

12 推荐信

真题回顾

(2019 年 3 月, 天津卷) 假设你是晨光中学的李津。为配合学校的“读书月”活动, 你校英语社团的微信 公众号开展以“Let's Read”为题的征文活动。要求同学们根据个人的阅读体会, 从 所读过的书籍中选定一种类型, 推荐给其他同学。现请你投稿, 文章内容应包括:

(1) 推荐书籍的类型及特点;

(2) 推荐的理由。参考词汇:

科幻小说 science fiction 侦探小说 detective novel 魔幻小说 fantasy

传记文学 biography 科普读物 popular science

注意:

(1) 词数不少于 100;

(2) 所选书籍类型不限于参考词汇给出的范围;

(3) 内容充实、行文连贯;

(4) 题目已给出, 不计入总词数。

March 22, 2019

By Li Jin

【参考范文】

March 22, 2019

Today I'd like to introduce a book to you which I like much——The Five Thousand Years History, which belongs to history books.

The author selects important and famous figures and events in the history of China, which he

organizes and cuts them according to historical materials, and writes in modern language to make them easy to understand.

This book opens a history gate to me and I feel more confident about my own country. I am proud that I am a Chinese and I will make more effort to build a more powerful country and let Chinese history more brilliant.

I think everyone should read it and get this wonderful experience. I do hope you'll like it !Enjoy reading !

By Li Jin

【解析】

本篇书面表达属于应用文，要求写一篇英语征文。

第1步：根据提示可知，本篇为一篇英语征文；假设你是晨光中学的李津。为配合学校的“读书月”活动，你校英语社团的微信公众号开展以“Let's Read”为题的征文活动。要求同学们根据个人的阅读体会，从所读过的书籍中选定一种类型，推荐给其他同学。现请你投稿，文章内容应包括：（1）推荐书籍的类型及特点；（2）推荐的理由。人称应使用第一、三人称，时态应为一般现在时。

第2步：根据写作要求，确定关键词（组），如：introduce a book to you（给你推荐一本书），belong to（属于），author（作者）等。

第3步：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4步：连句成文，注意使用恰当的连词进行句子之间的衔接与过渡，书写一定要规范清晰，保持整洁美观的卷面是非常重要的。

本文内容完整，语言规范，语篇连贯，词数适当。另外全文中没有中国式英语的句式，显示了很高的驾驭英语的能力。

【范文点评】

范文内容完整，语言规范，语篇连贯，词数适当。作者在范文中使用了较多高级表达方式，如定语从句 Today I'd like to introduce a book to you which I like much——The Five Thousand Years History, which belongs to history books...in the history of China, which he organizes and cuts them according to historical materials; 不定式 I will make more effort to build a more powerful country and let Chinese history more brilliant.; 宾语从句 I think everyone should read it and get this wonderful experience.; 强调句 I do hope you'll like it!全文中没有中国式英语的句式，显示了很高的驾驭英语的能力。另外，文章思路清晰、层次分明，上下句转换自然，

为文章增色添彩。

必背句式

一、推荐信三段可用句式

首段交代写信背景，开门见山表明写信目的：

1. Our school will celebrate its 100th birthday this July./Our school's approaching 100th birthday will be celebrated this July. Could you please recommend a student to address at the opening ceremony in English?
2. Hearing/Learning that you are coming to visit China, I would like to recommend several place interest to you.
3. I'm delighted to learn that you are going to visit Beijing, and I would like to offer my recommendation.
4. Delighted to know that you are going to learn English, I consider it a wise choice to visit
5. It affords me much pleasure to recommend John to you.

主体部分：紧扣要点，推荐条件写 2--3 个，适当增加细节：

6. 在学校进行公开演讲相关的推荐条件：The speakers should be equipped with the following qualities.
 - A. Initially, motivated and devoted to serving others, the speaker is supposed to hold a positive attitude towards life and enjoy a good fame or high popularity among students.
 - B. Additionally/Aside from it, not only can he have excellent performance in all school subjects, but also is furnished with extraordinary ability of spoken and written English.
 - C. Plus, I would be even better if the speaker is involved in relevant experience of public speaking.
7. I recommend it mainly for the following two reasons.
8. One reason why I recommend it/sb. is that ...
9. He is an all-round students with excellent grades in all subjects; As a boy with great potential, he is good/skillful at solving difficult problems.
10. Li Ming, a graduate from Peking University, majors in computer software design.

