百家讲堂

本辑主讲专家——段永华

湖北孝感中学高级教师，执教高三 18 年，为北大等著名高校输送了众多人才，所辅导的多名学生在全国中学生英语能力大赛中获得国家级奖励；参编了 40 多本教辅图书，有多篇教学论文在国家级和省级报刊上发表。

07 考情动态分析

书面表达是一个综合性很强的题目，要求考生运用所学语言知识，将试题提供的图、表或提纲等信息写成一篇内容完整、表达流畅、语言地道的文章，它要求考生不仅有丰富的词汇和语法知识，而且有比较强的语言表达能力和逻辑思维能力。从历年高考英语试卷看，书面表达都是指导性写作，即按照试题所给的素材框架进行写作。既然是"书面表达"，它不同于语文的作文，可以随意发挥，也不同于单句翻译，要有适当的发挥或增加适当的细节。考生要写好一篇书面表达文章必须做到行文切题，紧扣主题，不遗漏要点并且意思连贯，文理通顺，语言准确得当，而且还要求"应用了较多的语法结构和词汇，尽力使用较复杂结构或较高级词汇"。

从历年高考试题看，书面表达都是通过图画、表格、中文提纲式提示等提供写作信息，要求考生根据所提供的写作话题和要求，用 100 词左右（浙江、湖南、上海等地多于 100 词）写一篇英语作文。从体裁看，以叙述性的应用文和记叙文为主，主要考查形式有书信、通知、演讲或讨论稿、征文等。题材都是贴近中学生生活实际的素材，这样考生就有话可说，不会觉得素材陌生，体现了高考英语书面表达的命题原则：合理性、交际性和实用性。

透视07高考命题

2007 年全国及各地书面表达保持了历年高考英语书面表达的特点，体现了命题的传承性，同时也有些变化。

2007 年高考英语书面表达考查形式表

考题来源	提示形式	文体
全国Ⅰ	通过外籍教师寻找英语笔友。书信，中文提纲，100 词左右	应用文
全国Ⅱ	为一家宾馆做文字宣传。中文提纲，100 词左右	说明文

读者心语

I 'm the only one in the world. I must set up my self-confidence.

——慕欢　甘肃省庆阳市环县一中高三理科 19 班

天津卷	如何保护视力。看图作文,100 词以上	说明文
安徽卷	对创办英文刊物的看法。书信,中文提纲,100 词左右	议论文
江西卷	我们能为学校做什么。演讲稿,中文提纲,100 词左右	议论文
湖北卷	重阳节敬老活动。书信,中文提纲,100 词左右	记叙文
湖南卷	毕业留言。中文提纲,120 词左右	记叙文
陕西卷	对利用暑期打工的探讨和建议。不少于 80 词	议论文
四川卷	暑期安排。书信,中文提纲,100 词左右	应用文
重庆卷	鼓励他人战胜疾病。书信,中文提纲,100 词左右	应用文
浙江卷	老师上课应该只用英语还是汉语和英语兼用。讨论稿,表格式中文提纲,100—120 词	议论文
福建卷	倡议捐献用过的书报杂志给低年级同学。书信,图表,100 词左右	应用文
辽宁卷	自己对大学生活的安排。演讲稿,中文提纲,100 词左右	说明文
上海卷	礼物。120—150 词	开放式作文

一、题材特点

1. 题材贴近现实生活与考生的生活实际。

高考书面表达的话题都是与中学生的日常生活息息相关的,比如全国卷Ⅰ的通过外籍教师寻找英文笔友,北京卷的介绍班上两位同学竞选班长的过程,四川、陕西卷的高考后的暑期安排及利用暑假打工。

2. 适当关注社会热点与焦点问题。

高考书面表达的一大特点是适当关注社会热点与焦点问题,但是这个热点与焦点在书面表达中的渗透要注意的是:1)一般不出现大的社会话题,如建设社会主义新农村、反腐倡廉、八荣八耻、社会经济发展等话题;2)不会出现农村考生或城市考生不熟悉的话题,以免对农村或城市考生不公平;3)高考书面表达会在城乡考生中寻找他们的共同点,话题是他们都熟悉的,而且是与中学生的日常生活相关的,比如 2007 年山东卷的是否愿意成为免费师范生的话题。

3. 突出考查考生实际运用语言的能力。

全国卷Ⅰ的书面表达的汉语提示寥寥数语,却要求考生写出 100 词左右的文章。很多省市高考英语作文的汉语提示都有这个特点,这样的素材对考生的语言驾驭和运用能力是一个考验。

二、体裁特点

以记叙文、说明文、议论文为主，有书信、演讲稿、征文、讨论稿等，命题方式仍以中文提纲式、列表和图画为主。书面表达话题贴近生活，跟踪热点，限定的是题材，开放的是思想，语言发挥的空间大，但是拿高分不易。

三、命题趋势

从2007年全国及各地高考书面表达我们可以看出，试题的设置有以下几个特点：

1. **提示更灵活。**

有的中文提纲给出文字上的全部或部分提示，或只给出要点提示而不是完整的句子，有些是图文结合提示，或表格与文字提示，或者全部给出英语提示，比如陕西卷。

2. **限定更具体。**

如明确规定"不能写成诗歌形式"，"不能使用真实姓名和学校名称"，"已给出的开头和结尾不得抄入答题卡"等。

3. **体裁更多样。**

现在高考英语书面表达中有记叙文、应用文、说明文、议论文，还有开放式作文。提示形式有中文提纲式、英语提示、图或表格提示等。

4. **题材更新颖。**

高考英语书面表达的话题紧扣中学生的实际生活，富有浓郁的时代气息。素质教育提倡培养学生的跨文化交际意识和交际能力，扩大国际视野，而书面表达恰恰是"跨文化交际意识和能力"的切入点，2007年高考书面表达在这方面有很明显的渗透，比如安徽卷的"美国一所友好学校准备与你们学校共同创办一份中学生英文刊物"等。

2008年高考英语书面表达从题材到体裁仍将保持2007年高考书面表达的特点，试题的素材紧扣与中学生的实际生活相关的社会热点。

高考必备

应试策略

书面表达的写作要注意"信、达、雅"，所谓"信"即忠实于中文提示的原文，不要有要点遗漏；"达"即表达通畅，没有或很少有语法错误，特别是基本句式结构和基础知识表达要正确；"雅"就是我们常说的"高级词汇和复杂句子结构"。做到了"信"与"达"，写作的基本任务就已经完成；可是如果没有前面的"信"与"达"，再"雅"的

读者心语

红色代表温暖，让我们心中树立永恒的旗帜，路上有你更精彩。

——代红立　河北省玉田县亮甲店中学三3班

文章也不会得高分,因此要注意根据自己的实际情况确定自己的写作要求,并注意提高自己的应试能力。

一、打好坚实的语言基础

1. 积累并扩大自己的词汇量,包括各种常见短语和句型,熟练掌握各种类型和话题作文所需的词汇和句型,并背诵一定数量的范文和套句,逐渐培养自己的语感。比如谈论两种不同观点时可以用"Every coin has two sides"或"However, there is another side of the story",在谈论自己的看法时就可以用"When it comes to me"或"As far as I am concerned"。机会属于有准备的头脑,平时多准备一些"弹药",上了考场这个战场就会比别人多几分胜算。

2. 打好牢固的语法知识基础,并将这些语法知识灵活地运用到书面表达中。书面表达最高一档分数的评分标准说"语法结构或词汇方面有些许错误,但为尽力使用较复杂结构或较高级词汇所致;具备较强的语言运用能力",这是在鼓励考生运用复杂的句子结构。比如下面这些手段的运用:

1)合并句子

He likes playing football. He also enjoys classical music.(平淡)

Not only does he like playing football, but he also enjoys classical music.(高级)

2)改变语态

We should take any possible measures to reduce air pollution.(平淡)

Any possible measures should be taken to reduce air pollution.(高级)

3)使用非谓语动词,包括不定式、现在分词和过去分词

When he arrives, please give me an e-mail.(平淡)

On his arriving, will you please give me an e-mail?(高级)

另外,还有各种从句、倒装句、强调句、省略结构等。

3. 抓阅读以促进书面表达能力的提高。古人说,"读书破万卷,下笔如有神","熟读唐诗三百首,不会作诗也会吟"。这里说的是汉语,英语的写作也一样,首先有了语言的输入,才能保证在考试时有知识的输出。熟读范文三百篇,书面表达不再难。

4. 平时进行规范写作,养成良好的写作习惯。

高分策略

高考书面表达新评分标准在语言的运用上对考生提出了更高的要求,在强调语言准确性的基础上更加注重用词的得体性,表达方式的多样性以及语言的连贯性,因此,增强书面表达用词效果是提高书面表达得分策略的核心。

读者心语

最好的朋友应用心交流,"天星"让我们用心交流,走过这充满梦想与汗水的高三。 ——夏双能 湖北省黄冈市罗田县三里畈高中高三5班

1. 写好开头、中间和结尾"三点式"。

一篇好的书面表达,开头、中间和结尾是"点睛"之笔,因为这些要点既是重要内容,又能起到承上启下的作用,同时也能增强文章的可读性。

2. 合理使用连接、省略和替代手段。

1)连接手段。连接手段是实现书面表达语言连贯性最有用的方法,合理使用连接手段可使整篇文章结构紧凑、前后连贯、增强逻辑,从而彰显表达的效果。如:

I like reading. My brother likes watching TV. **(一般句子)**

I like reading while my brother likes watching TV. **(运用连接词** while **使前后对比分明,效果明显增强)**

Alice succeeded in passing the entrance examination to university, and her parents felt very happy. **(一般句子)**

How happy her parents felt after Alice succeeded in passing the entrance examination to university! **(运用** after **将两个句子有效连接起来,并且运用了感叹句更能显示出父母的高兴)**

常见的用于连接句子的过渡词有:

逻辑角度	合适的过渡性词汇
时间顺序	first, second, then, finally, immediately, soon
结论关系	to conclude, in a word, in brief, to sum up
对称关系	on the one hand... on the other hand, for one thing... for another thing
并列关系	or, and, also, too, as well as
转折关系	however, nevertheless, yet, but, otherwise, while
因果关系	because of, thanks to, due to, owing to, because, as a result of, as
条件关系	as long as, so long as, on condition that, if, unless
让步关系	though, even if, whereas, who/which/what... + ever
递进关系	besides, in addition, moreover, to make the matter worse, what's more, what's worse
过渡性插入语	I think, I'm afraid, you know, as we all know

2)省略手段。将句子中重复或不必要的词语省略,避免啰嗦,使语言更加简洁明了,增强文章的规范性,使考生"长话短说"。例如:

China is not what it used to be (China); run as fast as (you can run) possible. When(you are) in Rome, do as Romans do.

3)替代手段。一般说来,替代手段主要用于名词性替代、动词性替代和分句性替代。如:

Our hotel has 15 single rooms and 20 double ones.

