

第四章大学英语四级考试写作题型

根据教育部颁布的大学英语教学大纲的要求，大学英语四级考试的命题形式有以下几种：首尾句作文、提纲作文、图表作文、命题作文、书信体作文等。

第一节首尾句作文

首尾句作文是根据段首（尾）句续写短文。段首句作文也称主题句作文，因为作文题中所给的段首句往往是段落主题句。其特点是以题目为中心，一般情况下将文章分为三个段落，每段首句即为该段的主题句（topic sentences）。考生要按主题句的要求组织材料，提出论据，用一些辅助句（supporting sentences）来支持或说明主题句，写英文段首句作文要注意：所写的内容要紧扣主题，辅助句应围绕段首句续写。保证段内每个句子的内容与段首句紧密展开各个段落，如：例证、因果、定义、比较对比、程序等。要注意句与句之间，特别是段首句与辅助句之间的自然衔接。另外，所给的段首句有时是一个完整的句子，有时不是一个完整的句子，只是句子的一部分，这就要求考生一定要审好题。找出其中表示中心思想的关键词，围绕这些关键词去扩展、描述或说明。

[例 1] Directions :For this part,you are allowed 30 minutes to write a composition about Women in the Modern World in three paragraphs. You are given the first sentence of each paragraph and are required to develop the idea in completing the paragraph; your part of the composition should be about 100 words, not including the words given. Remember to write clearly.

[范文]

Women in the Modern World

Women are playing an increasingly important role in society. Successful women who are government officials,writers, scientists,doctors and teachers can be found everywhere. It is true that many jobs that once were dominated by men can be done well by women.

With the changes in their social role,women s position in the family has been improved as well.The husband is no longer the only bread maker in the family and the

wife no longer lives on others. They share comforts and hardships with each other.

In spite of these changes, the liberation of women has not been completely realized.

Women still face many difficulties and obstacles due to traditional roles and limited economic strength. Women still have a long way to go in their struggle for complete equality with men.

第一段首句是讲妇女在社会上的作用，因而续写的内容紧紧围绕妇女的社会作用，比如，妇女可以是政府机关的工作人员、科学家、教师等；第二句的段首句是关于妇女在家庭中的地位也提高了，续写的内容也是有关夫妻患难与共；第三句的段首句是讲妇女解放仍然任重而道远，续写的部分提出了妇女所面临的问题，整个续写的部分紧扣段首句。

[例2] Directions :Write a composition about What Would Happen If There Were No power in three paragraphs, you are given the first sentence or part of the first sentence of each paragraph:

- 1 Ever since early this century,electricity has become an essential part of our modern life.
- 2 If there were no electric power,...
- 3 Therefore,...

[范文]

What Would Happen If There Were No Power

Ever since early this century, electricity has become an essential part of our modern life. It has played a decisive role in the modern world. Everybody admits that development of our civilization depends on electricity.

If there were no electricity power, our modern world would be in trouble. For instance, all the wheel would stop because without the power the machine would cease working. And all the electrical equipment life would be impossible and in a great mass without electricity.

Therefore, we should make better use of elective power. On the other hand, we should

educate people to economize on electricity and not to waste energy resources. At the same time we must do our best to exploit more electric resources to meet the requirements of human beings.

第一段的段首句是讲电已经成为人们现代生活中必不可少的部分，因而接下来的续写部分应强调它的重要性。第二段的段首句提出如果没有电的假设，下面列出没有电将会出现的麻烦。最后一段指出我们应该节约用电，开拓更多的电力资源。

第二节提纲作文

提纲作文是要求考生根据所给出的作文题目和提纲（一般为中文提纲）进行写作。中文提纲大多是以三个单句的形式出现的。写提纲作文，首先要做的就是审题，并要仔细分析题目中所列举的提纲。审完题后应该根据提纲拟出三个英文的主题句，再在这些主题句的基础上扩展成文。在扩展的过程中一定要做到条理清楚，开门见山。

[例 1] Directions: For this part, you are allowed 30 minutes to write a composition on the topic Good Health according the following outline. Your composition is less than 120 words. Remember that the contents of the outline should all be included in your composition.

