

建议信：
07. 写给图书馆
08. 写给房东
09. 给编辑
11.2 写给表弟大学生生活
12.1 给留学生提建议
14.1 给校长提建议

2016 考研英语写作冲刺班讲义 (英语一与二均适用)

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一、小作文：

(一) 建议信：

Directions:

You are studying at university and one of your lecturers has asked his students to write and suggest ways in which he could improve his teaching.

Write an email to the lecturer. Say the way you enjoy about his lectures and suggest how they could be improved.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address. (10 points)

Dear Professor Byron,

Last week you asked students to write and give you feedback on your lectures. Therefore, I have outlined my thoughts below.

In general, I find your lectures very informative and inspiring. Indeed, I particularly like the way you demonstrate complex issues with the use of simple drawings. This makes your lessons both interesting and memorable. However, I do feel that you could provide us with more handouts, as I often don't have time to take down all the important points. I would also like to see more discussion work, as I find this method the most suitable way to clarify and deepen my understanding of the subject content.

I'd like to thank you for the interest you are taking in your students and look forward to your next lecture.

Yours sincerely,

Li Ming

建议信要欲扬先抑！

参考译文

尊敬的拜伦教授：

上周您要求学生写信告诉您关于您课程的反馈。因此，我已列明我的想法如下。

总而言之，我发现您的课程信息量大、令人鼓舞。事实上，我非常喜欢您使用简单图画来阐明复杂问题的方式。这使得您的课程既有趣又令人印象深刻。然而，由于我经常没时间记下所有的要点，我确实感到您能给我们提供更多的印刷讲义。由于我发现课堂讨论是澄清和加深我对课程内容理解的最佳方式，因此我想有更多的课堂讨论。

非常感谢您对学生的关注，期待您的下次课程。

您真诚的，

李明

(二) 投诉信：

Directions:

You have recently returned from a trip. However, you were dissatisfied with the service you received at the hotel where you were visiting.

Write a letter to the manager of the hotel. Give details of when you stayed, explain why you were unhappy with the service and say what you'd like to be done about it.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address. (10 points)

Dear Sir or Madam,

I write to express my dissatisfaction with the service I received while staying at your hotel during my vacation between the 2nd and 11st April this year.

Although your hotel is rated as a five star, **I found that** the rooms were not cleaned **on a daily basis, and that** my bed was made up only every three days. **In addition**, the food in the restaurant was similarly disappointing. **Not only was it extremely** overpriced, **but the quality was very poor. I was therefore forced to have to** eat out in local restaurants.

I trust you will take my complaints seriously, and make every effort to improve your service in the future. **I would also greatly appreciate** a discount on my bill (receipt enclosed). **I look forward to a favorable reply at your earliest convenience.**

Yours sincerely,

Li Ming

参考译文

尊敬的先生或女士：

今年4月2日至11日，我假期期间曾住在贵饭店。我写信是为了表达对于贵饭店服务的不满。

尽管贵饭店被评为五星级饭店，我发现房间并非每天清理，我的床每三天才整理一次。此外，饭店的食物也同样令人失望。不但价格过高，而且质量很差。因此我被迫外出在当地饭店就餐。

我相信您会认真对待我的投诉，并且将来尽力提升服务。我也将感谢您给我的账单以折扣（附上收据）。期待尽快得到您圆满的答复。

您真诚的，

李明

（三）求学信/申请信：

Directions:

Suppose you are going to study abroad, write an email of application to a foreign university.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address. (10 points)

Dear Sir or Madam,

Please accept this application to study at your institution from the commencement of the next academic year. **I am attaching my resume and qualifications for your preference, together**

with a letter of recommendation from the dean of my current university.

Having successfully graduated and attained my Bachelor's degree, I wish to continue with my postgraduate studies overseas. My research indicates that your institute is at the forefront in my chosen discipline and, as such, can offer the best up-to-date tuition available. I thank you in advance, for considering this application and trust it will meet with the approval of the enrollment board.

I would be pleased to provide you with any additional information you may require. I can be contacted via my email address, as above, or by the mobile phone number attached. In appreciate of your help.

