

书面表达范文

书面表达：一般为命题式作文，即要求考生根据所给情境用英语写一篇 100 个单词左右的短文。提供的情境包括目的，对象，时间，地点，内容等。答题时间，一般要准备 40 分钟左右。

书面表达的注意事项：

- 1.格式正确
- 2.内容完整
- 3.表达得体
- 4.书写规范
- 5.长度适当

从近几年的真题来看，书面表达考试的题型均为书信，所以下面重点给出几篇书信范文，供同学们参考。

范文一：

假如你是李华，你的朋友 Peter 将来中国旅行。请写信邀请他来你家乡游玩，应包含以下内容：

1. 交通：飞机或火车，机场有 45 路公交车，在最后一站下车，如坐火车你将去车站接；
2. 活动内容：到附近的岛上玩，游泳、跑步、爬山、吃海鲜

注意：

- (1)开头结尾已为你写好；
- (2)词数应为 100 词左右。

Dear Peter,

I' m really excited to know that you' ll come to China for summer holidays. I hope you' ll come to visit my hometown.

You can either fly or take a train to come here when you' re in the country. Both the airport and train station are not far from my home. From the airport you can take Bus No.45. Please get off at the last stop. If you come by train, I' ll meet you at the train station.

During your stay, we can visit the islands nearby. They are very beautiful in summer. We can go swimming in the sea, running along the seaside and climbing the hills there. The seafood is wonderful on the islands. I' m sure you will like it.

Let me know your travel plan when you have one. I' m looking forward to seeing you again, in my hometown. Cheers.

Yours,

LI Hua

范文二：

你是王萍，写一封信给 Jefferson 先生。信件的内容包括：

- 1、 一个月前，他邀请了你到他家过圣诞节。
- 2、 你在他那里受到了热情款待。
- 3、 信件末尾写上一句你认为必要的话。

January 22,2018

Dear Mr. Jefferson ,

I am writing to thank you for your kindness and hospitality I enjoyed during my stay in your place.

It is very kind of you to invite me to spend my Christmas holiday in your palace last month. The room you arranged for me in your house was quiet, clean and comfortable. The food was very delicious. And visits to local scenic spots were really wonderful. They have not only broadened my horizon, but also enriched my experience. By the way, if it is convenient for you, please come over and spend your Spring Festival this year in my place.

Thank you very much again.

Yours,

Wang Ping

范文三：

你叫李平，是英语系学生会主席。写一封信给王教授，请他做一个有关中国历史的报告。注意信中要包括目的、时间、日期和地点。

May 19,2019

Dear Professor Wang ,

On behalf of the Student Union of the English Department, I am writing to invite you to give a lecture on Chinese history.

We have planned to have such a lecture at 2:30 pm. in Lecture Hall 419, on May 25.

Looking forward to your lecture. Inform us in advance if you can not come.

Sincerely yours,

Li Ping