

衡水重点中学

英文手写印刷体字帖

李振 主编

衡水体官方版

我们，不仅仅帮你练字

- 26个英文字母“衡水体”写法
- 24个必考题材万能模板 24篇万能模板范文
- 31组高级词汇替换 10篇高考真题满分作文
- 346个必考话题词汇与句型 160个必考题材万能句型



【开卷有益 高考必胜】



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该衡水体官方版字帖是我校“衡水体课题组”专门研发的分体式临摹字帖，设计初衷是“方便用、降使用成本”，有以下几个特点：

1. 分体设计：字帖、临摹纸为分体设计，可循环使用。

①我们从学生实用性角度考虑，创新性的将字帖和临摹纸分开，方便同学背诵字帖里的万能句型、万能模板及真题作文。分体设计就完美避免了同学反复背诵时将临摹纸弄褶皱、弄破的问题出现。

②经调查发现，市面上字帖都是临摹纸和字帖钉在一起的设计，这会让学生的使用成本大大增加，一本字帖临摹完后就只能花钱重新买新的字帖，我们课题组为了避免学生多花冤枉钱，巧妙的进行了分体设计，临摹纸用完，只需要花几元钱买临摹纸就好，大大降低了学生的使用成本。

2. 超厚纸：官方版字帖用 100g 超厚纸印刷（比市面字帖厚 1 倍）。

因为该官方版字帖内容超级丰富，考虑到同学拿到手后不仅仅是练字用，还会用来背诵里面的经典内容，所以我们课题组强烈建议使用超厚纸张印刷，提高字帖的使用寿命，降低学生的使用成本。

3. 回形针固定临摹纸，想固定在哪里就固定在哪里。

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内容多、质量好、使用方便、成本低~我们懂得学生不容易

衡水重点中学

英文手写印刷体字帖

李振 主编



沈阳出版发行集团

◎ 沈阳出版社

衡水

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“衡水体”官方正版来啦！

首先，感谢全国人民对我们学校教育的认可和肯定，我们全体教师会继续努力，让更多的孩子享受我们衡水的优质教育资源，帮助更多的孩子考进自己理想的大学。

我们，并不是一夜“爆红”。

我们今天取得的成绩，能得到全国各界人士的认可和肯定，我们欣慰但不骄傲。因为，我们深知，这是全校教师和几十届学生多年共同努力的结果。

我们，学习也是“标准化”，有章可循的。

在“分分分，学生的命根”的时代，我们深知“每一分都可能决定孩子的命运。历经几十年的积累和沉淀，以及千名教师多年的优化和斟酌，我们总结了一套自己的“学习规律”。我们并不是“呆板”学生的制造厂，我们只是帮孩子学习“效率最大化”，让孩子的付出与收获成正比。

“衡水体”的诞生。

我们学校高级教师特别多，尤其是“英语教学组”的全国顶尖特级教师，每年都参与高考阅卷工作。随着高考要求扫描到电脑阅卷的转型升级，我们慢慢发现，多数字体扫描到电脑后，显示效果不但不美观，反而很乱，导致大家的作文得分普遍较低。我们学校为此成立了专门的“衡水体”研究小组，经过反复试验对比和修改，最终确定了在电脑上显示效果最美观、最整齐的标准字型、标准角度、标准大小、标准间距的“衡水体”。

此版“衡水体”手写印刷体字帖为官方正式出版的正版字帖。在全国书店和天猫店同步销售。同学们购买时请认准版本。

“衡水体”课题组

2018年3月

目 录

一、如何轻松写好“衡水体”	1
二、写“衡水体”最重要的基本功	3
三、高分作文必备——高级词汇替换篇	6
四、高考必考话题常用词语+句型集锦	9
话题一 社会热点现象类	9
话题二 计划与愿望类	12
话题三 家庭环境与教育类	14
话题四 日常活动类	16
话题五 兴趣与爱好类	19
话题六 人生感悟类	22
话题七 学校生活与语言学习类	25
话题八 人际关系类	29
五、高考作文必背万能句型+万能模板	31
题型一 说明文	31
题型二 议论文	36
题型三 启事——应用文	41
题型四 日记——应用文	42
题型五 书信、邮件——应用文	44
题型六 邀请信——应用文	46
题型七 演讲稿——应用文	50
题型八 申请信——应用文	52
题型九 推荐信——应用文	57
题型十 感谢信——应用文	59

题型十一 道歉信——应用文	61
题型十二 投诉信——应用文	63
题型十三 通知——应用文	65
题型十四 建议信——应用文	67
题型十五 慰问信——应用文	69
题型十六 便条——应用文	71
六、历届高考英语满分作文集锦	73
高考真题满分作文第一篇(全国卷Ⅰ)	73
高考真题满分作文第二篇(全国卷Ⅱ)	74
高考真题满分作文第三篇(全国卷Ⅲ)	75
高考真题满分作文第四篇(北京卷第1节)	76
高考真题满分作文第五篇(北京卷第2节)	77
高考真题满分作文第六篇(江苏卷)	78
高考真题满分作文第七篇(安徽卷)	79
高考真题满分作文第八篇(全国卷)	80
高考真题满分作文第九篇(精选卷)	81
高考真题满分作文第十篇(精选卷)	82

格子线,贴线写的文章整洁美观,不贴线写会显得杂乱无章。

2. 字母倾斜度:字母的倾斜度保持在 5° — 10° ,不能太斜,不然看起来会有点累;也不能写得笔直,否则看起来会太过死板。整篇作文的倾斜度保持一致,是保证“衡水体”被扫描到电脑上后显得整齐、美观的重要因素,也是“衡水体”得分高的关键。

3. 保持适当的单词间距和单词字母间距:如果间距太宽,文章的版面就会显得很松散;但是太紧密了就会导致阅卷老师看不清楚。词间距离最佳保持在 1—1.5 个字母大小,而单词字母间距以保持紧凑但不能挨到旁边的字母为宜。

4. 不要写连笔:“衡水体”的另一个特征就是“不连笔写”。我们在练习时一定要一个字母一个字母地写,虽然刚开始会有点慢,但是多加练习之后就会提高速度。

5. 字母大小要一致:让所有的字母保持大小一致并不是一件容易的事。英文中字母的主体部分要求大小都一致,开始写不好的同学,可以在横格本上画一条铅笔线。

6. 在考试时,如果遇到了小错误,建议用二道斜线划掉(线要轻、短),最大程度地保持卷面干净整洁。

二、写“衡水体”最重要的基本功

如果能够把上述几点做好,相信卷面的整洁程度会大有改观。接下来就是写好“衡水体”最关键的步骤,即基本功的练习了。我们把这些字母分为几类,分别介绍其写法。

1. 字母 *a, c, e, o, s* 写法

写这几个字母需要注意的是,圆润、饱满,尽量写得越圆越好,写的时候用力均匀,这样能够让字母写得更圆。

A a

Aa Aa Aa Aa Aa

C c

Cc Cc Cc Cc Cc

E e

Ee Ee Ee Ee Ee

O o

Oo Oo Oo Oo Oo

S s

Ss Ss Ss Ss Ss

2. 字母 *b, d, h, k, l* 写法

写这一组字母时要注意上半部分出头不能太长,*b*和*d*的下部分也要写得圆润,如本字帖所示,上半部分的出头只要略高于辅助线的高度即可。

B b

Bb Bb Bb Bb Bb

D d

Dd Dd Dd Dd Dd

H h

Hh Hh Hh Hh Hh

K k

Kk Kk Kk Kk Kk

L l

Ll Ll Ll Ll Ll

3. 字母 p, q, j, g, f, y 写法

这一组字母需要注意的是下部分不要太长，上部分的出头只要略高于辅助线的高度即可。

P p

Pp Pp Pp Pp Pp

Q q

Qq Qq Qq Qq Qq

J j

Jj Jj Jj Jj Jj

G g

Gg Gg Gg Gg Gg

F f

Ff Ff Ff Ff Ff

Y y

Yy Yy Yy Yy Yy

4. 字母 m, u, n 写法

这几个字母需注意的是竖的笔画要写得直，弯的笔画要写出弧形，就像拱桥一样，这样看起来会更好看一些。

M m

Mm Mm Mm Mm Mm

U u

Uu Uu Uu Uu Uu

N n

Nn Nn Nn Nn Nn

5. 剩余字母的写法

I i

Ii Ii Ii Ii Ii

R r

Rr Rr Rr Rr Rr

T t

Tt Tt Tt Tt Tt

V v

Vv Vv Vv Vv Vv

W w

Ww Ww Ww Ww Ww

X x

Xx Xx Xx Xx Xx

Z z

Zz Zz Zz Zz Zz

三、高分作文必备—高级词汇替换篇

据我校多位参加高考阅卷的特级教师反馈,写作所用词汇高级与否是高考阅卷老师判断你词汇量大小和英语成绩高低的重要依据。试想,如果你的作文通篇均使用 **very**、**good**、**want**、**like** 等小学生都在用的词汇,阅卷老师肯定不会认为你的英语成绩有多好,自然也不会给你高分。为了让阅卷老师认为你是一名英语高手,我们将作文中常用的一些低级词汇的高级替代词已经总结好,大家只需背熟,在写作文的时候有意识地进行替换即可。

1. 低级词汇: **good** 有益的,很好,棒极了的

高级替换词汇: **beneficial** **excellent** **fantastic** **fabulous**

2. 低级词汇: **should** 应该,应当

高级替换词汇: **be supposed to do** **ought to do sth**

3. 低级词汇: **improve** 提高,加强

高级替换词汇: **promote** **strengthen**

4. 低级词汇: **but** 然而,但是,不过,反之

高级替换词汇: **nevertheless** **whereas** **however**

5. 低级词汇: **use** 采用,采取

高级替换词汇: **adopt** **utilize** **make best/full use of**

6. 低级词汇: **like sth** 喜欢……

高级替换词汇: **be crazy about sth** **be fond of sth**

7. 低级词汇: **surprising** 令人吃惊的,出乎意料的

高级替换词汇: **extraordinary** **amazing** **miraculous**

8. 低级词汇: **for example** 例如

高级替换词汇: **for instance** **take sth as an example**

9. 低级词汇: **be rich in** 富有……

高级替换词汇:*be abundant in*

10. 低级词汇:*job* 就业, 工作, 职业

高级替换词汇:*employment occupation profession*

11. 低级词汇:*important* 重要的

高级替换词汇:*fundamental significant vital crucial essential*

12. 低级词汇:*old people* 老人

高级替换词汇:*the aged the old the elderly*

13. 低级词汇:*in fact* 事实上

高级替换词汇:*as a matter of fact*

14. 低级词汇:*a lot of* 大量的, 许多的

高级替换词汇:*a vast/large amount of a great quantity of*

15. 低级词汇:*most* 大多数

高级替换词汇:*the majority of*

16. 低级词汇:*because of* 因为, 由于

高级替换词汇:*due to owing to on account of*

17. 低级词汇:*be helpful useful* 对……有帮助/有用

高级替换词汇:*contribute to*

18. 低级词汇:*try one's best to do* 不遗余力干某事

高级替换词汇:*spare no efforts to do spare no pains to do*

19. 低级词汇:*very hard* 非常地, 极度地, 拼命地

高级替换词汇:*extremely*

20. 低级词汇:*think* 认为, 思考

高级替换词汇: *take... into consideration* *consider* *meditate*

21. 低级词汇: *support* 支持

高级替换词汇: *approve of* *in favor of* *stand by one's side*

22. 低级词汇: *be used to doing* 习惯于干某事

高级替换词汇: *be adapted to* *be accustomed to* *be adjusted to*

23. 低级词汇: *as long as* 只要, 如果

高级替换词汇: *on condition that*

24. 低级词汇: *in my opinion* 在我看来, 对我来说

高级替换词汇: *for my part* *from my own perspective*

25. 低级词汇: *sometimes* 有时, 偶尔

高级替换词汇: *once in a while* *occasionally*

26. 低级词汇: *usually* 通常, 多半

高级替换词汇: *more often than not*

27. 低级词汇: *want to do sth* 想做某事

高级替换词汇: *be long for sth.* *be long to do sth.*

28. 低级词汇: *think out* 想出

高级替换词汇: *come up with* *figure out*

29. 低级词汇: *give a speech* 发表演讲

高级替换词汇: *deliver a speech*

30. 低级词汇: *realize one's dream* 实现梦想

高级替换词汇: *make one's dream come true* *fulfill one's dream*

31. 低级词汇: *suggest* 倡导, 建议

高级替换词汇: *propose* *advocate*

四、高考必考话题常用词语+句型集锦

话题一 社会热点现象类

一、热点现象类常用词语

1 环保类:

protect the environment save energy cut down trees
保护环境 节省能源 砍伐树木

form good habits to protect the surroundings
养成良好的习惯来保护环境

take active measures to protect rare animals
采取积极措施保护稀有动物

save our sea conserve energy only one earth, care and share
拯救我们的海洋 节约能源 只有一个地球——一起关心, 共同分享

