



Objectives

学习目标

- To know about the format and contents of letters;
- To write appropriate Ask-for-help letters, especially pay attention to the tone and language.
- To recognize what a good Ask-for-help letter is like.



潮
www



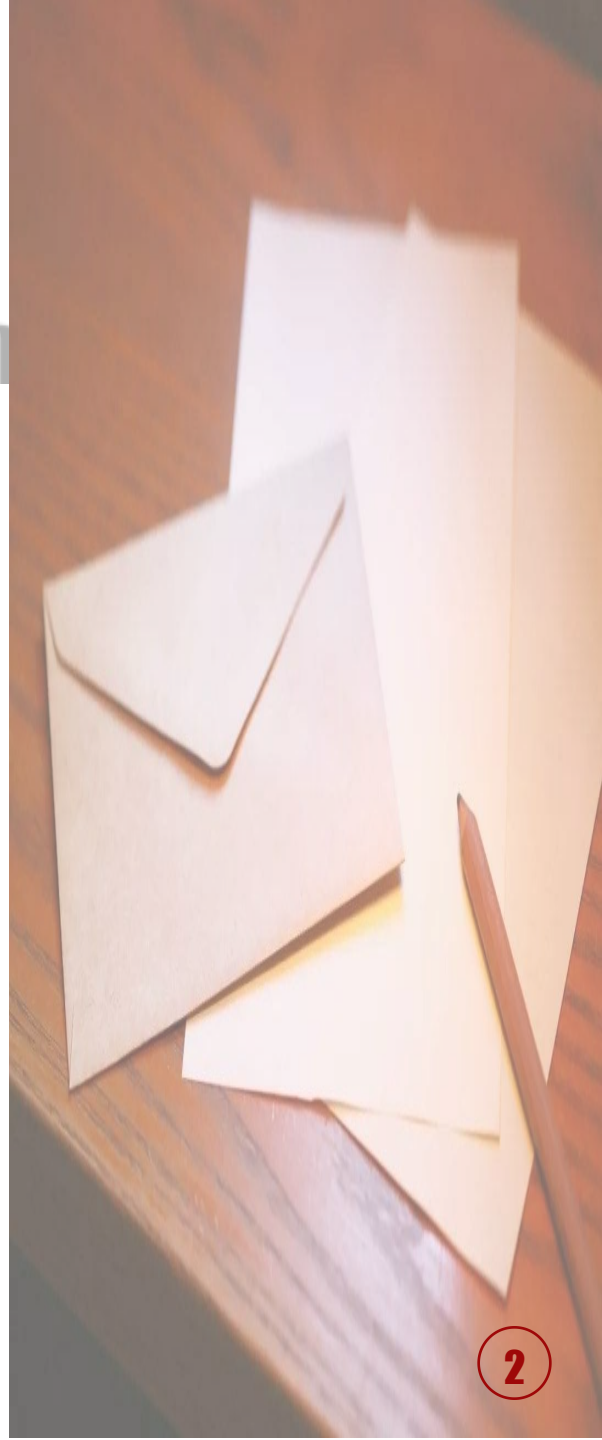
求助信
Ask-for-help
Letters

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When do you need to write an Ask-for-help letter?



When do you need to write an Ask-for-help letter?

seek

helpful advice/tips
improvement in social skills
financial contributions/donation

seek
help
with

hotel booking
traveling abroad
apartment renting
application for an oversea university
teenage life on campus
adaptation to western society
lost belongings

suffer
from

challenges, problems or difficult situations
culture shock
Peer pressure

Ask-for-help letter



Write Ask-for-help Letters for



Write Ask-for-help Letters for



Ask-for-help letter



favors
assistance
special help



advice
suggestions
recommendations
tips



information



contributions
donation





Requirements

- 要点齐全content
- 条理清楚layout
- 语言准确language
- 交际得体tone





Structure

在学习或日常生活中碰到困难时，向他人寻求帮助。信件需写明请求帮助的理由，求助的具体内容。信文语言表达要准确，措辞要得体。

Beginning

自我介绍（收信人非熟人）
交代求助的背景及写信的目的；

Main Body

详细描述求助的具体内容
告知联系方式（必要时）；

Closing /Ending

表达希望得到对方的帮助并致谢。





Format

在学习或日常生活中碰到困难时，向他人寻求帮助。信件需写明请求帮助的理由，求助的具体内容。信文语言表达要准确，措辞要得体。

Beginning ----purpose

Why are you writing the letter?

