

写作应试技巧

便条(NOTES)

一、题型分析

便条在我们的日常生活中随处可见，往往内容涉及信息性较强，所以要求考生用简单的语言完整地传递信息。若是有关道歉内容，考生应言之有理，动之以情。

二、应试技巧

1、正确运用格式

便条的写作格式同普通信笺的格式大体一致，包括写作时间，称呼，正文，结束语和具名五部分。但在传递感谢内容的信息与单纯的通俗信息时，写作时间可以不具。

2、正文写作应注意的技巧

写作正文是应注意以下四点：

(1) 使用非正式的，通俗的语言。

(2) 不要将写作人与称呼混淆。

(3) 单词或词组使用的准确性。

(4) 用委婉语气，商量的口吻向别人建议，道歉，邀请，询问，感谢，以期对方接受。

3、正确运用如下常用的语句

(1) 通俗信息便条：

There /Here is...

I have/got...

(2) 约会信息便条：

Could/Would/Will you...

I'd like to ...

(3) 感谢便条:

Thank you (very much) for...

Many thanks for...

I am writing to thank you for...

I am writing to express my appreciation of all that ...

I am writing to tell you how grateful I am for ...

(4) 道歉便条:

I'm so/terribly/extremely sorry that ...

I would like to express my apologies for...

(5) 邀请便条:

Would you like to ...

Would it be possible for you to ...

We should be very glad if you could...

(6) 请求, 询问便条:

Would you please...

I would like to ...

I would be grateful if you could...

We would appreciate doing...

三、范文分析

Dear liu,

I have something important to tell you, please call me at 8 tonight.

Wang

<分析> 这是一张通俗的信息便条，Wang 有重要的事情要告诉Liu ,希望Liu与自己联系。该便条很明显没有写作时间和结束语。前面我们提到过单纯的通俗信息与感谢信息的传递不须注明写作时间，若非注不可，也就是即日，即收笺的那一日。

首句 I have...句式表明“我”有一些，很自然地，明确地引出信息内容。使用了有说服力的词如：important,tell 等，突出表明了信息的重要性。

四、练习

请以 Judy 的名义给 Jane 写一张便条，请 Jane 尽快把其工作计划告诉 Judy。

Dear Jane,

Please inform me as soon as possible your working plan. Thanks.

Judy

通知(Notice)

一、题型分析

英文通知的格式与中文通知格式大体相同，这一点考生容易把握。其内容简单，具体，要求写明具体事项，以便告知相关人员。

二、应试技巧

1.注意中，英通知的细微差别

和中文通知一样，英文通知由标题，正文，落款（或时间）三部分组成。标题写在正文上方正中的部位，常以Notice作标题。落款既发出通知的单位和时间写在正文右下角，有时发出通知的单位可以省略，时间也可写在单位名称下一行的左下角。

2.书写正文时要注意的几点

(1) 内容要简洁，清楚。例如，会议通知要写清时间，地点，出席人员，必要时还可以写明会议内容。

(2) 多采用被动语态，人称用第三人称。如：

a. All the students of the Computer Department are required to meet...

b. A lecture on linguistics will be given by Professor Xiao ...

(3) 为了能引起广泛的注意，正文起首常以“ATTENTION”字样或以“Attention please”开头。如：

ATTENTION, A visit to...

(4) 放假通知应写明放假天数及收假日期。如：

a. Tomorrow being National Day, there will be no work for seven days.

b. Work will be resumed on Oct. 8.

三、范文

Sample 1

通知

请学生会所有成员星期天晚七点半（三月十五日）到会议室开会，商讨有关运动会事宜。

学生会

2004.3.13

Notice

All the members of the Students' Union are requested to meet in the department conference room on Sunday , March 15, at 7:30 p.m, to discuss the plan of the sports meet.

Students' Union

March 13, 2004

四、练习

- 1.请拟一张国庆节放七天假的通知。
2. 请以英语系办公室的名义拟一个组织教师去韶山参观的通知。

Notice

Attention please, A visit to Shaoshan has been arranged for Saturday, March 20. The teachers who wish to go, please gather at the college gate.

The bus is to leave at 6:00 a.m sharp.

The English Department Office

March 18, 2004

请假条 (Asking for Sick Leave or Business Leave)

一、题型分析

在应用文能力考试中，请假条因篇幅短小，格式、内容较为容易掌握，故相对于推荐信、申请信等篇幅较长的应用文而言，其得分率要高，且该类型的应用文要求文体正式、语言得体，尤其是用礼貌的语言向领导讲述请假的理由。

二、应试技巧

1. 了解请假条的基本情况 (内容)

请假条是便条的一种，主要用于因病或因重要事情向领导请示批准某一特定时间的假。根据其请假理由的不同，可把请假条分为病假条和事假条两种。但不管是那一种都应包括以下四部分内容：

(1) 日期

日期通常应在正文右上角，因请假条涉及到的是最近时间内的事情，故可直接用几月，几日或星期几来表示，如 April 10 或 10 April 或 Thursday.

(2) 称呼

称呼常用常规信中的称呼语，如 Dear..., Mr ..., Professor ..., Dr ... 等.

(3) 正文

正文是请假条的核心部分，主要涉及到请假原因，请假时间，结尾时需用一些表示感谢或请求批准的话语。切记理由要充分，在必要是应附上相应的证明。

(4) 结束语の署名

结束语常用 **yours faithfully** 或 **yours sincerely** 或 **yours truly** 等。

2. 常用句型

(1) 起首用语

请假条中起首句常用来说明请假原因或请假时间，常用句型如下：

I'd like to apply for three days leave of absence, starting from ..., and finishing on ...

