



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



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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

必修第二册 RJ

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

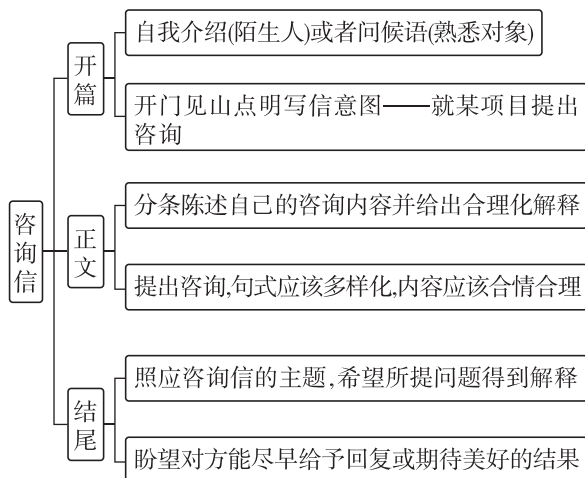
11. 情感细节描写——满意 写 064

■ 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?我们能享受打折价吗?

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。

① Thank you for your kindness. 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。

②No words can convey how grateful I am to you for your concern.

任何言语都无法表达我对您的关心的感激之情。

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。请你写一封邮件询问,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. I wonder if you have any impression of it. I'm **eager to** know whether my contribution has been selected for publication or if there are any further improvements needed.

Your kindness and 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. _____
_____ (我好激动能在那里见到你)! 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. _____
_____ (值得像我这样的外国人参观的;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)?

I'm looking forward to your reply!

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> 不知所措的	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

1. **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。

2. **An expression of shame** crossed his face. 他脸上掠过羞赧的神情。

3. She remembered her angry words **with a deep sense of shame**. 她想起自己说过的气话, 深感羞愧。

4. She **felt so ashamed that** she could **feel her face burning**. 她感到羞愧难当, 脸上滚烫。

5. 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。

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

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

8. **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。

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

10. She lowered her body a bit 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(结结巴巴地说) 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

周日的英语课上,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要荒废学业。

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. _____ (难为情得满脸通红). "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,