



大专题

DAZHUANTH

全品英语

QUANPINYINGYU

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写作新题型



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01 写作新题型

第一部分 写作话题语料背诵

第一讲 应用文热考话题

话题 1 中国文化	001
话题 2 跨文化交际	002
话题 3 校园生活	003
话题 4 劳动(社会实践)	004
话题 5 体育与健康	005
话题 6 节假日活动	006
话题 7 文学与艺术	007
话题 8 自然与环保	008
话题 9 旅游与交通	009

话题 10 科技与网络	010
-------------------	-----

第二讲 读后续写热考话题

话题 1 个人成长	011
话题 2 亲情感悟	012
话题 3 友情感悟	013
话题 4 救人助人	014
话题 5 历险脱困	015
话题 6 校园生活	016
话题 7 人与动物	017
话题 8 人与自然(环境)	018

第二部分 应用文写作

考点 1 邀请信	020
考点 2 建议信	022
考点 3 申请信	023
考点 4 求助信	024
考点 5 感谢信	026
考点 6 告知信	027
考点 7 推荐信	029
考点 8 致歉信	030
考点 9 咨询信	031

考点 10 倡议书	032
考点 11 通知	034
考点 12 演讲致辞	035
考点 13 新闻报道	036
考点 14 短文投稿	038
考点 15 人物介绍类	039
考点 16 叙事类	040
考点 17 图画图表类	041

第三部分 读后续写

第一讲 谋篇布局

第二讲 语言表达技巧

微技能 1 词句升级 妙语连珠	049
微技能 2 丰富细节 活灵活现	052

第三讲 语言素材必备

微技能 3 肢体动作描写	055
--------------------	-----

微技能 4 心理及情绪描写	059
微技能 5 人物描写	068
微技能 6 环境及场景描写	070

续写微专题:普通词汇到高级词汇替换对照表	073
----------------------------	-----

写作训练(一)	话题 1 中国文化 + 话题 2 跨文化交际	081
写作训练(二)	话题 3 校园生活 + 话题 4 劳动(社会实践)	082
写作训练(三)	话题 5 体育与健康 + 话题 6 节假日活动	083
写作训练(四)	话题 7 文学与艺术 + 话题 8 自然与环保	084
写作训练(五)	话题 9 旅游与交通 + 话题 10 科技与网络	085
写作训练(六)	考点 1 邀请信 + 考点 2 建议信	086
写作训练(七)	考点 3 申请信 + 考点 4 求助信	087
写作训练(八)	考点 5 感谢信 + 考点 6 告知信	088
写作训练(九)	考点 7 推荐信 + 考点 8 致歉信	089
写作训练(十)	考点 9 咨询信 + 考点 10 倡议书	090
写作训练(十一)	考点 11 通知 + 考点 12 演讲致辞	091
写作训练(十二)	考点 13 新闻报道 + 考点 14 短文投稿	092
写作训练(十三)	考点 15 人物介绍类 + 考点 16 叙事类	093
写作训练(十四)	考点 17 图画图表类	094
写作训练(十五)	谋篇布局	095
写作训练(十六)	微技能 1 词句升级 妙语连珠	097
写作训练(十七)	微技能 2 丰富细节 活灵活现	098
写作训练(十八)	微技能 3 肢体动作描写	099
写作训练(十九)	微技能 4 心理及情绪描写	100
写作训练(二十)	微技能 5 人物描写	101
写作训练(二十一)	微技能 6 环境及场景描写	102
写作训练(二十二)	主题分类篇 1——个人成长	103
写作训练(二十三)	主题分类篇 2——亲情感悟	104
写作训练(二十四)	主题分类篇 3——友情感悟	105
写作训练(二十五)	主题分类篇 4——救人助人	106
写作训练(二十六)	主题分类篇 5——历险脱困	107
写作训练(二十七)	主题分类篇 6——校园生活	108
写作训练(二十八)	主题分类篇 7——人与动物	109
写作训练(二十九)	主题分类篇 8——人与自然(环境)	110

第一讲 应用文热考话题

话题 1 中国文化

I 话题词块

1. a traditional Chinese culture fair
中国传统文化集市
2. feast one's eyes on 尽情欣赏,大饱眼福
a feast for one's eyes 一场视觉盛宴
3. get sb acquainted with traditional Chinese works of art 使某人对中国传统艺术品熟悉
4. have a taste/glimpse of traditional Chinese handicrafts/operas
品味/体会中国传统手工艺品/戏剧
5. advance my appreciation of classical Chinese literature 提高我对中国古典文学的鉴赏力
6. have access to authentic performances of traditional Chinese musical instruments
可以接触到中国传统音乐器材的真实的表演
7. take pride in (= be proud of) our precious cultural treasures and heritages
为我们珍贵的文化财富和遗产而骄傲
8. promote pride in the nation 促进民族自豪感

II 话题句式

1. Peking Opera, **featuring its unique costumes and facial masks**, enjoys fame and popularity in China. (分词作定语)
京剧,以其独特的戏服和脸谱为特色,在中国享有盛誉,广受欢迎。
2. Tea acrobatics, **which originates in the Tang Dynasty**, is our cultural treasure. (定语从句)
茶百戏起源于唐朝,是我们的文化瑰宝。
3. Tai chi is a series of martial arts movements **performed in a slow and focused manner, accompanied by deep breathing**. It emphasizes a mind-body connection, **offering both physical and mental health benefits**. 太极是一系列缓慢又专注的武术动作,并伴随

着深呼吸。它强调身心合一,给我们带来身心健康。(分词作后置定语和状语)

4. **Observing traditional rules and adopting a realistic style**, painters use accurate lines, powerful movements as well as the interplay between dark and light to represent the harmony of nature. (分词作状语)
遵从传统的规则,采用现实主义手法,画家用精确的线条、有力的运笔以及光影的互动来表现自然的和谐。

III 应用文写作赏析(短文投稿)

[2024·江西南昌高三二模]

上周五,你校组织了一次走访社区传统文化传承人的活动。请你写一篇新闻稿,向校英语报投稿,内容包括:

1. 走访过程;
2. 谈谈收获。

注意:写作词数应为80个左右。

Last Friday, our school organized a meaningful visit to local inheritors of traditional culture, providing an invaluable opportunity for students to explore and appreciate our rich cultural heritage (分词作状语).

During the visit, students were warmly welcomed by the inheritors and had the chance to observe first-hand how traditional crafts and arts are passed down from generation to generation (宾语从句). The inheritors shared their stories and expertise, demonstrating the intricate skills required to maintain these age-old practices (分词作状语和后置定语).

This enriching experience left students with a deeper understanding of the importance of preserving cultural heritage. Not only did it broaden students' horizons (倒装), but it also fostered a sense of respect and appreciation for our cultural roots.

