

成人高考 高起点 英语

考前冲刺资料 

高分通用写作模板

成人高考英语作文的相关写作事项：

1.成人高考英语作文的写作步骤：

拿到成人高考英语作文题目后要做的第一件事当然是要仔细审题，看清楚题目的每一句话。然后，在草稿纸上列出一个写作提纲，想好我们要写的主题是什么，打算分几段来写，每段应该如何来开展等等第三步，开始写文章，在写的过程中要注意用词准确、语法正确。写完后进行最后一步，通读一遍，修改错误。

2.高起点英语作文的注意事项：

在写成人高考英语作文的时候需要注意些什么呢？第一，第一段和最后一段要写的很漂亮，尽量用一些比较高级的词汇。第二，平时就要多多积累好的短语、句型和作文模版。第三，要多多进行练习，最好将之前的高考真题都练一遍，在练习的过程中做好每一步。

3.成人高考英语作文，如何得高分？

怎样才能让成人高考英语作文得高分呢？老师来给你支招。首先，你要对高考英语作文有个整体的把握，可以看看之前的考试题目，看看有什么出题规律。其次，要多积累一些让人眼前一亮的词汇、短语、句型等，这些都会让你的作文加分。最后，在写作文的时候要注意保持卷面的整洁，给阅卷老师留下好印象，分数自然就不会很。

纵观历年考题来看，高起点英语作文的写作形式主要集中于通知类、日记类以及信件或者邮件，下面就来看看通用的写作模式：

一、信函类作文总述

英文书信一般包括六个部分：信头、信内地址、称谓、正文、信尾谦辞和签名。

1. 信头

通常在第一页信纸的右上角写明发信人的地址和写信日期。其中地址和信封上的写法一样，只是在最后另起一行写上日期。日期的排列有英式和美式两种。英式为日-月-年，如 25th July, 2018 美式为月-日-年，即 July 25, 2018。但注意在采用斜列式写地址时，日期应与第一行在左面对齐。

标点符号也有两种形式，英式写法要在信头的每一行后加逗号，地址末尾加句点，美式写法则不用标点符号。

例 1: Mr. Francis Mathews,
7 Oxford Road,
London SW18,
England.
18th March, 2018

例 2: Mr. J. E. Shatfer
Computer Department
Stanford University
Stanford, Calif. 94305
US
Mar. 16, 2018

2. 信内地址

信内地址是指收信人的姓名和地址，它只用于较为正式的商务信件或写给较生疏的人的信件中，而在极熟的朋友及私人信件中则可省略。这一项可在信头下约一行或两行的左上角处顶格写起。书写方法与信封上的姓名和地址相同。

3. 称谓

这儿指写信人对收信人的称谓。从左边顶格写起，自成一行为，比信内地址低两行。其开头词和专有名词的第一个字母应大写。称谓后，英国人喜用逗号，而美国人则用冒号。此外，还须注意：

(1) “Dear”的用法：最常见的是用“Dear+ (头衔)姓或名”，如 Dear Professor, Dear Mr. Smith 或 Dear Angela, 也就是在 Mr. Mrs. Miss. Ms. Prof. Dr. 等后只用姓，不用名字。如果关系比较亲密，可填 My。

(2) 给某个机构或不认识的人写信，则按如下称呼写：

Dear Sir, Dear Sirs, Sirs, Gentlemen, Dear Madame, Ladies or Madame To Whom It May Concern 等。

4. 正文

正文是书信的主要部分。通常在低于称谓一行处写起，每段开头要向后缩进 2~4 个字母。

正文一般包括三部分:开头部分一般是寒暄或点明写信的目的,要写得贴切、热情、恰如其分;中间部分则叙述一封信的主要内容,要求写得具体明了、直截了当;结尾部分通常写一些表示祝愿、问候、感谢等结束敬语或希望之类的话语。

(1) 常见的开头语有

①寒暄或关于“接到你某月某日的信”

Excuse me for not writing you for such a long time.

Your letter dated the 10th inst. (instant 本月) is at hand.

I feel complimented by the kindness of your letter which arrived this morning.

Words can't express my delight of receiving your letter dated Aug. 27.

②点明目的,表示通知、消息

I am writing to asking whether you can do me a favor.

I have the pleasure to tell you that our friend, Jim, will get married on New Year's Day.

I am delighted to inform that you will get a promotion soon.

(2) 结尾话:正文结束时,通常另起一行写一些祝愿之类的词句

We send you our best wishes.

With best regards.

Looking forward to hearing from you soon.

Please give my bet regards to your family/ parents.

All the luck in the world to you.

