



福建升学指南

ID:fjedu678

1、邀请信

【好句背诵】1. I'm now writing on behalf of the classmates to invite you to come and attend it, if you can spare the time.我代表同学写信邀请您来参加，如果您能抽出时间的话。
2. I sincerely invite you to watch the show because...我诚挚地邀请您来看演出，因为...3. You can reach me through my phone number 4476655 at your convenience.您可以在您方便的时候打我的电话，号码是 4476655。

【满分佳作赏析】假定你是李华。你班同学决定为小明举办生日聚会。请你写信邀请外教 Susan 参加，要点包括：1. 时间：周五晚 8 点至 9 点 2. 地点：学生俱乐部 3. 内容：唱生日歌、吃蛋糕、玩游戏等 4. 要求：备小礼物

Hi, Susan, We're throwing a surprise party for Xiaoming's birthday. As scheduled, all the classmates in our class will gather at the Students' Centre at 8 pm this Friday evening to celebrate Xiaoming's birthday. We would feel much honored if you could come and enjoy it, which is to finish at 9, lasting an hour. As the party starts, we will light the candles and sing "Happy Birthday" for him. Then the birthday cake will be presented and cut for all of us to enjoy, following which we'll sing songs and play some small games. What's more, as a surprise, we'll all prepare some secret birthday gifts for him, and it'll be great to see how surprised he will be seeing the gifts. As it's a surprise party, he will know nothing about it beforehand, and we do hope that you could manage to attend it. Looking forward to your coming.

2、询问/回复信

【好句背诵】1. I am writing to ask for more information about it.我写信来询问更多关于它的消息。2. There are some pieces of information that I'd like to share with you.有一些消息我想和你分享。3. The most significant thing you should keep in mind is that...你需要记住的最重要的事情是.....

【满分佳作赏析】假定你是李华，计划暑假期间去英国学习英语，为期六周。下面的广告引起了你的注意，请给该校写封信，询问有关情况（箭头所指内容）。ENJOY A RELAXING STUDY BREAK IN BEAUTIFUL LANCASTER-----LANGUAGE CENTRE AND COLLEGE OF ARTS UNIVERSITY OF LANCASTER Languages * English * French * Spanish Arts * Politics * Sociology * History 3wk, 6wk and 12wk courses ***Reasonable fees***Accommodation service

Dear Sir / Madam, I am a student in China and I plan to go to Britain to attend a summer school during the vacation. I've seen your ad, and I'd like to know something more about your six-week English courses. First, when will the course start and how many Class hours are there per week? Besides, I wish there would not be too many students in a class. I'd also like to know how much I have to pay for the course and whether accommodation is included. Would there be host family or university dormitory? I am looking forward to your early reply. Yours faithfully, Li Hua



3、请求/求助信

【好句背诵】1. I would be very grateful if you could... 如果您能……我将感激不尽。2. I would appreciate it if you could offer me a hand.如您能帮助我，我将感激不尽。3. Thanks for your kind consideration and I look forward to receiving your earliest reply.谢谢您的关注，期待收到您尽早的回复。4. If you need further information, do let me know.如您需要更多的信息，请告知我。

【满分佳作赏析】假定你是李华。请你给笔友 Peter 写封信，告诉他你叔叔李明将去他所在城市开会，带去他想要的那幅中国画，同时询问他是否可以接机。信中还需说明：李明：高个子，戴眼镜航班号：CA985 到达：8月6日上午 11:30

Dear Peter, How are you doing? I'm writing to tell you that my uncle Li Ming is going to have a meeting in your city. Do you remember the Chinese painting I promised you last year? My uncle will bring it to you soon. I hope you will like it. I wonder if you could do me a favor. This is the first time that my uncle visits the US, so I hope you can meet him at the airport. He arrives at 11:30 a.m on August 6th and his flight number is CA 985. I would appreciate it if you could take him to his hotel. My uncle is tall. He will be wearing dark glasses and a blue jacket. Looking forward to your reply. Yours, Li Hua

4、申请/求职信

【好句背诵】1. I sincerely hope that my application could be favorably considered.我真诚地希望我的申请会被考虑。2. The ad is really very appealing to me, so I'm now writing to you in the hope of filling in the job vacancy.这则广告非常吸引我，所以我写信给您希望能够填补这个职位的空缺。3. I really want to obtain this precious opportunity because...我真的希望得到这次珍贵的机会，因为.....