Body ----describing the details of assistance or guidance that you seek

----describing about the difficulties you are faced with.

What do you ask him/her to do to help you out?

Ending ----Expectation for assistance and expression of your appreciation.

Yours faithfully



Para.1

Purpose of writing the letter

开头：自我介绍（收信人非熟人），交代求助的背景及写信的目的。

1. I am Li Hua, a ...
2. I'm writing to ask you to do me a favor.
3. On behalf of..., I'd like to request your unreserved help.
4. I am sorry/regretful to tell you I'm having trouble with sth/doing sth.
5. I'm glad to tell you that I'm planning a journey to..., but I have difficulty...
6. I'm writing to seek your generous help/ unselfish assistance/patient guidance during...



Para.2

Body Arrangements

正文：详细描述求助的具体内容，告知联系方式（必要时）。

1. Try as I may, I still find it hard to... .
2. It worries me that +句子（主语从句）
3. What troubles me most is sth.（主语从句）
4. What worries me most was that+句子（表语从句）
5. 句子, which upsets me a lot.（非限制性定语从句）
6. I'd like to participate in However, I find it difficult to ...
7. I long to ... but I don't know how, which makes me upset.



Para.2

Body Arrangements

正文：详细描述求助的具体内容，告知联系方式（必要时）。

8. Please let me know if...

9. I'm lacking in..., adding to my difficulty in doing...

10. I can be reached at anytime by cellphone at 86754321.

11. You may email or phone me at lihua@136.com or 12345678.

12. It's such a big headache/so big a headache for me to ... that...

13. For lack of..., I have great difficulty/ find myself stumped by(被难倒)...

14. (Doing) sth. is a challenge for me, leading to... /resulting in.../ making it impossible for me to...

Writing preparations



To begin with, In addition , Therefore, In short , once, as well, to be honest, what's more, however, meanwhile...

Natural transitions

The content must be true and concrete, the language be accurate, the attitude and tone be genuine. (态度诚恳, 描述准确具体)

Suitable
Details?



Express your gratitude
in an enthusiastic way

Speak in moderation,
and in narrative (用语
适度, 叙事精炼)





Para.3

Ending

结尾：表达希望得到对方的帮助并致谢。

I would appreciate it if you could give me a hand.

Your help/assistance would be greatly appreciated.

I would be extremely grateful if you do me the favor.

I would appreciate it if you are kind and generous to do this for me.

I would be more than pleased if you could give me some suggestions.

I would appreciate it more than I can say if you would like to consider my request.

I would be grateful if you could do me the favor. Looking forward to your early reply.

Should you be kind enough to give me any help, I would be grateful to you.



Writing Tips

- hurt
- bother
- matter
- trouble
- wonder
- account
- interrupt
- appreciate
- sad
- eager
- upset
- afraid
- nervous
- worried
- grateful
- anxious

Useful words and expressions

- **be at a loss**
- **hard feelings**
- **be trapped in...**
- **be in debt to sb**
- **provide sb with sth**
- **be in great need of sth**
- **puzzle/bother/trouble sb**
- **sb. would appreciate it if...**

Useful phrases





- 1. I feel at a loss whenever...**
- 2. I'd appreciate it if you could ...**
- 3. It puzzles/ troubles/bothers me much that ...**
- 4. I feel confused/ sad/upset/worried/anxious to...**
- 5. Your genuine help/advice/support means a lot to me.**
- 6. Your genuine help/advice/support is what I need most.**
- 7. It keeps bothering me that I couldn't think about anything else.**

Useful sentences



Dear _____,

➤ I am _____ (自我介绍). I'm writing to you to ask for some help. I have met much difficulty in _____ (求助内容). First, I find _____ (困难1). Besides, _____ (困难2). What's more, _____ (困难3).

➤ Faced with so much difficulty, I have to ask you for some help. Would you like to _____ (委婉提出请求1)? In the meanwhile, I beg you to _____ (请求内容2) so that _____ (请求目的). Also, I would like you to _____ (请求内容3).

