

## 第四章 应用文写作

### 第一节 概述

成考专升本英语考试的最后一项是英文应用文写作，要求考生在规定时间内写出一篇大约 100 词的简短应用文。本部分主要考查学生对英语的实际应用能力，要求考生能够根据题目要求及提示，使用正确、规范的英文书面语表达自己的意思。考查涉及的应用文写作包括命题作文、情景作文以及段首句作文。

### 第二节 写作的步骤及原则

#### 一、 写作步骤

- (一)认真审题，明确要求
- (二)分析要点，编制提纲
- (三)依纲据点，扩展成文
- (四)反复检查，查漏补缺

#### 二、 写作基本原则

- (一) 长短句原则
- (二) 主题句原则
- (三) 条理性原则
- (四) 短语优先原则
- (五) 多实少虚原则
- (六) 多变句式原则
- (七) 挑战极限原则

## 第三节 常见信函类应用文写作

### (一)信函类作文总述

英文书信一般包括六个部分:信头、信内地址、称谓、正文、 信尾谦辞和签名。

#### 1.信头

通常在第一页信纸的右上角写明发信人的地址和写信日期。其中地址和信封

上的写法一样，只是在最后另起一行写上日期。日期的排列有英式和美式两种。英式为日-月-年，如 25th July, 2018 美式为月-日-年，即 July 25, 2018。但注意在采用斜列式写地址时，日期应与第一行在左面对齐。

标点符号也有两种形式，英式写法要在信头的每一行后加逗号，地址末尾加句点，美式写法则不用标点符号。

例 1: Mr. Francis Mathews,  
7 Oxford Road,  
London SW18,  
England.  
18th March, 2018

例 2: Mr. J. E. Shatfer  
Computer Department  
Stanford University  
Stanford, Calif. 94305  
US  
Mar. 16, 2018

## 2. 信内地址

信内地址是指收信人的姓名和地址，它只用于较为正式的商务信件或写给较生疏的人的信件中，而在极熟的朋友及私人信件中则可省略。这一项可在信头下约一行或两行的左上角处顶格写起。书写方法与信封上的姓名和地址相同。

## 3. 称谓

这儿指写信人对收信人的称谓。从左边顶格写起，自成一行为，比信内地址低两行。其开头词和专有名词的第一个字母应大写。称谓后，英国人喜用逗号，而美国人则用冒号。此外，还须注意：

(1) “Dear”的用法:最常见的是用“Dear+ (头衔)姓或名”，如 Dear Professor, Dear Mr. Smith 或 Dear Angela, 也就是在 Mr. Mrs. Miss. Ms. Prof. Dr. 等后只用姓，不用名字。如果关系比较亲密，可用 My。

(2) 给某个机构或不认识的人写信，则按如下称呼写：

Dear Sir, Dear Sirs, Sirs, Gentlemen, Dear Madame, Ladies or Madame To Whom It May Concern 等。

## 4. 正文

正文是书信的主要部分。通常在低于称谓一行处写起，每段开头要向后缩进 2~4 个字母。正文一般包括三部分：开头部分一般是寒暄或点明写信的目的，要写得贴切、热情、恰如其分；中间部分则叙述一封信的主要内容，要求写得具体明了、直截了当；结尾部分通常写一些表示祝愿、问候、感谢等结束敬语或希望之类的话语。

(1) 常见的开头语有

①寒暄或关于“接到你某月某日的信”

Excuse me for not writing you for such a long time.

②点明目的，表示通知、消息

I am writing to asking your can do me a favor.

(2) 结尾话:正文结束时，通常另起一行写一些祝愿之类的词句

With best regards.

Looking forward to hearing from you soon.

### 5.信尾谦辞

信尾谦辞指写信人对收信人的谦辞称谓。写在正文后，从信纸中间稍向右处写起，第一个字母大写，末尾加逗号。信尾谦辞应根据通信人之间关系的亲疏恰当选择。常见的有以下几种:

(1) 通常使用:

Sincerely/Your Sincerely /Sincerely yours /Most sincerely, (诚挚地, )

Truly/ Yours truly/Very truly yours, (忠实地,)

(2) 一般同事或熟人之间使用:

Your friend, (你的朋友, )

(2) 写给亲属或关系非常亲密的人使用: 

With love	}	(爱你的, )
Love,		
All my love,		

Forever yours, (永远是你的, )

Your loving son/ daughter, (您的爱子/女, )

### 6.签名

签名是指写信人的亲笔署名，在信尾谦辞下方用手写体签。如果整个信是打印出来的，则亲笔签名写于信尾谦辞和打印的名字之间。如果与收信人较熟悉，可只写名字，不用写姓。如果与收信人不熟悉，则写全称。如果写信人是女性，且与收信人不相识，应在签名前括号内注 Miss. Mrs. 或 Ms.，以便对方回信时方便。例如:

Yours sincerely,

(Mrs. )

此外，还可写自己的头衔或职位。例如， Truly yours,

例如:

Directions: Suppose a friend of yours came to visit you yesterday when you were out. Now you are required to write a letter including about 100 words to him to give your apology and make an appointment with him.

