

2024管理类联考

英语（二）写作

彭忆

第一节 考试大纲

大纲对写作的要求：

该部分由A、B两节组成，考查考生的书面表达能力。共2小题，共25分。

A节：要求考生根据规定情景写一篇约100词的应用文，类型包括书信、通知、告示、纪要等。共10分。

7

应用文

小作文

B节：要求考生根据提示信息写一篇约150词的短文。提示信息的形式为文字、图画、图表等。共15分。

10

大作文

1

：

示例：

Sample 1

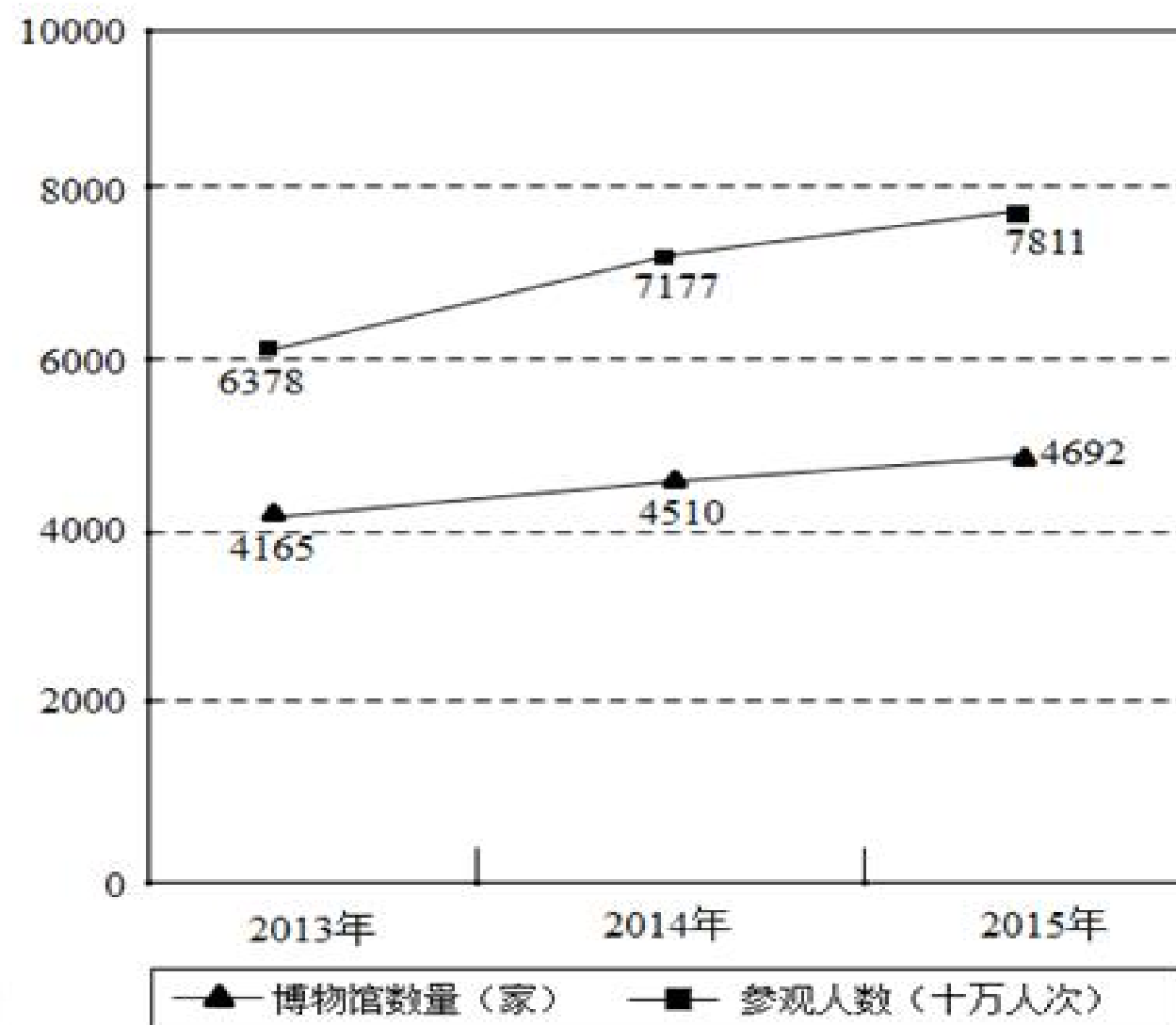
大作文

Directions: Write an essay based on the following chart. In your writing, you should

1)interpret the chart, and

2)Give your comments.

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



2013-2015 年我国博物馆数量和参观人数

Sample 2

Directions: Write an essay based on the picture below. In your essay, you should

1)describe and interpret the picture, and

2)give your comments.

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



Sample 3

Directions: Read the following excerpt ^{节选} from an article and write an essay.

In your essay, you should explain whether ^{是否} or to what extent ^{多大程度} you agree with the author. Support your argument with reasons and relevant examples.

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

Sample 4

Directions: Suppose you are responsible for the reception of the foreign experts who are going to attend the academic conference held by your university. Write an e-mail to the experts to

- 1) express your welcome and
- 2) give a brief introduction of the schedule

科技时代 204

(15 points)

Studies in the U.S. and the U.K. consistently show that children have lost the right to wander. This is why many of our youth turn to technology. They aren't addicted to the computer; they're addicted to interaction, and being around their friends. Children, and especially teenagers, don't want to only socialize with parents and siblings; they want to play with their peers. That's how they make sense of the world. And we've robbed them of that opportunity. We're raising our children in captivity and they turn to technology to socialize, learn and relax. Why are we blaming the screens?

评分原则和方法

(1) 一般评分标准适用于A、B两节。但根据两节不同的考查要点，评分时应有不同的侧重点。

必须满足题目要求

A节作文的评分重点在于内容要点的覆盖性、文章的组织连贯性、语言的准确性、文体格式和语体的恰当性。对语法结构和词汇多样性的要求将根据具体试题做调整。

B节作文的评分重点在于内容要点的覆盖和阐述、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。

允许在作文中使用指导语或提示信息中的个别关键词语，但使用其中部分或整个语句的，将被酌情扣分。

节选提示信息

(2) 评分时，先根据文章的内容和语言确定其所属档次，然后按照该档次的要求来给分。

(3) A节作文的词数要求是100词左右；B节作文的词数要求是150词左右。文章长度不符合要求的，酌情扣分。
120
180-200

(4) 拼写与标点符号是反映语言准确性的一个方面。评分时，要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。

扣分
2分

46. 翻译
A B C D

47. 小作文
48. 大作文

一般评分标准

档次及分值	
<p>第五档</p> <p>A (9-10)</p> <p>B (13-15)</p>	<p>很好地完成了试题规定的任务：</p> <ul style="list-style-type: none">★包含并有效阐述所有内容要点★使用了丰富的语法结构和词汇★语法结构和词汇准确，错误极少★有效地使用了多种衔接手段，内容连贯、流畅，层次清晰★文体格式和语体恰当贴切 <p>对目标读者完全产生了预期的效果</p>

档次及分值	
<p>第四档</p> <p>A (7-8)</p> <p>B (10-12)</p>	<p>较好地完成了试题规定的任务：</p> <ul style="list-style-type: none">★包含了所有的内容要点，少数要点未能有效阐述★使用了较丰富的语法结构和词汇★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错误★比较有效地使用了一些衔接手段，内容较连贯，层次较清晰★文体格式和语体较恰当。 <p>对目标读者产生了预期的效果</p>

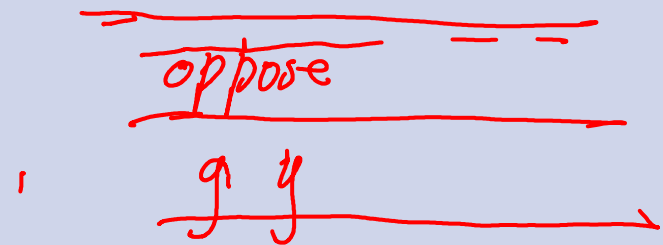
档次及分值

第三档

A (5-6)

B (8-10)

- 基本完成了试题规定的任务：
- ★虽然漏掉一些内容，但包含了多数内容要点
 - ★语法结构和词汇基本满足任务的需求
 - ★存在一些语法结构或词汇错误，但基本不影响理解
 - ★使用了简单的衔接手段，内容基本连贯，层次基本清晰
 - ★文体格式和语体基本合理
- 对目标读者基本产生了预期效果

档次及分值	
<p>第二档</p> <p>A (3-4)</p> <p>B (4-7)</p>	<p>未能按要求完成试题规定的任务：</p> <ul style="list-style-type: none">★漏掉或未能有效阐述一些内容要点，写了一些无关的内容★语法结构单调，词汇有限★存在较多语法结构或词汇错误，影响理解★未采用必要的衔接手段，内容缺乏连贯性★文体格式和语体不恰当 <p>未能清楚地把信息传达给读者</p> <div data-bbox="1605 885 2263 1128"><p>Handwritten red text: 'oppose' and 'gy' with horizontal lines.</p></div>

oppose oppose

档次及分值

第一档

A (1-2)

B (1-3)

未能完成试题规定的任务：

★ 明显遗漏主要内容，写了许多不相关的内容

★ 语法结构很单调，词汇很有限

★ 语言错误很多，内容很难理解

★ 未使用任何衔接手段，内容不连贯，缺少组织、分段

★ 无文体格式和语体概念

未能把信息传达给读者

零档

0分

所传达的信息或所用语言太少，无法评价；内容与要求无关或无法辨认

1. 卷面工整 2. 符合题意、扣题

3. 格式正确(如作文)

