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# “1+1”手册

## 写作手册

高中英语

必修第二册 RJ

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# CONTENTS 目录

## 写作手册

### 第一部分 应用文写作 ..... 写 047

考点 7 咨询信 ..... 写 047

考点 8 告知信 ..... 写 049

考点 9 祝贺信 ..... 写 051

考点 10 演讲稿 ..... 写 053

考点 11 通知 ..... 写 055

### 第二部分 读后续写 ..... 写 057

7. 情感细节描写——尴尬与羞愧 ..... 写 057

8. 情感细节描写——后悔、内疚与自责 ..... 写 059

9. 情感细节描写——悲伤与沮丧 ..... 写 061

10. 情感细节描写——宽慰与温暖 ..... 写 063

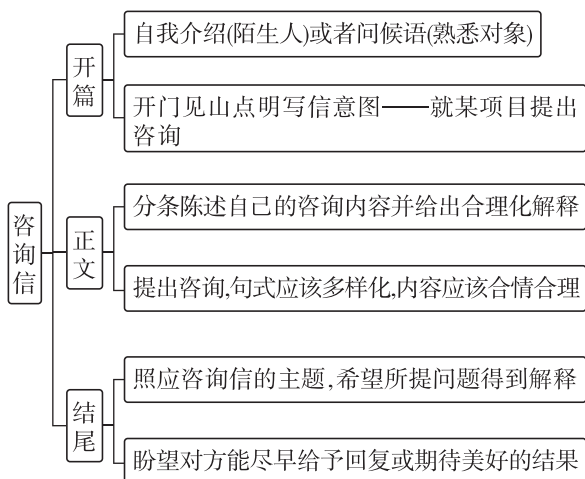
11. 情感细节描写——满意 ..... 写 065

### ■ 参考答案 ..... 写 067

## 第一部分 应用文写作

### 考点7 咨询信

#### 一、咨询信的文章结构



#### 二、素材积累

##### I. 表示“咨询”的短语和句型

- ① inquire about sth 询问……的情况
- ② seek for sth 寻求
- ③ obtain some information 获得一些信息
- ④ regarding/concerning/with regard to sth 关于
- ⑤ provide sb with sth 提供给某人某物
- ⑥ take account of sth/take sth into account 考虑到……
- ⑦ detailed information 详情
- ⑧ be grateful to sb for sth 因某事而感谢某人
- ⑨ express one's appreciation for... 对某事表示感激
- ⑩ be concerned about... 对……关心
- ⑪ a six-week English course 一个为期六周的英语课程
- ⑫ as for 至于,关于
- ⑬ prompt/immediate reply 及时的回复
- ⑭ What about...? /How about...? ……怎么样?

##### II. 模板佳句

第一段:介绍自己,表明写作意图——咨询。

- ① I'm writing to **ask for information about**

how to be a volunteer for the Asian Winter Games. Here are a few things that I'd like to know.

我写信是想了解如何成为亚洲冬季运动会的志愿者。以下是我想知道的几件事。

- ② I'm writing to see if it is possible for you to **provide me with further information** concerning the activity.

我写信是想知道您是否可以向我提供有关该活动的更多信息。

- ③ I'm Li Hua, an exchange student from China. I'm writing to **seek for more detailed information** with regard to the day tour to London.

我是李华,来自中国的交换生。我写信是想了解更多关于伦敦一日游的详细信息。

第二段:详述咨询的内容及具体原因。

- ① **I wonder whether** there is any extra charge for accommodation.

我想知道住宿是否需要额外收费。

- ② **What about** booking tickets in groups? Can we have a reduced price?

团体订票怎么样?我们能享受折价吗?

- ③ **I would like to know** how much I have to pay for the course and whether accommodation is included.

我想知道这门课程我要付多少钱,住宿是否包括在内。

- ④ **As for** the money you charge, I'm wondering if it covers the entrance fees for visiting the places listed.

至于你收取的费用,我想知道它是否包括参观所列地点的入场费。

第三段:再次照应主题,盼望尽早回复。

①Thank you for your kindness and your timely attention to this letter **will be highly appreciated**.

感谢您的好意,如能及时关注此信,我们将不胜感激。

②**Any words fail to convey** how grateful I'm to you for your concern.