Dear ××,

I am very sorry I was out when you came to see me yesterday afternoon. The fact is that I had an engagement with some friends and, ignorant of your visit, accompanied them to the cinema. Not until nine o'clock in the evening did I come back. You must have been disappointed by my absence.

I hope you will not leave the city this week. I will call on you on Friday afternoon at four o'clock. As this is the first time you come to Beijing, I will take you to some places that may interest you. Please wait for me in your hotel at the appointed time.

Love to you.

Yours truly,  
Signature

## (二) 几种常见的信函类作文写作指导

### 1. 感谢信

**Topic**

**Date**

Dear \_\_\_\_\_,

① I am now writing these few lines to express my sincere thanks for\_\_\_\_\_.  
② I'd like you to know how much your\_\_\_\_\_meant to me. ③ You have a positive genius for\_\_\_\_\_. ④ I enjoyed not only\_\_\_\_\_, but also\_\_\_\_\_. ⑤ I shall remember\_\_\_\_\_as\_\_\_\_\_.

⑥ I\_\_\_\_\_. ⑦ I hope to have the opportunity to express my gratitude to you face to face. ⑧ I will feel very honored and pleased if you have time to\_\_\_\_\_. ⑨ Would you kindly let me know\_\_\_\_\_? ⑩ am looking forward to meeting with you!

⑪ I repeat my thanks again for your\_\_\_\_\_. ⑫ Please give my kind regards to your\_\_\_\_\_.

Yours truly,  
Signature

信件启首

①直接表达为何事表示谢意;②表达自己非常珍惜对方的付出/礼物;③赞美对方;④⑤表达对方的情意对自己的影响;⑥介绍自己的近况;⑦表达自己希望有报答的机会;⑧询问对方是否方便;⑨表达自己想找机会回报对方的心情;⑩提出下次见面的愿望;⑪再次表达感谢;⑫表达真挚的祝福。

信件结尾与签名

## 2. 邀请信

**Topic**

**Date**

Dear \_\_\_\_\_,

①\_\_\_\_\_. ② It would be pleasant/ honored to have you here. ③ Will you join us/give me the pleasure of your company?

④ During the \_\_\_\_\_, we will have lots of activities/points you are interested in. ⑤ First,\_\_\_\_\_. ⑥ Second,\_\_\_\_\_.

⑦ I know/ believe that you will be very interested in\_\_\_\_\_. ⑧\_\_\_\_\_. ⑨ Moreover/ What's more/ In addition,\_\_\_\_\_. ⑩ The\_\_\_\_\_ would not be complete without you!

⑪ Since the \_\_\_\_\_ will begin \_\_\_\_\_, is it possible for us to meet \_\_\_\_\_? ⑫ We do hope you can come.

Sincerely yours,  
Signature

信件启首

①开门见山提出事件(活动)以及地点、时间;②表达邀请的愿望;③正式发出邀请;④开始介绍活动的内容;⑤⑥具体介绍活动内容;⑦引出受邀请人参加的理由;⑧受邀请人乐意参加的理由一;⑨受邀请人乐意参加的理由二;⑩总结受邀请人参加的必要性;⑪说明具体的约定时间和地点;⑫再一次发出邀请。

信件结尾与签名

### 3. 建议信

#### Topic

Dear \_\_\_\_\_,

Date

① I am very pleased to know that\_\_\_\_\_. ② It\_\_\_\_\_. ③ In my opinion,\_\_\_\_\_. ④ On the one hand\_\_\_\_\_. ⑤ On the other hand,\_\_\_\_\_. ⑥ As to\_\_\_\_\_, I suggest\_\_\_\_\_. ⑦ If\_\_\_\_\_. ⑧ It is unnecessary for you to\_\_\_\_\_. ⑨ In addition,\_\_\_\_\_. ⑩ I am sure\_\_\_\_\_. ⑪ Please inform me\_\_\_\_\_. ⑫ I am looking forward to\_\_\_\_\_.

Sincerely yours,

Signature

信件启首

①写信的原因；②引出建议；③表述建议内容；④提出建议的理由一；⑤提出建议的理由二；⑥具体到某一方面的建议内容；⑦提供被建议人选择的条件；⑧建议内容的另一方面；⑨其他的建议；⑩对建议内容所做的承诺；⑪希望对方回复；⑫表达本人的愿望。

信件结尾与签名

#### 作文范文一:

你(Li Yuan)的美国朋友 Harry 在最近的 e-mail 中提到要带他的父母来华旅游，他们计划去黄山。给他回一封 e-mail，内容 包括:

1. 欢迎他的父母来中国
2. 建议可行路线及交通方式
3. 提醒一些必要的旅行准备(如衣服、药品.....)
4. 推荐 1 至 2 处其他景点

Dear Harry,

I'm so excited to hear that you are coming to China and to go to the Huang Mountains together with your parents. It's a good season for it. I'm sure you'll love it. Do remember bringing thick clothes with you since the top of the mountain is chilly.