Yours sincerely,
Li Ming

参考译文

尊敬的先生或女士：

请考虑接受我于下个学年开始在贵校读书的申请。随信寄去了我的简历学历证明，还有我现在就读大学系主任的推荐信，请您参考。

我现在已顺利拿到学士学位，非常希望在国外继续深造，攻读硕士学位。经过调研，我发现贵校在我选择的专业领域走在世界的前沿，授课的前沿，授课内容是目前世界上最前端、最新的。希望您能考虑我的申请，我相信并希望我的申请能得到招生委员会的批准，在这里，我提前向您表示感谢！

如果您还需要任何有关我的资料、信息，我很愿意提供。您可以通过上面的电子邮件地址联系我，也可以通过信中所附的手机号码联系。非常感谢您的帮助。

您真诚的，
李明

二、图画作文：

（一）人生哲理类： 体育精神

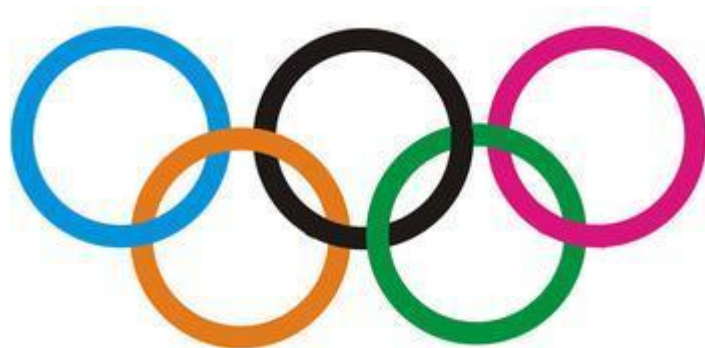
Directions:

Write an essay of 160-200 words based on the following drawing. In your essay, you should

1) describe the drawing briefly.

2) explain its intended meaning, and

3) give you comments.



体育精神

As is shown in the picture above, there are the renowned five Olympic rings which

represent the five continents on the Earth. The yellow color **symbolizes** Asia, the black **represents** Africa, the blue **epitomizes** Europe, the red **is naturally associated with** America and the green symbolizes Oceania. **The caption indicates:** "Sportsmanship".

Enthusiasm for sports **is of tremendous benefit to young people and should be promoted as an integral part of their education. The main reason for promoting sportsmanship among youngsters is to encourage them to lead a healthy lifestyle.** Exercising and playing sports **can have huge benefits for a person's strength, agility and fitness, as well as helping to reduce stress and improve the immune system. Another reason that schools should foster young children's interest in sports is to instill in them the values of teamwork and sportsmanship.** Enthusiasm for sports **in general, whether individual or team-based, can teach children how to be sportsmanlike in competitive circumstances, including playing by the rules and being gracious in either victory or defeat.**

Few people develop an interest in sports after their adolescence. In contrast, those who develop an interest in their early years are likely to remain enthusiasts well into adulthood, if not for life. By fostering enthusiasm for sports as part of children's education, society can ensure a generation of healthy, sportsmanlike citizen.

参考译文

如图所示,著名的奥运五环代表着地球上的五大洲。黄色象征着亚洲,黑色代表着非洲,蓝色是欧洲的缩影,红色自然与美洲联系起来,绿色象征着大洋洲。文字说明显示:“体育精神”。

对体育充满热情对年轻人有着巨大的好处,应该鼓励把培养体育兴趣作为学生教育不可分割的组成部分。推进青少年体育精神的主要原因在于它能够鼓励青少年保持健康的生活方式。体育锻炼能带来巨大的好处,它能促进体能、保持身材、增强灵活性、也能减轻压力、改善免疫系统等。学生培养年轻人体育兴趣的另一个原因使他能够给学生灌输体育精神。一般来讲,无论是个人项目还是团队项目,都能够教会孩子在竞争的环境中如何具有运动员精神,包括遵守比赛规则,得体地对待输赢。

成年之后很少有人培养体育兴趣了,相反在小的时候就形成了体育兴趣的人如果不说是终生至少也是整个成年阶段都会对体育有着浓厚的兴趣。把培养儿童体育兴趣作为教育的一部分,社会就能培养出一代健康、具有体育精神的人。

(二) 环境保护类:

Directions:

Write an essay of 160-200 words based on the following drawing. In your essay, you should

- 1) describe the drawing briefly.*
- 2) explain its intended meaning, and*
- 3) give you comments.*



The human history has been considered as a course of man's migration from the country to the city, so **urbanization** is seen as the symbol of human civilization. Nevertheless, as is shown in the cartoon, as we enjoy the conveniences of urban life, we also have to suffer many problems that urbanization brings to us. Among them, the environmental pollution is one of the most serious.