话题 2 跨文化交际

① 话题词块

1. facilitate/promote cultural exchanges
促进文化交流
2. enhance mutual understanding 加强相互理解
3. respect cultural differences 尊重文化差异
4. cultivate a global vision 培养国际视野
5. bridge the gap/divide between A and B
消除 A 与 B 之间的隔阂/分歧
6. immerse oneself in different cultures
使某人沉浸于不同的文化中
7. develop a global mindset and cultural empathy
培养全球思维和文化同理心
8. highlight the beauty of sth 突出某物之美
9. arouse one's passion for
激发某人对……的热情
10. have a profound/far-reaching impact on
对……有深远的影响

② 话题句式

1. Various forms of performances are welcomed, **ranging from** Chinese folk songs **to** dances from different cultures, **immersing students in different cultures.** (分词作状语)
各种形式的表演都是受欢迎的,从中国民歌到不同文化的舞蹈,让学生们沉浸在不同的文化中。
2. **Attending international cultural festivals** can be a fun and educational way **to learn about** the customs, traditions, and values of other cultures. (动名词作主语;不定式作后置定语)
参加国际文化节是了解其他文化的习俗、传统和价值观的一种寓教于乐的方式。
3. The activity, **aimed at cultivating a global vision**, has facilitated cultural exchanges and enhanced mutual understanding. (分词作定语)
这个活动旨在培养国际视野,促进了文化交流,加强了相互理解。

4. Students may have adequate hands-on opportunities, **getting them acquainted with different cultures.** (分词作状语)
学生有充足的动手实践的机会,让他们熟悉不同的文化。

③ 应用文写作赏析(通知)

[2024·浙江绍兴高三二模]

假定你是某国际学校学生会主席李华,本学期你校将为外籍学生开设一系列以中国传统文化为主题的研讨活动(workshop),请你写一则通知,内容包括:

1. 介绍活动;
2. 阐明理由;
3. 邀请参加。

注意:1. 写作词数应为 80 个左右;

2. 可以适当增加细节,使内容充实,行文连贯。

Notice

To help (不定式作目的状语) international students adapt to the life here, our school is organizing a series of workshops on traditional Chinese culture.

As scheduled (省略), the workshops are to take place every Thursday this semester, from 6 pm to 8 pm. During this period, you will be exposed to a selection of traditional Chinese cultures in daily life, gaining a better insight into Four Treasures of Study, Four Great Inventions, ancient music and lion dance, as well as other profound aspects of Chinese cultures (分词作状语). A certain amount of time will be set aside in each workshop for interaction, in which session a teacher will be available to clarify your doubts or offer some suggestions if necessary (定语从句;省略).

The workshops are supposed to expand your perspective of Chinese culture and meanwhile, make your campus life here easier and more fruitful. We sincerely hope to see you there!

The Students' Union

话题3 校园生活

① 话题词块

1. a school opening ceremony 开学典礼
2. extra-curricular/after-class activities 课外活动
3. lectures by experts 专家讲座
4. a speech contest/competition 演讲比赛
deliver a speech 发表演讲
5. participate in/get involved in/take part in/
engage in 参加
6. a friendly football match 一场足球友谊赛
7. have a heated discussion 进行热烈的讨论
8. interact with 与……互动
9. make progress in 在……方面取得进步
10. achieve/fulfil/realize one's dream/goal
实现某人的理想/目标

② 话题句式

1. With the intention of **improving students' physical fitness and creating a sports atmosphere**, a campaign "Sunshine Fun Run" was launched by our school. (动名词作宾语)
为了提高学生的身体素质,营造运动氛围,我校发起“阳光欢乐跑”活动。
2. Lately, we launched a Reading Salon, **where students shared their opinions and reflections on some psychological books and had heated discussions**. (定语从句)
最近我们发起了一个阅读沙龙,在沙龙活动中,学生们分享了他们对一些心理学书籍的看法和思考,并进行了热烈的讨论。
3. We eagerly anticipate the lecture, **where the expert will elaborate on how to choose ideal universities and adjust ourselves to social demands**. (定语从句)
我们热切地期待着讲座,在讲座中,专家会详细阐述如何选择理想的大学,如何使自己适应社会需求。
4. I have harvested a rewarding experience,

through which not only have I acquired knowledge about writing but also I have broadened my horizons of cultural communication. (定语从句;部分倒装句)

我收获了有益的经历,通过这次经历我不仅学到了与写作相关的知识,而且开阔了文化交流的视野。

5. **It was** my teachers and friends **who** always gave me confidence **every time I was discouraged**. (强调句;时间状语从句)
每当我灰心丧气的时候是我的老师和朋友总是给予我信心。

③ 应用文写作赏析(短文投稿)

[2024·浙江杭州高三二模]

本学期你校开设了每周一节的英语文学阅读课,请你就此写一篇短文向学校英文报“Student Voice”栏目投稿,内容包括:

1. 课程介绍(目的、内容、上课方式等);
2. 你的收获。

注意:写作词数应为80个左右。

English Literature Reading Class

opens a new world

I'm excited to share my experience of the weekly English Literature Reading Class.

Starting this semester (分词作状语), the class is designed specifically for us to enhance our English proficiency. Each week this class unfolds with a new literary masterpiece ranging from classic novels to contemporary poetry (分词作定语). Through interactive discussions, group readings, and insightful analyses, we are able to explore the depths of literature.

Not only does reading literature give me great enjoyment (倒装), but I've honed critical thinking skills. Moreover, the class has sparked a newfound passion for literature within me, igniting my desire to explore further in the vast world of English letters (分词作状语). It has undoubtedly been a highlight of this academic semester.

话题 4 劳动 (社会实践)

① 话题词块

1. get down to doing sth 着手做某事
2. cultivate team spirit 培养团队精神
3. be fascinated by sth 对某物很着迷
4. arouse one's passion for sth
激发某人对……的热情
be passionate/enthusiastic about
对……很有热情
5. spark a growing love for
激发对……日益增长的热爱
6. gain valuable hands-on experience
获得宝贵的动手经验
7. sharpen one's mind 使思想锐利
8. raise one's awareness of 提升某人……的意识
9. deepen one's insight into sth
加深某人对某事的洞察力
10. develop a sense of independence/accomplishment/social responsibility
培养独立意识/成就感/社会责任感

② 话题句式

1. **Having received** your letter inquiring about the Trail-Walker Activity, I am writing to share some relevant information with you. (分词作状语)
收到你询问毅行活动的信,我写信和你分享一些相关信息。
2. We are scheduled to assemble at 8:00 am at the school gate. The first stop is an organic farming zone **where you will marvel at the co-adaptation of organic beings to each other and to their physical conditions, which is all that eco-friendly farming should be.** (定语从句)
我们按照计划于上午 8 点在校门口集合。第一站是有机农业园区,在那里你会惊叹于有机体的相互适应,以及他们对客观环境的适应,这也是环保农业该有的样子。

