

专升本写作

讲师：祁连山老师

枪哥英语脱口秀

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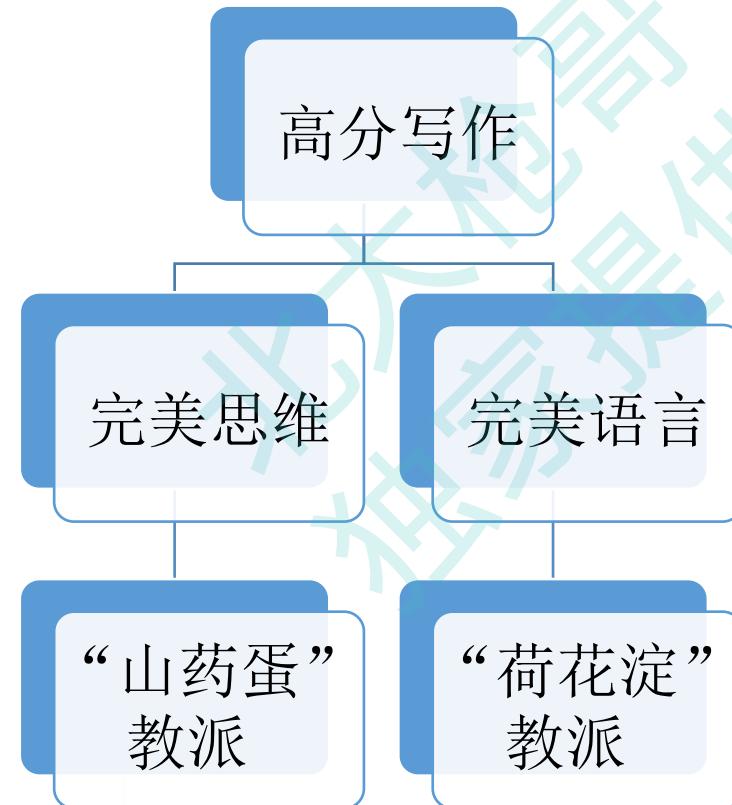


