

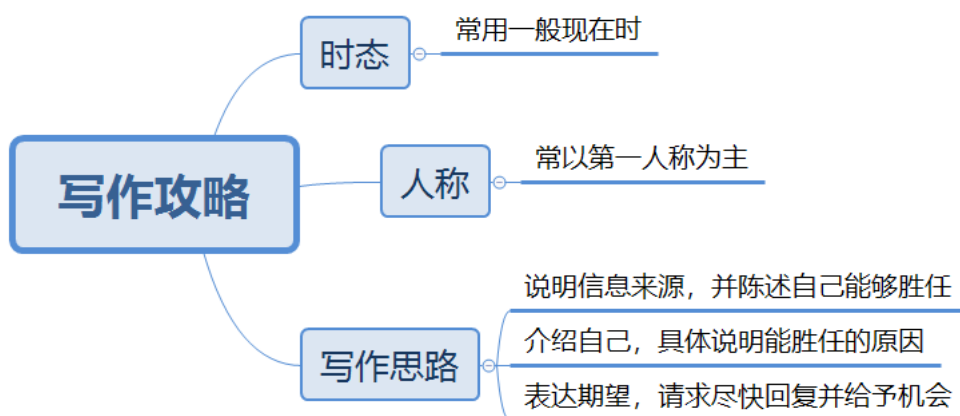
## ► 第 22 讲 书面表达之申请信（讲义）

目录		
一	复习目标	掌握目标及备考方向
二	考情分析	申请信中考考情分析
三	申请信的考向	1.精选写作话题，紧扣核心目标。 2.提升语言质量。 3.强化高效训练。 4.提升必考题型归纳
四	真题感悟	中考申请信经典考题精选

### 【复习目标】

- 1.精选写作话题，紧扣核心目标。
- 2.提升语言质量。
- 3.强化高效训练。

### 【网络构建】



### 【考情分析】

#### 申请信命题规律

申请信是在求职或留学时常用的一种信件。申请信应该简洁明了，如实地反映你的才能、成绩、愿望和目标。一封英文申请信必须表明写信的目的，原因以及对自身情况的介绍。申请信的语气要诚挚、友好，在表达自己的愿望时应礼貌而自信。

**【名师解难】**

- ① 申请信是在求职或申请留学时常用的一种信件。
- ② 申请信应该简洁明了，如实地反映你的才能、成绩、愿望和目标。
- ③ 一封英文申请信必须表明写信的目的、原因以及对自身情况的介绍。
- ④ 申请信的语气要诚挚、友好，在表达自己的愿望时应礼貌而自信。

**▲ 申请信**

**夯基·必备基础知识梳理**

**高分策略之词汇：**

**一 单词**

面试	<b>interview</b>	参加	<b>join</b>
申请	<b>apply</b>	职位	<b>position</b>
人选	<b>candidate</b>	公司	<b>company</b>
优势	<b>advantage</b>	介绍	<b>introduce</b>
推荐	<b>recommend</b>	适合的	<b>suitable</b>
项目	<b>project</b>	适合的	<b>appropriate</b>
热情的	<b>enthusiastic</b>	有责任心	<b>responsibility</b>
掌握	<b>master</b>	经验	<b>experience</b>
耐心	<b>patience</b>	资格	<b>qualification</b>

**二 短语**

擅长	<b>be good at/do well in/be expert in</b>
胜任	<b>be qualified for</b>
有能力的	<b>be capable of doing sth</b>
有.....经验	<b>be experienced in...</b>

精通	have a good command/knowledge of...
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经典句子背诵：

开头句

1. I write to express my interest in...

我写信是为了表达我对.....的兴趣。

2. In reply to your advertisement in..., I write the letter.

我写这封信是为了回应您在.....广告。

3. I am writing to tell you that I am suitable for the job yare advertising.

我写信是告诉您我符合您招聘广告中的要求。

4. I am writing the letter to ask the possibility of...

我写这封信是想询问一下能否.....

