

20. No one _____ be more warm-hearted; he has a heart of gold.

- A. should B. can C. might D. need

参考答案： B

答案解析：不可能有比他更暖心的人了；他有颗善良的心。

can/could + 否定词 + 比较级，相当于最高级，是固定搭配；must 表示“必须；一定”；might 表示“大概”、“可能”，语气较弱；need 表示“需要”。

21. _____, you will feel a little nervous when you first perform for the public.

- A. Luckily B. Naturally
C. Hopefully D. Partly

参考答案： B

答案解析：当然，第一次为公众表演时，你会感到紧张。

Luckily 表示“幸运地”、“幸好”；Naturally 表示“自然地”、“当然”；Hopefully 表示“怀有希望的”；Partly 表示“在某种程度上”、“部分地”。

22. The air pollution is so terrible. It will be worse _____ we do something to protect the environment.

- A. if B. when C. unless D. since

参考答案： C

答案解析：空气污染太严重。除非我们采取保护措施，否则环境将变得更糟。

unless 表示“除非...否则...”；if 表示“假设”、“如果”，可引导条件状语从句；when 表示“当...时候”，引导时间状语从句；since 作连词时，表示“因为”、“既然”，引导原因状语从句。

23. He claimed to be American, but his accent _____.

- A. gave him away B. turned him up
C. brought him up D. took him away

参考答案： A

答案解析：他声称是美国人，但他的口音出卖了他。

give sb. away “暴露（身份）”、“赠送”；turn up “（意外或终于）出现”；bring sb/sth up “提出”、“抚养”；take sb/sth away “拿走、带走”。

24. Janice will come and meet her son, _____ late he arrives.

- A. whenever B. wherever
C. however D. whoever

参考答案： C

答案解析：不管儿子来得多晚，Janice 都会来看他。

whenever “任何时候”、“每当”；wherever “无论哪儿”；however “无论如何”、“不管怎样”；whoever “无论是谁”。

25. Forty days from now, the young athletes from all over China _____ part in the 2nd Youth Sports



Meeting in our city.

A. will be taken

B. would be taken

C. would be taking

D. will be taking

参考答案：D

答案解析：四十天后，来自全中国的年轻运动员，将在我们城市参加第二届青年运动会。

首先通过时间标志词 forty days from now，可排除 B 与 C 选项；由于运动员是主动参加，所以可以排除 A 选项；所以选 D。

第二节 完形填空（共15小题；每小题1分，满分15分）

阅读下面短文，从短文后各题所给A、B、C和D四个选项中，选出可以填入空白处的最佳选项。答案写在答题卡上。

I loved everything about school except for one person: Mildred. Every day, as we walked home after 26, she would step on the backs of my shoes. Then, when I stopped to adjust my shoes, Mildred would suddenly slap (拍) my back. She 27 me.

Soon, my mother figured that something was 28. I told her the whole story. My mom told me not to worry and said she had a 29. The next day, my mom walked up the hill 30 me. Just as we got to the top of the hill, we saw Mildred. "Hello, Mildred." My mom said quietly. Mildred stopped, standing 31 like a statue (雕塑). Her hands and face were bright 32. Her oversized coat hung open. There were only two buttons on it. My mother didn't say anything at first. Instead, she 33 up Mildred's coat and turned the collar up around her neck.

"I'm Marion's mother. I need your 34, Mildred." My mother's hands held Mildred's as she 35. "Marion doesn't have any brothers or sisters. She needs a best friend at school, someone to walk up the hill with her after school. Would you be Marion's friend, Mildred?" Mildred 36. "Oh, thank you!" My mother said, "I just know you are someone I can 37." Then she hugged us and left 38 nothing unusual had happened.

Mildred and I walked on to school. As I looked over at her, I saw Mildred 39! I'd never found her so happy before. We walked up the hill each day after school together and pretty soon we became best friends.

I didn't understand my mom's plan at the time. But finally, I came to understand her message: 40 never fails.