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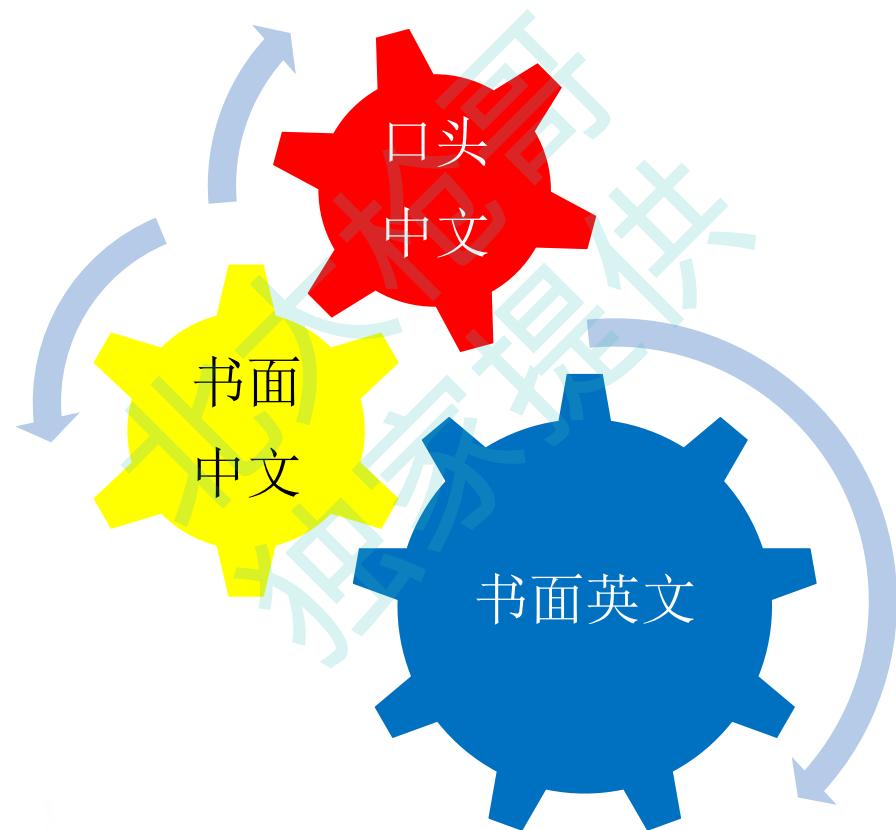
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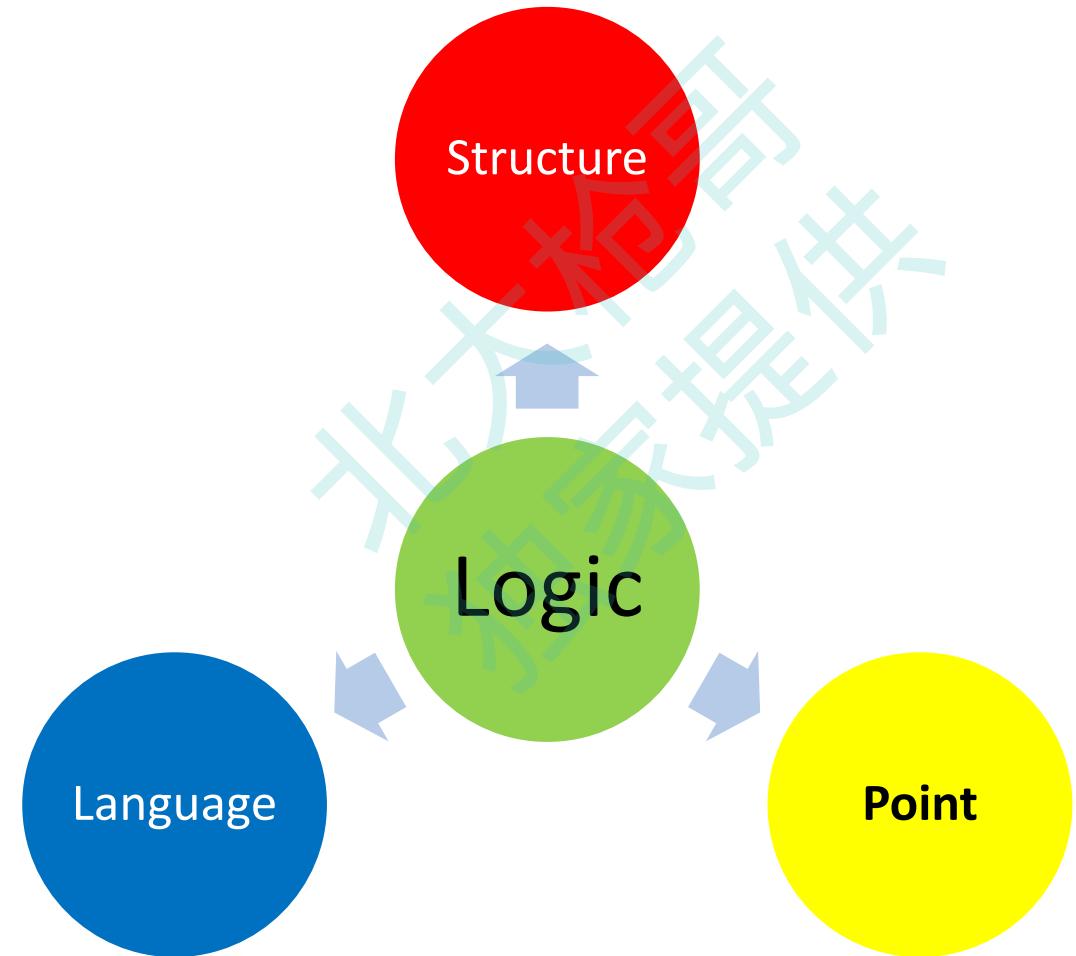
高分写作的两个完美：思维和语言



英文作文=中文作文+英文翻译



无词写作——逻辑思维



英文书信的类型

Dear Sir or Madam,

I am writing this letter to

thank you for ...	感谢
apologize for ...	道歉
express my dissatisfaction with ...	投诉
request some detailed information about ...	询问
suggest that ...	建议
apply for the position of ...	申请

