

全品



教辅图书



功能学具



学生之家

基础教育行业专研品牌

30⁺年创始人专注教育行业

全品

高考复习方案

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- 布局谋篇
- 技能点拨
- 语言表达
- 分类训练

应用文+读后续写
技能讲练 英语 YN

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第一章 应用文写作总攻略

考情分析

2023—2025 年高考应用文写作试题分析

年份	卷别	体裁	主题	形式
2025	全国一卷	建议信	就外教提供的两个栏目说明自己的选择和理由	文字提纲
	全国二卷	咨询信	询问外教关于文章的进展并提醒交稿时间	文字提纲
	浙江 1 月考	演讲稿	在校园内用手机拍摄短视频的现象	文字提纲
2024	新课标 I / II 卷	告知信	分享在公园上美术课的经历	文字提纲
	全国甲卷	发言稿	中国交通发展	文字提纲 + 图片
2023	新高考全国 I / II 卷	建议信	指出外教分组存在问题并提出建议	文字提纲
	全国甲卷	短文投稿(记叙文)	介绍一位中国历史人物	文字提纲
	全国乙卷	短文投稿(记叙文)	分享自己在假期中学到的新技能	文字提纲

命题规律：

1. 写作体裁多样化。应用文写作主要以书信和电子邮件为主，近几年出现了倡议书、发言稿、短文投稿等，体现了对学生不同体裁写作能力的考查。

2. 命题形式开放化。命题形式不断创新，除了传统的提纲式文字提示外，还出现了更具开放性的形式。如 2024 年全国甲卷运用了“文字提纲 + 图片”式的提示语，2025 年全国一卷则给出两个栏目让学生二选一并说明理由，给予学生更多的自主选择和发挥空间。

3. 写作主题深刻化。写作主题紧密结合生活实际和时代发展，注重价值引领。2024 年新课标 I / II 卷以在公园上美术课的经历为主题，渗透学用结合和美育的理念；2024 年全国甲卷以“中国交通发展”为主题，引导学生关注国家发展变化，增强民族自豪感和自信心；2025 年全国二卷询问“关于加拿大体育运动的文章进展”，巧妙将运动健康主题与跨文化交际相结合，体现了学科内容的融合。

4. 能力考查聚焦思维品质，强调发现与解决真实问题的能力。命题逐步从“解题”向“解决问题”转变，重视批判性思维与创新思维。2023 年新高考全国 I / II 卷要求“指出外教分组问题并提出建议”，直接考查学生发现、分析和解决实际问题的能力；2025 年全国一卷要求“选择栏目并说明理由”，同样需要考生权衡选择、有效论证，反映出对思辨能力的高阶要求；2025 年浙江 1 月考对于校园内用手机拍摄短视频的现象的探讨需要学生具备批判性思维，能从利弊两方面分析这一现象，同时提出切实可行的建议来解决可能出现的问题，如对学习的影响、隐私问题、校园秩序等，体现出在真实校园情境中解决问题的能力

应试点睛

一、解读评分标准，明确写作任务

	评分标准	解读
第五档 13~15 分	完全完成了试题规定的任务。 ——覆盖所有内容要点。 ——应用了较多的语法结构和词汇。 ——语法结构或词汇方面有些许错误，但是是由尽力使用较复杂的语法结构或较高级的词汇所致；具备较强的语言运用能力。 ——有效地使用了语句间的连接成分，使全文结构紧凑。 完全达到了预期的写作目的	1. “覆盖所有内容要点”就是要求考生在写作时要认真审题，确保要点“全而不漏”。 2. “应用了较多的词汇”是指词汇使用的多样性，如词性的多样性、高级词汇的使用、同义词与反义词的使用、短语的使用等

应用文 + 读后续写
技能讲练

第四档 10~12 分	完成了试题规定的任务。 ——虽漏掉一、两个次重点,但覆盖所有主要内容。 ——应用的语法结构和词汇能满足任务的要求。 ——语法结构或词汇方面的应用基本准确,有些许错误主要是因尝试使用较复杂的语法结构或词汇所致。 ——应用简单的语句间的连接成分,使全文结构紧凑。 达到了预期的写作目的	3. “较复杂的语法结构”是指句式结构的多样性。毋庸置疑,单调的句式会使文章显得呆板,缺乏生机和活力,而灵活多变的句式则使行文丰富多彩、生动、自然、流畅。感叹句、倒装句、复合结构、强调句型、定语从句、非谓动词(短语)等语法结构的正确使用可以使文章的语言充满层次感,从而较好地反映出考生的语言运用能力。 4. “有效地使用了语句间的连接成分,使全文结构紧凑”是指句与句、段与段之间以一种明晰的、合乎逻辑的顺序组织与安排,在文意与结构上层次分明、条理清楚、连贯流畅
第三档 7~9 分	基本完成了试题规定的任务。 ——虽漏掉一些内容,但覆盖所有主要内容。 ——应用的语法结构和词汇能满足任务的要求。 ——有一些语法结构或词汇方面的错误,但不影响理解。 ——应用简单的语句间的连接成分,使全文内容连贯。 基本达到了预期的写作目的	

通过分析第三档至第五档的评分标准可知,高分应用文写作具有用词高级化、句式多样化、结构复杂化、逻辑条理化等特点。

二、应用文写作中的七多七少

	多用	少用
开头	开门见山	铺垫过多
人称	第一、三人称	第二人称
结构	三段	四段以上
时态	一般现在时、现在完成时和一般过去时	过去将来时、过去完成时
写作手法	平铺直叙	情感动人
完成时间	<15 分钟	>20 分钟
写作要点	一个不少	缺少要点

