►第 20 讲书面表达之感谢信(讲义)

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【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】

感谢信命题规律

邀请信，是前几年中考英语书面表达常考的一种文体。根据邀请信的性质可将其分为普通邀请信和正式邀请信。普通邀请信对内容和格式的要求都不高，只要说明活动的内容、时间、地点等即可。正式邀请信的措辞要正式，语气要热情有礼，内容要讲明活动的情况。邀请信的末尾都要表示出希望对方参加或出席的愿望

【名师解难】

邀请信一定要将活动的时间、地点、内容写清楚,用词须准确、简洁,写作过程中不要遗漏要点,可以遵循以下写作套路.

第一段,简要说明活动并邀请对方,含：(1)问候;(2)自我介绍;(3)写信背景;(4)写信目的.

第二段,具体介绍邀请的原因,含：(1)活动的时间、地点及参与人员;(2)活动的主题、方式、组成部分;(3)活动的意义.

第三段,期待对方接受邀请,并表示感谢,含：(1)希望对方能来;(2)感谢对方读信;(3)期待回复.

感谢信

夯基·必备基础知识梳理

【突破策略】

感谢信是用于致谢他人的馈赠、款待、帮助、以及对慰问信和祝贺信的回复.信件不适宜过长,只需写明感谢他人的理由,信文要感情真挚,措辞得体.

感谢信一般分为三个部分：

第一段：表达感谢之情并说明原因;

第二段：细述并赞赏对方给与的帮助;

第三段：再次阐述谢意并表达回报愿望.

感谢信的写作指导

1.有序组织要点

首先,应当友善地对对方的生活表示关心;其次,应明确陈述写信的目的,即致谢;然后,应肯定对方的帮助恰当好处;最后,应对对方给予的帮助再次表示感谢并表示良好的祝愿.

2.灵活把握时态

感谢信的正文中的时态灵活多变.通常,在提到对方曾经所给予的帮助时,应用过去时态;在提到对方的帮助

所产生的实际效果时,可以使用现在完成时态;在涉及到现状时,应用一般现在时;在表达祝愿或希望时,使用一般将来时态.

3.运用规范的语言

感谢信有其自身的特色语言,在行文的每一个环节也有一些常用句型.另外表示从对方的帮助中获益时,可以从多种句型表达,要让句式灵活多样,这样更能增强表达效果.

4.表达感激之情

感谢信的主要目的在于向对方致谢,因此语言要诚挚,友善;在信的开头和结尾部分一般会使用 Thank you very much for your kindness and deep concern 或 Thanks again and wish you all the best 之类的语言表达感激之情.

必备亮点词汇

heartfelt adj.衷心的	gratitude n.感激	grateful adj.感谢的,感激的
sincerely adv.真诚地	kindness n.善良	hospitality n.热情好客,款待
express v.表达	do sb. a favor 帮忙	in person 亲自
from the bottom of one's heart 从心底	from the bottom of one's heart	.....

经典套用句型

闪亮篇首句

How time flies!时间过得真快啊!

I am writing to express my heartfelt gratitude.我写信是想表达我衷心的感激之情.

How is your stay in...?您在·····待着感觉怎么样?

I am writing to you because I want to tell you a piece of good news that....我给您写信是因为我想告诉您一则·····的好消息.

I am writing to you because I want to thank you for your hospitality.我给您写信是想表达一下

对您热情周到的招待的感激之情.

I'm writing to express my thanks for...我写这封信是为了表达我对·····的谢意.

I am writing to you because...因为·····,我给您写这封信.

I'm writing to thank you for your great help!我写信来谢谢你巨大的帮助!

出彩篇中句

Many thanks for your kind and warm help.多谢您善良热情的帮助.

Thank you for your generous hospitality.多谢您的款待.

Thanks to your help,I can get the prize.多亏了您的帮助,我才得到了这个奖.

精彩篇尾句

I hope I can express my thanks to you in person.我希望能够亲自向您表达谢意.

I'm sincerely grateful for all your help.对于您的帮助,我真的非常感激.

Thank you for your kindness to have done me a favour.对于您的善意的帮忙,我向您表示感谢.

Many thanks for all the good things you have done in helping us to...非常感谢您为帮助我们·····所做的一切.

I am glad to hear that you will visit our school soon.听说您很快会来我们学校参观,我特别高兴.

写作模板

Dear,(称呼)

①How is your life/study/work recently? In this letter I would like to thank you for your_____.(原因) / I'm writing to express my heartfelt gratitude.

②I am writing to you because.(所做的事)Thanks to your help,IWithout your help,I couldn't.It's so kind of you to.

③ Thank you again for what you have done. I hope to have the chance to express my thanks. I hope | can meet you sometime and express my thanks in person.(愿望)

④All the best!

Yours sincerely,

(署名)

注：

①问候并表明写作意图

②详细描写感谢的原因

③再次表示感谢并抒发愿望

④表达祝愿

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·福建厦门·统考二模)

感恩是中华民族的传统美德,懂得感恩是生命中的大智慧.初中阶段,一定有人帮助你、陪伴你、感动你.值此毕业之际,以信传情.

