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众凯教育

管理类联考英语写作

高分精品模板范文

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英语（二）作文大纲

考研英语二写作大纲要求考生应能写不同类型的应用文，包括私人 and 公务信函、备忘录、摘要、报告等，还应能写一般描述性、叙述性、说明或议论性的文章。短文写作时，考生应能：

- 1、做到语法、拼写、标点正确，用词恰当；
- 2、遵循文章的特定文体格式；
- 3、合理组织文章结构，使其内容统一、连贯；
- 4、根据写作目的和特定读者，恰当选用语言。

作为阅卷老师，评定短文写作的成绩，首先看内容是否切题，是否符合题意的要求，然后看语言表达是否清楚、连贯、正确，语言基本功是否扎实，根据内容、文字、句子和用词，采用通篇分档计分，计分标准如下：

一、评分原则和方法

1、A 节应用文的评分侧重点在于信息点的覆盖和内容的组织、语言的准确性、格式和语域的恰当。对语法结构和词汇多样性的要求将根据具体试题做调整。允许在作文中使用提示语中出现的关键词，但使用提示语中出现过的词组或句子将被扣分。B 节作文的评分重点在于内容的完整性、文章的组织连贯性、语法结构和词汇的多样性及语言的准确性。

2、评分时，先根据文章的内容和语言确定其所属档次，然后以该档次的要求来给分。评分人员在档内有 1-3 分的调节分。

3、A 节作文的字数要求是 100 词左右。B 节作文的字数要求是至少 150 词。文章长度不符合要求的，酌情扣分。

4、拼写与标点符号是语言准确性的一个方面。评分时，视其对交际的影响程度予以考虑。英、美拼写及词汇用法均可接受。

5、如书写较差，以致影响读者理解，将分数降低一个档次。

二、一般评分标准

1、第五档 A 节(9-10 分)B 节(14-15 分)很好地完成了试题规定的任务。

包含所有内容要(众凯再次强调, 要内容与形式的统一。不仅要有华丽的句型, 还要把跟主题相关的文字加进去);

用丰富的语法结构和词汇;

语言自然流畅, 语法错误极少;

有效地采用了多种衔接手法, 文字连贯, 层次清晰;

格式和语域恰当贴切。

对目标读者完全产生了预期的效果。

2、第四档 A 节(7-8 分)B 节(11-13 分)★较好地完成了试题规定的任务。

包含所有内容要点, 允许漏掉 1、2 个次重点;

语言基本准确, 只有在试图使用较复杂结构或较高级词汇时才有个别语法错误;

采用了适当的衔接手法, 层次清晰, 组织较严密;

格式和语域较恰当。

对目标读者完全产生了预期的效果。

3、第三档 A 节(5-6 分)B 节(8-10 分)★基本完成了试题规定的任务。

虽漏掉一些内容, 但包含多数内容要点;

应用的语法结构和词汇能满足任务的需求;

有一些语法及词汇错误, 但不影响理解;

采用了简单的衔接手法, 内容较连贯, 层次较清晰;

格式和语域基本合理。

对目标读者基本完全产生了预期的效果。

4、第二档 A 节(3-4 分)B 节(5-7 分)★未能按要求完成试题规定的任务。

漏掉或未能有效阐述一些内容要点, 写了一些无关内容;

语法结构单调、词汇项目有限;

有较多语法结构及词汇方面的错误，影响了对写作内容的理解；
未采用恰当的衔接手法，内容缺少连贯性；
格式和语域不恰当。
未能清楚地传达信息给读者。

5、第一档 A 节(1-2 分)B 节(1-4 分)★未完成试题规定的任务。

明显遗漏主要内容，且有许多不相关的内容；
语法项目和词汇的使用单调、重复；
语言错误多，有碍读者对内容的理解，语言运用能力差；
未采用任何衔接手法，内容不连贯，缺少组织、分段；
无格式和语域概念。
未能传达信息给读者。

6、零档 (0 分)所传达的信息或所使用语言太少，无法评价；内容与要求无关或无法辨认。

英语（二）大作文模板及范文

一、图表型

常见的图表类型有：

- ①表格，它表示多种事物的相互关系；
- ②曲线，它常表示事物的变化趋势；
- ③柱状，它用来表示几种事物的变化情况及相互关系；
- ④饼状，表示各事物在总体中所占的比例及相互关系。