➤ I'm sure that I can make great progress in _____ (表达期待).

Yours Sincerely / Faithfully/ Truly,





Dear _____ (写信对象),

➤ My name is _____, I'm writing to ask whether you could do me a favour.

➤ I have had much difficulty/trouble in _____ (交代自己面临的困难). Besides, I'm very upset that _____ (提出令自己苦恼的问题). What's more, I don't know _____ (进一步说明自己的困境) I'm wondering if you could be so kind as to _____ so that _____ (再次请求对方的帮助).

➤ I'd appreciate it if you could lend me a hand. I'm looking forward to your early reply.

Yours Sincerely / Faithfully/ Truly,





ASSESSMENT

Work in groups of four. Each member read the article and others comment on your classmate's work. Then choose the best one out to show in the class. When you are discussing, you can pay attention to the following hints.

<i>Purpose</i>	<i>Have you made the purpose clear?</i>	
<i>Layout</i>	<i>Does the layout conform to the requirements?</i>	
<i>Language</i>	<i>Are the sentences right? Have you used the proper punctuation, words, sentence and paragraphs to express yourself?</i>	
<i>Content</i>	<i>Have you included all the points?</i>	
<i>Are the details suitable?</i>		





Test 1

对象: who
(relationship)

文体: what

一、真题再现 2013.11

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。

目的: Why

达意

涵盖
要点

Test 1

Dear Sir or Madam,

I'm Li Hua, **an exchange student from China**. I took FL753 to London on November 2, 2018, and **the moment** I stepped off the plane I **found my purse gone**.

It must have been left on the plane. It contained a purse with over \$1000, my ID card, and other personal items. I am very worried about it.

If you find any clue, please phone my host family at 123456789 or email me at lihua@hotmail.com. **I would greatly appreciate your help.**

Writing purpose—
information of background,
asking for favors

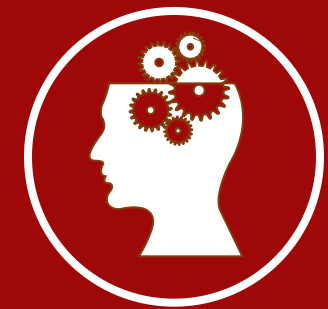
Body: describing the details of
special help that you seek
/describing about the problem you
are faced with.

Ending ---- About your
wishes for response and
your gratefulness

Yours,

Li Hua

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Test 2

对象: who
(relationship)

文体: what

假定你是李华, 下学期要去美国纽约大学留学, 请给美国的朋友Mike写一封电子邮件, 让他帮你租一间合适的房子, 内容包括:

1. 向朋友求助;
2. 对房子的要求及租住时间;
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。

目的:
Why

达意

涵盖
要点

Test 2



Writing Practice

Beginning

Writing purpose: introduction and the background of asking for favor
study at New York University
rent an apartment

Main Body

describing the details of assistance or guidance that you seek
describing about the difficulties you are faced with.

Closing /Ending

Expectation for assistance and expression of your appreciation.

Test 2



Beginning

Writing purpose: introduction and the background of asking for favor
study at New York University
rent an apartment

1. I'm glad to tell you that I'm planning to...
2. I'm writing to ask you to rent an apartment for me.
3. I'm wondering if you could take the trouble to help me with...
4. I'm more than pleased to tell you that I'll study at New York University next term.

Test 2



Main Body

describing the details of assistance or guidance that you seek
describing about the difficulties you are faced with.

Problem 1: lack of experience

Problem 2: unfamiliar with the native

Assistance: asking a favor to find an apartment

Request 1: location

Request 2: price

Request 3: time

Request 4: condition

Test 2



Writing Practice

□ para 2: body arrangements --- describing about the difficulties you are faced with.

Problem 1:

lack of experience

Problem 2:

unfamiliar with the native

- Request 1: location
- Request 2: price
- Request 3: time
- Request 4: condition

Assistance: asking a favor to find an apartment

para 2: body arrangements -- describing the details of assistance or guidance that you seek.

Test 2



**Closing
/Ending**

Expectation for assistance and expression of your appreciation.