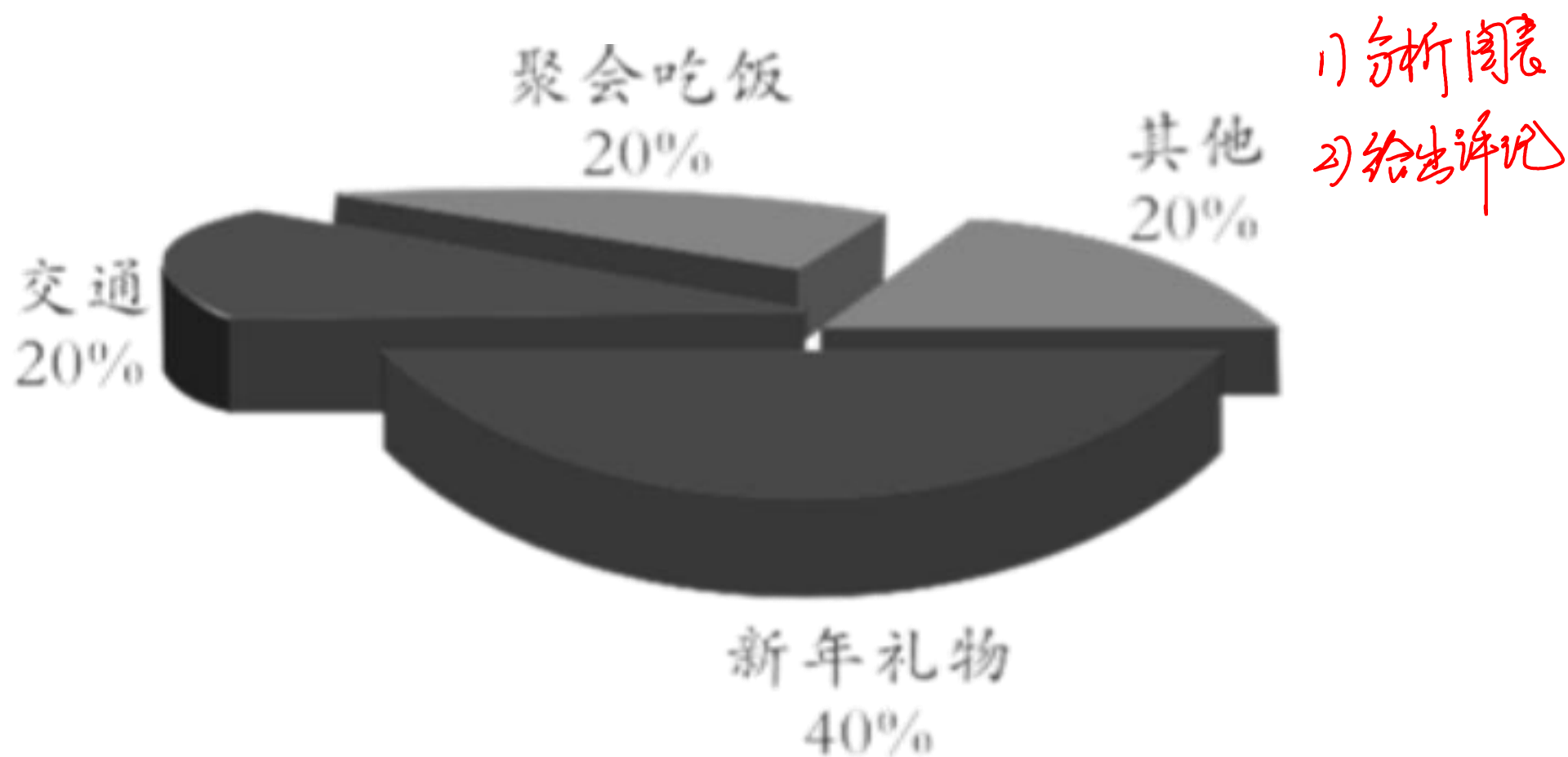
4. 语言流畅、准确

5. 文章层次清晰

第二节 短文写作

议论文 写作

什么是好的作文：



我国某市居民春节假期花销比例

Para. 1

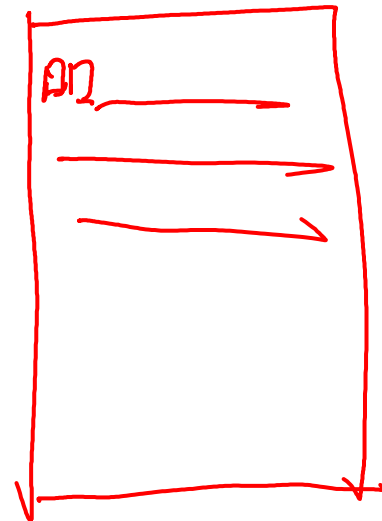
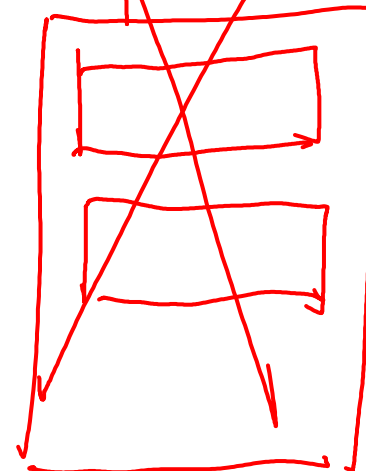
不需要写文章标题

介绍主题

The above chart shows how Chinese people spend their money during Spring Festival, the most important holiday in China. Of all the expenses, buying new year gifts is on the top of the list, occupying 40% of the total. Then comes the spending on transportation and meeting for meals.

具体数字 + 描述

开头式 / 描述式



Para. 2

Reason 1 展开 例子
Reason 2 展开 例子

新上
(The difference in New Year spending reveals the way Chinese people spend their holidays, and our culture.) To begin with, gift exchange still plays a crucial part in our life, as this is the best way to represent friendship and love. It has long been known in the world that Chinese people hold a good reputation of being friendly and exchange is the very symbol of such a tradition. Sometimes gifts can be in the form of cash, to be given to the unmarried ones, and this so-called “red bag” is very popular among friends and relatives. Moreover, transportation spending means that a lot of people choose Spring Festival holidays to travel around with families. This is a new way of enjoying holidays for Chinese, and more and more young people are even going abroad. Hence, the spending on transportation counts much in our life.

观点

P3

I believe that this variety in holiday spending is a vivid symbol of the changing lifestyle for Chinese people. As the country catches up quickly in economy, life is also enriched in various ways, and the living standard is constantly going up. We have the very reason to hope for a still better life in the future.

总结

3 + 7 + 3

结构思路

以句话

3分 P1

① 点明图表主题 ② 展示具体数据

9分 P2

① 描述图表 ② 分析原因/结构

展开
例子

3分 P3

① 个人观点 ② 总结

建议
展望未来/预测

① 介词后不能用动名词

-ing 婴儿...

主题, 数字项目

-ing

② 单复数 → 主谓一致

判断正误:

1. Allowing employees to work from home can help employers to reduce costs.
2. Electric cars can use energy more efficiently than traditional cars.
3. Some people think that schools should encouraging students to use public transport.
4. The results of space research ^{have} increased our knowledge about our own planet.
5. The main reason of this view is that men and women should have equal opportunities.
6. They believe that large cities can provide a higher standard of living.

③ 固定搭配

A of B ... no
B no A

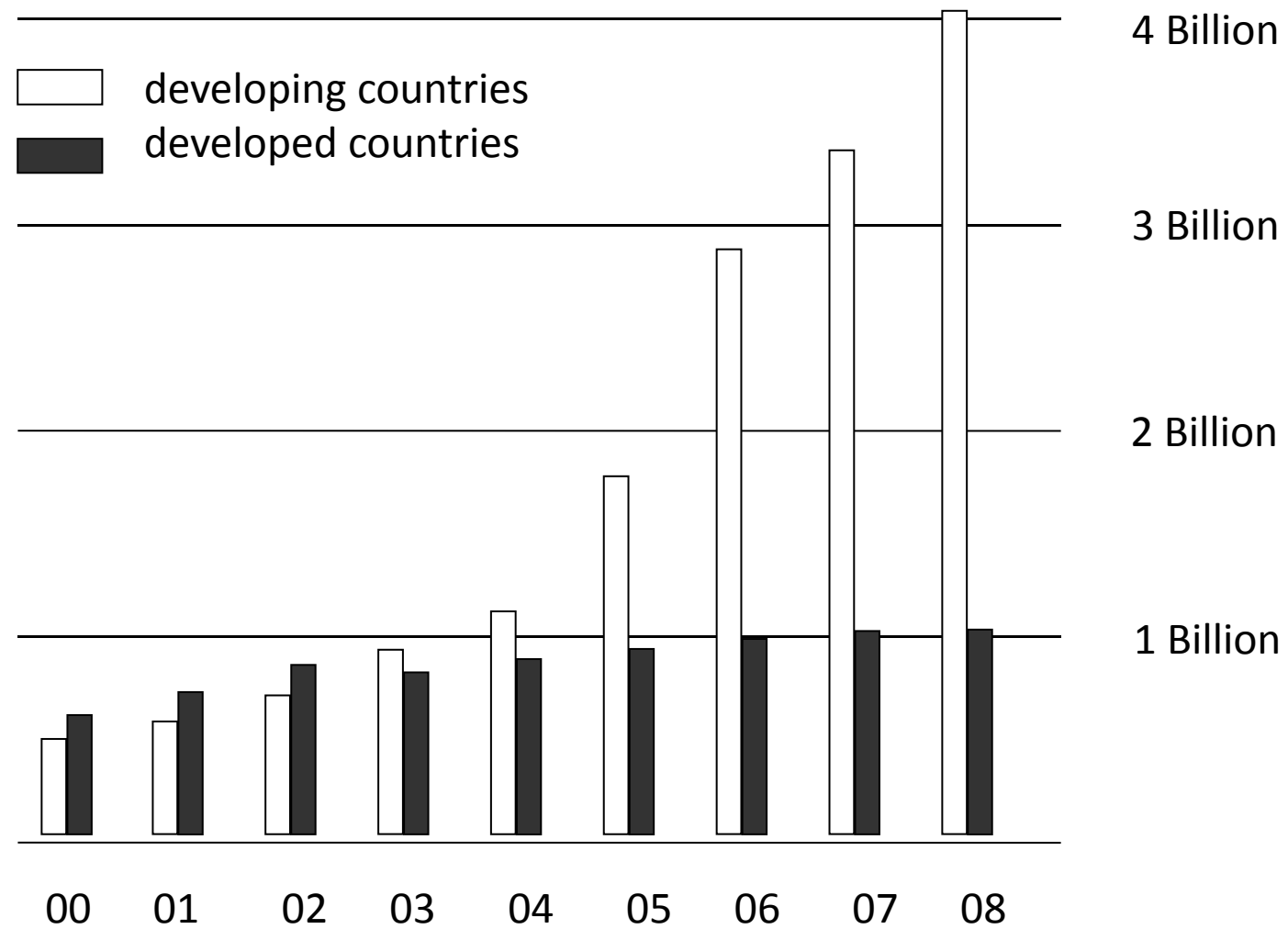
主题词如何表达：

2010:

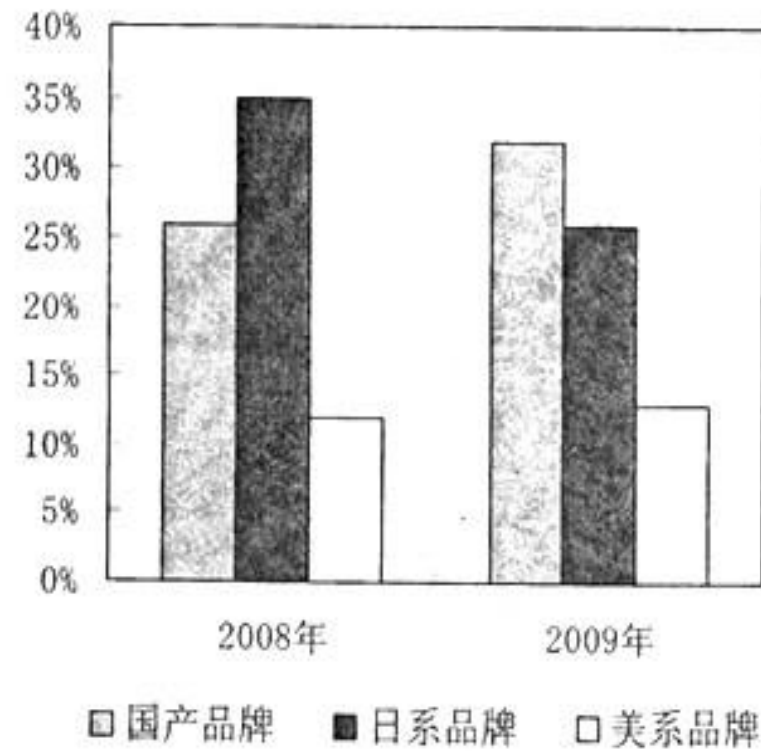
mobile-phone subscription in developing countries and developed countries

Mobile-phone subscriptions

(2000-2008)



2011



1. the market share of different car brands

0 0 0 0 0 0

2. the market share of different vehicle brands with regard to cars made in China, America and Japanese

about

不同国家汽车品牌市场占有率的变化

brand

market share

2012

people

年龄/满意度	满意	不清楚	不满意
小于等于40岁	16.7%	50.0%	33.3%
41-50岁	0.0%	36.0%	64.0%
大于50岁	40.0%	50.0%	10.0%

staff
集合名词

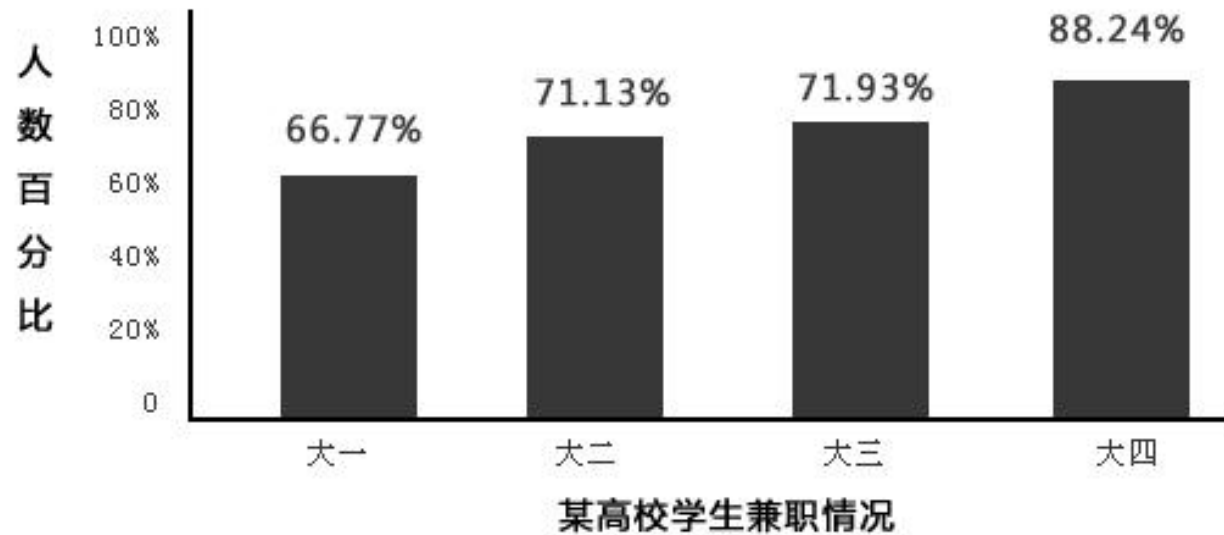
某公司员工工作满意度调查

A of B

- 1. the differences between people above 50 and below 50 years old about their employment satisfaction
- 2. the different attitudes toward work satisfaction among people