I am looking forward to receiving your reply.
Yours faithfully/sincerely,
David

书信的tone和style

	Formal	Semi-formal	Informal
称呼	Dear Sir or Madam	Dear Mr. ... (姓) Dear Ms. ... (姓)	Dear ... (名)
收信人	写给陌生人或机构	认识但不熟的人 (房东、邻居、同事)	朋友或家人
标点符号	一般不出现感叹号或反问号	一般不出现感叹号或反问号	有可能出现感叹号或反问号
简写	不能简写成 don't	不能简写成 don't	可以简写成don't
结尾	I await your prompt response.	I await your prompt response.	Hope to see you soon.
署名	Yours faithfully	Yours sincerely	Best wishes Lots of/With love

书信真题练习

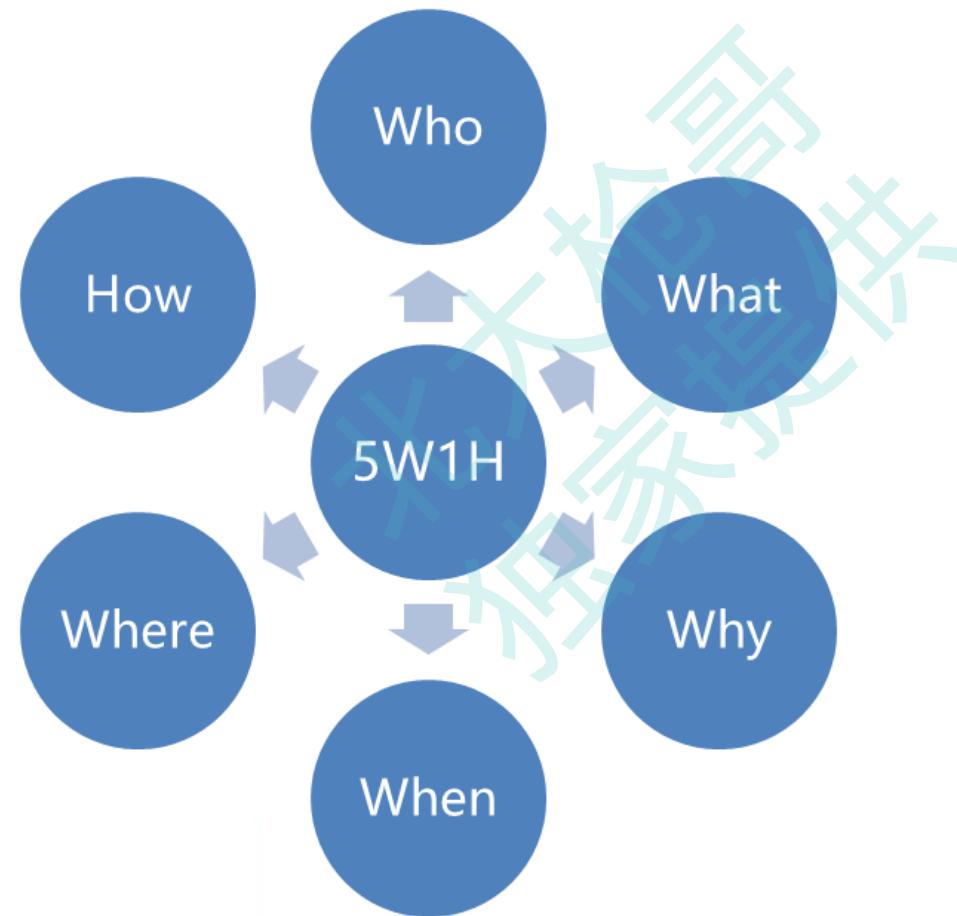
2018年北京专升本英语真题

Directions: This part is to test your ability to do practical writing. You are required to write **a letter of invitation**. You can refer to the following information in Chinese. You should write about 100 words on the Answer Sheet.

61.假设你是黃海大学学生李明。你刚刚购买了一辆山地车，想邀请在中国留学的朋友Peter周末一起骑自行车出游，给他写一封信，内容包括：

- 1) 周六出游是否可以；
- 2) 最好到乡下去和去那里的原因；
- 3) 建议对方带上所需的食物。

编故事



英文书信的结构

称呼	Who: Dear xxx
目的段	What: I am writing this letter to ...
主题段	Why When Where How
结尾段	I look forward to receiving your reply.