- 1. I will be very grateful if you could help me...**
- 2. I'm eager to get your timely help.
/I'm eager for your timely help.**
- 3. I would be grateful if you could do me the favor. Looking forward to your early reply**

Test 2



Writing Practice

Dear Mike,

I'm glad to tell you that I'll study at New York University next term. **I'm writing to ask you to rent** an apartment for me.

Hopefully I can live alone in a well-furnished apartment with a bedroom, a living room, a washroom, and a kitchen. I want to live in a safe community, **within 20 minutes** of the university, so that I can live comfortably. **Besides**, I hope that the supermarket and public transport can be **within easy reach**. I will arrive in New York on September 2nd and begin the rent at least for this term. **It's up to you to decide the price.**

Thanks for your help and look forward to your early reply.

Ending ---- About your wishes for response and your thanks

Yours,

Li Hua

He
Writing purpose— asking for assistance

Body: describing the details of assistance that you seek /describing about the problems you are faced with.

Ending ---- About your wishes for response and your thanks



Model Appreciation



(真题再现:2016全国卷1) 假如你是李华, 暑假想去一家外资公司兼职, 已写好申请和个人简历 (resume)。给外教 Ms Jenkins 写信, 请她帮你修改所附的文字和格式 (format)。

- 注意: 1. 词数100左右;
2. 可适当增加细节, 使行文连贯

Model Appreciation



Beginning

Writing purpose: introduction and the background of asking for favor
take a part-time job during the summer vacation
write an application letter and my resume

Main Body

describing the details of assistance or guidance that you seek
describing about the difficulties you are faced with.

Closing /Ending

Expectation for assistance and expression of your appreciation.

Model Appreciation



Beginning

Writing purpose: introduction and the background of asking for favor
take a part-time job during the summer vacation
write an application letter and my resume

1. I'm eager for your timely help.
2. I'd like to request your unreserved help.
3. I'm writing to ask whether you could do me a favor...
4. Faced with/Facing so many difficulties, I have to turn to you for help.

Model Appreciation



Main Body

describing the details of assistance or guidance that you seek
describing about the difficulties you are faced with.

