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2017—2019 年高考应用文分析表

年份	体裁	题材	形式
2019 年 6 月	感谢信	感谢对方帮助自己学习英语	提纲
2018 年 11 月	求助信	钱包遗失,向航空公司寻求帮助	提纲
2018 年 6 月	应聘信	应聘接待国外中学生的志愿者	提纲
2017 年 11 月	邀请信	邀请外教一起过春节	提纲

分析这四套试题,可以看出应用文写作具有如下特点:

1. 题材生活化

“源于生活,高于生活”是英语书面表达近年来始终保持的主旋律。应用文写作贴近学生实际生活,写作话题真实,情景实用性程度高,话题符合学生们的认

知水平和日常生活经历。

2. 情景交际化

2019 年 6 月份的高考要求写感谢信,交际的目的是感谢帮助;2018 年 11 月份的高考要求写求助信,求助航空公司帮忙找钱包;在 2018 年 6 月份的高考中,交际的目的是写信应聘志愿者,接待国外来访的中学生;在 2017 年 11 月份的高考中,交际的目的是邀请外教一起过春节。

3. 内容半开放性

在 2019 年 6 月份的高考试题中,写信内容提到三点:表示感谢、回顾帮助、临别祝愿;在 2018 年 11 月份的高考试题中,写信内容提到三点:行程信息、钱包特征、联系方式。这些都具有很强的开放性,需要考生自己发挥。

一、评分原则

1. 本题总分为 15 分,按 5 个档次给分。

2. 评分时,先根据文章的内容和语言初步确定其所属档次,然后以该档次的要求来衡量、确定或调整档次,最后给分。

3. 词数少于 60 和多于 100 的,从总分中减去 2 分。

4. 评分时,应注意的主要内容:内容要点、应用词汇和语法结构的丰富性、准确性以及上下文的连贯性。

5. 拼写与标点符号是语言准确性的一个方面,评分时,应视其对交际的影响程度予以考虑。英、美拼写及词汇用法均可接受。

6. 如书写较差,以致影响交际,将分数降低一个档次。

二、优秀作文的要求

档次	描述
第五档 (13—15)	①覆盖所有内容要点。 ②应用了较多的语法结构和词汇。 ③语法结构或词汇方面有些许错误,但为尽力使用较复杂结构或较高级词汇所致;具备较强的语言运用能力。 ④有效地使用了连接词,使全文结构紧凑。

通过评分原则和优秀作文的要求,我们知道,应用文要想得高分,需要注意:

- (1)书写一定要整洁;
- (2)内容要点要齐全;
- (3)词汇和语法结构要丰富,但是不能出现错误;
- (4)注意连接词的使用;
- (5)注意控制词数。

三、应用文的基本写作步骤

1. 审题。审题是应用文写作的关键步骤。考生应该通读应用文写作的文字说明,根据文字说明判断文章体裁。

2. 构思。根据文章体裁构思文章结构。考生构思文章结构时应该考虑文章布局,根据文章体裁确定交流的语气,根据交际对象选用得体的语言,等等。

3. 布局。应用文写作最忌讳考生不分段。考生可以根据文章体裁和写作要点提示分两段或三段完成写作。要注意书信的写作格式。

4. 撰写。考生撰写初稿时,应该根据写作内容确定写作的语气,根据要点提示合理安排文章,使用简洁、得体的语言

完成初稿。

5. 修改。修改文章时,首先应该对照写作提示检查要点是否齐全,语气是否正确。然后进行语言修改,检查句子是否有拼写和语法错误。在此基础上进行语言润色,亮化句子。

四、应用文写作的 5C 原则

1. 完整(completeness)
2. 清楚(clarity)
3. 礼貌(courtesy)
4. 连贯(coherence)
5. 简洁(conciseness)

考点 1 应聘信+申请信

【必背范文】应聘信

例 1 [2018·浙江 6 月考] 假定你是李华,你校英语协会招聘志愿者,接待来访的国外中学生。请你写信应聘,内容包括:

1. 口语能力;
2. 相关经验;
3. 应聘目的。

注意:1. 词数 80 左右;

2. 可以适当增加细节,以使行文连贯。

Dear Sir/Madam,

I'm Li Hua. I'm writing to apply for the post of volunteer which is advertised in the school newspaper. I find this position quite appealing to me and I'm well qualified for it.

Firstly, I have a good command of spoken English, contributing to my interaction with foreign friends. Secondly, I have previous experience about treating exchange students. Besides, I think it an excellent opportunity to broaden my horizons and improve my social skills.

I would highly appreciate it if you can give me a chance.

Looking forward to your reply.

Yours sincerely,

Li Hua

【必背范文】申请信

例 2 [2019·浙江教育绿色评价联盟] 假设你是晨光中学的李华,三个月之后你将从高中毕业。你在浏览一所大学的网站时对其生物专业深感兴趣,请根据以下要点写一封英文信。

1. 介绍自己;
2. 咨询内容:大学申请资格及奖学金项目的细节;
3. 自我特长及申请意愿。

注意:1. 词数 80 左右;

2. 可以适当增加细节,以使行文连贯。

Dear Sir/Madam,

I am a student at Chenguang Middle School expecting to graduate in three months. I came across your school website and I am specifically interested in biology of your university. So I'm writing to enquire about your requirements and qualifications for application and enrolment as well as the details of your scholarship programme.

I have a good academic record, meanwhile actively involving myself in various activities. I would feel greatly honoured if I'm qualified to be one of your students. I would also appreciate receiving the details of information.

Looking forward to your prompt response on this matter.

Yours sincerely,

Li Hua

【提分句式】

[篇首句] 介绍自己,简要说明信息来源,并提出申请。

1. I learned from sb/the newspaper that your company wants to hire...
2. I have read in the newspaper that a secretary is wanted in your company.
3. I read the announcement of the Experience Life that you have posted on the Internet and I am interested in it.
4. I am extremely pleased to see your advertisement for an English tutor in the newspaper.
5. I am writing to apply for the summer camp in your school.

[篇中句] 突出自己的特点,具体说明胜任的理由以及对自己的影响。

1. I think I'm qualified for the position.
 2. In the first place, I have strong written and spoken communication skills.
 3. What's more, I am well acquainted with the Western culture. (be acquainted with 对……熟悉)
 4. Last but not least, I have good personality, and I am independent in life.
 5. I think it's of great use to me. For one thing, I can gain some experience for my future job; for another, I can make more friends.
 6. I am sure I can do my best in the job.
 7. That's why I am applying for the position.
- [篇尾句] 请求给予机会,期望尽快回复。

1. I will be much grateful if you can give me the opportunity.
2. I hope you can offer me the opportunity.
3. I hope I can be accepted as a member of your summer camp.
4. I am looking forward to your early reply.
5. I am looking forward to hearing from you soon.
6. Thank you for your consideration of my application.

【黄金模板】

Dear Sir/Madam,

I am writing this letter to apply for the position that you have advertised in _____ (报纸名称) of _____ (广告发布时间).

I am _____ from _____. As a(n) _____, I have been _____. Besides, I won _____ in _____. If you consider me appropriate for the job, please call me at _____.

I will appreciate it very much if you could give me an early reply. / Thank you for considering my application, and I am looking forward to meeting you.

Yours sincerely,

Li Ming

【模板示例】

第24届冬季奥林匹克运动会将于2022年2月在北京市和张家口市联合举行,现面向社会招募志愿者。假如你是李越,请根据自己的情况写一封80词左右的英文申请信(开头和结尾已给出,不计入总词数)。内容包括:

1. 热爱体育;
2. 英语流利;
3. 性格外向开朗,有组织能力。

Dear Sir or Madam,

I have heard the news that you are recruiting volunteers for the Winter Olympic Games to be held in 2022. So I am writing to apply to be one of the volunteers.

