

# G 类小作文特训

*IELTS Letter Writing : Not Exactly  
An Art Form*



Mission Statement

- 6 种书信类型
- 书信的段落
- 让书信的内容更充实

剑 12 版

# 近

两年来，很多移民国家对于移民申请的审查都有越来越严的趋势，尤其是在语言要求方面，G类考生里已经开始有越来越多的同学被使馆要求听说读写考四个7分，申请澳洲移民的同学还有不少需要考到四个8。显然，移民的语言门槛正在不断上升。

G类的Task 2议论文试题比A类议论文试题难度略低一些，但话题的方向和写作模式则是完全一样的。所以，对于广大的G类考生来说，Pat强烈建议您准备Task 2议论文的时候按照前面第一天到第八天所讲的A类议论文的写作方法来准备，这样才会真正有信心地去考G类议论文。如果您一直只练习G类相对简单一些的议论文题目，就有可能导致准备不足。

至于书信，它是G类考生必考的Task 1。总体来说，书信的难度要比A类的图表作文难度低，如果准备充分，甚至可以夺取非常高的分数，对提高总分有直接的好处。所以，Pat对移民类考生的建议是：一定不要轻视书信，考前请至少练习3~5篇。

书信的格式您可以参考Day 1后部的问题解答“作文考试应该用什么样的格式和字迹?”。书信部分的格式用齐头式和缩入式都可以，但是切忌混用（剑桥系列里的满分书信范文多数都是用齐头式给出的，如果希望跟官方范文保持一致，那么可以选择齐头式）。如果正文用齐头式，则署名放在左下角；如果正文用缩入式，则署名放在右下角。

## 书信的3大纪律

雅思的书信题不是什么书信都会考的，而是主要集中在6大类：

Making a request	提出要求或者请求的信
Making a suggestion	提出建议的信
Making an apology	道歉信

Making a complaint	抱怨信
Thank-you letters	感谢信
Extending an Invitation	邀请信

从写作特点上来看，Pat 特别要提醒 G 类同学注意以下 “3 大纪律”：

**纪律一：**书信和 A 类议论文最大的区别在于，书信是允许考生在主体段对情节进行合理联想的。换句话说，A 类的图表题是看学生有没有能力读大学，而 G 类的书信则是看学生有没有能力在英语国家顺利地生活。只要书信的情节符合生活常识，考官是允许考生进行适当地联想来让书信的情节更加充实的（当然即使是联想也不能跑题，特别注意不要偏离题目里面给出的三条参考提示）。而且，正是因为书信里允许有一部分合理的想象，所以即使我们遇到一些想不出的生词，也往往可以适当修改情节用一些其他比较简单的词汇来替换。在后面的范文里我们会看到一些主体段里适当的想象内容。

**纪律二：**IELTS 书信的用词应该力求稳妥，一方面并不需要使用过大的词汇，另一方面也一定不能过分随意甚至俚语化（slangy）。参加移民类考试的同学多数都有工作经验，有不少还有写商业英语信函的经历，但请注意：雅思的书信考试没有必要像商业公文那么正式，即使是比较正式的话题，只要不滥用过分随意的词汇就已经很好了。另一个极端是有些考生在工作当中常年用 email 和英语国家人士进行沟通，但 email 往往对语法、用词和格式要求得并不是非常严格，导致这些考生对雅思书信产生某些误解，小作文里时不时地出现 wanna, gonna, ain't, dude 这类过于随意的词汇，甚至爆出一些粗口，实在令人触目惊心。希望您仔细体会下面范文里的用词风格，形成正确的书信用词观念，避免这两个同样不健康的极端。

**纪律三：**写书信时切忌“福尔摩斯”式的倾向。有些 G 类的同学工作经验丰富，而且思维也很严密，但在合理虚构情节的时候却走向了另一个极端：主体段的正文部分过于追求情节的细节逻辑完美，最后写出来的书信也确实精彩，却导致考试时间不够用，这种情况同样令人惋惜。写作考试是在时间允许的前提下尽可能地写好，而不是没有时限地去追求极致，这一点也提醒 G 类的考生朋友们注意。

