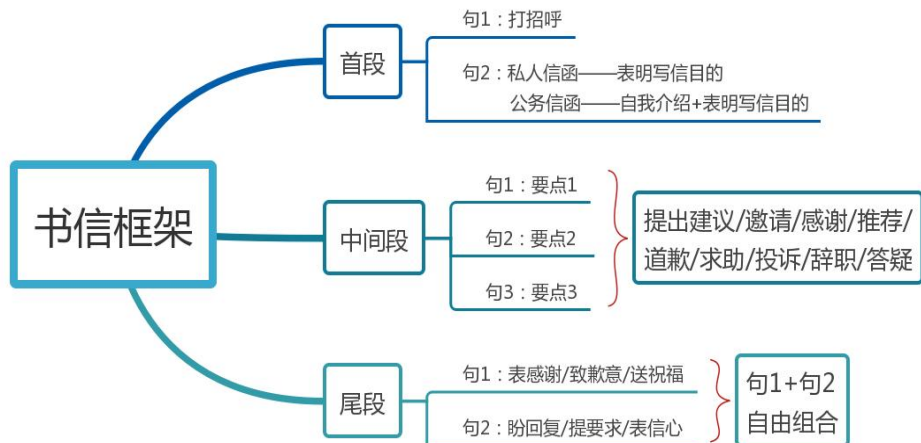


一、应用文模版

1. 书信



模板一：私人信件

【称呼】

Dear XXX,

首段：【问候+表明目的】

①How's everything going? ②I am writing this letter to+改写题干.

中间段：【提出建议/邀请/感谢/推荐/道歉/求助】

①First of all, +陈锦斌万能句. ②Also worth mentioning is that+陈锦斌万能句. ③Last but not least, 陈锦斌万能句.

尾段：【感谢/道歉/祝福+希望/要求/期待（自由组合）】

①Thank you for your kind consideration and time. (表感谢)

①Once again, I sincerely apologize for any inconvenience caused and hope that you can accept my apology and understand my situation. (致歉意)

①I wish you all the best. (送祝福)

②I am looking forward to your reply at your earliest reply. (盼回复)

②I hope you can address the issue I raised as soon as possible. (提要求)

②If my suggestions are of any assistance to you, please do not hesitate to reach out to me for further discussion./ I hope that my recommendations will be helpful to you. (表信心)

【落款】

Yours sincerely,/Yours,
XXX

模板二：公务信函

【称呼】

Dear Mr. XXX, /Mrs. XXX, /Prof. XXX,



(收件人是群体是用 Dear Members,/ Dear Fellow Students,, 没有具体收信人时用 Dear Sir or Madam,)

首段:【问候+自我介绍与表明目的】

①I hope you are doing great. ②I, a/an+个人身份或 on behalf of+组织/机构, am writing this letter to +改写题干.

中间段:【提出建议/邀请/感谢/推荐/道歉/求助/投诉/辞职/答疑】

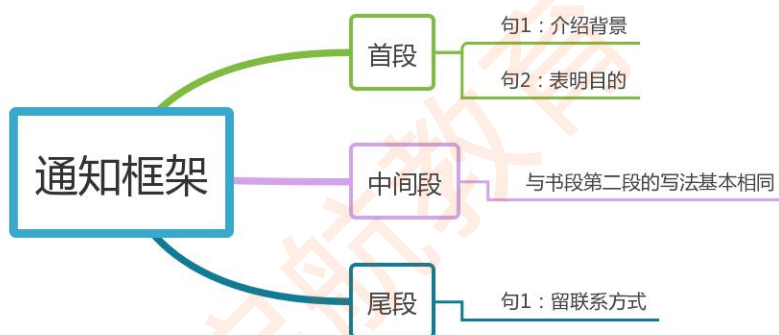
①First of all, +陈锦斌万能句. ②Also worth mentioning is that+陈锦斌万能句. ③Last but not least, 陈锦斌万能句.

尾段: 同模版一

【落款】

Yours sincerely,/Yours truly,
XXX

2. 通知



【标题】

Notice

【日期】

November 8, 2023

首段:【介绍背景+表明目的】

①介绍背景. ②The intention of this notice is to+改写题干.

中间段:【活动细节】

①First of all, +陈锦斌万能句. ②Also worth mentioning is that+陈锦斌万能句. ③Last but not least, 陈锦斌万能句.

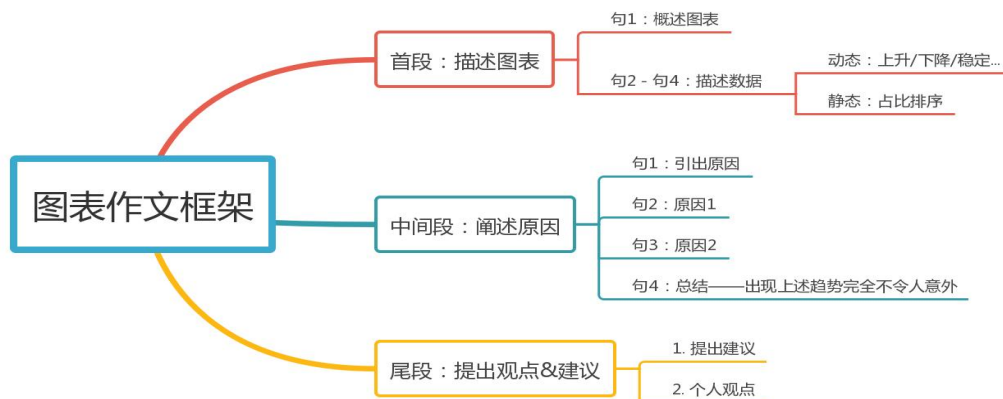
尾段【留联系方式】

①If you are interested in+活动, please get in touch with us at+电话号码 +before+截止时间.