在平时的书面表达训练中,考生不妨借鉴广东卷书面表达的要求来约束自己:必须使用 5 个句子介绍所给的全部内容;将 5 个句子组成连贯的短文。这样考生就必须做到有 3 个句子为复合句,2 个句子为简单句,或 2 个句子为复合句,3 个句子为简单句。

魅力高校之北京大学一角

读者心语

要成功,先发疯。

——张晓晨　辽宁省抚顺市第二中学三年级二班

重点突破

重点一　应用文

重点诠释

应用文是人们日常生活和工作中使用最广泛的文体之一，高考试卷的书面表达中也经常出现对应用文的考查，其常见形式有书信（含电子邮件）、日记、通知、请柬、便条、演讲稿、发言稿或致辞等。其写作特点如下：

1. 应用文的语言一般来说都比较规范，有特定的语言表达方式，如：开头和结尾的套话要运用恰当，符合文体特点。

2. 应用文的语言重在实用，力求平实、准确、简洁，句子不宜过长，这样读者可以快速捕捉到文章表达的基本信息，如：理由、时间、地点、参加人、活动内容等。

3. 不同的文体应采用不同的时态，如：日记一般用过去时，通知和请柬用一般现在时和将来时等。

一般来说，高考试卷书面表达应用文体的格式都已经给出，如：2007 年高考安徽卷、北京卷、湖北卷、全国卷Ⅰ、四川卷、重庆卷的书信，福建卷的倡议书，江苏卷的发言稿，江西卷的演讲稿，全国卷Ⅱ的宾馆介绍等，都是已经给出书信或文章的开头与结尾的格式或开头语。因此，考生只需重点把握试题的提示素材，不必担心因格式不正确而失分。

应用文体的篇章结构：

开头：不同的应用文体会由不同的开篇套话来交代事由。

如：书信——I am glad to receive your letter. In your letter, you asked me about... Here is my idea. Many thanks for your last kind letter. In your letter...

通知——Ladies and gentlemen, may I have your attention, please?
I have something important to tell you.

日记——This afternoon, I went to...

求职信——I wish to apply for the position of...

主体：用简单明了的语言将提示要点用英语表达出来，应注意包含全部信息。表达顺序基本为时间——地点——参加人——活动内容等。

结尾：不同的应用文体使用不同的结束套话。

如：书信——I am looking forward to hearing from you soon.
Please give my regards to your family.

读者心语

我失败过，可我没有放弃，因为有目标，人生就是一种向着既定目标不倦的追求。　　——梁艳华　河北省邢台市临城县临城中学复习班文 2 班

通知——That 's all. Thank you very much.

日记——Though we were very tired, we felt very happy.

求职信——If you consider my application, please let me know. I am looking forward to hearing from you. Thanks a lot.

(一)书信

专项探析

英语书信一般分为私人信件(personal letters)和业务信函(business letters)。高考试卷多考查私人信件和求职信。我们先看看私人信件的写作。

私人信件一般包括以下几个要点:

1. 寄信人的姓名、地址和写信的时间写在书信的右上角,寄信人的姓名和地址通常省略。

2. 收信人的地址和称呼写在低于寄信人的姓名、地址的左下角,通常地址省略掉,只保留收信人的称呼,常见的称呼语有:

①Dear Sir/Madame/Sir or Madame

②Dear Mr/Mrs/Ms Smith**(比较正式的称呼)**

③Dear Joe/Sam **(对朋友的称呼)**

3. 书信的正文。

4. 结束语。书信写完之后,在收笔时不要忘记了向对方问候或表示希望对方尽快答复。

5. 谦称和签名。

高考试卷中的书信写作通常已经给出格式,包括开头与结束语,只要求考生写正文。例如:2007 年高考全国卷 I:

Dear Peter,

I am writing to ask whether you are able to do me a favor.

_____

Best regards,

Li Hua

在正文的写作中,要注意开头的引入和结尾的收笔。

常见的私人信件的开头如下:

Your letter reached/came to me yesterday.

I was very glad to receive your letter dated April 14th.

I 'm writing to ask... /I 'm writing to tell you that...

读者心语

基础不能决定一切,态度是一切的基础。

——李立莉 湖北省广水市文化高级中学高三 4 班

How are things going？/How is everything（going）？

常见的结束语有：

I must be stopping now.

Looking forward to your early reply.

I look forward to hearing from you soon.

（With）Best wishes！

I am looking forward to...

May you recover soon.

还有一种书信，即求职信或应聘信。

求职信一般按照四个步骤进行：

1. **开门见山地点出消息来源，明确求职心愿**

如：I 'm a student from Xinhua Middle School. I 'm glad to learn that... I 'm quite interested in it.

2. **提供个人简历，显示一己之长**

如：I think I 'm fit for the job...

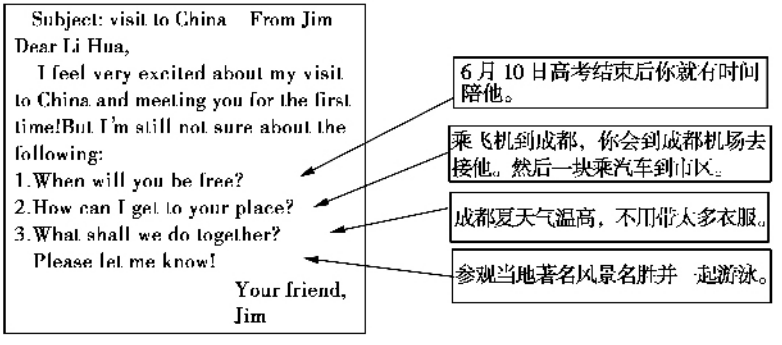
3. **简述就职打算，请求尽快回音**

如：I 'm looking forward to your reply.

4. **增加细节，完善格式**

典例调研

【典例 1】 **假设你是李华，是成都育才中学的高三学生。你的英国网友 Jim 发来电子邮件，告诉你他将于今年暑假来中国旅游，并决定来成都和你呆一周。但有些情况他不清楚，请你给他回一封电子邮件向他说明情况。**



注意：1. 文中应包括方框内所有的提示内容，可适当发挥，可适当增加细节，以使行文连贯；

2. 词数 100 左右；

3. 开头和结尾已经写好，不计入总词数。

Dear Jim,

I am so excited that you 'll come to China and stay with me for a week during the summer vacation.

...

Looking forward to meeting you soon.

Yours,

Li Hua

【文例剖析】

Dear Jim,

I am so excited that you 'll come to China and stay with me for a week during the summer vacation.

How happy I am to hear the news ! Now I tell you what I have planned to do together①. On June 10th, the College Entrance Exam will be over and I can have time to stay with you. You asked me how you can get my home②. I can meet you at the airport and then we can take the bus to the city. The summer in Chengdu is very hot and you shouldn 't bring too much clothing③. We can visit many places of interest in Chengdu and go swimming together. I 'm sure you will have a good time here in Chengdu.

Looking forward to meeting you soon.

Yours,

Li Hua

（得分档次：第三档—第四档）

文例点评 1. 亮点点击

①How happy I am to hear the news ! **感叹句和不定式使用很恰当，表达了高兴的心情。**

②Now I tell you what I have planned... **副词连接上下文，使语篇连接自然；宾语从句和现在完成时的使用堪称亮点。**

③We can visit many places of interest in Chengdu and go swimming together. **描述将来的计划与打算，用词准确恰当。**

2. 误点点拨

①**时态错误，信息要点表达有遗漏。此处应该表述为：**Now I 'll tell you what I 've

planned for us to do together.

②表达错误。"到家"是 get home,此处表示到"我"的家,用 get to my home。

③表达错误。此处所说的"衣服"是具体的概念,不能用 clothing 而应该用 clothes。

3. 画龙点睛

①第四句"On June 10th, the College Entrance Exam will be over and I can have time to stay with you."显得比较平淡,这样叙述更好:I would appreciate it if you could make it here around June 10th, when the College Entrance Exam is over so that I can have enough time to keep you company around Chengdu. 更换后的句子使用了"I would appreciate it if..."委婉地表示建议,以及短语 make it + 地点状语、keep sb. company 和 when,so that 引导的从句。

②第七句如果这样表示更好:During your stay here, I 'll show you around some of the places of interest/tourist attractions here, and perhaps we can even go for a swim once in a while.

【高分范文】

Dear Jim,

I am so excited that you 'll come to China and stay with me in Chengdu for a week during the summer vacation.

You can not imagine **how excited I was at hearing the news**. I would **appreciate it** if you **could make it** here around June 10th, when the College Entrance Exam is over so that I can have enough time to **keep you company** and **show you around some famous places of interest in the city**. You can fly directly to Chengdu and then I 'll **collect you** from the airport, and then we can go downtown by bus. During your stay here, I 'll show you around some of the **tourist attractions** here, and perhaps we can even go for a swim **once in a while**. I 'm sure we 'll have a very good time together. **By the way**, as it can be very hot in the summer in Chengdu, which is known as one of the three hottest cities in China, I advise that you not carry too many clothes with you.

Looking forward to meeting you soon.

Yours,

Li Hua

专家点评 本篇文章行文流畅,语句通顺。从行文逻辑看,文章开头说"我听到这个消息很高兴",然后建议 Jim 来的时间,并说明原因,再谈论具体活动安排,并顺便提醒气候和需携带的衣物。

从本篇习作的用词也能看出作者有比较扎实的语言功底。词汇方面,本文使用了 appreciate,collect 等高级词汇;表示"风景名胜"时,分别用 place of interest 和 tourist

attraction，避免了重复 副词 perhaps，even，directly 及短语 make it，keep sb. company，show sb. around，By the way 等的使用增加了文采；句子结构方面，if 引导的状语从句，when，which 引导的非限制性定语从句，that 引导的宾语从句，还有虚拟语气的运用都堪称亮点和得分点。

【典例 2】 假如你是李华，是学校"爱心俱乐部"的成员，英语成绩非常突出，有两年英语家教的经验，认为志愿工作能够使人树立信心，培养良好的交际技能。请根据下面这则招聘信息所给的中、英文提示写一封应聘邮件。

注意：1. 词数 100 左右；

2. 邮件的开头和结尾已为你写好，不计入总词数；

3. 可适当增加细节，以使行文连贯。

参考词汇：tutor—家教

A Voluntary Activity
In the Winter Vacation
Five Volunteers WANTED
As English Teachers
At SOS Children's Village

Those who are interested in taking part in this activity, please contact *studentunion@bjsz.cn* before October 24, 2007 with your past experiences and purposes for applying.

Student Union

Dear Student Union,

I have just read the ad on the school bulletin and the moment I read it I took an interest in becoming one of the volunteer English teachers of the five.

I'm looking forward to your early reply and please email me at *lihua@yahoo.com.cn*.

Yours sincerely,
Li Hua

【文例剖析】

（开头及结尾省略）

Now I'm writing here to apply for this opportunity.