- | | | | |
|---------------|------------|---------------|------------|
| 26. A. lunch | B. tests | C. school | D. sight |
| 27. A. scared | B. advised | C. preferred | D. taught |
| 28. A. simple | B. better | C. surprising | D. wrong |
| 29. A. favor | B. plan | C. friend | D. trouble |
| 30. A. for | B. as | C. with | D. before |



- | | | | |
|------------------|---------------|--------------|---------------|
| 31. A. fast | B. deep | C. hard | D. still |
| 32. A. red | B. blue | C. cold | D. sad |
| 33. A. made | B. took | C. buttoned | D. looked |
| 34. A. advice | B. help | C. sympathy | D. delight |
| 35. A. cried | B. walked | C. spoke | D. argued |
| 36. A. refused | B. missed | C. left | D. nodded |
| 37. A. depend on | B. learn from | C. turn up | D. refer to |
| 38. A. even if | B. as if | C. because | D. when |
| 39. A. eating | B. crying | C. speaking | D. smiling |
| 40. A. Pride | B. Love | C. Happiness | D. Confidence |

参考答案:

26. C 考查名词,句中意思为当我们在...之后回家时,她总是会踩我的鞋后边。通过全文可知,整篇文章主要讲“我”和 Mildred 放学后的故事。所以选 C

27. A 考查动词, A 为吓(某人), B 为建议, C 为更喜欢, D 为教(某人)。这里通过前文她踩我的鞋,拍我的背,可知她对我都是负态度动作,所以选 A。

28. D 考查形容词, A 为简单的, B 为更好的, C 为令人惊讶的, D 为错误的,不对的。通过前半句妈妈发现事情是...,而我也告诉了她整个故事。所以选负态度词,选 D,事情是不对劲的。

29. B 考查名词, A 为优惠、帮忙, B 为计划, C 为朋友, D 为困难。通过文章的最后一段说道,我当时没有明白妈妈的计划。所以这里妈妈有了一个计划,选 B。

30. C 考查介词,句中表达的意思妈妈和我一起到了小山丘,表示和某人一起,伴随,选 C。

31. D 考查副词,句中的意思为妈妈叫到 Mildred 的名字后,她停下,站的像一个雕塑。通过后文的雕塑表示这里是一动不动地站着,所以选 D。

32. A 考查形容词,前文描述她突然被妈妈叫住,一动不动,很吃惊,所以后文她的手和脸都变红了,表现她的惊慌失措。选 A。

33. C 考查动词短语, make up 组成、编造、化妆, take up 占据、从事, button up 扣住, look up 参考、查阅。这里表示妈妈看到她衣服开着,给她扣住了,选 C。

34. B 考查名词, A 为建议, C 为同情, D 为高兴。通过后文妈妈和 Mildred 说“我”没有兄弟姐妹,她需要一个朋友,想要她做“我”的朋友。所以选 B。

35. C 考查动词,句中意思为当妈妈...的时候拉着 Mildred 的手,这里妈妈在做的动作就是和 Mildred 说话,所以选 C。Argue 意思为争论,负态度。

36. D 考查动词, A 为拒绝, B 为想念、错过, C 离开, D 为点头。通过后文妈妈说:谢谢你。表明 Mildred 同意了妈妈的请求,所以选 D。

37. A 考查动词短语, A 为依靠, B 为向...学习, C 为出现, D 为参考、涉及。通过前文妈妈向 Mildred 请求做“我”朋友,所以妈妈说:我就相信你就是我可以依赖的人。



38. B 考查连词, A 为虽然, B 为好像。空前后的逻辑关系为: Mildred 抱了我然后离开好像没有不寻常的事情发生。

39. D 考查动词, 通过后文写到: “我”从未见过她如此的高兴, 所以前文“我”看到她笑了。

40. B 考查名词, 最后一句是文章的主旨, 整个文章主要体现妈妈对 Mildred 的爱使得 Mildred 也爱“我”, 她也感受到了快乐。所以最后说关爱从不会失败。

第三部分 阅读理解 (共两节, 满分 30 分)

第一节 (共 10 小题; 每小题 2 分, 满分 20 分)

阅读下面短文, 从每题所给的四个选项 (A、B、C 和 D) 中选出最佳选项, 答案写在答题卡上。注意: C 篇分 A、B 两种题型, A 种题型 (易) 为客观题, B 种题型 (难) 为主观题。

A

Four Attractive Road Trips in Asia

One way to explore Asia is driving along some of its most impressive roads and Asia has some attractive roads that are great fun. If you want to tour Asia by car, here are four once-in-a-life-time roads to consider.

