

Letters of Application

2020年6月浙江省五校联考应用文讲评

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2020年浙江省五校联考应用文

假如你是李华，寒假在伦敦学习，得知伦敦市政府在社区招募防疫志愿者。请你用英文写一封电子邮件应聘，内容包括：1. 写信目的；2. 个人优势；3. 能做的事情。
注意：1. 词数80左右 2. 可适当增加细节，以使行文连贯。

审题与构思

体裁：应聘信

写信对象：

Dear Sir/Madam,

时态：一般现在时为主

要能根据体裁很快反应出“应聘信”常用的表达，如：“*Knowing that you are recruiting ..., I am writing to apply for the job.*” 以及 “*Thank you for considering my application.*”

虽然是伦敦市政府在招募志愿者，但阅读信件应是某位工作人员。不建议使用“*Dear London Government,*” 或 “*To whom it may concern,*”

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审题与构思

对要点一定要进行具体拓展，且紧密围绕“抗疫志愿者”的主题

分段与要点：

Para. 1 自我介绍；背景信息；写信目的

李华，中国人，寒假在伦敦学习；政府招募防疫志愿者；写信应聘

Para. 2 个人优势；能做的事情

时间，经验，语言，性格等；发口罩，量体温，做好登记，做好宣传等

Para. 3 套句

希望能考虑我；感谢

“感谢”不是要点，但出于交际原则，以示礼貌，最好出现

○ 常见问题

要点3缺失，或将要点2和要点3融合

1. *Having precious working experience as a volunteer during the outbreak in China, I am able to deal with any situation. Besides, I can speak fluent English and always willing to help people in need. I am ready for anything you want me to do.*

2. *I am warm-hearted and I am willing to help others, such as delivering med.*

TIP: 建议按顺序将要点清晰独立地表达出来，更有利于阅卷老师踩点给分

要点1背景信息不到位

Hearing that you are looking for volunteers, I am writing to apply f

TIP: 题目中提到的背景信息也是要点，此处缺少了“写信人身份”及“抗疫志愿者”的信息，导致写信目的不够清晰

○ 常见问题 内容不合理

1. *Having previous experience as a volunteer during the peak of outbreak in China, I am able to deal with any sit*

中国疫情正是在寒假爆发，根据题目信息，李华寒假已在英国。

2. *I major in nursing patients who are in*

根据题目信息，李华应聘的是社区志愿者，“能做的事情”不应该涉及到照顾危重病患。

3. *If I can be the supplies.*

因为使用了条件状语从句，这句话给人感觉“若不让我当志愿者，我就不捐赠口罩”的意味。

○ 常见问题

语气不合适

1. *Were I chosen, I' d spread out masks and other necessities.*

2. *I' d appreciate it if you could grant me this opportunity to j*

3. *I believe this applicants.*

“抗疫志愿者”本身有一定风险，所以在组织语言时不用显得过于客气，或是流露出过强的竞争意识。

○ 常见问题

套句不熟练

1. *Learning that you are eager for community volunteers to fight against COVID-19, I am writing to ask for*

per 应聘信必然涉及到“招聘”与“应聘”的表达，建议同学们将这些表达固定下来，此处可用“recruit/in need of”“apply for”

2. *I hope I can meet with your needs.*

3. *Hope* 应聘信结尾通常要表示“感谢您考虑我的申请”，此处可用“Thank you for considering my application.”

○ 好句欣赏

Para. 1 自我介绍; 背景信息; 写信目的

1. Knowing that you are looking for volunteers to help contain the spread of the virus, I am writing to apply for the job/position.
2. Knowing that the government is recruiting volunteers to prevent the spread of the epidemic, I am writing to recommend myself for the following reasons.
3. Knowing that the government is in need of volunteers to shield/defend communities against the virus, I would like to sign up for this.

Para. 3 套句

1. Thank you for your time.
2. Thank you for taking my application into consideration.
3. I hope my application will meet with your approval.

○ 好句欣赏

Para. 2 个人优势

【总起】

I believe I am the very person you are looking for.

