

## 成考专升本应用文写作

### 第一节 概述

成考专升本英语考试的最后一项是英文应用文写作，要求考生在规定时间内写出一篇大约 100 词的简短应用文。本部分主要考查学生对英语的实际应用能力，要求考生能够根据题目要求及提示，使用正确、规范的英文书面语表达自己的意思。考查涉及的应用文写作包括命题作文、情景作文以及段首句作文。

### 第二节 写作的步骤及原则

#### 一、写作步骤

##### (一)认真审题，明确要求

审题是作文的第一步，只有审清题意，才能按照题意构思具体内容。

审题就是要把握住题目的中心和范围，确定文章的体裁，找出文章的主题。

##### (二)分析要点，编制提纲

通过审题，弄清文章的主题后，就要考虑文章的内容要点，组织语言材料。根据题目提示或说明，按事件发生的或事物存在的时空顺序或事理重要性顺序，先取那些典型的、易于表达的材料作为写作的重点，列出提纲。

##### (三)依纲据点，扩展成文

列出写作提纲后，开始着手写作，要把题目要求的東西无一遗漏写进去，确保内容的完整，对于与要求无关的内容切忌任意发挥、画蛇添足。

这一步是整个写作过程的关键环节，必须注意：

(1) 尽量运用最基本的词汇和句型，写自己最熟悉最有把握的句子。

(2) 尽量多用简单句、并列句，少用复合句；多用断句，少用长句；注意语言准确，符合英语习惯，避免汉语式英语。

(3) 表达限定的内容有困难时，应通过变换句式和句型的方法达到目的。

(4) 要用英语思维，避免汉语影响。

例如，表达“他一点都不累”这句话，若写成“He is not a little tired”，意思就完全反了(他非常累)，而应该是“He is not a bit tired”或“He is not tired at all”。

(5) 不要硬译，短文写作不同于汉译英，有较大的灵活性，一个要点的表达方式并非唯一的，只要意思明确，用词正确，都符合要求。也就是说，遇到自己不熟悉的词语时，要学会变通，变难为易，一句话正说不行可以反过来说，如

果还不会表达就换一种说法。

(6) 注意上下文的衔接，根据文意需要，句子之间要加上必要的关联词或过渡句。and, as a matter of fact, on the contrary 等常见词汇的恰当运用，可使短文行文自然，结构紧凑。

#### (四)反复检查，查漏补缺

短文初稿完成后，要从题目要求上对全文进行检查和修改。经过反复修改润色才能情辞准确，句子流畅、布局严谨，因此，修改文章是提高写作水平的有效方法。可从以下几方面入手：

##### (1) 用词方面

- ①代词的格和指代关系是否用得正确。
- ②名词的单复数正确与否。
- ③形容词和副词的比较级和最高级用得是否正确。
- ④副词的位置是否合适。
- ⑤代词的搭配是否正确。

##### (2) 句子方面

- ①句型结构是否完整。
- ②主谓是否一致。
- ③时态、语态和语气是否正确。
- ④连接句子的方法是否恰当。

##### (3) 段落方面

- ①段落主题句是否能概括本段的中心思想。
- ②扩展句能否都围绕这一主题，有无多余的句子。
- ③句子之间是否连贯。
- ④段落层次是否分明，是否合乎逻辑。

##### (4) 篇章方面

- ①文章主题是否切题合理。
- ②段落之间过渡是否自然紧凑。
- ③文章的文体及所用组织方法是否恰当。
- ④文章内容是否充实，有无遗漏。

## 二、写作基本原则

### (一) 长短句原则

一个短小精悍的句子，通常可以起到画龙点睛的作用。尤其是当我们把短句放在段首时，它不仅可以承上启下，还可以揭示主题，如：As a creature, I eat; as a man, I read. Although one action is to meet the primary need of my body and the other is to satisfy the intellectual need of mind, they are in a way quite similar. 由此可见，长短句结合，可以给人抑扬顿挫之感。因此，许多专家建议：在文章第一段(开头)用的时候用一长一短，且先短后长的句式；在文章主体部分，要先用一个短句解释主要意思，然后在阐述几个要点的时候采用先短后长的句群形式，这样主题部分会让人赏心悦目；文章结尾只需要用一长一短的句式。