3. It is definitely a successful experience, **through which not only have I enhanced my perseverance but also immersed myself in the charm of nature.** (定语从句;部分倒装句)
这绝对是一次成功的经历,通过这次经历,我不仅增强了毅力,而且沉浸于大自然的美丽中。

4. **Tiring but rewarding**, life is just like climbing, **every sweat and effort paying off.** (形容词作状语;独立主格)

虽然让人感到疲惫,但却很有收获,生活就像爬山,每一滴汗水和每一份努力都会得到回报。

③ 应用文写作赏析 (新闻报道)

[2024·广东江门高三二模]

假定你是李华,“五一”期间,你积极参加了社区组织的劳动。请你为校英文报写一篇报道,分享一下你的劳动经历,内容包括:

1. 劳动项目;
2. 劳动过程;
3. 劳动感触。

注意:写作词数应为 80 个左右。

An experience during the May Day

During the May Day, I actively participated in the labour organized by our community (分词作后置定语). The project was focused on cleaning and beautifying our local park.

As scheduled (省略), we started early in the morning, equipped with (分词作状语) gloves, trash bags and gardening tools. We worked cooperatively according to the assignment, including cleaning up litter, planting new flowers and painting benches. The most challenging part was digging and planting, which required a lot of physical strength (定语从句). It was not until dusk that we finished our task and went home (强调句).

Exhausted as I was (倒装), I felt a sense of accomplishment and pride in contributing to the environmental improvement of our shared space.

考情分析

2022—2024 年新高考全国/新课标I卷、II卷应用文写作分析表

年份	体裁	题材	形式	词数
2024	告知信	分享在公园里的一次美术课经历	文字提纲	80
2023	建议信	指出外教分组方式存在的问题并提出自己的建议	文字提纲	80
2022	邀请信	校广播站英语节目邀请外教做访谈	文字提纲	80

2022—2024 年高考全国卷、浙江卷书面表达分析表

年份	卷别	体裁	题材	形式	词数
2024	全国甲卷	发言稿	中国交通发展	文字提纲+图片	100
	浙江卷 1 月	投稿(推荐)	推荐一项课间运动	文字提纲	80
2023	全国甲卷	投稿(记叙文)	一位中国历史人物	文字提纲	100
	全国乙卷	投稿(记叙文)	假期中学到的新技能	文字提纲	100
	浙江卷 1 月	新闻报道	认识我们身边的植物	文字提纲	80
2022	全国甲卷	投稿(倡议书)	海洋保护	文字提纲	100
	全国乙卷	投稿(图表说明文)	课堂外的英语学习方式	文字提纲+图表	100
	浙江卷 6 月	邀请信	体验图书馆小组学习室	文字提纲	80

命题规律

1. 写作体裁多样化。主要以书信和电子邮件为主,近三年还出现了发言稿、新闻报道、短文投稿、说明文等体裁。
2. 命题形式开放化。过去主要以单一的提纲式文字提示为主,2022 年全国乙卷和 2024 年全国甲卷运用了“文字提纲+图表/图片”式的提示语。
3. 写作主题深刻化。过去主要写与考生的学习、日常活动、人际关系等相关的话题,同时关注中国传统文化和社会主义核心价值观。2022 年全国甲卷“我们的海洋,我们的责任”深化到地球生命共同体的话题。2023 年全国甲卷以“一位中国历史人物”为题,通过中国故事讲述历史人物,引导学生了解中国历史,树立正确的价值观,培养学生的情感取向和理性认识。2024 年新课标卷以在公园上美术课为切入点,引导学生走近大自然,坚持五育并举,实现身心健康成长和德智体美劳全面发展。2024 年全国甲卷通过描述中国交通的发展,引导学生关注我国经济社会的发展变化,增强国家富强、民族复兴的自豪感和自信心。

应试点睛

一、评分原则

1. 本题总分为 15 分,按 5 个档次给分。
2. 评分时,先根据文章的内容和语言初步确定其所属档次,然后以该档次的要求来衡量、确定或调整档次,最后给分。
3. 评分时应注意的主要内容:内容要点、应用词汇和语法结构的丰富性、准确性以及上下文的连贯性。

4. 拼写与标点符号是语言准确性的一个方面,评分时,应视其对交际的影响程度予以考虑。英、美拼写及词汇用法均可接受。

5. 词数不够,酌情降档;词数无上限,但是不能写出格。

6. 如书写较差,以致影响交际,可将分数降低一个档次。

二、优秀作文的要求

档次	描述
第五档 (13—15)	①覆盖所有内容要点。 ②应用了较多的语法结构和词汇。 ③语法结构或词汇方面有些许错误,但为尽力使用较复杂结构或较高级词汇所致;具备较强的语言运用能力。 ④有效地使用了连接词,使全文结构紧凑。

通过评分原则和优秀作文的要求,我们知道,应用文要想得高分,需要注意:

1. 书写一定要整洁;
2. 内容要点要齐全;
3. 词汇和语法结构要丰富,但是不能出现过
多错误;
4. 注意连接词的使用。

三、应用文的基本写作步骤

1. 审题。审题是应用文写作的关键步骤。考生应该通读应用文写作的文字说明,根据文字说明判断文章体裁。

2. 构思。根据文章体裁构思文章结构。考

生构思文章结构时应该考虑文章布局,如根据文章体裁确定交流的语气,根据交际对象选用得体的语言,等等。

3. 布局。应用文写作最忌讳考生不分段。考生可以根据文章体裁和写作要点提示分两段或三段完成写作。要注意书信的写作格式。

4. 撰写。考生撰写初稿时,应该根据写作内容确定写作的语气,根据要点提示合理安排文章,使用简洁、得体的语言完成初稿。

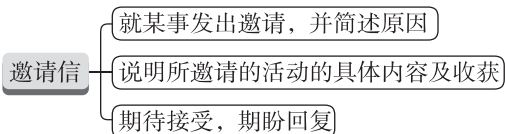
5. 修改。修改文章时,首先应该对照写作提示检查要点是否齐全,语气是否正确。然后进行语言修改,检查句子是否有拼写和语法错误。在此基础上进行语言润色,亮化句子。

四、应用文写作的 5C 原则

1. 完整(completeness)
2. 清楚(clarity)
3. 礼貌(courtesy)
4. 连贯(coherence)
5. 简洁(conciseness)

考点 1 邀请信

【写作架构】



【好文鉴赏】

[2022·浙江6月考]

假定你是李华,你校图书馆新设了小组学习室。请你给留学生同学 Michael 写邮件邀请他同去体验,内容包括:

1. 位置和开放时间;
 2. 室内设施和功能。
- 注意:1. 词数 80 左右;
2. 可以适当增加细节,以使行文连贯。

【参考范文】

Dear Michael

Learning our school library has recently opened a couple of new group study rooms, I can't wait to invite you to join us first-hand.

