

高起专、高起本 英语

英语短文写作范例

一、议论文

范文 1：关于网络教育的利弊

In recent years, online education has become increasingly popular. There is no doubt that it brings many advantages. Firstly, it provides people with more flexible learning schedules. Learners can study at any time and from any place as long as they have an internet connection. Secondly, it offers a vast amount of learning resources, which are often free or at a relatively low cost.

However, online education also has its drawbacks. One major problem is the lack of face - to - face interaction between teachers and students. This may lead to less effective communication and difficulty in solving problems immediately. Moreover, some students may lack self - discipline and find it hard to focus on online courses.

In conclusion, online education has both pros and cons. We should make good use of its advantages while finding ways to overcome its disadvantages.

范文 2：关于环境保护的重要性

With the development of modern society, environmental protection has become an urgent issue. The environment is the foundation of our survival. A clean and beautiful environment can not only improve our quality of life but also ensure the sustainable development of future generations.

However, currently, we are facing various environmental problems, such as air pollution, water pollution, and deforestation. These problems are not only harmful to our health but also pose a threat to the entire ecosystem.

To solve these problems, everyone should take action. The government should formulate more strict environmental protection laws and regulations. Enterprises should also fulfill their social responsibilities and reduce pollution emissions. As individuals, we can start from small things in our daily lives, such as reducing waste and using public transportation more often.

In a word, environmental protection is of great significance. Only by joint efforts can we create a better living environment.

二、书信

范文 1：邀请信

Dear [Friend's Name],

I hope this letter finds you well. I am writing to cordially invite you to my birthday party, which will be held at my home at 7 p.m. on Saturday, May 10th.

There will be a delicious dinner prepared by my parents, followed by a wonderful cake - cutting ceremony. We will also have some fun games and music to enjoy. I sincerely hope you can join me and share this special moment with our friends.

Please let me know if you are available at your earliest convenience. Looking forward to your reply.

Best regards,

[Your Name]

范文 2：邀请信

Dear Henry,

A large scale Chinese paper-cutting art exhibition will be held in our city. I remember you have been eager to visit exhibitions about Chinese art. Now comes the chance.

It is believed that Chinese paper-cutting works are beautiful as well as charming. Nowadays, more and more people are getting interested in the art of paper-cutting.

Based on this reason, our city has decided to hold such an exhibition at the City Gallery on July 15. The exhibition, whose theme is language of flowers, will display the works of 50 influential artists from all over the country. All the works that will be exhibited are original , rich in content and diverse in form. From them you can appreciate the superb paper-cutting techniques.

Please inform me whether you can come, I'm looking forward to your favorable answer.

Yours,

Li Hua

范文 3：建议信

Dear Sir/Madam,

I am a regular customer of your bookstore, and I am writing to offer some suggestions to improve your service.

Firstly, it would be great if you could increase the variety of books, especially those related to the latest research in science and technology. Secondly, the opening hours on weekends could be extended to better serve the customers who

are busy during the weekdays.

I believe these suggestions will be beneficial to both your store and the customers. Thank you for your attention.

Sincerely,

[Your Name]

范文 4: 建议信

Dear _____,

I am very pleased to know that____(写信原因). It _____. In my opinion, _____(建议内容). On the one hand, _____(理由 1). On the other hand, _____(理由 2).

As to _____, I suggest _____(建议 1). If _____, you will _____(解释原因). It is necessary for you to _____(建议 2). In addition, _____(建议 3). I am sure _____.

Please inform me if there is anything I can do for you_____. I am looking forward to_____(愿望).

Sincerely yours,

xxx

范文 5: 感谢信

Dear Professor Smith,

I am writing this letter to express my heartfelt gratitude to you. During the past semester, your enlightening lectures and patient guidance have been of great help to me in my studies.

Your profound knowledge and unique teaching methods have not only broadened my horizons but also inspired my enthusiasm for [Subject Name]. I have

made remarkable progress in this subject, and I owe it all to your hard work.

Once again, thank you very much for your kindness and support. I will always remember your teachings and strive to achieve better results in the future.

Best regards,

[Your Name]

范文 6: 感谢信

Dear Alex,

How is it going recently? Learning that you're returning to your hometown, I'm writing to express my gratitude to you for your help.

I am much obliged to you for your unselfish assistance. You have taught me many practical learning methods. Thanks to those methods, I have made such unbelievable progress. I ranked first in a recent English speech contest. What's more, whenever I had difficulty in doing my homework, you were always the one who helped me.

My true gratitude is beyond words. Thank you again and wish you a safe and pleasant journey home.

Best wishes!

Yours,

Li Hua

范文 7: 投诉信

Dear Manager,

I am writing to complain about the poor service I received at your restaurant

last night.

When I entered the restaurant, it took a long time for the waiter to take my order. And when the food was served, it was cold and the taste was disappointing. Besides, the environment was noisy and the tables were not clean.

I hope you can take immediate measures to improve the service quality. I would like to receive a sincere apology and some form of compensation.

I look forward to your prompt response.

Sincerely,

[Your Name]

范文 8: 投诉信

Dear John,

I am writing this letter intended to complain about sth....., which I bought last month when 时间状语从句(自我介绍+写作目的).

The focus of my complaint is the follows, which I wish to bring to attention. For one thing, 完整的句子; For another,完整的句子. (投诉原因)Therefore, I would like either 解决方案 1 (to do sth.) or 解决方案二(a full refund).Thank you for your consideration and I will be looking forward to your reply. (建议措施 +期待回复)

Sincerely yours,

Li Ming

范文 9: 求职信

Dear [Hiring Manager's Name],

Hope this email finds you well. I am writing to express my sincere interest in the

[Job Position] at [Company Name], as advertised on [Job Source].

