

2025 年高考英语写作常考题型全面突破专题 06 建议信 （含答案）专

题 06 建议信



建议信通常是写给家人或朋友，对于对方在生活、工作、求学等过程中遇到的实际问题或困惑提供看法、指导或给予对方所需要的建议，或对于对方不明智的举动进行劝勉、告诫或展开讨论。建议信的写作目的是提出建议或忠告，不是投诉信。观点要合情合理，注意礼貌当先。

【2024 北京卷】 假设你是红星中学高三学生李华。你的外国好友 Jim 准备给其校报的 Asia Today 栏目投稿。得知今年新中国成立 75 周年，他打算重点介绍中国的发展成就，发来邮件询问你的建议。请你用英文给他回复，内容包括：

(1) 建议投稿内容；

(2) 就以上建议简要说明理由。

注意：(1) 词数 100 左右；

(2) 开头和结尾已给出，不计入总词数。

Dear Jim,

Yours,

Li Hua



【思路点拨】

① 首段:

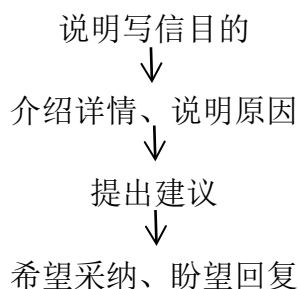
- a. 介绍自己，不要罗嗦；
- b. 说明目的，注意语气。

② 主体:

- a. 提出具体建议；
- b. 首先肯定优点，再写改进内容，否则会变成投诉信；
- c. 经常进行交流，注意对方感受，时时提到你和我，否则容易跑题写成议论文。

③ 尾段: 总结建议，注意礼貌，使对方易于接受。

3. 写作流程图



【写作模板】

模板①

Dear _____,

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

In my 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

模板②

Dear _____,

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 suggestion(引出作者的建议). First , It is important to _____. Then, it also helps to _____. Besides, it should be a good idea to _____. You can also _____.

(可以根据要求用不同的句式提出建议，如下)

As to _____, 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， 给对方以行为的信心和决心).

I hope _____ (表达愿望)。



【必备词汇】

- | | |
|--|---------|
| 1.gve/offer sb. some advice(on) | 给某人提建议 |
| 2.ask sb. for advice | 向某人征求意见 |
| 3.as follows | 如下 |
| 4.in my opinion/in my view/from my point of view | 在我看来 |
| 5.find....helpful/useful/beneficial | 认为……有用 |
| 6.take part in/participate in... | 参加 |
| 7.follow/take/adopt one's advice | 采纳某人的建议 |
| 8.take sth. into account/consideration | 把……考虑在内 |

9.with regard to	关于；就
10. put forward	提出
11.in this regard/in this respect	在这点上/在这方面
12.share sth. with sb.	与某人分享某事
13.with time going on	随着时间的推移
14. Be faced with	面临
15.take sth. seriously	重视；认真对待

【万能句式】

第一部分：说明写信的目的

套语：

1. I'm sorry to hear that you are having trouble fitting in your new school. Such problems are quite normal. Perhaps the following suggestions are helpful.

很遗憾听说你在适应新学校方面有困难。这样的问题是很正常的。可能下面的建议会有一些帮助。

2. I have received your letter saying you plan to play a visit to China for ten days next month. Perhaps the following suggestions are helpful to you.

我已经收到了你的来信。信上说你打算下个月来参观中国十天。可能下面的建议对你是有帮助的。

3. I'm writing to you to present what I think on the further improvement of our hotel so as to attract more clients (顾客) .

我给你写信是想说明一下我对于进一步改善我们旅馆的一些想法，以吸引更多顾客。

4. You have asked me for my advice with regard to how to learn Chinese , and I will try to make some suggestions here.

你关于如何学习汉语询问我的建议，那么我就在这里给出一些建议。

5. I'm very glad to receive your letter asking for my advice on how to fit in the new school life. Here are a few suggestions.

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/015203114234012120>