



## 一、建议信

假如你是李华，你的英国朋友 David 是一名在你所在城市的交换生，他参加了当地帮助残疾儿童的志愿者活动。六一儿童节期间，他想给一些残疾儿童送上一些礼物，发来邮件询问他送给他们什么礼物合适。请用下面要点写一篇短文回复，并表示感激。

1. 感谢他尽己所能去帮助残疾儿童；
  2. 说明自己也在帮助一位行走有困难的残疾儿童，所以决定和他一起去；
  3. 建议送些水果或儿童书籍等，并说明理由
- 注意：1. 词数 120 左右
2. 可以适当增加细节，以使行文连贯。



Dear David,

I'm grateful that you want to do what you can to help the disabled children. Reading your email, I'm so moved that I've made up my mind to see the disabled children on Children's Day with you. As you know, I'm assisting a disabled child who has trouble walking.

As to what presents are the best choice, it's really a matter of personal preference. I'd like to recommend sending the children some fruits or some books. On the one hand, not only are fruits good for children's health, but it is also convenient to carry. On the other hand, disabled as they are, all of them, I think, are eager to study. Therefore, books may also be a good choice.

Anyway, whether you choose fruits, some books or other presents, it's obvious that you'll be appreciated by those disabled children.

Yours sincerely,

Li Hua

## 二、介绍信



### 2004 年普通高等学校招生全国统一考试 (全国卷 IV)

假设你是李华，你的一位美国朋友 Paul 想在暑期来中国学习汉语。你帮他询问了暑期汉语班的情况。请根据下列要点写封回信。

\*时间：7 月初开始，4 小时/天(周一至周五)

\*程度：三个级别(初级到高级)

\*授课教师经验丰富，小班上课

注意：1.词数：100 左右

2.可根据要点适当增加细节，以使行文连贯。

Dear Paul, <sup>汉语班</sup>

I am so glad that you are planning to take a summer course in China. Our university runs summer Chinese language courses at three levels, from beginning to advanced. All the courses start in early July. <sup>小班</sup> Lessons will be given in small classes of no more than ten students. You will get a lot of practice in such a class. All classes are taught by teachers with rich experience in teaching foreign students. Classes meet four hours a day, five days a week---Monday through Friday.

If you decide to come or need any further information, do let me know.

Yours,  
Li Hua

### 三、感谢信



假设你是李华，上周参观伦敦时，你父亲的朋友 Rogers 把你照顾的很好。写一封信给 Rogers 先生，表达你的感激之情，字数 100 词左右，不得出现真实姓名与地址。

Dear Mr. Rogers,

It is my great pleasure to show my hearty thanks to you for your hospitality and courtesy to me during my stay in London.

Originally I only wanted to call on you and gave my father's regards to you, as it had been three years since you and he last saw each other. But you insisted that I stay in your house during my visit in London and took good care of my life as if I were a family member of you instead of the daughter of one of your friends. You really added greatly to my convenience and pleasure of the whole trip.

Thank you again for your kindness and I hope that I will have the opportunity to return your charming hospitality.

Yours

#### 四、祝贺信



1. 张明是你的高中同学。
2. 获悉他考上了四川大学，攻读英语专业，特此祝贺
3. 他的成绩是他刻苦努力的结果，希望他在新的环境中取得更好的成绩。
4. 再次表示祝贺

Dear Zhang Ming,

**Congratulations to you!**

I am glad to hear that you **have performed brilliantly** in the College Entrance Examination and successfully **got the admission in the enrollment of** Sichuan University, where you will be studying your major, English.

As far as I know, **it is the great efforts** which you have made in the preparation of the final exam **that** results in this excellent achievement. I hope that you will show a better performance in the entirely new surroundings.

Congratulations again!

## 五、申请信



假设你是新华中学的学生李华，校报准备办一个关于冬季运动的英语板块，现面向全体学生招募一名英语编辑。请根据提示写一封信：

表示对此职位感兴趣；

1.说明自己的爱好和特长，如喜欢冬季运动，擅长英语，乐于与人沟通合作等；

2.表示希望能担任此职位。

注意：

1. 字数：100-120 左右；

2. 可适当增加细节，以使行文连贯；

3. 信的开头和落款已为你写好，不计入总词数。



Dear editor,

Recently, I've learned that the school newspaper is looking for an English editor of winter sports section. I'm interested in this position very much.

Being a student with high responsibility, I believe I am quite qualified for this position. First of all, I am fond of winter sports. I have gone skiing with my family for several years. Besides, I am good at English and I once won the first prize in our school English contest. Therefore, I think I'm fit for the job. Finally as an editor, I will let more people know about winter sports, making them interested in such activities.

