

集美工业学校 2020 级学业水平考试

学考英语 应用写作 复习指南

(第一版)

产业系： _____

班级： _____

姓名： _____

座号： _____

今年写作怎么办？这本告诉你“答案”！

老师有话对你说，请你耐心看完它！

亲爱的 20 级的同学们：

大家好！你们是否还记得上学期月考、嘉庚班选拔考试和期末考的英语作文呢？每每你们考完以后，老师们总能听到你们的“叫苦连天”：“之前人家 19 级的写作考的都是补全表格信息，怎么到了咱们 20 级就开始写作文了呀，这难度简直让我直接 emo 了哎，怎么办？”

老师在这里跟大伙解释一下原因，因为从你们（20 级）开始，咱们英语除了补全对话改成了七选五之外，应用写作也发生了很大的改变。让我们一同阅读一下考纲原文是这么叙述的：本部分注重考查考生应用英语词汇、语法等知识进行书面表达的综合能力，要求考生能够根据所提供的情景描述、关键信息完成简单的应用写作。

基于此，英语组的老师呕心沥血地总结了这本复习指南，目的是为了帮助你们写好应用写作。这本指南总共分为八个专题，每个专题包含了导学案和专项练习两个部分。其中，导学案总共分为了六步：第一步——阅读应用写作文章、第二步——发现应用写作构成、第三步——完成应用写作表格、第四步——梳理应用写作词汇、第五步——梳理应用写作句型、第六步——总结应用写作模板。专项练习总共有三部分内容：第一部分——词汇练习、第二部分——句型练习、第三部分——写作练习。

老师希望各位同学经过这六步的学习，可以简单写出应用写作的句子。但由于内容较多，老师们上课不可能全部讲完，所以这里建议同学们利用晚自习时间自学导学案以及专项练习的词汇部分。相信同学们有了词汇的预习铺垫后，老师们在课上讲重点句型和写作练习时，你们也会相对得心应手些。

讲了这么多，看似简单，但是有个“苦”你们必须先吃，即：学习的苦。很多同学总想“走捷径”、总以为“临时抱佛脚”就能拿到高分了（学考英语满分 60 分），实则不易。如果没有日复一日、年复一年的积累和坚持，你们很难在今年 6 月份的文化课学考中考出自己满意的成绩。所以，老师希望大家不忘初心，砥砺前行，这学期放弃短暂的娱乐等诱惑，你将会换来“咸鱼翻身式”的喜悦，本科为什么就不能是你呢？

预祝大家学考成功！冲！老师期待着你们未来成功“上岸”的好消息！

基础教学系英语组老师

2022 年 3 月 6 日晚

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专题一 通知

Step 1: Read and Discuss.

第一步：请同学们对比语文学过的书面通知，仔细阅读如下几篇英文通知，并回答下列问题。

Passage A

NOTICE

An English Speech Contest on Vocational School Life will be held in the school hall at 2 p.m. on Friday, Oct. 20th. At least 2 students in each class are required to take part in. Every participant has to fill in an application form and hand it in to the English Club before Oct 1st.

English Club of Jimei Industrial College

Passage B

NOTICE

Oct 18, 2021

Mr. Robert, an engineer of New Century Car Company will give us a lecture about “Car Maintenance” in the school hall at 3 pm on Wednesday, Oct 19, 2021. All the students of Car Repairing are requested to be there on time. Don't be late or absent. It is better to prepare some questions about cars. If interested, students of other majors may attend, too.

Students' Union of Jimei Industrial College

Passage C

Announcement

Boys and Girls,

The School Sports Meeting will be held next month. We are going to have a class meeting at 4 p.m. this Monday. We need to discuss on how to get ready for the sports meeting. The students in charge of P.E should be prepared for the meeting. All of us should be at the classroom on time.

That is all. Thank you!

Q1: 英文单词的“通知”是？一般位于哪里？

Q2: 从整体上看，英文通知的左上角、右上角、右下角分别代表哪些信息呢？

Q3: 从细节入手，英文通知正文中出现的阿拉伯数字分别代表哪些信息呢？

Q4: 除了时间、人物等信息之外，英文通知还应包含哪些信息？（请重点阅读最后一句）

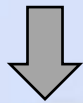
*Q5: 结合前四问，请同学们自己尝试总结一下英文通知应该包含哪些关键信息呢？

Step 2: Think and Find.

第二步：请同学们根据第一步阅读思考的结果，结合以下两份已总结好的知识清单，圈画出自己没有想到知识点，并加以记忆。

知识清单（纯文字版）

- ✓ 英语的通知可分为书面通知和口头通知。通知一般包含标题、正文（活动事项、具体时间、地点、参加人员、参与方式和注意事项等）、落款（发布通知的单位或人及时间）。
- ✓ 书面通知多用 NOTICE 或 Notice 做标题，口头通知则用 Announcement 做标题，都写在正文上方的正中位置。
- ✓ 无论是书面通知还是口头通知，发布通知的单位或发布通知的人一般写在正文结束后面的右下角。
- ✓ 无论是书面通知还是口头通知，发布通知的时间按照书信格式写在正文的右上角；也可以写在正文的右下角，即在发布单位的下一行。
- ✓ 口头通知通常省略落款。



图文并茂更清楚！

1. 书面通知

标题用 NOTICE 或 Notice，置于首行居中位置（书面通知的标题不可省略）

发布书面通知的日期

正文部分（段首空两格）

发布书面通知的单位

注：发布书面通知的日期也可以放在这里

2. 口头通知

标题用 Announcement，置于首行居中位置（口头通知的标题通常可省略）

口头通知对象（并以逗号“，”结尾）

正文部分（段首空两格）

口头通知的落款（通常可省略）

Step 3: Read and Complete.

第三步：请同学们阅读下列两份通知，并根据表格内容的提示，完成表格。

Writing A: 集美工业学校邀请新世纪汽车公司的工程师举办一次汽车专业讲座。现由学生会起草并发布一份英语通知，并根据通知的具体要求，填写下列表格。

NOTICE	
Oct 18, 2021	
Mr. Robert, an engineer of New Century Car Company will give us a lecture about “Car Maintenance” in the school hall at 3 pm on Wednesday, Oct 19, 2021. All the students of Car Repairing are requested to be there on time. Don’t be late or absent. It is better to prepare some questions about cars. If interested, students of other majors may attend, too.	
Students’ Union of Jimei Industrial College	
NOTICE	
Activity	
Lecturer	
Time of Activity	
Place of Activity	
Participant	
Requirements of Activity	

Writing B: 假如你是集美工业学校 2020 级某班班长 David，准备组织班委召开班委会，班委会内容通知如下。请根据班委会通知的内容，填写下列表格。

Announcement	
Boys and Girls,	
The School Sports Meeting will be held next month. We are going to have a class meeting at 4 p.m. this Monday. We need to discuss on how to get ready for the sports meeting. The students in charge of P.E should be prepared for the meeting. All of us should be at the classroom on time.	
That is all. Thank you!	
Announcement	
Activity	
Organizer	
Participant	
Time	
place	
Requirement	

***Step 4: Read, Think and Vocabulary Study.**

第四步：请同学们认真思考：自己如何是找到上面两份表格的正确答案，再结合之前阅读的英文通知，完成下列书面练习。

一、以下单词是通知的关键要素的英文表达法，请将下列单词或词组翻译成中文。

- | | | |
|------------|-------------|-------------|
| ➤ subject | topic | activity |
| ➤ lecturer | participant | organizer |
| ➤ place | time | requirement |

二、词汇分类练习：请根据下列的通知要素分类，将下列单词或词组翻译成中文。

● 主题、话题、活动的相关词汇

- | | | |
|--------------------------------|-----------------------|------------------------|
| hold an English speech contest | hold a sports meeting | hold a training |
| have a picnic | have a class meeting | have a/an ... activity |
| give a lecture | ... | |

*拓展：想要表达开展**具体某项**活动时，需在上述词组后面加介词 **about 或 on**。

- 如：hold an English speech contest about study
 hold a training on new product promotion
 give a lecture on English culture / western table manners

● 收发通知者等人物的相关词汇

- | | | | | |
|----------------------------|-----------------|----------------|-----------|-------------------|
| teacher | head teacher | headmaster | professor | vocational School |
| students of XXX Department | Students' Union | boys and girls | monitor | |
| boss | manager | secretary | company | ... |

*注意：如果带有**具体名字**，专有名词记得**大写**。

- 如：Headmaster Zhang Professor Lee Boss Huang
 Students of English Department ABC Vocational School DEF Trade Company

● 地点的相关词汇

- | | | | |
|--------------------------|---------------------|--------------------|----------------|
| in the room | at the school gate | in the school hall | in the library |
| in the teaching building | in the meeting hall | in the forest park | ... |

*注意：如果带有**具体名字或数字**，专有名词记得**大写**

- 如：in Room 301 in No.1 Teaching Building in Fuzhou Forest Park

● 时间的相关词汇

- | | | |
|-----------------------------|-----------------------------------|-----------|
| at 8 o'clock in the morning | at half past three this afternoon | at 7 p.m. |
|-----------------------------|-----------------------------------|-----------|

in March on March 15 = on March 15th on March 15, 2022

*注意：时间介词 **at, in, on** 的用法

如：at + 几点几分；in + 上午/下午/晚上/月份/年份；on + 几月几日

● 注意事项、具体要求的相关词汇

be needed to do sth. be requested to do sth. be required to do sth.

should do sth.

be on time

be quiet = keep quiet

be polite

keep clean

prepare some questions about ...

take notes carefully

take some food

take the + 交通工具

call sb. at + 电话号码

fill in the application form

*拓展：学习几个表示“参加”的动词：**take part in = attend = participate**

***Step 5: Read, Think and Sentence Study.**

第五步：同学们有了上一步词汇学习的铺垫，现在开始进行重点句型的学习。

一、阅读下列一封书面通知，回答下列问题。

<p>Notice</p> <p style="text-align: right;">May 9th</p> <p>Professor Yang will come and give a lecture on western table manners. The lecture will be held in the school hall at 7 pm on May 12th, 2021. All the students of English Department should be there on time.</p> <p style="text-align: right;">English Department</p>

Q1: 数一数：这篇书面通知的正文内容总共有几句话？

Q2: 通知一般都用什么时态？

Q3: 找一找：每句话包含哪些信息？请用图示法在底下空白处体现出来。

<p>Notice</p> <p style="text-align: right;">May 9th</p> <p>通知正文第一句: _____</p> <p>通知正文第二句: _____</p> <p>通知正文第三句: _____</p> <p style="text-align: right;">English Department</p>
--

二、重点句型巩固：请根据下列句型提示，学习并书写正确的英文语句。

- 通知正文第一句一般交待了某项活动的主题以及活动主持人等信息，即：“某人将要做什么事情”

【例句展示 1】

- Professor Yang will come and **give a lecture on** western table manners.
- Mr. Robert, an engineer of a car company will **give us a lecture about** “Car Maintenance”.

【句型总结 1：某人将要开一场关于某主题的讲座】

人名（或某地） + will **give a lecture on / about** + 活动主题.

【仿句练习 1：连词成句】

1. sharing study experience / Professor Zhang / give a lecture about / will
-

2. will / Miss Liu / sports meeting / have a class meeting about
-

3. have a training on / will / our company / a new product promotion
-

【例句展示 2】

*注意：如果没有确定的活动主办人时，可用下列被动语态的句型

- An English Speech Contest on Vocational School Life will be held next year.
- The School Sports Meeting will be held next month.

【句型总结 2：某活动将会在某时间举办】

活动 + will be held (hold 的过去分词形式) + 将来的时间.

【仿句练习 2：连词成句】

1. an English lecture / next week / be held / will
-

2. will / be held / tomorrow / a class meeting
-

3. on March 9th / will / a training on car repairing / be held
-

- 通知正文第二句一般交待了某项活动的地点、时间等信息，即：“某项活动将会在某时间某地点举办”

【例句展示 3】

- The lecture **will be held** in the school meeting hall [at 7 pm on May 12th, 2020].
- The class meeting **will be held** in the classroom [at 3 pm on Wednesday, Oct 19, 2017].

【句型总结 3：某项活动将会在某时间某地点被举办】

某活动（或 It） + **will be held** + in the 地点 + [at+几点几分 / on+周几 / on+日期].

【仿句练习 3：连词成句】

1. the lecture / at 7:30 p.m. on March 9th / in the school library / will be held

2. will be held / on the school playground / the sports meeting / at 8:00 a.m. tomorrow

3. the training / at 3:30 p.m. next Wednesday / will be held / in the company

【例句展示 4】

*拓展：有时候可以直接一句话搞定活动的主题、人物、地点和时间。

- Mr. Robert **will give a lecture about “Car Maintenance”** in the school hall [at 3 p.m. on Wednesday, Oct 19, 2021].
- An English Speech Contest on Vocational School Life **will be held** in the school hall [at 2 p.m. on Friday, Oct. 20th].

【句型总结 4：某人将会在某地点某时间开展某主题的活动】

主动态：人名 + **will give a lecture on / about** + 活动主题 + 地点 + [时间].

被动态：活动 + **will be held** + 地点 + [时间].

【仿句练习 4：连词成句】

1. at 3:00 p.m. next Sunday / Professor Li / will give a lecture about study / in the library

2. will be held / tomorrow morning / on the school playground / the sports meeting

- 通知正文第三句一般交待了某项活动的参加对象、注意事项、活动要求等信息，即：“某参加对象应该按照某种要求参加某项活动”

【例句展示 5】

- All the students **are required to** be there on time.
- At least two students **are requested to** be there on time.
- Students of English Department **are needed to** attend on time
- All the workers **should** take part in on time.

【句型总结 5：某参加对象应该按照某种要求参加某项活动】

参加对象（含参加人数） **is/are required/requested/needed to** + be there + on time.

参加对象（含参加人数） **should** attend/take part in + on time.

【仿句练习 5：连词成句】

1. all the students of accounting / on time / be there / should

2. are requested to / on time / be there / at least three workers

3. be there / on time / are needed to / all the students / and be quiet

Step 6: Make a Summary.

第六步：图文并茂总结英文通知的大致模板

Notice（首行居中）

发布通知的日期（右上角第二行）

（正文空两格）① 人名（或某地） + **will give a lecture on / about** + 活动主题.

② 某活动（或 It） + **will be held** + in the 地点 + 将来的时间.

③ 参加对象（含参加人数） **is/are required/requested/needed to** + be there + on time.

发布人或发布方（右下角末行）

【通知专项练习】

【第一部分：词汇练习】

一、请将下列英语单词翻译成汉语。

- | | | | |
|----------------|--------------|-------------|-------------|
| 1. subject | 2. topic | 3. activity | 4. lecturer |
| 5. participant | 6. organizer | 7. place | 8. time |
| 9. requirement | | | |

二、请将下列汉语翻译成英文。

- | | |
|---------------|----------------|
| 1. 举办一场英语演讲比赛 | 2. 举办一场运动会 |
| 3. 去野餐 | 4. 开班会 |
| 5. 开讲座 | *6. 开一场有关学习的讲座 |
| 7. 职业学校 | *8. ABC 职业学校 |
| 9. 学生会 | 10. 班长 |
| 11. 老板 | *12. 黄老板 |
| 13. 经理 | 14. 秘书 |
| 15. 公司 | *16. DEF 贸易公司 |
| 17. 在校门口 | 18. 在图书馆 |
| 19. 在学校大厅 | 20. 在会议厅 |
| *21. 在 301 房间 | *22. 在第一教学楼 |
| 23. 准时 | 24. 保持安静 |
| 25. 保持干净整洁 | 26. 有礼貌的 |
| 27. 记笔记 | 28. 填写申请表 |

【第二部分：句型练习】

一、请将下列句子的中文意思翻译成英文。

1. 下周三，黄老师将要召开一场班会课（have a class meeting）。

2. 下周四，张校长将要召开一场有关学习的讲座（give a lecture on ...）。

3. 班会课将会在三月三日下午三点半在班级教室举办（will be held）。

4. 讲座将会在三月十五日下午四点在学校大厅（in the school hall）举办。

5. 所有学生都应该准时（on time）入场。

6. 所有学生都应该按时参加（attend）讲座并保持安静。

7. 至少（at least）三名学生需要按时参加班会。

【第三部分：写作练习】

一、请根据以下书面通知所给的内容，填写下列表格。

Notice	
<p>A well-known professor Mr. John White will give us a lecture in the lecture hall at 7:00 p.m. this Friday. He will talk about <i>the economic development</i>（经济发展）in the world. If you are interested in it, please call Lin Dang at 135-7912-0361 for the ticket.</p>	
The Students' Union	
Notice	
Subject	1.
Lecturer	2.
Topic on	3.
Place	4.
Time	5.
How to Get the Ticket?	6.

二、请根据以下中英文提示，完成书面通知。

2022年6月6日是第27个全国“爱眼日”，请你以学生会的名义发布一则60—80字的书面通知，发布日期是2022年6月1日。通知全校师生于6月6日晚上7点整打开校园网站观看一场如何减少电子辐射爱眼护眼的现场直播。欢迎全校师生观看。

【参考词汇】

national Eyes Caring Day 全国爱眼日

Students' Union 学生会

live broadcast 现场直播

protect ... against ... 保护...免受...

electronic harm 电子辐射伤害

NOTICE

_____ is coming. On the school website, there will be _____ to guide you how to _____.
_____ are welcome to watch it.

Time: _____

Website: www.jmgyxx.com

三、请根据以下中英文提示，完成一份口头通知。

假设你是20级网络班的班长李华，本周六将要组织全班同学去森林公园进行一次清理垃圾宣传环保的活动。请写一份60—80字的口头通知告诉全班同学于周六早上七点整在校门口集合坐公交车前往活动地点，并带上塑料袋。你的联系方式是：88779xxx。

【参考词汇】

protect the environment 保护环境

plastic bags 塑料袋

call sb. at ... 给某人打电话

monitor 班长

computer network 计算机网络

【第一稿：写完主动拿给老师批改噢】

Announcement

Boys and girls,

专题二 海报

Step 1: Read and Discuss.

第一步：请同学们回忆日常生活中见过的海报，仔细阅读如下几篇英文海报，回答下列问题。

Passage A

POSTER

We have many school sports clubs! We have many good *coaches* (教练). Mr. Huang is good at basketball. Mr. Lin is good at soccer. Mr. Li is good at baseball. Miss Chen is good at table tennis. Miss Yang is good at volleyball. Miss Zheng is good at badminton.

Do you like one of them? Please join us!

The Sports Club

Passage B

It is ON SALE!!!

Welcome to our supermarket. We have got a lot of things on sale this month. For example, the apples are sold at 5 yuan a kilo from January 1st to January 15th while they were 6 yuan a kilo before in fruit department. The rice is also 4 yuan cheaper in food department from January 1st to January 30th. The *original* (原始的) price of the rice is 30 yuan a bag. Please enjoy your shopping here and you will save a lot of money.

Yonghui Supermarket

Passage C

POSTER

Welcome to a Wonderful Hip Hop Show!

To celebrate New Year's Day, a hip-hop show will be held by the street dance club of our school at 7:00 p.m. on Jan. 3rd this Sunday in the school hall. Please be there on time. Come on and cheer for them.

The Street Dance Club

Q1: 英文单词的“海报”是？一般位于哪里？

Q2: 从整体上看，三份英文海报正文上方居中的位置代表什么信息呢？

Q3: 从内容入手，三份不同类型的英文海报包含了哪些信息呢？

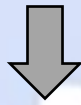
*Q4: 结合前三问，请同学们自己尝试总结一下英文的通知和海报有哪些异同的信息？

Step 2: Think and Find.

