

## 第四部分

## 写作专项练

## 高考“信”视角——信件类专项练

## 建议信

## 【写作提示】

时态:以一般现在时为主

人称:以第一人称和第三人称为主

## 【段落布局】

第一段:说明选择

第二段:阐述选择该形式的理由

第三段:总结选择的方式的价值

Dear Sir or Madam,

I'm writing to recommend creating a short video to showcase our school's development achievements.

This format combines dynamic visuals with concise narration, effectively capturing both campus facilities and academic accomplishments in an engaging way. Compared to photo exhibitions which lack motion and stage plays which require lengthy preparation, videos offer greater flexibility in editing and wider sharing potential. We can even add subtitles in the sister school's language to enhance understanding.

This modern approach will leave a vivid impression while efficiently conveying key information.

Yours,  
Li Hua

◎I'm writing to recommend doing... 意为“我写信是为了建议做……”

►过去分词短语作状语

◎subtitle 意为“字幕”

◎leave a/an... impression 意为“留下……的印象”

►while 引导的时间状语从句的省略

## 邀请信

## 【写作提示】

时态:以一般现在时和一般将来时为主

人称:以第一人称和第三人称为主

## 【段落布局】

第一段:介绍比赛的基本信息并提出邀请

第二段:阐述邀请的原因

第三段:表示期待参与和回复

Dear Mr. Green,

I'm Li Hua. I'm excited to tell you that our school is going to hold a Campus Photography Competition on June 15th, whose theme is "The Beauty of Campus". I sincerely invite you to be the judge for the competition.

We all know your enthusiasm for photography and have benefited a lot from your professional insights into this field. Your presence as a judge will not only add authority to the competition but also inspire the participants. Your comments and guidance will surely make this event more rewarding and memorable.

We sincerely hope you can accept the invitation and join us. Looking forward to your reply at your earliest convenience.

Best regards,  
Li Hua

◎I'm excited to tell you that... 意为“我很兴奋地告诉您……”

►whose 引导非限制性定语从句

◎benefit from... 意为“从……中获益”

►“make + 宾语 + 宾补”结构,其中形容词短语作宾补

## 求助信

## 【写作提示】

时态:以一般现在时为主

人称:以第一人称和第三人称为主

Dear Jim,

I want to take a part-time job this summer to improve my skills and ease the family's financial pressure. In addition, I can build a wide network in advance. However, my parents disagree. They worry about the security in work and think it might affect my studies.

◎in addition 意为“此外,另外”,用来补充说明

【段落布局】

第一段: 阐述苦恼的原因  
第二段: 阐述自己和父母所持的不同观点及理由  
第三段: 寻求朋友的意见

On my side, a part-time job offers opportunities to communicate with different people, which can boost my confidence and social abilities. I also want to earn some money to reduce my parents' burden. But my parents insist that summer is for rest and study preparation, not for work. They fear I might face risks or get too tired.

I don't know much about taking a job, but I think that could be right. What do you think I should do?

Yours,  
Li Hua

► which 引导非限制性定语从句  
◎ reduce one's burden 意为“减少某人的负担”  
► that 引导宾语从句

介绍信

【写作提示】

时态: 以一般现在时为主  
人称: 以第一人称和第三人称为主

【段落布局】

第一段: 表明写信目的  
第二段: 介绍一项其他非遗项目——书法  
第三段: 邀请 Tim 来中国体验

Dear Tim,

Delighted to know about your enthusiasm for Chinese culture, I will give you a brief introduction to another intangible cultural heritage item.

I'd like to introduce Chinese calligraphy to you, which is more than just writing; it's also an art form reflecting the profound spiritual world of Chinese people. For thousands of years, calligraphers have expressed emotions, ideas, and the beauty of Chinese characters.

To sum up, I sincerely hope you can visit China to experience the amazing art in person when you have the chance. I am sure you will be fascinated by the unique culture. Looking forward to your arrival.

Yours,  
Li Hua

► 形容词短语作状语  
► which 引导非限制性定语从句  
► 现在分词短语作后置定语  
◎ to sum up 意为“总而言之”  
◎ in person 意为“亲自; 亲身”

告知信

【写作提示】

时态: 以一般过去时和一般现在时为主  
人称: 以第一人称和第三人称为主

【段落布局】

第一段: 说明来信目的  
第二段: 介绍讲座情况  
第三段: 分享个人感受

Dear Jim,

I'm glad to tell you something about the expert lecture on “How AI Changes Learning” held in our school last Friday.

The professor introduced the applications of AI in education, like smart tutoring and personalized learning. He also shared some real-world cases where students improved their academic performance significantly with the help of AI tools.

It really broadens my horizons. I realize AI can make learning more efficient and interesting. Moreover, I'm more motivated to explore how to use AI to enhance my own learning process.

