

英语写作十大功能句型

来源：网络

考研写作部分30分，占到考研英语考试总分值的1/3，重要性不言而喻。

今天与大家分享第一种功能句型——文章开头句型。

1、“如今，人们普遍认为...，但是我怀疑...”

Nowadays, it is generally/commonly believed that..., but I wonder that...

2、“如同硬币的正反面，...也有积极的一面和消极的一面。”

Like a coin has two sides, there is a positive aspect and a negative aspect to...

3、“近来，...的问题已经成为人们瞩目的焦点。”

Currently, the issue of ...has been brought to public attention.

4、“随着...的快速增长，...在日常生活中已经变得越来越重要。”

Along with the rapid growth of ...,...has become increasingly important in our daily life.

5、“由汽车引起的空气和噪音污染对我们的健康造成了危害。”

Air pollution and noise pollution caused by automobiles do harm to our health.

第二种考研写作功能句型——文章结尾句型

1、“因此，不难得出结论...”

Accordingly/Consequently/As a result, it is not difficult to draw the conclusion that...

2、“综上所述，我们能得出如下结论...”

From what has been discussed above, we may reasonably arrive at the conclusion

that...

3、 “这一难题，是任何人都不可能避免的。但只要处理得当，我们会...”

The dilemma is something no one can avoid. Properly handled, however, we will...

4、 “总之，全社会都应该密切关注...,只有这样我们才能...”

All in all, the whole society should pay close attention to the problem of
Only in this way can we....

5、 “考虑到所有的因素，我们意识到...”

Taking into account all of these factors, we have reached the realization that... [编辑：熠]

考研英语高分作文经典背诵之备忘录

写作“三步走”：

写明收文人、发文人、日期和事由—>说明具体事情及原因—>补充细节

Tips:

写备忘录的具体内容之前先把整个格式框架打好，以免时间不够遗忘了细节。

活动通知要说明时间、地点、需要做的准备以及其他注意事项。

要以正式和礼貌的语气来具体说明和解释事件的原因。

(1) Directions:

You are the organizer of a spring excursion activity in the suburbs of Beijing this weekend. Write a memorandum to remind the students of your department about the following items: the place to visit, the time and place to meet, and preparation for the activity.

You should write about 100 words on ANSWER SHEET 2.

范文:

To: All students of the English Department

From: Class Monitor, Li Ming

Date: April 15, 2007

Subject: Spring Excursion

As spring arrives and the weather turns to be more agreeable, the department has decided to organize a spring excursion in suburban Huairou District, which is not far away from the city of Beijing, on this Sunday, April 20th. Activities include mountain-climbing and picnic. All students of the English Department are encouraged to participate. We remind you of the necessity of bringing some food and water, as well as wearing comfortable shoes.

We will meet at the west gate of the university at 9am, Sunday; a bus has been arranged. Please be punctual so that we have enough time to enjoy the beautiful

nature.

译文:

收文人: 所有英语系学生

发文人: 班长, 李明

日期: 2007年4月15日

主题: 春游

随着春天的来临, 气候变得更加宜人, 本系决定于本周日, 即4月20日, 组织全系同学去北京市郊的怀柔踏春郊游。具体活动包括爬山和野餐。我们鼓励所有英语系的同学们都积极参与这项活动。我们也要提醒大家带上水、食物和舒适的鞋。

我们将在周日上午9点在学校西门集合等车。请大家准时到达, 以便我们有更多的时间享受美好的自然风光。

闪光词汇及词组:

agreeable: adj. 惬意的, 使人愉快的

spring excursion: 春游

suburban: adj. 郊区的

necessity: n. 必要性, 必需品

punctual: adj. 准时的

万能句型:

We remind you of the necessity of...

Please be punctual so that we have enough time to...

(2) Directions:

Suppose you are an HR manager of a company, and your department is organizing a computer course for all the company's employees. Write a memorandum to the staff about the details of the training, including the purpose and content

of the course, the time and place of class, and any other relevant information.

You should write about 100 words on ANSWER SHEET 2.

范文:

To: All full-time employees

From: HR Manager, Li Ming

Date: May 9th, 2007

Subject: Computer course

An investigation conducted by the HR Department last month reveals the fact that a high rate of computer illiteracy contributes to a severe inefficiency of our company. As a result, it has been decided that all full-time employees are to attend a computer course—which will take place every Monday night from 7pm to 9pm in the company meeting room A and B—for the duration of two months. Employees are able to sign up for the basic or advanced levels of the course according to their present computer skills. Please register for the course at the company reception desk before May 15th. Further suggestions will be appreciated so that the program can be more fruitful.

