

2022考研英语模板技巧班

小作文 for 英一/英二

周思成

一阶段，小作文我们讲了：

- a. 小作文的第一信念：给谁写？
- b. 小作文第一段的结构+模版
- c. 建议信二段的写法
- d. 小作文二段拓展法
- e. 建议信的结尾

一定要补前面的两节课！

- 小作文的另一种分类形式

A. 单方向信息点：建议信、原因信

B. 多方向信息点：通知、邀请、介绍、询问

C. 兼而有之：英语二常常要求两个中心段



通知类：多方向信息点的题目

Subject: conference dinner

From: Hill Lucy

To: Ollie Walsh

Hi Ollie

Thanks again for offering to help out with the arrangements for the conference dinner. I do appreciate it. I met with David yesterday to finalize details and here's what we decided: The venue (Carmichael Hall) is booked for Dec 18th, 7: 00-12: 00. Your contact there is Julia Winters on 01354 638976. Invitations should go out to all conference delegates the week starting November 3rd. The invitations are currently with the printers, btw, and when they are returned to us (this Friday) will need checking against the original delegate list which I'll get Sujata to send to you. Hallidays, the caterers, will need to know final numbers by Dec. 10th, latest. Please call them to let them know. Last of all, please could you liaise with Sujata over the timing of the speeches and let the relevant people know when their slot is.

Many thanks

Lucy

Hi Ollie,

Thanks again for offering to help out with the arrangements for the conference dinner. I do appreciate it. I met with David yesterday to finalize details and here's what we decided:

Venue

The venue (Carmichael Hall) is booked for Dec 18th, 7: 00-12: 00. Your contact there is Julia Winters on 01354 638976.

Invitations

The invitations are currently with the printers, btw, and when they are returned to us (this Friday) will need checking against the original delegate list which I'll get Sujata to send to you. The invitations should go out to all conference delegates the week starting November 3rd.

The caterers

Hallidays, the caterers, will need to know final numbers by Dec. 10th, latest. Please call them to let them know.

Speeches

Last of all, please could you liaise with Sujata over the timing of the speeches and let the relevant people know when their slot is.

Many thanks

Lucy

当我们在通知的时候,

我们要通知什么？



歪，我给你说件事

➤ 2018 年考研英语一作文

51. Directions:

Write an email to all international experts on campus inviting them to attend the graduation ceremony. In your email you should include time, place and other relevant information about the ceremony.

You should write about 100 words neatly on the **ANSWER SHEET**

Do not use your own name at the end of the email. Use “Li Ming” instead. (10 points)

51. _____ Notice _____

Dear all, _____

I hope you are doing great! I am Li Ming, one of the librarians in our university. Welcome to China, and I am more than happy to introduce to you the essential information of our library.

Opening hours _____

Our library opens from 7 am to 9 pm on weekdays, and from 8 am to 6 pm on weekends. In addition, if you want to check the opening hours on national holidays, please visit our website: hnulibrary.com.

Code of conduct _____

Student card is required when you enter the library. Mobile phones should be turned into the silent mode, and eating and smoking are not allowed in the library. Most importantly, please always keep quiet.

Should you have further questions, please feel free to contact me at the librarian office.

Kind regards, _____

Li Ming _____

51. Directions:

Suppose you are a librarian in your university. Write **a notice** of about 100 words, providing the newly-enrolled international students with relevant information about the library.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the notice. Use Li Ming instead. **Do not** write the address. (10 points)

51. Dear experts,

I hope you are doing great! I am Li Ming, the coordinator of the incoming graduation ceremony of our university. The main purpose of the email is to invite you to participate in this event. The details are as follows:

Time&Place

The ceremony will be held on December 26, 2018, which is a Friday. It will begin at 10 am, and the guests are suggested to arrive at 9.30 am. Besides, it will take place at the Grand Auditorium. It takes about five minutes to get there from the expert accommodation building by walk. There will be some volunteers who wear yellow badges to help you with the direction.

Dress code

Formal wear is recommended because many graduates will want to take photos with you, and there will be a group phototaking after the ceremony.

Please feel free to contact me if you have any further questions.

Kind regards,

Li Ming

➤ 2018 年考研英语一作文

51. Directions:

Write **an email** to all international experts on campus **inviting them** to attend the graduation ceremony. In your email you should include time, place and other relevant information about the ceremony.