the different employment
satisfaction of employees

2013



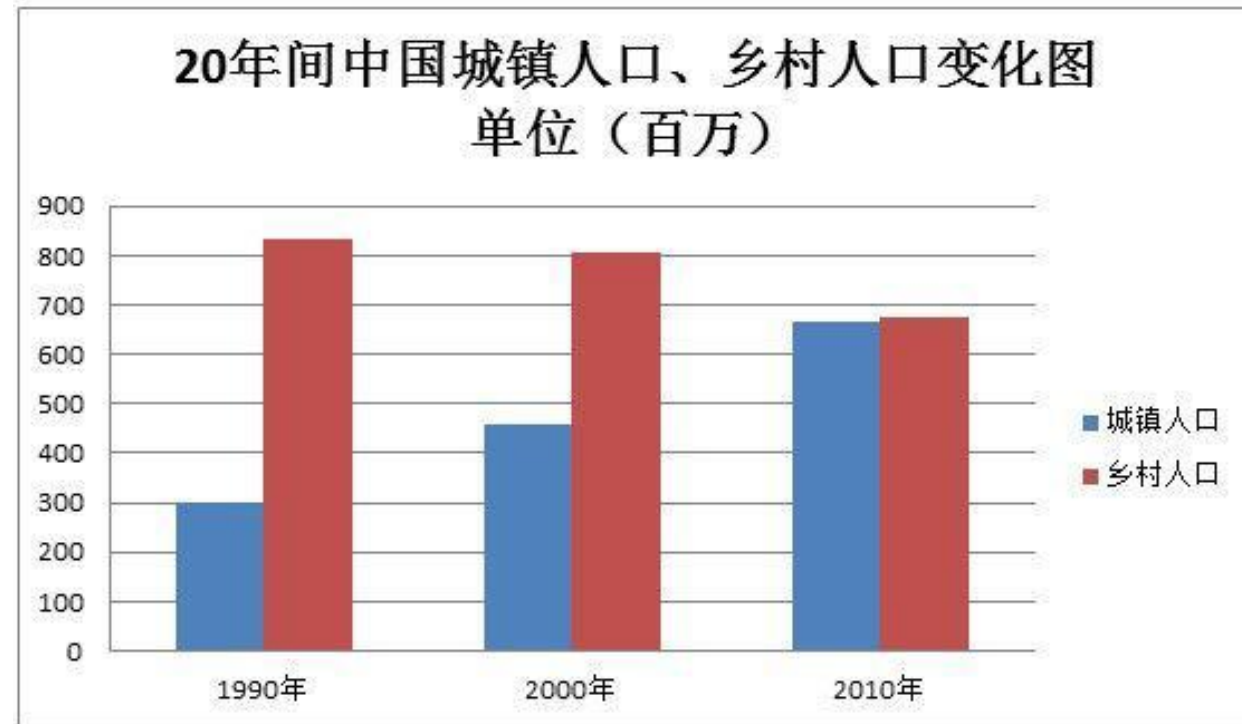
part time job

本科生

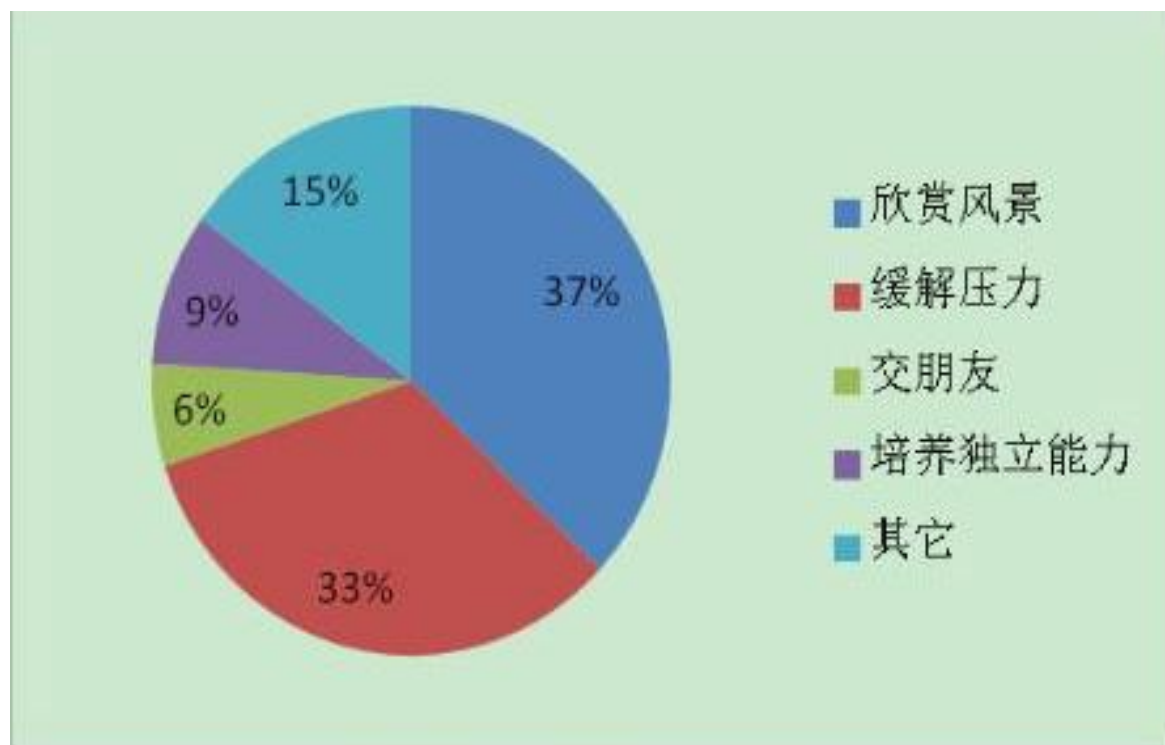
1. the change / changes in part time job participation amongst undergraduates.
2. the different proportions of taking part-time job among college students

2014

1. the changes of urban and rural population in two decades
2. the changes of population both in urban and rural areas of China



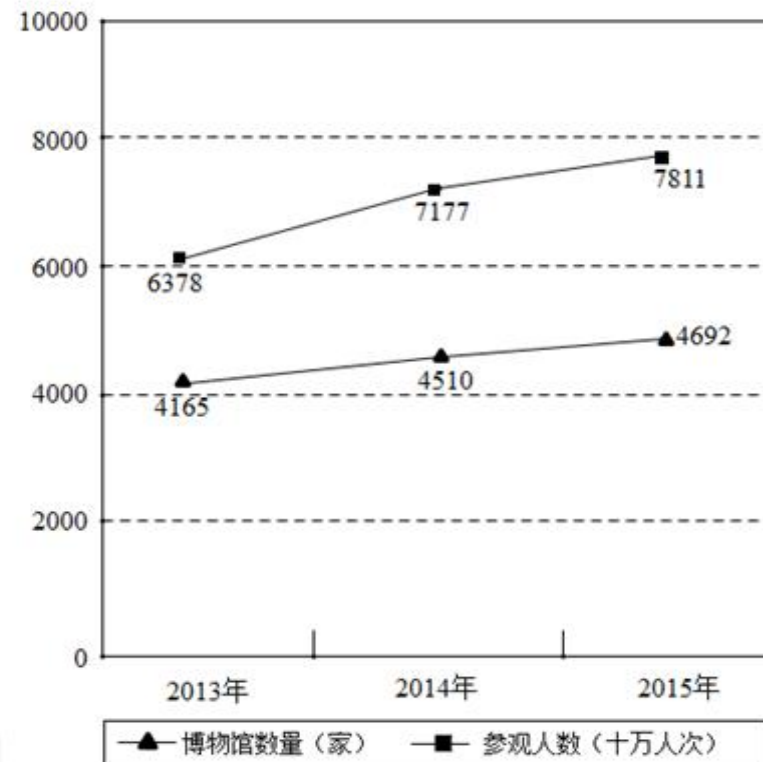
2016



某高校学生旅行目的调查

the different travelling purposes of college students

2017

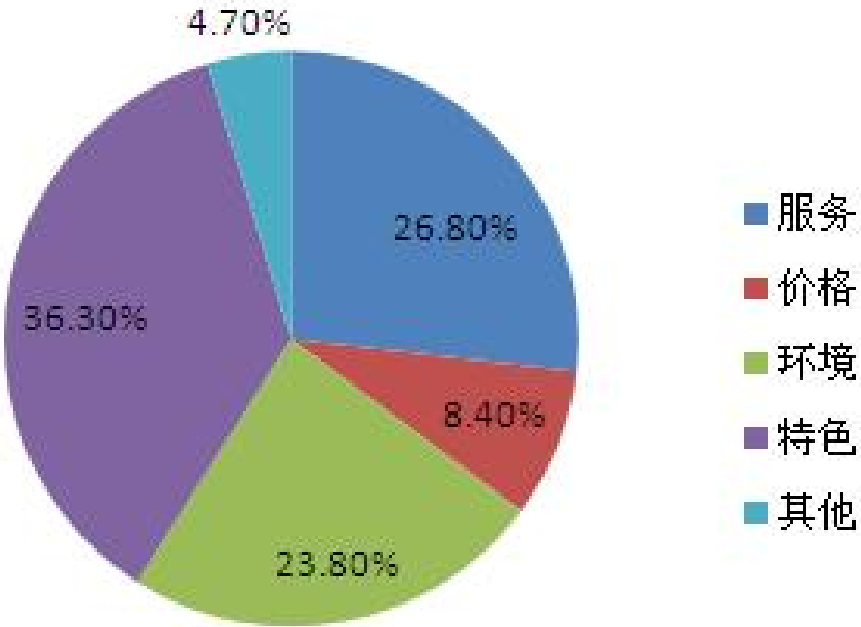


2013-2015 年我国博物馆数量和参观人数

museum

1. the increasing trend of museums and tourists
2. the increase of museums and tourists
3. the increasing numbers of museums and tourists

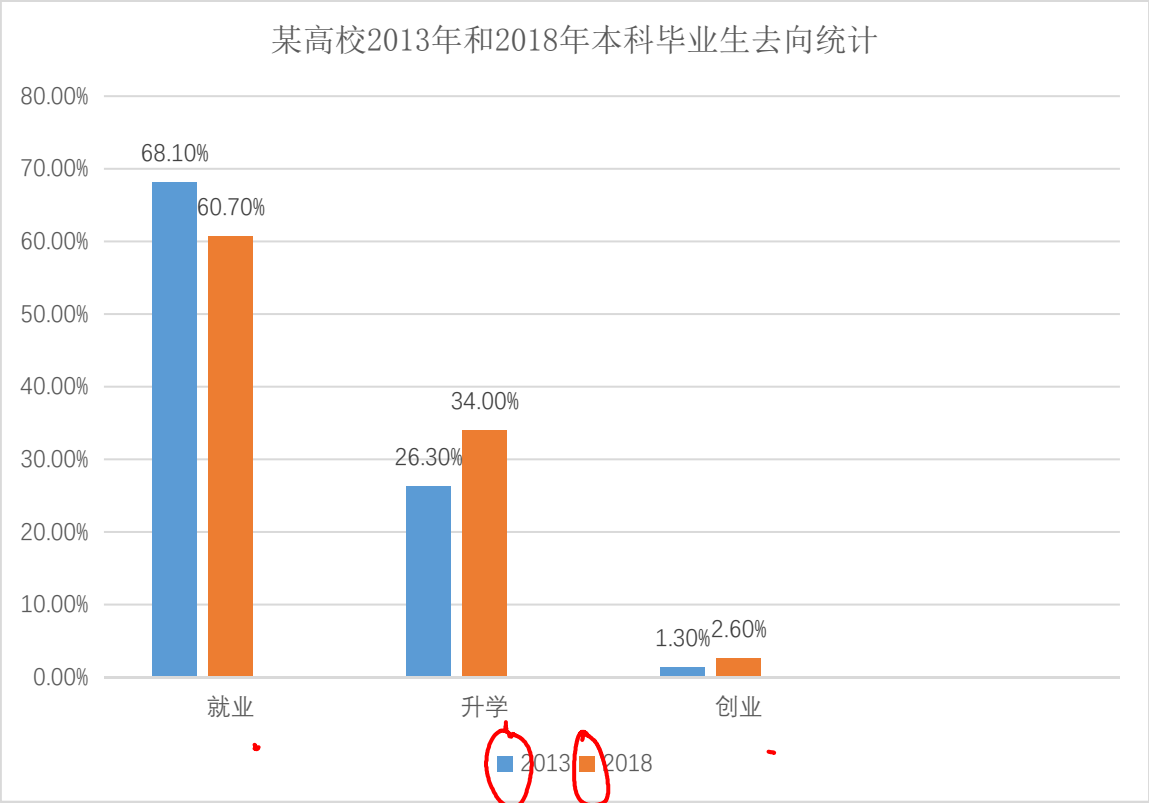
*A of B among A
in*



the different factors ^{of} about choosing a restaurant among
consumers

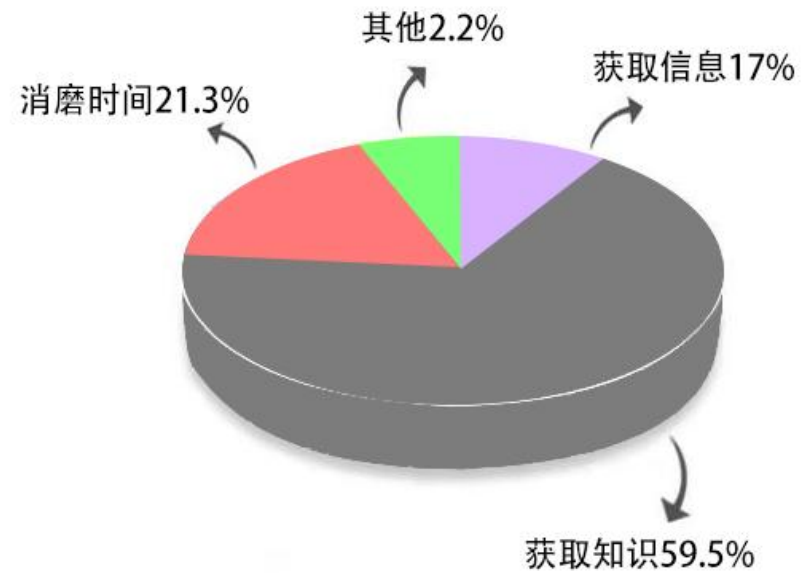
2017年某市消费者在选择餐厅时的关注因素

2019



- 1. the different choices of college students after graduation.
- 2. the different plans of college students after graduation.