I am a member of the Loving Heart Club in our school and is① good at English. I have **two year's**② tutoring experience. I think a **volunteer**③ can help us build up our confidence and communication skills. Reading your ad, I find it is a good chance for me to do what I can do to help children and learn more about the society. I like to be a member of the SOS Children's Village. If I can have the job, I'll do my best to teach the children

没有熬不了的过去，没有争不来的未来。

——赵全 河南省新郑北大附中河南分校高三 25 班

English. In this way I can get good social experience and help the children make a difference in their life. **(得分档次:第三档)**

文例点评 **1. 亮点点击**

①Now I 'm writing here to apply for this opportunity. **开门见山,直奔主题,不拖泥带水。**

②Reading your ad, I find it is a good chance for me to do what I can do to help children and learn more about the society. **该句使用了现在分词短语作状语,**it **作形式主语和** what **引导的宾语从句。**

③In this way I can get good social experience and help the children make a difference in their life. **该句使用了介词短语** in this way**,动词短语** make a difference**。**

2. 误点点拨

①谓语动词使用错误。本句中 be **动词** is **应改为** am**。**

②名词属格使用错误。应该表述为:two years ' experience as a tutor **或** a two-year experience as a tutor**。**

③表达错误。本句意为:我认为当志愿者能帮助我们树立信心和培养交际能力。应用动名词短语作主语。可改为:being a volunteer **或** working as a volunteer**。**

3. 画龙点睛

①作文第二段开头缺少适当的过渡句子: Now please let me make a brief introduction about myself. make an introduction of/about. . . "**介绍……**"**。**

②作文最后缺少必要的收笔,表达希望被录用的想法:I 'd appreciate it so much if you could possibly consider my application. **介绍完了自己的情况和表达了对这份工作的兴趣后,应该加上一句过渡句"希望能考虑我的申请",使全文浑然一体。**

4. 误区警示

这篇书面表达要求作自我介绍,因此文章的重点应是围绕所给提示对"我"进行介绍,并表达求职的愿望。首先要作自我介绍,最后应该表达希望被录用的想法,这两点在求职信的写作中容易被遗漏。在讲述个人简历时要注意时态,用一般过去时或现在完成时描述过去的经历,用一般将来时表示就职后的打算。

【高分范文】

(开头及结尾省略)

Now I 'm writing here to **apply for** this opportunity.

First, please **allow me to** make a brief introduction about myself. I 'm Li Hua, a member of the Loving Heart Club in our school, and I have **a good command of** English. My two years ' experience **as a tutor** has taught me that **working as a volunteer** can **build up** our confidence and **enable us to develop** our communication skills, which are a neces-

sity in our social life.

When I read your ad, I became **fascinated**. I believe that being a volunteer teacher at your village is obviously **more than** just teaching; it is helpful to broaden my horizons and improve my understanding of the world. **Besides**, by helping those kids, I feel I can **make a difference** to their future and **make a small contribution to** society. I 'd **appreciate it** so much if you could possibly consider my application.

专家点评 **本篇范文结构清晰,第一部分介绍自己的经历,第二部分讲述自己为什么要谋求当志愿者。在语言方面,作者使用了比较多的高级词汇,如**:enable, develop, necessity, fascinated, appreciate, possibly **等;短语,如**:have a good command of, build up, more than, broaden my horizons, make a difference, make a small contribution to **等;从句,如**:which **引导的非限制性定语从句,**when **引导的状语从句,**that **引导的宾语从句。**

(二)通知、演讲稿

专项探析

一、英语通知可分为两类,即口头通知(Announcement)和书面通知(Notice)

书面通知用词贴切,语句简洁,具有书面化的特点;口头通知的用词更注重口语化。

口头通知的开头往往有称呼语(被通知的对象),以及提醒听众注意倾听的开场白。常见的开场白有:

1. Boys and girls/Ladies and gentlemen, may I have your attention, please?
2. Now everyone, please excuse me if I interrupt you, but I have an announcement to make.
3. Please excuse my interrupting you, but I have something important to tell you.

常见的结束语有:

1. That 's all. Thank you.
2. Thank you for listening.
3. OK. That 's all. Wish you a pleasant journey.

高考试卷中的口头通知的写作一般都已经给出开头和结尾,考生只需写正文部分。

在书面通知中,被通知的对象用第一人称或第二人称(口头通知用第一人称),要写明所做事情的具体时间、地点、概括性内容、出席对象及有关注意事项,结尾要写明时间及发出通知的单位。通知的语言应该简洁明了,直截了当。还应该注意要有一定的逻辑顺序。

二、演讲稿包括发言稿、致辞等

发言稿总是以第一人称的口吻写，开头往往有称呼语，如 "Boys and girls"，"Ladies and gentlemen"，**或问候语，如** "Hello!"，"Good afternoon/ morning!"**等。**

致辞一般开头要有称呼语称呼听众，最后要以 "Thank you" **来致谢。常见的致辞开头：**

1. **欢迎辞**

①It 's my special pleasure to welcome our new staff member，Mr Smith，who has come from Australia.

②It 's really an honor for me to give a speech here.

2. **开幕辞**

① Welcome，everybody. Thanks for coming to our meeting to celebrate this happy event.

②Merry Christmas，everyone. I 'm more than glad to see all of you here to. . .

3. **欢送辞**

①We enjoyed every minute you spent with us.

②On behalf of the students of Class 6，I e-mail you telling you how we feel about. . .

③Time flies and we have to say goodbye because you are going back to Britain soon.

4. **答谢辞**

①Words can 't express how grateful I am to you all.

②I want，first of all，to thank you all for inviting me to this party.

演讲稿的写作格式一般来说已经给出，考生只需要按照汉语提示将内容表达清楚完整。

典例调研

【典例 1】 **最近学校组织学生召开了一次座谈会。目的是了解学生对校长、老师以及家长的看法。根据下表所提供的信息，请你以** "What I Want to Speak Out Most" **为题写一篇发言稿。**

对象	学生的建议
校长	创造良好的校园环境；多倾听我们的心声，让大家劳逸结合
老师	让我们多思考；笑脸是阳光，课堂不要太严肃
家长	多理解我们；给我们更多的独立空间

注意：1. 发言稿应包括以上所有信息，可以适当增加细节，以使行文连贯；

2. 词数 120 左右；

3. 发言稿的开头已经为你写好，不计入总词数。

When it comes to this topic of "What I Want to Speak Out Most", I have many things to say as a senior student.

...

【文例剖析】

When it comes to this topic of "What I Want to Speak Out Most", I have many things to say as a senior student.

At first① , I want to tell the headmaster that we want a good environment **to live and study**. Secondly, I hope the headmaster **to**② have some time to communicate with us and listen to our saying. I want to tell our teachers that I hope that you can give us more time to think by ourselves and smile to us more often than you do, because smile is like sunshine.

Thirdly, to our parents, I expect you to understand us **more**③ and give us more space so that we can be independent.

Such is what I want to say to our headmaster, our teachers and our parents. **（得分档次：第三档）**

文例点评

1. 亮点点击

Such is what I want to say to our headmaster, our teachers and our parents. **该句使用倒装句，对全文进行总结，使文章前后呼应。**

2. 误点点拨

①介词短语使用错误。该句不应该用 at first，**应用** first **表示"首先"，后面的** to live and study **后面应该加介词** in**。**

②结构错误。不能说 hope sb. to do sth. **，应该改用其他动词，或将不定式部分改成宾语从句；本句最后的** listen to our saying **是汉语式表达，应改为：**listen to what we have to say**。**

③此处应用 better **而不是** more **修饰动词** understand**，表示理解的程度。**

3. 画龙点睛

①第二段第二句... and listen to our saying **是汉语式的表达，改为**" and listen to what we have to say" **显得更地道。**

②第二段第三句与前面使用的是同样的句式，在书面表达中应该尽量避免。使用不同的句子结构，能使文章显得更有活力，这样能有效地提高得分档次。应该改为：As for our teachers/When it comes to our teachers, I want to ask you to give us more time...

【高分范文】

When it comes to this topic of "What I Want to Speak Out Most", I have many things to say as a senior student.

First, **to the headmaster**, I 'd like to **suggest creating** a better environment **for us to live and study in**. We **devote** all the time **to** our lessons, so we need a good environment. **Besides**, I hope that you can sometimes manage to spare some time to have more communication with us so that you can learn about our opinions.

Second, to the teachers, I hope you can give us more free time to **think by ourselves** and smile more in class, **because** smile is sunshine.

Finally, to our parents, I expect you to have a better understanding of us. Meanwhile, to be independent, we need more space of our own.

Only by communicating with each other **can** we get along well together.

专家点评 **本篇范文使用了较多的复杂句子结构和短语,从文章的叙述层次到动词的使用都体现出了作者的语言功底。**

在框架结构上,作者使用了 first, second, finally, besides **等,使文章结构层次分明、有条理 在词汇和短语方面,作者使用了** suggest creating, devote... to, by ourselves, of our own, have a better understanding of **等,并且使用了** so, that, so that **引导的从句等为文章增色不少。**

【典例 2】 **明天是期中考试的最后一天,上午考完英语后,学生会将组织同学们去爬紫金山。请你将此事以便条的形式通知你校的外籍学生。要求全文包括以下内容:**

1. **争取考好英语。**
2. **十点整排队,步行到紫金山(**the Purple Mountain**)山脚。**
3. **穿运动鞋,带好食物和水。**
4. **要互相帮助,特别注意安全,不能擅自离队。**
5. **在山顶,班级合影留念。**
6. **下山后,可步行或乘车回家。**

注意:1. **词数** 100 **左右;**

2. **开头和结尾已为你写好。**

Boys and girls,

That 's all. Thank you.

【文例剖析】

Boys and girls,

Tomorrow is the last day of our exam, it has English①, so you must do it well. Then we will organize **to climb**② the Purple Mountain. At ten o 'clock, we 'll start to walk to the foot of the mountain. Please wear sports shoes and take some food and water, help each other and pay attention to safety. We can 't leave our team without permission. At the top of the mountain we 'll take a photo together with the whole class. When we go down the hill, we can take a bus back to the school, or you can walk home if you like.

That 's all. Thank you. **(得分档次:第三档)**

文例点评 **1. 误点点拨**

①句子结构错误,表达不正确。本句的错误之一是两个句子之间没有连词,应该加连词(如:and);"it has English",从这句话中看不出作者要表达什么意思。应改为: Tomorrow, which is the last day of our mid-term exams, we 'll have our English exam.

②结构错误。动词 organize **接动名词作宾语,而且写作素材说的是学生会组织学生爬山,应该用** organize sb. to do sth. **,或者本句话改为:** The Students ' Union has decided to make an organized trip to the Purple Mountain.

2. 画龙点睛

①第三句显得很平淡,可以换成下面的句子: We 'll set out on our trip at ten o 'clock for the foot of the mountain.

②第四句显得没有层次,应该分别叙述,并使用一定的短语和句型。可先说 Do remember to wear sports shoes for the climb and take enough water as well as food**(使用祈使句表强调;介词** for **表示对象;短语** as well as **显然比** and **更能提高文章的档次)。然后再表达后面的内容:** During our trip, we should remember to help each other and pay special attention to our safety.

3. 误区警示

这是一篇通知,写作时应该注意时态的变化。例如:已经作出的决定用现在完成时,表示将来的动作用一般将来时,叙述注意事项用祈使句,但是注意不要通篇使用祈使句,可以使用各种丰富的句式结构,如: You 're supposed to. . . , Do remember to. . .