You should write about 100 words neatly on the ANSWER SHEET

Do not use your own name at the end of the email. Use “Li Ming” instead. (10 points)

不要害怕讲细节！

那些名字、日期、具体的方式、数量，讲出来！



第一段：

问候 + 介绍自己 + 事由（通知、邀请等）

第二段：

a. 小标题法

1. Time&Place 2. 活动需要的准备、穿着要求、人数等

b. 揉成一段，用副词分点。

第三段：

表示期待/有问题随时找我

第一段：

问候 + 介绍自己 + 事由（通知、邀请等）

Dear all/experts/Jack,

I hope you are doing great! I am Li Ming, the president of the Student Union/the head of the 某社团、某活动.

Our school/association/I is/am going to hold a ____/
organize a ____/celebrate the ____, and the main
purpose of this notice/letter is to invite you to attend
this ceremony/meeting/be the judge of this activity/to
introduce to you our program.

第二段

Time&Place

The ceremony/event/activity will be held **on** 28 Dec, 2021, which is a Tuesday. It will start **at** 10 am, and approximately last for 2 hours. Besides, it will take place in the Grand Auditorium/Wise Lecture Hall, and it will take about 5 minutes to walk there from Teachers' Flat/Foreign Experts' Apartment. On that day, there will be volunteers wearing yellow badges to help you with the direction.

除了时间地点以外别的通知：

Dresscode 穿着规范

Formal wear is highly suggested, because there will be interviews, group phototaking, and a formal dinner on that day. Besides, students will surely intend to take photos with you.

学生活动，如比赛等：

Uniforms are recommended. + 和别的事项合在一起写。

Code of conduct 行为规范

*** is required when entering ***.

Please turn your mobile phones into silent mode.

Please keep quiet all the time.

Eating and drinking is not allowed in the ____ area.

Please attend to your personal belongings, and take them with you when you leave.

Content/Preparations 活动内容/准备工作

The topic of the prepared speech is ***, and the length should be between 4 to 5 minutes.

Each team can **recruit 20 members**, and prepare 2 songs for the contest.

Each competing team can bring a following of 15 fans to **cheer for** you.

Your job description 邀请老师时告知工作内容

The topic of the _____ is ***, and there will be 5 competing team/20 contestants. Each team/contestant will perform a song/give a presentation/deliver a speech/perform a mini-show of no more than 5 minutes. After each performance, you will score it by 1 to 10 points, decimal numbers allowed. In addition, could you briefly summarize the competition after all the candidates finish their performance?

英语二的小作文常常要求写两个方向，
主体部分则分成两段写。

每一段有各自的中心句+两个分论点。

拓展不需要太长。

➤ 2019 年考研英语二作文

47. Directions:

Suppose Professor Smith asked you to plan a debate on the theme of city traffic. Write him an email to

- 1) suggest a specific topic with your reasons, and
- 2) tell him about your arrangements. You should write about 100 words on the ANSWER SHEET.

Do not use your own name. Use “Li Ming” instead. (10 points)

Dear Professor Smith,

I hope you are doing great! Thank you for choosing me to plan the upcoming debate on the theme of traffic. I am writing this letter to report to you the progress of my preparations.

The specific topic I'd like to recommend is the improvement in the city traffic. The first reason is that too many people have talked about the problems of the traffic, which sound cliché. I also hope that this activity can promote positivity and help find solutions through the debate.

The arrangements of the debate are as follows. Firstly, it will be held on 25 December at the Wise Hall. Secondly, each team has four members, and they can recruit up to 20 classmates to be present to root for them. Besides, I am planning to invite three professors from the business college to be the judges.

I am looking forward to your suggestions.

Kind regards,
Li Ming

通知类的信息点型变体：

- a. 介绍，回复询问；
- b. 去询问别的；
- c. 介绍你喜爱的小说、人物等；

➤ 2019 年考研英语一作文

51. Directions:

Suppose you are working for the “Aiding Rural Primary Schools” project of your university. Write an email to answer the inquiring from an international student volunteer. Specify the details of the project.

You should write about 100 words on the ANSWER SHEET.

Do not use your own name in the e-mail. Use “Li Ming” instead. (10 points.)

Dear Babara,

I hope you are doing great! I am Li Ming, the coordinator of the Aiding Rural Primary School project in our school. I am writing this email to **answer your inquiry regarding** this project.

Here are some details you may intend to know. Firstly, the schools our project **aims to** aid are mainly within our province. **Now we** have included 7 schools and are planning to cover up to 10 by the end of this year. **Secondly, the chief duties** of volunteers we are recruiting range from collecting donations in our school to organizing activities to aid the pupils in these 7 schools. Since you are from England, I believe you can teach English to these smart children, **which will** give them more incentives to explore the world after they grow up.