## (二) 主题句原则

一篇文章的开头(有时也可在结尾)有一个主题句，也就有了中心，然后围绕主题展开相关的内容，这样的文章思路清晰，让人一目了然。否则若把主题隐藏在文章的中间，很有可能使读者感觉云里雾里，不知所云。如：To begin with, you must work hard at your lessons and be fully prepared before the exam. (主题句) Without sufficient preparation, you can hardly expect to answer all the questions correctly. 开头句赫然醒目，直接点题。

## (三) 条理性原则

一般来说，如果一篇文章以第一、第二、第三或首先、其次、再次等罗列要点会让人感觉层次分明、条理清晰、逻辑性强。强烈推荐下列关联词：

- ①to begin with, then, furthermore, finally
- ②to start with, next, in addition, finally
- ③first, besides, last but not least
- ④most important of all, moreover, finally
- ⑤for one thing, for another
- ⑥on the one hand, on the other hand (用来说明不同的理由或原因)

## (四) 短语优先原则

写作时，尤其是在考试时，如果正确使用短语，有两个好处：一是用短语会给文章增光添彩，自然会增加得分点；二是学生在考场上有时因为过于紧张而造成思维短路，但还得凑够词数，那么用短语替代一个单词不失为一种好办法。比如：I can not bear it.可以表达为：I can not put up with it.这样词数明显增加，表达也非常准确。

## (五) 多实少虚原则

写文章还是应该写一些实际的东西，不能空话连篇。这就要求一定要多用实词少用虚词。这里所说的虚词就是指那些比较大的词。比如我们想表达一个人或事物很好的时候，不应该总用 nice 这样空洞的词，而是要使用一些诸如 generous, humorous, interesting, smart, gentle, warm-hearted, hospitable 之类的形容词。这些生动形象的词语一定会让你的文章大放异彩，令人耳目一新。

## (六) 多变句式原则

### 1. 并列(串联)

我们有时希望自己像个 native English-speaking speaker (以英语为母语的人) 一样能写很长的句子，但又怕写错。要解决这一问题，最保险的方法是在句子之间加 and 但它们之间最好是先后关系或者并列关系。如：

I enjoy music and he is fond of playing the guitar.

如果二者是并列的，我们可以用一个超级句式: not only... but also... 如：Not only is the fur coat soft, but it is also warm.

表示并列关系的词还有：besides, furthermore, likewise, moreover 等。

### 2. 转折(拐弯抹角)

用了表示转折的词，可以使文章要点明确，重点突出。如：

The car was quite old, yet it was in excellent condition.

The coat was thin, but was warm.

表转折的词或短语还有：still, however, nevertheless, in spite of, despite 等。

### 3. 因果

文章中使用了表示因果关系的词后，可以让你的句式变得丰富多彩，语言富于变化，更具说服力。如：

The snow began to fall, so we went home.

表示因果关系的关联词或短语还有：then, therefore, consequently, as a result, for this reason, so that, 等等。

## 第三节 常见信函类应用文写作

### (一) 信函类作文总述

英文书信一般包括六个部分：信头、信内地址、称谓、正文、信尾谦辞和

签名。

### 1.信头

通常在第一页信纸的右上角写明发信人的地址和写信日期。其中地址和信封上的写法一样，只是在最后另起一行写上日期。日期的排列有英式和美式两种。英式为日-月-年，如 25th July, 2018 美式为月-日-年，即 July 25, 2018。但注意在采用斜列式写地址时，日期应与第一行在左面对齐。

标点符号也有两种形式，英式写法要在信头的每一行后加逗号，地址末尾加句点，美式写法则不用标点符号。

例 1: Mr. Francis Mathews,  
7 Oxford Road,  
London SW18,  
England.  
18th March, 2018

例 2: Mr. J. E. Shatfer  
Computer Department  
Stanford University  
Stanford, Calif. 94305  
US  
Mar. 16, 2018