三、满分衡水体仿写模板

衡水体书写秘诀:①宜用 0.7mm 或 1.0mm 黑色中性笔;②字体应圆润饱满,字母大小一致,紧挨下方横线书写,向右倾斜 5~10 度;③每个单词之间间隔一个小写字母;④不能连笔;⑤标点符号紧跟在单词后,紧挨下方横线书写。

[2025·全国一卷]
假定你是李华,你班的英语报要增设一个栏目。外教 Jenny 提出“Fun at my school”和“Guess who I am”两个选项供大家选择。请给 Jenny 写一封邮件,内容包括:

(1)你的选择;
(2)说明理由。
注意:写作词数应为 80 个左右。

Dear Jenny,

I really like the idea of adding a new column to our English newspaper. _____

Yours,
Li Hua

One possible version :

Dear Jenny,

I really like the idea of adding a new column to our English newspaper. After careful consideration, I choose “Guess who I am” as the new section. Here are my reasons.

Firstly, by describing classmates in English, we’ll practise language skills while discovering funny habits or unknown facts about classmates. Secondly, the guessing process itself is a joyful experience, which will foster closer relationships between classmates. Moreover, the mystery of “who” sparks curiosity, making each edition of the paper more anticipated.

I believe the new column will not only enrich our English learning experience but also create lasting memories of our school life. Thank you for considering my suggestion!

Yours,
Li Hua

第二章 高分写作微技能

微技能 1 词汇升级

在写作中，选择比较书面的高级词汇来替换一些很基础的、较常见的口语化的简单词汇，或多使用词组、习语来代替一些单词，能使语言的文采倍增。

例 1 [2025 · 全国二卷]（普通表达）Your thoughts on Canadian sports will surely help our readers understand global sports culture better, which will be beneficial to us.
→(升级表达)Your **insights into** Canadian sports will **definitely enrich our readers’ understanding** of global sports culture, which

will be of benefit to us.
你对加拿大体育运动的见解定能丰富我们读者对全球体育文化的了解,这对我们来说将大有裨益。
例 2 [2023 · 新高考全国 I 卷]（普通表达）I’d appreciate it if you could consider my suggestions seriously.
→(升级表达) I’d appreciate it if you could **take** my suggestions **into serious consideration/ account**.
如果你能认真考虑我的建议,我将不胜感激。

词汇升级表

词性	汉语意思	基础词	升级选项	例句
动词	获得	get	obtain, acquire, gain	Through this activity, you can not only acquire valuable skills but also deepen your understanding of Chinese culture.
	认为	think	believe, hold the view that	I firmly believe that everyone deserves a chance.
	显示	show	demonstrate, illustrate, reveal, indicate	The chart demonstrates clearly the importance of environmental protection.
	给	give	provide, offer, supply, present	The show provided a platform for students to show their unique talents.
	喜欢	like	be fond of, be keen on, be passionate about	I am extremely keen on participating in the debate.
	提高	improve	enhance, promote, boost	Participating in this English corner will greatly enhance your oral communication skills and help you make more friends with similar interests.
	需要	need	require, demand, call for	The volunteer position requires a strong sense of responsibility and good communication skills.
	感谢	thank	appreciate, be grateful for, express gratitude to	We would deeply appreciate it if you could share your valuable experience on environmental protection at our school lecture.
	决定	decide	be determined to	After winning the English speech contest, I am determined to keep practising and improve my language skills further.
	拜访	visit	pay a visit to, call on	On behalf of our class, I sincerely invite you to pay a visit to our school’s art exhibition next Friday afternoon.
	想要	want	would like to, be eager to, long to	I would like to express my sincere congratulations on your outstanding achievement.
	表扬	praise	speak highly of	All the students speak highly of the activity.

应用文 + 读后续写
技能讲练

词性	汉语意思	基础词	升级选项	例句
	支持	support	be in favour of	I am strongly in favour of the proposal to organize a book-sharing festival.
	看见	see	catch sight of, catch a glimpse of	Upon arriving at the village, we caught sight of the beautiful scenery and friendly locals.
	面对	face	be faced with	Our community is faced with the problem of waste pollution, so we need everyone to take action to reduce rubbish.
	容忍	bear	put up with	I can no longer put up with the loud noise every night, which seriously disturbs my sleep.
	理解	understand	have a better understanding of, gain a deeper insight into	This trip allowed me to have a better understanding of local customs and traditions.
	利用	use	make use of, take advantage of, make the best/most of	We should make use of this opportunity to develop our interests and talents.
	道歉	apologize	make an apology	I would like to make a sincere apology for any inconvenience I have caused.
	意识到	realize	be aware/conscious of	Everyone should be aware of the importance of saving water, especially in dry seasons.
	导致	cause	give rise to, lead to, result in, bring about, contribute to	Everyone's effort will contribute to the success of this charity event.
	记住	remember	bear/keep in mind that	Please bear in mind that the deadline for submitting the application form is next Monday.
	希望	hope	desire, anticipate, look forward to	Many students desire to have more after-school activities that can develop their creative skills.
形容词/副词	令人惊讶的	surprising	amazing, astonishing, shocking	The students gave an amazing performance at the school art festival, which won loud applause from the audience.
	好的	good	outstanding, excellent, remarkable	She is an outstanding student who is not only diligent but also very creative.
	许多	many	numerous, various	Numerous students have signed up for the volunteer activity to help clean the city park this weekend.
	明显的	obvious	apparent, evident	It is apparent that regular exercise is beneficial to both our physical and mental health.
	勤奋的	hard-working	diligent	As a diligent and reliable person, I believe I am suitable for this job.
	艰难的	difficult	challenging, tough	Finishing the project on time was a challenging but rewarding task.
	重要的	important	vital, significant, essential, (be) of importance	It is vital for us to follow the school rules to ensure a safe and orderly learning environment.
	吸引人的	attractive	appealing, inviting, fascinating	The idea of organizing a cycling tour around the city sounds very appealing .
	最终	finally	eventually	After months of practice, I eventually won first prize in the school singing competition.
	经常	usually	more often than not	More often than not , a positive attitude leads to good results.