## 书信的结构

关于雅思的书信，除了开头的称呼和最后的英文版“此致敬礼”，Pat 一般推荐学生主体段写四段式，即：

段落	目的	长度
主体段一	很简要地提出写信目的，是请求、建议还是感谢等等	1~2 句
主体段二	<p>写明是什么促使自己写这封信，具体来讲：</p> <p>1) Making a request 请求信 第二段应说明自己所面临的情况，如果希望更充实还可以初步提及自己的请求</p> <p>2) Making a suggestion 建议信 第二段应说明出现的情况，如果希望更充实还可以初步说明自己的建议</p> <p>3) Making an apology 道歉信 第二段应说明自己做了什么并对对方产生了什么影响</p> <p>4) Making a complaint 抱怨信 第二段应说明对方可能或者已经给自己造成什么影响</p> <p>5) Thank-you letters 感谢信 第二段应说明对方做了什么并给自己带来了什么好处</p> <p>6) Extending an invitation 邀请信 第二段应说明邀请的原因，除了借助原题里的信息外也允许进行适当的合理想象</p>	3~4 句左右
主体段三	<p>进一步提出自己希望的效果，具体来说：</p> <p>1) Making a request 请求信 第三段应细化自己所需要的帮助，如果希望更充实还可以再说明对方满足自己的请求确实具有可行性的理由</p>	4~5 句左右

(续表)

段 落	目 的	长 度
主体段三	<p>2) Making a suggestion 建议信 第三段可以细化自己的建议, 如果希望更充实还可以再提出另一种备选的替代方案</p> <p>3) Making an apology 道歉信 第三段可以提出自己如何挽回的具体方法</p> <p>4) Making a complaint 抱怨信 第三段进一步说明对方可能或者已经给自己造成的麻烦有多严重</p> <p>5) Thank-you letters 感谢信 第三段更进一步说明对方替自己做的事有多么重要</p> <p>6) Extending an invitation 邀请信 第三段进一步说明邀请的细节, 如地点特征、其他参加人员情况、希望到达的具体时间等</p> <p>请特别注意, 第三个主体段往往是需要我们充分发挥自己的想象力, 合理编造一些情节的段落</p>	4~5 句 左右
主体段四	<p>希望尽快得到回音, 具体来说:</p> <p>对于</p> <p>1) Making a request 请求信 2) Making a suggestion 建议信 3) Extending an invitation 邀请信</p> <p>这三类信, 第四个主体段是表示希望自己尽快收到回复;</p> <p>对于</p> <p>1) Making an apology 道歉信 2) Making a complaint 抱怨信 3) Thank-you letter 感谢信</p> <p>这三种信, 第四个主体段是进一步希望对方尽快采取行动, 比如要求关注或者调查此事 (对于抱怨信), 或者保证自己会有所行动 (道歉信) 等</p>	1~2 句



## 雅思书信分类范文

### Making a request 请求信

#### 例题一 (剑9 范文)

*You are working for a company. You need to take some time off work and want to ask your manager about this.*

*Write a letter to your manager. In your letter*

- *explain why you want to take time off work*
- *give details of the amount of time you need*
- *suggest how your work could be covered while you are away*

*Write at least 150 words.*

#### 分析:

《剑9》里的考官范文对这封 request 信（更准确地说这是一封 unpaid leave request letter）的处理方式是写四段，第一段简要说明自己的写信目的，第二段详细介绍自身面临的情况，第三段对自己的请求进行细化，并展开进一步的合理想象说明满足自己请求的可行性，比如自己在那个星期的任务比较轻，而且有同事可以有效地替自己从事那段时间里的工作等，第四段写希望得到批准，并且又打出“亲情牌”，令人难以抗拒（请注意文中标蓝色的部分）。

Dear Jennifer,

I am writing to request some unpaid leave next month.

My parents' 60th wedding anniversary is on March 21st, and they are planning to

celebrate this significant achievement with all their children and grandchildren. To do this, they have rented a house big enough to accommodate the whole family.

To participate in this special occasion, I would need to be away from work for four days, from Monday 19th to Thursday 23rd. My schedule for that week is relatively light, apart from two meetings with clients. Netta would be able to attend these in my place, as she has had previous dealing with both companies and knows the relevant staff there. I have no other urgent work commitments at that time.

I would be very grateful if you could allow me this time. These few days are very important to my parents and the whole family, and it would be a way to thank them for all the support they have given me.

