LingoSheets

高考英语
写作练习

3 篇 · 提纲 + 书写页 + 范文

建议信 / 申请信 / 通知

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建议信 · 写作练习

高考英语 · LingoSheets

题目：你的英国朋友 Chris 想在你校图书馆做志愿者，向你询问建议。写一封 80 词左右的信：1) 欢迎；2) 建议工作；3) 注意事项。

提纲

- 开头：I'm glad to hear that… Welcome!
- 建议：I suggest you… / You could also…
- 注意：Remember to… / keep your voice down
- 结尾：Looking forward to…

书写

建议信 · 范文

高考英语 · LingoSheets

Dear Chris,

I'm glad to hear that you want to volunteer in our school library. Welcome!

I suggest you help sort the new books and guide younger students to find what they need. You could also read English picture books to the kids on Friday afternoons. Remember to arrive ten minutes early and keep your voice down. If you have any questions, ask Ms. Li at the front desk.

Looking forward to seeing you there.

Yours,

Li Hua

申请信 · 写作练习

高考英语 · LingoSheets

题目：学校招募英语文化节志愿者。写申请信：1) 申请岗位；2) 你的优势；3) 期待。

提纲

- 开头：I am writing to apply for…
- 优势：I am good at… / Last year, I helped…
- 品质：patient and responsible
- 结尾：I would appreciate the chance…

书写

申请信 · 范文

高考英语 · LingoSheets

Dear Sir or Madam,

I am writing to apply for a volunteer position at the English Culture Festival.

I am good at English and I enjoy working with others. Last year, I helped organize the school speech contest, so I know how to prepare materials and guide visitors. I am also patient and responsible.

I would appreciate the chance to help. Thank you for your consideration.

Yours,

Li Hua

通知 · 写作练习

高考英语 · LingoSheets

题目：英语俱乐部将举办读书分享会。写通知：时间、地点、内容、要求。

提纲

- 标题：Notice
- 时间地点：at 4 p.m. on Friday, November 6, in Room 302
- 内容：share a book and explain why
- 要求：three minutes / bring your book / on time

书写

通知 · 范文

高考英语 · LingoSheets

Notice

The English Club will hold a reading-sharing meeting at 4 p.m. on Friday, November 6, in Room 302.

Members will share a book they have read and explain why they recommend it. Each speaker has three minutes. Please bring your book and arrive on time.

Everyone is welcome.

The English Club