If you are interested in our project, **you can send your resume to** the email: ****@***.com. I hope the above is useful to you.

Kind regards,

Li Ming

作业

➤ 2014 年考研英语二作文 47. **Directions:**

Suppose you are going to study abroad and share an apartment with John, a local student. Write him to email to

- 1) tell him about your living habits, and
- 2) ask for advice about living there. You should write about 100 words on the ANSWER SHEET

Do not use your own name. Use “Li Ming” instead. **Do not** write your address. (10 points)

接下来：复习单中心点的小作文：建议信

以及其它单重点的小作文：原因信等。

➤ 2016 年考研英语二作文

47. Directions:

Suppose you won a translation contest and your friend Jack wrote an email to congratulate you, and ask advice on translation. Write him a reply to

- 1) thank him;
- 2) give your advice.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the letter, use “Li Ming” instead.

Do not write the address. (10 point)

Dear Jack,

How's everything going! Thank you for your congratulations, which made me feel touched and inspired. I am delighted that you are interested in learning translation as well, **and** now writing this letter to make some suggestions about your study.

Firstly, you can start by remembering more words, **because** translation requires you to be proficient in all the common words and some of the advanced, more academic ones. **So**, I suggest that you buy a TEM-8 vocabulary book and finish learning the words in it within two months.

Secondly, taking a training course is quite necessary, **since** translating is an academic task and there are numerous professional skills for it. If you do not have much time, an online course is a perfect choice for you. Besides, practice is of greatest importance, and we all know practice makes perfect.

I hope the above is useful to you. Let me know if you need anything else.

Warm regards,

Li Ming

小作文审题最重点：熟人、朋友 or 陌生人、上级

熟人直呼其名：

Dear Jack,

Dear Mom,

不熟的人加称呼，或者用整体：

Dear Professor Smith,

Dear Mr. Chan,

Dear Sir or Madam,

Dear members/experts/all/fellow students,

开头问候:

熟人:

How's everything going?

陌生人:

I hope you are doing great!

结尾祝福：

Warm regards,
Li Ming

格子不够，就写这个，
不需要说Your sincerely了。

第一段问候后的第一句第一句：

熟人，得知TA某消息：

I felt thrilled/delighted (for you) when I knew that you had/would....

熟人，收到信写回信：

I felt thrilled/delighted to receive your letter, in which you mentioned that you had/would...

熟人，**题目简单，编造事由**（题目没有明确要求的话，也可以编造回信）：

I was delighted when I heard you had graduated from your university. Well done! On your instagram you said you would take a vacation, so I..

第一段第一句：

陌生人，介绍自己+身份

I am Li Ming, the coordinator of the upcoming school anniversary ceremony/ the chairman of the Student Union/ the director of *** project/ one of the frequent users of the school library/ one of the loyal customers of(in/at) your shopping centre/ one of the members of staff in *** department/ one of the students in the class you will teach/ one of the students in the nearby HN university/ one of the volunteers of the Hope Project/ the host for the upcoming reading session...

难写的：上级，向他报告某事的进展（他认识你）

Thank you for choosing me to plan.../inviting me to give a presentation to sb about/appointing me to do sth. Now I am writing this letter to **report to you the progress** of my preparations.

第一段第二句：说你写信的目的

I am writing this letter to.../The main purpose of this letter is to../

*双中心：The main purposes of this letter are to do A, and to do B

- a. **make** some suggestions/recommendations about...
- b. introduce to you sth we will visit...
- c. cordially invite you to join in sth/to be the judge of...
- d. discuss with you my initial thoughts on...
- e. cancel our meeting. Please allow me to explain the reasons.
- f. report to you the progress of my preparations.
- g. **share** with you my **experience** in .../ideas on sth.

注意灵活度:

a. 如果是通知, 就要把letter改成notice;

b. 不管怎么变, 重点想的是:

1)、目的是去做什么, 这个动词最关键;

2)、做出来的这个东西能不能加个定语从句、同位语, 来具体化, 如:

...to give you several tips **which can** help you adapt yourself to China quickly.

...to recommend you a book named Call Me By Your Name, one of the bestsellers worldwide last year.