第二步：请同学们根据第一步阅读思考的结果，结合以下两份已总结好的知识清单，圈画出自己没有想到知识点，并加以记忆。

知识清单（纯文字版）

- ✓ 海报是日常生活中一种常见的张贴形式，它是带有装饰的宣传广告，内容多是以大众喜闻乐见的消息，如：社团纳新、活动预告、促销广告等。
- ✓ 英文海报的格式类比书面通知，一般包括：标题、日期、称呼语、正文、落款。
- ✓ 英文海报的标题既可以直接用 POSTER 或 Poster 做标题，也可以直接用活动内容作为标题，这两种标题都应以大写的形式书写在正文上方的正中位置。
- ✓ 英文海报的正文应言简意赅地写明活动目的、活动主要项目、时间、地点、活动注意事项等信息。
- ✓ 英文海报右下角的落款处需署名主办单位的名称以及海报的发文日期。



图文并茂更清楚！

标题用 POSTER 或 Poster，置于首行居中位置

也可用活动的内容（大写的名词或简单句）做标题，置于首行居中位置

正文部分（段首空两格）：简要交代活动目的、活动主题、活动时间、活动地点、活动注意事项等信息。

发布海报的单位

发布海报的时间

Step 3: Read and Complete.

第三步：请同学们阅读下列两份海报，并根据表格内容的提示，完成表格。

Writing A: 请根据下列“街舞表演”的海报内容，填写关键信息。

POSTER	
Welcome to a Wonderful Hip Hop Show!	
<p>To celebrate New Year's Day, a hip-hop show will be held by the street dance club of our school at 7:00 p.m. on Jan. 3rd this Sunday in the school hall. Please be there on time. Come on and cheer for them.</p>	
The Street Dance Club	
POSTER	
Activity	
Organizer	
Reason	
Place	
Time	

Writing B: 请根据下列“校园歌手大赛”的海报内容，填写关键信息。

POSTER	
Welcome All To The Campus Singers Competition!	
<p>In order to celebrate New Year's Day, a campus singers competition will be held by the Music Club of the school Students' Union. The final competition will be held on Dec. 29th, 2021. Welcome to attend and cheer for the singers. Please be there on time.</p>	
<p>Place: The school hall</p>	
<p>Time: 6:00 p.m.</p>	
POSTER	
Activity	
Organizer	
Reason	
Place	
Time	

***Step 4: Read, Think and Vocabulary Study.**

第四步：请同学们认真思考：自己是如何找到上面两份表格的正确答案，再结合之前阅读的英文通知，完成下列书面练习。

一、以下单词是通知的关键要素的英文表达法，请将下列单词或词组翻译成中文。

- activity reason purpose aim
 ➤ organizer place time requirement

二、词汇分类练习：请根据下列的通知要素分类，将下列单词或词组翻译成中文。

● 活动主题的相关词汇

a hip-hop show a street-dancing show a talk show
 an English speech contest a Chinese speech contest
 campus singers' competition vocational skill competition ...

*拓展：想要在标题底下增添些许**邀约**的语气时，需在上述活动主题后加上一些**句子**。

如：Welcome to ...! 或 Please join us! 或 Don't miss it!

● 活动目的、活动原因的相关词汇

in order to do sth. to do sth.
 celebrate + 节日 enjoy shopping save money keep fit

● 活动地点的相关词汇

in the room in the school hall in the library
 in the teaching building in the meeting hall in the park

*注意：如果带有**具体名字**或**数字**，专有名词记得**大写**

如：in Room 402 in No.3 Teaching Building in Zhongshan Park

● 时间的相关词汇

at 8 o'clock in the morning at half past three at 7 p.m.
 in March on March 15th, 2022

*注意：**时间介词 at, in, on** 的用法

如：at + 几点几分；in + 上午/下午/晚上/月份/年份；on + 几月几日

● 注意事项、具体要求的相关词汇

be on time be quiet = keep quiet be polite
 keep clean cheer for sb. don't do sth.

***Step 5: Read, Think and Sentence Study.**

第五步：同学们有了上一步词汇学习的铺垫，现在开始进行重点句型的学习。

一、阅读下列一封书面通知，回答下列问题。

POSTER

English Speech Competition

All are welcome!

In order to improve your English study, an English Speech Competition will be held by the school Students' Union. The final competition will be held in the school hall at 7:00 p.m. on May 6th, 2022. Welcome you all to attend and cheer for the competitors. Please be there on time!

School Students' Union

May 3th, 2022

Q1: 数一数：这篇海报的正文内容总共有几句话？

Q2: 海报一般用什么时态？

Q3: 找一找：每句话包含哪些信息？请用图示法在底下空白处体现出来。

POSTER

English Speech Competition

All are welcome!

海报正文第一句：_____

海报正文第二句：_____

海报正文第三句：_____

海报正文第四句：_____

School Students' Union

May 3th, 2021

二、重点句型巩固：请根据下列句型提示，学习并书写正确的英文语句。

- 海报正文第一句一般交待了举办某项活动的目的以及活动主持人等信息，即：“为了达到某种目的，某人将要举办某活动”

【例句展示 1】

- In order to improve your English study, an English Speech Competition will be held by the school Students' Union.

- **In order to** celebrate New Year's Day, a campus singers competition **will be held by the** Music Club of the school Students' Union.

【句型总结 1: 为了……, 活动主办方将要举办某活动】

In order to (或 To) + 活动目的, 某活动 will be held by (被动语态) + 活动主办方.

【仿句练习 1: 连词成句】

1. in order to / a dancing show / celebrate the New Year / will be held by / the Music club
-
-

2. will be held by / study English well / a English lecture / Professor Liu / in order to
-
-

3. learn to repair cars well / to / will be held by / a training on car-repairing / the company
-
-

- 海报正文第二句一般交待了某项活动的地点、时间等信息, 即: “某活动将会在某时间某地点举办”

【例句展示 2】

- The final competition **will be held** in the school hall [at 7:00 p.m. on May 6th, 2022].
- The lecture **will be held** in the meeting hall [at 3 p.m. on Wednesday, Oct 19, 2021].

【句型总结 2: 某活动将会在某时间某地点被举办】

某活动 (或 It) + will be held + in the 地点 + [at+几点几分 / on+周几 / on+日期].

【仿句练习 2: 连词成句】

1. will be held / at 7:30 p.m. on March 9th / in the school library / the lecture
-
-

2. the speech contest / on the school playground / will be held / at 8:00 a.m. tomorrow
-
-

3. at 3:30 p.m. next Wednesday // in the company / will be held / the training

【例句展示 3】

*拓展：有时候可以直接一句话搞定海报的活动目的、主题、人物、地点和时间。

- **In order to** learn more about the car, a lecture about “Car Maintenance” **will be held by** Mr. Robert in the school hall [at 3 p.m. on Wednesday, Oct 19, 2021].
- **To** know more about your vocational school life, a Talk Show **will be held by** the Students’ Union in the school hall [at 2 p.m. on Friday, Oct. 20th].

【句型总结 3：为了……，某人将会在某地点某时间开展某活动】

In order to（或 **To**）+ 活动目的，某活动+ **will be held by**+ 主办方+ 地点+ [时间].

【仿句练习 3：连词成句】

1. in order to / a dancing show / on the playground / celebrate the New Year / will be held by / the dancing club / next Wednesday afternoon

2. at 3:00 p.m. next Sunday / Professor Li / a lecture about study / in order to learn Chinese well / in the library / will be held by

- 海报正文第三句一般表达一些带有邀约等语气的句子，即：“欢迎某人参加某活动”

【例句展示 4】

- **Welcome you all to attend.**
- **Welcome you all to attend** the show.
- **Welcome you all to attend** the show to cheer for the competitors.

【句型总结 4：欢迎某人参加某活动】

Welcome you all to attend + 某活动 + to + 参加对象可在活动中做的事情 .

【仿句练习 4：连词成句】

1. join us / welcome you to

2. take part in / the talk show / welcome you to

3. The final competition / to cheer for them / welcome you all to / attend

- 海报正文第四句一般交待了某项活动的注意事项、活动要求等信息，即：“请按照某种要求参加某项活动”

【例句展示 5】

➤ Please be there on time.

➤ Please join us on time.

➤ Please attend on time.

➤ Please take part in on time.

【句型总结 5：请按照某种要求参加某项活动】

Please be there / join us / attend / take part in on time .

【仿句练习 5：连词成句】

1. on time / be there / please

2. attend / the show / please / on time

3. and cheer for them / on time / please / join us

Step 6: Make a Summary.

第六步：图文并茂总结英文海报的大致模板

POSTER (首行居中)

XXXXX (活动主题，首行居中，大写)

(正文空两格) ① **In order to** (或 **To**) + 活动目的, 某活动 **will be held by** (被动语态) + 活动主办方. ② 某活动 (或 **It**) + **will be held** + in the 地点 + 将来的时间. ③ **Welcome you all to attend** + 某活动 + to + 做某事情. ④ **Please be on time!**

发布人或发布方 (右下角倒数第二行)

发布海报的日期 (右下角倒数第二行)

【海报专项练习】

【第一部分：词汇练习】

一、请将下列英语单词翻译成汉语。

- | | | | |
|--------------|-----------|------------|----------------|
| 1. activity | 2. reason | 3. purpose | 4. aim |
| 5. organizer | 6. place | 7. time | 8. requirement |

二、请将下列汉语翻译成英文。

- | | |
|------------|-----------------|
| 1. 脱口秀 | 2. 街舞表演 |
| 3. 英语演讲比赛 | 4. 校园歌手比赛 |
| 5. 职业技能比赛 | 6. 为了做某事 |
| 7. 庆祝某人的生日 | 8. 省钱 |
| 9. 保持身体健康 | 10. 在图书馆 |
| 11. 在房间 | *12. 在 401 房间 |
| 13. 在教学楼 | *14. 在第二教学楼 |
| 15. 准时 | 16. 保持安静 |
| 17. 有礼貌的 | 18. 为某人欢呼；为某人喝彩 |
| 19. 海报 | |

【第二部分：句型练习】

一、请将下列句子的中文意思翻译成英文。

1. 为了 (in order to ...) 学好英语, 吴老师将会举办一场英语讲座。

2. 为了学好修车, 公司将会举办一场有关汽修的培训 (a training on ...)。

3. 讲座将会在三月十四号上午十点在学校大厅举办 (will be held)。

4. 唱歌比赛将会在下周三晚上六点半在学校操场 (on the school playground) 举行。

5. 为了庆祝 (celebrate) 新年, 舞蹈社将会在下周日晚上七点在学校操场开展舞蹈展演活动。

6. 欢迎 (welcome) 你们参加本次活动。

7. 欢迎你们参加本次活动, 并为同学们喝彩 (cheer for ...)。

8. 请准时 (on time) 加入我们。

9. 请准时参加 (attend) 我们的活动。

【第三部分：写作练习】

一、请根据以下海报所给的内容, 填写下列表格。

<p>Join us!</p> <p>We have many school sports clubs!</p> <p>We have many good <i>coaches</i> (教练) .</p> <p>Mr. Huang is good at basketball.</p> <p>Mr. Lin is good at soccer.</p> <p>Mr. Li is good at baseball.</p> <p>Miss Chen is good at table tennis.</p> <p>Miss Yang is good at volleyball.</p> <p>Miss Zheng is good at badminton.</p> <p>Do you like one of them?</p> <p>Please join us!</p>
--

Name of Sport	The Coach's Name
Basketball	Mr. Huang
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

二、请根据以下中英文提示，完成海报。

布莱克教授将于下周六 10 月 20 日在厦门大学开一场关于国际贸易的讲座。讲座将于上午九点半在国际商务部的大厅正式开始。假如你是系部宣传部长，请制造一张 60-80 字的海报欢迎全体师生准时参加。

【参考词汇】

professor 教授

International Trade 国际贸易

hall 大厅

International Business Department 国际商务部

on time 准时

Poster
<p>A Lecture on _____</p> <p>_____ Are Welcome!</p> <p>_____, who is from America, is giving a lecture on _____ at _____ on _____ next Sunday in the _____ . Please be here _____ !</p> <p>Come on! Let's go!</p>

三、请根据以下中英文提示，完成一份 60—80 字的英文海报。

为庆祝五四青年节，校学生会音乐社将举办校园十佳歌手比赛总决赛。欢迎全校师生前往观看，为选手们加油助兴。

时间：2022 年 5 月 4 日晚上 7 点整

地点：学校操场

【参考词汇】

celebrate the Youth Day 庆祝青年节

School Students' Union 学生会

Campus Top 10 Singers Competition 校园十佳歌手比赛

final competition 总决赛

cheer for sb. 为某人喝彩

competitor 参赛选手

school playground 学校操场

【第一稿：写完主动拿给老师批改噢】

Poster

Music Club of the School Students' Union

【修正稿：你一定可以写得更好】

专题三 假条

Step 1: Read and Discuss.

第一步：请同学们回忆平时用手机掌上校园 APP 找老师请假的场景，并仔细阅读如下两篇英文假条，回答下列问题。

Passage A

Asking for Leave

December 4th, 2021

Dear Miss Yang,

I am sorry to tell you that I cannot go to school today. I catch a cold and I don't feel well. I have a headache and a fever. I want to see the doctor. I beg to apply for a day's leave. I will go to school tomorrow if I feel better.

Yours truly,

Jacky

Passage B

Leave Record

December 12th, 2021

Dear Mr. Smith,

My mother is coming to see me tomorrow. It is her first time to Xiamen. I have to go to meet her at the railway station, so I can't go to work tomorrow morning. Could you please allow me a half-day leave? I will go to work tomorrow afternoon.

Yours truly,

Wang Yu

Q1: “离开”的英文单词是哪个？

Q2: 如何用英文表达“假条”？假条二字一般位于哪里？

Q3: 从假条细节着手，这两份英文假条的请假人分别请了什么类型的假？

*Q4: 结合前三问，回归假条总体框架，请同学们自己尝试总结一下：英文假条应该包含哪些信息呢？

Step 2: Think and Find.

第二步：请同学们根据第一步阅读思考的结果，结合以下两份已总结好的知识清单，圈画出自己没有想到的知识点，并加以记忆。

知识清单（纯文字版）

- ✓ 假条是请求公司领导、学校老师等，准假不参加某项工作、学习、活动的文书。假条因为请假的原因分类，可分为请病假和请事假两张。它是公文写作中的一个很重要、但经常被同学们或人们忽略的一个应用文写作。
- ✓ 英文的假条的格式类比之前学习的书面通知，一般包括：标题、写假条的日期、正文、落款。
- ✓ 英文假条的标题一般用 **Asking for Leave** 或 **Leave Record** 这两个短语作为标题，这两种标题都应书写在正文首行上方的居中位置。
- ✓ 英文假条的正文包括：称呼语、请假事由、请假时间、返回时间、结束语等。
- ✓ 英文假条的称呼语通常用 **Dear Mr. / Mrs. / Miss + 姓氏（首字母大写）**，的形式；但是，如果不知道对方的姓氏或性别，可使用 **Dear Sir**, 或 **Dear Madam**, 做称呼语。
- ✓ 英文假条的结束语主要是表达感谢或期待对方同意请求。
- ✓ 英文假条右下角的落款处通常先用 **Yours**, 或 **Yours truly**, 或 **Yours sincerely**, 开头，再另起一行写上请假人的姓名。



图文并茂更清楚！

标题用 **Asking for Leave** 或 **Leave Record**，置于首行居中位置

请假人写这封请假条的日期，位于右上角标题下一行）

称呼语，

正文部分（段首空两格）：简要交代请假事由、请假时间、返回时间、结束语等等信息。

Yours,

请假人（人名注意大写）

Step 3: Read and Complete.

第三步：请同学们阅读下列两份假条，并根据表格内容的提示，完成表格。

Writing A: 假设你是杨洋，昨天晚上着凉了，感觉很不舒服。今天（12月24日）没法去上课，打算去医院看病，所以想找沈老师请假一天。请根据如下内容，填写一份请假条。

Asking for Leave	
Dec. 24 th	
Dear Mr. Shen,	
I'm sorry to tell you that I can't go to school today. I caught a cold last night and feel bad now. I have a sore throat and a bad cough. I want to see the doctor. I beg to ask for a day's leave. I'll go to school tomorrow if I feel better. Thank you!	
Yang Yang	

Asking for Leave	
Who wants to leave	
When to leave	
Recipient	
The reason to leave	
How many days off	

Writing B: 假设你是杰克（Jack），在厦门某公司的销售部门（Sales Department）工作。你的朋友第一次来厦门，明天（2021年5月15日）上午你要去火车站接他，所以你想先找王经理请假。请根据如下内容，填写一份考勤记录单。

Leave Record	
May 14 th , 2022	
Dear Mr. Wang,	
My best friend Tony is coming to see me tomorrow. It is his first time to Xiamen. I have to go to pick him up at the railway station, so I cannot go to work tomorrow morning. Could you please allow me half day's leave? I will go to work tomorrow afternoon. Thank you!	
Yours truly, Jack from Sales Department	
Attendance Record	
Date	
Employee	
Department	
On duty / On leave	
How long for leave	

***Step 4: Read, Think and Vocabulary Study.**

第四步：请同学们认真思考：自己是如何找到上面两份表格的正确答案，再结合之前阅读的英文假条，完成下列书面练习。

一、以下单词是假条的关键要素的英文表达，请将下列单词或词组翻译成中文。

- employee worker student
- recipient teacher manager boss
- on duty on leave sick leave
- reason reason for leave
- date when to leave when to be back how many days off

二、词汇分类练习：请根据下列的假条要素分类，将下列单词或词组翻译成中文。

● 起草假条时间的相关词汇

March 15 March 15th March 15, 2022 March 15th, 2022

*注意：在书写这个写假条的时间时，无需在日期前加上时间介词，如：on。

● 请假主题、请假原因等的相关词汇

go to school go to work

have a cold catch cold see the doctor in hospital

do some sports hurt one's leg stay in bed

come to Xiamen come to see sb. pick sb. up

● 具体请假时间的相关词汇

beg ... ask for ... allow sb. ...

one day's leave = a one-day leave half day's leave

two days' leave = a two-day leave three days' leave = a three-day leave

*注意：当用 day 来表达“请几天假”的时候，请区分名词所有格's 或'的用法。

如：半天或一天的假用's: half day's leave / one day's leave

大于一天的假用': two days' leave / a three days' leave

● 返校上学、返回工作岗位的相关词汇

be back to school come back school be back to work come back work

● 表达感谢、期待批假的相关词汇

thank you = thanks thank you for ... be thankful be grateful

express one's thanks approve one's leave

***Step 5: Read, Think and Sentence Study.**

第五步：同学们有了上一步词汇学习的铺垫，现在开始进行重点句型的学习。

一、阅读下列一封假条，回答下列问题。

Asking for Leave	
	December 5 th
Dear Miss Wang,	
I'm sorry that I can't go to school today. I hurt my left leg when I played football yesterday, so I can't move now. I have to stay in bed for three days. Now I am writing to ask for three days' leave. If I feel better, I will be back to school soon.	
Thanks!	
Yours, Zhang Qing	

Q1: 数一数：这封假条的正文内容总共有几句话？

Q2: 读一读：每句话分别表达什么意思？

*Q3: 想一想：假条每句话用的时态一样么？什么时候用一般现在时？什么时候用一般过去时？什么时候用现在完成时？选用时态的标准是什么呢？

Q4: 理一理：每句话包含哪些信息？可用什么时态？请用图示法在底下空白处体现出来。

Asking for Leave	
	December 5 th
Dear Miss Wang,	
假条正文第一句：_____（时态：_____）	
假条正文第二句、第三句：_____（时态：_____）	
假条正文第四句：_____（时态：_____）	
假条正文第五句：_____（时态：_____）	
假条正文第六句：_____	
Yours, Zhang Qing	

二、重点句型巩固：请根据下列句型提示，学习并书写正确的英文语句。

- 假条正文第一句一般开门见山地交代了自己想要请假的信息，即：“很抱歉地通知您，

我某个时候无法做某事”**【例句展示 1】**

- I am sorry to say that I can't go to school today.
- I am sorry to say that I can't go to work today.
- I am sorry to say that I can't go to school tomorrow.
- I am sorry to say that I can't go to work tomorrow.

