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建议信结构&内容搭建

Part 1

Part2

Part3

写得对>写得美 **Tips: 采分段** 写得对>写得美

其实.. 答案就在谜面上 多读题干很有效

主体内容

表示理解

给出**建议**

表达**祝愿**

Part 2-**我懂你**

I **fully** understand your situation and **thus**(adv.因此) offer some **practical**(adj.切实可行的, 有用的) suggestions for you.

It is **common** for a student to feel **lonely and frustrated**(可换为 **depressed**) when he **is under stress**, so you don't have to worry so much.

The truth is everyone will have one of those periods when things seem to be going wrong, so you don't have to worry so much.

扩句思维：开那又怎么样呢？/so what?

Part 2-**建议一**

I think(可换为 **In my opinion, /As far as I am concerned, /Personally, /From where I stand**) you should...

I recommend/suggest that you should.

I feel it necessary for you to do sth. ...

You'd better do (sth.) .

You may consider doing (sth.).

You are supposed to do (sth.)..., **which helps to...**

多样化思维：拒绝一“I”到底之 You can You up

Part 2-建议二

It should be a good idea(a wise choice) to do sth.

It is beneficial / would be more helpful to do sth.

It would be wise of you to do sth. , otherwise you might

多样化思维：永远有 plan B 之还有“它”

Why don't you do sth.?

Why not do sth.?

If I were you, I would ...

常见问题

学习 人际 心态

学习好

● 自驱

【勤于练习】 Only by practicing more can you make progress. Make use of every possible chance to practice speaking and do not be afraid of making mistakes.

【不怕犯错】 Many language learners are reluctant(adj.不愿意) to speak English for fear that they may make mistakes. But only by practicing more can you make progress.

● 外驱

【读个书】 It helps to watch TV, read books, newspapers and magazines in ... whenever possible.

【冲个浪】 Turn to the Internet for help when you have a problem, where you can learn how to...

【上个课】 It is important to take a course(参加课程),as(conj.因为) you will be able to learn from professionals(n.专业人士) and practice with your classmates.

身体好&心态好

● 动起来

Do some sports, such as rope skipping... take up some hobbies

Go outdoors and have fun with..

Physical exercise is an **effective** way to **lift up** your spirits.

● 找朋友

Talk to someone you trust/about how you feel.

Hang out with friends. It will help you **overcome**(v.克服) loneliness.

Join clubs that interest you, where you'll meet **like-minded** people.

● 要积极、要乐观、要自信

Be **positive**. / Remain **optimistic**(adj.乐观的) about your future.

Most stress is **temporary**(adj.暂时的). **Once** you are confident about your power over bad situation, problems **serve as** stepping stones for success.

可添加:

Part 1	Part 2	Part 3
1-1 介绍/寒暄	2-1“我懂你	3-1 树立信心
1-2 写信背景	2-2 建议一	3-2 表达祝愿
1-3 写信目的	2-3 建议二	

Part 1

寒暄: 熟人版

How is everything going with you?

How have you been?

Tips:加点儿小情绪!

I'm so **glad** to hear from you!

How **nice** to hear from you again!

原因:

Hearing/Learning(**Knowing/Having learned**) that you (want to).

I am **happy** to receive your letter asking me how to ...

delighted (adj.高兴的)

Congratulations on your...

(After I read your letter,) I am sorry to know that

you are having such a bad time at the moment.

you have trouble in **controlling your temper** (脾气不好)/ **fitting into/adapting to**(融入) the new environment.

Tips:加点儿小情绪! 不分好、坏

目的

(接上句)

I'm writing this letter to **suggest**(advise/propose/recommend) that you (should).

I'm writing this letter to **share** my **suggestions**(proposals/opinion).

I'm writing to express my view/thoughts **concerning / regarding** (关于)...

(接上句)

I'm writing **in response to** (作为回应)your letter **in which** you expressed your **frustration** (沮丧,困扰) about..

I'm writing to you **in the hope** (希望) that I can **provide** you **with** some useful suggestions.

有来有回版

树立信心 表达祝愿

I'm sure you can **solve your problem** before long.

I'm sure you'll **make great progress** and pass the final exam.

I will be more than glad to see your improvement in this regard.

I believe you can **overcome the difficulties** if you try your best and follow these suggestions.

Tips:加点儿小情绪!

I hope **you'll** take my advice into **account**(consideration).

I hope **you'll** find these suggestions useful.

I hope **my suggestions** will be helpful to you.

Hopefully, **these suggestions** will be of great help to you.

I **do** hope **you'll** feel better soon and carry on as usual.

Tips: 句式转换: 主语切换/用 do 强调

划重点! 衔接意识很重要!

衔接词

First of all, / To begin with, / **Above all**,

Besides, / What's more, / Meanwhile,

Moreover 此外 与此同时

Last but not least, / In addition, / More importantly.