Located on the top floor of the library, the rooms are

accessible 24/7—ideal for late-night study sessions before deadlines. Plus, in each room there are enough desks and chairs, a projector as well as plenty of power outlets, which is perfect for presentations and group work.

To be sure, we will have a memorable and efficient time together there. If interested, please inform me of your favourable time. Looking forward to your attendance.

Yours,
Li Hua

【提分句式】

[篇首句] 开门见山,发出邀请。

1. 了解到你对……感兴趣,我写信邀请你……。如:

Learning that you show great interest in one of our traditional Chinese art forms—paper cutting, **I am writing to invite you to attend an exhibition of it.**

2. 我们将于……举行……。如果你能加入我们就太好了。如:

We are planning a spelling bee in the school hall this Friday evening. **If you are available then**, we will be happy and grateful to have you there with us.

3. 我们将为……举办惊喜派对。我们非常荣幸地邀请你……。如:

It's our honour to extend our sincere invitation to you to join us in a surprise party to be held in the nearby nursing home next Saturday for the Double Ninth Festival.

[篇中句] 介绍邀请对方参加的活动的详情。

1. 本次活动的一些细节内容如下。(活动)开始于……,大约持续……,在此期间……。如:

Here are some details about this activity. /The following are some details concerned with this activity. /**Some details related to this activity are as follows. It is scheduled to start** at 2:00 pm this Sunday and **last** approximately 2 hours, **during which time** 15 well-prepared contestants will deliver their speeches.

2. 另外,会有各种各样的……,包括……。如:

Additionally, diverse items will be displayed at the stalls run by students, **ranging from** snacks, **to** school things like pens and notebooks, **to** curious novelties.

3. 通过参加这个活动,我们不但可以……,而且能够……。如:

By participating in the event, **not only will we enjoy face-to-face talks, but also we can have a better understanding of each other.**

[篇尾句] 希望得到回复来参加。

1. 我们很荣幸您能来。相信我们会玩得很开心。如:

We would feel much honoured if you could come. Surely, we'll have a good time/have fun/enjoy ourselves.

2. 希望你能抽时间加入我们。如果有问题,随时与我联系。如:

Hopefully, you can spare time to join us. Should you have any question, please don't hesitate to contact me.

3. 如果感兴趣且有空的话,请告诉我,这样我可以……。期待您的到来。/到时见! 如:

If interested and available, please drop me a line to let me know so that I can book **in advance**. Looking forward to your arrival/presence. /See you then!

【考点示例】

[2024·河北石家庄高三一模]

假定你是李华,外教 Gerry 对你校的校园蔬菜种植活动十分感兴趣。请你给外教写一封邮件邀请他一起体验,内容包括:

1. 活动目的;
2. 时间、地点;
3. 注意事项。

注意:写作词数应为 80 个左右。

【范文填空】

Dear Gerry,

I'm Li Hua from Class 1. (1) _____

_____ (听说你渴望体验我们学校的蔬菜种植活动), I'm honoured (2) _____ (邀请你加入我们)!

These activities, (3) _____

_____ (旨在提倡健康的生活方式和加强学生的劳动和合作意识), are very popular among us. The coming one (4) _____

(将于下周五下午 3 点至 5 点在餐厅旁边的田地里举行), (5) _____

_____ (届时一位热心的农民将被邀请来指导我们种植西红柿和土豆). I believe you'll (6) _____

_____ (体验到在自然中劳作的乐趣和最温馨的氛围). By the way, it's recommended to wear gloves and rain boots.

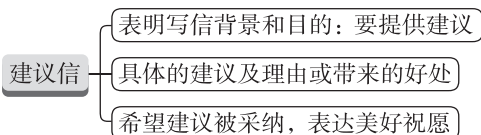
Looking forward to your coming!

Yours,

Li Hua

考点2 建议信

【写作架构】



【好文鉴赏】

[2023·新高考全国I卷]

假定你是李华，外教 Ryan 准备将学生随机分为两人一组，让大家课后练习口语，你认为这样分组存在问题。请你给外教写一封邮件，内容包括：

1. 说明问题；
2. 提出建议。

注意：写作词数应为 80 个左右。

【参考范文】

Dear Ryan,

I'm Li Hua from Class 3. I'm writing to express my concerns about the way of grouping us at random to practise our oral English.

I appreciate the chance of practising English in a group of two. But what worries me is that pairing us up randomly could result in failure in oral English improvement, as we may be at different levels of oral English proficiency. Therefore, would it be possible for us to choose our partners freely based on our personality and English potential? Only in this way can we create an interactive environment for our oral practice and better develop our English competence.

I would be more than delighted if my proposal could meet with your consideration. Looking forward to our progress in spoken English.

Yours sincerely,

Li Hua

【提分句式】

[篇首句] 呈现问题，表明写作目的。

1. 得知你有……麻烦，我想给你些许建议。如：

Learning that you have trouble with continuation writing, **I'd like to offer some constructive suggestions.**

2. 你问我关于……的建议，这里是我关于它的一些想法。如：

You have asked me for advice/

recommendations on studying abroad and here is **what I think of it/what I think may be of some help.**

3. 你想知道如何克服……的困难，我很乐意帮助你，建议如下。如：

In response to your letter asking me how to get along with your roommates, I'm only too willing to help and **my tips are as follows.**

[篇中句] 提出具体建议，并说明理由。

1. 建议你……，你就能够……。如：

① Referring to a dictionary more often is advisable **so that you can gain a comprehensive understanding of the Chinese characters.**

② You'd better talk as much as possible with your classmates, thus immersing yourself in the oral-Chinese-learning atmosphere.

2. ……不失为一个好主意，这样你可以……。如：

① It never fails to be a good alternative/choice to enjoy relative TV programmes, **which shed light on traditional Chinese culture and better your comprehension as well.**

② **Why not** set aside some time to visit museums and art galleries, **where you're certain to get a deeper insight into Chinese culture?**

3. 如果……的话，我/你就会……。如：

① **If I were you**, I would set aside more time to accompany parents, sharing quality time together and doing something joyful and memorable.

② It would certainly help a lot **if you could be careful enough to** add strangers to the list of friends.

