

Part 4 Writing

写作题目

假设你是师大附中高三学生李华。你看到校刊《附中人》(*Further*)刊登的记者招聘启事。请你给主编写一封申请信,并附上简历。信的内容包括:

- (1)介绍你的相关信息和对该职位的兴趣;
- (2)说明你适合该职位的原因;
- (3)表达希望被录用。

思路点拨

主题	申请成为校刊记者	体裁	应用文
人称	以第一人称为主	时态	以一般现在时为主
布局	第一段:说明写信目的 第二段:介绍自己的优势 第三段:表达自己的期望		

遣词造句

I. 用本单元所学单词或短语填空

1. _____ 起步前的优势
2. _____ *n.* 参与者;参加者
3. _____ *n.* (求职用的)履历;简历

答案 1.head start 2.participant 3.résumé

II. 本单元语块、语法运用

1. 完成句子

(1)我写信是为了申请成为我们校刊《附中人》的一名记者。

I am writing to _____ a reporter for our school newspaper *Further*.

(2)首先,我热爱文学,比其他的参与者有起步前的优势。

First, I _____ literature and have a _____ over other participants.

(3)自从我成为一名学生以来,我就一直保持写日记和读报纸的习惯。

_____ I became a student, I _____ a habit of writing diaries and reading newspapers.

(4)我已经读了很多经典的文学作品。

I have read many _____.

(5)它们拓宽了我的眼界,提高了我的写作技巧。

They _____ and improve my writing skills.

(6)为了让您更深层次地了解我,我已经附上了我的简历。

To give you a deeper understanding of me, I have _____.

(7)如果我的申请得到您的认可,我会尽全力去做这份工作。

If my application _____, I will try my best to do the job.

答案 (1)apply to be (2)am passionate about;head start (3)Since;have kept (4)classic literary works (5)broaden my horizons (6)attached my résumé (7)meets with your approval

2.句式升级

(8)把句(4)和句(5)用定语从句连接起来

(9)把句(7)改为含有部分倒装的虚拟条件从句

答案 (8)I have read many classic literary works, which broaden my horizons and improve my writing skills.

(9)Should my application meet with your approval, I would try my best to do the job.

连句成篇

参考范文

Dear Editor,

I am writing to apply to be a reporter for our school newspaper *Further*.

First, I am passionate about literature and have a head start over other participants. Since I became a student, I have kept a habit of writing diaries and reading newspapers. Besides, I have read many classic literary works, which broaden my horizons and improve my writing skills. Although being a reporter is a hard job which needs patience and labor, I am prepared to take it. To give you a deeper understanding of me, I have attached my résumé.

Should my application meet with your approval, I would try my best to do the job.

Yours sincerely,

Li Hua

■写作积累

开头:

1.I have learned from the poster that our school needs/wants a

volunteer teacher.

我从海报中得知我们学校需要一名志愿者老师。

2.I am writing to apply for the advertised post of English teacher in Chenxi Hope School.

我写信申请刊登出来的晨曦希望学校的英语老师的职位。

3.I am writing to you to enquire if there would be any position available for me to work as a volunteer to teach English in Chenxi Hope School.

我写信给你是要询问是否有职位让我在晨曦希望学校做志愿者教英语。

4.I would like to further my studies in the English department of your university.

我想到贵校的英语系深造。

5.I am writing this letter to show my keen interest in the post of secretary which you advertised in yesterday's newspaper.

我写这封信想表达我对你们在昨天的报纸上登的秘书职位的广告很感兴趣。

正文:

1.There are several reasons contributing to my application.

我申请这个工作有几个原因。

2.I have a good knowledge/command of English and have won several prizes in English contests.

我擅长英语并且已经在英语比赛中多次获奖。

4. Not only can I speak English fluently, but I know how to pass my knowledge on to students.

我不但可以流利地说英语,而且知道如何把知识传授给学生。

5. Besides, I am active/easy-going/outgoing and always ready to help others.

除此之外,我积极/随和/外向并且一直乐于助人。

6. I am confident that I am qualified for the position.

我有信心我有资格担任这一职位。

结尾:

1. Thank you for considering my application and I am looking forward to hearing from you.

感谢您考虑我的申请,我期待收到您的来信。

2. I would be grateful if my application can be approved.


如果我的申请能被批准,我将感激不尽。

3. I would appreciate it if you give priority to my application.

如果您优先考虑我的申请,我将不胜感激。

4. I hope my academic background will meet your general requirements for the work.

我希望我的学术背景会符合你们这份工作的大体要求。

 实战演练

(2019 课标全国 I, )

假定你是李华,暑期在伦敦学习,得知当地美术馆要举办中国画展览。请写一封信申请做志愿者,内容包括:

- 1.写信目的;
- 2.个人优势;
- 3.能做的事情。

注意:1.词数 100 左右;

- 2.可以适当增加细节,以使行文连贯;
- 3.结束语已为你写好。

Dear Sir,

Looking forward to your early reply.

Yours,

Li Hua

答案全解全析

实战演练

One possible version:

Dear Sir,

I am Li Hua, a student studying in London, who is more than thrilled to be informed of the message that there will be a Chinese painting exhibition in your local art gallery. I am writing to apply for being a volunteer.

As a student from China, I have been keen on Chinese paintings. As you know, China has a growing influence on today's world. In the meanwhile, more attention is paid to the study of the traditional culture in Chinese high schools. So I have got the hang of the knowledge of Chinese paintings. By the way, I can also do well in communicating with others in oral English.

I would extremely appreciate it if I have a chance to receive your approval. Looking forward to your early reply.

Yours,

Li Hua