请你根据要点提示,给你最想感谢的人写一封信,心怀感恩.

内容要点:

1. 表达对他/她的感谢;

2. 回顾过去暖心的经历;

3. 传达对他/她的美好祝愿.

注意事项:

1. 必须包含提示内容,可适当发挥;

2. 意思清楚,表达通顺,行文连贯;

3. 请勿在文中使用真实的姓名和校名.

Dear,

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Yours,

Li Hua

【答案】例文

Dear Ms. Lee,

I want to say "thank you" to you. In my junior high school life, you helps me a lot.

You take good care of me and often help me with my English. When I am in trouble, you always encourage me to face my difficulties and give me good advice. I still remember that once I failed in an important English exam and was upset. You cheered me up and told me some good ways to improve my English. Thanks to you, I have made great progress in English and am becoming more and more interested in it.

I'm very thankful for all that you have done for me. I hope that you are healthy and happy every day.

Yours,

Li Hua

【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”和"一般过去时”;

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.直接说明要感谢谁,表达感谢;

第二步,具体阐述写作内容.重点介绍过去经历;

第三步,书写结语.表达美好祝愿.

[亮点词汇]

①take good care of 好好照顾

②encourage 鼓励

③upset 烦恼的

④made great progress 取得极大的进步

[高分句型]

①When I am in trouble, you always encourage me to face my difficulties and give me good advice.(when 引导时间状语从句)

②I still remember that once I failed in an important English exam and was upset. (that 引导宾语从句)

2. (2023·吉林长春·统考二模)

假如你是学校初三年级的学生会主席(President of the student union),现在请你代表全校师生,为每天辛勤打扫卫生的环卫工人写一封感谢信.

要点包括：

①感谢您每日辛勤劳动;

②为了保护生态环境,我们坚持不乱扔垃圾,为呵护环境尽一份力;

③如果您工作累了可以随时来到我们学校休息,我们为您提供热水和食物.

要求:

以上要点全部包括,可以适当补充,语言清晰流畅,书写工整,不少于 40 词.

_____

_____

_____

【答案】例文:

Dear the loveliest people,

I am the President of the student union in the third grade of our school. I am writing this letter on behalf of all the teachers and students in the school to thank you for your hard cleaning every day.

First of all, all of us thank you for your hard work every day. In addition, in order to protect the ecological environment, we insist on not littering and do our part to protect the environment. Last but not least, if you are tired from work, you can come to our school to have a rest at any time. We will provide you with hot water and food.

In a word, you are the loveliest people in the world. Because of you, our world is so beautiful.

President of the student union

【详解】[总体分析]

①题材:本文是一封感谢信;

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,表明写作目的是为了感谢环卫工人的辛勤劳动;

第二步,具体从"感谢环卫工人辛勤劳动、我们应该如何做以及我们对环卫工人提供的帮助"几方面来表达感谢;

第三步,书写结语.

[亮点词汇]

①in order to 为了

②have a rest 休息

③because of 因为

[高分句型]

①In addition, in order to protect the ecological environment, we insist on not littering and do our part to protect the environment.(目的状语从句)

②Last but not least, if you are tired from work, you can come to our school to have a rest at any time. (条件状语从句)

3. (2023·新疆乌鲁木齐·乌市八中校考三模)

在初中三年的学习生活中,老师、父母或者同学都给了我们很多帮助.假如你是张强,在即将毕业之际,请用英文写一封信来表达你的感激之情,感谢的对象可在老师、父母或同学中任选其一.内容必须包括以下几点:

1. 感谢的对象及原因;

2. 举例说明帮助你的事由、经过和结果;

3. 你的感受和打算.

要求:

1. 80 - 100 词左右.

2. 文章不能出现自己的姓名和所在学校的名称.

3. 字迹工整,书写规范;语法正确,语义连贯.

_____

_____

_____

_____

_____

【答案】例文:

Dear Mum,

Words fail me when I want to express my thanks to you. You've taken good care of me in the past three years. When I was in trouble, you used to encourage me and cheer me up. Once I argued with my classmates and I didn't know how to deal with it. You talked with me the whole evening and gave me a lot of advice on how to get along with others. With your help, I've become a popular boy and made a lot of friends. I'm so thankful to you for your love and care that I'll work harder and try to do better in the future.

Best wishes

Yours

Zhang Qiang

【详解】[总体分析]

①题材:本文是一篇材料作文;

②时态:时态为"一般现在时",举例时用"一般过去时";

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.介绍感谢的对象和原因;

第二步,具体阐述写作内容.举例说明帮助你的事由、经过和结果;

第三步,书写结语.表达你的感受和打算.

[亮点词汇]

① take good care of 好好照顾

②cheer me up 让我振作起来

③with your help 在你的帮助下

[高分句型]

①When I was in trouble, you used to encourage me and cheer me up.(when 引导时间状语从句)

②I’m so thankful to you for your love and care that I’ll work harder and try to do better in the future.(结果状语从句)

4. (2023·四川乐山·统考二模)

部分青少年缺乏感恩意识,认为现在所拥有的一切——父母的养育,老师、朋友的关爱与帮助是应该的.学校就此开展感恩征文活动,号召大家学会感恩：1. 感谢社会提供良好的教育机会;2. 感谢父母的养育之思;3. 感谢老师的教育和知识传授;4. 感谢朋友的支持与鼓励.请你根据以上信息以"Learn to Express Thanks”为题,用英语写一篇文章.

