

## 一.辞职信

称呼：顶格写

1.收件人已知：Dear XXX: 2.收件人未知：Dear sir or madam (sir 和 madam 小写):

To whom it may concern:

第一段：亮身份+表明你的目的

As a(n) 职位 who loves our company/school/institute (中国特色的事业单位) deeply 作为一个深深爱着我们学校/公司/事业单位的人, I am writing this letter to resign from my present job (我写这封信的目的是为了辞去我的工作)。

第二段：总说+具体三点 (文章不能显得你经受不住压力, 爱财, 还有其他不好的习惯, 见文章如见人, 要给监考老师留下好的印象, 不要是一种好吃懒做的印象, 否则, 这个作文很难得到高分)

总说：There are at least three reasons that can account for my resignation (至少有三点原因可以向你解释我为什么要辞职)。First of all (首先), I find that the work is not challenging as what I have expected (这份工作没有我想的那样具有挑战性)。In addition (此外), I could hardly find any interests in my job (我不能从我的工作中找到想要的乐趣)。Finally (最后), the payment turns out to be so low (这份工作的报酬实在是太低了), that it could hardly cover my living expense (仅仅刚够我的生活开销而已)。

最后一段：道歉 (作为一个有情商的人, 辞职本来就是你的错) -----感谢---希望得到答复

I do apologize for the inconvenience brought by my resignation (我为我辞职给带来的不便感到真心的抱歉)。I will be grateful if you take my resignation seriously (如果你认真考虑我的辞职, 我将不胜感激)。I am looking forward to your reply (我期待得到你的答复)。

Yours Sincerely

Li Hua

## 二.求职信

Dear XXX: To whom it may concern:

第一段:

As a students who loves your company/school/institute (作为一个深深爱着你们公司/学校/事业单位的学生), I am writing this letter to apply for the position as a(n) 职位 (我写这封信的目的是申请一份.....职位)。I am convinced (确信的 adj) that my previous working experience and score (成绩) lists in the university /school can prove my potential (潜能) to be a qualified (合格的) 职位 (-----我确信我以前的工作经验以及我在大学/学校的成绩能证明我有潜能做一名合格的....)。

第二段:

I will graduate from school (学校) in 时间 (我将于....时候毕业于学校---最好填写月份)。I have studied 专业 1 as my major for X years and I have studied 专业 2 as my second major (我已经学....专业好多年了, 并且我也将....作为自己的第二专业-----专业写哪些? ①: 题目给了专业 ②: 与题目所给的职位相关的专业 ③: 写自己是英语专业的学生跟老师套近乎 ④: 写自己是计算机专业的)。In addition (此外), I have rich working experience in XXX work because I have worked as a part-time XXX in XX company for 1 year (我有丰富的经验, 因为我曾经在某个公司做过一年兼职的.....这里公司不会写的话就写肯德基--KFC)。My rich working experience and strong teamwork spirit will enable me to perform better than other candidates (候选人 who lacks of such working experience (我丰富的工作经验和较强的团队合作精神能保证我比其他缺少如此工作经验的候选人表现的更好)。

第三段:

It is very kind of you to read my letter (你能阅读我的信真的是太善良了), I will be grateful if you take my application seriously (你如果认真考虑我申请的话我将不胜感激)。I am looking forward to your reply/ call to the number+手机号 (我期待收到你的答复/等到你的电话)

三：推介信 1.中文：名字不能不会写      西方的：名字还不会写  
一些容易引起歧义的翻译：

①《霸王别姬》是 **Farewell My Concubine**（再见了我的二奶）

②《唐伯虎点秋香》是 **Flirting Scholar**(调情学者)

不要用自己的言论，不要用自己的真实感受写电影，得不了高分。

Dear XXX:      To whom it may concern:

第一段：

As a friend who has a similar to you（作为一个志趣道同的朋友）,/As a student who loves reading books/seeing films(作为一个爱看书/电影的学生).I am writing this letter to recommend you my favorite book/movie:+名字（我写这封信的目的是想你推介我最喜欢的书/电影：+名字）.