任何言语都无法表达我对你的关心的感激之情。

③If there is anything else **that needs special attention**, please inform me **at your convenience**.

如果还有什么需要特别注意的,请在您方便的时候通知我。

④**Could you be so kind as to** send me some relevant booklets on the above-mentioned aspects?

您能否寄给我一些有关上述方面的相关小册子?

### 三、范文背诵

假定你是李华,一个月前你给校英文报专栏 Interpersonal Relationships 投稿,但尚未收到回复。请你写一封邮件问询,内容包括:

1. 简述稿件内容;
2. 询问稿件情况。

注意:写作词数应为 80 个左右。

### 【参考范文】

Dear Editor,

I **contributed to** your "Interpersonal Relationships" column a month ago. Not having received any response yet, I am writing to **inquire about** it.

**Titled** "Strangers under the same roof", my article explores various practical strategies for us teenagers to maintain a harmonious parent-child relationship. Does it ring a bell with you? I'm **eager to** know whether my contribution has been selected for publication or if there are any further improvements needed.

Thank you for your kindness and your timely attention to this letter **will be highly appreciated**. Looking forward to your reply.

Sincerely,

Li Hua

### 四、范文填空

[2025·河北邯郸部分学校高一月考]

假定你是李华,计划寒假期间去新西兰(New Zealand)旅行。请你用英语给你的新西兰朋友 Jack 写一封电子邮件询问一些信息,内容包括:

1. 著名旅游景点信息;
2. 当地特色(如小吃、节日等);
3. 注意事项。

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 Jack,

I am planning to visit New Zealand this winter vacation. 1. \_\_\_\_\_ (我是多么兴奋)when I think of meeting you in New Zealand! As you are a local resident and an experienced traveller, I would like to 2. \_\_\_\_\_ (向你询问一些信息).

First of all, I wonder if you can recommend some places of interest 3. \_\_\_\_\_ (像我这样的外国人值得参观的;定语从句). Your first-hand experience will be 4. \_\_\_\_\_

(比旅行社提供的广告更有说服力;过去分词作后置定语). Besides, I would appreciate it 5. \_\_\_\_\_

(如果你能给我一些详细的信息)about my destination such as local snacks, festivals or traditions. Last but not least, is there anything else 6. \_\_\_\_\_

(我需要特别注意的)when I am there?

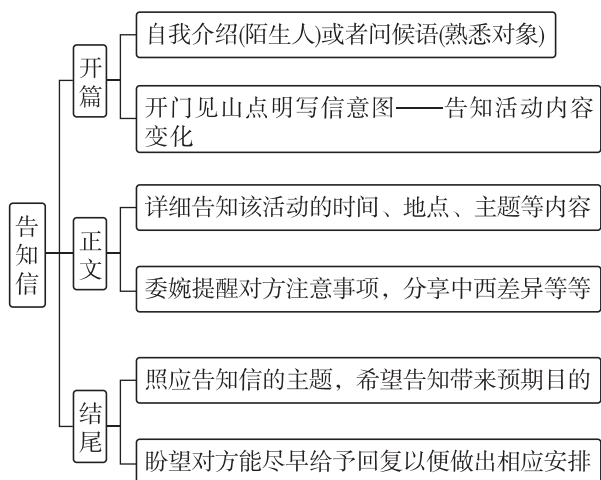
I'm looking forward to your reply!

Yours,

Li Hua

## 考点 8 告知信

### 一、告知信的文章结构



### 二、素材积累

#### I. 表示“告知”的短语

- ①inform sb of sth 告知某人某事
- ②introduce sth to sb 向某人介绍某物
- ③provide some information for sb 为某人提供一些信息
- ④as follows 如下
- ⑤be scheduled at/on... 被安排在
- ⑥show sb around... 带领某人参观某处
- ⑦have a try 试试看, 尝试一下
- ⑧sign up for... 报名参加
- ⑨work as/serve as/act as 任……职, 当……
- ⑩mean/intend to do sth 打算做某事
- ⑪spare some time to do sth 抽出时间做某事
- ⑫pay a visit to... 去参观……
- ⑬make preparations for... 为……做准备

#### II. 模板佳句

第一段: ①问候语/自我介绍 ②写信意图

①How is everything going? I'm Li Hua, chairman of the Student Union of Xinhua Middle School.