词性	汉语意思	基础词	升级选项	例句
名词	机会	chance	opportunity	This international exchange programme provides a great opportunity for students to learn about different cultures.
	选择	choice	option, alternative	You have the option to choose either online or offline courses according to your own schedule.
	影响	effect	influence, impact	This book has a positive influence on my outlook on life.
	后果	result	consequence	Not getting enough sleep may lead to the consequence of poor concentration in class.
	缺点	weakness	drawback, shortcoming	One drawback of online learning is that students may lack face-to-face communication with teachers.
	问题	problem	issue	Environmental pollution remains a critical issue that requires immediate action from every one of us.
	工作	job	career, profession, occupation	Taking part in this internship will help you gain work experience and prepare for your future career .
	计划	plan	schedule	Please inform us of your schedule so we can arrange the meeting accordingly.
短语	对……满意	be satisfied with	express one's satisfaction with	Our headmaster expressed his satisfaction with the progress we made in improving the school's environment.
	尽全力	try one's best	spare no effort, make every effort, go all out	We will spare no effort to organize a successful graduation party for our senior classmates.
	参加	take part in	participate in	All students are welcome to participate in the school's poetry reading contest next month.
	忙于	be busy with	be occupied in/with, bury oneself in, be engaged in	During the winter vacation, I was occupied in volunteering at a local community centre to help the elderly.
	因为	because of	due to, owing to	Due to the bad weather, the school has decided to postpone the outdoor activity to next week.
	例如	for example	for instance, take...as an example	There are many ways to protect the environment; for instance , we can use reusable bags instead of plastic ones.
	实际上	in fact	as a matter of fact, in truth, in reality	As a matter of fact , regular reading can not only expand your vocabulary but also improve your writing skills.
	成功做了某事	succeed in doing sth	make it	With your hard work and determination, I believe you will make it to your dream university.
	在我看来	in my opinion	as far as I am concerned, from my perspective	From my perspective , teamwork is the key to solving this problem.
	大多数	most of	the majority of	The majority of students think that the school should extend the library's opening hours on weekends.
	一定会	be sure to	be bound to	If you keep practising your oral English every day, you are bound to make great progress.
	厌烦	be bored with	be fed up with	Many students are fed up with the long waiting time for school buses in the morning.
	以……闻名	be famous for	have a reputation for	Your company has a reputation for excellent customer service.

词性	汉语意思	基础词	升级选项	例句
	感到舒适	feel comfortable	feel at ease	The friendly atmosphere made me immediately feel at ease .
	向某人寻求帮助	ask sb for help	turn to sb for help	Never hesitate to turn to me for help if you encounter any problems.
	擅长	be good at	have a good command of/stand out in	I have a good command of English and computer skills, which makes me qualified for this position.

对点训练

① 词句升级

1. I think (= _____) we should organize a volunteer activity to **help** (= _____) the elderly.
2. Reading more classic works allows us to **understand** (= _____) human nature and the true meaning of life.
3. I want to **thank you** (= _____) for offering me so much help when I was in trouble.
4. In my opinion (= _____), we should **use** (= _____) social media to spread positive energy.
5. Through the discussion, we **realize** (= _____) the necessity of carrying out a low-carbon economy in our country.
6. Also, I'm **good at** (= _____) communicating and organizing activities.

Ⅱ 高级词汇填空

[2025·江苏省南京师范大学附属中学高三三模]

假定你是李华,你的美国朋友 Tom 将要参加他所在学校举办的中文朗诵比赛(the Chinese Recitation Competition),特发来邮件向你询问备赛的建议。请你回复邮件,内容需涵盖以下要点:

1. 表达对他参赛的支持与鼓励;
2. 给出至少三条备赛相关的实用建议;
3. 传达你对他的希望以及美好的祝愿。
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 Tom,

I'm thrilled to know you'll 1. _____ (参 加) the Chinese Recitation Competition—this is such a 2. _____ (好机会) to show your progress! I'm totally 3. _____ (支持) your decision and believe you'll do great.

Here are some tips. First of all, I suggest you choose a poem 4. _____ (吸引你的), which will make practice more enjoyable. Besides, 5. _____ (尽全力) to practise pronunciation and you can 6. _____ (向你的中文老师求助), as they can provide precise guidance. Last but not least, it will be better to record yourself reciting and listen back to enhance your expression.

I'm looking forward to hearing your performance and believe you 7. _____ (一定会成功). Good luck!

Yours,
Li Hua

微技能 2 句式丰富多变

在写作中,使用多样化的句式会使文章富有生气和活力。感叹句、倒装句、复合结构、强调句型、定语从句、非谓语动词(短语)等语法结构的正确使用可以使文章的语言充满层次感,从而较好地反映出考生的语言运用能力。

三大从句	定语从句,状语从句,名词性从句	句式丰富
特殊句型	倒装句,强调句,感叹句	句式丰富
非谓语动词	不定式,动名词,分词	生动简洁

例 3 [2025 · 全国一卷] (普通表达) By reading and writing these stories, we can enhance our understanding and appreciation of our school life.