[篇尾句] 希望建议被采纳，表达美好祝愿。

1. 希望我的建议对你有所帮助。如：

I hope that my suggestions **are of any help/use** to you./I hope my proposals can make a difference to you./I hope my advice will be helpful anyway.

2. 很高兴我的建议很实用。如：

I will be more than glad/happy if you find my advice practical/useful/beneficial.

3. 期待情况的改善/好消息。如:

I would be more than happy to see your progress/improvement. Looking forward to your good news.

【考点示例】

[2024·广州第三中学高三一模]

学校新建图书馆前的空地即将绿化,现征求学生的建议。假如你是李华,请给校英语报 *Colourful Campus* 编辑 Martin 写封邮件,内容包括:

1. 绿化布局;
2. 设计理由。

注意:写作词数应为 80 个左右。

【范文填空】

Dear Martin,

Hearing our school is to green the empty space in front of the new library, (1) _____
(我想要分享

我的建议)。

(2) _____ (这将会是一个好主意) to plant colourful flowers in the east part (3) _____

_____ (在那里学生可以享受自然之美)。And trees and benches can be arranged in the west section (4) _____

_____ (以便提供给学生一个学习和放松的地方)。Besides, the central part can be covered with grass with a sculpture standing there, (5) _____

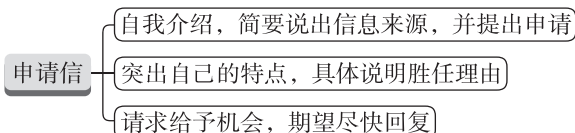
_____ (反映我们学校的文化)。

(6) _____ (感谢你考虑我的建议)。I hope our school will become more beautiful.

Yours,
Li Hua

考点 3 申请信

【写作架构】



【好文鉴赏】

[2019·全国卷I]

假定你是李华,暑期在伦敦学习,得知当地美术馆要举办中国画展览。请写一封信申请做志愿者,内容包括:

1. 写信目的;
2. 个人优势;
3. 能做的事情。

注意:1. 词数 100 左右;

2. 可以适当增加细节,以使行文连贯。

【参考范文】

Dear Sir or Madam,

I am Li Hua, a 17-year-old teenager studying in London. Learning from the newspaper that a volunteer is needed for an exhibition of traditional Chinese painting, I am writing to apply for it.

I have some advantages for the job. First of all, having lived in China for years and learnt English since I was a child, I have a good command of both English and Chinese, which is beneficial when introducing Chinese paintings to foreign friends. Besides, because of my familiarity with Chinese painting culture, I can get foreigners and the locals

to know more about it. Last but not least, through my efforts, I believe, I can strengthen the friendship between China and the UK.

I would appreciate it if this wonderful chance would be offered to me. Looking forward to your early reply.

Yours,
Li Hua

【提分句式】

【篇首句】自我介绍,简要说明信息来源,并提出申请。

1. 兹申请刊登在……上的……工作。如:

① **I am writing to apply for the position of** new editor in charge of articles based on traditional Chinese culture advertised in *Teens*.

② **In reply to your advertisement in *Youth*, I'm writing to apply to be a volunteer** for a Chinese painting exhibition to be held in the local art gallery.

2. 对于你们在网上发布的……通告,我很感兴趣。如:

① **Quite interested in/Fascinated by the ad that** is posted on the school website, **I'm writing to apply for** the part-time job.

② I am really delighted to learn that a guide for your Chinese cultural relic exhibition is required/needed/wanted and **I'm writing to apply**

for a chance to get involved.

3. 我想申请进入贵校学习。我想在贵校……系继续深造。如:

I would like to apply for admission to your college. I am longing to further my studies in the Biology Department of your university.

[篇中句] 突出自己的特点,具体说明胜任理由。

1. 我认为我很适合这个岗位。如:

I do believe that **I'm qualified for the position.** /I figure the job is perfectly suited for/to me.

2. 首先,我精通……,这使我能够……。如:

In the first place, I have a good command of oral English, which enables me to communicate with others freely.

3. 此外,我还参加过……,这使我积累了丰富的经验,所以我坚信我能做好这份工作。如:

What's more, I have taken part in several similar activities, **equipping me with** rich experience in receiving foreign students, so I **firmly believe that** I can handle this job well.

[篇尾句] 请求给予机会,期望尽快回复。

1. 我希望……能给我这次机会。如:

Hopefully, I could be offered the opportunity to join you. /I hope I can be accepted as a member of your summer camp.

2. 如能……,我将不胜感激。如:

I would appreciate it if my application could meet with your approval. /I would be grateful/obliged if you could take my application into account/consideration. /Your early consideration to my application will be highly appreciated.

3. 如果有机会成为……,我将会……。如:

If offered the opportunity to be a volunteer, **I will spare no efforts to** live up to your expectations.

【考点示例】

[2024·安徽合肥高三一模]

假定你是李华,你从网上得知联合国教科文组织(UNESCO)将在你的家乡举办“一带一路”(the Belt and Road Initiative)茶文化交流活动。请你写一封英文信申请做志愿者。内容包括:

1. 写信目的;
2. 对活动的认识;
3. 个人优势。

注意:写作词数应为80个左右。

【范文填空】

Dear Sir or Madam,

(1) _____
_____ (我写信是为了申请成为一名志愿

者) for “the Belt and Road Initiative” Tea Culture Exchange event to be organized by UNESCO in my hometown.

From my perspective, this event (2) _____

_____ (展示了一次独一无二的促进文化交流和了解的机会). It will also serve as (3) _____

_____ (一个用于展示不同国家的丰富且多样化的茶文化的平台).

(4) _____ (我非常了解茶文化的重要性) and its significance in the history and traditions of our region. Moreover, (5) _____

_____ (我优秀的沟通技能及与他人共事的能力) will make me a valuable addition to the volunteer team.

(6) _____

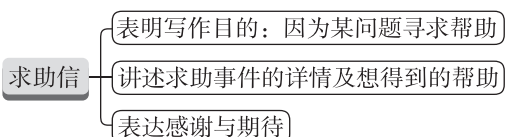
(非常感激您早日考虑我的申请).