第二段：总说+三点

There are at least three reasons that can account for my recommendation（这里有三点原因可以解释我的推荐）.First of all（首先）,by reading this lovely book/seeing this lovely movie which is full of humor（通过读这本充满幽默感的书/看这部充满幽默感的电影）,you will feel amused（你会感到消遣）.In addition（此外）,as is known to us all(众所周知),the thing with transient happiness alone will be easily forgotten in our lives（在我们的生活中，只拥有短暂幸福的东西很容易被遗忘）.This book/This movie is recommended for the profound truth involved in the humor and joy(这本书/电影在幽默和娱乐中包含了很多深奥的道理).Finally,this book/movie is just like a window opening a new world to you,through which you can better understand Chinese culture/western culture（最后，这本书/电影就好像人的心灵之窗，你要是打开，你能更好的明白中国文化/西方文化）.

最后一段：

正式结尾：It is very kind of you to read my letter（能阅读我的心间你真的是个大好人）,I will be grateful if you take my recommendation seriously（如果你认真对待我的推荐我将不胜感激）,I am looking forward to your reply（我期待收到你的答复）.

朋友间的结尾：I really hope you will enjoy this book/movie（我真心希望你能从这本书/这部电影中获得些许享受）.In addition(此外),please send my best wishes to your family（请将我的祝福传递给你的家人）,I am looking forward to hearing from you soon（我期待收到你的答复）.

Yours sincerely

Li Hua

#### 四：邀请信

Dear XXX:

第一段：As a(n) 身份 who ①loves XXX ②admires you ③翻译题目信息（这里我就不做翻译了，自己看）.I am writing this letter to invite you to do something（按题目要求来）.

第二段：直接加三点 First of all,In addition,Finally

点 1 固定：①时间地点 The 活动/This activity will be held 介词+地点+介词+时间.

②It is 介词+时间 that the 活动/this activity will be held+介词+地点

点 2：看题目要求，翻译简单句+句型升级

开放式点 3：

备选 3 个方案：①邀请你的原因 The chief reason why we/I invite you is that+

①你很牛逼/②你对这方面有兴趣

1) as is known to us all,you are an excellent XXX in this field

2) as is known to us all,you are interested in XXX/this field

②活动的好处：This activity is of great importance through which you can do something（具体好处：了解文化、学习知识、交朋友）

③你的重要性：I am convinced that you will play a important role in this activity and it will not be successful if you don't come（我相信你会在这次活动中发挥重要的作用，如果你不来这次活动就不会取得圆满成功）

第三段：结尾段

It is very kind of you to read my letter.I will be grateful if you take my invitation seriously.I am looking forward to your reply.

Yours sincerely

Li Hua

## 五：感谢信

难点：1 第一段或者最后一段 2 找不到话说

Dear XXX:

To whom it may concern:

第一段：首先说谢谢，再说谢你的时间

First of all（首先）,please allow me to say “Thanks!” to you（请允许我对你说谢谢）.It is very kind of you to spend your valuable time in doing something（按照题目具体信息翻译）/in helping me（您花费宝贵的时间来帮助我，我感觉你特别善良）.

第二段：最初没你我不行，后来有你我行了，最近时间已更好，期待当面说谢谢

①When I first sank into trouble（当我陷入困难的时候）,I really felt lonely and helpless（我真正意义上感到了孤独与无助）.②Your help/Your XXX has made me feel that in fact I am living in a world of love（你的帮助让我感觉我活在一个充满爱的世界）,which has brought me much confidence,courage and power to overcome my difficulties（给我带来了更多 的信心、鼓励与能量，因此我能克服困难）.③可写可不写，看题目具体情况 These days my condition/situation has been significantly improved due to the help offered by the kind people like you（因为有你这样的好心人帮忙，最近我的情况已经好多了）.I think I will solve all my problems within two weeks（我相信不超过两周我救你解决掉我所有的麻烦事）.④I hope that I can have the chance to say thanks to you face to face(in person) as soon as possible（我希望我能尽快当面的对你表示感谢）.

