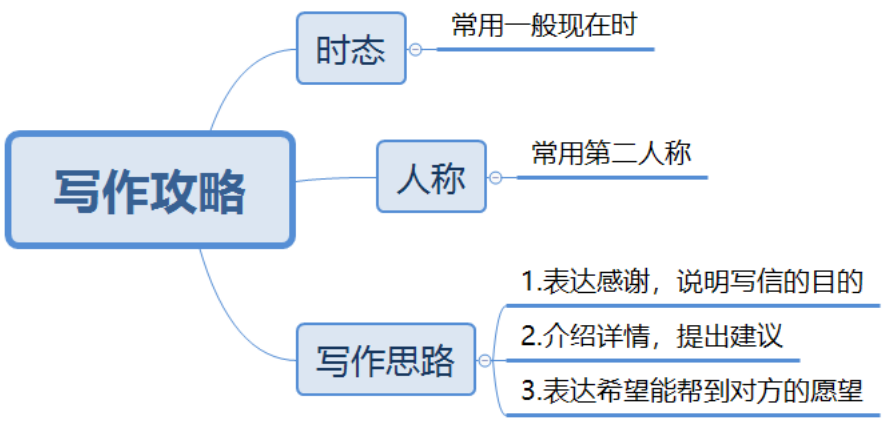
►第 21 讲书面表达之建议信(讲义)

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【复习目标】

【网络构建】



【考情分析】

建议信命题规律

书信类一直是中考英语考试中一种常考的形式，而建议信也是考查得较多的。建议信是向别人提出合理的建议，让对方接受自己的想法和主张，解决有关问题。建议信可以是写给个人，就其遇到的某个问题提出看法和建议，也可以是写给某个组织或机构，就改进服务等方面提出建议或忠告。建议信的观点要合情合理，注意礼貌。同时，建议信要尽量简洁明确，理由充足，具有合理性和说服性。

【名师解难】

建议信要给出写信的原因,建议的内容,提出建议的理由,而且提出的理由要合情合理,语气一定要得当,既要委婉礼貌,又要有说服力.

一般来说,建议信可分为三个部分：

(1)开头;开门见山,简要陈述事由,简单介绍自己并陈述自己的观点,注意语气.

(2)主体;说明建议的内容,对所提出的建议进行分析、说明原因.这一部分注意要简明扼要,目的明确、具有合理性和说服力.

(3)结尾;对自己提出的建议简单地做一小结并表达愿望.

建议信

夯基·必备基础知识梳理

高分策略之词汇：

一单词

建议	advice v.	建议	suggestion n.
帮助	help v.	有帮助的	helpful adj.
收到	receive	推荐	recommend v.
提供	offer/provide/supply	发展	develop v.
实用的	practical adj.	考虑	consider v.

二短语

考虑	take...into account/consideration
也,和	as well as
除...之外	in addition to

征求某人的建议	ask for sb.’ s advice
在…方面给某人建议	give sb. advice/ suggestions on…
提出一些建议	make/offer some suggestions/advice
接受我的建议	adopt/accept/follow/ take up my advice/ suggestions
在我看来,就我而言	in my opinion/as far as I’ m concerned/personally
表达某人的观点	express one’ s views/opinions
对某人有益	be beneficial/be of benefit to sb.
觉得我的建议有益/实用	find my suggestions/advice helpful/practical
一个有效的方式	an effective way
记住	keep… in mind
振奋某人的精神	lift one’ s spirits
对…有坏影响	对…有坏影响
培养好的习惯	develop good habits
涵括各种各样的…	cover a wide variety of

一.篇首句

1. I’ m very glad to receive your letter. Now I’ m writing to give you some advice on how to…

我很高兴收到你的来信.现在我写信给你一些如何…的建议.

2. I’ m sorry to know that…. I’ d like to share with you some ways of ...

很抱歉的知道…我想给你分享一下…的方法.

3. I have learnt that…. Here are some suggestions that help you.

我知道…这里是我给你的能帮到你的建议.运用了定语从句

4. How’s it going? You asked me about … in your last letter. Here are some good suggestions for you.

最近好吗?在你上一封信中,你问我…这些是给你的建议.