译文:

收文人: 所有全职员工

发文人: 人力资源经理, 李明

日期: 2007年5月9日

主题: 计算机课程

人力资源部上个月进行的一项调查显示, 公司的许多人不会使用电脑导致了工作效率的低下。因此, 我们决定为所有的全职员工开办一个为期两个月的计算机课程, 于每周一晚上7点到9点之间在公司的会议室A和B举行。每个员工都可以根据自己目前的计算机水平选择初级或高级课程。请于5月15日之前到公司接待处报名。欢迎提出更好的意见和建议, 是我们的这个项目更加富有成果。

闪光词汇及词组:

full-time: adj. 全职的

reveal: v. 揭示, 展示, 显示

illiteracy: n. 文盲

contribute to: 导致

severe: adj. 严重的, 严厉的, 严峻的

duration: n. 持续时间, 为期

register: v. 登记, 注册

万能句型:

... reveals the fact that...

As a result, it has been decided that...

Further suggestions will be appreciated so that the program can be more fruitful. [编辑: 熠]

考研英语高分作文经典背诵之道歉信

我们在工作或生活中，有时难免会犯一些错误，写封致歉信就显得很有必要。道歉信通常包括以下内容：表示歉意；道歉的原由；出现差错的原因；提出弥补措施；请求原谅。写道歉信的语言要诚挚，解释的理由要真实，不要显出丝毫的虚情假意。好的道歉信不仅会取得对方的谅解，还会增进彼此的感情。

写作“三步走”：

表示歉意—>说明具体原因、提出补救办法—>再次致歉、希望得到理解

Tips:

在写作过程中，尽可能提供比较合理的理由。如果违反生活常识将导致扣分。

在解释完原因后，尽量提供一个合适的补救办法，使行文更加完满。

(1) Directions:

You are invited to a dinner at a friend's house, but you are not able to attend because of the preparation for a coming examination. Write a letter to your friends to express your apology, explain your reason, and suggest a meeting at another time.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address.

范文:

Dear Anne,

Thank you for your invitation to dinner at your home tomorrow evening. Unfortunately, it is much to my regret that I cannot join you and your family, because I will be fully occupied then for an important exam coming the day after tomorrow. I feel terribly sorry for missing the chance of such a happy get-together, and I hope that all of you enjoy a good time. Is it possible for you and me to have a private meeting afterward? If so, please don't hesitate to drop me a line about your preferable date. I do long for a pleasant

chat with you.

Please allow me to say sorry again.

Regards,

Li Ming

译文:

亲爱的安:

感谢你邀请我于明日晚上与你和你的家人共进午餐。可是,我非常遗憾地告诉你我无法赴约,因为我将忙于准备后天的一门重要考试。错过了这么一个欢乐的聚会我深感遗憾,我希望你们能度过一个愉快的时光。对了,在我考试后我们可以见一面么?如果可以的话请随时给我打电话,我非常期待能和你愉快地聊天。

请允许我再一次致歉。

真诚的,

明

您

李

闪光词汇及词组:

occupy: v. 占用, 占

get-together: n. 聚会, 联欢会

hesitate: v. 犹豫, 踌躇

drop sb. a line: 给某人打一个电话

preferable: adj. 更好的, 更可取的

long for sth: 渴望

万能句型:

Thank you for your invitation to dinner at your home tomorrow evening.

Unfortunately, it is much to my regret that I cannot...

I feel terribly sorry for missing the change of...

Is it possible for you and me to have a private meeting afterwards?

If so, please don't hesitate to drop me a call about your preferable date.

Please allow me to say sorry again.

(2) Directions:

You failed to finish an important task assigned by your professor because of a severe illness. Write a letter to your professor to express your apology, explain your reason, and suggest a solution to make up the loss.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address.

范文:

Dear Prof. Patent,

I am very sorry to inform you that I did not manage to complete the book report you assigned last week, due to a sudden illness falling upon me a few days ago. For the past few days I have been in hospital with a continuous fever, which has thus prevented me from any academic activity. I hereby submit the doctor's note.

I would be very much obliged if you could grant me another week for the task, as my health is turning better.