【句型总结 1: 很抱歉地通知您, 我某个时候无法做某事】

I am sorry to say that I can't go to school / go to work (或某事) + 某时间 .

p.s. 时态选择: 一般现在时 (与时间无关)

【仿句练习 1: 连词成句】

1. I can't / I am sorry to say that / today / go to school

2. go to work / I can't / tomorrow afternoon / I am sorry to say that

3. the day after tomorrow / attend the meeting / I am sorry to say that / I can't

- 假条正文第二句和第三句一般交待了请假的原因, 即: “某人在某时间做事情, 所以导致了某结果”

【例句展示 2】

- I hurt my left leg when I played football yesterday, so I can't move now.
- I had a bad cold last night, so I feel bad now.
- My parents will come to see me tomorrow, so I can't work then.

【句型总结 2: 某人在某时间做事情, 所以导致了某结果】

I 或 My ... + 动词短语 (注意动词的变化) + 某时间 , so I + 表结果动词短语 + now .

时态选择:

判别 1: 一般先看假条右上角, 即: 写这封请假条的时间来判断本句的时态。

判别 2: 大部分情况下, 用一般过去时或现在完成时书写请病假的原因; 用一般将来时书写请事假的原因。

【仿句练习 2：连词成句】

1. I feel terrible now / so / I / yesterday / got a fever

2. so / last night / I overworked / I have got a bad cold / now

3. tomorrow / I can't go to work on time / my mother will come to see / so

- 假条正文第四句一般是请假人具体的请假时间和请假时长的句子，即：“我想要请多长时间的假”

【例句展示 3】

- I am sorry to ask for one day's leave.
- I beg to ask for one day's leave.
- I am writing to you to ask for a one day's leave.
- Could you allow me one day's leave?

【句型总结 3：我想要请多长时间的假】（二选一）

句式 1：陈述句 I'm sorry to / I beg to / I'm writing to you to ask for 时长+'s 或'+ leave .

句式 2：疑问句 Could you allow me 时长 + 's 或' + leave ?

【仿句练习 3：连词成句】

1. one day's leave / I am writing you to / ask for

2. I beg to / two days' leave / ask for

3. ask for / half day's leave / I am sorry to

4. ask for / could you / two days' leave / allow me

- 假条正文第五句一般向批假人告知返校或返岗时间，即：“我将会在某时间返回”

【例句展示 4】

- If I feel better, I will be back soon.

- **If I feel better, I will be back in three days.**
- **If it is done, I will go to work this afternoon.**

【句型总结 4：如果一切正常，我将会如期返校/返岗】

句式 1：病假：If I feel better, I will be back + 将来的时间 .

句式 2：事假：If it is done, I will go to + 地点 + 将来的时间 .

时态选择：If 引导的从句用一般现在时，逗号后的主句用一般将来时。（主将从现）

【仿句练习 4：连词成句】

1. I feel better / I will come back / tomorrow / if

2. tomorrow afternoon / if / I will go to work / the thing is done

- 假条正文第六句一般向批假人表示期望或感谢的句子，即：“感谢您的准假”

【句型总结 5：感谢您的准假】（三选一）

句式 1：Thank you! / Thank you very much! / Thanks a lot!

句式 2：Thank you for your consideration! 感谢您给予考虑!

句式 3：I shall be thankful if you could approve (批准) my leave.

Step 6: Make a Summary.

第六步：图文并茂总结英文假条的大致模板

Asking for Leave（首行居中）

写这封假条的日期（无需加介词 on）

Dear + 批假人（如没有透露具体人名，则用 Sir 或 Madam），

（正文空两格）① I am sorry to say that I can't go to school / go to work（或某事）+ 某时间 . ②+③ I 或 My ... + 动词短语（注意动词的变化）+ 某时间 , so I + 表结果动词短语 + now . ④ Could you allow me 时长 + 's 或 ' + leave ? ⑤ If I feel better, I will be back + 将来的时间 .

（另起一段空两格）⑥ Thank you!

Yours,

请假人

【假条专项练习】

【第一部分：词汇练习】

一、请将下列英语单词翻译成汉语。

- | | | | |
|-------------|----------------|-----------------------|--------------|
| 1. employee | 2. worker | 3. student | 4. recipient |
| 5. teacher | 6. manager | 7. boss | 8. on duty |
| 9. on leave | 10. sick leave | 11. how many days off | |

二、请将下列汉语翻译成英文。

- | | |
|---------------|---------------|
| 1. 2022年3月21日 | 2. 2022年4月20日 |
| 3. 去学校 | 4. 去上班 |
| 5. 重感冒 | 6. 看医生 |
| 7. 去医院 | 8. 住院 |
| 9. 做运动 | 10. 伤到某人的腿 |
| 11. 卧床 | 12. 来看某人 |
| 13. 接某人 | 14. 请求 |
| 15. 允许某人做某事 | 16. 请假 |
| 17. 请一天假 | *18. 请两天假 |
| *19. 请三天假 | *20. 请半天假 |
| 21. 返校（上课） | 22. 返回工作（岗位） |
| 23. 感谢 | 24. 为……感谢 |
| *25. 表达某人的感谢 | *26. 批准某人的假 |

【第二部分：句型练习】

一、请将下列句子的中文意思翻译成英文。

1. 我很抱歉地告诉您：（I am sorry to say that ...）我今天无法来学校上课。

2. 我很抱歉地告诉您：我明天（tomorrow）无法来公司上班。

3. 我昨晚得了重感冒，以至于我今天人很不舒服（feel so bad）。

4. 我昨天打篮球的时候，不小心伤到了左腿（hurt my left leg），以至于我今天无法动弹。

5. 我的父母明天将会来厦门看我，所以（so ...）我明天无法来公司上班。

6. 我想请（ask for ...）一天的假。

7. 您能允许我（Could you allow me to ...）请三天的假么？

8. 如果我身体有好转（feel better），我明天将会返校上课。

9. 十分感谢您的准假（approve one's leave）。

【第三部分：写作练习】

一、请根据以下请假条的内容，填写一份考勤记录表。

Asking for Leave

May 15th, 2022

Dear Mr. Li,

My best friend Tony is coming to see me tomorrow. It is his first time to Fuzhou. I have to go to pick him up at the railway station, so I cannot go to work tomorrow morning. Could you please allow me half day's leave? I will go to work in the afternoon.

Thank you!

Yours truly,

Tom

Attendance Record	
Date	1.
Employee	2.
On Duty / On Leave	3.
How Long for Leave	4.
Reason for Leave	5.

二、请根据以下中英文提示，完成请假条。

假设你是玛丽，今天（2022年3月20日）你因为感冒、头疼得厉害、人不舒服，无法去学校上课。你想请假一天去找医生看病，并保证第二天返校上课。请根据上述情况给你的班主任林老师请假。

【参考词汇】

feel well 感到舒服

ask for ... leave 请假

Ask for Leave	
	March 20 th , 2022
Dear Miss Lin,	
I am sorry to tell you that I can't _____ . I _____	
and _____ . And I don't _____ . I am going to _____ . I am writing to _____ . I will come back to school _____ as soon as I feel better	
Thank you!	
	Yours truly, Mary

三、请根据以下中英文提示，完成一份 60—80 字的英文请假条。

假设你叫乔安（Joan），请你给你的林老师（Miss Lin）写一份请假条。

事由：你昨天游泳患了感冒，觉得头疼，在发烧，医生建议休息。

事假：2 天

日期：2022 年 6 月 10 日

其他：表示尽快返校，并补上所缺课程

【参考词汇】

advise sb. to do sth. 建议某人做某事

make up for ... 补上……

【第一稿：写完主动拿给老师批改噢】

Asking for Leave

Jun. 10th, 2022

Dear Miss Lin,

Thank you!

Yours,

Joan

【修正稿：你一定可以写得更好】

专题四 备忘录

Step 1: Read and Discuss.

第一步：请同学们回忆日常学生会部门会议上自己做的笔记，并仔细阅读如下两篇英文备忘录，回答下列问题。

Passage A

<p>Memo</p> <p>From: Allen [tommo@XX.com]</p> <p>To: Wang Yang [yangyang@XXXX.com]</p> <p>Subject: Welcome to my birthday party!</p> <p>Dear Wang Yang,</p> <p>I would like to invite you to my birthday party at 6 p.m. next Saturday. At the party, we can play games, tell jokes and sing songs. I also want to invite some other classmates and some friends to the party. And you will find a big surprise at the party. Please come and have fun with us.</p> <p style="text-align: right;">Regards, Allen</p>
--

Passage B

<p>Memo</p> <p>From: Happy Children Company [welovechildren@XXX.com]</p> <p>To: Mr. Smith [smithsmith@XXX.com]</p> <p>Subject: Welcome to our new product show!</p> <p>Dear Mr. Smith,</p> <p>We are inviting you to attend our company's New Product Show. The show will be opened at 9:00 a.m. on November 19th in the hall of Shangri-La Hotel. If you have any question, please call our secretary Miss Lin at (86)591 88887777. We look forward to seeing you.</p> <p style="text-align: right;">Yours sincerely, Happy Children Company</p>
--

Q1: 英文的“备忘录”怎么说？一般位于哪里？

Q2: 观察 From, To, Subject 这几个单词，其实备忘录更像是一篇正式的什么？

*Q3: 从语篇细节着手，请同学们自己尝试总结一下：英文备忘录应该包含哪些信息呢？

Step 2: Think and Find.

第二步：请同学们根据第一步阅读思考的结果，结合以下两份已总结好的知识清单，圈画出自己没有想到知识点，并加以记忆。

知识清单（纯文字版）

- ✓ 备忘录是一种正式的文件，通常用于传达信息、以便读者快速了解事务并予以回应。其结构清晰、阅读方便、传递迅速，常为公司或团体使用。
- ✓ 与前几个专题学习的应用写作相似，英文的备忘录（memo）一般包括：标题、题号、正文等三部分信息。
- ✓ 英文备忘录通常用 Memo 作为标题，并位于首行居中位置。
- ✓ 英文备忘录的题头一般包括：From:（谁写的）；To:（写给谁的）；Date:（写这封备忘录的日期）；Subject:（主题）等四部分信息。
- ✓ 英文备忘录正文内容遵循言简意赅的原则，一般包含：时间、地点、人物、活动、目的、联系方式等信息。
- ✓ 英文备忘录右下角的落款处通常先用 Yours, 或 Yours truly, 或 Yours sincerely, 或 Regards, 开头，再另起一行写上写这封备忘录的人的姓名。



图文并茂更清楚！

标题用 Memo，置于首行居中位置

From: 谁写的备忘录？

To: 备忘录写给谁的？

Date: 何时写的这篇备忘录？

Subject: 这篇备忘录的主题是什么？

称呼语，

正文部分（段首空两格）：简要交代时间、地点、人物、活动、目的、联系方式等信息。

Yours,（可省略）

写这封备忘录的人（人名注意大写）

Step 3: Read and Complete.

第三步：请同学们阅读下列两份备忘录，并根据表格内容的提示，完成表格。

Writing A: 阅读以下邀请函，请帮 Wang Yang 填写一份备忘录。

Memo	
From: Allen [tommo@XX.com]	
To: Wang Yang [yangyang@XXXX.com]	
Subject: Welcome to my birthday party!	
Dear Wang Yang,	
I would like to invite you to my house to take part in my birthday party at 6:00 p.m. next Saturday. At the party, we can play games, tell jokes, and sing songs. I also want to invite some other classmates and some friends to the party. And you will find a big surprise at the party. Would you like to come? Call me at 66473583 if you want to know more.	
Regards, Allen	
Memo	
To	
Events	
Time	
Activities	
Guests	
Place	
Telephone number	

Writing B: 阅读以下邀请函，请帮 Mr. Chen 填写一份备忘录。

Memo	
From: New Energy Center [greenenergy@XXX.com]	
To: Mr. Chen [chenchen@XXX.com]	
Subject: Welcome to attend our meeting!	
Dear Mr. Chen,	
We are inviting you to attend our meeting on World New Energy Development in 21 st Century held by the New Energy Research Center. The meeting will be opened at 9 am on December 22 nd in the Meeting Room of Oriental Hotel. If you have any question, please call our secretary, Miss Lee at 15987456321. We look forward to seeing you.	
New Energy Center	
Memo	
To whom	
Topic of meeting	
Organizer	
Time	
Location	
Telephone	

***Step 4: Read, Think and Vocabulary Study.**

第四步：请同学们认真思考：自己是如何找到上面两份表格的正确答案，再结合之前阅读的英文假条，完成下列书面练习。

一、以下单词是备忘录的关键要素的英文表达，请将下列单词或词组翻译成中文。

- subject topic event activity
- people host guests organizer
- time date
- place location
- contact telephone number e-mail wechat = weixin

二、词汇分类练习：请根据下列的假条要素分类，将下列单词或词组翻译成中文。

● 活动主题的相关词汇

join a birthday party attend a meeting attend a show give a lecture

*拓展：有时候想表达“参加具体某某活动”时，可在名词后加介词 **about** 或 **on**。

如：attend a meeting **on** new production promotion

give a lecture **about** new energy

● 人物的相关词汇

invite invite sb.

*拓展：有时候想表达“邀请或欢迎某人参加某活动”，可在词组后加 **to...**。

如：invite your friends **to** my birthday party

welcome you **to** our company

● 时间的相关词汇

at 8 o'clock in the morning at half past six tonight at 3 p.m.

in March on March 15 = on March 15th on March 15, 2022

*注意：时间介词 **at, in, on** 的用法

如：at + 几点几分；in + 上午/下午/晚上/月份/年份；on + 几月几日

● 地点的相关词汇

at home in one's house in the room in the park

at school in the school hall in the meeting hall in the library

● 具体活动的相关词汇

play games tell jokes sing songs find a surprise

have dinner have a picnic watch TV see a movie
 discuss the issue

● 联系方式的相关词汇

call sb. at + 电话号码 add one's weixin as friend learn more information

***Step 5: Read, Think and Sentence Study.**

第五步：同学们有了上一步词汇学习的铺垫，现在开始进行重点句型的学习。

一、阅读下列一封备忘录，回答下列问题。

Memo
From: International Business Department of Fujian University [ibdfu@XXX.com]
To: Mr. Wang [greywang@XXX.com]
Date: December 15 th
Subject: Welcome you to give a lecture to us!
Dear Mr. Wang,
We are inviting you to give a lecture on International Trade in the International Business Department of Fujian University next Saturday. The lecture will begin at 9 a.m. on December 30 th in the hall of International Business. If you have any question, please call our secretary, Mr. Gao at 86-591-83344011. We look forward to seeing you.
International Business Department of Fujian University

Q1: 数一数：这封备忘录的正文内容总共有几句话？

Q2: 读一读：每句话分别表达什么意思？

Q3: 想一想：备忘录的正文一般用什么时态？

***Q4: 理一理：请类比之前学习过的应用写作，用图示法在底下空白处总结备忘录相关信息。**

Memo
From: International Business Department of Fujian University [ibdfu@XXX.com]
To: Mr. Wang [greywang@XXX.com]
Date: December 15 th
Subject: Welcome you to give a lecture to us!
Dear Mr. Wang,
备忘录正文第一句: _____
备忘录正文第二句: _____ (时态: _____)

备忘录正文第三句: _____

备忘录正文第四句: _____

International Business Department of Fujian University

二、重点句型巩固: 请根据下列句型提示, 学习并书写正确的英文语句。

- 备忘录正文第一句一般开门见山地交代了活动主题和邀约对象, 即: “我们想邀请你某时间来某地参加某活动”

【例句展示 1】

- We are inviting you to **give a lecture** in Fujian University next Saturday.
- We are inviting you to **join my birthday party** in my house next Sunday.
- I'd like to invite you to **give a lecture** in Fujian University next Saturday
- I'd like to invite you to **join my birthday party** in my house next Sunday

【句型总结 1: 我们想邀请你某时间来某地参加某活动】 (二选一)

句式 1: We are inviting you to + **某活动** + **地点** + 将来的时间 .

句式 2: I'd like to invite you to + **某活动** + **地点** + 将来的时间 .

【仿句练习 1: 连词成句】

1. join my garden party / this Sunday morning / in my house / I'd like to invite you to

2. next Wednesday / give a lecture / We are inviting you to / at school

- 备忘录正文的第二句交待了某活动的具体时间和具体地点, 即: “某活动将会在某时某地开始”

【例句展示 2】

- The lecture **will begin** at 9 a.m. on December 30th [in the hall of International Business].
- The party **will begin** at 7 p.m. on March 30th [in my living room].
- The lecture **will be held** at 9 a.m. on December 30th [in the hall of International Business].
- The party **will be held** at 7 p.m. on March 30th [in my living room].

【句型总结 2: 某活动将会在某时某地开始】(二选一)

主动语态: 某活动 + **will begin** + 将来的时间 + [某地点].

被动语态: 某活动 + **will be held** + 将来的时间 + [某地点].

时态选择: 一般将来时 (will + 动词原形)

【仿句练习 2: 连词成句】

1. the party / at 6:30 p.m. next Sunday / in the garden / will begin

2. at 8:30 a.m. next Monday / will begin / in the meeting room / the meeting

3. will be held / on the school playground / the show / at 8:00 a.m. tomorrow

- 备忘录正文的第三局一般是交待了某活动的具体内容, 即: “在某活动期间, 某人将会做某事”

【例句展示 3】

➤ During the party, we can play games and tell jokes.

During the party, we can play games and tell jokes.

➤ After dinner, we will see a movie and sing songs.

During the meeting, we will discuss the issue about how to study vocational skills well.

【句型总结 3: 在某活动的某个期间, 我们可以 / 将会做某事】

During / After + 某活动, **we can / we will** + 某活动动词短语 .

注意: 无论用 we can, 还是用 we will, 后面都用原形动词的动词短语。

【仿句练习 3: 连词成句】

1. we can / during the lecture / prepare some questions

2. during the party / play games / we can

3. eat a birthday cake / after party / make a wish / and / we will

4. after meeting / have lunch together / we will / and / discuss more questions

- 备忘录正文的第四句一般是提供联络方式给邀请方，以备不时之需，即：“如果你有任何问题，你可以用某方式联系某人”

【例句展示 4】

- If you have any question, please **call** Mr. Gao **at** 86-591-83344011..
- If you have any question, please **contact** me **at** 13098745236.
- If you have any question, please **e-mail** my secretary **at** smithchen@xxx.com.
- If you have any question, please **add my weixin as friend** to learn more information.

【句型总结 4：如果你有任何问题，你可以用某方式联系某人】（二选一）

句式 1: If you have any question, please **call / contact / e-mail** +联系人+ **at** +联系方式.

句式 2: If you have any question, please + **具体联系方式** + to learn more information.

【仿句练习 4：连词成句】

1. please call Mr. Zhang / if you have any question / at 13012345678

2. at 18877765322 / if you have any question / please contact my secretary Miss Liu

3. if you have any question / at englishstudy@xxx.com / please e-mail me

4. to learn more information / please add my weixin as friend / if you have any question

- 备忘录的正文第五句则是热情期待邀请方能够如期赴约，即：“我们将会期待某人的到来”

【句型总结 5：我们将会期待您的到来】（三选一）

句式 1: Please join us!

句式 2: I hope you will come!

