

现象解释型作文模板 Consequently, to solve the problem, some measures should be taken.

① As is known to all, _____ has become a common part of people's life. 空格内填最近出现的总体现象。③ And _____ has always aroused the greatest concern. 填要讨论的具体现象。 4. The reasons _____ are varied. 填现象或现象带来的结果，为下文分析原因作铺垫。

④ The reasons of _____ lie in several aspects.⑥ First of all, _____.⑦ In addition, _____.⑧ Finally, _____.

⑨ Considering all these, _____ 作者的态度.⑩ For one thing, _____. 支持这一观点的理由一 For another, _____. In conclusion, _____.

现象解释型图表类模板

① As is clearly illustrated in the chart/table/figure/ graph, _____.② Especially _____.③ Three possible reasons contribute to the above phenomenon

④ To begin with, _____.⑤ In addition, _____.⑥ For example, _____.⑦ Last but not least, _____.⑧ In short, _____.

⑨ As far as I am concerned, _____.⑩ On the one hand, _____. On the other hand, _____. Therefore,

_____.

(二) 对 比 论 述 型 作 文 模 板

① There is a heated debate over _____. Different people
observes it in different ways② It is commonly accepted that

_____.③ In contrast, others _____.

④ Those who hold the first opinion suggest
_____.⑤ In their view, _____.

⑥ Some people, however, take a different attitude.⑦ They argue that
_____.

⑧ As far as I am concerned, _____⑨ On the one hand,
_____.⑩ On the other hand, _____? Therefore,
_____.? In conclusion, _____.

(三) 问 题 解 决 型 作 文 模 板

① **Nowadays**, there is a growing concern on
_____..② It is true to the present situation that

_____ 现实的情况 .③ But _____. 问题的根源

④ **However**, we have figured out many ways to
solve this issue⑤ First of all,

_____.⑥Furthermore,_____.⑦ Last but not least,

_____⑧ So it is high time for us to execute

⑩ **In my opinion**, effective measures must be taken to reverse the disturbing trend. If the situation gets worse, more relevant problems will be on the horizon.In a word, _____. Only in this way, _____.

(四) 道 理 论 证 型 作 文 模 板

① It is well known that _____.② The truth of it is self-evident and No one can deny ④ Therefore, _____.

⑤ Many example can be found to prove _____.⑥ Take _____ as a typical example.⑦ People _____.⑧ Furthermore, _____.

⑨ All mentioned above tells us _____.⑩ Then, _____? There is no doubt that _____.? Taking into account all these factors, we may safely reach the conclusion that_____

(五) 应 用 文 作 文 模 板 建议信模板 批评、抱怨、投诉信模板 日程安排解说词模板

Dear _____.

① My name is _____.② I am _____.③I venture to write you a letter about _____.④ The focus of the

complaint is _____.^⑤ For one thing, _____.^⑥ For another, _____.^⑦ Honestly speaking, _____.^⑧ But _____.^⑨ Besides, _____.^⑩ All in all, there is still much room for improvement. I do hope _____. Thank you for your time and kind consideration.

Sincerely Yours

Signature

Ladies and Gentlemen/Dear _____:

① Welcome to _____.^② To begin with, _____.^③ It's my pleasure to _____.^④ Now to share the schedule with you, _____.^⑤ Please keep in mind that _____.^⑥ According to the schedule, _____.^⑦ In addition, _____.^⑧ As a matter of fact, _____.^⑨ During your visit, _____.^⑩ There is no doubt that _____. I hope that _____. Thank you very much for _____.

S

Sincerely Yours

Signature

道歉信模板 感谢信模板 求职信模板

Date:_____

Dear _____.

① I am excessively sorry to tell you that _____.

② Now, I am writing you this letter of apology to show my deep regret.

③ Please accept my sincere apology with gratitude.

④ I fear you are displeased at _____, .

⑤ I hope you will understand me and excuse me for _____.

⑥ Let me explain.

⑦ The reason for my delay/ absence was that _____.

⑧ I had no way out because _____.

