

成考专升本 英语

英语短文写作范例

作文类型一：邀请信

范文（一）

假定你是李华（LiHua），你校将举办外国学生中文演讲比赛，请给你的英国朋友 Chris 写封邮件邀请他参加。

内容包括：

- 1.比赛时间；
- 2.演讲话题；
- 3.报名方式。

Dear Chris,

I can't wait to inform you that a Chinese speech contest for foreign students will be held in our school. Knowing that you are keen on learning Chinese, I'm delighted to invite you to participate in it.

As scheduled,the contest,whose topic is "Traditional Chinese Culture", will take place in the school hall at 9 am next Sunday. It is obvious that this is a golden opportunity to show your fluent Chinese. Additionally, not only can it help you gain some insight into traditional Chinese culture, but also it can enrich your experience. If interested, register for it by January 10. Don't miss the deadline.

Looking forward to your early reply to confirm your participation. I'm convinced it will live up to your expectations.

Yours sincerely

Li Hua

范文（二）

假定你是李华（Li Hua），你想邀请你的英国外教（Peter）暑假来参观你的家乡。

内容包括：

- 1.自我介绍及写信的目的；

2.简要介绍你的家乡及旅行安排;

3.期待对方接受邀请。

Dear Peter ,

I hope you are well. My name is Li Hua, and I am a student from China . I am writing to invite you to visit my hometown this summer .

My hometown is a lovely place with beautiful scenery and interesting cultural sites . There are historical buildings, lively markets, and nice parks to explore. I would be very happy to show you around and share some local food with you .

I really hope you can accept this invitation and visit us. It would be wonderful to have you here and show you the best of my hometown.

Looking forward to your reply!

Yours sincerely

Li Hua

作文类型二：介绍信（介绍旅游景点，名人等等）

范文（一）

假定你是李华（Li Hua），你的美国朋友 Harry 在最近的 e-mail 中提到要带他的父母来华旅游，他们计划去黄山。给他回一封 e-mail,

内容包括：

- 1.欢迎他的父母来中国
- 2.建议可行路线及交通方式
- 3.提醒一些必要的旅行准备（如衣服、药品……）
- 4.推荐 1 至 2 处其他景点

Dear Harry,

I'm so excited to hear that you are coming to China and to go to the Huang Mountains together with your parents. It's a good season for it. I'm sure you'll love it. Do remember to bring

thick clothes with you since the top of the mountain is chilly.

I hope you will stay in Beijing for a couple of days since you have to stop in Beijing anyway, and then take the train to the Huang Mountains. I can accompany you here to visit the Forbidden City, the Great Wall and the Summer Palace, which you long to visit to improve your knowledge about Chinese history.

Please pass my words to your parents. I couldn't wait to meet them.

Yours sincerely

Li Hua

范文（二）

假定你是李华，你的英国朋友 Tom 将参加以“我最喜欢的中国体育明星”为主题的英语演讲比赛。他想要你推荐一位中国体育明星。请你给他写封电子邮件，

内容包括：

- 1.推荐的人选；
- 2.推荐的理由；
- 3.表达你的祝福。

Dear Tom,

I'm happy to receive your letter and know that you are going to take part in the English speech contest, whose theme is "My Favorite Chinese Sports Star". Knowing that you want to introduce a famous Chinese sports star, I recommend Deng Yaping to you for the following reasons.

First of all, Deng Yaping not only created too many miracles, but also won a lot of glory for the Chinese people. Secondly, she trained very hard. There was an indomitable spirit in her, which deeply affected us. Finally, she made us understand the truth that as long as we put in the effort, we will be rewarded.

I wish you a good result in the speech contest.

Yours sincerely

Li Hua

作文类型三：求助信

范文（一）

假定你是李华（LiHua），当前你在英语学习方面遇到了一些问题。于是你向你校的外籍老师 Tom 写一封求助信寻求帮助。

内容包括：

- 1.本人简介
- 2.求助内容
- 3.希望得到 Tom 的帮助。

Dear teacher,

My name is Li Hua. I'm writing a letter to you to ask for some help.

I have met much difficulty in learning English. First, I find our texts full of new words that are very difficult for me to remember. Besides, the texts are too long for me to recite. What's more, grammar is also very difficult to learn.

Faced with so much difficulty, I have to ask you for some help. Would you like to introduce to us some good ways to learn new words so that we can remember them more easily? In the meanwhile, I beg you to teach the text more slowly so that the average students can easily follow you. Also, I would like you to introduce some rules and good ways to learn grammar.

I'm sure that I can make great progress in my English study with your help.

Yours sincerely

Li Hua

范文（二）

假定你是李华（Li Hua），你正在准备英语考试，但最近你遇到了一些问题导致无法集中精力学习。于是你给你校的外籍心理老师 Kate 写一封求助信寻求帮助。

内容包括：

1.作业多，没有时间运动。

2.压力大，难以入睡。

3.希望得到 Kate 的帮助

Dear Kate,

I am Li Hua. Recently, I've been busy preparing for my English test, but unfortunately I find it quite hard to concentrate on my study. So I'm writing to ask you for help.