I would appreciate it if I could be accepted as an editor, and I'm looking forward to your early reply.

Yours sincerely,

Li Hua

## 六、道歉信



假定你是李华，与留学生朋友 Bob 约好一起去书店，因故不能赴约。请给他写封邮件，内容包括：1.表示歉意； 2.说明原因； 3.另约时间。

注意： 1.词数 100 左右；

2.可以适当增加细节，以使行文连贯。

Dear Bob,

I'm sorry to say that I cannot go to the bookstore with you on Friday afternoon. I have just found that I have to attend an important class meeting that afternoon. I hope the change will not cause you too much trouble.

Shall we go on Saturday morning? We can set out early so that we'll have more time to read and select books. If it's convenient for you, let's meet at 8:30 outside the school gate. If not, let me know what time suits you best. I should be available any time after school next week.

Yours,

Li Hua





## 七、邀请信

Dear Ms. Smith,

I'm Li Hua, Chairman of the Student Union of Yucai Middle School, which is close to your university. I'm writing to invite you to be a judge at our English speech contest to be held in our school on June 15. It will start at 2:00 pm in Room 501 and last for about three hours. Ten students will deliver their speeches on the given topic "Man and Nature". We hope that you will accept our invitation if it is convenient for you. Please call me at 44876655 if you have any questions.

I am looking forward to your reply.

With best wishes,

Li Hua

## 八、道歉信



Dear Tom,

I'm sorry, for I won't be able to pay a visit to Beijing next weekend with you.

Because there are many friends of mine facing a coming English exam, which is without doubt important for them. They are looking forward to my giving a hand to them and they hope to get through the exam successfully. As a result, I will be busy helping them at that time. In addition, I will attend a party which aims to raise money for the people of Yushu, who suffered greatly from the big earthquake.

In a word, I'm afraid I'll have no time to accompany you. So I want to put off our time of the visit until the first weekend of next month. Is it OK?

Looking forward to your early reply.

Yours,

Li Hua

## 八、投诉信



2008 年普通高等学校招生

全国统一考试英语（湖北卷）

假设你是卜曼宜，你购买了一部某外国公司生产的手机，因有质量问题，要求该公司更换。请根据下列要点，用英文写一封电子邮件。

要点：

1. 问题：手机不响铃，不能发短信；  
该产品已售完，无法更换；  
型号新，无配件，无法维修。

2. 要求：公司应尽快予以更换。

注意： 1. 词数为 100 左右；

2. 参考词汇：配件—— spare part;

3. 电子邮件的开头和结尾已为你写好

（不计入你所写词数）；

4. 已给出的电子邮件的开头和结尾不得抄入答题卡。



Dear Sir,

I am writing to you for the mobile phone of Dephone--S250 I bought on 20th Apr, 2008 at Tele Mall in Wuhan, P.R. China. Ten days after that, it didn't ring and send short messages. Then I took it to the seller, but was told that the model had been sold out and I had to wait at least three months for a new one. Later I went to the repairman. He said since it was a new model in China, it was impossible to fix it without the right spare parts. I was so desperate on hearing that. How can I wait that long? Therefore, I require that you send me a new one of the same model within a month.

Thank you for your consideration.

Sincerely yours,

Bu Manyi

## 十、日记



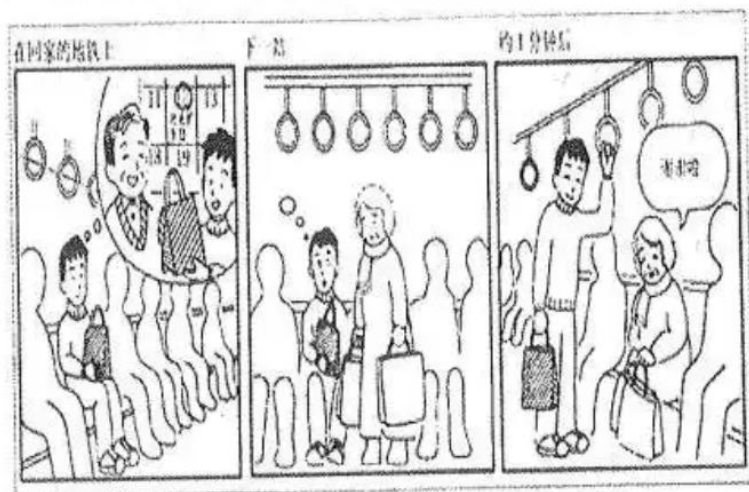
### 2008年普通高等学校招生（湖北卷）

假设2008年2月12日是你父亲的生日，下面三幅图描绘的是你给父亲买完礼物后乘坐地铁回家时经历的一件事。请根据图示，用英语写一篇日记记叙这件事，并谈谈自己的感受。