### 2.信内地址

信内地址是指收信人的姓名和地址，它只用于较为正式的商务信件或写给较生疏的人的信件中，而在极熟的朋友及私人信件中则可省略。这一项可在信头下约一行或两行的左上角处顶格写起。书写方法与信封上的姓名和地址相同。

### 3.称谓

这儿指写信人对收信人的称谓。从左边顶格写起，自成一，比信内地址低两行。其开头词和专有名词的第一个字母应大写。称谓后，英国人喜用逗号，而美国人则用冒号。此外，还须注意：

(1) “Dear”的用法:最常见的是用“Dear+ (头衔)姓或名”，如 Dear Professor, Dear Mr. Smith 或 Dear Angela, 也就是在 Mr. Mrs. Miss. Ms. Prof. Dr. 等后只用姓，不用名字。如果关系比较亲密，可用 My。

(2) 给某个机构或不认识的人写信，则按如下称呼写：

Dear Sir, Dear Sirs, Sirs, Gentlemen, Dear Madame, Ladies or Madame To Whom It May Concern 等。

### 4.正文

正文是书信的主要部分。通常在低于称谓一行处写起，每段开头要向后缩进 2~4 个字母。正文一般包括三部分:开头部分一般是寒暄或点明写信的目的，要写

得贴切、热情、恰如其分；中间部分则叙述一封信的主要内容，要求写得具体明了、直截了当；结尾部分通常写一些表示祝愿、问候、感谢等结束敬语或希望之类的话语。

(1) 常见的开头语有

①寒暄或关于“接到你某月某日的信”

Excuse me for not writing you for such a long time.

Your letter dated the 10th inst. (instant 本月) is at hand.

I feel complimented by the kindness of your letter which arrived this morning.

Words can't express my delight of receiving your letter dated Aug. 27.

②点明目的，表示通知、消息

I am writing to asking your can do me a favor.

I have the pleasure to tell you that our friend, Jim, will get married on New Year's Day.

I am very much delighted to inform that you will get a promotion soon.

(2) 结尾话:正文结束时，通常另起一行写一些祝愿之类的词句

We send you our best wishes.

With best regards.

Looking forward to hearing from you soon.

Please give my bet regards to your family/ parents.

All the luck in the world to you.

### 5.信尾谦辞

信尾谦辞指写信人对收信人的谦辞称谓。写在正文后，从信纸中间稍向右处写起，第一个字母大写，末尾加逗号。信尾谦辞应根据通信人之间关系的亲疏恰当选择。常见的有以下几种:

(1) 通常使用:

Sincerely/Your Sincerely /Sincerely yours /Most sincerely, (诚挚地, )

Truly/ Yours truly/Very truly yours, (忠实地,)

(2) 一般同事或熟人之间使用:

Yours ever, (永远是你的, )

Your friend, (你的朋友, )

(3) 写给亲属或关系非常亲密的人使用:

Forever yours, (永远是你的, )

Your loving son/ daughter, (您的爱子/女, )

## 6. 签名

签名是指写信人的亲笔署名, 在信尾谦辞下方用手写体签。如果整个信是打印出来的, 则亲笔签名写于信尾谦辞和打印的名字之间。如果与收信人较熟悉, 可只写名字, 不用写姓。如果与收信人不熟悉, 则写全称。如果写信人是女性, 且与收信人不相识, 应在签名前括号内注 Miss. Mrs. 或 Ms., 以便对方回信时方便。例如:

Yours sincerely,

(Mrs. ) ste lavis

此外, 还可写自己的头衔或职位。例如, Truly yours,

Jack Evens

The President

例如:

Directions: Suppose a friend of yours came to visit you yesterday when you were out. Now you are required to write a letter including about 100 words to him to give your apology and make an appointment with him.

Dear ××,

I am very sorry I was out when you came to see me yesterday afternoon. The fact is that I had an engagement with some friends and, ignorant of your visit, accompanied them to the cinema. Not until nine o'clock in the evening did I come back. You must have been disappointed by my absence.