参考词汇：society 社会,sense of thanks 感恩意识

要求：

1. 短文应包括所提供的所有内容,可以适当发挥,不要简单翻译;

2. 文稿中不得出现真实的人名、地名及能够透露你个人身份的信息;

3. 词数：80 词左右(开头已给出,不计入总词数).

Good morning, boys and girls,

It’s a great honour to give a speech here. Today my speech topic is "Learn to Express Thanks”.

_____

_____

_____

_____

【答案】例文

Good morning, boys and girls,

It’s a great honour to give a speech here. Today my speech topic is "Learn to Express Thanks”.

We find some students want to eat well and wear fashionable clothes at school. When they leave school and enter society, they don’t show any sense of thanks.

I think this behaviour is not correct. As students, we should learn to express thanks. The society offers us a chance to receive good education. And our parents also support us to go to school. Our teachers teach us much knowledge. So we should thank them. We should also thank our friends because they give us courage and support.

【详解】①题材：本文是一篇议论文,是一篇材料作文;

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题目要求中每一项内容,适当添加细节,并突出写作重点.

[写作步骤]

第一步,点名文章主题"学会感恩”(已给出);

第二步,叙述现在部分学生不知感恩的现象,表明自己不认同的态度;

第三步,详细叙述我们学生为什么要感恩的原因.

[亮点词汇]

①suppose sb to do sth 支持某人做某事

②teacher sb sth 教某人某事

［高分句型］

①We find some students want to eat well and wear fashionable clothes at school.(宾语从句)

②When they leave school and enter society, they don’t show any sense of thanks.(when 引导的时间状语从句)

5.（2023·辽宁抚顺·统考三模）

根据要求完成小作文,词数：30 词左右.

假如你是李宇,初中毕业之后,你将想念哪位老师或者同学呢?请给他或她写一封感谢信吧!请说明感谢的原因,并表达对未来的祝愿.(短文开头和结尾已给出,不计入总词数)

Dear _____,

I will miss you very much after junior high school.

_____

_____

_____

_____

_____

Yours,

Li Yu

【答案】例文:

Dear Mrs Zhang,

I will miss you very much after junior high school. Thank you for teaching me so well. I won’t forget how interesting your lessons are and how friendly you are. I still remember when I failed in an exam, you encouraged me to keep trying. I will always remember your kindness.

Yours,

Li Yu

【详解】[总体分析]

①题材：本文是一篇感谢信;

②时态：本文时态为一般现在时,一般过去时,一般将来时;

③提示：本文时态复杂,注意使用正确时态.本文是一篇小作文,字数只需 30 字左右.

[写作步骤]

第一步,总述,写这封信目的是感谢老师;

第二步,感谢老师的原因;

第三步,表达祝愿.

[亮点词汇]

keep trying 不断尝试

your kindness 你的善良

[高分句型]

I won't forget how interesting your lessons are and how friendly you are.(宾语从句)

6. (2023·安徽阜阳·统考一模)

假如你是 Jim.前段时间你的朋友李华一直在帮助你学习中文歌和了解中华文化.现在你已经回国,请你根据以下要点给他写一封感谢信.要点包括：

1. 表达感激之情;

2. 回忆各种收获;

3. 发出邀请.

注意：

1. 必须包含所有要点,词数 80-100(开头和结尾已给出,不计入总词数);

2. 可适当增加细节,以使行文连贯;

3. 文中不能出现自己的姓名和学校的名称.

Dear Li Hua,

How are you doing these days?

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Looking forward to seeing you soon.

Yours,

Jim

【答案】例文:

Dear Li Hua,

How are you doing these days?

I am writing to convey my gratitude for your kind help and care during my stay in your country, without which I wouldn't have enjoyed it so much.

Guided by you, I had a chance to visit some places of interest in China and experience such unique culture as well as beautiful scenery. Thanks to your generous help, I do believe

that I have a better understanding of your country and culture. What's more, I learned some Chinese songs with your help.

I will be more than pleased if I have the opportunity to repay your kindness. I will show you around my country.

Looking forward to seeing you soon.

Yours,

Jim

【详解】[总体分析]

①题材：本文是一篇应用文,为书信作文;

②时态：时态为"一般过去时"和"一般将来时";

③提示：写作要点已给出,考生应注意不要遗漏要点中的关键信息,写感谢信感谢李华的帮助并邀请他到自己的国家.

[写作步骤]

第一步,点明写信的目的是表示感谢;

第二步,回忆自己的收获;

第三步,邀请对方到自己的国家.

[亮点词汇]

①places of interest 名胜古迹

②thanks to 多亏了

[高分句型]

①I am writing to convey my gratitude for your kind help and care during my stay in your country, without which I wouldn't have enjoyed it so much.("介词+which"引导定语从句)

②I will be more than pleased if I have the opportunity to repay your kindness.(if 引导的条件

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