

2024.11 Release 6

**WRITING REFERENCES**  
应用文

# 目录

<b>I. 绪论</b> .....	4	1.1.11.1. 中华文化 .....	27
<b>1. 体裁分类</b> .....	4	1.1.11.2. 文化交流 .....	27
<b>2. 主题分类(TODO)</b> .....	4	1.1.12. 书法(送礼) .....	28
<b>3. 各体裁范文</b> .....	6	1.1.13. 漆雕(送礼) .....	29
3.1. 建议信 .....	6	1.1.14. 邮票(送礼) .....	29
3.2. 推荐信 .....	8	1.1.15. 生肖: 龙(文化、送 礼) .....	29
3.3. 邀请信 .....	9	1.1.16. 中国结 .....	30
3.4. 告知信 .....	10	1.1.17. 文化-月亮 .....	30
3.5. 道歉信 .....	11	1.1.18. 科技-探月 .....	30
3.6. 感谢信 .....	12	1.1.19. 运动 .....	31
3.7. 申请信 .....	13	1.1.20. 交通方式: 骑车(运 动) .....	31
3.8. 咨询信 .....	14	1.1.21. 运动: 跳绳 .....	32
3.9. 新闻报道 .....	14	1.1.22. 武术 .....	32
3.10. 通知 .....	15	1.1.23. 志愿工作 .....	32
3.11. 演讲稿 .....	16	1.1.24. 出游 .....	33
3.12. 倡议书 .....	17	1.1.25. 劳动 .....	34
3.13. 投稿-观点 .....	18	1.1.26. 家务 .....	34
3.14. 投稿-记叙 .....	19	1.1.27. 个人成长(活动、劳 动) .....	34
3.15. 投稿-介绍 .....	20	1.1.28. 图书(送礼、推荐、感 悟) .....	34
3.16. 启事 .....	21	1.1.29. 个人成长(感悟) ..	35
<b>4. 历年高考题</b> .....	22	1.1.30. 时代变迁 .....	36
<b>II. 分类</b> .....	23	1.1.31. 环境保护 .....	36
<b>1. 推荐与介绍</b> .....	23	1.2. 格式 .....	36
1.1. 主题语料 .....	23	1.2.1. 开头寒暄 .....	36
1.1.1. 戏剧 .....	23	1.2.1.1. 很高兴收到你的信/ 得知 .....	36
1.1.2. 古诗 .....	23	1.2.1.2. 询问近况 .....	36
1.1.3. 歌曲 .....	24	1.2.1.3. 提建议/推荐(写作 目的) .....	37
1.1.4. 美食 .....	24	1.2.1.4. 推荐原因 .....	37
1.1.5. 地点通用句子 .....	24	1.2.2. 结尾 .....	37
1.1.6. 城市: 西安 .....	25	1.2.2.1. 希望建议有用 ..	37
1.1.7. 地点: 故宫 .....	25	1.2.2.2. 乐意继续帮助 ..	38
1.1.8. 地点: 首都博物馆 ..	26		
1.1.9. 地点: 北京南锣鼓巷 ..	26		
1.1.10. 地点: 传统文化公 园 .....	27		
1.1.11. 文化相关 .....	27		

1.2.2.3. 祝福成功/旅途愉快 .....	38	7.4. 恳请获准 .....	50
1.2.2.4. 期盼回复 .....	38	<b>8. 演讲</b> .....	<b>50</b>
<b>2. 活动介绍</b> .....	<b>39</b>	8.1. Be Smart Online Learners .	50
2.1. 主题语料 .....	39	<b>9. 人物传记</b> .....	<b>51</b>
2.1.1. 科技活动 .....	39	9.1. 身边值得尊敬和爱戴的人 .	51
2.1.2. 待补充 .....	39	<b>10. 常见替代</b> .....	<b>52</b>
2.2. 格式 .....	40	10.1. 好的 .....	52
2.2.1. 活动综述 .....	40	10.2. 坏的 .....	52
2.2.2. 具体安排 .....	40	10.3. 多的 .....	52
2.2.3. 活动意义 (目的) ...	42	10.4. 少的 .....	52
2.2.3.1. 个人意义 (我的感受) .....	44	10.5. 大的 .....	52
<b>3. 提出建议</b> .....	<b>44</b>	10.6. 小的 .....	53
3.1. 演讲内容 .....	44	10.7. 重要的 .....	53
3.2. 演讲要点 .....	44	10.8. 困难的 .....	53
<b>4. 邀请信</b> .....	<b>45</b>	10.9. 简单的 .....	53
4.1. 提出邀请 (写作目的) ...	45	10.10. 有意思的 .....	53
4.2. 约稿 .....	45	10.11. 无聊的 .....	53
4.3. 期盼到来 .....	45	10.12. 快速的 .....	54
<b>5. 启示</b> .....	<b>46</b>	10.13. 慢的 .....	54
5.1. 征求 .....	46	10.14. 美丽的 .....	54
5.1.1. 摄影作品 .....	46	10.15. 开心的 .....	55
5.1.2. 提交要求 .....	46	10.16. 悲伤的 .....	55
5.1.3. 询问 .....	46	10.17. 其他 .....	55
5.1.4. 欢迎参与 .....	46	10.17.1. 竭力做某事 .....	55
5.2. 招募 .....	46	10.17.2. 专心致志做 .....	56
5.2.1. 条件 .....	47	10.17.3. 振作精神 .....	56
5.3. 告知 (通知) .....	47	10.17.4. 喜欢热爱 .....	56
<b>6. 求助信</b> .....	<b>47</b>	10.17.5. 人物性格 .....	57
6.1. 请求帮助 (写作目的) ...	47		
6.2. 遇到困难 .....	47		
6.3. 感谢帮助 .....	48		
<b>7. 申请信</b> .....	<b>48</b>		
7.1. 提出申请 (写作目的) ...	48		
7.2. 申请理由 .....	48		
7.3. 自身优势 .....	49		

# I. 绪论

## 1. 体裁分类

类别	文体	第二段+第三段主要内容
书信类	建议信	怎样做 + 好处/重要性 + 希望对方考虑
	推荐信	推荐内容+ 好处/重要性 + 希望对方考虑
	邀请信	介绍活动/比赛/社团 + 承诺(第三段)
	告知信	介绍活动 + 注意事项 + 个人收获
	道歉信	说明原因 + 承诺
	感谢信	好处/重要性
	申请信	申请的东西的好处/重要性 + 自己优点 + 希望对方考虑
	咨询信	介绍活动 + 求助
非书信类	新闻报道	介绍活动 + 个人收获
	通知	介绍活动/比赛/社团 + 呼吁
	演讲稿	好处/重要性 + 呼吁
	倡议书	好处/重要性 + 呼吁
	投稿	1.怎样做 + 好处/重要性(观点类); 2.介绍活动过程 + 个人收获(记叙类); 3.人物事物介绍 + 个人收获(介绍类)
	启事	介绍活动/比赛/社团 + 呼吁

P.S. 介绍 = 是什么 + 好处/重要性

## 2. 主题分类(TODO)

### 一、德育类

1. 心理健康
2. 人际交往
3. 优秀人物(品德学习)
4. 文化交流与推荐
5. 承担责任(社会责任、家庭责任)
6. 人文关怀
7. 道歉感谢
8. 基本信息通知

### 二、智育类

1. 学习方法(语言学习、学术知识)
2. 科技发展(航天、人工智能、网络)
3. 数字生活(社交媒体、手机成瘾)
4. 大众传媒

### 三、体育类

1. 体育锻
2. 体育精
3. 体育赛
4. 体育设施

### 四、美育类

1. 艺术(音乐、美术、书画、电影戏剧)
2. 文学(诗歌、阅读)
3. 美食
4. 自然(了解自然、环保、自然灾害)

### 五、劳育类

1. 劳动技能
2. 社会实践
3. 未来规划(成人、大学、工作)

### 3. 各体裁范文

#### 3.1. 建议信

假定你是李华，最近收到好友 Ben 来信，信中说他因为使用人工智能完成作业而受到老师批评。请你写一封回信，内容包括：

1.对使用人工智能完成作业的看法 2.你的建议

**第一段** 1.写信背景 2.写信目的

**第二段** 1.对使用人工智能完成作业的看法 2.你的建议

**第三段** 建议信结尾

Sorry to hear that you were criticized by your teacher for using AI to complete your homework, I'm writing to share my thoughts on this matter and offer some advice.

From my perspective, while AI brings much convenience, relying on it for homework isn't appropriate. Therefore, I advise you to complete your homework independently. Moreover, if you encounter difficulties, you are supposed to seek help from teachers or classmates. Do bear in mind that the process of overcoming challenges is where real learning happens.

I hope my suggestions will be help to you. Looking forward to hearing your progress soon.

假设你叫李华，是一家英文杂志社的心理咨询师，某天收到一封来信，提到自己想节食减肥，征求你的意见。请你给她回一封信，要点如下：

1.你的看法 2.你的建议

**第一段** 1.写信背景 2.写信目的

**第二段** 1.你的看法 2.你的建议

**第三段** 建议信结尾

Knowing your intention of dieting for weight loss, I am writing to offer my insight and suggestions.

I fully understand your desire to improve your health and appearance through dieting. However, it's important to approach dieting with caution. Instead of focusing solely on restriction, I recommend two strategies. Firstly, it makes sense to incorporate a variety of foods into your meals to achieve balanced nutrition. Additionally, I also suggest integrating regular exercise into your daily routine.

I hope these suggestions will be helpful to you. I am looking forward to hearing your progress and offering any further assistance if needed.

假定你是李华，是你校英语社的成员，英语社每周一次的活动为观看英文电影，请你写一封邮件给社团负责人 Jack，内容包括：

1.评价现有活动 2.提出新建议 3.表达希望

**第一段** 1.写信背景 2.写信目的

**第二段** 1.评价现有活动 2.你的建议

**第三段** 建议信结尾

As a member of our English Club, I am writing to share my thoughts on our weekly watching movie sessions.

The current arrangement is a fantastic way to immerse ourselves in the English language and culture. They not only provide us with opportunities to practice listening skills but also offer insights into different lifestyles. However, to further enrich our learning experience, I suggest we discuss the plots and characters after the movie, which would create a platform for us to learn from each other's perspectives and enhance our oral proficiency.

I hope you'll consider my suggestion useful. Look forward to your reply.

假定你是李华，最近你的美国朋友 Leo 在与父母相处的过程中遇到一些困惑，沟通出现问题。他心情不佳，来信寻求你的帮助和建议。请根据以下要点给他写一封回信：

1 安慰并表示理解 2 提出改善家庭关系的建议

**第一段** 1.写信背景 2.写信目的

**第二段** 1.安慰并表示理解 2.你的建议

**第三段** 建议信结尾

Learning that you are encountering some troubles in communicating with your parents, I'm writing to offer my support and advice.

I fully understand your situation. Such difficulties in family communication are completely normal. To address this, one helpful approach is to share your feelings and thoughts in a calm manner. By doing so, you can bridge the gap between you and your parents. Additionally, it's crucial to listen to their perspective patiently, as misunderstandings often arise from ignoring others' viewpoints.

I hope these suggestions will be helpful. And with time and effort, I believe everything will turn out all right. Awaiting your good news.

### 3.2. 推荐信

**假定你是李华，你班交换生 Eric 想要强身健体，发来邮件请你推荐锻炼方法。请你给他写一封电子邮件。内容包括：**

**1 你的推荐 - 太极拳(Tai Chi) 2.推荐的理由**

**第一段** 1.写信背景 2.写信目的（引出推荐内容）

**第二段** 推荐理由

**第三段** 推荐信结尾

Knowing your desire to improve your physical health, I highly recommend Tai Chi, a traditional Chinese martial art, as a wonderful exercise option.