Hope you can understand my situation and accept my apology.

Yours faithfully,

Li Ming

译文:

尊敬的 Patent 教授:

我非常遗憾地告知您我没有完成您上周布置的读书报告, 因为几天前我突然生病了。过去的几天中我一直持续高烧, 住在医院, 因此无法进行任何学术活动。随信是医生的诊断书。

如果您能再给一周时间来完成它我将感激不尽, 因为现在我的身体正在好转。

希望您能理解我的处境并接受我的道歉。

您

真诚的,

李明

闪光词汇及词组:

assign: v. 分配, 指派

fall upon sb: 降临到某人身上

continuous: adj. 持续的

prevent sb from sth/doing sth: 使某人不能做某事

hereby: adv. 因此, 据此

submit: v. 提交, 递交

obliged: adj. 感激的

grant: v. 同意, 准予

万能句型:

I am very sorry to inform you that I did not manage to complete...due to...

I would be very much obliged if you could grant me another week for the task.

Hope you can understand my situation and accept my apology. [编辑: 熠]

考研英语高分作文经典背诵之感谢信

感谢信通常带有浓厚的感情色彩，具有比较浓的人情味。感谢信通常分为正式感谢信和非正式感谢信，前者行文得体、语气礼貌谦恭、用词正式正规；后者语气则更加亲切热情。

写作“三步走”：

表达感谢之情并说明原因—>提及自己曾受到对方的帮助—>再次感谢并表达回报愿望。

Tips:

表达的感激之情要恰到好处，不要过于夸张。

建议在结尾尽量表达希望回报对方的愿望，显得更加真诚。

Directions:

You have just come back from a student exchange program in the U.S. Write a letter to your host family in New York to express your gratitude for their hospitality, describe the help they gave you, offer to repay their help and invite them to visit you.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Do not write the address.

范文:

Dear Mr. and Mrs. Smith,

I am now back to China safe and sound. In this letter I would like to convey my heartfelt thanks to you and your lovely children for your kindness and hospitality to host me when I was in New York. Your generous help and tender care made me feel warmly welcomed and transformed my first American trip into a beautiful memory.

I do hope that your whole family pay a visit to China in future, so that I could have the opportunity to repay your friendship. I assure you that you

would enjoy visiting here as I did at your home.

I feel obliged to thank you once more.

Love,

Li Ming

译文:

亲爱的史密斯先生和夫人:

我现在安全健康地回到了中国。通过这封信,我想表达我对于您二位和你们可爱的孩子们衷心的感谢,感谢您对我纽约之行的热情招待。你们的慷慨和对我的关心使我此行更加愉快,而我的第一次美国之行也因此变成了美好的回忆。

我非常希望你们能在将来访问中国,让我有机会回报你们的友谊,我保证你们会像我在纽约那样度过一个愉快的时光。

再一次向你们表示感谢。

爱你们的,

李明

闪光词汇及词组:

safe and sound: 安全健康

convey: v. 传达, 转达

heartfelt: adj. 衷心的, 真心实意的

generous: adj. 大方的, 慷慨的

tender: adj. 温柔的

transform sth into sth: 把...变成 ...

pay a visit: 访问

repay: 报答, 偿还

万能句型:

In this letter I would like to convey my heartfelt thanks to...

Your generous help and tender care made me feel warmly welcomed and transformed my first American trip into a beautiful memory.

I assure you that you would enjoy visiting here as I did at your home.

I feel obliged to thank you once more. [编辑: 熠]

考研英语高分作文经典背诵之建议信

建议信是对收信人就某一问题提出看法、建议或忠告。建议信不同于投诉信，所以写信人一定要注意礼貌当先。建议信一般包括以下内容：首先说明写信的目的，其次，在肯定优点的基础上提出自己的建议或看法（否则别人以为你在投诉，而不是在提建议），最后表达希望采纳建议。

写作“三步走”：

自我介绍、说明目的→委婉地提出建议及改进措施，或提出忠告→礼貌地总结或期盼回复

Tips:

提建议毕竟不是投诉，所以语言一定要委婉、礼貌，顾及他人感情。在提出缺点之前，最好先肯定其优点

(1) 2007 年真题

Directions:

Write a letter to your university library, making suggestions for improving its service.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Do not write the address.

范文:

To Whom It May Concern,

As a student of this university, I would like to take the opportunity to express my appreciation for your kind assistance as always. Meanwhile, I feel that it would be beneficial to express my views concerning the quality of the library service.

