

目录

一、历年真题分析.....	1
二、信件格式.....	2
三、第一段写作方法.....	3
1. 自我介绍.....	3
2. 表明态度.....	3
3. 写作目的.....	3
4. 套话.....	4
.....	5
四、第二段写作方法.....	6
1. 询问（索要信息）.....	6
2. 建议（提供主观信息）.....	6
3. 介绍（提供客观信息）.....	6
4. 处理负面消息（解释）.....	7
五、第三段写作方法.....	8
1. 期待反馈（咨询信/求职信/邀请信/投诉信）.....	8
2. 重申态度（感谢信/祝贺信/道歉信/拒绝信）.....	8
3. 提出帮助（建议信/推荐信）.....	8
4. 提供信息（通知/活动）.....	9
5. 万能结尾凑字句.....	9
六、化腐朽为神奇-句子改写 6 式.....	10
七、告示（Notice）.....	13
1. 标题（Title）.....	13
2. 正文（Body of the letter）.....	13
3. 落款（Signature）.....	13
4. 时间（Time）.....	13
八、其它体裁介绍及范文.....	15
1. 备忘录（Memo）.....	15
2. 便条（Note）.....	16
九、必须避开的错误.....	18
十、附录.....	19

讲义标识法：

A/B：A 和 B 内容不同，都需记忆，考试时根据主题选用。

C*(D)：C*和 D 是同义替换关系，可以根据个人情况选择一个或多个记忆。

一、历年真题分析

年份	考研英语二小作文	考研英语一小作文
2010	感谢+邀请：感谢美国同事的热情款待，邀请他来中国旅游	通知+邀请：通知举办国际会议，邀请志愿者参与
2011	祝贺+建议：祝贺朋友考上大学，提出学习建议	推荐：向朋友推荐喜欢的电影并说明原因
2012	投诉信+要求：投诉电子字典质量，要求解决问题	欢迎+建议：欢迎国际学生，并为他们的大学活提出建议
2013	邀请信+倡议：邀请同学参加慈善义卖活动，倡议集体参与	邀请：邀请外教来做英语竞赛的评委
2014	告知+咨询：告知未来室友生活习惯；询问国外生活建议	建议：给校长写信，就如何提升学生体质提建议
2015	通知+邀请：通知举办夏令营，邀请志愿者参与（通知）	推荐：向读书俱乐部成员推荐一本书
2016	感谢+建议：感谢对方祝贺，提出练习翻译技能的建议	通知：以读书管理员的身份告知新入学的国际学生图书馆相关信息
2017	回复邀请+介绍：professor Williams 邀请你给一批留学生做关于中国文化的报告（接受邀请，并介绍报告重点）	推荐+原因：给美国教授(James Cook)推荐旅游胜地，解释原因。
2018	道歉（解释）+邀请：你不得不取消旅行计划，无法按计划拜访 professor Smith（道歉并解释原因，重新约时间）	邀请+介绍：邀请国际专家(international experts)参加毕业典礼，介绍典礼的具体信息。 time, place and other relevant information
2019	建议（辩论话题）+说明（安排）：professor Smith 让你准备一场关于城市交通的辩论（建议话题并说明原因，告诉他你的具体安排）	回复询问+介绍（扶贫项目）：回复国际学生（an international student volunteer）来信，并介绍乡村小学帮助工程的具体细节。

二、信件格式

信件格式改错：

Dear Jimmy.

It is such a great honor to have been invited by you to join your club. This is indeed tempting.

However, I am so sorry to tell you that I won't be able to come because I have joined the dancing club several weeks ago. Having attended the class several times, I find it well-suited to me and I am inclined to stick to it. If possible, I'll come over and join you for swimming when the dancing class is over. By the way, congratulations for becoming the head of the swimming club! I am sure with your natural-born leadership and charisma, the swimming club will be voted the most popular one at the end of this term.

Thank you again for your invitation. Best wishes to you.

Yours Sincerely

Li Ming.

三、第一段写作方法

第一句：

四个方面（根据题干选择）：**1.**自我介绍；**2.**表明态度；**3***写作目的；

4.套话

1. 自我介绍(可有可无，根据题干选择)

1) 我叫李明，我是来自 XX 的一名学生。我想.....

I am Li Ming, a student from XX. I would like to...

代表 XX，我想.....

On behalf of XX, I would like to ...

