



1、普通书信

1. 开头

I was delighted/glad to receive your letter. 很高兴收到你的来信。

Your letter came to me this morning. 我今天早上收到了你的来信。

I have received your letter of June the 29th. 我收到了你于6月29日的来信。

How nice to hear from you again. 很高兴再次收到你的来信。

How is it going? 最近怎么样?

You asked me about (problem, question...), now let me give you some advice. 你在来信中询问我……, 现在, 让我给你一些建议。

It has been a long time since we met. 我们很久没见面了。

How time flies! It's three months since I saw you last time. 时间过得真快! 我们有三个月没见面了。

I'm writing to thank you for your help during my stay in America. 我写信是为了感谢你对我在美国期间的帮助。

2. 结尾

I am looking forward to receiving your letter. 我期待你的来信。

Thank you in advance. 提前谢谢你。

Please write to me as soon as possible. 请尽快回信。

Good luck./Wish you the best of luck. 祝你好运!

With best wishes. 致以我诚挚的祝福。

Wish you success. 祝你成功。

Wish you a pleasant journey. 祝你旅途愉快。

Please remember me to your family. 请代我向你的家人问好。

I'd appreciate it if you could reply earlier. 请尽快回信, 我将不胜感激。

2、感谢信

Thank you so much for... 非常感谢……

I would like to thank you from the bottom of my heart for... 我由衷地感谢你……

I'm writing to express my sincere gratitude for... 写此信来表达我的诚挚谢意……

I'm grateful to you for... 因你……, 我深表谢意。

I truly appreciate your... 我真诚感谢你……

Words fail to convey my gratitude to you. 我对你的感激之情难以用言语表达。

I take the opportunity to express to you my deep appreciation for... 我借此机会向你表达我深深的谢意……

It's kind and generous of you to do this for me and I do appreciate it more than I can say. 你如此善良和慷慨地帮助我, 我不胜感激。

【写作模板】



Dear _____,

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 _____ (没有对方帮助会产生的后果). 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

3、致歉信

I would like to express my apology for... 对于……, 我想要表达我的歉意。

Will you be good enough to excuse me for.../Excuse me for... 请原谅我……

Please accept my sincerest and deepest apology for... 请接受我最真诚的致歉……

I'm terribly sorry to tell you that.../I regret to inform you that... 很抱歉地告诉你……

I write to you to express my deep regret. 我写此信向你表示深深的懊悔。

I am writing to apologize to you for... 我写信向你致歉, 因为……

Would you mind if I...? 你是否介意如果我……?

To make up my thoughtless behavior, I... 为了弥补我欠考虑的行为, 我……

I wish I could be given a chance to make up for my inconsideration. 我希望你能给我一个机会来弥补我的考虑不周。

【写作模板】

Dear _____,

I am truly sorry that _____
_____ (道歉的原因). The reason is that _____ (介绍原因). Once again, I am sorry for any inconvenience I've caused. Hope you can accept my apologies and understand my situation. Yours sincerely, Li Hua

4、邀请信

I am pleased to invite you to attend.../It's a pleasure for me to invite you to attend... 我很荣幸能邀请你参加……

I wonder if you could come... 你是否能来……

My family and I would feel honored if you could come. 如果你能来, 我和家人会倍感荣幸。



福建升学指南

ID:fjedu678

I am sure that you will enjoy yourself here. 相信你能在这儿过得愉快。

I am writing>

We look forward to seeing you. 我们期待见到你。

We would be looking forward to your participation in the party. 我们期待你参加聚会。

We would be very grateful if you could give a talk>

【写作模板】

Dear _____,

There will be a _____ (内容) at/in _____ (地点) on _____ (时间). We would be honored to have you there with us. The occasion will start at _____ (具体时间). This will be followed by a _____ (进一步的安排). At around _____ (时间), we will have _____ (另一个安排). I really hope you can make it. RSVP before _____ (通知你的最后期限). Yours sincerely, Li Hua

5、建议信

I am writing to express my views concerning... 我写此信来表达我关于……的观点。 You have asked me for my advice about..., and I will try to make some conducive suggestions. 对于你来信问我关于……的事, 现提供几条有益的建议。

I would like to suggest that... 我建议……

Why not.../Why don't you...? 为何不……?

