

考研写作强化 应用文写作精讲

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一 基本说明

话题与外国留学生相关

通知外国留学生参加校园活动

给外国留学生提建议

给外国留学生推荐旅游景点等

熟练掌握格式（邮件/通知）与各类话题常用句型

目标 7 分，100-120 词，15 分钟内完成。

二 审题

例：2021 真题

Directions:

One foreign friend of yours has recently graduated from college and intends to find a job in China. Please write an email to him/her to make some suggestions. You should write about 100 words on the ANSWER SHEET.

Do not use your own name in the email. Use “Li Ming” instead. (10 points)



示例：不切题作文

Dear Tom,

I am writing to congratulate you on your successful graduation. In your last email, you told me that you were planning to find a job in China, so I would like to give you some suggestions.

To start with, you are advised to improve your Chinese proficiency, as being skillful at the Chinese language plays a critical role in smoothly communicating with your leaders, colleagues and clients. Secondly, try your best to establish your own network of contacts, because making more friends may allow you to solve difficulties effortlessly. Lastly, keep learning new skills after you finish your work every day, which will make you more competitive.

I hope you will find my suggestions helpful. Please don't hesitate to contact me should you need my help.

Yours sincerely,

Li Ming



示例：切题作文

Dear Tom,

I am writing to congratulate you on your successful graduation. In your last email, you told me that you were planning (过去进行时) to find a job in China, so I would like to give you some suggestions. To start with, you are advised to improve your Chinese proficiency, as being proficient in Chinese can help you find a good job. Secondly, there are various recruitment websites, from which you can find much job information, so visit those websites as often as possible.

I hope you will find my suggestions helpful. Please don't hesitate to contact me should (if) you need my help.

Yours sincerely,

Li Ming

示例：切题作文

Dear Tom,

I am writing to congratulate you on your successful graduation. In your last email, you told me that you were planning (过去进行时) to find a job in China, so I would like to give you some suggestions. To start with, you are advised to improve



your Chinese proficiency, as being proficient in Chinese can help you find a good job. Secondly, there are various recruitment websites, from which you can find much job information, so visit those websites as often as possible.

I hope you will find my suggestions helpful. Please don't hesitate to contact me should (if) you need my help.

Yours sincerely,

Li Ming

三 表达与句型

称呼

Dear Professor Smith,

Dear Tom,

Dear Classmates,

To Whom It May Concern,

问好

Hope this email finds you well. 见信好



I appreciate your time to read my email.

I hope everything goes well with you.

自我介绍

I am _____, one of the students in _____ university.

给校外人士自我介绍

I am _____, working for the Students' Union in our university.

I am _____, a freshman from the Department of Foreign Languages.

邮件目的

I am writing to v.

make some suggestions on _____ 介词后加 n./ving / how to

congratulate you on _____

complain about sth

inquire you about _____

invite you to v.

express my sincere gratitude to you

apologize to you for not being able to v.

inform you of my decision to v.



结尾客套话

Please let me know if you will ... at your earliest convenience.

If you have other questions, please feel no hesitation to let me know.

Should you have any questions, please feel free to contact us.

I hope you can find these suggestions useful.

I apologize again for ... //

结尾客套话

Apologies for the inconvenience caused.

I would be very appreciated if you could _____.

I wish you all the best.

Please join us.

I hope you can check it out. 体验

I hope you can enjoy your days in Beijing.

结尾客套话

Apologies for the inconvenience caused.



I would be very appreciated if you could _____.

I wish you all the best.

Please join us.

I hope you can check it out. 体验

I hope you can enjoy your days in Beijing.

四 真题练习

练习：推荐信

Directions:

Write a letter to a friend of yours to

- 1) recommend one of your favorite movies and
- 2) give reasons for your recommendation.

You should write about 100 words on ANSWER SHEET 2.

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

Do not write the address. (10 points)

参考范文：



Dear Tom,

How is everything going recently? I hope you all the best. You asked me to recommend an English movie to you in your last letter. Here I am.

I would like to recommend an English movie titled The Pursuit of Happiness to you. It depicts how a father in plight surpasses the difficulties in his life and achieves success. Through his efforts, he also sets a positive and optimistic example for his child. The plot is very touching and inspiring. I believe you will draw a valuable lesson from the movie.

I hope you would enjoy this movie. I look forward to discussing with you about the film after you watch it.

Yours sincerely,

Li Ming

范文翻译：

最近一切都好吗？我希望你一切都好。你在上一封信里要我推荐一部英文电影给你。嗯，现在我来推荐一部给你。

我想向你推荐一部名为《当幸福来敲门》的电影。这部电影描绘了一个陷入困境中的父亲如何战胜困难、获得成功的故事。通过他的努力，他也给自己的孩子树立了一个积极、乐观的好榜样。电影情节感人且富有启迪意义。我相信你能从该电影中学习到宝贵的一课。



我希望你会喜欢这部电影。期待在你看完之后与你讨论这部电影。

重点表达梳理：

recommend sth to sb 向某人推荐某物

be in plight 处于困境

surpasses the difficulties in one's life 战胜生活中的困难

draw a valuable lesson from sth 从某事中学到宝贵的一课

练习：邀请信

Directions:

Write an e-mail of about 100 words to a foreign teacher in your college, inviting him/her to be a judge for the upcoming English speech contest. You should include the details you think necessary.