第三段：1.无其他要求 Again,special thanks go to you.

2.有其他内容 Again,special thanks go to you+其他内容.

## 六：建议信

靠什么：1.阅读，读书：给图书馆提建议

2.环境保护：①限制使用塑料袋 ②节约食物 ③合理使用共享单车

3.给大学生的学习生活提建议

4.四个自信：给外国人来中国后的学习生活 and 学习中文提建议

5.关于身体素质

Dear XXX:/To whom it may concern:

第一段：As a (n) 身份 who loves XXX/翻译题目信息，I am writing this letter to put forward my suggestions on/for+建议对象.

第二段：总说

Generally speaking,对象 is/are good,but it/they will be better if you take my suggestions seriously.

此处应该有三点建议：First of all+建议1 In addition+建议2 Finally+建议3

建议1-----针对人：①加人/减人-----more/less workers/people/employees/staff/teachers should work in 地点/in related fields(+升华)

②教育人-----we should educate more people to realize the importance of XXX(+升华)

③交朋友-----we/you should make more friends(+升华)

那么究竟该怎么升华？-----诱之以利，写出对应的好处：so that+简单句 ①提高工作效率 ②减少有害行为，提高XXX的水平 ③不孤单，有人帮你

建议2-----针对钱：①more money should be spent in purchasing and updating more XXX(主题相关的东西/more facilities)

②we should save the money spent in XXX,which can be used to help others/to 主题(to something)

建议3：-----时间：①more time should be spent in doing something

②we/you should save the time spent in XXX,which can be used to study/to do something(主题相关)

③the XXX time/the time for XXX should be lengthened

备用建议：文化-----we should educate more people to realize/understand the culture of 主题 n/doing

## 第三段：结尾段

I will be grateful if you take my suggestions seriously and I firmly believe 对象 is/are bound to be better and better in the near future.

现学现用：

给校长/老师就提高学生身体素质提建议

Dear XXX:

As a student who loves sports/health (作为一个热爱运动/身体健康的学生), I am writing this letter to put forward my suggestions on/for improving physical conditions of student (我写这封信的目的是为学生提供学生的身体素质提出建议).

Generally speaking (通常讲), students' physical conditions are not good (学生们的身体素质不是很好), but they will be better if you take my suggestions seriously (但是如果你认真采纳我的建议). 人: ①First of all, more P.E. teachers should work in our school (首先, 雇佣更多的体育老师) ②First of all, we should educate more students to realize the importance of health/exercise (首先: 我们应该教育更多的学生意识到健康/锻炼的重要性) ③First of all, we should make more friends that loves sports (首先, 我们应该让更多朋友热爱运动)

钱: ①In addition, more money should be spent in purchasing and updating more sport facilities. (此外, 我们应该投入更多的资金用于购买体育器材)

Finally, the time of P.E. courses should be lengthened (最后, 我们应该延长体育课的时间).

最后一段: I will be grateful if you take my suggestions seriously and I firmly believe 对象 is/are bound to be better and better in the near future.

给外国李学生就在中国的学习提建议, 提学习中国文化的建议

As a friend who loves you/welcomes you.....my suggestions on/for your study in China(for learning /studying Chinese culture)

First of all, you should make more Chinese friends, so that they can teach you Chinese. In addition, more.....more ....Chinese books. Finally, 文化: you should better understand traditional Chinese culture.

## 七.通知信

1.举办 XXX 活动/比赛 要求: ①时间 ②地点 ③活动内容 ④欢迎报名

2.高难度通知: 一个活动要举行, 需要招募志愿者

形式上: 以心间行事考察通知

### Notice

顶格:

June 8<sup>th</sup>:2019

To whom it may concern:/To all students

空两格写正文

第一段: 正文 1.时间 地点 人物 时间

The 活动 will be held +介+地+介+时.用邀请信的升级方式, 写强调句.