There are several reasons why I think Tai Chi would be a great choice for you. To begin with, it involves slow and gentle movements that can enhance body flexibility and balance, making it suitable for all ages and fitness levels. Moreover, practicing Tai Chi regularly helps to reduce stress and anxiety, thereby promoting mental well-being.

I sincerely hope my suggestion will be helpful to you. I'm confident it will greatly benefit your health. Looking forward to hearing your good news!

**假如你是李华，你的英国好朋友 Peter 正参加他学校组织的“人物短视频制作赛”，而且他对中国历史人物很感兴趣，请你推荐一位你喜欢的中国人物给他作为素材。内容包括：**

**1.推荐人物 2.推荐理由 3.表达祝愿**

**第一段** 1.写信背景 2.写信目的（引出推荐内容）

**第二段** 推荐理由

**第三段** 推荐信结尾+表达祝愿

Knowing your keen interest in Chinese historical figures, I'm thrilled to recommend my favorite poet, Li Bai, as a subject for your video.

There are several compelling reasons why Li Bai would be an excellent choice. Firstly, his cultural significance both in China and internationally is immense, guaranteeing that your video will capture attention. Moreover, his life story, filled with adventures, is sure to captivate viewers from the start. Furthermore, Li Bai's poems, characterized by romanticism and imagination, bring a glimpse into Chinese literature.

I sincerely hope my suggestion will be beneficial to you. Looking forward to seeing your masterpiece!

### 3.3. 邀请信

**假定你是李华，你校计划举办太极拳（Tai Chi）讲座。请写封邮件邀请你的英国外教 Carl 参加，内容包括：**

**1.讲座时间与地点 2.讲座专家和内容 3.期待回复**

**第一段** 1.自我介绍 2.写信背景 3.写信目的

**第二段** 1.讲座时间与地点 2.讲座专家和内容

**第三段** 期待回复

I'm Li Hua, a student from your English class. Our school is organizing a lecture on Tai Chi. I am writing to extend a warm invitation to you.

The lecture is scheduled to take place on next Friday afternoon, in the school auditorium. We have invited a renowned Tai Chi master, who will introduce the basic techniques of Tai Chi, as well as its benefits for both physical and mental health. This is a unique opportunity to learn about this traditional Chinese martial art and its cultural significance.

We sincerely hope that you can join us. Your presence would add great value to our event. Looking forward to your favorable response.

**假定你是李华。为了鼓励学生们养成良好的阅读习惯，学校成立了阅读社团，正在招募新成员。请给正在你校学习的交换生 David 写一封信，邀请他加入。要点如下：**

**1.社团简介及活动 2.加入社团的好处**

**第一段** 1.写信背景 2.写信目的

**第二段** 1.社团简介及活动 2.加入社团的好处

**第三段** 期待回复

Our school has recently established a reading club to encourage students to develop good reading habits. I'm writing to invite you to join us.

The reading club is a fantastic platform where book lovers gather. We organize weekly meetings to discuss various books, ranging from classic novels to modern literature. By joining the club, not only will you have access to a wide range of books, but you can also enhance your oral language skills. Meanwhile, it's a great opportunity to make new friends who share similar interests.

I really believe you'll find the club beneficial and enjoyable. Looking forward to your reply. If you have any questions, feel free to ask.

### 3.4. 告知信

假如你是李华，你校在全国防灾减灾日（National Disaster Prevention and Mitigation），开展了一系列活动。请你写一封邮件给你的国外笔友Jack，分享活动开展情况。要点如下：

1.活动内容 2.个人收获

第一段 1.写信背景 2.写信目的

第二段 1.活动内容 2.个人收获

第三段 告知信结尾

Recently, our school celebrated National Disaster Prevention and Mitigation Day with a series of meaningful activities. And I am thrilled to share with you.

The day kicked off with an emergency evacuation exercise. We were guided to swiftly and safely exit our classrooms. Following that, there was a workshop focused on basic life support skills, where I learned how to control bleeding. Through these activities, I've gained a deeper understanding of disaster preparedness and acquired practical skills that could prove vital in an emergency.

I hope this letter has given you a clearer insight into the activities. Have you experienced any similar events? Looking forward to your reply.

### 3.5. 道歉信

假如你是李华，你约好昨天去公交车站接你的英国朋友 Dylan，然后一起去公园。但你却迟到了。他有些生气，没有等到你就离开了。请用英语给他写一封道歉信，内容如下：

1.表达歉意，解释原因 2.许诺以后一定守时 3.请求原谅

**第一段** 1.写信背景 2.写信目的（表达歉意）

**第二段** 1.说明原因 2.许诺以后一定守时

**第三段** 1.请求原谅 2.再次致歉

I am writing to you to express my sincere apologies for my behavior yesterday. We had planned to meet at the bus stop and then head to the park together(或 Our original plan was to meet...), but I arrived late,causing you to leave without me.

The reason for my delay was a sudden personal issue. (或 My delay was due to a sudden personal issue.) I received a call just before our meeting time and had no alternative but to rush home. I deeply regret not being able to inform you earlier. I assure you that I will make every effort to be punctual in future meetings.

I sincerely hope you can forgive me. Once again, I apologize for any inconvenience or disappointment my lateness may have caused!

假定你是李华，你的英国朋友 Allen 邀请你去参观一个画展，你有事不能前往。请给他写一封邮件，内容包括：

1.感谢邀请 2.表达歉意 3.说明理由

**第一段** 1.写信背景（感谢邀请） 2.写信目的（表达歉意）

**第二段** 说明原因

**第三段** 1.请求原谅 2.再次致歉

Thank you for inviting me to the art exhibition. However, I regret to inform you that I am unable to attend, and I am writing to express my sincere apologies.

The reason for my absence is a prior commitment that I cannot reschedule. It is an obligation that cannot be postponed, and my presence is required. I feel terrible for letting you down, and I assure you that it was not an easy decision for me to make.

I sincerely hope you can forgive my absence and understand the situation. Once again, I apologize for any inconvenience or disappointment my decision may have caused you.

### 3.6. 感谢信

假如你是李华，你的英国朋友 Tom 在你和家人去英国旅游的时候给你提供了很多帮助，请你写一封电子邮件表达感谢，内容包括：

1.告知已平安回国 2.回顾帮助与收获 3.邀请来中国游玩

**第一段** 1.问候 2.告知已平安回国 3.写信目的（表达感谢）

**第二段** 回顾帮助与收获

**第三段** 邀请来中国游玩

My family and I have returned home safely from the UK. I'm writing to express my sincere gratitude for all the assistance you provided us.

It is your help that made our journey enjoyable, from guiding us through the streets of London to introducing delicious local cuisine. Additionally, thanks to your insightful explanations, we gained a deeper understanding of British culture. In return for your warmth and generosity, I would like to invite you to visit China. It would be a wonderful opportunity for you to experience our rich culture firsthand. Thank you again for everything you have done. Looking forward to hearing from you soon.

假设你是李华，要参加学校的英语征文活动，这次征文要求大家给一位历史人物写感谢信，感谢他（她）为人类的进步所做出的贡献。内容请包括：

1.历史人物的名字及其贡献 2.该人物对你的影响和启发 3.你对他（她）表达感谢

**第一段** 1.自我介绍 2.写信目的 3.历史人物的名字及其贡献

**第二段** 该人物对你的影响和启发

**第三段** 你对他（她）表达感谢

I'm Li Hua, a high school student from China. Today, I'm writing to express my deep gratitude to you, Einstein. As a renowned physicist, you've revolutionized our understanding of the universe.

Your dedication to science has inspired me to pursue knowledge with passion and perseverance. Your innovative thinking reminds me that the boundaries of human understanding are limitless. Furthermore, your life story teaches me that challenges are stepping stones to great achievements. You've ignited a spark within me to strive for excellence.

Thank you again for being a beacon of wisdom and determination. Your legacy will continue to illuminate our path towards a brighter future.

### 3.7. 申请信

假如你是李华，是光明中学的一名高三学生。你在网上看到你市历史博物馆中国文化遗产展厅（The Chinese Cultural Heritage Exhibition Hall）招募英语解说员（English tour guides），你想申请加入。请你给该馆负责人 Mr. Chen 写一封英语申请信。内容包括：

1.写信目的 2.自身优势 3.希望被录用

**第一段** 1.自我介绍 2.写信背景 3.写信目的

**第二段** 自身优势

**第三段** 希望被录用

I'm Li Hua, a senior three student from Guangming High School. I recently came across your announcement seeking English tour guides. Motivated by my passion for history and language, I'm writing to apply for this position.

I believe I possess several qualities that make me a suitable candidate. First, I have a strong command of English, which allows me to communicate clearly and effectively. Moreover, my deep interest in Chinese history will enrich my explanations and enhance visitors' experiences. Additionally, my experience as a volunteer guide equips me with the necessary skills to handle unexpected situations and interact with people from diverse backgrounds.

Thank you for considering my application. Looking forward to your positive reply.

### 3.8. 咨询信

**假定你是李华，一个月前你给校英文报专栏 Interpersonal Relationships 投稿，但尚未收到回复。请你写一封邮件问询，内容包括：**

**1.简述稿件内容 2.询问稿件情况**

**第一段** 1.自我介绍 2.写信背景 3.写信目的

**第二段** 1.简述稿件内容 2.询问稿件情况

**第三段** 期待回复

I'm Li Hua, a contributor to our school's English newspaper. I submitted an article a month ago to the "Interpersonal Relationships" column, but I haven't received any feedback yet. Therefore, I'm writing to inquire about its current status.

The article, titled "The Art of Effective Communication", focused on the significance of communication skills in building harmonious interpersonal relationships. It explored various strategies to enhance understanding among individuals. Could you please provide an update on whether my submission has been reviewed or if there are any further steps I need to take?

I appreciate your time and effort in handling this matter. Looking forward to your prompt response. Thank you.

### 3.9. 新闻报道

**假如你叫李华，上周日你校组织全体学生到画廊参观了一次画展。请你为校英文报写一篇报道，内容包括：**

**1.活动简介（时间、地点等） 2.描述画展（主题、场面等） 3.活动感受、评价**

**第一段** 1.活动目的 2.何时何地何人举办了什么活动

**第二段** 描述画展（主题、场面等）

**第三段** 活动感受、评价

Last Sunday, our school organized all students to pay a visit to the local art gallery, aiming to enhance our artistic appreciation and cultural awareness.

The gallery was filled with a captivating collection of paintings centered around the theme "Nature's Beauty." Each artwork showcased breathtaking landscapes and vivid natural scenes. The ambiance was tranquil, allowing us to fully immerse ourselves in the artistic experience. We were all deeply moved by the exhibition. This visit not only enriched our understanding of various art styles but also fostered a greater appreciation for the art world. Such activities are invaluable for our overall development and should be organized regularly.

假定你是李华,为了弘扬中国传统文化,上周六你校在学校礼堂举办了高一年级中国诗词大赛。请你就本次活动为校英文报写一篇报道。内容包括:

1.参赛对象 2.比赛过程 3.比赛意义

**第一段** 1.活动目的 2.何时何地何人举办了何活动

**第二段** 1.参赛对象 2.比赛过程

**第三段** 比赛意义

To promote traditional Chinese culture, our school held a Chinese poetry contest in the school auditorium last Saturday.

The contest was open to all Grade One students who had a passion for poetry. It kicked off with an opening speech by our principal. Following this, participants took turns to recite poems from specific dynasties. At the end, the top performers were awarded.

This contest served as a platform for students to delve into the depths of Chinese poetry. It not only tested their memory but also nurtured their love for Chinese culture. Such events are crucial in keeping our traditions alive and inspiring future generations to embrace their heritage.