其中，柱形图和饼形图出现的频率比较高。

1. 结构

Para 1 描述图表---包含总体变化+具体数据+过渡句

（众凯提醒：数据最好挑选典型值和特征值。不要把所有数据全部写上）

Para 2 分析原因---高分作文一般写 2-3 个原因，如能展开描述，则写两个即可，如无法展开，则写三个原因

Para 3 预测趋势或者提出建议

（众凯提醒：图表趋势良好，则预测趋势，若趋势不好，则提出建议）

2. 图表作文常用词汇

1) 图表：①graph ②cartoon(漫画) ③table ④chart ⑤diagram

2) 描述类的词语：①describe(描述)②depict(描绘)③indicate(暗示，表明)④suggest(暗示，表明)⑤symbolize(象征)⑥show/reveal(揭示)⑦illustrate(解释)⑧reflect(反映)

3) 表示上升变化的词语：①increase ② grow ③jump ④climb⑤go up ⑥rise ⑦ascend

4) 表示下降变化的词语：①decrease ② decline ③drop ④descend

5) 表示占据比例的词语：①occupy ② make up ③account for(还有解释的意思) ④take up

6) 修饰上述变化的副词：①sharply(明显地) ②dramatically (巨大地，显著地) ③greatly (非常地，极大地) ④suddenly (突然地) ⑤gradually (逐渐地，逐步地) ⑥slowly (缓慢地) ⑦steadily(稳步地)

3. 图表作文常用的句型

(1) 常用的开篇句型（即概述图表内容时常用的表达法）

① According to the table/pie chart/line graph/bar graph, we can see that ... 根据该表/图，我们可知

② The table/graph reveals (shows/indicates/illustrates/ represents/points out) that ... 该表/图表表明.....

③ As we can see from the table ...

As can be seen from the line/bar graph ...

As is shown (illustrated/indicated) in the pie chart ...

(2) 描述增减变化常用的句型

① The number of ... grew/rose from ... to ...

② An increase is shown in ...; then came a sharp increase of ...

④ In ... the number remains the same/drops to ...

⑤ There was a very slight (small/slow/gradual) rise/increase during the period from...to....

⑥ There was a very steady (marked/sharp/rapid/sudden/ dramatic) drop (decrease/ decline/ fall/ reduction) in 2000 compared with that of last year.

4.1 第一段数据描述模板

1) 柱状图/曲线图

As we can see from the diagram, remarkable tendency that has occurred in the sphere draws our attention. As is apparently depicted in the chart, (内容)soared from(数据)in(年份) to(数据) in(年份), while, as a sharp contrast, (内容)decreased from(数据)in(年份) to(数据) in(年份).In addition ,(内容)was almost the same in(年份)and(年份)./(there was only a slow increase from(数据)in(年份) to(数据) in(年份))

或

Judging from the above graph/pie/chart, we can (clearly) infer that the past several years have witnessed a dramatic(steady/sharp) change in respect of 主题词.During that period, there is (has been) a dramatic increase in the number/proportion of A 主题词 from 年份数字 to 年份数字,

while that of B 主题词 remained steady/stable at about (数字) .

或

The above table demonstrates/shows/depicts clearly(vividly) that some remarkable (noticeable) changes have taken place in terms of (with regard to)主题词 in the past several years. According to the figures given in the table , we can see that the number/proportion of 图表中人或物 has been on a steady rise/decline all the time. In 年份数字(In the year of 年份数字), the number/proportion was about..., but within no more than several years, it soared to...

2) 饼图

As we can see from the diagram, remarkable tendency that has occurred in the sphere draws our attention. The (pie) chart shows the percentage of 主题(汉字的翻译部分). The spending on (比例最大的部分 A) ranks first, accounting for (A%) of the total. The next (two) significant expending items are (比例第二 B、三 C 部分), which are B% and C% respectively. And the (比例第四 D 部分) takes up D%.

4.2 过渡句经典句型

①The contributing factors responsible for this phenomenon can be explained as follows.

② There are a couple of reasons contributing to this phenomenon.

③What/how can we account for (解释) this rise(/decrease/change/phenomenon)? Obviously some driving reasons(/factors/causes)leading to the above tendency may be summarized(/concluded /explained/described) as follows.

④What has given birth to this new social phenomenon? If we think about this issue, we can find that it is attributed to (归因于) the following causes.

⑤ Numerous influences on this scenario can be sought, but the universal ones are as follows.

5. 第二段分析原因

分述原因一 (3 选 1)

① First and foremost, as a matter of fact, with the rapid development of our economy and society , 原因一。

②To begin with , these changes are closely related to 名词短语。

③In the first place, this trend is bound up with 名词短语。

分述原因二（4 选 1）

① In addition, we must admit that this tendency also has a lot to do with 名词短语。

② What's more, there is no denying in saying that the current scenario, to a large extent, results from 名词短语。

③ Moreover, the facts can not be ignored that the trend derives partly from 名词短语。

④ Furthermore, it must be stressed that the present situation, to a certain degree, stems from 名词短语。

分述原因三（4 选 1）

①Last but not least, 名词短语 is another significant factor that can not be ignored.