I hope you will not leave the city this week. I will call on you on Friday afternoon at four o'clock. As this is the first time you come to Beijing, I will take you to some places that may interest you. Please wait for me in your hotel at the appointed time.

Love to you.

Yours truly,

Signature

## (二) 几种常见的信函类作文写作指导

### 1. 感谢信

Topic

Date

Dear \_\_\_\_\_,

- ① I am now writing these few lines to express my sincere thanks for \_\_\_\_\_.
- ② I'd like you to know how much your \_\_\_\_\_ meant to me. ③ You have a positive genius for \_\_\_\_\_.
- ④ I enjoyed not only \_\_\_\_\_, but also \_\_\_\_\_.
- ⑤ I shall remember \_\_\_\_\_ as \_\_\_\_\_.
- ⑥ I \_\_\_\_\_.
- ⑦ I hope to have the opportunity to express my gratitude to you face to face.
- ⑧ I will feel very honored and pleased if you have time to \_\_\_\_\_.
- ⑨ Would you kindly let me know \_\_\_\_\_? ⑩ am looking forward to meeting with you!
- ⑪ I repeat my thanks again for your \_\_\_\_\_.
- ⑫ Please give my kind regards to your \_\_\_\_\_.

Yours truly,

Signature

信件启首

①直接表达为何事表示谢意；②表达自己非常珍惜对方的付出/礼物；③赞美对方；④⑤表达对方的情意对自己的影响；⑥介绍自己的近况；⑦表达自己希望有报答的机会；⑧询问对方是否方便；⑨表达自己想找机会回报对方的心情；⑩提出下次见面的愿望；⑪再次表达感谢；⑫表达真挚的祝福。

信件结尾与签名

### 2. 邀请信

Topic

Date

Dear \_\_\_\_\_,

- ① \_\_\_\_\_.
- ② It would be pleasant/ honored to have you here.
- ③ Will you join us/give me the pleasure of your company?
- ④ During the \_\_\_\_\_, we will have lots of activities/points you are interested in.
- ⑤ First, \_\_\_\_\_.
- ⑥ Second, \_\_\_\_\_.



⑦ I know/ believe that you will be very interested in \_\_\_\_\_. ⑧ \_\_\_\_\_. ⑨  
Moreover/ What's more/ In addition, \_\_\_\_\_. ⑩ The \_\_\_\_\_ would not be  
complete without you!

⑪ Since the \_\_\_\_\_ will begin \_\_\_\_\_, is it possible for us to  
meet \_\_\_\_\_? ⑫ We do hope you can come.

Sincerely yours,  
Signature

信件启首

①开门见山提出事件(活动)以及地点、时间; ②表达邀请的愿望; ③正式发出邀请; ④开始介绍活动的内容; ⑤⑥具体介绍活动内容; ⑦引出受邀请人参加的理由; ⑧受邀请人乐意参加的理由一; ⑨受邀请人乐意参加的理由二; ⑩总结受邀请人参加的必要性; ⑪说明具体的约定时间和地点; ⑫再一次发出邀请。

信件结尾与签名

### 3. 建议信

#### Topic

Dear \_\_\_\_\_,

Date

① I am very pleased to know that \_\_\_\_\_. ② It \_\_\_\_\_. ③ In my  
opinion, \_\_\_\_\_. ④ On the one hand \_\_\_\_\_. ⑤ On the other hand, \_\_\_\_\_.  
⑥ As to \_\_\_\_\_, I suggest \_\_\_\_\_. ⑦ If \_\_\_\_\_. ⑧ It is unnecessary for you  
to \_\_\_\_\_. ⑨ In addition, \_\_\_\_\_. ⑩ I am sure \_\_\_\_\_.  
⑪ Please inform me \_\_\_\_\_. ⑫ I am looking forward to \_\_\_\_\_.