二.篇中句

1. You’ d better…

你最好…

2. I think it would be more beneficial if you could…

我认为,如果你…将会大有裨益.高级句型

3.You’re supposed to…

你应该…

4.Most important of all,you should…

最重要的是,你应该…

三.篇尾句

1. I hope that my suggestions are helpful for your decision-making anyway.、

我希望我的建议对你做决定有一定帮助.

2.I believe that you will take my suggestions into account.

我相信你会认真考虑我的建议的.

3.Whatever you decide to do,good luck with your studies/work.

不管你做怎么决定,祝你学业/工作好运!

4.I hope these ways are of some use to you, and I believe everything will be going well again soon!

我希望这些方法对你有用,并且我相信一些都会很快好起来的.

典型模板

Dear …

I’m very glad to receive your letter. You asked me about_____(引出主题) Here are some good suggestions for you.

First,it’s important to_____.(建议一)Besides,it should be a good idea to_____.(建议二)You can also_____.(建议三)As to_____, I suggest_____.(可具体到某一方面给出建议).In addition,_____(其他建议).I’m sure_____(预测可能的结果,给对方行动的信心和决心).

I hope these ways are of some use to you, and I believe everything will be going well again soon!

Yours

【模板范文】

Dear Bob,

Learning that you want to know the ways to prevent Covid-19, I'm glad to share some good ideas with you.

Firstly, you should wear a mask if you have to go out. Don't go to crowded places, like supermarkets. Secondly, you should wash your hands with running water or soap whenever you touch something. Remember to wash them slowly and carefully. And never fail to open the windows regularly to let in some fresh air and do keep your room clean. Besides, cover your nose and mouth when sneezing. If you don't feel well, go to see a doctor. Most important of all, you should form a good habit. Go to bed early and get up on time. Be sure to have enough sleep, and take more exercise!

I hope these ways are of some use to you, and I believe everything will be going well again soon!

Best wishes.

Yours,

Li Hua

提升·必考题型归纳

1. (2023·黑龙江哈尔滨·三模)

假如你是九年级一班的李力,这周六下午你要参加学校英语俱乐部举办的活动——演讲.请你根据以下信息给你的外教 David 写一封电子邮件,告诉他活动的相关信息并请他对你的演讲内容提出建议.

写作要点:

(1)英语俱乐部活动主题:携手创建优美校园环境(Together for a Better School Environment)

(2)本次俱乐部活动形式:

①海报(poster)展示

②讲述发生在你身边的故事

③演讲

(3)谈谈你在演讲中对创建优美校园环境如何"从我做起"的具体建议.

写作要求:

(1)不得使用真实的姓名和学校名.

(2)可适当加入细节,使内容充实、行文连贯.

(3)字迹工整、语言精炼、表达准确、条理清晰.

(4)至少 80 词.

Dear David,

I’m writing to tell you something about our club activity which will be held this Saturday afternoon.

_____

_____

_____

Yours,

Li Li

【答案】例文：

Dear David,

I’m writing to tell you something about our club activity which will be held this Saturday afternoon. The theme of this English Club activity is: Together for a Better School Environment. The activities include poster displays, telling stories happening around you and speeches.

I will give a speech, and the following is the content. As a middle school student, we should take good care of our campus environment. We should not tread on the grass, or climb trees. We should throw the rubbish into the dustbin. Finally, we shouldn’t spit anywhere. Sputum is full of bacteria, don’t bring your own germs to others. Let’s work together to create a civilized campus. Do you have any suggestions for my speech? I look forward to your reply.

Yours,

Li Li

【详解】[总体分析]

①题材：本文是一篇记叙文,为电子邮件;

②时态：时态为"一般现在时”;

③提示：材料已给出,写作时注意表述清晰,做到无语法和单词拼写错误.

[写作步骤]

第一步,表明写邮件的目的,介绍本次活动的主题与形式;

第二步，详细介绍演讲内容，望对方给出建议，并期待回复.