You should write neatly on the ANSWER SHEET 2.

Do not sign your own name at the end of the e-mail. Use “Li Ming” instead. Do not write the address. (10 points)



参考范文：

Dear Prof. Williams,

This is Li Ming, a member of the Students' Union in the university. On behalf of our Students' Union, I am writing this e-mail to invite you to be the judge for the English speech contest which will be held at the university auditorium at 7 p.m. on Monday, March 1st.

The course you are teaching, Presentation Skills, is quite popular among our students. And we have learned that, good speech skills can enrich our knowledge in many ways. In order to offer students more opportunities to develop this skill, our Students' Union will hold this event on March 1st. We sincerely invite Professor Williams to be the judge and give us valuable suggestions on how to improve our students' English speech skills.

It would be a great honor if you could accept this invitation. We are looking forward to your early reply.

Sincerely yours,

Li Ming



范文翻译：

我是校学生会成员李明。我谨代表我们学生会诚邀您担任英文演讲比赛的评委，英文演讲比赛将于 3 月 1 日，星期一在学生会大堂举行。

您所教授的“演讲技巧”这门课程深受学生们的欢迎和喜爱。我们深知，良好的演讲技巧可以多方面丰富知识和未来职业选择。为了给学生提供更多锻炼这项技能的机会，我们学生会将于 3 月 1 日举办英文演讲比赛活动。我们诚挚地邀教授能够担任评委，并就如何提高学生的英文演讲能力提出宝贵建议。

如果您能接受这个邀请，不胜感激。期待您的早日答复。

重点表达

I am writing this e-mail to invite you to be _____

写这封邮件是为了邀请你做……活动 which will be held in _____ at 时刻 on 日期

It would be a great honor if you could 如果你能做……那很荣幸

We are looking forward to your favorable early reply. 期待你快速回复

练习：建议信

Directions:

Write a letter of about 100 words to the president of your university, suggesting



how to improve students' physical condition.

You should include the details you think necessary.

You should write neatly on the ANSWER SHEET.

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

Do not write the address. (10 points)

参考范文：

Dear President Li,

My name is Li Ming, a sophomore student from the Department of Foreign Languages. It is my great honor to write to you and express some of my concerns.

Since most of the time is spent in class and library, our physical conditions are not good enough. Hence, I hope our university can pay much more attention and take some measures to improve the present situation. For instance, more PE classes should be included, and the class period shall be extended. Some activities that can encourage students to take exercises should be held regularly, like twice a month.

I hope that our university can take the responsibility for our students' physical health. I will be highly grateful if you could take my suggestions into account.



Yours sincerely,

Li Ming

范文翻译：

我叫李明，是 XX 学院的大二学生。非常荣幸能够得此机会给您提笔写信，借此机会表达我的忧虑。

由于我们学生的大部分时间都在课堂和图书馆度过，因此身体素质欠佳。所以，我希望我们学校能够更加重视，并采取一些措施来改善同学们的身体素质（状况）。例如，如可以的话增加体育课，延长体育的课时。能鼓励学生锻炼的活动应该经常举办。

真诚希望我们大学能够为学生们的身体健康多做实事。如果您能考虑我的建议，则不胜感激。

重点表达

My name is Li Ming, a sophomore student from... 来自**学校大二的学生

It is my great honor to write you and make some suggestions on how to...

Take some measures to do sth 采取措施做……

Sb's physical conditions are not good enough. 身体素质不好

More PE classes should be included. 开更多体育课



The class period shall be extended. 延长课时

I will be highly grateful if you could take my suggestions into account. 希望采纳
我的建议。

练习：通知

Directions:

You are supposed to write for the Postgraduates' Association a notice to recruit volunteers for an international conference on globalization. The notice should include the basic qualifications for applicants and other information you think is relevant.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the notice. Use “Postgraduates' Association” instead. (10 points)

参考范文：

Notice

The Postgraduates' Association is recruiting ten volunteers for the international conference on globalization to be held on April 10th in our university.



The primary responsibilities of volunteers include translating documents for our foreign guests and dealing with emergencies.

Students with relevant experience are preferred. Also, the applicants should be responsible, proficient in English, and adept in communicating with people from different cultural backgrounds. Besides, volunteers for technical support should have a good understanding of computer and other electronic devices.

If you are interested, please bring your resume to our office (Room 201, Building 15) or email it to abc@xyz.com by March 1st.

We are looking forward to your participation.