I think it will be a good idea/more beneficial if you could... 我认为……是个好办法/有利的。

It's important to.../It helps to... It should be a good idea to... 很重要/有帮助/是个好主意。

I am writing to put up some suggestions concerning... 我提出几条有关于……的建议。 Please take good consideration of my advice. Thanks. 请仔细考虑我的建议, 谢谢。

I hope you will find these proposals/suggestions/recommendations helpful/useful. 希望这些建议对你有帮助。

Thank you for your attention. 感谢你对此事的关注。

【写作模板】

Dear _____,

You have asked me for my advice with regard to _____, and I will try to make some conducive suggestions here.

In my humble(谦虚的)opinion, you would be wise to take the following actions: _____ (建议的内容).

I hope you will find these proposals useful, and I would be ready to discuss this matter with you to further details. Good luck with your _____ (祝愿).



Yours sincerely, Li Hua

6、申请信

I wish to apply for a position of which you advertised in today's newspaper. 我想申请你们今天报纸上刊登的广告中的一个职位。

I have learned from a friend that... 我从一个朋友那得知……

I shall be glad to provide you with any further information concerning my education and personal experience. 我很乐意提供关于我的教育及个人经验方面的更多信息。

My name is... I graduated from... university in..., majoring in... 我的名字是……。我毕业于……大学，专业是……

I am confident my professional knowledge has prepared me to handle the job. 我相信我的专业知识能让我胜任这份工作。

I am skilled in/good at... 我擅长……

I had good performance in every course, especially in... 我每门课成绩都很好，特别是……

I trust that I am capable of doing the work well. 我相信我能干好这份工作。

I believe that I am well qualified for the position as... 我相信我定能胜任作为……的工作。

【写作模板】

Dear Sir or Madam,

I write this letter to apply for the position that you have advertised in _____ (报纸名称) of _____ (广告发布时间).

Not>

Should you grant me a personal interview, I would be most grateful. If you need to know more about me, please feel free to contact me at any time at _____ (电话号码).

Thank you for considering my application, and I am looking forward to meeting you. Yours sincerely, Li Hua

7、发言稿

1. 开头

Good morning/afternoon, everyone/ladies and gentlemen. 大家/女士们，先生们早上/下午好。

I feel very much honored to have a chance here to make a speech>

It's my honor to stand here to share with you my opinion>

What I'm talking about today is... 我今天谈的是……

It's nice to speak about... 很高兴谈论……

I'd like to tell you something about... 我想告诉你一些关于……的事。



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Please let me give you a brief introduction about... 请允许我向你简短介绍一下关于.....

2. 主体

As we all know.../As is known to us all.../It is wellknown to us all that... 众所周知,

As far as... is concerned... 就.....而言.....

From this point of view, ... 由此来看,

On account of this, we can... 由于这一点, 我们可以.....

No>

As the proverb says, ... 正如谚语所说,

What calls for special attention is that... 需要特别注意的是.....

Nothing is more important than the fact that... 最重要的是.....

The thing we should do is to.../What we should do is.../It is our duty to... 我们应当做的是.....

3. 结尾

All things considered/In short/In a word... 总而言之.....

If everyone..., I believe... 如果每个人....., 我相信.....

In my opinion, we should try to... 依我看来, 我们应当努力.....

Only in this way can we... 只有通过这种方式, 我们才能够.....

Last but not least, it's everyone's responsibility to... 最后但同样重要的是,

If you..., you will... 如果你....., 你将会.....

【写作模板】

Good afternoon, ladies and gentlemen. Today I would like to talk about _____ (提出话题). First of all, _____ (叙述一). Secondly, _____ (叙述二). When we _____ (提出条件), we should _____ (提出计划).

If everyone _____, I believe _____ (自己的感想).

Thank you for listening!

8、日记

1. 格式

Monday, Tuesday.../Oct.1, 2015(星期, 日期) rainy, cloudy, sunny, fine, warm(天气)

2. 正文

Today is Tree Planting Day. 今天是植树节。

Firstly..., Secondly..., Thirdly..., at first, afterwards, then, later>

at 7: 30 in the morning 早晨 7: 30

On my way to... this morning, ... 今天早晨, 我在去.....的路上.....

It is Sunday today. This morning, we had a voluntary activity... 今天是星期天。早



晨，我们有个自发的活动……

We visited...with... 我们和……一起参观了……

3. 结尾

From the experience we have learned a lot. 通过这次经历，我们学到了很多。

I benefited a lot from the activity. 我从此次活动中获益颇多。

We can realize that... 我们能够意识到……

What an unforgettable experience! 多么令人难忘的一次经历!