2020

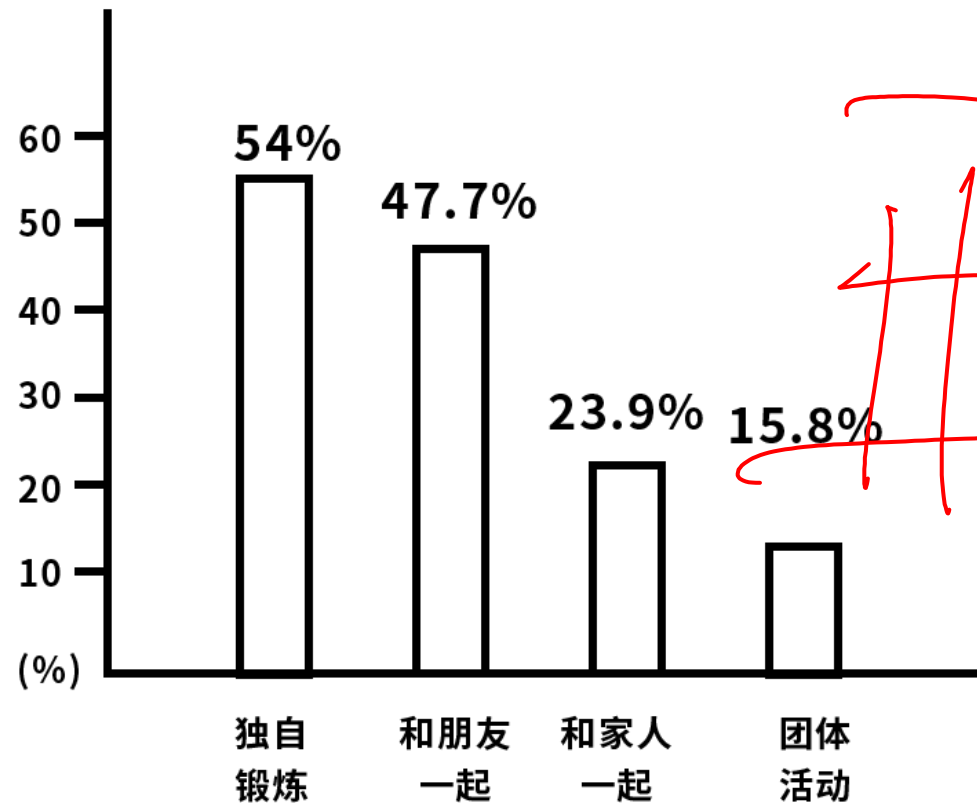


某高校大学生手机阅读目的调查

1. the different reading purposes of college students by cellphone
2. the different purposes of cellphone reading among undergraduates

2021

某市居民体育锻炼方式调查



the different forms of taking exercise among citizens

bar chart

pie chart

line chart

table

图表作文第一段介绍主题:

短语

This ~~_____~~ chart reflects ^{differences (占地, 概念, 阵)} (some noticeable changes concerning 主题).

This _____ graph reflects some obvious ^{differences} changes regarding 主题.

As is manifested in the chart, the last couples of years have witnessed the changes/differences with regard to 主题.
_{about}

health literacy
健康素养

图表作文第一段：数据展示

静态数据

To be specific, the percentage of A was the largest among all the categories, accounting for ____%. In comparison, B, C and D took up ____%, ____% and ____% respectively.

分配地

图表作文第一段：数据展示

主题 + 数据展示
静态数据 趋势
变化

趋势变化类 (1) 或 (2) 中选一个

上升. 下降
急剧 稳步

Specifically, the figure for A experienced a sharp/steady growth from 数 to 数 (in 时间). Meanwhile, there was a slow decrease of B, which dropped from 数 to 数 during the same period.

增长

Clearly, A has(have) kept growing / rising / increasing / expanding, from 数 in the year of 年 to 数, whereas (meanwhile,) B has (have) a steady decline / drop / fall / decrease / shrinkage from 数 to 数 during the same period.

下降

第一段:

differences

This _____ chart reflects some obvious changes concerning _____. (所有图表通用) Specifically, the figure for _____ experienced a sharp/steady growth from ____ to ____ in _____. Meanwhile, there was a slow decrease of _____, which dropped from ____ to ____ during the same period. (趋势图)

_____, occupying about ____% of the total, while _____ and _____, accounting for ____% and ____% respectively, come close in rank. (静态占比图)

填空题

主体论证段：

1. 承上启下
2. 分析：原因/影响，可以插入例子

承上启下:

选一个

(1) The changes or differences, as described above, reflect (embody/represent/stand for/depict) what is happening in our society or our life at present moment.

(2) Actually, some factors that contribute to the above changes or differences always stand out on top of others, if we take a closer look into our society or our way of living.

分析框架: 层次

Actually, some factors that contribute to the above changes or differences always stand out on top of others, if we take a closer look into our society or our way of living.

Initially, _____ is an essential driving factor. + 扩展句。 Second, it can be said without exaggeration that _____. + 例子。 Last but not least, _____ played a bigger role actually.

first / firstly furthermore
to begin with What's more

分析原因：在主体论说段出现主题词

重复两次主题

1. With the booming of Chinese economy, and more investing funds to the public goods, it's not surprising to see this phenomenon.

看到...就不是为奇了

2. Because we have made remarkable progress on the change of the consumption concept, an increasing number of people have attached more importance to the spiritual needs than material necessities.

精神需求

物质需要

弊：系统
↓
问题遥远

利：

① 句式多，句子长

② 词 → 书面语、高级词

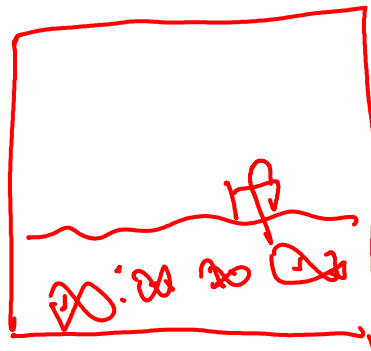
③ 万能

3. It can be said without any exaggeration that everyone desires a better life, for example, a larger living space or higher living standard. So _____ is one of the steps to a decent life.

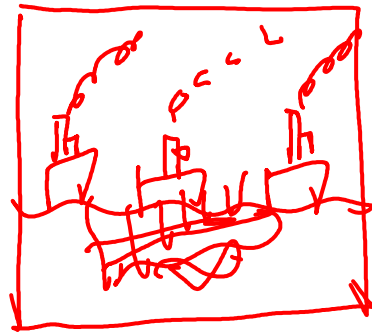
owning a car

4. Coupled with the progress of our education system, an increasing number of people have attached more importance to the spiritual needs than material necessities.

2000



2000



2010

20 18

5. Coupled with the development of education system, it is generally considered that nowadays young people have some strikingly different perspectives on _____ compared with older generations.

完全不同的观点

6. Social transition is a significant factor contributing to this phenomenon. With our society transforming from a developing country to a developed one, the average income has been on a steady increase, which leads to a great change in all aspects of our life. This situation is not an exception.

主题

7. With the remarkable improvement of people's living standard, people now have the purchase power to expand their scope of knowledge and widen their horizon, which plays a crucial role in ~~this phenomenon~~. 主要

8. In a society where living standard is highly advocated, it is an essential factor that citizens shrugged off their former habit of focusing on lower price.

-
- in last year*
9. Due to the pandemic ~~this year~~, people tend to keep a reasonable social distance, which contributes to this phenomenon.
10. A large population is an essential driving factor in the developing countries. Without people, this phenomenon will have little chance in reality
11. With the rapid economic growth of China, we must admit that this trend is largely related to the positive guidance of the central government and the local authorities.