Postgraduates' Association

February 20th, 2010

范文翻译：

研究生会正在为 4 月 10 日在我校举办的主题为全球化的国际会议招募十名志愿者。志愿者的主要工作包括为外国嘉宾翻译文件以及处理突发事件。

我们会优先考虑有相关经验的学生。同时，申请者应该富有责任心、精通英文且擅长与来自不同文化背景的人沟通交流。除此以外，申请技术支持岗位的志愿者应该很了解电脑及其他电子产品。

如果你有兴趣，请在 3 月 1 日前将简历送到我们的办公室（15 号楼 201 室）或者发送



邮件到 abc@xyz.com。我们期待大家的参与。

重点表达梳理：

The primary responsibilities of sb. include... 某人的主要工作职责包括……

sb with relevant experience be preferred. 优先考虑有相关经验的人。

proficient in /adept in sth 精通某事

communicate with people from different cultural backgrounds

与来自不同文化背景的人沟通交流

have a good understanding of sth 非常了解某事

练习：恭喜+建议

Directions:

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

- 1) congratulate him/her, and
- 2) give him/her suggestions on how to get prepared for university life.

You should write about 100 words on Answer Sheet 2.

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



Do not write the address. (10 points)

参考范文：

Dear Li Ming,

I am writing to congratulate you on being admitted to such a prestigious university. Although I knew you would be successful, I still feel very happy for you. I understand how diligent you are and how many efforts you have paid. I am so proud of your achievement.

However, I want to remind you that you must be more diligent and perseverant in the next four years if you wish to find a decent job after graduation. I hope you could keep learning theories, acquire various social skills, read as much as you can and do exercises regularly.

Congratulations! I believe you will make greater achievements in the near future.

Sincerely yours,

Zhang Wei

范文翻译：

我写这封邮件是来恭喜你被名校录取。虽然我早就知道你一定会成功，但我仍然为你感到很



高兴。我知道你是多么努力以及你付出了多少努力。我对你的成绩感到很骄傲。

但是我还是想提醒你，如果你想在毕业后找到一份不错的工作，那么你必须在接下来四年更努力，更加坚持不懈。希望你能继续学习理论知识，掌握各种各样的社会技能，尽可能地多读书，还有经常锻炼。

祝贺你！我相信在不久的将来，你会取得更大的成绩。

重点表达梳理：

1. be admitted to a prestigious university 被名校录取

2. make greater achievements 取得更大的成绩

练习：询问信

Directions

You want to contribute to Project Hope by offering financial aid to a child in a remote area. Write a letter to the department concerned, asking them to help find a candidate. You should specify what kind of child you want to help and how you will carry out your plan.

Write your letter with no less than 100 words. Write it neatly on ANSWER SHEET 2.

Do not sign your name at the end of the letter; use “Li Ming” instead.



Do not write the address. (10 points)

参考范文：

To Whom It May Concern,

I appreciate your time to read this email. I am planning to financially support a pupil in need, so I am writing to inquire whether you can help me find such a candidate.

The candidate I am looking for should be from an impoverished family. Also, he or she should be diligent and sensible. I plan to offer the pupil RMB 600 per month until he or she finishes secondary education. If he or she can get admitted to university, I am willing to continue to offer my financial aid.

I really admire your efforts in helping those children from less privileged families. So please count me in! I would be grateful if you could reply to me at your earliest convenience.

Yours sincerely,

Li Ming

范文翻译：

很感谢您抽空阅读我的邮件。我打算资助一名经济困难的小学生，所以我想问问您



能否帮我找到一位人选。我寻找的这名学生应该来自贫困家庭。同时他/她应该勤奋且懂事。

我计划每个月资助他/她 600 元，直到读完中学。如果他/她能考上大学，我愿意继续提供经济支持。我非常钦佩您们为这些来自贫困家庭的孩子们所做的努力。所以也请算我一份！如果您能在方便的时候尽早回复我，我将不胜感激。

重点表达梳理：

1. a pupil in need 贫困学生
2. be from an impoverished family 来自贫困家庭
3. finish secondary education 读完中学
4. get admitted to university 考上大学
5. be willing to do 愿意做……
6. less privileged families 贫困家庭
7. reply to me at your earliest convenience 在方便的时候尽早回复我



练习：道歉信

Directions:

You have just come back from Canada and found a music CD in your luggage that you forgot to return to Bob, your landlord there. Write him a letter to

- 1) make an apology, and
- 2) suggest a solution.

You should write about 100 words on ANSWER SHEET 2.

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

Do not write the address. (10 points)

参考范文：

Dear Bob,

I have just arrived in China. Thank you so much for your hospitality, which enabled me to have a very amazing time during my stay in Canada. However, I am writing to apologize to you for unintentionally bringing your CD back to my home. I feel so sorry about this. I did not know I put your CD in my suitcase. If I had noticed it, I would have never done this.

To make up for my fault, I have two solutions. The first solution is to send



the CD to you via DHL, and you can receive it in three days. The other one is that I pay you the price of the CD.

I apologize again for the inconvenience caused. Please let me know which solution you prefer. I look forward to your reply at your earliest convenience.