Outline:

- 1 健康的重要性
- 2 保持健康的方法
- 3 我的做法

[范文]

Good Health

Good health is very important to everyone. With it, we can study hard, we can serve our country, we can do everything as we like. Without good health, everybody knows that we will fail to do things. We can't work efficiently, we may stay in hospital, we'll become a burden of our family.

In my opinion, there are two ways for us to keep fit. First, we must eat a balanced diet.

That is to say, we must eat not only eggs, fish and meat, but also some vegetables and fruit everyday. Besides eating properly, drinking clean water is also important. Never get addicted to drinking the soft drink. Second, exercising is a vital part of our daily life. We can do some running in the morning and play football in the afternoon.

As a university student, I pay much attention to physical exercises. I do some swimming in summer and some skating in winter. I often play badminton and tennis. I am also careful with my diet. In a way, keeping healthy is not very hard if you just take it seriously.

文章开门见山就点出了主题：Good health is very important to everyone。然后作者很巧妙地用了 with 和 without 这两个介词从正反两个方面举出了具体的事例来支持自己的观点。另外，with 和 without 这两个词常用于议论文中，用“正证法”和“反证法”来对各论点或观点进行论述。第二段的开头句紧扣提纲，概括地提出

保持健康有两种方法，并且通过 first, second 这样的指示词,使所列举的事实条理化。最后一段告诉读者自己的做法，也紧扣了提纲。

[例2] Directions: For this part, you are allowed 30 minutes to write a composition on the topic Competition. Your composition should be less than 120 words. Remember that the contents of the outline should all be included in your composition.

Outline:

- 1 The importance of competition
- 2 The function of competition
- 3 My own practices

[范文]

Competition

Competition makes people active and creative. It is very necessary to compete if human society wants to advance. Without it, we would become lazy and nobody would take any responsibility. "Three monks, there will be no drinking water." This Chinese proverb vividly describes why China's productivity was so low before Mr.

Deng came into power. At that time, we had the so-called planned economy. There was no competition at all. So farmers didn't work hard. Workers didn't work hard. China was on the edge of collapse.

Competition can stimulate people to try their best to do things. For example, in 100-meter race, each sportsman runs as quickly as possible, trying to win the champion, the same things happen in our society and in our daily life. If a company wants to surpass, it must compete with them. It must raise its efficiency. All the companies doing this will no doubt benefit the whole society and the whole human beings. Being a student, I must compete with other students in our studies. I must study hard in all the fields so that I can be a useful man when I enter the society after graduation.

文章一开头就提出了竞争的重要性。接下来，作者用了两个事例更进一步说明了主题。最后谈到了自己的做法。

[例3]

Directions: For this Part, you are allowed 30 minutes to write a composition on the topic Losing and Gaining weight according to the following. Your composition should be less than 120 words. Remember that the contents of the outline should all be included in your composition.

Outline:

The comparison of one's body to a car: the similarities and differences of one's body and one's car.

- 1 The ways for gaining weight and losing weight.
- 2 My own practices.

[范文]

Losing and Gaining weight

The process of gaining or losing weight can be explained by comparing your car. First,

your car can't run if there is no petrol or diesel oil. Because it needs energy. The same thing happens to your body. Your body also needs energy, the food you eat can be converted into energy, with which you can run, you can talk, you can do everything. Second, if you eat too much you will gain weight. We know a car with too heavy load can't run quickly and safely. Maybe it will break down. For the same reason, if you are too fat, it is also very inconvenient and dangerous. You might get heart disease, diabetes, and hypertension and so on. If such things happen, doctor would ask you to lose weight.

You eat too much and you don't take exercise, you'll gain weight. So if you want to lose weight you have to do the opposite. You will be on a diet. You will go out and do some exercises, such as, running, swimming, and playing football, etc. Soon, you'll be back in good condition and good shape again.

As far as I am concerned, I get up and go to bed early, do plenty of exercises everyday, and pay special attention to the food I eat as well. I don't eat too much meat. Instead, my diet consists of vegetables, fruits, eggs, fish, and beans. By doing this I can keep fit.