To begin with, the explosion of city population causes harm to our natural environment. The growing urban population damages the ecosystem with a huge amount of household rubbish. Rubbish hills dumped on the outskirts are a case in point. Even if people bury or burn the waste, it may bring about soil or air pollutions. Furthermore, hundreds of tons of waste water from factories are contaminating city rivers day and night. Gone are the days when people enjoyed swimming in the river and fishing on the bank. Sometimes, worse still, untreated sewage pouring from chemical factories poisons directly urban water supply. Drinkable water has become a rare resource, and people have to take in somewhat polluted water. Then one of its results has been the emergence of many new diseases and more and more cancer cases.

Accordingly, it is imperative for us to take drastic measures. For one thing, we should appeal to the authorities to make strict laws to control urbanization. For another, we should enhance the awareness of people that sustainable development is extremely vital to us.

参考译文

人类历史就是人类从乡村迁移到城市的过程，因此城市化被视为人类文明的象征。然而，如图所示，在我们享受城市便利的同时，我们也不得不承受城市化带来的很多问题。环境污染是最严重的问题。

首先，城市人口爆炸破坏了我们的自然环境。日益增长的城市人口以堆积如山的家庭垃圾破坏了生态系统。一个恰当的例子就是倾倒在郊区的垃圾山。即使人们填埋或焚烧垃圾，也能导致土壤或空气污染。此外，成百上千吨工业废水日夜污染城市河流。人们享受在河中游泳，岸上垂钓的日子一去不返。有时更糟的是，化工厂未经处理的废水直接毒害了城市供水。饮用水已成为稀缺资源，人们不得不饮用多少污染的水源。后果之一就是很多新型疾病的蔓延以及越来越多的癌症患者。

因此，我们继续采取严厉措施。一方面，我们应该呼吁政府制定严格的法律来控制城市化。另一方面，我们应该提高人们的意识：可持续发展对我们至关重要。

(三) 教育文化类：传统文化：

Directions:

Write an essay of 160-200 words based on the following drawing. In your essay, you should

1) describe the drawing briefly.

2) explain its intended meaning, and

3) give you comments.



微笑的“传统文化”

The ancient culture of China is one of the great treasures of human civilization. In the photo above, a foreign lady is pleasantly appreciating a traditional Chinese handcraft in a museum. At the same time, it seems that the little handiwork is smiling as well.

In my opinion, the traditional Chinese culture is not only certain to survive, but, in fact, is destined to thrive and prosper. One factor that has already begun to contribute to the preservation of Chinese traditional culture is its commercialization. Another reason that the future of China's ancient culture can be considered "safe" is the active efforts to protect it on the part of the Chinese government. Finally, the culture of China is buttressed and supported by widespread and growing international interest in China and its traditions.

For China, as for any other rapidly developing country, there is a danger that age-old customs and traditions may become lost in the shadows of modernization. If tai chi chuan, kung-fu or Peking opera ever perished from the earth, it would be a tragedy of immeasurable proportions. Fortunately, as a result of successful commercialization efforts, unwavering government support and growing interests overseas, the future of China's traditional culture looks brighter and more secure than ever before.