Problem 1: limited English

Problem 2: English far from satisfaction

Problem 3: grammar mistakes

Problem 4: inappropriate format

Assistance: asking a favor to improve the application format

Request 1: correct the mistakes

Request 2: improve the format

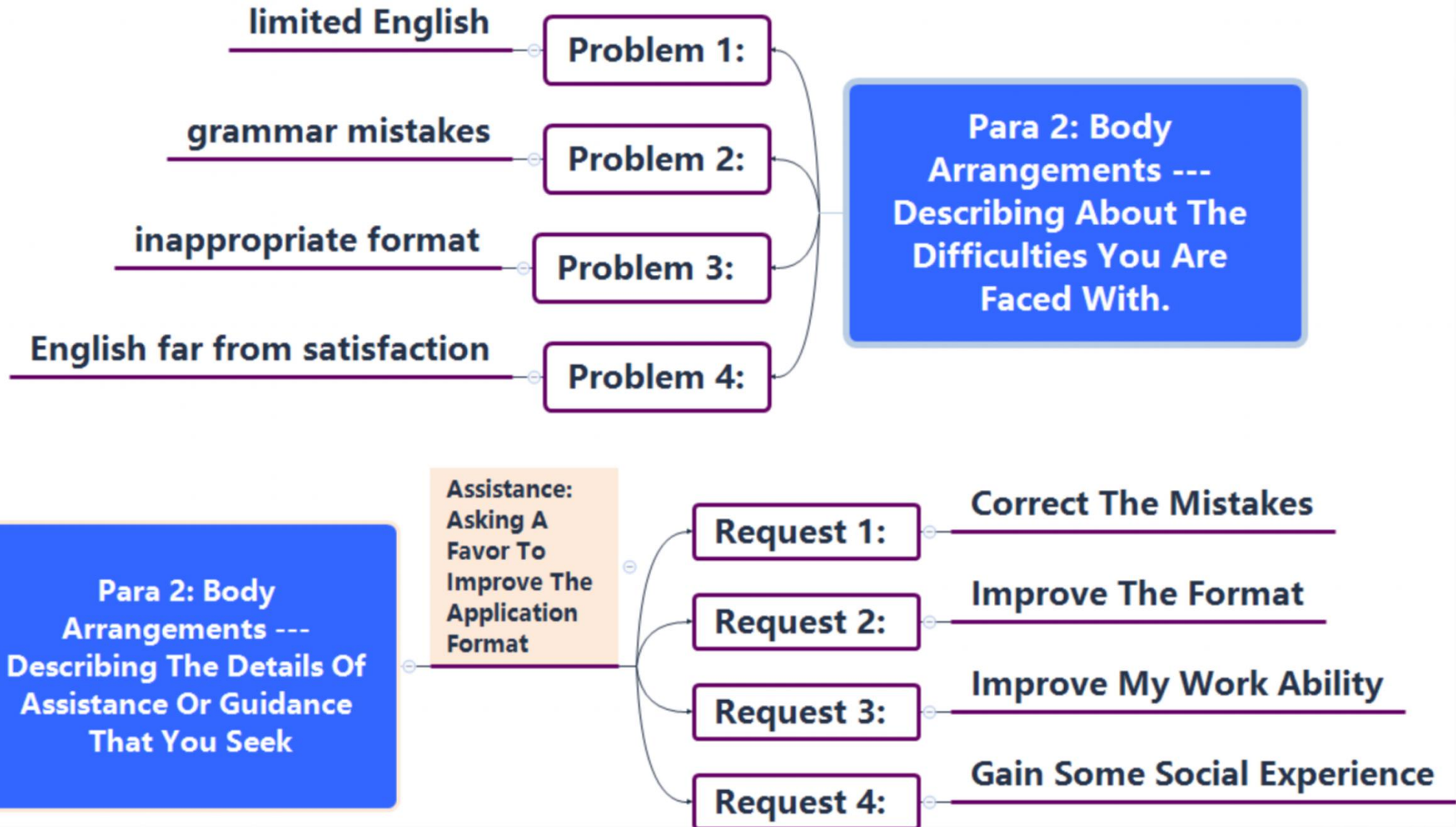
Request 3: gain some social experience

Request 4: improve my work ability

Model Appreciation



Writing Practice



Model Appreciation



**Closing
/Ending**

Expectation for assistance and expression of your appreciation.

- 1. I would be grateful if you could really give/lend me a hand.**
- 2. Your assistance really means a lot to me. Good luck and stay well!**
- 3. Words fail to express my deepest gratitude for your assistance. Best wishes to you!**

Model Appreciation



Writing Practice

Dear Ms Jenkins,

I'm writing to ask **whether you could do me a favor.**

In order to **gain some social experience** and **improve my work ability.** I'm going to **take a part-time vacation.** **So interested** in the **company** am I that I've already written **my resume all in English.** **However,** I'm afraid that there might be some grammar mistakes or **inappropriate format** in the materials that I prepared.

Would you be so kind as to correct the mistakes and improve the format of the application and resume for me. **I would appreciate it** if you could take the trouble to help me. I'm looking forward to your early reply.

Writing purpose—
asking for favors

Body: describing the details of
assistance or guidance that you
seek /describing about the
difficulties you are faced with.

Ending ---- About your
wishes for response and
your gratitude

Yours,
Li Hua

Homework



Writing Practice

假定你是李华，暑假打算去英国旅游，请给英国的朋友 Jack 写一封电子邮件，让他帮忙预订酒店和接机，内容包括：

1. 行程信息；
2. 对酒店要求；
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。



Possible Version



Writing Practice

Dear Jack,

This summer I intend to have a trip to England and I'm writing to ask you to book a hotel for me.

My flight is scheduled to arrive at London Heathrow Airport at 3 pm on July 15th. I'll stay in London for five days. The hotel is hopefully in the center of the city with famous attractions.

By the way, is it convenient for you to meet me at the airport that day?

Your help will be highly appreciated and I look forward to your early reply.

Writing purpose—
asking for favors

Body: describing the details of assistance
or tips that you seek

Ending ---- About your
wishes for response and
your gratitude

Yours,
Li Hua



THANK YOU

