



英语

# 应用文邀请函写作策略

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书面表达是初中学考英语科目的重要考查项目,也是考生英语综合运用能力的重要体现。在备战初中学考过程中,作文是不少考生的“拦路虎”。在有限的考试时间内,考生该从哪些方面入手才能写好英语作文呢?接下来,笔者以英语应用文邀请函写作为例,为考生深度讲解其写作方法。

## 一、典型例题分析

假如你是李华,本周六上午八点学校将开展“英语戏剧展示”活动,作为活动主持人,你打算邀请外教 Smith 先生来参加。请用英语给他写一封邀请函,告诉他本次活动的具体时间和地点,安排了哪些内容以及需要他做哪些事情。

【提示词语】 wear, perform, judge, suggestions, photos

【提示问题】

- When and where are you going to hold the English drama show?
- What are you going to do on the show?
- What will you ask Mr.Smith to do for the show?

Dear Mr.Smith,

We're looking forward to your reply.

Li Hua

### (一)思路点拨

1. 要点提炼:本文是一篇应用文写作,类型是邀请函。根据题目要求,考生可以提炼出3个要点:

- (1)介绍本次活动的具体时间和地点
- (2)介绍本次活动的安排
- (3)说明需要 Mr.Smith 做的事情

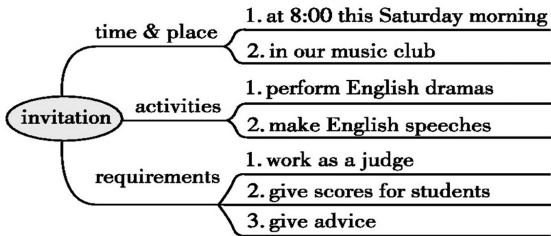
2. 时态:一般将来时和一般现在时

3. 人称:第一人称和第二人称

### (二)写作架构

写作架构是将知识体系化,是对写作内容的重要定义和对重要问题的罗列,架构解决的是写作的话题,结构解决的是文章内容的顺序,提纲解决文章内容的要点。那么该如何构建写作框架呢?

第一步是确立写作主题,第二步是根据考生对主题的理解列出提纲,第三步是考生“头脑风暴”搜索素材,根据素材补充和完善提纲。



### (三)基础写作

众所周知,句子是文章的基础。因此,考生在完成写作任务之前,要进行充分的句子练习。

1. 根据所给提示词补全下列各句

(1)我很高兴邀请你参加这次英语演讲比赛。(invite... to...)

I'm glad to \_\_\_\_\_.

(2)我们将于下周六上午9点钟举行这次中国传统文化节。(be held...)

The Chinese Traditional Culture Festival \_\_\_\_\_ at 9:00 am \_\_\_\_\_.

(3)我们将在学校大门口集合。(meet at...)

We'll \_\_\_\_\_.

(4)我希望你可以当这次比赛的裁判并在每组参赛选手表演完后打分。(work as...; give scores for...)

I hope you can \_\_\_\_\_ and \_\_\_\_\_ each group of participants after their performances.

(5)我相信在你的帮助下,这次英语演讲比赛一定会很成功。(with sb's help)

I believe this English speech contest \_\_\_\_\_.

【参考答案】

(1) invite you to join in this English speech contest/competition

(2) will be held; next Saturday

(3) meet at the school gate

(4) work as a judge; give scores for

(5) will be very successful with your help

2. 按括号中的要求改写句子

(6) You can give scores for every student. They finish their speeches. (用 when 连接两个句子)

(7) You can ask Mr. Li for help. You have any questions. (用 if 连接两个句子)

(8) Wear your school uniforms and take your camera to the meeting. (用 It's important... 改写句子)

(9) Remember to bring your student ID card. (用 forget 改写句子,句意不变)

(10) You can work as a judge. You can give us some advice. (用 not only...but also... 连接句子)

【参考答案】

(6) You can give scores for every student when they finish their speeches.

(7) If you have any questions, you can ask Mr.Li for help.

(8) It's important to wear your school uniforms and take your camera to the meeting.

(9) Don't forget to bring your student ID card.

(10) You can not only work as a judge but also give us some advice.

按括号中的要求改写句子这种练习方式,能够强化考生将短句转化成长句的意识,帮助考生在掌握短句表达的基础上,将短句扩展为长句,进而将整篇作文串联起来提高作文分数。

### (四)范文欣赏

Dear Mr. Smith,

I'm glad to tell you there will be an English drama show this weekend. It will be held at 8:00 this Saturday morning. We are going to hold it in our music club. All of us are going to wear nice clothes and play different roles in groups. We will perform English dramas. Speeches will be made dur-

ing the show.

I hope you can work as a judge and give scores for each group after their performances. Then at the end of the drama show, you can give us some suggestions. If possible, you can bring your camera with you and take some photos for us. I believe this English drama show will be successful with your help.

We're looking forward to your reply.

Li Hua

这篇范文语篇结构和语言特征明显,关注对写作要求及提示问题的回答,语言衔接连贯。范文中在回答对具体时间和地点的提问时,运用了初中阶段的难点句式——被动语态“It will be held at 8:00 this Saturday morning”;在对活动内容进行介绍时,以一般将来时为基础,主被动相结合,增加了范文句式的多样性;在回答需要 Mr. Smith 做的事情时,利用“I hope”“Then”“If possible”等使文章结构层次清晰,行文有条理。

## 二、实战演练

书面表达是输出的过程,也是将头脑中的语言进行组织的过程。考生要勇于尝试写作练习,以自己的自信心和写作积极性。那么接下来,就请考生完成以下写作任务吧!

假如你是李华,你们班将于本周五下午3:00 举行英语读书会活动。请用英语写一封电子邮件,邀请你们班的外教 Mr. Black 参加。告诉他活动的时间和活动内容,以及请他参加的原因。

【提示词语】 library, this Friday, English stories, share, advice

【提示问题】

• When and where are you going to hold the reading circle?

• What are you going to do?

• Why do you invite Mr. Black?

Dear Mr. Black,

How is it going? I'm writing to invite you to our reading circle. \_\_\_\_\_

I'm looking forward to your early reply.

Yours,

Li Hua

【范文欣赏】

Dear Mr. Black,

How is it going? I'm writing to invite you to our reading circle. \_\_\_\_\_

We are going to hold this activity at three o'clock this Friday afternoon in the school library which is on the third floor.

We are going to tell our favorite English stories and share our own opinions. After that, we are going to have an English play.

We strongly hope you will come and join us. You can also give us some precious advice on this activity, so that we will do better next time.

I'm looking forward to your early reply.

Yours,

Li Hua