



教辅图书



功能学具



学生之家

基础教育行业专研品牌

套装码



QPG0002402

“1+1”手册

写作手册

高中英语

必修第一册 RJ

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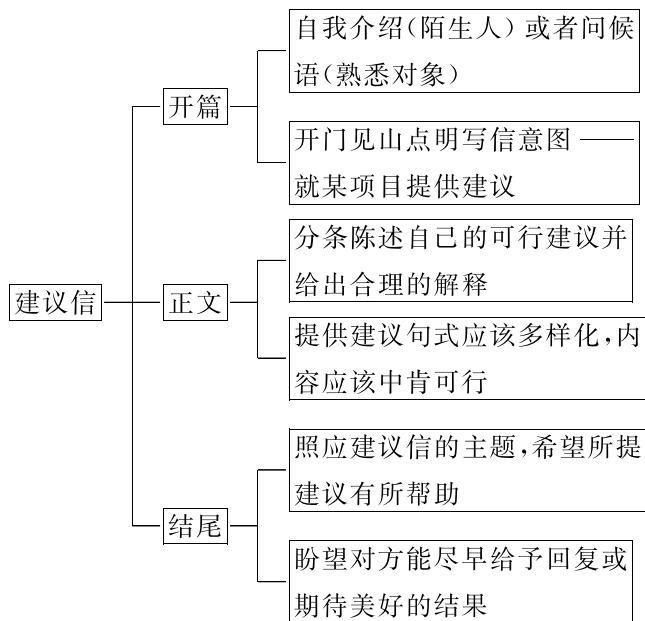
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第一部分 应用文写作

考点 1 建议信

Write a letter of advice(写一封建议信)

一、建议信的文章结构



二、素材积累

I. 常见词汇和短语

1. 表示“建议”的词汇和短语

- ①advice *n.* 建议
- ②suggestion *n.* 建议
- ③recommend *vt.* 推荐; 建议
- ④ask for advice on... 就……征求建议

2. 出现的问题

- ⑤have trouble in 在……方面有困难
- ⑥get along well with 和……相处很好
- ⑦communicate with 与……交流
- ⑧feel lonely 感到孤独

3. 解决方式

- ⑨make friends 交朋友
- ⑩make it 做到
- ⑪overcome *v.* 克服

4. 个人见解

- ⑫as far as I'm concerned 就我而言
- ⑬in one's opinion 以某人之见

II. 模板佳句

第一段:开门见山,说明写信的目的。

①I know you are now **having trouble communicating with others**, and that you may often feel lonely.

我知道你现在在与人交流方面有困难,你可能经常感到孤独。

②I'm glad to receive your letter **asking for my advice on** how to get along well with your classmates.

很高兴收到你就如何与同班同学和睦相处征求我的建议的来信。

第二段:对所提问题进行分析,提出建议与改进措施并说明理由。

①**First(ly), why not** join a club? If you do this, you can make friends.

首先,为什么不参加一个俱乐部呢?你如果这样做的话,就会交到朋友。

②**Second(ly), you should/can try to talk with others.** Then/That way, you will feel better.

其次,你应该尽力与他人交谈。那样,你会感觉更好。

③**Third(ly),** it would be a good idea if you read a book or listen to music. **By doing this,** you will calm yourself down.

第三,看书或听音乐是个不错的主意。通过这样做,你会使自己平静下来。

④**Last but not least,** you should talk with her first, because communication helps to remove misunderstanding.

最后但同等重要的是,你应该先和她谈一谈,因为沟通有助于消除误解。

第三段:表达希望建议被采纳并盼望回复。

① I believe that if you **follow my advice**, **you'll get along well with your classmates**.

我相信,如果你听从我的建议,你会和同学们相处得很好。

② I believe that, **with your trying**, you can manage to overcome these difficulties.