Nha Trang to Quy Nhon (Vietnam)

Visitors can enjoy beautiful sea views with golden beaches on the ocean side of the road. Every two years, there is a week-long festival where visitors drive the route together and take part in a large celebration. If you want a memorable experience, consider joining in that celebration

The Karakoram Highway (Pakistan and China)

Every year, there are many people who travel long distances to be able to drive or ride a motorbike over the Himalayas on this road connecting China and Pakistan. There are some areas with beautiful lakes and mountains along this road.

The Hokkaido Scenic Byway (Japan)

Hokkaido is one of Japan's four main islands. Driving along the Hokkaido Scenic Byway will take you through a series of routes around the island that offer beautiful sights. Consider rolling down the window as you drive through the fragrant lavender(薰衣草) fields or stopping at one of the hot springs along the way.

Golden Road to Samarkand (Uzbekistan)

Uzbekistan is a country that is unknown to many tourists, but it's a fascinating place to explore. Although there isn't a formal route, most visitors will fly into the capital city Tashkent, and then transfer to Bukhara. This beautiful, old city is home to many historic sights, and from there, you can follow the historic Silk Road route to Samarkand.

41. Which trip offers an ocean view with beautiful beaches?

A Nha Trang to Quy Nhon.



- B. The Karakoram Highway.
 - C. The Hokkaido Scenic Byway.
 - D. Golden Road to Samarkand.
42. What can we know about all the road trips?
- A. They cross borders.
 - B. They offer impressive views.
 - C. They run along the coast.
 - D. They have fixed routes to follow.
43. Where is the text probably taken from?
- A. A book review.
 - B. A scientific report.
 - C. A travel guide.
 - D. A fashion magazine.

解析:

41. A 根据题干中 an Ocean view with beautiful beaches 定位到第二段可知对应 A 选项 Nha Trang to Quy Nho。

42. B 根据选项 road trips 定位到第一段第一句 One way to explore Asia is driving along some of its most impressive roads and Asia has some attractive roads that are great fun 可知这些路的景点非常令人印象深刻，所以选 B。

43. C 文章出处题。根据标题 Four Attractive Road trips In Asia 可知本篇文章讲旅游景点，所以对应选 C, Travel guide。

B

Everybody is talking about the bridge. I mean the world's longest sea-crossing bridge. And it is widely reported by ABC, New York Times and also Wikipedia. By the way, what's the name of it? It's Hong Kong-Zhuhai-Macao Bridge (HZMB).

Though HZMB took over 9 years to construct, the 55-kilometer-long bridge has a service life of 120 years. It consists of the 12km Hong Kong Link Road, 29.6km Main Bridge and 13.4km Zhuhai Link Road. It also includes the world's deepest underwater part at a length of 6.7km, which connects two man-made islands.

The HZMB construction environment is complicated. Frequent typhoons, airport height limitation, high environmental standards, etc, should be taken into consideration. That is why this bridge gets the world's attention. However, the bridge and tunnel system across the Lingdingyang waters of the Pearl River Estuary will cut the traveling time between Hong Kong and Zhuhai or Macao from three hours to about 30 minutes. Most people will take a bus to make the journey. The buses will cost 8 to 10 dollars for a single trip.



After the bridge opens, the traveling costs for taking a detour through the land routes can be avoided. Therefore, the bridge will help to make use of the distribution of industries, raise the competitiveness the region, and benefit logistics (物流) and tourism. The project is believed to lay a good foundation for the development of the Guangdong-Hong Kong-Macao Greater Bay Area, which is considered a new highlight in China's economy.

44. Why has the bridge drawn so much attention?
- A. Because it s the longest bridge in China.
B. Because it s been in service for 120 years.
C. Because its construction is extremely difficult.
D. Because it connects three man-made islands.
45. How does the bridge help people according to the text?
- A. By controlling local industry.
B. By attracting tourists overseas.
C. By offering a cleaner environment.
D. By reducing traveling time and costs.
46. What can be a suitable title for the text?
- A. A Green Bridge
B. A Tour Through HZMB
C. The Main Bridge of HZMB
D. The Longest Sea-crossing Bridge

44. C 根据题干关键词 **bridge drawn , so much attention** 定位到第三段第一二句 **The HZMB construction environment is complicated.....That's why.....** 可知, 它的建设是太难了。所以选 C

45. D 根据题干关键词定位到最后一段第一句 **After the bridge opens, the travelling costs for..... can be avoid...** 可知可以降低旅游的成本与时间。所以选 D。

46. D 根据首段第一句 **Everybody is talking about the brigege, I mean the world's longest sea-crossing bridge** 可知本篇主要讲 **The Longest Sea-cossing Bridge**。

C

以下 A(易)、B(难)两种题型任选一种,做 A 种题型的不做 B 种,做 B 种题型的不做 A 种。

Today was like most days, except traffic was a bit worse than usual, meaning my day was not off to a great start. I was frustrated knowing I would be late to work, which means I would have to stay later than I would like to. As I unwillingly spent my precious time driving under 10 mph I thought of all the things I'd rather be doing.