句式 3: We are looking forward to seeing you.

Step 6: Make a Summary.

第六步：图文并茂总结英文备忘录的大致模板

Memo（首行居中）

From: 发件人姓名、职务、所在部门（注意大小写）

To: 收件人姓名、职务、所在部门（注意大小写）

Date: 写这篇备忘录的日期（无需加介词 on）

Subject: 备忘录的主题（一般是祈使句，即动词原形位于句首的句子）

Dear + 收件人姓名（注意大小写），

（正文空两格）① I'd like to invite you to + 某活动 + 地点 + 将来的时间 . ② 某活动 + will begin + 将来的时间 + [某地点]. ③ During + 某活动 , we can + 一些表示具体活动的动词短语 . ④ If you have any question, please call + 联系人 + at + 联系方式. ⑤ If I feel better, I will be back + 将来的时间 .

（另起一段空两格）⑥ Thank you!

发件人姓名或发件方（注意大小写）

【备忘录专项练习】

【第一部分：词汇练习】

一、请将下列英语单词翻译成汉语。

- | | | | |
|--------------|-------------|-------------|------------|
| 1. subject | 2. activity | 3. host | 4. guests |
| 5. organizer | 6. place | 7. location | 8. contact |

二、请将下列汉语翻译成英文。

- | | |
|-----------------------------|-----------------------|
| 1. 参加生日派对 | 2. 参加会议 |
| 3. 开讲座 | *4. 开一场关于学习的讲座 |
| 5. 邀请某人做某事 | 6. 在上午八点整 |
| 7. 在晚上六点半 | 8. 在三月 |
| 9. 在 3 月 15 日 | 10. 在 2022 年 3 月 15 日 |
| *11. 在 2022 年 3 月 15 日晚上七点半 | |
| 12. 在家 | 13. 在房间 |
| 14. 在花园 | 15. 在学校大厅 |
| 16. 在会议室 | 17. 玩游戏 |
| 18. 讲笑话 | 19. 发现一个大惊喜 |
| 20. 给某人打电话 | 21. 了解更多的信息 |

【第二部分：句型练习】

一、请将下列句子的中文意思翻译成英文。

1. 我们想邀请你 (We are inviting you to ...) 下周日到我家参加我的生日派对。

2. 我想要邀请你 (I'd like to invite you to ...) 下周三上午来我的公司参加会议。

3. 派对将会在 2022 年 5 月 15 日晚上六点半在我的花园开始 (will begin)。

4. 讲座将于 2022 年 4 月 26 日在学校会议室举行 (will be held)。

5. 在派对期间，我们可以（we can ...）唱歌、跳舞、玩游戏。

6. 晚饭后，我们将（we will ...）一起看电影、讲笑话。

7. 如果你有任何问题，请打电话（call me at ...）1889xxx1234 联系我。

8. 如果你想了解更多的信息（learn more information），请加微信好友联系我。

【第三部分：写作练习】

一、请根据以下邀请函的内容，填写一份备忘录。

Invitation	
Dear Mr. Nelson,	
We are inviting you to attend our company's New Products Show. The show will be opened at 9:00 a.m. on May 21 st , 2022 in the exhibition hall of the West Lake Hotel. If you have any question, please call our secretary Miss Li on (86)59187654xxx. We look forward to seeing you.	
Yours sincerely,	
Michael Gao	
Golden Childhood Toys Company	
Memo	
To	Mr. Nelson
Activity	1.
Organizer	2.
Time	3.

Location	4.
Telephone	5.

二、请根据以下中英文提示，完成备忘录。

发信人	刘秘书
收信人	全体员工
发信日期	2021年12月15日
活动主题	公司新年派对
活动时间	2021年12月30日 18:00—21:00
活动地点	ABC酒店
联系方式	amyliu@sina.com
报名截止时间	2021年12月20日
其余事项	可携带亲朋好友

【参考词汇】

hold a party 举办派对

staff 公司职员

in advance 提前，事先

December (Dec.) 十二月

bring sb. along 随同携带某人

make reservation 预约（报名）

Memo

From: Amy Li, Secretary

To: All the staff

Date: December 15th, 2021

Subject: New Year's Party of Our Company

Dear staff,

_____ will be held in the
 _____ from _____ to _____, December 30th, 2021.
 _____ are welcome. Food and drinks are supplied for free. You can
 also bring _____ along if you tell us in advance. Please send an
 e-mail to _____ to make reservation by _____.

Thanks!

Secretary Liu.

三、请根据以下中英文提示，完成一份英文备忘录。

假设你叫凯特（Kate），今天是 2022 年 4 月 15 日。下个星期天（4 月 24 日）是你的生日，请你写一封 60—80 字的邀请函邀给你的好朋友汤姆（Tom），请他生日当天的下午五点整到你家参加你的生日派对。同时，你还邀请了 Lucy, Jenny, John 这三位小伙伴。到时候你们还将一起共进晚餐，饭后一同唱歌、看电影、讲笑话等。

【参考词汇】

invite sb. 邀请某人

birthday party 生日派对

sb. is invited 某人被邀请

have a good time 玩得开心

【第一稿：写完主动拿给老师批改噢】

Memo

From: _____

To: _____

Date: _____

Subject: _____

Dear Tom,

I am looking forward to seeing you then!

Yours,

Kate

【修正稿：你一定可以写得更好】

From: _____

To: _____

Date: _____

Subject: _____



专题五 日程安排

Step 1: Read and Discuss.

第一步：请同学们回忆平时上课的课程表，并仔细阅读如下三篇英文日程安排，回答下列问题。

Passage A

A One-Day Tour in Amoy

Amoy is a well-known city in Fujian, China. It is a city with a long history. Here is a one-day tour plan for you.

In the morning, you will visit the South Putuo Temple, an excellent place to know the culture of southern Fujian. In the afternoon, you can go to the Gulangyu Island. You can go boating and enjoy the beautiful view. In the early evening, you can have a walk in the Zhongshan Pedestrian Street. Finally, in the evening, you can enjoy a wonderful music fountain in the Bailuzhou Park.

Wish you a good trip!

Passage B

A One-day Tour in Beijing

Beijing is the capital of China. It's a city with a long history. We have a one-day tour plan for you.

In the morning, you'll start the day at the Great Wall, an excellent place to know the history of China. At noon, we can go to the Summer Palace to go boating and enjoy the beautiful view. In the afternoon, we'll go to Tian'anmen Square to have a walk. Finally, in the evening, we'll enjoy a show at the National Grand Theatre.

We wish you a great trip!

Passage C

A Business Schedule Next Week

Dear Boss Huang,

It is informed that you will be on business next week. Here are the schedule for you. Please keep them in mind:

First of all, on Monday morning, you will go to the airport at 8:00. The plane will take off at 9:30 and will arrive in Beijing around 12:00. David from ABC Company will pick you up to the hotel. What's more, on Monday afternoon, you will have a rest in the hotel and prepare for the next day's meeting.

After having a meeting in ABC Company on Tuesday, you will visit ABC Company's factory and DEF Company on Wednesday.

Then, on Thursday morning, you will fly to Shanghai at 9:00. And in the afternoon, you will meet Mr. Smith from America at Shanghai Hotel.

Finally, on Friday morning, you will fly back to Fuzhou at 8:00.

That is all for your schedule next week.

Yours,
Mike

Q1: 请查找 schedule 和 timetable 这两个英文单词的中文意思。

Q2: 从整体上看，两篇日程安排表是分别讲了什么类型的安排？

Q3: 从细节入手，两篇日程安排表有哪些共同的信息？

*Q3: 结合前三问，请同学们自己尝试总结一下：英文日程安排应该包含哪些信息？

Step 2: Think and Find.

第二步：请同学们根据第一步阅读思考的结果，结合以下两份已总结好的知识清单，圈画出自己没有想到的知识点，并加以记忆。

知识清单（纯文字版）

- ✓ 日程安排（schedule 和 timetable）通常是列出一定时间内要完成的事项，如：旅行行程安排、工作或学习计划、商务人士的工作安排等。
- ✓ 英文的日程安排可用 schedule 和 timetable 作为标题，并位于首行居中位置。但也可因具体内容而定，如果是旅行计划，可用“A + 时长 + Tour + in + 某地”做标题。
- ✓ 英文的日程安排一般包括：具体时间、地点、所做的事情等信息，即：要让他人一目了然地“要在某个具体时间在某个具体地点做某件事情”。
- ✓ 英文日程安排的语言表达要简练、突出要点，所以在书写时，可按照不同时间顺序进行分段描述。



图文并茂更清楚！

标题用 Schedule 或 Timetable（首行居中）

（若是旅行计划，可用“A + 时长 + Tour + in + 某地”做标题）

正文部分（段首空两格）：需简要交代具体时间、地点、所做的事情等信息。

可按时间分段，如：时间 1+地点 1+事件 1

可按时间分段，如：时间 2+地点 2+事件 2

可按时间分段，如：时间 3+地点 3+事件 3

.....

Step 3: Read and Complete.

第三步：请同学们阅读下列两份日程安排，并根据表格内容的提示，完成表格。

Writing A: 假如你在一家旅行社工作，你为游客设计一个英国伦敦两日游的计划，请根据计划安排下列日程表。

A Two-day Tour in London			
London is a wonderful city with a long history. Here's a two-day tour plan for you.			
On the morning of the first day, you'll visit the river Thames, the longest river in Britain, and see the famous Tower Bridge. You'll go on a boat ride to see the beautiful view. In the afternoon, you'll go to Buckingham Palace. If you are lucky enough, you can watch the Changing of the Guard. In the evening, you'll go to see a famous play at Grand Theatre.			
On the second day, you will visit the British Museum and learn about the history of many countries. In the evening, you'll go shopping and buy some gifts in Oxford Street.			
Wish you a good trip!			
A Two-day Tour in London			
	Time	Place	Activities
Day1	In the morning		
	In the afternoon		
	In the evening		
Day2	In the daytime		
	In the evening		

Writing B: 假定你是蒂姆 Tim, 你的朋友杰克逊 Jackson 打算在国庆节到北京旅游, 你为他提供旅行建议。请根据以下信息完成行程安排表。

Travel Schedule	
Dear Jackson,	
Here is my suggestion about your travel during the National Day holiday.	
On Oct. 1 st , you may take the flight to Beijing at 6:00 a.m.. You will visit the Tian'anmen Square in the afternoon. Next day, I suggest you visit the Great Wall, the longest wall in the world. For the next two days, you can visit the Summer Palace, walk round here and there in the downtown section of Beijing and do some shopping. On Oct. 5 th , you are to take a train to Tai'an to climb Mount Tai, which is quite near to the city. You have to stay at the top for the night, and next early morning, if luckily, you may enjoy a wonderful view of the sunrise, which will never be forgettable. In the afternoon, you may return to Fuzhou by air.	
Wish you a good trip!	
Yours, Tim	
Travel Schedule	
When	What to do
Oct. 1 st	
Oct. 2 nd	
	visiting the Summer Palace; walking around in the downtown section of Beijing and doing some shopping
Oct. 5 th	
	enjoying a wonderful view of the sunrise; returning to Fuzhou by air

***Step 4: Read, Think and Vocabulary Study.**

第四步：请同学们认真思考：自己是如何找到上面两份表格的正确答案，再结合之前阅读的英文日程安排，完成下列书面练习。

一、以下单词是日程安排的关键要素的英文表达，请将下列单词或词组翻译成中文。

- | | | | |
|------------|--------------|-------------|-------------------------|
| ➤ schedule | timetable | plan | tour / journey / travel |
| ➤ time | date | when | what time |
| ➤ place | scenic spots | where to go | |
| ➤ activity | what to do | | |

二、词汇分类练习：请根据下列的日程安排的要素分类，将下列单词或词组翻译成中文。

● 日程安排的相关词汇

travel schedule	travel plan	business schedule
keep ... in mind	a must-do	

*拓展：有时候想表达“**某时长的旅行计划**”时，可在名词计划前加 **a + 某时长**，这里需注意名词所有格的表达区分。

如：a **one-day** travel plan = a **one day's** travel plan

a **three-day** travel schedule = a **three days'** travel schedule

● 时间顺序的相关词汇

on the first day	on the second day	the next day
Day 1	Day 2	Day 3
in the morning	in the afternoon	in the evening
at noon	at night	at midnight
first / first of all / at first	second / then / what's more	finally / in the end

*注意：有时候想表达“**在某具体时间的上午 / 下午 / 晚上**”时，介词需改成 **on**。

如：**on** the morning of the first day **on** the afternoon of the second day

on the morning of March 17th **on** the evening of Christmas

● 地点的相关词汇

China	Fujian	Xiamen
the South Putuo Temple	the Zhongshan Pedestrian Street	the Gulangyu Island
the Tian'anmen Square	the Great Wall	the Summer Palace
the river Thames	the Tower Bridge	the British Museum

*拓展：同学们课余时间应有意识地收集公共场所以及著名景点的英文词汇，并观察发现：这些专有名词的首字母都应大写。

● 活动的相关词汇

- | | | |
|--------------------------|---|-----------------------|
| ✓ see the beautiful view | enjoy the beautiful view | see the whole city |
| take a hot bath | lie on the beach | stay in the hotel |
| have a walk | visit the river Thames | take photos |
| do some shopping | buy some gifts | eat delicious food |
| enjoy a show | see a famous play | |
| climb the mountain | climb to the top of the bridge | breathe the fresh air |
| visit the museum | learn about the history of many countries | |
| return to +地点 | end one's trip | |
| have a great time | have a nice trip | |
| ✓ go to the airport | have a rest in the hotel | |
| prepare for the meeting | have a meeting | |
| visit the factory | visit the company | discuss with sb. |
| fly to +地点 | fly back to +地点 | |

*注意：同学们在记忆这些动词词组的中文意思以及单词拼写的基础之上，还可根据实际情况添加相应的时间或相应的地点，这样会使句意更完整。

如：have a good trip **in Xiamen** enjoy the beautiful view **of Yundang Lake**
 prepare for the **next day's** meeting visit the museum **on Sunday morning**

● 交通工具的相关词汇

car / bus / BRT / taxi // DiDi / bike / shared bike / train / CRH / plane / boat / ship

go to + 地点 by + 交通工具

take the + 交通工具 to + 地点

drive to + 地点

fly to + 地点

ride to + 地点

go on a boat ride to + 地点

***Step 5: Read, Think and Sentence Study.**

第五步：同学们有了上一步词汇学习的铺垫，现在开始进行重点句型的学习。

一、阅读下列一封日程安排，回答下列问题。

A Two-Day Tour in Sydney

Sydney is a well-known city in Australia. It is a city with a long history. Here is a two-day tour plan for you.

Day 1:

We will start the day at Royal Botanical Garden, an excellent place to relax and breathe the fresh air. The afternoon is free. We can go shopping at Opera House Market or visit Sydney Aquarium to get close to sea animals. When we come back, we will enjoy a show at the Sydney Opera House in the evening. Once you are in Sydney, it is a must-do.

Day 2:

We will go to Elizabeth Bay House in the morning. We can see an entire picture of 19th century life. In the afternoon, we will drive to Bondi Beach. We can just lie on the beach and have a great time. In the early evening, we will end our trip at Sydney Harbor Bridge. When we climb to the top of the bridge, we will see the whole city of Sydney in beautiful evening lights.

Wish you a good trip!

Q1: 数一数：这封日程安排总共有几个自然段？

Q2: 想一想：日程安排一定得是四个自然段吗？它是按照什么进行分段的？

Q3: 读一读：每个自然段的每句话大致表达了什么信息？

Q4: 找一找：既然是旅行计划安排，那么日程安排的正文一般用什么时态？

*Q5: 理一理：请用图示法在底下空白处总结日常安排的相关信息。

A Two-Day Tour in Sydney

日程安排正文第一段：_____ 时态（_____）

日程安排正文第二段：_____ 时态（_____）

日程安排正文第三段：_____ 时态（_____）

日程安排正文第四段：_____ 时态（_____）

.....

.....

.....

若在第四段就结束了具体的日程安排，那么日程安排的最后一段：_____

二、重点句型巩固：请根据下列句型提示，学习并书写正确的英文语句。

- 日程安排正文第一段一般开门见山地交代了某次日程安排的去向，即：“这是某某某的日程安排”

【例句展示 1】

- Sydney is a well-known city [in Australia]. Here is a **two-day tour plan** for you.
Xiamen is a famous city [in China]. Here is a **three-day travel plan** for you.
- It is informed that you will be on business next week. Here is **the schedule** for you!
It is informed that you will be on business next weekend. Here is **the timetable** for you!

【句型总结 1：这是某某某的日程安排】（请根据具体日程安排的种类进行选择）

句式 1：若是旅行安排，

某地 + is a + 形容词 + place/city/province/country + [在某地].

Here is a + 具体时长 + **tour/travel plan** for you.

句式 2：若是工作安排，

It is informed that you will be on business + [在某地].

Here is a + 具体时长 + **schedule/timetable** for you. (*Please keep in mind!)

【仿句练习 1：连词成句】

1. a one-day tour / Fuzhou is / here is / in Fujian / for you / a beautiful city

2. a modern city / for you / here is / Shanghai is / one-week trip / in China

3. tomorrow / here is / it is informed that / be on business / the schedule
/ you will be / for you

4. next week / a three-day timetable / please keep in mind / you will / for you
/ it is informed that / have a training / here is

- 从日程安排正文的第二段开始，则开始详细告知安排内容，即：“某人将会在某时间某地方做某事”

【例句展示 2】

- We **will start the day** at the Royal Botanical Garden.
- We **will start the day** at the British Museum.
- We **will end our trip** in the beautiful evening night [on the last day].
- We **will end our trip** on Oxford Street [on the last night].

【句型总结 2：某人将会在何时何地开始或结束旅行】

句式 1：旅程开始：We will **start the day** + 地点介词短语 .

句式 2：旅程结束：We will **end our trip** + 地点介词短语 + [时间介词短语] .

时态选择：一般将来时（will+动词原形）

主语人称：选用 we 或 you ，但要视具体情况而定

【仿句练习 2：连词成句】

1. from the Great Wall / we will / start the day

2. start the day / in the Summer Palace / we will

3. end our trip / we will / on Oct. 24th / in Beijing

4. in the National Grand Theatre / at the end of first day / end our trip / we will

【例句展示 3】

*拓展：有时候我们可以直接两句话搞定一项日程安排的时间、人物、地点和活动。

- [In the morning], we **will go to** Elizabeth Bay House. **We can see an entire picture of 19th century life.**
- [In the afternoon], we **will drive to** Bondi Beach. **We can just lie on the beach and have a rest.**
- [In the early evening], we **will take the bus to** Sydney Harbor Bridge. **We can see the beautiful view of the whole Sydney.**

【句型总结 3: 我们将会在某时间段去某地方, 并可以在某地方做某事】

[某时间段], we **will go/drive/take the bus to** +某景点. (助动词 will + 动词原形)

We can + 有关活动的动词短语. (情态动词 can + 动词原形)

【仿句练习 3: 连词成句】

1. we will go on a boat ride to / in the evening / Gulangyu Island

2. in the morning / Xiamen University / we will drive to

3. South Putuo Temple / we will take the bus to / in the morning

4. we will go on a boat ride to / we can / in the evening
/ Gulangyu Island / see the beautiful evening lights in Xiamen

5. we can / in the morning / Xiamen University / we will drive to
/ know the history of Tan Kah Kee

6. South Putuo Temple / we can / we will take the bus to
/ know the culture of southern Fujian / in the morning

【例句展示 4】

*拓展: 有时候我们可以对某些景点给予自己客观的评价。

- [In the morning, we will go to Elizabeth Bay House.] **It is an excellent place to relax and breathe the fresh air.**
- [In the afternoon, we will drive to South Putuo Temple.] **It is a good place to know the culture of southern Fujian.**
- [In the evening, we will ride to Bailuzhou Park.] **It is a nice place to enjoy a wonderful**

music fountain.**【句型总结 4：我们会在某时段去某景点。这是做某事的好地方。】**

[某时间段 , we will go/drive/ride/take the bus to +某景点.] (助动词 will + 动词原形)

It is a/an +形容词+ place to + 做某事的动词短语 . (个人客观评价用一般现在时)

【仿句练习 4：连词成句】

1. Zhongshan Pedestrian Street / we will ride to / in the early evening

2. in the morning / the Mout Tai / we will drive to

3. the Forbidden City / in the afternoon / we will go to

4. Zhongshan Pedestrian Street / go shopping and buy some gifts
/ we will ride to / in the early evening / it is a nice place to

5. in the morning / the Mount Tai / enjoy a wonderful view of sunrise
/ it is a good place / we will drive to

6. know the long history of China / in the afternoon
/ the Forbidden City / it is an excellent place to / we will go to

【例句展示 5】

*拓展：有时候我们要学会用序数词、时间状语从句等词句，让日程安排变得有条理。

➤ **Day 1:** Zengcuoan—Xiamen University—Zhongshan Road

Day 2: Gulangyu Island

➤ **First of all,** we will start the day at Royal Botanical Garden, an excellent place to relax and breathe the fresh air. **The afternoon is free.** We can go shopping at Opera House Market or

visit Sydney Aquarium to get close to sea animals. **When we come back**, we will enjoy a show at the Sydney Opera House in the evening. Once you are in Sydney, it is a must-do.