5.信尾谦辞

信尾谦辞指写信人对收信人的谦辞称谓。写在正文后,从信纸中间稍向右处写起,第一个字母大写,末尾加逗号。信尾谦辞应根据通信人之间关系的亲疏恰当选择。常见的有以下几种:

(1) 通常使用:

Sincerely/Your Sincerely /Sincerely yours /Most sincerely, (诚挚地,)

Truly/ Yours truly/Very truly yours, (忠实地,)

(2) 一般同事或熟人之间使用:

Yours ever, (永远是你的,)

Your friend, (你的朋友,)

Cordially yours, (您真挚的,)

(2) 写给亲属或关系非常亲密的人使用:

With love	}	(爱你的,)
Love,		
All my love,		

Forever yours, (永远是你的,)

Yours affectionately, (你的亲爱的,)

Your loving son/ daughter, (您的爱子/女,)

6. 签名

签名是指写信人的亲笔署名，在信尾谦辞下方用手写体签。如果整个信是打印出来的，则亲笔签名写于信尾谦辞和打印的名字之间。如果与收信人较熟悉，可只写名字，不用写姓。如果与收信人不熟悉，则写全称。如果写信人是女性，且与收信人不相识，应在签名前括号内注 Miss. Mrs. 或 Ms.，以便对方回信时方便。例如：

Yours sincerely,

(Mrs.) ste lavis

此外，还可写自己的头衔或职位。例如， Truly yours,

Jack Evens

The President

例如：

Directions: Suppose a friend of yours came to visit you yesterday when you were out. Now you are required to write a letter including about 100 words to him to give your apology and make an appointment with him.

Dear ×× ,

I am very sorry I was out when you came to see me yesterday afternoon. The fact is that I had an engagement with some friends and, ignorant of your visit, accompanied them to the cinema. Not until nine o'clock in the evening did I come back. You must have been disappointed by my absence.

I hope you will not leave the city this week. I will call on you on Friday afternoon at four o'clock. As this is the first time you come to Beijing, I will take you to some places that may interest you. Please wait for me in your hotel at the appointed time.

Love to you.

Yours truly,

Signature

二、应用文写作——书信类常用词句

1) 开头常用语

- 1.I was delighted to receive your letter.
- 2.How is it going?
- 3.How time flies! it' s three months since I saw you last time.

2) 结束常用语

- 1.I am looking forward to hearing from you .
- 2.I hope to hear from you very soon.
- 3.Looking forward to seeing you soon.
- 4.Looking forward to your next visit to China.
- 5.Give my best wishes to your family.
- 6.All the best.
- 7.I hope everything will be well with you.

三、各类信件：

通知类

根据提示写一份举行隔周一次的英语晚会（ every-other-week English evening ） 的书面通知。

提示：

- 1.时间：11 月 24 日，周六晚上 7 点。
- 2.地点：2 号教学楼的报告厅（ lecture room ）。
- 3.内容：歌曲，朗诵（ recitation ）,舞蹈，话剧等，还有美籍教师演讲。
- 4.目的：提高学生英语听说能力。
- 5.报名地点：办公室 203 室，学生会（ Students' Union ）。

注意：

- 1.要点不得遗漏
- 2.符合书面通知的格式
- 3.词数为 100 左右。

NOTICE

In order to improve the students' listening and speaking ability, the every-other-week English evening is to be held in the lecture room, No.2 Teaching Building , at 7:00 p.m. this Saturday, November 24th. Program includes songs, recitation, dances, plays and so on. And our English teacher from America is going to make a short speech about English study. Everyone is welcome . Those who would like to take part in it , please sign your names at the Students' Union, Room 203, Office Building .

Students' Union

书信类

假如你是学生李华，在家是独生子女，国家开放二孩政策后，你的父母想再生一个孩子，征求你的意见。恰好你的美国笔友 Peter 来信询问我国的二孩政策。请你给他回一封信。

内容要点如下：

- 1.简单解释国家二孩政策；
- 2.得知父母打算生二胎后你的想法；
- 3.征求 Peter 的看法。

注意：

1. 词数 100 左右;
2. 可以适当增加细节，以使行文连贯;
3. 开头语已为你写好，不计入字数。

Dear Peter,

I have received your letter and I'm glad to explain to you the two-child policy in China. The Chinese government recently plans to change the one-child policy into two-child policy, meaning that every family in China is allowed to have two children. Now my parents have made a decision to give birth to a second child, which worries me a great deal. Though it is good to have a brother or sister to grow up with, I have to share everything with him or her. Most importantly, what if the love

from my parents is totally switched to the new child? As you have a younger sister, did you have similar problems? What's your opinion about this?

I am looking forward to your early reply.