### 3.10. 通知

假定你是李华,你校学生会将举办一年一度的科技节活动,请你用英语写一个书面通知,内容包括:

1.活动主题 2.内容安排 3.报名方式

**第一段** 1.活动目的 2.何时何地何人将要举办何活动(包含活动主题)

**第二段** 内容安排

**第三段** 1.报名方式 2.表达呼吁/期盼

### Notice

Aiming to stimulate students' interest in technological innovation, our school will hold the annual Science and Technology Festival in the school gymnasium next Friday, with the theme of "Exploring the Future".

A variety of engaging activities are scheduled. It will commence with an inspiring lecture by a renowned scientist, who will share her insights on the latest scientific advancements. Subsequently, hands-on workshops will be held, allowing students to gain practical experience.

To participate, please register at the Student Union office by Wednesday. Don't miss this opportunity to immerse yourself in the world of science and technology. We eagerly await your involvement.

假定你是某国际学校的学生会主席李华，你校即将组织急救演练（a medical emergency drill）。请你用文写一则通知，内容包括：

1.时间、地点及参与人员 2.具体内容 3.注意事项

第一段 1.活动目的 2.何时何地何人将要举办何活动 3.参加人员

第二段 1.活动具体内容 2.活动注意事项

第三段 表达呼吁／期盼

### Notice

To enhance students' skills in responding to medical emergencies, our school is organizing a medical emergency drill on the school playground at 9 AM next Friday. All students and teachers are expected to participate.

The drill will commence with a demonstration of basic life support techniques. Following it, participants will have the chance to practice these skills under the guidance of professionals. Please ensure you wear comfortable clothes and shoes for the practical sessions.

We believe this drill will greatly benefit everyone. Let's take this opportunity to learn and be prepared. Your active participation and cooperation are highly appreciated.

### 3.11. 演讲稿

假定你是李华，你校英语社团组织演讲比赛，请你以“Be a critical news reader”为题写一篇演讲稿，内容包括：

1.批判性阅读的重要性 2.具体做法

第一段 批判性阅读的重要性

第二段 具体做法

第三段 呼吁

In the information age, news is everywhere, shaping our views and influencing our decisions. Thus, it is of vital significance to read news critically. This skill helps distinguish facts from opinions and enables us to form independent judgments.

To be a critical news reader, firstly, checking the source of the news is crucial. Secondly, we must read beyond the headline, as some headlines may not reflect the truth but are designed to catch our attention.

Therefore, let's strive to be critical news readers. By doing so, we will find it harder to be swayed by information and will contribute to a more rational society.

假定你是李华，报名参加学校举行的以“Enjoy yourself in the world of poetry”为题的演讲比赛。请你写一份英文演讲稿，内容包括：

1.读诗的好处 2.读诗的方法 3.呼吁大家读诗

**第一段** 读诗的好处

**第二段** 读诗的方法

**第三段** 呼吁大家读诗

Today, I'd like to share with you the topic of “Enjoying Yourself in the World of Poetry”. Poetry serves as a magical key, unlocking doors to imagination. Through poems, we travel through time, gaining insights into various life experiences.

When it comes to reading poetry, one effective method is to read aloud. This helps us feel the rhythm and appreciate the metaphors. Another approach is to discuss poems with friends, which can enhance our appreciation and understanding.

I call on everyone to dive into this enchanting world of poetry. By doing so, we can enrich our lives and find more beauty in the world around us. Thank you.

### 3.12. 倡议书

你发现数字时代很多人逛博物馆时只是用手机拍艺术作品，而不是用自己的眼睛去欣赏。请给校英语报投稿，写一封倡议书，呼吁大家放下手机，用心欣赏艺术品。内容包括：

1.简述现状 2.提出倡议 3.阐述理由

**第一段** 1.简述现状 2.提出倡议

**第二段** 阐述理由

**第三段** 发出呼吁+表达期盼

In the digital age, visitors at museums focus more on capturing artworks with their phones than observing them in person. These masterpieces are reduced to mere photos stored in a digital album. Therefore, I call on everyone to set aside our devices and engage with art in a more meaningful way.

The reasons for this initiative are as follows. To begin with, direct observation makes it possible to appreciate those details of every piece. Additionally, by immersing ourselves in art without distractions, we are more likely to establish an emotional connection with art. Lastly, these cultural heritages deserve our respect and our full attention.

Let us make a conscious effort to put down our phones during museum visits. By doing so, we can ensure that every visit to a museum becomes a truly enriching and memorable experience.

**请你以学生会的名义，以“*We Should Take the Family Responsibilities*”为主题写一份倡议书，向全校同学发起倡议，内容包括：**

**1.承担责任的必要性 2.如何承担家庭责任 3.发起倡议**

**第一段** 1.承担责任的必要性 2.提出倡议

**第二段** 如何承担家庭责任

**第三段** 发出呼吁+表达期盼

As students, we often focus on our studies, while ignoring our family responsibilities. Nevertheless, they are crucial for personal growth and family harmony. Therefore, the Student Union calls on everyone to actively take on family responsibilities.

To fulfill our family duties, we can assist in daily household chores such as cleaning, cooking, and laundry, which can significantly reduce our parents' workload. Furthermore, it is necessary to take care of our siblings or elderly family members when needed. Such companionship fosters mutual understanding and strengthens family bonds.

Let's embrace family responsibilities! By doing so, we can ensure a warmer and more harmonious family environment.

### 3.13. 投稿-观点

**假如你是李华，你校校刊 *Sunflower* 本期征文的话题是“*How to promote our traditional festivals*”，请你据此写一篇文章向校刊投稿，谈谈怎样才能号召人们传承中国传统节日和风俗，使中国传统文化发扬光大**

**第一段** 现象

**第二段** 怎样做

**第三段** 呼吁

In recent years, Western festivals have gained popularity among the youth, while our traditional Chinese festivals appear to be fading. Many ancient customs risk being forgotten. Therefore, it's crucial to take action.

Firstly, schools should integrate traditional festival education into their curricula. By learning about the history and significance, students can develop a deeper appreciation for Chinese culture. Furthermore, individuals can actively participate in cultural events, such as attending dragon boat races or lantern-making contests.

Let's work together to preserve and pass on these valuable customs to future generations. Only in this way can we ensure that the rich cultural traditions of China continue to shine brightly.

请你以“**How to Protect Heritage Sites**”为题，用英语写一篇短文向校英文报投稿，呼吁大家保护遗址，内容包括：

**1.遗址的重要性 2.就如何保护提出你的想法。**

**第一段** 遗址的重要性

**第二段** 如何保护

**第三段** 呼吁

Heritage sites are invaluable assets reflecting our rich history and diverse cultures. They bridge the past and the present, offering insights into our ancestors' lives and traditions. Therefore, it's crucial to preserve these sites.

To protect heritage sites, raising public awareness stands as a primary step in protecting heritage sites. This can be achieved through educational programs that highlight their significance and the challenges they encounter. Moreover, it is essential for governments to step up their efforts by allocating more resources, particularly funding for restoration and maintenance.

Only through combined efforts can we safeguard our cultural heritage for future generations. Let's join hands and act to preserve these precious landmarks.

### 3.14. 投稿-记叙

学校英报组织同学们分享自己在假期中学到的新技能，请你以此为**主题**写一篇短文投稿。内容包括：

**1.简要描述 2.体验和感受**

**第一段** 文章主题

**第二段** 简要描述

**第三段** 体验和感受

#### Learn a new skill

In the holiday, I embarked on a journey to learn a new skill, painting. It was a hobby I had long admired but never had the chance to attempt.

The learning process was challenging yet rewarding. Initially, I struggled to put what I saw on paper through simple sketches. As I progressed, I began experimenting with different colors and techniques. I spent hours practicing each day, fully immersing myself in the world of art. Gradually, my drawings could represent the scenes before my eyes more accurately.

Through this experience, not only have I improved my artistic abilities, but I've also learned the value of perseverance and the joy of continuous learning.

### 3.15. 投稿-介绍

**假如你是红星中学的李华，你要为学校英语报刊 A Life Story 一栏投稿，介绍你最崇拜的人。主要内容包括：**

**1.整体介绍 2.主要成就和品质 3.评价或影响**

**第一段** 整体介绍

**第二段** 主要成就和品质

**第三段** 评价或影响

The person I admire most is Tu Youyou, a distinguished scientist in China. She is widely recognized for her work in traditional Chinese medicine.

Tu Youyou's major achievement lies in her discovery of qinhaosu, a powerful treatment for malaria that has saved many lives. Her success was not overnight. It was the result of years of diligent research, unwavering determination, and a relentless pursuit of excellence.

Personally, Tu Youyou's story resonates deeply with me. Her dedication to science and her ability to overcome challenges inspire me to pursue my own passions with the same vigor and commitment. She is a true role model, demonstrating that through hard work and perseverance, one can achieve great things.

**假定你是李华，你校英语报“Food and Culture”栏目正在征集有关中国传统美食的文章，请你用英语写一篇短文投稿，推荐一道中国传统美食。内容包括：**

**1.美食介绍 2.推荐理由**

**第一段** 美食介绍

**第二段** 推荐理由

**第三段** 希望更多人尝试

Hot pot, a beloved Chinese cuisine, has its roots in Sichuan. It features a large pot of spicy broth placed at the table's center. Diners cook a variety of ingredients, such as meat and vegetables, in the boiling soup.

The reasons I highly recommend hot pot are numerous. Firstly, it caters to different appetites, allowing everyone to choose their preferred ingredients. Secondly, the hot soup not only warms the body but also creates a cozy and intimate atmosphere, fostering closer bonds among diners.

In conclusion, hot pot offers a delightful blend of flavors and aromas that embody the essence of Chinese cuisine. I hope more people will give it a try and savor the unique taste of China!

## 3.16. 启事

假定你是李华，你校英文报拟举办英语诗歌创作比赛，现向同学们征集优秀作品。请你用英语写一则通知，内容包括：

1.活动目的 2.具体要求（主题、语言、词数等） 3.截稿日期及投稿方式

**第一段** 1.活动目的 2.通知主要内容（征集）

**第二段** 1.具体要求（主题、语言、词数等） 2.截稿日期及投稿方式

**第三段** 呼吁参加

In a bid to foster our love for poetry, our school's English newspaper is organizing an English Poetry Creation Contest. We are excited to invite you to submit your exceptional poetic works.

The contest requires poems centering on the theme of nature, encouraging you to explore the beauty and wonder of the natural world. All entries must be original, composed in English, and should not exceed 20 lines. Please send your poems to our email address by next Monday.

This contest offers not only a platform a chance to connect with nature through the power of words. Don't miss this opportunity to let your creativity shine!