Yours sincerely,

Li Ming

范文翻译：

我刚回到中国。非常感谢你的热情招待，使我在加拿大度过了一段非常美好的时光。但是，我写这封邮件是来跟你道歉的，因为我不小心把你的 CD 带回家了。我对此感到非常抱歉。我并不知道我把你的 CD 装进了我的行李箱。如果我当时注意到了，我肯定不会这么做的。为了弥补我的过失，我提出两个解决方案。第一个方案是：我通过国际快递 DHL 将 CD 寄给你，你将在三天内收到它。第二个方案是我支付你买这个 CD 的费用。我再次对所造成的不便道歉。请告知我你倾向于哪一种解决方案。我期待你在方便时尽早给我答复。

重点表达梳理：

1. Thank you so much for your hospitality. 感谢你的热情招待。
2. apologize to sb for... 因为……向某人道歉
3. unintentionally do sth 不小心做了……



4. to make up for my fault 为了弥补我的过失

练习：投诉信

Directions:

Suppose you have found something wrong with the electronic dictionary that you bought from an online store the other day. Write an email to the customer service center to

- 1) make a complaint, and
- 2) demand a prompt solution.

You should write about 100 words on Answer Sheet 2.

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

Do not write the address.(10 points)

参考范文

To Whom It May Concern,

I appreciate your time to read this email. I am writing to complain about the electronic dictionary I bought from your store last week. Your electronic dictionary is very popular among students. But to my shock, its quality is not as



good as I expected. I found that there was a scratch on the screen. Even worse, yesterday, it did not work at all.

Here are two solutions. You can either refund me in full or change a new electronic device for me. I hope you can handle this issue as soon as possible. Please let me know your final solution. I am looking forward to your prompt reply.

Sincerely yours,

Zhang Wei

范文翻译：

感谢您抽空阅读我的邮件。我写这封邮件是来投诉我上周从你们这买的电子词典。你们的电子词典很受学生们的欢迎。但令我震惊的是，它的质量并没有我之前想象得那么好。我发现它的屏幕上有刮痕。更糟糕的是，昨天它居然完全不能用了。现在有两种方案。你可以选择退我全款或者换一个新的给我。我希望你们能尽快处理这个问题。请告知我你的解决方案。我期待你的迅速回复。

重点表达梳理：

1. a scratch on the screen 屏幕上有刮痕
2. refund me in full 全额退款



练习：感谢+建议信

Directions:

Suppose you won a translation contest and your friend, Jack, wrote an email to congratulate you and ask for advice on translation. Write him a reply to

- 1) thank him, and
- 2) give your advice.

You should write about 100 words on Answer Sheet 2.

Do not use your own name. Use “Li Ming” instead.

Do not write the address.(10 points)

参考范文

Dear Jack,

Thank you so much for your email. I am so moved by your words, and I really appreciate your encouragement.

In your email, you asked me how to improve your translation skills. I am glad to share my experience with you. Firstly, you should increase your general knowledge. You know, as an excellent translator or interpreter, he or she has to be knowledgeable so as to translate the exact meaning of some terms in a field



correctly. Secondly, you should keep practicing. Doing some translation exercises regularly is really necessary. Lastly, do not forget to improve your mother tongue proficiency, which may help you improve your translation skills enormously.

I hope you would find my suggestions useful, and we can further discuss this in the near future.

Yours sincerely,

Li Ming

范文翻译

非常感谢你的邮件。你的话太让我感动了，真的很感谢你的鼓励。在你的邮件中你问我该如何提高翻译技能。我很高兴跟你分享我的经验。首先，你应该扩大知识面。要知道，一个优秀的笔译或口译员应该学识渊博，这样才能精准翻译有些领域里的专业术语。第二，你应该不断练习。每天坚持做翻译练习是很有必要的。最后，别忘了提升你的母语水平，这也能极大地帮助你提升翻译水平。我希望我的建议对你有帮助，希望以后能与你进一步讨论这个话题。

重点表达梳理：

1.increase your general knowledge 扩大知识面



2.improve sth enormously 极大地提升

练习：通知外国朋友参加一场线上会议

Directions:

Suppose you are organizing an online meeting. Write an email to Jack, an international student, to

- 1) invite him to participate, and
- 2) tell him the details.

You should write about 100 words on the ANSWER SHEET.

Do not use your own name. Use “Li Ming” instead.

Do not write your address. (10 points)

参考范文

Dear Jack,

I am writing to invite you to attend an online meeting which will be held at 2 p.m., December 28th, via Tencent Meeting. The meeting ID is 878625182; no meeting password is required. In the meeting, the Dean will introduce some very important regulations on how to prevent COVID-19 on campus. As we all know, the disease is highly infectious, and people are especially vulnerable to it in winter. For



your health and safety, you are highly recommended to attend the meeting on time.

The meeting will not be recorded, so there will be no playback.

I hope you will not miss it. Should you have any further questions, please don't hesitate to contact me.