[亮点词汇]

①give a speech 演讲

②tread on the grass 踩踏草坪

③spit 吐痰

④Sputum 痰

⑤is full of 充满

⑥civilized 文明的

⑦throw into 扔进

[高分句型]

①The activities include poster displays, telling stories happening around you and speeches.(非谓语动词：动名词作定语修饰 stories)

②Let’s work together to create a civilized campus.(祈使句)

2.（2023·福建福州·三模）

假如你是李华，你收到英国笔友 Harry 的邮件，他针对学校将要开设的特色选修课（elective courses）的选课问题征求你的看法和帮助，请根据邮件内容给他回复，词数 80 左右. 信件的开头已给出，不计入总词数.

To：	From： .

Dear Li Hua,

I’m glad to tell you that our school is planning to offer us some elective courses, including Chinese, designing, photography and some other subjects. Many of my friends decide to choose Chinese. Is it necessary for a foreigner to learn Chinese? Do you think I should also take the course? And I hear Chinese is difficult for foreigners. So if I take it, could you give me some advice on how to learn Chinese well?

Looking forward to hearing from you!

Yours,

Harry

Dear Harry,

I’ m glad to hear that

_____

_____

_____

_____

_____

Yours,

Li Hua

【答案】例文：

Dear Harry,

I’ m glad to hear that your school is planning to offer you some elective courses. I think it’ s good for you. Here is my advice.

I think it is necessary for a foreigner to learn Chinese because Chinese is being used more and more widely in the world. So you had better take the course.

But how to learn Chinese well? First, you had better believe in yourself and try to read Chinese loudly. What’ s more, it’ s a good way to take part in a Chinese club to practise speaking Chinese. Last but not least, I think you should learn Chinese by listening to Chinese poems and watching movies about Chinese culture.

I hope my advice is helpful to you.

Yours,

Li Hua

【详解】[总体分析]

① 题材：本文是一篇应用文,为电子邮件;

② 时态：时态为"一般现在时”;

③ 提示：写作要点已给出,考生应注意不要遗漏"信息提示”中"关于学习中文的建议”一项,适当添加细节,并突出写作重点.

[写作步骤]

第一步,表明写作意图.开门见山提出自己的学校开设选修课,希望得到对方的建议;

第二步,具体阐述自己需要得到哪方面的建议;

第三步,书写结语,希望尽快得到回复.

[亮点词汇]

①offer sb. sth.给某人提供某物

②decide to do sth.决定做某事

③give sb. some advice 给某人一些建议

④look forward to doing sth.期待做某事

[高分句型]

①Do you think I should also take the course? (含有宾语从句的复合句)

②So if I take it, could you give me some advice on how to learn Chinese well? (if 引导条件状语从句)

3. (2023·吉林·统考一模)

假如你是李华,你的英国笔友 Frank 是一个中国迷,他计划在中秋节期间到中国旅游.这是 Frank 第一次来中国,他希望你能写一封 e-mail 为他提供一些建议.

内容包括:

(1)中秋节的习俗.

(2)最适宜出游的城市及原因.

(3)推荐适合带回英国的礼物.

写作要求:

(1)语言流畅,层次清晰,内容可以适当发挥.

(2)词数 80—100(开头和结尾已给出,不计入总词数).

(3)书写规范, 卷面整洁.

(4)文中不得出现真实学校名称和个人姓名.

Dear Frank,

I’m glad to hear you’re coming to China.

_____

_____

_____

_____

_____

_____

_____

_____

_____

I hope my reply will help you and you will have a good time in China.

All the best, Li Hua

【答案】例文

Dear Frank,

I’ m glad to hear you’re coming to China. The Mid-Autumn Festival is one of the traditional festivals in China. We often eat moon cakes and admire the moon. Chengdu is a city where you can feel relaxed. There are many teahouses in which you can chat with friends or do business. In addition, Chengdu is also the hometown of the pandas. Guangzhou is a modern city with numerous snacks, making it a great place to taste food. If you want to buy gifts, tea and Chinese knots are good choices.

I hope my reply will help you and you will have a good time in China.

