

15 通知类

真题回顾

(2018·全国卷II)你受学生会委托为校宣传栏“英语天地”写一则通知,请大家观看一部英文短片 Growing Together, 内容包括:

- 1.短片内容:学校的发展;
- 2.放映时间、地点;
- 3.欢迎对短片提出意见。

注意: 1.词数 100 左右;

- 2.可以适当增加细节,以使行文连贯。

【参考范文】

NOTICE

Boys and girls,

May I have your attention, please? Recently, an outstanding movie will be shown in our campus. Welcome to join us and enjoy it! Here are some relevant details about it.

To begin with, the name of the movie is Growing Together, which is about the development of our beloved school. It is believed that the movie will be not only meaningful but also interesting. Besides, please note that it will be shown in the library from 2:00 to 4:00 in the afternoon on June 9th. What's more, every one of you will be welcome to take part in it, enjoying the movie, having a heated discussion afterwards and giving your own comments.

Hopefully, you would make it to our activity. I have the confidence that you will have a great time then.

The Students' Union

【范文点评】

(1)文章开篇提醒并引入话题。随后表述短片的内容和放映的时间、地点,并欢迎对短片提出意见。最后号召大家观看短片。

(2)范文中使用了大量亮点句型,如: ..which is about ...是 which 引导的非限制性定语从句; ...enjoying the movie, having ... and giving your own comments 运用了现在分词作状语; Hopefully, you would make it to our activity.等。这些都是提升文章档次的表达,也展示了作者

较强的语言运用能力。

必背句式

1.提醒和引入话题常用语

①May I have/call your attention, please?

请大家注意一下，好吗？

②Attention, please, everybody!

请大家注意！

③I have an announcement (宣布，通知) to make.

我有一件事情要宣布。

④I have something to tell you.

我要告诉大家一些事情。

2.通知具体事项部分常用语

①There will be a talk (或者 speech contest) this afternoon.

今天下午将有一场讨论会(演讲比赛)。

②The Student Union has decided that ...

学生会已决定……

③We shall have a lecture on ...

我们将举行关于……的研讨会。

④It has been decided that we'll pay a visit to ...

已经决定我们将参观……

3.结尾部分常用语

①Please attend it on time and don't be late.

请按时到场，不要迟到。

②I hope you can have a good time.

我希望你们玩得开心。

③Everyone is welcome to attend/take part in it.

欢迎所有人参加。

④That's all.Thank you.

就这些，谢谢。

必背模板

模板①

Notice(或者 Notice)

An exciting / interesting event “_____”(给定的活动名称)” is around the corner / is coming / drawing closer / taking place. Every one of /All of you is / are expected to be part of / participate in / take part in the event which _____(举办活动的目的/益处等)

①You are required / asked / demanded to do / that you (should) do _____(活动要求).

②You'll do _____(活动内容). (此处①②取二者之一即可)

The event will be held / take place _____(活动时间、地点). For any questions, call / ring _____(联系人) at _____(联系的电话号、QQ 号、地址等)

Li Hua(发布通知的人签名)

模板②

STUDENTS UNION(发布通知的单位、组织名称)

Sep 22, 2019(发布日期。如果没给可不写)

Notice

An exciting / interesting event “_____”(给定的活动名称)” is around the corner / is coming / drawing closer / taking place. Every one of /All of you is / are expected to be part of / participate in / take part in the event which _____(举办活动的目的/益处等)

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Li Hua(发布通知的人签名)

升级策略

必背套句

1. Good afternoon, everyone. May I have your attention, please! (口头通知)

2. 我校定于下周五晚上 6:00 至 8:00 举行新年晚会。

Our school is scheduled to hold a New Year party from 6:00 p.m to 8:00 p.m next Friday.

3. 活动旨在让我们更好地了解中国文化。

The activity is intended to enable us to have a better understanding of Chinese culture.

4. 会议通知：时间（2018 年 4 月 5 日 晚上 7 点）地点（3 号楼 103 房间）

A meeting is scheduled in Room 103 of Building 3 at 7:00 on the evening of April 5, 2018./

5. 参加演讲比赛的同学请在 5 月 25 号前到学生会办公室报名。

Those who want to take part in the English-speaking contest are required to sign up for it at the Students' Union office before May 25th. (书面通知)

Please sign your name at the Students' Union office before May 25th if you want to take part in the English-speaking contest. (口头通知)

6. 要求所有的学生出席这次报告。All the students are expected to attend the lecture.

7. 欢迎所有的人参加这次活动 Every one of us is welcome (to take part in the activity).

8. 请准时参加。Please attend it on time. / Please be present on time.

开头用语

书面通知：

There be... to be held on..., in... Problem to be talk about... include... You/ They should...

Everyone is demanded to be present on time.

口头通知：

Ladies and gentlemen,

Attention, please. I have something to tell you.

