

Practical Writing (应用文写作)



How to write a notice ?

通知



文体概述

通知是上级对下级、组织对成员或平行单位之间部署工作、传达事情或召开会议等所使用的应用文。常考的话题有**活动、展览、比赛、讲座**等事项通知。通知要求言简意赅、措辞得当、时间及时。通知分为**口头通知**和**书面通知**，其中，书面通知考查较频繁。



1. 口头通知：称呼+提醒语+正文+结束语

Dear boys and girls, (称呼)

May I have your attention, please! I have an announcement to make. (提醒语)

With the purpose of promoting students' understanding of Chinese culture, a Tang Poetry Recitation Contest will be held by the Students' Union recently.

As scheduled, the contest is to be held in the school hall from 2 p.m. to 5 p.m. on May 10th. Whoever feels interested and has a passion for Chinese culture, please sign up the contest in the Students Union Office before next Friday. Initially, it is recommended that you should read Three Hundred Tang Poem, and learn to appreciate the beauty of ancient Chinese culture in advance. Besides, your performance will be evaluated by your fluency, emotion and pronunciation of your recitation.

Don't hesitate to take part! We are looking forward to your participation.

That's all. Thank you. 结束语

正文

2. 书面通知：标题+正文+落款 + (时间)



NOTICE **标题**

With the purpose of promoting students' understanding of Chinese culture, a Tang Poetry Recitation Contest will be held by the Students' Union recently.

As scheduled, the contest is to be held in the school hall from 2 p.m. to 5 p.m. on May 10th. Whoever feels interested and has a passion for Chinese culture, please sign up the contest in the Students Union Office before next Friday. Initially, it is recommended that you should read Three Hundred Tang Poem, and learn to appreciate the beauty of ancient Chinese culture in advance. Besides, your performance will be evaluated by your fluency, emotion and pronunciation of your recitation.

Don't hesitate to take part! We are looking forward to your participation.

The Students' Union **(落款:发布单位/个人)**
(March 3th, 2024) **(时间)**

正文

(落款:发布单位/个人)
(时间)
)

