

专题 37 应用文写作之提纲类

《考点·题型·技巧》

【题型分析】

1、假设你是晨光中学高三学生李津。你校于 6 月 8 日举办了成人礼活动，你的英国朋友 Chris 很想了解该活动。你于当晚给 Chris 回一封电子邮件，介绍相关情况，内容包括：

(1)成人礼活动内容(成长点滴回顾、观看校友抗疫事迹录像)；

(2)对活动的感受；

(3)对自己未来的展望。

注意：

(1)词数不少于 100；

(2)可适当加入细节，使内容充实、行文连贯；

(3)开头已给出，不计入总词数。

参考词汇：

成人礼 the coming-of age ceremony

新冠肺炎 COVID-19

Dear Chris,

I'm so glad to hear from you.

Yours,

Li Jin

【答案】

Dear Chris,

I am so glad to hear from you. The coming-of-age ceremony was held in our school on June 8th this month. During the coming-of-age ceremony, the headmaster congratulated us on stepping into the adult, reviewing the growth period that we had experienced. After that, we all watched the video of alumnus fighting against the epidemic.

Through the activity, what I felt is that I am able to shoulder the responsibility and make us stronger and more determined. When faced with the difficulties and failures, I must overcome them. In the future, I will be a good doctor to heal the wounded and rescue the dying, devoting myself to my work.

Best wishes!

Yours,

Li Jin

【解析】

【分析】

这是一篇应用文，要求写一封信。

【详解】

第一步:审题。审题的目的是获取重要信息。通过审题我们可以确定几个方面的信息。第一，假如你是晨光中学的李津。你校于6月8号举办了成人礼活动，你的英国朋友Chris很想了解该活动。你于当晚给Chris回一封电子邮件，介绍相关情况，内容包括:(1)成人礼活动内容(成长点滴回顾，观看校友抗疫事迹录像等)2. 对活动的感受。3. 对自己未来的展望。第二，人称为第一人称。第三，时态为一般现在时，一般过去时和一般将来时。

第二步:布局段落，确定主要段落，次要段落，段落数量。这篇写作段落数量为三段。第一段:成人礼活动内容(成长点滴回顾，观看校友抗疫事迹录像等)。第二段:对活动的感受；对自己未来的展望。第三段，表达期望。

第三步:确定关键词汇和短语:congratulate sb on sth., be faced with, heal the wounded and rescue the dying, devote oneself to doing sth.:

第四步:确定较为高级的句子:that引导的定语从句和现在分词作状语 During the coming-of-age ceremony, the headmaster congratulated us on stepping into the adult, reviewing the growth period that we had experienced. that引导的表语从句 Through the activity, what I felt is that I am able to shoulder the responsibility and make us stronger and more determined.时间状语从句的省略句 When faced with the difficulties and failures, I must overcome them.

第五步:连句成文，注意使用恰当的连接词进行过渡衔接:After that, besides, however.

第六步:注意书写，保持卷面整洁，避免划线，乱擦。

【点睛】

文章思路清晰，语言规范，段落整齐，语篇连贯，层次清晰。使用了较为高级的句式:that 引导的定语从句和现在分词作状语 During the coming-of-age ceremony, the headmaster congratulated us on stepping into the adult, reviewing the growth period that we had experienced. that 引导的表语从句 Through the activity, what I felt is that I am able to shoulder the responsibility and make us stronger and more determined.时间状语从句的省略句 When faced with the difficulties and failures, I must overcome them.等高级句式的应用提升了写作的档次，整个短文显示出了作者高水平的英语表达能力。

2、假定你是李华，上周日你校举办了 5 公里越野赛跑活动。请你为校英文报写一篇报道，内容包括：

1. 参加人员：
2. 跑步路线：从校门口到南山脚下：
3. 活动反响。

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。

A Cross-Country Running Race

【答案】

A Cross-Country Running Race

Last Sunday witnessed an extraordinary cross-country running race, which nearly drew the attention of every student and teacher of our school.

The students selected from every class took part in the competition. The route measured five kilometers, from our school gate to the foot of Nanshan Mountain. Every runner tried their best to finish the task, with their classmates along the way giving them necessarily help as well as encouragement. At last, all the runners managed to arrive the finish line, receiving cheers from all the directions.

The activity was highly spoken of, because not only did it provide chance for us to

exercise, but also made us more cohesive.

【解析】

【分析】

这是一篇应用文。本篇要求考生就上周日学校举行的 5 公里越野赛活动写一篇新闻报道。

【详解】

体裁:应用文

时态:根据提示, 时态应以一般过去时为主

结构:总分总

要求:

1. 参加人员
2. 跑步路线
3. 活动反响

第二步:列提纲(重点词组)

attend/witness/ draw one's attention/ manage to do sth./ measure/ speak highly of/
provide sth. for sb.