2. 表明态度(可有可无，根据题干选择)

- 1) 非常感谢事由 (e.g.您的邀请)。很荣幸能够参加这项很棒的活动。关于主题，我计划.....

Thank you for 事由 (e.g. your invitation) . It is my great honor to be able to participate in this wonderful event. With regard to 主题, I would like to...

- 2) 听到主题，我很开心。

I am happy* (glad) to know that 主题.

- 3) 听到主题，我很难过。

I am/feel terribly sorry* (sad) to know that 主题.

- 4) 基于你的上一封来信/邀请/要求/问题，我在此...

With reference to your last email/invitation/request/question, I would like to ...

3. 写作目的*

我写这封信/邮件的目的是_____

I am writing this letter/email to _____

- 1) 感谢 : thank you for*(express my gratitude to you for) ...
- 2) 咨询 : inquire about *(make an inquiry about) ...
- 3) 祝贺 : congratulate you on*(convey my heartfelt congratulations to you on) ...
- 4) 邀请 : invite you to*(extend an invitation to you as a distinguished guest to) ...
- 5) 申请 : apply for*(make an application for) ...
- 6) 投诉 : complain about*(make a complaint about /express my dissatisfaction with) 主题 in hope that you can help remedy the situation.
- 7) 欢迎 : welcome you to*(extend the warmest welcome to you to) ...
- 8) 建议 : advise you that (offer some suggestions to you concerning) ...
- 9) 推荐 : recommend to you...
- 10) 通知 : notify you that (inform you of) ...
- 11) 道歉 : apologize to you for* (convey my sincere apology to you for) ...

4. 套话(可有可无，根据题干选择)

- 1) 索要信息类 (询问、申请、咨询、投诉) :

① 如果您能帮忙，我/我们将感激不尽。

I/We would be grateful if you could help me/us with this matter.

2) 提供信息类 (通知、介绍、建议、推荐、邀请等) :

① 有关主题 (e.g. 这项活动) 的细节罗列如下。

Detailed information of 主题 (e.g. the event) is introduced as follows.

② 原因如下。

The reasons are as follows.

注意：拒绝信需要特殊处理

非常感谢拒绝事项 (例：邀请)。这的确是一个很棒的活动，并且听起来十分有趣。然而，我很遗憾地告诉您，由于以下原因我不能参加。

Thank you very much for 拒绝事项 (e.g. your invitation). This is indeed a great event which sounds extremely interesting/meaningful. However, I feel terribly sorry to tell you that I unfortunately won' t be able to attend it because of the following reasons.

1. Suppose your cousin Li Ming has just been admitted to a university. Write him/her a letter to

1) congratulate him/her, and

2) give him/her suggestions on how to get prepared for university life.

Answer: _____

2. Suppose you are invited by Professor Williams to give a presentation about

Chinese culture to a group of international students. Write a reply to

1) Accept the invitation, and

2) Introduce the key points of your presentation.

Answer: _____

四、第二段写作方法

1. 询问（索要信息）

首先，我想知道信息1。其次，我想知道信息2。第三，我想知道信息3。

Firstly, I would like to know the particular details regarding 信息1. Secondly, I wonder if it is convenient for you to provide me with specific information about* (concerning/with respect to) 信息2. Thirdly, I shall be grateful if you could kindly show me 信息3.

2. 建议（提供主观信息）

首先，我建议1。其次，我建议2。最重要的是，我建议3。

To begin with, I would like to suggest that 建议1. In addition, it would be helpful for you to 建议2. Most important of all, if you can 建议3, you will benefit enormously from it.

3. 介绍/通知（提供客观信息）

具体安排。内容 1。内容 2。休闲。

主题（ e.g. 此次活动 ）将于某时在某地举办。首先，一位国际专家将给我们

做一场有关主题 (e.g. 环境保护) 的讲座。其次，许多有意义的/有趣的活动，例如 XX 和 XX，将帮助我们更好的了解主题 (e.g. 这一话题)。最后，所有的参与者将欣赏一场由学生们/当地民众准备的精彩表演。

主题 (e.g. The event) will take place at 地点 on 日期. At the beginning, an international expert is invited to deliver a speech on 主题 (e.g. environmental protection). Afterwards, many meaningful/interesting activities, such as XX and XX, will be held to explore 主题 (e.g. the issue) further. Finally, all the participants will enjoy an excellent show prepared by the students/local people.