2 社会类:

the WeChat era screen sightedness chatterboxing
微信时代 屏幕近视 看电视发微博

Nobel Prize in Literature aircraft carrier online games
诺贝尔文学奖 航母 网络游戏

surf the Internet chat online collect stamps
上网 在线聊天 集邮

make e-friends devote oneself to social phenomenon
交网友 献身于…… 社会现象

enjoy popular music develop an interest in voluntary labor
喜欢流行音乐 在……方面发展兴趣 义务劳动

serve the people heart and soul personal interests
为人民服务 全心全意 个人利益

be public-spirited be in order public transport
有公益精神的, 热心公益的 有序的 公共交通

3. 交通类:

a victim of traffic jams dangerous bend avoid traffic jams
堵车的受害者 弯道危险 避免交通堵塞

leave the motorway at the next exit no stopping at any time

在下个出口驶出高速公路

任何时间不准停车

pedestrian crossing please drive carefully Road Closed

人行横道

请小心驾驶

此路封闭

二、热点现象类常用句型

1. *One day, if all animals disappear, the world we live in would come to an end.* 有一天,若所有动物都消失了,我们赖以生存的世界就结束了。

2. *The terrible pollution has done great harm to us as well as to the surroundings.* 可怕的污染已经给我们自己还有我们的环境带来了很大的危害。

3. *He who travels far knows much.* 远行者见闻多。

4. *We should be realistic instead of overambitious.* 我们要脚踏实地,不要好高骛远。

5. *Today, the lake is a year-round paradise for the fishermen.* 现在这个湖是钓鱼者一年四季的天堂。

6. *Bored with their routine life, they want to travel for a change.* 他们厌倦了一成不变的生活,为了求变,他们想去旅游。

7. *Let's get on/get off the bus.* 我们上/下公共汽车吧。

8. *It's amazing that China became the third country that launched a manned spacecraft.* 中国成为第三个可以发送载人宇宙飞船的国家,真是惊人。

9. *Always follow the guidance of the traffic police.* 永远要听从交通警察的指挥。

10. *The jobless man did nothing but wait for his chance.* 那个失业者什么也不做就等待机会。

11. *Don't cross the road when the traffic light turns red.* 红灯时不要穿越马路。
12. *In a crosswalk, pedestrians have the right of way.* 在人行横道上, 行人有先行权。
13. *It is a shame to throw rubbish around.* 乱扔垃圾是可耻的。
14. *It is of no good to a friendly and harmonious society.* 这对创建友好和谐的社会是毫无益处的。
15. *Never drink and drive!* 不要酒后驾驶!
16. *Her acting was very natural, although it was the first time she appeared on the stage.* 她虽然是初次演出, 但是演得很自然。
17. *Pollution is an issue that crosses national boundaries.* 污染是一个不分国界的问题。
18. *It is difficult to find work in the present situation.* 在当前形势下, 找工作很难。
19. *The gentleman was well-educated and elegant.* 这位先生受过良好的教育, 气质高雅。
20. *The south of China has green hills and clear waters and is full of beautiful scenery.* 中国的南方山清水秀, 风景美丽。
21. *Everyone should devote himself to building our motherland into a strong country.* 每个人应该为把我们祖国建设成为一个强大的国家而奉献自己的力量。
22. *Travelling can enrich your knowledge.* 旅游可以丰富你的知识。
23. *Everyone expressed their views freely.* 大家无拘无束地发表意见。
24. *I felt at ease after hearing his words.* 听了他的话, 我心里踏实了。

话题二 计划与愿望类

一、计划与愿望类常用词语

feel like doing *be prepared to do*
想要做 准备做

decide/be determined to do *mean/intend/plan to do*
决定做 打算/计划做

have a desire to do *long hope/wish/want to do*
希望做 渴望/希望/想做

have a great desire to do sth. *look forward to doing sth.*
想做某事 盼望做某事

二、计划与愿望类常用句型

1. *In conclusion, on the way to success, one should bring his patience and perseverance.* 总之,在成功的道路上,一个人需要有耐心和毅力。

2. *Hope for the best, but prepare for the worst.* 抱最好愿望,做最坏打算。

3. *I want to register to attend a course about gardening, because I have liked flowers and grasses since I was a child.*

我想报名参加园艺课程,因为我从小就喜欢花草。

4. *There is going to be a football game in our school this week.*

本周我们学校有一场足球比赛。

5. *When you're fed up with the fast pace of life, why not stop and smell the rose?* 当你厌倦了快节奏的生活时,为何不停下来闻闻玫瑰花的芬芳呢?

6. *In the eyes of the students, most of their teachers are trusty and respectable and this is what I am after and value.* 在学生眼里,大多数老师都值得信赖和尊敬,这就是我所追求和珍惜的。

里,大多数老师都值得信赖和尊敬,这就是我所追求和珍惜的。

7. *Think twice before you do.* 三思而后行。

8. *The sense of success brought about by the wonderful quality of your work will surely refresh you and provide you with the motivation needed to achieve still greater success in the near future.*

你的工作做得好,这给你带来的成就感会使你焕然一新,并使你充满动力,以期在不远的将来取得更大的成就。

9. *So, I am determined to meet the challenge.*

因此,我决定迎接挑战。

10. *As a child I always hoped that I could grow up as soon as possible so that I could contribute to the construction of our country.*

我小时候总是希望自己快点长大,好为祖国的建设做贡献。

11. *He planned to go abroad for further studies.*

他计划出国深造。

12. *Great hopes make great man.*

伟大的抱负造就伟大的人。

13. *Watching TV can bring us a lot of pleasure and teach us a lot, but spending too much time on it may do harm to our eyes and make us tired. So we should do sports at times when we are free from work.*

看电视给我们带来了很多的快乐,同时也增长了知识,但在这方面花太多时间又会伤害我们的眼睛,使我们感到疲劳。因此在工作之余我们应该偶尔锻炼一下身体。

14. *If everyone makes a contribution to protecting the environment, the world will become much more beautiful.*

如果每个人都为保护环境做出贡献,世界会变得更加美好。

15. *New Zealand has a population of about 3.8 million people, of which about fourteen percent are Maori.*

新西兰有大约 380 万人口,其中约 14% 是毛利人。

话题三 家庭环境与教育类

一、家庭环境与教育类常用词语

1 教育类:

satisfy children's needs 满足孩子们的要求 give children too much love 给孩子们太多的爱

affect the growth of kids 影响孩子们的成长 be strict with 对……严厉,对……严格 further education 继续教育

educational background 教育背景

2. 家庭类:

feed/raise/support a family 抚养家庭 found/start a family 建立家庭

family financial situation 家境 family history 家史 family tree 家谱

family responsibilities 家庭责任 family relationship 家庭关系 family planning 计划生育

family education 家庭教育 family consumption 家庭消费 house chores 家务事,家务活

a single-parent family 单亲家庭 parents' low income 父母低收入

二、家庭环境与教育类常用句型

1. *It is essential that parents should try to maintain the balance between love and strictness.* 父母应该努力在关爱与严厉之间保持平衡,这是非常重要的。

2. *Some measures need to be taken to protect children from being influenced by these bad places.* 需要采取一些措施保护孩子们免受这些不良场所的影响。

3. *I grew up in a very close and loving family.* 我成长于一个亲密而又充满

着爱的家庭里。

4. *Do you get along well with your family?* 你和家人相处得好吗?
5. *That really helps the children develop their physical and mental health.* 那会真正有助于孩子们身心健康的发展。
6. *What do you want to say about your family?* 对于你的家庭,你有什么要说的吗?
7. *I miss my family very much.* 我非常想念我的家人。
8. *Parents and the government should care for the surrounding environment where children grow up.* 父母和政府应当关心孩子们成长的周围环境。
9. *Do you have any brothers or sisters?* 你有兄弟或姐妹吗?
10. *I miss my family terribly.* 我很想家。
11. *What do your parents do?* 你父母是干什么的?
12. *How many people are there in your family?* 你家里有多少人?
13. *I keep in touch with my family regularly.* 我定期与家人保持联系。
14. *My father works in a computer company, and my mother is a nurse.* 我父亲在一家计算机公司工作,母亲是护士。
15. *Are you the oldest/youngest in your family?* 你是家里年龄最大的/最年幼的吗?
16. *I'm lucky to live in a strict yet loving family.* 我非常幸运地生活在一个要求严格却充满爱心的家庭。
17. *Only in this way can children benefit from a good family education and achieve all-round development.* 只有这样,孩子们才会在良好的家庭教育中获益,实现全面发展。

话题四 日常活动类

一、日常活动类常用词语

1 饮食类及其他:

a balanced diet do the cleaning enjoy doing things by oneself
平衡的饮食 打扫 喜欢独自做某事

food to prevent starvation, and clothing to keep away from cold
食物充饥、衣物御寒

eat more fruits and vegetables and refuse junk foods
多吃蔬菜和水果,不吃垃圾食品

2 活动类:

play chess/football(soccer)/basketball go swimming
下象棋/踢足球/打篮球 去游泳

go on an outing have an outing at (the seashore)
去郊游 去(海边)度假

see the sights of Beijing have a picnic on the weekend
去北京观光 周末去野餐

ride one's bike with sb to(the park) enjoy a family trip
与某人骑自行车去(公园) 享受家庭之旅

have a dance on weekends go to the cinema have a party
周末有舞会 去看电影 聚会

play the guitar/piano/violin sing a song
弹吉他/钢琴/小提琴 唱歌

二、日常活动类常用句型

1. Unfortunately, he was catching the train bound for Beijing,
so we only exchanged a few greetings. 遗憾的是,他要赶开往北京的列车,因
此我们只互相问候了几句。

2. Breakfast is the most important meal of the day, and dinner
the most enjoyable. 早餐是一天中最重要的一餐,晚餐是最愉快的一餐。

3. *I'd like to remind you that you should put on more clothes when getting up the following morning to protect yourself from cold.* 我想要提醒你,第二天早晨起床时多穿衣服,注意保暖,以防感冒。
4. *Actually, everyone should attach importance to family communication. It can strengthen the bond of the whole family and bridge the gap between children and parents.* 实际上,我们都应该重视与家人的交流,这能增强家庭的凝聚力,消除孩子与父母之间的隔阂。
5. *Now I have come to know what labor means. I think what I experienced in this summer vacation is really wonderful and meaningful.* 现在我终于懂得了劳动的真谛。这个暑假我所经历的一切都是如此精彩而又意味深长。
6. *Without a second thought, I jumped the queue.* 我不假思索地就插队了。
7. *I attach great importance to communicating with our family members face to face, which helps build a harmonious family atmosphere.* 与家人面对面地交流很重要,这样可以营造一种和谐的家庭氛围。
8. *Better off now, we can afford more expensive food with better nutrition.* 我们的生活更富裕了,能买得起更有营养的更贵的食品。
9. *Not only should parents and children love and show concern for each other, they should also respect and understand each other.* 父母和孩子不仅应该彼此关爱,还应该互相尊重,互相理解。
10. *I was watching TV, absorbed in the story, when suddenly I heard a cry for help.* 我正在看电视,全然被故事情节吸引了,突然听到有人求救。
11. *I am writing to tell you what we have arranged for you.* 我写信是要告诉你我们为你所做的安排。

12. *Much to my surprise, he lifted up the heavy box with great ease.* 他毫不费力地就把这个沉重的箱子提起来了,这让我很惊讶。
13. *We are living in a big family. We should care for and help each other and think it a great pleasure to help others when they are in trouble.* 我们共同生活在一个大家庭中。我们应该学会互相关心,互相帮助,把帮助别人摆脱困难当成一种很大的乐趣。
14. *At my words/Hearing my words, he patted me on the shoulder as if to say thanks to me.* 听到我的话,他拍拍我的肩膀,好像在对我说谢谢。
15. *More and more people own their private cars nowadays, which shows that people's income has been increasing day by day.* 现在越来越多的人有私人汽车,这表明人们的收入在逐渐增加。
16. *What are you going to arrange for us during our stay in your city?* 在我们待在你所在的城市期间,你打算为我们安排一些什么活动?
17. *It's two months since he quit his previous job and got employed in our company.* 他离开以前的那份工作到我们公司上班已经有两个月了。
18. *If you do not intend to get yourself sick, exercising every morning will surely be the best way to prevent disease.* 如果你不想让自己生病,那么每天的晨练一定是预防疾病的最好的方式。
19. *Riding bikes is certainly a good way for us to exercise and it is of benefit to our health.* 骑自行车对我们来说无疑是一个锻炼的好办法,并且非常益于健康。
20. *This extra sleep could make people feel more alert, and boost their immune system.* 额外的睡眠会让人们更加清醒,增强他们的免疫力。

话题五 兴趣与爱好类

一、兴趣与爱好类常用词语

to increase our interest in... get relaxed and refreshed

为了提高我们对……的兴趣

放松而又精力充沛的

find an outlet for one's talents enjoy popular music

找个施展自己才华的机会

喜欢流行音乐

have an eye for... take regular exercise

对……有鉴赏力

经常锻炼

build up one's body/improve one's health be interested in...

