

专题 06 应用文之倡议书, 感谢信, 道歉信

题型概述 | 模板构建 | 真题试练

本节导航

模板 01 倡议书

模板 02 感谢信

模板 03 道歉信

识

中考·题型解读

书面表达是中考的必考题型,它应符合以下要求。

1.中心明确

2.连续流畅

3.语言得体

(1)写作时应尽量避免使用冗长、复杂、易犯错误的句子,用简洁、精练的语句表达,做到言简意赅。

(2)写作前把要表达的内容整理归纳,理清思路,做到条理分明,要点齐全,切忌逐词逐句按汉语方式翻译,生编硬造。

(3)能清楚表达文章内容的前提下,尽量措辞,不时出现“闪光点”,这将为你的文章增光添彩。

高分要求

1.写出全部内容要点;

2.语句流畅;基本无语法和词汇方面的错误,少数错误主要是由于较高级词汇或复杂结构所致;

3.词数达到要求;基本无单词拼写及标点错误。

善

总结·模板构建

答 | 题 | 步 | 骤

第一步:

审题,列提纲

第二步:

1.根据提纲撰写文章

2.检查文章,改正错误

第三步:

全文抄写于答题卡，不出现涂改。

模 | 板 | 构 | 建

模板 01 倡议书 1

Hello, everybody. It is known to us all that _____ (倡议背景). Let's do something to _____ (倡议内容).

As students, we should _____

First, we had better _____ (做法一). Second, we should _____ (做法二). Third, we hope that _____ (做法三).

Come and join us. We should do many more things, so that _____ (结果).

Thank you!

参考词句	
单词	mountain 山; meaningful 有意义的; development 发展; daytime 白天; teamwork 团队合作; activity 活动; popular 受欢迎的
短语	summer trip 夏季旅行; go hiking 去远足; as well as 也
句型	It will provide sb. with. 它将会给某人提供... Come and join us, let's be.. 快来加入我们, 让我们成为...

【典型例题】

你正在组织一项暑假期间到山区为期一周的游学和帮扶活动。作为发起人, 请你写一篇发言稿, 在你校“英语时光”广播中号召更多的同学参加。

要求: 1.80-120 词, 开头和结尾已给出, 不计入总词数;

2.文中不能出现自己的姓名和所在学校的名称。

参考信息: 1.活动缘由(孤独、帮扶、游学.); 2.活动构想(时间、地点、内容.....); 3..

Hello, everybody. I am planning a summer trip called "Be a Kid in the Mountains". _____

Thank you!

【高分范文】

Hello, everybody. I am planning a summer trip called "Be a Kid in the Mountains". It will provide us with a meaningful week staying with the students on the mountains.

As many of their parents leave for the city development, these students might feel lonely and some may even find it hard to go on studying. So we can bring them some school things like books and pens for their study, and prepare some interesting stories to share. In the daytime, we can go hiking and do some teamwork. In the evening, we can do such activities as popular games and group dance around the fire.

Isn't that exciting? Come and join us, let's be "a kid in the mountains".

I believe it will bring sunshine to the mountains as well as more confidence to us.

Thank you!

参考译文

大家好，我正在计划一次夏季旅行，名为“做一名山里的孩子”。

它将为我们提供一个有意义的可以与山里学生待在一起的一周。

由于许多父母离开他们去城市发展，这些学生可能会感到孤独，一些人甚至很难继续学习。所以我们可以给他们带一些学习上的东西，比如书本和钢笔，并准备一些有趣的故事来分享。在白天，我们可以去徒步旅行，做一些团队合作。在晚上，我们可以做一些活动，比如受欢迎的游戏和围着篝火跳舞。

这不令人兴奋吗？来加入我们吧，让我们成为“山里的孩子”。我相信它会给山区带来欢乐，也会给我们带来更多的信心。

谢谢你们！

模板 02 倡议书 2

作文题目

Hello, everyone. We should try our best to _____ (倡议内容). What can we do for our hometown?

Firstly, _____ (做法一). Secondly, _____ (做法二). Thirdly, _____ (做法三). Finally, _____ (做法四)

It's polite to obey the rules. It can make us _____ (做法对个人的好处)

If we do small things from now on, _____(做法的其他好处),

Let's try our best to _____ (进行呼吁).