4. 处理负面消息 (解释)

- 1) 万能原因：我的祖母昨天摔了一跤，现在住院了。我的父母亲现在美国出差，我是唯一一个能够照顾我祖母的人。

My grandmother fell down yesterday and is now hospitalized. As my parents are on a business trip in America, I am the only person who can take care of her now.

- 2) 万能补救句：为了弥补我所造成的不便，我想推荐 XX 来代替我。

To make up for the inconvenience caused, I would like to recommend XX to take my place.

五、第三段写作方法

1. 期待反馈 (咨询信/申请信/邀请信/投诉信)

- 1) 希望您能尽早答复，感谢您的关注。

I'm looking forward to a reply at your earliest convenience. Thank you in advance for your time and attention.

- 2) 我希望你能彻底调查这件事情，并且采取相应措施防止其再次发生。希望您能及时回复 (投诉信)。

I hope you can look into this matter carefully and take steps to prevent it from

happening again. Your prompt reply will be highly appreciated.

2. 重申态度 (感谢信/祝贺信/道歉信/拒绝信)

- 1) 再次感谢您的邀请，我对你的感激之情无以言表。

Thank you again for 主题 (e.g. your invitation). My gratitude to you is beyond words.

- 2) 再次祝贺您成功，我对你的欣赏无以言表。

Congratulations again for 主题 (e.g. your success). My appreciation to you is beyond words.

- 3) 再次抱歉，希望这件事情没有给您带来太多的麻烦。

I apologize again for what has happened. I do hope that it has not caused too much inconvenience.

3. 提出帮助 (建议信/推荐信)

- 1) 希望我的建议/推荐对你有用。如果你有其他任何问题，请跟我联系 (我很乐意与你深度讨论这个问题) 。

I hope you will find my suggestions/recommendation useful. If you have any

other questions, please feel free to let me know (and I will be happy to discuss this matter with you in greater detail).

4. 提供信息 (通知/活动)

- 2) 如果您还想了解其他细节，可以登录网站 (www.studentunion.xxxx.edu.cn) 查询有关于此次活动的详细信息。期待你的参与！

If you would like to explore more details about this activity*(event), please find relevant information available at the website www.studentunion.xxxx.edu.cn. We are looking forward to your participation!

5. 万能结尾凑字句

1) 祝好！

_____!

2) 新年马上到来，祝你（与家人）新年快乐！

_____! (21 词)

六、化腐朽为神奇-句子改写 6 式

Dear Jim,

With reference to your last email, I would like to recommend the book “British Culture” to you. The reasons are as follows.

这本书很有意思。它让我笑。你会喜欢它。这本书是用英文写的。它不难。
你可以从书上学习新的单词。这很重要。你会了解英国文化。

I hope you will find my recommendation useful. If you have any other questions, please feel free to let me know and I will be happy to discuss this book with you in greater detail. Wish you all the best!

Sincerely yours,
Li Ming

【技巧 1】：_____

首先：_____

其次：_____

最后：_____

【技巧 2】：_____

初始：I like apples.

妆后：_____

妆后：_____

【技巧 3】：_____

初始：English is interesting. I like it.

初始：Memorizing new words is difficult, but I will embrace the challenge.

逻辑

初始版

妆后版

并列 English is interesting, and I like it. _____

因果 English is interesting, so I like it. _____ 因

转折 Memorizing new words is _____
difficult, but I will embrace the _____
challenge. _____

【技巧 4】：_____

初始：You will like the movie.

妆后：_____
妆后：_____

【技巧 5】：_____

初始：English plays an important role in the modern world.

妆后：_____

化妆品：_____

【技巧 6】：_____

初始：You should read classic books.

妆后：_____

妆后：_____

【范文见附录】

七、告示 (Notice)

告示是上级对下级、组织对成员、公司对员工就某一事项所写的公开信，省略了书信中的礼貌性称呼和结尾敬语。

告示由标题、正文、落款、时间四部分组成。

1. 标题

通常是文章的主题词，但有时也可以直接用“Notice”。注意首字母的实词大写，如“Volunteers Needed”。

2. 正文

三段式结构，类似于书信。

3. 落款

根据指令来写，一般是通知人所属的机构名称（如 The Students' Union; The Graduate Association 等），可以写在正文的右下角。

4. 时间

如果题干中没有提供，则自己编一个时间加上，精确到具体的日期。

Sample

Situation:

You are supposed to write for the Postgraduate's Association a notice to recruit

volunteers for an international conference on globalization. The notice should include the basic qualifications for applicants and other information which you think is relevant. (你要给研究生协会写一份通知，为一个全球化的国际会议招募志愿者。该通知应包括申请人的基本要求和和其他相关信息。)

告示

为了提高学生的能力，丰富
enrich

课外活动，研究生会为将于 extracurricular activities, the
Postgraduate'

2019 年 4 月 7 日在北京举行的 Association is recruiting volunteers
for an 一个全球化的国际会议招募志 international conference on
globalization to be 愿者。 held on April 7, 2019
in Beijing.