In the first place, I find that most keyboards of the library computers are in poor operation, which brings much inconvenience to the users. I would also recommend the library to improve the efficiency of purchasing new books and

subscribing to academic journals. Last but not least, the study rooms need to be furnished with a better lighting system.

I hope that you take my suggestions into serious consideration.

Yours sincerely,

Li Ming

译文:

有关负责人:

作为本校学生，首先我想利用这个机会对于您一直以来的帮助表示感谢。同时，我也想对图书馆的服务提出一些建议，相信将有助于服务的提高。

首先，我发现图书馆电脑的大部分键盘都有操作上的问题，给用户带来很多不便。我也想建议图书馆提高购买新书和订购学术期刊的工作效率。最后，自习教室的照明系统也需要进一步的改进。

我希望您能够认真考虑我的建议。

的,

您真诚

李明

闪光词汇及词组:

take the opportunity to: 利用这个机会

beneficial: adj. 有益的

keyboard: n. 键盘

purchase: v. 购买

subscribe to: 订购

be furnished with: 安装有

lighting system: 照明系统

万能句型:

I would like to take the opportunity to express my appreciation for your kind assistance as always.

I feel that it would be beneficial to express my views concerning...

In the first place...I would also recommend...Last but not least...

I hope that you take my suggestions into serious consideration.

(2) Directions:

Write a letter to the president of your college about the unpleasant conditions of the university dormitory, and suggesting possible solutions

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address.

范文:

Dear Sir,

As I am a freshman, I feel that it is my obligation to make some suggestions concerning the basic conditions of our dormitory.

Generally speaking, the dormitory building situates in a satisfying environment and is well-equipped. However, there are two unpleasant aspects that cause inconvenience to us: 1) the heating system is in need of improvement—it fails to maintain warmth in our rooms during the winter; 2) the furniture is not designed in a practical manner - there lacks a shelf to place books.

I would be more than happy if my proposal could be considered and positive changes take place in these regards.

Yours sincerely,

Li Ming

译文:

尊敬的校长:

作为本校的一名大一新生,我觉得就学生宿舍条件提出一些建议是我应有的责任。

总的来说,我们的宿舍楼环境良好、设备齐全。但是,仍然存在一些不尽人意的方面,给我们的生活带来了不便:1、冬天室内暖气不足,供暖系统需要进一步改进;2、家具设计不合理,没有供我们放书的书架。

如果您能够考虑我的这些建议并使学校在以上方面做出改进,我将感激不尽。

您真诚的,

李明

闪光词汇及词组:

obligation: n. 义务, 责任

generally speaking: 总的来说

situates: v. 处于

well-equipped: adj. 设备齐全的

maintain: v. 保持, 维持

place: v. 放置

in a ... manner: 以……的方式

万能句型:

A freshman as I am, I feel that it is my obligation to make some suggestions concerning...

I would be more than happy if my proposals could be considered and positive changes take place in these regards. [编辑: 熠]

本文选自新东方印建坤的博客, 博客链接地址

http://blog.sina.com.cn/s/blog_4830400701000cd0.html

考研英语高分作文经典背诵之请求信

请求信是对收信人提出请求，并希望对方满足该要求。写请求信的重点是要写清楚为什么要请求他人做某事，请求他人做某事的原因。

写请求信时首先要说明写作意图，一定要注意语气要礼貌，用词要规范；然后具体展开说明请求的原因；最后表示希望对方予以答复。

写作“三步走”：

介绍自己、提出请求→说明原因及其它事项→表达谢意、期盼答复

Tips:

在许多情况下，请求信是写给不认识的人或者机构，所以在信的开头可以做一下简单的自我介绍。同时，由于提出的请求往往都是需要麻烦别人的事情，所以要注意语气的礼貌程度，不要吝啬你的感谢。

(1) 2006年真题

Directions:

You want to contribute to Project Hope by offering financial aid to a child in a remote area. Write a letter to the department concerned, asking them to help find a candidate. You should specify what kind of child you want to help and how you will carry out your plan.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Do not write the address.

范文:

To Whom It May Concern,

My name is Li Ming, a college student of Peking University, and I am writing in the hope of your assistance to find a needy child for whom I may provide financial support.