【句型总结 5: 首先……然后……接着……最后……】

段前呈现: **Day 1:** 或 **Day 2:** + 景点 1234567 或 工作 1234567

段中呈现: **First** / First of all / To begin with / In the morning / On the first morning, ...

Second / Then / What's more / In the afternoon / In the evening, ...

Finally / In the end / At the end of the trip / On the last day, ...

- 日程安排的的最后一段则是祝愿对方旅途愉快或工作顺利, 即: “祝您旅途愉快”或“祝您工作顺利”

【句型总结 6: 祝您旅途愉快; 祝您工作顺利】 (视其类型选择相应句子)

句式 1: **Wish you have a nice trip.** / **Wish you have a good time.**

句式 2: **Wish everything goes well** with your work.

Step 6: Make a Summary.

第六步: 图文并茂总结英文日程安排的大致模板 (这里以旅行安排为例)

XXX Schedule 或 XXX Timetable 或 XXX Plan

(首行居中, 注意大小写)

(正文空两格) ① **某地** + is a + 形容词 + place/city/province/country + [在某地].

② Here is a + **具体时长** + **tour/travel plan** for you.

Day 1: 景点 1—景点 2 (可省略不写)

(另起一段空两格) **First of all**, ③ we will **start the day** + 地点介词短语. ④ [某时间段, we will go/drive/ride/take the bus to +某景点.] **We can** + 有关活动的动词短语. **Second**,

⑤ [某时间段, we will go/drive/ride/take the bus to +某景点.] **We can** + 有关活动的动词短语.

Day 2: 景点 3—景点 4 (可省略不写)

(另起一段空两格) **When we come back**, ⑥ [某时间段, we will go/drive/ride/take the bus to +某景点.] **It is a/an** + 形容词 + place to + 做某事的动词短语. **Finally**, ⑦ we will **end**

our trip + 地点介词短语 + [时间介词短语]. …… (注: 旅程的长短, 视题目具体要求而定)

(最后一段空两格) ⑧ Wish you have a good time!

某旅行社 (注意大小写, 通常可省略)

【日程安排专项练习】

【第一部分：词汇练习】

一、请将下列英语单词翻译成汉语。

- | | | | |
|-------------|--------------|------------|------------------|
| 1. schedule | 2. timetable | 3. plan | |
| 4. activity | 5. tour | 6. journey | 7. travel |
| 8. time | 9. date | 10. place | 11. scenic spots |

二、请将下列汉语翻译成英文。

- | | |
|---------------|----------------|
| 1. 旅行行程 | 2. 出差行程 |
| 3. 旅行计划 | *4. 一天的旅行计划 |
| 5. 在第一天 | 6. 在第二天 |
| 7. 在早上 | *8. 在第一天的早上 |
| 9. 在下午 | *10. 在第二天的下午 |
| 11. 在晚上 | *12. 在圣诞节的晚上 |
| 13. 南普陀 | 14. 中山路步行街 |
| 15. 鼓浪屿 | 16. 天安门广场 |
| 17. 长城 | 18. 颐和园 |
| 19. 泰晤士河 | 20. 塔桥 |
| 21. 英国博物馆 | 22. 中国 |
| 23. 欣赏美景 | 24. 躺在沙滩上 |
| 25. 泡温泉 | 26. 待在酒店 |
| 27. 散步、步行 | 28. 参观博物馆 |
| 29. 拍照 | 30. 购物 |
| 31. 购买礼物 | 32. 品尝美食 |
| 33. 观看一场有名的展演 | 34. 爬山 |
| 35. 呼吸新鲜空气 | 36. 玩得开心 |
| 37. 了解历史 | *38. 了解许多国家的历史 |
| 40. 去机场 | 41. 在旅店休息 |
| 42. 准备会议 | 43. 开会 |
| 44. 参观工厂 | 45. 与某人讨论 |

【第二部分：句型练习】

一、请将下列句子的中文意思翻译成英文。

1. 厦门是福建省（in Fujian）一座优美的城市。

2. 上海是世界上一座有名的（famous）城市。

3. 这里（here is ...）已为你准备了一份一日游的旅行计划。

4. 这里已为你准备了一份两日游的旅行日程安排（travel schedule）。

5. 接到通知（it is informed that ...）：你下周将要去出差。

6. 我们将会（we will ...）在中山公园开始我们的旅行。

7. 在第一天早上，我们将会开车前往（drive to ...）厦门。

8. 在第二天下午，我们将会去参观厦门大学（university）。

9. 我们可以在山顶（top of the mountain）欣赏美景。

10. 这是（it is ...）一个拍照的好地方。

11. 这是一个可以了解当地历史文化（history and culture）的好地方。

【第三部分：写作练习】

一、请根据下列对话，填写一份日程安排表。

(Tom and John are talking about their weekend.)

Tom: What did you do last weekend, John?

John: I had a one-day tour with my friend in Shanghai.

Tom: What do you think of Shanghai?

- John:* Oh, it is not only a modern city, but also a famous historical and cultural city.
- Tom:* Where did you visit?
- John:* We went to the *Oriental Pearl TV Tower* (东方明珠塔) in the morning.
- Tom:* Great! What did you do there?
- John:* We enjoyed *overlooking* (俯瞰) the city from the top of the tower.
- Tom:* Any other places?
- John:* We came to *Yu Garden* (豫园) in the afternoon. We saw the traditional Chinese garden.
- Tom:* What about evening?
- John:* We went shopping and ate delicious food in Nanjing Road.
- Tom:* Sounds nice! You really spent an interesting weekend.

One-Day Tour in Shanghai		
Time	Where to go	What to Do
In the morning	1.	2.
In the afternoon	3.	4.
In the evening	5.	6.

二、请根据以下中英文提示，完成日程安排表。

假设你是一个旅行社的导游，一位外国朋友想要在福州游玩两天，请你根据福州两日游的介绍，帮助这位外国朋友制定一份行程安排。

福州两日游		
时间	旅游景点	活动内容
第一天	上午：鼓山	欣赏美景；参观涌泉寺
	下午：马尾（隶属于福州市马尾区）	参观罗星塔和博物馆
第二天	上午：福州三坊七巷	参观名人故居；品尝特色小吃
	下午：福州西湖公园	漫游散步；休闲拍照

【参考词汇】

travel agency 旅行社

tour guide 导游

places of interest 名胜古迹

mountain 山

temple 寺庙

tower 塔

museum 博物馆

3 Lanes & 7 Valleys of Fuzhou 三坊七巷

used to live ... 过去曾经居住某地

local delicacies 当地特色小吃

worth visiting 值得一游；不虚此行

A Two-Day Trip Plan in Fuzhou

Welcome to Fuzhou! Fuzhou is a very beautiful city with a long history. There are many _____ in Fuzhou! Here is _____ for you.

Day 1

In the morning, you will go to _____. There you will _____, and you can also visit _____, which is famous. In the afternoon, you will go to Mawei. You will visit _____ and _____ there.

Day 2

_____, you will visit the famous _____. There you can visit the houses where some famous people used to live. You can _____, In the afternoon, you can visit _____, you can _____ and _____.

It is worth visiting in Fuzhou! Wish you _____!

ABC Travel Agency

三、请根据以下中英文提示，完成一份 60—80 字的英文日程安排表。

假设你是来自旅游城市厦门的小明同学，为了丰富你的业余生活并锻炼你的口才，你有一次难得的机会免费带领夕阳红老人旅游团游览厦门。请你根据厦门两日游的介绍，帮助这些老年人制定一份的行程安排。

厦门两日游		
时间	旅游景点	活动内容
第一天	上午：曾厝垵	了解当地文化
	下午：厦门大学	参观博物馆；游览南普陀
	晚上：中山路步行街	购物；吃小吃；散步

第二天	鼓浪屿	上午：登顶日光岩，看山海美景
		下午：参观菽庄花园， 了解“钢琴之岛”的含义

【参考词汇】

tourist city 旅游城市

local culture 当地文化

South Putuo Temple 南普陀寺

local snacks 当地小吃

go hiking 徒步旅行

Sunlight Rock 日光岩

Shuzhuang Garden 菽庄花园

island of piano 钢琴之岛

know the meaning of ... 了解…的含义

【第一稿：写完主动拿给老师批改噢】

A Two-Day Trip Plan in Xiamen

Day1: Zengcuoan—Xiamen University—Zhongshan Pedestrian Street

Day 2: Gulangyu Island

Xiaoming

【修正稿：你一定可以写得更好】

Day1: _____

Day 2: _____



专题六 邀请信

Step 1: Read and Discuss.

第一步：请同学们回忆上学期发系部晚会邀请函给老师们的场景，并仔细阅读如下三篇英文日程安排，回答下列问题。

Passage A

Invitation

Jan. 8th, 2022

Dear Mr. And Mrs. Smith,

The traditional Chinese festival, the Spring Festival, is coming. I'd like to invite you to celebrate it with my family. Would you like to come to my home on the afternoon of January 31st, 2022? We are going to make dumplings and have New Year's Dinner together. At midnight, we will play firecrackers.

My family are looking forward to seeing you again.

Yours sincerely,
Want Tao

Passage B

Invitation Letter

Jan. 15th, 2022

Dear Mary,

I'd like to tell you a piece of good news. There is a winter camp in our school this winter holiday. The camp will be held from January 27th to January 30th, 2022. I think that it is good for foreigners to improve Chinese by taking part in a camp in China. So I'd like to invite you to join us. Would you like to come?

I really hope to see you!

Yours truly,
Lily

Passage C

Letter of Invitation

Dec. 11th, 2021

Dear Miss Green,

We are going to have a fashion show in the school hall on December 21st, 2021. All the fashions are designed by the students of our class. We'd like to invite you to take part in this show and give us some advice. The show will begin at 7 p.m..

We are waiting for your coming.

Yours sincerely,
Hans

Q1: 英文的邀请信怎么说？一般位于什么位置？

Q2: 从整体上看，邀请信的格式与之前学习的哪些应用文文体格式相似？请举例。

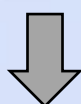
*Q3: 结合刚才的举例类比，从细节入手，你认为邀请信包括了哪些信息？

Step 2: Think and Find.

第二步：请同学们根据第一步阅读思考的结果，结合以下两份已总结好的知识清单，圈画出自己没有想到知识点，并加以记忆。

知识清单（纯文字版）

- ✓ 邀请信或邀请函（Invitation / Invitation Letter / Letter of Invitation）是一种重要的社交书信，包括聚会、宴会、舞会、晚餐、婚礼等各种邀请信件。
- ✓ 邀请信大体分为两种：一种是正规的格式，即：请柬；另一种是非正式格式，即一般的邀请信。
- ✓ 英文的邀请信要写清楚：邀请目的、具体的邀请时间（何年何月何日几点几分）、地点、人物（邀请人和被邀请人）、活动内容、联系方式等信息。
- ✓ 英文日程安排的语言表达要简练、突出要点，所以在书写时，可按照不同时间顺序进行分段描述。



图文并茂更清楚！

标题用 Invitation 或 Letter of Invitation，首行居中（可省略）

写这封邀请信的日期

Dear + 被邀请人，

正文部分（段首空两格）：需写清楚邀请目的、具体的邀请时间、地点、人物、活动内容、联系方式等信息。

邀请人

Step 3: Read and Complete.

第三步：请同学们阅读下列两份邀请信，并根据表格内容的提示，完成表格。

Writing A: 中国的传统节日春节快到了。史密斯夫妇是咱们学校的泰语专业教师，你想邀请他们到你家过年，请根据以下邀请信具体内容，填写下列表格。

Invitation	
Jan. 8 th , 2022	
Dear Mr. And Mrs. Smith,	
The traditional Chinese festival, the Spring Festival, is coming. I'd like to invite you to celebrate it with my family. Would you like to come to my home on the afternoon of January 15 th , 2022? We are going to make dumplings and have New Year's Dinner together. At midnight, we will play firecrackers.	
My family are looking forward to seeing you again.	
Yours sincerely, Wang Tao	
Invitation	
Subject	
Host	
Guest	
Time	
When to meet	
Where to meet	
What to do	

Writing B: 假定你 20 级电会 01 班的班长，你们班本周日要去厦门园博苑（Xiamen Horticulture Expo Garden）春游，周日早上 8 点在学校南门集中并步行前往。你们想邀请英语教师刘老师参加你们班级的春游活动。请根据下列邀请信内容，填写重要信息。

Invitation Letter	
May 22 nd	
Dear Ms Liu,	
Our class is going out for a spring outing this Sunday, May 24 th . We would like to invite you to join us. We are going to the Xiamen Horticulture Expo Garden. We will meet at the school south gate at 8:00 in the morning. Then we will go there together on foot.	
We sincerely hope you can go with us.	
Yours sincerely, Zheng Xinping (the monitor of Accounting Class 1, Grade 2)	
Invitation Letter	
Activity	
Invited by	
Invitee	
Date	
When to meet	
Where to meet	
How to go	

***Step 4: Read, Think and Vocabulary Study.**

第四步：请同学们认真思考：自己是如何找到上面两份表格的正确答案，再结合之前阅读的英文邀请信，完成下列书面练习。

一、以下单词是邀请信的关键要素的英文表达，请将下列单词或词组翻译成中文。

- subject purpose
- time date when what time
- place where to go where to meet
- people host / invited by ... guest / invitee
- activity what to do
- transportation how to go there
- contact telephone number e-mail

二、词汇分类练习：请根据下列的邀请信要素分类，将下列单词或词组翻译成中文。

● 邀请主题的相关词汇

- celebrate Spring Festival celebrate Dragon Boat Festival
- join a winter camp join a summer camp
- have a fashion show have a party have a picnic
- attend an important meeting attend a new product conference attend as a judge
- hold an English speech contest hold a talk show
- go out for a spring outing go out for an autumn outing go to Zhongshan Park

● 具体的邀请时间的相关词汇

- at 8 o'clock in the morning at half past three this afternoon
- in March on March 15, 2022

*注意：时间介词 **at, in, on** 的用法

如：at + 几点几分；in + 上午/下午/晚上/月份/年份；on + 几月几日

*拓展：想要用英文表达“何年何月何日几点几分”，需遵循时间从小到大的原则。

如：at 6:00 p.m. on Sept. 11th, 2021 2021 年 9 月 11 日晚上 6 点

at 8:30 a.m. on Mar. 19th, 2022 2022 年 3 月 19 日上午 8 点 30 分

● 人物的相关词汇

- host guest invitee
- invite sb. invited by sb. Mr. / Mrs. / Miss sir / madam

● 地点的相关词汇

at home in one's house in the room in the park
 at school at the school gate in the library in the school hall
 in the meeting hall in the reception room in the hotel in the restaurant

*注意：如果邀请的地点是一些带有名字的景点或建筑时，则这些专有名词的首字母都应大写。

● 活动的相关词汇

➤ make dumplings have a New Year's dinner play firecrackers
 sing songs tell jokes play games send gifts
 eat moon cakes enjoy the moon watch the Mid-Autumn Festival Gala
 ...

➤ take part in the show give sb. some advice discuss with sb. about sth.
 ...

*拓展：想要用英文表达“和某人做某事”，只需在上述动词短语后加上 **with sb.** 或 **together** 即可，这样会使句意更完整。

如：make dumplings **with us** play games **with your friends**
 have a family dinner **together** enjoy the moon **together**

● 交通工具的相关词汇

car / bus / BRT / taxi // DiDi / bike / shared bike / train / CRH / plane / boat / ship

go by +交通工具 = take the +交通工具 to +地点

drive to / fly to / ride to / go on a boat ride to +地点

● 联系方式的相关词汇

contact sb. at + 某种联系方式 call sb. at + 电话号码

add one's weixin as friend

● 期待见面的相关词汇

look forward to seeing you hope to see you

be glad to see you be happy to see you

*sincerely hope sb. can attend *confirm one's participation

***Step 5: Read, Think and Sentence Study.**

第五步：同学们有了上一步词汇学习的铺垫，现在开始进行重点句型的学习。

一、阅读下列一封邀请信，回答下列问题。

Invitation Letter	Sept. 3 rd
Dear Mr. and Mrs. Green,	
<p>The traditional Chinese festival, the Mid-Autumn Day, is coming. I'd like to invite you to celebrate it with my family. Would you like to come to my home at 6:00 p.m. on Sept. 8th, 2014?</p> <p>We are going to have dinner together. After dinner, we will eat moon cakes and enjoy the moon.</p> <p>My family are looking forward to seeing you then.</p>	
Yours sincerely,	
Harry	

Q1: 数一数：这封邀请信总共有几个自然段？

Q2: 读一读：每个自然段分别描述了哪些信息？

Q3: 想一想：邀请信一般可以用哪些时态？

***Q4: 理一理：请用图示法在底下空白处总结日常安排的相关信息。**

Invitation Letter	Sept. 3 rd
Dear Mr. and Mrs. Green,	
<p>邀请信正文第一段： _____</p> <p>_____ 时态 ()</p> <p>邀请信正文第二段： _____ 时态 ()</p>	
Yours sincerely,	
Harry	

二、重点句型巩固：请根据下列句型提示，学习并书写正确的英文语句。

- 邀请信正文第一段一般开门见山直接交代了邀请内容、邀请时间、邀请地点、具体活动等信息，即：“邀请某人于何时到何地做某事”

【例句展示 1】

- I **would like to** invite you to **celebrate Mid-Autumn Day with my family.**
- I **would like to** invite you to **come to my birthday party.**
- We **would like to** invite you to **attend our new production promotion conference.**

【句型总结 1：我 / 我们想要邀请你来做某活动】

I/We (第一人称) **would like to** invite you to + 某活动的名词或动词短语 .

注：would like to 的缩写是 'd like to

【仿句练习 1：连词成句】

- invite you to / have a family dinner / would like to / we

- would like to / I / attend a fashion show / invite you to

- have a picnic next Saturday morning / 'd like to / invite you to / we

- we / have an important meeting / invite you to / 'd like to

【例句展示 2】

*拓展：一般我们在邀约某人参加某活动之前，还应该告知邀请的目的或缘由。

- **Mid Autumn Day is coming!** I would like to invite you to celebrate Mid-Autumn Day with my family.
- **My birthday is coming!** I would like to invite you to come to my birthday party.
- **Weekend is coming!** We would like to invite you to have a picnic this weekend.
- **Our new product is coming soon!** We would like to invite you to attend our new production promotion conference.