尾段写作：紧扣要点---表示感谢；增加细节---期待回信。

11. I would appreciate it very much if you could do me the favor. Your early/prompt reply is highly expected.

12. If you need further information, don't hesitate to contact me. Looking forward to your early/prompt reply.

13. Your taking my recommendation into consideration will be highly appreciated/expected.

14. I do hope that you can find my recommendation beneficial. Looking forward to your early/prompt reply.

二、推荐人物可用词汇

能力： have a gift/talent for=be gifted/talented in; be good/skillful at=be skilled in; be experienced in, be an expert in, a boy with great ability/potential; give full play to his talent; have a good knowledge/command of; be competent/equal/qualified for; creative, efficient, intelligent...

经历： graduate from; be a graduate from, major in; gain/win/get the first grade scholarship, an all-around students with excellent grades in all subjects; be given the title of ...

性格： outgoing; easy to get along with, enthusiastic, enthusiasm is part of his character...

必背模板

模板

Dear _____ ,

①It is my great pleasure to recommend _____ (要推荐的人) to you.②During his/her graduate years he/she was my _____. ③As his/her _____ I found him/her _____ (介绍与此人的关系)。

④His/Her performance in the school years was outstanding. ⑤First, he/she had been and showed great talents in _____. ⑥In addition, he/she has a very pleasant personality. ⑦He has developed a strong sense of _____, and working with him/her is always _____. ⑧I can state that he/she has all the qualities of being _____. (介绍此人的能力)

⑨Therefore, I here recommend him/her to you with all my heart. ⑩Should you favor him/her with a position in your company/Should you accept him/her in your university? I am sure

that his/her future conduct/academic work will prove worthy of your confidence. I look forward to hearing from you at the earliest possible moment.

Yours sincerely,

Li Hua

升级策略

推荐信的三段式结构:

Para1:写信目的 推荐

I am writing to recommend to you... 2.I would like to recommend to you... 3.It is a great honor for me to recommend to you...

Para2 全面介绍

1. He majors in computer software.
2. He has been given the title of the “excellent student”. 3. He has great potential.
4. Furthermore, moreover; besides

Para3:再次推荐 希望考虑雇佣

1. In a word, he would be a good choice. I would be grateful if you would like to consider my recommendation.
- 2.If he can join your company, he will give full play to his talent. And your company will also be greatly benefited. So I strongly recommend... to you.

技能提升

1. 假如你是李明，根据学校安排，你给即将到你校任教的外籍教师 Jack 推荐一名学生助手。请根据以下提示给 Jack 写一封介绍刘佳的推荐信。

要点：

1. 欢迎 Jack 的到来;
2. 推荐刘佳同学做学生助手;
3. 刘佳的基本情况 (18 岁, 高三学生, 学校十佳学生);
4. 刘佳的特点和特长 (温和友好; 做事认真; 酷爱英语; 电脑技能; 沟通能力等)

注意:

1. 词数 80 左右;
2. 开头和结尾已为你写好, 不计入总词数;
3. 可适当增加细节, 以使行文连贯。

Dear Jack,

Yours,

Li Ming

2. 美国的 Green Top Middle School 是育才中学 (Yucai Middle School) 的国际友好学校, 下周将有 10 名美国学生到校交流。育才中学面向全校公开招募 10 名学生, 全程参加交流活动。假设你是李萍的英语老师 Mr. Lee, 要向学校推荐她参加该活动。请结合下面有关李萍的要点描述, 代 Mr. Lee 写一封推荐信。

要点: 1、年龄、班级和外貌特征;

2、有能力做好这份工作, 性格开朗、擅长英语、了解历史等;

3、想参加的原因: 作为学校的一员, 想为学校做事; 抓住运用英语的机会, 提高英语水平。

要求: 1、内容须包括所有提示, 可适当增加细节, 使行文连贯;

2、字数 100 词左右, 开头结尾已给出, 不计入总字数。

Dear Yucai Middle School,

I'm Lee Nan, headteacher and English teacher of Class 1, Grade 9. I'm writing with the purpose that Li Ping will be chosen to communicate with the American students.

