

专题 05 应用文之申请信, 演讲稿, 邀请函

题型概述 | 模板构建 | 真题试练

本节导航

模板 01 申请信

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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 申请信 1

Dear 收信人，

_____ (自我介绍).

I want to _____ (说明写信原因). It's also a good chance for me to improve myself.

I can do many things. For example, I can _____ (列举工作内容).

I sincerely hope _____ (表达期望).

I'm looking forward to your reply.

Yours,
申请人

参考词句	
单词	improve 提升，提高； leaflet 传单； strength 优点
短语	break the bad news 说出坏消息； for example 例如； be good at 擅长； at the same time 同时； help sb. do sth. 帮助某人做某事； the elderly 老人； work as 任职..， 当.....
句型	It's a good chance for sb. to do sth. 做某事对某人来说是个好机会。

【典型例题】

益阳市正在为创建全国文明城市（national civilized city）招募志愿者。假设你是李华，想成为一名志愿者，请你用英文给志愿者协会写一封邮件，谈谈你能做的志愿者工作。

内容包括：打扫城市公园；到老人之家帮忙；分发传单、张贴通知要求：1.词数 60-80，开头结尾已给出，不计入总词数；

- 2.内容可适当发挥，使行文连贯；
- 3.文中不得出现真实姓名、学校名称等信息。

参考词汇： volunteer; clean up; wash; hand out; put up

Dear madam,

My name is Li Hua. I am a student in No. 1 Middle School.

I'm looking forward to your reply.

Yours,
Li Hua

【高分范文】

Dear madam,

My name is Li Hua. I am a student in No. 1 Middle School.

I want to be a volunteer, because helping other people makes me feel good. It's also a good chance for me to improve myself.

I can do many things. For example, I can help clean up the city parks. I am good at singing, so I can sing lots of songs and tell some stories for the old people at the Old People's Home. At the same time, I can help the elderly wash their clothes. I can also hand out leaflets and put up notices. I sincerely hope I can work as a volunteer and do something helpful.

I'm looking forward to your reply.

Yours,
Li Hua

参考译文

尊敬的女士：

我的名字叫李华。我是一名来自第一中学的学生。

我想成为一名志愿者，因为帮助别人让我感觉很好。这也是我提升自己的一个好机会。

我能做很多事情。例如，我可以帮助清理城市公园。我擅长唱歌，所以我可以在老人之家唱一些歌曲，给老人讲一些故事。同时，我可以帮老人洗衣服。我也可以发传单和张贴通知。我真诚地希望我可以当一名志愿者并且做一些有用的事情。

期待着您的回复。

你的，

李华

模板 02 申请信 2

Dear 收信人，

I'm _____ (自我介绍). I am writing the letter to ask the possibility of _____
(写信目的), One of my reasons for applying is that _____ (原一) The other reason is that _____
(原因二). Besides, _____ (原因三)

All in all, the project _____ (申请项目对自身的意义). I really hope to be a member of your project.

Thank you for considering my application and I am looking forward to hearing from you,

Sincerely yours,
申请人

参考词句	
单词	volunteer 志愿者; provide 提供; experience 体验; several 几个的
短语	in the west of 在...的西部; have a chance to do sth. 有机会做某事; all in all 总而言之; look forward to 盼望, 期待
句型	In my opinion, volunteer work is great because it can help many people. 我认为志愿者的工作很伟大, 因为它可以帮助很多人。

【典型例题】

假设你是李华。你在某英文网站上看到一则招募中国志愿者(volunteer)的广告。请根据该广告中所提供

的两个志愿者项目，选择其中一个，结合自己的实际情况，给项目负责人写一封电子邮件，表达你希望参加中国项目的愿望，并阐述理由。

Project 1

Place: A small village in the west of China

Activities: teach children English , visit the old people's home, work on the farm

Project 2

Place: A primary school in the north of Thailand

Activities: set up a small library, give Chinese lessons, play games with children

注意：1. 邮件中必须包含招募广告中的信息，可适当发挥；

2. 文中不得出现与你身份相关的信息；

3. 词数：80-100。

【高分范文】

Dear Sir/Madam,

I'm Li Hua, a middle school student from China. I want to be a volunteer in a small village in the west of China. The reasons are as follows. First, I'm good at English, so it'll be an advantage for me to teach children English.

Second, as I've learned dancing for several years, I can dance when we visit the old people's home. I'm especially interested in working on the farm because I've never had a chance to do that before.

All in all, the project will provide me with chances not only to help people in need but also to experience the country life. I really hope to be a member of your project.

Looking forward to your early reply!

Yours,

Li Hua

参考译文

亲爱的先生/女士：

我叫李华,是一名来自中国的中学生。我想在中国西部的小村庄当一名志愿者,原因如下。首先,我擅长英语,所以教孩子们英语对我来说将会是一个优势。第二,因为我学了几年的舞蹈,可以在我们去老人之家的时候为老人表演跳舞。我对在农场工作特别感兴趣,因为我以前从来没有机会去做。

总之,这个项目不仅会给我机会去帮助那些需要帮助的人,也会给我机会去体验乡村生活。我非常希望能成为你们项目的一员。

期待您的早日回复!

你的,

李华

解 真题·思维剖析

(2019·宁夏·中考真题)

第四届“丝绸之路”宁夏国际马拉松赛将于2024年5月举行。假定你叫李华,你想成为本届马拉松赛的一名志愿者。请用英语给组委会写一封申请信,内容包括:

1.个人优势:擅长英语,性格开朗,做事认真,爱好运动。(至少再补充两点)

2.个人承诺:尽力提供优质服务。

注意:

1.词数80左右(开头和结尾已给出,不计入总词数);

2.可以适当增加细节,以使行文连贯。

参考词汇: volunteer 志愿者

Dear Sir/Madam,

My name is Li Hua.I'm very glad that the 4h"Silk Road"International Marathon will be held in Ningxia in May, 2024.