→(升级表达) **It is by reading and writing these stories that we can enhance our understanding and appreciation of our school life.** (用强调句升级)

正是通过阅读和写作这些故事,我们可以增强我们对校园生活的理解和欣赏。

例 4 [2025 · 浙江 1 月考] (普通表达) Some students film during class or in quiet areas. It distracts others from learning and invades others' privacy.

→(升级表达) **Some students film during class or in quiet areas, which distracts others from learning and invades others' privacy.** (用定语从句升级)

一些学生在课堂上或在安静的地方拍摄,这分散了他人的学习注意力,侵犯了他人的隐私。

十一类写作句式

句式	例句
句式一： 同位语	[2023 · 全国甲卷] Li Bai, a brilliant poet of the Tang Dynasty, is celebrated as an immortal figure in Chinese literature.
句式二： 平行结构	[2024 · 浙江 1 月考] This simple routine involves standing up from your desk, stretching your arms, legs and back, and taking a few deep breaths.
句式三： 被动语态	[2023 · 新高考全国 I 卷] Learning that the students will be randomly divided into groups of two in the oral training course, I'd like to raise concerns and offer some suggestions.
句式四： 各种从句	[2024 · 新课标 I 卷] I created a work with the theme of "Nature's Harmony", whose main elements are trees, flowers, and a small pond. (非限制性定语从句) [2025 · 全国一卷] The reason is that this column can provide a platform for us to share interesting stories and experiences at school. (表语从句) [2025 · 全国二卷] If you encounter any challenges, our team is more than happy to assist you. (条件状语从句)

句式	例句
句式五： 非谓语动词	[2024 · 新课标 I 卷] Taking the art class in the park was really a novelty. (动名词短语作主语) [2024 · 浙江 1 月考] Secondly, it can improve your focus and concentration, making it easier to stay engaged in class. (现在分词短语作状语) [2024 · 新课标 I 卷] Inspired by the fantastic scenery, I decided to create a watercolour of the small bridge over the park's pond, surrounded by blooming flowers. (不定式作宾语 + 过去分词短语作状语、定语)
句式六： 倒装句	[2024 · 新课标 I 卷] So beautiful was the scene that I finished the work quickly with great joy. (部分倒装句) [2025 · 全国一卷] Not only will it enrich our school life, but it will also improve our English writing skills. (否定词开头的部分倒装句) [2023 · 浙江 1 月考] Exhausted as we were after walking for hours and taking dozens of notes, no one complained. (状语从句的倒装)
句式七： 强调句	[2023 · 全国甲卷] It is Zheng He's spirit of peaceful exchange and cultural tolerance that has left a profound legacy.
句式八： with 复合结构	[2024 · 全国甲卷] With society advancing and travel demand rising, it has undergone remarkable transformations, giving the Chinese people access to different ways of travelling.
句式九： 独立主格结构	[2023 · 全国甲卷] His wisdom enduring through centuries, Confucius reminds us that personal growth and social responsibility are essential for a meaningful life.
句式十： 虚拟语气	[2024 · 北京卷] Without decades of technological breakthroughs and infrastructure investment, China wouldn't have built the world's longest high-speed rail network.

(续表)

句式	例句
句式十一： 固定句式和 形式主语/ 宾语 it	[2023·全国甲卷] When it comes to remarkable figures in Chinese history, Zheng He stands out as an iconic explorer. [2023·新高考全国I卷] If the two students paired together are both poor at spoken English, it'll be extremely difficult for them to carry on the practice.

固定句式和特殊表达

A it 作形式主语的句子

1. It goes without saying that... 不用说……
2. It is believed/thought that... 人们认为……
3. It is universally acknowledged that...
人们普遍认为/众所周知……
4. It's high/about time that sb did/should do ...
(should 通常不省略)
到了某人该做……的时间了。
5. It doesn't make sense (for sb) to do sth.
(对某人而言)做某事没有意义。
6. It occurs to/hits/strikes sb that...
某人突然想到……
7. It is essential that... 有必要……
8. It is good manners to do sth.
做某事是有礼貌的。
9. It takes... to do sth. 做某事需要……
10. It's really a challenge for sb to do sth.
对某人来说做某事确实是一个挑战。
11. It's one's great honour to do sth.
做某事是某人莫大的荣幸。

B there be 句型

12. There is no doubt that... 毫无疑问……
13. There is no denying that... 不可否认……
14. There's no point/sense in doing sth.
做某事是无意义的。
15. There is nothing but/except... 除了……外别无其他。

C as 引导的定语从句

16. As the popular saying goes... 俗话说得好……
17. Just as sb puts it... 正如某人所说……
18. As is known to all/As we all know...
众所周知……

19. As is mentioned above...

正如上面提到的……

D 状语从句

20. When it comes to... 当谈到/涉及……时
21. hardly/scarcely ... when .../no sooner ...
than... 一……就……
22. It is/has been + 时间段 + since...
自……以来已有……时间。
23. It will be + 时间段 + before...
要过……时间才会……
24. so... that.../such... that...
如此……以至于……

E 表语从句

25. The reason why... is that...
……的原因是……
26. The advantage/drawback of... is that...
……的优点/缺点是……
27. The purpose of... is that...
……的目的是……

F 主语从句

28. What impresses sb most is that...
最令某人印象深刻的是……

G 宾语从句

29. The result of the survey suggests that...
调查结果表明……
30. I never doubt that... 我从未怀疑……
31. We must keep in mind that...
我们必须牢记……
32. I would appreciate it if you could...
如果你能……我将感激不尽。

H 同位语从句

33. Some people hold the opinion that ... while others believe...
有些人认为……而另一些人则认为……
34. Nothing is more important than the fact that... 没有什么比……的事实更重要。