I am Li Yue, _____

Looking forward to your reply.

Yours,

Li Yue

【参考范文】

Dear Sir or Madam,

I have heard the news that you are recruiting volunteers for the Winter Olympic Games to be held in 2022. So I am writing to apply to be one of the volunteers.

I am Li Yue, an 18-year-old boy who builds up my body by doing sports regularly in my spare time. I love sports so much that I can devote all my energies to serving the game. Besides, with a very good command of English, I can speak the language fluently, which makes me more qualified to help foreigners. Meanwhile, not only do I have the ability to organize activities, but also I am

outgoing and energetic, which benefits me in communicating with strangers. Everything taken into account, I think I am a good fit for the position. I would appreciate it if you could consider my application and

offer me the opportunity at your convenience.

Looking forward to your reply.

Yours,

Li Yue

考点2 建议信

【必背范文】

[2019·金华十校高三第一学期期末考试] 假定你是李华, 某国际学校的学生。今年寒假, 你的美国同学 John 计划留在中国进行为期一周左右的旅行, 并向你寻求关于旅游地点和时间的建议。请你用英语给他写一封信, 主要内容包括:

1. 写信目的;
2. 建议及理由。

注意: 1. 词数 80 左右;

2. 可以适当增加细节, 以使行文连贯。

Dear John,

Knowing that you are planning for your trip, **I'm writing to give my suggestions.**

As a Chinese culture enthusiast, you should definitely put Beijing at the top of the list. Being the capital of six ancient dynasties, **Beijing holds the greatest collection of finest relics of China,** which you can never afford to miss. Personally, the first week of lunar New Year is the best time, **when some traditional fairs will be held.** You can taste the charm of Chinese folk art and delicious local food.

Enjoy your trip and happy Chinese New Year!

Yours,
Li Hua

【提分句式】

开头:

(1) I'm writing to offer my suggestions on the improvement of...

(2) I hope you will not mind my writing to give you some advice about...

句中提建议:

(1) I suggest/advise that you should (not) do...

(2) I wonder if...

(3) It could be better if...

(4) I believe it would be better to...

(5) Why not...?

(6) In my opinion, ...

(7) I advise you (not) to...

描述问题:

(1) As you know, ...

(2) Considering...

(3) As/Since...

描述结果:

(1) In that way, ...

(2) ..., so that...

(3) This would allow... to...

结尾:

(1) I hope my suggestions will meet with your approval.

(2) I would be grateful if you could consider my suggestions.

(3) I would appreciate it if you could take my suggestions into consideration/account.

(4) I will be more than glad if you find my suggestions helpful.

【黄金模板】

Dear Sir/Madam,

I'm glad to receive your letter asking for my advice on how to _____ (引出对方需要建议的主题).

Here are a few suggestions. Firstly, it is important to _____ (建议一). Then/Secondly, it also helps to _____ (建议二). Besides/Thirdly, it should be a good idea to _____ (建议三). You can also _____ (根据不同句式提出建议). As to _____ (其他的建议), I suggest _____ (需要具体到某一方面). In addition, _____ (其他的建议). I'm sure _____ (预测可能的结果, 给对方以行动的信心和决心).

I hope you will find my suggestions useful and I'm looking forward to _____ (表达愿望).

Yours sincerely,

Li Hua

【模板示例】

[2018·全国卷 I] 假定你是李华,你的新西兰朋友 Terry 将去中国朋友家做客,发邮件向你询问有关习俗。请你回复邮件,内容包括:

1. 到达时间;
2. 合适的礼物;
3. 餐桌礼仪。

注意:1. 词数 80 左右;

2. 可以适当增加细节,以使行文连贯。

【参考范文】

Dear Terry,

How are you doing? Learning that you are about to pay a visit to a Chinese friend and confused about the Chinese customs, **I am writing to put forward some advice.**

Firstly, I would like to suggest that you arrive 5 to 10 minutes earlier, **which is common in traditional Chinese culture.** **Secondly**, if I were you, I would bring some appropriate gifts with me, such as souvenirs from my own country. **Besides**, table manners are also what you should pay attention to. For example, you are not supposed to stick your chopsticks into your food. Instead, laying them on your dish is a smart choice.

If you have any other problems, please don't hesitate to contact me.

Yours,

Li Hua

考点 3 求助信

【必背范文】

[2018·浙江 11 月考] 假定你是李华,乘坐 FL753 航班抵达伦敦后发现钱包遗失。请给航空公司写一封邮件说明情况并寻求帮助。内容包括:

1. 行程信息;
2. 钱包特征;
3. 联系方式。

注意:1. 词数 80 左右;

2. 可以适当增加细节,以使行文连贯。

Dear Sir/Madam,

I am writing to ask for your help to find my wallet that I believe I left on FL753 from Beijing to London on

November 1st, 2018.

I clearly remember it was with me in the middle of my flight. **Not until I was going through the Customs did I** found it missing. I guess it must have slipped out of my pocket during the flight. It is a black leather one with around 200 pounds, two credit cards and a family photo in it, **which is my precious memory.** As you can imagine, these matter a lot to me.

I would be grateful to you for anything you can do for me. I can be reached at lihua@googlemail.com.

Thank you for your time and support.

Yours sincerely,

Li Hua

【提分句式】

开头:

1. I'm writing to you to ask for your help.
2. I'm writing to ask you to do me a favour.
3. I have some difficulty in.../I feel it difficult to.../I am

unable to...

4. All of the problems bring me great pressure.

5. I really hope that you can give me some good advice on how to...

结尾:

1. I would be grateful/thankful if you could give me some advice/help.

2. Thanks for your kindness in advance.

【黄金模板】

Dear _____,

How are you doing these days? It's almost two months since we met each other last time. I miss you a lot. (先寒暄一下)

Thank you so much for your help with _____. (如果有
的话,先感谢之前的帮助) Now I am faced with some new
problems. I have some difficulty in _____. (困难一) I feel
it difficult to _____. (困难二) Besides, I often feel
nervous while _____. (困难三) All of the problems bring
me great pressure. I am unable to _____ and feel tired of
_____. (影响)

I really hope that you can give me some good advice on
how to _____. (解决方案) I believe I can make great
progress with your help.

I would be grateful/thankful if you could give me some
advice/help.

Best wishes!

Yours sincerely,
Li Hua

【模板示例】

[2019·浙江省十校联盟适应性考试] 假定你是李华,你
们班正在为即将举行的英语戏剧节排练节目 *The Million*

Pound Bank Note。请你给外教 Mr Brown 写一封电子邮件
寻求他的指导和帮助,要点如下:

1. 排练时间、地点;
2. 请他指导台词;
3. 表示感谢。

注意: 1. 词数 80 左右;

2. 可适当增加细节,以使行文连贯。

参考词汇: 排练 rehearsal 台词 line

【参考范文】

Dear Mr Brown,

I'm writing to ask a favour of you.

The English Play Festival drawing near, our class are
currently devoted to the rehearsal of *The Million Pound
Bank Note*. **Our next rehearsal is scheduled in Room 101
at 7 o'clock** this Sunday. As non-native speakers, we are in
desperate need of the guidance on lines from someone like
you, **who has impressed us with profound knowledge and
deep insight into the English literature. We would
appreciate it if** you could be present and offer some
suggestions.

Looking forward to your favourable reply!