强身健体

对……感兴趣

be keen on have a taste for be available for an interview

喜欢

爱好

有时间参加面试

come to like develop an interest in... be fond of...

逐渐喜欢

培养在……方面的兴趣

喜欢……

二、兴趣与爱好类常用句型

1. *My hobby is reading, which allows me to reduce my stress from my work.* 我的爱好是读书,这能让我减轻工作带来的压力。

2. *I like it mainly for the following two reasons.* 我喜欢它主要因为以下两个原因。

3. *While it can be difficult to team up with someone I dislike, I can always learn to put up with some of his shortcomings and try to discover his advantages.* 虽然与我不喜欢的人共事会很难,但我总能学会去容忍他的缺点,尽量发现其长处。

4. *Upon graduation, I first worked as an office assistant. The following job was a secretary, and currently I'm working as a*

manager. 我毕业之后的第一份工作是办公室助理,接下来当秘书,现在我的工作是经理。

5. *As to keeping a diary every day, I think it is a good habit I've had, for it helps me consolidate what I've learned in class and improve my writing skills.* 关于每天写日记,我认为这是我形成的好习惯,

因为它帮助我巩固我在课堂上所学的东西,同时也提高了我的写作技能。

6. *I believe I have the appropriate qualifications and experience for this post, and therefore, I would appreciate it if you could fix an interview for me.* 我想我的资质和经验能胜任这份工作,因此,如果你能为我安排一次面试,我

会非常高兴。

7. *Firstly, I always take part in the English Corner where I often exchange my English study experience with others, which broadens my horizons and improves my interests in English.* 首先,我一直参加英语角,在那里我经常和其他人交流学习英语的经验,这拓宽了我的视

野,提高了我对英语的兴趣。

8. *About a quarter of my classmates hold the view that doing part-time jobs will help us gain work experience and learn more of society.* 我大约四分之一的同学认为做兼职工作能帮助我们得到工作经验,多了解社会。

9. *Never for a moment can I stop my love for reading, because books are wise teachers as well as good friends in my life. Books are the source of knowledge and power, from which I benefit a lot.* 我对书的热爱一刻也不会停止,因为在我的生活中,书是睿智的老师 and 益友。书是

知识和力量的源泉,我从中获益匪浅。

10. *I enjoy my hobby. It offers me an opportunity to do something*

interesting and creative. Meanwhile, it provides me with a source of pleasure. 我享受着我的爱好。它提供给我一个做趣事、做有创意的事的机会,同时它还是我快乐的源泉。

11. Travel is a way to broaden our horizons, through which we can learn about different cultures of the world. 旅游能开拓我们的视野,通过旅游,我们可以了解世界上的不同文化。

12. My favorite sports are skating and swimming, so I often go skating or swimming with friends at weekends, which helps me have a keen mind to report something at a fast speed and have a strong body for work. 我最喜欢的体育运动是滑冰和游泳,因此我经常在周末和朋友们一起去滑冰或者游泳,这能使我有敏捷的头脑来快速报道某件事,还有强健的体魄来工作。

13. I join the basketball team, where I not only learn the importance of teamwork but also strengthen my body, which is of great benefit to my mental health as well as physical health. 我加入篮球队,从中我不但懂得了团队合作的重要性,还增强了我的体质,这对我的身体健康还有精神健康都大有益处。

14. Since I'm interested in computer science very much, I would very much like to take courses related to computers. 我对电脑科学很感兴趣,因此非常想学与电脑相关的课程。

15. I'm available for an interview every afternoon. Please contact me by e-mail. 我每天下午都有时间可以接受面试,请发电子邮件和我联系。

16. We think what we are doing is worth the time because we are doing what we like to. 我们认为我们做的事是值得的,因为是我们喜欢的。

话题六 人生感悟类

一、人生感悟类常用词语

1. 心态类:

treasure every moment you have cherish today
珍惜你拥有的每一刻 珍视今天

take advantage of keep a good mood in daily life
利用 在日常生活中保持良好的心态

be very cheerful every day be faced with varied pressures
每天都很开心 面对各种压力

2. 态度类:

optimistic optimism pessimistic pessimism
乐观的 乐观主义 悲观的 悲观主义

attitude towards life
人生态度

3. 自我激励类:

perseverance lifelong learning inspire encourage challenge
毅力 终身学习 激励 鼓励 向……挑战

overcome difficulties build up self-confidence
克服苦难 树立自信

4. 其他类:

make full use of the time take a break be against
充分利用时间 休息 反对

be helpful to be kind, friendly and polite to others
有助于 对别人善良、友好、有礼貌

communicate with take an active part in activities
与……交流 积极参与活动

get more chances pay no attention to
获取更多机会 没注意

二、人生感悟类常用句型

1. After rain comes fair weather. 雨过天晴; 否极泰来。

2. *Both together do best of all.* 人心齐,泰山移。
3. *Constant dropping wears away a stone.* 滴水穿石。
4. *Nothing is so big that it is impossible to get over, and hurt only serves to make us stronger.* 没有什么东西强大到难以克服,伤害只能使我们更加强大。
5. *It is also a virtue to forgive others, especially in such a highly competitive and stressful society.* 特别是在这样一个竞争激烈、压力大的社会,宽恕别人也是一种美德。
6. *Rome is not built in a day.* 冰冻三尺非一日之寒。
7. *Life is filled with challenges. It is those challenges that make me who I am.* 人生充满了挑战。正是那些挑战成就了今天的我。
8. *An hour in the morning is worth two in the evening.* 一日之计在于晨。
9. *Health is better than wealth.* 健康胜于财富。
10. *A body without knowledge is like a house without a foundation.* 人无知,犹如房屋无基。
11. *A life without a friend is a life without the sun.* 人生没有了朋友,犹如生活没有了阳光。
12. *A heavy snow promises a good harvest.* 瑞雪兆丰年。
13. *A good beginning makes a good ending.* 善始者善终。
14. *One cannot make a silk purse out of a sow's ear.* 巧妇难为无米之炊。
15. *A man is never too old to learn.* 活到老,学到老。
16. *A smile can help us get through difficult situations and find friends in a world full of strangers.* 微笑能够帮助我们渡过难关,帮助我们在一个充满陌生人的世界里找到朋友。

17. *A thing of beauty is a joy forever.* 美好的事物永远是一种快乐。
18. *A good medicine tastes bitter.* 良药苦口利于病。
19. *I am convinced that 10% of my life is what happens to me and 90% is how I react to it.* 我深信,我生活的 10% 是事情本身,90% 是我对事情所采取的态度。
20. *A little pot is soon hot.* 壶小易热,量小易怒。
21. *An apple a day keeps the doctor away.* 一天一苹果,医生远离我。
22. *A lazy youth, a lousy age.* 少时懒惰老来苦。
23. *A merry heart goes all the way.* 心情愉快,万事顺利。
24. *A year's plan starts with spring.* 一年之计在于春。
25. *Diligence is the greatest of teachers.* 勤奋是最伟大的导师。
26. *Great work is performed not by strength but by perseverance.* 完成伟大的事业不在于体力,而在于坚韧不拔的毅力。
27. *To read without reflecting is like eating without digesting.* 学而不思,犹如食而不化。
28. *Where there is a will, there is a way.* 有志者事竟成。
29. *Pride goes before destruction.* 骄者必败。
30. *Knowledge is power.* 知识就是力量。
31. *A smooth sea never makes a skillful mariner.* 平静的海洋永远练不出娴熟的水手。
32. *Adversity makes a man wise.* 逆境出人才。
33. *Never trouble trouble till trouble troubles you.* 别去自找麻烦。
34. *You cannot choose what you are given, but you can choose how you make use of it.* 你不能选择你拥有什么,但你能选择如何利用你所拥有的。

话题七 学校生活与语言学习类

一、学校生活与语言学习类常用词语

1 描述类:

show an early interest in... concentrate on be weak in
很早就开始对……感兴趣 集中注意力于 在……弱,不擅长

put one's heart into/be devoted into/be absorbed in
专心于,致力于

be good at/do well in improve oneself in... be tired of
擅长 在……提升自己 厌倦

take an active part in/be active in
积极参与

have a good command/knowledge of
精通

lay a good/solid foundation in...
在……奠定牢固的基础

devote all one's time to sth.
把所有时间都投入到某事上

2 学校生活类:

extra-curricular activities surf the Internet postpone/put off
课外活动 网上冲浪 推迟

admire sb. for his devotion to the cause of education
钦佩某人对教育事业的敬业精神

try to teach sb. good study habits
努力教给某人好的学习习惯

make one's lessons lively and interesting
使课堂生动、有趣

have the habit of doing sth.
有做某事的习惯

have no trouble/difficulty (in) doing sth. cancel/call off
毫不费力地做某事 取消

3. 学习类:

be getting on well with one's studies *major in...*

某人的学业进展顺利

主修……

take several courses at school

在学校学几门课程

sit for

参加(考试等)

fail in the exam

考试不及格

required/compulsory courses

必修课程

work out a (maths) problem

解答出(数学)问题

optional/elective/selective courses

选修课程

science courses

理科课程

arts courses

文科课程

reference books

参考书

quit/drop a course

放弃一门课程

take notes

记笔记

make progress

取得进步

stay up late

熬夜

make up the exam

补考

participate in/take part in

参加

make sense of

理解, 弄懂

review/go over

复习

二、学校生活与语言学习类常用句型

1. *The next day, my classmates and I made a wall poster to present what we had done, which would surely influence all the students in our school.*

第二天,我和我的同学们办了一个墙报来展示我们做的事,这肯定会影响我们学校的全体学生。

2. *In preparation for the festival, our class has decided to put on a short English play. And we're making steady progress with it.*

为迎接这个节日,我们班决定演一个英语短剧,并且我们进展得很顺利。

3. *It is honorable to obey the principles and rules of our school.*

遵守学校的规章制度是光荣的。

4. *Isn't it a pleasure to have great calm in mind while you are reading?*

读书时享受到内心的那种极平和的感觉难道不快乐吗?