一切都好吧? 我是新华中学学生会主席李华。

②Hearing that you want to participate in our school sports meeting, I am writing to **introduce the meeting** which will be held on the playground this Saturday and Sunday.

听说你想参加我们学校的运动会, 我写信是想介绍一下本周六和周日将在操场上举行的运动会。

③I'd like to **share some related information** about the speech that will be delivered next Monday with you.

我想与你分享下周一将进行的演讲的一些相关信息。

④ Learning that you are about to attend a birthday party of your Chinese friend, I am writing this letter to **inform you of** relevant customs and traditions.

得知你即将参加中国朋友的生日聚会, 我写这封信是为了告诉你相关的习俗和传统。

第二段: ①活动内容 ②注意事项

①The lesson **will be given** from 3 pm to 5 pm on the afternoon of next Tuesday in Classroom 502.

本课将于下周二下午 3 点至 5 点在 502 教室进行。

②Contestants **are supposed to** tell their own stories related to our city in no more than three minutes.

参赛者应在三分钟内讲述自己与我们城市有关的故事。

③There are various sports at the sports meeting, including some track and field events and some ball games.

在运动会上有各种各样的运动项目, 包括一些田径项目和一些球类比赛。

④Please wear your sports suit and shoes and take care of yourself. I'm sure you will enjoy yourself at the meeting.

请穿上你的运动服和运动鞋, 照顾好自己。我相信你会在运动会上玩得很开心。

第三段: ①照应主题 ②期待回复

①I sincerely hope that you can **benefit from** the information.

我真诚地希望这些信息对你有益。

②If you want to know detailed information, please **don't hesitate to** drop me a line.

如果你想知道细节信息, 请随时给我写信。

③ Hopefully, you can **spare some time to** join us if it's convenient for you.

希望如果你方便的话,你能抽出一些时间加入我们。

④ This exhibition, I believe, will bring you an impressive cultural feast never to be missed.

我相信,这次展览将为你带来一场不容错过的令人印象深刻的文化盛宴。

⑤ Opportunity never knocks twice. Looking forward to your sharing of "China in my eyes" story!

机不可失,时不再来。期待你分享“我眼中的中国”的故事!

### 三、范文背诵

假定你是校学生会主席李华。你校外教 Tony 将与学生一起到阳光农场参加务农实践活动,请给 Tony 写一封邮件,告知活动相关安排。

注意:写作词数应为 80 个左右。

#### 【参考范文】

Dear Tony,

I hope this e-mail finds you in good spirits. I'm Li Hua, chairman of the Student Union, and I'm glad to express our thrill of having you join us for the farming practice activity at Sunlight Farm. And now I'd like to share some related information.

The event is scheduled for May 1st at 8:00 am, and we will meet at the school gate. Throughout the day, you'll take part in planting, watering and harvesting alongside our students, **under the guidance of** experienced farm staff. **It's a fantastic opportunity to learn** about sustainable agriculture **while fostering teamwork**.

Please wear comfortable clothing and bring necessities like sunscreen and a water bottle. If you have any questions, please don't hesitate to

drop me a line. Looking forward to seeing you there!

Best regards,

Li Hua

### 四、范文填空

假定你是李华,你市将要举办关于敦煌莫高窟(the Mogao Caves)的数字影像展,你的英国交换生朋友 Anna 来信向你咨询相关信息,请你给她回信,内容包括:

1. 展览的时间和地点;

2. 展览的内容。

注意:1. 词数 80 个左右;

2. 可以适当增加细节,以使行文连贯。

参考词汇:盛宴 feast

Dear Anna,

1. \_\_\_\_\_

(得知你对……感兴趣) the upcoming digital imagery exhibition on the Mogao Caves, I am writing to introduce it to you.

2. \_\_\_\_\_

\_\_\_\_\_ (该展览将安排在周一至周日举行) at our City Museum of Art. Nearly 500 high-quality digital photographs of the Mogao Caves will be displayed. These photographs 3. \_\_\_\_\_

\_\_\_\_\_ (提供了一个了解古老世界的窗口) of Buddhism and art, allowing you to immerse yourself in the long history and civilisation of the region. Furthermore, interactive displays will 4. \_\_\_\_\_ (使你能够探索) the history and preservation efforts of these treasures in depth.