All the best, Li Hua

【详解】[总体分析]

①题材：本文是一封电子邮件,属于电子邮件写作;

②时态：时态为"一般现在时”;

③提示：邮件开头、结尾以及要点已经给出,按照提示的要点逐点阐述,可以适当增加细节,并突出写作重点.

[写作步骤]

第一步,承接邮件开头,介绍中秋节的习俗;

第二步,推荐最适宜出游的城市,并说明原因,可列举具体的事例;

第三步,推荐适合带回英国的礼物并书写结语.

[亮点词汇]

①chat with friends 和朋友闲聊

②have a good time 玩得愉快

[高分句型]

①Chengdu is a city where you can feel relaxed.(where 引导的限制性定语从句)

②There are many teahouses in which you can chat with friends or do business.(which 引导的限制性定语从句)

③If you want to buy gifts, tea and Chinese knots are good choices.(if 引导的条件状语从句)

4. (2023·内蒙古呼伦贝尔·统考二模)

假如你是李华,你的英国笔友 Chris 对中国文化很感兴趣,他给你发来邮件,询问中国人日常生活中的基本社交礼仪,如待人接物、餐桌礼仪等.请你用英语回复一封邮件,介绍你所知道的相关礼仪.

提示词语：社交的 social;礼仪 manners;握手 shake hands;礼貌 polite;礼物 gift;筷子 chopsticks.

提示问题： 1. What do we do when we meet people for the first time?

2. How do we behave(行为) properly at table?

注意事项： 1. 词数 90 词左右,开头、结尾已给出,不计入总词数;

2. 必须包含所有提示信息,可适当发挥,表达通顺,行文连贯,书写规范;

3. 请勿在文中使用真实的姓名和校名.

Dear Chris,

I'm glad to know that you're interested in Chinese social manners.

_____

_____

_____

_____

I hope the above is helpful. Please feel free to ask for more information.

Yours,

Li Hua

【答案】例文

Dear Chris,

I'm glad to know that you're interested in Chinese social manners. China is a country with a long history, so there are many customs here. Let me tell you some of them.

Firstly, you are supposed to shake hands when you meet someone for the first time.

Secondly, you should bring a gift when you are invited to a party and be sure to arrive on time or a few minutes earlier. Thirdly, when you eat meals with others, it's rude to point at others with your chopsticks. And don't make noise when you have your soup.

I hope the above is helpful. Please feel free to ask for more information.

Yours,

Li Hua

【详解】[总体分析]

①题材：本文是一封应用文,为电子邮件;

②时态：时态为一般现在时;

③提示：写作要点已给出,注意不要遗漏提示中的要点,可适当添加细节,并突出写作要点.

[写作步骤]

第一步,点题,说明中国有很多风俗礼仪.

第二步,介绍日常生活中的基本社交礼仪,如待人接物、餐桌礼仪等.

第三步,总结全文.

[亮点词汇]

①a country with a long history 历史悠久的国家

②be supposed to 应该

③for the first time 首次

[高分句型]

①Secondly, you should bring a gift when you are invited to a party and be sure to arrive on time or a few minutes earlier. (when 引导时间状语从句)

②And don't make noise when you have your soup. (祈使句否定式)

5. (2023·浙江温州·校考三模)

假如你是李华,近日你收到英国笔友 Joe 的来信,他和你一样,也是一名九年级的学生,面对升学感到压力很大.请你给他写封回信,安慰他,参考所给信息,为他提出至少 2 条减压的建议.

How do you relieve pressure?
① talk to others ② do some exercise

③ ask the psychology teacher for help

……

要求：(1)文中不得出现真实的姓名、学校等信息；

(2)词数：110 词左右,开头和结尾已给出,不计入总词数.

Dear Joe,

Happy to receive your letter, but I’m sorry to hear that you have to face a lot of pressure.

_____

_____

_____

_____

_____

_____

Yours,

Li Hua

【答案】例文

Dear Joe,

Happy to receive your letter, but I’m sorry to hear that you have to face a lot of pressure. Don’t worry too much about it, and just take it easy. As your friend, I’d like to offer you some suggestions to help you relieve your pressure.