What a fine day! 多么美好的一天!

This is the lesson we should learn. 这是我们应当吸取的教训。

Though tired, I felt very happy. 虽然很累，但我很高兴。

【写作模板】

_____ (星期，日期) _____ (天气)

_____ (标题)

Today/Yesterday, I/we _____ (事件).

In the morning, we _____. Then, _____, after that _____. By the time _____. Finally _____ (具体叙述事情经过). We had a good time. I'll never forget the memorable day!

From this activity, I have learned that _____ (事件意义，自己的感想).

What a meaningful day!

9、通知

1. 常用词语

give a talk 做演讲

give a concert 开音乐会

hold a meeting/class/celebration 举办会议/开展一堂课/举行庆祝活动

attend a meeting/sports meet/lecture 参加会议/运动会/讲座

have a class/a meeting/discussion 上课/开会/讨论

make a trip 旅行

set up a club 成立一个俱乐部

set out (for)/arrive at... 出发去/到达……

show sb. around/visit a place 带领某人参观某地

meet at the gate of 在……的大门处见面

go to a concert/the movies/the theatre/the cinema 去听音乐会/看电影

join sb. in/take part in 参加

2. 常用开头语

Ladies and gentlemen/Boys and girls, may I have your attention, please! 女士们，先生们/男孩们，女孩们，请注意!

Attention, please! 请注意!

Be quiet, please! 请安静!



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Listen, please. There is going to be... 请大家听我说……有一个……

Excuse me, everyone! I'd like to tell you that... 各位, 打扰一下。我想要告诉大家……

I have an announcement to make. 我要宣布一个消息。

I have something important to tell you. 我有重要的事情告诉大家。

3. 常用句型

There is going to be a talk>

The meeting will be held in.../A lecture will be given at... 会议/演讲将会在……举行。

We are going to hold a discussion over... 我们将会就……进行讨论。

The Dream Club has decided to hold a meeting>

All the members are expected to attend it. 所有的成员都要出席。

Everyone will be welcome. 欢迎各位到来。

You are required to take notes during the lecture. 讲座期间, 请做笔记。

Please be there>

Make sure that you.../Be sure to... 确保……

That's all. Thank you./Thank you for listening. 就是这样。谢谢。/感谢倾听。

【写作模板】

1. 书面通知

NOTICE/Notice (标题) Date (通知发布日期)

In order to _____ (目的), _____ (事件) will be held _____ (具体地点、时间). The _____ (事件大体内容). Those who _____ (要求).

All are welcome to come.

The School Students' Union (发布通知者)

2. 口头通知

Boys and girls/Ladies and gentlemen/Friends (称呼),

May I have your attention, please? I have an announcement to make.

_____ (事件) will be held _____ (地点、时间). The _____ (内容). All the teachers and students are required _____ (要求).

That's all. Thank you.

10、报道

1. 常用词语

hot news 最新消息, journalist 记者, contributor 投稿者, report 报道, feedback 反馈, cover the event 报道这件事, said/revealed/announced/quoted 说, 显示, witness 见证, at present/currently/nowadays 目前, these years 这些年, in the past several decades 在过去的几十年里

2. 常用句型

It was reported/learnt/announced that... 据报道/据悉/据宣布……



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Thanks to/Owing to/Due to... 由于……

With the rapid development/progress of..., great changes have taken place in... 随着……的飞速发展/进步, ……已经发生了巨大变化。

With the arrival of the information age/knowledge economy age... 随着信息时代/知识经济时代的到来, ……

In the past few years, there has been... 在过去的几年里, ……

Nowadays more and more people begin to realize/be aware of/notice the importance of... 现今, 越来越多的人开始意识到……的重要性。

Recently the issue/problem of... has been brought into focus/brought to public attention/concern. 最近, ……的问题成为了关注的焦点/引起了公众的关注。

According to the survey/investigation/analysis/report released/made by... there is a(n) growing/increasing/declining number of... 根据……的调查/分析/报道, ……的数量正在增加/减少。

【写作模板】 Headline (标题)

On National Day _____ went to _____ (导语: 揭示核心内容).

Upon _____ their _____ arrival _____ . Then they _____ . When _____

_____ (正文: 对事件或人物进行详细描写).

What they did has _____ (结束语: 概括、总结或预测).