首先，应聘者应表现出强烈
team

的团队精神，开朗的性格。此外， spirits and cheerful personalities. In addition,
他们应该能够流利地说中文和 they are expected to speak Chinese and English
英语。最后，有相关经验的学生 fluently. Finally, students with relevant
优先。 experiences are preferred.

对于有兴趣加入我们的学 For the students who are interested in joining
生，请在 2020 年 2 月 1 日之前 us, please send to us an email including your

给我们发一封包括您个人信息 personal information before February 1, 2020.
的邮件。我们的邮箱是 Our email address is
sutdentassociation@126.com。3 sutdentassociation@126.com. We will contact the
月 1 日之前会通知候选人前来 chosen candidates for an interview before March

面试。期待您的参与！

1. We look forward to your participation!

研究生协会

Postgraduates' Association

2019 年 11 月 9 日

November 9, 2019

八、其它体裁介绍及范文

1. 备忘录 (Memo)

备忘录的主体部分和书信的主体部分类似，只是省略了礼貌结尾。通常第一句话就要明白交代写此备忘录的目的，主要涉及与 why ,who ,what ,when ,where 这几个问题。如果是回复对方，则需要注明对方备忘录的日期，如：This is further to your memo dated July 17th, in which you proposed that...(这是给你 7 月 17 日备忘录的回复，你当时提出.....)。备忘录最后一句总结要请收信人尽快做出反应。备忘录没有结尾敬语和签名部分。

备忘录格式模板：

时间：5 月 20 日

Date：May 20

发送至：所有学生

To：All students

发自：李明

From：Li Ming

主题：夏令营志愿者招募

Subject：Recruiting Volunteers for the Summer

学生会计划在即将到来的

Camp

假期中举办夏令营活动，时间为
七月七日到七月二十五日。为了
保证夏令营的顺利开展，学生会

The Students' Union plans to host a summer
camp in the coming vacation, from July 7 to July
25.To ensure that the summer camp will be

现计划招募志愿者。志愿者首先应当具备良好的人际沟通技能和丰富的跨文化沟通知识，并且英语口语流利。有相关经验的学生将优先录用。

carried out in a smooth and fruitful manner, the Students' Union is recruiting volunteers. The volunteers should, first of all, demonstrate good interpersonal skills and have extensive knowledge about intercultural communication.

录用者将在在 7 月 7 日至 25 日入营。对此活动感兴趣的同 学，请将简历发送至 studentsunion@126.com。感谢您
Successful applicants are expected to be on campus from July 7 to July 25. Students who are interested in the activity shall send their resumes to studentsunion@126.com. Thanks for your
time and attention.

2. 便条 (Note)

便条是由于不同的目的而写的较短的书信，多用于熟人、亲朋和同事之间对于近日发生的事情的沟通联系，如告别、道歉等。便条常用在非正式文体或口语体中，其形式比一般的书信简单，与书信最大的区别是便条要在右上角增加日期。

便条写作要点：

日期通常在便条的右上角。

日期表达方式：以日为先，月份为后（英国式）

日期表达方式：以月为先，日期则在后（美国式）。如 2019 年 3 月 2 日的写法：2nd March, 2019（英）；March 2, 2019（美）

英语月份表达法：1 月 January/Jan.；2 月 February/Feb.；3 月 March/Mar.；4 月 April/Apr.；5 月 May；6 月 June/Jun.；7 月 July/Jul.；8 月 August/Aug.；9 月 September/Sept.；10 月 October/Oct.；11 月 November/Nov.；12 月

December/Dec.