Yours sincerely,

Li Ming

范文翻译

我写这封邮件是想邀请你参加一场线上会议。会议时间为 12 月 28 日下午 2 点，会议平台：腾讯会议。会议号为 878625182，无需会议密码。在会议上，主任将介绍在校园里预防新冠肺炎的相关规定。我们都知道这个疾病极具传染性，且人们在冬天又尤其容易被感染。为了你的健康与安全，强烈建议你准时参加会议。我们不会录制这场会议，所以不会有回放。希望你不要错过这次会议。如有任何问题，尽管联系我。

重点表达梳理：

1. attend an online meeting 参加一场线上会议
2. no meeting password is required 不需要入会密码
3. no playback 没有回放



练习：接受邀请信

Direction:

Suppose you are invited by Professor Williams to give a presentation about Chinese Culture to a group of international students.

Write a reply to

accept the invitation, and

introduce the key points of your presentation.

参考范文

Dear Professor Williams,

Hope this email finds you well. It is the great honor for me to give a presentation about Chinese culture at your invitation. I am pretty glad to share some Chinese stories with foreign friends on this occasion. I really appreciate it.

My presentation will be focused on the Chinese Taboos. To be specific, I am going to show some not-to-do lists, which are taboos that foreigners should never try in China. As we all know, every nation or civilization enjoys its own characters, and we should pay double respect to these. In order to make it more



impressive, I will start with an interesting story.

Many thanks for your invitation again. Because I highly value this opportunity, I will go all out for preparation.

Yours sincerely,

Li Ming

范文翻译

愿您一切安好。受您之邀有幸来做一场关于中国文化的报告。非常高兴能借此机会和外国朋友们分享一些中国故事。万分感激。我的分享将集中在中国文化中那些“不可为”之事。具体而言，我将列举一个“不可为”清单，上面罗列了一些外国友人在中国不应“尝试”的一些行为。我们都深知，每一个民族或者每一文明都有其特点，我们更应予以尊重。为了让听众印象深刻，我会先用一个故事作为开场。再次感谢您的邀请。由于非常珍视此次分享机会，我会尽全力准备妥当。

练习：辞职信

Directions:

Two months ago you got a job as an editor for the magazine Designs & Fashions. But now you find that the work is not what you expected. You decide to quit. Write a letter to your boss, Mr. Wang, telling him your decision, stating your reason(s), and



making an apology.

Write your letter with no less than 100 words. Write it neatly on ANSWER SHEET 2.

Do not sign your own name at the end of the letter; use “Li Ming” instead.

Do not write the address. (10 points)

参考范文：

Dear Manager Wang,

I appreciate your time to read my email. I am writing to inform you of my decision to resign from my current position.

Thank you so much for your generous help and sharing with me your valuable working experience in the past two months. However, I would like to try something more challenging while I am still young. Majoring in computer science in university, I prefer to seek a position whose responsibilities involve developing programs and applications, rather than interviewing customers.

Thank you again for your guidance and help in the past. I am deeply sorry for the inconvenience caused. I wish you all the best in the future.

Sincerely yours,

Li Ming



范文翻译

感谢您抽空阅读我的邮件。我写这封邮件是为了告知您我想辞职的决定。感谢您在过去两年里给予我的慷慨帮助、与我分享您宝贵的工作经验。不过，我想趁自己还年轻时，做一些更有挑战的工作。我大学读的是计算机专业，所以我更想从事程序及应用开发相关的工作，而不是采访客户。再次感谢您曾经的指导与帮助。对于造成的不便，我深表歉意。希望您未来一切都好。

重点表达梳理：

I appreciate your time to read my email.

我很感谢您抽空阅读我的邮件。多用作写给上级、长辈信件的开头句。

2. I am writing to... 我写（这封邮件）是为了……。用于表达写作目的。

3. resign from v. 辞去……

4. thank you so much for your generous help 感谢您的慷慨帮助

5. major in sth. 专业是……

6. I prefer to seek a position whose responsibilities involve...

我更想从事与……相关的工作

7. I am deeply sorry for the inconvenience caused.



对于造成的不便，深表歉意。可用于道歉，或道歉信的结尾。

练习：邀请信 2

Directions:

You are to write an email to James Cook, a newly-arrived Australian professor, recommending some tourist attractions in your city. Please give reasons for your recommendation.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the email. Use “Li Ming” instead.

Do not write the address. (10 points)

参考范文

Dear Prof. Cook,

Hope this email finds you well. My name is Li Ming, one of the students in ABC university. On behalf of our university, I wish to extend a very warm welcome to you and it is great pleasure to invite you to be our professor in the upcoming days.

Except for campus life, you can spare some time travelling or hanging out with friends in Beijing. For example, on weekends, Badaling Great Wall is the best



choice, which was built in the 14th century. In the evening of weekdays, Sanlitun or Houhai also can be enlisted, which are known for beautiful night-view.

Sincerely, hope you have good days in Beijing and may you love here. If you need my help, please feel no hesitation to let me know. Welcome again!