This exhibition, I believe, will 5. \_\_\_\_\_

\_\_\_\_\_ (为你带来一场令人印象深刻的文化盛宴) never to be missed. Looking forward to seeing you there.

Yours,

Li Hua

## 第二部分 读后续写

### 7. 情感细节描写——尴尬与羞愧

#### 一、必背单词

ashamed <i>adj.</i> 感到惭愧的; 羞愧的	guilty <i>adj.</i> 感到内疚的; 感到惭愧的 guilt <i>n.</i> 内疚; 悔恨
awkward <i>adj.</i> 尴尬的 awkwardness <i>n.</i> 尴尬; 窘迫	embarrassed <i>adj.</i> 尴尬的 embarrassing <i>adj.</i> 令人尴尬的 embarrassment <i>n.</i> 尴尬; 窘迫
overwhelmed <i>adj.</i> 压倒性的	burning <i>adj.</i> (看似或感觉) 热辣辣的
blush <i>v.</i> (因某事) 羞愧 <i>n.</i> (因难堪、害羞等) 面部泛起的红晕	shame <i>v.</i> 使羞愧(或惭愧) <i>n.</i> 羞耻; 羞愧

#### 二、高频语块

in/with shame/embarrassment 羞愧地/尴尬地	to one's shame/embarrassment 让某人感到羞耻/尴尬的是
be/feel guilty about sth 对某事感到内疚	be/feel ashamed of 因……而感到羞耻, 对……感到惭愧
be filled with guilt 充满内疚	feel too ashamed to show one's face 无地自容
be overwhelmed with shame 羞愧难当	a deep sense of shame 深深的羞耻感
with a look of shame on one's face 脸上带着羞愧的表情	an expression of shame crosses one's face 脸上掠过羞愧的表情
hang/drop/lower one's head in shame 羞愧地低下头	blush with embarrassment/shame 难为情得脸红
feel one's face burning 感到脸发烫	hide one's embarrassment 掩饰某人的尴尬
an awkward silence 令人尴尬的沉默	find a crack to hide in 找个地缝钻进去

#### 三、佳句赏析

- To my shame**, I never did help them. 我感到惭愧的是, 我从来没有帮助过他们。
- An expression of shame** crossed his face. 他脸上掠过一阵羞赧的神情。
- She remembered her angry words **with a deep sense of shame**. 她想起自己说过的话, 深感羞愧。
- She **felt so ashamed that** she could **feel her face burning**. 她感到羞愧难当, 脸上滚烫。
- Standing in the classroom, I **became increasingly embarrassed** and could **feel my heart thumping wildly, my face burning badly**.

站在教室里, 我越来越尴尬, 能感到自己的心怦怦直跳, 脸烧得厉害。

- His face **blushed with embarrassment/shame**. 他因尴尬而满脸通红。/ 他窘得脸都红了。

- He **hung/dropped/lowered his head in shame**. 他羞愧地低下了头。

- With my face burning**, I don't know where to start. 感觉脸火辣辣的, 我不知道该从何说起。

- Smiling **awkwardly**, I admitted feeling a little bit hungry. 我尴尬地笑了笑, 承认有点饿。



10. She lowered a bit of her body, and hesitated for a moment, wondering how to **hide her inner embarrassment**. 她稍稍低下身来, 犹豫了一会儿, 不知如何掩饰内心的尴尬。

#### 四、语段赏析

##### Passage 1:

##### An embarrassing moment in class

During Monday's English class, the teacher asked Li Hua to stand up and translate a text. Having stayed up late playing games the previous night, he hadn't prepared at all and **his mind went blank**. He stammered(结结巴巴)and couldn't form a complete sentence. An awkward silence filled the classroom, and the eyes of his classmates felt like spotlights on him. Li Hua **felt his face burning and wished he could find a crack to hide in**. The disappointed look in the teacher's eyes **filled him with guilt**. He deeply realized his mistake and secretly vowed never to neglect his studies again.