【高分范文】

Boys and girls,

It will be the last day of mid-term exams tomorrow, and I hope all of you will try your best to do well in the last exam — English. After that, the Students ' Union is going to organize a mountain-climbing activity. Please wear sports shoes and take some food and wa-

ter with you. We 'll set out on our trip at ten o 'clock. In the course of the mountain-climbing, you 're supposed to help each other when necessary and pay special attention to your safety. Please don 't leave your class without permission. **On the top of** the mountain, each class is going to **have a picture taken.** After going downhill, you can take a bus back to the school, or you can walk home if you like.

That 's all. Thank you.

专家点评 **本篇范文的叙述条理清晰,层次感强,有各种时态和句式的丰富变化,如:一般现在时、一般将来时、祈使句等。作者在叙述中使用了较多的短语,如:动词短语** try one 's best, do well in, set out, pay attention to, be supposed to,**介词短语** in the course of, on the top of **等。**

(三)日记

专项探析

日记也是高考书面表达中比较常见的题型。日记常用来记叙自己一天生活中所看到、遇到、想到和做过的事情,特别是那些具有教育意义或值得回忆的事情,也可以用来抒发自己对某些事件的感受以及对将来的打算等。日记的体裁以记叙文或简单的议论文为主。

写日记时要注意以下几点:

1. **格式:**英文日记和中文日记的写法大致相同。一般是第一行写上日期、星期、天气状况。日期通常顶格写,后面是星期,天气状况写在右上角。表示天气状况的词有 fine, cold, rainy, windy, cloudy, sunny, snowy, foggy **等。正文部分另起一行。**

2. **人称:**日记要用第一人称写。

3. **时态:**日记所记叙的事情通常发生在过去,所以常用一般过去时。但如果要记叙天气、描写景色、展望未来或议论某事等,可以使用一般现在时或一般将来时,以生动再现当时的情景。

4. **日记的写作顺序:**一般按照时间顺序或事情的发生经过来写。语言要简练、自然,内容要连贯、完整。

5. **类型:**日记可分为记事型、议论型、描写型以及抒情型等。记事型就是记述当天自己生活中所发生的事情;议论型就是对生活中的某件事情或情况、现象发表自己的看法;描写型就是对某人、某物的特征进行细致的描述;抒情型就是对某事物抒发自己的感情。

高考试卷中对日记体裁的考查不多,而且一般都给出了日记的格式。

典例调研

【典例 1】 你于 2007 年"十一"长假期间与几位朋友外出郊游。请你根据下面的提示写一篇日记。

时间	2007 年 10 月 1 日至 3 日
目的地	龙山国家公园(Longshan National Park)
出行方式	旅行社安排的全包式旅游(package tour)
地点	黄龙洞等景点
感受	湖光山色,绿树鲜花,清新的空气让人陶醉
遗憾	一些景点有游客丢弃的垃圾,回来时部分道路拥堵

注意:1. 写作内容应包括上面表格列出的所有要点;
2. 词数 120 左右;
3. 日记的开头已给出,不计入总词数。

October 4th, 2007 Thursday Fine

I 'm back home after a three-day tour. _____

【文例剖析】

October 4th, 2007 *Thursday* *Fine*

I 'm back home after a three-day tour. During the **National Holiday(表达不准确)**, along with some friends, I went with the local travel agency to Longshan National Park. It 's a package tour. During our journey, we visited the Yellow Dragon Cave and **many interest**①. **The sceneries are**② beautiful. We **can see(时态错误)** the beautiful lakes and the mountain. There are green trees and flowers. The fresh air is so good for us. There are also some things **that we feel disappointed**③. For example, we saw a lot of rubbish in the places. **They were**④ thrown about by tourists. On our way back, there were many cars. **(得分档次:第三档)**

文例点评 **1. 亮点点击**

along with some friends, I went with the local travel agency to Longshan National Park. **此处使用了介词短语** along with,**用语地道。**

2. 误点点拨

①**表达错误。表示"很多其他的风景名胜"应该是:**many other places of interest。

②**表达错误。名词** scenery **是不可数名词,表示"风景",不能用复数形式,因此应**

该表达为"The scenery is beautiful"。

③定语从句缺词。此处应该在 disappointed 后加 at。注意定语从句中动词短语的介词不能遗漏。

④前后指代不一致。rubbish 是不可数名词,因此应该用 it was... 或者用定语从句 which was...

3. 画龙点睛

最后一句表达过于简单,没有指出让人不愉快的问题,可改为"Unluckily, we were caught in a traffic jam on our way back home from the trip",改动后的句子使用了副词连接上下文,动词短语 be caught in 和介词短语 on our way,有效提高了文章的得分档次。

4. 误区警示

旅游日记的写作要注意时态和人称的变化,叙述已经发生的事应该用一般过去时,描述景点的特点则用一般现在时;同时应注意按照事件的先后顺序进行叙述。

【高分范文】

October 4th, 2007 *Thursday* *Fine*

I'm back home after a three-day tour. On October 1st **during the long term of** the National Day holidays, my friends and I made a trip to Longshan National Park **for** some **sightseeing**. We went there on a package tour through the local travel agency, which is **convenient and comfortable.**

While touring there, we were drunk with the beauty of the scenic spots, such as the mysterious wonder of the Yellow Dragon Cave, the various trees and flowers around the mountains, **let alone** the pleasant fresh air there.

On the third day we returned. Each of us **was deeply impressed** by what we had seen. **Yet we were disappointed at** the pollution at some spots, the rubbish thrown about by some tourists, and then the traffic jam we **were stuck in** on our way back also **reduced** our pleasure.

专家点评 本篇范文的叙述条理清晰,按照事件先后进行叙述,叙述中使用了很多精彩的句子和短语,如:during the long term of,make a trip to,be drunk with,let alone,be disappointed at,be stuck in,reduce our pleasure;which 引导的非限制性定语从句,以及独立主格结构等。这些都显示出作者深厚的语言功底。

【典例 2】 请根据下述内容,写一篇日记。

今天,在你们高三(6)班的主题班会上,老师号召同学们把自己不需要的学习资料捐献出来给低年级的学生使用。同学们踊跃发言,你也觉得这个主意不错,因为这样可以减少浪费,让自己手头不需要的资料得到更好的利用,据说西方国家也普遍采

用此方法。回到家里，你清理出了很多旧书，准备明天拿到学校捐献出去。

注意：1. 内容应包括列出的所有要点；

2. 词数 120 左右；

3. 日记的开头已给出，不计入总词数。

November 6th，2007　　Tuesday　　Fine

【文例剖析】

November 6th，2007　　*Tuesday*　　*Fine*

Today，in our class meeting，our teacher **called**① us to give books which we didn't use **for**（介词错误，应该用 to）lower grade students. We were excited to hear the topic. We had a heated discussion. **In my opinion，I think**② it is a good suggestion to do so，because the students who get the books will spend less on books. Besides，we can use them better in this way. It says that people in the western countries do so. After school，when I **get home I cleared**③ many such used books. I'll take them to school tomorrow and give them away to those **need**（句子结构错误）them.（得分档次：第三档）

文例点评

1. 亮点点击

①We had a heated discussion. 过去分词作定语。

②...because the students who get the books will spend less on books. 该句使用了 because 引导的状语从句，who 引导的定语从句，以及动词短语 spend...on...

2. 误点点拨

①缺少介词。此处不能用 call sb. to do sth.，应该改为 call on sb. to do sth.。

②表达重复。不能同时使用 in sb.'s opinion 和 sb. think，应该保留其一。

③时态和动词使用错误。状语从句应该使用一般过去时；动词使用错误，clear 表示"清除"，这里应该用其他动词或短语，如：sort out。

3. 画龙点睛

第 2、3 句是两个单句，而且句子之间有联系，可把这两句连接起来：Excited at the topic，the students in our class had a heated discussion.

【高分范文】

November 6th，2007　　*Tuesday*　　*Fine*

In today's class meeting，our teacher called on us to give away our used books，newspapers or magazines to the students in the lower grades. The idea was highly praised and supported by the students. In the meeting，we **expressed** our idea that this was really a good suggestion. **For one thing**，the used learning materials，**which** we may no longer need，can be made better use of if they go to lower grade students，which can in some way

avoid waste and help reduce family expenses. **What 's more**, it 's said to be a common practice in many western countries. When I went back home after school, I searched and found many such used books. Tomorrow I 'll take them to school and give them away.

专家点评 **本篇范文的时态运用得当,使用了很多短语和句式,内容充实,没有遗漏要点,很多句子都是精彩的亮点,如:词汇** highly, avoid, common practice **;动词短语** call on sb. to do sth., give sth. away, express one 's idea, make use of **;短语** for one thing, in some way, no longer, what 's more **;which 引导的定语从句;when,if 引导的状语从句以及被动语态等。**

强化闯关

练习 1

假如你叫李华,你校正在调查高三学生与家庭成员、班级同学和老师之间的关系状况。作为高三学生,请你撰文谈论相关的情况并提出一些关于如何改进关系的意见。

要点:1. **目前的实际情况,好的方面和不好的方面;**

2. **你个人的改进意见(至少两条)。**

注意:1. **文章的开头已经给出(不计入总词数),可适当发挥;**

2. **词数** 120 **左右。**

As a teenager I have been concerned about the relation between us Senior 3 students and our family, our classmates and our teachers...

练习 2

假设你叫李华,最近你所在的城市在全省率先使用英汉双语路牌。请你根据下面的资料给你的美国网友 Henry **写一封信,介绍这个变化。**

时间	2007 **年** 10 **月底**
事件	**交通要道和主要景点更换了** 1,000 **多块双语路牌**
背景	1. **原来的路牌是汉字和汉语拼音** 2. **来此的外国人越来越多,他们常因不识路牌而迷路**
影响	1. **外国人来这里观光旅游,生活学习更方便** 2. **外国人能更好地了解你们的城市,有助于它更好地发展**

注意：1. 根据以上内容写一篇短文，不要逐句翻译，可适当增加细节以使行文连贯；
2. 要准确使用语法和词汇，使用一定的句型、词汇，清楚、连贯地表达自己的意思；
3. 词数 120 左右。开头已给出，不计入总词数。

参考词汇 双语—bilingual

Dear Henry，

How is everything？In your last letter you asked about what changes have taken place in our city. Now I'll tell you one. _____

Next time you are in our city，you will have no difficulty getting around in it.

Yours truly，

Li Hua

练习 3

假如你叫李华，住在一个美丽的小镇。最近，当地政府决定在小镇附近建一个工业园区，结果引起人们的广泛争议。请你根据人们不同的观点，给当地报社写一封信，发表自己的看法。

赞成观点	反对观点
1. 能够振兴经济，提高生活水平； 2. 能够有效利用地方资源； 3. 可以增加人们的就业机会。	1. 会占用大量耕地； 2. 会造成环境污染； 3. 会产生噪音，打扰居民平静的生活。

注意：1. 信的开头和结尾已给出，但不计入总词数；
2. 词数 120 左右。

Dear Editor，

I'm writing to you about the industrial area which will be built near our town. Recently the local government has decided to build an industrial area，which has aroused a heated argument.

...