A Tesla appears in front of me and I wonder if the person is driving or if the car is driving itself. How nice it would be to take a nap in your car and wake up at work. But then I remember hearing that we are still years away from cars doing the driving for us, so here I am just moving slowly to work. This is a struggle that many of us face every day.

The worst part about traffic is knowing there isn't much you can do once you are in it. You can blow your horn or curse(咒骂) other drivers, but common actions by many people can't make it go faster. You can also try using Google Maps to find an alternate route, but for most of us that just isn't an option. Instead of complaining about traffic, why don't we find a way to do something about it?

I turned down the music as I realized it was a beautiful day. I'm not sure what the sunrise means, but it always seems to fill me with hope. Maybe it's because the rising sun stands for a new day, or maybe it's just the natural light. I know it's a little boring, but it helped me. So I won't argue.

I turned my attention back to the line of stop lights ahead of me and instead of feeling angry, I felt at peace. If we can't make traffic go away, or find a way around it, we had better accept it. That's how we beat the traffic.

(以下是 A 种题型)

47. What happened to the author that day?
- A. He met a car accident.
 - B. He got a self-driving Tesla.
 - C. He failed to get to his office on time.
 - D. His car broke down on his way to work.
48. What helped the author in the rush hour according to the text?
- A. Blowing the horn
 - B. Using Google Maps
 - C. Taking a nap in the car.
 - D. Enjoying the natural views.
49. How did the author finally feel in the traffic jam?
- A. Calm
 - B. Thankful
 - C. Disappointed
 - D. Frightened
50. What can we infer from the last paragraph?
- A. We had better leave early to avoid the rush hour.
 - B. It's suggested that people should go to work by bus.
 - C. Relax yourselves and don't get angry in the rush hour.



D. Follow the rules and don't drive fast in the rush hour.

(以下是 B 种题型)

47. Where did the author meet with the traffic jam?

48. Give a word to replace “frustrated” in paragraph 1.

49. What did the author think of the sunrise in the rush hour?

50. What's the worst thing about being stuck in traffic according to the text?

参考答案：（A 题型）

47. C 解析：由题干 “that day” 定位到第一段，“... I was frustrated knowing I would be late to work...” 可知作者上班迟到了，故选 C；

48. D 解析：由题干 “helped” 和 “in the rush hour” 定位到倒数第二段 “Maybe it's because the rising sun stands for a new day, or maybe it's just the natural light” 可知作者停下车来欣赏自然景色，故选 D；

49. A 解析：由题干 “finally feel” 定位到最后一段第二行 “I felt at peace” 可知答案为 A，作者感觉很平静；

50. C 解析：由尾端 “If we can't make traffic go away, or find a way around it, we had better accept it. That's how we beat the traffic” 可知我们对待交通拥堵的方式就是不生气，平和的接受，故选 C。

参考答案：（B 题型）

47. On the way to work.

48. Annoyed/ Depressed/ Sad/ Upset...

49. Hopeful.

50. You can do almost nothing in the traffic jam.

第二节(共 5 小题;每小题 2 分, 满分 10 分)

据短文内容, 从短文后的选项中选出能填入空白处的最佳选项。答案写在答题卡上

When a thunderstorm comes, lightning strikes can be a dangerous threat. Powerful lightning strikes can hit trees, bodies of water, vehicles, and even buildings. Lightning can cause power cut, damage to structures, and possibly serious injury. 51, especially considering that we often compare unlikely events to being struck by lightning. It does happen. Here are some important tips.

Have a weather warning radio. The most important tool you can have is a weather warning radio. 52, and continue providing information about the storm's threat, which can include dangerous lightning strikes.

Find shelter. During bad weather, the most important thing to remember is to find shelter. Strong buildings



such as homes and businesses provide the most protection. 53.