作者在这篇文章中先用比较对比法比较了人与车之间的相似之处：车需要汽油，人需要食物；车载的重物过多跑不快，人长得太胖既行动不便也存有隐患，因而过于肥胖的人就需要减肥。第一段的最后一句话起了承上启下的作用。接下来作者谈了如何减肥，最后很自然地过渡到作者自己的做法。

第三节 关键词作文

关键词作文是根据作文题目以及所给出的关键词写短文。关键词的数目由几个到十几个不等。写这种题型的作文，要特别注意关键词的作用。关键词是短文内容发展的“路标”，在作文思路和写作内容上起着决定乾坤的作用。因此，写出的文章要把所给的这些关键词都用上，可以一句中用上几个词，也可以几句中用上一个词，只要能做到恰到好处即可。而且，要学会根据所给关键词的语义群分段。如果所给的关键词可以分为三组，那么，短文就可以写成三段。如果给出的关键词是两组，短文就可以写为两段。再者，要把给出的关键词用在刀刃上，即各段的主题句以及结尾的主题句都应该有关键词。

[例 1] Directions: For this part, you are allowed 30 minutes to write a passage on “The Advantages of Travel” based on the words and phrases given: advantages widen our knowledge, make friends, knowledge or geography, beautiful scenery, different lifestyle, customs and cultures, various foods, practice a foreign language, worth spending the time.

[范文]

The Advantages of Travel

Whenever a college student is asked “What are you going to do this summer vacation?” the most probable answer might be “I am going to have a trip.” It seems that college students are fond of traveling very much. Why? Because travel has numerous advantages.

First of all, travel can widen our knowledge of geography, the knowledge of different customs, cultures and lifestyles of different places and countries. Secondly, we can make friends and practice a foreign language through traveling. Finally, travel is the best way of spending time. We can enjoy eating various local foods and seeing beautiful scenery.

In a word, we can benefit from travel in more than one way. It is worth spending the time.

作者在第一段中就用上了关键词 travel 和 advantage, 并很巧妙地利用 Because travel has numerous advantages 这样的承上启下的句子来引出下文关于旅游的种种好处。最后又把关键词用在了文章的结尾处, 强化了主题, 不失为画龙点睛之笔。

[例 2] Directions: For this part, you are allowed 30 minutes to write a passage on “The Helpful Features of Textbooks” based on the following words given: textbooks, school, levels, kids, purpose, learn, therefore, features, information, content, page, understand, divide, sections, finally, alphabetical, must, help, quickly, efficiently.

[范文]

The Helpful Features of Textbooks

Textbooks are books that students use in schools. Students at all levels and in all kinds of schools use textbooks. They have certain features in common—features that can help students find and understand the information in them.

All textbooks have tables of contents at the beginning. The tables of contents list the chapter titles, the parts of the chapters, and the page numbers of the parts. These sections are divided again into smaller parts with headings and sub headings. Finally, most textbooks have an index at the back of the book. The index lists all the topics in the book in alphabetical order, and gives their page numbers.

These are the features of most textbooks, which help students find and understand the information in textbooks quickly and efficiently.

文章一开头用定义法给教材下了个定义。接下来具体说明教材的主要特征。最后一段与第一段相呼应，并重复和强调了几个关键词中的关键词，比如 textbooks, information 等。

第四节图表作文

图表作文要求考生用文字材料把图表中所提供的信息准确、完整地表达出来。在写作图表作文时，首先要仔细观察并分析图表，以及题中所给出的有关信息，比如，作文题，英文提纲、英文提示、英语关键词等。在分析图表时，要抓住与主题有关的信息，要发现数据呈现的规律，要充分利用图表中的图形、数据等去说明主题。但是注意不要过多地引用数据，以免造成滥用数据的后果。另外，在写作图表作文时可以套用一些常用词汇或表达方式，这将有助于你写出较为地道的图表作文。例如：

- ①As can be seen from the table (graph, form) that...
- ②From the above table it can be seen (concluded) that...
- ③A careful study of the table shows that...
- ④The number (percentage) is 3 times as much as that in 2000.