I 特殊句式

35. It was not until ... that ... 直到……才……
(强调句型)
36. “The + 比较级..., the + 比较级...”越……越……
37. “肯定祈使句 + and/or + 陈述句”, “否定祈使句 + or + 陈述句”

I 句式升级

1. The school organized a charity run last week, and more than 500 students and teachers took part in it.

→ _____
_____ (用被动语态和 with 复合结构)

2. We recommend Tom for the scholarship because he studies hard and often helps classmates.

→ _____ he studies hard and often helps classmates. (用 The reason why...is that... 句式)

3. We can truly make a significant difference to the environment when every one of us starts to take concrete action.

→ _____ truly make a significant difference to the environment. (用倒装句)

4. I highly recommend *The Midnight Library* for your reading club. It offers profound insights into life's choices and regrets.

→ I highly recommend *The Midnight Library* for your reading club, _____ (用定语从句)

5. The library has many useful reference books, and it can help us with our research papers a lot.

→ The library has _____ it can help us with our research papers a lot. (用结果状语从句)

6. To get this valuable opportunity to study at your prestigious university is my great honour.

→ _____ to get this valuable opportunity to study at your prestigious university. (用 it 作形式主语)

7. You helped me practise spoken English every weekend, so I passed the English oral test successfully.

→ _____ helped me practise spoken English every weekend, _____

_____ the English oral test successfully. (用强调句和非限制性定语从句)

8. I am eager to know the exact starting date of the summer programme.

→ _____ the exact starting date of the summer programme. (用主语从句)

II 从句填空

[2026 · 广东省深圳市高三第一次统考]

假定你是李华, 你校英文报正在举办题为 “An unforgettable experience of labour” 的征文大赛。请你写一篇短文参赛, 内容包括:

1. 你的劳动经历;
2. 你的感受。

注意: 写作词数应为 80 个左右。

【范文填空】

An unforgettable experience of labour

During the National Day holiday 1. _____ (刚刚过去的)【定语从句】, I spent one day participating in a local environmental clean-up initiative.

On that day, I joined a group of volunteers to pick up litter in the wetland park. 2. _____ (备上手套和垃圾袋)【过去分词作状语】, we spent hours collecting discarded bottles, cans, and plastic waste. It was a laborious task, but the sense of purpose was inspiring. 3. _____

_____ (当我们小心地收集散落的垃圾时)【时间状语从句】, we also took time to educate visitors about the importance of environmental conservation.

4. _____ (这种体验不仅仅是关于体力劳动, 也是关于社区精神和个人责任的一课)【not only... but also... 句式】. I felt a deep sense of accomplishment, 5. _____

_____ (知道我的努力为更清洁、更健康的环境做出了贡献)【现在分词作状语; 宾语从句】.

(续表)

在写作中，在句与句、段与段之间恰当地使用一些承上启下的连接(过渡)性词语能使上下文语义连贯、逻辑清晰。

例 5 [2025·浙江1月考] **In my opinion**, it can be a fun way to record campus life, **but it also** has its drawbacks.

在我看来,它可以是一个有趣的方式来记录校园生活,但它也有它的缺点。

例 6 [2024·北京卷] **In addition, you can also** mention China's role in helping solve global issues **such as** the global warming, offering a more comprehensive view.

此外,你还可以提到中国在帮助解决全球变暖等全球性问题上所发挥的作用,提供一个更全面的视角。

十类过渡性词语

类别	例词
1. 表示起始的过渡性词语	above all, first of all, to begin with, according to, as you know/as is known, as is shown, when it comes to 等
2. 表示时间顺序的过渡性词语	firstly, secondly, thirdly, then, later, in the end, finally, at last, after that, afterwards, since then, meanwhile 等
3. 表示并列关系的过渡性词语	and, or, also, as well as, neither...nor..., not only...but also..., either...or..., not...but... 等

类别	例词
4. 表示转折关系的过渡性词语	but, yet, however, while, otherwise, on the contrary 等
5. 表示因果关系的过渡性词语	because, as, since, for, thanks to, due to, as a result of, so, thus, therefore, as a result/consequence 等
6. 表示条件关系的过渡性词语	if, unless, in case of, as/so long as, on condition that 等
7. 表示递进关系的过渡性词语	besides, in addition, what's more, furthermore, moreover, what's worse, still less, to make matters worse, worse still, on the one hand...on the other hand..., for one thing...for another... 等
8. 表示列举事实的过渡性词语	such as, for example/instance, take...as an example, that is to say, as follows, in other words 等
9. 表示观点的过渡性词语	in my opinion, in my view, from my point of view, as far as I am concerned, as for me, personally (speaking) 等
10. 表示总结的过渡性词语	in short, in brief, in conclusion, in a word, to sum up, all in all, on the whole, in general, generally speaking 等

对点训练

① 使用过渡性词语填空

1. _____ (首先), the most significant thing is to set a goal, work out a plan and carry out the plan step by step.
2. _____ (恰恰相反), smartphones not only take up our valuable time, but also do great harm to our health.
3. _____ (总之), changes in our life have brought us comfort and convenience in the past twenty years.

4. Remember, all entries must be original. _____ (也就是说), if an entry is found to be copied from other sources, the participant will be disqualified from the competition.
5. _____ (但是), there are also many risks. _____ (比如), AI could lead to job losses in certain fields and raise concerns about privacy and security. _____ (再者), over-reliance on AI might reduce human creativity and decision-making skills.