Yours sincerely,

Li Ming

范文翻译

展信佳。我叫李明，是 ABC 大学的一名学生。我谨代表我本人，向您的到来表示热烈的欢迎，很高兴在未来的日子里有您作为我们的教授。校园生活之余，您可以抽出一些时间去北京旅行或与朋友一起出去玩。比如在周末，去爬八达岭长城不失为很好的选择，长城始建于 14 世纪初。平日傍晚也去三里屯或后海，欣赏北京的夜景。真诚地希望您在北京过得愉快并喜欢这里。如您有任何需要我帮助的，请随时告诉我。再次向您表示欢迎。

重点表达：

Hope this email finds you well

见信好

I wish to extend a very warm welcome to ____ 向谁表达热情的欢迎

It is great pleasure to invite you to be

很荣幸邀请你做…



hang out with ____

与谁逛街

A can be enlisted

可以上推荐名单

____ be known for beautiful night-view. 因为夜景而著名

练习：自我介绍+询问信

Direction: Suppose you are going to study abroad and share an apartment with John, a local student. Write him to email to

- 1) tell him about your living habits, and
- 2) ask for advice about living there.

参考范文 D

Dear John,

This is Li Ming, your future roomie, coming from Beijing, China. I am quite glad to know that we are going to share an apartment together during my stay and hope we can be good friends. I am not a party guy and my body-clock goes quite regularly. Usually I need to go to sleep at 11 p.m., and get up around 7 o'clock. In addition, I hope our public areas like living room and kitchen can be cleaned out timely. By the way, if you have friends paying visits, please let me know ahead of time.



Other pieces of advice about living stuff you would like to share or let me know, please be free to go ahead. Many thanks for that.

Looking forward to seeing you soon.

Yours sincerely,

Li Ming

范文翻译

我是李明，你未来的室友。我来自中国北京。得知我们将在我留学期间分住一套公寓十分欢喜，希望我们能够成为好朋友。我不喜热闹，而且生物钟比较规律。通常我需要在晚上 23 点睡觉，早上 7 点左右起床。另外，我希望我们的公共区域比如起居室和厨房能够时刻保持洁净。

对了，顺便说一下，如果你有朋友来访，请提前告诉我一声。如果你有其它有关生活方面的建议想要跟我分享，或者有什么想让我知道的，但说无妨。非常感谢。

期待早日见到你。

练习：感谢信

You have just come back from the U.S. as a member of a Sino-American cultural



exchange program. Write a letter to your American colleague to

- 1) Express your thanks for his/her warm reception;
- 2) Welcome him/her to visit China in due course.

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

参考翻译

Dear Cassie,

Hope this email finds you well. All things have been settled down since I came back from the U.S. I am writing you to extend my greatest gratitude for your warm reception and hospitality during my visit. Your generous kindness made it possible for me to have such a pleasant experience. At the very beginning, you really helped me a lot in Visa stuff and looking for a home-stay. Thank you guys for showing me around to know American cultures better during your spare time. And due to our closer cooperation, we have brought the cultural exchange program into a successful end. Honestly, I felt so glad to make good friends with you. And I will cherish all good memories.

You are sincerely welcomed to pay a visit to China in due course so that I can get a chance to do my honors. Anything you need a help, please be free to let me



know. Let us keep in close touch and hope to see you soon in China.

Best Regards,

Zhang Wei

范文翻译

愿你一切安好。自从美国回来后一切都已安顿妥当。今天给你写封邮件以表衷心感谢，感谢在美期间你对我的帮助和热情招待之情。正是因为有你的无私帮助才使得我的这次行程如此轻松愉快。起初，在申请赴美签证和寄宿家庭方面你真的帮了我很多。谢谢你和你的同事在工作之余还带我到处参观走访，更好地了解美国文化。而且得益于我们之间的紧密合作，此次文化交流活动也圆满结束。讲真，我很高兴能够结识你并和你成为了好朋友。我会好好珍惜所有美好的回忆。

真诚邀请你适时来访中国，让我有机会也尽地主之谊。如你有任何事情需要我的帮助，烦请随时告知我。我们常联系，期待早日在中国见到你。

重点词汇讲解：

1. settle down 定居下来、安顿下来、
2. extend the gratitude for sth 为…表达谢意



3. make it possible for sb to do 对于某人而言做…成为了可能
4. home-stay 寄宿家庭（指和房东住在一起，由房东提供食宿）
5. bring sth into a successful end 使得某事圆满结束
6. do my honors 尽地主之宜
7. keep in close touch 保持紧密联系、常联系

练习：邀请信 3

Directions:

Suppose your class is to hold a charity sale for kids in need of help. Write your classmates an email to

- 1) inform them about the details, and
- 2) encourage them to participate.

You should write about 100 words on the ANSWER SHEET. Do not use your own name. Use "Li Ming" instead.

Do not write your address. (10 points)

参考范文

Dear Classmates,



To help students from impoverished families in remote areas, a charity sale will be held in front of Teaching Building No.1, exactly, in the evening of June 1st, starting from 6:00 p.m. to 7:00 p.m.

In this activity, references, second-hand furniture, and hand-made crafts that were donated by our alumni will be sold at a low price. All the revenue will be transferred to Project Hope, through which it will be distributed to students in need. We also need some volunteers who can help us organize the activity. If you are interested in being a volunteer, please contact us via phone or email by May 25th.

