

成考作文模板

一、信件或邮件的结构要完整

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| 1. 称呼 | Dear .. (题目中的收信人), |
| 2. 寒暄或介绍自己 | It' s been a long time since we last met . (熟人) /
I' m xxx from ... (第一次联系) |
| 3. 正文 | I am writing to .. (介绍写信的目的),

要点 1

要点 2 |
| 4. 结束语 | Thank you for your time. I am looking forward to your reply. Have a good day ! |
| 5. 签名 | Yours sincerely,

(题目中的姓名) |

二、模板（横线是模板句）

1、 询问信 （以 2024 年真题为例）

- 1) 称呼: Dear Tom,

2) 正文:—

写信目的: I'm writing to tell you that I want to be a volunteer at the international Convention Center. I'd like to ask you about it.

要点 1: ~~Firstly, please allow me to introduce myself. I am Li Hua~~(介绍自己) (这一部分也可放到正文前)。

要点2: Secondly, (I am highly interested in being a volunteer in the Center. I'm obliging and good at communicating with others. Last summer, I had an opportunity to serve as a volunteer at a museum. 按照题目要求与要点相扣即可)

(要点3) ~~At last~~, I wonder if you could tell me how to be a volunteer in the Center ?

- 3) 结束语: ~~Thank you for your time and help .Looking forward to your reply.~~

- 4)署名: Yours,
Li Hua

2、求助信（以 2023 年真题为例）

- 1) 称呼: Dear ~~Tom,~~

- 2) 寒暄: ~~I hope you are doing well / How are things going on with you ?~~

3) 主体:

写信目的: I'm writing to see if we could set up an online session to practice my spoken English.

要点 1: Firstly, about the time .I hope it can be Sunday morning 8:00-9:00 am.

要点 2: Secondly, about the online platform we are going to use. Which one do you prefer ? Zoom or Wechat ? I'm also happy to use any other platform you prefer. Please let me know what works best for you.

4) 结束语: Thanks a lot for helping me improve my English .Looking forward to your reply.

5) 署名: Best wishes,

Li Hua

3、邀请信

1) 称呼: Dear Mike,

2) 寒暄: I'm so glad to know that you are coming to visit my hometown.

3) 主体

目的: I would like to suggest you go to the most popular restaurant there.

要点 1&要点 2: Its name is Youke Restaurant. It's in the city center and not far from my home. The restaurant offers a variety of dishes specially from my hometown. There are also dances to Chinese music in the evenings and you may be invited to join the dances.

邀请信附加句: I'm sure you'll have a wonderful time there.

4) 结束语: I am looking forward to your reply. Hope to see you soon.

5) 署名 Yours,

Li Hua

4、拒绝邀请的道歉信（以 2022 年真题为例）

1) 称呼: Dear Peter,

2) 寒暄: How is everything going with you?

3) 主体:

写信目的&要点 1: Thank you so much for inviting me to your weekend party on Friday evening.

要点 2: However, I'm afraid I won't be able to attend it, because I'm now on a business trip in Nanjing. And I won't be back until this Saturday evening. I feel really sorry that I can't join you this time.

要点 3: But I'd like to visit you when I go back from Nanjing. Please let me know what time will be better for you

4) 结束语: Wish you a good time on Friday and look forward to seeing you soon!

5) 署名: Yours,
Li Hua

5、求助信 (以 2020 年真题为例)

1) 称呼: Dear Peter,

2) 寒暄: How are things going on with you ?

3) 主体:

目的: I' m writing to (see if you can help me) / (to ask for a favor).

要点 1: Could you please help me to buy a book, Gift from the Sea, written by Anne Lindbergh?

要点 2: The book is very important for me. I need it to refer to when I write my term paper. I have looked for the book for many days, but I can not find it in local area.

要点 3: Please mail it to School of English, Beijing City University if you get it. The postcode is 100000.

要点 4: Besides, please tell me how I can transfer the money to you.

要点 5: I will be appreciated if you can help me.

4) 结束语: Looking forward to your reply.

5) 署名: Yours,
Li Hua