Yours truly，

Li Hua

练习 4

假如你是校自行车俱乐部负责人，请你根据下列提示，用英语准备一份口头通知。

1. 俱乐部的主要活动内容：

●开展每周一次的基础训练，有教师辅导，安排在课外体育活动时间

●每月一次的户外活动,安排在双休日

●同其他团体进行比赛

2. 参加俱乐部的好处 强身健体,广交朋友等;

3. 注意事项 器材自备,活动免费;

4. 如何加入俱乐部(方式自拟)。

注意:1. 发言稿应包括以上所有信息,要有适当发挥;

2. 词数 120 左右;

3. 发言稿的开头和结尾已经写好,不计入总词数。

Good afternoon, everyone,

Welcome to the Cycling Club. _____

...

Thank you!

练习 5

你准备参加一个高中网络英语竞赛,按照竞赛规则,你必须事先上交一份英语自我介绍材料。请你根据下表内容,以李华的名义写一份简介,通过 e-mail 发给竞赛组委会联系人 Smith 先生。

姓 名	李华	年龄	17
学 校	江苏南通中学	性格	活泼、友善、勤奋
业余爱好	读书、听古典音乐、拉小提琴		
特长	英语口语、制作网页		
理想	上名牌大学		
获奖记录	高一曾获全国英语竞赛一等奖		
联系电话	0513—8387893		

注意:1. 词数 100 左右;

2. 格式已给出,不计入总词数。

参考词汇 网络—cyber 网页—webpage 小提琴—violin

Dear Mr Smith,

...

Yours,

Li Hua

练习 6

假如你是学生会主席，请根据下列提示，在校园网上用英语写一份书面通知，通知学生你校即将举行一次英语演讲活动。

主题：文明校园，我们的责任

时间：本周五下午 3 点至 5 点

地点：学校操场

参加者：全体师生

主要内容：1. 不乱扔废弃物，保持校园清洁；

2. 爱护花草树木，让校园充满绿色；

3. 举止文明，不要追逐打闹；

4. 关爱他人，让校园充满爱心。

注意：1. 短文应包括所有要点，语言通顺；

2. 可适当增加细节，使行文连贯；

3. 词数 100 左右；

4. 文章的开头和结尾已给出，不计入总词数。

参考词汇：使文明—civilize

March 18, 2007

An English Speech Contest will be held...

Student Union

练习 7

假如你叫李华，要在班上口头宣布一个通知。由于班上有外籍学生，请你用英语宣布有关事宜：

1. 学校将要召开一个选举学生会主席的会议。

2. 会议时间和地点：下周六上午 8:00—11:00，学校科教大楼顶楼会议厅。

3. 主要议程：①介绍参加竞选的学生；

②参加竞选的学生发表竞选演讲；

③投票选举新的学生会主席。

4. 注意事项：①要求全体学生参加，不要迟到缺席；

②有意参加竞选的同学星期三之前向学生会报名，提交简介，准备竞选演讲。

注意：1. 词数 100 左右；

2. 开头和结尾已经给出，不计入总词数。

参考词汇：候选人—candidate　学生会—Student Union　报名—enter for

Boys and girls,

May I have your attention, please?I have an announcement to make.

...

Thank you!

练习 8

请根据下述内容写一篇日记。

1. 今天,在学校礼堂举行了开学典礼。全体教师、学生出席,部分科学家和官员也参加了。

2. 校长在讲话中希望全体师生在新的学期中再接再厉取得更大进步,并宣布部分同学因在各种竞赛中获奖而获周培源奖学金。

3. 三好学生受到奖励。

4. 一位著名科学家讲话,他讲述了自己的学习经历及科研成功的经验,他的讲话使我深受感动。

参考词汇 礼堂—auditorium 奖学金—scholarship

October 24th, 2007 Wednesday Fine

...

练习 9

请根据下述内容写一篇日记。词数 100 左右。

提示 3 月 15 日,星期一

1. 今晚,你去参加李江的生日宴会,大家又唱又跳,玩得很开心;

2. 离开李江家时,天开始下雨,由于很晚了,你步行回家;

3. 一辆摩托车急驰而过,在十字路口撞倒了一个男孩;

4. 摩托车没停,肇事者逃跑了;

5. 你十分气愤,记下了车号(FD 2819)后马上打电话报警,并把该男孩送往医院。

练习 10

假设你叫张梅,女,今年 18 岁,刚高中毕业,你从报纸上看到苏州太湖度假区需招几名导游。你想做这份工作,于是给经理史密斯先生写了一封求职信,主要内容如下:

1. 介绍自己的性别、年龄、身高(1.68 米)及学历。

2. 表达自己的愿望。

3. 说明自己爱好英语,2005 年曾获市英语竞赛(contest)二等奖,自己还从电视上学会了一点日语。

4. 自小在苏州长大,对苏州太湖一带的名胜颇为了解。

5. 希望得到经理的回信。

注意：词数 120 左右。

578 South Dongfeng Road, Suzhou

August 8, 2007

Dear Mr Smith,

Yours truly,

Zhang Mei

练习 11

今天，你们班来了一位外籍教师 Smith 先生。请根据下面的提示写一篇日记。

1. Smith 先生以自由交谈的方式上课，很受同学们欢迎。

2. 你们不懂时，Smith 先生就重复。

3. 你用英语向 Smith 先生提了几个问题。

注意1. 内容应包括上面列出的所有要点；

2. 词数 120 左右；

3. 日记的开头已给出，不计入总词数。

May 15th, 2007 Tuesday Fine

There arrived a new foreign teacher in our class. Today, Mr Smith, from America, has come to our class to teach us spoken English.

练习 12

假如有一批澳大利亚中学生在京旅游，住在北京饭店，请用英语为他们拟一份参观颐和园的口头通知，内容要点如下：

1. 参观时间：5 月 4 日，星期三。

2. 颐和园简介：它是中国最大的保存最完好的皇家园林，风景优美，甚是迷人，有山有水，有皇家建筑和画廊。

3. 活动安排：上午自由参观，中午在快餐馆吃午饭，下午 5:30 返回宾馆。

4. 集合时间：星期三早上 6:10，汽车 6:30 开，行驶 45 分钟。

5. 集合地点：宾馆大门口。

注意：开头和结尾已经给出，不计入总词数。

May I have your attention, please?

...

Thank you!

参考范文

范文1

As a teenager I have been concerned about the relation between us Senior 3 *students and our family, our classmates and our teachers.* **Generally speaking,** the situation is good and encouraging. However, **there exist** some problems. Some students in our grade easily lose their temper because of anxiety and study burden. What 's worse, they sometimes quarrel with others, and even **turn a deaf ear to** their parents and teachers, which is very disappointing.

In my opinion, we Senior 3 students should make great efforts to improve the situation. First, we should respect our parents and teachers **as well as** our classmates. Second, when we are not feeling good or happy, we can chat with our friends, teachers or even parents. It is likely that they can understand us better and give us some reasonable advice. Third, after a day 's hard work, we can relax by exercising, such as playing basketball, table tennis and so on.

范文2

Dear Henry,

How is everything? In your last letter you asked about what changes have taken place in our city. Now I 'll tell you one. By the end of October, 2007, more than 1,000 road signs, which used to appear in Chinese characters with Chinese Pinyin, had been replaced by bilingual ones, standing up along the main traffic roads and the **hot tourist attractions** in our city.

In the past, with the road signs in Chinese only, many foreigners didn 't know Chinese well and lost their way frequently during their stays in the city. As more and more foreigners have come to visit or work in our city now, the city government has changed the words on those signs into both Chinese and English. The efforts will **make it more convenient** for foreigners to travel, live or study. They can understand our city better. **Meanwhile,** the efforts can help the city develop much better and faster. *Next time you are in our city, you will have no difficulty getting around in it.*

Yours truly,
Li Hua

范文3

Dear Editor,

I 'm writing to you about the industrial area which will be built near our town. Recently the local government has decided to build an industrial area, which has aroused a heated argument.

Some agree that we should build the industrial area. If we do so, many new jobs can be created, which will increase people 's income and improve their living standard. What 's more, it can push the development of the local economy and the natural resources can also be made good use of.

But others oppose the idea, because they think it will pollute the environment. They believe that it will produce noise which will disturb people 's peaceful life. **Furthermore,** a lot of farmland will be taken up.

Personally, I agree with the second view. Economic development should never be at the cost of the environment. We must pay attention to sustainable development so that we 'll have a better hometown in the future.

Yours truly,
Li Hua

范文 4

Good afternoon, everyone,

Welcome to the Cycling Club. This is the ideal place for you to make more friends, to experience the excitement of discovery, and to **keep fit.**

The Cycling Club has a wide range of activities for members. We have basic training once a week, which will be instructed by teachers. It will be arranged during the time of **after-class physical activities.** We arrange an outdoor cycling trip at weekends every month. And we will have some races with other teams **if possible.**

If you are interested in our club, you can either come to our club in Building 5 or call us at 0258—5559955. You can also get the information on *bbs. cyclingclub. edu. cn.* By the way, you have to get the equipment ready by yourself, but the charge is free.

Don 't wait. Join us now !

Thank you !

范文 5

Dear Mr Smith,

I have decided to take part in the Cyber English Competition. Here is my simple self-introduction.

My name is Li Hua, aged 17. I 'm a Senior 2 student studying in Nantong Middle School in Jiangsu Province. I 'm very active, friendly and **hard-working.** In my spare time I like reading, listening to classical music and playing the violin. I 'm **very good at** spoken English and designing webpages. English is my favorite subject. In Senior 1, I won the first prize in the National English Competition. My dream is to enter a key university,

and now I 'm working hard to realize it.

For further notice or information, please contact me at the phone number 0513—8387893. Thank you **!**

Yours,

Li Hua

范文 6

March 18, 2007

An English Speech Contest will be held on the playground this Friday. It starts at 3 pm and lasts about two hours. The speakers will **make a speech** on the theme "**It 's our duty to** have our campus civilized". The speech should contain the following key points. **Firstly**, we shouldn 't litter in order to keep our school clean. **Secondly**, we should take good care of plants in our school so that we enjoy greenness. **Thirdly**, we should behave well after class and avoid quarrelling and fighting noisily. **Besides**, we are supposed to show concern about others so that our school is full of love.

All the teachers and students **are required to** take part in and arrive on time.

Student Union

范文 7

Boys and girls,

May I have your attention, *please* **?***I have an announcement to make.*

Next Saturday, from 8:00—11:00 am, in the meeting hall on the top floor of the Science Building, the Student Union will hold a meeting to elect a new chairman. All the candidates will be introduced first, then they will give their speeches, and finally the voting will be **carried out.**

Everybody **is required to** attend the meeting. Please do not be late or absent. And those who want to enter for the election should come to Student Union with a brief self-introduction by Wednesday and prepare for a speech.

Thank you **!**

范文 8

October 24*th*, 2007 *Wednesday* *Fine*

Today our school had an opening ceremony in the school auditorium. All the teachers and students as well as some famous scientists and **government officials** attended. Our principal made a speech. He hoped everybody in our school would work harder and make even more progress in the new term, and "**three-good-deed**" students were rewarded with prizes. The principal also announced that some honours students received Zhou Peiyuan

scholarships because they had won medals in various competitions. A famous scientist then made a speech. He told the students about his learning experiences and how he achieved success in his research work. I was so moved by what he said.