Yours,
Li Hua

考点 4 邀请信

【必背范文】

[2017·浙江 11 月考] 假定你是李华,得知外教 Mr Hall
寒假不回国,想邀请他到你家过春节。请给他写一封信,内容
包括:

1. 时间;
2. 一同过节的家人;
3. 活动。

注意: 1. 词数 80 左右;

2. 可以适当增加细节,以使行文连贯。

Dear Mr Hall,

Hearing that you won't go back to America in the coming winter vacation, **I'm writing to invite you to come to my home to celebrate the Spring Festival.**

It's traditionally a time for family reunion, **which falls on January 25 this year.** So my parents and my brother will be present. Spring Festival **plays a major role in** every Chinese person's life, so various activities are indispensable in adding flavour to the festival. We'll have a big feast together, **gathering around the table and praying for next year's good luck.** After the meal, we'll also play card games and watch the Spring Festival Gala on TV. Everybody will overflow with happiness then.

Looking forward to your reply **at your earliest convenience.**

Yours,
Li Hua

【提分句式】

段首常用语:

(1) I am writing to invite you to...

(2) I think it would be a great idea if you could participate in...

(3) I wonder if you can come to...

(4) How would you like to join us in...?

段尾常用语:

(1) Would you please drop me a line to let me know if you can come to...?

(2) My family and I would feel much honoured if you could come.

(3) We would be looking forward to your coming with great pleasure.

(4) I would like to meet you there and please let me know your decision soon.

【黄金模板】

Dear _____,

How is everything with you? I am writing to tell you that there will be a(n) _____ (内容) at/in _____ (地点) on

_____ (时间). We would be honoured to have you there with us.

The occasion will start at _____ (具体时间). This will be followed by a(n) _____ (进一步的安排). At around _____ (时间), _____ (另一个安排).

Ring me up and tell me whether you will come or not, will you? I really hope you can make it. My phone number is _____.

Looking forward to _____.

Yours sincerely,

Li Ming

【模板示例】

[2017·浙江6月考] 假定你是李华, 计划组织一次郊游, 请给你的英国朋友 Chris 写封邮件邀请他参加。内容包括:

1. 参加者;
2. 时间、地点;
3. 活动: 登山、野餐等。

注意: 1. 词数 80 左右;

2. 可以适当增加细节, 以使行文连贯。

【参考范文】

Dear Chris,

I am writing to invite you to go outing with us.

To celebrate Joe passing the driving test, Jane, Joe and I are going climbing on Sunday. **We are to meet at the school gate at 8** and head for Jiuhua Mountain, **at the top of which we can overlook the whole city** and have a picnic. I guarantee that you'll have a tremendous experience as a fan of outdoor activities.

Would you please let us know if you are available so that we can get prepared for it?

Yours,

Li Hua

考点5 感谢信

【必背范文】

[2019·浙江6月考] 假定你是李华,经常帮助你学习英语的朋友 Alex 即将返回自己的国家。请给他写一封邮件,内容包括:

1. 表示感谢;
2. 回顾 Alex 对你的帮助;
3. 临别祝愿。

注意: 1. 词数 80 左右;

2. 可适当增加细节,以使行文连贯。

Dear Alex,

Learning that you're leaving for the United States soon, I'm eagerly writing to express my heartfelt (衷心的) gratitude to you for your help.

Honestly speaking, it's so nice of you to offer me a class of practical learning skills. Under your professional guidance, I have made such unbelievable progress in English. It's indeed a pleasant surprise for me to even rank first in a recent English speech contest. Whenever I encounter difficulties, you always cheer me up and help me out, which fuels my enthusiasm for English and promotes me to regain tremendous confidence. No words are strong enough to convey how grateful I am.

Thanks again and wish you a pleasant journey home.

Yours,
Li Hua

【提分句式】

第一段:表达感谢之情并说明原因;

- (1) I am writing this letter to thank you for...
- (2) I am writing to express my sincere thanks for...
- (3) I would like to convey in this letter my heartfelt

thanks to you for...

第二段:细述并赞赏对方给予的帮助;

(1) It was nice/kind/thoughtful (*adj.* 考虑周到的) of you to...

(2) Thank you very much for your kind hospitality (*n.* 好客, 热情招待) and the honour you showed me during my visit to...

(3) It was your kind help that... (强调句型)

(4) If it had not been for your help/guidance/assistance, I wouldn't have done... (虚拟语气) = But for/Without your help, I wouldn't have done...

第三段:再次阐述谢意并表达回报愿望。

(1) Thanks again for your generous help.

(2) I appreciate it more than I can say.

(3) My true gratitude is beyond the words' description.

(4) I feel deeply indebted (感激的) to you and I really do not know how to thank you enough for your help.

(5) Please accept my sincere thanks for your help, which I will never forget.

(6) Nothing could ever return the favour you gave me.

【黄金模板】

Dear _____ (对象),

I am writing to extend my sincere gratitude for _____ (感谢的原因). If it had not been for your assistance in _____ (对方给你的具体帮助), I fear that I would have been _____ (没有对方帮助会产生的后果).

Everyone agrees that it was you who _____ (给出细节). Again, I would like to express my sincere thanks to you. Please accept my sincere thanks.

Yours sincerely,

Li Hua

【模板示例】

[2019·浙江名校新高考联盟高三第三次联考] 假定你是某国际学校的学生李华,在刚结束的中学生英语演讲比赛中获得了第一名。在准备比赛期间,你得到外教 James 的指导和帮助。请你根据以下要点提示给外教 James 写一封电子邮件。内容如下:

1. 告知获奖的消息;
2. 感谢 James 的帮助。

注意: 1. 词数 80 左右;

2. 可适当增加细节,以使行文连贯。

English speech contest. **It's indeed a pleasant surprise for me to rank first** among so many excellent contestants. But **without your patient guidance, I couldn't have made** so great an achievement. You helped me polish the draft and improve my pronunciation. You trained me in a simulated question-and-answer session, **which turned out really helpful** in the real competition. **No words are strong enough to express my heartfelt gratitude to you.**

Thank you very much and wish you all the best.

Yours sincerely,

Li Hua

【参考范文】

Dear James,

I'm eagerly writing to **inform you of my success** in the

考点6 致歉信

【必背范文】

[2019·温州二模] 假定你是李华,上周从外教 Jackson 处借得一本英文杂志,原定本周六下午归还,但你因某种原因不能按时还书。请给他写一封电子邮件说明情况,内容包括:

1. 表示歉意;
2. 说明原因;
3. 另约时间。

注意:1. 词数 80 左右;

2. 可适当增加细节,以使行文连贯。

【提分句式】

[篇首句]

1. I'm writing to (sincerely) apologize for having...
2. I feel terribly sorry that I forgot/failed to...
3. I'm terribly/awfully sorry that I can't make it to...

[篇中句]

1. I wonder if it is possible for us to...
2. I wonder if you will be available on...
3. Is it OK if...?

[篇尾句]

1. I sincerely hope that you will accept my apology.
2. Once again, I am sorry for any inconvenience caused.
3. I hope the change will not cause you too much trouble.
4. I shall be obliged if you will kindly tell me when and where we may meet again.

【黄金模板】

Dear _____,

I am excessively sorry to say/tell you that _____. (直接表达自己不能实现先前的愿望或约定) Now, I am writing you this letter of apology to show my deep regret on _____. (表达歉意) Please accept my sincere apology for _____. (诚恳希望对方能接受道歉) I hope you will understand me and excuse me for _____. (过渡句) The reason for my delay/absence was that _____. (阐述自己当时的处境和情况) I had no way out because _____. (总结自己道歉的原因) Naturally, I want to suggest _____. (提出解决办法)

I shall be obliged if you will kindly write and tell me when and where you _____. (约定下次约会的时间和地点) We

Dear Jackson,

I'm sorry that I can't return the English magazine to you on Saturday afternoon as scheduled.

