

观点评论型:

模版一

Now it is generally/universally acknowledged/accepted that_____.
They believe_____.

As opposed to the widely held belief, I believe/maintain that_____.
There are ...accounting for my argument. First of all,_____. In addition,
_____. Moreover,_____.

Taking into account all these, we may safely draw the conclusion that_____.
In this case, it is more advisable for us to_____rather than _____.

模版二

Nowadays an increasing number of people maintain/believe/come to realize
that_____.

**Nevertheless/however, there is in fact every reason(或 absolutely no reason) for us to
resist/reject(或 to believe/ accept) (that)_____.** To begin
with,_____. Furthermore,_____.
Last but not the least important,_____.

Judging from all evidence offered, we may safely come to the conclusion
that_____, in light of which, it is necessary effective actions should be
taken to prevent the situation.

观点选择型:

模版 1

There has been a heated discussion about_____. Some people argue
that_____, while others maintain
that_____.

As far as the first group of people are concerned, they give the following arguments. First
of all, _____. Moreover,_____. Last but not the least
important,_____.

However, others highlight the advantage/disadvantage of _____.
There are several reasons accounting for their argument. For one
thing,_____. For another,_____.

As far as I am concerned, each side is right in some sense/ in a certain way.) we
should_____.(折衷性)

模版 2

When it comes to ..., there is no consensus of opinions among people. Some people claim
that_____, while others maintain that_____.

The advocates of _____account for their arguments as follows. First and
foremost,_____. Moreover,_____. In
addition,_____.

Nevertheless, every coin has two sides. Others claim that_____. First of all,
_____. Furthermore,_____. Last but not the
least,_____.

As far as I am concerned, it is more advisable to support the first opinion rather than the
second one. There are ...reasons accounting for it. For one thing,_____.
For another, _____.(或 Taking into account all that has been mentioned/

discussed above, we can safely draw a conclusion that_____. In this way, we should _____.

模版 3

With the development of ...,____is getting increasingly popular/important(或 is playing an increasingly important role) in _____. Nowadays, different people hold distinct opinion on the effect deriving from it.(或 There is no consensus of opinions among people as to the view of____.)Some people speak highly of its advantages, while others maintains that the disadvantages of it outweigh its advantages.

As far as I am concerned, the advantages of ... can be summarized as follows. First, _____ . Second, _____ . Third, _____ .

However, the negative effects of ...are obvious. The major one is _____ . Even worse than that, _____ .

Taking into account all these, we can safely draw a conclusion that...has both advantages and disadvantages. Whatever effects it has, one thing is certain, ___in itself is neither good nor bad. It is the way by which it is put into use that determines its value to society and human being. Therefore, we should take appropriate measures to keep it developing in the right direction.

图表作文：(问题—分析—解决)

模版一

As is shown in the pictures, we can see clearly that with the rampancy of.....

The purpose of the picture(s) is to show us that due attention has to be paid to.....if we let this situation to as it is, we won't know..... by that time, ...will have suffered a great destruction. /(unless effective measures are taken, the problem of ...will eventually get out of hand.)

Actually, people are showing a real concern over the problem. For example, there is an increasingly loud voice from the public for firm/drastring action/measures against...In my opinion, we should work out concrete solutions to the problem of...Only in this way can we really solve the problem of.../It is high time that we changed the present situation.

模版二

As is shown in the picture, we can see clearly...

The purpose of the picture(s) is to show us that due attention has to be paid to... _____ . If we let this situation to as it is, ...will suffer a great destruction.

Therefore/As a result/Accordingly, it is imperative for us to take drastic measures. For one thing, we should appeal to our authorities to work out strict laws to control...For another, we should also enhance the people's awareness that ...is/are very vital to us. Only in this way can we _____ . Also I believe that humans can overcome this difficulty, and we will have a brilliant future. (或 accordingly, it is imperative that we should take drastic measures. To begin with, relevant laws and regulations should be made to severely punish those who_____. In addition, we should cultivate the awareness of ...that_____.only in this way,_____.)

模版 3

As is shown/ illustrated/indicated in the table/chart/graph, great changes have been taking place in_____. The proportion of_____has increased

sharply while _____ has dramatically decreased.

How did that come about? There are several possible reasons accounting for the changes /phenomenon. First and foremost, _____. Moreover, _____.

In addition,_____.

Taking into account what has been mentioned above, we can safely draw a conclusion that_____. In this way,_____.

模版 4

As is shown/ described /depicted/ illustrated /indicated/revealed in the table/chart/graph/picture, the number /amount ofaccounts for ...of the whole.

How did that come about? There are several possible reasons accounting for the (dramatic) changes / phenomenon. The primary reason is _____. Another contributory factor to...is _____. _____ is also responsible for the rise/ decrease in_____.

Judging from all evidence offered, we may safely draw the conclusion that_____. In this way, it is necessary that effective actions/ measures should be taken to prevent the situation.(first, _____ . Second, _____.)

事务信函

几大要素:

1. 开门见山说意图: I'm writing to /in order to....
2. 特别是咨询、建议都用 1...2...3....
3. 感谢客气不可少 I would be very grateful if you would be kind enough to help me./ I am sorry for the inconveniences I've caused.
4. 期待回信成老套。I look forward to your reply as soon as possible./ I would appreciate it if you would send me a reply at your earliest convenience.

咨询

Dear sir/madam,

I am a _____ who wishes to _____. I would be grateful if you would be kind enough to provide we with certain essential information.

First, what qualifications do I need to follow a course of study at your university? Second, what about the tuition there? Third, what is the situation as regards accommodation,.....

I am sorry for the inconveniences I've caused. I would appreciate it if you would send me a reply at your earliest convenience.

Best wishes.

Yours sincerely,

辞职

I am writing formally to inform you of my decision to resign from the current position/ post.

The primary reasons are as follows. First, I do feel that it is not easy for me to get used to the extra work and night shift. Second, the salary has proven to be much lower than you

originally promised and I have a large family to support. Last, what I have learned in the university cannot meet the requirement of being a_____.

I feel terribly sorry for the inconvenience I have caused. I sincerely hope that you approve of my resignation.

感谢:

I am writing to express my heartfelt gratitude. I am referring to _____.

If it has not been for your timely assistance, I am afraid the consequences might have been much more serious. Everyone agrees that it was your _____that has led to this satisfactory outcome.

Although nowadays people in mounting numbers talk about the need to be unselfish, we see very few people practice what they preach. If there were more people like you, this world would be a much nicer place.

投诉

I am writing to inform you that_____.(I am writing to complain of/that_____.

The primary reason(s) for my dissatisfaction is _____. For one thing,_____. For another,_____.

I would be very grateful for your consideration of my complaints. I look forward to your reply at your earliest convenience.

求学申请信

To whom it may concern,

My name is _____ and now I am studying in_____, majoring in_____. And I hope to study in your university for a _____degree.

The primary reasons why I want to study in your university are as follows. To begin with, your university is a world-famous one and especially good at_____. I know some Nobel Prize winners for _____once worked in the department of _____in your university. I believe I will get an excellent education in your university. What's more, I am qualified to study in your university. I have been working hard at_____, one of the best universities in China and I have all "A's" in my courses. Last but not least, I am good at coordination and teamwork, which are indispensable factors.

Thank you for your consideration and I am looking forward to your reply.