⑤It has decreased (fell, dropped) about twice, compared with (as compared with, as against) that of 2000.

⑥In 2001, it increased (went up, rose) from 5 to 15 percent of the total (to 15 percent, by 15 percent).

[例 1] Directions: For this part, you are allowed 30 minutes to write a composition of no less than 100 words on Changes in People's Diet. Study the following table carefully and your composition must be based on the information given in the table.

Write three paragraphs to:

1. State the changes in people's diet (饮食) in the past five years
2. Give possible reasons for the changes
3. Draw your own conclusion

You should quote as few figures as possible.

Kinds	1986	1987	1988	1989	1990
Grain	49%	47%	46.5%	45%	45%
Milk	10%	11%	11%	12%	13%
Meat	17%	20%	22.5%	23%	21%
Fruitand Vegetable	24%	22%	20%	20%	21%
Total	100%	100%	100%	100%	100%

[范文]

Changes in People's Diet

As can be seen in the table, there have been great changes in people's diet in the past five years. Grain used to be the Chinese main food, but now it is playing a less important role in people's diet, while the consumption of some high energy foods, such as milk and meat, has increased steadily.

What caused these changes? I think the reasons are as follows: First, the open policy

brings the people opportunities to earn a lot of money. Second, people nowadays pay more attention to the structure of their diet. They are seeking the most reasonable diet structure, which will do good to their health.

From the above, we can see that, with the development of the country, the level of the Chinese people's life has changed in the past five years. I'm sure there will be greater changes in the future.

文中第一句话就明确告诉读者这篇作文是一篇图表作文。接下来根据图表分析了在过去的五年中人们的饮食结构都发生了哪些变化，最后预测将来人们的生活水平还会发生更大的变化。尽管在这张图表中有很多数据，但作者并没有过多地引用这些数据，而是通过数据把要说明的问题点了出来。

[例 2] Directions: For this part, you are allowed 30 minutes to write a composition of no less than 100 words on Income Sources between Chinese and American Students. Study the following table carefully and your composition must be based on the information given in the table. Write three paragraphs to:

1. Describe the differences of the income sources between Chinese and American students.
2. Analyze possible reasons for these differences.
3. Predicate future tendency.

Source of income Percentage of Total Income	Parents	Part-time job	Fellowship or Scholarship
American students	50%	35%	15%
Chinese students	90%	5%	5%

[范文]

Income Sources Between Chinese Students and American Students

Income sources of Chinese students are quite different from those of American

students. In China, students get 90% of their money from their parents while in America, only 50% of students' money is provided by parents. In addition, Chinese students earn only 5% of their money from part time jobs and 5% from fellowship or scholarship while income from these two resources for American students takes up 35% and 15% respectively of their total income.

I think there are probably three reasons for their differences. First, because of the influence of different social and family values, Chinese students have formed the habit of asking for money from their parents while American students have developed more sense of being financially independent. Second, most Chinese parents devote too much care to their children and they would rather save up to afford their children's education rather than encourage them to take part time jobs. But in America, many parents pay more attention to developing the students' ability of self reliance, so they encourage their children to find part time job to earn some money by themselves. Third, since America is more developed than China, it is relatively easy for students to find part time jobs. In China, such opportunities are rather rare.

I believe with the development of China, more and more Chinese students will realize and pay more attention to the necessity of self dependence. In addition, more and more opportunities will be provided for them to take part time jobs. So more students will go out of the ivory tower to broaden their knowledge and to become the master of their own lives.

作者在这篇图表作文中很好地利用了图表以及题目中所给的提示，文章结构完整，意思表达清楚，较好地完成了一篇图表作文所应该表达的内容。

第五节 命题作文

命题作文要求就所给的作文题目进行写作。与其他作文相比，命题作文具有较大的自主性。因为同样的一个题目可以从不同的角度、用不同的文体来进行写作。例如“*My Teacher*”这个题目可以写成一篇记叙文，也可以写成一篇描写文。不管用什么文体，也不管从哪个方面来写，只要写出的文章切题、流畅、条理清楚、语言正确就是一篇好文章。然而，这种较大的自主性也会使考生感到困难。因为在有限的 30 分钟之内，要形成提纲，并写成短文并不是件易事。这就要求考生

