第一章　应用文

一、介绍信

1. 介绍信分为人物介绍信（向对方介绍同学、朋友、新成员等，内容侧重于个人品质、成就以及与所介绍职位 / 角色的适配性）和地点 / 文化 / 活动介绍信（向对方介绍家乡、校园、旅游景点等，突出文化活动或项目安排，强调特色、亮点和价值。）

2. 第一段先问候并直接点明写作目的（如“I am writing to introduce...”），语气应与收信人身份匹配。第二段根据介绍对象（人物 / 地点 / 活动）选取 2～3 个核心亮点分层展开，用具体信息（成就、历史、特色等）予以支撑，避免使用空洞的形容词。第三段表达希望（如“Hope you will find my introduction useful”或“I would be most grateful if...”）并礼貌期待对方回应。

预测试题

Read the following email from your foreign friend Paul and write a reply.

Dear Li Ming,

I am going to visit China next month, but I am not sure which city to go. Could you introduce one city and give me some relevant advice? Thank you for help.

Yours,
Paul

Write your answer in about 100 words on the ANSWER SHEET.
Do not use your own name in your email; use “Li Ming” instead.

必背范文 1

Dear Paul,

Welcome to China! More than delighted to know that you are going to visit China next month, I am writing to offer my recommendation and a couple of useful tips for your stay.

The city of Beijing is highly recommended to you for the following reasons. First of all, Beijing is the capital of China and serves as a center of politics, culture, international exchanges and technological innovation. Secondly, Beijing, with a long history, is characterized by some famous historical sites, including the Great Wall, the Summer Palace and the Forbidden City. Plus, it is advisable for you to pay attention to changing weather and observe relevant rules and regulations during your stay.

Please do not hesitate to contact me if you have any questions. I am looking forward to meeting you in China.

Yours sincerely,
Li Ming

参考译文

亲爱的保罗：

欢迎来到中国！得知你下月即将来访中国，我满心欢喜，特致信为你提供一些游览建议和实用小贴士。

我强烈推荐你前往北京，理由如下。首先，北京是中国的首都，也是集政治、文化、国际交往、科技创新于一体的中心城市；其次，北京历史悠久，坐拥长城、颐和园、故宫等众多著名历史古迹。此外，建议你留意逗留期间的天气变化，并遵守相关规章制度。

如果你有任何问题，随时与我联系即可。期待与你在中国相见。

真诚的，

李明

二、询问信

1. 询问信通常涉及询问具体信息、困难求助、生病慰问、失败安慰、寻找失物等。

2. 生病慰问、失败安慰等属于私人信函，注意语言不要过于复杂；询问具体信息、困难求助、寻找失物等属于正式信函，注意语气和语言的表达。

预测试题 1：询问信息

You are planning to go to Europe for a 2-week leisure trip with a group. Write a letter to a travel agency concerned, inquiring about relevant information.

Write neatly about 100 words on the ANSWER SHEET.

Do not use your own name; use “Li Ming” instead.

必背范文 2

Dear Sir or Madam,

Planning to take an overseas leisure trip to Europe with your travel agency this summer before my postgraduate study in early September, I am writing to make some inquiries regarding what preparations I shall make for the journey.

Firstly, I would like to know the inclusive fee for a two-week trip. Shall I bring euros or RMB with me? Secondly, I do hope to have some ideas about the general visiting schedule for such a trip, so that I can inform my friends there beforehand and fix a date for gathering with them.

Thanks in advance. I am looking forward to your reply.

Sincerely yours,
Li Ming

参考译文

尊敬的先生 / 女士：

计划今年九月初读研究生之前的夏天随你们旅行社去欧洲旅行，所以我写信是想询问我需要为这次旅行做什么准备。

第一，我想知道两周旅行所有的费用是多少。我需要带欧元还是人民币？第二，我希望能了解这次大致的行程安排，这样我可以提前通知我那边的朋友，和他们约个时间聚聚。

提前感谢，期待您的回复。

真诚的，
李明

预测试题 2：寻找失物

On the way to the airport, you found that your phone and computer had been left in the hotel. Now write a letter to ask if they can help you find them.