First and foremost I would like to declare that I possess the financial ability

to implement this plan owing to my decent income from part-time jobs. As to the candidate, I am hoping that he/she comes from an elementary school of the less developed areas of Western China, who is forced out of school. I would like to pay for his/her tuition fee and other school expenses until he/she graduates from university.

Thank you for your time.

Yours cordially,

Li Ming

译文:

有关负责人:

我叫李明，是北京大学的学生。我给您写这封信的目的是希望可以资助一名贫困学生，请您帮我物色一名合适的人选。

首先我想声明我有着实现这个计划的财政能力，因为我现在的兼职工作可以给我带来不菲的收入。至于具体的人选，我希望他/她是来自经济落后的中国西部地区的一名小学生，因为贫困原因而被迫退学。我将支付该学生的学费和其它杂费等，直至其大学毕业。

感谢您的时间和耐心。

您真挚的，

李明

闪光词汇及词组:

in the hope of: 希望

assistance: n. 帮助, 协助

first and foremost: 首先

declare: v. 声明

possess: v. 拥有

implement: v. 实施

owe to: 因为, 由于

decent income: 不错的收入

as to: 至于

less developed: 欠发达的

万能句型:

I am writing in the hope of your assistance to...

Thank you for your time.

(2) Directions:

You are preparing for your graduation thesis and are in urgent need of some reference materials. Write a letter to the National Library and ask for their help. Provide detailed information, and method of delivery and payment.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address.

范文:

Dear Sir or Madam,

I am a senior student from Tianjin University, and I wonder if you could spare some time to help me look for two reference books, Communication Principles and Organizational Communication, both published by Foreign Language Press in 2000.

The two books are of particular importance to my graduation thesis, but I failed to obtain them from my university library as well as local bookstores. Could you please tell me whether the National Library has the mentioned books? If so, could you please do me the favor of photocopying and sending them to me by EMS? I would like to pay for the relevant expense by cash or credit card.

Looking forward to a prompt reply from you.

Sincerely yours,

Li Ming

译文:

尊敬的先生或女士:

我是天津大学的一名大四学生,不知道是否可以占用您的一点时间帮我找两本参考书?它们分别是《传播学原理》和《组织传播学》,都是由外语出版社于2000年出版。

这两本书对于我的正在写作的毕业论文有着特别的重要意义,但是我在我们的大学图书馆和当地书店都没有找到它们。不知道国家图书馆是否藏有着两本书?如果有的话,不知您是否可以帮我复印一下并用特快专递寄给我呢?关于相关费用我会通过现金或者信用卡的形式进行支付。

希望能够尽快得到您的答复。

的,

您真诚

李明

闪光词汇及词组:

senior student: 大四学生

spare some time: 花一些时间

fail to do sth: 没能做成某事

obtain: v. 得到, 获得

photocopy: v. 复印

万能句型:

I am wondering if you could spare some time to...

Could you please do me the favor of...

I would like to pay for the relevant expense by cash or credit card.

Looking forward to a prompt reply from you. [编辑: 熠]

考研英语高分作文经典背诵之求职信

求职信也是申请信的一种，是写信人就某一职位向收信人提出请求。求职信一般包括以下几个方面的内容：首先要阐述清楚招聘信息的来源，以及所申请的职位；其次简述个人信息；然后进一步强调自己的能力，表达抱负，并请求给予面试机会；最后提出自己的希望，希望得到面试的机会，并且告诉对方你的联系方式。

求职信的语言属于正式用语，在写作过程中一定要注意用词简洁准确，语气礼貌自信，态度不卑不亢，所给信息具有一定的可信度。尤其是在强调自身经历和优点的时候，更应把握尺度。

写作“三步走”：

自我介绍，说明求职目的→展示个人能力、经历及求职动机→希望面试机会、表示感谢

Tips:

由于篇幅较短，而申请者需要尽可能地向用人单位推销自己，所以在求职信中宜笼统概说自己的求学和工作经历，突出一至两个吸引眼球的闪光点即可。

(1) Directions:

You are a graduate student of X University, and you are interested in the position of business manager that is advertised on the newspaper. Write a letter to the company stating the reasons for your application, your qualification for the position, and asking for an interview.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Do not write the address.

范文:

Dear Sir or Madam,

I am writing to apply for the position of business manager you advertised in yesterday's China Daily.