【满分佳作赏析】假定你是李华，从互联网 (the Internet) 上得知一个国际中学生组织将在新加坡 (Singapore) 举办夏令营，欢迎各国学生参加。请写一封电子邮件申请参加。内容主要包括：1. 自我介绍 (包括英语能力)；2. 参加意图 (介绍中国、了解其他国家)；3. 希望获准。

Dear Sir or Madam, The other day I happened to read your advertisement on the Internet, saying that you are holding a summer camp aimed at students from around the world, and I'm interested to participate in it. I'm Li Hua, a middle school student in China. As a teenager, I'm interested in making friends with kids of my age from around the world. Your camp will provide a good chance for me to know a lot about other countries and tell them something about China. What's more, I can improve my English, communicating with people from other countries. I do hope that I can be lucky enough to be admitted to your camp. Looking forward to your reply. Regards, Li Hua

5、建议信



【好句背诵】1. Almost perfect as it is, it should make more improvement in some area.虽然它近乎完美，但是它在一些方面也需要改进。2. And I've found that my problem lies chiefly in two aspects. For one thing, ... For another thing, ...我发现我的问题主要在于两个方面。一方面，... 另一方面，...3. I believe that, with the joint efforts of both teachers and students, our school will become a more enjoyable place in the near future.我相信，有了老师和学生的共同努力，我们学校会在不久的将来成为一个更令人快乐的地方。

【满分佳作赏析】假定你是李华，你所喜爱的 Global Mirror 周报正值创刊五周年之际征集读者意见。请你依据以下内容给主编写封信，内容主要包括：1. 说明你是该报的忠实读者；2. 赞赏该报优点 1) 兼顾国内外新闻 2) 介绍名人成功故事；3. 提出建议：刊登指导英语学习文章。

Dear Editor-in-Chief, Congratulations on the 5th anniversary of Global Mirror! I'm a regular reader of your newspaper. I like it very much mainly for the following two reasons. First, it covers both national and international news so that, by simply turning the pages, I can learn all important things that have happened during the week. Equally attractive are the success stories of world-famous people, which help me understand how a person can work hard to make the world a better place. As a young student, I suggest that Global Mirror carry articles to guide us in our English learning, and I hope that it will become even more popular. Sincerely yours, Li Hua

6、感谢/祝福信

【好句背诵】1. I'm writing this letter to express my sincere gratitude to you for teaching me the English song. 我写信来达对你教我英文歌的衷心感谢！2. Without your help, the performance couldn't have been that successful. 没有您的帮助，表演不会有那么成功。3. I'd like to express my thanks for your hospitality and kindness when I was in America. 我想感谢您对我在美国时的好客和友好。4. In addition, what has impressed me most is... 而且，最让我感动的是.....

【满分佳作赏析】假定你是李华，从小喜爱大熊猫 (panda)，一直通过有关网站 (website) 关注三年前在美国圣地亚哥动物园出生的大熊猫“苏琳”和她的母亲“白云”。现在苏琳即将三岁。请根据以下要点给动物园工作人员写一封信：1. 自我介绍；2. 祝贺苏琳生日；3. 感谢工作人员；4. 索取苏琳三岁生日照

Dear Sir/Madam, Greetings from China! This is Li Hua, a student in China, I've been fond of pandas since my childhood. Since three years ago, when the panda Baiyun gave birth to a baby panda Sulin, I have been visiting your website to keep myself informed about how things are going for them. I remember clearly, she will turn three soon. I want to say happy birthday to her and express my thanks to you for your hard work, with which she has been brought up and has been living happily with her parents in the US. By the way, I wonder if I could have a photo taken of Sulin on her third birthday. Thank you very much in advance. Yours truly, Li Hua