Write neatly about 100 words on the ANSWER SHEET.

Do not use your own name; use “Li Ming” instead.

必背范文 3

Dear Sir or Madam,

I am a regular guest of your hotel. Yesterday I hurried to the airport and left my iPhone 17 and MacBook Air in Room 111. Could you please contact the department responsible for collecting guests’ lost items and check if they have been found?

In my iPhone 17, there are hundreds of photos taken with my

parents and classmates. These pictures are very precious to me. Moreover, my MacBook Air contains a term paper and a wealth of data, as well as materials related to my research. The deadline of this paper is looming. I could not sleep because of it last night.

If you have found the lost item, please kindly reply to me via email or contact me at 010-66××××66. I will ask my friend to pick them up. Thanks for your kind assistance.

Yours truly,
Li Ming

参考译文

亲爱的先生或女士：

我是贵酒店的常客。昨天我匆忙赶到机场，把我的 iPhone 17 和 MacBook Air 落在了 111 房间。麻烦你联络负责收集客人丢失物品的部门，询问他们是否已经找到。

我的 iPhone 17 里有几百张与我的父母和同学拍摄的照片，这些照片对我来说非常宝贵。我的 MacBook Air 中还有一份论文资料，以及关于我的研究的大量数据与资料。论文的截止日期迫在眉睫，为此我昨晚都失眠了。

如果你找到了我丢失的物品，请给我回邮件或拨打 010-66××××66 联系我。我会让我的朋友去取。非常感谢您的协助。

真诚的，
李明

预测试题 3：失败安慰

Suppose one of your classmates has failed in the election for the chairman of the Students' Union, and write him a letter.

Write neatly about 100 words on the ANSWER SHEET.

Do not use your own name; use “Li Ming” instead.

必背范文 4

Dear Tom,

I am terribly sorry to know that you failed in the election for chairman of the Students’ Union. I fully understand how disappointed and upset you feel right now.

You spent plenty of time preparing for speeches and organizing activities. Undoubtedly, your outstanding ability and warm personality have always impressed all classmates. Defeat is never a total failure but precious experience. It helps you spot your weaknesses and make progress later.

Do not lose heart. There will be more chances ahead. I firmly believe you can achieve your goal sooner or later. If you feel down, we can hang out and chat together.

Yours sincerely,
Li Ming

参考译文

亲爱的汤姆：

得知你竞选学生会主席失利，我十分遗憾。我完全理解你此刻内心的失望与沮丧。

你花费大量时间准备演讲稿、组织各项活动。毋庸置疑，你出众的能力与友善的性格一直给全班同学留下深刻印象。失利并不代表全盘失败，而是宝贵的经验。它能帮你发现自身不足，在日后不断进步。

不要灰心，未来还有更多机会。我坚信你迟早能够实现目标。如果你情绪低落，我们可以一起外出散心、聊聊心事。

真诚的，
李明

三、感谢信

1. 感谢信用于对别人给予的帮助、建议或热情招待表示感谢。文章首段表达谢意。第二段通常描述别人的帮助给你带来的良好结果，同时可以提到如何回报。

2. 第二段也可以描述如果没有别人的帮助会有怎样的后果，注意要用到虚拟语气。（But for your timely help, I might have been 出现的问题. It is your assistance that filled me with enough confidence and everything ended up smoothly. I sincerely hope I could have a chance to pay back your kindness.）

预测试题

You have just come back from a student exchange program in the U.S.. Write a letter to your host family in New York to express your gratitude.

Write neatly about 100 words on the ANSWER SHEET.

Do not use your own name; use “Li Ming” instead.

必背范文 5

Dear Mr. and Mrs. Smith,

I have been back to China safe and sound. Here I would like to convey my heartfelt thanks to your entire family for the kindness and hospitality you extended to me during my stay in New York.

