



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一般为书信，所以下面重点给出几篇书信范文，供同学们参考。

范文一：

假设你是王平，现在在英国工作，你的朋友陈立写信告诉你他打算赴英留学，想知道初到英国可能会遇到的困难。请你用英语给他写一封回信，信的内容应包括：

(1) 可能会遇到的困难：语言方面的障碍、饮食的不习惯、想家、孤独等。

(2) 鼓励他并表示愿意帮助他

注意：词数 100 个左右；信的开头已为你写好，不计入总词数。



内部资料，切勿外传！

Dear Chen Li,

I'm glad to hear from you. You asked me about the difficulties you may meet with when you get here in UK. Now, I'd like to tell you something about it.

First, you may have the problem about the language you think you are well prepared. You may find it difficult to communicate with the natives, because many of them have a strong accent. Besides, you may not get used to the western food here or even hate to have it. What's more, you may feel lonely and miss your family and friends, especially in the very beginning.

However, you needn't worry about it. Several weeks later, you will get used to everything here and love the place, and I'll also try my best to help you when necessary.

Best wishes!

Yours,

Wang Ping

范文二：

你是刘玲，写一封信给晓东的道歉信，讲明道歉的原因、解决问题的办法，以弥补因晓东来拜访而自己不在家给他带来的沮丧。



内部资料，切勿外传！

Dear Xiao Dong,

I am very sorry that I was out when you came to see me yesterday afternoon. The fact is that I had an engagement with some friends, and I was ignorant of your visit. Not until nine o' clock in the evening did I come back. You must have been disappointed by my absence.

I hope you will not leave the city this week. I' ll call you on Friday afternoon at five o' clock. As this is the first time you come to Beijing, I will take you to some places that may interest you.

Please wait for me in your hotel at the appointed time.



Yours truly,

Liu Ling

范文三：

假设你是李华，Tim 是你的笔友，一直希望来中国教英语。得知前进中学需要一位英语老师后，你写信告诉他相关情况，

主要为：



内部资料，切勿外传！

工作：

- 1) 时间为一学期
- 2) 教两个班的英语口语，每周 10 节课
- 3) 负责学校的英语课外活动，每周一-次待遇：每月 4000 元，另提供往返机票、免费住宿
- 4) 注意：词数应为 100 左右

生词：activity 活动

Dear Tim,

I' ve got good news for you. Qian Jin High School in my city wants an English teacher for the coming term. He' ll teach Spoken English for 2 classes, 10 hours each week. He' ll also be in charge of after class activities, once a week, for those who are interested in discussions in English. He' ll get 4,000 yuan each month. The school will provide a free flat and pay for the plane tickets from his home country to Beijing and back. I know you wish to teach English in China. I' m looking forward to your reply.

All the best,

Yours



内部资料，切勿外传！

Li Hua

