**考研英语小作文实战演习**

**一、英语写作基础知识**

 学习写作，应明确什么是好的文稿格式。在标题的写法、纸边留白、段落开端的缩进、大写、词的移行等方面，都应遵照通行的规则。不管写什么，都要仔细、认真，写得整齐干净、尽量避免错误。写好后，还要仔细校阅，做最后的改正或改动。经常这样练习写作，必然会取得进步。

 **（一）书信的写作格式**

1.齐头式：称呼、正文和落款均顶格写。正文中，段与段之间空一行。

2.缩进式：称呼顶格写，正文每段第一行向后缩进4个字母，段与段之间不空行，落款位于中间偏右的位置。

**（二）书信写作总体步骤**

1.首段写作方法

1）开头的称呼语

2）解释写信的原因/目的

I am writing to/for...

申请职位：I am writing for an opportunity to work in your esteemed company/that boasts of decades of reputation.

邀请信：I am writing to request your attendance to a dinner party/that is to be held in Beijing in August.

感谢：I am writing to extend my heartfelt thanks towards…

1. 中间段的写作方法

1）阅读题目要求，找到可以用到的名词或动词。

2）注意题目文字暗示，把名词具体化，动词近义词化。

【示例】Write a letter of application according to the following situation. You saw an advertisement in this morning’s newspaper. A company needs a secretary and you are interested. Write an application letter to that company.

3.结尾段的写作方法：三句话

I would appreciate...If you...Look forward...

1. 落款

缩进式在文章右下角署名。第一个词的开头字母要大写，末尾用逗号。一般为“Yours sincerely/truly,” 根据考研大纲，署名一致为Li Ming/Zhang Wei，注意不能写自己的真实姓名。

注：考研书信类不要求写日期。

**二、告示/通知**

**（一）标题（Notice）**

**（二）正文**

**第一段：写作目的**

1. Please pay close attention to this announcement.

请密切关注该告示。

1. We are to/I am writing to inform you of/that... （文中已给出）

我（们）在此告知诸位……

**第二段：具体论述**

写出通知的具体信息，可采用First... Second... Third...

**第三段：欢迎加入＋联系方式**

1. Welcome to join us./ We are waiting for your coming.
2. If you intended to join us, please email us at ×××@qq.com.
3. For further information, please feel free to contact us via (e-mail address).
4. If needing more details, you can contact us at (e-mail address).

**（三）落款：单位名称**

* **真题演练：2015年英语（二）**

47. Directions:

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

1. briefly introduce the camp activities, and
2. call for volunteers.

You should write about 100 words on the ANSWER SHEET.

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

Do not write your address. (10 points)

* **告示/通知范文：**

**三、投诉信**

**(一) 万能句型**

**第一段：写作目的**

1. **商品：**

I am writing this letter to complain some problems about …,which I bought from your store 3 days ago.

我写这封信来抱怨一些关于我...的问题，这个东西是我3天前从你商店中买的。

1. **服务：**

I am writing this letter to make a complaint about the poor service which I experienced in your hotel/restaurant the other day.

我写这封信来抱怨你服务的一些缺点，这些缺点是我前几天在你酒店或餐厅所经历到的。

1. **改写提纲：**

I am writing to complain about/that...

我写这封信来抱怨...

**第二段：投诉的原因+解决建议**

**1. 投诉原因**

第1句：(1)The problems I have found are as follows. 我发现的问题如下

(2) The reason for my dissatisfaction is ... (总体介绍) 我不满意的原因为：

第2句：

1. 具体商品：

To begin with, it often breaks down for no reason, which gives much inconvenience and trouble to my use.

首先，它经常没有原因的坏掉，这在我的使用上造成了极大的不便和麻烦。

抽象服务：

To begin with, the light/television in your hotel/restaurant often breaks down for no reason, which gives much inconvenience and trouble to my use.

首先，旅店/餐厅里的灯总无故坏掉，这给我的使用带来了不便和麻烦。

(2) In addition, some of the keys on the keyboard fail to work well/properly.

而且，键盘上的一些按键未能很好的起作用。

(3) Last but not least, the screen will shut down unexpectedly and randomly.

最后，屏幕会意想不到地和随机地关闭。

(4) The battery needs recharging after a mere 2 hours of use. This means that I need to carry my charger with me when I go out for a day.

电池在仅仅使用两个小时之后就需要重新充电。这意味着我需要带着充电器在我的身边当我白天出去的时候。

**2. 解决建议**

**(1) 投诉具体商品用此两句**

In general, these faults/problems have affected our normal life.

I strongly demand that you should change a new one for me and compensate for my loss.

1. **投诉抽象服务用此两句**

In general, these faults/problems have affected our normal life.

I look forward to seeing some new changes as soon as possible.

**第三段：敦促对方采取措施+期待回信**

I wish you could treat my complaint seriously and give me a reply as soon as possible.

我希望你能认真对待我的投诉并且尽快给我回复

I sincerely hope that you can take my complaint into serious consideration and make some improvement (in your service) as soon as possible.

我由衷的希望，你能认真考虑我的投诉，并且尽快做一些改善在服务上。

* **真题演练：2012 年英语（二）**

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 letter. Use “Zhang Wei” instead.

Do not write the address. (10 points)

**投诉信范文：**

**四、推荐信**

**核心词汇**：recommend, recommendation

**第一段：（说明推荐的事物）**

1. I am writing to you to recommend sth. I have sufficient reasons to introduce sth to you.

2. As one of your closest friends, I am writing the letter in purpose of recommending one of my favorite stories to you―*Around the World in Eighty Days*.

**第二段：总说+分说**

1. The primary factors for my recommendation are as follows. For one thing, 推荐一. For another thing, 推荐二.

**第三段：强调推荐事物**

1. Therefore I do not hesitate to recommend sth. to you. I am sure you will enjoy sth. I am looking forward to your early reply.

2. Therefore, I here recommend sth. to you with my heart. If you have any further questions regarding this recommendation, please do not hesitate to contact me.

**推荐信常用表达：**

1. I hope the above information will help you to know the book.
2. It is the best-loved of all the classical books of China and the most universally popular.
3. This movie/ book will definitely change our attitude toward this world and the people around us.

**真题演练：2011年英语（一）**

Directions:

Write a letter to a friend of yours to

1) recommend one of your favorite movies and

2) give reasons for your recommendation

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

Do not write the address. (10 points)

**练习**：

**推荐信范文：**