#### 4. 历年高考题

- 2016.10 浙江卷 给 Lynn 的邮件:交换生自我介绍与准备询问
- 2016.全国 II 卷 给英国朋友 Peter 的信:请求提供摄影作品
- 2017.6 浙江卷 给英国朋友 Chris 的郊游邀请邮件
- 2018.6 浙江卷 应聘信:申请成为英语协会志愿者
- 2018.全国 I 卷 给新西兰朋友 Tery 的回复:中国做客习俗指南
- 2018.全国 II 卷 通知:观看英文短片 Growing Together
- 2018.全国 III 卷 给英国朋友 Peter 的回信:介绍学校体育场馆与运动项目
- 2018.11 浙江卷 给航空公司的遗失钱包求助邮件
- 2018.天津卷 给美国朋友 Chris 的邀请邮件:加入机器人竞赛团队
- 2019.全国 I 卷 申请信:申请成为中国画展览志愿者
- 2019.全国 II 卷 给队友 Chris 的邮件:告知比赛信息与赛前准备
- 2019.全国 III 卷 给英国朋友 Allen 的邀请邮件:参加音乐节
- 2020.1 浙江卷 给英国朋友 George 的邀请邮件:参加中文演讲比赛
- 2020.7 浙江卷 给外教 Peter 的邮件:询问近况与分享班级消息
- 2020.全国 I 卷 投稿:我尊敬的人(人物简介与尊敬原因)
- 2020.全国 II 卷 短文:介绍采摘活动经历与个人感受
- 2020.全国 III 卷 给外教 Miss Evans 的邮件:请求短剧指导
- 2021.全国甲卷 给外国朋友 Chris 的邮件:征求中国传统文化建议
- 2021.全国乙卷 英语演讲比赛发言稿:Be Smart Online Learners
- 2021.6 浙江卷 宣传稿:学生国画作品展介绍与观展感受
- 2021.新 I+II 卷 投稿:Youth 英文报读报经历与期望
- 2021.01 浙江卷 欢迎新西兰学生的发言稿:活动介绍与祝愿
- 2022.01 浙江卷 报道:参加“认识我们身边的植物”活动
- 2022.06 浙江卷 给留学生 Michael 的邀请邮件:体验小组学习室
- 2022.全国甲卷 投稿:世界海洋日的重要性与保护倡议
- 2022.全国乙卷 投稿:Learning English Beyond the Classroom 的讨论
- 2022.新 I+II 卷 给外教 Caroline 的访谈邀请邮件
- 2023.01 浙江卷 给英国好友 Jim 的回复:建议“绿色北京”社团活动
- 2023.天津卷 申请参加 Chinese workshop 活动:阐述意义与想法
- 2023.全国甲卷 投稿:讲述中国历史人物的故事与启示
- 2023.全国乙卷 投稿:分享假期学到的新技能与感受
- 2023.新 I+II 卷 给外教 Ryan 的邮件:说明口语练习分组问题与建议
- 2024.01 浙江卷 投稿:推荐课间运动及其理由
- 2024.新 I+II 卷 给英国朋友 Chris 的邮件:分享公园美术课经历

## II. 分类

### 1. 推荐与介绍

#### 1.1. 主题语料

##### 1.1.1. 戏剧

1. A lecture on the history of Beijing Opera will introduce its time-honored development, including the detailed process of how it spread.  
京剧史讲座将介绍其历史悠久的发展，包括其传播的详细过程
2. What takes the course to a new height is a theater trip. Stepping into Mei Lanfang Theatre, you'll get a taste of the performance techniques by appreciating how the voices and motions are perfectly combined on the stage.  
将课程带到一个新高度的是剧院之旅。走进梅兰芳剧院，您将欣赏到舞台上声音和动作的完美结合，体验表演技巧
3. It is also an interactive course, in which you will have a chance to communicate with opera performers face to face.  
这也是一门互动课程，您将有机会与歌剧表演者面对面交流
4. They want to present the idea that Peking Opera is not just an art, but a symbol of traditional Chinese culture.  
他们想提出京剧不仅仅是一种艺术，而且是中国传统文化的象征
5. The attractive plot and outstanding performance won't let you down and the theme will certainly give you some food for thought.  
有吸引力的情节和出色的表演不会让你失望，它的主题肯定会带给你一些思考

##### 1.1.2. 古诗

1. By learning Chinese ancient poems, you can have an extensive knowledge of history and culture in ancient China.  
通过学习中国古诗，您可以对中国的历史和文化有着广泛的了解
2. You can feel the charm of the language by reading poems, which helps to improve your Chinese.  
通过阅读诗歌，您可以感受到语言的魅力，这有助于提高您的中文
3. read and recite poems  
阅读和朗诵诗歌
4. You will fully understand the conception of poetry.  
你将完全理解诗歌的概念
5. Tang poems reflect the profound and unique Chinese history and culture.  
唐诗反映了中国的深刻而独特的历史和文化

6. Since it might be a bit difficult for you to understand the background of Tang poems, I strongly recommend you to read some books on the history of Tang Dynasty in advance, which I believe will definitely benefit you a lot in learning Chinese in the long term.

由于对唐诗的背景的理解可能有点困难，我强烈建议您提前阅读一些关于唐朝历史的书籍，我相信这肯定会使您对中文的长期学习受益匪浅

### 1.1.3. 歌曲

1. For the song to choose, I highly recommend Moli Hua, Jasmine Flower, which is representative of Chinese folk music.

对于歌曲的选择，我强烈推荐茉莉花 Jasmine Flower，这是中国民间音乐的代表

2. It enjoys wide popularity, so there's no doubt it will attract the audience's attention once you start to sing.

它享有广泛的人气，因此毫无疑问，一旦您开始唱歌，它就会吸引观众的注意力

3. This song has beautiful melody and simple lyrics, which are relatively easy for you to learn in a short time.

这首歌有优美的旋律和简单的歌词，相对容易在短时间内学习

4. The soothing tunes will make your learning process pleasant and comfortable.

舒缓的曲调将使您的学习过程愉快和舒适

5. I bet you are bound to stand out among all the competitors.

我敢打赌，您一定会在所有竞争对手中脱颖而出

### 1.1.4. 美食

1. I highly recommend you try the snacks and the local restaurant for more flavors.

我强烈建议您尝试小吃和当地餐厅以获得更多口味

2. Chinese food focuses on diversified color, aromatic flavor, and excellent taste.

中餐专注于多样化的色彩、芳香和优异的味道。

3. the park has plenty of restaurants with tasty cuisine for every appetite.

公园有许多餐厅，为不同口味的人提供美味佳肴。

### 1.1.5. 地点通用句子

1. It is absolutely a golden chance for you.

这对你来说绝对是一个黄金机会。

2. If you are available then, why don't you grasp this chance to cater for your interests?

如果你有空，你为什么不抓住这个机会来满足你的兴趣呢？

3. London is home to many fantastic museums.

伦敦是许多梦幻般的博物馆的所在地。

#### 1.1.6. 城市：西安

1. I am writing to reply your enquiry about a remarkable cultural city with long history

我写信是为了回复您对历史悠久的非凡文化城市的询问

2. As one of the cradles of Chinese civilization, Xi'an has been capitals for many dynasties, leaving abundant relics and sites behind.

作为中华文明的摇篮之一，西安一直是许多朝代的首都，留下了丰富的遗迹和遗址。

3. You can breathe the historical air when visiting all the must-see spots, such as The Terracotta Warriors ,Old temples and the ancient city wall. The Chinese elements and features are everywhere to be found.

在参观所有必看景点时，您可以呼吸历史的空气，如兵马俑、古代寺庙和古城墙。中国的元素和特征无处不在

4. Also, the cultural activities are truly impressive from Tang Dynasty show to Silk Road presentation.

此外，从唐代秀到丝绸之路展，文化活动确实令人印象深刻

5. Immersed in the atmosphere they created, you can have a deeper look into historical events, folk arts and traditional customs.

沉浸在他们创造的氛围中，您可以更深入地了解历史事件、民间艺术和传统习俗。

#### 1.1.7. 地点：故宫

1. I suggest you visit the Forbidden City. It is a must-see attraction in Beijing.

我建议你去紫禁城。它是北京必看的景点。

2. There you can experience the life of the royal family and the way they celebrated the Spring Festival.

在那里，您可以体验王室的生活以及他们庆祝春节的方式。

3. You can appreciate the beauty of the great treasures on display, which will offer you a great chance to explore the Chinese culture.

您还可以欣赏展出的珍宝的美丽，为您提供探索中国文化的绝佳机会。

4. Usually the Forbidden City will be more beautifully decorated during the Spring Festival with colorful lights and delicate lanterns.

通常，在春节期间，紫禁城会被五颜六色的灯光和精致的灯笼装饰得更加精美。

5. You can immerse yourself in the festive atmosphere. I'm sure the Forbidden City is worth a visit.  
您可以沉浸在节日气氛中。我相信紫禁城值得一游。
6. It is a must-see attraction especially for those who come to Beijing for the first time.  
这是一个必看的景点，特别是对于那些第一次来北京的人来说。
7. You'll be amazed at the architectural style and the masterpieces and treasures well preserved there.  
您会惊讶于它的建筑风格以及保存完好的杰作和宝藏。

#### 1.1.8. 地点：首都博物馆

1. I visited the Capital Museum during the winter vacation and explored Chinese history and culture. I chose it as my destination because it houses a variety of exhibits, like paintings, antiques, crafts and so on. Besides, the architecture of the museum features the combination of tradition and modernity.  
我在寒假期间参观了首都博物馆，探索了中国的历史和文化。我选择它作为我的目的地，因为它有各种各样的展品，如绘画、古董、工艺品等。此外，博物馆的建筑是传统与现代的结合。
2. The visit is indeed worthwhile. I'm amazed at the wisdom of Chinese people and impressed by the brilliance of Chinese civilization.  
这次访问确实值得。我对中国人的智慧感到惊讶，对灿烂的中华文明印象深刻。
3. Feel an itch for the visit?  
想要访问？（感到发痒）

#### 1.1.9. 地点：北京南锣鼓巷

1. Nanluoguxiang is one of the oldest hutongs in an old part of the city centre. It's not very long, only about 700 meters, but lined with many traditional buildings and gift shops. There, you can not only have a taste of Chinese architecture, but also enjoy local snacks.  
南锣鼓巷是市中心老城区里最古老的胡同之一。它不是很长，只有大约 700 米，但两旁是许多传统建筑和礼品店。在那里，您不仅可以品味到中国建筑，还可以品尝当地的小吃。
2. In addition, many famous Chinese writers used to live there, which makes the place a special one.  
此外，许多中国著名作家曾经住在那里，这使这个地方更加特别。

3. I have been to Nanluoguxiang many times, but every time I visit it, I always find something fresh.  
我去过南锣鼓巷很多次，但每次访问，我总能找到新鲜的东西。
4. So welcome to Beijing to experience its magic.  
欢迎来到北京体验它的魔力。

#### 1.1.10. 地点：传统文化公园

1. I'm writing to invite you to visit the newly-built theme park – Folk Culture Park.  
我写信邀请您参观新建的主题公园——传统文化公园。
2. Located 12 km south of our city, the park is a combination of culture, entertainment and food. To begin with, it is a perfect place where you may have a taste of various features in different times of China. Additionally, the park has plenty of restaurants with tasty cuisine for every appetite.  
位于我们城市以南 12 公里处，公园是文化、娱乐和美食的结合。首先，这里是您体验中国不同时期的特色的完美场所。此外，公园有许多餐厅，适合各种口味的人。

#### 1.1.11. 文化相关

##### 1.1.11.1. 中华文化

- Chinese calligraphy 中国书法
- Chinese painting/ink wash painting 中国画/水墨画
- Martial art/Taichi 武术/太极
- paper cutting 剪纸
- blue-and-white porcelain/china 青花瓷
- the Chinese zodiac 生肖
- kites from Weifang, paper-cuts from Shaanxi
- clay sculpture 陶泥雕塑

##### 1.1.11.2. 文化交流

1. It will totally immerse you in Chinese culture  
你将完全沉浸在中国文化中
2. I was deeply impressed by the wisdom and creativity of ancient Chinese people.  
古人的智慧和创造力给我留下了深刻的印象。
3. you can have an extensive knowledge of history and culture in ancient China  
您可以获得关于中国古代历史文化的广泛知识

4. You will fully understand the conception of poetry.  
你将完全理解诗歌的概念。
5. broadened my horizons and deepened my understanding of cultural diversity.  
拓宽了我的视野，加深了我对文化多样性的理解。
6. It has reminded me of the power of art in bridging gaps between different cultures and fostering mutual understanding and respect.  
它让我想起了艺术在弥合不同文化之间的差距和培养相互理解和尊重方面的力量。
7. it was a language that transcends borders.  
这是一种超越国界的语言。
8. the experience has granted me a glimpse into the essence of Irish culture, as well as a unique perspective to view the culture of mine.  
这段经历让我一瞥爱尔兰文化的精髓，以及一个独特的视角来了解我的文化。
9. some cultural shocks do exist.  
确实存在一些文化冲击。
10. I can fulfill my role not only as a successful coordinator but also a cultural ambassador to spread the splendid Chinese culture.  
我不仅可以作为成功的协调员，而且可以担任文化大使，传播灿烂的中国文化。

#### 1.1.12. 书法（送礼）

1. The calligraphy piece I sent to you was written by myself  
我送给你的书法作品是我自己写的
2. The Chinese characters on the piece are “天道酬勤” (Tian Dao Chou Qin), meaning “Hard work pays off.” It is a well-known Chinese idiom, widely adopted as a motto by Chinese people.  
作品中的汉字是“天道酬勤”，意思是“辛勤工作有回报”。这是一个著名的中国习语，被中国人广泛采用作为座右铭。
3. I hope it can serve as an encouragement to you at all times.  
我希望它可以随时鼓励你。
4. I wrote this piece in the calligraphic style of my favorite calligrapher, Yan Zhenqing, a renowned master of the Tang Dynasty. His style is Kaishu, a standard script, suitable for beginners. I guess maybe it is the style that you are practising.  
我以我最喜欢的书法家颜真卿的书法风格写了这篇文章，他是唐代著名的大师。他的风格是楷书，一个标准的字体，适合初学者。我想这也许是你练习的风格。

5. Chinese Calligraphy is an integral part of our culture that dates back thousands of years.

中国书法是我们文化中不可或缺的一部分，可以追溯到数千年前。

6. Featuring diverse and distinctive styles, Chinese Calligraphy, whose tools and materials are well-known “the Four Treasures of the Study”, conveys the writer’s unique characters, rich thoughts and emotions.