我相信,有了你的努力,你会成功克服这些困难的。

三、范文背诵

[2025·福建福州高一期中]

假定你是李华,你的朋友 Tom 最近沉迷于抖音(TikTok),你很担心他,请你给他写一封邮件。内容包括:

1. 简述危害;
2. 提出建议;
3. 表达信心。

注意:1. 写作词数应为 80 个左右;

2. 可以适当增加细节,以使行文连贯。

【参考范文】

Dear Tom,

I'm sorry to hear **that you're so addicted to TikTok that you feel painful**. I really understand how you feel. **Addiction to TikTok is bad for your health** and affects your study. **Therefore, I'd like to offer you some advice that I think may be helpful to you.**

First of all, I recommend that you should learn to control yourself and make good use of your time to work hard. **Secondly, it's better for you to** take part in some extra-curricular activities, **which can not only keep you healthy but also enrich your life**. **Last but not least**, you have to develop other hobbies **that can help you forget TikTok**.

I believe that, with your trying, you can overcome the addiction to TikTok.

Yours,

Li Hua

四、范文填空

[2025·湖北荆州高一月考]

假定你是李华,你的美国笔友 John 刚刚进入高中,目前正在选择加入社团,在 Literature Club 和 Network Science Club 之间犹豫不决,发邮件向你求助。请你用英语给他回一封电子邮件,提供建议。内容包括:

1. 表达理解;
2. 分析情况;
3. 给出建议。

注意:1. 词数 80 个左右;

2. 可以适当增加细节,以使行文连贯。

Dear John,

I understand how you feel and I'd be happy to help you out.

In my opinion, on the one hand, joining the literature club can 1. _____ (丰富我们的精神世界) and 2. _____ (提高自己) comprehensively. 3. _____ (在另一方面), it can improve our writing skills. The difference is that network technology pays more attention to innovation, 4. _____ (能锻炼我们的逻辑思维能力) and meet the requirements of the current era. Therefore, I suggest you choose Network Science Club.

Anyway, this is just my opinion, but the final choice is 5. _____ (由你决定). I hope that 6. _____ (我的建议对你有帮助).

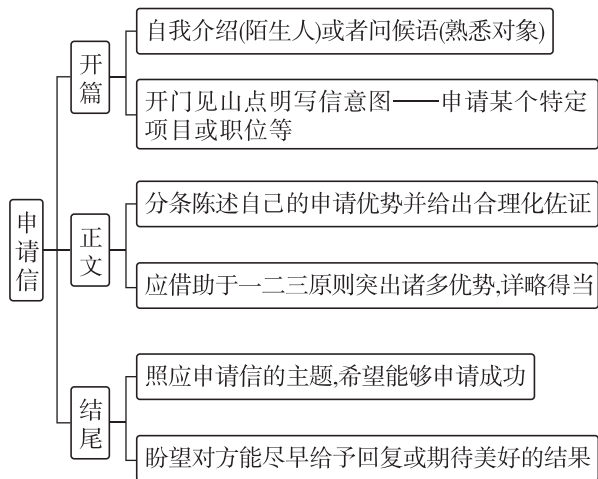
Yours,

Li Hua

考点2 申请信

Write a letter of application(写一封申请信)

一、申请信的文章结构



二、素材积累

I. 常见词汇和短语

- ① apply for 申请
- ② graduate from 毕业于
- ③ major in 主修
- ④ be skilled in/at... 在……方面熟练
- ⑤ be good at.../be expert in... 擅长/精通于……
- ⑥ have a good command/knowledge of 掌握/精通
- ⑦ be fit/suitable for/be qualified for 适合/有……的资格
- ⑧ have rich working experience 有丰富的工作经验
- ⑨ team up with 与(某人)协作,合作
- ⑩ come out on top 名列前茅
- ⑪ good grades 优异的成绩
- ⑫ be paid by the hour 按小时发工资
- ⑬ present address 现在的通讯地址

II. 模板佳句

第一段:介绍自己,说明信息来源,并提出申请。

① **Learning with delight that you are hunting for a guide**, I'd be more than pleased to apply for this position.

很高兴得知你在找导游,我很高兴能申请这个职位。

② I'm Li Hua from Class One, Senior Two. I'm

writing to apply for the opportunity to help the students in Chenxi Hope School with their English.