【句型总结 2：某活动/某特殊日子即将来临！我们想要邀请你来参加某活动】

某活动/某特殊日子 + **is coming (soon)!** I/We **would like to** invite you to + 某活动 .

【仿句练习 2：连词成句】

1. is coming / Spring Festival / invite you to

/ I have a family dinner with my family / would like to

2. go for a spring outing with my friends / weekend / would like to / I

/ is coming / invite you to

3. attend the English speech contest / is coming / we

/ English Day / invite you to / would like to

【例句展示 3】

- My birthday party **will begin** [at 6:00 p.m. on Sept. 8th, 2014] in my house.
- Our meeting **will be held** [at 9:00 a.m. on April 25th, 2022] in the meeting hall.
- The English Speech Contest **will be held** [at 2 p.m. on Friday, Oct. 20th] in the school hall.
- **We will start** my birthday party [at 6:00 p.m. on Sept. 8th, 2014] in my house.
- We will start** our meeting [at 9:00 a.m. on April 25th, 2022] in the meeting hall.
- We will start** the English Speech Contest [at 2 p.m. on Friday, Oct. 20th] in the school hall.
- **Would you like to** come to my house [at 6:00 p.m. on Sept. 8th, 2014] ?
- Would you like to** come to the meeting hall [at 9:00 a.m. on April 25th, 2022] ?
- Would you like to** come to the school hall [at 2 p.m. on Friday, Oct. 20th] ?

【句型总结 3：某活动将会在某时间某地点举办】

句式 1：某活动 + **will begin / will be held** + [某具体时间] + 某具体地点 .

句式 2： **We will start** + 某活动 + [某具体时间] + 某具体地点 .

时态选择：一般将来时（will+动词原形）

注意：这里的时间要具体到“几月几日的几点几分”

句式 3： **Would you like to** + come to 某具体地点 + [某具体时间] ?（疑问句）

【仿句练习 3: 连词成句】

1. will begin / at 9:00 a.m. on May. 8th, 2022 / our picnic / in the garden

2. My mother's birthday party / at 6:30 p.m. on Mar. 8th, 2022 / will be held / in my house

3. on the playground / we will start / the fashion show / at 3:30 p.m. on Oct. 11th, 2022

4. in the West Lake Hotel / the family dinner / at 6:00 p.m. on Nov. 11th, 2022 / we will start

5. come to / would you like to / the school playground / at 6:30 p.m. on Oct. 16th, 2022

6. the reception room / come to / at 9:30 a.m. on Sept. 10th, 2021 / would you like to

【例句展示 4】

➤ After dinner, **we will** eat moon cakes and enjoy the moon.

During the party, **we will** play games, tell joke and sing songs.

➤ After dinner, **we can** eat moon cakes and enjoy the moon.

During the party, **we can** play games, tell joke and sing songs.

➤ **We are going to** have dinner together.

We are going to climb the Mout Tai.

【句型总结 4: 在某时候, 我们将会做某事】

某时段, **we will / we can / we are going to** + 做某事(动词短语) .

时态选择: 一般将来时

① will+动词原形: 将要做某事

② am/is/are+动词原形: 有计划打算做某事

【仿句练习 4: 连词成句】

1. we can / and / after dinner / watch Spring Festival Gala / send New Year's wish

2. During the meeting / discuss how to deal with global warming / we will

3. make a birthday cake / during the party / we are going / prepare some surprise / and

- 邀请信正文第二段一般交代给邀请者留下邀请人的联系方式以及期待邀请者到来的语句，即：“你可以通过某种联系方式联系我。希望您到时可以过来”

【例句展示 5】

➤ If you have any question, please **call me at** 86-591-83344011.

If you have any question, just **call me at** 13098745236.

➤ If you have any question, please **contact me at** iloveenglish@xxx.com.

If you have any question, just **contact me at** 08846432781.

【句型总结 5: 如果你有任何问题，请用某方式联系我】

句式 1: If you have any question, please/just **call me at** + 电话号码 .

句式 2: If you have any question, please/just **contact me at** + 任一联系方式 .

【仿句练习 5: 连词成句】

1. please call me at / if you have any question / at 13012345678

2. 18877765322 / if you have any question / please contact me at

3. if you have any question / at englishstudy@xxx.com / just contact me at

【例句展示 6】

➤ **We hope to** see you then. / **We sincerely hope to** see you then.

We hope you can attend.

➤ **We are glad / happy to** see you then.

We would be glad / happy you can attend.

➤ We are all looking forward to seeing you then.

【句型总结 6: 我们真诚期望您的到来】(视其类型选择相应句子)

句式 1: I/We (第一人称) hope to + 词组 see you then / 从句 you can attend .

句式 2: I/We (第一人称) be happy/glad to + 词组 see you then .

I/We (第一人称) would be happy/glad + 从句 you can attend .

句式 3: I/We (第一人称) be looking forward to + 词组 seeing you then .

注: 词组搭配: hope to do sth. 希望做某事; look forward to doing sth. 期待做某事

Step 6: Make a Summary.

第六步: 图文并茂总结英文邀请信的大致模板

Invitation 或 Invitation Letter 或 Letter of Invitation

(首行居中, 注意大小写, 可省略)

写这封邀请信的日期(居右, 无需加介词 on)

Dear + 被邀请人 ,

(正文空两格) ① 某活动/某特殊日子 + is coming (soon) ! I/We would like to invite you to + 某活动 . ② Would you like to + come to 某具体地点 + [某具体时间] ? ③ 某时段 , we will / we can / we are going to + 做某事(动词短语) .

(另起一段空两格) ④ We are all looking forward to seeing you then. ⑤ If you have any question, please/just call me at + 电话号码 .

Yours, 或 Yours truly, 或 Yours sincerely,

邀请方(注意大小写, 不能忽略)

【邀请信专项练习】

【第一部分：词汇练习】

一、请将下列英语单词翻译成汉语。

- | | | | |
|-------------|-------------|----------------------|------------|
| 1. subject | 2. purpose | 3. time | 4. date |
| 5. place | 6. people | 7. host | 8. guest |
| 9. activity | 10. contact | 11. telephone number | 12. e-mail |

二、请将下列汉语翻译成英文。

- | | |
|-----------------------------|----------------------|
| 1. 庆祝中国春节 | 2. 庆祝中国端午节 |
| 3. 加入夏令营 | 4. 加入冬令营 |
| 5. 举办一场生日派对 | 6. 去野餐 |
| 7. 参加一场重要的会议 | 8. 参加一次新品发布会 |
| 9. 举办一次英语演讲比赛 | 10. 举办一次脱口秀 |
| 11. 去春游 | 12. 去秋游 |
| 13. 在上午十点整 | 14. 在 2022 年 3 月 5 日 |
| *15. 在 2022 年 3 月 5 日上午十点整 | |
| *16. 在 2022 年 4 月 21 日晚上六点半 | |
| 17. 主人；主持人 | 18. 客人 |
| 19. 在家 | 20. 在房间 |
| 21. 在学校 | 22. 在校门口 |
| 23. 在学校图书馆 | 24. 在学校大厅 |
| 25. 在会议室 | 26. 在餐厅 |
| 27. 包饺子 | 28. 吃年夜饭 |
| 29. 放烟火 | 30. 讲笑话 |
| 31. 送礼物 | 32. 看春晚 |
| 33. 吃月饼 | 34. 赏月 |
| 35. 参加展演 | 36. 给某人一些建议 |
| 37. 与某人讨论某事 | 38. 和朋友们玩游戏 |
| 39. 电话联系某人 | 40. 期望见到你 |
| 41. 邀请某人做某事 | |

【第二部分：句型练习】

一、请将下列句子的中文意思翻译成英文。

1. 我想要 (I'd like to ...) 邀请你来我们的生日派对。

2. 我想要邀请你和我的家人一起庆祝 (celebrate) 中国春节。

3. 周末即将到来! 我想要邀请你这周末和我的朋友们 (with my friends) 去野餐。

4. 我们的晚餐将会在 3 月 13 日晚上六点在我家开始 (will begin)。

5. 我们的会议将会在 4 月 13 日上午九点半在会议室举办 (will be held)。

6. 晚饭后, 我们将会 (we will ...) 在家一起看电视、玩游戏以及讲笑话。

7. 我们打算 (be going to ...) 这周六去爬黄山。

8. 如果您有任何问题, 请致电 (call me at ...) 139xxxx9949。

9. 如果您有任何疑问, 请将您的疑问发至我的电子邮箱 iloveenglish@gmail.com。

10. 我们真诚地期待 (look forward to ...) 您的到来。

11. 我们十分开心 (we are happy to ...) 您能到来。

【第三部分：写作练习】

一、请根据下列信息, 补全邀请函的表格。

Suppose (假设) you are Tony. Your mom's birthday is coming next Sunday. You are going to invite your mother to attend the birthday party in your house. Your families and friends Lily, Jenifer, Tom and Jimmy will come to your house, too. Then, you will have dinner, send gifts and play games together.

Invitation	
Time	1.
Place	2.
Activities	3.
Host	4.
Guests	5.

二、请根据以下中英文提示，完成邀请函。

假如你叫张三，你有一个来自俄罗斯职业学校的笔友马丁（Martin），他对中文非常感兴趣。恰好今年暑假的7月15日至7月20日，学校将要举办一场汉语夏令营。请你写一封60—80字的邀请信，邀请马丁参加本次汉语夏令营活动，以此提高他的汉语综合运用能力，书写邀请信的时间是2022年6月1日。

【参考词汇】

a piece of good news 一条好消息

pen pal 笔友

summer camp 夏令营

take part in ... 参加（某活动）

improve one's Chinese 提高某人的汉语

summer vacation 暑假

hold 举办

join ... 加入

July (Jul.) 七月

Invitation Letter	
	June 1 st , 2022
Dear Martin,	
I'd like to tell you a piece of good news. There will be a _____ in our school this _____. The camp will be held from _____ to _____. I think it is good for you to _____ by taking part in a camp in China. So, I'd like to invite you to _____ us. Would you like to come with us? I really hope to see you!	
	Yours, Zhang San

三、请根据以下中英文提示，完成一份60—80字的英文邀请信。

假如你叫李四。下周五6月3日是今年的端午节，请你写一份邀请信给吉米（Jimmy）：

请他端午节当天下午三点整一起在集美鳌园观看龙舟赛；同时，请告诉他：你还邀请了 Lucy, Jenny, Bob, John 四位小伙伴；观看完龙舟赛后，你们还将一起吃粽子、看电影等活动。书写这封邀请信的日期是 2022 年 5 月 28 日。

【参考词汇】

June (Jun.) 六月

Dragon Boat Festival 端午节

dragon boat race 龙舟赛

Jimei Turtle Garden 集美鳌园

eat *zongzi* 吃粽子

invite 邀请

【第一稿：写完主动拿给老师批改噢】

Invitation Letter

May 28th, 2022

Dear Tommy,

Yours,

Li Si

【修正稿：你一定可以写得更好】

专题七 个人简历

Step 1: Read and Discuss.

第一步：请同学们日常做学生兼职给单位人事投的个人简历，并仔细阅读如下三篇英文的个人简历，回答下列问题。

Passage A

My name is Mary Chen. I was born on June 2nd, 1999. I graduated from a vocational school. I majored in Computer. I am female and I am single. I am in good condition. I live at No. 123 Xiahe Road, Xiamen.

From 2014 to 2016, I studied in Jimei Industrial College. In 2016, I worked as a cashier in a Walmart Supermarket. I have been a salesgirl in a computer shop since 2017.

I am good at using computer and other office machines. I like sports. I hope I can work in your company.

Passage B

I am Da Ming. I am a 20-year-old boy. I come from Xiamen, Fujian Province. I live at No. 22 Hubin North Road, Xiamen. I graduated from a vocational school. I like singing, listening to music and playing table tennis. I have good communication skills. My spoken English is also good. I used to do a part-time job in a restaurant during the summer holidays. Now I'd like to apply for a tourist guide and I am looking forward to your reply.

Passage C

I am Marco Lau. I was born on June 20th, 1994. I am a boy from Xiamen, Fujian Province. I live at No. 123 Siming South Road, Xiamen 361000.

From 2007 to 2010, I studied in Xiamen No. 9 Middle School. From 2010 to 2013, I studied at Xiamen Double Ten Middle School of Fujian. From 2013 to 2017, I studied at Fujian Normal University and I majored in Computer.

I used to work as a part-time salesperson in T-mall Online Shop during summer holidays. I am warm-hearted and friendly. I am good at communicating with people. I like sports such as basketball, climbing mountains and so on.

Q1: 请同学们联系实际生活，个人简历一般会用在实际生活中的什么场景当中？

Q2: 请查找高教版英语第一册第二单元的课后词汇表，“简历”的英文怎么说？

*Q3: 类比英文自我介绍, 请同学们尝试总结: 英文的个人简历应该包含哪些信息?

Step 2: Think and Find.

第二步: 请同学们根据第一步阅读思考的结果, 结合以下两份已总结好的知识清单, 圈画出自己没有想到的知识点, 并加以记忆。

知识清单 (纯文字版)

- ✓ 个人简历 (resume) 是求职者给招聘单位发的一份简要介绍。它通常包括: 个人信息、求职目标、教育背景、资质、工作经历、兴趣爱好等方面。
- ✓ 个人信息 (personal information) 主要包括: 姓名 (name)、性别 (gender)、出生日期 (date of birth)、国籍 (nationality)、婚姻状况 (marital status)、联系方式 (contact information) 等。
- ✓ 求职目标 (job objective) 应该根据你自己所投简历的职位、单位性质或是求职者对职位的需求来决定。通常可以是具体岗位, 也可以注明自己感兴趣的工作性质和方向。
- ✓ 教育背景 (educational background) 一般从求职者的最高学历开始写, 一次倒着往前写。
- ✓ 资质 (qualification) 即表明求职者所持有的职业资格证书、能力证书或特长等。
- ✓ 工作经历 (work experience) 即对于有工作经历和实习经历的求职者来说, 应该突出这一项。
- ✓ 兴趣爱好 (interests and hobbies) 即求职者日常喜欢做的事情。



图文并茂更清楚!

正文部分 (段首空两格)

- ① 个人信息 + 求职意向
- ② 教育背景 + 个人资质
- ③ 工作经历 + 兴趣爱好

Step 3: Read and Complete.

第三步：请同学们阅读下列两份个人简历，并根据表格内容的提示，完成表格。

Writing A: 根据下列材料，填写一份个人简历。

<p>I am Zheng Kai. I am a young man. I was born in Quanzhou on October 19th, 1989.</p> <p>I graduated from Fuzhou University. My major is computer. I live at No.88 South Park Road, Fuzhou now. My telephone number is 13xxxxxx123. And my e-mail is zhengkai123@xxx.com.</p> <p>I am good at communicating with people. My spoken English is good. I like sports, such as basketball, climbing mountains and so on. You want to find a job as a manager assistant.</p>			
Resume			
Name		Male / Female	
Date of Birth		Place of Birth	
Major		Job Wanted	
E-mail		Telephone Number	
Address			
Education			
Skills			

Writing B: 假设你是 Mary Chen，想在一家 IT 公司应聘一份文员的工作，请根据下面的自我介绍，制作一份个人简历。

<p>My name is Mary Chen. I was born on June 11th, 1999. I graduated from a vocational school. I majored in Computer. I am female and I am single. I am in good condition. I live at No. 123 Xiahe Road, Xiamen.</p> <p>From 2014 to 2016, I studied in Jimei Industrial College. In 2016, I worked as cashier in a Walmart Supermarket. I have been a salesgirl in a computer shop since 2017.</p> <p>I am good at using computer and other office machines. I like sports. I hope I can work in your company.</p>	
Resume	
Name	
Gender	
Date of Birth	
Major	
School	
Home Address	
Working Experience	

***Step 4: Read, Think and Vocabulary Study.**

第四步：请同学们认真思考：自己是如何找到上面两份表格的正确答案，再结合之前阅读的英文个人简历，完成下列书面练习。

一、以下单词是邀请信的关键要素的英文表达，请将下列单词或词组翻译成中文。

➤ personal information

name first name last name full name

age how old

gender male female

date of birth birthday place of birth birthplace

➤ contact information

home address e-mail address telephone number weixin ID

➤ educational background

school major

➤ qualification

➤ work experience

➤ job objective job wish job wanted job applied for

➤ interests and hobbies

二、词汇分类练习：请根据下列的个人简历要素分类，将下列单词或词组翻译成中文。

● 姓名的相关词汇

first name = given name last name = family name full name

Chinese name English name nickname

● 年龄的相关词汇

数字 years old 数字-year-old

*注意：用两种方式英语表达“几岁”，注意区别表达方式的异同。

如：two years old = a **two-year-old** boy

three years old = a **three-year-old** boy

● 性别的相关词汇

gender male female

*注意：我们一般**不会**直接用 male 或 female 表达自己的性别，而**应用** boy/girl/man/woman 表达。

如: a smart **boy** a cute **girl** a handsome **man** a beautiful **woman**

● 出生日期的相关词汇

on January 1st, 2003 = on January 1, 2003 on June 1st, 2004 = on June 1, 2004

*注意: 英文日期要按照“月+日+年”的顺序进行表达, 并在日期前加介词 on。

● 联系方式的相关词汇

telephone / phone number	home / e-mail address	weixin ID
sarasmith@xxx.com	mikezhang@xxx.com	abcenglish@xxx.com

*注意: 英语电子邮件书写时, 无需大写。

No.22 Xingqian Road

No.22 Xingqian Road, Jimei District

No.22 Xingqian Road, Jimei District, Xiamen City

No.22 Xingqian Road, Jimei District, Xiamen City, Fujian Province

No.22 Xingqian Road, Jimei District, Xiamen City, Fujian Province, 361000

*注意: 英文地址要按照“门牌号+路名+某区+某市+某省+邮政编码”的顺序进行表达。

● 学校、专业的相关词汇

graduate from + 某学校

kindergarten	primary school	middle school
junior high school	senior high school	vocational school

*拓展: 想要用英文表达“某某学校”时, 要注意首字母大写。

如: **Happy Primary School** **Sunshine Middle School**

Zhangzhou No.1 Vocational School **No.2 Senior High School**

Chinese	math	English
computer science	computer network	computer appliance
international business	accounting	tourism management

car repairing

*拓展: 同学们思考下自己班级所学的专业用英语要怎么表达呢?

