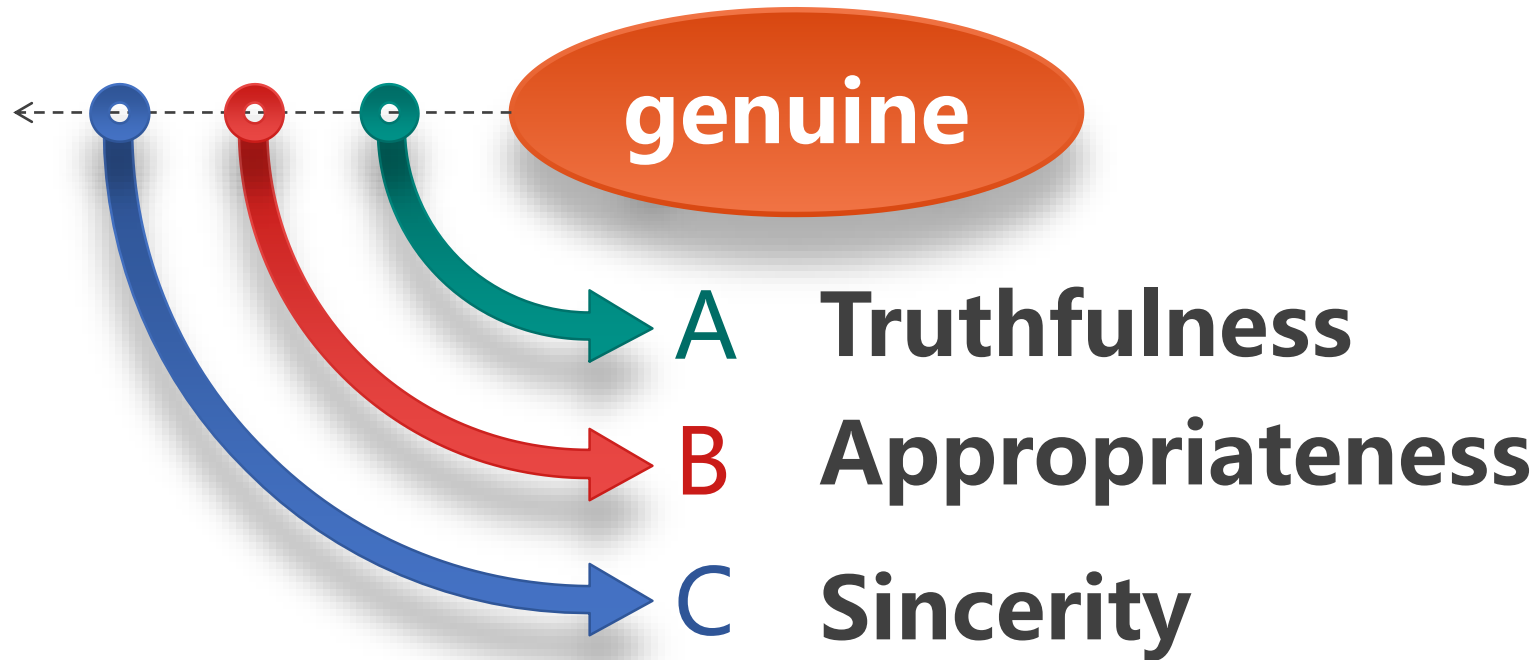
Lecturer: Madison

Today we will focus on how to write a genuine appreciation letter.
今天课程的主题是如何写一封诚恳的感谢信。

Learn from the native-speaking English teacher



Three key elements to be genuine





Two skills to write an appreciation letter

1

The content should be true, and the appraisal be appropriate.

2

Speak in moderation and in narrative.

假定你是李华，暑期在英国旅游时得到当地导游Mr. Smith的悉心照顾，回国后给他写一封邮件表达谢意。主要内容：

1. 回忆旅行中美好时光；
2. 遇到的困难和得到的帮助；
3. 邀请他来中国旅游。

注意：1. 词数80左右；
2. 可适当增加细节，以使行文连贯。

*Thank
You!*



1. Who are you?

You're Li Hua, touring in England.