5. *As far as I'm concerned, only through studying hard can I expect to pass the examination.*

就我来说,只有通过努力学习我才能通过考试。

6. *Some of them approve of the idea that it is good to start learning English from childhood.* 他们中有一些人赞同从童年就开始学英语很有益这一观点。
7. *Every student, no matter how talented or hard-working he or she is, will come across difficulties in his or her study.* 每位学生, 不管他或她有多么聪明, 多么努力, 在学习中总会遇到困难。
8. *As long as you keep practicing, you'll surely make steady progress in your study.* 只要你坚持练习, 你就一定会在学习上稳步前进。
9. *We teenagers should make the most of our valuable time at high school and develop our potential to the fullest.* 我们青少年应该充分利用中学时期的宝贵时光, 充分发掘我们的潜力。
10. *You do not lack time to study; you are lacking the efforts.* 你并非缺乏时间学习, 而是缺乏努力。
11. *Not only do books show us a broad world but also we can benefit from them all our lives.* 书本不仅可以给我们展示一个广阔的世界, 而且还可以使我们终身受益。
12. *As far as I am concerned, students should place their study, health and safety before other things.* 我觉得学生应该把自己的学习、健康和安全放在第一位。
13. *Slowly, I built up my confidence to express myself during our group discussion.* 慢慢地, 我树立了自信, 能够在我们的小组讨论中表达自己了。
14. *Just as can be seen from the chart, people hold different opinions about making friends online.* 从该图表可以看出, 人们对网上交友这个话题看法不一。
15. *Finding that I fell behind the other students in my class, my*

English teacher didn't hesitate to help me out of the trouble. 英语

老师发现我的英语成绩在班里落后了,就毫不犹豫地帮助我解决这个困难。

16. As is well known, books teach us to learn life, truth and science, increase our knowledge and broaden our horizons. 众所周知,书教

会我们学习人生、真理和科学,增长我们的知识,开阔我们的眼界。

17. The closer we are to the society, the more experience we will gain in our life. 我们与社会接触越多,就能获得越多的人生经验。

18. With the world becoming a global village, English is getting more and more important, which is why I am so crazy about learning English. 随着世界正在变成一个地球村,英语变得越来越重要,这就是我如此热衷于学英语的原因。

19. In response to the Sunshine Sports Activities launched by our school, we have organized long-distance running in the morning. 为了响应学校发起的阳光体育活动,我们早上组织了长跑活动。

20. Sleep now, dream will come out. Study now, dream will come true. 此刻打盹,你会做梦。此刻学习,梦想成真。

21. As a Senior 3 student, I have been working hard at my lessons and have managed to get fairly good grades. 作为高三学生,我学习一直很努力,也取得了好成绩。

22. We should not confine ourselves to the classroom. We should go out of the classroom, see the world and talk to others as much as we can. 我们不应该把自己局限于课堂,我们要走出教室,了解世界,尽可能多的与别人交谈。

23. There is no doubt that our educational system leaves something to be improved. 毫无疑问,我们的教育制度还有一些需要改进的地方。

话题八 人际关系类

一、人际关系类常用词语

1 帮助类:

get help from help... with help each other give a hand
从……获得帮助 帮助…… 互助 帮忙

take great pleasure a good interpersonal relationship
获得极大的快乐 良好的人际关系

be friendly to care about
对……友好 关心

2 友谊类:

get to know sb. know sb. well make friends with sb.
认识某人 对某人熟悉 和某人交朋友

a strong personality personal matters a close friend
个性很强 私事 一个亲密的朋友

trust each other understanding share... with sb.
相互信任 理解, 谅解 与某人分享……

keep in touch with sb. develop the friendship
与某人保持联系 建立友谊

strengthen the friendship be loyal to
加深友谊 对……忠诚

3. 社会类:

harmonious society pay attention to social morals
和谐社会 注重社会公德

play an important role in be of great benefit to
发挥重要作用 对……大有好处

live in harmony sustainable development
生活和睦 可持续发展

二、人际关系类常用句型

1. *During the past year, the couple made many plans for their wedding.* 在过去的一年里, 这对夫妇为他们的婚礼做了众多的计划。

2. *A bosom friend is one you trust and you will tell all the secrets.* 知己是你信任而且愿意把所有秘密给他讲的人。

3. *He is my sworn brother, and his business is mine.* 他是我的拜把兄弟, 他的事就是我的事。

4. *A friend in need is a friend indeed.* 患难见真情。

5. *She is my close friend.* 她是我的密友。

6. *The sight of the old classmate carried me back to my days in the high school.* 见到老同学使我回想起自己在高中的日子。

7. *I hope to know more friends and I also hope to find a close friend.* 我希望认识更多的朋友, 也希望找到一位知己。

8. *I'm writing a letter to my pen pal.* 我正在给我的笔友写信。

9. *The complexities of interpersonal relationships bothered her.* 人际关系的复杂情况使她困惑不已。

10. *As the saying goes, "Giving is much better than receiving."* 常言道: “给予总比接受好。”

11. *We became great buddies.* 我们成了非常好的朋友。

12. *I heard your company had a new boss.* 我听说你们公司来了一位新老板。

13. *I think it is worthwhile having such a companion.* 我认为有这样一个伙伴是值得的。

14. *He has difficulty with human relations.* 他的人际关系不好。

15. *If only a handsome boy invited me to be his partner at the ball.* 要是有个英俊的小伙子邀请我做他的舞会搭档就好了。

16. *He offended his superior and then was fired.* 他得罪了上司, 于是被解雇了。

五、高考作文必背万能句型+万能模板

这里强调一下,本部分内容特别重要。我们学校一直要求学生从高一入学开始就要背诵和默写这部分内容,因为这部分内容是我们学校多次参加高考阅卷的高级教师们根据历年高考作文编写的。该部分内容中的“万能句型”是老师们精挑细选、反复斟酌总结出来的高级句型。如果同学能背熟并运用到自己的作文里,那么这将成为你英语作文得高分的有力武器。通过我校学生的使用效果来看,无论你现在的英语成绩有多差,只要把这部分内容背诵熟练并加以运用,你的作文成绩就不会低于 20 分。下面一起来看看我们学校老师整理的这部分内容有多精彩吧!

题型一 说明文

说明文万能句型

1. *It is located in/situated in. . .* 它坐落在……
2. *China is a large country with rich history and much population.* 中国是一个历史悠久,人口众多的大国。
3. *The Great Wall of China dates back to more than 2500 years ago.* 中国长城的历史可以追溯到 2500 多年前。
4. *It is really a great feast for your eyes.* 它真的会让你大饱眼福。
5. *Go along the street until you come to the traffic lights.* 沿这条路一直走到红绿灯那儿。
6. *My home is not far from here. It's only five minutes walk.* 我家离这儿不远,只有步行 5 分钟的路程。
7. *As a matter of fact, the main cause of it is. . .* 实际上,它的主要原因是……
8. *To ensure success, there is one more thing that you must bear*

in mind, that is. . . 为了确保成功,你心中还需记住一点,那就是……

9. If you can do what has been mentioned above, you can guarantee success. 如果你能做到上面提到的,你就一定可以取得成功。

说明文万能模板

万能模板一 解决问题型模板

要求考生列举出解决问题的多种途径,基本结构是:(1)问题现状和严重性;(2)怎样解决(不同解决方案的优点和缺点);(3)我对解决该问题的看法。

参考模式如下:

In recent years, we have to face a problem that (某种问题), which is becoming more and more (说明问题现状). As we all know, it is important for (说明解决问题的重要性).

We should take a series of effective measures to cope with the situation. For one thing, (解决方法一). For another, (解决方法二). Finally, (解决方法三).

Personally, I believe that (我的解决方法). Consequently, I'm confident that (对解决该问题很有信心).

模板套用范文举例

In recent years, we have to face a problem that many students have poor eyesight, which is becoming more and more serious. As we all know, it is important for everyone to keep good eyesight. (问题现状与严重性)

We should take a series of effective measures to cope with the problem. For one thing, don't keep your eyes working for a

long time. You'd better have a rest after you have studied for an hour or so. For another, take good care of your eyes. Don't read in the sun or in very poor light. Don't read in bed or on a moving bus. Finally, do eye exercises every day. It will also help you keep good eyesight. (解决方案)

Personally, I believe that only if you obey the rules above can you prevent your eyesight from becoming short-sighted. Consequently, I'm confident that a bright future is waiting for us. (对解决方案的看法)

~~~~~ 万能模板二 说明利弊型模板 ~~~~~

写作思路是:说明一下现状→对比两种情况的利弊,有时也可单从一个角度(利或弊)出发→最后表明自己的态度(或对事物的前景进行预测)。基本结构是:(1)说明现状;(2)优缺点比较(或另一方面);(3)你对现状(或前景)的看法。

参考模式如下:

Nowadays, many people prefer to do (某种行为). Generally, its advantages can be seen as follows. First, (优点之一). Besides, (优点之二).

But every coin has two sides. The negative aspects are also apparent. One of the important disadvantages is that (第一个缺点). To make matters worse, (第二个缺点).

Through the above analysis, I think we should take it reasonably and do it according to the circumstances we are in. Only in this way (对前景的预测). As for me, I would like to (我的看法).

## 模板套用范文举例

Nowadays, many youngsters prefer to go online in their spare time. Generally, its advantages can be seen as follows. First, they can gain new knowledge and the latest news at home and abroad through the Internet. Besides, the network offers them a convenient way to communicate with each other. The Internet makes their life outside class colorful. (现状; 优点)

But every coin has two sides. The negative aspects are also apparent. One of the important disadvantages is that some students prefer to play computer games instead of studying their lessons. To make matters worse, there are some students who are often absent from school for days. (缺点)

Through the above analysis, I think we should take it reasonably and do it according to the circumstances we are in. Only in this way can we make full use of it. As for me, I would like to go online in my spare time. (个人看法)

## 万能模板三 原因说明型模板

写作思路是: 提出论题→进一步说明现状→然后分析具体原因→最后说明解决办法并展望未来。

参考模式如下:

These days we often hear that (提出论题). It is common that (说明现状).

As we all know, (一个事实). For one thing, (理由一). For another, (理由二). What is more, since (理由三), it is natural that (引起的后果).

From my perspective, we should (解决方法) to improve the present situation. I do believe everything will be better in the future.

模板套用范文举例

These days we often hear that teachers argue that it is quite necessary that the listening test should be added to the College Entrance Examination. It is common that most schools don't practice listening English at all, and I am worried about it. (提出问题; 说明现状)

As we all know, in the study of English, listening is very important. For one thing, listening, speaking, reading and writing are the four basic parts of learning a foreign language. Without listening, we can't get along well with others. For another, the English examination itself wouldn't be complete if there weren't the listening test in it. It can't reflect the overall ability of students in learning a foreign language. What is more, when communicating with foreigners, we can't express ourselves freely if we can't understand what they say. (具体原因)

From my perspective, we should take advantage of every chance to practice listening and speaking to improve the present situation. I do believe everything will be better in the future. (解决方法)

## 题型二 议论文

## 议论文万能句型

1. *Some people support it while others do not.* 有些人支持,有些人反对。
2. *Generally, I am in favor of the conclusion.* 总的来说,我赞成这个结论。
3. *There is a famous saying that... which shows the importance of...* 有句……的名言,表明了……的重要性。
4. *The message conveyed here is very clear...* 这儿所传达出的信息十分明确……
5. *From the picture above we can see...* 从上面这幅图中,我们可以看出……
6. *It shows a common phenomenon nowadays that...* 它展示了当今一个普遍现象……
7. *Parents arrange everything for their children and spare no effort to do...* 父母为孩子安排每一件事情,并且不遗余力地去做……
8. *Measures should be taken to stop...* 应该采取措施阻止……
9. *Everyone has his dream. However, it is not so easy for people to realize their dreams.* 每个人都有梦想。然而,实现他们的梦想并不是那么容易的。
10. *It is a good idea to do...* 做……是一个不错的主意。
11. *We have had a survey on...* 我们对……开展了一次调查。
12. *Different people hold different opinions.* 不同人持不同的意见。
13. *Opinions are divided.* 有不同意见。
14. *Others have different opinions.* 其他人有不同看法。
15. *The difference between A and B is/lies in/exists in...* A和B的不同之处在于……

16. *There are several reason for... but in general, they come down to three major ones.* 导致……的原因有多种,但整体上,它们可以归纳为3个主要方面。

17. *It's hardly too much to say that...* 毫不夸张地说……

18. *But it's a pity that...* 但是可惜的是……

19. *In today's world, many species become extinct or are threatened with extinction because of humans.* 在当今世界中,许多物种由于人类而灭绝或者濒临灭绝。

### 议论文万能模板

#### ~~~~~ 万能模板一 对比观点型模板 ~~~~~

写作思路:论述两个对立的观点并给出自己的看法。比如“失败是坏事还是好事”“少看电视多看书还是多看电视少看书”。基本结构:提出某问题有两种不同观点→讨论第一个观点→讨论相反的观点→给出自己的看法。

参考模式如下:

*Recently, we have had a discussion about (主题). There are two opposite opinions about it. Those who favour the idea think / Some students hold their view for the reason that (支持 A 的理由一). What is more, (理由二). Moreover, (理由三).*

*On the other hand, the majority of the people believe that / those who are against think / others prefer to do (支持 B). Firstly, (支持 B 的理由一). Secondly, (理由二). Thirdly, (理由三).*

*Personally / From my point of view / From my perspective (我的观点). The reason is that (原因).*

## 模板套用范文举例

Recently, we have had a discussion about whether an entrance fee should be charged for parks. There are two opposite opinions about it. On one hand, 60 percent of the students support the point that fees should be charged for parks, because they need money to pay gardeners and other workers. Moreover, buying plants also needs a lot of money. (提出主题; 观点一及理由)

On the other hand, 40 percent of them disagree. In their opinion, people need a place where they can rest and enjoy themselves. Charging an entrance fee will no doubt keep some people away. Besides, if an entrance fee must be paid by visitors for a park, it will be necessary to build gates and walls, which will do harm to the appearance of the city. (观点二及理由)

From my point of view, an entrance fee should be charged for parks, for it can be used to protect a park. And fees should be charged low. (自己的观点及理由)

## 万能模板二 反对观点型模板

写作思路: 首先给出一个观点, 说明持该观点者的理由 → 说明自己反对该观点 → 列举几点理由。

参考模式如下:

Some people believe that (观点一). For example, they think (举例说明). And it will bring them (为他们带来的好处/坏处).

From my point of view, I think this reason can never be the



point/its disadvantages are far more than its advantages. For one thing, (反对理由之一). For another, (反对理由之二).

From all that I said, I agree to the thought that (我的看法).