通知类：英语通知，分为口头通知和书面通知两类。

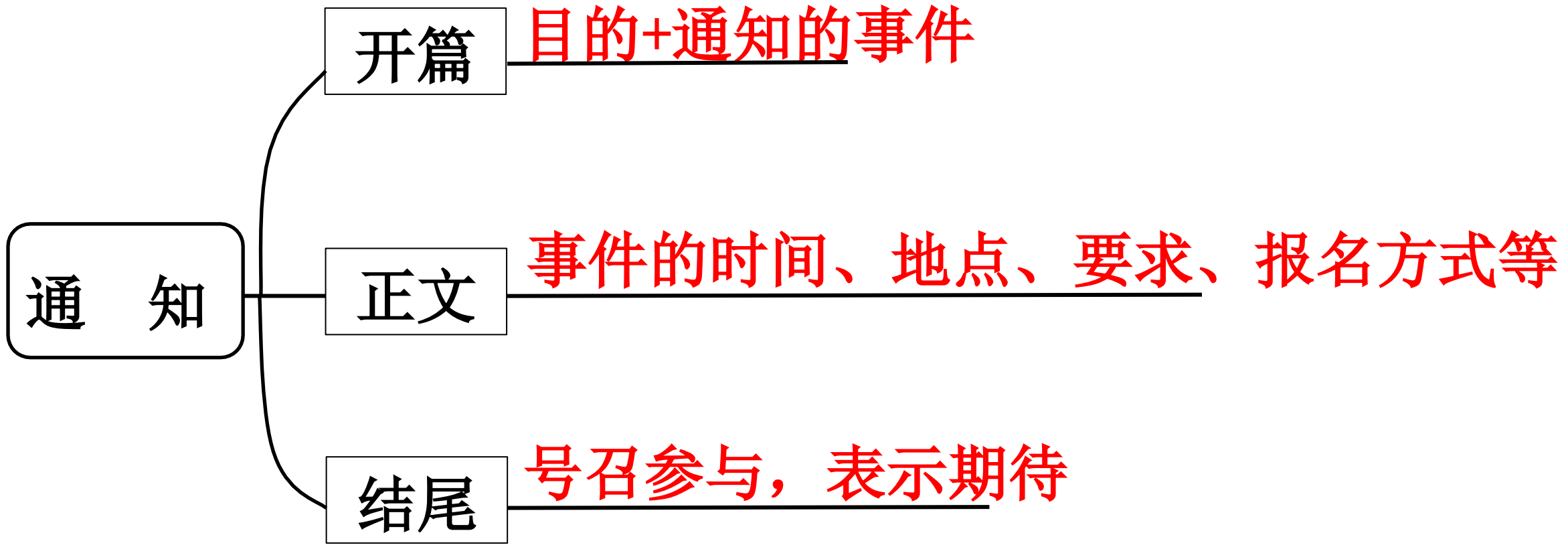
在写口头通知时，应注意以下几个问题：

1. 在正文之前，要有**称呼语**，以引起别人的注意。如：**Boys and girls , attention please. / Ladies and gentlemen, may I have your attention please? I have something important to tell you. /Attention, please! I have an announcement to make.**等。
2. 同样地，**结尾**要给听众结束通知的信号：**That's all . /Thank you so much for it . /Thank you for your attention**等。

书面通知：

1. 标题：在正文上面正中的地方写上**NOTICE** .
2. 正文(**注意:不要称呼和自我介绍**)
 - ① 首段：表述**活动目的**及活动**基本信息**
 - ② 主体：**时间、地点、(活动流程)**，**活动要求/准备工作和报名方式**等
 - ③ 尾段：**号召参与、表示期待**
- 3) 单位：发通知的单位一般写在正文的右下角。

书面通知标题一般为 Notice，居中。然后是正文，正文之后，通知发布的单位或个人署名通常放在右下角，若有发布时间也放在右下角。通常包括三部分内容：



时态：一般将来时和一般现在时为主

审 题

What

假定你是校学生会主席李华，你校即将举办中国古诗词朗诵大赛 (Classical Chinese Poetry Reciting Contest)。为鼓励你校学生参加比赛，请你代表学生会写一则通知，内容包括：

写作类型：Notice

1. 比赛目的 Aim/ purpose

When/Where/How: activities

2. 比赛具体事项（时间、地点、准备工作和报名方式等）；

3. 欢迎大家参加。

- 人称 (person)
- 时态(tense)

注意：1. 写作词数应为80左右；

2. 请按如下格式在答题卡的相应位置作答。

Notice

Para. 1: The lead



📖 比赛通知写作

Para1 写作背景+写作目的

① In order to...,.... is scheduled to be held in our school(或者具体的地点).

为了... , ... 按计划将在何时何地举办。

② Aiming at doing..., our school is scheduled to organize a(n) competition/contest/activity titled/themed + “主题/题目”

旨在...,我们学校计划组织一个以...为主题的比赛

③ The more detailed information is below.

以下是更详细的信息

活动目的和意义的表达方式

①活动意义或者活动目的短语

1.公益类活动（去敬老院、福利院、环保）：

improve students' communicative/social skills

提高学生们的沟通/社交技能

inspire/improve students' social responsibilities

激发/提高学生们的社会责任感

raise/strengthen awareness of garbage classification

提高/加强垃圾分类意识

活动目的和意义的表达方式

2. 文娱休闲类活动（比赛、展览、晚会、运动会, 讲座, 游玩）

raise/arouse students' interest in... 提高/唤起学生对...的兴趣

enrich students' campus life 丰富学生们的校园生活

broaden students' horizons 拓宽学生们的视野

help students have/gain a better understanding of... 帮助学生更好的了解...

build up students' bodies 增强学生们的体魄

【即学即练】

(1)为了丰富校园生活，激发学生对中国文学的热情,我校拟举办一场别开生面的 (extraordinary)中国古典诗词朗诵比赛(Classical Chinese Poetry Reciting Contest)。

Aimed at enriching campus life and arousing students' interest in Chinese literature, an extraordinary Classical Chinese Poetry Reciting Contest is scheduled to be held in our school.

(2)为鼓励我们学生锻炼身体，保持健康，我们学校将举行一场马拉松比赛。

With the intention of encouraging us students to take exercise and keeping healthy, a marathon race **is scheduled to be held** by our school.

(3)为了提高人们的保护地球的意识,一项叫做“拯救地球”的活动将于下周日在学校举行。

Aimed at raising people's awareness of protecting the earth, an activity **themed Save the Earth** will be held in the school next Sunday.

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/537036043063010001>