I do believe Li Ping would put in great effort and do a perfect task if offered the chance.

Sincerely,

Lee Nan

3. 假定你是李华，你们班下周要举行一场英语歌唱比赛，请你给比赛负责人 Mr. Smith 写一封推荐信，推荐你的同学 Jack 做主持人。内容包括：

- 1. 写信的目的；
- 2. 推荐的理由；
- 3. 希望给予考虑。

注意：

- 1. 写作词数应为 80 左右；
- 2. 可以适当增加细节，以使行文连贯。

Dear Mr. Smith,

Yours,

Li Hua

4. 假如你是李华，你校学生会要评选年度风云人物，现在请你根据以下要点向你校学生会主席(Mark)写一封推荐信。

- 1. 被推荐人姓名：你班学生李明。
- 2. 推荐理由：a. 学习刻苦成绩优良；b. 尊敬老师，乐于助人；c. 上周在上学途中他将一位突发重病的老人送往医院。

3. 参考词汇：年度风云人物 the person of the year。

注意：

1. 字数：80 词左右；
2. 可适当增加细节以使行文连贯；
3. 请按如下格式在答题卡的相应位置作答。

Dear Mark,

Yours sincerely,

Li Hua

5. 假如你是李华，计划利用寒假参加一个国际志愿者项目。该项目要求提交一封英文的推荐信。请给外教 Ms Jenkins 写邮件，请她帮你写一封推荐信。内容包括：

1. 说明意图
2. 介绍志愿者项目
3. 表达感谢

注意 1.词数约为 80 字左右

2.可以适当增加细节，以使行文连贯。

Dear Ms Jenkins,

Yours,

Li Hua

6. 假设你是学生李华，你校要开展评选“The Most Qualified Student(最美学生)”的活动，请你用英语写一封推荐信，推荐你班的同学林杨，词数 100 左右。

1. 简单介绍被推荐人
2. 说明推荐理由（学习、品德、特长等）

开头和结尾已给出，不计入总字数

Dear School Leader,

Yours,

LiHua

7. 假定你是李华，你的学生陈丽想去一家公司充当英语翻译(translator)，她想请你给她写一封推荐信，要点如下：

1. 陈丽的个性特点以及专长。
2. 陈丽平时在校的表现（她的学业表现和获奖情况）。

注意：

1. 词数 80 个左右；
2. 可以适当增加细节，以使行文连贯。

Dear Manager,

I'm Li Hua, Chen Li's teacher.

Li Hua

8. 假定你是李华，你已选修了校内选修课(elective course)，请你写一封推荐信，向同学们推荐一门你最喜欢的选修课，主要内容包括：

- 1、你喜欢这门选修课的原因；

2、对想要选修该课的同学提出建议。

注意：

1、写作词数应为 80 左右；

9. 为树立典型，增强榜样示范作用，我校正在评选“值得崇拜的校园人物”。请你写一封推荐信，向学校推荐一位你所崇拜的具有正能量的校园人物。

内容包括：

1. 推荐的原因；
2. 对你的影响。

注意：

1. 写作词数应为 80 左右；
2. 文中不出现真实姓名；
3. 推荐信开头已经给出，不计入总字数。

Dear school teachers,

I'd like to recommend a person I admire on campus.

Yours sincerely,

Li Hua

10. 假如你是李华, 你校英文报最近正在举行“最美书籍”评选活动。请你写一篇英语推荐信, 推荐一本你最喜欢的书, 内容包括:

1. 书名及作者; 2. 内容概要; 3. 推荐理由。

注意:

1. 词数 100 左右;
2. 可以适当增加细节, 以使行文连贯;
3. 书信格式已给出, 不计入总词数。

Dear Editor,

Yours,

Li Hua

11. 假定你是李华, 你的英国朋友 Peter 打算这个寒假来中国旅游, 让你推荐个城市, 你想推荐杭州作为他旅游行程的首选。请用英语给他写封推荐信, 内容包括:

1. 推荐城市;
2. 推荐理由;
3. 你的祝愿。

注意:

1. 词数 80 左右;
2. 可适当增加细节, 以使行文连贯。

12. 重庆市三峡博物馆拟举办一次主题为“让艺术走进校园”(Lead Art into Campus)的活动, 在全市大中小学中征集一个场所进行一次馆藏名画展览, 假设你是新华中学的一名学生李华, 准备给博物馆写一封推荐信, 推荐由自己的学校来承办这次展览。你的信必须满足以下

要求:

1. 表明推荐自己学校承办这次画展的目的;
2. 说明你的理由(浓厚的艺术氛围;现代化的图书馆展厅等);
3. 希望能及时得到回复,表示感谢。

注意: 1. 词数 100 字左右;

2. 可以适当增加细节,以使行文连贯。

13. 假定你是李华,中国青年志愿者网(China Youth Volunteers)计划在暑假面向高三毕业生招募 1000 名志愿者,进行急救知识普及活动。你想申请成为其中一员。请用英语写一封自我推荐信。要点如下:

1. 个人情况;
2. 个人优势;
3. 申请目的。

注意: 1. 词数 100 左右;

2. 可以适当增加细节以使行文连贯。

Dear Sir/Madam,

My name is Li Hua, a boy aged 18.

Yours truly,

Li Hua

参考答案

1. Dear Jack,

I'm Li Ming. It's great to hear that you are going to teach in our school next term.

I am asked to write to you to recommend Liu Jia, a Senior 3 student of 18, to be your assistant. Liu Jia is a friendly and gentle girl. She is always committed to her work. She can use the computer well and she is good at communicating with others. What's more, she is one of the top ten students in our school, and she has a passion for English. I'm sure she can be helpful in your work and life in China.

If you have any questions, please tell me.

Yours,

Li Ming

【写作指导】本篇书面表达属于应用文。要求考生写一封介绍刘佳的推荐信，推荐她作为即将到校任教的外籍教师 Jack 的学生助手。

【写作分析】1. 词汇积累

擅长: be good at→be great at

此外: what's more→moreover

酷爱, 非常喜欢: have a passion for→be passionate about

有帮助: be helpful→be of great help

2. 句式拓展

简单句变复合句

原句: I am asked to write to you to recommend Liu Jia, a Senior 3 student of 18, to be your assistant.

拓展句: I am asked to write to you to recommend Liu Jia, who is a Senior 3 student of 18, to be your assistant.

【典型句式】

【高分句型 1】It's great to hear that you are going to teach in our school next term. (运用了 it 作形式主语不定式作真正主语以及连接词 that 引导的宾语从句)

【高分句型 2】If you have any questions, please tell me. (运用了 if 引导的条件状语从句)

2. Dear Yucai Middle School,

I'm Lee Nan, headteacher and English teacher of Class 1, Grade 9. I'm writing with the purpose that Li Ping will be chosen to communicate with the American students. Li Ping, a 15-year-old girl, comes from Class 1, Grade 9. She is a beautiful girl with big eyes and long black hair. I think she has the ability to do the job well because she is very good at English, especially spoken English, which makes her have no trouble communicating with American friends. What's more, she is interested in history and has learned a lot about both China and American history. Last but not the least, she is so friendly that nobody wouldn't like to talk with her.

As far as I know, the most important reasons why she wants to take part in the activity is that she really wants to do something for our school as a member of this big family. Another reason is that she won't miss this golden chance to improve her English speaking skills.

I do believe Li Ping would put in great effort and do a perfect task if offered the chance.

Sincerely,

Lee Nan

【写作指导】这是一封推荐信。要求考生以李萍的英语老师 Mr. Lee 的身份，写一封推荐信，推荐李萍参加美国的 Green Top Middle School 派 10 名美国学生到校交流的活动。

【写作分析】1.词汇积累

漂亮的: beautiful→ nice-looking

认为: think → fancy

对.....感兴趣: be interested in→ be keen on

想要做某事: want to do→ take a fancy to do

2.句式拓展

简单句变复合句

原句: Li Ping, a 15-year-old girl, comes from Class 1, Grade 9.

拓展句: Li Ping, who is a 15-year-old girl, comes from Class 1, Grade 9.

【典型句式】

【高分句型 1】I think she has the ability to do the job well because she is very good at English, especially spoken English, which makes her have no trouble communicating with American friends. (运用了 which 引导的非限制性定语从句)

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