2: 承办人: The 承办人(Students' Union) have/has set a preparation committee to organize this activity. (承办人已经成立了一个筹备委员会来组织这次活动。)

3: 缺人①缺少志愿者----Therefore,we are in need of volunteers to help us organize relative affairs. (因此, 我们需要志愿者来帮助我们组织相关的事务。)

②1) 有经验 2) 有背景知识 3) 有工作时间 4) 不许请假

Students/人 who have previous working experience as 职位 are preferred (首先那些有相关岗位工作经验的学生/人) .Basic knowledge in English and computer is some of qualities that we desire (我们希望你掌握一些英语和计算机的基础知识) .Students should be available for 3 days during the activity (活动期间, 请保证你有三天的充足时间) .No excuse for absence will be accepted if you are one of your 应聘职位 (如果你已经是我们的....我们将不再接受任何请假理由) .

4: 赶紧来人参加: ①Therefore,we are in need of students to take part in this activity. (因此, 我们需要学生参加这项活动。)

②参加活动的好处, 邀请信的万能 2、3 点

第二段: 联系我们

If you are interested in this job/activity and are willing to have a whole new experience (如果你对这份工作/活动感兴趣, 并且愿意有一个全新的体验) ,please do not hesitate to send your resume to XXX(邮箱地址)/to join us (请不要犹豫请发送你的简历到 XXX(邮箱地址)/加入我们的行列) .Thank you for your attention (感谢你的关心) .

Students' Union

## 一、称呼

Dear XXX: To whom it may concern

## 二、第一段：亮身份+表目的。定语从句

As a(n) 身份/student ① who loves XXX/ ② who 对题目信息进行翻译 (does something), I am writing this letter 1) to do something (类别动词原形)/2) in the purpose of doing something (类别 doing)

## 三、第二段：总说+三点

分为三原因型和三内容型

### 1.第一句：总说

1) 三原因型 There are at least three reasons that can account for my XXX(类别动词)

2) 三内容型 There are at least three aspects that I want to XX you(类别动词) 万能: tell

### 2.第2-4句：First of all+点1 In addition+点2 Finally+点3

如何写三点：①开放式 ②封闭式 ③半封闭+半开放

#### 1.开放的点怎么写？

1) 人 ①增加或减少人 ②教育人 ③交朋友-----同建议信

把建议信的 should 改为 can or should

④交朋友的升级版：人 should/can try to understand XXX people and their way of life and make some friends from XXX/different culture background.

⑤道德： 主题 can/should bring 人 an opportunity to be a person with highly moral character

2) 钱

3) 时间 should -----should 改为 can or should

4) 文化 同建议信

#### 2.封闭的点如何写？

第一步：写出简单句进行翻译 ①n+v+n ②n+v+n+prep+n ③主系表

第二步：万能举行升级公式

先背住汉语，再背英语，拿汉语选择最合适的一句代入

#### 1.我认为：I think that

I believe that

I argue that +简单句

I protest that

I am convinced that

#### 2.在我看来

In my opinion/As far as I am concerned +简单句

#### 3.毫无疑问

There is no doubt that

There is no denying that +简单句

It goes without saying that

#### 4.正如我们所知道的那样

As is known to us all/As we all know +简单句



5.这非常重要

It is of great importance that /Of great importance is that +简单句  
简单句, which is of great importance

6.我们不得不承认

We have to admit that +简单句

7.一个事实不能被忽略

A fact can not be ignored that +简单句

8.变强调句

公式: n1+v+n2+介+n3

It is+N1+that+V+N2+Prep+N3

It is+N2+that+N1+V+Prep+N3

It is+Prep+N3+that+N1+V+N2

示例: I love you.=It is I that love you=It is you that I love

We study in the classroom=It is in the classroom that we study

9.名词不会写怎么办?