注意灵活度:

a. 如果是通知, 就要把letter改成notice;

b. 如果题目有两个要求, 则:

The main purposes of this letter are to do A and to do B.

c. 不管怎么变, 重点想的是: 1)、目的是去做什么, 这个动词最关键;

2)、做出来的这个东西能不能加个定语从句、同位语, 来具体化, 如:

...to give you several tips which can help you adapt yourself to China quickly.

...to recommend you a book named Call Me By Your Name, one of the best sellers worldwide last year.

二段中心句：

如果是建议信，第一段结尾就是中心句，第二段直接写建议就好了。

.....give you several tips which may help you make the best of this summer vacation. (一段尾)

Firstly, learning English is a must because.... (二段头，直接写)

二段中心句：

如果是表面建议、实际上是原因\介绍信息点，则要有二段中心句：

.....recommend you a book named CMBYN. （一段结尾）

The reasons for my recommendation are as follows. Firstly,... （二段中心）

.....introduce to you Yuelu Mountain, the main site we will visit today. （一段结尾）

The highlights of this tourist attraction are as follows. Firstly,... （二段中心）

二段中心句：

如果是汇报信，第二段先讲信息点中心句，再展开：

...to discuss with you my initial thoughts on the speech. （一段结尾）

The topic I would choose is My Tips on Learning Chinese, and I am planning to elaborate this topic in three points. Firstly, ...

一二段之间的流畅过渡是至关重要的事情，
要多问自己是否需要中心句？上下是否通顺？



孩子长点心吧

非建议信，二段可能中心句：

The reasons for my are as follows. (原因信)

The reasons why I ... are as follows. (原因信)

There are several ways/places/... that can help you.../make your stay memorable. (根据题目，介绍信息点)

Here is the basic information regarding our project/activity. (根据题目，介绍信息点)

Here are some details you may intend to know. (同上)

There are three key points of my speech. (汇报)

Here is some information about me. (介绍自己的情况)

The strengths of him are as follows. (推荐别人、讲他的情况)

★二段分类：

- 1、**单一方向**给分点：如给建议、给原因等；
给一个方向的2-3个平行分点
- 2、**不同方向**提供信息：如通知、邀请、活动、介绍等；
讲2-3个方面的信息

原因信 A: 主题就是明白地让你给原因。

➤ 2018 年考研英语二作文

47. Directions:

Suppose you have to cancel your travel plan and will not be able to visit professor Smith. write him an email to

1) apologize and explain the situation, and suggest a future meeting 2) You should write about 100 words on the **ANSWER SHEET**. **Do not** use your own name. Use “Li Ming” instead.

Do not write your address. (10 points)

Dear Professor Smith,

I hope you are doing great! I am so sorry to write this letter because I have to cancel the upcoming meeting with you. Please allow me to explain the reasons.

A freak storm hit my city two days ago, and the gale-force winds caused serious damage to property. A number of buildings were destroyed, roofs were torn off, and several rivers burst their banks. Therefore, the traffic was totally paralyzed, and all the flights were canceled, making it impossible for me to attend the meeting.

原因信 B: 貌似建议的**原因型**小作文。

➤ 2015 年考研英语一作文

51. Directions:

You are going to host a club reading session. Write an email of about 100 words recommending a book to the club members.

You should **state reasons** for your recommendation.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use Li Ming instead.

Do not write the address. (10 points)

Dear members,

How's everything going? I am Li Ming, and I feel delighted to host our next reading club activity. *Since the theme for the upcoming reading session is travel*, I'd love to recommend to you a book, *Travel around the World with Smiles*.

书名号：斜着写，或者写完后下划线。不可以用中文的书名号，也不用引号。

大小写：首位必须大写，中间的实词大写

The reasons why I enjoy this book are as follows. Firstly, it is a travel guide book which contains the practical travel tips about booking foreign hotels, making reservations, and applying for visas. **I successfully got** my first UK tourist visa by following its step-by-step guidance. Secondly, it teaches us the most common travel English. Apart from the words and phrases, it provides us with the interesting ways to remember them. Besides, there are a large number of photos the author took in London, Paris, Rome, etc, which can arouse our desire to explore the outside world.

设身处地， 细节详细。

C.多建议配各自的原因: 建议信, 拿原因当拓展。

不是每一个建议后面一定要加because

优点、具体细节等, 能支持的, 都是你给出的建议的原因。

➤ 2017 年考研英语一作文

51. Directions:

You are to write an email to James Cook, a newly-arrived Australian professor, recommending some tourist **attractions** in your city. Please give **reasons** for your recommendation.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the email. Use "Li Ming" instead.