【落款】

The Student Union

二、图表作文模版



线形图/柱状图模版

- ❖ 下划线部分可根据不同图表情况进行替换
- ❖ 绿色底纹处根据图表实际情况进行上升、下降等表述的替换
- ❖ 如果线形图或柱状图只涉及两组项目，可删除最后一句

段一：以 2019 年英二为例

①The line chart/bar chart clearly reveals the statistics of choices of graduates in a given college in 2013 and 2018 (图表中的文字翻译)。②The number/rate (图表中如果出现的是百分比，就用 rate，比如 2019 和 2023 用 rate，而 2014 和 2017 用 number) of graduates entering the job market (项目 1) in 2018 was 60.7% compared to 68.1% in 2013, showing a **dramatic decrease** of 7.4%. ③Meanwhile, there was a **sharp rise** of 7.7% about students pursuing further education (项目 2). ④At the same time, the quantity/percentage (图表中如果出现的是百分比，就用 percentage) of students starting a business (项目 3) **doubled**, rising from 1.3% to 2.6%.

段二：模版 1

①The fundamental factors that contribute to the aforementioned comparison may be summarized as follows. ②To start with, +陈锦斌图表万能句型. ③In addition, +陈锦斌图表万能句型. ④With the given background, it is not shocking for us to witness the tendency described above.

段二：模版 2

①It is widely accepted that + 大众的错误观点. ②However, is that still true? ③Not necessarily. ④Two arguments could be presented against this view. ⑤To start with, +陈锦斌图表万能句型. ⑥In addition, +陈锦斌图表万能句型. ⑦With the given background, it is not shocking for us to witness the tendency described above.

段三：模版 1——提出建议

①To tackle this alarming issue, the government and relevant enterprises ought to develop long-term planning, while all stakeholders should collaborate to establish a support, regulation, and feedback mechanism.

段三：模版 2——个人观点

①So what will be the future trends of the phenomenon presented in the chart? ②As the philosopher Georg Hegel famously wrote, "What is rational is real, and what is real is rational." ③I am confident that 某项目 is a clear sign of social improvement and will steadily increase in the following decades. ④In contrast, 某项目 will probably continue/begin to **decrease/remain relatively stable**.

表格/饼状图模版

- ❖ 句 1 中的 percentage 可根据图表实际情况替换为 survey/purposes/factors
- ❖ 段二和段三与线形图一样，此处不再展示

段一：以 2020 年英二为例

①The table/pie chart above clearly illustrates the percentage of various purposes of mobile reading among students in a given college (图表中的文字翻译). ②From the data given, we may draw the conclusion that acquiring knowledge (项目 1) makes up the largest percentage with 59.5%. ③Next comes to killing time (项目 2), accounting for 21.3%. ④By contrast, the statistics of obtaining information (项目 3), and other purposes (项目 4) take up 17% and 2.2% respectively.

三、图画作文模版



- ❖ 下划线部分根据不同图画进行替换

段一：模板一（单图）——以 2015 年英一为例

①As is shown in the picture, there are four people, sitting next to a table and completely absorbed in their phones. (图中有几个人，他们在做什么事，如果在做不同的事，后面加上“while+完整句”继续进行描述) ②The picture suddenly dawns on us that it is the use of cellphones that can exert a great influence on our lives and society. (用完整句子阐述文章主旨)

段一：模板二（多图）——以 2016 年英一为例

①In the left-hand cartoon, there is a father, sitting on the couch, smoking a cigarette and watching TV, while asking his son to study hard. ②On the contrary, in the right-hand portrayal, another father is studying hard with his son. (分别描述左右两幅图中的人, 以及他们在做什么) ③The pictures suddenly dawn on us that it is the behavior of parents that can exert a great influence on our lives and society. (引出主旨)

段二:

①This phenomenon is thought-provoking in several ways, but two of them are particularly significant. ②First and foremost, +陈锦斌图画万能句型. ③What is more, +陈锦斌图画万能句型.

段三: 模板一 (提出建议) ——以 2016 年英一为例

①How can we put an end to the problem of parents failing to set a good example? ②It is suggested by many that we need a package deal, including strengthening education and helping students to cultivate a more acceptable value. ③But would those measures be comprehensive enough? ④In reality, parents also need to consolidate self-discipline, with the assistance of which we can get to the root of the problem.

段三: 模板二 (表达赞扬) ——以 2012 年英一为例

①When discussing the role of optimism, I firmly believe that it holds great merit in elevating both individuals and society as a whole. ②This ideal can be passed down from generation to generation to foster a more harmonious and cooperative society. ③As a college student, I am determined to make a meaningful impact and prove myself just as capable as my peers.

段三: 模板三 (辩证看待) ——以 2015 年英一为例

①Therefore, the use of cellphones, which is a pervasive social phenomenon, is a double-edged sword which can have a profoundly positive or negative influence on the development of young people. ②Thus, we should do as the common saying goes, "Take the essence and discard the dregs."