On my way home yesterday, I got caught in the heavy rain and I had a bad cold. The doctor advised me to stay in bed for two days. So is it convenient for you if we meet next Monday morning? If not, please let me know what time suits you best.

I hope the change will not cause you too much trouble.

Yours,

Li Hua

may meet again and I hope to see you soon.

Yours sincerely,

Li Hua

【模板示例】

假如你是李华,你和在上海上学的英国朋友 Tom 约好下周末去北京旅游,但你因远赴澳大利亚的堂兄李明回国不能赴约。请根据以下要点用英语给他写一封信。内容包括:

1. 表示歉意;
2. 解释原因;
3. 另约时间。

注意: 1. 词数 80 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 writing to tell you that I can't make it to Beijing with you next weekend **as we planned before** because my cousin Li Ming, who has been to Australia to further his study, will be back next weekend. Therefore, I will have to pick him up at the airport. After all, it's been more than one year since we saw each other last time.

I really hope that you can accept my apology. I would appreciate it if you allow me to get another chance to go to Beijing with you when it is convenient for you. Are you free two weeks later? **If you are available that time**, please inform me.

Yours sincerely,

Li Hua

考点 7 投诉信

【必背范文】

[2019·浙江诸暨高考模拟卷] 假如你是李华,你最近在某网站购得一部电子书阅读器(Kindle),却发现商品存在一些质量问题。请你给商品负责人写一封电子邮件进行投诉,要点如下:

1. 购买时间;
2. 质量问题;
3. 你的要求。

注意: 1. 词数 80 左右;

2. 可适当增加细节,以使行文连贯。

Dear Sir/Madam,

I'm writing to complain about the Kindle that I purchased from your website on May 1st. After one week of its purchase, I find it **doesn't work as expected**. The battery doesn't last long after being recharged, perhaps merely half a day. **Worse than that**, the words on the screen are not distinct enough, which I think is damaging to my eyesight.

I have been a devoted customer of your company and I **hope you will look into the matter seriously** and replace the faulty Kindle with a new one **as guaranteed**. Thank you!

Yours sincerely,

Li Hua

【提分句式】

(1) I am writing to complain about...

(2) I am sorry to trouble you but I am afraid that I have to

make a serious complaint.

(3) I am sorry to tell you that there should be reasons to complain about...

(4) I really hate to complain, but one thing is really disturbing now.

(5) I think it's high time that you realized...

(6) We know that you are not generally careless, but we should like your assurance that this will not happen again.

(7) I must warn you that unless you do something about the situation, I will be forced to take legal action.

(8) Frankly, I am not prepared to put up with the situation any more.

(9) I would be very grateful if you could look into the matter as soon as possible. And I am looking forward to an early reply.

【黄金模板】

Dear _____,

I am _____ (自我介绍). I feel bad to trouble you but I am afraid that I have to make a complaint about _____ (抱怨的具体事项).

The reason for my dissatisfaction is _____ (总体介绍). In the first place, _____ (抱怨的第一个方面). In addition, _____ (抱怨的第二个方面). Under these circumstances, I find it _____ (感觉) to _____ (抱怨的方面给你带来的后果).

I appreciate it very much if you could _____ (提出建议和请求), preferably _____ (进一步的要求), and I would like to have this matter settled by _____ (设定解决事情的最后期限).

Thank you for your consideration and I will be looking forward to your reply.

Yours sincerely,

Li Hua

【模板示例】

假如你是李华,乘飞机从北京到伦敦旅行。你到达目的地取行李时,发现行李箱破损,部分物品遗失。你与相关人员交涉无果,于是打算向航空公司写一封投诉信。

内容主要包括:

1. 说明个人相关信息(航班:MMYZ577;时间:August 28);

2. 反映情况;

3. 希望尽快得到解决。

注意:1. 词数 80 左右;

2. 可以适当增加细节,以使行文连贯;

3. 开头和结尾已为你写好,不计入总词数。

Dear Sir/Madam,

Looking forward to your early reply!

Yours sincerely,

Li Hua

【参考范文】

Dear Sir/Madam,

I'm a Chinese passenger who took your flight MMYZ577 from Beijing to London on August 28. **I'm writing to complain for the following reasons, hoping for your timely solving.**

My luggage bag was broken when I got it at the airport. And some of the articles were lost, among which was a pair of precious sports shoes. **What was worse,** I reported it to some of the staff on duty but got no satisfying results, with which I've been so unhappy. I just can't imagine how a company with a good reputation can do such a thing! **I do hope you'll take it seriously and get it settled as soon as possible.**

Looking forward to your early reply!

Yours sincerely,

Li Hua

考点 8 倡议书

【必背范文】

[2019·镇海中学高三英语试题] 为了配合学校开展垃圾分类工作,学生会向全校学生发出了“垃圾分类,从我做起”的倡议。假如你是学生会主席李华,请你用英语写一封倡议信,内容包括:

1. 垃圾分类的意义;
2. 垃圾分类的做法;
3. 呼吁全体学生参加。

注意:1. 词数 80 左右;

2. 开头与结尾已给出,不计入总词数。

参考词汇:垃圾分类 rubbish classification

Dear fellow students,

Our school has launched a programme of rubbish classification. _____

Yours,

Li Hua

【参考范文】

Dear fellow students,

Our school has launched a programme of rubbish classification. Different kinds of garbage are required to be **sorted out** and placed in different dustbins. Paper can be recycled, **while leftovers can be collected as food** for pigs or processed as fertilizer for plants. **Above all**, such harmful things as plastics and used batteries should not be mixed with other wastes.

The programme is of great benefit. We will be able to save resources **by making use of** recyclable garbage and harmful things will not pollute our environment after special

treatment.

Let's work together for a better campus!

Yours,

Li Hua

【提分句式】

1. 段首常用语:

(1) I think/suggest we should...

(2) In my opinion, we had better...

(3) In order to..., I advise...

(4) It is required that we...

2. 段中常用语:

(1) I'm calling for your active participation in...

(2) Do you cherish precious opportunities to volunteer in...?

(3) I think we should follow the following advice.

(4) Here is a great one not to be missed by any enthusiastic youth.

3. 段尾常用语:

(1) It's time that we should do something to...

(2) Let's join hands and take action immediately.

(3) In my opinion, we should be polite and spare no effort to...

(4) Only in this way can we succeed.

【黄金模板】

Dear _____,

Oh behalf of _____ (所代表的组织), I am earnestly calling for your active participation in _____ (需参加的活动). Do you cherish precious opportunities to volunteer in our joint efforts in _____ (阐述活动的原因:为了保护……/为了支持……)? Here is a great one not to be missed by any enthusiastic youth. We are to meet at _____ (陈述活动的时间、地点等). Let's join hands and take action immediately.

【模板示例】

假如你是李华,是某校高三学生。请你根据下面所给的提示,给校报“英语角”栏目写一封英语倡议信,呼吁大家合理使用及爱护共享单车。

提示:

1. 使用共享单车的优点及问题;

2. 向同学发出你的倡议。

注意：1. 词数 80 左右，倡议信的开头已给出，不计入总词数；

2. 可适当增加细节，以使行文连贯。

参考词汇：设施 facility

Dear fellow students,

I'm Li Hua, a Senior Three student. I'm appealing to you to focus more attention on shared bikes, of which the popularity has been increasing. _____

【参考范文】

Dear fellow students,

I'm Li Hua, a Senior Three student. I'm appealing to you to focus more attention on shared bikes, of which the popularity has been increasing.

The benefit of riding shared bikes is obvious: cycling does not produce pollution, thus encouraging low-carbon lifestyle. It is also convenient for people to ride shared bikes.