-
1. 经济发展
 2. 人口优势
 3. 购买力的增强
 4. 政府的引导
 5. 教育水平的提高
 6. 生活方式的改变

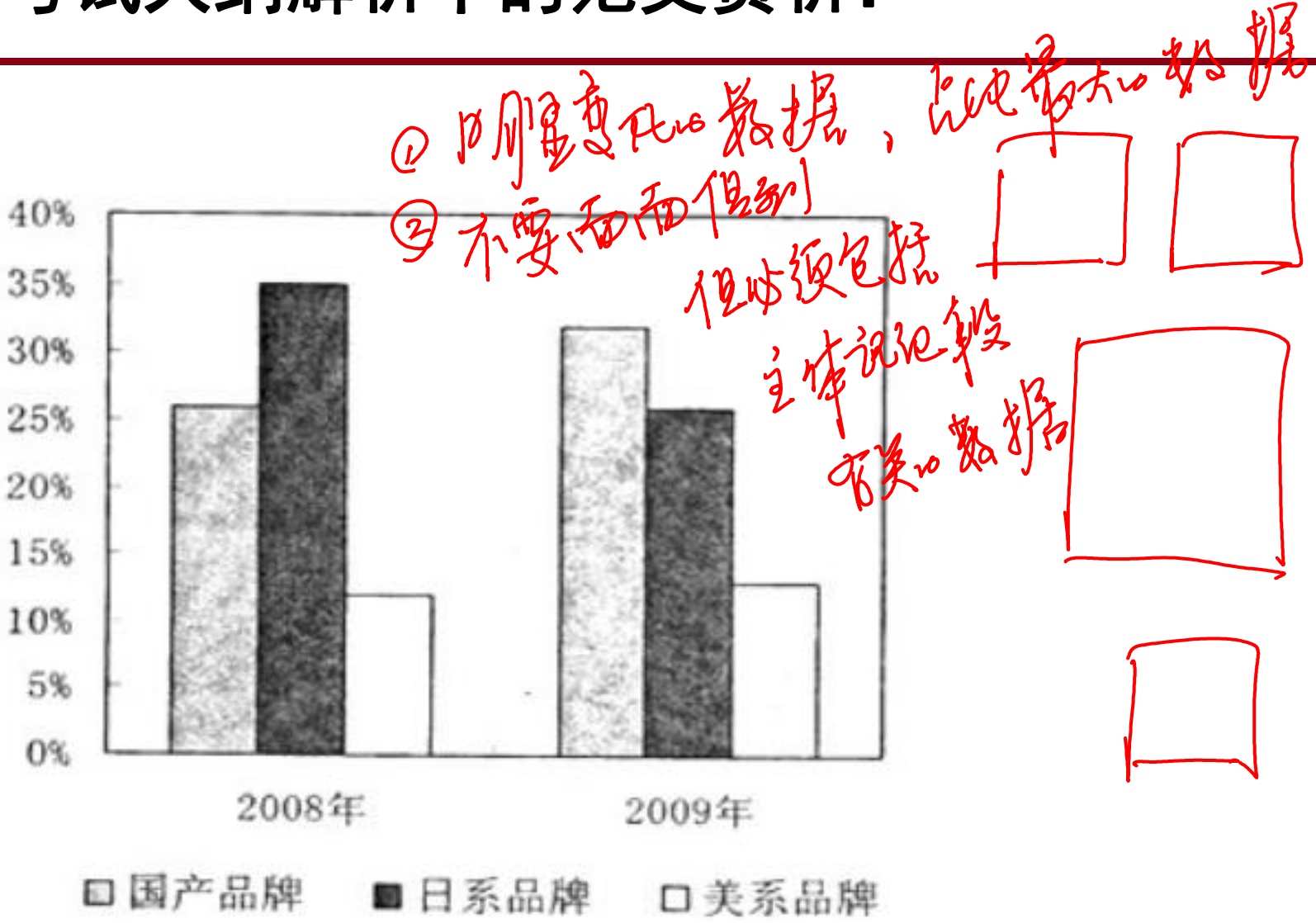
第三段：

中性

Like everything else, we are all aware that _____ has both favorable and unfavorable aspects. But I believe that the positive aspects carry more weights than the negative ones. There must be some measures taken to hold back the disadvantages. Therefore, if we make all our efforts to avoid the disadvantages and make full use of the benefits, surely, only in this way, can we _____.

Taking into account what has been argued, I strongly believe that such changes benefit our society and our life as a whole. Such a tendency will certainly stay unchallenged in the future if the reality remains more or less the same as it is now.

考试大纲解析中的范文赏析：



2008年，2009年国内轿车市场部分品牌市场份额示意图

Para.1

The chart above demonstrates clearly that some changes have taken place in terms of the car market of China. Based upon the data of the chart, one can see that the percentage of Chinese brand cars has been on a rise, while the sales percentage of cars of Japanese-brand has witnessed a decline. In the year of 2008, the percentage of Chinese-brand cars was nearly 25%, while within no more than a year, it went up to nearly 33%. The percentage of cars of Japanese-brand was 35%, while it went down to 25% in 2009.

Para. 2

It's no difficulty for us to come up with some possible factors to account for this trend. At the top of the list, with the rapid development of our economy and society, more and more people prefer Chinese domestic brands to foreign ones. It's reported that, approximately 55% of families in Chinese big cities are fond of Chinese-brand cars. In addition, we must admit that the government appeals to us to support our native industries. Last but not least, the fact cannot be ignored that Chinese-brand cars are increasingly qualified.

Para. 3

Taking into account what has been argued, we can come to the conclusion that this established trend is positive and therefore acceptable. And I am firmly certain that this trend will continue in the years to come.

范文点评：

很好地完成了试题规定的任务

包含所有内容要点

使用丰富的语法结构和词汇

结构方面：“**that** 引导的宾语从句+**while**引导的状语从句+**that**引导的主语从句+**that**引导的同位语从句+**what**引导的宾语从句”。

词汇方面：**in terms of, on a rise, come up with, account for, at the top of the list, approximately, appeals to, increasingly qualified, established trend, years to come**

语言自然流畅，语法错误极少

有效的采用了多种衔接手段、文字连贯、层次清晰
格式与语域恰当贴切

总结第一段

This _____ chart reflects some obvious changes concerning_____.（所有图表通用）
Specifically, the figure for _____ experienced a sharp/steady growth from ___to___ in _____. Meanwhile, there was a slow decrease of _____, which dropped from___to___ during the same period.（趋势图）

_____, occupying about ____% of the total, while _____ and _____, accounting for _____ % and _____ % respectively, come close in rank.（静态占比图）

总结第二段:

The changes or differences, as described above, reflect what is happening in our society or our life at present moment. At the top pf the list, social transition is a significant factor contributing to this phenomenon. With our society transforming from a developing country to a developed one, the average income has been on a steady increase, which lead to a great change in all aspects of our life. This situation is not an exception. Take ____ as an example, _____. This is far from rare and is in fact very typical. Furthermore, coupled with the development of education system, it is generally considered that nowadays young people have some strikingly different perspectives on _____ compared with older generations.

总结第三段:

Like everything else, we are all aware that ____ has both favorable and unfavorable aspects. But I believe that the positive aspects carry more weights than the negative ones. There must be some measures taken to hold back the disadvantages. Therefore, if we make all our efforts to avoid the disadvantages and make full use of the benefits, surely, only in this way, can we_____.

文字材料的大作文

Directions: Read the following excerpt from an article and write an essay. In your essay, you should explain whether or to what extent you agree with the author. Support your argument with reasons and relevant examples.

Write your answer in about 150 words on the ANSWER SHEET

Today, we have entered an era of information technology revolution with the rapid development of science and technology. With the popularization and widespread use of computers, mastering and applying computers has become the need of scientific development and the future information age, and has become one of the necessary qualities of qualified talents today. However, children using computers for a long time will have many adverse effects on their health. Using a computer every day can have more negative than positive effects on young children.

参考范文:

Nowadays, computers have penetrated into everyone's study, work and life, and children are no exception. Personally, I fully agree with the statement that using computers for a long time every day will have a negative impact on children's physical and mental health.

First, sitting in front of a screen for too long can be damaging to both the eyes and the body posture of young children, regardless of what they are using the computer for. Of even greater concern is the fact that children may be addicted to computer games. Some of the games tend to be very intense and rather violent. Too much exposure can encourage children to be self-centered and even violent. In addition, even if children use computers for other purposes, such as obtaining information or chatting with friends, it cannot replace interpersonal interaction. Spending time with other children and sharing non-virtual experiences are of very importance to children's development, which cannot be provided by a computer.

Despite this, the obvious benefits of computer skills for children cannot be denied. These kids are going to be surrounded by computers——in their pockets, in their offices, in their homes——for the rest of their lives. The younger they learn how to use computers, the better.

In short, I think the most critical point is to ensure that children do not overuse computers. Parents must ensure that their children learn to enjoy other types of activities, rather than simply sitting at home and living in a virtual world.

文字作文第一段：

From the story given above, we are aware that nowadays more and more _____ will confront with an issue of 问题. This phenomenon, without a doubt, has aroused immediate concern and discussion among the general public. From my point of view, _____ is of utmost necessity (harm) and profound significance (consequences) to the society and individual.

图画作文第一段：

The picture above depicts an issue of _____. To be specific,
自己描述(两句). This phenomenon, without a doubt, has aroused immediate concern and discussion among the general public. From my point of view, _____ is of utmost necessity (harm) and profound significance (consequences) to the individual and society

大作文写作框架

Para. 1^① 总体描述

②
列出数据：静态图/趋势图，最明显的数字或最能体现趋势的数据

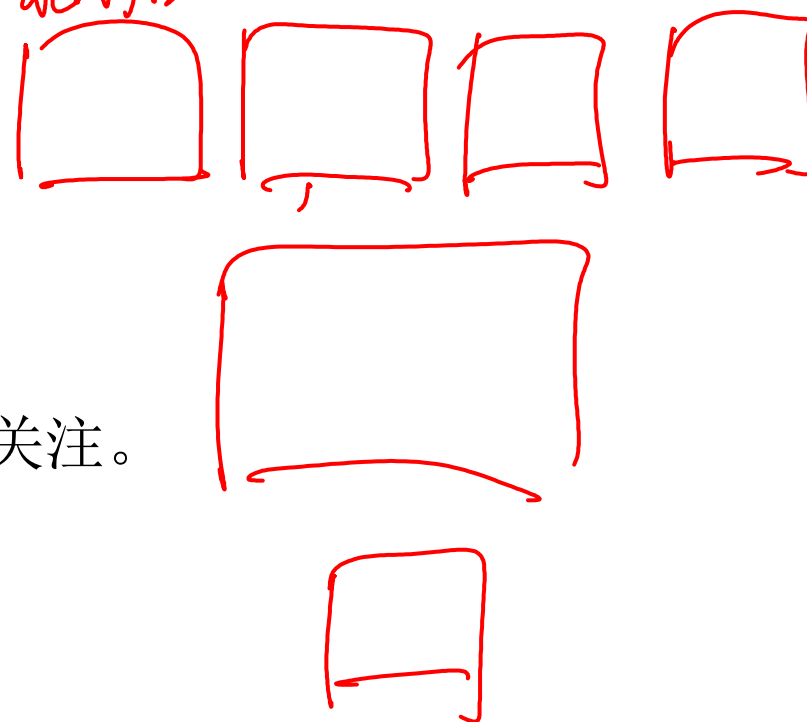
如果是文字或图片：

必与主体现象有联系的数据

Para. 1 总体描述——点明文字或图画的中心思想。

图画用一两句话描述细节，文字则不用描述细节。

剩余内容的共同点为：该现象引起了人们的广泛关注。



Para. 2 分析原因/影响

①

承上启下

②

首先_____。其次，_____。（再次_____。）

例子可以跟在任何原因或影响后。

Para. 3 总结

表明立场或重申立场

个人观点

给出具体评论或建议或解决方案

(预测趋势)