亲爱的彼得：

我写这封信邀请你这周六和我一起骑车旅行。

一开始，我只想在我们的城市里骑一骑。但是我想起了一个很棒的主意，也就是我们能去乡下。例如，那里的空气干净得多，以便于我们能健康锻炼。此外，现在正是能到处看到鲜花的时候。如果你接受我的邀请，我想你可以带一些食物。

我期待收到你的回复。

Dear Peter,

I am writing this letter to invite you to travel by bicycle with me this Saturday.

In the beginning, I just wanted to have a ride in our city. But a great idea came to me that we could go to the countryside. For example, the air is much cleaner over there so that we can have a healthy exercise. In addition, it is the time when we can see many flowers everywhere now. I think you may bring with you some food if you accept my invitation.

I look forward to receiving your reply.

Yours sincerely,

Li Ming

中文构思
5W1H

初级：
摘抄造句

中级：
汉译英

高级：
英文写作

2020年山东专升本考试真题

Directions: In this part, you should write a letter of no less than 100 words in English based on the following information.

It is time for students to go back to school. Suppose you are Li Hua. Write a letter to your classmate Wang Hong to give your suggestions about the prevention and control of the COVID-19 (新型冠状病毒) . Your letter should include:

- 1) What measures should be taken after students return to school?
- 2) Why are those measures necessary?

2019年广东专升本真题

一家外资互联网企业将于 2019 年 3 月 11 日下午 2:30 在我校大礼堂举办招聘会，请你代学生会写一份英文通知，通知内容包括以下要点：

1. 招聘会参加人员； 2. 招聘会的时间和地点；
3. 需携带的资料与证件
(如身份证、个人简历以及英语应用能力考试合格证书等)。

参考词汇：

- (1) 招聘会 recruitment
- (2) 身份证 ID card
- (3) 英语应用能力考试合格证书 the certification of PRETCO

2020年广东专升本真题

Directions: Write a notice with no less than 100 words for the library according to the following requirements.

我校图书馆将面向国际学生举办一场讲座，请你代图书馆写一份英文通知，内容包括以下要点：

1. 讲座时间为2020年6月15日下午两点半到四点，地点在三楼演讲厅；
2. 讲座嘉宾为王一博士，经济学教授；
3. 讲座主题为摆地摊与中国经济。

参考词汇：(1)演讲厅Lecture Hall; (2) 经济学 economics;
(3) 摆地摊 street vending.

说明文写作

说明文写作

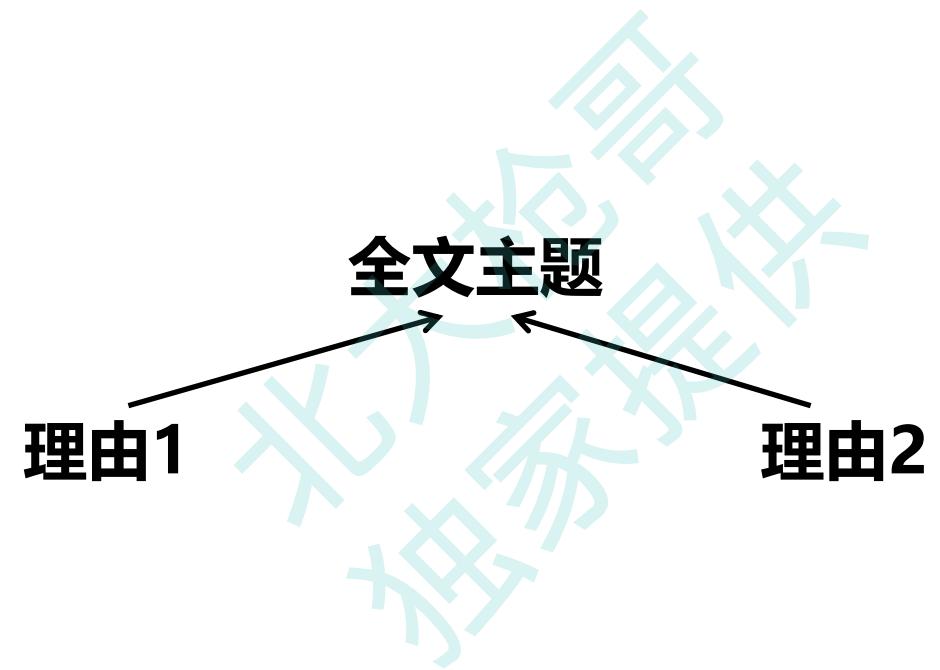
说明文真题练习

2019年江苏专升本英语真题

Direction: For this part, you are allowed 30 minutes to write an essay with the title: ***Harmonious Dormitory Life***. You are required to write at least 120 words following the outline given below:

- 1.校园宿舍生活有时会出现不和谐的现象；
- 2.和谐的宿舍生活对学生很重要；
- 3.如创建建和谐的宿舍生活；

审题——思路图



说明文结构

段落一	主题 (3句)	①全文主题: It is now widely acknowledged that ... ②我的选择: As for me, ... ③铺垫理由: There are several reasons and corresponding evidence to support my idea.
段落二	理由 (5句)	①理由1: First, ... + ②理由1展开: This is because ... ③理由2: Second, ... + ④理由2展开: For example... ⑤结果: As a result,...
段落三	总结 (2句)	①总结结论: Considering all the above-mentioned merits, ... ②该怎么做: Therefore, ...

现在人们广泛认可，在大学宿舍中有一些不和谐的现象。就我而言，和谐的宿舍生活对于学生们有一种巨大的影响。有几个理由去支持我的想法。

首先，和谐的宿舍生活帮助学生们取得更高的成绩。这是因为他们能够睡得好并且在教室里面感到精神爽朗。第二，住在和谐宿舍氛围中的学生倾向于变成亲密的朋友。例如，我仍然和我在大学里的室友保持联系。因此，所有的学生都应该和室友相处融洽。

考虑到和谐宿舍生活的重要性，宿舍里的每个人都应该知道自己的责任。因此，学生一进入大学，校方就需要立刻教育他们。

It is now widely acknowledged that there are some disharmonious phenomena in college dormitories. As for me, harmonious dormitory life has a great influence on students. There are several reasons to support my idea.

First, harmonious dormitory life helps students get higher scores. This is because they can sleep well and thus feel fresh in classroom. Second, students living in harmonious dormitory atmosphere tend to become close friends. For example, I still keep touch with my dorm mates in my college. As a result, all students should get along well with their dorm mates.

Considering the importance of harmonious dormitory life, everyone in a dorm should be aware of his or her responsibility. Therefore, college authorities need to educate students immediately after they enter their colleges.

“十八罗汉”万能理由

首字母	常用理由	解释
C: 4个	communication	理解为“沟通”
	culture	
	cooperation (team spirit)	引申为“团队精神”
	competition (competitiveness)	引申为“竞争力”

“十八罗汉”万能理由

首字母	常用理由	解释
E: 6个	economy (money, cost)	既可以是宏观的“经济”， 也可是引申为“挣钱、花钱”
	education (score, college)	既可以是宏观的“教育”， 也可以引申为“考高分、上好大学”
	efficiency (time)	引申为“节约时间”
	employment (job)	引申为“找工作”
	entertainment (relaxation)	引申为“放松”
	environment (pollution)	引申为“污染”

“十八罗汉”万能理由

首字母	常用理由	解释
F: 2个	friend	引申为“压力”
	family	
P: 2个	Psychological health (pressure)	引申为“压力”
	physical health	

“十八罗汉”万能理由

首字母	常用理由	解释
R: 2个	right responsibility	理解为“权力”
其他: 2个	Independence (dependence) technology	引申为“依赖”

2020 年浙江专升本真题

Directions: For this part, you are allowed 30 minutes to write a composition on the topic ***My Favorite traditional Chinese Art***. You should write about 120 words following the Chinese outline given below, taking the information available in the following table as evidence.

- (1)介绍一种你最喜爱的中国传统艺术形式(戏曲、诗句、书画....)
- (2)陈述你的理由。

2020年河南专升本考试真题

Directions: For this part, you are supposed to write a composition on the topic : **How to Relieve Stress**. You should write at least 120 words, and base your composition on the outline given in Chinese below.

1. 现代人的压力越来越大；
2. 减压的方法有很多；
3. 你的看法。

2021 年山东专升本英语真题

Directions: In this section, you should write an essay on ***How to Bridge the Digital Gap for the Elderly*** based on the following information.

The digital gap (数字鸿沟) has reduced the social participation of the elderly in recent years. Many of them have difficulties in using smart devices.

Your essay should include:

- 1.your understanding of this phenomenon
- 2.measures that should be taken to help the elderly

You should write at least 100 words in English.