简单句如何变成定语从句?

上义词、下义词、同义词

全集 子集

一个人正在往河里扔垃圾

a man is throwing rubbish(用 things 代替) into the river

1.使用上义词 2.上义词的作用 (n+v+n)

他使用拐杖 拐杖=工具帮助人们走路

He uses a tool a tool helps people walk

That helps people walk

He uses a tool that helps people walk.

我想要买一些酵母

我想要买东西 东西使面包越来越大

I want to buy something something makes bread bigger and bigger

四. 第三段

1.正式结尾: It is very kind of you to read my letter.I will be grateful if you take my XXX(类别名词) seriously,I am looking forward to your reply.

2.朋友结尾:It is very kind of you to read my letter/or 自己写.In addition,please send my best wishes to your family.I am looking forward to hearing from you soon.

请求信

写一封信，给报社，表明你要给希望工程捐款，请他们帮你找一个需要得到资助的小孩

附上你的具体要求

To whom it may concern:

第一段: As a student who loves children/helping others/charity,I am writing this letter to ask you to find a child in need/a child who needs help/a candidate of the Hope Project.

第二段: There are at least three aspects that I want to ask/tell you

变通的思路: Step 1:先想汉语，再翻译成英语

先把万能模板的汉语，看看是否符合题意？挨个看，然后再翻译成英语

①这个学生得品德高尚 highly moral character

First of all,there is no doubt that he must be a person with highly moral character.

②合理利用/充分利用

In addition,it is of importance that he must make better use of the money that I give him.

Finally,he will spend all his spare time in studying.I want to help him for 4 years until he graduates from university.

第三段:

It is very kind of you to read my letter,I will be grateful if you take my ask/requirement seriously.I am looking forward to your reply.

Yours Sincerely

Li Hua

倡议信

环境保护 take bus/save food/save water (low-carbon life---这个概念对于偏远山区的孩子来说可能没有听说过，为了高考的公平性，所以不太有可能涉及)

To whom it may concern:/Dear classmates:

第一段: As a student who loves our environment.I am writing this letter to advocate taking bus/saving food/saving water to you.

第二段: 如果题目给出倡议的具体措施，直接翻译，否则给原因

There are at least three reasons that can account for my advocacy/There are at least three advantages that we can get if we choose to take bus/save food/save water.First of all,there is no denying that taking bus/saving food/saving water can bring us an opportunity to be a person with highly moral character.In addition,it can save a lot of money which can be used to help others.Finally,we can better understand the traditional Chinese culture of saving.

最后一段: 号召并感谢

Let's make joint efforts to do something(目的) to create a green and harmonious environment.Your cooperation will be highly appreciated.

Yours Sincerely

Li Hua

推介信：北京 天津 浙江 写给一个教授，推荐你的朋友，让教授把奖学金给他

Dear Jack（暂且用这个代替教授的名字）：

第一段： As a friend of 被推荐人， who knows him well.I am writing this letter to recommend 被推荐人 to you.

第二段： There are at least three reasons that can account for my recommendation.First of all,as far as I am concerned,he is a person with highly moral character,who always helps people in need.In addition,he spends all his spare time in studying.Finally,he can better understand Chinese culture and western culture./Finally,被推荐人 who is the chairman of Students' Union has organized a lost of activities.

第三段： 结尾段： In conclusion,被推荐人 is one of the most gifted students that I have met,I believe that he deserve any opportunity that you can give me.