具有多样化和独特风格的中国书法，其工具和材料是著名的“文房四宝”，传达了作者独特的性格、丰富的思想感情。

7. Not only does it reflect the beauty and elegance of the Chinese language but also embodies the spirit and philosophy of our people.

它不仅体现了中文的美丽和优雅，也体现了我们人民的精神和哲学。

### 1.1.13. 漆雕(送礼)

1. It’s a lacquer engraving handicraft plate. Lacquer engraving is a traditional Chinese folk craft art.

这是一个漆雕工艺品盘。漆雕是中国传统的民间工艺艺术。

2. The engraving is done on layers of red lacquer painted on a wooden base. You know, the color of red stands for happiness and good fortune and is especially favored by Chinese people.

雕刻是在木制底座上绘制的红色漆层上完成的。要知道，红色代表幸福和好运，特别受到中国人的青睐。

### 1.1.14. 邮票（送礼）

1. Stamps are considered works of art of mini-type, which hold commemorative value and can be a permanent collection. What’s more, stamps cover natural landscapes, major events and so on.

邮票被认为是具有纪念价值的小型艺术品，可以永久收藏。更重要的是，邮票涵盖自然景观、重大事件等。

2. You can get to know about China from them.

您可以从它（邮票）那里了解中国。

3. Taking up little space, stamps are easy to carry.

占用空间小，邮票便于携带。

### 1.1.15. 生肖：龙（文化、送礼）

请使用 *Chinese dragon*、*loong* 而非 *dragon*

1. As you were born in 2000, the year of Loong, your zodiac sign is “Loong”.

当你出生于 2000 年，龙年，你的星座是“龙”。

2. Dragon in Chinese culture mainly conveys two meanings. First, it is the symbol of power and nobleness. Second, Chinese dragon delivers the meaning of being

outstanding and extraordinary.

中国文化中的龙主要传达两种含义。首先，它是权力和高贵的象征。其次，中国龙赋予了杰出和非凡的意义。

3. Parents often put Chinese character “Long”, which means dragon, in kids’ name to show their higher expectations.

家长经常把汉字“龙（拼音）”，意思是龙，取进孩子的名字里，表达望子成龙的期望。

### 1.1.16. 中国结

1. I made Chinese knots myself with red silk threads, cloth and other materials. They look really beautiful in the shape of a diamond, about 5 inches long and 4 inches wide. In China, these knots stand for friendship, love and good luck. People can either give them as gifts to friends or hang them in their houses.

我用红色丝线、布料和其他材料制作了中国结。它们看起来非常漂亮，呈钻石形状，长约5英寸，宽约4英寸。在中国，这些结代表友谊、爱情和好运。人们可以将它们作为礼物送给朋友，也可以将它们挂在家中。

### 1.1.17. 文化-月亮

1. there is rich cultural meaning behind the faithful companion of the earth.  
地球忠实的同伴（月亮）背后有着丰富的文化意义。
2. In Chinese culture, as opposed to the masculinity of the sun, the moon is often compared to a quiet and elegant lady.  
在中国文化中，与太阳的男子气概相反，月亮常常被比作一个安静优雅的女士。
3. Also, it reminds people of their family and friends far away. People feel reassured knowing that they are watching the same moon as if the moon could serve as their messenger.  
此外，它让人们想起了远方的家人和朋友。人们知道他们在看同一个月亮，就像月亮可以作为他们的使者一样，感到放心。
4. what do you think of when you gaze at the moon?  
当你凝视月亮时，你在想什么？

### 1.1.18. 科技-探月

1. Human beings have never stopped exploring our closest neighbor.  
人类从未停止探索我们最近的邻居。
2. The development of relevant technology facilitates the progress of science in general, which benefits our everyday life.  
相关技术的发展促进了科学的整体进步，改善我们的日常生活。

3. I think moon exploration shows an important human trait, that is, curiosity about the unknown, which is the driving force that has brought our species this far.  
我认为探索月球表现出人类对未知的好奇心的特征，这是让我们物种前行的驱动力（意译）。

### 1.1.19. 运动

1. To maintain physical fitness and overall health, we must involve ourselves in regular sports practice.  
为了保持身体健康和整体健康，我们必须让自己参与定期的运动练习。
2. We can keep a pleasant mood by doing exercise regularly.  
我们可以通过定期锻炼来保持愉快的心情。
3. By attending the exercise, we learn more about teamwork and discipline.  
通过参加锻炼，我们更多地了解团队合作和纪律。
4. provide a platform for individual growth.  
为个人成长提供一个平台。
5. exerted positive effect on both mental and physical health.  
对身心健康产生积极影响。
6. ease our academic pressure  
缓解我们的学术压力

### 1.1.20. 交通方式：骑车（运动）

1. (写作目的) As for the question about the transportation to and from school, I'd like to recommend your riding a bicycle.  
关于往返学校的交通问题，我想推荐您骑自行车。
2. Riding a bike to and from school is very common among the students, for buying or repairing a bicycle doesn't cost a lot.  
骑自行车上下学在学生中很常见，因为购买或修理自行车不会花费太多钱。
3. Parking a bicycle is easy and convenient in our school, no matter how busy the traffic could be.  
无论交通有多繁忙，在我们学校停放自行车都很容易和方便。
4. Bicycle-riding is a practical way to do exercise and protect the environment.  
骑自行车是一种实用的运动和保护环境的方式。
5. What you should do carefully is just to keep an appropriate speed while riding and lock it after you're off it.  
您应该注意的只是在骑行时保持适当的速度并在您下车后锁车。
6. In this way, you'll feel it simple and relaxing to ride a bicycle while you're here.  
通过这种方式，当您在这里骑自行车时会感到简单和放松。

7. You can relax and enjoy the beauty of nature while improving fitness.  
您可以在改善健身的同时放松和享受大自然的美丽。

#### 1.1.21. 运动：跳绳

1. Rope skipping is an ideal exercise owing to its accessibility and numerous health benefits. It provides a great cardiovascular workout, helping to improve heart health and stamina. Additionally, it enhances agility, balance, and coordination, making it a holistic fitness activity. The simplicity of rope skipping makes it suitable for individuals of all fitness levels.

由于它的可及性和众多的健康益处，跳绳是一种理想的运动。它提供了很好的心血管锻炼，有助于改善心脏健康和耐力。此外，它增强了敏捷性、平衡性和协调性，使其成为一项整体健身活动。跳绳的简单性使其适合所有健身水平的人。

2. Its skills are easy for us to grasp. It can be practiced anywhere, solely or corporately.  
它的技能对我们来说很容易掌握。它可以在任何地方单独或集体实践。

#### 1.1.22. 武术

1. Martial Art embodies not only physical strength and discipline but also the spiritual and philosophical aspects of our culture. Practicing Martial Art is about harmony, balance, and the pursuit of inner peace.

武术不仅体现了身体力量和纪律，还体现了我们文化的精神和哲学方面。练习武术与和谐、平衡和追求内心平静有关。

#### 1.1.23. 志愿工作

1. I suggest you take part in the activity of beautifying our community.  
我建议您参与美化我们社区的活动。
2. You can help to pick up garbage and clean up small advertisements together with our schoolmates, which will make the community cleaner and tidier.  
您可以与我们的同学一起捡垃圾和清理小广告，这将使社区更清洁、更整洁。
3. You can help to grow plants and flowers to beautify the community environment.  
您可以帮助种植植物和花卉来美化社区环境。
4. With our efforts the appearance of the community will be greatly improved and it'll take on a new look.  
通过我们的努力，社区的容貌将大大改善，并将呈现出新的外观。
5. Volunteering work is targeted at elevating our lives.  
志愿工作旨在提升我们的生命。

6. There is a wide range of volunteer jobs for you to choose from, including conducting registration of all the athletes, taking photographs of memorable moments, writing and broadcasting real-time news sports, assisting the judges in recording the results and dealing with emergencies that may arise.  
有多种志愿者工作可供您选择，包括处理运动员注册信息、拍摄难忘时刻的照片、撰写和广播实时新闻体育、协助评委记录结果和处理可能出现的紧急情况。
7. You are free to apply for any volunteer job based on your own expertise.  
您可以根据自己的专业知识自由申请任何志愿者工作。

#### 1.1.24. 出游

1. I believe it is good way to get close to nature, work out, have fun and promote the relationship.  
我相信这是亲近自然、锻炼、玩乐和促进关系的好方法。
2. It will help you know more about your companions.  
它将帮助您更多地了解您的同伴。
3. It is wonderful to exercise while enjoying the great view.  
在欣赏美景的同时锻炼身体真是太好了。
4. Field trips offer me a good chance to broaden my horizons.  
实地考察旅行给我提供了拓宽视野的好机会。
5. As the Chinese saying goes: "It is better to travel ten thousand miles than to read ten thousand books."  
中国俗话说：“读万卷书，不如行万里路”
6. Not only can I learn from locals and my own experiences, but also I can see with my own eyes our beautiful country and splendid culture.  
我不仅可以向当地人和我自己的经验学习，而且我可以亲眼看到我们美丽的国家和灿烂的文化。
7. Field trips help strengthen friendships. Since many of the field trips last several days, it is a good opportunity to bond with classmates better outside the classroom.  
实地考察旅行有助于加强友谊。由于许多实地考察旅行持续几天，所以这是一个在课堂外更好地与同学建立联系的好机会。
8. I think nothing can be more exciting than to experience the happiness of going to nature  
我认为没有什么比体验亲近大自然的幸福更令人兴奋的了

**1.1.25. 劳动**

1. aiming to provide opportunity to students to experience hard farming labor of peasants and thus cherish the farm outcome.  
旨在为学生提供体验农民的辛勤耕作的机会，从而珍惜农场的成果（粮食）。
2. This seemingly simple work was in fact very physically consuming  
这个看似简单的工作实际上非常消耗体力
3. I could imagine how hard the farmers had to endeavor for every seasonal crop. They must cultivate, seed, irrigate, and fertilize before harvest.  
我可以想象农民必须为每一种季节性作物努力工作。它们必须在收获前进行栽培、播种、灌溉和施肥。
4. I am now aware of how significant agriculture to a nation. I will never waste grain.  
我现在知道农业对一个国家有多重要。我永远不会浪费谷物。
5. green trees provided shades with colorful flowers decorating the ground.  
绿树为地面装饰着五颜六色的花朵。
6. sweating as we were, we felt millions of satisfaction and sense of fulfillment  
虽然出汗，但我们感到巨大的满足感和成就感

**1.1.26. 家务**

1. I often help my parents with household chores, such as cleaning the house, doing the laundry, feeding the pets, doing the dishes, and so on.  
我经常帮父母做家务，比如打扫房子、洗衣服、喂宠物、洗碗等等。
2. It is good for us. First of all, doing housework can help us learn to look after ourselves and make us independent. What's more, some hard housework can be regarded as a kind of physical exercise, which can keep us healthy and strong. In addition, we are not small children any longer. We should spend some of our spare time on housework to reduce our parents' burdens.  
这对我们有好处。首先，做家务可以帮助我们学会照顾自己，让我们独立。更重要的是，一些艰苦的家务可以被视为一种体育锻炼，可以让我们保持健康和强壮。此外，我们不再是小孩。我们应该把一些闲暇时间花在家务上，以减轻父母的负担。

**1.1.27. 个人成长（活动、劳动）**

1. along the way, I have managed to do what I thought impossible  
一路走来，我已经成功地做到了我认为不可能的事情

**1.1.28. 图书（送礼、推荐、感悟）**

1. The book has an immense influence on me. Actually, it is this book that changed me from a troubled teen to a caring son/daughter.