范文 9

March 15th, Monday

This evening I went to Li Jiang 's birthday party. There were many classmates and friends invited. We had a good time at the party, **singing and dancing.**

When I left Li Jiang 's house, it began to rain. As it was already very late and there weren 't any taxis **available**, I had to walk home.

As I was passing a crossroads, a motorbike suddenly **ran by** me very fast. It was going so fast that it hit a boy. The boy fell to the ground and was badly hurt, but the motorbike didn 't stop. Instead, the driver simply ran away.

Seeing this, I felt very angry. I **happened to** see clearly its number: FD 2819. I wrote down the number and telephoned the police at once. Then I sent the boy to the hospital.

范文 10

578 South Dongfeng Road, Suzhou

August 8, 2007

Dear Mr Smith,

My name is Zhang Mei. I 'm an eighteen-year-old girl. I 've learned from today 's newspaper that you need several guides. I 'd like to do such a job. Now please let me introduce myself to you.

I 'm 1.68 meters tall. I finished senior high school only last month. I like English very much and won the second prize in the English Contest of Suzhou in 2005. I can also speak a little Japanese as I 've been learning it from TV.

By the way, as I was born and **brought up** in Suzhou, I know a lot about the places of interest near the Lake Tai in Suzhou. Mr Smith, if you accept me, I will be very happy.

I 'm looking forward to your reply.

Yours truly,

Zhang Mei

范文 11

May 15th, 2007 *Tuesday* *Fine*

There arrived a new foreign teacher in our class. Today, Mr Smith, from America, has come to our class to teach us spoken English. His class was so lively and interesting and I 've learned a lot from his class.

Mr Smith had **a free talk** with us in easy English in this first class. He spoke so slowly and clearly that we had almost **no difficulty understanding** him. Sometimes he would repeat what we didn't understand. My classmates were all very active in his class. To my joy, I understood almost everything he said. And I was able to ask him several questions concerning English study.

The class is quite **an encouragement to** me. I'm sure that if I **keep practicing**, it will not be difficult for me to learn to speak good English.

范文 12

May I have your attention, please? We will visit the Summer Palace on Wednesday, May 4th. The Summer Palace is the largest **well-kept** royal park in China. In the park there is water and man-piled hills. There are some royal buildings and a gallery, too. **I am sure** you will be struck by its beautiful scenery. In the morning we will be free to visit the different places of it and then we will have lunch in the fast food restaurant. We will get back to the hotel at 5:30. Please gather at the hotel gate at 6:10 on Wednesday morning. The buses will start at 6:30. It will take us about 45 minutes to get there. Please be on time.

Thank you!

重点二 说明文

重点诠释

说明文是以说明为主要表达方式,用简洁明了的文字介绍事物,阐明事理,使人获得某种知识的一种文体。在高考书面表达中,说明文常以图画、图表和文字提示的形式出现。

说明文的写作要注意以下几点:

1. 确切把握说明对象。根据写作目的和要求,抓住人或事物的主要特点及本质,写作时做到有的放矢。

2. 语言力求简洁贴切,通俗易懂。

3. 说明过程要层次分明,条理清晰,内容连贯。

4. 通常用第三人称,时态以一般现在时为主。

说明文的写作大致可分为解说事物和阐明事理两大类。清晰的描述、有序的条理、准确的用词,这些都是说明文最明显的特点。

图表说明文是近年来高考的重点和热点,考生在写作时要注意分清图与图之间

的逻辑关系，列出要点，逐条进行说明；同时应巧用过渡词，使文章结构紧凑、条理清晰。

在说明文的写作中可以使用下面这些过渡词：

展开段落论证时常用的句式、短语：

①第一层次（首先） in the first place/ in the beginning/ first（firstly）/ first of all/ to begin with/ for one thing/ I want to begin by saying.../ My first reason is that.../ The main factor is...

②第二层次（其次）second（secondly）/ in the second place/ for another/ The second solution is that...

③第三层次（第三点）third（thirdly）/ besides/ in addition/ furthermore

将事物的正反、好坏两方面，或者将两种不同事物进行比较、对比时常用的句式、短语：

①然而：while，whereas，but，however，nevertheless

②尽管如此：in spite of，despite the fact（that），even so

③但在另一方面：but on the other hand

④与……相比：in/by comparison with...，compared to...，by/ in contrast（to/with）

⑤与……相反：as opposed to...，instead of...，on the contrary，instead

⑥事实上：as a matter of fact，It 's a matter of fact（that）...，in fact

⑦任何事物都是一分为二的。Every coin has two sides.

⑧它们的区别如下：The differences are as follows：

⑨A 与 B 的不同在于：A is different from B in ...，The difference between A and B is / lies in...

常用作结尾的句式、短语：

①It is hoped that we should place much emphasis on/pay more attention to...

②Hence，we can conclude that...

③Therefore，no one can deny that...

④As a consequence，the more we are aware of the importance of this famous saying，the more benefits we will get in our daily study and job.

典例调研

【典例 1】 假如你是一所对外汉语学校的工作人员，新学年开学时请你用英语写一段有关学校服务设施的文字介绍，张贴在新生宿舍楼门口，方便不懂汉语的学生熟悉生活环境。其中应包括以下要点：

1. 商店、邮局和银行在校园西部游泳池附近，约 5 分钟路程
2. 营业时间：商店：每天 9:00—22:00
   邮局：9:00—17:00；周末休息
   银行：中国银行：9:00—17:00；可兑换外币
3. 理发店在两家银行对面，洗衣房在宿舍楼的后楼的第一层
4. 服务电话：8645336

注意：1. 可适当增减细节；
2. 词数 100 左右（文章的开头已给出，不计入总词数）；
3. 参考词汇：兑换外币—currency exchanges　洗衣房—laundry　宿舍—dormitory。

To All the New Students

Welcome you to our school...

【文例剖析】

To All the New Students

Welcome you to our school. This notice for students don't know Chinese and get know the surroundings[①]. It is as follows（汉语式表达）. The shops, the post office and the banks are near the swimming pool, in the west of the school. You can walk there in five minutes.

The opening time：The shops：every day from nine to twenty-two o'clock[②]. The post office：9:00 to 17:00. It is closed on Saturday and Sunday. The bank：China Bank, from 9:00 to 17:00. You can get currency exchanges here. The barber's lies opposite the two banks, and the laundry is on the first floor of the building behind the dormitory. We also have a hotline service for you, the number is 8645336.

文例点评 本篇习作结构零散，叙述比较零乱，基本没有使用复杂句子结构，而且有不少汉语式的表达，因此得分只能在第三档，11—15 分。

1. 亮点点击

The shops, the post office and the banks are near the swimming pool, in the west of the school. 使用了两个介词短语叙述所在位置。The barber's lies opposite the two banks, and the laundry is on the first floor of the building behind the dormitory. 叙述很有条理，没有语言错误。

2. 误点点拨

①第一段第二句话表达混乱，有多处错误。如：没有谓语动词，两个动词连用等。简单整理后应该这样说：This notice is for students who don't know much Chinese and for those who want to get familiar with the surroundings.

②第二段开头简单罗列时间表，像开药方一样，这是英语写作的忌讳。要用完整

而正确的句子"The shops stay open from nine in the morning till ten at night"来表达。后面介绍邮局和银行开门营业时间的句子也应如此。

3. 画龙点睛

为了使句子结构更紧凑第二段的四、五句可以描述为"There 's a Bank of China, which stays open from 9:00 to 17:00, where you can get currency exchanges",本句使用了 which 和 where 引导定语从句,为文章增色不少。最后一句有句法错误,应该改为"We also have a hotline service for you, whose number is 8645336"。

【高分范文】

To All the New Students

Welcome you to our school. **To make your stay here more enjoyable,** here 's some information about the service available at our school. **Located in the west part of our school, just near the swimming pool, are the shops,** the post office and the bank of our school. The shop stays open from nine in the morning till ten in the night, **where you can get daily necessities.** The post office is open for eight hours, from nine till five in the afternoon, and it doesn 't open during the weekend. There is the Bank of China, **which can provide you with** currency exchanges. It is open for eight hours, **beginning** at nine in the morning. **By the way,** there 's a barber 's just opposite the two banks. If you want to go to the laundry, there 's one on the ground floor of the building just behind the dormitory. If you have any difficulty, you may just call our hotline, 8645336. We are always ready to provide you with good service.

专家点评 作为一篇书面通知,本文的描述条理清晰,显示出了考生扎实的语言功底。范文中使用了丰富变化的词汇,较多的短语和复杂句型。词汇如 enjoyable, available;动词短语 provide sb. with sth. 介词短语 by the way 等;复杂的句子结构如 where,which 引导的定语从句、if 引导的状语从句、非谓语动词 to make your stay here more enjoyable, located in, beginning 的使用等,这些高级词汇和复杂句子结构都是本文的亮点。

强化闯关

练习 1

假如你是王林,现在在英国学习。暑假回国时你国内的朋友给了你 50 英镑,托你买一套 *The Guinness Book of Records*,假如钱够的话还想买一本 *Pocket Oxford English Dictionary*,并希望你能在新年之前寄回国,因为他想将书作为新年礼物送给表弟。报纸上的一则广告引起了你的注意,请写信给该书店,了解书价、邮资、付款方式、寄达

时间等。

Montclair Book Center—Britain 's leading book center, providing books for book lovers all over the world Address:14 Ringwood Road, Parkstone, Poole BH, England Telephone:0202 736973

注意:1. 词数 100 左右,信的开头已为你写好,不计入总词数;

2. 可根据内容要点适当增加细节,使行文连贯。

Dear Sir/Madam,

I 'm a Chinese student studying in Britain and I 'm writing to order some books.

...

Yours,

Wang Lin

练习 2

最近,你看到某英文报纸正在征集主题为"如何才能受人欢迎"的短文,对此你很感兴趣。请你根据以下提示谈谈自己的想法,给该报社投稿。

要点提示:

1. 衣着干净、整齐,保持微笑 2. 诚实,乐于助人 3. 懂得与人合作

注意:1. 词数不少于 60;

2. 文章的标题和开头已为你写好,可根据内容要点适当增加细节,以使行文连贯。

How to be popular

Most people would like to be popular with others, but what is the secret to achieve popularity?In fact, it is very simple...

练习 3

据调查,中国城市居民的电脑拥有率达 30%,很多农村居民对电脑也越来越感兴趣,有的家庭甚至也买了电脑。请参考下表写一篇题为"Computers in China"的短文。词数 100 左右。

家庭买电脑的目的		中学生使用电脑的情况	
类别	比率	类别	比率
孩子学习需要	70%	学习资料查询	30%
家长工作需要	20%	上网、聊天、游戏	60%
娱乐	30%	听音乐、看光盘	20%

Computers in China

According to a recent investigation, about 30% of the city families have computers...