I am writing to ask for sick leave of ... days, starting from ... to ...

I'm sorry I can't attend the meeting because/as...

Owing to ... / As ..., I shall be unable to ...

(2) 结尾常用语

请假条中结尾用语常用来表示感谢、请予批准等。常用句型如下：

I should be very obliged / grateful if you grant me the leave.

I hope you will grant me the leave.

Hoping you will excuse my non-attendance.

I'll certainly do my best to make up ... once / as soon as ...

Now I enclose a Doctor's Certificate / a medical certificate from / issued by the doctor.

Now I enclose the telegraph from my father.

三、范文（事假条）

April 25

Dear Mr. Frick,

As my brother is moving to Canada tomorrow, I shall be very much obliged if you will grant me my application for one day's leave tomorrow.

Yours respectfully,

Robin Ford

病假条

(English 2nd Year, Class B)

April 4, 2004

(To Department office)

Ms Smith,

Owing to a severe headache, I shall be unable to attend classes today. I enclose a medical certificate from the doctor.

Hoping you will excuse my non-attendance.

Yours respectfully,

Li Ming

四、练习

(1) 以 Mary 的名义向 Professor John 写一张因病无法上课的请假条（注明缺漏的课日后补上）。

要求：不少于30 词

(2) 写一封因家父病重须回家探望，故请求给予三天假的请假条（注明起止时间）。

要求：60 词左右。

April 4, 2004

Dear Manager,

I'd like to apply for three days leave, starting from the 13th to the 15th, in order to return to my hometown to see my father, who is seriously ill these days.

I should be very much obliged if you grant me the leave. As to the duties to be missed during my absence, I shall do my best to make them up as soon as I get back.

Here I enclose a telegraph from my mother.

Yours faithfully,

Wang Fang

邀请信 (A letter of Invitation)

一、题型分析

该题型要求考生掌握正式和非正式的书信体邀请信的格式。它的内容应该完整、明确，语言简朴，态度热情。其复函即接受邀请或谢绝邀请也具有上述特点。

2、正文要求写清的几个方面

(1) 邀请信的正文

a) 直截了当地提出邀请并指出时间（年，月，日，钟点），场地，场合。



Thank you for your invitation to ...

We look forward to seeing you again.

(3) Please accept my sincere regret at ...

Unfortunately , it will be impossible for me to ...

What a shame ! We can't ...

April 12, 2005

Dear Lucy,

Thank you for your kind invitation to dinner at your place on Sunday, April 15, at 8:00 p.m. I do accept it with great pleasure. It seems quite a long time since we met last.

I'm looking forward to seeing you.

Yours,

Peter

以上是Peter 表示接受邀请而写的一封回信。正文开头对邀请表示感激，并确认了时间，地点。接着明确表示乐意接受邀请 (I do accept it with great pleasure)。最后表示了热切盼望那一天的到来。此信的关键是要写明接受邀请，而不能出现 “I'll accept if I'm free” 这类模棱两可的句子。

April 12, 2005

Dear Lucy,

Thank you for your kind invitation to dinner at your place, but I'm sorry that I have to decline it. I'll visit my former teacher that day.

I do hope to see you when I'm free.

Yours,

Peter

这是一封Peter因故不能出席的谢绝邀请信。同样，正文开头表达了被邀请的谢意。接着明确地谢绝邀请并解释了原因(**but I'm sorry that I have to decline it. I'll visit my former teacher that day**)。此处用到的套语有：

Thank you very much for your kind invitation to ...

I'm sorry that ...

四、练习

按下列要求写一封邀请信及复函：

1.以Wang Li 的名义给他的朋友Li Min写一封邀请信，请他五一劳动节期间来 杭州游玩。

2. 以Li Min的名义写一封接受邀请信。

3.因Li Min在这期间要去广东考察工作单位而谢绝邀请，请以 Li Min 的名义写 一封谢绝信。



April 20, 2005

Dear Wang Li,

Thank you for your kind invitation, I'm really pleased to meet you in Hangzhou, but now I can't decide specifically when I will arrive in Hangzhou, however,once I make a specific decision, I will notify you by telephone.

I hope we can meet earlier.

Yours,

Li Min



请求信(A Letter of Request)

正文要写清楚如下几点:

- 1.可以开门见山地提出请求,但语气要有礼貌。
- 2.简明扼要地解释提出请求的原因。
- 3.无论结果如何,都向对方致谢,但客套语不宜过多。

灵活运用常用于请求的语句

(1) I wish to ...

I want to...

We'd like to ...

I would ask you to...

(2) We would feel obliged ...

I should feel grateful for ...

... will be greatly appreciated...

范文:

No.3 Huangxing Road

Changsha, 410006

April 20, 2005

Admission Office

Nanjing University

Nanjing, 210008

Dear Sir,

I want to pursue a ph.D at your university. My intended of entrance is Autumn 2005. Your sending me application forms at your earliest convenience will be greatly appreciated.

Sincerely yours,

Li Mei

练习

给某电脑公司的销售部经理写一封请求信，请求他给你寄该公司当天在《北京周末报》广告中的家用电脑的详尽说明。

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/565312104102011311>