我是高二一班的李华。我写信是为了申请帮助辰溪希望学校的学生学习英语的机会。

③ **Learning from the newspaper that** volunteer students are wanted for a Chinese painting exhibition **to be held in the local art gallery**, I'm writing to apply for the position. 从报纸上得知,当地美术馆将举办中国画展,需要志愿者学生,我写信申请这个职位。

第二段:突出自己的优势,具体说明胜任理由。

① **Having been exposed to foreign teachers** since a young age, I can communicate with foreigners smoothly in English.

我从小就接触外教,可以用英语顺利地与外国人交流。

② I have worked as a volunteer before, **which has equipped me with the capability to deal with various situations.**

我以前做过志愿者,这使我具备了处理各种情况的能力。

③ The experience of being a host family before provides us with great confidence in **making the foreign friends feel** at home.

以前作为寄宿家庭的经历使我们非常有信心让外国朋友宾至如归。

④ First of all, as a Chinese, I have a good command of English, **making it easy for me to communicate** with foreign guests freely. Besides, **having a good knowledge of Chinese paintings**, I can get the visitors to **know** about them. With all these advantages, I hold the firm **belief that I will be very qualified to be a volunteer.**

首先,作为一名中国人,我英语很好,这让我很容易与外国客人自由交流。此外,我对中国画有很好

的了解,可以让游客了解它们。有了这些优势,我坚信我将非常有资格成为一名志愿者。

第三段:请求给予机会,期望尽快回复。

① **I'd appreciate it if** you could take my application into consideration as soon as possible.

如果您能尽快考虑我的申请,我将不胜感激。

② I would very much appreciate **the opportunity to discuss** my qualifications further in a personal interview.

如果有机会在个人面试中进一步讨论我的资格,我将非常感激。

三、范文背诵

假定你是李华,你打算在暑假期间为来华的外国游客当导游。请你给某旅游公司写一封邮件,内容包括:

1. 提出申请;
2. 阐明优势;
3. 表达期望。

注意:1. 写作词数应为 80 个左右;

2. 可以适当增加细节,以使行文连贯。

【参考范文】

Dear Sir/Madam,

I'm Li Hua, a high school student. I'm writing to apply for the position as a tour guide for foreign visitors during the summer holiday.

Firstly, I have a good command of English, **which means I am able to communicate freely and fluently in English.** In addition, in the past three years I have taken part in many social activities **where I performed well and gained rich experience.** Furthermore, my interest and skill in communication and teamwork contribute to my application for the job.

I would appreciate it if you could consider my application and provide me with a chance **to spread Chinese culture among foreigners.**

Yours faithfully,
Li Hua

四、范文填空

[2025·广东惠州高一期中]

假定你是高一新生李华,你在校园的海报上(poster)看见校学生会的各个部门将在校内招新,你对校报的英语新闻记者(journalist)一职非常感兴趣。请你给校报的主编写一封申请信。要点如下:

1. 自我介绍;
2. 优势及经历;
3. 表达期望。

注意:1. 词数 80 个左右;

2. 可以适当增加细节,以使行文连贯。

Dear chief editor,

I am Li Hua, a Senior One student. 1. _____ (对英语新闻记者这个职位很感兴趣) and eager to become a member of the school newspaper, I'm writing 2. _____ (向你推荐我自己)。

Firstly, I have a good command of English, 3. _____ (使我能够用英语自由地表达自己)。Moreover, I used to be a journalist of the school's newspaper when in junior high school. That is 4. _____ (为什么我擅长写作)。The reports written by me 5. _____ (经常受到表扬) my fellow schoolmates and teachers, 6. _____ (这促使我成长) as an outgoing, independent and sociable person. Most importantly, 7. _____ (我对……好奇) everything happening in and around our campus, so I am firmly convinced that 8. _____ (我适合这份工作)。

I would appreciate it if you could take my application into consideration. Looking forward to your favourable reply.