中间句

1. I learned from the newspaper that your company needed a part-time English secretary.

我从报纸上看到您的公司需要一名兼职英语秘书。

2. I have a good command of... 我.....掌握得很好。

3. In my spare time, I read a lot. 我在闲暇时经常读书。

4. Being good at playing with children, I can do my best to help the kids.

我非常擅长和孩子一起玩，我会尽我最大的努力帮助他们。

5. 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。

6. I think the job can not only help me improve my English, but also help me know more about the society.

我认为这份工作不仅能帮我提高英语水平，而且能帮助我更好地了解社会。

结尾句

1. I hope you will be kind enough to consider my application.

希望您能考虑我的申请。

2. I shall be much grateful if you will offer me an opportunity to an interview.

如果您能给我提供一个面试机会，我将不胜感激。

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

感谢您考虑我的申请，期待得到您的回复。

4. I hope you'll let me join your volunteer group.

我希望您能准许我加入您的志愿者团队。

5. I'm looking forward to your reply. 期待您的回复。

## 第二部分 应用文之申请信万能黄金模板

Dear \_\_\_\_\_,

① I am writing the letter to ask the possibility of \_\_\_\_\_ (工作、职位等) . / I write to express my interest in \_\_\_\_\_ (工作、职位等) . / In reply to your advertisement in \_\_\_\_\_ (地方), I write the letter..

② My name is \_\_\_\_\_. One of my reasons for applying is that \_\_\_\_\_ (原因一) The other reason is that \_\_\_\_\_ (原因二) Besides, \_\_\_\_\_ (原因三)

③ I hope you will be kind enough to consider my application. Thank you for your consideration.

Best regards for your health and success.

Sincerely yours,

(署名)

### 注:

①点明写信目的

②介绍自己, 说明能胜任的原因

③表达期望

模板内容可根据题目要求和具体情况取舍。

## 提升·必考题型归纳

1. (2023·吉林长春·统考模拟预测) 假如你是李华, 长春市图书馆英文图书室正招募志愿者。你想申请做志愿者, 请根据以下要点和要求, 用英语给负责人格林先生写一封不少于 40 词的申请书。

要点:

1. 本人 15 岁, 来自第一中学;

2. 擅长说英语, 沟通能力强;

3. 可以帮助读者介绍英文书籍、打扫卫生等。

要求: 要点齐全; 表述通顺; 简洁得体。

Dear Mr. Green,

Yours,

Li Hua

**【答案】** 例文 1

Dear Mr. Green,

I would like to be a volunteer in the library because I like communicating with others. I'm 15 years old. I'm studying at No.1 Middle School. I'm good at speaking English. I can also help to introduce English books to the readers. I'm willing to clean the library. Thank you for your kindness and consideration.

Yours,

Li Hua

例文 2

Dear Mr. Green,

I want to be a volunteer for the library. I'm a 15-year-old girl from No.1 Middle School. I'm fond of talking with others and I do well in speaking English. I can help to clean the library and introduce English books to the readers. I believe I can do it. I'm looking forward to your reply.

Yours,

Li Hua

**【详解】** [总体分析]

- ①题材：本文是一篇应用文；
- ②时态：时态为“一般现在时”；
- ③提示：写作要点已给出，考生应注意不要遗漏信息提示的内容，适当增加细节，并且突出写作的要点。

[写作步骤]

第一步，表明写作意图。直接说明想要申请做志愿者；

第二步，具体阐述写作内容。介绍自己，重点说明你的优势；

第三步，书写结语。希望能被录用。

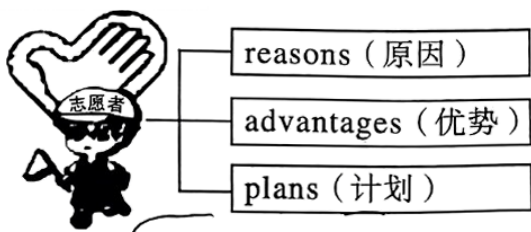
[亮点词汇]