7、投诉信

【好句背诵】1. Taking into account all three factors above, I request that the company should have a change of it for me as soon as possible. 考虑到以上的三个因素，我要求公司要为我尽快换一个的。2. But we are regretful to find that it cannot work normally. 但是，我们很遗憾地发现它不能正常地工作。3. Your prompt attention and early reply will be appreciated. 感谢您即时的关注和及早的回复。4. I am waiting for a reasonable explanation and expecting an early reply. 我在等待一个合理的解释，并期待及早回复。

【满分佳作赏析】假如你是李华，昨天在商场购买了一台电风扇，回家后发现它不能运转。你回到店里与营业员交涉时，该营业员对你的态度恶劣，对你提出的问题不予受理。请你为此向经理写一封投诉信。

Dear Manager, I feel sorry to trouble you but I am afraid that I have to make a complaint. Yesterday I bought an electric fan in your shop, but when I got home and turned it on, it didn't work. So I took it back and talked to the assistant about the problem. To my surprise, instead of helping me solve the problem, the man, in a rude manner, refused to examine it. Generally, your shop is well-known for good service and that is why I bought the electric fan in your shop. I was really upset to find that such a thing should have occurred in your shop. I am waiting for a reasonable explanation and expecting an early reply. Sincerely yours, Li Hua

8、道歉信

【好句背诵】1. I feel terribly sorry for missing the chance of answering your letter in time. 我十分抱歉没有时间回信。2. Anyhow, I sincerely hope that we can fix another time for... 无论如何，我真心希望我们可以再找一个时间.....3. I'm awfully sorry for the sudden change of plan. I feel it a great pity to miss the opportunity. 对突然的改变我感到十分抱歉，对错过这个机会感到很可惜。

【满分佳作赏析】假如你是新华中学的学生李华，你的美国朋友 Tom 一周前给你发电子邮件，询问你暑假里的打算，但你因准备期末考试未能及时回复。请根据以下要点给他回封邮件：1. 未及时回信的原因 2. 你假期的打算（如做兼职、旅行、做志愿者等）。

Dear Tom! I'm terribly sorry I couldn't reply to your email which you sent me a week ago immediately. I was so occupied with the final exams. As for the coming summer holiday, I will first do a part time job in a fast-food restaurant. Not only will I earn some money but I will also gain some social experience through it. And then I will go on a trip to Sichuan, where there are a great number of places of interest. Finally, go to Ya'an to work as a volunteer. There is no doubt that children there are badly in need of help. I hope what I will do will make a great difference to them. Best wishes. Yours sincerely, Li Hua

9、观点议论



某英文报社组织了题为“我喜欢的英语谚语”征文活动，你有意参加。请从下面两句谚语中任选一句作为标题写一篇英语作文，内容须包括：1. 该谚语的含义；2. 体现该谚语含义的个人经历。a) A friend in need is a friend indeed. b) Where there's a will, there 's a way.
参考词汇：谚语 proverb

【满分佳作赏析】

A Friend in Need Is a Friend Indeed
A life without friends is a life without sunshine! Friends try their best to help you without thinking of what they can get from it. Once I doubted the usefulness of study, losing my interests and direction, even confidence. Finally, I decided to stop studying. After knowing the news, my friend encouraged me patiently. She insisted on persuading me until I promised to give up this thought. Later, I made up my mind to study hard so as to enter my dream university. Many people will be in and out of your life, but only true friends will leave footprints in your heart. True friends always come to you when you need help.

Where There's a Will, There's a way
Among all the instructive proverbs, the one I like most is "Where there is a way, there is a way", which tells us that we should stick to our dreams. For me the saying has special meaning. When I was in Junior Middle School, I was so poor in my studies that I nearly gave up. But my head-teacher was always there and give me confidence every time I lost heart. He used to say, "A little more effort and you will make it." Thanks to my dearest teacher, all my efforts paid off and finally I became a top student. Nothing is impossible to a willing heart. As long as you keep trying, you'll make it.