To briefly introduce myself, I am a graduate student of Peking University

majoring in business administration, and expect graduation this June. Not only have I excellent academic performance in all courses, I also possess the rich experience of assisting management staff of several renowned international companies, such as KPMG and Microsoft. My interactive personal skills and teamwork spirit are also appropriate for this post. For further information, please refer to my attached resume.

I would be grateful if you could arrange an interview at your earliest convenience.

Yours sincerely,

Li Ming

译文:

尊敬的先生或女士:

我写信希望申请您昨天在《中国日报》上刊登的招聘业务经理的广告。

首先请允许我简单介绍一下我自己,我是北京大学工商管理专业的大四学生,将于今年六月份毕业。我不仅学习成绩优秀,而且还有着在国际大公司担任管理人员助手的丰富经历,比如毕马威公司、微软公司等。我的个人交际能力和团队精神也非常适合这个职位。如果你需要进一步的信息,请参考附上的简历。

如果你能在方便之时尽早给我安排一次面试,我将不胜感激。

真诚的,

明

闪光词汇及词组:

business administration: 工商管理

renowned: adj. 著名的

interactive: adj. 相互的

teamwork spirit: 团队精神

您

李

appropriate: adj. 适当的

refer to: 参考

attach: v. 附上

arrange: v. 安排

万能句型:

I am writing to apply for the position of...you advertised in yesterday' s...

To briefly introduce myself, I am a graduate student of ... University majoring in ... and expect graduation this June.

Not only have I excellent academic performance in all courses, I also possess the rich experience of...

My interactive personal skills and teamwork spirit are also appropriate for this post.

I would be grateful if you could arrange an interview at your earliest convenience.

(2) Directions:

You have learnt from the university BBS that a famous IT company is recruiting a software programmer intern. Write a letter to the company' s HR manager, Mr. Wang, to express your wish of applying for the internship, state your qualifications, and suggest a personal interview.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address.

范文:

Dear Mr. Wang,

I am a computer science major from Peking University, and I am writing in response to your advertisement for recruiting a software programmer intern posted on our university BBS yesterday. I hope I can take the job.

The main reason for my confidence in this position lies in both my extensive academic training in software programming, and my work experience in the relevant industry which has further polished my abilities. Moreover, I have much spare time this semester, which can ensure my time commitment for the internship. Please find more details in my enclosed resume.

Thank you for your time and patience, and I would greatly appreciate it if you could grant me an interview.

Yours sincerely,

Li Ming

译文:

尊敬的王先生:

我是北京大学计算机专业的学生,写这封信希望应聘您昨日在我校 BBS 上招募的计算机编程员实习生职位。我希望我能够得到这份工作。

我认为我适合这个职位的信心来源于两点,一是我在计算机编程方面得到了广泛的学术训练,二是我在相关行业的实习经历进一步增强了我在这个领域的能力。此外,我这个学期有很多空余时间,因此可以保证在实习岗位上的时间投入。具体内容请参见我随信附上的简历。

感谢您的时间和耐心,如果你能给我一次面试机会将不胜感激。

真诚的,

明

闪光词汇及词组:

extensive: adj. 广泛的

polish: v. 使...更好

relevant industry: 相关行业

您

李

spare time: 空闲时间

ensure: v. 保证

commitment: n. 许诺

enclose: v. 附寄

万能句型:

I am writing in response to your advertisement for...

The main reason for my confidence in this position lies in...

I have much spare time this semester, which can ensure my time commitment for the internship.

Please find more details in my enclosed resume.

Thank you for your time and patience, and I would greatly appreciate it if you could grant me an interview. [编辑: 熠]

考研英语高分作文经典背诵之邀请信

邀请信是写信人对收信人的一种盛情邀约。邀请信分为正式邀请信和非正式邀请信。非正式邀请用词比较随便；正式邀请信则是向收信人发出正式邀请，用语和格式均比较规范、严谨。

邀请信通常包括以下几个方面的内容：发出邀请；说明邀请对方做什么事；说明活动时间和地点；表达期待或感谢之情。

写作“三步走”：

说明邀请目的→说明活动安排→期待尽早回复

Tips:

信中要说明关于活动的详细信息，包括活动时间、地点、内容，有时需要说明参加活动的人员。语气要热情真挚，但不要强人所难。

Directions:

You are going to celebrate your 23rd birthday with a big party. Write a letter to invite your friend Anne to the party. In the letter, please specify the time and the location, explain the activities, and express your wish for her attendance.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Do not write the address.