技能提升

1. 假定你是学生会主席李华，你校将举办一场中外交流活动，征集以“我和春节”为主题的优秀摄影作品。请你用英语写一则通知，内容包括：

1. 活动的目的；

2. 活动的要求；

3. 表达期待。

注意：1. 词数 100 左右；

2. 可以适当增加细节，以使行文连贯。

Notice

The Students' Union

2. 假定你是李华，为激励学生更深入地探索宇宙的奥秘，激发同学们对探索太空和科学的热爱，学校决定于本周五下午 4 点，在学校会议厅组织包括交流学生内的全体在校生观看神舟十五号载人飞船返回地球的录像回放，请以校学生会的名义写一则英语通知，内容包括：

1. 观看视频的时间与地点；

2. 观看视频过程中的注意事项；

3. 要求写一篇观后感。

注意：1. 词数 100 左右；

2. 可以适当为加细节，以使行文连贯。

参考词汇：神舟十五号载人飞船返回地球的录像回放 the replay of the Shenzhou XV manned spaceship returning to Earth on video

Notice

The Students' Union

3. 假定你是校学生会主席李华，学生会将举行以“Enjoy Reading, Enjoy Life”为主题的校园读书分享活动。请你根据提示写一则通知告知国际部学生，内容包括：

- 1.活动意图；
- 2.活动内容；
- 3.欢迎参加。

注意：

- 1.词数 80 左右；
- 2.请按如下格式在答题卡的相应位置作答。

Notice

The Student Union

4. 为激发学生英语学习的兴趣，你校将举办英文配音（voice acting）作品大赛。请你以校学生会的名义用英语写一则通知，内容包括：

1. 比赛目的；
2. 作品要求；
3. 截止日期。

注意：

1. 词数 80 左右；

2. 请按如下格式在答题卡的相应位置作答。

Notice

The Students' Union

5. 假如你是李华,某国际学校英语报“Cross-cultural Communication”栏目的负责人,请你写一则通知,呼吁全校学生向专栏投稿,内容包括:

- 1.栏目简介;
- 2.稿件要求;
- 3.投稿方式和截止日期。

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

The English Newspaper

6. 假定你是校园报社的负责人李华,现在要组织一场名为“青春有你”的征文活动,请发布一则征文通知,内容包括:

- 1.征文主题、内容;
- 2.报名时间、提交途径。

注意：

1. 写作词数应为 80 词左右；
2. 不得透露任何个人信息，可适当增加细节，使得行文连贯。

7. 假定你是校英文报编辑李华，你校最近组织了经典阅读（Classics Reading）活动，为配合该活动，请你写一则面向全体学生征集读后感的通知，内容包括：

1. 征文要求；
2. 提交方式。

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。
8. 你校本周末将组织班级男女混合拔河比赛。请你以学生会的名义写一则通知用于校英语报，要点如下：
1. 时间和地点；
 2. 参加人员；
 3. 注意事项。

参考词汇：拔河 tug-of-war 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

9. 假定你是学生会主席李华，你校即将举行创意大赛表彰大会。请你就此事写一则通知，内容包括：

1. 大会时间及地点；

2. 大会内容。

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。

参考词汇：表彰大会 commendation ceremony

Notice

The Student Union

10. 假定你是学生会主席李华，你校国际部将邀请 Smith 教授于本周五进行关于“*How to learn effectively*”的讲座，请根据以下内容写一则通知。

1. 时间和地点；

2. 演讲内容：高效学习的方法和优点；

3. 注意事项：佩戴口罩。

注意：1. 词数 100 左右；

2. 可适当增加细节。

Notice

It's hereby announced that there is going to be a lecture themed “*How to learn effectively*”.

Student Council

December 18, 2021

11. 假如你是学生会主席李华，你校将组织一场元旦晚会，现面向全体学生征选节目。请你代表学生会写一则书面通知，内容包括：

1.晚会时间、地点；

2.节目形式；

3. 报名方式。

注意：1.词数 80 词左右；2.可以适当增加细节，以使行文连贯。

12. 你受英语社团的委托，请根据下列内容提示，写一则到“天颐养老院”看望一位抗战老兵的英语口头通知。要点如下：

1.时间：本周六早上 8：30 出发，下午 4：30 返回；

2.出发地点及交通方式：学校大门口乘巴士；

3.活动内容：赠送鲜花和爱心卡等，帮助打扫卫生，表演唱歌、跳舞等节目。

注意：1.词数 100 左右；

2.可以适当增加细节，以使行文连贯；

3.开头和结尾已为你写好，不计入总词数。

参考词汇与句型：

1.举行一次有意义的活动 hold a meaningful activity

2.本周六 this Saturday

3.看望一位抗战老兵 visit a veteran of the anti-Japanese war

4.去天颐养老院 go to Tian Yi Nursing Home

5.在学校大门口集合 meet at the school gate

6.上午 8:30 出发 set off at 8:30 a.m.

7.乘巴士 by bus

8.下午 4:30 返回 come back at 4:30 p.m.

- 9.活动安排如下 The activity will be arranged as follows
- 10.赠送鲜花和爱心卡 present him with flowers and love cards
- 11.帮助打扫卫生 help to do some cleaning
- 12.将有一些表演 There will be some performances
- 13.例如唱歌、跳舞 such as singing and dancing
- 14.对你是.....的好机会 It will be a great chance for you to...
- 15.期待.....Look forward to ...

May I have your attention, please?

That's all. Thank you.

参考答案

1.

Notice

The Spring Festival, one of the most important traditional festivals of China, is drawing near. Thus, our school will hold a photography competition to show overseas students the celebrations of Chinese New Year from your points of view.

Through this activity, not only can you have a better understanding of our Chinese traditional festival, but you can also help foreign students know more about our precious cultures and ancient customs. Please send your photos to the appointed address before the start of school. And make sure they are clear and positive. All the selected works will be published on the school's website.

Please take an active part in the contest. Looking forward to your photography works.

The Students' Union

【写作指导】本篇书面表达属于应用文，要求考生为学校将举办的一场中外交流活动，写一则通知，征集以“我和春节”为主题的优秀摄影作品。

【写作分析】

1. 词汇积累

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/637106034132006146>