But still, problems cannot be overlooked. The main concern is that random parking frequently bothers others a lot. **Worst of all, bikes of this kind are left damaged for unknown reasons.**

So, considerate parking is what enables everybody to enjoy the public facility. And **please keep in mind that** when using them, one should take good care of shared bikes rather than destroy the property. **A small action can make a huge difference.** Everybody counts!

考点 9 演讲致辞

【必背范文】

[2019·浙江学军中学高考模拟试题] 假定你是中学生李华，美国一个中学代表团即将访问你校并出席英语周的一项活动。请根据写作要点和写作要求写一篇欢迎辞。

写作要点：

1. 表示对客人的欢迎；
2. 介绍此项活动(如活动目的、内容等)；
3. 表达对客人的祝愿。

写作要求：

1. 词数不少于 80；
2. 不能使用真实姓名和学校名称。

Dear American guests,

On behalf of our school, I would like to **express our warm welcome** to you. We are lucky to have you here in the middle of our English Week activities.

As scheduled, we have an English Talent Show today. **The purpose of this programme** is to develop our interest in English learning and practical abilities in listening and speaking. The programme **consists of** the following activities: Mini-Ted, singing, a spelling bee, storytelling and so on. The show will begin at two o'clock this afternoon at the Student Centre. Dear guests, you are welcome to take part in some activities. I hope we students will benefit from your presence.

I sincerely wish you a pleasant time with us.

Thank you.

【提分句式】

1. 段首常用语

(1) Ladies and gentlemen, we are glad to have a chance to

get together with... The topic of my speech today is...

(2) Boys and girls, I feel greatly honoured to have a chance to be with... Today, I'd like to share my ideas on...

(3) Good morning everybody! It's my honour to speak here, and I am very glad to share my topic with you. Then today I'd like to talk something about...

(4) Honourable judges, distinguished guests, ladies and gentlemen, good evening! I feel really honoured to stand here and make a speech today. I'm going to look together with you into...

(5) Let's give/show our warm welcome to...

(6) Thank you for your accepting our invitation to come to...

(7) First of all, allow me on behalf of... to...

2. 段中常用语

(1) It's my pleasure to talk about what we can do for our school.

(2) I feel it a great honour to share my opinions about English learning with you.

(3) Firstly, ... Secondly, ... In addition, ... Last but not least, ...

(4) As is known to all, with the improvement of people's living standards...

(5) As far as I'm concerned, riding bicycles is a good solution. For one thing, ... For another, ... What's more, ...

3. 段尾常用语

(1) OK, thank you for listening. That's all.

(2) Come on and join us!

(3) Thanks for your attention.

【黄金模板】

Good morning, everyone!

It's so nice to see all of you here. I feel honoured to have the opportunity to give you a speech on/about.../It's a great pleasure for me to speak here. The topic of my speech is _____./Today I will talk about _____./It's nice to talk/speak about...

First of all, _____. Besides, _____. Last but not least, _____./To begin with, _____. Secondly, _____. What's more, _____. As far as I am concerned/In my opinion, _____.

From what have been discussed above, we can safely draw the conclusion that _____.

Thanks for your attention.

【模板示例】

[2016·天津卷] 假设你是晨光中学的学生会主席李津。一批来自英国的高中生与你校学生开展了为期两周的交流活
动。现在,他们即将回国,你将在欢送会上致辞。请根据以下
提示写一篇发言稿。

1. 回顾双方的交流活动(如学习、生活、体育、文艺等
方面);

2. 谈谈收获或感想;

3. 表达祝愿与期望。

注意:1. 词数 80 左右;

2. 可适当加入细节,使内容充实、行文连贯;

3. 开头和结尾已给出,不计入总词数。

Dear friends,

How time flies! _____

Thank you.

【参考范文】

Dear friends,

How time flies! **It has been two weeks since you came to our school** for the exchange programme, which benefited all of us.

During the past two weeks, we **have studied** in the same classroom and lived in the same dormitory, which **enabled us to know each other better**. Doing the same sports on the playground gave us the opportunity to **promote our friendship**. **What impressed us most** was your art skill, in which you showed outstanding talent. We believe that the students in our school have learned a lot from the exchange programme.

At last, on behalf of all the students in our school, **I wish you have a safe and happy journey home and that** there will be more programmes like this in the future.

Thank you.

考点 10 通知

【必背范文】

(1) 书面通知:

[2018·绍兴市柯桥区高三第二学期第二次质量检测]

为了激发大家对中国传统文化的学习热情,南洋国际学校决定近期举办中国诗词大赛,许多在校英美留学生都想积极参加。假如你是学生会主席李华,请用英语写一则通知,告知具体事项。要点如下:

1. 比赛时间和地点;
2. 比赛形式;
3. 报名方式。

注意:1. 词数 80 左右;

2. 可以适当增加细节,以使行文连贯。

参考词汇:中国诗词大赛 Chinese Poetry Competition

Notice

Aimed at arousing students' enthusiasm for traditional Chinese culture, a Chinese Poetry Competition **is scheduled** in our school hall from 3:00 pm to 5:00 pm on May 30th.

The competition mainly **consists of** two parts. **In the first part**, competitors are to fill in the missing lines of some classic Chinese poems. The top 20 competitors will have the opportunity to compete in the next round, where they need to explain certain words in poems. **If you are interested in it, please sign up at the Students' Union Office before May 20th.**

We are looking forward to your active participation.

Students' Union

(2) 口头通知:

[2019·北京四中高三英语练习卷]

假设你是红星中学校学生会主席李华。校运会将于下周五举行,学生会需要向全校招募 30 名志愿者。请你根据以下内容向你校国际部留学生发出口头通知,内容包括:

1. 志愿者工作内容;
2. 对志愿者的要求;
3. 报名时间和地点。

注意:1. 词数 80 左右;

2. 可适当增加细节,以使行文连贯。

Good afternoon, everyone,

May I have your attention, please? Our school will be holding the annual sports meeting next Friday. Now we are **in need of** 30 volunteers. There is **a wide range of** volunteer jobs for you to choose from, including conducting registration of all the athletes, taking photographs of memorable moments, writing and broadcasting real-time news reports. **You are free to apply for any volunteer job.**

If you are interested, please sign up at the Student Union Office from 12:30 to 13:30 this Friday.

Thank you for your attention.

【提分句式】

口头通知:

段首常用语:

- (1) May I have/call your attention, please?
- (2) Attention, please, everybody!
- (3) I have an announcement to make.
- (4) I have something to tell you.

段中常用语:

- (1) There will be a talk this afternoon.
- (2) The Students' Union has decided that...
- (3) We shall have a lecture on...
- (4) It has been decided that we'll pay a visit to...

段尾常用语:

- (1) Please be there on time and don't be late.
- (2) I hope you can have a good time.
- (3) That's all. Thank you.

【黄金模板】

书面通知:

Notice

In order to _____, _____ is to be held on _____

(date), at _____ (time) in _____ (place). Whoever is interested in it is welcome to attend _____. Those who want to take part in _____ please sign up at the Students' Union.

Please remember: _____.

Students' Union
1st April, 2017

口头通知:

Ladies and gentlemen,

Your attention, please. I have something to tell you.

具体内容: _____

Please remember: Time: _____; Place: _____.

Thank you for listening.

【模板示例】

[2018·全国卷Ⅱ] 你受学生会委托为校宣传栏“英语天地”写一则通知,请大家观看一部英文短片 *Growing Together*, 内容包括:

1. 短片内容:学校的发展;
2. 放映时间、地点;
3. 欢迎对短片提出意见。

注意:1. 词数 80 左右;

2. 可以适当增加细节,以使行文连贯。

【参考范文】

Notice

In order to have a better understanding of our school, an outstanding English short movie about our school will be shown in the library from 2:30 to 4:00 in the afternoon on June 9th. It is organized by the Student Union. Here are some relevant details.