② Another identified point that should be highlighted here is 名词短语/that+从句。

③Lastly, we may notice that 名词短语 plays a positive /negative role as well in leading to this phenomenon.

④Finally, we must recognize that 名词短语 produces a contributing effect upon the current condition as well.

6.1 第三段结尾：预测未来情况（如果是好的发展趋势）

表达一：Just with many other things, it's not easy to reverse the changes that have already taken place/the proportion that has already taken form. Therefore, I predict that the current situation will continue for a short while.

表达二：Based on the factors discussed above, all the analysis points to an unshakable conclusion. The trend does not exist in this single field, and it is bound to produce a profound influence on relevant spheres. So it is not surprising to say that (总结部分).

6.2 第三段结尾：建议：（如果是不好的发展趋势）

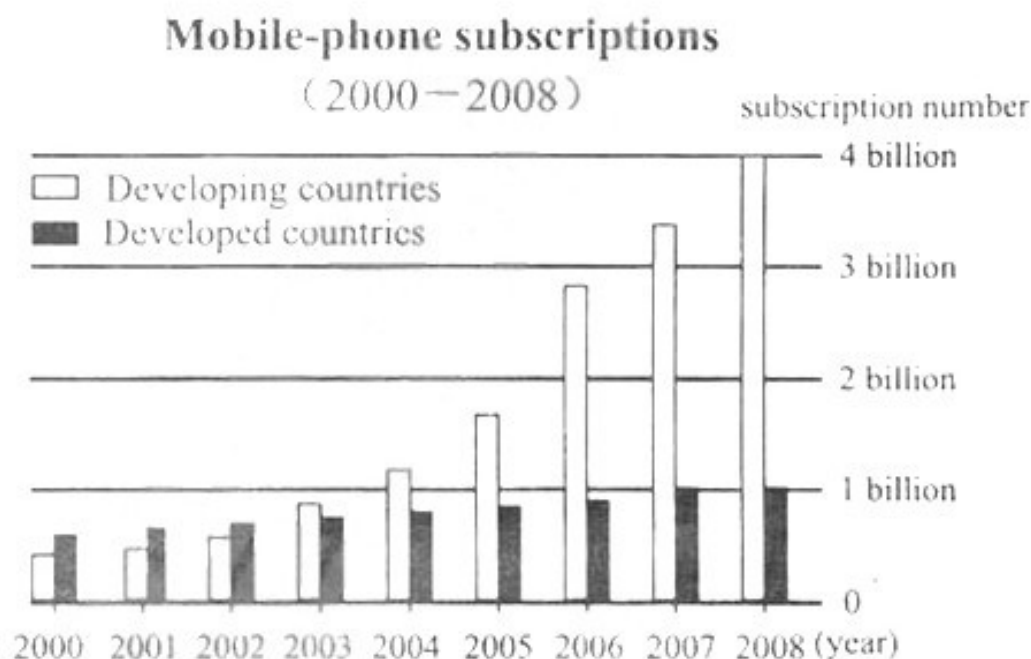
①Considering all these reasons, we need to take some (positive) measures. For one thing, we should/it is necessary for us to attach due importance to this problem ,which has come to impose great influence on our life·····; for another, the government ought to /should take actions to pay sufficient attention to it. Last but not least, laws should be made to deal with this kind of affairs. Only in this way can we solve the problem successfully.

②In order to improve the situation/solve the problem, we should find several solution to it .On one hand,方法建议一 On the other hand ,方法建议二 Therefore,总结句。 Only in this way can we solve the problem successfully

③Based on what has been discussed above ,we should have a correct attitude towards 金钱/道德/健康/素质教育/养老问题等. Only in this way can we solve the problem successfully.

Exercise

Diagram 1: 发达/发展中国家手机用户量



Write your essay on ANSWER SHEET. (15 points)

You should

- 1) **interpret** the chart, and
- 2) give your **comments**.

You should write about 150 words on the ANSWER SHEET. (15points)

This bar chart shows mobilephone subscriptions in developing countries and developed countries, from 2000 to 2008. The mobilephone subscriptions in both developing countries and developed countries enjoyed increase in different speed over time. In this chart, the mobilephone subscription in developed countries maintained a continual and steady increase from 2000 to 2007 and remained constant in 2008. Meanwhile, the mobilephone subscription in developing countries have undergone a slow increase from 2000 to 2004 and then saw a great surge from 2005 to 2007. This trend increased to a peak, about 4 billion in 2008.

Based on different national situations, the reasons leading to this trend can be summarized into two points. First, the developed countries have a limited number of population, which decides that the demand for mobilephone service is also limited and will soon be saturated. Second, as for the developing countries, it has a large population and also a large demand for mobilephone service. And as the mobilephone becomes more available and more affordable, there is an increasing number of people buying their mobilephones.