- ① would like to be 想要成为
- ② be good at 擅长
- ③ consideration 考虑
- ④ be fond of 喜爱
- ⑤ looking forward to 期待

[高分句型]

- ① I would like to be a volunteer in the library because I like communicating with others. (原因状语从句)
- ② I can help to clean the library and introduce English books to the readers. (动词短语并列)

2. (2023·陕西西安·西安行知中学校考模拟预测) 2022 年第 24 届冬奥会在北京成功举办，我国热情友好、乐于助人的志愿者也得到了世界各地人民的好评。第 19 届亚运会 (the 19th Asian Games) 将于 2023 年 9 月 23 日在杭州举办。假设你是王鹏，你想成为本次亚运会的一名志愿者。请根据下列要求，从结构图的三个方面，用英语写一封自荐信。



参考词汇: be proud of, happy, be good at, communicate, help, experience, practise, training...

要求:

- 1. 可选择使用参考词汇，亦可适当发挥;
- 2. 语句通顺，意思连贯，书写工整;
- 3. 文章不得出现你的任何真实信息 (姓名、校名和地名等);
- 4. 词数: 不少于 70 词。(开头和结尾已给出，但不计入总词数。)

Dear Sir/Madam,

I'm Wang Peng. I'm writing to apply to be a volunteer for the 19th Asian Games.

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I'm looking forward to your reply.

Yours,

Wang Peng

**【答案】**例文

Dear Sir/Madam,

I'm Wang Peng. I'm writing to apply to be a volunteer for the 19th Asian Games.

I want to be a volunteer because I like to help people, and would like to do something I can for the 19th Asian Games. I have some advantages that would help me be a good volunteer. First, I am a careful boy and I can do everything quickly and correctly. Second, I treat everyone equally and I am very friendly, so I can get on well with everyone. Third, I am good at English so I can communicate with most foreign athletes. If I become a volunteer, I will work hard and do everything well.

I'm looking forward to your reply.

Yours,

Wang Peng

**【详解】**[总体分析]

- ① 题材：本文是一篇书信作文；
- ② 时态：时态为“一般现在时”；
- ③ 提示：写作要点已给出，考生应注意不要遗漏“提示信息”中“想成为志愿者的原因，优势以及自己的打算”，适当添加细节，并突出写作重点。

[写作步骤]

- 第一步，表明写作意图。借用“我叫王鹏。”来引出重点介绍的内容；
- 第二步，具体阐述写作内容。从“想要成为志愿者的原因，自己的优势以及自己的打算”重点介绍我的具体情况；
- 第三步，书写结语。表达“我期待着你的答复。”的强烈愿望。

[亮点词汇]

① be good at 擅长

② get on well with 与.....相处融洽



[高分句型]

① I want to be a volunteer because I like to help people, and would like to do something I can for the 19th Asian Games. (because 引导的原因状语从句)

② If I become a volunteer, I will work hard and do everything well. (if 引导的条件状语从句)

3. (2023·陕西商洛·模拟预测) 5月18日至19日, 中国—中亚峰会在陕西省西安市举行。为此, 西安市专门招募了200多名志愿者, 从事中亚峰会的翻译、接待等服务工作。假如你是李华, 请你根据下列的提示尝试写一份自荐信, 说明自己愿意做志愿者的优势。

提示: 1. 热爱中国文化和历史;

2. 能用英语讲好中国故事;

3. 性格外向, 喜欢交朋友;

4. 爱好广泛, 乐于尝试新事物;

5. 此次活动意义重大等。

要求: 1. 参考提示内容, 可适当发挥;

2. 语句通顺, 意思连贯, 书写工整;

3. 文中不得出现你的任何真实信息(姓名、校名和地名等);

4. 词数: 不少于70词(开头已给出, 但不计入总词数)。

Dear Sir or Madam,

I'm Li Hua from Xi'an. May I have the honor to work as a volunteer at China-Central Asia Summit?