To begin with, the name of the movie is *Growing Together*, which is about the development of our beloved school. As we all expect, it will be **not only** meaningful **but also** interesting. **What's more**, every one of you will be welcome to enjoy the movie, have a heated discussion afterwards and give your own comments.

Student Union
June 8, 2018

考点 11 新闻报道

【必背范文】

[2019·丽水市 5 月高考模拟] 你校高三年级最近举办了一次趣味运动会,给同学们减压。假定你是学校英语报记者,请写一篇短文,报道此次活动。内容包括:

1. 时间与地点:12 月 25 日,学校操场;
2. 对活动的大致介绍。

注意:1. 词数 80 左右;

2. 可适当加入细节,以使行文连贯。

A fun game for all Senior Three students was held on the school playground on December 25. Various sports games, fun and exciting, attracted lots of participation, **among which Riding Pigs, Mud Wrestling and Cheese Rolling were the most welcomed**. The playground was filled with the students'

laughter and cheers.

Aimed at relieving the Senior Three students from pressure and getting them a break from heavy schoolwork, the activity was a great success. Hopefully, the laughter from the fun game will stay with them in their later study.

【提分句式】

开头:

(1) In order to encourage the students to take outdoor exercise, our school organized...

(2) Last Sunday, some students took part in an activity organized by the Students' Union.

感受:

(1) The activity benefited us a lot/enabled us to...

(2) Not only did it get us close to nature and give us relaxation from heavy schoolwork, it also promoted the friendship among us.

【黄金模板】

Students donate money to disaster area(标题)

On _____ (时间), an activity to _____ (活动) in _____ (地点) was held by the Students' Union in our school.

As we know, (细节 1) _____. (细节 2) _____. (细节 3) _____. (详细介绍活动的具体内容)

We were very glad to _____. It helps to _____. (对本次活动进行简短评论)

By Li Hua,
School Newspaper

【模板示例】

假定你是李华。上周末学生会组织部分学生去附近社区进行了一次义务劳动,受到居民的欢迎。请你给校园英文报

写一篇报道。活动内容包括:

1. 打扫卫生;
2. 浇灌花木;
3. 帮老人干家务。

注意:1. 词数 80 左右;

2. 可适当增加细节,以使行文连贯。

【参考范文】

Students' voluntary work in a neighbourhood

Last weekend, some students **took part in an activity organized by the Students' Union**. They did some voluntary work in a nearby neighbourhood. **Once they got there**, they divided themselves into small groups to do different jobs. **Some cleaned the street corners; some watered the plants; others helped the elderly with their housework.**

The activity **was highly praised by** the neighbourhood, and the students also enjoyed it. They got to know the society better and learned how to help the people around.

考点 12 请假条

【必背范文】

[2019·杭州第四中学高考仿真考试] 假如你是李华,因事需向就读学校请假,请给你的老师 Mr Smith 写一张假条。

内容包括:

1. 请假的时间;
2. 请假的理由;
3. 对于所缺课的处理办法。

注意:1. 词数 80 左右;

2. 可适当增加细节,以使行文连贯。

Dear Mr Smith,

I'm writing to know if I could **ask for leave** from December 29th to 31st.

On my way home yesterday, I got caught in the heavy rain and went wet totally. **What's worse**, I found myself having a fever this morning and I went to the clinic for immediate treatment, **only to be advised to stay in bed** for three days. **To support my request, sick leave certificate by the doctor is enclosed here.** As for the missed lessons during my absence, I'll try to make them up as soon as I come back.

I can't thank you enough if I could get your permission.

Yours,
Li Hua

【提分句式】

[篇首句]

1. I'm very sorry to say that I will be unable to...
2. I'm writing to know if I could ask for leave...

[篇中句]

1. To support my request, sick leave certificate by the doctor is enclosed here.
2. It's a great pity for me to miss...

[篇尾句]

1. I would be very thankful if you could give me your kind understanding.
2. I can't thank you enough if I could get your permission.

【黄金模板】

Dear _____,

I'm writing to know if I could ask for leave _____ (请假时间).

Accidentally, _____ (请假原因或所发生的事情).
What's worse, _____ (所发生的事情导致的后果). To support my request, sick leave certificate by the doctor is enclosed here. As for..., I'll try to make them up as soon as I come back. (提出补救措施)

I can't thank you enough if I could get your permission.

Yours,
Li Hua

【模板示例】

假如你是李华,因昨天下午踢足球扭伤了脚,无法参加周日上午你班外教 Mr Jackson 组织的户外郊游活动。请就下列要点用英语给 Mr Jackson 写一张请假条:

1. 请假原因;
2. 恳请准假;
3. 表示感谢。

注意: 1. 词数 80 左右;

2. 可以适当增加细节,以使行文连贯。

【参考范文】

Dear Mr Jackson,

I'm very sorry to say that I will be unable to attend the outing **you have organized for us** on this Sunday morning. I broke my foot yesterday afternoon while playing football with my classmates. **The doctor advised me not to** take any outdoor activity for some time until my foot recovers. **It's a great pity for me to** miss such a chance to spend time with you and my fellow classmates. **I would be very thankful if you could give me your kind understanding.** I hope all of you will have a lot of fun.

Yours,
Li Hua

读后续写作为浙江英语高考新题型,是一种常见的“给材料作文”,它要求学生在阅读一篇(词数约为 350 左右)未写完的文章之后,根据所给出的开头语和关键词语把这篇未写完的文章补充完整。读后续写要紧扣文章前文所述去推想之后可能出现的情况,要展开合理、充分的想象,构思适当的情节,写成一篇完整的文章。读后续写有助于培养学生的想象力、创新思维能力和语言表达能力。

2016—2018 年高考读后续写分析表

年份	题材	词数	主题
2018 年 6 月	作者和父亲去新墨西哥保罗叔叔的农场度假时发生的事情	331	迷路
2017 年 11 月	和健忘的妈妈一起去度假	329	度假
2017 年 6 月	骑自行车途中遇到狼	350	历险故事
2016 年 10 月	夫妻外出野营,吵架后走散	330	历险故事

【选材特点】

1. 所需阅读的短文词数在 350 左右;
2. 多以故事类记叙文为主,故事情节有曲折、有起伏,但故事线索的逻辑性比较强。

【写作要求】

1. 所续写短文的词数应为 150 左右(词数少于 130 的,从总分中减去 2 分);
2. 至少使用 5 个短文中标有下划线的关键词语;
3. 续写部分分为两段,每段的开头语已经给出;
4. 续写完成后,须用下划线标出所使用的关键词语。

【评分参考】

阅卷时主要考虑以下内容:

1. 与所给短文及段落开头语的衔接程度;
2. 内容的丰富性和对所标出的关键词语的应用情况;
3. 应用语法结构和词汇的丰富性和准确性;
4. 上下文的连贯性;
5. 拼写与标点符号是语言准确性的一个重要方面,评分时,应视其对交际的影响程度予以考虑;
6. 如书写较差以致影响交际,可将分数降低一个档次。

评分档次	第一条	第二条	第三条	第四条
第五档 (21—25 分)	与所给短文融合度高,与所提供的各段落开头语衔接合理	内容丰富,应用了 5 个以上短文中标出的关键词语	所使用语法结构和词汇丰富、准确,可能有些许错误,但完全不影响意思表达	有效地使用了连接词,所续写短文结构紧凑

【高分攻略】

[写作步骤]