在写命题作文时首先一定要审好题，要仔细分析题意，搞清楚题目所涉及的范围，确定文章的中心思想，切忌跑题。再者，要选择正确的文体。最后，要围绕文章的中心思想，将写作素材进行分析、归类并写好写作提纲，包括：引言句、主题句和结尾句。

[例 1] Fake Commodities

Markets all over the country are swamped with fake and poor commodities. This has harmed greatly the state's interests and people's health. For example, false poison made in a factory not only can't kill mice, but also gives them immunity and makes them healthier.

The cause of this serious situation is that some enterprises only want to get benefit. What's more, some local governments, for the purpose of local protection, don't investigate such activities, on the contrary, they even support them. The judicial organs don't punish the offenders strictly.

We hold that the whole society should pay greater attention to these illegal activities, and these illegal activities should be punished according to the law. The leaders in charge should take effective measures to stop these harmful activities. Consumers should learn to protect their own interests, and not to buy fake commodities. In this way, we can at last wipe out fake commodities and leave no room for them.

作者把这个题目写成了一篇说明文。一开始先指出了假冒伪劣产品的危害。接下来分析了这一情况产生的原因，最后呼吁全社会都来关注这个问题。

[例 2] Haste Makes Waste

There is an old Chinese saying, "Haste makes waste." It was true in the past, and it is still true in many cases today.

Usually, if you act faster, you can reach your goals earlier. But it isn't always the case. If you emphasize only on speed but ignore the quality of your work, you will get the opposite result. Suppose you are preparing for your final examination. You have so many things to do that you don't have enough rest. You have to read and write continuously. The result is that your brain is less and less efficient, and the situation goes from bad to worse. All your efforts become fruitless. On the contrary, if your

preparation follows a carefully worked out plan , your work will be effective. Consequently you will take part in the examination confidently.

Whatever you do, please remember the saying—Haste makes waste. If you can properly understand its meaning, you'll benefit a lot from it.

作者在文章的开头通过重复作文的题目巧妙地点了题，接下来用具体的事例来说明这一众所周知的道理。

第六节书信体作文

书信是一种应用非常广泛的应用文形式之一。英文书信的种类很多，但可以把它们归为两大类，一类是私人书信（personal letters），另一类是事务书信（business letters），例如：申请信、求职信、推荐信、证明信、感谢信等。英文书信的书写有一定的格式。一封完整的书信应包括寄信人的地址和日期；收信人的姓名和地址；称呼、正文、结尾和签名。

一、书信的格式

英文书信的格式与汉语不尽相同，具体表现在信封的写法和英文信的结构两方面。

1. 信封的写法

在信封正面左上方写下发信人姓名、地址，在信封中间偏右一点，写下收信人的姓名、地址。姓名单独占一行，地址和名称按从小到大的顺序。一般信封的写法有两种形式，第一种为并列式（block form），即每行开头要平齐，例如：

Li Ming

Chinese Department

Beijing University

Beijing, P. R.China

Mrs. Mary Smith

26 Long Street

London, N. W. 16

Great Britain

第二种为缩进式 (indented form)，即每行开头都要向右推进两到三个字母，例如：

Li Ming

Chinese Department

Beijing University

Beijing, P.R. China

Mrs. Mary Smith

26 Long Street

London, N. W. 16

Great Britain

2. 信的构成

英文信一般由六部分组成。下面的实例可以说明英文信的构成，实例之后还有对英文信结构的详细说明。

发信人地址→

Chinese Department

Beijing University

Beijing, China

1000

30th Jan 2004

Prof, Mary Smith

26 Long Street

London, H. W. 16 ←收信人地址

Great Britain

Dear Madam, ←对收信人的称呼

信的正文

结束语 → Sincerely

签名 → Li Ming

(1) 写信人地址和发信日期

写信人地址和发信日期通常写在信纸右上方，先写地址，后写日期。日期的写法英美不尽相同，以下几种写法皆可：

Jan. 30, 2002 Jan. 30th, 2002

30th Jan. 200230 Jan, 2002

(2) 收信人姓名和地址

收信人姓名、地址写在左上方，低于写信人地址和发信日期一至两行，一般要在收信人姓名前加上尊称或头衔，如 Mr., Mrs., Prof., Director 等，如：