第三节 应用文写作

信、通知、备忘录

报告、会议纪要等

小作文

10 7分

160 words

信

感, 邀, 投诉, 建议, 推荐, 申请,
细节安排, 祝

年份	题型	主题
2010年	感谢信+邀请	感谢信 感谢美国同事同时欢迎来中国
2011年	祝贺信+建议	感谢信 祝贺表弟或表妹考上大学并给出建议
2012年	投诉信	邀请信 投诉网购的电子词典
2013年	邀请+活动细节	邀请信 邀请同学参加义卖并介绍活动细节
2014年	咨询+自我介绍	细节安排 请求同学给予生活建议并做自我介绍
2015年	通知	介绍夏令营并召集志愿者
2016年	感谢信+建议	感谢你的朋友为你发来的祝贺并建议他怎样学好翻译
2017年	回信	给留学生介绍中国文化
2018年	道歉信	为临时取消拜访计划而道歉并提议下次见面
2019年	建议+细节安排	为关于城市交通的辩论活动提出主题并做好相关安排
2020年	推荐+建议	为国际学生推荐一个中国名胜, 并给出参观建议
2021年	邀请+细节安排	邀请国际学生杰克并参加线上会议并告诉他细节
2022年	邀请+细节安排	邀请同学参加美食节活动+活动细节
2023年	建议信	建议大卫参加机器人展或艺术展

称呼 ladies and gentlemen 女士们和先生们

信的格式:

格式 - 形式 1. 封面 2. 格式

Dear Mr. Smith / Bob / Sir or Madam / Manager / Friends

李华

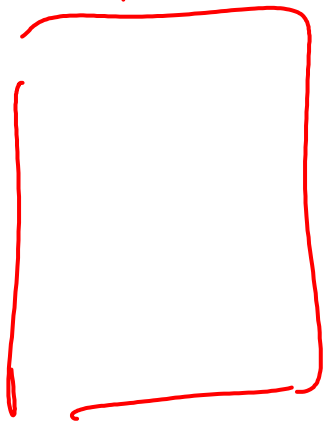
Dear Mr. Smith,

2/3

Jan. 7th, 2023

Do not use your own name
use Li Ming instead

in the name of Li Ming



2023. 6. 17.

6. 17, 2023

17. 6, 2023

1. 7, 2023

中文

Yours sincerely,
Sincerely yours,
Best wishes,
Best regards
Li Ming

总结:

称呼语: 同辈同级关系好——直接称呼名字: **Dear Bob/ Dear David**

上级或有头衔——加头衔/称某先生/某女士: **Dear Mr. ___/Dear Ms. ___**

Dear Prof. Smith/ Dear Dr. Zhang

不知道人物姓名、性别、头衔: **Dear Sir or Madam**

信不需要日期 但通知, 备忘录, 报告 等需要日期

December 25th, 2023

Dec. 25th, 2023

结束语: Yours truly/ Truly yours/ Yours faithfully/ Faithfully yours/ Yours sincerely/ Sincerely yours/ Best wishes/ Best regards

首句:

the staff of your hotel

I'm writing this letter ^{about} for the purpose of

- 邀请 (1) making an invitation ^{inviting you to} about my birthday party ~~an~~ an online meeting
- 投诉 (2) making a complaint ^{complaining about} about e-dictionary / cell phone of your company
- 建议 (3) providing some constructive suggestions ^{suggesting you to} for learning English ^{the product of your company / the service of your hotel}
- 感谢信 (4) showing my sincere gratitude ^{感谢, 感激} for your help
- 推荐 (5) recommending Mr. Li to be our manager

I'm writing this letter for the purpose of (6) making an inquiry about the MBA program of your university

inquiring about

申请信

(7) making an application for
applying for

祝贺

(8) expressing my congratulations to you

辞职信

(9) informing you about my resignation

道歉

(10) making an apology for

apologizing for

apply for 申请

组织活动-安排细节

通知某人一件事
通知信

I would like to inform you that _____.

e.g. (1) we are going to hold an online meeting on Monday.

(2) I will not be able to come to work again for the next few weeks.

(3) there are some problems with the product I bought last week.

(4) I am going to apply for Beijing University.

(5) I am going to resign from my current position.

I am writing to ^{目的是}_____

(1) see if it is possible for you to provide me with ^{相关信息} relevant information
regarding ^{关于}_____

(2) convey my heartfelt gratitude for your help during my visit in America ^{感谢}

(3) express my sincere apology (for _____) ^{道歉}

(4) complain about the product of your company/the attitude of your staff ^{投诉}

(5) invite you to a conference (about _____.) ^{environment protection}

(6) apply for the position of____/apply for Beijing University
^{申请某岗位} ^{申请学校}

尾句:

I will really appreciate you (1) if you can provide me some relevant information. 咨询

(2) if you can approve my application and grant me an interview. 申请

(3) if you can accept my apology. 道歉
take part in

(4) if you can participate in the meeting. Come

(5) if you can approve my resignation. 辞职

(6) if you can change it or give me a refund. 退款 投诉

其他替换句：

I would like to take this opportunity to express my heartfelt thanks to your help. /I would like to take this opportunity to invite you to_____

投诉

I wonder if you could participate in_____/I wonder if you could do something to change this situation/ I wonder if you could grant me an interview

I expect that my application can be approved. 我希望、我期待

I'm looking forward to your reply with great pleasure./I'm looking forward to your earlier reply. 万望能

I'm looking forward to hearing from you.

感谢信

挑句子

表达感谢的句子

Dear _____,

I am writing this letter for the purpose of expressing my heartfelt gratitude to you.

It is very kind of you that _____. Words are beyond me to express my appreciation to you. In order to extend my gratitude, I expect that I will have an opportunity to invite you to have a dinner together provided that you have spare time. I will appreciate you if you can grant this chance to me.

Thank you

I am looking forward to your earlier reply.

建议信

-X-

Dear _____,

I am writing this letter for the purpose of providing some constructive suggestions for_____.

In my opinion, it is beneficial for you to take the following actions. Initially, it will be useful for you to master more vocabulary. Furthermore, you had better _____. last but not least, if you can _____, I am sure it is very sensible. academic conference

I hope you will find these proposals useful(effective), and I would be ready to discuss this matter with you to further details. I am looking forward to your earlier reply.

投诉信

Dear _____,

I am writing this letter for the purpose of making a complaint about _____.

Yesterday, I purchased a _____ from _____. I was very happy at that time because it was my dream for a long period of time. However, when I arrived home,/when I received it, I found that I was broken

Being a regular and loyal customer of your store, I was extremely disappointed about this.

I hope you can look into this matter carefully and take steps to prevent it. I will appreciate you if you can change it or refund it for me. I am looking forward to your earlier reply.

咨询信

Dear _____ ,

I am writing this letter for the purpose of inquiring about ^① some detailed information ^② about _____ ^{+ 具体咨询}. I feel really honored if you can spare some time and help me.

My questions are as follows. Initially, could you tell me _____.
Furthermore, I would like to know _____. Finally, I wonder if you can _____

I will appreciate you if you can provide me some relevant information. I hope this would not trouble you too much. Thank you for your time and patience.

I am looking forward to your earlier reply.

申请

正文（学生）

I'm writing this letter for the purpose of applying for making an application for scholarship

With 5 years of learning experience in the relevant field, I am fully confident that I have appropriate qualifications for this scholarship. I am an outstanding staff and very proficient in research. I have great potential and I like to face various kinds of challenges.

I think it would be wonderful if you can grant this opportunity to me. I hope my request did not cause you too much trouble.

尾段

I will appreciate you if you can accept my application and grant me an interview. I am looking forward to your reply with great pleasure.

邀请信

278

Dear _____ ,

I am writing this letter in order to invite you to take part in a meeting (a party/a seminar).

I am sure it would be a great honor for me if you could participate. As a significant member (good friend), your presence will play a key role in the success of this event.

The detailed information about the meeting is as follows:

(时间、地点、人)

I hope this invitation is of interest. Please accept my invitation and let me know at your convenience. I am looking forward to your attendance with great pleasure.

祝贺信：

Dear _____,

I am writing this letter for the purpose of expressing my congratulations to you.

You can't imagine how excited I was when I got the news. I am just as proud as you are and send my sincere congratulations. After years of hard work (learning), I think you fully deserved this honor and these achievements.

I am glad that I can share this joyful moment with you. Please accept my warmest congratulations. I wish you a great success and fulfillment in the year ahead.

道歉信背句子

首尾呼应

Dear _____,

I am writing this letter for the purpose of expressing my sincere apology to you. I feel terribly sorry. But I hope you can forgive me if you know the reason

为什么道歉

Once again, I am very sorry for any inconvenience caused, I will appreciate you if you can accept my apology and understand my situation. In order to compensate to you/for my absence/mistake /carelessness, I hope you can allow me to have the opportunity to say sorry in person recently. I am looking forward to your earlier reply.