10、记叙描写

【好句背诵】1. With the economy developing rapidly, I'm glad to see our city is taking on a new look. 随着经济的快速发展，我非常高兴地看到我们的城市呈现出新的面貌。2. Over the past twenty years or so, great changes have taken place in our life. 过去的二十年左右，我们的生活发生了重大的变化。3. Tired as I was, I never felt so happy. 尽管很累，我没有觉得这么开心。

【满分佳作赏析】一家英语报社向中学生征文，主题是“十年后的我”，请根据下列要点和你的想象完成短文。1. 家庭；2. 工作；3. 业余生活。

I often imagine what my life will be like in the future. I would like to give a general picture of my future life in ten years. First of all, I will have a warm family where family members will love each other and care about each other. As for me, since being a teacher is my dream, I'm sure that this dream will come true then. I wish to teach foreign students traditional Chinese culture in a college at that time and I will certainly introduce China to the world. Time permitting, I expect to have more spare time to spend with my friends so that we can have a better relationship. Such will be my future life, the one I have been dreaming of.

11、说明介绍



【好句背诵】1. As the saying goes, when in Rome, do as the Romans do. 俗话有说，入乡随俗。2. It takes over ten experts and professors four years to finish this dictionary.这本词典由十多位专家、教授花费四年时间编纂而成。

【满分佳作赏析】假设你是晨光中学高二（1）班的班长李华，得知美国学生 Chris 作为交换生，下学期将到你班学习。请你根据以下提示，给他写封邮件：1. 表示欢迎；2. 介绍与本地生活相关的信息（如天气、饮食）3. 介绍本班情况。参考词汇：交换生 exchange student

Dear Chris! I'm Li Hua, the monitor of Class One Grade Eleven. I'm very excited about your coming to our school next term as an exchange student. Firstly, I'd like to tell you about the weather in my city, which is often windy and cold in winter. So you should bring your warm clothes. Secondly, would you mind eating noodles? Because people here mainly live on wheat flour. However, don't worry about it. You will have no difficulty in finding western food. Thirdly, I want to introduce our class to you. The teachers in our school are not only experienced and knowledgeable, but also patient and understanding. Everyone in my class is active. I hope you will soon become a member of our Class. I'm looking forward to your coming. Yours Li Hua

12、发言/演讲稿

【好句背诵】1. Today I am very glad to have the chance to run for the vice president of the English Club. 今天，我非常高兴有机会来竞选英语俱乐部的副主席。2. It was with sincerity and faithfulness that we created a harmonious atmosphere. 我们是带着真诚来创造一个和谐的气氛的。3. I am sure that with your great efforts, you will enjoy a colorful and fruitful life here. 我相信在您的不懈努力，您在这里会有一个丰硕多彩的人生。

【满分佳作赏析】假设你是某大学的学生李华，你校英语俱乐部将选举新一届副主席，负责规划、组织俱乐部的相关活动，你欲参选，请按以下提示，写一篇竞选演讲稿。1. 个人的优势介绍（如性格、特长等）；2. 工作设想；3. 表达竞选的愿望。参考词汇：副主席 vice president 竞选 run for

Good afternoon, my dear friends. My name is Li Hua. Today I am very glad to have the chance to run for the vice president of the English Club. I feel qualified to take the job. Not only have I gained a lot of experience from my job as monitor but I am also good at organizing activities. Looking in the future, I will try my best to assist the president and serve my fellow students if I am lucky enough to be the vice president. For one thing, I will organize some campus activities, like "English Evening", a platform where students can show their English. For another, I will organize more activities to enhance the interschool communication. I sincerely hope you will give me a chance. Thank you.