这本书对我有很大的影响。实际上，正是这本书将我从一个陷入困境的青少年变成了一个有爱心的儿子/女儿。

2. Besides, the wisdom in the book helps me shape a positive attitude towards life and future.

此外，书中的智慧帮助我塑造了对生活和未来的积极态度。

3. What I've learned from this book is that though life is tough sometimes, as long as we're determined to rise above difficult circumstances, life can be hopeful and colorful.

我从这本书中学到的是，虽然生活有时很艰难，只要我们决心超越困难的环境，生活就可以充满希望和多彩。

4. This book encourages me to keep optimistic about life and gives me courage to face difficulties.

这本书鼓励我对生活保持乐观，让我有勇气面对困难。

5. It certainly deserves to read.

它当然值得一读。

### 1.1.29. 个人成长（感悟）

1. As long as we possess a strong will to get through such hurdles instead of running away from them, we will possess success and brilliant future.

只要我们拥有克服这些障碍而不是逃避它们的坚定意志，我们将拥有成功和辉煌的未来。

2. Although I am met with huge barriers, I am not going to quit easily.

虽然我遇到了巨大的障碍，但我不会轻易放弃。

3. I bury myself under piles of textbooks and study around the clock to prepare for the College Entrance Examination. Through my constant efforts, I believe I can change not only my own fate but also the worrying situation of my family.

我把自己埋在成堆的教科书下，全天候学习，为高考做准备。通过我不断的努力，我相信我不仅可以改变自己的命运，还可以改变我家人令人担忧的处境。

4. Therefore, I firmly believe that our future depends on a strong will.

因此，我坚信我们的未来取决于坚强的意志。

5. The more you are exposed to the language, the more familiar you will get with it.

你对语言的接触越多，你就越熟悉它。

6. In contrast to my Chinese, my English is not that good. I strongly feel the need to express myself more clearly, especially in spoken English.

与我的中文相比，我的英语不是那么好。我强烈觉得有必要更清楚地表达自己，尤其是在英语口语中。

### 1.1.30. 时代变迁

1. With globalization and technological waves washing over, many old people can't get accustomed to the modernity and being excluded.  
随着全球化和技术浪潮席卷而来，许多老人无法习惯现代化并被排除在外。

### 1.1.31. 环境保护

1. balance the relationship between human and nature harmoniously.  
和谐地平衡人与自然的关系。
2. spending time in nature can be an incredibly rejuvenating experience  
与自然相处是非常有活力的经历

## 1.2. 格式

### 1.2.1. 开头寒暄

#### 1.2.1.1. 很高兴收到你的信/得知

1. Hope this email finds you well.  
希望这封电子邮件能找到你。
2. I am glad that you are interested in Chinese culture and eager to explore more.  
我很高兴您对中国文化感兴趣并渴望探索更多。
3. Very happy to learn from you  
很高兴收到您的来信
4. Nice to hear from you  
很高兴收到您的来信
5. I'm sorry to hear that you can't go back home during the winter vacation. But it doesn't matter  
我很遗憾得知你寒假不能回家。但这并不重要
6. Learning that you want to know more about what it is,  
了解你想更多地了解它是什么,
7. I am exceedingly delighted to hear from you  
我非常高兴收到您的来信
8. You're welcome to study in our school for the next two months  
欢迎您在接下来的两个月内在我们学校学习

#### 1.2.1.2. 询问近况

1. How is everything going?  
一切进展如何?
2. How have you been?  
你最近怎么样?

**1.2.1.3. 提建议/推荐（写作目的）**

1. As for the question about the transportation to and from school, I'd like to recommend your riding a bicycle.  
关于往返学校的交通问题，我想推荐您骑自行车。
2. I heaitily recommend this course to you based on the following reasons.  
基于以下原因，我强烈向您推荐这门课程。
3. I suggest you take part in the activity of beautifying our community.  
我建议您参与美化我们社区的活动。
4. I feel very pleased to tell you more about it.  
我很高兴告诉你更多关于它的信息。
5. I am glad to share with you more details about my passion for moon exploration.  
很高兴与您分享更多有关我对月球探索的热情的详细信息
6. I am writing to reply your enquiry about a remarkable cultural city with long history  
我写信是为了回复您对历史悠久的非凡文化城市的询问

**1.2.1.4. 推荐原因**

1. My recommendation is based on the following reasons.  
我的建议是基于以下原因。
2. The reasons are as follows.  
原因如下

**1.2.2. 结尾****1.2.2.1. 希望建议有用**

1. I hope my introduction is helpful.  
我希望我的介绍对您有所帮助。
2. I sincerely hope my recommendation can be helpful  
我真诚地希望我的建议能有所帮助
3. Hope my advice can be of some help.  
希望我的建议可以提供一些帮助
4. Hopefully, what I've mentioned above could be helpful  
希望我上面提到的会有所帮助
5. I hope you find what I've mentioned above interesting and reasonable.  
我希望你发现我上面提到的有趣和合理

**1.2.2.2. 乐意继续帮助**

1. Please let me know if you have further questions.  
如果您有其他问题，请告诉我。
2. If there is anything else I could do, please let me know.  
如果还有什么我可以做的，请告诉我。
3. If you are into more details, feel free to contact me.  
如果您有更多详细信息，请随时与我联系。
4. I'd be more than happy to help.  
我很乐意提供帮助。
5. I will be glad to have a further discussion about this matter with you  
我很高兴与您就此事进行进一步讨论
6. once you make up your mind, don't hesitate to contact me.  
一旦你下定决心，不要犹豫与我联系。
7. If you need assistance of any kind, I'd be more than happy to help.  
如果您需要任何形式的帮助，我将非常乐意提供帮助

**1.2.2.3. 祝福成功/旅途愉快**

1. I hope you'll have a pleasant experience.  
我希望你会有一个愉快的体验
2. Wish you a great success.  
祝你成功
3. Wish you a wonderful performance  
祝你有精彩的表演
4. Enjoy your trip and have a good time!  
享受您的旅行，玩得开心!
5. You won't be disappointed, I promise!  
你不会失望的，我保证!
6. Wish you a fun time in our school.  
祝您在我们学校度过愉快的时光
7. keep in touch and wish you all the best.  
保持联系，祝您一切顺利。
8. wish you have fun and interact smoothly in China.  
祝您在中国玩得开心，顺利互动。

**1.2.2.4. 期盼回复**

1. Eagerly await your reply.  
热切地等待您的回复

2. Looking forward to your reply.  
期待您的回复
3. I'm looking forward to your reply.  
我期待您的回复
4. I'm looking forward to hearing from you.  
我期待着收到您的来信
5. Looking forward to your early reply.  
期待您的早日回复
6. If possible, you can reply to me as soon as possible.  
如果可能，您可以尽快回复我。
7. Your prompt reply will be highly appreciated  
我将不胜感激您的及时回复

## 2. 活动介绍

### 2.1. 主题语料

#### 2.1.1. 科技活动

1. The festival commenced with an instructive and mind-inspiring lecture delivered by a distinguished scientist, enhancing students' appreciation of innovation and technology.  
活动以一位杰出的科学家发表的富有指导性和启发性的讲座开始，增强了学生对创新和技术的欣赏
2. There followed interactive workshops/seminars where participants were afforded opportunities to gain hands-on experience of cutting-edge technologies, such as virtual reality and artificial intelligence.  
随后是互动研讨会，参与者有机会体验虚拟现实和人工智能等尖端技术。
3. spark ingenuity  
激发独创性
4. played a crucial role in nurturing an atmosphere of originality  
在培养原创性的氛围中起着至关重要的作用

#### 2.1.2. 待补充

TODO

## 2.2. 格式

### 2.2.1. 活动综述

{ various kinds of a { variety of diversity of } { various kinds of diverse kinds of } + a wide range of abundant brimful of multiple	}	{ intriguing 令人感兴趣的 constructive 建设性的 instructive 指导性的 colorful 多彩的 illuminating 启发性的 mind-inspiring 鼓舞人心的 fabulous 极好的	+ activities were +

{ arranged 安排 organized 组织 initiated 发起 held	}	launched 启动 + in our +	{ school gate 学校大门 laboratory 实验室 hall 大厅 lecture hall 报告厅 concert hall 音乐厅 canteen 食堂 stadium 体育馆 playground 操场 apartment 公寓 dormitory 学生宿舍 xx club 某某社团 office 办公室 auditorium 礼堂	+

{ recently 最近 last week 上周 this semester 本学期
---

### 2.2.2. 具体安排

1. throw a party for 举办派对
2. The party will be held in the concert hall from 7:30 pm to 9:30 pm this Saturday. There'll be Chinese comedies, magic acts, and some Chinese folk songs and dance.  
派对将于本周六晚上 7:30 至 9:30 在音乐厅举行。会有中国相声、魔术表演和一些中国民歌和舞蹈。
3. Besides, there will be a free conversation session, which would be a good chance for you to meet people from around the world in an enjoyable environment.

此外，将有一个自由座谈会，这将是您在愉快的环境中结识来自世界各地的人的好机会。

4. As scheduled, it will be held on the playground from 5 p.m. to 8 p.m. next Sunday. Additionally, sitting on the grass and enjoying the tasty food and drinks provided by sponsors, we will be fully absorbed in the attractive and fascinating performances.

按照安排，它将在下周日下午5点到晚上8点在操场上举行。此外，坐在草地上享受赞助商提供的美味食物和饮料，我们将全神贯注于吸引人和引人入胜的表演。

5. The exhibition, the theme of which is “Beauty of China”, will take place in the school hall from 2 to 5 on the afternoon of June 21. Not only will our club’s works be displayed, but we also have a valuable set of paper-cutting created by a famous artist of this field. Besides, there will be a lot of useful and interesting activities, from which you can have a clearer picture of Chinese culture.

展览主题为“中国之美”，将于6月21日下午2点至5点在学校礼堂举行。我们的俱乐部作品不仅会展出，而且我们还拥有一套由该领域著名艺术家创作的有价值的剪纸。此外，将有很多有用和有趣的活动，从中你可以更清楚地了解中国文化。

6. Our school photography club is going to hold an International High School Student Photography Show

我们的学校摄影俱乐部将举办国际高中学生摄影展

7. The theme of the show is environmental protection. It will start from June 15th and last for three weeks.

展会主题是环境保护。它将从6月15日开始，持续三周。

8. Ten students will deliver their speeches on the given topic “Man and Nature”.

十名学生将就给定的主题“人与自然”发表演讲

9. Everything will be well organised including a hearty lunch

一切都会被安排好，包括丰盛的午餐

10. Many works are made from unwanted materials in our daily life, which shows how students turn waste into treasure. I’m sure you will be amazed at the students’ creativity and imagination.