参考译文

中国古老的文化是人类文明的伟大财富之一。在上述照片中，一位外国女士正在一座博物馆中愉快地欣赏一件中国传统工艺品。与此同时，似乎这件工艺品也正在微笑。

在我看来，中国传统文化不但肯定能够存活，而且必将繁荣兴盛。首先，已经开始对中国传统文化的保存做出贡献的一个因素是其自身的商业化。其次，中国古老文化可被视为“安全”的另一个原因是中国政府做出的保护文化的积极努力。最后，中国文化得到越来越广泛的对中国及其传统感兴趣的国际上的扶持和支撑。

中国跟世界上其他快速发展的国家一样，年久的习俗和传统面临着消失在现代化阴影里的危险。如果太极拳、中国功夫或京剧永远从地球上消失，那将是不可估量的悲剧。幸运的是，由于成功的商业努力、政府坚定不移的支持和不断增长的海外兴趣，中国传统文化的将来会比过去任何时候更明朗、更安全。

三、图表作文：

（一）社会热点类：老龄化

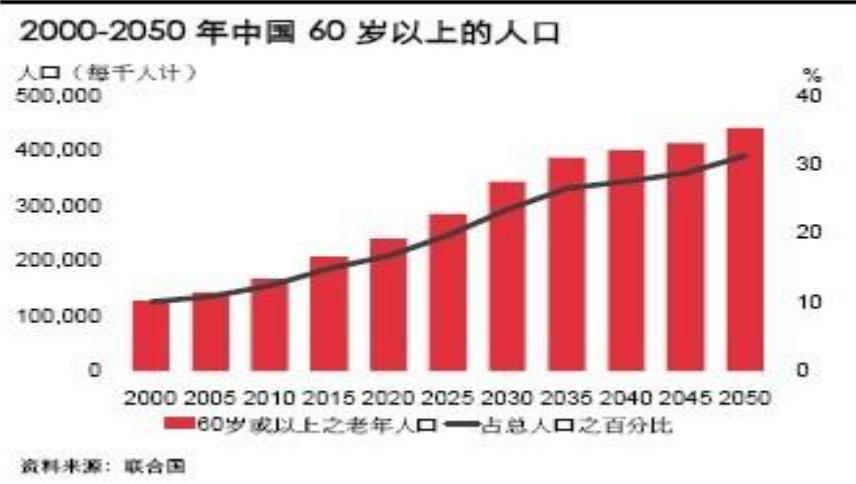
Directions

Write an essay based on the following chart in your writing, you should interpret the chart, and

give your comments

You should write about 150 words.

图 1



As can be seen from the bar chart above, the population aging over 60 years old in China has increased markedly from 2000 to 2050. From the statistics given in the diagram, we estimate that there were 120 million aged people in 2000, accounting for about 10% of the total population, while it will shoot up to 450 million in 2050, approximately 35% of the total.

From my point of view, the government, the society and the children of the old all should care the old rather than one or two parties. How well we handle this social issue reflects the civilization of our country. To begin with, all citizens pay taxes to the government, so the authority is obliged to ensure a stable and happy rest life of its people. In addition, the society including companies, associations and organizations should play a positive role in helping aged people, both financially and spiritually. Last but not least, the children of the elderly should be responsible for their parents, because parents not only bring them to the world, but also raise them to be a useful citizen.

In conclusion, I suggest that the whole society should create an environment conducive to the rest life of the old. No one can escape the obligation.

参考译文

如上述柱状图所示，中国 60 岁以上人口从 2000 年至 2050 年继续上升。从图表中给出

的数据，我们可以看出在 2000 年 60 岁以上人口是 1.2 亿，占总人口大约 10%，而到 2050 年老年人将达到 4.5 亿，占总人口大约 35%。

在我看来，政府、社会和儿女三方都应该照顾老年人，而不只是一方或两方。我们如何处理这个社会问题反映了我们国家的文明程度。首先，所有市民都给政府交税，因此政府必须确保其人民拥有稳定幸福的生活。其次，包括公司、团体和组织在内的整个社会都应该从经济和精神上在帮助老年人方面发挥积极作用。最后，由于父母不仅把子女带到世界，也把他们培养成有用的公民，老人的子女应该对其父母负责。