Best wishes

## Making suggestions 建议信

### 例题二 (剑4 范文)

*You want to sell some of your furniture. You think a friend of yours might like to buy it from you.*

*Write a letter to your friend. In your letter*

- *explain why you are selling*
- *describe the furniture*
- *suggest a date when your friend can come and see the furniture*

### 分析:

典型的英语建议信可以分成四段，第一段说明自己的目的是提建议，第二段初步

描述自己的想法，第三段提出自己的建议里最关键的部分，第四段说明自己很希望得到回复。

这篇剑桥范文是向一个朋友提出的建议，所以信的结构和语言都更生活化。但建议对方来看家具并且希望对方购买的意愿仍然表达得很清楚，“建议信”的特征依然明显，确保了不会被对方误解为只是来参加“饭局”，相应地也就确保了不会被考官判为 an off-topic letter。

Dear Jan,

As you know, we'll be moving to a new house soon and there are a few things that I won't be able to take with me. The new house is a bit smaller so I have to sell some furniture and I **was wondering** if you **might be** interested? (交待了写信的原因，语气比较客气)

In particular I want to sell my big dining table. Do you remember it — the one in the living room? It has wooden legs and a grey glass top and it's big enough for six people. There are six matching chairs to go with it. (描述自己要卖的家具，进行了合理的想象)

I know you've always liked this furniture so I **could let you have it at a good price**. I'd rather sell it to you than to a stranger! (想卖家具的意愿表达得很明确，但同时又很客气，符合生活常理)

Why don't you **come around and take another look at them** on Saturday? We'll be here all day, so **maybe we could** have some lunch together? (建议对方来看家具的时间，同时也避免了过重的交易感，想象的内容符合逻辑)

Give me a ring and let me know,

Love,

Olivia



## Making an apology 道歉信

### 例题三 (剑5 范文)

*Your neighbours have recently written to you to complain about the noise from your house / flat.*

*Write a letter to your neighbors. In your letter*

- *explain the reasons for the noise*
- *apologise*
- *describe what action you will take*

Dear James,

I was very shocked to get your letter saying that the noise from my flat has been spoiling your evenings and causing you some distress. **I am really, really sorry about that.** I had no idea that you would be able to hear so much, so **I hope you will accept my apologies.**

As you may have guessed, I am trying to refit my kitchen in the evenings when I get home from work. **Unfortunately** it is all taking longer than expected and **I have been having problems with** getting things to fit properly. This has meant a lot of banging and hammering.

As the kitchen is still not finished, **I have decided to** call in a professional builder who will finish the work in the next day or two. He'll work only during daytime hours, **so you won't be disturbed** in the evenings again, I promise.

**Sorry to have caused the problems.**

Bill

## Making a complaint 抱怨信

### 例题四 (剑 11 范文)

*Your local council is considering closing a sports and leisure centre that it runs, in order to save money.*

*Write a letter to the local council. In your letter*

- *give details of how you and your friends or family use the centre*
- *explain why the sports and leisure centre is important for the local community*
- *describe the possible effects on local people if the centre closes*

#### 分析:

英文抱怨信有两种,一种是对已经发生的事情进行抱怨,这种信的重点是强调已经发生的事情所带来的问题,以及如何对现状进行改变。另一种则是对在计划当中还没有实施的事情进行抱怨,这种抱怨书的本质是对计划进行劝阻,所以写作重点通常是强调现状很美好,如果改变现状将会带来问题。这篇《剑 11》里的 7 分范文就是强调现状很美好同时指出如果改变现状将会带来哪些问题,请注意本文的正式文体和正式用词风格。

Dear Sir or Madam,

My name is Irana Smirnova and I am writing to **raise my concern regarding** the plans to close our local sports and leisure center. (说明写信目的是提出自己对计划关闭当地运动休闲中心的担忧,注意:在正式的写作文体里不能使用 I'm, It's 等缩写形式,句子也要确保完整,不能出现像前一篇范文里的 "Sorry to have caused the problems." 这样不完整的句子,而且整体的用词风格也会更正式)

It is hard to underestimate the importance of this center for citizens. **In fact**, it

became the point where we all meet each other to share some positive emotions and spend free time. Also, one cannot (注意 can't 在正式文体里的形式是 cannot, 中间不留空格) miss the influence of sporting activities provided there on the health of the people. (概括这个运动休闲中心对于当地人的重要作用)

My family is used to (习惯于……) going to the center several times a week. My husband and I attend fitness lessons for adults on Monday and Wednesday after work. My two sons went to the center after school; they have a place there to do their homework, to play with other children and relax in safe environment. On weekends we usually meet friends there and go to the swimming pool and open-air tennis courts. (用自己家庭成员的实例更具体地说明这个运动休闲中心对于当地人的重要意义)

I can think of several negative consequences the closure of the center could do. Firstly, people could become less engaged in sport activities which will definitely affect their health. Secondly, children will lose the opportunity to spend their time in healthy atmosphere and will spend more time at the street. Finally, for the people interested in sport it will become more difficult to get to the place to exercise as the nearest sports center is in Tornton which is 30 miles away. (指出关闭这个运动休闲中心将会带来的3个负面结果)

I believe this question deserves close attention.