~~~~~ 模板套用范文举例 ~~~~~

Some students believe that cheating in the examination is reasonable. For example, they think they have too many examinations, which are too difficult for them. And if they cheat in the examination, they will get better results to please their parents and teachers. (提出观点; 持该观点者的理由).

From my point of view, this reason can never be the point. For one thing, it's wrong to cheat in the examination because it breaks the rules of schools. For another, we students should be honest and try to get good results by studying hard instead of cheating in the examination. What's more, we should improve our learning methods and get well prepared for examinations. (自己反对该观点的理由)

From all that I said, I agree to the thought that students should be forbidden to cheat in the examination. (自己的看法)

~~~~~ 万能模板三 社会现象型模板 ~~~~~

写作思路: 列出具体的社会问题或者现象 → 然后分析产生的原因及其影响 → 提出解决办法 → 预测前景。

参考模式如下:

Nowadays, there exists an increasingly serious social/econom -

ic/environmental problem. (具体的社会问题或者举一个例子).

There are a couple of reasons behind this problem/phenomenon. For one thing, (理由一). For another, (理由二). What is more, (理由三).

Based on the above discussions, I can easily forecast that more and more people will (做出某种反应).

~~~~~ 模板套用范文举例 ~~~~~

Nowadays, there exists a common phenomenon: with the development of the internet, more and more people tend to send electronic cards instead of paper ones to their friends and relatives when an important holiday comes. (具体现象)

There are a couple of reasons behind this phenomenon. For one thing, compared with the traditional cards, electronic cards are livelier and more interesting. They can give not only pictures but also sound and animation. For another, there are many websites online which offer varieties of cards for you to choose from. What is more, with the popularity of the electronic cards, less paper is used in making paper cards, which does good to our environment. (理由)

Based on the above discussions, I can easily forecast that sending greetings by using electronic cards will be accepted by more and more people. (预测前景)

题型三 启事——应用文

启事——应用文万能句型

1. *Our school paper is in great need of looking for. . .* 我们校报急需招聘……
2. *I was careless and lost my. . . (所丢的东西) in the. . . (地点) 因为粗心我在……丢了……*
3. *This morning/afternoon, I happened to find a. . . at/in. . . It is. . .* 今天早晨/下午,我碰巧在……发现了一个……它是……
4. *Those who are interested in the position, please get in touch with. . .* 对这个职位有兴趣者请联系……
5. *Our newspaper/company is looking for an editor/a clerk. The requirements are as follows.* 我们的报纸/公司正在招聘一名编辑/职员,要求如下。
6. *Anyone who found it, please do let me know. Many thanks.* 如有发现者,请务必和我联系,感激不尽。
7. *Many thanks to the finder. Our classroom/house is. . .* 对捡到者非常感激。我们的教室/家在……
8. *I'd be very grateful to the finder.* 我将对拾物者感激不尽。

启事——应用文万能模板

Wanted

The company/magazine, (介绍公司或杂志的概况), (公司招聘的职位描述/杂志撰稿的稿件要求).

You can send your CV/compositions by posting or by e-mail. While you should have done this by the end of (写明截止日期).
Looking forward to your coming letter/e-mail.

模板套用范文举例

Contribution Wanted

The magazine, Senior High School Students, is very much liked by high school students all over the country. In the coming year, we created a new column called The Life Of High School Students. All the high school students are welcome to write to us. Your compositions can be written in any form-story, essay, or poem. Whichever is ok. (杂志介绍; 稿件要求)

You can send your compositions by posting or by e-mail. While you should have done this by the end of December 31, 2017. Please pick up your pens quickly, because there is nothing better than to get your reply. (截稿时间; 期待回复)

题型四 日记——应用文

日记——应用文万能句型

1. *Early in the morning we went there excitedly.* 一大早,我们就很兴奋地到达了那里。
2. *Directly we went to...* 我们直接去了……
3. *In the morning when... I suddenly found... which reminded me of...* 早上当我……时,我突然发现……这件事情使我回忆起了……
4. *Attracted by the beautiful sight, I decided to go out to take some photos.* 被漂亮的景色所吸引,我决定出去拍一些照片。
5. *Though tired, we felt very happy.* 尽管很累,但是我们感到很开心。

6. What happened today has left a deep impression in my mind.

今天发生的事在我的脑海里留下了很深的印象。

7. Today is a significant day, and it will remain in my memory forever. 今天是很重要的一天,这一天将会永远珍藏在我的记忆中。

日记——应用文万能模板

时间

This afternoon, I went to _____. The moment we _____, we all became _____. On the way, we _____.

Having experienced the unforgettable trip, we _____. Firstly, _____. Secondly, _____. Though we were very tired, we felt very happy. (描述感受)

模板套用范文举例

October 8, Thursday

During the National Day, my parents and I took a high-speed train to Dalian.

The moment we got on the high-speed train, we all became very excited. While traveling, what impressed me most was that the train was so fast and comfortable that we were able to reach the destination within two hours. On the way, we could enjoy many fine scenes. What's more, we made some new friends on the train, with whom we shared our happiness of the trip.

Having experienced the unforgettable trip, I do feel from the bottom of my heart that the high-speed train will definitely benefit us. Firstly, it will make it more convenient for people to travel around. Secondly, it will help to promote the development of tourism and economy in Liaoning province. There's no doubt that our province will have a promising future.

题型五 书信、邮件——应用文

书信、邮件——应用文万能句型

- 1. I am very glad to have received the letter you sent me two weeks ago.* 我很高兴收到你两星期前寄给我的信。
- 2. How are you getting along with...?* 你近来……进展如何?
- 3. I'm writing to ask if you can come next month.* 我写信想询问你下个月能不能来。
- 4. Sorry to reply to your letter so late.* 抱歉这么晚才给你回信。
- 5. There is nothing happier to me than to receive your letter.* 再也没有比收到你的来信更让我开心的了。
- 6. Your e-mail has been received.* 你的邮件我已经收到。
- 7. I will greatly appreciate a response from you at your earliest convenience.* 请您在方便时尽早回信,非常感谢。
- 8. If necessary, we can arrange a face-to-face discussion sometime this week.* 如果有必要,本周我们可以找个时间安排一次面谈。

9. Give my best regards/wishes to your mother. 代我向你的母亲表示良好的祝愿。

10. I am looking forward to your earliest reply. 我盼望着你的早日回复。

11. Expecting to hear from you as soon as possible. 盼望能尽快收到你的回信。

12. Wish you a pleasant journey. 祝你旅途愉快。

书信、邮件——应用文万能模板

Dear (对象),

I'm (自我介绍). I am writing to talk about (提出主题). I like it very much mainly for the following reasons. First, (原因一). I think (事件/对象) are/is very popular with (原因一). What's more, along with (原因二) there are (原因二). However, (转折). Therefore, I'd like to suggest (个人看法).

Best regards.

Sincerely yours,

(姓名)

模板套用范文举例[全国 II 卷]

Dear Editor-in-Chief,

Congratulations on the 5th anniversary of Global Mirror!

I'm a regular reader of your newspaper. I like it very much mainly for the following two reasons. First, it covers both national and international news, so that, by simply turning the pages, I can learn all important things that have happened during the

week. Equally attractive are the success stories of world-famous people, which help me understand how a person can work hard to make the world a better place. (具体原因).

As a young student, I suggest that Global Mirror carry articles to guide us in our English learning, and I hope that it will become even more popular. (个人看法; 祝愿)

Sincerely yours,

Li Hua

题型六 邀请信——应用文

邀请信——应用文万能句型

1. I am writing to invite you to... / I'm writing to tell you that there will be a... 我写信邀请你……/我写信告诉你有一个(场)……
2. I think it would be a great idea if you could participate in... 我想你要是能来参加……那就太好了。
3. It is my pleasure to extend an invitation to you to... with me. 我很高兴邀请你和我一起……
4. I wonder if you can come... 我想知道你是否能来……
5. It is my pleasure/a great honor for me to invite you to... 如能邀请你参加……是我莫大的荣幸。
6. If you are interested in it, let me know and I'll send you more information. 如果你感兴趣,告诉我,我给你发送更多的信息。
7. My family and I would feel much honored if you could come.

如果你能来,我和我的家人将会感到非常荣幸。

8. *My phone number is... /Looking forward to...* 我的电话是……/盼望……

9. *I would like to meet you there and please let me know your decision soon.* 我想在那里见到你,请尽快告诉我你的决定。

10. *Here are some details about this activity. /The following are some details about this activity. /Some details about this activity are as follows.* 本次活动的一些细节内容如下。

邀请信——应用文万能模板——

Dear 受邀人,

(开门见山地点出活动). *It would be pleasant to have you here* (表达邀请愿望). *Will you give me the pleasure of your company* (正式发出邀请)?

During the party/conference, we will have lots of activities/ points you will be interested in (开始介绍活动的内容). *First,* (介绍要举行的活动一).

Second, (介绍要举行的活动二). *I know/believe you will be very interested in* (引出受邀人参加的理由). *First / For one thing,* (希望受邀人参加的理由一).

Second / For another, (希望受邀人参加的理由二). *The party/conference would not be complete without you* (总结受邀人参加的必要性)!

The party/conference will begin at (提出活动的时间). *Is it possible for us to meet at* (提出具体约定时间)? *We do hope you can come* (再一次发出邀请).

Yours,

Li Hua

模板套用范文举例

Dear Tony,

Chung Yeung Festival, the traditional Chinese festival for the elderly, is coming around. We are planning to visit the Nursing Home to celebrate the special day, and we would like to invite students from your school to join us. (点出活动;发出邀请)

Respecting the elderly is not only a traditional virtue of the Chinese nation, but also a common quality of human. On this special festival, we can do a lot for the elderly and bring them a flood of happiness. We will give away presents to them, such as fresh flowers and cards made by ourselves. In addition, they will get our service, which includes doing some cleaning, chatting with them and so on. Apart from the above, what will amuse them most is our performances. Lots of old people have no relatives around them, so they may feel lonely. But we can show our concern and love to them by singing, dancing and the other performances. (活动内容;参加活动理由)

I believe that we can benefit a lot from the activities. (参加的必要性)

Looking forward to your early reply.

Yours,

Li Hua

邀请信——应用文万能模板二

Dear (称呼),

How's everything with you? I'm writing to tell you that there will be a (活动) at/in (地点) on (时间). I wonder if you'd like to go with me (发出邀请).

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

If you are interested in it, let me know. Hope to meet you at the (地点). / I really hope you can make it (再次邀请). My phone number is (电话号码). Looking forward to (期望).

Yours sincerely,

Li Ming

模板套用范文举例[北京卷]

Dear Jim,

I'm writing to tell you my exciting plan for the summer holiday. I intend to join a Dragon Boat Training Camp. I wonder if you'd like to go with me. (点出活动; 发出邀请)

This camp will open on July 20th. It offers teenagers, like you and me, a chance to enjoy sports and learn about Chinese culture. If you are interested in it, let me know and I'll send you more information.