练习 4

假如你是小明,你家打算改善住房条件。现有两套房子供选择:一套是郊区的传统式平房,一套是位于商业区的现代公寓楼。你的家人对购买哪套房更好持不同的观点。请你根据下表所给的内容,用英语给你的朋友 Mike 写封信,征求他的意见。

现代公寓楼(modern flat)	传统式平房(old-style house)
1. 宽敞明亮。 2. 购物、上学方便。 3. 有公园等供休闲、娱乐的场所。	1. 安静,空气清新。 2. 价格便宜。 3. 邻里之间交往多,氛围和谐,亲切。

注意:1. 表达应包括所提供的所有信息,并可适当发挥;

2. 词数 100 左右;

3. 信的开头和结尾已为你写好,不计入总词数。

Dear Mike,

Recently my family are planning to improve our housing conditions...

Yours sincerely,

Xiao Ming

练习 5

假如你是北京某中学的学生张华,你的香港朋友 Peter 给你写信询问有关上海特色美食节(Shanghai Specialty Food Festival)的情况,请根据下列广告给予回信,简要介绍有关情况。

词数:100—120。

Shanghai

Food promotion

From October 15 to November 12, 2006

Guest Chefs(**厨师**) from

Mei Long Zhen Restaurant

bring you great delicacies and Hairy Crab specialties

Lunch: 12 noon to 2pm

Dinner: 6pm to 10pm

For reservation(**预订**), please call

86—10 6590 5566 ext. 2295

The Great Wall Sheraton Hotel Beijing

10 North Dongsanhuan Road, Beijing 100026, P. R. China

Dear Peter,

I 'm very glad to receive your letter, asking for information about Shanghai Specialty Food Festival. Now, I will tell you something about it.

...

Best wishes !

Yours,
Zhang Hua

参考范文

范文 1

Dear Sir/ Madam,

I 'm a Chinese student studying in Britain and I 'm writing to order some books.

One of my friends at home gave me 50 pounds to buy **a couple of** books for him. He **definitely** wants *The Guinness Book of Records* and he 'd also like a new *Pocket Oxford English Dictionary* if the money he gave me is enough. Can you tell me whether 50 pounds will be enough to pay for the dictionary ?I would appreciate it if you could send me the full details of price, including postage. What methods of payment do you accept ?My friend wants the books by the end of December, so would you please tell me what the latest delivery date will be ?

Yours,
Wang Lin

范文 2

How to be popular

Most people would like to be popular with others, but what is the secret to achieve popularity ?In fact, it is very simple.

The first step is to improve our appearances. We should always make sure that we dress well and smile warmly. In this way, people will surely be impressed by our confidence. Another important step is to build our character. We should always be honest and willing to help others whenever it is necessary. It 's also important to put others first. If we know how to work and **get on well with** others, then people will feel comfortable enough to trust us.

I am sure popularity will **come our way** if we can do all of the above.

范文 3

Computers in China

According to a recent investigation, about 30% of the city families have computers. Besides, many village people are **more and more interested in** computers and some of them even have bought computers. About 70% of the parents bought computers for their chil-

dren 's studies, and some for their work. And even some people bought them for entertainment. The fact how the middle school students use computers really surprises us. Only about 30% of them use computers to find out useful information. About 60% use computers to play games and 20% use computers to watch VCDs or listen to music. **In my opinion,** we should make better use of our best invention — computers.

范文 4

Dear Mike,

Recently my family are planning to improve our housing conditions. We have different ideas **about** whether we should buy a house in the suburbs or a flat in the downtowns. Some suggest we should buy a modern flat because it 's big and bright, and it 's conveniently close to shops and schools. **What 's more,** there are some places for pleasure and entertainment, such as parks, cinemas **and so on.**

However, the others are in favor of the old-style house. They consider the air is fresh and it 's peaceful to live in the suburbs. **Also,** the price is much lower. The most important thing is that neighbors have more chances to communicate with each other to make a harmonious living atmosphere.

Now I 'm writing to ask your opinion about it.

Looking forward to your reply.

Yours sincerely,
Xiao Ming

范文 5

Dear Peter,

I 'm very glad to receive your letter, asking for information about Shanghai Specialty Food Festival. Now, I will tell you something about it.

The festival will be held in The Great Wall Sheraton Hotel Beijing located on 10 North Dongsanhuan Road, Beijing to promote Shanghai Food Specialties. You can come and enjoy a variety of Shanghai food at any time from October 15 to November 12, 2006, with lunch time from 12 noon to 2pm and dinner from 6pm to 10pm. Besides, some Guest Chefs have been invited from Meilong Zhen Restaurant and they will bring you great delicacies and Hairy Crab specialties. When you are here, you can call 86—10 6590 5566 ext. 2295 for reservation.

If you want to know more information, you can also write to the restaurant, whose address is The Great Wall Sheraton Hotel Beijing, 10 North Dongsanhuan Road, Beijing 100026, P. R. China. I 'm looking forward to your coming.

Best wishes !

Yours,
Zhang Hua

圣诞祝福

Wish many good wishes for the holidays and the coming year.

重点三　　议论文

重点诠释

议论文是通过剖析事物来论述事理、发表意见或提出主张的一种文体，要求作者通过摆事实、讲道理、辨是非，确定其观点的正确或错误，树立或否定某种观点或主张。议论文有三要素：论点，论据和论证。论证的方式主要有：立论，即证明某种观点是正确的；驳论，即证明话题观点是错误的；还有一种论证形式是从正反两方面辩证地说明某个观点。议论文的一般结构：引子或引论，正文或本论，以及结束语即结论。

议论文的写作要注意下面几个方面：

1. 要点完整，注意论点、论据和论证三个环节，叙述的条理要清晰。

2. 注意议论文的时态。议论文一般都用一般现在时。

3. 由于受篇幅限制，议论文应尽量做到开门见山，不可"废话一大堆，尚未入主题"。

典例调研

【典例 1】 据报道，圣诞节这个原本是西方的传统节日在中国愈来愈受到国人的青睐。为此，已有学者发出倡议，号召国人慎对圣诞，抵制西方文化的扩张。请以"Do We Need to Fear the Popularity of Christmas？"为题，用英语写一篇 100 词左右的短文，要点如下：

1. 圣诞节已成为年轻人推崇的时尚，而中国传统的节日正渐渐淡出年轻人的生活；

2. 你认为对待西方文化应持有的态度：

①西方文化的渗透使我们的文化多样化；

②保持传统文化同样重要。

参考词汇：文化扩张—cultural expansion

Do We Need to Fear the Popularity of Christmas？

Nowadays Christmas Day is becoming more and more popular with Chinese youngsters...

【文例剖析】

Do We Need to Fear the Popularity of Christmas？

Nowadays Christmas Day is becoming more and more popular with Chinese youngsters. They like foreign holidays very much and forget their traditional holidays. This **made** some people **worry**[①], and they call on people to resist foreign holidays. As far as I am con-

新的一年，向你献上最诚挚的祝福。

cerned, I **think it 's not necessary**② to do so. **Because** foreign holidays can **add up to** our culture and make our culture **more kind**③. If we celebrate our traditional holidays and foreign ones, we 'll have more holidays and our life will be better. But at the same time, we should also pay attention to our own holidays, because they are Chinese culture. If we just celebrate foreign holidays and forget Chinese holidays, they may disappear one day. **(得分档次:第三档)**

文例点评 **1. 亮点点击**

①"they call on people to resist foreign holidays"**用** call on sb. to do sth. **表示"呼吁某人做某事"**,resist **表示"抵制,抵御"**。

②"As far as I am concerned"**阐述事理时经常可以用到的句子。**

③**本篇习作论点鲜明,论据充分,叙述时运用了一些词汇和短语以及各种从句。**

2. 误点点拨

①"This made some people worry"**谓语动词应该用现在完成时表示对现在产生的影响,后面用过去分词** worried **作宾补。**

②"I think it 's not necessary to do so"**应该使用否定前置。**

③Because foreign holidays can add up to our culture and make our culture more kind. **本句表示原因,因此应该与前面的句子连接起来,用逗号隔开,小写字母开头;**add up to **表示"总计达",这里应用** add to **的被动语态表示"被添加";后面的** kind **应该改用形容词** versatile**。**

【高分范文】

Do We Need to Fear the Popularity of Christmas?

Nowadays Christmas Day is becoming more and more popular with Chinese youngsters. They celebrate and enjoy it **in various ways. Meanwhile** they don 't know and don 't care much about the traditional Chinese festivals. Some people **are worried that the increasing popularity of** Christmas might **take people 's attention away from** traditional festivals in China. **As far as I 'm concerned, there is no need to** have fears over cultural expansion. Youngsters are interested in new things, but it doesn 't mean they are **turning their backs on** Chinese traditional culture.

However, we should stay cool **while** celebrating western festivals. We should bear in mind the cultural value of celebrating our own traditional festivals, for if we let our traditions disappear, there will be a cultural gap, which western values may fill.

专家点评 **从文章结构看,本文的叙述很有层次,文章使用了一定数量的关联词使全文浑然一体,完美地完成了预期的写作任务。**

文章使用了词汇 meanwhile **;短语如:**in various ways, the increasing popularity of,

take one 's attention away from，turn one 's back on，bear sth. in mind 等；句型 that 引导的宾语从句，which 引导的定语从句，句式 there is no need to do sth. 等。

【典例 2】 假如你叫李华，你的好朋友肖明向你咨询考大学该报什么专业。请你根据下表内容给他写一封回信，建议他报考英语专业。

建议报考专业	报考的理由	报考的基本条件	如何备考
英语（你也可选择写其他专业，但要逻辑严谨，要点明确，行文流畅）	1. 英语是最流行的语言，在各个领域应用广泛	1. 感兴趣	1. 复习必备词汇
	2. 英语专业就业前景好	2. 花时间训练	2. 加强读写
		3. 听、说、读、写能力的培养	3. 口语训练

注意：1. 短文应包括表中所有信息，可适当增加细节以使行文连贯；

2. 词数 120 左右（不包括已给出的开头与结尾）；

3. 参考词汇 报考—apply for。

Dear Xiao Ming，

You asked in your letter for advice on which major to choose. I suggest that you apply for English. . .

I wish you good luck in the College Entrance Exam.

Yours，

Li Hua

【文例剖析】

Dear Xiao Ming，

You asked in your letter for advice on which major to choose. I suggest that you apply for English. English is the most popular language in the world. You can find a good job if you learn English.

So as to① study at English department，you have to do the following. First，you need to be interested in learning English. Second，you have to spend a lot of time on it. **Last**②，you must be able to speak，listen，read and write English. They are **the foundations** for your future study.

If you want to **prepare**③ well，first of all you should review all the English words. In addition，you 'd better spend some time on speaking，reading and writing. These are two

pieces of my advice. Only through these measures **you can**④ hope to go to university. Also, you should **mind**⑤ your spoken English.

I wish you good luck in the College Entrance Exam.

Yours,

Li Hua

文例点评 **本篇习作完整地表达了写作素材中提到的要点,叙述准确,使用了比较多的句式,但有些表达错误,给予第三档 11—15 分。**

1. 亮点点击

①First, you need to be interested in learning English. **叙述有条理。**

②They are the foundations for your future study. **名词** foundation **表示"基础",表达很地道。**

③In addition, you 'd better spend some time on speaking, reading and writing. **介词短语的运用使文章的叙述有层次,**spend time on sth. **运用得体。**

2. 误点点拨

①so as to **不能位于句首,用** in order to **或直接用不定式作状语。**

②last **应该改为** finally **表示"最后"。**

③prepare **应改为** prepare for it **或** get well prepared。

④"only + **介词短语"用于句首时,主句应用倒装结构。**

⑤**动词** mind **表示"当心",这里应该用** pay attention to。

【高分范文】

Dear Xiao Ming,

You asked in your letter for advice on which major to choose. I suggest you apply for English.

