

Part 4 Writing

应用文写作

写作题目

假设你是李华,你的英国笔友 Jack 刚刚升入高中,但他一时无法适应新的校园生活,写信向你征求建议。请你就此问题给他回一封建议信,内容主要包括:

1.实际上很多新生对高中生活感到困惑,因此不必过多担心;

2.建议:

(1)报名参加课外活动,结交新朋友;

(2)做好日程安排,关注学习。

3.希望建议能适合他。

注意:1.词数 80 左右;

2.可以适当增加细节,以使行文连贯;

3.开头和结尾已给出,不计入总词数。

Dear Jack,

I am sorry to hear that you're having trouble adjusting to your high school life. _____

Yours,

Li Hua

思路点拨

主题	就如何适应高中生活给朋友建议	体裁	应用文
人称	以第一、二人称为主	时态	以一般现在时为主
布局	第一段:进行安慰,表明写作目的; 第二段:根据提示给出适应高中生活的建议; 第三段:希望建议适合朋友。		

遣词造句

I. 用本单元所学单词或短语填空

1. _____ *adv.* 实际上
2. _____ *n.* (中学) 九年级学生; (大学) 一年级新生
3. _____ *v.* 建议
4. _____ *n.* 日程安排
5. _____ *n.* 青少年
6. _____ *n.* 责任, 义务
7. _____ 对.....感到困惑
8. _____ 课外活动
9. _____ 集中; 特别关注
10. _____ 适合.....
11. _____ 报名(参加课程)

答案 1.actually 2.freshman 3.recommend

4.schedule 5.teenager 6.responsibility

7.be confused about... 8.extra-curricular activity

9.focus on 10.be suitable for 11.sign up(for sth.)

II.本单元语块、语法运用

1.完成句子

(1)实际上,很多新生对高中生活感到困惑。

_____, _____ high school life.

(2)我建议你报名参加课外活动,这能帮助你结交更多的新朋友。

I recommend that you _____ and it
can help you make more new friends.

(3)你应该做好日程安排,并且把注意力集中在你的学业上。

You should _____ and _____ your
studies.

(4)作为一名青少年,努力学习是我们的责任。

_____, studying hard is our _____.

(5)我希望我的建议能适合你。

I hope my suggestions will _____.

答案 (1)Actually;many freshmen are confused about (2)sign up for
extra-curricular activities (3)make a good schedule;focus on (4)As a
teenager;responsibility (5)be suitable for you

2.句式升级

(6)将句(2)升级为含有定语从句的句子

(7)将句(4)升级为含有 it 作形式主语的句子

答案 (6)I recommend that you sign up for extra-curricular activities, which can help you make more new friends. (7)As a teenager, it is our responsibility to study hard.

连句成篇

参考范文

Dear Jack,

I am sorry to hear that you're having trouble adjusting to your high school life. Actually, many freshmen are confused about high school life, so don't worry about it too much. I'm writing to offer you some useful advice.

First, I recommend that you sign up for extra-curricular activities, which can help you make more new friends. In this way you won't feel lonely and your school life will become colorful and interesting. Second, you should make a good schedule and focus on your studies. As a teenager, it is our responsibility to study hard.

I hope my suggestions will be suitable for you.

Yours,

Li Hua

■写作积累

建议信常用句式:

1.写信背景(写信的缘由)

I heard that...

I was informed that...

You said in your last letter that...

I'm sorry that you are having trouble/difficulty/problems in...

2.写信目的

I am writing with my suggestions/proposals(建议) for...

I am writing to express my views concerning(关于)...

I am writing to give you some advice on the problem you are faced with.

3.具体建议

There are several simple suggestions for you. To begin with,...Moreover/What's more,...Finally,...

Why not do...?/Why don't you do...?/What about doing...?/How about doing...?

You'd better (not) do...

I advise/suggest that you (should) do...

I strongly advise you to do...

I highly recommend that you (should) do.../It is highly recommended that you (should) do...

You might/may as well do...

4.结尾

I hope you will find these ideas useful.

I hope my advice is of some help to you.

I do hope my advice is helpful to you.

实战演练

(2021 湖北沙市中学高一上月考,★★)

假如你是李华,你的笔友 Mike 写信告诉你,由于学习压力过大,他经常不吃饭,也不锻炼,导致身体虚弱,学习状态欠佳。请你给他回一封信。

内容要点:(1)对他的现状表示担忧;

(2)提出一些健康生活的建议。

注意:(1)词数 80 左右;

(2)可以适当增加细节,以使行文连贯;

(3)文章的开头和结尾已给出,但不计入总词数。

Dear Mike,

I was worried when I heard your present situation.

Yours sincerely,

Li Hua

答案全解全析

实战演练

应用文写作

One possible version:

Dear Mike,

I was worried when I heard your present situation. Therefore, I'm writing to offer you some suggestions for a healthy life, aiming to break your bad habits which are harmful to your health.

First of all, keep a balanced diet and have meals regularly, which

will build up your strength. Secondly, I strongly recommend you taking some exercise. Doing exercise can make you feel energetic, thus enabling you to devote more time to your study.

I hope you can take my suggestions, build up your body and make steady progress in your studies.

Yours sincerely,

Li Hua