

雅思 G 类书信作文之《信手拈来》

刘洪波

信手拈来，一朝可悟。
书信有规范，落款配称呼。
内容合情理，读者能代入。
想象力驰骋，主体段平衡。
考官读完心神动，以假乱真是高分。



学门语录

我一直认为 G 类的书信作文比 A 类的图表作文难度大。因为图表作文不需要太多的思想，只是用经典的几个句型将图表信息抄写成文字即可。而书信作文需要考生的想象力，要有生活体验感悟，写出的作文才会内容丰富，语气恰当，活灵活现，拿到高分。

我建议即使是考 A 类的考生也应该掌握书信写作技能，因为这是将来出国留学后，和教授、同学、朋友在 E-mail 书写交流中必备的技能，特别要注意文体、称谓、落款的规范。

【经典写作框架】

Dear Sir or Madam, /Sirs,		未知收件人姓名
Dear Mr. and Mrs. Johnson, /Ms. Wang		已知收件人姓名
Dear James,		同事熟人
Dear Rose,		家人密友
I am writing this letter to	thank you for ...	感谢
	apologize for..	道歉
	express my dissatisfaction with...	投诉
	request some detailed information about...	询问
	suggest that...	建议
	apply for the position of ... which you advertised in yesterday's "China Daily".	申请
...		
I look forward to receiving your reply.		
Yours faithfully, Harvey		未知收件人姓名

Yours sincerely, Harvey	已知收件人姓名
Best wishes /regards, Harvey	同事熟人
Love, Harvey	家人密友

Last month you had a holiday overseas where you stayed with some friends. They have just sent you some photos of your holiday.

Write a letter to your friends. In your letter

- **Thank them for the photos and for the holiday**
- **Explain why you didn't write earlier**
- **Invite them to come and stay with you**

Dear Taufik and Lina,

I'm so glad receiving your photos when we were in Singapore. The photos are so nice and bright. They remind me for my special holiday with you.

I'm sorry because I don't write a letter to you as soon as possible. After I came back to Melbourne, my boss asked me to had two weeks training in wellington, New Zealand. I don't have any time to tell you because it happened suddenly.

My company wants to change the system of the computer into the online system. All of the staffs must have training first, before the system running.

I hope you can come and stray with me during next holiday. My address is: 888 Little Collins Street, Melbourne, Victoria, 3000. You can contact me first if you have a plan to visit.

Thanks for your kindness and I'm looking forward for your reply.

Yours sincerely,
Victor

Score 5

The examiner's comment:

This answer does not cover the bullets well because there are no thanks for the holiday and giving the address is not logical in the context. The second bullet is given rather too much focus, so the purpose of this letter is less clear, and the tone is inappropriate at the end of the letter...

There is an important occasion you have to attend in person. And you want to ask your boss for a leave.

Write a letter to your boss, in your letter

- *state your reason for the leave*
- *explain how long will it be*
- *suggest someone to take care of your job in your absence*

Write at least 150 words.

Dear Mr Lambert,

I am sorry to bother you during this time when the company is especially busy, but my mother has become seriously ill and I need to go back home to see her as soon as possible.

Her physician contacted me, saying that even though nurses are giving her good care, it would be more helpful if I were there to look after her.

I'm very worried about her, but at the same time know the company needs everyone to pitch in with the various projects we have already started. I plan to spend at most two weeks with my mother and then return back to work as soon as possible.

In order for the work to continue as smoothly as possible, I recommend Vincent as the best person to look after my work while I am away. He has worked very closely with me and knows what needs to be done. Should there be any questions or problems that crop up during my absence, he can contact me by phone or email to clarify any issues.

Thank you very much in advance for your understanding in this matter.

Sincerely,

Xiao Hong
(194 words)

刘洪波老师点评:

要构思周全，有说服力。如果你是老板，读完这封信之后自然而然地批准请假，那么这封信就是成功的。

背诵句型:

I would be very grateful if you would consider this request.

I am fully convinced that I am the right person for this position.

A British friend of yours who is learning your language is coming to visit you and planning to stay for one month.

Write a letter to your friend. In your letter

- ***tell him / her where you plan to take him / her***
- ***give him / her suggestions on how to learn the language***
- ***tell him / her what he / she needs to bring***

Write at least 150 words.

Dear James

I am very much looking forward to seeing you in Beijing soon! It will be a good opportunity for you to try out your Chinese language skills.

I will definitely take you to the Olympics Stadium, called the Bird's Nest and the Water Cube, and some of the other tourist spots in the city, including: The Forbidden City and Summer Palace. Of course we must make a trek out to the Great Wall, a place you've said you really want to visit.