Sincerely yours,  
Signature

信件启首

①写信的原因; ②引出建议; ③表述建议内容; ④提出建议的理由一; ⑤提出建议的理由二; ⑥具体到某一方面的建议内容; ⑦提供被建议人选择的条件; ⑧建议内容的另一方面; ⑨其他的建议; ⑩对建议内容所做的承诺; ⑪希望对方回复; ⑫表达本人的愿望。

信件结尾与签名

## 作文范文一:

你(Li Yuan)的美国朋友 Harry 在最近的 e-mail 中提到要带他的父母来华旅游,他们计划去黄山。给他回一封 e-mail, 内容 包括:

- 1.欢迎他的父母来中国
- 2.建议可行路线及交通方式
- 3.提醒一些必要的旅行准备(如衣服、药品.....)
- 4.推荐 1 至 2 处其他景点

Dear Harry,

I'm so excited to hear that you are coming to China and to go to the Huang Mountains together with your parents. It's a good season for it. I'm sure you'll love it. Do remember bringing thick clothes with you since the top of the mountain is chilly.

I hope you will stay in Beijing for a couple of days since you have to stop in Beijing anyway, and then take the train to the Huang Mountains. I can company you here to visit the Forbidden City, the Great Wall and the Summer Palace, which you longed to visit to improve your knowledge about Chinese history.

Please pass my words to your parents. I couldn't wait to meet them.

Yours,

Li Yuan.

## 作文范文二:

### 2020 年成人专升本英语写作

你(Li Yuan)收到美国朋友 Thomas 的 e-mail, 他提及要来中国留学的想法。请给他回一封 e-mail,内容包括:

- (1)欢迎他来中国留学;
- (2)推荐一所学校;
- (3)介绍该学校所在的城市;
- (4)表达为他提供帮助的意愿。

范文 (一)

Dear Thomas,

I'm glad to hear from you. I am very excited and pleased to know that you will study in China. Since you asked me to recommend a university to you, I will introduce to you the university I most yearn for Peking University. Peking University is one of the top universities in China, with strong academic atmosphere and strong faculty. There are many famous scholars teaching here. The university is located in Beijing, the capital of China, which is the political center of China and has a very long history and cultural heritage. I hope you will consider my suggestion and I will be

able to help you if there is any need. Hope to see you soon.

yours,  
Li Yuan

范文（二）

Dear Thomas,

I'm glad to hear from you. I sincerely welcome you to study in China. I want to recommend a university to you.

I recommend Peking University and it's in Beijing. Peking University has many professors with knowledge, and its Chinese department is very good. Beijing is the capital of China and the center of politics, economy and culture. Beijing is also the most developed city in China, with convenient transportation and friendly people.

If you need more help, I'll be happy to help you. Best wishes to you!

Yours,  
Li Yuan

## 作文范文三:

### 2021 年成人专升本英语写作

学校将组织一次英语演讲比赛，打算邀请外教(John)来做评委。请你(Li Yuan)给他写一封 e-mail，内容包括：

- (1)邀请他担任评委(judge);
- (2)告知他比赛安排(如：时间、地点等);
- (3)希望他赛后进行点评;
- (4)期待他能接受邀请。

范文（一）

Dear John,

Our school will have an English Speech Competition and we'd like to invite you to be the judge.

The competition will be held in our school hall, from 2 o'clock to 4 o'clock on the afternoon of May 16. There are thirty contests in all. On that day they will choose one topic out of the five topics and then prepare for it in three minutes. Then they will be given three minutes to speak. And you are welcome to say something about the contests' wonderful performance.

Please tell us if you can come as our judge.

Yours  
LiHua;

范文（二）

Dear John,

I'm Li Hua, Chairman of the School Student Union. I'm writing to invite you to be a judge at our English speech contest which will be held in our school on September 2. As scheduled

previously, it will start at 2:00 pm at the Lecture Hall of our library, and ten students will deliver their speeches on the given topic.

It is expected that the contest will come to an end at 4:00 pm. I'd appreciate it if you could accept our invitation at your convenience. If possible, please contact me. I am looking forward to your early reply.

With best wishes!

Yours,

Li Hua

## 第四节 信函类应用文写作常用句式

### (一) 感谢信

1. Thank you very much for...

十分感谢.....

2. Many thanks for your ...

非常感谢您...