We really hope you can join us!

Sincerely yours,

Li Ming

范文翻译

为了帮助来自偏远地区贫困家庭的孩子，我们将在 6 月 1 日晚间 6-7 点，于 1 号教学楼前举办慈善义卖活动。

在这场活动中，由校友们捐赠的参考书，二手家具，手工制品将会以低价出售。所有收入会捐给希望工程，通过希望工程，这笔钱会发放给有需要的学生。我们也需要一些志愿者来帮忙组织这场活动。如果你有兴趣做志愿者，请在 3 月 25 日前，通过电话或邮件的方



式联系我们。

期待你的加入！

练习：道歉信 2

Directions:

Suppose you have to cancel your travel plan and will not be able to visit Professor Smith. Write him an email to

- 1) apologize and explain the situation, and
- 2) suggest a future meeting.

You should write about 100 words on the ANSWER SHEET.

Do not use your own name. Use “Li Ming” instead.

Do not write your address. (10 points)

参考范文

Dear Professor Smith,

Hope this email finds you well. I am writing to apologize to you for not being able to visit you as scheduled. I have fully prepared for the trip next week, but yesterday my supervisor informed me of an international academic conference that



will be held next week, which is a big event in our research field , and I have to attend it. Top professors and promising researchers will be there to report their latest research findings, so it is a precious opportunity for me to understand the latest developments in our research field.

Can we reschedule our appointment? Please let me know at your earliest convenience. Apologies again for cancelling our appointment and the inconvenience caused.

Yours sincerely,

Li Ming

范文翻译

见信好。我写这封邮件是因为我不能如期拜访您，向您道歉。我很充分地准备了下周的旅行，但昨天我的导师通知我参加一场国际会议。这场会议将在下周举办，是我们研究领域的一场盛事，我不得不去参加。很多学者都会在会上发表自己最新的研究成果。这对我而言是一个宝贵的学习机会。

我们能重新安排我们的见面吗？请在您方便的时候告知我。再次为我引起的不便道歉。

范文欣赏：投诉吵闹的邻居



To Whom It May Concern,

I appreciate your time to read this email. I am writing to complain about my neighbor who always makes too much noise at night. For example, he often sings loudly at late night, which not only frightens me but also makes it impossible for me to fall asleep. To solve this problem, I had a talk with him, and he promised not to sing any more at night. To my disappointment and anger, he started to sing again in the evening just two days later. Would you please kindly have a talk with my neighbor and persuade him to stop it? Or do you have any suggestions about how to solve this headache?

I am looking forward to your reply. Thank you so much for your generous help!

Yours sincerely,

Li Ming

感谢您能在百忙之中阅读这封邮件。我写这封信是想抱怨一下我的邻居。我的邻居总是在晚上制造大量噪音。例如，他总是在深夜大声唱歌。这不仅仅让我害怕，也让我难以入睡。为了解决这个问题，我和他谈过，他也同意晚上不再唱歌。但令我失望和愤怒的是，就在两天之后，他又在晚上唱歌了。请问您能否和我的邻居谈一谈，劝他不要在深夜唱



歌可以吗？或者您对如何解决这个难题有什么建议吗？

我期待您的早日答复，非常感谢您的慷慨帮助！

重点表达梳理：

1. complain about doing /sth. 抱怨某事
2. makes it impossible for sb. to do sth. 使得某人无法做某事
3. promise (not)to do sth. 许诺、答应(不)做某事
4. to my disappointment and anger, ... 让我失望和生气的是……
5. start to do 开始做某事
6. Would you please kindly do…? 请问您能……吗？(表询问)
7. persuade sb. to 劝说、说服某人

范文欣赏：关于文明养狗的建议

To Whom It May Concern,

I appreciate your time to read my email. I am writing to make some suggestions on how to keep dogs in a civilized way. In order to prevent possible dog bite incidents, pet owners should strictly abide by the following rules. For a start,



they should take their dogs to a pet hospital to receive all the vaccines required immediately after buying them. In addition, when dog owners walk their pets, they should use a leash to keep their dogs at a safe distance, preventing them from scaring, hurting or biting passers-by. Finally, dog owners are advised to clean up the poo-poo of their pets.

I hope you would find the suggestions helpful. Thank you so much for your time.

Yours sincerely,

Li Ming

感谢您能在百忙之中阅读这封邮件。我写这封邮件是就如何文明养狗提出一些建议。为了防止可能发生的宠物狗伤人事件，宠物主人应当严格遵守以下规则。首先，宠物主人在购买宠物狗后应该带宠物狗去宠物医院，立即接种所需的全部疫苗。此外，当狗主人遛狗时，他们应该用绳子拴住宠物狗，把狗控制在安全的距离，防止它们惊吓、伤害或咬伤路人。最后，狗主人应当清理宠物的粪便。

希望这些建议对你有所帮助。非常感谢您抽出时间阅读这封邮件。

重点表达梳理：



1. make some suggestions on sth. 就某一事提出建议

2. abide by 遵守

3. prevent sb. from doing 阻止某人做某事

4. sb. be advised to do sth. 某人被建议做某事

范文欣赏：垃圾分类的规则提示

Dear Tom,

How have you been these days? You have lived in Shanghai for a month, and I hope you have got accustomed to your life there.