I'm encountering some problems which trouble me a lot. First, I have to spend so much time on English study that I hardly have time to take sports. Moreover, the high expectation from the teachers and my parents makes me extremely stressful because I don't want to let them down. What troubles me most is that it's difficult for me to fall asleep every night.

Faced with the above problems, I'm anxious to get your help. Could you please offer me some advice on how to solve these problems?

Yours sincerely

Li Hua

作文类型四：道歉信

范文（一）

要求：假定你是李华（LiHua），原定下周有一场重要面试，但突然生病无法参加。请用英语写一封道歉信。

内容包括：

（1）无法如期参加的理由

（2）询问是否有补救措施

Dear Sir or Madam,

I am Li Hua. I am writing this letter to express my sincere apology for the coming interview.

To begin with, the primary reason why I couldn't attend the interview is that I have felt ill unexpectedly. I went to the hospital and the doctor told me that I have to rest in bed for ten days.

So I have to take care of myself in case that any emergency should happen. In addition, I wonder if we can arrange this interview at another time.

Please accept my heartfelt apology for any inconvenience that I have caused. Looking forward to your reply.

Yours sincerely

Li Hua

范文（二）

假定你是李华，因为某种原因未能参加朋友的聚会，写一封道歉信。

内容包括：

- 1.向朋友道歉
- 2.解释未能参加的原因
- 3.表达希望能弥补的愿望

Dear Tom,

I hope this letter finds you well. I am writing to apologize for not being able to attend your party last Saturday. I truly regret not being there to celebrate with you.

Unfortunately, I was feeling unwell that day and had to rest at home. I was really looking forward to the party and I feel bad about missing it. I hope you understand that my health needed my immediate attention.

I would love to make it up to you. Perhaps we can meet up next weekend for a small get-together. Once again, I apologize for any inconvenience caused, and I hope you had a great time at the party.

Yours sincerely

Li Hua

作文类型五：通知

范文（一）

假设你校图书馆准备举办一场图书捐赠活动，请以图书馆的名义写一封通知，鼓励大

踊跃参与，

要求如下：

- (1) 所捐书籍将收入本校图书馆，学生可以免费借阅；
- (2) 本次捐赠活动将于 2025 年 11 月 11 日开始，并持续一星期；
- (3) 活动地点：图书馆一楼；
- (4) 鼓励大家踊跃捐赠，数量不限。

NOTICE

In order to stimulate students' interest in reading and create a good reading atmosphere, the library is going to hold a book donation activity .

The details of this activity are as follows . This donation event will start on November 11, 2025 and it will last for one week . The location of donating is on the first floor of the library . You can donate as many books as you want, without restrictions on quality or type . In addition, the books donated this time will be included in the library of our school , and all students can borrow them for free.

If you have any questions, please do not hesitate to contact us. Looking forward to your participation.

The School Library

范文（二）

假定你是李华（Li Hua），你受学生会委托为校宣传栏“英语天地”写一则通知，请大家观看一部英语短片 Growing Together。

内容包括：

- (1) 短片内容：学校的发展；
- (2) 放映时间、地点；
- (3) 欢迎对短片提出意见。

Boys and girls,

May I have your attention, please? Recently, we plan to show an outstanding short film on our campus. Welcome to join us and enjoy it! Here are some relevant details about it.

To begin with, the name of the movie is Growing Together, which is about the development of our beloved school; as a result, it will be not only meaningful but also interesting. Besides, it will be shown in the library from 2:00 to 4:00 in the afternoon on June 9th. What's more, everyone of you will be welcome to take part in it, enjoying the movie, having a heated discussion afterwards and giving your own comments.

Hopefully, you would make it to our activity. I have the confidence that you will have a great time.

The Student Union

作文类型六：征文

范文（一）

在今年的全民读书日活动中，你校英文报组织了题为“全民阅读，有我参与”的征文比赛。

内容包括：

1. 你喜欢的书是什么
2. 为什么喜欢这本书

National Reading , I Am in It

As the saying goes , books are the ladder of human progress . When it comes to the topic of reading. I think it is very essential for us everyone to read .

My favorite books are varied , among which The Little Prince inspired me so much. Firstly ,the story between the little prince and the rose makes me come to realize how important we express our love to our loved ones . Moreover , we gradually forget what we truly want as we grow up . So , never should we forget our initial pursuit and keep a childlike heart . Besides , after reading it I began to understand the true meaning of pure friendship .

In a word , I sincerely hope that everyone is involved in the national reading and fully enjoy

the valuable time of reading .

范文（二）

当今时代，知识不断更新。作为大学生，我们如何跟上时代前进的步伐？请以“活到老，学到老”，为题，写一篇英语作文。

内容包括：

1.话题引入：

2.为什么要终身学习。

It ' s Never Too Late to Learn

Today , we are living in an era when knowledge is constantly updating . If we cannot keep up with the pace of the times , we will soon be eliminated by our society , which makes us realize the significance of lifelong learning .