2. What trouble may you meet with when travelling abroad?

- not fit in with local condition and customs
- lose articles, such as identity card, passport , wallet
- language obstacle
- feel ill or sick

假定你是李华，暑期在英国旅游时得到当地导游Mr. Smith的悉心照顾，回国后给他写一封邮件表达谢意。主要内容：

1. 回忆旅行中美好时光；
2. 遇到的困难和得到的帮助；**Open-ended point**
3. 邀请他来中国旅游。



3. How did Mr. Smith help you as a tour guide?

- recommend some can't-be-missed attractions
- thoughtfully arrange suitable travel routes, comfortable accommodation and cuisines of British flavor

4. Why are you writing a letter to express your gratitude?

For Mr. Smith's patience, hospitality, professional attitude timely help and genuine concern.

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Open-ended point



Difficulties (Causes)	Helps (Effects)
This is my first trip abroad, I am really at a loss about my tour,	you draw up highly specific plans.
when I don't fit in well with local condition and customs,	you thoughtfully arrange comfortable accommodation and cuisines of British flavor to make my stay smooth and sweet.
What impressed me most was that I lost my passport carelessly,	it was you who made every effort to get it back.



How many key points? What are they?

写信目的

Back to China safe and sound, I am writing to extend my sincere gratitude for your timely assistance and support.

遇到的困难和得到的帮助

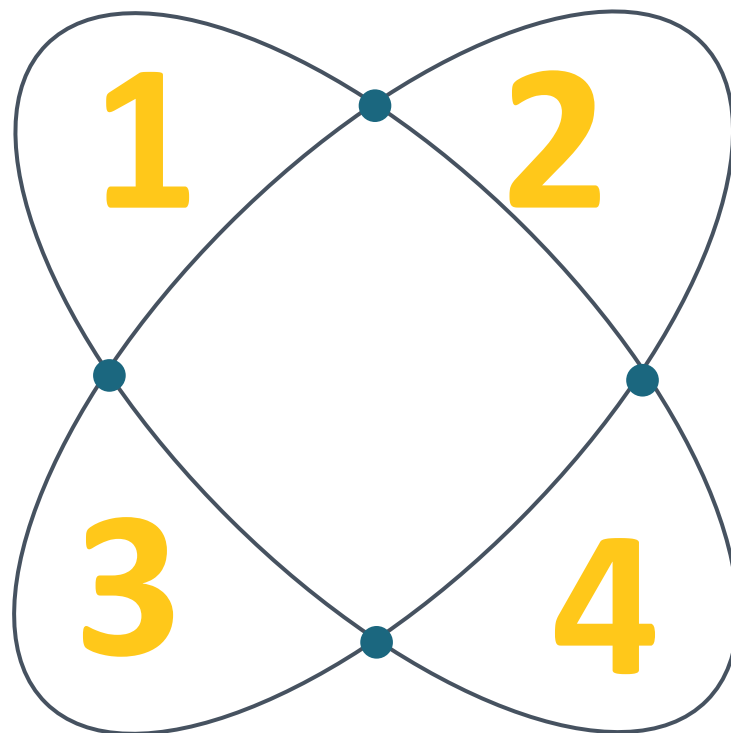
Use causality to describe 2-3 difficulties and helps.

回忆旅行中美好时光

Your genuine help and tender care made sure that my first British trip will forever be a beautiful memory.

邀请来中国旅游

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



Dear Smith,

I'm writing to express my heartfelt gratitude for your help while I was travelling in England during summer vacation.

It is your detailed and humorous introduction that enables me to have a deeper insight into British culture and have a wonderful time there. I am also deeply impressed by your sincere help to get me some medicine when I caught a cold and your perfect advice in choosing gift for my family.

Thanks again for all your efforts! I do hope someday you'll come to China and let me show you around my hometown.

Yours,
Li Hua



Dear Mr. Smith,

How time flies! I have finished the journey in British. Now, I'm writing to extend my sincere gratitude for your hospitality and generosity.