*I think I am qualified for the job/am equal to the job
for the following reasons.*

【语言优势】

*Equipped with a good command of English, I can
communicate with natives easily.*

○ 好句欣赏

Para. 2 个人优势

【经验优势】

I am an experienced volunteer.

I have previous experience in volunteering.

【时间优势】

a flexible schedule, to work long hours

【性格优势】

being cooperative and hard-working

○ 好句欣赏

Para. 2 能做的事情

【句型】 *There are various things I can do, ranging from ... to ...*

【发口罩】 to give out/hand out/distribute masks

【测体温】 to take/measure one's temperature

【做登记】 to register those with abnormal temperatures

【做宣传】 to help educate people and let them know the danger of COVID-19

考场佳作

Para. 1

- ①要点全面(身份, 背景, 目的);
- ②熟练掌握相关表达;
- ③使用了复杂的语法结构的词汇

Para. 2

- ①要点全面(优势, 能做的事情);
- ②结构紧凑(总分; 连接成分)
- ③使用了复杂的语法结构的词汇

Para. 3

- ①要点全面(感谢; 套句);
- ②套句熟练

第一节 应用文写作(满分 15分)

Dear Sir or Madam,

I'm Li Hua, who is studying in London during the winter holiday and I have learned that the government is recruiting volunteers for the epidemic. Greatly inspired, I'm writing to apply for the position. I think I'm equal to be a volunteer as I not only can speak English fluently and proficiently but also obtain relevant experience, which makes me ready to assist anyone in need. To

请在各题目的答题区内作答,超出黑色矩形边框限定区域的答案无效

help the community, I can hand out medical supplies and familiarize people with necessary information to make precautions. I would really appreciate it if you could take my application into consideration. Looking forward to your reply.

Yours,
Li Hua

○ 参考范文

Dear Sir or Madam,

I am Li Hua, a Chinese student currently studying in London. Knowing that volunteers are wanted to fight against the virus, I am writing to apply to be one of them.

As a warm-hearted boy, I am always willing to help people in need. Besides, my good command of English and abundant relevant experience make me well suited to the job. If chosen as a volunteer, I will use my medical knowledge to appeal to local people to raise awareness of self-protection, such as washing hands regularly and wearing masks when going out.

Thank you for taking my application into consideration.

○ 同类作文巩固练习1

假设你的名字叫李华，今年18岁，想利用暑假打工，你在报纸上看到了某咖啡厅的招聘懂英语的服务员的广告。请根据广告要求 (*Part-time waiter/ Waitress; Age range 16-20; Previous experience necessary*等) 写一封求职信。

注意：1. 词数80左右；2. 可以适当增加细节，以使行文连贯。

○ 审题与构思

体裁--求职信

时态--一般现在时，一般将来时

写信对象--咖啡厅老板

Para. 1 写信目的（求职）

信息来源：报纸广告

所求职位：兼职的，咖啡厅的，服务员

Para. 2 满足要求/陈述优势

年龄18岁；擅长英语；有相关经验；工作态度端正；性格好

Para. 3 套句

希望求职能够成功

○ 同类作文巩固练习1范文

Dear Sir/Madam,

Learning from the advertisement in the newspaper that your cafe is in need of part-time waiters, I am writing to apply for the position.

I believe I am qualified for the position. I am 18 years old and I have a good command of English, which will surely live up to your expectation. What is equally important is that I have sufficient previous experience working in our school cafe.

I would appreciate it if you could give me the chance to fill in the job vacancy. Looking forward to

○ 同类作文巩固练习2

(2018年6月浙江高考真题 应聘信)

假如你是李华，你校英语协会招聘志愿者，接待来访的国外大学生，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. 词数80左右；2. 可以适当增加细节，以使行文连贯。

○ 同类作文巩固练习2范文

Dear Sir/Madam,

I am writing to apply for the post of a volunteer which is advertised in the school newspaper. I found this position quite appealing to me and I'm 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 about treating exchange students. Besides, I think it an excellent opportunity to broaden my horizons and improve my social skills.

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

Sincerely yours,



THANK YOU