Do not write the address. (10 points)

Dear Professor Cook,

I hope you are doing great! Welcome to China. I am Li Ming, one of your future students in China. The main purpose of this letter is to make some recommendations to you about the tourist attractions in Changsha.

二段是要中心句还是直接说分点？

The first must-see sight is the Yuelu Mountain. (原因) It possesses not only dense forests and winding river, but, when you stand on the top of it, you will be stunned by the spectacular panoramic view of the whole city. Another place you can't miss is the Taiping street, where you can find various delicious local food. (原因) I am sure the Flavoured Tofu, Sugar Oil Rice balls, etc, can indulge you and make your day. Not far away from the street is the IFS, which is the sixth tallest building in China. (原因) You can find both international super brands and Chinese local ones there.

原因, 不一定要有because本词

作业：

➤ 2019 年考研英语二作文

47. Directions:

Suppose Professor Smith asked you to plan a debate on the theme of city traffic. Write him an email to

- 1) suggest a specific topic with your reasons, and
- 2) tell him about your arrangements. You should write about 100 words on the ANSWER SHEET.

Do not use your own name. Use “Li Ming” instead. (10 points)

二段重点拓展法详解：

A. 最重要的方法：说原因。

小作文说原因的三种方式：

1. 建议/信息 **because + 原因** (+并列原因/结果/which)
2. 建议/信息 **Therefore, 结果** (+并列结果)
3. 建议/信息. **It not only... but also....** (不是原因就要用 **because**)

练习：推荐信，推荐某人去胜任一个职务

Here are some of his strengths:

Firstly, he had been working as the monitor in his class for three years in the university. + 拓展

Firstly, he had been working as the monitor in his class for three years in the university...

- a. ...**because** he had always been passionate about organizing activities and serving his fellow students.
- b. **Therefore**, he had accumulated a wealth of experience in organizing activities and communicating with different people.
- c. This experience had **not only** equipped him with a wealth of experience in organizing activities **but also** enabled him to communicate with different people.

B. 出奇好用的方法: **If** 条件假设

If + 勾画情景, + 会多么快落、会有多好的结果

If + 不同可能, + 分别对应什么建议

Secondly, he is a very hard working young man. **If** your company needs staff to work overtime sometimes, he will surely meet up with the requirement.

练习：

Secondly, you won't want to miss IFS business district.



Secondly, you won't want to miss IFS business district. **If you are** a fashionista, a variety of international super brands in the IFS mall, such as Hermes and Louis Vuitton, will surely make you part with your money. **If you are interested in** some local souvenirs, the side streets around the IFS will offer you a dazzling array of interesting handicrafts which will always remind you of the wonderful trip in Changsha.

C. 让你变长的神级方法：三连

三连，其实就是并列的升级，但是更好应用在：

- 1、列举出三个具体的东西
- 2、给三个并列的原因
- 3、给出具体如何做的三个方法
- 4、给三个If的条件情况选择（排比，巨长）

Firstly, you'd better learn some basic Chinese, which can help you seem approachable to local people.



Then, you'd better learn some basic Chinese, which can help you blend in and make friends quickly. 'Ni Hao' is 'Hello', 'Xie xie' means 'Thank you', and 'Zai jian' is 'Bye bye'. Practise them and use them as much as you can.

Firstly, learning English is a must because English can help you gain advantages over your peer group under some circumstances.



English around the world



Firstly, learning English is a must because English can help you gain advantages over your peer group on many occasions. If your English is proficient, the chances are high that you will be chosen as an international exchange students, you will be picked to be representative of your college in some contests, and you will be exposed to more opportunities of internship in world-beating companies. To achieve that, you need to spend more time memorizing English words, listening to foreign pop music, and watching American and British TV dramas.

Place

The graduation ceremony will be held at the Grand Auditorium. ...



Place

The graduation ceremony will be held at the Grand Auditorium. If you intend to drive here, you can park your car at the underground parking space and then use the lift No. 3. If you plan to walk here, it will take you approximately 8 minutes when you start from the Expert Building. If you are confused about the location, you can find the spot with a purple flag on the map attached.

D. 额外的好用句型：

1. 说目的：in order to..., you can.....
2. 定语从句：....., which can/will/is 说前句的能力、结果

In order to look fitter and healthier, you'd better do exercise regularly. Running, cycling, and swimming are all good choices in summer, which can not only build your body but also improve your confidence.

本周：

自己写我讲过的这几篇，然后对照范文改进、背诵。