● 能力资历的相关词汇

can use computers	can use the office software
can repair computers	can repair cars
can type	can count number can count money

be good at spoken English	be good at communication
have good communication skills	have good car-repairing skills
get a teaching certificate	got a CET-4 certificate
pass the TOEFL test	pass the HSK test

● 工作经历、求职意向的相关词汇

job / work	position	a part-time job	a full-time job
teacher	headteacher	English teacher	kindergarten teacher
sales manager	secretary	typist	clerk
salesperson	salesman / salesgirl	cashier	shop assistant
waiter / waitress	cook	chef	
technician	computer engineer	computer operator	auto mechanic
doctor	nurse	taxi driver	clothes designer

*拓展：想要表达“申请具体的某份工作”，可用“**find a job as a/an+某职业**”、“**get a job as a/an+某职业**”、“**work as a/an+某职业**”、“**apply for a/an+某职业**”等短语进行表达。

如：**find a job as an English teacher** 寻找一份英语老师的工作

get a job as a shop assistant 得到了一份商店销售员的工作

work as a full-time auto mechanic 做一份全职修理工的工作

apply for a part-time salesperson 申请一份兼职销售员的工作

● 公司、单位的相关词汇

shop / store	supermarket	online shop	
school	kindergarten	university / college	
company	factory	workshop	
hospital	library	restaurant	hotel

*拓展：想要用英文表达“具体某某单位”时，要注意首字母大写。

如：**ABC Company**

DEF Factory

Haoyun Hotel

No.1 Hospital

Meiwei Restaurant

People's Library

● 兴趣爱好的相关词汇

like / love / enjoy	... is my favorite / my favorite ... is ...		
be good at	be interested in	be crazy about	be keen on

read books	take some photos	sing and dance	draw / paint
speak English	drive a car	cook Chinese / western food	
do some sports (如: play+球类)		ski / skate	

*注意：“喜欢做某事”的英文表达是“**like/love/enjoy/be good at/be interested in doing sth.**”。大家平时在习作时，记得将上述原形动词短语变成动名词（即动词ing）的形式。

***Step 5: Read, Think and Sentence Study.**

第五步：同学们有了上一步词汇学习的铺垫，现在开始进行重点句型的学习。

一、阅读下列一封个人简历，回答下列问题。

Ladies and gentlemen, good afternoon!

My name is Lucy. I am 20 years old. I am graduating from Fuzhou Vocational School next month. My major is computer appliance. I got a part-time job during vacations. I have been a salesperson in a cellphone shop and a clerk in an AD Company. I am good at using many kinds of software and have good communication skills.

I believe I will be fit for the position of an assistant in the office. That is all. Thank you!

Q1: 数一数：这封个人简历分成了几个自然段？

Q2: 读一读：每个自然段分别描述了哪些信息？

Q3: 想一想：个人简历在描述不同信息时，分别用什么时态？

***Q4: 理一理：请用图示法在底下空白处总结个人简历的相关信息。**

个人简历第一段：_____

个人简历第二段：_____

姓名、年龄、性别——时态（_____）

家庭住址——时态（_____）

毕业学校——时态（_____）

所学专业——时态（_____）

工作经历——时态（_____）

能力资质——时态（_____）

求职意向——时态（_____）

兴趣爱好——时态（_____）

个人简历最后一段：_____

二、重点句型巩固：请根据下列句型提示，学习并书写正确的英文语句。

- 个人简历第一段一般是向看简历的人表达亲切的问候。

【例句展示 1】

- Hello, good morning!
- Ladies and gentlemen, good afternoon!

【句型总结 1：大家好！】（三选一）

句式 1: Hi! / Hello!

句式 2: Hi, good morning / afternoon! 或 Hello, good morning / afternoon!

句式 3: Ladies and gentlemen, good morning / afternoon!

- 个人简历第二段一般是向看简历的人展示自己的个人信息、联系方式、教育背景、工作经历、兴趣爱好、求职意向等详细信息。

【例句展示 2】

- My name is **Zhang Qing**. = I am **Zhang Qing**.
- I am a handsome **boy**. / I am a beautiful **girl**.
- I am from **Xiamen, Fujian**. = I come from **Xiamen, Fujian**.
- I was born on **Oct. 11th, 2004**.

【句型总结 2：我叫某某某。我是男的/女的。我来自某地。我出生于某时间。】

句式 1——介绍姓名: My name is + 姓名. / I am + 姓名.

句式 2——介绍性别: I am a/an + 形容词 + **boy / girl** .

句式 3——介绍籍贯: I am from + 某地方. / I come from + 某地方.

句式 4——介绍出生日期: I was born on + 出生日期. (一般过去时)

【仿句练习 2：连词成句】

1. is / name / my / Mike

2. am / Mary / I

3. smart / am / a / I / boy

4. I / from / Quanzhou, Fujian / am

5. from / come / Beijing, China / I

6. was / born / May / 1st / on / I / 2005

【例句展示 2】

*拓展：为了让面试官可以在短时间浏览个人简历时，更快地认识求职者，有时候我们可以将表达个人信息的语句进行简化。

➤ 原: My name is Mike. I am from Xiamen, Fujian.

改: My name is Mike **from** Xiamen, Fujian.

➤ 原: I am handsome boy. I come from Xiamen, Fujian.

改: I am a handsome boy **from** Xiamen, Fujian.

➤ 原: I am from Xiamen, Fujian. I was born on Oct. 11th, 2004.

改: I was born on Oct. 11th, 2004 **in** Xiamen, Fujian.

【句型总结 2：我是来自某地、出生于某日的某某某】

句式 1——介绍姓名+籍贯：My name is + 姓名 + **from** + 某地 .

句式 2——介绍性别+籍贯：I am a/an + 形容词 + boy/girl + **from** + 某地 .

句式 3——介绍+出生日期+籍贯：I was born on + 出生日期 **in** + 某地 .

【仿句练习 2：连词成句】

1. Li Xiaonian / from / is / My / name / Zhangzhou / Fujian

2. confident / a / Jiangxi / am / I / girl / from

3. Guangdong / January / 2004 / 10th / in / on / I / born / was

【例句展示 3】

➤ I will graduate from ABC Vocational School.

I am graduating from ABC Vocational School.

I graduated from ABC Vocational School.

➤ My major is computer science.

I majored in computer science.

I studied computer science.

【句型总结 3：我毕业于某学校。我学习的是某专业。】

句式 1——介绍毕业学校：I will graduate / graduated from XXX Vocational School.

注：根据求职者实际毕业时间，确定句子的时态。

句式 2——介绍主修专业：My major is / I majored in / I studied + 专业名词 .

注：major 有两个名词（n. 专业）和动词（v. 主修）两个词性。

【仿句练习 3：连词成句】

1. Xiahua Vocational School / I / this year / will graduate from

2. graduated from / last year / Sunshine Vocational School / I

3. accounting / is / my major

4. majored in / computer network / I

5. studied / I / car-repairing.

【例句展示 4】

➤ I live at No.22 Xingqian Road, Jimei District, Xiamen City, Fujian Province.

I live at No.1 Hubin South Road, Siming District, Xiamen City, Fujian Province.

➤ My home address is No.22 Xingqian Road, Jimei District, Xiamen City, Fujian Province.

My home address is No.1 Hubin South Road, Siming District, Xiamen City, Fujian Province.

➤ My telephone number is 130xxxxxx86.

My phone number is 188xxxxxx35.

➤ My e-mail is sarasmith@xxx.com.

My e-mail address is mikezhang@xxx.com.

【句型总结 4：我的联系方式是……】

句式 1——介绍家庭住址: I live at / My home address is + 带有门牌号的家庭住址 .

句式 2——介绍电话号码: My telephone number is + 电话号码 .

句式 3——介绍电子邮箱: My e-mail address is + 详细的电子邮箱地址 .

【仿句练习 4: 连词成句】

1. Huayuan Road / Fujian / I live at / No.3 / Xiamen

2. Quanzhou / I live at / Gongyuan Street / No.2 / Quanzhou

3. 361000 / Zhangzhou City / my home address / Yingbin Road / No.1 / is / Fujian Province

4. 1809874xxxx / telephone number / my / is

5. e-mail / address / my / englishdaily@xxx.com / is

【例句展示 5】

- I got a part-time job as a waiter [in the restaurant] during the summer vacation.
- I got a part-time job as a cashier [in the supermarket] during the winter vacation.
- I have been a part-time salesperson [in a cellphone shop] during the summer vacation.
- I have been a part-time clerk [in an AD Company] during the winter vacation.

【句型总结 5: 我在过去某个时候某个地方做了某份兼职工作】

句式 1: I got a part-time job as a/an +职业 + [in the+某地点] + during+某时间段 .

句式 2: I have been a part-time +职业+ [in the+某地点] + during+某时间段 .

时态选择: 一般过去时 (动词过去式)、现在完成时 (have/has+过去分词)

【仿句练习 5: 连词成句】

1. in the restaurant / I got a part-time job as / during the summer vacation / a waitress

2. a kindergarten teacher / during the winter vacation / at school / I got a part-time job as

3. a part-time salesperson / during the winter vacation / in the supermarket / I have been

4. I have been / in the factory / a part-time worker / during the summer vacation

【例句展示 6】

- I passed the TOFEL **test**.
- I passed the marketing **test**.
- I passed the HSK **test**.
- I have got a **certificate of** Computer Science.
- I have got a **certificate of** International Business.
- I have got a **certificate of** Car-Repairing.
- I can **use** the office software.
- I can **repair** computers.
- I am good at **spoken English**.
- I am good at **communicating** with people.

【句型总结 6：我具备某种能力或资质】

句式 1——通过某考试：I passed the + 具体某学科 + test / exam .

时态选择：一般过去时（动词的过去式）

句式 2——获得某证书：I have got a certificate of + 具体某学科 .

时态选择：现在完成时（have/has+动词的过去分词形式）

句式 3——拥有某能力：I can + 表能力的动词词组 .

注意：情态动词 can + 动词原形

句式 4——擅长某技能：I am good at + 擅长的技能 .

注意：be good at + 动词 ing

【仿句练习 6：连词成句】

1. the College Entrance Exam / I passed

2. a certificate of / I have got / Accounting

3. the marketing test / I passed / I have got / marketing / a certificate of / and

4. speak Chinese / and / I can / write in Chinese

5. am good at / I / repairing the cars

6. and / communicating with foreigners / I can / I am good at / speak many languages

【例句展示 7】

➤ I want to find a job as an English teacher at school.

I'd like to find a job as an English teacher at school

➤ I want to get a job as a shop assistant in your supermarket.

I'd like to get a job as a shop assistant in your supermarket.

➤ I want to work as a full-time auto mechanic in your company.

I'd like to work as a full-time auto mechanic in your company.

➤ I want to apply for a part-time salesperson in the store.

I'd like to apply for a part-time salesperson in the store

【句型总结 7：我想要申请在某地方的某份工作】（视其类型选择相应句子）

句式 1: I want to / I'd like to find a job as a/an + 某工作 + 某地方 .

句式 2: I want to / I'd like to get a job as a/an + 某工作 + 某地方 .

句式 3: I want to / I'd like to work as a/an + 某工作 + 某地方 .

句式 4: I want to / I'd like to apply for a/an + 某工作 + 某地方 .

【仿句练习 7：连词成句】

1. get a job as / in your company / as a secretary / I'd like to

2. in your store / I'd like to / a cashier / work as

3. as a part-time salesgirl / I'd like to / in your supermarket / find a job as

4. I'd like to / at school / apply for / a full-time kindergarten teacher

【例句展示 8】

- I like reading books and listening to the music.
I love reading books and listening to the music.
I enjoy reading books and listening to the music.
- My hobby is playing the guitar.
My hobby is jogging.
- Playing football is my hobby.
Travelling around the world is my hobby.
- My favorite sport is playing basketball.
My favorite subject is Python.
- Playing basketball is my favorite.
Collecting stamps is my favorite.
- I am interested in reading novels.
I am interested in climbing the mountains.
- I am crazy about computer programming.
I am crazy about singing and dancing.
- I am keen on drawing pictures.
I am keen on skiing.

【句型总结 8: 我喜欢……】（八选一）

句式 1: I like / love / enjoy + 爱好的名词或动名词短语 .

句式 2: My hobby is + 爱好的名词或动名词短语 .

句式 3: 爱好的名词或动名词短语 is my hobby .

句式 4: My favorite + 爱好大类 is + 具体的爱好 .

句式 5: 爱好的名词或动名词短语 is my favorite .

句式 6: I am interested in + 爱好的名词或动名词短语 .

句式 7: I am crazy about + 爱好的名词或动名词短语 .

句式 8: I am keen on + 爱好的名词或动名词短语 .

注意: 喜欢做某事记得用动词 ing 的形式

【仿句练习 8: 连词成句】

1. love / skating / and / I / jogging

2. is / my hobby / flying the kites

3. sport / is / playing soccer / my favorite

4. is / playing the guitar / my favorite

5. I / Information Technology / am interested in

6. am crazy about / Chinese art / I

7. cooking Chinese food / I / am keen on

- 个人简历正文最后一段只要描写求职者向面试官表示对这份工作的真诚期待。即：“本人十分期待也十分珍惜这份来之不易的工作”

【例句展示 9】

➤ I believe I will be fit for the position of an assistant [in the office].

I believe I will be fit for the position of a cashier [in the supermarket].

I believe I will be fit for the position of a Chinese teacher [at school].

【句型总结 9：我相信自己能适合在某地方的某工作】

I believe I will be fit for the position of a/an + 某具体职位 + [某地点].

【仿句练习 9：连词成句】

1. in the factory / I believe / be fit for / I will / a worker / the position of

2. a secretary / the position of / I will / I believe / in your company / be fit for

Step 6: Make a Summary.

第六步：图文并茂总结英文个人简历的大致模板

Resume（首行居中，注意大小写，可省略）

（正文空两格）① Ladies and gentlemen, good afternoon!

（另起一段空两格）② My name is + 姓名 + **from** + 某地 . ③ I was born on + 出生日期 . ④ I live at + 带有门牌号的家庭住址 . ⑤ My telephone number is + 电话号码 . ⑥ My e-mail address is + 详细的电子邮箱地址 .

（另起一段空两格）⑦ Next year, I will graduate from XXX Vocational School. ⑧ My major is + 专业名词 . ⑨ I can + 表能力的动词词组 . ⑩ I passed the + 具体某学科 + **test / exam** . And 11. I have got a certificate of + 具体某学科 .

（另起一段空两格）In my daily life , 12. I am interested in + 爱好的名词或动名词短语 .
13. 爱好的名词或动名词短语 is my favorite .

（另起一段空两格）14. I believe I will be fit for the position of a/an + 某具体职位 + [某地点] .

Thank you!

【个人简历专项练习】

【第一部分：词汇练习】

一、请将下列英语单词翻译成汉语。

- | | | | |
|----------------------|-------------------|---------------------------|---------------|
| 1. name | 2. age | 3. gender | 4. male |
| 5. female | 7. birthday | 8. address | 9. e-mail |
| 10. telephone number | 11. school | 12. major | 13. education |
| 13. work experience | 14. job objective | 15. interests and hobbies | |

二、请将下列汉语翻译成英文。

- | | |
|---------------|--------------|
| 1. 名字 | 2. 姓氏 |
| 3. 中文名字 | 4. 英文名字 |
| 5. ……岁 | 6. 两岁 |
| *7. 一个两岁大的男孩 | 8. 性别 |
| 9. 男性 | 10. 女性 |
| 11. 电话号码 | 12. 家庭地址 |
| 13. 电子邮箱 | 14. 从……毕业 |
| 15. 小学 | 16. 中学 |
| 17. 职业学校 | *18. 第一职业学校 |
| 19. 语文 | 20. 数学 |
| 21. 英语 | 22. 计算机科学 |
| 23. 计算机网络 | 24. 国际商务 |
| 24. 会计 | 26. 旅游管理 |
| 27. 汽车维修 | 28. 修理电脑 |
| 29. 使用办公软件 | 30. 擅长…… |
| 31. 擅长口语 | 32. 有良好的沟通技巧 |
| *33. 获得了教师资格证 | *34. 通过考试 |
| 35. 工作 | 36. 职位 |
| 37. 兼职 | 38. 全职 |
| 39. 经理 | 40. 秘书 |
| 41. 售货员 | 42. 收银员 |

- | | |
|------------|-------------|
| 43. 公司 | *44. ABC 公司 |
| 45. 喜欢 | 46. 最喜欢的 |
| 47. 对……感兴趣 | 48. 看书 |
| 49. 拍照 | 50. 说英语 |
| 51. 开车 | 52. 做运动 |

【第二部分：句型练习】**二、请将下列句子的中文意思翻译成英文。**

1. 我的名字叫 (my name is ...) 李华。

2. 我是一个聪明的 (smart) 男孩儿。

3. 2003 年 5 月 17 日, 我出生在 (I was born ...) 厦门。

4. 我去年毕业 (graduate from ...) 于 ABC 职业学校。

5. 在校期间, 我学习的专业是 (I studied ...) 计算机网络专业。

6. 我住在 (I live at ...) 福建省厦门市思明区厦禾路 123 号。

7. 我的电话号码 (phone number) 是 188xxxx001。

8. 我的电子邮箱 (e-mail address) 是 smithgreen@sina.com。

9. 我想要 (I'd like to ...) 在学校找一份英语老师的工作。

10. 我想要在超市找一份兼职收银员 (a part-time cashier) 的工作。

11. 我喜欢 (like) 唱歌、跳舞。

12. 我的爱好 (hobby) 是打篮球。

13. 我对下国际象棋十分感兴趣 (be interested in ...)。

14. 我痴迷于 (be crazy about ...) 说英语。

15. 我相信自己很适合 (be fit for ...) 超市销售员的这个职位。

16. 我相信自己很适合公司经理的这个职位 (the position of ...)。

【第三部分：写作练习】

一、请根据下列信息，补全个人简历的表格。

My name is Wang Lin. I am a girl. I was born on May 11th, 2004. I am a student at Xinhua Vocational School and my major is accounting. I can speak good English and I am good at communicating with people. I want to apply for a job as an office assistant. I wish I could get it. My e-mail address is wanglin123@qq.com

Resume	
Name	1.
Male / Female	2.
Date of Birth	3.
Age	4.
School	5.
Major	6.
Special Abilities	7.
Job Applied for	8.
E-mail Address	9.

二、请根据以下中英文提示，完成个人简历。

个人简历

姓名	李美丽	性别	女
出生日期	2002 年 9 月 12 日		
受教育情况	主修计算机专业；2020 年毕业于第一职业学校		
工作经历	曾在 2020 年，在沃尔玛超市担任收银员一职 从 2021 年开始，在电子城担任销售员一职		
技能&特长	电脑操作能力强；熟练运用办公软件		
求职意向	IT 公司的办公室职员		
联系方式	电话：13756227xx 电子邮箱：lmm123@fjit.com 家庭地址：福州市金牛路 66 号		

【参考词汇】

graduate from ... 毕业于某学校

major in ... 主修某专业

Walmart Supermarket 沃尔玛超市

cashier 收银员

computer shop

salesgirl 女销售员

operate computers 操作电脑

office software 办公软件

clerk 办公室职员

Resume

Hello, ladies and gentlemen! My name is _____. I was born on _____.

I am a hardworking _____. I majored in _____ at school. I graduated from _____ in _____.

After graduation, I got the first job as a _____ in _____ in 2020. Since 2022, I have been a _____ in _____, Now I want to find a new job as _____ in your IT Company.

I am good at _____ and _____, I live at _____. My phone number is _____ and my e-mail address is _____.

I believe I will be fit for the position. Thank you!

三、请根据以下中英文提示，完成一份 60—80 字的英文个人简历。

假如你叫王刚，男，2002 年 3 月 15 日出生于福建厦门，毕业于集美工业学校的旅游管

理专业。你现在住在厦门市厦禾路 88 号。你性格活泼开朗，有很好的沟通能力，英语口语也不错，想找一份导游的工作。你的联系方式是 1888xxxx567。

【参考词汇】

Jimei Gongye Vocational School 集美工业学校

tourism and management 旅游管理

tour guide 导游

outgoing 活泼的、外向的

【第一稿：写完主动拿给老师批改噢】

Resume

【修正稿：你一定可以写得更好】

专题八 招聘广告

Step 1: Read and Discuss.

第一步：请同学们回想平时周末或放假找兼职看过的招聘广告，并仔细阅读如下三篇英文的招聘广告，回答下列问题。

Passage A

A Cashier is Wanted!

Walmart Supermarket needs a cashier during weekdays. Applicants should be under the age of 28, should be good at spoken English and computer. They also should be friendly and hardworking. The person to be contacted is Li Mei. Contact phone number is 13856826513.

Passage B

Shop Assistants are Needed!