Yours Sincerely

Li Hua

投诉信：互联网经济时代，网络购物发达，你所购买的东西出现问题（一般是①：电子词典 electronic dictionary ②：智能手机 smart/mobile phone ③：电脑-computer）

To whom it may concern:

第一段：（别套近乎了，直接表达你该表达的情感）

I am writing this letter to complain about your after-sale service（我写这封信的目的是抱怨你们售后服务的问题）/I am writing this letter to complain the quality of your product（我写这封信的目的是抱怨你们产品的质量）。

第二段：投诉信模板：①交代时间地点买东西 ②刚过不久东西坏 ③提出更换被无情地拒绝 ④明确要求换新的

As a loyal customer of your company（作为贵公司忠实的顾客），I was always fond of your brand whose culture I used to appreciate（我曾经非常欣赏你们的品牌文化）。I purchased a(n) 商品 in your online store (named XXX) +介词+时间(three days ago)（我于..时间在...地点购买了你们的产品）。I regret to tell that only 2 days after the purchase（我很遗憾的告诉你，仅仅就购买了两天），I found it could not work properly（我就发现它不能正常工作了）。I contacted with the after-sale staff in hope of exchanging it for a brand-new one（我联系了售后人员，希望更换一个全新的）。But the request was rejected（但是我被拒绝了）。I do hope to get a brand-new one（我真心希望能换一个全新的）。

如果你用万能模板写作第二段：

It wastes my money, which can be used to help others. It wastes my time which can be used to study. Your company doesn't understand the culture of service.

第三段：

I will be grateful if you can attend to the resolution of the problem（如果你能参与这个问题的解决我将不胜感激）。I do expect that you could make some compensations for the inconvenience brought by the product（我希望你能就产品给我带来的不便做一些补偿）。I am looking forward to your reply and your dealing with these problems without delay（我期待您的回复，并期待您尽快处理这些问题。）。

Yours sincerely

Li Hua

**Directions:**For this part,you are allowed 30 minutes to write a letter to complain to an online shop about a poor-quality digital product you have bought.You should write at least 120 words but no more than 180 words.

**Directions:**在这部分,你有 30 分钟的时间写信向网上商店投诉你购买的数码产品质量低劣。你应该写至少 120 字,但不要超过 180 字。

参考范文:

Dear Sir or Madam:

To whom it may concern:

I am writing to ask for a refund or an exchange for my newly-bought cell phone in your online shop because it really disappoints me a lot.

First of all,obviously,the phone I received yesterday had been used by other people because I found some pictures still left in its camera,which means it is not a brand-new one.Secondly,you promised that the product would be perfectly packed but when I received it,it was shocked that it was in loose packaging and the phone was scratched.In addition,the size of the phone is not what I imagined although it's not your fault.

All in all,I'm seriously disappointed with your product and service.Thus I request a refund or at least an exchange for a perfect one.I am looking forward to your reply.

Yours sincerely

Li Hua

尊敬的先生/女士:

致有关人士:

我写这封信是想要求退款或更换我在你们网店新买的手机,因为它真的让我很失望。

首先,很明显,我昨天收到的手机已经被别人用过了,因为我发现它的相机里还有一些照片,这意味着它不是一个全新的手机。其次,你承诺过产品会包装得很好,但是当我收到它的时候,我很震惊,包装很松散并且手机有划痕。另外,这个手机的尺寸并不是我想象的那样,虽然这不是你的错。

总之,我对你们的产品和服务非常失望。因此,我要求退款,或至少换一个完美的。期待您的回复。

Yours sincerely

Li Hua

类型	动词	doing	名词	应对此类文章该写的要点
辞职	resign	resigning	resignation	原因
求职	apply	applying	application	原因
道歉	apologize	apologizing	apology	原因、内容(主)
感谢	appreciate	appreciating	appreciation	原因、内容
推荐	recommend	recommending	recommendat	原因
请求	ask/require	asking/requiring	ask/requirement	原因
邀请	invite	inviting	invitation	原因
投诉	complain	complaining	complaint	原因、内容(主)
订购	order	ordering	order	内容
建议	suggest	suggesting	suggestion	内容
倡议	abvocate	advocating	advocacy	原因
祝贺	congratulate	congratulating	congratulation	内容