Yours,

Li Hua

考点4 求助信

【写作架构】



【好文鉴赏】

[2020·全国卷Ⅲ]

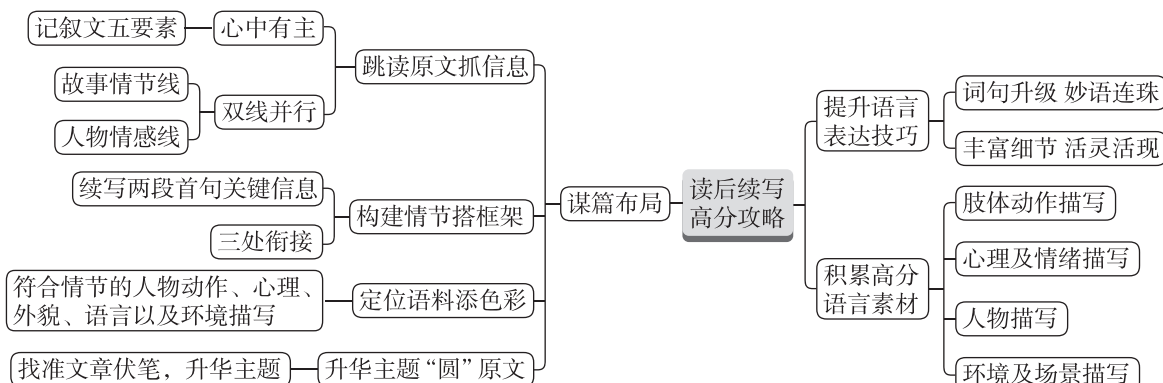
假定你是李华,你和同学根据英语课文改编了一个短剧。给外教 Miss Evans 写封邮件,请她帮忙指导。邮件内容包括:

考情分析

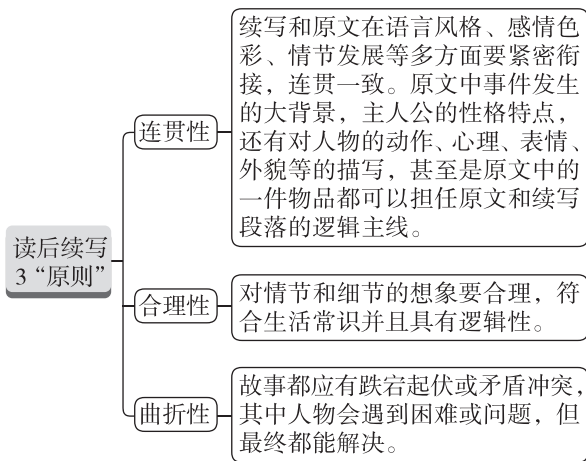
2022—2024 年新高考全国/新课标I卷、II卷读后续写分析表			
年份	题材	词数	主题
2024	出租车司机帮助作者解决车费问题,作者感动并承诺偿还	329	与陌生人的诚信之约
2023	母语非英语的作者原本非常讨厌写作,但在老师的鼓励下参加了英语写作比赛并获奖	327	个人成长
2022	患有大脑疾病的戴维克服困难、战胜自我的故事	320	个人成长
2022—2024 年浙江卷读后续写分析表			
年份	题材	词数	主题
2024	高中生 Eva 受到了体育课“一英里跑”意外成功的启发,解决了自身方向感差的困扰	337	个人成长
2023	拯救被蜘蛛网困住的蜂鸟	352	保护动物
2022	[浙江6月考]“我”到救济厨房分发食物,对流浪汉改观	330	社会服务
	[浙江1月考]在搭档生病的情况下,“我”付出双倍的努力成功完成课题	337	个人成长
命题规律	<p>1. 语篇类型:读后续写所提供的原文的语篇类型一般以记叙文为主,故事情节跌宕起伏,故事线索的逻辑性比较强;</p> <p>2. 选材:都比较贴近中学生的实际生活,能较为真实地反映学生成长的心路历程,话题始终围绕“人与自我”、“人与社会”、“人与自然”三大主题;</p> <p>3. 线索:所提供的原文常常通过“情节线”和“情感线”两条主线展开;</p> <p>4. 能力要求:考生能够准确理解文章的情节,并结合所给文本材料及引领续写走向的两个段落首句,分析篇章结构、情节脉络,发挥其独立思考能力,在正确的思想价值观念的指导下运用思维方法,展开合理的想象,完成一篇与给定材料有逻辑衔接、情节和结构完整、内容凸显正能量的短文。</p>		

应试点睛

【读后续写解题流程】



【读后续写 3“原则”】



【评分参考】

阅卷时主要考虑以下内容：

1. 与所给短文及段落开头语的衔接程度；
2. 内容的丰富性、逻辑性、合理性；

3. 应用语法结构和词汇的丰富性和准确性；
4. 上下文的连贯性；
5. 拼写与标点符号是语言准确性的一个重要方面，评分时，应视其对交际的影响程度予以考虑；
6. 如书写较差以致影响交际，可将分数降低一个档次。

评分档次	第一条	第二条	第三条	第四条
第五档 (21—25分)	与所给短文融合度高，与所提供的各段落开头语衔接合理	内容丰富	所使用的语法结构和词汇丰富、准确，可能有些许错误，但完全不影响意思表达	有效地使用了连接词，使所续写短文结构紧凑

第一讲 谋篇布局

在读后续写的写作过程中，合理的谋篇布局是成功的开始。考生在续写前需要先理清文章脉络，准确把握文章主题和情感基调，合理进行情节建构，为后续写作提供指引。因此，考生在备考过程中，应该重视谋篇布局的训练，不断提高自己的写作能力，以应对高考英语读后续写的挑战。下面，以 2024 年新课标 I 卷、II 卷读后续写为例，详细介绍读后续写谋篇布局的实用技巧，逐步分解解题流程，以帮助考生们提高写作效率，写出高质量的续写文章。

【作文示例】

[2024·新课标 I 卷]

阅读下面材料，根据其内容和所给段落开头语续写两段，使之构成一篇完整的短文。

I met Gunter on a cold, wet and unforgettable evening in September. I had planned to fly to Vienna and take a bus to Prague for a conference. Due to a big storm, my flight had been delayed by an hour and a half. I touched down in Vienna just 30 minutes before the departure of the last bus to Prague. The moment I got off the plane, I ran like crazy through the airport building and jumped into the first taxi on the rank without a second thought.

That was when I met Gunter. I told him where I was going, but he said he hadn't heard of the bus station. I thought my pronunciation was

the problem, so I explained again more slowly, but he still looked confused. When I was about to give up, Gunter fished out his little phone and rang up a friend. After a heated discussion that lasted for what seemed like a century, Gunter put his phone down and started the car.

Finally, with just two minutes to spare we rolled into the bus station. Thankfully, there was a long queue (队列) still waiting to board the bus. Gunter parked the taxi behind the bus, turned around, and looked at me with a big smile on his face. "We made it," he said.

Just then I realized that I had zero cash in my wallet. I flashed him an apologetic smile as I pulled out my Portuguese bank card. He tried it several times, but the card machine just did not play along. A feeling of helplessness washed over me as I saw the bus queue thinning out.

At this moment, Gunter pointed towards the waiting hall of the bus station. There, at the entrance, was a cash machine. I jumped out of the car, made a mad run for the machine, and popped my card in, only to read the message: "Out of order. Sorry."