II 衔接词填空

假定你是李华,最近你校举办了主题为“Happy Reading, Happy Sharing”的读书分享会活动。请你为校英语报写一篇稿件记录这次活动,内容包括:

1. 活动的内容;
2. 你的心得。

注意:写作词数应为 80 个左右。

Our school recently hosted a reading sharing event themed “Happy Reading, Happy Sharing”, which brought great joy to all participants.

1. _____ (首先), each student prepared a favourite book and shared its main content with each other. Then, we had a group discussion where everyone talked about their

feelings after reading. 2. _____ (例如), some students shared stories about friendship from novels, while others talked about life insights from biographies. 3. _____

_____ (此外), the teacher gave us valuable advice on how to choose suitable books.

4. _____ (因此), the atmosphere was both warm and inspiring.

5. _____ (就我个人而言), this activity was very meaningful. It not only broadened my horizons but also made me realize the importance of sharing. 6. _____

_____ (总之), it was a wonderful experience that I will always remember.

第三章 应用文分类讲练

考点 1 建议信

【写作框架】

建议信

表明写信背景和目的:要提供建议

具体的建议及理由或带来的好处

希望采纳建议,表达美好祝愿

【高分句型】

[首段句]呈现问题,表明写作目的:

(1) _____ (我写信表达我的观点) concerning .../convey my concern about...

(2) You have asked for my advice about ... and **I will try to make some suggestions.**

(3) **In response to your letter** telling me you hope to..., I have some ideas for you.

(4) I'm sorry to hear you're having difficulty/trouble in ... I'm only too willing to help you and _____ (我的建议如下).

[中段句]提出建议并说明建议的好处:

(1) I think **the most suitable... for you** is..., so that...

(2) **You'd better...** /It's better to... In that way, ...

(3) **Why not** do...? /**What about** doing...? / _____ (强烈建议) that you should... Thus, ...

(4) _____ (如果我是你), I would .../It

would be a good choice to.../By doing that, ...

(5) In my personal opinion, **it would be wise/more helpful to do...**

[尾段句]希望建议有用或被接受:

(1) I hope my suggestions can **make a difference to you.**

(2) I would appreciate it _____ (如果你能考虑我的建议).

(3) I hope you will **take my advice into account/consideration.**

(4) I hope you will find _____ (这些建议实用/有用/有帮助).

【语篇鉴赏】

[2025·陕西省汉中市高三二模]

假定你是李华,你的英国朋友 David 来信说,他的学校要成立一个与中国文化有关的俱乐部。请你推荐一个你认为最能代表中国文化的事物,内容包括:

1. 你的建议(如书法、戏曲、建筑等);
2. 推荐理由。

注意:写作词数应为 80 个左右。

【精彩美文】

Dear David,

Glad to have heard from you. Knowing your school is planning to start a school club about Chinese culture, I'm more than happy to make a suggestion.

My suggestion is that a Chinese calligraphy club should be established. For one reason, Chinese calligraphy is a form of art with a long history, standing for the civilization of ancient China. For another, the club may attract diverse participants from different countries, as there is no language barrier to appreciating art. More importantly, it's a hands-on activity where students can learn basic

techniques using brushes and ink and create their own works.

I would be grateful for your taking my advice into consideration. Looking forward to hearing from you.

Yours,
Li Hua

对点训练

[2025·江苏省姜堰中学高三调研]

假设你是红星中学高三学生李华,你与交换生 Jim 要共同完成一篇项目学习的论文,他建议用 AI 完成初稿。请你用英语给他写一封电子邮件,内容包括:

1. 委婉拒绝并说明理由;
2. 你的建议及计划。

注意:词数 80 个左右。

提示词语:项目学习 project-based learning

【范文填空】

Dear Jim,

Thanks for your suggestion on using AI to finish the first draft of our paper. But after further consideration, 1. _____ (恐怕这不是个明智的主意)。

Firstly, it goes against the purpose of project-based learning, 2. _____

(即培养批判性思维和团队合作)。Moreover, AI is unlikely to accurately present our ideas, 3. _____

_____ (因为它没有“参与到”我们的项目中)。So, 4. _____

_____ (我坚决建议我们自己写论文)。We can start by brainstorming together to create an outline after generating some original and creative ideas. Then we can work independently on different parts, and finally work together to finalize our paper. 5. _____

_____ (我相信我们可以比人工智能做得更好)。

Hope you can understand. Expecting our distinctive draft.

Yours,
Li Hua

考点 2 申请信

【写作框架】

申请信

自我介绍, 简要说出信息来源, 并提出申请

突出自己的特点, 具体说明胜任理由

请求给予机会, 期望尽快回复

【高分句型】

[首段句] 介绍自己, 简要说明信息来源, 并提出申请:

(1) I am extremely pleased to see your advertisement for... in the newspaper. _____ (我写信申请这个职位)。

(2) I read your post/advertisement/notice about... and **I would like to apply for the position.**

(3) Having read your advertisement on the

Internet looking for..., **I'm writing to apply for a chance to get involved.**

(4) I have read in the newspaper that your company wants to hire .../... is wanted in your company and **I am interested in it.**

[中段句] 突出自己的特点, 具体说明胜任理由:

(1) I am confident/convinced that _____ (我适合这个职位)。

(2) **In the first place,** I have strong written and spoken communication skills.

(3) **Besides,** I _____ (英语口语很好), which enables me to communicate with others freely.

(4) I do believe that **I am qualified/fit for the job.** Firstly, I have an extensive knowledge of our school's history and culture.

(5) **Last but not least,** _____
_____ (我个性很好,
并且生活上很独立)。

(6) I have organised several such great activities,
_____ (使我具备
了相关的经验)。

[尾段句] 请求给予机会, 期望尽快回复:

(1) I hope you can **offer me the opportunity.** /
Hopefully, I could be offered the chance to
join you.