The reason why we need to maintain lifelong learning can be listed as the following aspects . To begin with , lifelong learning can help us keep our personal competitiveness in the society so that we can have the advantages in the workplace .Secondly, lifelong learning can contribute to a healthy body and mind . Not only can we absorb new knowledge but also keep our brains and bodies active. In addition, lifelong learning provides us with the opportunity to discover and surpass ourselves .

As far as I am concerned , as college students , we should maintain a lifelong learning attitude to better embrace the future .

作文类型七：申请信

范文（一）

假定你是李华，亚洲冬季运动会（the Asian Winter Games）将在你居住的地方举办，现正在招募志愿者，你希望成为其中一员。请按 要求用英文给组委会写一封申请信。内容应包括以下要点。

1.个人优势：英语好；爱好体育；善于交际；乐于助人；熟悉本地情况；

2.承诺：提供最好的服务。

Dear Sir/Madam,

My name is Li Hua. I would like to work as a volunteer for the Asian Winter Games. I believe that I'm qualified for the job.

I feel I am competent to meet the requirements which you have listed. To begin with, as a college student, I have a keen interest in sports. Besides, I am outgoing and good at communicating. What's more important is that I am familiar with the local conditions. If I had the opportunity to get the job, I would offer help whenever it is needed.

Thanks for considering my application and I am looking forward to your reply.

Yours sincerely

Li Hua

范文（二）

假定你是李华，从互联网（the Internet）上得知一个国际中学生组织将在新加坡（Singapore）举办夏令营，欢迎各国学生参加。请写一封电子邮件申请参加。内容主要包括：

- 1.自我介绍（包括英语能力）
- 2.参加意图（介绍中国，了解其他国家）
- 3.希望获准。

Dear Sir/Madam,

I'm more than glad to get the information about the summer camp. I am writing to apply to participate in the activity.

I'm a boy student of 18 from a senior middle school in China. To begin with, I can speak English fluently. Besides, I'll be able to introduce our culture to foreign students and learn about their countries as well. If I had the opportunity to be accepted as a member of your summer camp, I would be quite appreciative.

Thanks for considering my application. Looking forward to your reply.

Yours sincerely

Li Hua

拓展：经典开头+结尾

（一）通用型开头/结尾（书信类通用，李华视角为主）

通用开头

1. I hope this email/letter finds you well.
2. I am writing to you to say something about...
3. I am writing this email/letter for the purpose of...

通用结尾

1. Looking forward to your early reply.
2. Please feel free to contact me if you have any questions.
3. Yours sincerely,

Li Hua/XXX（居右，书信类固定落款，通知/征文除外）

（二）各类型专属经典开头+结尾

1. 邀请信

开头：I am writing to sincerely invite you to take part in... which will be held in our school/... on...

结尾：I truly hope you can accept my invitation and I believe you will have a great time.

2. 介绍信

开头：Hearing that you are going to... I am writing to introduce... to you in detail.

结尾：I hope the above information can help you and wish you a pleasant trip/ a good performance.

3. 求助信

开头：I am writing to ask for your kind help because I have met some difficulties in...

结尾：I would be very grateful if you could give me some useful advice. I believe I can make progress with your help.

4. 道歉信

开头：I am writing to express my sincere apology to you for not being able to...

结尾：Please accept my heartfelt apology for any inconvenience I have caused. I hope you can forgive me.

5. 通知

开头：May I have your attention, please? Our school/ the Student Union is going to hold... and here are some relevant details.

结尾：We welcome everyone to take part in it and look forward to your active participation.

6. 申请信

开头：I am writing to apply for... which I saw from the Internet/ your notice. I believe I am qualified for this position/ activity.

结尾：Thanks for considering my application and I am looking forward to your favorable reply.

7. 感谢信

开头：I am writing to express my deep thanks to you for your great help with...

结尾：Again, please accept my sincere gratitude. I will always remember your kindness.

8. 祝贺信

开头：I am so glad to hear that you... and I am writing to offer my sincere congratulations to you.

结尾：Wish you greater success/ more happiness in the future and keep it up!

9. 投诉信

开头：I am writing to complain about... which I bought/ experienced on... because of its poor quality/ bad service.

结尾：I hope you can solve this problem as soon as possible and I am looking forward to your satisfactory reply.

(三) 征文/议论文类（征文范例为议论文/说明文，专属开头结尾）

征文要求围绕主题展开，开头需引入主题，结尾需总结观点/发出倡议，词数适配 100~120

词，以下为通用万能句式：

经典开头

1. As the saying goes, "...". When it comes to the topic of..., it is very important for us to...
2. Nowadays, ... has become a hot topic among people, especially among students. Everyone has their own ideas about it.
3. In modern society, ... is playing an increasingly important role in our life. It is necessary for us to think about...

经典结尾

1. In a word, ... is of great importance. We should... and make our life better.
2. From what has been mentioned above, we can draw a conclusion that...
3. I sincerely hope that everyone can... and we will have a better future because of it.