注意：续写词数应为 150 个左右。

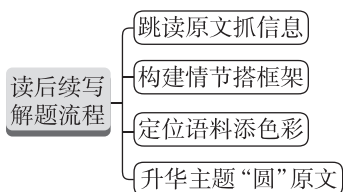
Paragraph 1:

I ran back to Gunter and told him the bad news. _____

Paragraph 2:

Four days later, when I was back in Vienna, I called Gunter as promised. _____

【读后续写解题流程】



【思路点拨】

流程 1 跳读原文抓信息

在构思续写内容前,首先要读懂所给原文,明确故事的人物之间的关系和主要故事情节,理清故事脉络。续写内容不能是独立于所给故事的无本之木、无源之水,它必须延续原作者的写作思路,要与所给材料前后连贯。在解读原文的过程中,并非所有的信息都是有用信息,而是要寻找有战略价值的信息,即通过“跳读”,去寻找记叙文的五要素:何时(when)、何地(where)、何人(who)、为何(why)以及发生了何事(what),并拟清原文的情节线与情感线,做到“心中有主、双线并行”:

记叙文五要素	段落	具体内容	意义	
心中有主	第一段	evening in September 九月的晚上	防止出现情节错误,大背景是秋天的夜晚	
	when	第一段	... my flight had been delayed by an hour and a half. I touched down in Vienna just 30 minutes before the departure of the last bus to Prague. ……我的航班延误了一个半小时。我降落在维也纳时,去布拉格的最后一班公交车只剩 30 分钟就出发了。	匆忙从机场赶到车站的原因
		第三段	Finally, with just two minutes to spare we rolled into the bus station. 最后,只剩两分钟,我们开进了车站。	找现金的时间紧迫性,突出矛盾“爆发”时的紧迫感
	where	第一段	fly to Vienna and take a bus to Prague 飞往维也纳,乘公交车去布拉格	大路线
		第一段	airport in Vienna—through the airport building and jumped into the first taxi—bus station—Prague 维也纳机场——穿过机场大楼,跳上第一辆出租车——车站——布拉格	具体路线,矛盾“爆发”的具体地点
	who	第一段	I, taxi driver Gunter 我和出租车司机 Gunter	故事主人公
	what	第三段至第五段	Gunter sent me to the bus station in time, but I couldn't pay for the ride. Gunter 及时把我送到了车站,但我无法支付车费。	故事矛盾
	why	第四段	...I had zero cash in my wallet. ……我钱包里没有现金。	引出矛盾
		第四段	...I pulled out my Portuguese bank card. He tried it several times, but the card machine just did not play along. ……我拿出我的葡萄牙银行卡。他试了好几次,但读卡机就是不配合。	试图解决矛盾,但是没解决
		第五段	There, at the entrance, was a cash machine...and popped my card in, only to read the message: “Out of order. Sorry.” 在入口处,有一台提款机……我把卡插进去,却看到上面写着:“故障。抱歉。”	还是没能解决矛盾

	段落	故事情节线	人物情感线
双线并行	第一段	因为暴风雨我的航班延误,下飞机后我匆忙搭乘出租车去赶开往布拉格的最后一班公交车。	I: anxious Gunter: confused
	第二段	我和出租车司机 Gunter 经过一番曲折沟通后终于前往目的地。	
	第三段	我们及时到达了车站。	I: relieved Gunter: happy
	第四段	我发现自己没带现金,银行卡支付也失败了。	I: apologetic, helpless
	第五段	我疯狂跑向车站的提款机取现金,却发现机器无法使用。	

流程 2 构建情节搭框架

读后续写能否拿高分很大程度上取决于故事情节的构思,要做到合理构建续写情节,搭建续写框架,必须提取续写两段首句中的关键信息,结合三处衔接,确定续写方向。三处衔接指的是第一段首句与续写第二句的衔接,第一段尾句与第二段首句的衔接,以及第二段首句与续写第二句的衔接。在续写实践过程中,出错较多的是第二处衔接,因此,切入点应该放在衔接二上,构思一、二段的情节:

开头两句	第一段: I ran back to Gunter and told him the bad news. 我跑回 Gunter 那里,告诉他这个坏消息。 第二段: Four days later, when I was back in Vienna, I called Gunter as promised. 四天后,我回到了维也纳,按先前承诺的那样打电话给 Gunter。
关键信息	...I called Gunter as promised.
续写方向	①第一段: Gunter 帮忙 + “我”承诺打电话: 因为第二段首句提到“我”按照承诺的那样打电话给 Gunter,所以第一段的情节必须有“承诺打电话”的桥段。此外,如果 Gunter 没有帮助“我”,而是“我”自己求助别人,或者采用了其他与 Gunter 无关的方法,那么,第二段开头就没有必要给 Gunter 打电话了,所以第一段应该有 Gunter 帮忙的情节。 ②第二段: “我”打电话给 Gunter,约他见面,答谢他的慷慨解囊,情节主打传递正能量。
衔接一 (第一段首句与续写第二句的衔接)	第一段首句提到“我”跑回去告诉 Gunter 这个坏消息,即无法取出现金。所以衔接一处要写 Gunter 听到这个消息后的反应和做法。
衔接二 (第一段尾句与第二段首句的衔接)	第二段首句提到“我”按先前承诺的那样打电话给 Gunter,所以衔接二处要写“我”承诺打电话给 Gunter,“我们”互换了联系方式以及“我”的心情。
衔接三 (第二段首句与续写第二句的衔接)	衔接三处重点描写“我”和 Gunter 见面后的心理和动作。
衔接二 反面案例	<p>Paragraph 1: I ran back to Gunter and told him the bad news. He looked at me for a moment, then reached into his pocket and pulled out a wad of notes. He handed me a € 50 note and said, “You can pay me back when you have money. Hurry up, or you’ll miss the bus.” I couldn’t believe my ears. Here I was, a stranger in a foreign country, and this taxi driver was willing to lend me money just to help me catch a bus. I thanked him profusely and ran towards the bus, heart pounding. As I boarded the bus, I waved goodbye to Gunter through the window.</p> <p>失误处: 虽然第一段续写了 Gunter 帮助“我”,但没有出现 promise,与第二段首句无法衔接。</p>

流程 3 定位语料添色彩

在构建好情节后,续写过程中要加入各种语料,给文章增添色彩,主要包括人物的动作描写、心理描写、外貌描写、语言描写以及相应的周围环境描写等。在续写过程中要考虑自己擅长的部分:比如自己擅长动作描写,或者擅长心理描写,那么情节的构思就要往擅长的方面靠近:

段落	动作描写	心理描写
续写第一段	<p>定位语料:各种“说”</p> <p>①Gunter 听到“我”告诉他的坏消息后:“Oh, God!” he responded in a somewhat surprised tone. (“哦,天呐!”他用有点惊讶的语气回答道。)</p> <p>②“我”想向 Gunter 寻求帮助,但是又不太好意思:“May I...” I proposed tentatively in a timid whisper. (“我可以……吗”我胆怯地低声试探性地提议道。)</p>	<p>定位语料:沮丧和尴尬的心情</p> <p>①Gunter 听到坏消息后有点沮丧的心情:traces of disappointment easily detected(不难看出失望的痕迹)</p> <p>②“我”想向 Gunter 寻求帮助时的尴尬心情:I was greatly embarrassed... (我非常尴尬……)</p>
续写第二段	<p>定位语料:各种“手部动作”</p> <p>我们再次见面时互相拥抱以及“我”递给他装了钱的信封:We embraced like old friends. I handed him the envelope containing the money I owed him. (我们像老朋友一样拥抱在一起。我把装着欠他的钱的信封递给他。)</p>	<p>定位语料:高兴</p> <p>①“我”要去见 Gunter 时高兴的心情:With gratitude and inexpressible joy in my heart, I headed for the cafe, visualizing the delighted look on Gunter's face. (带着感激和难以言表的喜悦,我向咖啡馆走去,想象着 Gunter 脸上欣喜的表情。)</p> <p>②两人见面时的高兴心情:The sense of gratitude, however, gave way to my joy of reuniting with Gunter. (然而,感激之情变成了与 Gunter 重聚的喜悦。)</p>

流程 4 升华主题“圆”原文

一个好的故事在结尾时升华主题不仅能够使整篇文章自圆其说,也能够起到点睛的作用,给读者留下深刻印象,唤起读者的思考与共鸣,增强文章的感染力。要合理升华文章主题,必须把握原文埋下的伏笔,即原文中为续写主题所给的提示或暗示,它指引了文章的发展方向:

段落	伏笔	提示或暗示的内容
第二段	...Gunter fished out his little phone and rang up a friend. (……Gunter 掏出他的小电话,给一个朋友打了个电话。)	Gunter 愿意帮助“我”找到车站,展现了他乐于助人的一面。
第三段	Finally, with just two minutes to spare we rolled into the bus station...Gunter parked the taxi behind the bus, turned around, and looked at me with a big smile on his face. “We made it,” he said. (最后,只剩两分钟,我们驶进了车站……Gunter 把出租车停在公交车后面,转过身来,满脸笑容地看着我。“我们做到了,”他说。)	尽管时间紧迫,Gunter 还是及时把“我”送到了车站,他为此感到高兴,这展现了他的尽职尽责,他真心想帮助“我”。
第五段	At this moment, Gunter pointed towards the waiting hall of the bus station. (这时,Gunter 指着车站的候车厅。)	在得知“我”没有现金且银行卡无法使用后,Gunter 并没有生气,而是指引“我”去寻找自动取款机,这体现了他的理解和宽容。

升华主题:陌生人之间的帮助和信任

Gnawing troubles paled in comparison to trust, generosity, and more importantly, the happy reunion.

与信任、慷慨,更重要的是与快乐的团聚相比,痛苦的麻烦显得微不足道。

Gunter's kindness had turned a potentially disastrous evening into a memorable story I would cherish for years to come.

Gunter 的善良把一个可能是灾难的夜晚变成了一个我会一直珍视的难忘的故事。

【参考范文】

I ran back to Gunter and told him the bad news. "Oh, God!" he responded in a somewhat surprised tone, traces of disappointment easily detected (独立主格). I was greatly embarrassed, blushing to the roots of my flaming hair (分词作状语). "May I..." I proposed tentatively in a timid whisper. "You may pay me when you are back here (时间状语从句). And 50 euros more for you to catch the bus." From within the car floated the determined voice (倒装) before I could finish my words (时间状语从句). He had spoken what I vaguely hinted at, but dared not speak (宾语从句). "Thank you from the bottom of my heart," I chirped, my voice brisk (独立主格). I gave him my telephone number, promising to pay when I returned to Vienna (分词作状语).

Four days later, when I was back in Vienna, I called Gunter as promised. At his voice, I could easily distinguish the surprised disbelief. We both approved of the idea of an appointment at a nearby cafe. With gratitude and inexpressible joy in heart (with 复合结构), I headed for the cafe, visualizing the delighted look on Gunter's face (分词作状语). The sense of gratitude, however, gave way to my joy of reuniting with Gunter. We embraced like old friends. I handed him the envelope containing the money I owed him (分词作后置定语), along with some extra money to show my appreciation. But he refused the extra money. What an experience! Gnawing troubles paled in comparison to trust, generosity, and more importantly, the happy reunion. (主题升华)

【活学活用】

[2024·江苏盐城高三考前指导]

阅读下面材料,根据其内容和所给段落开头语续写两段,使之构成一篇完整的短文。

In the heart of the city, among the chaotic flow of people, stood a small bakery called "Sweet Serenity". Its golden sign shone under the midday sun, inviting passers-by with promises of sugary delights. And at the centre of it was Sarah, the owner of Sweet Serenity. With flour-dusted cheeks and a warm smile, she greeted customers like old friends.

Everything seemed cheerful and peaceful, but behind this, Sarah was struggling to keep her bakery running. Rent was due, and supplies and sales were all declining. Worse still, she heard

about a big company's plan to enter the neighbourhood and undoubtedly, the bakery couldn't compete with the big chains moving in. The future of Sweet Serenity really hung in the balance.

Over the next few weeks, Sarah poured all her energy into Sweet Serenity. She launched a social media campaign and hosted baking classes, trying to bringing the bakery back to life. Hard as she worked, business remained sliding.

As the days passed, Sarah watched helplessly as boxes were packed and shelves emptied. Customers came by to offer their comfort, but their sympathy only deepened her sense of defeat. On the eve of Sweet Serenity's closure, Sarah sat alone in the empty bakery, tears streaming down her face. She had poured her heart and soul into this place, only to see it slip away. "How could I possibly find a solution to save my bakery? Is there anyone who can give me a hand?" she thought to herself.

But then, a cheerful sound caught her ear. It was the sound of laughter and music floating in from the street outside. Curious, Sarah looked through the window to see a crowd gathering around a food truck parking across the street.

It was a new addition to the neighbourhood, a mobile bakery called "The Rolling Oven". The owner, a young woman named Mia, was handing out samples of her tasty cupcakes and engaging customers with her infectious enthusiasm.

注意:续写词数应为150个左右。

Paragraph 1:

Suddenly, a light of hope was fueled within Sarah. _____

Paragraph 2:

Slowly but surely, more customers flooded in after they teamed up. _____