第三步:连词成句

1. Last Sunday witnessed an extraordinary cross-country running race, which nearly drew the attention of every student and teacher of our school.
2. The students selected from every class took part in the competition.
3. The route measured five kilometers, from our school gate to the foot of Nanshan Mountain.
4. Every runner tried their best to finish the task, with their classmates along the way giving them necessary help as well as encouragement.
5. At last, all the runners managed to arrive the finish line, receiving cheers from all the directions.
6. The activity is highly spoken of, because not only does it provide chance for us to exercise, but also makes us more cohesive.

第四步:连句成篇(加入衔接词或从句)

表示并列的连词:and/but/or/so...

状语从句连词:because/ if/ though/ although...

定语从句连词:which/ that/ when/ where...

第五步:修改润色(加入高级词汇或短语)

【点睛】

范文内容完整, 要点全面, 语言规范, 语篇连贯, 词数适当, 上下文意思连贯, 符合逻辑关系。作者在范文中使用了一些高分句型, 例如: Last Sunday witnessed an extraordinary cross-country running race, which nearly drew the attention of every student and teacher of our school. 中 which 引导非限制性定语从句; The activity is highly thought of, because not only does it provide chance for us to exercise, but also makes us more cohesive. 中使用了部分倒装。



检测训练

1、你校正在组织英语作文比赛。请以身边值得尊敬和爱戴的人为题, 写一篇短文参赛, 内容包括:

1. 人物简介;
2. 尊敬和爱戴的原因。

注意:

1. 词数 100 左右;
2. 短文题目和首句已为你写好。

【答案】

The person I respect

We have a lot of respectable people around us. They may be our teachers, parents or one of our elders. As for me, my father is the person I respect most. My father is a teacher who loves his work and his students very much. He works very hard every day but he will also spare some time to accompany me and share many funny things with me about his work.

When I come across the problems of learning in my study, my father will listen to me patiently and encourage me to overcome the difficulties bravely. He achieved a lot in his work, respected by his students. So, in my mind my father is the person I respect most and I love him deeply.

【解析】

【分析】

本篇书面表达属于应用文。要求学生以身边值得尊敬和爱戴的人为题，写一篇短文参赛。

【详解】

第一步：审题

体裁：应用文。

时态：根据提示，时态应为一般现在时。

结构：总分法。

要求：

1.人物简介：

2.尊敬和爱戴的原因。

第二步：列提纲（重点短语）

As for me; spare some time; listen to me patiently;

第三步：连词成句

1.As for me, my father is the person I respect mostly.

2.He works very hard every day but he will also spare some time to accompany me and share many funny things with me about his work.

3.My father will listen to me patiently and encourage me to overcome the difficulties bravely.

根据提示及关键词（组）进行遣词造句，注意主谓一致和时态问题。

第四步：连句成篇

1.表示文章结构顺序：介绍人物；阐述原因

2.表示并列补充关系：As for; and; but; So

第五步：润色修改

【点睛】

范文内容完整，要点全面，语言规范，语篇连贯，词数适当，上下文意思连贯。复合逻辑关

系。作者在范文中使用了较多的高端句式, 如定语从句: *My father is a teacher who loves his work and his students very much*; 非谓语动词: *He achieved a lot in his work, respected by his students*; 时间状语从句: *When I come across the problem of learning in my study, my father will listen to me patiently and encourage me to overcome the difficulties bravely...*等。文章思路清晰, 层次分明, 上下句转换自然。为文章增色添彩。

2、假定你是高一学生李华。请你给你的美国网友 Tony 写一封 e-mail, 把你的暑假安排告诉他, 并询问他的暑假安排。内容包括:

1. 完成作业, 适量阅读;
2. 走亲访友;
3. 参加社区组织的志愿者活动。

注意: 1. 词数 80 左右; 信的开头已经写好。

2. 可适当增加细节, 以使行文连贯。

Dear Tony,

How is everything with you recently?

Yours sincerely,

Li Hua

【答案】

Dear Tony,

How are things with you lately? I am glad to tell you the plan for my summer holiday, which is approaching. Above all, I have got to finish all the assigned homework and do some reading as well. I will also spend some time visiting relatives and close friends and even travelling near or far. Besides, I intend to take part in some meaningful volunteering activities organized by the community. Please send me an e-mail, sharing your plan for the summer vacation. OK?

Looking forward to it!