参考词句	
单词	comfortable 舒适的; protect 保护; rubbish 垃圾
短语	try one's best to do sth. 尽某人最大努力做某事; in order to 为了; in public 在公共场合; instead of 而不是

【典型例题】

湘西自治州正在进行“美丽湘西”建设，我们要积极参与“美丽湘西”建设活动，从小事做起，让我们家乡变得更美。作为学生，请以“Start out small”为题，用英语写一篇倡议书。

要点提示：1. 多种植树木和花草，不乱砍伐树木；

2. 购物时重复使用袋子；

3. 不乱扔垃圾，保持河流等干净；

4. 遵守公共秩序，做文明学生。

要求：1. 80 词以上（文章的开头已给出，不计入总词数）；

2. 文章须包括所有要点，可适当发挥，使短文意思通顺、语气连贯、过渡自然；

3. 不得在作文中出现学校真实的名称和学生的真实姓名。

参考词汇：protect the environment; reuse bags; plant; cut down; throw; wait in line; be polite; obey

Start out small

Hello, everyone. We should try our best to make our hometown Xiangxi more beautiful and comfortable.

What can we do for our hometown?

【高分范文】

Start out small

Hello, everyone. We should try our best to make our hometown Xiangxi more beautiful and comfortable. What can we do for our hometown?

Firstly, we can do some small things to protect our environment. For example, we can plant more trees, grass and flowers to make the air fresh. We can't cut down too many trees. It's bad for our environment. Secondly, if we go shopping, we can reuse bags instead of plastic bags. Thirdly, in order to keep the rivers or lakes clean, we shouldn't throw the rubbish everywhere. Finally, when we are in public, we should wait in line.

It's polite to obey the rules. It can make us become good students. If we do small things from now on, our hometown will be more beautiful and comfortable.

Let's try our best to make it together. I believe you can do it.

参考译文

从小事做起

大家好。我们应该努力让我们的家乡湘西更加美丽和舒适。我们能为家乡做些什么呢？

首先，我们可以做一些小事来保护我们的环境。例如，我们可以种植更多的树、草和花来使空气清新。我们不能砍太多树。这对我们的环境不利。其次，如果我们去购物，我们可以重复使用纸袋而不是塑料袋。第三，为保持江河湖泊清洁，我们不可随地乱扔垃圾。

最后，当我们在公共场合时，应该排队等候。

遵守规则是礼貌。它可以使我们成为好学生。如果我们从现在开始做一些小事，我们的家乡会更加美丽舒适。

让我们一起尽最大努力去做吧。我相信你们能做到。

解

真题·思维剖析

(2022·辽宁·中考真题)

根据要求完成大作文。词数：80~100词。

快乐阅读，健康成长。某校英语社团向同学们发出“爱读书、读好书、善读书”的倡议。请根据以下要点提示，用英文写一份倡议书。

写作要点：

1. What books do you want to read?
2. What's your plan for reading?
3. How are you going to do that?
4. What can you get from reading?
- 5....

写作要求：

1. 要点齐全，可以适当发挥；
2. 文中不得出现真实姓名和校名；
3. 文章开头已给出，不计入总词数。

Dear schoolmates,

Books are our best friends. Reading books can provide us with rich knowledge.

【高分范文】

Dear schoolmates,

Books are our best friends. Reading books can provide us with rich knowledge. Reading can also make us wiser. We can improve ourselves by reading.

First, we should read some classics, such as *Journey to the West*, *Little Women* and so on. Second, it's better for us to read at the proper time. We can read either after school or on weekends. Third, reading in a quiet and comfortable place is important for us. We can read in the library. After reading we should write a book report and share it with our friends.

There is no end to learning. Let's enjoy reading and keep reading!

“百善孝为先”，尊敬父母是中华民族的传统美德。但是，在当今社会，还存在一些不孝敬父母的现象。作为中学生，我们应该怎样孝敬父母？请根据下列提示词，并结合自身实际，以 Show Filial Piety for Our Parents 为题，写一篇关于孝敬父母的英语倡议书。

生词： Filial piety 孝心

提示词： duty, happy, understand, be thankful for, behave rudely, stay with, communicate, housework, look after, save money, study...

要求：

1. 词数：80 词左右，可适当发挥。
2. 短文开头及结尾已给出，不计入总词数。
3. 语句完整，意思连贯，语法正确。
4. 文中不能出现自己的真实姓名、校名和地名。

Show Filial Piety for Our Parents

Dear fellow students,

As we know, parents are the most important people in our lives.