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Looking forward to your early reply.

Yours,

Li Hua

**【答案】范文：**

Dear Sir or Madam,

I'm Li Hua from Xi'an. May I have the honor to work as a volunteer at China-Central Asia Summit?

I was born in Xi'an, so I know about Xi'an history and culture a lot. With the help of my English teacher, I am good at speaking English. I am able to tell Chinese stories to foreign visitors in English. I'm such an outgoing girl that it's easy for me to communicate with others. As a teenager, I am ready to try something new all the time.

As far as I'm concerned, volunteer work is very meaningful. I promise to be an excellent volunteer if you choose me.

Looking forward to your early reply.

Yours,

Li Hua

**【总体分析】**①题材：本文是一篇书信作文；

②时态：时态为“一般现在时”；

③提示：写作要点已给出，考生应注意不要遗漏信息提示中“做志愿者优势”的介绍要点，适当添加细节，突出写作重点。

**【写作步骤】**第一步，表明写作意图。我想要成为中国—中亚峰会的志愿者；

第二步，具体阐述写作内容。从“热爱中国文化和历史、英语好、性格外向、乐于尝试新事物”等几个方面介绍做志愿者的优势；

第三步，书写结语。表明此次志愿者工作很有意义，希望能够收到对方的回复，自己被选中。

**【亮点词汇】**①with the help of 在……的帮助下

②be good at doing 擅长做某事

③be able to do 能够做某事

④be ready to do 乐于做某事

**【高分句型】**①I'm such an outgoing girl that it's easy for me to communicate with others. (such...that...引导结果状语从句)

②I promise to be an excellent volunteer if you choose me. (if 引导条件状语从句)

4. (2023·湖北武汉·统考模拟预测) 学校学生会正在招募“手拉手”活动的志愿者，为外国来访学生展示传统手工制作（例如剪纸、风筝、灯笼等），以弘扬中华传统文化。假如你是李欣，请你用英文给学校学生会写一封自荐信，在信中说明你申请成为志愿者的理由以及你会做什么。

内容提示：

- (1) Why would you like to be a volunteer?
- (2) What do you think of traditional Chinese culture?
- (3) What can you do as a volunteer?
- (4) Something you've learned from volunteer experience.

注意：文中不得透露个人真实信息；词数 60- 80；文中已给出内容不计入总数。

Dear Sir/Madam,

Learning that the student union is looking for volunteers, I'm writing to apply to become a volunteer.

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I'm looking forward to your early reply!

Yours,

Li Xin

**【答案】例文：**

Dear Sir/Madam,

Learning that the student union is looking for volunteers, I'm writing to apply to become a volunteer.

I am Li Xin, a boy from Class 2, Grade 9. I have been a volunteer since I was a middle school student. I have learned a lot from my volunteer work. For example, I know how to communicate well with others. The reason why I want to be a volunteer of your program is that I love Chinese culture very much and I want to spread Chinese culture. Besides, My English is very good, so I can communicate with them very easily. I think traditional Chinese culture is important and useful. I am going to show the traditional handicraft, such as paper cutting, kites, lanterns and so on to spread the traditional Chinese culture. If I have the chance, I can make videos to tell international students the history of kites and teach them to make kites. I'm sure they will be very interested in it.

I'm looking forward to your reply!