To begin with, English is one of the most popular languages in the world, **which** is widely used in all fields. What 's more, English majors are **more likely to** find a good job in the increasing tight job market. It can provide you with a **promising** job.

In order to study at English department, you have to **meet the following requirements.** First, you have to spend a lot of time on it. Second, the basic skills of reading, writing, listening and speaking are necessary, **because** they are the foundations for your future study. **Last but not least,** you had better have an interest in learning English since "Interest is the best teacher."

As far as the preparation work is concerned, first of all, you should review all the required vocabulary. **In addition,** you 'd better spend some time on speaking, reading and

writing. Such is my advice. Only through these measures can you hope to be admitted to university. Also, you should pay special attention to your spoken English.

I wish you good luck in the College Entrance Exam.

Yours,

Li Hua

专家点评 **本篇作文使用了很多好的句式和短语以及比较丰富的词汇,叙述很有层次,语言简练,表达地道。从框架结构看,用** to begin with, in order to, as far as... is concerned **组织三个段落,分别叙述报考该专业的原因,专业要求,以及如何备考;词汇方面,使用了** popular, increasing, promising, foundation, review **等;短语方面,使用了** to begin with, be likely to do, meet the requirements, last but not least, first of all, in addition **;句式方面,使用了** which **引导的定语从句,**because **引导的状语从句等,很好地完成了写作任务。**

强化闯关

练习 1

2007 年 10 月 10 日卫生部公布传染病疫情,狂犬病(canine madness**)死亡率仍居首位。根据统计数字,现在城市中大约有** 7 **千万条狗,关于狗的饲养,有人喜欢,有人讨厌。请你按照下表的提示,以"**Are dogs worth keeping?**"为题,写一篇** 120 **词左右的短文,并阐述一下自己的观点。**

支持饲养	反对饲养
与人作伴,消除孤独感	脏,传染狂犬病
使儿童了解动物,可看家	浪费时间、金钱

Are dogs worth keeping?

At present more and more people like to keep dogs...

练习 2

家长会是学校、老师和家长为了学生的进步进行沟通的一种方式。但学生对此有不同的观点。有的赞同,有的反对,有的无所谓。

请你表达出自己的观点并简单地说明理由。

注意:1. **不要逐条翻译,可以适当增加细节;**

2. **词数** 100 **左右。要有适当的开头和结尾。**

练习 3

最近报纸上刊登了一篇报道:海南渔民张建民为 8 岁的女儿设计了一个疯狂"夏令营":用 56 天跑完 3,588 公里,从三亚跑到北京。为此,社会上展开了一次讨论。请你根据下表,用英语给 21*st Century* 写一篇短文,介绍女孩的父亲和媒体的看法,以及你的观点。

父亲的观点	媒体评论	你的观点
1. 坚信女儿是幸福的。 2. 表达对北京奥运的良好祝愿。 3. 为在 2016 奥运会上拿到金牌打基础。	1. 与奥运精神背道而驰;与孩子意愿不符。 2. 为了自己出名,摧残孩子的身心。 3. 政府应当干预,保护儿童权益。	父母应该确保孩子健康快乐。

注意:1. 不要逐句翻译,可适当增加细节以使行文连贯;

2. 要准确使用语法和词汇;使用一定的句型、词汇,清楚、连贯地表达自己的意思;

3. 词数 100 左右。开头已给出,不计入总词数。

In Zhang's opinion,_____

练习 4

据报道,随着股市的升温,不少大学生已成为炒股大军中的一员,他们说要培养自己的生存能力。《现代快报》(*Contemporary Express*)就是否应该提倡大学生利用课余时间炒股展开了一场讨论。假设你叫李华,请根据下面内容给此报写一篇英语短文,反映你对此事的看法。

论点	反对大学生利用业余时间炒股。
论据	1. 大学生的任务是学习,不应该把自己的时间和精力花在炒股上。
	2. 关注股市会加重本已很重的压力,甚至荒废学业。
	3. 炒股会让学生上瘾,毕竟股市的变化会对学生产生很大的吸引力。

注意:1. 不要逐句翻译,可适当增加细节以使行文连贯;

2. 要准确使用语法和词汇;使用一定的句型、词汇,清楚、连贯地表达自己的意思;

3. 词数 120 左右。开头已给出,不计入总词数。

参考词汇:股市—the stock market

Dear Editor,

With the heat of making money in the stock market, many college students have joined in the tide. In my opinion, there are more disadvantages than advantages for them to do so...

Yours,

Li Hua

练习 5

中央号召创建节约型社会,可是许多学校内部浪费现象严重。请你在班会课上发表演讲,号召同学们从我做起,杜绝浪费。

浪费现象	危害	措施
1. 水、电 2. 餐厅的食物 3. 其他(由考生自己添加)	1. 自身性格 2. 父母经济负担 3. 自然资源	(内容由考生自己添加)

注意:1. 词数:120 左右,演讲的开头和结尾已写好,不计入总词数;

2. 不要逐字逐条翻译,要组成一篇通顺连贯的短文。

Dear friends,

May I have your attention, please? Now I 'd like to make a speech here.

With the improvement of living standard, there is a lot of waste on campus. For example, the students...

Therefore, I 'm sure, with everyone doing his bit, we will change the present situation for the better.

That 's all. Thank you!

参考范文

范文 1

Are dogs worth keeping?

At present more and more people like to keep dogs. They think dogs are good companions who can help dispel the loneliness, make children **have an opportunity to** learn some knowledge of animals and are also good house keepers to prevent their owners ' houses from thieves.

However, some people are against raising dogs at home. **On the one hand,** dogs are dirty and some suspect dogs can infect canine madness, which is becoming the leading disease to cause people to die in the past 9 months of 2007. **On the other hand,** keeping

dogs is also a waste of time and money.

As far as I know, there are about 70 million dogs in cities; they make the streets of the cities dirtier than before; sometimes they might attack people if not carefully watched by their keepers. So don't keep dogs any more.

范文 2

Parents meeting is a good way of communication between the school, teachers and parents. It is a means that improve the study of the students. But different students have different opinions about it.

Some are for it, some are against it and others don't **care about** it.

My opinion is that parents meeting is of great value, because the parents can know more about their children; besides, they can also follow the teachers' instructions better.

So I'm for the idea and my parents take great delight to **take part in it**, and usually we talk a lot about it.

范文 3

In Zhang's opinion, his daughter is happy with the plan **being carried out. On the one hand**, the running shows their best wishes to the 2008 Beijing Olympic Games. **On the other hand**, this kind of training will contribute to her winning a gold medal in the 2016 Olympic Games.

However, some reporters believe that the parents are trying to be famous **at the cost of** the daughter's physical and mental health. **What's more**, it is against the Olympic spirits as well as the will of the child. **Therefore**, they believe that government should stop this crazy action to protect the rights of the children.

Personally, I believe we should above all make sure that our children are healthy and happy.

范文 4

Dear Editor,

With the heat of making money in the stock market, many college students have joined in the tide. In my opinion, there are more disadvantages than advantages for them to do so.

As far as I know, the stock market is **not meant for** college students. It is their duty and top task to devote their time and energy to their studies rather than go into the stock market. Besides, the rise and fall in the stock market may have great effect on them, which may only add to the pressure that their learning have put on them, which is already high. **What's worse**, it is feared that going into the stock market may get some students addicted. **After all**, the sudden changes in the stock market may be appealing to them. There-

fore, I strongly think that students should keep themselves away from such kinds of events and bear in mind that it is their concern to be devoted to their studies.

Yours,

Li Hua

范文5

Dear friends,

May I have your attention, please? Now I 'd like to make a speech here.

With the improvement of living standard, there is a lot of waste on campus. For example, the students leave the lights on in the daytime, water running after washing and remains of a lot of food after eating. Some of the students even ask their parents for pocket money. So it is high time we had to deal with the problem. The reasons are as follows:

In the first place, the bad habit of being wasteful will have a bad influence on their own character. Secondly, it adds financial burden to their parents. **Last but not least,** it also exhausts the world 's very limited natural resources, water and electricity.

But how to reduce the waste? In my opinion, it is everybody 's business to fight against the waste. **On the one hand,** I should start with myself to save everything. **On the other hand,** I 'd like to remind my friends here to take the lead in reducing the waste.

Therefore, I 'm sure, with everyone doing his bit, we will change the present situation for the better.

That 's all. Thank you!

重点四　记叙文

重点诠释

记叙文是以叙述人物的经历或事物发展变化的过程为主的一种文体,主要包括人物介绍、故事、游记、报道、典故、日记等。看图作文也属于这一类。记叙文的写作要注意:

1. 交代清楚人物(who/whom)、时间(when)、地点(where)、事由(what)等。特别是在以图表形式设题时,更要注意要点要齐全。

2. 层次条理要分明。记叙时,要有开头、正文及结尾。若涉及几个人或几件事,一定要弄清主次。

3. 注意时态。通常事件发生的时间是确定时态的关键。叙述经常性的事情时,以一般现在时为主;讲述过去的事件和行为时,以一般过去时为主。当然,有些记叙

文内容较多，时间跨度大，此时谓语动词的时态也必然随之变化。总之，考生下笔前一定要统观全局，确定好时态基点，在此基础上进行叙述。

典例调研

【典例】 2007 年 3 月 5 日，你所在的城市下了一场百年以来最大的暴风雪。大雪持续下了一天，雪灾给人们的生产和生活带来了巨大的影响。请根据下面的提示记叙这件事。

1. 早晨外面大雪纷飞。

2. 许多车辆被困在路上，人们被迫步行前往目的地；所有航班被取消；列车被迫延迟。

3. 市政府号召全市军民参与除雪活动，并采取措施解救被困群众，确保市民生活尽快恢复正常。

4. 最后写出你的感受。

注意：1. 词数 100 左右；

2. 文章的开头已经给出，不计入总词数；

3. 参考词汇：目的地—destination

A Snowstorm

On March 5th, 2007, our city witnessed a disaster of snowstorm that had never happened in the last hundred years. The snowstorm lasted for a whole day, greatly affecting the life of people.

【文例剖析】

A Snowstorm

On March 5th, 2007, our city witnessed a disaster of snowstorm that had never happened in the last hundred years. The snowstorm lasted for a whole day, greatly affecting the life of people.

Early morning, I waked① up and found it was snowing. Many cars and buses are lost in the way②, and people must go to work on foot. All planes(名词使用错误) were put off and trains were stopped. Many people were in trouble. At this moment, the government called on all the people, including the army, to take part in removing the snow. And the government tried③ to help people who were in trouble, so that people can live a normal life. After this incident, I realized that as soon as(连词错误) we were united(时态错误), we can deal with any difficulties.

感悟校训

I would found an institution where any person can find instruction in any study.

—Cornell University