(2) I hope **I can be accepted as** a member of your
summer camp.

(3) I do hope that _____
_____ (我能满足你的要求)。

(4) I would appreciate it _____
_____ (如果你能考虑
我的申请)。 Looking forward to hearing from you
as soon as possible.

【语篇鉴赏】

[2025·重庆市育才中学高三二模]

假设你是李华, 正在英国留学, 你校将举办
“中国传统文化周”(Traditional Chinese Culture
Week)活动, 现需招募一名国际学生代表参与活
动策划。请你给负责此事的 Smith 老师写一封邮
件, 内容包括:

1. 表达申请意愿并说明自身优势;
2. 提出活动建议。

注意: 词数 80 个左右。

【精彩美文】

Dear Mr Smith,

I'm Li Hua, an international student from China.
With immense passion for spreading Chinese culture,
I'm writing to apply for the position of international
student representative for the upcoming Traditional
Chinese Culture Week.

As a native Chinese, I have a solid foundation in
traditional culture, including calligraphy, folk music
and festivals. Additionally, I gained rich experience in
organizing cultural sharing sessions on campus last
semester, which developed my communication and
event organization skills. I'm convinced that these
qualities make me a suitable candidate. For the
event, I propose holding a Chinese calligraphy
exhibition and a traditional music concert, which will
offer students an immersive experience of Chinese
art's charm.

I'm confident in my ability to fulfill this role well
and eagerly look forward to your reply.

Yours sincerely,

Li Hua

对点训练

A [2026·重庆市高三模拟]

假定你是高三(4)班学生李华, 学校《博文》杂
志正在招聘“英语文学栏目”编辑, 请你给负责人
写一封申请信。内容包括:

1. 你的优势;
2. 你对栏目的初步设想。

注意: 写作词数应为 80 个左右。

【范文填空】

Dear editor,

I'm Li Hua from Class 4, Senior 3, 1. _____

_____ (渴望申请“英语文学专栏”的编辑职
位)。 As an enthusiastic reader, I've explored
many classic English works 2. _____

_____ (涵盖小说、诗歌),
3. _____

_____ (这极大地丰富了我的文学知识与品
味)。 My English skills, both in writing and
translation, have been polished through years of

practice, 4. _____

_____ (使我
能够准确处理英语文学素材)。 Also, I once
edited _____ our _____ class _____ magazine,
5. _____

(获得了内容筛选的实践经验)。 For the column,
I plan to set up “New Book Recommendation” and
“Author Interview” sub-columns. I believe these
diverse sections can 6. _____

_____ (吸引更多同学
积极参与到文学活动中来)。

Thank you for your time. I'm looking
forward to your reply.

Yours,

Li Hua

B [2025·山东省青岛市高三二模]

假如你是李华, 你对某大学关于人工智能的
暑期课程——大语言模型 (Large Language
Models) 十分感兴趣, 请按要求写一封申请信, 内

容包含以下方面：

- 1. 申请意愿和自身优势；
- 2. 希望被录用。

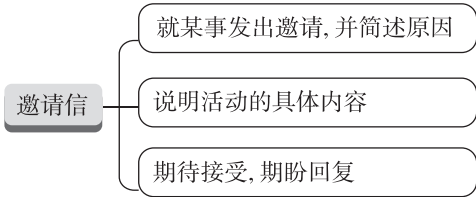
注意：写作词数应为 80 个左右。

Dear Admissions Committee,

Warm regards,
Li Hua

考点 3 邀请信

【写作框架】



【高分句型】

[首段句] 开门见山, 发出邀请:

- (1) Knowing that you **have a great passion for...**, I am writing to invite you to...
- (2) I think **it would be a great idea if you could participate in...**
- (3) **We're planning a(n) ...** on Friday evening. We feel **it would be a great idea if you could join us/I wonder if you can come...**

(4) _____
_____ (我非常荣幸地向你发出我们诚挚的邀请)...

[中段句] 介绍邀请对方参加的活动的详情:

- (1) It will begin at 2:00 pm and last two hours, **during which time...**
- (2) _____ (按照计划), the festival is to be held/**The festival is scheduled to** take place **from... to...**
- (3) By participating in the event, _____ (我们不仅可以享受面对面的对话), but we can also have a better understanding of each other.
- (4) This is such a golden chance to ... that it can't be missed.

[尾段句] 希望接受邀请:

- (1) _____ (如果你能接受我的邀请, 我将感激不尽). I'm sure it can leave a wonderful impression on you!
- (2) Will you be available during that time? Please contact me at 1234567 **at your earliest**

convenience.

- (3) Would you please let me know **as soon as possible** if you can accept my invitation?
- (4) We would be **looking forward to your coming with great pleasure.**

【语篇鉴赏】

[2025 · 湖南省永州市高三二模]

假设你是李华, 请给外教 David 写一封邀请信, 邀请他报名参加学校国际部举办的“中国文化体验日”活动。内容包括:

- 1. 活动目的;
- 2. 特色项目;
- 3. 报名方式。

注意: 写作词数应为 80 个左右。

【精彩美文】

Dear David,

Having learned you're passionate about Chinese culture, I'm thrilled to invite you to the "Chinese Culture Experience Day" organized by our school's International Department.

Aimed at bridging cultural gaps, the event offers an immersive journey into traditional Chinese customs that you won't want to miss. Scheduled for next Saturday from 9 am to 4 pm at the school auditorium, it features diverse activities: you can try calligraphy with professional guidance, admire the grace of tea ceremonies, and even learn to cook dumplings—all designed to let you feel cultural charm first-hand.