1. 精读文章,把握所给材料的主要情节、人物及其情感。
2. 紧扣原文,根据所给的两个段落开头语,构思续写部分的大致内容和结局。
3. 整理画线的关键词语,选用合适的词汇充实续写段落的细节内容。续写内容要合理,要有正能量。
4. 拟写草稿,斟酌词句。注意句子结构的多样性,语言的丰富性,以及上下文的衔接。
5. 誊写续写部分,标出所使用的原材料中标有下划线的关键词语,务必做到“字迹工整、清晰”。

[方法技巧]

1. 在读懂原文的基础上,紧扣原文中心,以原文的结局为起点,写出故事情节的发展和变化。

2. 对原文故事没有写出的情节展开合理的推想,打开思路。多角度地想象出几种情况或结局,选择其中最优方案。

3. 要注意前后照应,符合逻辑,防止自相矛盾。必须与上文紧密联系,融为一体。

注意确保四个一致:

1. 要与原文的主题或作者的本来意图保持一致。

2. 要与原文的体裁、结构、写作手法保持一致。

3. 要与原文的语言特点和叙事风格保持一致。

4. 主要人物的思想行为、性格特点要与原文保持一致。

第一部分 谋篇布局

读后续写融合了阅读和写作,阅读是先导、是基础,写作是后续、是升华。因此,读和写是一个有机的整体,密不可分。在阅读、理解所给材料的基础上,需要思考以下几个方面内容:

1. 梳理原文脉络:

(1) 阅读所给材料,抓住文本主要情节;

(2) 分析所给材料,找出文本所包含的记叙文六要素;

(3) 关注原文的主要角色,思考续文中如何“排戏”。

2. 构思:

(1) 找出文本中的悬念,并根据悬念发挥想象,续写故事;

(2) 理解所给两个段首句,以及其所蕴含的故事发展走

向,注意续写故事的连贯性;

(3) 确定将要应用的画线关键词语,就这些词语展开合理想象(至少使用5个文中标有下划线的关键词语);

(4) 发展续文的多种可能性,可以通过列提纲或列关键信息整理续文思路。

3. 行文结构:

(1) 要与前文保持一致(语言风格、人物性格等),衔接合理;

(2) 要根据前文的内容并结合自己的阅历及常识合理想象;

(3) 注意语言的连贯及短文结构的紧凑。

微技能 1 开头与结尾

续文部分的两个段落已经给出段首的开头语。这些开头语与传统写作中的开头语相似,在某种程度上引导着故事的发展方向。所以,续文的开头一定要和开头语连贯,这也是读后续写评分的要点之一。续文需要在故事的整体发展之上,合理得出结局,做到既在情理之中,又在意料之外。好的结尾包含对主题的提高和升华,可以给原文锦上添花。

【作文示例】

[2019·浙江省名校协作体第二学期联考]

阅读下面短文,根据所给情节进行续写,使之构成一个完整的故事。

It was a Saturday afternoon. The colour of the sky was changing, first light grey, then dark grey, and finally dark and dense. The wind was blowing heavily, and the trees were swaying in the strong wind. It began to rain cats and dogs. Soon, the road was filled with puddles from the rain.

On such a stormy afternoon, my mother took my five-year-old brother, Christopher, and me to a new big toy store she had read about in the newspaper. “So many toys,” the advertisement had shouted in full and flashy colour, “that we have to get a huge warehouse to fit them all!”

Christopher and I couldn't have been more excited. We

ran across the parking lot, through the cold and biting rain, as fast as our little legs could carry us. We left our mother outside to battle with the frustrating umbrella, which never worked when she wanted it to. “Christine! Take care of your young brother!” Mother shouted at the top of her voice.

“Christine! I'm going to find the Lego section (乐高积木区)! There's a new pirate ship I want, and I have four dollars! Maybe I can buy it!” Christopher exclaimed and ran off excitedly. I only half heard him. I took a right turn and, to my wide-eyed delight, found myself in the midst of the Barbie (芭比) World.

I was studying a Barbie and doing some simple maths in my head when suddenly an earthshaking clap of thunder roared from the storm outside. I jumped at the noise, dropping the doll to the floor. The lights flickered (闪烁) once and died, covering everything in a blanket of darkness. Thunder continued to shake the sky and lightning illuminated the store for seconds, casting frightening shadows on my mind.

注意:

1. 所续写短文的词数应为150左右;

2. 至少使用5个短文中标有下划线的关键词语;

3. 续写部分分为两段,每段的开头语已为你写好;

4. 续写完成后,请用下划线标出你所使用的关键词。

Paragraph 1:

“Oh no,” I thought. “Where’s Christopher?” _____

Paragraph 2:

“Christine, I’m here.” _____

【思路点拨】

1. 原文主要情节

(1) On such a stormy afternoon, my mother took my five-year-old brother, Christopher, and me to a new big toy store she had read about in the newspaper.

(2) We left our mother outside to battle with the frustrating umbrella, which never worked when she wanted it to.

(3) Christopher exclaimed and ran off excitedly. I only half heard him.

(4) The lights flickered (闪烁) once and died, covering everything in a blanket of blackness. Thunder continued to shake the sky and lightning illuminated the store for seconds, casting frightening shadows on my mind.

2. 续写情节推理

作者(Christine)在玩具店的灯都黑了而妈妈又不在身边的情况下,开始寻找弟弟 Christopher。第一段的开头语是作者心里所想,接着应该是她到处去找了。由于前文提到她没听清(half heard)Christopher的话,所以她应该没有明确的寻找方向,这也会加剧她心里的不安,甚至恐慌。

第二段的开头语是“Christine, I’m here.”,说明在第一段中作者肯定呼叫了 Christopher 的名字,而后作者在听到 Christopher 的回应后,肯定会欣喜若狂。姐弟俩也会循着彼此的声音找到对方。当然,妈妈也应该适时出现或者姐弟俩共同去寻找妈妈,最终一切平安。

【参考范文】

“Oh no,” I thought. “Where’s Christopher?” Scared, I was frozen to the spot, overcome with the need to see my brother, to hug him and make certain he was all right. My stomach twisted and turned inside. I ran up and down the aisles through the darkness, panic filling my small chest and making it difficult to breathe. I knocked into displays of candy and tripped over toys, all the while frantically calling my brother’s name. Anxious as I was, I could barely see his figure. Tears of frustration and fear trickled down my face, but I continued to run.

“Christine, I’m here.” Excitement took my breath away—there in the dark Lego aisle I found Christopher. He was standing alone, perfectly still, clutching tightly to the pirate ship set. I began to cry out from relief, throwing my arms around him and hugging him tightly. He hugged me back, saying, “I knew if I waited here, Christine, you would be able to find me.” Then, I took his hand in mine and we went to find our mother, who must be desperately searching the store for us.

微技能2 关键词

读后续写要求规定,至少使用 5 个短文中标有下划线的关键词语(10 处)。下表是 2016 年 10 月至 2018 年 6 月浙江省四次英语高考真题中的画线关键词语的分类。

高考真题分析表

	2018.6	2017.11	2017.6	2016.10
人物	dad Uncle Paul	David Mum Dad	Mac friends Paul	Jane Tom
动作	feed	camping	pedaled jumped	walked climbed
地点 名词	farm house river		home	lake stream

(续表)

	2018.6	2017.11	2017.6	2016.10
其他 词	sheep track sight	trip tent trouble	bicycle wolf cars climb	helicopter yellow blouse
短语	get lost			at a distance to her great joy
形容 词	late	absent-minded forgetful nice		

这些关键词语类似于传统写作中的要点提示,如人物、地点、动作行为等。考生可以根据表达需要,选择合适的关键词

语。关键词语能帮助学生更好地回扣原文,和原文的思路形成呼应;也可以帮助学生构思续文的具体内容,确定故事的走向和结局。

根据高考阅卷规定,关键词语的使用原则是:可以改变其形式和词性,但不能通过构词法将其改为另一个单词。如2017年11月的真题中, trouble 是用作名词的,但考生可以将其用作动词,并使用其过去式、过去分词、现在分词等形式,但不能改为 troublesome。

【作文示例】

[2019·金华十校高考模拟试题]

阅读下面短文,根据所给情节进行续写,使之构成一个完整的故事。

“Were you Mark’s maths teacher?” an old man came to my office and asked. I nodded. “Mark talked about you a lot. I want to show you something,” he said, taking a wallet out of his pocket. “They found this on him when he was killed in the battle. We thought you might recognize it.”