辞职信：

Dear Manager,

I am writing this letter for the purpose of resigning from my present position.

Hereby, I would like to express my sincere gratitude and thank for all the help and support that I have received from you. I feel very lucky to gain rich professional experience from working with our talented team members. However, in order to fully develop my potential, I will accept the offer from another company. But I will always cherish the wonderful time spent with all of you.

I will appreciate you if you approve my resignation. I feel honored if you can provide me a recommendation letter. I am looking forward to your earlier reply.

（814）
未寄出

2

申请信：

Dear _____ ,

I am writing this letter for the purpose of making an application for a scholarship (a vacancy / a promotion /a pay rise).

正文

With 5 years of rich working experience in the relevant field, I am fully confident that I have appropriate qualifications for this job (promotion/pay rise). Also, I have a strong sense of responsibility and teamwork spirit. For example, I was awarded the prize of _____ in _____ for outstanding performance.

组织活动

We are planning to hold a _____ about _____ next week/month+地点(如果是线上活动就不需要地点)

an activity / conference / meeting...

This _____ is meant to _____.

You are cordially invited to participate in this important _____ as our guest.

conference / meeting / activity

Some activities are included, such as _____. *the activity is divided into 3 parts*

(_____ are required to be familiar with _____ and _____.) *组织者*

Also, fluent communication in English is needed.

Please contact _____ for detailed information.

our office / 12345678 / ... @ . com

替换句

动词: 组织活动, 建议, 咨询
句子: 感谢, 道歉, 邀请

Directions: Suppose you are responsible for the reception of the foreign experts who are going to attend the academic conference held by your university. Write an e-mail to the experts to

1) express your welcome and

表示欢迎

2) give a brief introduction of the schedule

介绍活动细节

Dear Sir or Madam,



As a member of the organization committee of the academic meeting, I am writing this letter for the purpose of showing my heartfelt welcome to you. I am Li Ming, responsible for the reception of the foreign experts during the meeting.



The meeting will be held in the conference hall of our university at 10:00 am on December 24th, 2022. We are going to divide all the experts into four groups, then each group will select a representative to deliver a speech. In the end, the university will organize a short trip to visit some tourist attractions in the neighborhood of the city.

Once again, thank you from the bottom of my heart for attending the conference.

yours sincerely
Li Ming

模拟题

Directions:

In order to celebrate the Mid-Autumn Festival in September, your class is going to hold a celebration. Supposing you are the monitor of the class, write a letter to the oversea students in your university to

- 1) invite them to attend the celebration
- 2) tell them the details

真题：美食节活动，邀请留学生
参加并介绍活动
细节

Dear Friends,

I'm writing this letter for the purpose of introducing a food festival and making an invitation.

As a member of Students' Union, I would like to take this opportunity to introduce the details of this event.

Firstly, we are going to hold the festival on Sunday afternoon at the Conference Hall. Secondly, the activities of the event are divided into two parts. The first one is an introduction of Chinese food characteristics and tradition. Then the most important session is a feast of Chinese food, including various feature dishes from north and south of China, and different flavors. I will really appreciate you if you can participate in this interesting festival and I expect that you can enjoy the arrangement. The students who join us will receive a beautiful gift from our sponsors.

I'm looking forward to your participation.

Yours sincerely,

Li Ming

)

通知

1. 标题：在通知的上方居中写**Notice/Notification/ Announcement/Attention**
2. 正文：文体正式，语言简练清晰，内容表达具体准确
3. 落款：发布单位或负责人的名字应写在正文的右下方
4. 日期：正文右上方或左下方

Directions: You are supposed to write for the postgraduate association a notice to recruit volunteers for an international conference on globalization, you should conclude the basic qualification of applicant and other relevant information. You should write about 100 words. Do not sign your own name at the end of the letter. Use “Postgraduate Association” instead.

Notice

December 24, 2022

To improve students' ability and enrich extracurricular activities, the Postgraduate Association is recruiting volunteers for an international conference on globalization to be held on January 1. 2023 in Beijing. To begin with, applicants should have Chinese nationality, a strong professional spirit, cheerful personality and be aged under 35. In addition, candidates must have outstanding skills at English listening comprehension and the ability to speak Chinese and English fluently. Finally, students with relevant professional experience are preferred.

If you need further information, please feel free to call me at 1234567 or send your e-mail to studentsunion @163.com, so we can discuss the details. Everybody is welcome to join in it.

Postgraduate Association

Directions: Suppose your university is going to host a summer camp for high school students. Write a notice to

1) Introduce briefly the camp activities, and

2) call for volunteers.

You should write about 100 words on the ANSWER SHEET.

Do not use your name or the name of your university.

Do not write your address. (10 points)

Notice



Volunteers are needed for a summer camp to be held on our campus in early July. The camp is meant to help high school students prepare themselves for the coming university study and life, and this event will last a week from next Monday to Sunday afternoon.

Some various activities are included , such as Campus Tour, lab experiment, and an indoor tennis match. An online exchange with a group of American high school students will also be held.

介绍活动

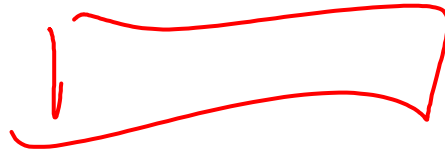
介紹志願者要求

Therefore, volunteers are required to be familiar with campus life and lab procedures. Also, fluent communication in English is needed. Besides, we request volunteers to be available for camp work for seven days.

Please visit our office for application forms and information of the interview. You are highly welcomed to join us.

Summer Camp Organizer

December 24, 2022



会议纪要：

会议纪要是在会议记录的基础上经过加工、整理出来的一种记叙性和介绍性的文件。包括会议的基本情况、主要精神及中心内容，便于向上级或向有关人员传达及分发。整理加工时或按会议程序记叙，或按会议内容概括出来的几个关键内容逐一叙述。

样题

Directions: Your class held a class meeting with the theme of “Contribution of a warm heart, Care for children” last weekend. You were assigned to make a summary of the meeting. In the meeting minutes, you should,

(1) record the basic information and main contents of the meeting and

时、地、人、主题...

(2) other relevant information


参考答案：

Minutes of our class meeting “**Contribution of a warm heart, Care for children**”

Time: From 9 a.m to 11 a.m. on December 24, 2022

Place: Room 201, Student Activity center

Present: All members of the class

 Presided by: Zhang Wei

Summary of the meeting

Zhang Wei, the monitor, announced the official start of the meeting at 9 a.m. All the students in the class reached an agreement to give love and provide some help to children in remote areas within their capabilities, and then all the participants discussed the specific details of this love-giving activity.

They think it's vital to seek the help of the department concerned to find the proper candidates.

Also, it will be better if the child is a primary school student. They hope to give the help to him/her from the very beginning. Plus, everyone agreed that in addition to the financial aid, they can make use of winter and summer vacation to tutor children in some courses such as mathematics, English and Chinese in person, which will surely be more beneficial to the children.

The class meeting was successfully concluded at 11 a.m.

Submitted by: Li Ming

Date: December 25, 2022

寻物启事

告示

Found

失物招领

Lost

I lost my schoolbag Tuesday afternoon when I left the reading room No. 201 of the library. As my books and student card were all put in the bag, I feel it urgent to put up this notice for your kind attention.

The bag is medium sized, gray in color, with one strap only. I major in engineering, so two textbooks about engineering are in the bag. My student card is inserted into one textbook, with my name printed on it.

If anyone happens to see or take the bag, please let me know immediately. You may contact me by phone or e-mail. I am much obliged and am willing to reward you for your help.

Zhang Wei

December 24, 2022

备忘录：

备忘录的本质也是信，一般是写给同事或同学等的一种正式简短的信，通常有关工作事宜。

Directions: You are the president of a company. Write a memorandum to Percy Shelly the vice-president on the employee's training on computer, telling him the need to train the employees, detailed information, and ask him to write a plan.

MEMO | Report

Date: December 24, 2022

To: Percy Shelly, Vice President

From: Li Ming, President

Subject: Computer Training of the Staff

主题：学习短语、学习句子

A Training

A Project

As we discussed earlier this week, I agree with you that our firm is faced up with problem of high rate of computer illiteracy of the staff. We need to make up a plan for training our employees in the new field.

I would like you to design our own in-house computer-training program. We had better classify the employees and put them through the program in turn.

Write up a brief proposal, describing what you think the program should cover. Assume the class runs four hours a week for ten weeks. Also, assume people have no prior computer knowledge or any formal course work in computer science.

Directions: It is decided that you are going to have a seminar on the phenomenon of wasteful habits on campus. Please write a memorandum to your classmates to inform them of the following things:

- 1) the purpose of the seminar,
- 2) time and place for it

You should write about 100 words. Do not sign your own name on the memo. Use “The Students Union of the Department” instead.

MEMO

To: All students in Economic School

From: The students Union of the Department

Date: December 24, 2022

Subject: A Seminar on Wasteful Habits on Campus

A seminar on Wasteful Habits on Campus is expected to be held on Friday afternoon at 2:00 o'clock in the Student Hall, conducted by the Students Union of the Economic School.

All students are encouraged to participate. As we have heard and read from the reports and from our daily life, waste in our university is serious. To stop this bad habit and save our limited resources, we call forth all the students to take part in the discussion, airing your views and contributing your suggestions to this move. We believe that saving is a kind of virtue requiring support from us all.

Thanks for your coming.

总结：信：格式，内容多样，灵活

通知：格式简单，内容单一

会议纪要：格式过于复杂，内容与Memo重复

告示：格式简单，内容单一

MEMO：格式简单但啰嗦，内容重复

自己模板

I'm writing this
memo - -