##### 课堂上的尴尬瞬间

周一的英语课上,老师让李华站起来翻译一段课文。由于前一晚熬夜打游戏,他根本没预习,大脑一片空白,支支吾吾说不出完整句子。教室里陷入了令人尴尬的沉默,同学们的目光像聚光灯一样打在他身上。李华感觉脸发烫,恨不得找个地缝钻进去。老师失望的眼神让他内心充满了内疚,他深刻意识到自己的错误,暗暗发誓以后再也不荒废学业。

##### Passage 2:

##### The mistake at the sports meeting

In the relay race of the school sports meeting, Wang Lei, as the last runner, was full of confidence. However, when it came to receiving the baton, he was so nervous that he dropped it directly onto the ground. The cheering around suddenly stopped, and the whole field fell silent. **Wang Lei's face turned bright red instantly. Standing there awkwardly, he was overwhelmed with shame and wished he could disappear.** Watching the runners from other classes cross

the finish line, he **lowered his head, with a look of shame on his face. He felt extremely guilty towards his teammates, believing he had let down everyone.**

##### 运动会上的失误

校运会的接力赛中,作为最后一棒的王磊信心满满。然而,在接棒时他太紧张,竟直接把接力棒掉在了地上。周围的加油声戛然而止,全场陷入寂静。王磊的脸瞬间涨得通红,窘迫地站在原地,内心满是羞愧,恨不得自己能消失。看着其他班级的选手冲过终点,他低着头,脸上带着羞愧的表情,内心充满了对队友的愧疚,觉得自己辜负了大家。

#### 五、语段填空

把下面的语篇补充完整。

It was Tom's turn to give a presentation in class. He had practised a little and thought he was ready. However, when he opened his mouth to start, his mind went blank. He stuttered, trying to find the words, but only a few sounds came out. He 1. \_\_\_\_\_ (难为情得脸红). "How could this be happening? What will they think of me?" Tom's thoughts were racing in panic. The teacher and classmates were all staring at him. There was 2. \_\_\_\_\_ (令人尴尬的沉默) and then a few began to whisper. When he imagined all the disappointed faces and the laughter that might follow, his hands became sweaty. He managed to mumble a few more words, but it was clear that he was completely lost. Overwhelmed by hopelessness, he wished he could 3. \_\_\_\_\_ (找个地缝钻进去). He knew he should have prepared better and 4. \_\_\_\_\_ (为他的懒惰感到惭愧). Finally, the teacher asked him to sit down. Tom walked back to his seat 5. \_\_\_\_\_ (低着头), vowing to himself that he would always be thoroughly prepared in the future, never again allowing such a dreadful scene to happen.



## 8. 情感细节描写——后悔、内疚与自责

### 一、必背单词

guilty <i>adj.</i> 内疚的	regretful <i>adj.</i> 后悔的; 令人惋惜的; 遗憾的
apologetic <i>adj.</i> 道歉的	sorry <i>adj.</i> 抱歉的, 惭愧的
blame <i>v.</i> 责备	regret <i>v.</i> 后悔; 对……感到遗憾/抱歉 <i>n.</i> 遗憾; 失望; 懊悔
apologize <i>v.</i> 道歉, 认错 apology <i>n.</i> 道歉	stamp <i>v.</i> 踩(脚)
guilt <i>n.</i> 内疚	self-blame <i>n.</i> 自责
error <i>n.</i> 错误, 过失	fault <i>n.</i> 责任; 错误; 缺点

### 二、高频语块

feel guilty about 对……感到惭愧或内疚	be filled with/full of guilt/regret 充满愧疚/懊悔
with regretful tears/tears of regret in one's eyes 眼里含着悔恨的泪水	in/with regret 后悔地
apologize to sb for sth 因某事向某人道歉	carry a heavy burden of regret 承受沉重的遗憾
hold back tears of guilt and regret 忍住内疚和后悔的眼泪	a wave/flood of guilt/regret 一阵内疚/懊悔
turn back time 回到过去	take back the words 收回这些话
weigh heavily on sb's heart 沉重地压在某人的心上	with guilt written all over one's face 某人的脸上满是愧疚

