

饥饿英语-顾家北 内部资料



更多学习资料，请联系公众号获取

顾家北手把手教你书信写作

- 确定类别（formal, informal, semi-formal）
- 确定时态（过去、现在、将来）
- 确定目的（目的决定语气，友好的语气为主）

例句：

- Could you Please?
- Could you possibly....?
- Would you mind....?
- I was wondering if you could....?
- Would it be okay if I?
- I thought it might be a good idea to....?
- I'm not sure whether it's?
- I don't know if it's possible to....?
- Do you think it is possible....?
- I would be grateful if you could....?

书信的类别

类别	称呼	结尾	语言	句子结构
正式信件 (素未谋面的人)	To whom it may concern 或者Dear Sir or Madam	Yours faithfully,	正式 不要用口语化的表达	不要用祈使句，问句，感叹句
半正式信件 熟悉但是不算亲朋好友的人（譬如说上司、老师等）	Dear Mr. /Ms. +姓	With regards, Your sincerely,	正式 尽量不要用口语化的表达	不要用祈使句，问句，感叹句
非正式信件 一般是亲朋好友，家人，同事，同学等	直接写名字	With love, best wishes, Best regards, lots of love	正式和半正式	可以用感叹句、问句和祈使句来表示关系的亲密程度

英文书信的特点和结构

结构：

- 1 开门见山（非正式信件可以寒暄一句话）
- 2 主体段每段话只针对一个事情，这个事情往往体现在第一句，后面都是解释或者增加细节
- 3 最后一段话一般都是说一下希望收信的人做什么，或者是期望得到回复，或者是表达一个愿望

容易的地方：

- 有很多套句

难的地方：

- 故事要合理（自己的述求一定要合理，最后别人也获益。）
- 语气要合理

开头段

- 开头段要直接（clear purpose）

常用句型：

- I am writing to ask for some time off work next month. （申请信）
- I am writing to make an insurance claim ... （申请信）
- I am writing to inform you of my decision to ... （意向信）
- I am writing to provide information you requested.
- I am writing to bring to your attention (抱怨信)
- I am writing with regard to your （抱怨信）
- I am writing to let you know that （友情信）
- 大部分时候不需要在首句自我介绍（除非你觉得有必要让对方知道你的身份）

常见的故事

- 工作：找到工作、升职、换工作、进修、去海外工作
- 住宅：搬家、装修
- 家庭：生孩子、结婚、婚姻纪念日、生日、毕业
- 爱好：体育、园艺、旅游、烹饪、阅读、艺术
- 生活：购物、交通、看医生

Tip: 写你英文熟悉的，不要写中文熟悉的

饥饿英语-顾家北 内部资料



更多学习资料，请联系公众号获取

范例1

- ***Write a letter to your neighbour who burns rubbish***
- ***describe what the problem is.***
- ***outline the impact on your family***
- ***suggest solutions***

Dear John,

How have you been? I know you've been busy with your work, and your wife is out of town for a business trip. If there is anything I can help look after your newborn baby, please feel free to tell me!

你最近怎么样?我知道你一直忙于工作,而你妻子出城出差去了。如果有什么我可以帮忙照看你孩子的,请告诉我!

It's been a headache to us for a while as you burn leaves and other kinds of garden waste. Maybe you have no time to take away rubbish to bins on the street, but the smoke and smell have made a huge impact on our lives.

当你焚烧树叶和其他花园废弃物时,这对我们来说是一个头痛的问题。也许你没有时间把垃圾扔到街上的垃圾箱里,但是烟味和气味已经对我们的生活产生了巨大的影响。

David does homework every day, and he cannot stand the smell. He has a cough every night now and cannot fall asleep. We have chosen to close all windows, but our bedrooms are still full of smoke.

大卫每天都做作业，他无法忍受那气味。他现在每天晚上都咳嗽，无法入睡。我们选择关上所有的窗户，但我们的卧室仍然充满了烟雾。

If you have any problem with handling garden waste, I can give you a hand. I have enjoyed and cherished our rapport since the first day you moved in. I really don't want this incident to threaten our relationship.

如果你在处理花园垃圾方面有任何问题，我可以帮你。从你搬进来的第一天起，我就很享受也很珍惜我们之间的融洽关系。我真的不想让这件事威胁到我们的关系。

I hope that this problem can attract your immediate attention. I would be grateful if you can respond to it quickly.

我希望这个问题能引起您的注意。如果你能尽快做出应对，我将不胜感激。

Best regards,

范例2

- ***You have joined a sports club recently and found some problems with the service. Write a letter to the manager,***
- ***Explain why you joined the club***
- ***Describe the problems you have discovered***
- ***Outline what changes you would like to see to the service***

Dear Sir or Madam,

I'm writing this letter to show my concern about some problems I have found with your club. I hope that my advice might give you some ideas about how to improve your service.

我写这封信是为了表达我对我在贵俱乐部发现的一些问题的关注。我希望我的建议能给您一些关于如何提高您的服务的想法。

I've recently become one member of your club. As a manager of an IT company, I have to work ten hours a day sometimes, so I really need a place where I can work out regularly for the sake of my health.

我最近成了你们俱乐部的一员。作为一名IT公司的经理，我有时要每天工作10个小时，所以为了我的健康，我真的需要一个可以定期锻炼的地方。

Your club has impressed me with advanced fitness equipment and friendly trainers, but I am upset that you does not forbid smoking. I cannot stand the smell and smoke of people exercising in the gym. I have a cough now every day.

你们俱乐部的先进健身设备和友好的教练给我留下了深刻的印象，但我对你们没有禁止吸烟感到失望。我无法忍受人们在健身房锻炼时的味道和烟味。我现在每天都咳嗽。

This problem can be solved easily if you can set up a smoking room. Smokers can relish this habit without disturbing others. This is consistent with the image you intend to establish as a fitness centre.

如果你能设置一个吸烟室，这个问题就很容易解决。吸烟者可以享受这种习惯，而不会打扰别人。这与你想要建立的健身中心的形象是一致的。

Your early response to this issue will be certain to benefit all non-smokers as well as yourself. Or you may lose the business of people who are sensitive to smoke like me.

你对这个问题的早点处理肯定会使所有不吸烟的人和你自己都受益。否则你可能会失去像我这样对烟敏感的人的业务。

- 抱怨信可以语气坚定点，但是要懂得客气
- 其他的信件需要谦卑，客观，委婉
- 所有的信件都需要注意礼貌

Thank you for taking the time to read this letter, ..
I would appreciate your immediate attention to this matter.

If you require any further information, feel free to contact me.

Should you need any further information, please do not hesitate to contact me.

学习资料和工具

- 小绿书有大量的范例和句子
- 小黄书有很多的故事和相关的词伙
- APP上的信件范例还有故事库
- 基础好可以直接写，找老师批改
- 基础弱可以回译

饥饿英语-顾家北 内部资料



更多学习资料，请联系公众号获取