ABC Shopping Center needs some part-time shop assistants during evenings and weekends. Applicants should be under the age of 30 and be good at communicating. The person to be contacted is the manager of HR Department, Mr. Zhang. Contact telephone is 87654321.

Passage C

We Want Receptionists!

Xiamen Westin Hotel needs some full-time receptionists during this winter vacation. Both male and female are welcome. Applicants should be under the age of 25, should have got education in secondary vocational school or higher and should have good communication skills and. What's more, we need someone who is good at computer and spoken English. The person to be contacted is the manager of HR Department, Mr. Wang at 86865858.

Q1: 查找英文单词“广告”（全称和缩写）

Q2: 英文招聘广告是用哪些英文单词来表示“招聘”二字的？

*Q3: 请同学们尝试总结：如何书写一个正确的英语招聘广告标题？

Q4: 招聘广告正文的第一句一般都描述什么信息？

*Q5: 如果把英文招聘广告的信息分成三大部分，请同学们尝试总结：招聘广告应该包含哪些信息？

Step 2: Think and Find.

第二步：请同学们根据第一步阅读思考的结果，结合以下两份已总结好的知识清单，圈画出自己没有想到知识点，并加以记忆。

知识清单（纯文字版）

- ✓ 招聘广告（The Want Ads）主要指用来公布招聘信息的广告，要为应聘者提供一个获得更多信息的来源。
- ✓ 我们日常一般用 Wanted 或 Needed 作为英文招聘广告标题的一部分。
- ✓ 我们一般用“拟招聘职位+Wanted”、“拟招聘职位+Needed”、“拟招聘职位+ is Wanted !”、“拟招聘职位+ is Wanted !”、“We Want+拟招聘职位 !”、“We Need+拟招聘职位 !”等，作为英文招聘广告的标题。
- ✓ 英文的招聘广告主要包含：招聘单位、招聘岗位、招聘人数、招聘要求、招聘联系人、招聘联系方式等信息。其中，招聘要求一般要讲述求职者所需的年龄、能力、性格等。
- ✓ 人才招聘广告就是企业员工招聘的重要工具之一，设计的好坏，直接影响到应聘者的素质和企业的竞争。所以，同学们在日常书写广告文案时，应注意语言简练。



图文并茂更清楚！

拟招聘职位+Wanted 或 拟招聘职位+Needed

拟招聘职位+ is Wanted ! 或 拟招聘职位+is Needed !

We Want+拟招聘职位 ! 或 We Need+拟招聘职位 !

（标题置于首行居中位置，不可省略）

正文部分（段首空两格）① 招聘单位+招聘岗位+招聘人数 ② 招聘要求（含求职者所需的年龄、能力、性格等） ③ 招聘联系人、招聘联系方式

Step 3: Read and Complete.

第三步：请同学们阅读下列两份招聘广告，并根据表格内容的提示，完成表格。

Writing A: 根据下列材料，填写一份招聘广告。

Shop Assistants Needed
DIY Shopping Center needs some part-time shop assistants during evenings and weekends. Applicants should be under the age of 30 and be good at communicating. The person to be contacted is the manager of HR Department, Mr. Zhang. His telephone is 886-6288.
We Want _____!
Are you looking for a part-time job? Please join us at _____.
We need _____ to work during _____.
Applicants should _____ and should _____.
If you are interested, please contact _____ at _____.

Writing B: 根据下列材料，填写一份招聘广告。

Receptionists Are Wanted!	
Xiamen Westin Hotel needs some full-time receptionists during this winter vacation. Both male and female are welcome. Applicants should be under the age of 25, should have got education in secondary vocational school or higher and should have good communication skills and. What's more, we need someone who is good at computer and spoken English. The person to be contacted is the manager of HR Department, Mr. Wang at 86865858.	
We Wanted Receptionists!	
Position	
Full Time / Part Time	
Male / Female	
Age	
Education	
Abilities	
Telephone Number	

***Step 4: Read, Think and Vocabulary Study.**

第四步：请同学们认真思考：自己是如何找到上面两份表格的正确答案，再结合之前阅读的英文招聘广告，完成下列书面练习。

一、以下单词是招聘广告的关键要素的英文表达，请将下列单词或词组翻译成中文。

- position job wanted / job needed full time / part time
- age
- gender male / female
- education school major
- ability qualification
- work experience
- contact information contact person contact number telephone number

二、词汇分类练习：请根据下列的招聘广告要素分类，将下列单词或词组翻译成中文。

● 招聘职位的相关词汇

applicant

teacher	sales manager	secretary	clerk
salesperson	salesman / salesgirl	cashier	shop assistant
waiter / waitress	cook	chef	computer engineer
want + 职位	need + 职位	look for + 职位	

● 年龄的相关词汇

be under the age of + 数字 (+ years old) be no more than + 数字 + years old
 be aged + 小数字 + to + 大数字

● 性别的相关词汇

gender male female

● 教育背景的相关词汇

have got education in + 学校	graduate from + 学校	
primary school	elementary school	middle school
vocational school	secondary vocational school	
junior high school	senior high school	
university	college	

● 能力、资历的相关词汇

- | | |
|----------------------------------|--------------------------------|
| ➤ can use computers | can use the office software |
| can repair computers | can repair cars |
| can type | can count number / money |
| can look after little children | can take good care of the old |
| ➤ be good at spoken English | be good at communication |
| ➤ have good communication skills | have good car-repairing skills |
| ➤ get a teaching certificate | got a CET-4 certificate |
| ➤ pass the TOEFL test | pass the HSK test |

● 联系方式的相关词汇

telephone number	phone number	e-mail address
call sb. at + 具体电话号码		
e-mail sb. at + 具体电子邮箱地址		
contact sb. at + 具体联系方式		

***Step 5: Read, Think and Sentence Study.**

第五步：同学们有了上一步词汇学习的铺垫，现在开始进行重点句型的学习。

一、阅读下列一封个人简历，回答下列问题。

We Want Three Shopping Assistants!

ABC Shopping Center needs three part-time shop assistants during evenings and weekends. Both male and female are welcome. Applicants should be under the age of 30 and be good at communicating. The person to be contacted is the manager of HR Department, Mr. Zhang. Contact telephone is 87654321.

Q1: 数一数：除去标题，这封招聘广告总共几句话？

Q2: 读一读：每句话分别描述了哪些信息？

Q3: 想一想：招聘广告一般用哪个情态动词来描述应聘者的要求？

***Q4: 理一理：请用图示法在底下空白处总结个人简历的相关信息。**

We Want Three Shopping Assistants!

招聘广告正文第一部分： _____

招聘广告正文第二部分： _____ 一般会用情态动词（ ）

招聘广告正文第三部分： _____

二、重点句型巩固：请根据下列句型提示，学习并书写正确的英文语句。

- 招聘广告正文第一部分一般直接开门见山告知自己单位的招聘岗位、招聘人数及具体工作时间等信息，即：“某单位诚聘若干名在某时段工作的某员工”

【例句展示 1】

- ABC Shopping Center **needs** *three* part-time shop assistants [during evenings and weekends].
- ABC Shopping Center **wants** *three* part-time shop assistants [during evenings].
- ABC Shopping Center **is looking for** *three* part-time shop assistants [during weekends].

【句型总结 1：某单位诚聘若干名在某时段工作的某员工】（三选一）

句式 1：某单位 **needs** + 人数 + 具体招聘职位 + [during+具体工作时段].

句式 2：某单位 **wants** + 人数 + 具体招聘职位 + [during+具体工作时段].

句式 3：某单位 **is looking for** + 人数 + 具体招聘职位 + [during+具体工作时段].

注意：由于招聘单位都有自己的名字，所以大家在书写单位时，首字母记得大写。

【仿句练习 1：连词成句】

1. needs / two / UC Cafe / cashier / during / evenings and weekends / part-time

2. during weekends / full-time / wants / three / Meiwei Restaurant / cook

3. some / is looking for / DIY Shopping Center / waiters / during the weekdays / full-time

【例句展示 2】

*拓展：有时候，我们可以在招聘广告的正文开头处运用一些疑问句的句型，使招聘广告看起来“更亲切”。

- 原：ABC Shopping Center **needs** *three* part-time shop assistants [during evenings and weekends].

改：Do you need a part-time job? We **need** *three* part-time shop assistants in ABC Shopping Center [during evenings and weekends].

➤ 原: **DIY Shopping Center is looking for** *some* full-time waiters [during winter vacation].

改: **Are you looking for a full-time job?** We are looking for *some* full-time waiters in **DIY Shopping Center** [during winter vacation].

【句型总结 2: 你需要某工作吗? 我们诚聘若干名在某时段工作的某员工】

句式 1——疑问句设问:

Do you want a part-time / full-time job ?

Do you need a part-time / full-time job ?

Are you looking for a part-time / full-time job ?

句式 2——陈述句自答:

We **want** + 人数 + 具体招聘职位 + **in**+某地点 + [during+具体工作时段].

We **need** + 人数 + 具体招聘职位 + **in**+某地点 + [during+具体工作时段].

We **are looking for** + 人数 + 具体招聘职位 + **in**+某地点 + [during+具体工作时段].

【仿句练习 2: 连词成句】

1. want / a part-time job / you / do / ?

2. ? / you / a full-time job / do / need

3. a job / looking for / you / ? / are

4. we want / in Star Vocational School / teachers / during this term / part-time / some

5. workers / full-time / during the evenings / we need / in Good Factory / five

6. three / we are / during the weekdays / looking for / babysitters / part-time / in my house

- 招聘广告正文第二部分一般直接告知应聘者所需的性别、年龄、能力、资质等信息, 即:

“应聘者应符合某些条件及要求等”**【例句展示 3】**

- Both **male and female** are welcome.
Only **male** is welcome.
Only **female** is welcome.
- Applicants should **be under the age of 25**.
Applicants should **be under the age of 25 years old**.
Applicants should **be no more than 25 years old**.
Applicants should **be aged 18 to 25**.
- Applicants should **have got education in** the vocational school.
Applicants should **have got education in** the senior high school.
Applicants should **have got education in** the university or higher.
- Applicants should **be good at** spoken English.
Applicants should **be good at** office software.
Applicants should **have good communication skills**.
Applicants should **have good accounting skills**.

【句型总结 3：应聘者应符合某些条件及要求。】**句式 1——性别要求：**

Both 男性和女性 are welcome. / Only 男性或女性 is welcome.

句式 2——年龄要求：

Applicants should **be under the age of** + 数字 (+ years old) .

Applicants should **be no more than** + 数字 (+ years old) .

Applicants should **be aged** 小数字 **to** 大数字 .

句式 3——学历要求：

Applicants should **have got education in** + 学校 or higher.

句式 4——能力要求：

Applicants should **be good at** + 表能力的名词或动词 ing 的词组 .

Applicants should **have good** + 表能力的名词 **skills** .

注意：情态动词 should + 动词原形

【仿句练习 3: 连词成句】

1. are / male and female / welcome / both

2. welcome / is / only / welcome

3. 28 / applicants / be under the age of / years old / should

4. be no more than / years old / should / 27 / applicants

5. should / 25 / to / 18 / applicants / be aged to

6. in the senior high school / should / applicants / have got education

7. or higher / have got education / should / applicants / in the vocational school

8. communicating with people / applicants / be good at / should

9. applicants / marketing skills / should have good

【例句展示 4】

*拓展: 有时候, 我们可以在招聘广告中运用一些**疑问句**的句型**描述应聘者的能力**等信息, 使招聘广告看起来“更有温度”。

➤ 原: Applicants should **be good at** spoken English.

改: **Are you good at** spoken English ?

➤ 原: Applicants should **have good** communication **skills**.

改: **Do you have** good communication **skills** ?

【句型总结 4: 你擅长某技能吗? 你有好的某某技巧么?】

句式 1——你擅长某技能吗？

Are you good at + 表能力的名词或动词 ing 的词组？

句式 2——你有好的某技巧么？

Do you have good + 表能力的名词 skills？

【仿句练习 4：连词成句】

1. ? / good at / are you / using computer software

2. have / you / ? / do / car-repairing skills / good

- 招聘广告正文第三部分描述了招聘单位的联系人和联系方式等信息，即：“你可以联系某人了解更多的信息”

【例句展示 5】

- If you are interested, please **contact** Mr. Zhang **at** 182xxxx0001 for more information.
- If interested, **the person to be contacted is** Mr. Zhang. His phone number is 182xxxx0001.

【句型总结 5：如果你感兴趣的话，你可以联系某人了解更多的信息】

句式 1:

If you are interested, please contact + 联系人姓名 **at** + 联系方式 for more information.

句式 2:

If interested, **the person to be contacted is** + 联系人姓名 .

His / Her phone number is + 电话号码 .

注意：这里的 If interested 省略了主语 you are ， 即：If (you are) interested,。

【仿句练习 5：连词成句】

1. for more information / if you are interested / us / contact / at abcdefg@xxx.com / please

2. 1386449xxxx / is / her / phone number / Mrs. Smith

/ the person to be contacted is / if interested

【例句展示 6】

*拓展：有时候，我们可以在招聘广告的**结尾处**运用一些**疑问句**的句型，使招聘广告看起来“更热情”。

➤ 原：If interested, please contact Mr. Zhang at 182xxxx0001 for more information.

改：**Would you like to work in a new exciting company?** If so, please contact Mr. Zhang at 182xxxx0001 for more information.

➤ 原：If interested, the person to be contacted is Mr. Zhang. His phone number is 182xxxx0001.

改：**Would you like to work with us?** If so, the person to be contacted is Mr. Zhang. His phone number is 182xxxx0001.

【句型总结 6：想要在新公司和我们一起工作吗？请联系某人】

句式 1——想要在新公司和我们一起工作吗？

Would you like to work in a new company with us ?

句式 2——请联系某人

If so, please contact + 联系人姓名 at +联系方式 for more information.

If so, the person to be contacted is +联系人姓名 . His / Her phone number is +电话号码 .

【仿句练习 6：连词成句】

1. in a new interesting company / ? / would you like to / work

2. ? / would you like to / with us / work

3. in a new company / would you like to / work / ? / with us

4. for more information / 133696771xx / at / please contact / if so / Mr. Lee

5. if so / his phone number / 18862531xxx / is / Lucifer / the person to be contacted is

Step 6: Make a Summary.

第六步：图文并茂总结英文招聘广告的大致模板

拟招聘职位+Wanted 或 拟招聘职位+Needed

拟招聘职位+ is Wanted ! 或 拟招聘职位+is Needed !

We Want+拟招聘职位 ! 或 We Need+拟招聘职位 !

(标题置于首行居中位置, 不可省略)

正文部分 (段首空两格) ① **Are you looking for** a part-time / full-time job ? ② **We are looking for** + 人数 + 具体招聘职位 + **in**+某地点 + [during+具体工作时段] . ③

另起一段 (段首空两格) ③ **Both 男性和女性 are welcome.** ④ **Applicants should be under the age of** + 数字 (+ years old) . ⑤ **Applicants should have got education in** + 学校 or higher. ⑥ **Applicants should be good at** + 表能力的名词或动词 ing 的词组 . ⑦ **Applicants should have good** + 表能力的名词 **skills** .

另起一段 (段首空两格) ⑧ **Would you like to work** in a new company with us ? ⑨ **If so,** please contact + 联系人姓名 at +联系方式 for more information.

【招聘广告专项练习】

【第一部分：词汇练习】

一、请将下列英语单词翻译成汉语。

- | | | | |
|---------------------|--------------------|----------------------|-------------------|
| 1. position | 2. job wanted | 3. full time | 4. part time |
| 5. age | 6. gender | 7. male | 8. female |
| 9. education | 10. school | 11. major | 12. qualification |
| 13. work experience | 14. contact person | 15. telephone number | |

二、请将下列汉语翻译成英文。

- | | |
|----------------|-----------------|
| 1. 求职者 | 2. 销售经理 |
| 3. 秘书 | 4. 店员；职员 |
| 5. 收银员 | 6. 商店售货员 |
| 7. 服务员 | 8. 厨师 |
| 9. 计算机工程师 | *10. 保姆 |
| 11. (介词) 在……下面 | *12. 在 18 岁以下 |
| 13. 多于；大于 | *14. 年龄大于 18 岁 |
| 15. 不多于；不大于 | *16. 年龄不大于 22 岁 |
| 17. 性别 | 18. 男性 |
| 19. 女性 | 20. 从……毕业；毕业于…… |
| 21. 接受教育 | 22. 职业学校 |
| 23. 大学 | *24. 师范大学 |
| 25. 能；会 | 26. 擅长…… |
| 27. 修理电脑 | 28. 修理汽车 |
| 29. 照顾小孩 | 30. 照顾老人 |
| 31. 擅长沟通 | 32. 有良好的的沟通技巧 |
| 33. 电话号码 | 34. 打电话给某人 |

【第二部分：句型练习】

三、请将下列句子的中文意思翻译成英文。

1. ABC 超市诚聘 (need) 三名兼职收银员。

2. ABC 公司急需招聘一名全职秘书，上班时间是在工作日（during ...）。

3. 你想要找一份工作吗？我们正在寻找（look for）一名幼儿园老师，工作时间在周一至周五。

4. 我们都（both ... and ...）十分欢迎男性和女性求职者。

5. 求职者的年龄应该低于（under）30 岁。

6. 求职者的年龄应该不低于（no more than）35 岁。

7. 求职者应该至少（at least）在职业学校接受过教育。

8. 求职者应该在大学（university）接受过教育。

9. 求职者应该擅长（be good at）使用办公软件。

10. 求职者应该有良好的电脑专业知识（skills and knowledge）。

11. 你有（do you have ...）良好的沟通技能么？

12./ 你会（can you ...）照顾老人么？

13. 如果你感兴趣的话，你可以联系（contact）林先生。

14. 如果你感兴趣的话，你可以电话联系（call sb. at ...）张女士，她的电话是 177xxx654xx。

【第三部分：写作练习】

一、请根据下列信息，填写一份招租启示。

- 独立住宅出租（160 平方米）：月租金 1200 美元；四间卧室、两间浴室
- 具体地址: 116 Saylor Way, Las Vegas, NV 89108
- 联系人: Michelle Bonner
- 联系电话: 017-244-3924

_____ for Rent
Detached House: _____ bedroom(s)
_____ bathroom(s)
_____ square meters
Home Address: _____
For more information, please contact _____ at _____.

二、请根据以下中英文提示，完成招聘广告。

新星公司急需招聘一名秘书，要求年龄在 28 岁以下，性格外向，有较好的沟通能力以及工作责任感。有意者请联系人力资源部史密斯（Smith）经理，联系方式是 smith@163.com。

【参考词汇】

New Star Company 新星公司

outgoing 外向的

strong sense of responsibility 责任感

HR department 人力资源部

_____ Wanted
Are you looking for a full-time job? Please join us at _____ company. We need a _____.
Applicants should be under the age of _____, should be an _____ personality, should be good at _____ and should have _____.
If you are interested, please contact _____ at _____ or _____.
Come and join us!

三、请根据以下中英文提示，完成一份 60—80 字的英文招聘广告。

ABC 购物中心需要招聘若干名兼职促销员，要求年龄在 30 岁以下，有较好的沟通能力，能在晚上和周末上班。有意者请联系人力资源部张经理，联系电话是 87651xxx。

【参考词汇】

shopping center 购物中心

shop assistant 促销员

applicant 求职者

contact 联系

【第一稿：写完主动拿给老师批改噢】**We Want Shop Assistants!**

【第二稿：你一定可以写得更好】

下 读
笔 书
如 破
有 万
神 卷

The more you practice, the better you will get!

吃得苦中苦，方为人上人！

学测冲鸭！



温馨提示：本校资源，请勿外传！