3. Please accept my sincere appreciation for...

请接受我对.....真挚的感谢。

4. I am truly grateful to you for ...

为了....., 我真心感激您。

5. It was good (thoughtful) of you...

承蒙好意(关心) .....

6. You were so kind to send...

承蒙好意送来.....

7. Thank you again for your wonderful hospitality and I am looking forward to seeing you soon.

再次感谢您的盛情款待, 并期待不久见到您!

8. I find an ordinary "thank you" entirely inadequate to tell you how much...

我觉得一般的感谢的字眼完全不足以表达我对您多么地.....

9. I sincerely appreciate...

我衷心地感谢.....

10. I wish to press my profound appreciation for...

我对.....深表谢意。

## (二) 邀请信 (去年有考)

1. I'd like to invite to judge it. 我想邀请你做裁判。

2. I'm writing to invite you to... 我写信是邀请你.....

3. I wonder if you can come to... 我想知道你是否能来.....

4. How would you like to join us in...??

你能来参加我们的。

5. I would like you to come...

我希望你能来。

6. The purpose of the activity is to...

举办活动的目的是... .

7. It's my honor if...

.....将感到荣幸

8. We would feel much honored if you could come.

如果你能来我们都将不胜感激。

9. It is my pleasure / a great honor for me to invite you to ...

非常荣幸邀请你参.....

10. It is my honor to inform you that there is an academic meeting in (place)(date) a (time) .

很荣幸的通知你, 在.... (时间、地点)将有一个学术会议。

11. If you have no other plans for this weekend night, will you do us a favor of going to our party.

如果你周末晚上没有其他安排, 能否赏脸来我们的派对?

12. Would you please let me know as soon as possible if you can accept my invitation?

如果你能接受我的邀请能否尽早让我知道?

13. I am sure that you will enjoy yourself here.

我保证你在这儿会玩得很尽兴。

14. We sincerely hope you can attend it. 我们真诚希望你能参加。

15. It's my pleasure / a great honor for me to invite you to... 我很荣幸地邀请你.....

16. It's a pity that you have to go back to America soon. So a farewell party for

you will be held in the Sun Club this Saturday evening. Could you come at 6:00 pm?

很遗憾你不久就要回美国了。所以，这周六晚上，在阳光俱乐部我们将会为你举行一个欢送会。下午六点你能来吗？

17. We will start at 8:00 am and arrive there at 9:00 am.

我们将会在上八点出发，九点到达那里。

18. During the afternoon, we'll ... together. 下午，我们会一起.....

19. Remember to take water and lunch with you. 记得带上水和午餐。

20. By the way, you may take Bus No.322 in front of your apartment and it will take you directly to the club. 顺便说一下，你可以乘坐你家公寓前的 322 路公交车，它会直接把你带到俱乐部。

21. Since you are so eager to improve your English, it will prove to be a great chance. 既然你如此渴望提高英语，这会是一个很好的机会。

22. I'm sure that you will enjoy yourself there. 我确信你在那里会过得很愉快。

23. Would you please let me know as soon as possible if you can accept my invitation? 请尽快告诉我你能否接受我的邀请好吗？

24. We will feel much honored if you could come. 如果你能来，我们将感到非常荣幸。

25. We are looking forward to your coming. 我们期待着你的到来。

### (三) 建议信

1. I'd like to suggest that... 我想要建议.....

2. In my opinion... 在我看来，.....

3. If I were you, I would... 如果我是你，我会.....

4. You'd better do.../ not do... 你最好/最好不.....

5. I'm very glad to receive your letter asking for my advice on how fit in the new school life. Here are a few suggestions. 很高兴收到你的来信，信上询问我关于如何适应新的学校生活。下面是我的一些建议。

6. I'm very glad to have received your e-mail. Now I'm writing to give you some advice on how to learn English well. 很高兴收到你的电子邮件。现在，关于如何在高中学好英语，我写信给你提一些建议。

7. I'm writing to you to present what I think on the further improvement of our hotel so as to attract more clients. 我给你写信是想说明一下我对于进一步改善我