In my view, this trend that the number of mobilephone subscriptions continues to grow in developing countries will be constant for a while in the future. And this trend would also benefit most of the mobile users both in the developing countries and developed countries.

Diagram2: 不同年龄段员工对工作满意度

年龄	满意 (%)	不清楚 (%)	不满意 (%)
≤40	16.7	50.0	33.3
40~50	0.0	36.0	64.0
>50	40.0	50.0	10.0

Write your essay on ANSWER SHEET. (15 points)

You should

- 1) **interpret** the chart, and
- 2) give your **comments**.

You should write about 150 words on the ANSWER SHEET. (15points)

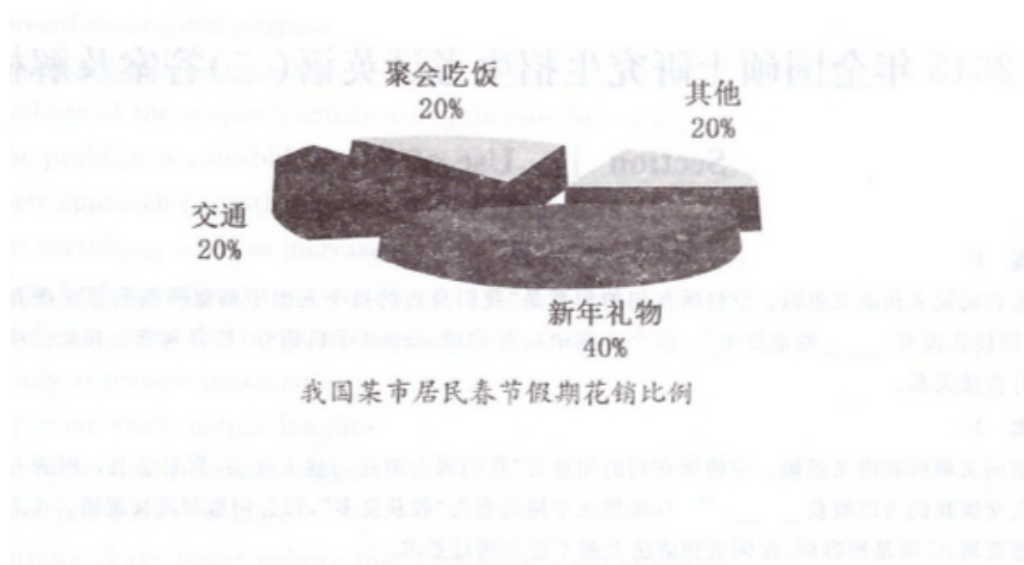
This table illustrates the difference of degree of satisfaction among employees at different ages in some company. In general, the overall trend of the degree of satisfaction is different with the variation of ages. Those who are not satisfied with their jobs between 41 to 50 years old take up the

majority, accounting for 64.0%. They also have the lowest satisfactory rate, merely 0.0%.

The contributory factors to this result can mainly divide into three parts. Firstly, those less than 40 years old are ambitious, impractical and eager to find their places in work. With those characteristics, they often get upset when they fail to fulfill their goals. Secondly, the employees between 41 to 50 years old, confronted with challenges posed by their young colleagues, often face a great deal of working competition and pressure. Lastly, with their impending retirement, those beyond 50 years old face relatively small working pressure and feel satisfactory about their jobs.

From this table, we can make a conclusion that if the companies want to raise the degree of satisfaction of its employees, it should make more efforts to improve the working environment, improve the welfare and establish the effective incentive mechanism.

Diagram3: 春节花销比例



Write your essay on ANSWER SHEET. (15 points)

You should

- 1) **interpret** the chart, and
- 2) give your **comments**.

You should write about 150 words on the ANSWER SHEET. (15 points)

In the pie chart above, the distribution of expense during the Spring Festival in a certain

city in China consists of 4 parts, which are food, transportation, others and gifts. Among the expense, food, transportation and others account for 20% respectively. By comparison, the New Year's gift is in the lead, amounting to 40%.

There seems to be two elements involved in this phenomenon that people spend so much on gifts. To begin with, it is universally acknowledged that the Spring Festival is the most important festival in our nation during which most people will buy gifts for their families and friends. In addition, our society is sparing no efforts to produce a brandnew concept that one's social status is associated tightly with the gifts we send to others, which can also show his or her property.

To sum up, this trend is likely to continue for quite a long time in the future. What we can do is to present gifts in a rational way—not too much emphasis on the value of gifts, but the respect and love the presents convey.

Diagram4: 博物馆数量和人数的变化



Write your essay on ANSWER SHEET. (15 points)

You should

- 1) **interpret** the chart, and
- 2) give your **comments**.

