

# Period 4 Writing



学习自主化·目标明晰化

课

程学习目标 >>>

✓ 教学目标

写一封求助的电子邮件。

✓ 导学建议

电子邮件写作的注意事项。

第 **1** 层级



## 知识记忆与理解

课前预学区·不看不讲

知识系统化·系统形象化

知

识体系梳理 >>>

同步写作

写一封寻求帮助的电子邮件

知识问题化·问题层次化

课

程预习检测 >>>

用方框中短语的适当形式填空

leave out; be aware of; show off; take the lead; cheer up;  
make an apology; beyond imagination; it was reported that

1. The worker said that the boss must \_\_\_\_\_ to him for the dirty words.

2. What he has in mind is \_\_\_\_\_. No one can tell what he will do next.

3. We will continue to \_\_\_\_\_ on all ways of tobacco control.

4. \_\_\_\_\_! I'm sure you'll feel better tomorrow.



5. \_\_\_\_\_ no passengers were injured in the accident.
6. She \_\_\_\_\_ the date on the cheque.
7. The young lady likes \_\_\_\_\_ her fine clothes.
8. John \_\_\_\_\_ having done something wrong.



【答案】 1. make an apology 2. beyond imagination  
3. take the lead 4. Cheer up 5. It was reported that  
6. left out 7. showing off 8. was aware of

第 2 层级



## 思维探究与创新

课上导学区·不议不讲



探究策略化·策略个性化

写

作策略突破 >>>

写一封寻求帮助的电子邮件

✓ 写作典例

假设你是刚大学毕业正在找工作的小明,上周五收到了一家公司下周五面试的电话。请根据下面提供的相关信息,用英语给你的老师写一封电子邮件。

1. 正在准备面试材料;

2. 缺乏自信, 担忧是否能成功;
3. 希望老师帮忙查询一些相关资料。

注意:

1. 必须包括上述所有内容, 可以适当增加细节, 以使行文连贯;
2. 词数 100 左右。

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## 写作指导

### 1. 命题分析

本模块的写作要求是写电子邮件。首先应该认真审题。注意本文的主体时态是一般现在时和一般将来时；人称是第一人称

### 2. 布局谋篇

本文可采用“三段式”作文的形式：

首段——点明写作目的(介绍写这封电子邮件的目的)；

中间段——向对方介绍自己目前的状况；

尾段——常规方式结尾(希望得到对方帮助的进一步措施)。

### 3. 词汇积累

#### (1) 正文部分

称呼和正文之间,段落之间,正文和信尾结束语之间一般空一行,开头无须空格。

①如果是回复邮件,可以先表谢意:

Thank you for your prompt reply. 感谢你的及时回复。

Thanks for getting back to me. 感谢你的回复!

Thank you for contacting our company. 感谢联系我们公司。

②如果是发送邮件,直接切入主题:

I am writing to enquire about... 我想问一下……

I am writing in reference to... 关于……我想说……

③为了使正文简洁、有条理,可以用连接词,如 first, second, next, finally 等。

(2) 结尾部分

①书信的结尾可以写致意的句子,也可以补充二次感谢或期待回信:

Thank you for your patience and cooperation. 谢谢你的耐心和配合。

I look forward to hearing from you. 期待你的回信。


If you have any questions please feel free to contact me.

/ If you have any questions or concerns, don't hesitate to let me know. 如有任何问题,请随时联系我。

②结束语: Best regards, Sincerely, Regards, Warm regards, With kindest regards, With my best regards, My best, Give my best to Mary, Thanks, See you next week!