Momery concerning the unforgettable visit always floods to my mind, making me feel warm and pleased. Fortunately, it was you patient and unreserved assistance help me overcome the poor communication. But for you help, I couldn't enjoy the charm of England. Would you like to pay a visit to China? I will be a nice guide, who will show you splendid views.

Thank you again for your heartfelt guidance.

Yours sincerely,
Li Hua

1. 完全完成了试题规定的任务;
2. 覆盖所有内容要点;
3. 应用了较多的语法结构和词汇;
4. 语法结构或词汇方面有些许错误,但是因尽力使用较复杂结构或较高级词汇所致;具备较强的语言运用能力;
5. 有效地使用了语句间的连接成分,使全文结构紧凑;
6. 完全达到了预期的写作目的。

Dear Mr. Smith,

How time flies! I have finished the journey in British. Now, I'm writing to **extend** my sincere gratitude for your hospitality and generosity.

Momery **concerning the unforgettable visit** always **floods** to my mind, **making me feel warm and pleased**. Fortunately, it was you patient and unreserved assistance help me overcome the poor communication. But for you help, I couldn't enjoy the charm of England. Would you like to pay a visit to China? I will be a nice guide, who will **show you splendid views**.

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Dear Mr. Smith,

不符合导游的身份和职业描述，把导游混淆成房东。

How time flies! I have finished the journey in British. Now, I'm writing to express my gratitude for your hospitality and generosity.

memory拼写错误

hospitality and generosity

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Memory concerning the unforgettable

搭配错误，应改为into

always floods to my

mind, making me feel warm and pleased. Fortunately, it was your patient

and unreserved assistance help me overcome the poor communication. But

强调句型用法错误，掉了that

for your help, I couldn't enjoy the charm of your country. You like to pay

a visit to China? I will be a nice guide, who will show you splendid views.

虚拟语气用法错误，应改为 couldn't have enjoyed

Thank you for your heartfelt guidance.

Yours sincerely,
Li Hua

Dear Mr. Smith,

fortunately 作为“起承转合”的衔接词时，通常表明上下文的转折关系，此处作者表达的不是转折关系，所以出现逻辑混乱现象。

How I enjoyed the journey in British. Now, I'm writing to express my gratitude for your hospitality and generosity. Moments concerning the unforgettable visit always floods to my mind, making me feel warm and pleased. **Fortunately**, it was your patient and unreserved assistance help me overcome the poor communication. But for your help, I couldn't enjoy the charm of England. Would you like to pay a visit to China? I will be a nice guide, who will show you splendid views.

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角色代入意识不强，对方Mr. Smith导游的身份不明确，导致困难和帮助交代不具体，有些抽象，故难以打动读者。

作者有强烈的表现欲望，有意使用高级词汇和复杂句型，但出现用词不准，句型失误。基本功和熟练程度尚待加强。

逻辑不清，内容缺乏连贯性，结构不紧凑。本习作整体而言，基本达到了预期的写作目的。建议得分第三档高分段9分。

我们在应用文写作的过程中要牢记交际性和得体性，要融入实际生活中，而不是为了写作而写作。

Assessment of student's composition-2

强调句型和虚拟语气的合理正确使用，让感激之情溢于言表。

Dear Mr. Smith,

I'd like to convey in this letter my heartfelt gratitude to you for your considerate care during my stay in the UK.

I can well remember the rosy moments when we paid a visit to the Tower Bridge altogether and enjoyed the spectacular scenery on the London Eye. Also, when I had difficulty in oral English, it was you that helped me cope with it.

Had it not been for your guidance, I wouldn't have had such an amazing trip.

I sincerely hope you can come to China for a trip. Thanks again for your help.

Yours, genuinely

Li Hua

这篇习作格式正确，覆盖所有内容要点，条理清晰，语言优美，行文连贯，结构紧凑，简明扼要，而且应用较多的复杂结构或较高级词汇词组，表现出很强的语言运用能力和严密的逻辑思维能力。尤其是表述具体事实“the Tower Bridge, the London Eye”，能带着读者游伦敦，真实自然，并融入文化内涵。建议得分第五档13分。



THANK YOU