You should write about 150 words on the ANSWER SHEET. (15points)

The chart shows great changes in the number of museums and their visitors during the period from 2013 to 2015. According to the data given, what we cannot fail to see is that there is a sharp growth in the amounts of museums from 4165 to 4697 over the period from 2013 to 2015, while it is also pronounced that the number of their visitors increased sharply from 637.8 million to 781.1 million during this period.

At least two fundamental factors could be identified to contribute to this phenomenon. To begin with, it is widely admitted that with the rapid economic development in the whole society, our living standard has been dramatically upgraded, which results in the common phenomenon that people in growing numbers can afford the once-deemed-expensive experience. In addition, there is no denying that the authorities concerned have issued a series of preferential policies to protect and promote the development of cultural industry, which encourages a widespread extension of visitors.

From what has been discussed above, we may safely draw the conclusion that this trend will certainly maintain for quite a while in the near future, which will be of great benefit to our country and individual as well.

小作文模板及范文

一、建议信

To whom it may concern,

I am delighted to learn that 写信的原因. And I am writing this letter to express my suggestions on 话题.

To begin with, I would like to suggest 建议内容一 (that+包含 should 的句子). In addition, It is necessary / beneficial for you to 建议内容二. Terminally, you're supposed to 建议内容三, which is a good way to improve_____.

I would appreciate it a lot if these suggestions are seriously taken into consideration. Thank you for your time and attention to this letter.

Yours sincerely,
Li Ming

范文一:

Direction: Restrictions on the use of plastic bags have not been so successful in some regions. "White pollution" is still going on.

Write a letter to the editor of your local newspaper to

(1) give your opinions briefly

(2) make two or three suggestions

You should write about 100 words. Do not sign your own name at the end of the letter .Use "Li Ming" instead. Do not need to write the address

Dear Sir or Madam,

I am delighted to learn that the free use of plastic bags is banned. And since it has not been so successful in some regions, I'd like to express my suggestions on reducing "white pollution".

In my opinion, more and more / an increasing number of people come to realize that environment(环境) is life. And we can **reach a consensus that the disadvantages of using the plastic bags outweigh its advantages.** **Considering all these reasons, we need to take some (positive) measures. For one thing, we should/it is necessary for us to** attach due importance to this problem and cultivate our awareness of using plastic bags as few as possible, which will come to impose great influence on our life. For another, the government ought to /should take actions to pay sufficient attention to this fact. For example, laws should be made to deal with this kind of affairs. Only in this way can we solve the problem successfully.

I would appreciate it a lot if these suggestions are seriously taken into consideration. Thank you for your time and attention to this letter.

Yours truly,
Li Ming

Dear Sir or Madam,

I am delighted to learn that the free use of plastic bags is banned. However, in **my opinion**, strict restrictions should be imposed. **On one hand**, many local residents think this kind of bags are cheap and convenient. **On the other hand**, to attract their regular customers, many businessmen are still using plastic bags.

As to the low cost and convenience of plastic bags, **I suggest** that more possible alternatives, such as paper or cloth bags, should be made. **If** the substitute is cheaper and has more advantages, people will stop using plastic bags. **It is unnecessary** to raise the price of plastic bags. **In addition**, the public should keep in mind the negative influence of the “white pollution”. **I am sure** you will find these suggestions useful.

Please inform me if my proposals have been accepted.

Yours truly,
Li Ming

二、投诉、批评、抱怨信

Dear _____,

I am 写信人身份. I am writing this letter to express my dissatisfaction / complaint to you.

I bought a/an _____ from your on-line store last month, but I found that there are some problems with it. (描述事实) Firstly, _____, which is the main reason of my dissatisfaction. Secondly, _____. This is another problem. All in all, there is still much room for improvement. Before I take any further action, I do hope 表达本人的愿望. / I would like to exchange it for another one or get a refund/compensation.(提出赔偿方案)

Considering this situation, it would be highly appreciated if you could take my letter into seriously consideration. I am looking forward to your reply at your earliest convenience.

Yours truly,
Li Ming

范文二：

Direction: Your neighbor keeps a lot of animals in his or her garden, which causes problems to you. Write a letter to your neighbor:

- (1) describe the problems
- (2) give the suggestions to solve the problems
- (3) if nothing is done ,what actions you will take

You should write about 100 words. Do not sign your own name at the end of the letter .Use “Li Ming” instead. Do not need to write the address.

Dear Mrs. Smith,

I am Li Ming, your neighbor, a writer. I venture to write you a letter about the inconvenience caused by your dogs in your garden.

The focus of the complaint is the noise made by these pet animals. For one thing, the dogs make a lot of noise during the day when there is anyone walking through your garden, which seriously distracts my mind while I am writing at home. For another, these dogs may frighten the children in the neighborhood when they are playing after school. Honestly speaking, I do not want to interfere with your freedom of raising pets. But I really can not work since the dogs are barking all the time.