③签名: 不要把 Mr, Ms, Mrs, Dr 之类一起签。

(3) 常用词汇



①receive 收到

I have received your e-mail. 你的电子邮件我已收到。

②give advice 提建议

Please give me some advice on how to get into the good habits  
请就如何养成良好的习惯给我提些建议。

③thank sb for sth 感谢某人做了某事

Thank you very much for solving the problem for me. 非常感谢您帮我解决了这个问题。

④invite sb to do sth 邀请某人做某事

I write the e-mail to invite you to attend / come to my birthday party. 我写这封信是想邀请你参加我的生日聚会。

⑤keep(stay) in touch 保持联络



Keep in touch with each other frequently. 经常保持联系。

#### 4. 词汇翻译

- (1) 为……而担心\_
- (2) 缺乏\_
- (3) 取得成功\_
- (4) 帮助某人\_



【答案】 (1) be nervous about (2) lack (3) make it  
(4) do sb a favour



## 5. 翻译句子

(1) 我担忧即将到来的工作面试。

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(2) 我不能确定我是否会成功。

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(3) 如果我失去这个机会将会发生什么？


—

(4) 你能帮我查询一些有用的信息吗？

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## 【答案】

- (1) I' m nervous about the coming job interview.
  - (2) I' m not certain whether I' ll make it.
  - (3) What will happen if I lose the opportunity?
  - (4) Could you do me the favour to look for some useful information for me?
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## 参考范文

Dear teacher,

I' m writing to tell you something about my coming job interview and hope to get some useful help from you.

Last Friday, I received a phone call and was told to go for a job interview next Friday. I have been preparing for the interview these days. However, I' m nervous about the coming job interview because I lack confidence in myself and I' m not certain whether I' ll make it. I can' t imagine what will happen if I lose the opportunity. Could you do me the favour to look for some useful information for me?

Do inform me if you have the time and I' ll email you the information I need about the job interview next time.

I' m looking forward to your reply.

Best wishes.

Yours,

Xiaoming



## 亮点赏析

本文是一篇关于寻求帮助的电子邮件。主体时态是一般现在时,人称是第一人称。首段就写明了电子邮件的目的,第二段谈到了原因,第三段谈到了进一步的措施。本文使用了 be nervous about, lack confidence in, make it, do sb a favour 等短语;使用了被动语态,现在完成进行时,whether 引导的宾语从句,条件状语从句和强调句等高级句型。

第 3 层级



## 技能应用与拓展

课上巩固区·不练不讲

## 用方框中短语的适当形式填空

show off; as a result; be aware of; take the lead; leave out; cheer sb up; put one's foot in one's mouth; in favour of; be absent from; on purpose

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1. You can \_\_\_\_\_ the parts of the story that are not interesting.
2. \_\_\_\_\_ of his endless efforts, he achieved his goal at last.
3. No one likes him, for he is always \_\_\_\_\_ his wealth.
4. The school football match was over, with Class 3 \_\_\_\_\_.





5. We \_\_\_\_\_ the importance of mastering the skills of small talk.

6. She is in low spirits and we want to help her \_\_\_\_\_.

7. I' m \_\_\_\_\_ the plan.

8. He \_\_\_\_\_ the meeting because of his illness.

9. I' m sorry. I didn' t do it \_\_\_\_\_.

10. Every time I open my mouth, I \_\_\_\_\_.



【答案】 1. leave out 2. As a result 3. showing off  
4. taking the lead 5. are aware of 6. cheer; up 7. in  
favour of 8. was absent from 9. on purpose 10. put my foot  
in my mouth

第 4 层级



## 总结评价与反思

课后思学区·不思不复

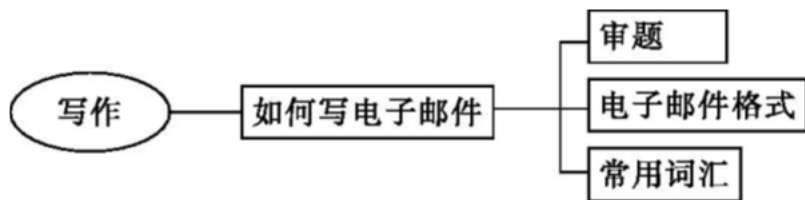
思维图形化·图形直观化

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思维导图构建 >>>

✓ 温馨贴士

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