Prof. Wang

Chinese Department

Beijing University

(3) 对收信人的称呼

对收信人的称呼自成一行，写在收信人姓名、地址下面空一行外，信纸左边顶格写，称呼一般以 Dear 开始。

(4) 信的正文

信的正文是信的主体部分，一般在呼语下面空两行开始写，每段的第一行都要空一个字母，正文部分既要内容完整，条理清楚，又要注意必要的礼节。

(5) 结束语和谦称

在信的结尾处发信人对收信人往往使用一种谦称。这部分写在正文下面一至两行处，一般在信纸中间或偏右的地方写起，首字母要大写，末尾用“，”。常用谦词有：

Yours truly, Truly yours, Faithfully yours, Yours faithfully, Respectfully yours, Yours respectfully, Yours lovingly, Yours, Yours ever 等。

(6) 发信人签名

信末的签名一般低于结束用语一至两行，从信纸中间偏右的地方写起。一般要签全名，除非是自己十分熟悉或亲密的人。有时，还要写上发信人的职务或头衔。

另外，有时信中还有附件，这时要在信的左下角注明 Encl(enclosure)或 Enc.，如：

Enc. Drive License 附驾驶执照

如果在写完信后，又有需要补充的内容，可在左下方写 P. S. (postscript)。

二、英文书信实例

1. 求职申请信要写明你要申请的工作或职务，你的学历、能力或你的特长。求职申请信的写作要做到简单、明了，要用简洁的语言清楚地反映你的才能、成绩、经历。申请信主要用于申请入学、学术交流等。这类信件应写明本人的意愿、申

请的理由。求职申请信的常用句型有：

- ① I'd like to apply for the job (post, position) advertised...
- ② In answer to your advertisement, I wish to apply for...
- ③ I have had the experience of...
- ④ I am very interested in (keen on) ...
- ⑤ I shall be much obliged if you will give me an opportunity for interview...
- ⑥ I am writing to you to apply for admission to your university to pursue my Ph. D. Degree.

[例 1] Graduate School of Stanford University

Stanford University

P. O. Box 616

U. S. A

May 12, 2002

Foreign Affairs Office

Beijing University

Beijing, P. R. China

Dear Sirs,

I am a post graduate student at the Graduate School of Stanford University. I focus my studies on Chinese culture. Upon graduation, I would like to come to your university as an English instructor or tutor.

I have been studying the Chinese Language and culture for the past two years in Stanford. I would like to continue my studies in China as an English instructor. In addition to my extensive educational background, I have computer and baseball coaching experience, which may also be of benefit to your university. Enclosed is a resume concerning my educational background.

I look forward to your reply.

Sincerely yours,

John Smith

[例 2]

English Department

Beijing University

Beijing, China

Feb. 16, 2002

The Graduate School

Hawaii University

P. O. Box 135

Dear Sir,

My name is Gao Ying. I was enrolled in English Department of Beijing University in 1994. During my four years of study, I was a top student, and received good grades in all my courses. After my graduation, I continued to study in American literature and obtained my M. A. degree in 2001.

With a view to further studies, I am writing to you to apply for admission to your university to pursue my Ph. D. in the field of world literature.

Thank you very much for your consideration. I am looking forward to hearing from you.

Sincerely yours,

Gao Ying

2.邀请信一般分为正式和非正式两种。熟悉的朋友之间可采用非正式的形式，即正文用第一人称写，称呼也可以随便一些。写邀请信时要做到语言朴实，态度热情，要说明邀请的原因、活动地点和时间。用词要清晰明了；信函内容应简短，不要使用太多描绘性语言。如果要求被邀请者答复，则要在信上注明“RSVP”（“请答复”）或“Please reply”。被邀请人在收到信后应立即答复。

如果接受，应先表示感谢和被邀请的喜悦心情，而且需要重复写明出席的时间和地点。如果谢绝，除了表示谢意之外，还需要表达失望或遗憾之感，然后具体说明不能履约的原因。邀请信及其回复的常用句型：

- ①We would like to invite you to...
- ②How about coming...
- ③I'd be very pleased (happy, delighted) to accept (come to) ...
- ④Thank you for your...
- ⑤Thank you for your invitation. ...but unfortunately...
- ⑥I am sorry but I simply can't come...