Yours sincerely,

Li Hua

【解析】

【分析】

本书面表达是一篇提纲类作文。

【详解】

体裁：应用文

时态：根据提示，时态应以一般现在时为主

结构：分总

要求：

1. 完成作业，适量阅读；
2. 走亲访友；
3. 参加社区组织的志愿者活动。

第二步：列提纲（重点词组）

be glad to do sth./ tell sb. sth./ spend time in doing sth./ take part in/ intend to do sth./

send sth. to sb./ look forward to

第三步：连词成句

1. How is everything going recently?
2. I am glad to tell you the plan for the approaching summer holiday.
3. Above all, I have got to finish all the assigned homework and do some reading as well.
4. I will also spend some time visiting relatives and close friends and even travelling near or far.
5. Besides, I intend to take part in some meaningful volunteering activities organized by the community.
6. What about your plan for the summer holiday?
7. Looking forward to it!

第四步：连句成篇（加入衔接词或从句）

表示并列的连词：and/but/or/so...

状语从句连词：because/ if/ though/ although...

定语从句连词：which/ that/ when/ where...

第五步：修改润色（加入高级词汇或短语）

【点睛】

[高分句型 1]

I have got to finish all the homework assigned by my teachers and do some reading as well. 我必须完成老师布置的所有家庭作业，并且读一些书。句中使用了过去分词短语作后置定语。

[高分句型 2]

Besides, I intend to take part in some meaningful volunteering activities organized by the community, which are of great benefit. 句中 which 引导非线性定语从句，和 be of + n. 表事物特征。

3、假设你是晨光中学的学生李津。你在某网站的论坛上读到一位名为 Chris 的外国学生发的帖子，得知他有意来中国的大学学习。请根据以下提示给 Chris 留言：

- (1) 鼓励他来中国留学；
- (2) 说明来华留学的好处（如：加深对中国的了解，对个人发展的益处等）；
- (3) 表示愿意进一步提供帮助。 注意：
 - (1) 词数不少于 100；
 - (2) 可适当加入细节，使内容充实、行文连贯；
 - (3) 开头已给出，不计入总词数。

 Chris Australia	Any suggestions?
	Posted on Mar. 22nd, 2018 9:00 PM It's time to make a decision. I'm wondering if I should go to China for college.

 Li Jin China	Reply to Chris
	Posted on Mar. 23rd, 2018 10:00 AM Hi, Chris.

【答案】

Hi Chris,

I am happy to learn that you are considering coming to China for college education. I encourage you to come to China for further education for the following reasons.

First, not only can you learn Chinese language but also you can know more about Chinese culture, which will benefit you a lot in your future career. In addition to this, you can appreciate the fascinating scenery of China in your holidays, which will leave an unforgettable impression on you. Should you need any more help, please don't hesitate to contact me.

I am looking forward to seeing you in China as soon as possible.

Yours

WangJin

【解析】

【分析】

这是一篇应用文，要求写给 Chris 留言。

【详解】

第一步：审题。审题的目的是获取重要信息。通过审题我们可以确定几个方面的信息。第一，

假设你是晨光中学的学生李津。你在某网站的论坛上读到一位名为 Chris 的外国学生发的帖子，得知他有意来中国的大学学习。请根据以下提示给 Chris 留言：

(1) 鼓励他来中国留学；

(2) 说明来华留学的好处（如：加深对中国的了解，对个人发展的益处等）；

(3) 表示愿意进一步提供帮助。第二，人称用第一人称和第二人称。第三，时态为一般现在时和一般将来时。

第二步：布局段落，确定主要段落，次要段落，段落数量。这篇写作段落数量为三段。第一段，鼓励他来中国留学。第二段，说明来华留学的好处（如：加深对中国的了解，对个人发展的益处等）；表示愿意进一步提供帮助。第三段，表达期望。

第三步：确定关键词汇和短语：benefit, unforgettable impression, encourage sb to do sth, appreciate the fascinating scenery of China, hesitate to do sth .

第四步：确定较为高级的句子：which 引导的非限制性定语从句 First, not only can you learn Chinese language but also you can know more about Chinese culture, which will benefit you a lot in your future career. that 引导的宾语从句 I am happy to learn that you are considering coming to China for college education.

第五步：连句成文，注意使用恰当的连接词进行过渡衔接：First, In addition to, Finally.

第六步：注意书写，保持卷面整洁，避免划线，乱擦。

【点睛】

文章思路清晰，语言规范，段落整齐，语篇连贯，层次清晰。使用了较为高级的句式：which 引导的非限制性定语从句 First, not only can you learn Chinese language but also you can know more about Chinese culture, which will benefit you a lot in your future career. that 引导的宾语从句 I am happy to learn that you are considering coming to China for college education.

高级句式的应用提升了写作的档次，整个短文显示出了作者高水平的英语表达能力。

4、假设你是红星中学高三学生李华。你的英国好友 Jim 打算暑假期间来北京、天津和上海旅游，发来邮件询问相关信息。请你给他回复邮件，内容包括：

1. 交通出行；

2. 必备衣物。

注意：

1. 词数不少于 50；

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