总之，我认为整个社会应该为老年人的余生创造一个有益的环境。没人能够逃避责任。

（二）经济管理类：网上购物

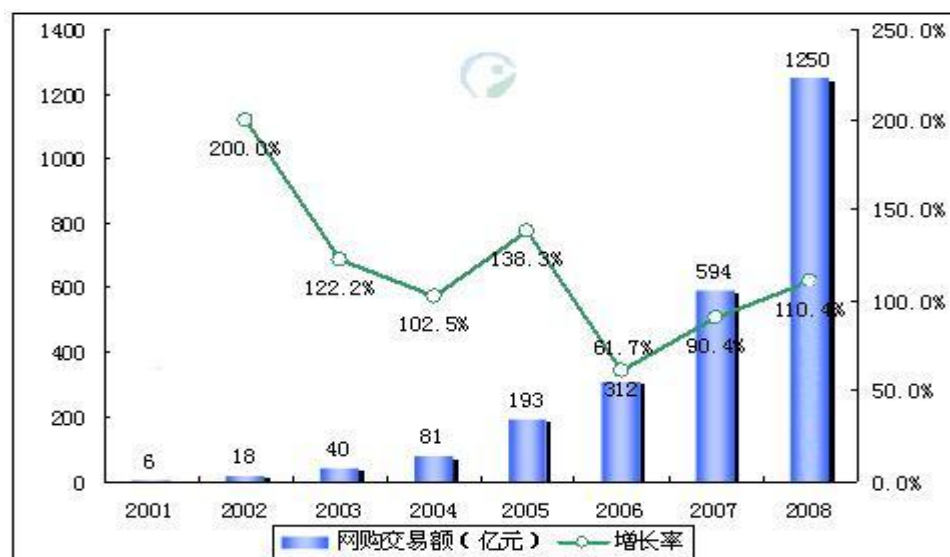
Directions

Write an essay based on the following chart in your writing, you should

1) interpret the chart, and

2) give your comments

You should write about 150 words.



The column chart above illustrates the online shopping transactions and the growth rate in China from 2001 to 2008. During the period, there was a dramatic increase from 0.6 billion in 2001 to 125 billion in 2008 in the transaction. Meanwhile, the growth rate decreased from 200% to 110.4 percent, a decline of about 90%.

While online shopping is not without its risks, it offers an excellent alternative to traditional shopping for people. The first reason that e-shopping is so appealing is its relative ease and convenience. For conscientious students with hectic schedules, purchasing items on eBay or Taobao.com is an excellent way to free up valuable time for their studies. The second advantage of online shopping is that it is available 24/7. Being able to shop at any and all hours of the day is not only conducive to the late nights associated with the modern lifestyle, but also means that people no longer have to plan their activities around stores' opening hours.

Despite the advantages to peoples of making purchases online, there are also a few caveats that young people should bear in mind. Firstly, the speed and convenience of e-shopping many encourage frivolous or unnecessary spending by inducing people to buy more

than they had initially intended. **Secondly, there is a chance that those people who are already introverted may become even more alienated from the outside world.**