### 三、佳句赏析

1. I felt **guilty about** my silly mistake.

我为自己愚蠢的错误感到内疚。

2. With a heavy heart, I **carry the weight of guilt** for my mistakes.

怀着沉重的心情,我为我的错误感到深深的内疚。

3. I **am overcome by a wave/flood of guilt**, replaying my actions in my mind over and over again.

我被一阵内疚所压倒,一遍又一遍地在脑海中重现我的行为。

4. Tears welled up in her eyes as she **apologized for** her thoughtless words.

她为自己轻率的言辞道歉,眼中充满了泪水。

5. He clenched his fists in remorse, **feeling the weight of his mistakes**.

他握紧双拳,感受到自己过错的沉重压力,内心十分懊悔。

6. She bit her lip, trying to **hold back tears of guilt and regret**.

她咬住嘴唇,努力忍住内疚和后悔的眼泪。

7. I wish I **could turn back time** and undo the mistakes I made.

我希望我能回到过去,撤销我犯的错误。

8. She **carried a heavy burden of regret**, unable to forgive herself for the pain she caused.

她背负着沉重的遗憾,因她所造成的痛苦而无法原谅自己。

9. Realizing that he had missed the last chance to apologize, he **was filled with regret** and couldn't stop blaming himself.

意识到自己已经错过了最后一次道歉的机会,他充满了悔恨,不停地责怪自己。

**10. With regretful tears/tears of regret in her eyes**, she whispered an apology to her friend, wishing she could **turn back time** and undo her mistake.

她的眼中含着悔恨的泪水,低声向朋友道歉,希望时光可以倒流,让她弥补自己的过错。

**11.** He wanted to **take back the words** as soon as he saw the disappointed look on his mother's face.

当他看到母亲脸上失望的表情时,他立刻想收回那些话。

**12.** She was **so regretful that** she couldn't stop thinking about what she had done wrong and how to make amends.

她感到如此懊悔,以至于不停地思考自己做错了什么以及如何弥补。

#### 四、语段赏析

##### Breaking the precious vase by accident

Last Saturday, I was helping clean my grandmother's house. While I was wiping the bookshelf, my arm accidentally hit her most cherished vase. With a loud "bang", the vase shattered into pieces instantly. **I stood there, frozen, my heart pounding wildly.** All I could think about was how tenderly and precious my grandmother had always treated the vase when she cleaned it. **A flood of guilt overwhelmed me, and tears welled up in my eyes.** I trembled as I picked up the shards, **with tears dripping onto my hands.** When my grandmother came home, **I apologized to her with tears in my eyes.** Although she comforted me softly, **the self-blame in my heart lingered for a long time.** **How I wished I could turn back time and prevent this mistake!**

##### 意外打碎珍贵花瓶

上周六,我在奶奶家帮忙打扫卫生。当我擦拭书架时,手臂不小心碰到了奶奶最心爱的

花瓶。只听“砰”的一声,花瓶瞬间摔成碎片。我呆立在原地,心脏狂跳不止。满脑子都是奶奶每次擦拭花瓶时温柔又珍视的模样。内疚如潮水般将我淹没,眼泪涌出。我颤抖着收拾碎片,泪水滴落在手上。奶奶回家后,我含着泪向她道歉。虽然她轻声安慰我,但我心里的自责却久久无法消散。多希望时光能够倒流,让我避免这个错误!

#### 五、语段填空

把下面的语篇补充完整。

As I recall the day when I lost my beloved pet dog, Max, 1. \_\_\_\_\_ (一阵内疚) washes over me. It was a sunny afternoon. I was walking Max in a crowded park when I got distracted by a phone call and carelessly let go of his leash. Before I knew it, Max ran towards a crossroad. In an instant, he was hit by a car that came speeding by. Watching the tragic scene, I froze in horror. I rushed and held his tiny and lifeless body in my arms 2. \_\_\_\_\_ (眼里含着悔恨的泪水). I should have held his leash tighter. I should have been more careful. The guilt 3. \_\_\_\_\_ (沉重地压在我的心上).

Now, the regret does not fade. Whenever I think of his bright eyes, 4. \_\_\_\_\_ (痛苦的眼泪) welled up. I keep replaying that moment in my mind, thinking of all the mistakes that 5. \_\_\_\_\_ (本可以避免的). No matter how I wish 6. \_\_\_\_\_ (“他还活着”), I know nothing can bring him back, but this regret and guilt will stay with me forever, a constant reminder of my unforgivable mistake.