I'm looking forward to your early reply.

Yours truly,

Li Hua

【高分范文】

Dear Sir/Madam,

My name is Li Hua. I'm very glad that the 4th "Silk Road" International Marathon will be held in Ningxia in May, 2024. I'd like to be a volunteer.

I'm a girl/boy of 15, a middle school student. First of all, I do well in English. I'm outgoing. I take everything seriously. Besides, I am interested in sports and I have been a volunteer before. What's more, I'm always ready to help others and good at working with people.

I promise I'll try to offer my best service during the race. I will be very happy if I can be chosen as a volunteer.

I'm looking forward to your early reply.

Yours truly,

Li Hua

二

(浙江温州·中考真题)

美中文化交流中心(ACCEC)暑假将组织学生来华学习、交流,现正在中国招募志愿者,帮助他们学习中文。假如你是杨帆中学的学生李平,请按要求给该项目负责人 Mr. Miller 写一峰申请信。

内容包括: 1. 申请担任志愿者;

2. 说明自己乐于助人、擅长中文;

3. 谈谈学好中文的方法;

4.

参考词汇: volunteer, be good at, improve, culture

注意: 1. 申请信需要涵盖以上所有要点,可适当发挥;

2. 文中不能出现真实的人名、校名等相关信息;

3.词数：110 词左右。开头和结尾已给出(不计入总词数).

Dear Mr.Miller,

I'm Li Ping from Yangfan Middle School.

Thank you for your consideration.

Yours truly,

Li Ping

【高分范文】

Dear Mr.Miller,

I'm Li Ping from Yangfan Middle School.I'm very interested in your project and want to be the volunteer to help the students learn Chinese.

I am warm--hearted and always ready to help others.I'm good at Chinese.Last year,I won the first prize for the Chinese Speech Competition in my city.I have many good ways to learn Chinese well.For example,we can listen to the radio and read aloud every morning.Also learning some Chinese classical songs helps improve the language quickly.Besides,talking with local people is a fun and effective way to learn Chinese and its culture.If I can get the job,I can be a great helper.

Thank you for your consideration.

Yours truly,

Li Ping

模板 03 演讲稿 1

Ladies and gentlemen, it's a great honor for me to speak here.

I am _____(自我介绍). The topic of my speech is _____(演讲主题) . In my opinion, as

_____, _____ is important. First, we should _____ (做法一).
 Then, we'd better _____ (做法二). What's more, _____ (做法三).
 I hope I have made myself understood. Thank you for your listening.

参考词句	
单词	honor 荣誉; society 社会; government 政府
短语	shut down 停工; new energy 新能源; start to do sth. 开始做某事; high-pollution factory 高污染的工厂; turn off 关掉; in the future 在未来
句型	I It's a great honor for sb. to do sth. 对某人来说做某事是莫大的荣幸。

【典型例题】

假设你叫李文，是无锡阳光中学（Wuxi Sunshine Middle School）的一名学生。今年暑假，你将代表你校赴瑞士参加“模拟联合国”会议并作发言，此次会议主题是 A Greener World。你草拟了发言流程图，请根据下图写一篇英文发言稿。

Introduce myself. (name; school; age...)---What China has done.(factories; new energy...)---How I go green.(lights; showers; bags...)

注意事项：

1. 发言稿须根据流程图自拟，要求语句通顺、意思连贯、符合题意；
2. 流程图中括号部分非限定性内容，仅供参考；
3. 词数 90 左右，发言稿的首句已给出，不计入总词数；
4. 发言稿中不得使用真实的个人及学校信息。

Ladies and gentlemen, it's a great honor for me to speak here.

【高分范文】

Ladies and gentlemen, it's a great honor for me to speak here.

I'm a student from Wuxi Sunshine Middle School. My name is Li Wen and I'm 15 years old. China has done a lot to build a green society. Our government has shut down a lot of high-pollution factories and encouraged people to use new energy from the sun, wind and water. As a student, I start to go green by doing small things every day. For example, I turn off the lights when I leave my bedroom and I take shorter showers. I usually take my own bags when shopping.

I believe if everyone does something small, we will have a greener world in the future.

Thank you all!

参考译文

女士们先生们，我很荣幸能在这里演讲。

我是一名来自无锡阳光中学的学生。我叫李文，今年 15 岁。中国为建设绿色社会做了很多。我们的政府已经关闭了很多高污染的工厂，并鼓励人们使用来自太阳、风和水的新能源。作为一名学生，我从每天做一些小事情开始环保。例如，当我离开卧室时关掉灯，用更短的时间洗澡。购物时我通常自己带包。

我相信如果每个人都做一些小事，我们将在未来有一个更环保的世界。

谢谢大家！

模板 04 演讲稿 2

Good morning/afternoon/evening, everyone!

It's my great honor to have a chance to make a speech here.(开头套语)The topic of my speech today is _____
(提出演讲主题). In my opinion, _____ (说出自己的观点).

I still remember that _____ (讲述自身经历)

Dear fellows, with _____, we should _____ (作出总结)

That's all. Thanks for your listening.

参考词句

单词

invaluable 非常宝贵的; waste 浪费; limited 有限的; opportunity 机会; seize 抓住, 把握; value

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