们旅馆的一些想法，以吸引更多顾客。

8. You have asked for my advice with regard to how to learn Chinese, and I will try to make some suggestions here. 你就如何学习汉语询问我的建议，那么我就在这里给出一些建议。

9. I hope these suggestions will be of use to you. Remember: where there is a will, there is a way. 我希望这些建议会对你有用。记住:有志者事竟成。

10. I hope these suggestions will be of use to you. Remember: The man who has made up his mind to win will never say "impossible". 我希望这些建议会对你有用。记住: 一个决心要成功的人从来不说“不可能”。

11. I hope that my suggestions are helpful for you anyway. I would be more than happy to see improvement. 无论如何，我希望这些建议对你有所帮助。我会非常高兴看到情况改善。

12. I believe that you will take my suggestions into serious account. Whatever you decide to do, good luck with your studies / work! 我相信你会认真考虑我的建议。无论你决定做什么，祝你学习/工作好运!

13. I sincerely hope my advice will be helpful. If there is more I can do to help, please let me know. 我真诚希望我的建议有一些帮助。如果还有需要帮忙的地方，请告诉我。

14. I hope you can take good consideration of my advice. I will be ready to discuss about this matter with you to further details. 我希望你可以好好考虑我的建议。我准备好和你进一步讨论这件事情。

建议：例句有很多，同学们可以选择适合自己能力水平的句子进行背诵。

## 第五节 常用实用句型

成考英语作文常用模板成考作文以写信/邮件为主，今天给大家整理了相关常用句型。

### 一、开头及结尾模板

#### 开头段

1、告知对方你的身份（假如对方不认识你）

Dear Sir/Mr. Smith

I was a student at your college, enrolled in Philosophy Department. / I am a\_\_\_\_(身份)at

your \_\_\_\_ (地点). / I am a \_\_\_\_ at your college, enrolled in the \_\_\_\_ course. / My name is \_\_\_\_, I am  
我是贵校的一名学生，在哲学系就读。

2、问候收信人（假如他 / 她是你的朋友）

Dear Tom

Hello/Hi. How are you? I hope everything is fine./ How are things going with you?

你好吗？我希望一切都好/你最近怎么样？

3、解释写信的原因

(1) 致谢 Thank you for your letter about studying in Canada 谢谢你关于在加拿大学习的来信  
I am writing to tell you how grateful I am for...我写信是想告诉你我是多么感激...

I would like to thank you most sincerely for...我想最真诚地感谢你的...

(2) 抱怨 I am writing to complain about the poor service at your dining-room.我写信是想抱怨  
你们餐厅的服务不好

I wish to make a complaint about...我想对.....提出投诉...

I am writing to draw your attention to...我写信是想提醒你注意...

(3) 致歉 I am writing to you because I am unable to...我写信给你是因为我不能...

I am terribly sorry that...非常抱歉...

I would like to express my apologies for not being able to...我想为我不能...

(4) 询问 I would like to obtain/request/seek/inquire some information about...我想获得/请求  
/寻求/询问一些关于...

I am writing to ask if you can do me a favor. 我写信是想问你是否能帮我一个忙。

I would like some detailed information on/about... 我想要一些关于.....的详细信息...

## 结尾段

1、发出请求 Please give this matter your immediate attention. 请立即处理此事。

I would very much appreciate it if...as soon as possible 如果.....尽快，我将不胜感激

2、提供帮助 I hope these...will be helpful, and please feel free to contact me for more  
information.

...will be taking responsibility for you and if you should need any assistance, she/he will...

...将对您负责，如果您需要任何帮助，她/他将...

I am pleased to help you. 我很乐意帮助你。

3、再次表示歉意或感激 Please accept my heartfelt thanks and deepest gratitude, now and  
always.请接受我衷心的感谢和最深切的感激，现在和永远

I am sorry that I cannot...and trust that you will understand.很抱歉我不能...相信你会理解的。

In addition, let me apologize for any inconvenience I may have caused.