Opening the wallet, he carefully removed two worn pieces of notebook paper that had obviously been taped, folded and refolded many times. I knew without looking that the pieces of paper were the ones on which I had listed all the good things each of Mark’s classmates had said about him. And that happened 20 years ago.

Mark was in the third grade class I taught. All 34 of my students were dear to me, but Mark was one in a million. Very neat in appearance, he had that happy-to-be-alive attitude that made even his occasional misbehaviour delightful.

Mark also talked without stopping. I tried to remind him again and again that talking without permission was unacceptable. What impressed me so much, though, was the sincere response every time I had to correct him for misbehaving. “Thank you for correcting me, sister!” I didn’t know what to make of it at first but before long I became accustomed to hearing it many times a day.

One morning my patience was growing thin when Mark talked once too often. I made a new-teacher’s mistake. I looked at Mark and said, “If you say one more word, I am going to tape your mouth shut!”

It wasn’t ten seconds later when Chuck shouted, “Mark is talking again.” I hadn’t asked any of the students to help me watch Mark, but since I had stated the punishment in front of the class, I had to act on it.

注意:

1. 所续写短文的词数应为 150 左右;
2. 至少使用 5 个短文中标有下划线的关键词语;

3. 续写部分分为两段,每段的开头语已为你写好;
4. 续写完成后,请用下划线标出你所使用的关键词语。

Paragraph 1:

I walked to my desk and took out a roll of tape. _____

Paragraph 2:

One day I decided to do something different when Mark talked again in class. _____

【思路点拨】

1. 原文主要情节

(1) “Mark talked about you a lot. I want to show you something,” he said, taking a wallet out of his pocket.

(2) Opening the wallet, he carefully removed two worn pieces of notebook paper that had obviously been taped, folded and refolded many times.

(3) Very neat in appearance, he had that happy-to-be-alive attitude that made even his occasional misbehaviour delightful.

(4) What impressed me so much, though, was the sincere response every time I had to correct him for misbehaving. “Thank you for correcting me, sister!”

(5) I looked at Mark and said, “If you say one more word, I am going to tape your mouth shut!”

(6) ... since I had stated the punishment in front of the class, I had to act on it.

2. 续文情节推理

作者作为老师,需要兑现自己先前所说的对 Mark 的惩罚,即用胶带把他的嘴巴封上。根据续文两段话的段首语可知,第一段讲述的应该是 Mark 的嘴被封上后所发生的事情;而第二段的段首语却表明作者的封嘴惩罚并没有取得效果,所以她要另想他法。那么,在续文第一段中到底发生了什么事情?我们可以考虑以关键词语 mouth、students、delightful、correcting 等来制造一场欢乐的景象,即 Mark 还是笑对老师

的惩罚,并不以为意。第二段主要描述作者采取了另外的办法,取得了很好的效果。结合原文第一、二段和关键词语 paper, the good things, carefully 等,可以设计作者让学生列出 Mark 的好的方面来感化他,而 Mark 也很珍惜这些评价,从而呈现了一个聪明而调皮但最终能改正错误的孩子形象。

【参考范文】

I walked to my desk and took out a roll of tape. Very deliberately, I proceeded to Mark's desk, tore off two pieces of the tape and made a big X with them over his mouth. (关键词语 mouth 引出作者的惩罚行为) I then returned to the front of the room. As I glanced at Mark to see how he was doing, he winked at me. I started laughing. The entire class cheered as I walked back to Mark's desk, removed the tape and shrugged my shoulders. His first words were, "Thank you for

correcting me, sister."

One day I decided to do something different when Mark talked again in class. I asked the other students to think of the good things (关键词语 the good things 能最终促成 Mark 的改变) they could say about Mark and write them down. Then I listed them on two separate pieces of paper. (关键词语 paper 呼应了原文开头的内容) The next day I gave them to Mark. "Really?" Before long I heard him whispering. The paper did work. Mark listened more and more carefully to my instruction from that day on. "Thank you so much for doing that," the old man brought me back down to earth. "As you can see, Mark treasured it," he added. That was when I finally cried.

微技能3 人物与情节

人物是记叙文六要素之一,是故事的核心。在读后续写中,由于受到篇幅短小的限制,故事中的人物一般都较少。因此,在续文中,故事仍将围绕原有人物展开,不宜添加新的人物而让故事失去焦点。情节则是故事中塑造人物的信息载体。读后续写所呈现的是未完成的故事情节,因此人物的形象也是不完整的。续文要对原文没有写出的故事情节进行合理预测,与原文的情节保持连贯。考生可以充分发挥想象力,多角度地构思合情合理的结局,并择优选择。在操作过程中,考生可以通过列提纲或列关键信息来理清续文思路。在拟写的时候,要注意句子结构的多样性和语言的丰富性,并通过句与句之间连接词的正确使用,使行文连贯。

作为记叙文的重要构成要素之一,人物和情节有着密不可分的关系。人物对情节而言起到了直接的影响作用,人物是基础条件,对人物的刻画是直接作用于情节的走向和发展的。

人物的性格决定着故事情节的发展走向,而故事的结局也可以通过人物的性格进行推测;人物的性格在这些故事情节中得以凸显。因此,把握住人物和情节也就掌握了一篇文章的主线。

【作文示例】

[2019·浙江高考科目考试绍兴市适应性试卷]

阅读下面短文,根据所给情节进行续写,使之构成一个完整的故事。

When I arrived at 6 am in the large hospital kitchen, Rose was already checking name tags on the trays(托盘).

"Hi, I'm Janet." I tried to sound cheerful, although I already knew Rose's reputation for being impossible to work with. "I'm scheduled to work with you this summer."

Rose stopped what she was doing and peered over her reading glasses. I could tell from her expression she wasn't pleased to see a student worker.

"What do you want me to do? Start the coffee?" I asked.

Rose coldly nodded and went back to checking name tags.

I filled the 40-cup pot with water and began making the coffee when Rose yelled, "That's not the way to make coffee." She stepped in and took over.

Nothing I did pleased her. All morning, her eagle eyes missed nothing and her sharp words hurt.

Totally exhausted, I trudged the six blocks home late that June afternoon. As a third year university student working my way through school, I had never before met anyone like Rose.

Fighting back tears, I wrestled with my dilemma alone in my room. "What shall I do?" The answer caught me completely by surprise. I needed to love Rose.

Working with Rose the next morning, I ignored the hurtful remarks thrown in my direction and did things Rose's way as much as possible. As I worked, I silently began to surround Rose with a warm blanket of love.

Over the next few days, an amazing thing began to happen. My focus shifted from what she was doing to me and I started seeing Rose as the hurting person she was. Then her icy tension began to melt away.

Throughout the rest of the summer, we had numerous opportunities to work together. Each time, she seemed truly happy to see me. Her bitterness gave way as she started opening up. As I worked with this lonely woman, I listened to