All in all, there is still much room for improvement. Before I take any further action, I do hope you can give up raising large pets like these dogs. Thank you for your time and kind consideration.

Yours truly,

Li Ming

三、道歉信

Dear _____,

I am excessively sorry to say / tell you that 直接说出道歉事由 . Now, I am writing this letter of apology to show my deep regret.

The reason for my delay/absence was that 过失的原因 . I had no way out because 自己当时的处境和情况 . I hope you will understand me and excuse me for 请求对方原谅的事由 . It is my carelessness that results in this situation, so I have to try my best to make up for my mistakes.

Naturally, I want to suggest that we make another appointment(建议下次再实现愿望). I shall be obliged if you will kindly write and tell me when and where you have convenience.

We may meet again and I hope to see you soon. I am looking forward to your reply at your earliest convenience.

Yours truly,

Li Ming

范文三:

Direction: You had an appointment with your friend last Friday. Unfortunately, you did not keep the appointment because your mother fell ill at that time. Write a letter to your friend to:

- (1) apologize for not attending the appointment as planned
- (2) explain why you could not meet him/her that day
- (3) make suggestion for another appointment next time

You should write about 100 words. Do not sign your own name at the end of the letter .Use “Li Ming” instead. Do not need to write the address

Dear Amy,

I am excessively sorry to say /tell you that I had failed to keep the appointment that we made last Friday. **Now, I am writing this letter of apology to show my deep regret.**

Please accept my sincere apology. I hope you will understand me and excuse me for my failing to turn up. **The reason for my delay/absence was that my mother fell ill at that time. I had no way out because** I had to send her to hospital and look after her. **Therefore I can’t** meet you on time. **Naturally, I want to suggest** that we should make another appointment next time. **I shall be obliged if you will kindly write and tell me when and where you** will be at convenience .

We may meet again and I hope to see you soon.

Yours truly,

Li Ming

四、感谢信

Dear _____,

I am now writing these few lines to express my sincere thanks for 感谢事由. I’d like you to

know how much your help/hospitality meant to me. You have genius for 对收信人某一方面的赞美. I not only enjoyed _____, but also _____. I shall ever remember _____ as one of the most _____ in my life./It is just your generous help that makes it possible for me to overcome those difficulties. It is so kind of you to help me get through those hard times, which would be cherished in my heart forever.

I hope to have the opportunity of reciprocating. I will feel very honored and pleased if you 表达自己回报的心愿. I am looking forward to seeing you next time!

I repeat my thanks again for your _____. Please give my kind regards to your _____.

Yours truly,

Li Ming

范文四:

Direction: Last week, you were invited to a dinner party in one of your close friend's family. Now write a letter of thanks to your friend. Your letter should include:

- (1) an expression of your gratitude
- (2) offer to return the favor one day
- (3) your expectation for his or her visiting

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. Do not need to write the address

Dear Smith,

I am now writing these few lines to express my sincere thanks for having invited me to a dinner party. I'd like you to know how much your hospitality meant to me. You have a positive genius for cooking. I not only enjoyed the food you prepared, but also the chitchat. I shall ever remember the time we got together as one of the most valuable moments in my life.

I hope to have the opportunity of reciprocating. I will feel very honored and pleased if you have time to come to my house for a good relaxation. I am looking forward to seeing you next time!

I repeat my thanks again for your invitation. Please give my kind regards to your wife.

Yours truly,

Li Ming

五、请求信

Dear _____,

I am 介绍自己的身份. I will/am 与请求有关的自身现状. I'd like to 阐明自己的请求. I will

appreciate your 有关该请求的详细信息 . I'm going to 对方如能帮助实现请求, 自己将要做什
么 。

Here are the reasons why 承上启下, 开始解释原因 : For one thing 请求的原因一; For another 请求的原因二, .Therefore,总结写信的目的 .

I shall be much obliged to you if you 对收信人的期望 . Thanks for your kind consideration and I look forward to receiving your earliest reply.

Yours truly,

Li Ming

范文五:

Dear Sir or Madam,

I am a senior university student majoring in vehicle engineering. **I will/am going to** attend an English test in the near future. **I'd like to** buy a reference book entitled Simulated English Test paper for Postgraduate Qualifications. **I will appreciate it if you would help** me find one and mail it to me . **I'm going to** refer to it intensively to improve my English.

Here are the reasons why I am in so desperate of the book. **For one thing**, I am busy preparing for the postgraduate examination, which is scheduled in December. **For another**, the book is written by a lot of famous and experienced professors. **Therefore**, I write to you here to apply for the book.

I shall be much obliged if you can let me have this book by the end of this month. **Thanks for your kind consideration and I look forward to receiving your earliest reply.**

Yours truly,

Li Ming

六、祝贺信

Dear _____,

I have learned with delight that you 祝贺事由 . I would like to extend to you my utmost congratulation on 主题词.