Yours,  
Li Hua

◎ I'm glad to tell you something about... 意为“我很高兴告诉你关于……的事情。”  
► 过去分词短语作后置定语  
► where 引导定语从句  
◎ broaden one's horizons 意为“开阔某人的视野”  
◎ moreover 意为“此外, 而且”, 用来补充说明  
► “疑问词+不定式”作宾语

申请信

【写作提示】

时态:以一般现在时为主

人称:以第一人称为主

【段落布局】

第一段: 介绍自己并说明写信目的

第二段: 介绍自己为什么对摄影感兴趣并表达自己加入俱乐部的愿望及积极参与活动的承诺

第三段: 表达感谢并期待回复

Dear Photography Club President,

I hope this letter finds you well. My name is Li Hua, an exchange student in Grade 11, and I am writing to apply for membership in the Photography Club.

I have always been fascinated by photography because it allows me to capture beautiful moments and express my creativity through images. I am eager to join the Photography Club to further develop my skills and learn from experienced members. I promise to actively participate in all club activities and contribute to our shared passion for photography.

Thank you for considering my application. Looking forward to your reply.

Best regards,  
Li Hua

◎I am writing to apply for...  
意为“我写信是为了申请……”

◎be eager to do sth. 意为“渴望做某事”

►不定式短语作目的状语

◎participate in 意为“参加”

高考“声”洞察——非信件类专项练

演讲稿

【写作提示】

时态:以一般现在时为主

人称:以第一人称和第三人称为主

【段落布局】

第一段:引入演讲主题

第二段:介绍演讲的具体内容,指出非遗的重要性并提出课程建议

第三段:呼吁参加

第四段:致谢

Intangible Cultural Heritage: A Dialog Between  
the Tradition and the Future

Hello, everyone! I feel honored to be here to share my opinion about how the intangible cultural heritage connects the tradition with our future.

These treasures—from soul-stirring folk songs to the magic paper-cutting—form our cultural DNA, carrying ancestral wisdom that defines who we are. While our school offers courses like TCM and paper-cutting, fewer than 30% of students have enrolled, risking the fade of these legacies. We advise more hands-on workshops and expect craftsmen to give us lessons.

Join us! By participating, you're not just engaging with heritage but becoming living bridges between the tradition and the future. Sign up now and let tradition thrive in your hands!

Thanks for your listening!

◎ connect ... with ... 意为“把……和……连接起来”

► 现在分词短语作状语

► that 引导定语从句

► While 引导让步状语从句

► 现在分词短语作状语

◎ engage with... 意为“与……建立密切关系”

投稿

【写作提示】

时态:以一般现在时为主

人称:以第一人称和第三人称为主

【段落布局】

第一段:引入话题,表明自己的观点

第二段:分析人工智能在学生学习中的一项益处和一项潜在的弊端

第三段:提出一条切实可行的建议

Artificial Intelligence (AI) and Learning:  
Opportunities and Challenges

As a senior high school student, I see both opportunities and challenges in the integration of AI into learning.

One significant benefit is that AI can provide personalized learning experiences, adapting to students' individual needs and learning paces. However, a potential drawback is overreliance on AI, which might hinder students' critical thinking and problem-solving skills.

To address this, I suggest that schools should integrate AI-assisted learning with traditional teaching methods, insuring a balanced approach that fosters both technological proficiency and critical thinking.

► that 引导表语从句

► 现在分词短语作状语

► which 引导非限制性定语从句

◎ critical thinking 意为“批判性思维”

► 不定式短语作目的状语

◎ integrate ... with ... 意为“把……和……整合起来”

► that 引导定语从句

倡议书

【写作提示】

时态:以一般现在时为主

人称:以第一人称为主

【段落布局】

第一段:分析现象,引入话题

第二段:介绍倡议的具体内容

Dear fellow students,

With the implementation of the three-year “weight management” campaign, we've noticed some students have worrying behaviors like excessive dieting or a lack of exercise, which harm both physical and mental health.

To foster a healthier lifestyle, we propose the following actions. Firstly, obtain balanced nutrition by avoiding processed snacks and embracing a nutritious diet. Secondly, engage in moderate exercise for at least 30 minutes daily. Additionally, seek professional guidance instead of relying on unverified online advice.

◎ implementation 意为“实施;执行”

► which 引导非限制性定语从句

► 不定式短语作目的状语

第三段:鼓励号召

By taking active steps, we can not only manage our weight effectively but also enhance our overall quality of life. Let's embark on this journey toward a fitter and more vibrant self!

The Students' Union

► not only... but also... 连接两个并列结构  
◎embark on 意为“着手;开始”

通知

【写作提示】

时态:以一般现在时和一般将来时为主

人称:以第三人称为主

【段落布局】

第一段:交代比赛的目的

第二段:交代比赛的时间、地点、报名方式 and 截止日期

第三段:期待大家的参与

**Notice**

Dear fellow students,

In order to raise students' awareness of environmental protection and improve our English speaking ability, our school is going to hold an English speech contest. The details are as follows.

The theme of the contest is "Protect the Environment". It will be held in the school auditorium at 2:00 p. m. next Friday. Those who are interested in it can sign up at the office of the Students' Union before this Wednesday. Please submit your name, class and the title of your speech.

We sincerely hope that all students will actively participate in this activity and show your excellent English and concern for the environment.

The Students' Union

◎raise one's awareness of... 意为“提高某人的……意识”

► who 引导定语从句

◎concern for... 意为“对……的担心”