I am writing to tell you about some garbage sorting rules. The policy includes several primary rules that are as follows. Firstly, residents should classify in advance their household garbage into four types, namely, household food waste, residual waste, recyclable waste and hazardous waste. Secondly, before throwing garbage, remember to identify the dustbins for different purposes and make sure the right rubbish goes into the right dustbin.

If you have any other questions, please do not hesitate to ask me. Let's work hard together to contribute to a better environment.



Sincerely yours,

Zhang Wei

近来可好？你已经在上海生活了一个月了。我希望你已经习惯了这里的生活。

我写这封邮件是想告诉你一些垃圾分类的规则。这项政策主要包含以下垃圾分类的规定。

第一，居民需要提前将垃圾分为四类：干垃圾，湿垃圾，可回收垃圾以及有毒垃圾。第二，在丢垃圾之前，要认准回收不同垃圾的垃圾桶，以确保将垃圾投入了正确的垃圾桶里。

如果你还有其他问题，请随时向我提问。让我们共同为了更好的环境而努力。

范文欣赏：求职信

Dear Mr. Smith,

I appreciate your time to read my email. I am writing to apply for the position of an editor. I am Li Ming from ABC University, and I am going to graduate this June, with a bachelor's degree in Literature. I am enormously interested in your magazine.

During my college years, I have been working extremely hard to equip myself with professional knowledge. With a GPA of 3.8, I was awarded the first



scholarship for three consecutive years. Being proficient in English, I studied at New York University as an exchange student for six months last year.

I wonder if you could kindly give me an interview. Thank you so much for your time and consideration. I look forward to your reply.

Sincerely yours,

Li Ming

很感谢您阅读我的邮件。我写这封邮件是想申请编辑这一工作岗位。我叫李明，来自 ABC 大学，我将于今年 6 月毕业并取得文学学士学位。我对您的杂志非常感兴趣。

在我大学期间，我一直非常努力地学习专业知识。我的 GPA 为 3.8，因此连续三年获得一等奖学金。由于精通英文，我曾在纽约大学以交换生身份学习 6 个月。

我希望您能给我一次面试的机会。非常感谢您的时间与考虑。期待您的回复。

重点表达梳理：

1. be enormously interested in... 对...有极大的兴趣
2. equip myself with professional knowledge 努力学习专业知识
3. be awarded the first scholarship 被授予一等奖学金
4. an exchange student 交换生



范文欣赏：发通知邀请同学们参加某教授的讲座

Notice

We are very honored to have invited Professor Smith to give us an academic lecture, which will be held on March 1st in Room 501, Teaching Building No.1. Professor Smith is a prestigious professor in Biology, specializing in animals' adaptive behaviors. If you are interested in this area, please do not miss the chance!

Considering that the lecture is very popular and there are only 70 seats in Room 501, if you are interested, please book a seat in advance as early as possible. You can either reserve a seat on our website, or get an entrance ticket in our office, Room 207, Building No.1.

Hope you will enjoy the lecture!

Students' Union

January 4th, 2019

我们非常荣幸地邀请到史密斯教授为我们做学术讲座。该讲座将于3月1日，在第一教



学楼 501 房间举行。史密斯教授是著名生物学教授，研究方向为动物的适应能力。如果你对这一领域感兴趣的话，请不要错过这个机会。

考虑到 501 教室只能容纳 70 人。如果你对本讲座感兴趣的话，请尽快提前预定座位。你可以在我们的网站上订座，也可以来我们的办公室领票。我们的办公室在 1 号楼 207 房间。

希望你喜欢这场讲座！

范文欣赏：邀请外国留学生参加校园美食节

Dear International Students,

Many thanks for your time to read my email. I am Li Ming, a member from the Students' Union of our university. I, on behalf of the Students' Union, would like to extend my warm welcome to all of you. I am writing to invite you to participate in the Campus Food Festival which will be held on January 2nd.

To enrich the campus life of students, we hold the event every year. Students from different parts of our country will be served with their hometown cuisine. Also, we will provide international students with Western food. This is a great chance for you to know more about our traditional culture and make friends with Chinese students, so I hope you can join us.



Sincerely yours,

Li Ming

非常感谢阅读我的邮件。我是李明，学生会的成员。代表学生会，我想向你们表达热忱的欢迎。我写这封邮件是想邀请你们参加将于 1 月 2 日举办的校园美食节。

为了丰富同学们的校园生活，我们每年举办这一活动。来自全国不同地方的同学将会吃到家乡美食。同时，我们也会给国际留学生提供西餐。这是大家了解我们中国传统文化和中国同学交朋友的好机会。所以希望你们能加入我们。

优路教育