If outdoors, find cover. If you are outdoors and unable to find shelter indoors, take cover in a vehicle. The car's metal structure will protect you from a lightning strike. 54, you can do a few things that may lower your risk of getting hit by lightning. Trees, tall objects, and metal structures are most likely to be hit, so don't plan on using those for shelter.

Stay away from windows and conductors(导体). Lightning can cause serious injury to you or your family no matter where you are, even in your own home. 55. Because water and metal conduct electricity, avoid using water, like taking a shower.

- A. A radio will tell you when a storm is approaching
- B. In case you are too far away from any shelter or vehicle
- C. However, during an emergency, any shelter is better than none
- D. So understanding lightning risks is an important part of thunderstorm safety
- E. Keep away from windows and doors, which can also be easily broken during a heavy storm

参考答案:

51. D

答案解析: 由前一句 Lightning can cause power cut, damage to structures, and possibly serious injury. 可知, 本段是讲 lightning 闪电, 选项中只有 D 提到了闪电。

52. A

答案解析: 由本段首句 Have a weather warning radio. 可得知, 本段的内容是关于 radio 广播, 所以选择 A 含有 radio 的选项。

53. C

答案解析: 由本段首句 Find shelter. 可得知, 本段的内容是关于 shelter 避难所, 此空的前一句是讲任何的建筑物都能提供最好的保护。选项转折后说, 在紧急情况下, 任何的遮蔽物都比没有强。选项仍在强调 shelter 的重要性。

54. B

答案解析: 由本段首句 If outdoors, find cover. 可得知, 本段的内容是讲如果在户外, 就需要找一些遮蔽物, 可以保护自己的地方。第二句 If you are outdoors and unable to find shelter indoors, take cover in a vehicle. 也提到了 shelter 和 vehicle, 选项中也有这两个词。是指如果远离遮蔽物或者交通工具, 那就需要其他的办法降低危险。

55. E

答案解析: 由本段首句 Stay away from windows and conductors(导体). 可得知, 本段的内容是要远离窗户, E 选项完全符合段落中心。



第II卷（共30分）

第四部分 短文填空（共10小题；每小题1分，满分10分）

阅读下列短文，在空白处填入1个适当单词或括号内单词的正确形式。答案写在题号后的横线上。

If you write your name with your left hand instead of your right, you are left-handed, 56. _____ writing is not the only standard. You can write with your right hand, but if your dominant(主要的) and for cleaning teeth, combing hair, 57. _____(cook) and working is the left one, then you are a left-hander. About 10% of the people in the world are left-handed.

Scientists are not sure why people use one hand 58. _____(much) than the other, but it seems that it is somehow 59. _____(relate) to our DNA. So genes may play 60. _____ part here. This might explain 61. _____ there are so many left-handers in the British royal family. Whatever the reason is, the world 62. _____ (set) up for right-handed people, which makes it more dangerous for left-handers.

We live in a right-handed world. There are lots of tools and machines that are harder 63. _____(use) for left-handed people like cameras and guitars. A left-hander may have aches and pains, 64. _____(most) in the arm, hand and back. There are also more health risks for left handed workers who use dangerous 65. _____(equip) or tools designed for right handed. Whether you are left-handed or right-handed, it is best to let children use the hand that they find most natural.

参考答案：

56. but/yet 57. cooking 58. more 59. related 60. a
61. why 62. is set 63. to use 64. mostly 65. equipment

答案解析：

56. 考查并列连词。you are left-handed, 56. _____ writing is not the only standard.前后两句话，中间填连词。译文：你是左撇子，但是书写不是只有唯一标准。前后句为转折关系，所以填 but/ yet。

57. 考查非谓语。空处与 cleaning, combing, working 并列，形式一致，所以填 cooking。

58. 考查比较级。空后有 than, , 可知前面填比较级 more。

59. 考查固定搭配。be related to “与...有关”。

60. 考查固定搭配。play a part “起作用”

61. 考查宾语从句连接词。动词 explain 后接宾语从句，宾语从句缺啥意思补啥连接词。译文：这也许解释了为什么在英国皇室家族里那么多左撇子。从句缺“为什么”，所以填 why。

62. 考查谓语动词被动语态。set 是动词，先判断谓语还是非谓语，所在句 the world 62. _____ (set) up for right-handed people 中无谓语，所以空处为谓语，想时态语态主谓一致。时态看上下文语境，为一般现在时；世界和建立之间为被动关系，所以是被动语态；主语 world 是单数，所以填 is set。