常见考题:

假如你是李华, 你的**英国朋友 David** 来信说, 他即将参加汉语水平考试 (Chinese Proficiency Test), 但是学习中文的过程让他感到压力很大。

请你给他回一封电子邮件, 内容包括:

1. 表示**理解与安慰**; 2. 学习中文的**建议**; 3. 你的**祝愿**

注意: 1. 词数 80 左右; 2. 可以适当增加细节, 以使行文连贯

例文:

Dear Nick,

I'm **glad** to receive your letter, you asked me how to learn Chinese well. Here are my suggestions.

First, you can keep a diary in Chinese every day. Because the purpose of learning Chinese is to use it, if you can **practice** with your written English, you will certainly improve the level of Chinese. **Second**, you have to **take** Chinese **lessons**. You can learn some basic grammar and general knowledge from the class. **Third**, you must be interested in Chinese, because **interest** is the best teacher. **Fourth**, you can listen to some Chinese songs and watch some Chinese TV and read **books**.

I hope my suggestions will help you. Best wishes!

Yours,

Li Hua

(同主题参考作文)Dear David,

Learning you have a passion for Chinese learning, I'm writing to offer you some practical suggestions on how to promote your competence in Chinese.

Firstly, Chinese classical literature works are highly recommended, through which you will undoubtedly acquire a glimpse of/get a deeper insight into Chinese traditions and cultures. Besides, TV programs and newspaper concerning China are also advisable, helping you have a better understanding of China's true image. Lastly, engaging with your Chinese friends always serves the purpose to enhance your fluency in oral Chinese.

Sincerely hope my suggestions are workable to you and I wish you could make great progress.

Yours sincerely,

Li Hua

Other:

假如你是 Cynthia, 是 Teen Time 广播节目的主持人, 收到 Daniel 的一封邮件, 向你求助如何解决他遇到的问题: 经常和父母争吵。请你回复一封邮件, 内容包括:

1. 给予安慰; 2. 提供建议; 3. 表达愿望,

注意: (1)词数 80 左右; (2)可适当增加细节, 以使行文连贯

例文:

Dear Daniel,

I am sorry to hear you often argue with your parents, which makes you upset. I'd like to offer you some advice.

Firstly, the key to building a harmonious parent-child relationship is regular and honest communication. You'd better choose a good time and share your true feelings calmly with them. Besides, when disagreement arises, you should calm down and try to understand the situation from their point of view.

I sincerely hope that these tips may be beneficial to you and that you will enjoy a harmonious and happy life with your family.

Yours,

Cynthia

假定你是李华，你校交换生 Selina 在电子邮件中向你倾诉自己在新环境下的烦恼：无法集中精力学习；不知如何与新同学相处；非常想家。请你用英文给她回一封邮件，内容包括：

1.表示理解，给予安慰；2.给出建议；3.表达祝愿并表示愿意随时提供帮助。

注意：1.写作词数应为 80 左右；2.请按如下格式在答题卡的相应位置作答。

例文：

Dear Selina,

I'm sorry to know that you're having difficulty adapting to the new surroundings, which negatively affects your life and studies. It's not uncommon for teenagers to have such trouble as you do. I'm writing to show my great concern and give some suggestions.

Firstly, why not join a club, where you can make friends with the same hobbies. Secondly, share your experiences with others, which will make you better. Lastly, preview your subjects and you will have a clear understanding of difficult points.

Wish my advice to be helpful and don't hesitate to turn to me if necessary.

Yours,

Li Hua

假如你是李华，你的朋友 Lucy 写信向你倾诉她每次遇到重要考试，都会焦虑。请你写一封回信，内容包括：

1.给予安慰；2.提出建议；3.表达期望。

注意：1.写作词数应为 80 左右；2.请按如下格式在答题卡的相应位置作答。

例文：

Dear Lucy,

I'm sorry to know that you often feel anxious before big exams. Don't worry. You are not alone. Here are some of my suggestions.

To start with, it is important for you to make a workable plan to review what you have learned so that you will be well prepared. what's equally important is that you should stick to a fixed timetable and have a good night's sleep before the exams. In addition, why not try listening to some soft music or working out to get relaxed?

I sincerely hope you'll find these suggestions useful!

Yours,

Li Hua

假定你是李华，你的美国笔友 Eric 近日发来邮件，说他和自己的一位篮球队友在商定训练时间时产生了矛盾，为此他很苦恼。请你给他回一封邮件，内容包括：

1.表达关心； 2.提出建议。

注意：写作词数应为 80 左右。

例文：

Dear Eric,

I'm sorry to hear that you had an argument with your basketball teammate when discussing your training time. It is very common to have different opinions from others, especially your teammates. Thus, as your friend, I advise you to be a good listener first when you two hold different views on a certain issue. Then when you calm down, have a face-to-face conversation with your teammate and tell him your thoughts on the training time patiently. I do hope you can settle your differences.

Yours,

Li Hua

Quick Review

寒暄

原因+目的

我懂你

建议一

建议二

树立信心

表达祝愿



加点儿小情绪！
那又怎么样呢？
永远有 plan B!
拒绝-I 到底：主语切换