祝贺人所取得的成绩 is quite exciting news! I know this is surely owing to 被祝贺人过去的努力 . It is a reward you richly deserve for your 被祝贺人的优点 . / I can imagine your excitement when you realize your dream. It is your hard-work that contributes to your achievement.

Kindly let me know when you 咨询对方何时有空. I hope 表达自己的愿望. My best wishes for your further success.

Yours truly,

Li Ming

范文六:

Direction: One of your classmates has been admitted by a well-established university to get on MBA degree. You write a letter to congratulate him or her on success, including:

- (1) your sincere congratulations
- (2) your best wishes to him or her

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. Do not need to write the address

Dear Smith,

I have learned with delight that you have been admitted to Beijing Foreign Language University to further your MBA education. **I would like to extend to you my utmost congratulation on** your admission to such a national famous university. **You must be** very proud of your achievements. **And I feel very happy for you.**

To study in such a well-established university **is quite exciting news! I know this is surely owing to** years of hard work and effort you have made. **It is a reward you richly deserve for your** extraordinary ability.

Kindly let me know when you are free. **I hope to** pay you a personal visit. **My best wishes for your further success.**

Yours truly,

Li Ming

七、邀请信

Dear _____,

开门见山提出事件（活动）、地点、时间. It would be pleasant/honored to have you here.

During the party/conference, we will have lots of activities you will be interested in. First, 要举行的活动内容之一. Second, 要举行的活动内容二.

I know/believe that you will be very interested in _____. First/ For one thing, 受邀请人参加

加的理由一. Second/ For another, 受邀请人参加的理由二. The conference/party would not be complete without you!

The party/conference will begin at 时间 and we do hope you can come.

Yours truly,

Li Ming

范文七:

Direction: The English Department will hold on academic conference. You, the organizer of the meeting, write a letter to an eminent professor to invite him/her to be present at the meeting. The letter should include:

- (1) time and place of the academic conference
- (2) the reasons why the professor is expected to attend the meeting
- (3) the schedule of the professor in the academic conference

You should write about 100 words. Do not sign your own name at the end of the letter .Use “Li Ming” instead. Do not need to write the address.

Dear Professor Brown,

The English Department will hold an academic conference at the lecture hall next month. **It would be pleasant/honored to have you here.**

During the party/conference, we will have lots of activities you will be interested in. First, we will have a series of seminars on the present status of English teaching on Chinese campus. **Second**, we'll invite the versed professors and experts like you to give a number of lectures on English teaching and research.

I know/believe that you will be very interested in exchanging ideas with other professors in this field. **First/ For one thing**, you are one of the most authoritative and respectable professors in English teaching and research. **Second/ For another**, all the people presenting at the meeting are looking forward to attending your lectures. **The conference/party would not be complete without you!**

The party/conference will begin at 8:30 A.M on September 17 and we do hope you can come.

Yours truly,

Li Ming

八、推荐信

Dear _____,

It affords me much pleasure to recommend _____ to you. During his/her graduate years he/she was my _____. As his/her _____, I found him/her _____.

His/Her performance in the school years was outstanding. First, he/she had been _____ and showed great talents in _____. In addition, he/she has a very sunny personality. He developed a strong sense of _____ and working with him is always _____. I can state that he/she has all the qualities of being _____.

Therefore, I here recommend him/her to you with all my heart. Should you favor him/her with a position in your company, I am sure that his/her future conduct will prove worthy of your confidence.

Yours truly,

Li Ming

范文八：

Directions: You are a professor in a department. One of your graduates asks you to write a letter of recommendation to a company which he wants to work for. In the letter, you should write according to the following

- (1) a brief introduction of yourself
- (2) the student performance and main strengths
- (3) the main accomplishment at university

You should write about 100 words. Do not sign your own name at the end of the letter .Use “Li Ming” instead. Do not need to write the address.

To whom it may concern,

It affords me much pleasure to recommend Liu Yi to you. During his/her graduate years, he/she was my favorite student in the department of Information Engineering of Tsinghua University. As his/her teacher, I found him/her very intelligent and industrious.

His/Her performance in the school years was outstanding. First, he/she had been the major speaker in my class and showed great talents in computer. In addition, he/she has very sunny personality. He had developed a strong sense of team work, and working with him is always a

joy. I can state that he/she has all the qualities of being a good technician in your company.

Therefore, I here recommend him/her to you with all my heart. Should you favor him/her with a position in your company, I am sure that his/her future conduct will prove worthy of your confidence.

Yours truly,
Li Ming

九、辞职信

Dear _____,

I am writing to inform you about my decision to resign from my current position. I plan to leave my job here _____.