Yours,
Li Hua

第二部分 读后续写

1. 情感细节描写——高兴与兴奋

一、必背单词

1. 形容词 + 副词:

excited <i>adj.</i> 激动的, 兴奋的	joyful <i>adj.</i> 高兴的, 令人愉快的 joyfully <i>adv.</i> 喜悦地, 高兴地
pleased <i>adj.</i> 高兴的, 满意的	merry <i>adj.</i> 愉快的, 高兴的 merrily <i>adv.</i> 快乐地, 愉快地, 兴高采烈地
cheerful <i>adj.</i> 欢快的, 高兴的; 令人高兴的 cheerfully <i>adv.</i> 高高兴兴地	overjoyed <i>adj.</i> 狂喜的
happy <i>adj.</i> 幸福的; 快乐的 happily <i>adv.</i> 快乐地	glad <i>adj.</i> 高兴的; 感激的 gladly <i>adv.</i> 高兴地, 乐意地
delighted <i>adj.</i> 高兴的; 乐意的	light-hearted <i>adj.</i> 轻松愉快的

2. 名词:

happiness <i>n.</i> 快乐, 幸福	excitement <i>n.</i> 激动, 兴奋
delight <i>n.</i> 高兴; 令人高兴的人或物, 乐事	joy <i>n.</i> 欢乐, 高兴
pleasure <i>n.</i> 快乐, 乐事, 趣事	enjoyment <i>n.</i> 乐趣; 享受; 令人愉快的事物

二、高频语块

to one's delight/joy 令某人开心的是	in a good mood 心情很好
in cheerful/high spirits 心情愉快	be wild with joy/delight/happiness 欣喜若狂
brighten (up) one's day 使某人一天心情愉快	dance/jump/with joy/excitement 雀跃
light up 喜形于色	grin from ear to ear 咧嘴大笑
be seized by joy 快乐起来	be overcome with happiness 非常高兴

三、佳句赏析

1. She laughed, with her eyes **shining with excitement**.

她笑了, 眼睛里闪烁着兴奋的光芒。

2. The moment she saw her mother, Jane's face **lit up with delight**.

一看到母亲, 简的脸上就闪现出灿烂的笑容。

3. The smile on her face **shone like a diamond**.

她脸上的笑容像钻石一样闪闪发光。

4. When she got the news of her winning the first prize, her heart **was filled with joy**.

当她得知获得一等奖的消息时, 她心里充满了

喜悦。

5. Hearing the news, he **jumped up and down with excitement**.

听到这个消息, 他兴奋地跳上跳下。

四、语段赏析

Passage: 家人欢聚

With great excitement and tears in my eyes, I knocked on the door. The door cracked open, and **out came my mum**. **When she saw what I was holding**, her worry gave way to a look of confusion. **With a note of pride in my voice**, I explained how I secretly worked to earn some money. Mum didn't utter a word;

instead, she held me in a tight embrace, **her eyes sparkling with tears**. Then, the whole family swung into action: hanging the lights and decorations, roasting the turkey, and setting the table. **Childlike delight registering on everyone's face and happy laughter echoing around the house**, I came to realize that love for each other is what makes Christmas special.

我怀着无比激动的心情,眼里噙着泪水,敲响了房门。门微微打开,妈妈走了出来。当她看到我手里拿着的东西时,脸上的担忧变成了疑惑。我带着自豪的语气,向她解释我是如何偷偷打工赚钱的。妈妈一句话也没说,而是紧紧地抱住了我,她的眼里闪烁着泪花。接着,全家人都行动起来:悬挂灯和装饰品,烤火鸡,布置餐桌。每个人的脸上都洋溢着孩童般的喜悦,欢快的笑声在屋子里回荡,我意识到彼此之间的爱是让圣诞节如此特别的原因。

2. 情感细节描写——焦虑、担忧与紧张

一、必背单词

nervous <i>adj.</i> 紧张的	nervousness <i>n.</i> 紧张
uneasy <i>adj.</i> 不安的	unease <i>n.</i> 不安; 忧虑, 担心
anxious <i>adj.</i> 焦虑的	anxiety <i>n.</i> 忧虑, 焦虑, 担心; 渴望

二、高频语块

take a deep breath 深呼吸	hold one's breath 屏住呼吸
pace back and forth 来回踱步	sit on pins and needles 如坐针毡
a flood/wave of tension 一阵紧张	tremble with anxiety 焦虑不安
have butterflies in one's stomach 心里发慌	hide/hold back one's anxiety 掩饰焦虑
with one's heart in one's mouth 提心吊胆地	beat/race wildly 心怦怦跳得厉害

三、佳句赏析

1. Her **heart beat wildly** and **her legs trembled**.
她的心剧烈跳动,腿打着颤。
2. My **heart began to race** and **my mind went blank**.
我的心跳加速,头脑一片空白。
3. When I finally went on the stage, **my heart was in my mouth**.