[例 1] 邀请信

March 12, 2004

Dear Wang Hong,

We are planning a party to celebrate Professor Zhang's fiftieth anniversary of this teaching career and of course we want you to come. It is next Saturday, March 23rd, at eight o'clock in the university dinner hall.

I do hope you can make it. I am looking forward to seeing you.

Affectionately yours,

Gao Ming

[例 2] 应邀

Dear Gao Ming,

I will be delighted to take part in the party on Saturday, the 23rd of March at eight o'clock. How nice of you to ask me!

I am also looking forward to seeing you and Professor Zhang.

Very sincerely yours,

Wang Hong

[例 3] 谢绝信

Dear Gao Ming,

It was sweet of you to ask me to attend the party. But now I must regretfully write that I will be out of the city next Saturday, and I therefore can't accept your kind invitation for the party on that day.

I feel sorry to miss a meeting with you and Professor Zhang.

Best wishes to you and Professor Zhang.

Sincerely yours,

Wang Hong

3. 祝贺信是表示庆祝的书信。在西方风俗习惯中，遇到重大的节假日，比如新年、圣诞节、生日等以及亲朋好友之间遇到了什么喜事都应写信致以问候或赠送礼品。贺信的写作要注意主题明确，中心突出，情感真挚但切记不要言过其实，评价要恰当，要表现出真诚的喜悦和祝贺。另外，代表单位的贺信应较为正式，措词要严谨、谦恭。祝贺信常用语：

① Congratulate you on...

② It was great to hear that you...

③ With my whole congratulations and best wishes for...

④ Luck and success in the coming year!

⑤ Please accept our best and sincere wishes for the New Year!

⑥ Hearty congratulations and all good wishes on this wonderful day in your life!

[例 1]

March 12, 2004

Dear Wang Ying,

We are glad to learn that you are graduating from Beijing University and planning to

find a job in a computer company in Beijing.

Congratulations on the job well done while at university and good luck to you during your new career.

I wish you success in all your undertakings and hope you will enjoy your new career.

Anytime you come back home, I wish you would come to my home. Then, we may recall our old happy days. I sincerely hope you will find happiness and success in your new job.

Sincerely yours,

Li Ping

[例 2]

March 16, 2004

Dear Li Ping,

Please accept my warm congratulations on your election as president of the Students Union. I can't think of anyone who would have been a better choice. I feel that it is a fine tribute from your schoolmates, and a reward you richly deserve for your many years of splendid service to the students in your school.

This honor is also due to your ability in dealing with problems, I sincerely hope you will enjoy your work.

Yours truly,

Zhu Ying

4.感谢信是为了感谢对方的关心、帮助和支持而书写的信件。在写感谢信时，正文部分主要写感谢的内容和感激的心情，可以叙述被感谢的人或事件，重点放在这一帮助所产生的效果上。所用的语言要准确、客观，情感要真挚。感谢信常用的句型：

①Thank you very much for...

②I am extremely grateful for...

③I realize that the task took you a great deal of precious time.

④Thank you very much for your hospitality (kindness).

⑤ Thank you very much for doing so much to make my trip to Beijing interesting.

[例 1] Room 608, Friendship Hotel

March 18, 2002

Dear Sir,

I am an Englishman, now on a tour in Beijing. This is the first time I am in China. I naturally feel that everything is interesting and strange. Yesterday, when I visited the Great Wall, I was greatly fascinated in this marvelous miracle. Upon my arrival back at the hotel, I found my handbag was missing. There were my passport and a camera in it. I was very worried, feeling that it was completely impossible for me to find it again. At eight o'clock in the evening, a young man accompanied by a hotel attendant came to my room with a bag in his hand. I at once recognized that it was my bag. I thanked him heartily for his kindness and offered him a reward of 200 U. S. dollars. But he refused to take even a cent. At my insistence, he told me his name when leaving. He is Zhu Ying of your company. Deeply moved by his selfless spirit, I am writing a letter to commend his noble deed. Please convey my gratitude for him.