范文:

Dear Anne,

I wonder if there is any chance for your to come to my 23rd birthday party at my house on this Saturday night, May the 8th. It would be my pleasure to share the important moments with you. In addition, since you are a fan of rock music, I am glad to tell you that I have invited our campus Rock' n' Roll band, the “Brainbreak”, to perform. There are also arrangements for dancing and cake-cutting, which I am sure you will thoroughly enjoy.

The dinner starts at 6 pm so that we can have a nice and long evening.

I would love for you to attend, so please let me know your decision.

Love,

Li Ming

译文:

亲爱的安:

不知你这周六(即5月8日)晚上是否能够来我家参加我的23岁生日派对?我非常想和你一起分享那些重要的时刻。此外,因为你是个摇滚乐歌迷,所以我也很高兴地告诉你,我还邀请到了我们的校园摇滚乐队“Brainbreak”来我的晚会演出。另外我还安排了舞会和切蛋糕等活动,相信你一定会玩得很开心。

晚饭将于6点开始,这样我们就能够享受一个漫长且愉快的夜晚。

我非常希望您能够光临我的晚会,请告知我你的决定。

谨上,

李明

闪光词汇及词组:

fan: n. 歌迷,影迷,爱好者

rock music, Rock' n' Roll: 摇滚音乐

arrangement: n. 安排

cake-cutting: n. 切蛋糕

thoroughly: adv. 充分地,彻底地

presence: n. 出席, 到场

万能句型:

I wonder if there is any chance for your to come to...

It would be my pleasure to share the important moments with you.

I am glad to tell you that...

There are also arrangements for ... which I am sure you will thoroughly enjoy.

The dinner starts at ... so that we can have a nice and long evening.

I would love for you to attend, so please let me know your decision. [编辑:
熠]

考研英语高分作文经典背诵之祝贺信

祝贺信是社交中的一种礼仪性信函。通常包括以下几个方面的内容：说明祝贺事由，表达热烈、诚挚的祝贺；围绕祝贺事件表述贺喜内容；表达美好祝福。

写作“三步走”：

说明事由并表达自己衷心的祝贺—>展开评论事件、赞扬收信人—>再次表达良好祝愿

Tips:

在写作主要内容的时候，可以重点赞扬一下当事人的优秀能力和取得成就的原因、并展望他将来的美好发展前景等。

Directions:

Your friend Jason is elected as the Chairman of the Students' Union of your university. Write a letter to congratulate him, state the reason for his success, and express your best wishes and encouragement.

You should write about 100 words on ANSWER SHEET 2.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address.

范文:

Dear Jason,

I am much delighted to learn that you have been elected the Chairman of our University Students' Union. This is a special and happy moment for you and I am very proud of your achievement.

The Students' Union plays an essential role in our campus life. Managing and leveraging such an organization not only poses a great challenge to you, but will also fundamentally enhance your ability comprehensively. I believe this position will be a new beginning, and a chance for you to embrace a fuller life and pave the way for a brilliant future career.

Please accept my most sincere congratulations!

Best wishes,

Li Ming

译文:

亲爱的詹生:

听说你被选为学生会主席,我感到非常高兴。对你来说,这是一个特殊的时刻、一个高兴的时刻,我为你的成就而感到骄傲。

学生会在我们的校园生活中起到了重要的作用,要管理和权衡这个组织对于你提出了一个很大的挑战,同时也将综合地提高你的各方面能力。我相信这是一个新的开始,这个机会将使你拥抱一个充实的生活、并为你将来的灿烂未来打下基础。

请接受我最诚挚的祝福!

衷心的祝愿,

李明

闪光词汇及词组:

delighted: adj. 高兴的, 欣喜的

achievement: n. 成就, 功绩

essential: 本质的, 基本的, 重要的

play a ... role: 起……的作用

leverage: v. 衡量, 利用

pose a challenge to: 给……带来挑战

fundamentally: adv. 根本上

enhance: v. 提高, 增强

comprehensive: adj. 全面的

embrace: v. 拥抱

pave the way for: 为...铺平道路

brilliant: adj. 灿烂的

万能句型:

I am much delighted to learn that...

This is a special and happy moment for you and I am very proud of your achievement.

not only... but also...

I believe this position will be a new beginning, a chance for you to embrace a fuller life and pave the way for a brilliant future career.

Please accept my most sincere congratulations! [编辑: 熠]