

应用文——书信、提议

审题：三看➡ 1.写信对象（熟/不熟）；2.写信目的；3.任务要求

Dear XXX,

首段：寒暄（熟人/私事）；自我介绍（不熟/公务） + 来信目的

第一句：How have you been these days? I am delighted to hear that... (寒暄)

or I am a freshman of our university who is majoring in Law. (自我介绍)

第二句：I am writing this letter to : 1. recommend sth. to sb. ;

2. make suggestions for / about sth. ;

3. apply for the chance of

中段：围绕来信目的完成写作任务

1.推荐+原因 (recommend)

I would strongly suggest doing sth. For one thing , 原因 1 . As a result, (承接原因 1 可以做的事) . In addition, 原因 2 . For instance, (承接原因 2 可以做的事) .

2.具体问题+详细建议 (suggestion)

The current problems of the (主题词) are as follows. In the first place, (问题 1) . Another problem is that (问题 2) . Then how to solve the problem above? Perhaps the first step is that (解决问题 1 建议). Another necessary step is (解决问题 2 建议).

尾段：希望/期待

1.(recommend): I hope my recommendation would be helpful. If have any further questions, please do not hesitate to contact me. I am looking forward to your reply.

2.(suggestion): I hope my suggestions would be helpful. Thank you for kindly reviewing my proposal. I am looking forward to your reply.

3.(apply): I sincerely hope that you will consider my application. I am looking forward to your reply.

Yours sincerely,

XXX

应用文——新闻报道

开头段：活动概述（组织者、时间、活动目的）

On +月+日 (On June 1st) , (who) organized a (volunteer) activity, which was aimed at 目的.

主体段：细节描述（人物+事件+感受）

The activity lasted for (持续时间) and attracted about (多少人) . All the volunteers (participants) can (need to) It is worth mentioning that some volunteers who did sth. In the interview with some of the volunteers (participants) , most of the interviewees responded with a smile, saying “ (a smile of understanding flashes across his face, with love echoing among them like a melody that lingers over an auditorium.) (I am deeply moved by (the kids) and really appreciate this meaningful experience) “.

结尾段：再次评价这次活动（深远影响） + 期望

In conclusion , the activity turns out to be a huge success and it is worth the effort to organize this kind of activity on a regular basis.

图文写作

判断感情➡ 确定 essay 模版

开头：描述图画+概括图画主题+表明立场

As is vividly described in the picture,(描述图画).Obviously, the drawing reveals that (概括图画).From my perspective, reasons behind this phenomenon are various and this kind of modern life can lead to harmful consequences.

Essay 议论文

+ +利

It is commonly known that we are living in an age where (technology/ education / economy / society / culture) is developing at a rapid rate and changing every aspect of our life. At the same time, there is widespread discussion about 主题词. From my point of view,there are advantages in 主题词 and 主题词 play a important role in our life.

The reasons why 主题词 is vitally important are as follows. In the first place ,it would be universally acknowledge that improving 主题词 is beneficial to 好处 1. In addition, no one could deny the fact that outstanding 主题词 can play a key role in 好处 2. Then how to hone 主题词? Perhaps the first step is 建议 1. Lastly, it is suggested that 建议 2. By combining above methods, we can achieve the aim.

In conclusion, there are many well-documented benefits of exceptional 主题词 and it is worth investing the effort to improve 主题词.

+ -利弊

It is commonly known that we are living in an age where (technology/ education / economy / society / culture) is developing at a rapid rate and changing every aspect of our life. At the same time, there is widespread discussion about 主题词. From my point of view,there are advantages and disadvantages in 主题词.

On the one hand , the biggest strength of 主题词 is that 好处 1 and 好处 2 . But on the other hand, there are also drawbacks to consider. Initially, it would be universally acknowledged that 坏处 1. Besides, some researches found that 坏处 2.

In conclusion, 主题词 can bring both benefits and drawbacks and I highly suggest that everyone, especially students balance the pros and cons to make informed choices.

- -弊

It is commonly known that we are living in an age where (technology/ education / economy / society / culture) is developing at a rapid rate and changing every aspect of our life. At the same time, there is widespread discussion about 主题词. From my point of view,reasons behind this phenomenon are various and (题目提及) can lead to harmful consequences.

The negative consequences of 主题词 can be illustrated from two aspects. Initially, it would be universally acknowledged that 主题词 is detrimental to physical health .Additionally,主题词 can exert an adverse influence on people's mental well-being .Then how to reserve the situation? Perhaps the step is that 解决办法 1 and 解决办法 2.

In conclusion, 主题词 can bring both benefits and drawbacks and I highly suggest that everyone, especially students balance the pros and cons to make informed choices.