Yours,
Li Hua

日记类

假设你是一个农村学生，进城看到河水被严重污染，请写一篇议论污染的日记。内容包括以下几点：

1. 河水颜色发黑，并发出臭味。
2. 水里没有鱼，也没人游泳。
3. 污染原因是附近的工厂往河里排放工业废水。
4. 大家应保护环境，减少污染。

注意：

- 1、要符合日记的格式
- 2、词数为 100 左右

September 16, 2012, Sunday

Cloudy

I went to the small city far away from village to buy some books this morning. What I saw there surprised me very much. There is a river in the city. The water in it is dark and smells terrible. It is polluted with chemical waste from factories. There are many small factories along the river. The worst one is the paper factory . It pours waste water into the river day and night. Fish can't live in such a polluted river and neither can people swim in it. I wonder why people don't care about our environment. We should do something to reduce pollution.

邀请信类

你是 Lucy，写一封给老同学 Allen 的邀请信，邀请他参加下个星期日下午 4 点（12 月 23 日）的校友聚会。希望 Allen 尽快回信接受邀请，以便他们及时做好安排。

December 16, 2012

Dear Allen,

We are having all classmates for dinner at 4 p.m. next Sunday(December 23) at the hotel. There will be a big reunion. Would it be possible for you to join in it at your convenience? I hope that you will feel it worth while to accept this invitation. We haven't seen each other for a long time and we are all anxious to have you with us.

We shall be very much pleased if we receive word of your acceptance in the near future, so that we can make good arrangements in time .

Yours,
Lucy

模板：

Topic

Date

Dear _____,

①_____. ② It would be pleasant/ honored to have you here. ③ Will you join us/give me the pleasure of your company?

④ During the _____, we will have lots of activities/points you are interested in. ⑤ First, _____ . ⑥ Second, _____ .

⑦ I know/ believe that you will be very interested in _____. ⑧ _____. ⑨ Moreover/ What's more/ In addition, _____. ⑩ The _____ would not be complete without you!

⑪ Since the _____ will begin _____, is it possible for us to meet _____? ⑫ We do hope you can come.

Sincerely yours,
Signature

四、欢迎查看高起点高分英语作文:

1.假如你是王萍，写一封信给 Jefferson 先生。信件的内容包括:

- 一个月前，他邀请了你到他家过圣诞节；
- 你在他那里受到了热情款待；
- 信件末尾写上一句你认为必要的话。

Dear Mr. Jefferson,

I am writing to thank you for your kindness and hospitality I enjoyed during my stay in your place. It is very kind of you to invite me to spend my Christmas holiday in your place last month. The room you arranged for me in your house was quiet, clean and comfortable. The food was very delicious. And visits to local scenic spots were really wonderful. They have not only broadened my horizon, but also enriched my experience. By the way, if it is convenient for you, please come over and spend your Spring Festival this year in my place.

Thank you very much again.

Yours ,

WangPing

2.假如你是李明，你的朋友 Glad 要从另一个城市来看你。你将到机场去接他。但出于某种原因，你不能去了，写封信给他，解释原因，并告诉他如何到你家。

Dear Glad,

I am writing to say that I will not be able to meet you at the airport next Monday morning. This morning my boss asked me to go to Shanghai on business tomorrow. It is something very important for our company and I will have to go. By the way, I will be back within 10 days. When you arrive, please take Bus No.345 and get off at the East Bus Station. The station is not far from my house and you will find my house easily. My mother is always at home. I told my mother that you would come already.

Looking forward to seeing you.

Yours,

LiMing

3.你是高明，不能在下周一下午四点与李青女士见面，写一封信给她，内容应包括:

- 1.向她表示歉意；
- 2.解释你的原因；

3.提出把约会时间推后三天；

4.写上一句你认为有必要写的话。

Dear Li Qing:

I am writing to say I'm sorry that I will not be able to go for the appointment at 4:00 p.m. on Monday next week.

This morning I got an urgent phone call from my boss in Guangzhou, and he asked me to flight there at once to join him in an important business negotiation. The Negotiation has something to do with the future of our company. I will have to stay there for about a week. I hope to postpone the appointment for three days till Thursday next week. Phone me and let me know if it is OK to you. My apologies again.

Looking forward to seeing you.

Yours,
GaoMing

4.你是王蒙，你的邻居太吵了，你实在是受不了了。写信给公寓楼管理员。内容包括：

- 什么使你受不了；
- 你受到了什么影响；
- 希望他做些什么。

Dear Apartment Management Officer:

I am writing to complain about my neighbor Mr.Black. Mr.Black lives next door to me, and he disturbs my life. He has a party almost every day. During these parties, people are making a lot of noise. The yelling, dancing, laughing and shouting. They often do such silly things till early morning. What's more, when they have drunk too much,they often quarrel and fight against each other. I can't put up with all these. I can't sleep well at night and my kid can't concentrate on his studies.Please tell MrBlack to stop all these thing sand respect others privacy.