I hope you will stay in Beijing for a couple of days since you have to stop in

Beijing anyway, and then take the train to the Huang Mountains. I can company you here to visit the Forbidden City, the Great Wall and the Summer Palace, which you longed to visit to improve your knowledge about Chinese history.

Please pass my words to your parents. I couldn't wait to meet them.

Yours,

Li Yuan.

## 第四节 信函类应用文写作常用句式

### (一) 感谢信

1. Thank you very much for...

十分感谢.....

2. Many thanks for your ...

非常感谢您...

3. Please accept my sincere appreciation for...

请接受我对.....真挚的感谢。

4. I am truly grateful to you for ...

为了....., 我真心感激您。

5. It was good (thoughtful) of you...

承蒙好意(关心) .....

6. You were so kind to send...

承蒙好意送来.....

7. Thank you again for your wonderful hospitality and I am looking forward to seeing you soon.

再次感谢您的盛情款待, 并期待不久见到您!

8. I find an ordinary "thank you" entirely inadequate to tell you how much...

我觉得一般的感谢的字眼完全不足以表达我对您多么地.....

9. I sincerely appreciate...

我衷心地感谢.....

10. I wish to press my profound appreciation for...

我对.....深表谢意。

### (二) 邀请信

1. I'd like to invite to judge it. 我想邀请你做裁判。
2. I'm writing to invite you to... 我写信是邀请你.....
3. I wonder if you can come to... 我想知道你是否能来.....
4. We sincerely hope you can attend it. 我们真诚希望你能参加。
5. It's my pleasure / a great honor for me to invite you to... 我很荣幸地邀请你.....
6. We are looking forward to your coming. 我们期待着你的到来。

### (三) 建议信

1. I'd like to suggest that... 我想要建议.....
2. In my opinion... 在我看来, .....
3. If I were you, I would... 如果我是你, 我会.....
4. You'd better do.../ not do... 你最好/最好不.....
5. I'm very glad to receive your letter asking for my advice on how fit in the new school life Here are a few suggestions. 很高兴收到你的来信, 信上询问我关于如何适应新的学校生活。下面是我的一些建议。

6. I'm very glad to have received your letter. Now I'm writing to give you some advice on how to learn English well. 很高兴收到你的电子邮件。现在, 关于如何在高中学好英语, 我写信给你提一些建议。

### 作文模板

#### (一)用于开头的句子

1. There are many different opinions among people as a ... , some people suggest that...  
关于.....人们有不同的观点。一些人认为.....
2. Today...which have brought a lot of harms in our daily life. First,... Second,... what makes things worse is that...  
现在, ...它们给我们的生活带来了许多危害。首先...其次...最糟糕的是...
- 3.As far as ... is concerned 就...而言
4. It can be said with certainty that...可以肯定地说..
5. It has to be noticed that...必须注意到...
6. It's generally recognized that... 普遍认为...



7. Nothing is more important than the fact that...没有什么比...更重要
8. There's no denying the fact that... 不可否认...
9. As the proverb says 正如谚语所说
10. What's far more important is that... 更重要的是...
11. Some people support it while others do not. 有些人支持，然而有些人反对。
12. My favorite proverb is ... (谚语), which means ...  
我最喜欢的谚语.....它的意义.....
13. There is a famous saying that.. . which shows the importance of...  
有句.....的名言，表明了.....的重要性。
14. Different people hold different opinions. 不同的人持不同的意见。

## (二)用于衔接的句子

1. Similarly, we should pay attention to...同样， 我们要注意
2. In this respect, we may as well (say )从这个角度上我们可以说
3. As has been mentioned above...正如. 上面所提到的...
4. In view of the present situation...鉴于目前形势
5. However, the difficulty lies in..然而， 困难在于..
6. Further, we hold opinion that...此外， 我们坚持认为， ...
7. But the problem is not so simple. Therefore... 然而问题并非如此简单， 所以...
8. For all that... 对于这一切...
9. It shows a common phenomenon nowadays that... 它展示了当今一个普遍现象...

## (三)用语结尾的句子

1. Therefore, we have the reason to believe that...因此， 我们有理由相信...
2. Therefore, in my opinion, it's more advisable...因此， 在我看来， 更可取的是...
3. All things considered 总而言之
4. I will conclude by saying... 最后我要说...
5. From what had been discussed above, we may safely draw the conclusion that...通  
过以。上结论， 我们可以得出以下结论...
6. The data/statistics/figures lead us to the conclusion that... 通过数据我们得到的结  
论是...
7. It can be concluded from the discussion that...从中我们可以得出这样的结论...
8. From my point of view, it would be better if...在我看来...如果...也许更好