Action, boys and girls! Be our parents' good babies!

【高分范文】

Show Filial Piety for Our Parents

Dear fellow students,

As we know, parents are the most important people in our lives. Respecting for parents is the traditional virtue of the Chinese nation. However, in today's society, there are also some phenomena that do not respect parents. As middle school students, how should we respect our parents?

I used to behave rudely at home and now I feel ashamed about it. I think I should learn to be a good boy and be thankful for my parents. I will help do some housework and look after my mum and dad well when they are ill. I will try my best to study hard so that I can enter the key high school in our city. I hope I can become a filial youth.

I also hope every student to be a filial youth.

Action, boys and girls! Be our parents' good babies! Action, boys and girls! Be our parents' good babies!

模板 03 感谢信 1

作文题目

Dear 收信人,

How is your life/study/work recently? In this letter I would like to thank you for your _____. /I'm writing to express my thanks for _____ (原因) I am writing to you because _____ (所做的事). Thanks to your help, I _____. Without your help, I couldn't _____. It's so kind of you to Thank you again for what you have done. I hope to have the chance to express my thanks. I hope I can meet you sometime and express my thanks in person. All the best!

Yours sincerely,

写信人

参考词句	
单词	express 表达; almost 差不多, 几乎; delicious 美味的; patiently 耐心地; encouragement 鼓励
短语	takes sb. to and from school 接送某人上下学; look after 照顾; both of you 你们两个; care a lot about. 非常关心
句型	I'm writing to express my thanks for all your care and love. 我写这封信是为了表达我对你们所有的关心和爱的感谢。

【典型例题】

假如你是李明, 某英语网站正在举办以“感恩父母”为主题的征文活动, 请根据表格中的内容, 写一篇题为“A Letter to My Parents”的短文, 用于投稿。

注意: 1. 文中必须包含三个方面的内容, 可适当发挥, 参考词汇仅供选择使用;

2. 文中不得出现真实姓名、学校等信息;

3. 词数: 80-100。 内容要点

参考词汇

Parents' care cook food, take...to and from school, look after, ...
Parents' love trust, advise, encourage, ...
My thanks ...

【高分范文】

A Letter to My Parents

Dear Mum and Dad,

I'm writing to express my thanks for all your care and love.

All these years, you have done so much. Almost every day, Mum cooks delicious food for me and Dad takes me to and from school. When I'm sick, you look after me carefully and patiently.

Both of you always trust me and care a lot about my school life and personal feelings. The many talks we have had and the advice you have given me help me grow. The encouragement from you helps me fear no difficulties and troubles.

Thanks again for everything you have done for me.

Love from,

Li Ming

参考译文

一封给父母的信

亲爱的爸爸妈妈:

我写这封信是为了表达我对你们所有的关心和爱的感谢。

这些年来，你们做了这么多。妈妈几乎每天都为我做美味的食物，爸爸送我上下学。当我生病时，你们细心、耐心地照顾我。

你们总是信任我，非常关心我的学校生活和个人感受。我们的许多谈话和你们给我的建议都在帮助我成长。你们的鼓励让我不怕困难和问题。

再次感谢你们为我所做的一切。

来自，

李明

模板 04 感谢信 2

Dear 收信人，

I would like to thank you at _____ (时间). You have been very kind and helpful since we met each other.

I will never forget that you have given me so much help. _____ (帮助的具体过程). With your help, I _____ . Since then, we _____ (帮助的结果)

Thank you again. _____ (表达期望与祝愿).

Yours,
写信人

【典型例题】

参考词句	
单词	semester 学期; sincere 真诚的; different 不同的; forever 永远; kindness 善良; anyway 无论如何 如何
短语	at the end of 在...的末尾; catch a fever 发烧; be worried about ..担心.....; catch up with 赶上; even though 即使; have a meal 吃饭; be/feel very grateful for 对...非常感激
句型	I want to express my gratitude to我想向...表达我的感激之情。 You have been very kind and helpful since...自以来，你一直非常友好且给了我很大帮助。 I'll let you know.我想让你知道..

学校广播台开设了“Thank you letter”英语专栏。假设你叫 Chen Feng,你想在初中三年生活即将结束之际，

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/106041120003011012>