There are several reasons involved. First of all, _____. In addition, _____. Most importantly, _____. Therefore, I would like to _____.

Please let me take this chance to thank you for the rewarding experience I've enjoyed during my employment. I am sorry for any inconvenience caused to you! My best wishes for the company's continued growth.

Yours truly,
Li Ming

范文九:

Dear Mr. Wang,

I am writing to inform you about my decision to resign from my current position. I plan to leave my job here one month later.

There are several reasons involved. First of all, I find it absolutely necessary to seek for an appointment which can enable me to earn a higher salary to cope with the growing high cost of living. **In addition**, I suppose I can no longer work effectively when the policies followed by the headquarters fail to provide the support I need as a regional manager. **Most importantly**, it makes me quite disappointed that the vacancy of general manager was filled by someone from outside the company. **Therefore, I would like to** find a more suitable position.

Please let me take this chance to thank you for the rewarding experience I've enjoyed during my employment. I am sorry for any inconvenience caused to you! My best wishes for the company's continued growing.

Yours truly,

Li Ming

十. 告示

告示其实就是书信的变体，书信的写作对象是一个人，而告示的对象是特定的一个人群或者是公众。用于传达某件事情或者某项活动，重在言简意赅。在告示结尾需要写上发出告示的单位或者个人。

告示的内容：①写明相关信息，如时间、地点。

②简单说明活动内容或背景

③署名

注意事项：

1. 无抬头，用“Notice”/ “Announcement” 做标题。
2. 要素：如活动时间和地点，报名或联系方式等
3. 语言比书信更正式
4. 全文可——① 不分段
② 分段
5. 落款为所代表的组织，写于正文右下方

通知关键词：

1. 活动目的
 - ① In purpose of doing sth
 - ② To better serve sb.
2. 我们将组织某活动
 - ① we are going to organize sth.
 - ② our university is going to host sth.
 - ③ sth. will be organized on...
3. 期间安排了... 活动
 - ① various activities will be arranged during the period, including...
4. 正在招募志愿者
 - ① we are recruiting volunteers for sth.
 - ② volunteers are needed for sth.
 - ③ anyone who is interested in these activities is welcomed.
5. 申请者要...
 - ① applicants/candidates should have...
 - ② priority will be given to those who...
6. 通过... 联系我们
 - ① what you need to do is to contact us at 1234567890
 - ② You can sign up for it at abcd@163.com
7. 尾句套话

- ① Thank you very much for your attention.
- ② welcome to join our English club.

范文十

Notice

Graduation ceremony is to be held on campus in early June and needs volunteers. Basic requirements are familiarity with the theme of the activity and proficiency in English. Other requirements include strong interpersonal skills, familiarity with the tourist attractions and history of our city, and a strong sense of responsibility. Priority and preference will be given to those experienced in other similar activities.

If anyone is interested, please send an application to abcd@163.com and call XXXXX for information on the interview.

The Postgraduate Association

Dec. 21, 2019

十一、练习题

英语基础好的同学，未必要用模板来写作文；英语基础差的同学请参考模板句子，以写出完整文章为阶段性目标进行写作。

1.Directions:

You have just come back from the U.S. as member of a SinoAmerica cultural exchange program.

Write a letter to your American colleague to

- 1)express your thanks for his/her warm reception,
- 2)welcome him/her to visit China in due course.

You should write about 100 words on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use “Zhang Wei” instead.

Do not write the address.(10 points)

2.Directions:

Suppose your cousin Li Ming has just been admitted to a university. Write him/ her a letter to

1) congratulate him/ her, and

2) give him/ her suggestions on how to get prepared for university life.

You should write about 100 words on ANSWER SHEET 2.

**(1) 如需获取更多笔试、面试、试听课程等备考咨资讯，可以添加
下方微信或联系电话：13482021214 获取。**



**(2) 众凯教育也给各位同学准备了公开课及公益模考，如需参加，
可扫描下方二维码参加。**

众凯教育 公开课+公益模考

日期	9月7日	9月13日	9月14日	9月21日
内容	英语阅读技巧/逻辑简单命题+ 联言和选言解题技巧	语文写作/数学应用题解题技巧	摸底测试	数学概率解题技巧/英语阅 读技巧
时间	9:00-16:30	9:00-16:30	9:00-16:30	9:00-16:30

日期	9月27日	10月12日	10月18日	10月25日
内容	摸底测试/数学代数解答题技巧	英语写作高分技巧	数学应用题解题技巧	摸底测试
时间	9:00-16:30	9:00-16:30	9:00-16:30	9:00-16:30

名额有限，请有意向报名的同学联系众凯顾老师：13482021214

上课地址：徐汇区华山路 2068 号汇银广场 7 楼 702 众凯教育



添加老师微信预约报名