First, you should learn to relax. If you are feeling stressed out, you can talk to others face to face or by chatting on QQ or WeChat. Doing some exercise regularly can help you relax yourself and build up your body as well. Secondly, it’s a good idea to ask the psychology teacher for help when you are under pressure. The teacher will give you helpful advice so that you can easily find a way out.

I hope you will find my suggestions helpful.

Yours,

Li Hua

【详解】[总体分析]

①题材：本文是一封回信,属于电子邮件写作;

②时态：时态为"一般现在时”;

③提示：信件开头以及要点已经给出,按照提示的要点逐点阐述,不要遗漏提示中的"你体会”这一要点,可以适当增加细节,并突出写作重点.

[写作步骤]

第一步,承接书信开头,对 Joe 进行安慰;

第二步,按照要点给 Joe 提出减轻压力的建议,可列举具体的事例;

第三步,希望提出的建议能对 Joe 有所帮助并书写结语.

[亮点词汇]

①take it easy 放轻松

②offer sb sth 向某人提供某物

③feel stressed out 感到压力过大

④as well 也,又,还

[高分句型]

①If you are feeling stressed out, you can talk to others face to face or by chatting on QQ or WeChat.(if 引导条件状语从句)

②Secondly, it’s a good idea to ask the psychology teacher for help when you are under pressure.(it 作形式主语,动词不定式作真正的主语)

6. (2023·安徽·校联考三模)

假如你是校英语报编辑李华,收到了九年级学生××的电子邮件,邮件中她诉说了她最近遇到的两个问题.请你根据以下提示,针对她的问题给她回一封电子邮件,给出合理的建议.

提示：

1. 上课容易犯困.建议：每天早睡,保证至少八个小时的睡眠;

2. 英语口语不好.建议：参加英语社团,多用英语与他人交流等.

要求：

1. 习作包括提示要点,可适当发挥;

2. 语句通顺、条理清晰;

3. 词数 100 左右(邮件格式及开头和结尾已给出,不计入总词数).

Dear ××,

I’m sorry to hear that you’re in trouble. I’m to give you some advice on your problems.

_____

_____

_____

_____

_____

_____

I hope my advice will be helpful to you.

Yours,

Li Hua

【答案】例文：

Dear Han Mei,

I’m sorry to hear that you’re in trouble. I’m to give you some advice on your problems.

For your first problem—you get sleepy in class easily, I think maybe you don’t get enough sleep the night before. So why not stop staying up late? Try to go to bed early and make sure you get at least eight hours’ sleep every night. And you can drink some coffee when you feel really sleepy.

For your second problem, I think you shouldn’t be afraid to speak in English. To improve your spoken English, you can join the English club and communicate with others in English as much as possible. What’s more, you can watch some English talk shows to learn how to speak English well.

I hope my advice will be helpful to you.

Yours,

Li Hua

【详解】[总体分析]

①题材：本文是一篇应用文,为电子邮件;

②时态：时态为"一般现在时”；

③提示：写作要点已给出,考生应注意不要遗漏"提示”中给出的关键信息,回复电子邮件,就对方的问题给出合理的建议.

[写作步骤]

第一步,点明邮件的主题;

第二步,针对两个问题分别给出建议;

第三步,希望自己的建议有用.

[亮点词汇]

①make sure 确保

②at least 至少

③be afraid to do sth. 害怕做某事

④in English 用英语

[高分句型]

①So why not stop staying up late?(表建议的常见句型)

②And you can drink some coffee when you feel really sleepy.(when 引导时间状语从句)

③What’s more, you can watch some English talk shows to learn how to speak English well.(动词不定式表目的状语;疑问词+动词不定式)

7. (2023·江西吉安·统考一模)

假设你是李华,你的英国笔友 Mike 因为父母工作地点的改变而转到新的学校就读,但一直苦于没有适应新的校园生活,于是发来邮件向你请教.请你根据表格要点提示和要求,给 Mike 回一封邮件：提出你的建议并表达期待(各补充一点).

写作要点	具体内容
Your advice	1.Make more friends; 2.Attend school activities. 3. ...
Your wishes	...

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/078027020133006122