许多作品都是用我们日常生活中不需要的材料制成的，表现了学生如何变废为宝。我相信你会对学生的创造力和想象力感到惊讶

11. Aiming to inspire our enthusiasm for English, the subject of this competition is English Studying.

旨在激发我们对英语的热情，本次比赛的主题是英语学习

12. A variety of activities have been designed for this special occasion.  
 为这个特殊时间设计了各种活动
13. there will be an exhibition “All about Shakespeare” on the playground, where you can learn about the great author’s life and the stories behind those masterpieces.  
 操场上将有一个展览“关于莎士比亚的一切”，在那里您可以了解伟大的作者的生活以及这些杰作背后的故事
14. the drama club will bring you one of Shakespeare’s classics, Twelfth Night, which will surely be a feast for the eyes and ears.  
 戏剧俱乐部将为您带来莎士比亚的经典作品《第十二夜》，这肯定会是一场视听盛宴
15. The film will be showed in the lecture hall of the Art Building on July 15th this Sunday, from 8 a.m. to 11 a.m.  
 电影将于本周日上午 8 点至 11 点在艺术楼的演讲厅放映

### 2.2.3. 活动意义（目的）

为了

- in an effort to do
- in order to
- for the sake of
- in a bid to
- with the purpose/intention of
- intended to
- aiming to
- aimed at
- with the objective of

- $\left\{ \begin{array}{l} \text{foster} \\ \text{cultivate} \\ \text{enhance} \\ \text{boost} \\ \text{strengthen} \\ \text{promote} \\ \text{raise} \\ \text{arouse} \\ \text{heightened} \\ \text{sharpen} \end{array} \right. + \text{the} + \left\{ \begin{array}{l} \text{awareness} \\ \text{sense} \\ \text{consciousness} \end{array} \right. + \text{of}$

- cultivate a sense of achievement/superiority/responsibility as well as the spirit of teamwork 培养成就感/优越感/责任感以及团队精神

- enrich experiences 丰富经验

- $\left\{ \begin{array}{l} \text{have} \\ \text{gain} \\ \text{exert} \end{array} \right. + \text{a} + \left\{ \begin{array}{l} \text{better} \\ \text{deeper} \\ \text{profound} \\ \text{far-reaching} \end{array} \right. + \left\{ \begin{array}{l} \text{understanding} \\ \text{knowledge} \\ \text{acquaintance} \end{array} \right. + \text{of}$  取得深层理解

- encompassed wide +  $\left\{ \begin{array}{l} \text{participation} \\ \text{engagement} \\ \text{involvement} \end{array} \right.$  包含广泛参与

- enhance motivation to 增强动力

- nurtured an atmosphere of 培养氛围

广泛参加

- proactively participated in
- get fully engaged in
- get keenly involved in
- take part in

1. I'm sure we'll develop our awareness of traditional culture and practical ability during this activity.

我相信我们会在这项活动中发展我们对传统文化和实践能力的意识

2. The exhibition aims to enrich our school life and promote our creativity and hands-on ability.

展览旨在丰富我们的校园生活，提升我们的创造力和动手能力

3. Aiming to inspire our enthusiasm for English, the subject of this competition is English Studying.

旨在激发我们对英语的热情，本次比赛的主题是英语学习

4. I can fulfill my role not only as a successful coordinator but also a cultural ambassador to spread the splendid Chinese culture.  
我不仅可以作为成功的协调员，而且可以担任文化大使，以传播灿烂的中国文化
5. The activity was highly spoken of.  
活动得到了高度评价
6. This activity proved to be a huge/resounding success.  
这项活动被证明是一个巨大/响亮的成功
7. participating in this exchange was an eye-opening experience.  
参加这次交流是一次大开眼界的经历。
8. To enrich students' campus life,  
丰富学生的校园生活

### 2.2.3.1. 个人意义（我的感受）

参见 1.1.29. 个人成长（感悟）（P35）

## 3. 提出建议

### 3.1. 演讲内容

1. I recommend that you talk about the courses on Chinese traditional culture you've attended. The major reason is that they introduce the real treasure in human history. Besides, since you've taken the courses systematically, you're sure to have a deep understanding of them.  
我建议您谈谈您参加过的中国传统文化课程。主要原因是它们介绍了人类历史上真正的宝藏。此外，由于您系统地参加了课程，因此您一定会对它们有深入的了解。

### 3.2. 演讲要点

1. To do it well, I think you should choose impressive examples to gain the recognition of the judges. Moreover, you have to practice your spoken Chinese to express yourself more clearly and fluently. Speaking skills are also needed, for they can help maximize the effectiveness of your speech.  
为了做好这件事，我认为你应该选择令人印象深刻的例子来获得评委的认可。此外，你必须练习你的中文，以更清晰、流利地表达自己。还需要口语技巧，因为它们可以帮助最大限度地提高演讲的有效性。

## 4. 邀请信

### 4.1. 提出邀请（写作目的）

1. I'm writing to invite you to join us in a special event.  
我写信邀请您参加我们的特别活动。

### 4.2. 约稿

- I'd like to ask you to write an article for our school's English newspaper.  
我想请你为我们学校的英语报纸写一篇文章。
- You can write anything relevant so long as it's interesting and informative. 400 words would be fine. Could we have your article before June 28?  
你可以写任何相关的东西，只要它有趣且内容丰富。400字就好了。我们可以在6月28日之前收到您的文章吗？

### 4.3. 期盼到来

1. We are looking forward to your coming.  
我们期待您的到来
2. I'd be more than delighted if you could come and share this joyful moment with me.  
如果你能来和我分享这个快乐的时刻，我会非常高兴
3. I would appreciate it if you accept my invitation. I'm sure it can leave a wonderful impression on you!  
如果您接受我的邀请，我将不胜感激。我相信它会给你留下美妙的印象！
4. I can hardly wait to share them with you!  
我迫不及待地想与您分享它们！
5. We hope that you will accept our invitation if it is convenient for you.  
如果您方便，我们希望您能接受我们的邀请
6. Your presence and guidance are highly expected.  
您的出席和指导是高度期待的
7. I extend our most sincere welcome to you.  
我向您致以最诚挚的欢迎

参见 **1.2.2.4. 期盼回复 (P38)**

## 5. 启示

### 5.1. 征求

#### 5.1.1. 摄影作品

1. The contest welcomes submissions about natural scenery, famous places or historical sites, local customs of China and so forth.

比赛欢迎关于自然风光、名胜古迹、中国当地习俗等的投稿。

2. Every photo should be accompanied with an explanation: time, place, name of the work, and stories behind.

每张照片都应附有说明：时间、地点、作品名称和背后的故事

#### 5.1.2. 提交要求

1. Each participant can turn in three photos at most to Liuying@chinadaily.com. Deadline for entries is Oct.15, 2018.

每个参与者最多可以上交三张照片到 liuying@chinadaily.com。报名截止日期为 2018 年 10 月 15 日

2. As for the submission, all contestants are supposed to put the work, as well as its name, in an e-mail and send it to China Daily website by the end of June.

至于提交的内容，所有参赛者都应该在 6 月底之前将作品及其名称发送到中国日报网站

#### 5.1.3. 询问

1. For more information, you can refer to China Daily's official website.

有关更多信息，您可以参考《中国日报》的官方网站

可参考 **1.2.2.2. 乐意继续帮助 (P38)**

#### 5.1.4. 欢迎参与

参见 **4.3. 期盼到来 (P45)**

1. Any student who is interested is welcomed to participate.

欢迎任何有兴趣的学生参加

2. All of you are welcome to join us in this activity.

所有人都欢迎在此次活动中加入我们

3. Your participation will surely make a difference.

您的参与肯定会有所作为

### 5.2. 招募

1. Now we are in need of 30 volunteers.

现在我们需要 30 名志愿者

### 5.2.1. 条件

1. If you work well with others and have a strong sense of responsibility, you are welcome to join us.  
如果您擅长与他人合作并有强烈的责任感，欢迎您加入我们
2. No prior experience is required of volunteers, but you should have enough time in your schedule.  
志愿者不需要任何经验，但您的日程安排应该有足够的时间

### 5.3. 告知（通知）

1. I'm writing to inform you some key information with regard to it.  
我写信是为了通知您有关它的一些关键信息
2. Students are required to be there 10 minutes earlier and during the viewing, please keep quiet.  
学生必须提前 10 分钟到达那里，在观看期间，请保持安静

## 6. 求助信

1. your opinion, due to your rich experience, is quite vital for me.  
由于您丰富的经验，您的意见对我来说非常重要

### 6.1. 请求帮助（写作目的）

1. I am writing to ask you to do us a favor regarding the play we adapted.  
我写信是为了请你在我们改编的戏剧中帮我们一个忙
2. I'm writing to ask for your help.  
我写信是为了寻求你的帮助
3. I sincerely want you to offer me some advice.  
我真诚地希望你给我一些建议
4. Knowing you are interested in China, I do believe you can help me solve these puzzles.  
知道您对中国感兴趣，我相信您可以帮助我解决这些难题

### 6.2. 遇到困难

1. there must be some mistakes in grammar and inappropriate usage in words and expressions, so could you help us with some corrections?  
语法上一定有一些错误，在单词和表达中使用不当，你能帮我们做一些更正吗？
2. I am not quite sure of the language and the format I've used.  
我不太确定我使用的语言和格式
3. I still have some trouble in collecting useful materials.  
我在收集有用的材料方面仍然有一些困难

4. I find it hard to use English properly.  
我发现很难正确使用英语
5. But I have some difficulties with note-taking and I have no idea of how to use the library.  
但我在记笔记方面有一些困难，我不知道如何使用图书馆

### 6.3. 感谢帮助

1. I would be very grateful if you could offer me a hand.  
如果你能帮我一把，我将不胜感激
2. Given your busy schedule, I'd be very appreciative if you offer to give some professional advice  
考虑到您的忙碌日程，如果您提出一些专业建议，我将不胜感激
3. I would appreciate it if you could offer me a hand.  
如果你能帮我一把，我将不胜感激
4. I will take your advice into consideration. I really appreciate your help.  
我会考虑你的建议。我真的很感谢你的帮助

### 1.2.2.4. 期盼回复 (P38)

## 7. 申请信

### 7.1. 提出申请（写作目的）

1. Learning that you are recruiting volunteers for the coming Olympic Games in Beijing, in 2022, I am writing to apply for this position.  
得知您正在为即将到来的2022北京奥运会招募志愿者，我写信申请这个职位
2. I'm writing to apply for working as an intern at your charitable foundation.  
我写信申请在您的慈善基金会担任实习生
3. I'm writing this letter to apply for the voluntary position in our local gallery where voluntary workers are in great demand.  
我写这封信是为了申请我们当地画廊的志愿者职位，那里志愿工作者的需求量很大

### 7.2. 申请理由

1. It is such a golden opportunity to meet the outstanding teenagers worldwide that I really don't want to miss it.  
这是一个见到世界各地杰出青少年的绝佳机会，我真的不想错过
2. The voluntary service will offer a precious chance to contribute to our society, which appeals to me very much.  
志愿服务将为我们的社会提供宝贵的机会，这对我很有吸引力

3. It is a noble cause, and I always have a strong passion for it.  
这是一个崇高的事业，我总是对它有强烈的热情
4. I believe that being an intern at your foundation will be a wonderful practice for me.  
我相信成为你基金会的实习生对我来说将是一个极好的实践