⑨ Therefore it's not in my power to _____.

⑩ Naturally, I want to suggest _____.

? I shall be obliged if you will kindly write and tell me when and where you_____.? We may meet again and I hope to see you soon.

S

incerely

Yours

Signature

Date:_____

Dear _____.

① I am now writing these few lines to express my sincere thanks for _____.② I'd like you to know how much your _____ meant to me.③ You have a positive genius for _____.④ I not only enjoyed _____, but also _____.⑤ I shall ever remember _____ as one of the most _____ in my life.⑥ I _____.⑦ I hope to have the opportunity of reciprocating.⑧ Would you kindly let me know _____.⑨ I will feel honored and pleased if you have time to _____.⑩ How nice it would be to see you again!? I repeat my thanks again for your _____.? Please give my kind regards to your _____.

S

Sincerely Yours

Signature

D

Date:_____

Dear _____.

① I am applying for the position of

_____ advertised in _____.② I major in _____.③ My training in _____, definitely meet your qualifications.④ My complete resume is attached.⑤ I will graduate on _____ from _____.⑥ In addition to the required courses of this program, I have _____.⑦ I also have some experience _____.⑧ I believe my training and experience _____.⑨ You will find me to be _____.⑩ I hope that you will consider me for your position. ? May I have a personal-interview at your convenience?? I can be reached by telephone between _____ and _____.

S

Sincerely Yours

Signature

求学申请信模板 祝贺信模板 邀请信模板

Date:_____

Dear

Professor_____.

① I have read the annual prospectus issued by your school and found that it has the best graduate program of _____.② I am greatly interested in the program and hope that I could do my Doctor/Master degree under your

instruction.③ I am working at the ____ department of _____ University.④ I have developed my people skills as well as the abilities in _____.⑤ Also, I have learned to appreciate the spirit of _____ that is supremely important in my work.⑥ I graduated from _____majoring in _____.⑦ In college I took such courses as _____.⑧ My English is excellent.⑨ I was a major member of several campus clubs including _____.⑩ Two of my former professors and the present dean of our department have kindly written letters of recommendation for me, as enclosed with this letter.? I would be very grateful if you could send me the necessary forms and information about financial aid in your program.? I look forward to hearing from you soon.

S

incerely Yours

Signature

Date:_____

Dear _____.

① I have learned with delight that you _____.② I would like to extend to you my utmost congratulations on _____.③ You must be very proud of your _____.④ And I feel very happy for you.⑤ _____ is quite exciting news!⑥ You are really _____.⑦ I know this is surely owing to _____.⑧ It is a rewarding you richly deserve for your _____.⑨ With your _____, I am sure that you will be a success in whatever you undertake.⑩ Kindly let me know when you _____.? I hope _____.? My best wishes for your further success.

Sincerely Yours

Signature

Date: _____

Dear _____.

① 提出活动的时间地点② It would be pleasant to have you here.③ Will you join us/ give me the pleasure of your company?④ During the party time/ conference, we will have lots activities/ points you will be interested in.⑤ First, _____.⑥ Second, _____⑦ I know/ I

believe that you will be very interested _____.⑧ First/
For one thing _____.⑨ Second/ For another
_____.⑩ The conference/ the party would not be
complete without you!? The party/ conference will begin
at _____. Is it possible for us to meet at _____?? We
do hope you can come.

S

Sincerely Yours

Signature

竞 选 演 说 词 模 板

Dear _____,

① It is a great honor for me to stand here and give
my speech. ② To begin with, let me introduce myself, my
name is _____. ③ As some of you may know, I am
_____.④ As for the position of _____, there are some
things making me feel qualified to take the job. ⑤ Firstly,
I _____. ⑥ Secondly, I _____. ⑦ Thirdly, I am good at
_____. ⑧ Looking into the future, I will try my best to
serve my _____ if I am lucky enough to be the
_____. ⑨ On the one hand, I with my co-
workers will _____. ⑩ On the other

hand, I will _____.? In addition, I
will_____.? I wish all of you the best
and thank you all for listening, Thank you.