Your faithfully

Irina Smirnove

## Extending an invitation 邀请信

从应试角度来说, invitation 可以视为是一种非常客气的 request, 但写作方式与 request 有一些差异, 我们通过一篇范文来说明。

### 例题五 (剑8 范文)

*You have recently moved to a different house.*

*Write a letter to an English-speaking friend. In your letter*

- *explain why you have moved*
- *describe the new house*
- *invite your friend to come and visit*

#### 分析:

这封邀请信属于剑8 里要求写 informal / personal letter 的题目。所以这篇范文中使用了比较多的口语表达。请您注意严格区分体例 (并特别注意文中标蓝色的部分), 不要随意将这种口语化的风格套用到需要正式语体的考题中。

Dear Dave,

I am writing to let you know that **at last** we have moved to a **bigger** house! We **just couldn't go on living in** the two-bedroom bungalow **now that** the twins are growing up and the new baby has arrived. **So we started looking** — and **one thing led to another** and finally **here we are in our new home**.

**I'm sure you'll like it.** We have three bedrooms now, and a very modern bathroom and kitchen. The kids are happy because there is much more space with the **big** living room and the garden outside. But Michel **is the happiest of all** because he **doesn't need to** do much decorating.

**Why don't you come round** this weekend and **see what you think of** our new place? We would **all love to see you** and if the weather is good we can have a barbecue in the garden.

Our new address and phone number are below, so give us a call and **let us know when to expect you**.

**Lots of love.**

Francoise

## Thank-you letter 感谢信

### 例题六 (剑10 范文)

*You and some friends ate a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and service.*

*Write a letter to the restaurant manager. In your letter*

- *give details of your visit to the restaurant*
- *explain the reason for the celebration*
- *say what was good about the food and the service*

### 分析:

题目里只简单概括了写感谢信的原因, 所以考生需要自己合理地想象到该餐馆就餐的细节、庆祝的具体场合以及食品和服务的优点。这与 A 类图表作文必须客观地描述图里给出的信息、不允许考生自己想象的要求是不同的, 关键在于 G 类同学们必须确保书信里的想象内容符合生活常理。

Dear Sir or Madam (正式的书信开头),

I am writing to you to express my delight with the excellent service and high quality of food that your restaurant provided us last Saturday night, on the occasion of my 50<sup>th</sup> birthday. (说明写信的意图, 庆祝的场合是考生自己的合理想象)

We were a party of twelve, which included my family, close friends and colleagues from work. Your staff went out of their way to (在地道英文里, 这个短语常用来表示服务人员不怕麻烦地去做某件并非职责规定范围之内的事情, “特意”去做某件事情) provide seating arrangements that were easily accessible, and did not interfere with other diners. I find that this is unusual in many restaurants these days. The waiters



were extremely **professional and polite**, and were obviously **experienced** as they did not encroach too much on the proceedings. (对餐馆的服务进行了合理的想象)

Your current menu **offers** a great deal of choice, as does your wine list, and everything was **available**. There were **no complaints about** the quality or quantity of the dishes served, and the presentation of each dish was akin to the dishes produced on cooking shows such as 'Master Chef'. (对餐馆的食物也给出了基于自己想象的好评)

I **ordered** the rack of pork ribs, which was deliciously succulent and, if anything, maybe slightly too large. Nevertheless, I managed to finish it! (对扣题的细节想象得相当具体是本文的特色之一)

I **was similarly impressed with** the large variety of local and International wines **available**. The wine that was ordered arrived at the **correct** temperature that each wine should be consumed at. The waiters **were familiar with** the etiquette of drinking and enjoying fine wines, and the service was paramount. (对酒类的品种、温度和服务生的礼仪也表达了赞许)

All in all, our group **enjoyed a delicious meal** at your establishment (在地道英文里, 这个语气很正式的词经常用来指提供某种服务的机构, 例如商店、会所、餐馆等), and I **had a very happy birthday**.

Congratulations once again.

Yours sincerely