### 7.3. 自身优势

#### 原因

1. I believe I am a qualified candidate.  
我相信我是合格的候选人
2. I believe I am qualified for the position.  
我相信我有资格担任这个职位
3. A good command of English ensures that I can communicate with the foreign athletes effectively.  
良好的英语能力确保我可以有效地与外国运动员进行沟通
4. With my love and knowledge for sports as well as Chinese history and culture, I can fulfill my role not only as a successful coordinator but also a cultural ambassador to spread the splendid Chinese culture.  
凭借我对体育以及中国历史和文化的热爱和知识，我不仅可以作为成功的协调员，而且可以发挥文化大使的作用，以传播灿烂的中国文化
5. These years, I have been on several exchange programs in America, so I am confident with my communication skills in English.  
这些年来，我在美国参加了几个交流项目，所以我对自己的英语沟通技巧充满信心
6. as a fan of Chinese ancient history, I am sure my knowledge will prove helpful when I introduce the Forbidden City to foreign guests.  
作为中国古代历史的粉丝，我相信在向外国客人介绍紫禁城时，我的知识会有所帮助
7. Given that I can speak both English and fluent Chinese and I am outgoing, sociable and responsible, I do believe I am suitable for this position.  
鉴于我会说英语和流利的中文，而且我很外向，善于交际和负责任，我相信我适合这个职位
8. through this, I can not only improve my oral English but also introduce Chinese painting and calligraphy culture to visitors from all over the world  
通过这个，我不仅可以提高我的英语口语，还可以向来自世界各地的游客介绍中国画和书法文化

9. I would also like to hold this opportunity to deepen visitors' understanding of China and its painting and calligraphy culture.  
我也想借此机会加深游客对中国及其书画文化的理解
10. superb eloquence  
极好的口才
11. immense enthusiasm  
巨大热情

#### 7.4. 恳请获准

1. I am longing to join you and I would be grateful if you could offer me the opportunity.  
我很想加入你的行列，如果你能给我这个机会，我将不胜感激
2. Thank you for your consideration.  
感谢您的考虑
3. Thank you for your time and consideration  
感谢您的时间和考虑
4. I would be very grateful if you could offer me the opportunity.  
如果你能给我这个机会，我将不胜感激
5. I'm really willing to expect you can consider me into this position.  
我真的很期待你可以考虑我进入这个位置
6. I hope it is possible to be accepted as a volunteer of our gallery.  
我希望有可能被接受为我们画廊的志愿者
7. I hope I will be accepted as a member of your summer camp.  
我希望我能被接受为你夏令营的一员

### 8. 演讲

1. May I have your attention, please?  
请注意我一下，好吗？

#### 8.1. Be Smart Online Learners

- It's a great honor for me to stand here to deliver a speech titled Be smart online learners. At present, with the rapid development of the Internet, we are taking advantage of online programs to further our study, which offered numerous benefits, including flexibility and convenience. Meanwhile, online learning presents challenges, the biggest of which is low efficiency caused by a lack of self-discipline.  
很荣幸站在这里发表题为“聪明的在线学习者”的演讲。目前，随着互联网的快速发展，我们正在利用在线课程进行进一步的学习，这提供了许多好处，包括

灵活性和便利性。与此同时，在线学习带来了挑战，其中最大的挑战是由于缺乏自律而导致的效率低下

- Therefore, I would like to recommend ways to be smart online learners. Advanced planning always comes first. Besides, good time management will contribute to our productivity. Most importantly, full commitment is a must. 因此，我想推荐成为聪明在线学习者的方法。提前的计划永远是第一位的。此外，良好的时间管理将有助于我们的生产力。最重要的是，全身心的投入是必须的。

## 9. 人物传记

### 9.1. 身边值得尊敬和爱戴的人

- Of all the people I have encountered in my life, the person I admire most is my English teacher. Working as our class teacher, she has to work around the clock as well as take good care of us. She is knowledgeable, charismatic and always amiable. 在我一生中遇到的所有人中，我最崇拜的人是我的英语老师。作为我们的班级老师，她必须全天候工作，并照顾好我们。她知识渊博，魅力四射，永远和蔼可亲
- She is somebody with whom we spend major part of our day and she is the one who constantly encourages us to break barriers and to be extraordinary. We owe all of our success to her. 她是与我们一起度过一天大部分时间的人，她是不断鼓励我们打破障碍并变得非凡的人。我们所有的成功都归功于她
- I will not forget her instructions and I would like to express my deepest gratitude to her. 我不会忘记她的教导，我想对她表示最深切的感谢

## 10. 常见替代

别看它们中文差不多，  
其实它们确实差不多。

### 10.1. 好的

	词性	中文
good	adj.	优秀的
great	adj.	优秀的
nice	adj.	不错
excellent	adj.	优秀
superb	adj.	极好的
marvelous	adj.	不可思议的
incredible	adj.	不可思议的
wonderful	adj.	精彩的
pleasant	adj.	愉快的
agreeable	adj.	宜人的
lovely	adj.	可爱的
charming	adj.	迷人的
fabulous	adj.	极好的

### 10.2. 坏的

	词性	中文
bad	adj.	坏的
awful	adj.	糟糕的
terrible	adj.	糟糕的
horrible	adj.	可怕的
dreadful	adj.	可怕的
poor	adj.	破烂的
repulsive	adj.	讨厌的
hateful	adj.	讨厌的

### 10.3. 多的

	词性	中文
many/much	adj.	多的
a lot of	adj.	许多
lots of	adj.	许许多多
tons of	adj.	非常多
numerous	adj.	非常非常多
plentiful	adj.	丰富
abundant	adj.	丰富的
brimful	adj.	充盈的
countless	adj.	无数的
innumerable	adj.	无数的
a great many	adj.	很多
multiple	adj.	多个

### 10.4. 少的

	词性	中文
few/less	adj.	少的
little	adj.	一点点
a bit of	adj.	一丁点
a few of	adj.	一些
rare	adj.	稀少的
mere	adj.	稀少的
scarce	adj.	罕见的
meager	adj.	微薄的
sparse	adj.	稀少的
scanty	adj.	欠缺的

### 10.5. 大的

	词性	中文
big	adj.	大的
enormous	adj.	巨大的
huge	adj.	巨大的

	词性	中文
gigantic	adj.	巨大的
massive	adj.	巨大的
large	adj.	巨大的
tremendous	adj.	巨大的
great	adj.	巨大的
considerable	adj.	相当大的
colossal	adj.	巨大的

### 10.6. 小的

	词性	中文
small	adj.	小的
tiny	adj.	小的
mini	adj.	迷你小的
little	adj.	小小的
minuscule	adj.	微小的
minute	adj.	微小的
microscopic	adj.	微观的
petite	adj.	娇小的

### 10.7. 重要的

	词性	中文
important	adj.	重要的
essential	adj.	必要的
vital	adj.	至关重要的
crucial	adj.	关键的
significant	adj.	重要
indispensable	adj.	不可或缺的

### 10.8. 困难的

	词性	中文
difficult	adj.	困难的
challenging	adj.	有挑战性的

	词性	中文
demanding	adj.	要求高的
tough	adj.	艰难的
formidable	adj.	难对付的
arduous	adj.	艰苦的
wretched	adj.	悲惨的
tragic	adj.	悲惨的
complex	adj.	复杂的

### 10.9. 简单的

	词性	中文
easy	adj.	简单的
simple	adj.	简单的
plain	adj.	简单的
smooth	adj.	平滑的
effortless	adj.	毫不费力的
straightforward	adj.	直截了当的
uncomplicated	adj.	不复杂的

### 10.10. 有意思的

	词性	中文
interesting	adj.	有趣的
fascinating	adj.	迷人的
intriguing	adj.	耐人寻味的
appealing	adj.	吸引人的
captivating	adj.	迷人的
enchanted	adj.	迷人的

### 10.11. 无聊的

	词性	中文
boring	adj.	无聊的
dull	adj.	乏味的
tedious	adj.	乏味的

**词性 中文**

---

monotonous	adj.	单调的
drab	adj.	单调的

**10.12. 快速的**

**词性 中文**

---

fast	adj.	快的
speedy	adj.	快速的
rapid	adj.	迅速的
swift	adj.	迅速的
hasty	adj.	匆忙的

**10.13. 慢的**

**词性 中文**

---

slow	adj.	慢的
leisurely	adj.	悠闲的
sluggish	adj.	迟缓的
slack	adj.	懈怠的
languid	adj.	慵懒的
gradual	adj.	渐进的
delayed	adj.	延迟的

**10.14. 美丽的**

**词性 中文**

---

beautiful	adj.	美丽的
graceful		优雅的
elegant		优雅地
respectable		体面的 得体的

- tired=exhausted=fatigued
- suitable=eligible=proper

### 10.15. 开心的

	<b>n.</b>	<b>adj.</b>	<b>adv.</b>
快乐的	happiness	happy	happily
高兴的		glad	
快乐的		cheerful	cheerfully
快乐的	joy	joyful	joyfully
喜悦的	delight	delighted/delightful	delightfully
狂喜的	ecstasy	ecstatic	
兴高采烈的	elation	elated	
喜气洋洋的,欢呼雀跃的	jubilancy/jubilance	jubilant	jubilantly
愉悦的	pleasure	pleasant	
兴奋的	exhilaration	exhilarated	

### 10.16. 悲伤的

	<b>n.</b>	<b>adj.</b>	<b>adv.</b>
悲伤的	sadness	sad	
悲伤的	sorrow	sorrowful	sorrowfully
忧郁的	depression	depressed	
失望的 失落的	disappointment	disappointed	
悲痛欲绝的	grief	grievous	
沮丧的	frustration	frustrated	
悲惨的		miserable	
懊悔的	remorse	remorseful	
同情的	sympathy	sympathetic	
沮丧的	despondency	despondent	
阴郁的	gloominess	gloomy	gloomily

### 10.17. 其他

#### 10.17.1. 竭力做某事

- go to great lengths to do
- try desperately
- go full stream to do
- pour a lot of efforts to do

- make an endeavour to do
- endeavour to do
- spare no efforts to do
- make efforts to do

#### 10.17.2. 专心致志做

- be committed to do
- be devoted to do
- be dedicated to do
- commit oneself to do
- devote oneself to do
- dedicate oneself to do
- fix on
- focus on
- concentrate on
- pay attention to do
- be absorbed/buried/immersed in
- be obsessed with

#### 10.17.3. 振作精神

- take heart
- muster up courage
- gather up spirit

#### 10.17.4. 喜欢 热爱

- fall in love with
- have a preference/passion for
- be fond of
- be keen on
- be addicted/attracted to
- be devoted to
- be passionate/enthusiastic about
- have a strong passion for
- be fancy about

10.17.5. 人物性格

---

naive 天真的	innocent 无辜的	pure 单纯的	loveable 可爱的
caring 关心人的	wickedly 邪恶的	obstinate 顽固的	odd 古怪的
conscientious 尽职尽责的	legendary 传奇般的	shrewd 精明的	intelligent 智慧的
wise 聪明的	adorable 可爱的	famous 著名的	remarkable 了不起的
outstanding 杰出的	cautious 谨慎的	rigorous 谨慎的	careful 小心的
crude 粗鲁的	ambitious 雄心壮志的	adventurous 富有冒险精神的	bold 敢于冒险的
brave 勇敢的	courageous 勇敢的	creative 有创意的	innovative 有创新性的
imaginative 富有想象力的	observant 观察力敏锐的	visionary 有远见的	critical thinking 批判性思考的
creative thinking 创造性思考的	devoted 奉献的	committed 奉献的	dedicated 奉献的
determined 有决心的	hard working 努力的	persistent 坚持不懈的	persevering 坚持不懈的
optimistic 乐观的	pessimistic 悲观的	passionate 热情的	enthusiastic 热情的
patient 耐心的	patriotic 爱国的	selfish 自私的	selfless 无私的