63. 考查非谓语。形容词后加 to do, 所以填 to use。

64. 考查副词。介词短语前用副词修饰，所以填 mostly “大多数情况下”



65. 考查词性转换。后面有并列结构 tools, 可知空处填名词, equipment 不可数。

第五部分 写作 (共两节, 满分 20 分)

第一节 单句改错 (共 5 小题; 每小题 1 分, 满分 5 分)

下列各句中都有一处错误, 错误涉及一个单词的增加、删除或修改, 请按要求修改下列各句。

增加: 在缺词处加一个漏字符号 (∧), 并在其下面写出该加的词。

删除: 把多余的词用斜线 (\) 划掉。

修改: 在错的词下画一横线, 并在该词下面写出修改后的词。

66. Keeping in a good mood and you will live longer.

67. The book has been sold out when I got to the book store.

68. If you intend to improve your English, you can ask teachers for advices.

69. Care for the environment will become important as we run out natural resources.

70. I met an old friend by an accident in the zoo yesterday, who used to work in a bank.

参考答案:

41. Keeping 改为 Keep。

解析: 做法一: “祈使句+and+一般将来时”的知识点; 做法二: 此句一个连词 and 应对应两个谓语, 右边 will live 为谓语动词, 左边 keeping 应该为谓语形式 keep。

42. has 改为 had

解析: 根据句意, 当我到达书店的到达 got 已经是过去式, 书被卖出的卖 sell 发生在到达之前, 即发生在过去的过去, 应该用过去完成时 had been sold 的形式。

43. advices 改为 advice

解析: advice 表建议, 是不可数名词。

44. out 后加 of

解析: run out of 表示“用尽”, 而 run out 表示“被用尽”, 一般被用完的一方(常指物)作主语。

45. 去掉 an

解析: by accident 表偶然, by an accident 使得 accident 具体化作“事故”之意, 不符合句意。



第二节 书面表达 (满分 15 分)

假定你是李华, 你的英国朋友 Jack 打算今年 8 月在“二青会”期间来山西旅游, 他发邮件向你咨询旅游信息。请你回复邮件, 提出建议。

内容包括:

1. 观看开幕式: 要提前订票;
2. 参观著名景点: 晋祠, 双塔寺, 平遥古城……

参考词汇

the opening ceremony;
the 2nd Youth Games of the PRC;
Jinci Temple; Twin Tower Temple;
Pingyao Ancient City ...

- 注意:** 1. 词数 100 左右; 2. 可以适当增加细节, 以使行文连贯;
3. 开头和结尾已给出, 不计入总词数。

Dear Jack,

How is it going ? _____

Yours,
Li Hua

参考答案:

Dear Jack,

How is it going ? I am glad to hear that you're coming to Shanxi for a visit during the 2nd Youth Games of the PRC in August. Here are some tips which may be useful to you.

For a start, you can't miss the opening ceremony, one of the well prepare highlights of the games. So you'd better book tickets in advance as many people are coming for it. After the ceremony, you can enjoy a good view of some well-known places in Taiyuan such as Jinci Temple and Twin Towers Temple. Besides, I suggest that you visit Pingyao Ancient City, which has drawn the world's attraction. I hope you can have a good time in Shanxi.

Looking forward to seeing you soon.

Yours,
Li Hua

解析:



这篇书面表达属于建议书信体裁，建议句的应用决定文章主题部分的质量和最后分数高低。范文中有几点值得我们学习：1. 表达建议用到了 You' d better do sth; I suggest that sb (should) do sth 等句型。2. 词汇短语方面，highlight 表示亮点；in advance 表示提前；well-known 表示著名的；draw sb' s attention 表示吸引某人注意力。3. 结构很条理，介绍景点部分用了 for a start, after the ceremony, besides 等连接词，使文章和题目紧密结合。

拓展：

建议信写作注意事项：写作目的是提出建议或忠告。观点要合情合理，注意礼貌当先。

写作方法 首段：说明目的，注意语气。

主体：提出具体建议； 首先肯定优点，再写改进内容，否则变成投诉信； 经常进行交流，注意对方感受，时时提到你和我，否则容易跑题写成议论文，因为内容与议论文相似。

尾段：总结建议，注意礼貌，易于接受。

写作流程：