Hope to meet you at the training camp this summer. (再次邀请)

Yours,

Li Hua

题型七 演讲稿——应用文

演讲稿——应用文万能句型

1. *My name is. . . Today I am very glad to have the opportunity to make this presentation. I shall be speaking about. . .* 我是……
今天很高兴能有机会做这个演讲,我演讲的内容是……
2. *Good morning, everyone! It is my great honor to share with you my opinions on. . .* 大家早上好! 很荣幸能和你们分享我对……的看法。
3. *It's my great honor to be here/to have the opportunity to say something about. . .* 很荣幸能在这里/能有机会谈论一下关于……
4. *The topic of my speech is. . .* 我演讲的主题是……
5. *I'll divide this topic into five main aspects.* 我将分 5 个主要方面谈论这个主题。
6. *By way of conclusion, I'd like to quote what Newton once said.* 我想借用牛顿曾经说过话来结束我今天的发言。
8. *I hope I have made myself understood.* 希望我说的大家都听明白了。
9. *That's all I want to say about this point.* 关于这一点,我就讲这些。
10. *Thank you from the bottom of my heart for giving me this chance to speak to you today.* 我从心底感谢你们今天给了我这个机会与你们讲话。

演讲稿——应用文万能模板

Good morning/afternoon/evening everyone,

It's so nice to see all of you here. I feel honored to have the opportunity to give/make/deliver you a speech on/about. . . /It's a

great pleasure for me to speak here. The topic of my speech is _____. /Today, I will talk about _____. /It's nice to talk/speak about _____ (演讲主题). First of all, _____. Besides, _____. Last but not least, _____. /To begin with, _____. Secondly, _____. What's more, _____. (具体内容)

As far as I am concerned/From my perspective, _____. From what has been discussed above, we can safely draw the conclusion that _____. Thanks for your attention/listening. (总结演讲)

~~~~~ 模板套用范文举例 ~~~~~

My dear fellows,

It's so nice to see all of you here. I feel honored to have the opportunity to talk about love for our parents. Many people are moved by the song Going Home Often when they hear it, including me.

As a high school student, I think we should respect our parents. (演讲的主题) As far as I am concerned, there are many different ways to express love to our parents. First, we should often help our parents to do as much housework as we can. Second, we have the duty to care for the condition of their life and health. Besides, it is important to remember their birthdays, and expressing our wishes to them is a good way to show our deep love. (具体内容)

No matter what we do, remember showing respect to our

*parents is one of the Chinese traditional moral values.* (总结演讲)

*Thanks for your attention/listening. That's all.*

## 题型八 申请信——应用文

### 申请信——应用文万能句型

1. *I'm writing to apply for the position of...* 我写信申请……的职位
2. *I am writing this letter to recommend myself as a qualified candidate for...* 我认为我是……的合格人选,所以我写信推荐自己。
3. *I am interested in... and wish to enter this significant program.* 我对……感兴趣,希望加到这个重要项目中。
4. *I am confident that I'm suitable for... /I'm qualified to do... /I'm equal to doing...* 我确信,我适合……/有做……的资格/能胜任做……
5. *I learned on your website that...* 我从你们的网站上得知……
6. *I won the third prize in... competition.* 我获得了……比赛的季军。
7. *As an outgoing student, I get along well with my classmates.*  
作为一名外向的学生,我和同学们相处得很好。
8. *For one thing, I can help... For another thing, I can improve my English, make more friends, and enrich my life.* 一方面,我能帮助……另一方面,我能提高我的英语水平,结交更多的朋友,丰富生活。
9. *If you consider me appropriate for the job, please call me at...* 如果你们认为我适合这份工作,请致电……
10. *Thank you for considering my application, and I am looking forward to meeting you.* 谢谢你考虑我的申请,期待与你见面。

申请信——应用文万能模板一

Dear Sir/Madam,

I'm (简单自我介绍). When I was reading the advertisement, (表达看到相关广告后的感受). I think it's a good opportunity for me to (应聘的原因). Therefore, I recommend myself to you without hesitation.

I (陈述本人的性格优势). For one thing, I can (陈述本人特长一). For another thing, I can (陈述本人特长二).

Please contact me at (你的联系方式一:电话号码), or e-mail me at (你的联系方式二:电子邮箱地址).

I am looking forward to your early reply.

Yours sincerely,

Li Hua

模板套用范文举例

Dear Mr. Brown,

My name is LiHua. I want to apply for a position in your firm. (简介;应聘职位)

Now, I'd like to introduce myself to you. I graduated from a college three years ago and since then I have worked as a lawyer. I'm good at English and know some Japanese. I work hard and careful in everything I do. I'm honest, kind and easy to get on with. I was born on October/1999 in Hefei, Anhui Province, China. I'm married and live at No. 66 Jinzhai Road, Hefei. (本人特长、优势)

*I have great interest in your firm. If I am accepted, I will do my best to finish my work on time. I'm sure I will be fit for the position. If you agree with me, please call me at 2856688.* (联系方式)

*Yours truly,*

*Li Hua*

申请信——应用文万能模板二

*Dear Sir/Madam,*

*Your advertisement for (应聘的职位) in (看到该招聘广告的地方) interested me, because the position that you described sounds exactly like the kind of job I am seeking (简述应聘的原因).*

*According to the advertisement, the position requires (该职位的应聘条件). I feel that I am competent to meet the requirement (表达自信). On the one hand, I (本人优势一). On the other hand, I (本人优势二). My ability to (本人优势三) is out of question. If I'm lucky enough to have the opportunity to work in your (对方单位), I would (表达决心).*

*I would appreciate your time in reviewing my enclosed resume (如有附件, 礼貌地请对方过目). Please contact me at (你的联系方式一: 电话号码), e-mail me at (你的联系方式二: 电子邮箱地址).*

*I am looking forward to your early reply (表达愿望).*

*Yours truly,*

*Li Hua*



Dear Sir/Madam,

I have learned from the newspaper that your company is looking for an English interpreter. I wish to apply for the position. (应聘职位)

I think I have a few advantages to do the job well. Now, I'd like to introduce myself. (表达自信)

I'm ZhangLi, a 20-year-old woman. I have been an English teacher in a middle school since I graduated from the English Department of Nanjing University in 2017, so I have a lot of teaching experience. I'm good at English speaking and writing. Besides, I'm kind and polite to others and can get along well with others. (本人优势)

I would welcome the opportunity to have an interview. Enclosed with this letter is my resume and if there is any more information you require, please contact me at 1393584255, or e-mail me at ZhangLi@163.com (联系方式)

Yours faithfully,

Zhang Li

申请信——应用文万能模板三

Dear Sir/Madam,

I'm (自我介绍). I'm writing to apply for the position (说明目的).

*I really want to obtain this precious opportunity because*

(说明自己为什么很想得到这次宝贵机会).

*Besides, (分层次说明自己还有哪些优势). I am sure that I can perfectly live up to your expectations. I will be grateful if you could give me a kind consideration.*

*Looking forward to your reply* (表达期望).

*Yours truly,*

*Li Hua*

~~~~~ 模板套用范文举例[陕西卷] ~~~~~

Dear Mrs Chen,

I'm LiHua, a student from class 2, Grade3. I'm writing to apply for the position as a student volunteer. (简介;申请职位)

I really want to obtain this precious opportunity. Because, by offering my service, I will be able to improve my organizational ability, communication skills as well as my confidence in speaking English in public. (申请原因)

As an outgoing girl, I get along well with my classmates. Besides, I have such a good command of English that I am elected as assistant to my English teacher successfully. I have lent a helping hand to her in several English activities of my class, which has been appreciated by both teachers and classmates. (本人优势)

I am sure that I can perfectly live up to your expectations. I will be grateful if you could give me a kind consideration.

Looking forward to your reply. (表达期望)

Yours truly,

Li Hua

题型九 推荐信——应用文

推荐信——应用文万能句型

- 1. Please allow me to introduce one of my best friends to you.* 请允许我向你介绍我最好的一位朋友。
- 2. I am writing to introduce one of my college classmates in Beijing.* 我写信要介绍一位我在北京的大学同学。
- 3. I am very glad to have this chance to write to you to...* 我很高兴能有这次机会给你写信……
- 4. I take pleasure in introducing to you...* 我很高兴向你介绍……
- 5. Thanks for your attention and hope to receive your reply.* 多谢你的关注,希望能收到你的回复。
- 6. It would be appreciated if you can give her some help.* 如果你能给她提供一些帮助我将不胜感激。
- 7. I'll be more than happy if you can take my suggestions/ideas into consideration.* 如果你能考虑我的建议/想法,我会非常高兴。
- 8. The reason why I recommend... is that...* 我推荐……的原因是……

9. In addition, I express my sincere thanks for your attention. 另

外,我真诚地感谢你的关注。

推荐信——应用文万能模板

Dear (对象),

I'm (自我介绍). I was asked to write to you to recommend (要推荐的人) to be/do (要做的职位或事情).

His/Her performance was outstanding. He/she is a diligent boy/girl, who can (优势一). What's more, (优势二). I'm sure he/she can (胜任). Therefore, I here recommend him/her to you with all my heart.

If you have any questions about it, please contact me.

Looking forward to your coming.

Yours sincerely,

Li Ming

模板套用范文举例

Dear Peter,

I'm LiMing, chairman of the Students' Union. It's great to hear that you are coming to teach in our school next semester. I was asked to write to you to recommend LiHua, a senior 3 student of 18, to be your assistant. (自我介绍; 推荐人的情况)

Her performance in the school years was outstanding. LiHua is a diligent girl, who can use the computer skillfully and has a gift for communicating with others. What's more, she is one of

the top ten students in our school, and her spoken English is extremely excellent. I'm sure she can be helpful in your work and life in China. Therefore, I here recommend her to you with all my heart. (推荐人优势)

If you have any questions about it, please contact me.

Looking forward to your coming.

Yours sincerely,

Li Ming

题型十 感谢信——应用文

感谢信——应用文万能句型

1. *My true gratitude is beyond any words' description.* 任何语言都不能表达我的真挚谢意。
2. *Please accept my sincere thanks and best wishes.* 请接受我诚挚的感谢和最好的祝愿。
3. *I would like to convey in this letter my heartfelt thanks to you for...* 在信中我要为……向你表达我诚挚的谢意。
4. *Thank you so much for the gift you sent me. It's one of the most wonderful gifts I ever got.* 非常感谢你给我寄来的礼物,这是我收到的最好礼物之一。
5. *I would like to take this opportunity to express my great appreciation for your timely help and assistance.* 我借此机会真诚感谢你给予我们的及时帮助和支持。
6. *On behalf of my whole family, I would like to extend my sincere*

gratitude for... 我谨代表我全家对……表示真诚的感激之情。

7. Again, I would like to express my warm thanks to you! / Thanks again for your kind help. 我再次对你表示衷心的感谢/对你的热心帮助再次表示感谢。

8. I appreciate it more than I can say/I can never thank you enough. 感谢之情,无以言表。

感谢信——应用文万能模板

Dear (对象),

I am writing to extend my sincere gratitude for (感谢的原因).

If it had not been for your assistance in (对方给你的具体帮助), I fear that I would have been (没有对方帮助的结果).

Everyone agrees that it was you who (给出细节).

Again, I would like to express my warm thanks to you!
please accept my gratitude.

Yours sincerely,

Li Hua

模板套用范文举例

Dear Wang Lu,

How about your life? I'm writing to thank you for your warm reception during my visit to Beijing this summer holiday.

(感谢的原因)

During the visit, I stayed at your home, and you cooked three delicious meals for me. And you showed me around quite

a few places of interest, such as The Great Wall, The Forbidden City and The Summer Palace. Besides, you took many beautiful photos of me. what's more, you went shopping with me. I really had a wonderful time. Another thing that I should mention is that your parents were so kind to drive us. (具体帮助的细节)

Thank you for your kindness again and give my best regards to your parents. (再次感谢)

Yours sincerely,

Li Hua

题型十一 道歉信——应用文

道歉信——应用文万能句型

1. *I am writing this letter to apologize to you for...* 我写这封信是因……向你道歉
2. *I would like to express my deepest apology/regret for not being able to/my failing...* 因为没有……我向你表达最真诚的歉意/悔意。
3. *I must apologize for any inconvenience it may have caused you.* 为此事可能给你带来的任何不便,我深表歉意。
4. *I am very sorry for my not being able to... due to the fact that...* 我非常抱歉不能……因为事实……
5. *I regret to inform you that I can not/am unable to...* 我遗憾地告知你我不能……
6. *I must make a sincere and humble apology to you for...* 我必须为……真诚地向你道歉。

7. Please allow me to say sorry again. 请允许我再次道歉。
8. Will you please accept my apology? 请你接受的道歉,好吗?
9. With apologies once again/With many apologies. 再次表示抱歉/十分抱歉
10. Please accept my sincere apology for. . . once more. 请再次接受我为……的真诚道歉。
11. I sincerely hope that you will kindly accept my apologies. 我衷心希望你能接受我的道歉

道歉信——应用文万能模板

Dear (对象),

I am excessively sorry to tell you that (陈述原因). Now I am writing you this letter of apology to show my deep regret.

I hope you will understand me and excuse me for (请求对方原谅的事由). The reason for my delay/absence was/is that (解释道歉原因).

Therefore (结论).

I sincerely hope that you can accept my apology and understand it. I would appreciate your allowing me to (提出补救措施). Once again, I'm sorry for any inconvenience caused.

Yours sincerely,

Li Hua

模板套用范文举例[山东卷]

Dear Tom,

I am indeed very sorry that I am unable to go to Beijing with you next weekend, which I have promised. I feel sorry

about it and want you to know what happened. (直接说出道歉事由)

Just now, my cousin LiQiong, who left home for Australia for his further study last year, informed me that he would return this Saturday morning and asked me to pick him up at the airport with his family. You know, we haven't seen each other for nearly a year.