Looking forward to your reply.

Faithfully,
WangMeng

五、信函类应用文写作常用句式

(一) 感谢信

1. Thank you very much for...

十分感谢.....

2. Many thanks for your ...

非常感谢您...

3. Please accept my sincere appreciation for...

请接受我对.....真挚的感谢。

4. I am truly grateful to you for ...

为了....., 我真心感激您。

5. It was good (thoughtful) of you...

承蒙好意(关心)

6. You were so kind to send...

承蒙好意送来.....

7. Thank you again for your wonderful hospitality and I am looking forward to seeing you soon.

再次感谢您的盛情款待, 并期待不久见到您!

8. I sincerely appreciate...

我衷心地感谢.....

9. I wish to press my profound appreciation for...

我对.....深表谢意。

10. I am writing this letter to thank you for ...

我写这封信是为了感谢你...

11. I am writing to express my sincere thanks for..

我写这封信是为了表达我真诚的感谢...

(二) 邀请信

1. I'd like to invite to judge it. 我想邀请你做裁判。

2. I'm writing to invite you to... 我写信是邀请你.....

3. I wonder if you can come to... 我想知道你是否能来.....

4. We sincerely hope you can attend it. 我们真诚希望你能参加。

5. It's my pleasure / a great honor for me to invite you to... 我很荣幸地邀请你.....

6. It's a pity that you have to go back to America soon. So a farewell party for you will be held in

the Sun Club this Saturday evening. Could you come at 6:00 pm?

很遗憾你不久就要回美国了。所以，这周六晚上，在阳光俱乐部我们将会为你举行一个欢送会。下午六点你能来吗？

7. We will start at 8:00 am and arrive there at 9:00 am.

我们将会在上八点出发，九点到达那里。

8. During the afternoon, we'll ... together. 下午，我们会一起.....

9. Remember to take water and lunch with you. 记得带上水和午餐。

10. By the way, you may take Bus No.322 in front of your apartment and it will take you directly to the club.顺便说一下，你可以乘坐你家公寓前的 322 路公交车，它会直接把你带到俱乐部。

11. Since you are so eager to improve your English, it will prove to be a great chance. 既然你如此渴望提高英语，这会是一个很好的机会。

12. I'm sure that you will enjoy yourself there. 我确信你在那里会过得很愉快。

13. Would you please let me know as soon as possible if you can accept my invitation? 请尽快告诉我你能否接受我的邀请好吗？

14. We will feel much honored if you could come. 如果你能来，我们将感到非常荣幸。

15. We are looking forward to your coming. 我们期待着你的到来。

(三) 建议信

1. I'd like to suggest that... 我想要建议.....

2. In my opinion... 在我看来，.....

3. If I were you, I would... 如果我是你，我会.....

4. You'd better do.../ not do... 你最好/最好不.....

5. I'm very glad to receive your letter asking for my advice on how fit in the new school life. Here are a few suggestions. 很高兴收到你的来信，信上询问我关于如何适应新的学校生活。下面是我的一些建议。

6. I'm very glad to have received your e-mail. Now I'm writing to give you some advice on how to learn English well. 很高兴收到你的电子邮件。现在，关于如何在高中学好英语，我写信给你提一些建议。

7. I'm writing to you to present what I think on the further improvement of our hotel so as to attract more clients. 我给你写信是想说明一下我对于进一步改善我们旅馆的一些想法，以吸引更多顾客。

8. You have asked for my advice with regard to how to learn Chinese, and I will try to make

some suggestions here. 你就如何学习汉语询问我的建议，那么我就在这里给出一些建议。

9. I hope these suggestions will be of use to you. Remember: where there is a will, there is a way. 我希望这些建议会对你有用。记住:有志者事竟成。

10. I hope these suggestions will be of use to you. Remember: The man who has made up his mind to win will never say “impossible”. 我希望这些建议会对你有用。记住: 一个决心要成功的人从来不说“不可能”。

11. I hope that my suggestions are helpful for you anyway. I would be more than happy to see improvement. 无论如何，我希望这些建议对你有所帮助。我会非常高兴看到情况改善。

12. I believe that you will take my suggestions into serious account. Whatever you decide to do, good luck with your studies / work! 我相信你会认真考虑我的建议。无论你决定做什么，祝你学习/工作好运!

13. I sincerely hope my advice will be helpful. If there is more I can do to help, please let me know. 我真诚希望我的建议有一些帮助。 如果还有需要帮忙的地方，请告诉我。

14. I hope you can take good consideration of my advice. I will be ready to discuss about this matter with you to further details. 我希望你可以好好考虑我的建议。我准备好和你进一步讨论这件事情。

关于感谢信、邀请信、建议信的句式有很多，大家选择好背的记下来，考试可以直接用的。