书写便条时可以不用在开头称呼中加“Dear”，同样也可以省略结尾敬语，但是考试时最好加上。

具体日期的书写应该从题干中获取，如题干中没有明确说明，考生则可以灵活处理。

便条格式模板：

April 2

4月2日

Wang Wei,

王伟，

I wonder if I could borrow your electric dictionary for a couple of days. The teacher of the reading course that I have signed up for assigned some

articles for us to read. There are so many new words 章来阅读。里面有
太多生单

that I have to look them up frequently. I only have a 词, 我就得频繁的查字典。我 traditional paper dictionary but, of course, it is not 只有一本传统的纸质词典, 但 as convenient as an electronic one and therefore 是很显然他没有电子词典方 dramatically decreases my reading speed. So I think 便, 因此大大降低了我的阅读

your electronic dictionary will be of great help to 速度。所以我觉得你的电子词典
me. I promise that I will treat your electronic 典将会对我有很大的帮助。我
dictionary with due care and prevent any damage to 保证我会小心使用你的电子
it. 字典，不会有任何损坏。

Thank you very much.

谢谢你。

Li Ming

李明

九、必须避开的错误

-
1. Practise translation is essential.
 2. Rich is not always good.
 3. I am prefer to shop online.
 4. You will be succeed in the future.
 5. The Internet is benefit to our lives.
 6. He very kind.
 7. I not take care of him.
 8. Your book just like my book.
 9. The construction of the subways have been completed.
 10. Women should independent.
 11. You must to learn English.
 12. There are many Chinese people travel abroad.
 13. He is my teacher who have taught me for several years.
 14. Due to he was hardworking, he passed the test.
 15. Despite I am tired, I keep on studying English.
 16. As is demonstrated in the chart, remarkable changes have occurred with regard to students take part-time jobs in a certain university.
 17. It' s my great pleasant to be your roommate.
 18. It is beneficial for you to read more books. Such as China Daily.
 19. According to your email, you say, you are very interesting in translation.
 20. I hope my advice can help you, waiting your letter.

十、附录 (参考答案)

【第一段写作方法】

1. Suppose your cousin Li Ming has just been admitted to a university. Write him/her a letter to
 - 1) congratulate him/her, and
 - 2) give him/her suggestions on how to get prepared for university life.

Sample answer: I am very happy to hear that you have been admitted to the University of Cambridge. Congratulations! With reference to your last-email, I would like to offer you some suggestions regarding how to get prepared for university life.

2. Suppose you are invited by Professor Williams to give a presentation about Chinese culture to a group of international students. Write a reply to
 - 1) Accept the invitation, and
 - 2) Introduce the key points of your presentation.

Sample answer: Thank you for inviting to give a presentation about Chinese culture to the international students. It would be my great honor to participate in such a great event. The key points of my presentation are introduced as follows.

【六.化腐朽为神奇-句子改写 6 式】

【技巧 1】

首先 : To begin with, ...

其次 : Secondly, ...

最后 : Most important of all/last but not least, ...

【技巧 2】

初始 : I like apples.

妆后 : I like apples and oranges.

妆后 : I like fruits such as apples and oranges.

【技巧 3】

初始 : English is interesting. I like it.

初始 : The task is challenging. I will embrace it.

逻辑	初始版	妆后版
并列	English is interesting, and I like it.	English is interesting; besides, I like it. English is interesting; therefore, I like it.
因果	English is interesting, so I like it.	English is interesting; as a result, I like it.
转折	The task is challenging, but I will embrace it.	The task is challenging; however (nevertheless), I will embrace it.

【技巧 4】

初始 : You will like the movie.

妆后 : If/after you see the movie, you will like it.

妆后 : I do believe/hope that you will like it.

【技巧 5】

初始 : English plays an important role in the modern world.

妆后 : English, admittedly, plays an important role in the modern world.

化妆品：obviously/undoubtedly/apparently/in fact/as a matter of fact

【技巧 6】

初始：You should read classic books.

妆后：You should read classic books, which is of great importance.

妆后：You should read classic books, which will affect you greatly in the future.

【范文】

Dear Jim,

I am writing to recommend the book "The Great Britain" to you. The reasons are as follows.

To begin with, the book is interesting, and it makes me laugh. I do believe that you will enjoy it. Secondly, the book is written in English; nevertheless, it is not difficult at all. You can undoubtedly learn new words and sentences from it. Most important of all, after you read the book, you will also know about English culture, which will affect you greatly in the future.

I hope you will find my recommendation useful. If you have any other questions, please feel free to let me know and I will be happy to discuss this book with you in greater detail. Wish you all the best!

Sincerely yours,

Li Ming