Your generous help and tender care made me feel warmly welcome and transformed my first American trip into a beautiful memory. I sincerely hope that you and your family will pay a visit to China in the future so that I could have the opportunity to repay your kindness. I assure you that you will enjoy the visit in China as much as I enjoyed my stay with you.

Please allow me to extend my gratitude once again. Please send

my regards to your family.

Sincerely yours,
Li Ming

参考译文

亲爱的史密斯先生和夫人：

我已安全回到中国。在此，我谨向您全家表达由衷的感谢，感谢你们在纽约期间给予我的善意与热情款待。

你们的慷慨帮助和无微不至的关心让我倍感温暖，也让我首次的美国之行变成了美好的回忆。我非常期待你们和你们的家人能来中国，让我得以回报你们的盛情。我深信，你们定会像我在贵府感受到的那样，在中国度过一段愉快的时光。

再次向你们表示感谢。请代我向你们的家人问好。

真诚的，
李明

四、致歉信（拒绝信）

对于别人的邀请，可以选择接受或拒绝，拒绝更容易展开。拒绝信也属于致歉信，第二段通常描述拒绝的原因。（拒绝理由模板：It is mainly because at that time I will be fully occupied with 事情 which is beyond my expectation, and that conflicts with 活动. Therefore, I am forced to adjust my schedule and cannot make my presence. I sincerely hope that you will enjoy a good time. By the way, can we have dinner together sometime next week? I hope to see you soon.）

预测试题

You are invited to a dinner at a friend's house, but you are unable to attend. Write a letter to your friend to express your apology, explain your reason(s), and suggest a meeting at another time.

Write neatly about 100 words on the ANSWER SHEET.

Do not use your own name; use “Li Ming” instead.

必背范文 6

Dear Jack,

Thanks for your kind invitation to dinner at your home. Unfortunately, it is much to my regret that I cannot attend.

I am fully occupied with preparations for an important exam scheduled for the day after tomorrow. You know, it is of great importance to me because it directly affects my graduation. I feel terribly sorry for missing the chance of such a happy gathering, and I hope that all of you have a good time. Would it be possible for you and me to have a private meeting afterwards? If so, please don’t hesitate to drop me a line about your preferred date. I do long for a pleasant chat with you.

Please allow me to express my apologies once again.

Sincerely yours,
Li Ming

参考译文

亲爱的杰克：

感谢你盛情邀请我去你家共进晚餐。可是，我非常遗憾地告诉你我无法赴约。

我正忙于准备后天的一场重要考试。你知道的，这个考试对我来说很重要，它直接关系到我的毕业。错过了这么一个欢乐的聚会我深感遗憾，我希望你们能度过一段愉快的时光。对了，在我考试后我们可以见一面吗？如果可以，请随时给我写信，告诉我你方便的日期。我非常期待能和你畅聊一番。

请允许我再次致歉。

真诚的，
李明

五、申请信

1. 申请信包含求学信、求职信、奖学金申请、加入团体申请、志愿者申请等。话题虽有不同，但可以归纳总结为“申请一个宝贵的机会（apply for a precious opportunity）”，去做一件事。

2. 申请信第一段说明写信目的，第二段阐述申请原因或详细的自我介绍，尤其以自我介绍较为常见，第三段表达期待回复或期待面试。

3. 如果考试内容为推荐信（recommendation），文章第二段就将申请信的自我介绍换成第三人称，考试时要灵活运用。

预测试题

Read the following post from a message board and write an email in reply.

Business manager wanted	RMB 5000 per month
Our company is planning to extend the business in Beijing, and now a business manager in charge of the promotional sales is wanted. Previous experience is preferred.	Apply now

Write your answer in about 100 words on the ANSWER SHEET.

Do not use your own name in your letter; use “Li Ming” instead.

必背范文 7

Dear Sir or Madam,

Being a senior from a prestigious university, I am glad to know from the advertisement that you are looking for a business manager, so I am writing to apply for the position.

To briefly introduce myself, I am majoring in business administration, and expect graduation next June. Not only do I have excellent academic performance in all courses, but also I possess the rich experience of working in several renowned international