五、语段填空

把下面的语篇补充完整。

Learning the children's idea, Mrs Meredith was so 1. _____ (高兴的) that she smiled brightly. Then, the children got down to preparing popcorn 2. _____ (高兴地). With a basket of popcorn, they left for the Bernard's to share the good plan with him. Hearing what they said, Bernard 3. _____ (雀跃), with tears filling his eyes. At the sight of the basket of popcorn, his parents were also 4. _____ (非常高兴). Later, 5. _____ (令他非常高兴的是), the popcorn was so tasty that it soon sold out. He soon returned, 6. _____ (满面笑容). 7. _____ (笑声) lingered around the room.

- 当我最终走上舞台时,我的心都提到嗓子眼儿了。
4. So anxious did I feel that **my heart almost jumped out of my throat**.
我太着急了,以至于我的心都快跳出来了。
5. Standing in front of the line, Emily **felt her throat tight and her palms sweating**.
站在队伍的前面,艾米丽感到喉咙发紧,手心出汗。

四、语段赏析

Passage: 演讲场景

Standing on the stage under the spotlight, Lily's mind went completely blank. Her palms were **so sweaty that** the microphone almost slipped from her grasp, and her legs trembled uncontrollably, **making her feel as if she might collapse at any moment**. Her heart was pounding **so hard that** she was sure the entire audience could hear it. A wave of tension washed over her, and she struggled to hold back her anxiety with a strained smile. Every second felt like a century **as she forced out the first few words**. She could only hope that she wouldn't make a complete fool of herself in front of everyone.

站在聚光灯下的舞台上,莉莉的大脑一片空白。她的手心满是汗水,话筒差点从手中滑落,双腿不受控制地颤抖着,让她觉得自己随时可能瘫倒。她的心脏跳得如此剧烈,以至于她确信全场观众都能听到。一阵紧张感袭来,她强挤出一丝笑容,努力抑制内心的焦虑。当她艰难地说出开头几句话时,每一秒都仿佛一个世纪那么漫长。她只希望自己不要在众人面前出尽洋相。

3. 情感细节描写——恐惧与惊恐

一、必背单词

pale <i>adj.</i> 苍白的	open-mouthed <i>adj.</i> 张大嘴的	afraid <i>adj.</i> 害怕的;担心的
tongue-tied <i>adj.</i> 说不出话的;结舌的	fear <i>n. / v.</i> 恐惧,担心	terrible <i>adj.</i> 可怕的;糟糕的
frozen <i>adj.</i> 僵住的	alarmed <i>adj.</i> 惊恐的;忧虑的	sweaty <i>adj.</i> 出汗的
shake/tremble <i>v.</i> 颤抖	speechless <i>adj.</i> 无语的	frightened <i>adj.</i> 害怕的;受惊的

五、语段填空

把下面的语篇补充完整。

When I finished my testing performance, I thanked Mr Butler and knew the result would be posted on the door of the choral room the next day. I couldn't fall asleep, tossing and turning in bed for a whole night. The next morning, I hurried to the school and 1. _____ (紧张地) glanced at the list on the door of the choral room, 2. _____ (感觉好像我的心都提到嗓子眼儿了). There, at the top of the list was my name. Inspired, I practised even harder for the day of performance. Finally the day for the performance came. When I was standing backstage, 3. _____ (紧张感席卷全身). When my name was called I 4. _____ (我感到心里忐忑不安). My trembling legs brought me onstage, and I could feel my palms sweating and 5. _____ (心跳加速). The hall crowded with audience made me even more 6. _____ (不安的). 7. _____ (我的心怦怦跳得厉害). At that moment, my eyes were fixed on Mr Butler at the corner. He nodded and exchanged a determined glance with me, which timely put my heart back in place. With the music rising, I began my singing. When I finished, the auditorium erupted into a sea of cheers.