When you come here, you can greet everyone you meet, with "Ni hao!" I am sure that once you are here, listening and talking, you will learn Chinese faster. Another good way is to listen to China Radio International, which presents shows in both Chinese and English.

Although it is already autumn here, the weather is still hot and humid. Just bring some T-shirts, shorts and light trousers. Definitely bring some comfortable walking shoes as we will be walking a lot and taking public transportation. Also bring your camera so that you can take lots of pictures!

I look forward to seeing you soon!

Regards,
Xiao Fung
(192 words)

刘洪波老师点评:

本文能读出真诚和热情，看得出作者在构思时很“入戏”。

背诵句型:

It would be better for you to...

I strongly recommend that...

雅思 G 类写作真题练习推荐

G 类大作文同样涵盖教育、科技、政府、环境、社会 and 生活方式六大范畴，但要注意社会 and 生活方式类题目出镜率比 A 类高很多。下面是从历年真题中挑选出来的十套题目，请考生重点练习。

Exercise 1

Task 1: You have to work for a year in another city. At that time, one of your friends there agreed to look for accommodation for you. Write a thanks letter to him/her. In your letter

- explain the location of accommodation
- explain the requirement of the house
- express your gratitude

Task 2: Shopping has become a favorite pastime for many young people today. What do you think of the reasons for its popularity? Do you encourage the young people to do something useful in the free time?

Exercise 2

Task 1: Your car is hired from a company and when you are driving in holiday, there's a small accident on it. You will have to write a report to the company to explain it. In your letter

- explain when and where you hired it
- describe how the accident happened
- describe what kind of action did you take after the accident

Task 2: Instead of letting people get more free time, modern technology makes people busier. Do you agree or disagree?

Exercise 3

Task 1: You missed an important appointment because the train was delayed. Write a letter to the relevant department of the train company to complain.

- Give the reason why the appointment was important to you
- Describe what bad effect were on you
- Request what they should do for you

Task 2: Many people have different hobbies, such as collection and wood-making. Why are hobbies important to people and how can they learn from them?

Exercise 4

Task 1: After visiting a historical museum on your holiday, you found you had lost a shopping bag in the museum. Write a letter to

- tell them when and where you lost the bag
- describe the characteristics of the bag and the contents
- suggest what the museum should do

Task 2: Some people prefer to stay in the same job for the same company, but others prefer to change jobs frequently. You should use specific reasons to compare the advantages and disadvantages of both sides.

Exercise 5

Task 1: One of your friends in a foreign country is starting an import-export business, and he has asked you to recommend a product from your country to him. Write a letter to your friend. In your letter

- say what product you want to recommend to him
- tell him where he can get this product
- explain why you want to recommend this product

Task 2: More and more young children have mobile phone. Some people say it is a good thing for them, while others say it is a bad thing. What is your opinion?

Exercise 6

Task 1: You are studying a secondary language in another country. You need to write a letter to the teacher and tell him/her that you cannot finish the course because you need to go back to your home country. In your letter

- thank the teacher
- say how you enjoyed the subject
- explain why you need to go back to your country

Task 2: Travel to and from work has become more difficult for many people. To solve this problem, employers should allow people to do some work at home. What's your opinion?

Exercise 7

Task 1: You read an advertisement in a newspaper looking for people who would like to take care of the old in a nursing house, and you are interested in this position. Write a letter to apply for the job. In your letter

- explain why you are interested in this position
- explain what relevant skills you have
- ask how and when you can start to work

Task 2: Some people who failed at school can be highly successful in their adult life. Why does this happen? And what are the main factors to get a successful life?

Exercise 8

Task 1: You will go to London soon to stay there for one year. Write a letter to an agency to get information about accommodation. In your letter

- explain why you are going to London
- describe what kind of accommodation you want
- explain when you will arrive.

Task 2: In many countries, people don't wear their national costume any longer. Many people think the citizens will forget their history and tradition. So people should be encouraged to wear national costume every day. Do you agree or disagree?

Exercise 9

Task 1: You are a passenger of an airline company and during the flight you feel extremely unsatisfactory to the service. Please write a Letter of Complaint to the company. In your letter

- explain how you are ignored
- give some suggestions to fix the problem
- tell the owner further action will be taken if this problem remains unsolved.

Task 2: With the urbanization of the society, many people in the outskirts have immigrated to cities. This causes some convenience to the cities, such as overpopulation or upgrading crime rates. Give your reasons for their migration and offer your suggestions to alleviate the problem.

Exercise 10

Task 1: A public event will be held in your community, and you think your friend will be interested in it. Write a letter to your friend. In your letter

- introduce the event
- explain why you think your friend will be interested in it
- suggest when and where to meet each other when attending this event.

Task 1: Some people say parent should limit the child's time of watching TV and playing computer game, and children should spend more time reading books. Do you agree or disagree?

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