13、地方介绍

【好句背诵】1. The street is to the south of Tian'anmen Square. 这条街在天安门广场的南



边。2. It can date back to six hundred years and has a length of about 800 metres, along which lie 300 shops.它可以追溯到 600 年前,有 800 米长,两边有 300 家商店。3. It's a small flat of 25 square meters, with a bedroom a bathroom and a kitchen.这是一个 25 平方米的小公寓,有一个卧室、一个浴室和一个厨房。4. The city stands on the bank of the Changjiang River.这座城市坐落在长江边上。

【满分佳作赏析】假定你是李华,你的美国朋友 Sarah 打算暑期来北京旅游,来信询问改建后前门大街的情况。请你写封回信,简单介绍以下内容:1. 简况:长 800 余米、600 多年历史、300 余家商铺;2. 位置:天安门广场南面;3. 交通:公共汽车 17、69、59 等路,地铁 2 号线;4. 特色:步行街、当当车、茶馆、剧院等。参考词汇:步行街 pedestrian street 当当车 trolley car 地铁 subway

Dear Sarah, Thank you for your letter asking about the rebuilt of Qianmen Street. Here is something about it. Qianmen Street is a famous street of over 600 years old. Along this 800-metre street, there are more than 300 shops. As the street is in the center of Beijing, just to the south of Tian'anmen Square, it's very convenient to get there by bus. You may take buses NO. 11, 69 or 59! Subway Line 2 has a stop there too. Qianmen Street is a pedestrian street, but there are trolley cars to take you not only to the shops, but also to the theaters and teahouses where you can experience a truly Chinese way of life. I'm sure you'll like it. Yours, Li Hua

14、活动安排

【好句背诵】1. The following are our preliminary arrangements for your review and comments. 以下是我们初步的安排,供您审阅和提建议。2. Please feedback whether you're satisfied with this schedule, and we will make some changes if necessary. 请反馈您是否满意这个安排,如果需要我们将会作出改变。3. If there is anything I can do for you, I would be more than glad to help. 如果有我可以帮忙的,我将非常乐意。

【满分佳作赏析】假设你是李华,加拿大一所学校将于今年暑假组织学生来你校访问。其间, Andy smith 将借住你家。请你代表全家写信给 Andy, 欢迎他的到来,并告知有关事宜。信的要点如下:※上午:学校活动※下午:游览市区※晚上:看电视,玩游戏,聊天
参考词汇:安排 arrange

Dear Andy, I am glad to learn that you are coming to China and will stay at my home. My parents and I are very pleased to have you with us. Now let me tell you what we have arranged for you. I know the school will organize a lot of things for you to do in the morning, but in the afternoon show you around and take you to some places of interest. We'll mostly stay at home in the evening watching TV, playing games, and meeting people. I'm sure we'll have a wonderful time and enjoy each other's company. I'm looking forward very much to meeting you soon. Yours, Li Hua

15、报道/调查



【好句背诵】1. Recently, a survey has been done to find out ...最近, 进行了一次调查去了解.....2. One thousand senior middle school students from ten schools in HuBei Province were interviewed.湖北省 10 间学校的一千名中学生参与了调查。3. The survey shows that more than half of the students like to read news most.调查发现超过一半的学生最喜欢读新闻。4. The survey shows that half of the girls choose..., while 48 % of the boys ...调查发现一半的女生选... ,而 48%的男生...5. In order to celebrate the 90th birthday of our Party and enrich our lives, our school has organized a patriotic song concert recently.为了庆祝建党 90 周年,丰富大家的文化生活,我们学校最近举办了一次爱国歌曲演唱会。

【满分佳作赏析】受某英文报的委托,你最近对高中生的英语阅读兴趣做了一次调查。请根据以下信息,用英语为该报写一篇 100 词左右的短文。短文的标题及首句已为你写好。调查内容:在新闻、故事、科普、学习方法四种英文文章中,学生最喜欢哪一种调查范围:湖北省的 10 所中学调查对象:高中生调查人数:1200 调查方式:访谈

Reading Interests of Senior Middle School StudentsRecently, a survey has been on to find out the reading interests of senior middle school students.In this survey, one thousand senior middle school students from ten schools in Hubei Province were interviewd. They were asked which they liked reading most among the four categories of English articles: news, stories, popular science articles and articles about learning methods.The survey shows that more than half of the students like to read news most. Twenty-six percent of the students say that English stories are their favorite. Only seven percent of the students are most interested in reading articles about learning methods. However, the number of the students who enjoy reading popular science articles doubles that of those who prefer reading articles about learning methods.

