



教育图书



功能学具



学生之家

基础教育行业专研品牌

套装码



QPG0004446

全品智能作业

QUANPIN ZHINENGZUOYE

“1+1”手册

写作手册

本册反面“晨背与默写”

高中英语

必修第一册 RJ

CONTENTS 目录

写作手册

第一部分 应用文写作 写 047

考点 1 建议信 写 047

考点 2 申请信 写 049

考点 3 邀请信 写 051

考点 4 求助信 写 053

考点 5 感谢信 写 055

考点 6 道歉信 写 057

第二部分 读后续写 写 059

1. 情感细节描写——高兴与兴奋 写 059

2. 情感细节描写——焦虑、担忧与紧张 写 060

3. 情感细节描写——恐惧与惊恐 写 061

4. 情感细节描写——感激与感动 写 062

5. 情感细节描写——吃惊 写 064

6. 情感细节描写——生气与愤怒 写 065

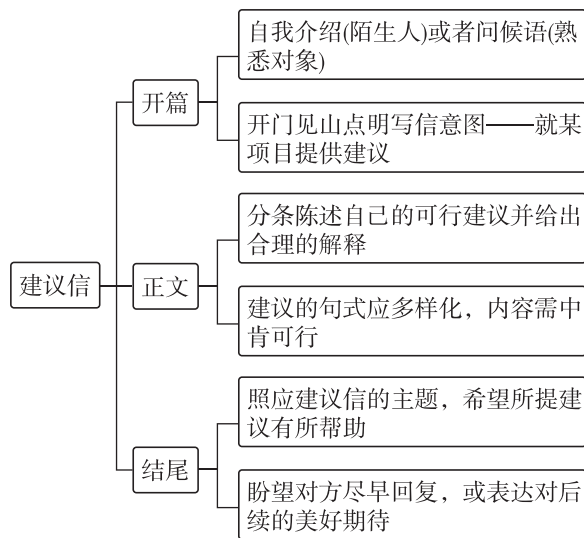
■ 参考答案 写 067

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

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

2. 出现的问题

- ① have trouble in 在……方面有困难
- ② get along well with 和……相处很好
- ③ communicate with 与……交流
- ④ feel lonely 感到孤独

3. 解决方式

- ① make friends 交朋友
- ② make it 做到
- ③ overcome *v.* 克服

4. 个人见解

- ① as far as I'm concerned/from my point of view 就我而言
- ② in one's opinion 依某人之见

II. 模板佳句

第一段: 开门见山, 说明写信的目的。

① I'm sorry to hear that you're **having trouble getting along with** your classmates, and I'd like to offer some advice.

听说你和同学相处遇到了困难, 我很难过, 我想给你一些建议。

② Thank you for trusting me with your problem. Here are my suggestions on how to **communicate better with** others.

谢谢你信任我, 跟我分享你的困扰。以下是我关于如何更好地与人沟通的建议。

第二段: 提建议 + 说明理由。

① **First of all, it's a good idea to** join a school club. You'll meet people with the same interests and **make new friends** easily.

首先, 加入学校社团是个好主意。你会遇到志同道合的人, 轻松交到新朋友。

② **Secondly, try to start small conversations** with your classmates. Even a simple “hello” or a comment on class can help you build closer relationships.

其次, 试着和同学开启简短对话。哪怕只是一句简单的“你好”或者对课程的一句评论, 都能帮你拉近关系。

③ **Another helpful tip is to listen actively when others talk.** Being a good listener **makes people feel valued** and more willing to talk to you.

另一个有用的建议是, 别人说话时认真倾听。做一个好的倾听者会让人们感到被重视, 也更愿意和你交流。

④ **Last but not least, don't be afraid to be yourself.** People will like you for who you are, not for who you try to be.

最后但同样重要的是,别害怕做自己。人们会因为真实的你而喜欢你,而不是你刻意扮演的样子。

第三段:表达希望+盼回复。

① I hope **my advice will be helpful to you**, and I believe **you'll get along well with your classmates soon**.

希望我的建议能帮到你,相信你很快就能和同学们相处融洽。

② **If you have any other problems, feel free to write to me.** I'm always here for you.

如果你还有其他问题,随时给我写信。我一直都在。

三、范文背诵

[2026·河北张家口一中高一期中]

假定你是李华,你的英国朋友 Tim 想在暑假时到中国旅游,发邮件向你征求旅游建议。请你回复邮件,内容包括:

1. 推荐一个旅游城市;
2. 给出推荐理由。

注意:1. 词数 80 个左右;

2. 可以适当增加细节,以使行文连贯。

【参考范文】

Dear Tim,

I'm glad to know that you're planning to visit China this summer. **Here's a city I'd like to recommend.**

As the capital of China, Beijing is a city not to be missed. **First of all, with a long history and various tourist attractions**, it attracts thousands of visitors every year. **What will amaze you most** is the Great Wall, **one of the greatest wonders in the world.** **Moreover**, the Palace Museum and the Summer Palace **are well worth visiting.** **Finally**, the local snacks will surely **be appealing to you.**

I wish you a pleasant and rewarding

journey in China. **Looking forward to hearing about your trip!**

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

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 red lanterns and couplets, making dumplings, 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 the Spring Festival special**.

我激动得热泪盈眶,敲响了门。门开了一条缝,妈妈走了出来。当她看到我手里拿着的东西时,她的担忧变成了困惑。我带着自豪的语气,解释了自己是如何偷偷打工赚钱的。妈妈一句话也没说,而是紧紧地拥抱了我,眼里闪着泪光。接着,全家人立刻行动起来:挂红灯笼和春联、包饺子、摆桌子。每个人脸上都洋溢着孩子般的喜悦,欢快的笑声在屋子里回荡,我这才明白——彼此之间的爱才是春节的真正意义。

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**. 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**.

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) filled the room.

我太着急了,以至于我的心都快跳出来了。

5. Standing at the front of the line, Emily **felt her throat tighten and her palms sweat**.

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 felt her mind go completely blank. Her palms were **so sweaty that** the