

Part 4 Writing

further /'fɜː.ðər/ verb [T]

to develop or make progress in something

改进; 推进; 增进; 深造; 取得进展

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
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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. **head start** 起步前的优势

2. **participant** n. 参与者; 参加者

3. **résumé** /'rez.ju :.mei/ 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 **apply to be** 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 **am passionate about** literature and have a **head start** 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。

Since I became a student, I **have kept** a habit of writing diaries and reading newspapers.

classic adjective (HIGH QUALITY)

having a high quality or standard against which other things are judged

经典的；优秀的；一流的

(4)我已经读了很多经典的文学作品。

I have read many classic literary works.

broaden /'brɔːdən/ verb (WIDER) [I or T]

to become wider, or to cause something to become wider

(使)变宽；(使)变阔

horizon /hə'reɪ.zən/ noun [S]

the line at the farthest place that you can see, where the sky seems to

touch the land or sea

地平线；眼界

(5)它们拓宽了我的眼界,提高了我的写作技巧。

They broaden my horizons and improve my writing skills.

attach /ə'tætʃ/ verb [T] (CONNECT)

to fasten, join, or connect something

系, 绑; 连接; 使附着; 附上; 固定

résumé /'rez.juː.meɪ/ noun [C] US

(UK CV)

a short written description of your education, qualifications [ˌkwɒlɪfɪˈkeɪʃn 资历], previous [ˈpriːviəs 以前的] jobs, and sometimes also your personal interests, that you send to an employer [ɪmˈplɔɪə(r) 雇主] when you are trying to get a job

【一份简短的书面描述，内容包括你的教育程度、资历、以前的工作，有时还包括你的个人兴趣，当你试图找到一份工作时发给雇主】
简历，履历

(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 attached my résumé.

meet with sth(REACTION)

met | met

to cause a particular reaction or result

【引起某种反应或结果】

引起…反应；受到…对待

approval /əˈpruːvəl/ noun [U] (PERMISSION)

official [əˈfɪʃl 官方的] permission [pəˈmɪʃn 许可]

【官方许可】

批准，核准；认可

meets with your approval

得到你的认可

(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 **meets with your approval**, 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

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

我读过许多经典文学作品,它们开阔了我的视野,提高了我的写作技巧。

(9)把句(7)改为含有部分倒装的虚拟条件从句

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

如果我的申请得到你的批准,我会尽我最大的努力去做这项工作。

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,

亲爱的编辑:

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

Further.

我写信是想申请成为我们校报《附中人》的记者。

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.

首先，我对文学充满热情，并且比其他参与者领先一步。自从我成为学生以来，我一直保持着写日记和看报纸的习惯。此外，我还阅读了许多经典文学作品，这些作品开阔了我的视野，提高了我的写作水平。虽然做记者是一项艰巨的工作，需要耐心和努力，但我已经做好了接受的准备。为了让您更深入地了解我，我附上了我的简历。

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

如果我的申请得到您的批准，我会尽力做好这项工作。

Yours sincerely, 此致，

Li Hua 李华

■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。

post /pəʊst/ noun (JOB) [C]

a job in a company or organization

职位，职务

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。

inquire /ɪn 'kwaɪə(r)/ verb [I or T]

(UK also enquire[ɪn 'kwaɪə(r)])

to ask for information

询问, 打听

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。

further /'fɜː .ðər/ verb [T]

to develop or make progress in something

改进; 推进; 增进; 深造; 取得进展

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:

contribute /kən'trɪb.ju : t/ to sth

to help to cause an event or situation

促成; 导致; 是…的原因之一

1. There are several reasons contributing to my application.

我申请这个工作有几个原因。

command /kə'mænd/ noun (KNOWLEDGE) [S or U]

a great knowledge of a subject and an ability to use that knowledge

(对知识的) 掌握, 运用能力

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。

pass sth on to

把……交给……; 把……传递给……

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

我不仅可以流利地说英语,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。

qualified/ 'kwɒlɪfaɪd/adj.

(尤指做某项工作) 有资格的, 胜任的

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。

grateful / 'greɪt.fəl/ adjective

showing or expressing thanks, especially to another person

(尤指对其他人) 感激的, 表示感谢的

approve /ə 'pru : v/ verb (AGREE)[T]

to accept, allow, or officially agree to something

批准, 核准; 认可

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。

I/we appreciate /ə 'pri : .ʃi.ɪt/ ...

used when you are thanking someone or showing that you are

grateful

我 / 我们对...非常感谢

priority /praɪ 'br.ə.ti/ noun [C or U]

something that is very important and must be dealt with before

other things

优先考虑的事

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。

academic / .æk.ə 'dem.ɪk/ adjective (STUDYING)

relating to schools, colleges, and universities, or connected with

studying and thinking, not with practical skills

【与学校、学院和大学有关, 或与学习和思考有关, 而不是与实践技能有关】

学校的; 学院的; 学术的

meet verb (SATISFY) [T]

to fulfil [fol 'fɪl 符合], satisfy ['sætɪsfaɪ 满足(要求、需要等)], or

achieve [ə 'tʃi : v (凭长期努力)达到(某目标、地位、标准)]

满足; 达到, 完成


requirement /rɪˈkwaɪə.mənt/ noun [C]


something that you must do, or something you need

需要; 有赖于; 要求; 规定

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,

亲爱的先生:

thrilled / θrɪld/ adjective

extremely happy about something

极愉快的

inform /ɪn'fɔːm/ verb [T]

to tell someone about particular facts

通知, 告知

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.

我是在伦敦读书的李华，得知你们当地的美术馆将举办中国画展的消息，我非常激动。我写信是为了申请成为一名志愿者。

growing /'grəʊ.ɪŋ/ adjective

increasing in size or quantity

增多的；增强的；增长的；生长的

meantime /'mi : n.taɪm/ noun

in the meantime

until something expected happens, or while something else is

happening

在此期间；（与此）同时

meanwhile /'mi : n.waɪl/ adverb

until something expected happens, or while something else is

happening

在此期间；（与此）同时

pay /peɪ/ verb

paid | paid

pay attention (to sth)

to watch, listen to, or think about something carefully

(通过仔细看、听或思考) 关注 (某事)

get the hang /hæŋ/ of sth [informal]

to learn how to do something, especially if it is not obvious or

simple

学会做 (尤指不那么简单明了的事)

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 meantime (~~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.

作为一名来自中国的学生，我一直热衷于中国画。如您所知，中国对当今世界的影响越来越大。与此同时，中国高中对传统文化的研究也越来越受到重视。所以我掌握了中国画的知识。顺便说一句，我也可以很好地用英语口语与他人交流。

extremely /ɪk'striː m.li/ adverb

very

非常；极端；极其

appreciate /ə'priː .ʃi.eɪt/ verb (VALUE)

to recognize/ 'rekəgnəɪz 认识| how good someone or something is

and to value/ 'væljuː 重视| him, her, or it

【认识到某人或某物有多好，并重视他、她或它】

欣赏；赏识；重视

would appreciate /ə'priː .ʃi.eɪt/

used when you are politely asking for something

(用于礼貌地请求某事) (如果…) 将不胜感激

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

如果有机会得到您的批准，我将不胜感激。期待您的早日答复。

Yours, 此致,

Li Hua 李华