16、启事

【好句背诵】1. Our school is looking for a native speaker of English to ...我们学校正在找一位英语母语者来.....2. If you are interested in the job information, please reply to me as soon as possible.如果你对工作信息感兴趣,请尽快回复我。3. You can also write to ccc20091201@sina.com to inform me.你也可以发邮件到 CCC20091201@sina.com 来通知我。4. The main responsibilities of the advisor include...顾问的主要职责包括.....5. If you are interested, please call Li Hua at 13011223344 for an interview.如果您感兴趣,请致电 13011223344 找李华安排面试。

【满分佳作赏析】假设你是李华,你的美国笔友 Peter 表示希望来中国教书。你校现在需招聘外教,请给他写封信,告知招聘信息。内容主要包括:1. 教授课程:英语口语、英语写作、今日美国、今日英国等;2. 授课对象:高中生(至少三年英语基础);3. 工作量:每周 12 学时,任选三门课,担任学生英语俱乐部或英语校报顾问(advisor)。

Dear Peter,I remember you told me you were interested teaching in china. Now, here is some good news that I hope will appeal to you.You see, our school is looking for a native speaker of English to teach some courses to the senior high school students, who have at least three years



of English learning experiences. The courses include speaking, writing, Britain Today and America Today, from which you are expected to choose three to teach. Once you are employed, you are expected to work 12 hours a week. Besides teaching you also have to work as an advisor to our Students' English Club or our school's English newspaper. If you are interested in the job information, please reply to me as soon as possible. Meanwhile, I'm always ready to help you with questions you might come up with. Yours, Li Hua

17、倡议

【好句背诵】1. As high school students, it's our duty to tell everyone around us to save water. 作为高中生,告诉身边的每一个人节约用水是我们的责任。2. Let's start right now and spare no effort to do a little every day, every hour and every minute. 让我们从现在开始每天努力一点点,抓紧每一天、每一小时、每一分钟。

【满分佳作赏析】假如你是育才中学学生会主席李华,针对目前一些地方血库纷纷告急的情况,请参照以下提示,用英文写一份倡议书,提倡无偿献血 (donate blood for free) 要点提示: 1. 社会上对献血的错误认识; 2. 指出献血的意义; 3. 开展相关活动。

Boys and girls, Recently some blood banks across the country are reported to be in short supply of blood. Some people hold the wrong idea that donating blood does harm to the donor's health. But the truth is that when a small amount of blood is taken out, the body will make a quick adjustment to work normally. As we know, donating blood is of great importance. Blood is important to patients, without which many can't survive. Among young people like us, donating blood is a social responsibility. We senior high school students, who have a better understanding of medical knowledge, should set a good example for other people. From now on, our school will hold a series of activities to explain the benefits of donating blood. Donate now and save a life! The Students' Union

18、留言/请假条

【好句背诵】1. Since you were out, I have to leave this note to you. 既然你出去了,我只好给你张便条了。2. I am sorry that I can't attend the party to be held this Friday at your apartment. 很抱歉我不能参加星期五在你公寓举办的派对。3. I wonder if it is possible for the talk to be recorded. 我想是否有可能把讲座录音。

【满分佳作赏析】假定你是李华,正在英国接受英语培训,住在一户英国人家里。今天你的房东 Mrs. Wilson 不在家,你准备外出,请给 Mrs. Wilson 写一留言条,内容包括: 1. 外出购物 2. 替房东还书 3. Tracy 来电话留言: 1) 咖啡屋 (Bolton Coffee) 见面取消 2) 此事已告知 Susan 3) 尽快回电

Mrs. Wilson! I'm going out shopping and won't be back until about 5:00 pm. I have taken with me the two books you asked me to return to the City Library. At about 1 o'clock this afternoon, Tracy called, saying that she couldn't meet you at Bolton Coffee tomorrow morning as she had

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something important to attend to. She felt very sorry about that, but said that you could set some other time for the meeting. She wanted you to call her back as soon as you are home. She has already told Susan about this change.

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