参考译文

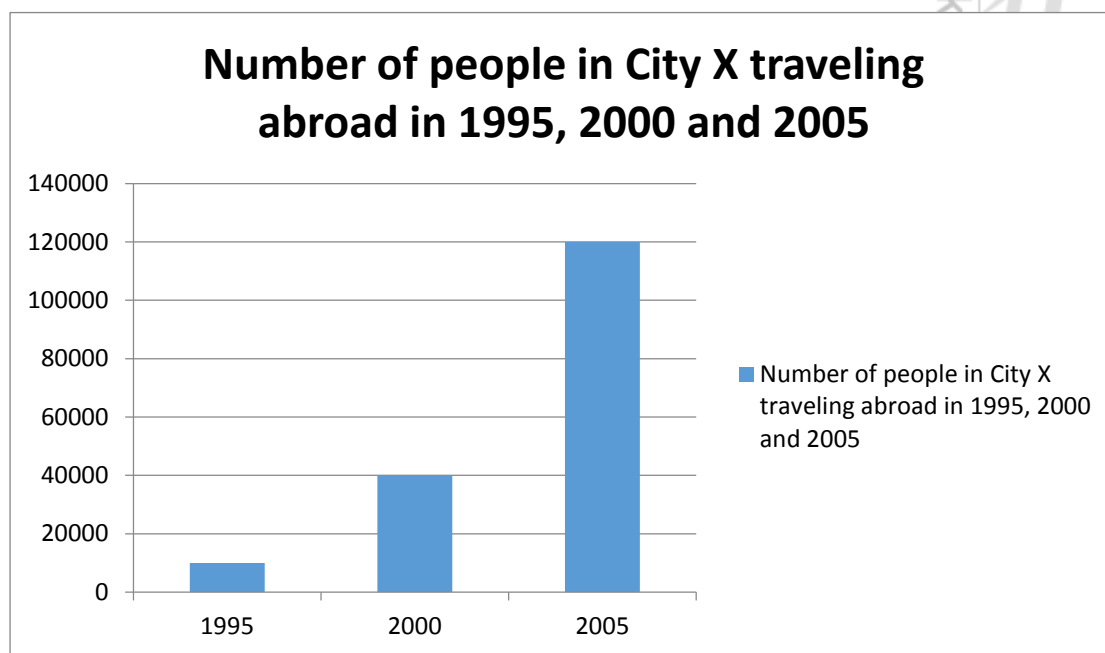
上述柱状图揭示了 2001 至 2008 年中国网购交易额和增长率。在此期间，在交易额方面，从 2001 年的 6 亿元急剧增长到 2008 年的 1250 亿元。同时，增长率从 200% 下降到 110.4%，下降了 90%。

尽管网上购物并非零风险，但它相对于传统的购物方式，为人们提供了一个极好的选择。网上购物如此吸引人们的第一个原因就是，它相对地容易和方便。对于有繁忙时间表的细心同学而言，在易趣和淘宝网上购物是一个非常好的方式，可以省下很多学习时间。网购的第二个好处就是购物没有任何时间限制。在一天任何时候都可以买东西，不但对有晚睡习惯的人们有好处，而且也意味着人们不再必须按照商店营业时间来计划自己的活动了。

尽管人们在网上购物有很多好处，但年轻人也应该在心里记住几点忠告。首先，网购的快速和方便也常诱导人们很轻率地购买比预计要多得多的不需要的东西。其次，那些本来内向的人们甚至会与外面的世界更加疏远。

（三）社会热点类：旅游

Directions: For this part, you are allowed 30 minutes to write a short essay entitled *Traveling Abroad*. You should write at least 150 words based on the chart and outline given below:



As the chart illustrates, the period from 1995 to 2005 witnessed in city X a tremendous increase in the number of travelers who chose to travel abroad. In 1995, the number was only 10 thousand; however, it soared to nearly 40 thousand in 2000, and peaked at over 120 thousand in 2005.

There are two major reasons to the boom in overseas traveling. On the one hand, the growing economy over the period made it possible for citizens to travel abroad. Citizens are better off and their growing consuming power permits them to go outside to broaden their horizons. On the other hand, the maturing tourist industry has made traveling abroad

increasingly enjoyable. Travel agencies offer not only competitive prices but also satisfactory services, greatly stimulating the tourism market.

Traveling abroad **has a positive effect on both individuals and society. Not only can the people have a better understanding of** the exotic culture in foreign countries, **but** the economy of tourist resorts **also benefits. Moreover, the citizens are likely to become more** open-minded, **which is helpful for the progress of their own community.**

参考译文

如图表所示, 1995 年至 2005 年期间, X 市选择出国旅游的旅游者数量急剧上升。在 1995 年, 数量只有一万人。然而, 在 2000 年人数急剧上升到接近 4 万人。而在 2005 年, 人数达到 12 万的最高点。

出国旅游人数的增加有两个主要原因。一方面, 这段时期不断发展的经济使民众能够出国旅游。民众更富裕了, 而他们日益增长的消费能力允许他们出国来开阔视野。另一方面, 日益成熟的旅游产业使得出国旅游变得日益享受。旅行社不但提供具有竞争力的报价, 也能提供令人满意的服务, 这极大地刺激了旅游市场。

出国旅游对个人和社会都具有积极的影响。人们不但能更好地了解外国的异域文化, 旅游景点的经济也能从中受益。此外, 民众可能变得更加开明, 这对他们自己社会的进步大有好处。