Yours,

Li Xin

**【详解】[总体分析]**

①题材：本文是一封信件；

②时态：时态为“一般现在时”；

③提示：写作要点已给出，注意不要遗漏要点，可适当添加细节，并突出写作重点。

[写作步骤]

第一步，表明写作意图。表明自己写信是为了推荐自己做一名志愿者；

第二步，具体阐述写作内容。从“原因、对于中国传统文化的看法以及作为一名志愿者会怎么做”具体阐述；

第三步，书写结语。表达自己的期待。

[亮点词汇]

①look for 寻找

②communicate with 与……交流

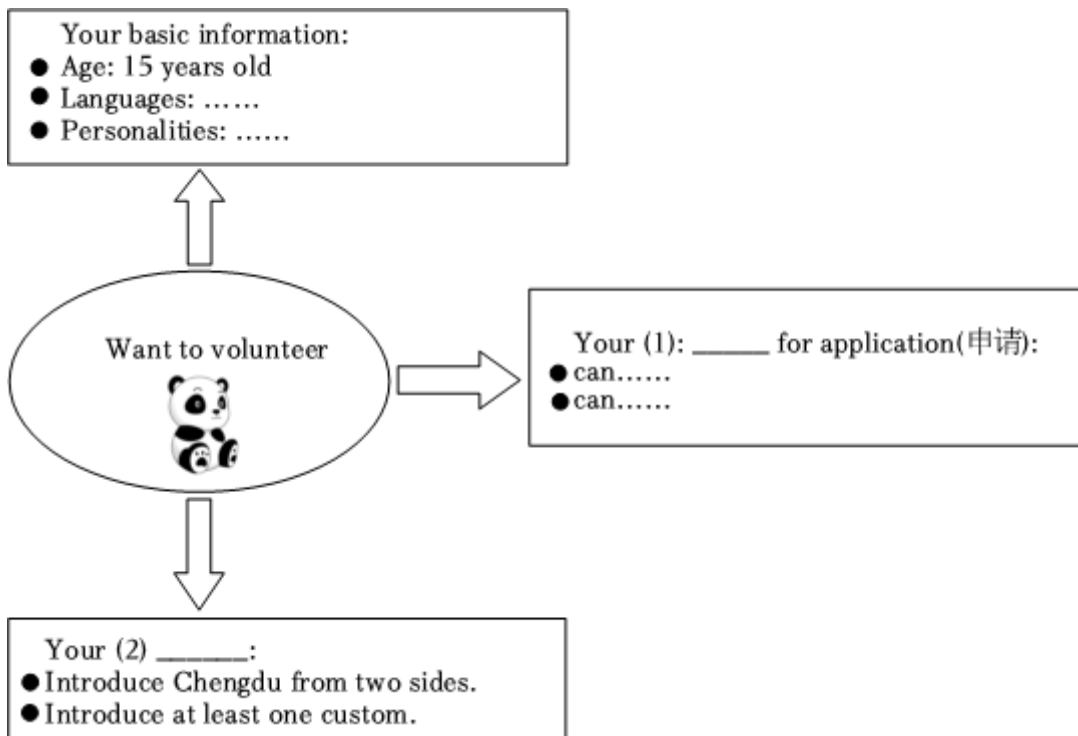
③be interested in 对……感兴趣

[高分句型]

①The reason why I want to be a volunteer of your program is that I love Chinese culture very much and I want to spread Chinese culture. （why 引导的原因状语从句）

②If I have the chance, I can make videos to tell international students the history of kites and teach them to make kites. （if 引导的条件状语从句）

5. （2023·四川成都·成都市树德实验中学校考二模）成都将于今年夏天举行世界大学生运动会，随着时间的日益临近，大运会主办方于近日开启了志愿者招募工作。你是一名即将毕业的初三学生，很想成为一名大运会志愿者。请你根据所给提示，用英语给大运会组委会相关负责人 Jordan 先生写一封申请信。



注意：

1. 须全面反映表格中信息；
2. 文中不能出现真实的学校和姓名；
3. 词数：100 左右。

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**【答案】例文：**

Dear Jordan,

I learn from the Internet that the World University Games will be held in the Chengdu where I live. I would like to work as volunteer for it.

I'm a boy of 15 years old from a middle school. My spoken English is good and I can communicate with foreigners fluently. What's more, I'm so fond of sports that I am familiar with a lot of kinds of competition rules, which can make me offer professional explanation. In addition, I am good at communication and always ready to

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