此外，对于可能给您带来的不便，我深表歉意。

Once again, I am sorry for any inconvenience caused. 我再次对由此造成的不便表示歉意。

4、期盼回信 I look forward to your prompt response.期待您的及时答复

Looking forward to a prompt reply.期待您的及时答复

I expect to hear from you very soon.我期待很快收到你的来信。

## 二、常用连接词

1、First/ Second/Besides/ Finally 首先，第二，再次，最后

2、On one hand/ on the other 一方面，另一方面

3、In a word 总而言之



- 4、Although/ But/However/ At the same time 虽然，但是，然而，同时
- 5、Recently/ Today/ Now 最近，如今，现在
- 6、Luckily / Especially 幸运地，尤其
- 7、Generally speaking 一般地说

### 三、写作技巧

- 1、作文以写信/邮件为主，要多看相关的范文，要掌握书信的写作格式，和作文的写作思路。
- 2、一定要写够单词数。英语非常差的同学可以从阅读理解里面摘抄英语句子。参照模仿阅读理解的句子，用到自己的作文里面。作文没有标准答案，意思接近也可以得分的。
- 3、在意思表达都正确的情况下，句子用的词汇越好，结构越好自然可以得高分，主攻英语的同学可以把词汇和句型背熟，并多加练习。对于英语基础不好的同学要尽量用最简单常见的句型。
- 4、多使用连接词作为句子开头，作文思路会更清晰，得分更高。

邀请函写作必备词汇词组。

邀请 invite/ invitation

评委 judge

荣幸 honor (v./n.)

欢迎 welcome (v./n./adj.)

做演讲 make/deliver a speech

感激 appreciate (vi. ) / be grateful

接受邀请 accept sb's invitation

代表学校 on behalf of our school

提炼邀请信格式模板: (1)

Dear \_\_\_\_\_,

How is everything with you? I am writing to tell you that there will be a \_\_\_\_\_(内容)at/in \_\_\_\_\_(地点)on\_\_\_\_\_ (时间). We would be honored/delighted to have you there with us.

The\_\_\_\_\_ (activity) will start at\_\_\_\_\_ (具体时间). This will be followed by a\_\_\_\_\_ (进一步的安排). At around\_\_\_\_\_ (时间), \_\_\_\_\_ (另一个安排).

Ring me up and tell me whether you will come or not, will you? My phone number is\_\_\_\_\_. I really hope you can make it. Looking forward to your reply.

Yours sincerely,  
Li Ming

提炼邀请信格式模板: (2)

Dear \_\_\_\_\_,

①There will be a\_\_\_\_\_ (内容) at/in\_\_\_\_\_ (地点) on\_\_\_\_\_ (时间). ②We would be honored to have you there with us.

③The occasion will start at\_\_\_\_\_ (具体时间).④This will be followed by a\_\_\_\_\_ (进一步的安排).⑤ At around\_\_\_\_\_ (时间), \_\_\_\_\_ (另一个安排).

⑥I really hope you can make it.

Yours sincerely,  
Li Ming

邀请信

你校新华中学将于下周末举行第二届校文化节，学生会主席李华代表学校全体师生邀请北京大学大学外籍教授 Smith 先生做关于中美文化差异的讲座。

信的内容包括:

讲座时间: 11 月 28 日早上 9 点到 11 点

讲座地点: 3 号教学楼 201 教室

联系方式: englishtec@ 163.com

词数 100 左右，可适当增加细节，以使行文连贯。

Dear Professor Smith,

I am Li Hua, chair of the Students' Union of Xinhua Middle School. Our school will have the Second Culture Festival next weekend and I am writing to invite you to give us a lecture about the cultural differences between America and China, which will begin at 9 o'clock and end at 11 o'clock on Nov. 28th in Classroom 201 of the third teaching building.

As an expert in international culture, you must have a good knowledge of the cultural differences between America and China, so we hope you could help us increase our knowledge and clear some cultural confusion.

Could you please contact us in advance at englishtec@163.com if you could come to our culture festival? We are looking forward to your reply.

Yours,

Lihua

你校新华中学将于下周末举行第二届校文化节，学生会主席李华代表学校全体师生邀请北京大学大学外籍教授 Smith 先生做关于中美文化差异的讲座。

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