注意：

1. 词数不少于100；2. 可适当加入细节，以使行文连贯。

参考词汇：地铁（列车）—subway train



**One possible version:**

February 12 th, 2008

The day is my Dad's birthday. This afternoon I went to the shopping center downtown, and bought a present for him. Then I took the subway train home. Sitting on the train, I thought my dad would be very happy when he saw the present. At the next station, an old lady with two heavy bags got on the train and stood in front of me. She looked tired. I hesitated for a moment, and then offered my seat to her. The old lady thanked me a lot and sat down. Seeing her smile, I felt happy. I will always be ready to help others in the future

**十一、通知**



五月四日，高三年级一班和二班之间将进行一次有关环保问题的演讲比赛（a talk show on environment protection）。此前，二班邀请清华大学的 Dr Li 做相关内容的报告。

假定你是二班的班长，请你草拟一个有关报告会的口头通知。

注意：1.内容应包括提示及表格内的全部要点；  
2.词数在 100 左右；3.开头已为你写好。

报告内容	近些年北京的环境问题及已取得的进步
地点	教学楼三楼会议厅（auditorium）
时间	四月三十日，星期三下午 2: 00
目的	帮助大家收集信息，为演讲做好准备
参加人员	全班同学
其他安排	会后议论



May I have your attention, please?

As you know, our class will have a talk show on environment protection with Class One on May 4th. Before it takes place, we will invite Dr. Li from Qinghua University to give us a talk on the environment problem and he will also tell us about the improvement in environment protection in recent years in Beijing.

The report will begin at 2 : 00 p.m. on Wednesday, April 30th in the auditorium on the third floor in the classroom building. I'm sure we can get enough information from his talk to make good preparations for the coming talk show. Everyone should be there on time, then listen to the report and make full notes at the same time.

By the way, we will have a discussion after the report.

## 十二、招聘启事





最近海航在你校招收飞行员,请你根据提示,  
用英语写一封应聘信。应包括以下要点:

个人信息:姓名、性别、年龄、身高、所在学校  
等;

申请条件: 1. 身体、心理素质;

2. 自己的特长;

3. 自我控制能力和合作意识;

4. 有一定航空航天知识,对航空航天的兴趣。

注意: 1. 词数 100 左右;

2. 可适当增加细节,以使行文连贯;

3. 开头和结尾已写好,不计入总词数;

4. 参考词汇: 心理素质 mental quality



Sir or Madam,

I have learned the news that pilots are wanted in your company. I'd like to apply for that job very much. Below are my qualifications for the job.

I am Li Hua, male, aged 16. I am now studying at Taiyuan No. 5 Middle School. Since my childhood, I have showed special interest in space flight and have a good understanding of it. Therefore, I attach great importance to subjects such as physics, computer science, English and so on, in which I have been doing very well. In addition, I am in good health, 1.77 meters tall and I have an excellent mental quality and good self-control. What's more, I show a high sense of team spirit, which I think is of vital importance for a pilot.

If I am chosen, I will train hard and try my best to do it well. Looking forward to your reply.

Yours truly,

Li Hua

### 十三、演讲稿



### 2016 天津卷

假设你是晨光中学的学生会主席李津。一批来自英国的高中生与你校学生开展了为期两周的交流活动。现在，他们即将回国，你将在欢送会上致辞。请根据以下提示写一篇发言稿。

- (1) 回顾双方的交流活动（如学习、生活、体育、文艺等方面）；
- (2) 谈谈收获或感情；
- (3) 表达祝愿与期望。

注意：

- (1) 词数不少于 100；
- (2) 可适当加入细节，是内容充实、行文连贯；
- (3) 开头和结尾已给出，不计入总词数。



福建升学指南

ID:fjedu678

Dear friends,

How time flies! Two weeks have passed since you came to our school for the exchange program, which we all have benefited from.

During these two weeks, we have studied and lived together, which gives us the opportunity to promote our friendship. Doing sports as a team has enabled us to know each other better. Your art skills are excellent and admirable, which leaves me a deep impression. I think all our classmates have learned a lot from our communication and the various activities.

Now, on behalf of my schoolmates, I wish you a safe return. I also hope that there will be more events of this kind in the future.

Thank you.