Join us for this cultural journey by registering through this link: CCED@ gmail.com. We believe that your participation will not only enrich your experience in China but also contribute to the cultural diversity of our campus.

Yours,
Li Hua

A [2025·山东省名校联考]

假如你是李华,你校将在下个月参加校际英语辩论比赛,作为学校辩论社社长,请你写一封邮件邀请国际交换生 Jeff 加入你的辩论团队,内容包括:

1. 辩论话题;
2. 邀请原因。

注意:写作词数应为 80 个左右。

【范文填空】

Dear Jeff,

I hope this e-mail finds you well. I'm Li Hua, leader of the debate club at our school. We are excited to 1. _____

(邀请你加入我们) for the upcoming inter-school debate competition next month, 2. _____

(主题为) "Technology's Impact on Human Relationships".

3. _____

(我们相信你会是一个完美的人选,原因如下). Firstly, your overseas living experience 4. _____

(使你能够挑战传统观点并带来新的跨文化的观点).

Additionally, your active participation in class

discussions showcases your passion for critical thinking, 5. _____

(其在辩论中是至关重要的).

We'd be absolutely thrilled to have you join us! 6. _____

(如果你感兴趣或有任何问题), feel free to get in touch anytime.

Yours,

Li Hua

B [2025·陕西省西安市高三二模]

假定你是国际学校音乐社团的负责人李华,你校准备组建一个多语种合唱团(multilingual choir),想邀请学校的英国老师 Mr Black 来做音乐指导(instructor)。请你给他写一封邮件,内容包括:

1. 写邮件的目的;
2. 邀请理由。

注意:写作词数应为 80 个左右。

Dear Mr Black,

Yours,

Li Hua

考点 4 求助信

【写作框架】

求助信

表明写作目的: 因为某问题寻求帮助

讲述求助事件的详情及想得到的帮助

表达感谢与期待

【高分句型】

[首段句] 呈现问题,表明写作目的:

(1) **I'm writing to ask you for help/to do me a favour.**

(2) **I'm writing in the hope that** you will be kind enough to do me a favour.

(3) **I hope you will not mind me writing to ask if you are available to offer me some guidance,** as...

(4) **I'm ... , one of your students.** I have some difficulty in... /I feel it difficult to... /I am unable

to... **I'm writing to seek your advice.**

[中段句] 按照要点,提出请求:

(1) **To begin with,** I don't feel quite accustomed to/can't adapt/adjust to... here. So _____

(我别无选择只能向你求助).

(2) **I hope you can give me some guidance on...** so that I can behave well and leave a good impression on...

(3) **Faced with so many difficulties, I wonder if you could do me a favour and help with...**

(4) **Now I have two problems. One** is that... and **the other** is that...

(5) _____ (让我困扰的是) that I have no idea how to...

(6) **I'm stuck and wondering if you could offer me some practical advice as I know you have**

〔尾段句〕表示谢意和希望:

(2) I wonder if you can help us with these difficulties. We would appreciate it/be grateful/thankful if you could lend us a hand.

(3) I will be more than happy if you can come to my aid. **Your timely help will be highly appreciated.**

(4) I'm eager to get your timely help. **Please reply at your earliest convenience!**

[2025·湖北省名校高三联合测评]

假定你是李华,近期你准备给学校英文报举办的故事续写大赛投稿,你已写好初稿。请你给外教 Mary 写一封邮件,请她给你指导,内容包括:

1. 写邮件的目的;
2. 征求建议;

注意:写作词数应为 80 个左右。

参考词汇：故事续写大赛 Story
Continuation Contest

Dear Mary,

I am writing to seek your invaluable advice
regarding my entry for the Story Continuation
Contest organized by our school's English
newspaper.

I have completed the first draft of my story, and I am eager to enhance its quality and I hope that you can lend a hand. I would be deeply grateful if you could review my draft and offer suggestions on how to improve the plot development, characterization and language use. Your professional insights would undoubtedly guide me to refine the work effectively.

Your timely help would mean the world to me.
I'm keenly anticipating your prompt reply.

Yours sincerely,

Li Hua

A [2025 · 广东省二模]

假定你是李华,你班计划组织首次野外徒步活动,请给酷爱户外运动的外教 Mr Green 写邮件,内容包括:

1. 活动筹备情况;
2. 请求专业指导。

注意：写作词数应为 80 个左右。

【范文填空】

Dear Mr Green,

1. _____ (得知您热衷于
户外活动), I'm writing to tell you our class plans
its first hiking trip and 2. _____
(请求你的专业指导).

We've chosen a trail suitable for beginners.

3. _____
_____ (这条路线蜿蜒穿过一片有清澈溪流
的森林), and prepared essential supplies like
water, snacks, and first-aid kits. 4.

(以前从未组织过这类活动), we're unsure about potential risks and proper hiking techniques.

Could you advise us on how to pace

ourselves, identify safe resting spots, and handle unexpected situations? Your suggestions, 5.

_____ (将有助于确保此次出行顺利进行),
would be greatly appreciated.

Looking forward to your reply!

Best regards,

Li Hua

B [2025·河南省豫北六校联合模拟]

假定你是李华,正在美国参加一项交换生项目。你打算在学校建立一个专注于中国文化传播的社团。请给你的指导老师 Mrs Thompson 写一封邮件寻求帮助,内容包括:

1. 寻求建议；
2. 期待回复。

注意:写作词数应为 80 个左右。

Dear Mrs Thompson,

I hope this e-mail finds you well.

Yours,

Li Hua