I sincerely hope you can accept my apology and understand it. I would appreciate your allowing me to make another date to show you around Beijing. Once again, I'm sorry for any inconvenience caused. (再次希望对方接受道歉; 提出补救措施)

Sincerely yours,

Li Hua

题型十二 投诉信——应用文

投诉信——应用文万能句型

- 1. I am writing to express my dissatisfaction with/at. . .* 我写信表达我对……的不满。
- 2. I'm. . . who bought. . . from your website several days ago. I am writing to complain about. . .* 我是……几天前我从你们的网站上购买了……我写信投诉……
- 3. I was very disappointed to see. . .* 我非常失望地发现……
- 4. I have suffered a lot of pains.* 我遭受了很大的痛苦。
- 5. I can hardly put up with it any more.* 我再也无法容忍它了。
- 6. If you do not do this, I will/shall. . .* 如果你们不解决这一问题, 我将……
- 7. I hope you will kindly investigate. . .* 我希望你对……进行调查。

8. *I trust you will take my complaints seriously and...* 我相信你将会

认真对待我的投诉并且……

9. *I would like you to get this matter settled by the end of this month.* 我想让你在月底前解决这件事情。

投诉信——应用文万能模板

Dear Sir/Madam,

My name is/I'm (自我介绍). *I am writing to you for something / to tell you something about* (投诉的内容).

(简述导致矛盾的事件). *I* (表达本人曾做过的努力). *But* (投诉原因一). *Besides,* (投诉原因二).
To be frank, (客观的评价, 以示诚恳). *I do hope/I require that* (表达本人期待的解决方案).

Thank you for your time and kind consideration (信件结尾的常用语).

Yours sincerely,

Li Hua

模板套用范文举例

Dear Headmaster,

I am a student in class 1 Grade 2 and I am LiHua. Recently, I have found that the waste in our school is very serious. If you go around the school, you will find the lights are burning day and night. In addition, you will also find taps running all the time. In the dining room, food is thrown away everywhere and there are a lot of useful things in the litter bins. (自我介绍; 投诉内容)

Faced with these phenomena, I feel worried. Although our

country is becoming richer and richer now. we still need to save everything because saving is one of virtues of the Chinese. Do you agree with what I said? Would you like to ask all the students to promote saving and oppose waste? I am expecting your answer (投诉原因;期待解决方案).

Best wishes!

Yours sincerely,

Li Hua

题型十三 通知——应用文

通知——应用文万能句型

1. Ladies and gentlemen, may I have your attention, please? I have an announcement to make. 女士们,先生们,请大家注意,我有一个通知要宣读。
2. Attention, please. I have something important to tell you. 请大家注意,我要告诉大家一些重要的事情。
3. I have the honor of announcing that. . . 我很荣幸地告知大家……
4. There will be a talk this afternoon. 今天下午将有一场讨论会。
5. The student union has decided that. . . 学生会决定……
6. Come here on time and bring a pen and a notebook with you. 请准时到场,并随身携带笔和本。
7. In order to celebrate. . . A meeting / party is to be held at. . . (time) on. . . (date) in. . . (place). 为了庆祝……将在……(时间、地点)举行一次会议/聚会。
8. No asking for leave without special reasons. 没有特殊原因不准请假。

9. This is to notify that from today to next sunday, the lift service will be suspended owing to repair. 通知:电梯因修理,从今天开始到下周日暂停使用。

10. Please be there on time and don't be late. 请按时到达,不要迟到。

通知——应用文万能模板一

书面通知:

There will be _____ to be held on _____ (day), _____ (date),
at _____ (time) in _____ (place). Problems to be talked about _____
include _____. You/They should _____.

Everyone is demanded to be present on time.

模板套用范文举例

Notice

There will be a meeting to be held in Room 103 of Building 3 at 7:00 on the evening of April 5th. Problems to be talked about at the meeting include proper use of electricity, what to do in case of fire, prevention of theft and so on. A member of each dormitory is required to be present. They should take notebooks with them and arrive on time. They should take notes carefully and after the meeting they are to inform their roommates of what is discussed and what measures will be taken.

The Dormitory Committee

April 2nd

通知——应用文万能模板二

□头通知:

Ladies and gentlemen,

Your attention, please. I have something to tell you.

(具体内容、时间、地点).

Thank you for listening.

模板套用范文举例

Ladies and gentlemen,

Your attention, please. I have something to tell you.

There is going to be a meeting. The time is at 9:00 tomorrow morning. The place is in the meeting room.

Thank you for listening.

题型十四 建议信——应用文

建议信——应用文万能句型

1. *You have asked for my advice about... and I will try to make some useful suggestions here.* 关于……你向我征求意见,在此,我尽量提出一些有用的建议。
2. *I'm sorry to know that you are having trouble with/in doing... at the moment.* 得知此刻你遇到……麻烦我深感遗憾。
3. *I'm very glad to receive your letter asking for my advice on how...* 非常高兴收到你的来信,在信中,关于如何……你向我征求意见。
4. *Here are some tips/advice/suggestions.* 这里有一些建议。
5. *You may/might as well do...* 你不妨做……
6. *I would like to suggest that...* 我想建议……

9. This is to notify that from today to next sunday, the lift service will be suspended owing to repair. 通知:电梯因修理,从今天开始到下周日暂停使用。

10. Please be there on time and don't be late. 请按时到达,不要迟到。

通知——应用文万能模板——

书面通知:

There will be _____ to be held on _____ (day), _____ (date),
at _____ (time) in _____ (place). Problems to be talked about _____
include _____. You/They should _____.

Everyone is demanded to be present on time.

模板套用范文举例

Notice

There will be a meeting to be held in Room 103 of Building 3 at 7:00 on the evening of April 5th. Problems to be talked about at the meeting include proper use of electricity, what to do in case of fire, prevention of theft and so on. A member of each dormitory is required to be present. They should take notebooks with them and arrive on time. They should take notes carefully and after the meeting they are to inform their roommates of what is discussed and what measures will be taken.

The Dormitory Committee

April 2nd

7. *I am writing to express my views concerning...* 我写信来是要表达我对有关……看法。
8. *If I were you, I would...* 如果我是你,我会……
9. *It seems to me that you could...* 我认为你可以……
10. *I think it would be more beneficial if you could...* 我想如果你能……可能会更有利。
11. *I believe you will take my advice into account/consideration seriously.* 我相信你会认真考虑我的建议的。
12. *I hope you will find these suggestions useful/helpful.* 我希望这些建议/意见对你来说有用/有帮助。
13. *As far as I'm concerned, it would be wise to take the following action.* 在我看来,采取如下行动是明智的。

建议信——应用文万能模板

Dear (对象),

I'm glad to receive your letter asking for my advice on how to (引出对方需要建议的主题).

Here are a few suggestions (引出作者建议). *First, it is important to* (建议一). *Then, it also helps to* (建议二). *Besides, it should be a good idea to* (建议三). *You can also* (建议四).

(可以根据要求用不同的句式提出建议,如下)

As to (对象), *I suggest* (需要具体到某一方面). *In addition,* (其他的建议).
I'm sure (预测可能的结果,给对方以行动的信心和决心).

I hope (表达愿望).

Yours sincerely,

Li Hua

Dear Peter,

I'm glad to receive your letter asking for my advice on how to learn chinese well. (引出建议主题) Here are a few suggestions.

(引出个人建议) First, it is important to take a Chinese course, as you'll be able to learn from the teacher and practice with your fellow students. Then it also helps to watch TV, and read books, newspapers and magazines in Chinese whenever possible. Besides, it should be a good idea to learn and sing Chinese songs, because by doing so you'll learn and remember Chinese words more easily. You can also make more Chinese friends. They will tell you a lot about China and help you learn Chinese.

(具体建议)

Yours sincerely,

Li Hua

题型十五 慰问信——应用文

慰问信——应用文万能句型

1. I'm sorry to hear that you got the... (某种病) which brings you great pain. 我遗憾地得知你身患……给你带来了巨大的痛苦。
2. So, stand up and fight against the disease! 因此, 坚强地与疾病做斗争吧!
3. I just can not tell you how sorry I was to learn of your unhappy... 得知了你的不幸……你不知道我有多伤心。
4. I felt very sorry indeed when I was informed of... 当我得知……我真的感觉很伤心。

5. I was shocked to learn of the news that. . . 听到……的消息我很震惊。

6. I wish there were something I could say or do to ease your. . . 我希望我能说些或做些什么来减轻你的……

7. I know there were no words that can be a comfort to you now. 我知道现在无法用语言来安慰你。

8. I hope that you will soon be completely restored to health. 我希望你很快就能彻底康复。

9. Please don't hesitate to tell me if there is anything I can do. 如果需要我做什么,请直接告诉我。

10. Remember, we won't be far away when you need any help! 记住,你需要帮助时,我们就在你身边。

慰问信——应用文万能模板

Dear (对象),

I'm LiHua from Xinhua Middle School of China. I'm awfully sorry to hear that (情况). Faced with such a/an (事件), you remain so calm and strong (表现) willed that we are all moved to tears. Thinking about your present situation, We cannot wait a minute to make every bit of our effort to help you (所能提供的帮助一). Besides, (所能提供的帮助二).

Therefore, never give up whatever happens. Remember we won't be far away when you need any help!

Yours sincerely,

Li Hua

Dear friends,

I'm awfully sorry to hear that a horrible and severe earthquake unexpectedly hit your hometown. Faced with such a rarely-seen disaster, you remain so calm and strong-willed that we are all moved to tears. A friend in need is a friend indeed. Thinking about your present situation, we cannot wait a minute to make every bit of our effort to help you. I, as the chairman of student union, on behalf of all my schoolmates, express our most sincere pity and care for you. Besides, we make a donation of 120 thousand yuan to you, expecting that it can help you go through the difficulty. A better hometown can be rebuilt.

Therefore, never give up whatever happens. Remember, we won't be far away when you need any help!

Your sincerely,

Li Hua

题型十六 便条——应用文

便条——应用文万能句型

1. I'm sorry, I can't go to school today. So I ask for leave for two days. 对不起,今天我不能去上学了。所以我要请两天的假。
2. I am terribly sorry to tell you that I won't be able to attend due to. . . 我很抱歉地告诉你由于……我不能参加……

3. ... has just rung you up saying that. ... 刚才给你打电话说……

4. Please give an extension of leave for three days. 请准予续假 3 天。

5. Please let me know whether you are coming or not. 请让我知道你是否能来。

便条——应用文万能模板

(称呼),

I'm going _____, and won't be back until _____. I have _____ (交代留便条的原因).

At about 1 o'clock this afternoon, _____ called, saying that _____ She felt _____, but said that _____. She wanted you to _____. She has already _____ (便条内容).

模板套用范文举例[全国 I 卷]

Mrs Wilson,

I'm going out shopping, and won't be back until about 5:00 pm. I have taken with me the two books you asked me to return to the city library. (交代留便条的原因) At about 1 o'clock this afternoon, Tracy called, saying that she couldn't meet you at Bolton Coffee tomorrow morning as she has something important to attend to. She felt very sorry about that, but said that you could set some other time for the meeting. She wanted you to call her back as soon as you are home. She has already told Susan about this change. (便条的具体内容)

六、历届高考英语满分作文集锦

高考真题满分作文第一篇(全国卷 I)

假定你是李华,正在教你的英国朋友 *Leslie* 学习汉语。请你写封邮件告知下次上课计划。内容包括:(1)时间和地点;(2)内容:学习唐诗;(3)课前准备:简要了解唐朝的历史。注意:1 词数 100 左右;2 可以适当增加细节,以使行文连贯。

Dear Leslie,

I'd like to inform you of the plan for the next Chinese lesson. Considering our students are preparing for their final exam, I suggest we have the lesson in the park near our school at 8:00 am on Sunday.

The mainly course of our class is to learn the poem of Tang Dynasty. It's universally acknowledged that the poem of Tang Dynasty is one of the solid foundations of our culture. A large number of talent poets showed their view about the society and expressed their satisfaction with the beauty of our motherland. You can broaden your horizon and have a better understanding of our colorful culture through this study.

I hope you can be well prepared and you'd better have a brief understanding of the history of the poem of the Tang Dynasty. I wonder whether the time is suitable for you.

I am looking forward to receiving your reply as soon as possible.