Yours respectfully,

Jack London

[例 2]

Dear Prof. Wang,

Thanks to your letter of recommendation to the CEO of Net Ease. I have been given a place in the editorial department at an encouraging salary. I began work last week and I think that I shall enjoy it very much. Mr. Wu, the CEO had a friendly talk with me this morning. He also mentioned your recommendation. I assured him that I would do my best to live up to your recommendation. Prof. Wang, I want to thank you sincerely for your great kindness. Without your help I couldn't have secured this position.

Thank you very much. I will do my best not to let you down. Faithfully yours,

Li Ming

第七节图画作文

图画作文通常是一幅漫画,要求考生仔细观察、分析图画的内容,根据其所隐含的信息写一篇短文。一般来说,图画反映某种社会现实或现象,或讽刺,或针砭时弊,或呼吁以引起公众的注意。

由于考试的内容和信息是以图画方式出现,所以这就对考生的归纳整理信息和分析总结信息的能力提出了较高的要求。因此,在平时的训练中,考生一定要多加注意。下面我们对图画作文的写作技巧加以简单说明:

一、图画作文的写作技巧

(1) 仔细审题。这是任何写作的关键步骤。要求考生认真阅读短文的命题,分析图画的内容以及猜测出题者的意图。

(2) 确定写作的重点和范围。根据分析的结果编排段落,确定每一段落的写作重点。按照题目要求把与主题相关的信息进行筛选、归纳和分类。

(3) 拟定提纲,拟定提纲实际上就是按照命题和提示的具体要求确定文章的结构。常见的结构是:陈述事实——分析原因——得出结论或提出建议或做出评论。

二、实例分析

Directions:

(1) Study the following pictures carefully and writes an essay of about 200 words.

(2) Your essay should meet the following requirements:

- ① Describe the picture.
- ② Deduce the purpose of the drawer of the picture.
- ③ Give your comments or suggestions.

Note: This picture is copied from 21st CENTURY, Dec. 6, 2001 with some change.

There are three figures in this picture: the parents and the child. Clearly enough, the child is being taken to the task severely by the angry mother, while the father beside is clapping his hands and seemingly urged her to pour all the complaints upon the poor child. Take a look at the child, who is crying her heart out. And you'll immediately guess the reason why she is being treated like this. Maybe she has done something wrong, or not finished her homework, or failed a quiz. Sympathizing with the child, I

doubt about this kind of way of parent's nurturing children. Judging from the captions (说明文字) in the picture, we can see what happens between parents and children is actually a reflection of widening generation gap.

The generation gap is not a new topic, which has been echoing on every continent for ages. Nowadays, many parents complain that their children are increasingly disobedient and rebellious, whereas children think their parents never understand them, forcing them to do what they don't want, and thus hold the least respect for their elders. So what on earth is it that makes the misunderstanding happen?

To my mind, there are three reasons which I think are worth mentioning. First of all, parents are the very persons responsible for this widening generation gap. Parents tend to regulate their kids by copying standards and criteria, which they themselves were required of when they were the same age. They are always ignorant of the fact that things are changing with time passing by. Second, parents always expect too much from their kids. They want to realize their unfulfilled wishes through their children by giving them a lot of additional work to do. Thus many children and teenagers would attend countless interest classes such as piano class, calligraphy class, drawing class, etc, besides the normal schooling. Many of them do so not out of curiosity but because of pressure. The third reason may go to the children. They should give their parents more understanding that parents do everything not for their own sake, but for the sake of the children themselves. If they don't want to do something, they should tell their parents the reason and try to persuade their parents into agreeing with them instead of keeping silent and acting passively. This will surely cut down on the misunderstanding and promote the mutual understanding, consequently bridging the gap.

All in all, the relationship between parents and children is integrated and interacts. If one is bothered, the other will feel it.



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