Yours,

Li Hua

高考真题满分作文第二篇(全国卷 II)

假定你是李华,想邀请外教 Henry 一起参观中国剪纸(*paper-cutting*)艺术展。请给他写封邮件,内容包括:1 展览时间、地点;2 展览内容。

注意:1 词数 100 左右;2 可以适当增加细节,以使行文连贯。

Dear Henry,

I'm Li Hua, the leader of the paper-cutting club in our school. Last time you told me you looked forward to learning more about traditional Chinese culture. Now I'm glad to tell you there will be a Chinese paper-cutting exhibition held by our school. I would like to invite you to the paper-cutting exhibition.

The exhibition, the theme of which is "Beauty of China", will take place in the school hall from 2 to 5 on the afternoon of June 21. Not only will our club's works be displayed, but we also have a valuable set of paper-cutting created by a famous artist of this field. Besides, there will be a lot of useful and interesting activities, from which you can have a clearer picture of Chinese culture.

I would appreciate it if you accept my invitation. I'm sure it can make a wonderful impression on you! I'm looking forward to your reply. Best wishes!

Yours,

Li Hua

高考真题满分作文第三篇(全国卷Ⅲ)

假定你是李华。你所在的校乒乓球队正在招收新队员。请给你的留学生朋友 Eric 写封邮件邀请他加入,内容包括:1. 球队活动;2. 报名方式及截止日期。

注意:1. 词数 100 左右;2. 可以适当增加细节,以使行文连贯。

Dear Eric,

I am Li Hua. Occasionally learning that you are addicted to table tennis, I am writing to sincerely invite you to join the table tennis team in our school aimed at developing our interests and improving our skills.

Considering the enormous benefits, which we can earn steadily from tennis practice, including preventing us from getting short-sighted and keeping physically healthy, we are lost in training course. Definitely, as for the activities, we will be honored to be given high-level training by a professional coach every Friday around 3-5 pm. Meanwhile, we will be divided into several groups to conduct competitions every two weeks.

If you are determined to be a member of it, please send your personal information to our school's mailbox before April 8th.

I'm looking forward to your reply even your appearance in our training center soon.

Yours,

Li Hua

高考真题满分作文第四篇(北京卷第 1 节)

你的英国朋友 *Jim* 所在的学校要组织学生来中国旅行,有两条线路可以选择“长江之行”或者“泰山之旅”。*Jim* 来信希望你能给些建议。请你给他回信,内容包括:1 你建议的线路;2. 你的理由;3. 你的祝愿。

注意:1 词数不少于 50;2. 开头和结尾已给出,不计入总词数。

Dear Jim,

I'm happy to receive your letter and know you're coming to China.

Of the two trips to the Yangtze River and Mount Tai, both are highly recommended. Personally, I prefer the tour along the Yangtze, the longest river and one of the mother rivers of Chinese civilization. You can learn a lot about the history of China and Chinese people. Moreover, the scenery along the river is amazing, with many well-known sightseeing spots. That's why I think the trip along the Yangtze will be a better choice.

Hope you'll have a good time in China.

Yours,

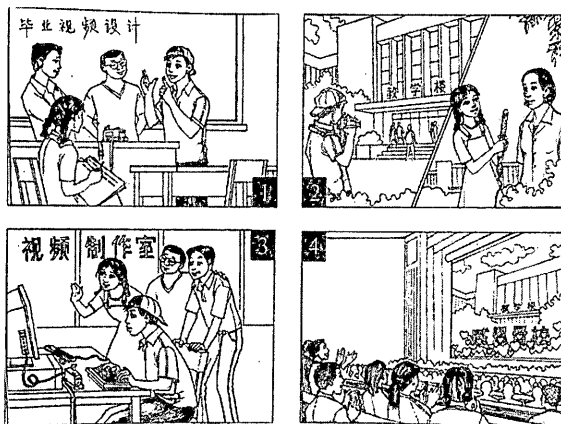
Li Hua

高考真题满分作文第五篇(北京卷第2节)

假设你是红星中学高三学生李华。请根据以下四幅图的先后顺序,写一篇英文周记,记录毕业前夕你们制作以“感恩母校”为主题的毕业纪念视频的全过程。

注意:词数不少于 60。

提示词:视频 video。



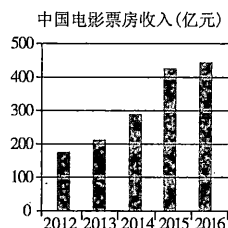
Graduation finally came. My classmates and I decided to do something. After a heated discussion, we agreed on making a video to record our experiences at school.

Material collecting took us a whole week, during which we interviewed our teachers and took pictures of every aspect of school life. The editing part after that was tough. We debated over what to put into the video. Some compromises were unavoidable, but the video turned out perfect. Several days later, when the video was played on the graduation ceremony, it was well received. The students and teachers shared a great time. That surely gave us a great sense of achievement.

高考真题满分作文第六篇(江苏卷)

请认真阅读下面有关我国电影票房收入(box-office income)的柱状图及相关文字,并按照要求用英语写一篇 150 词左右的文章。

写作内容:1 用约 30 个单词概述柱状图信息的主要内容;2 我国电影票房收入变化的原因有哪些,简要谈谈你的看法;3. 谈谈你对我国电影票房收入走向的看法,并简要说明理由。



写作要求:1 作文中不能出现真实姓名和学校名称;2 不必写标题。

The box-office income of Chinese movies witnessed a constant increase from about 17 billion yuan in 2012 to over 40 billion in 2015. However, that increase slowed down in 2016.

The reasons behind this are various. The fast economic development before 2016 was probably the most powerful engine driving the constant growth in the box-office income. The application of new technologies and the wide appeal of movie stars could also account for the increase. However, China saw a decline in its economic growth rate last year. And the Internet increased options for movie lovers. Consequently, some viewers began to turn away from cinemas, leading to a slower growth.

China's economy is expected to grow at a medium speed in the coming years, so an increase is possible in the investment in the movie industry and the number of quality movies. Therefore, its box-office income will probably enjoy a slight increase.

高考真题满分作文第七篇(安徽卷)

为帮助中学生健康成长,某英文报开辟了“HEART-TO-HEART”专栏。若你是该栏目的编辑 *Jamie*,收到一封署名为 *Worried* 的求助信。信中该同学向你诉说了自己的困扰:近日容易发脾气,使正常学习和生活受到了影响。请用英文给该同学写一封回信。

内容要点如下:1 表示理解并给予安慰;2 提出建议并说明理由。

注意:1 词数 120 左右;2 信中不能出现与本人相关的信息;3 信的开头与结尾已为你拟好,不计入总词数。参考词汇:temper n. 脾气,情绪

Hi Worried,

I'm sorry to know that you're having such a bad time at the moment. The truth is that everyone will have one of those periods when things seem to be going wrong, so you don't have to worry much. The important thing is to learn to control your temper so that you may not do or say anything you'll regret. Here are three useful tips:

First, talk to someone you trust about how you feel. This is a good way of letting your anger out without hurting others or yourself. Second, go outdoors and play team games with your friends, as physical exercise is an effective way to get rid of anger. And third, remain optimistic about your future. Such a positive attitude towards life can be helpful in lifting your spirits.

I hope you'll soon feel calmer and carry on as normal.

Yours,

Jamie

高考真题满分作文第八篇(全国卷)

假定你是李华,暑假想去一家外贸公司兼职,已写好申请书和个人简历(resume)。给外教 Ms. Jenkins 写信,请她帮你修改所附材料的文字和格式(format)。

注意:

1. 词数 100 左右;
2. 可以适当增加细节,以使行文连贯。

Dear Mrs Jenkins,

I'm Li Hua from your English writing class last term. I'm writing to ask for your help. To get some working experience, I'm applying for a part-time job at a foreign company in my city during the summer vacation, and I have just completed my application letter and resume. However, I am not quite sure of the language and the format I've used. I know you have a very busy schedule, but I'd be very grateful if you could take some time to go through them and make necessary changes. Please find my application letter and resume in the attachment. I am looking forward to getting your guide and suggestion. You can correct any mistakes you find in them.

Thank you for your kindness!

Yours,

Li Hua

一、如何轻松写好“衡水体”

为什么全国都在练我们学校的“衡水体”？

我们“衡水体”圆润、饱满，整齐统一，尤其在高考扫描到电脑之后要比其他字体更清晰、整齐、美观，得分普遍很高，备受高考阅卷老师的青睐。所以“衡水体”开始风靡全国，成为各地学校老师特别要求练习的字体。

据我校多位参加高考阅卷的老师反馈，他们顶着酷暑批改了上千份试卷并见识了无数奇葩的卷面和糟糕的书写之后，一份整洁优美的试卷会瞬间让阅卷老师注意到你，“爱上你”，会给阅卷老师留下很好的第一印象，老师会情不自禁地给你高分。

“衡水体”容易练成吗？

我们“衡水体”写法很固定，有其独有的特点，易学易练，不用花费很多时间就能学会。只要每天利用课间休息或睡前时间坚持练习几分钟，就能一直保持手感，达到熟能生巧的效果。

关于写作速度

从我校学生的练习情况来看，刚开始练习速度要慢一些，主要在于掌握好字型，等字型稳定后，慢慢提高速度，考试 120—150 个单词的作文要在 10—15 分钟内书写完毕。如果想提高速度后还能保证书写质量，就要每天坚持不懈的练习，这是练好“衡水体”的关键（我校学生从高一入学就开始练习这种字体）。

准备工具

纸可以选用质地比较坚硬的横格本，不要用四线三格的英语本，因为考试的答题卡中只会给横线，所以平时按高考的要求练习就好。如果用中性笔练习，可选择 0.5mm 或 0.7mm 规格；如果用钢笔练习，选择 F 尖或更粗的笔。至于为什么要用这么粗的笔，是因为高考阅卷是将考卷扫描至电脑后再评分，电脑显示会比答题纸更淡一些。

练字注意事项

1. 字母要贴线写：贴线写指的是字母(f、g、j、p、q、y 除外)的下端要紧挨着横格本的

高考真题满分作文第九篇(精选卷)

提纲作文:时光飞逝,我们即将高中毕业。是时候构思一下合格的高中毕业生应该是什么样了。我认为合格的高中生应具有以下特点:首先,学业表现是重中之重。由于目前的教育仍然是以考试为中心,因此一名高三学生应该尽最大的努力去学习以符合学校提出的要求。其次,高中生应该有责任感,因为没有责任感的人是不能把事情做好的,也不可能在社会中起作用。另外,全球意识对于合格的毕业生来说也是非常重要的。有了这种意识毕业生们才会富有建设性的想法,才会有大局观。

总而言之,只有学业和思想都成熟的学生才能称之为合格的高中毕业生。

A qualified senior graduate

As time flies, we're going to graduate from high school. It's time that everyone built an image of a qualified senior graduate in his mind. From my perspective, a qualified graduate should bear the following items.

To begin with, academic performance tops the list. As now the education cause is still examination-orientated, a senior 3 student should try his best to live up to his requirement. Secondly, a qualified graduate ought to have a sense of responsibility in that a man without a sense of responsibility can't do things well, nor can he play a role in society. What's more, global awareness is vital to a qualified graduate, which enables him to have constructive ideas and the ability to connect things as a whole.

To conclude, a qualified senior graduate is not only qualified academically but also mentally.

高考真题满分作文第十篇(精选卷)

提纲作文:父母与孩子间良好的关系

父母与孩子良好的关系应该建立在相互理解与尊重的基础之上。

一方面,父母不能把自己的看法强加给孩子。他们应该把孩子当作独立的个人。父母最好还是学会倾听孩子的看法并鼓励他们独立思考,而不是替孩子决定一切。

另一方面,因为父母更有经验,孩子应当倾听父母的建议。当与父母有分歧的时候,要尽力做到通情达理。总是记住这一点——他们做所的一切都源于他们对我们的爱。为了缩小父母与孩子的代沟,孩子有必要不时地与父母交换意见。

A good parent-children relationship

A good parent-children relationship should be set up on the basis of mutual understanding and respect.

On the one hand, parents cannot impose their ideas on their children. They should treat their children as independent individual. It is advisable for the parents to learn to listen to children's ideas and encourage them to think on their own rather than decide everything for the children. On the other hand, children should listen to their parents' advice, for they're more experienced. Try to be understanding when there is disagreement with parents. Always keep one thing in mind whatever they do comes from their love for us. It is necessary for children to exchange ideas with parents from time to time so that the generation gap between parents and children will be narrowed.

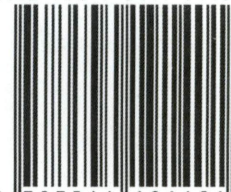
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