I believe my skills and experiences align perfectly with the requirements of this role. I hold a [Degree Name] from [University Name], which has equipped me with a solid foundation in [Relevant Field]. During my academic journey, I achieved [Notable Academic Achievements], demonstrating my strong academic ability and dedication.

In my previous work at [Previous Company Name], I took on various responsibilities. For example, I successfully [Describe a Key Project or Achievement]. This experience sharpened my [Relevant Skills], such as [List Key Skills Gained], and I am confident I can apply these skills effectively in the new position.

I am particularly drawn to [Company Name] because of its [Highlight Company's Positive Aspects, like Reputation, Innovative Spirit, or Social Impact]. I am eager to contribute to the company's continued success and grow professionally within this dynamic environment.

Enclosed, please find my resume for your kind consideration. I would be delighted to have the opportunity to discuss my application further with you. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for taking the time to review my application. I look forward to your favorable reply.

Sincerely,

[Your Name]

范文 10: 求职信

Dear [Hiring Manager's Name],

I am writing to apply for the [Position Name] position at [Company Name]. With a [Degree Name] in [Major Name] from [University Name], I possess a solid academic background in [Relevant Field].

During my studies and internships, I have accumulated practical experience in [List key skills or experiences relevant to the job, like project management, data analysis]. I am proficient in [List relevant software or tools]. Also, I have strong communication and teamwork skills, which I believe are essential for this position.

Enclosed please find my resume for your reference. I would be honored to have the opportunity to contribute to your company. Thank you for your time and consideration.

Sincerely,

[Your Name]

范文 11: 推荐信

Dear Admissions Committee,

I am writing this letter to wholeheartedly recommend [Applicant's Name] for the [Program Name] at your esteemed institution. As [Applicant's Name]'s former professor in [Course Name], I have had the privilege of observing their academic journey closely.

[Applicant's Name] consistently demonstrated outstanding academic performance in my class. Their in - depth understanding of complex theories and eagerness to engage in discussions were truly remarkable. They also actively

participated in various research projects, showing strong research capabilities and a high level of innovation.

In addition to academic achievements, [Applicant's Name] has excellent communication and teamwork skills. They can work well with others and contribute effectively to group tasks.

I am confident that [Applicant's Name] will thrive in your program and make significant contributions to the academic community. Please do not hesitate to contact me if you need any further information.

Sincerely,

[Your Name]

范文 12: 推荐信

To Whom It May Concern,

It affords me much pleasure to recommend to you. During his/her _____ in, he/ she was my _____(关系). As his/ her, I found him/her _____ (看法).

His/Her performance in the _____ (某方面) was outstanding. First , he/she was _____ and showed great talents for _____(优势一). In addition, he/she _____(优势二) . He/She has developed_____, and working with him/her is always _____(优势三).I can state that he/she has all the qualities of being_____.

Therefore, I recommend him/her to you with all my heart. Your favorable consideration of his/her application will be most appreciated. I am sure that his/her future performance will prove him/her worthy of your trust. If further

information about his/her qualifications is needed, please feel free to contact me.

Sincerely yours,

XXX

范文 13: 询问信

Dear Sir/Madam,

I am writing to inquire about the [Product/Service Name] that I saw advertised on your official website.

I am particularly interested in the features and functions of this [Product/Service Name]. Could you please provide me with more detailed information, such as its specifications, usage instructions, and price? Also, I would like to know if there are any ongoing promotions or discounts available.

Furthermore, I am concerned about the after - sales service. Could you inform me about your return policy and the warranty period?

I look forward to your prompt and detailed reply. Thank you very much for your time and assistance.

Sincerely,

[Your Name]

范文 14: 询问信

Dear [Admissions Officer],

I am writing to seek some information regarding the application process for the [Program Name] at [University Name].

I am particularly interested in the admission requirements. Could you kindly

provide details on the minimum GPA, language proficiency scores (such as TOEFL or IELTS), and any specific prerequisite courses? Also, I would like to know about the application deadline and the required application materials, including whether letters of recommendation are mandatory.

Moreover, I'm curious about the scholarship opportunities available for international students. Are there any merit - based or need - based scholarships?

Your prompt and detailed response would be highly appreciated. Thank you for your assistance.

Sincerely,

[Your Name]

范文 15: 道歉信

Dear [Recipient's Name],

I am writing this letter to offer my sincere apologies for [Describe the mistake or inappropriate behavior]. I deeply regret my actions and the inconvenience or disappointment I may have caused you.

I understand that my [Mistake] was unacceptable, and I take full responsibility for it. I have reflected on my behavior and have taken steps to ensure that it will never happen again.

I hope you can find it in your heart to forgive me. If there is anything I can do to make up for my mistake, please do not hesitate to let me know.

Once again, I am truly sorry.

Sincerely,

[Your Name]

范文 16: 道歉信

Dear [Colleague's Name],

I am writing to offer my sincere apologies for the mistake I made in our recent [Project Name]. I take full responsibility for [Describe the mistake, such as missing a crucial deadline, providing incorrect data].

I understand that my error has caused you a great deal of inconvenience and extra work. I have already taken steps to correct the mistake. I [Describe the actions you have taken, like re - doing the task, coordinating with relevant parties to fix the issue].

I truly hope you can forgive me. I assure you that I will be more careful in the future and will do my best to avoid similar mistakes.

Once again, I'm deeply sorry.

Sincerely,

[Your Name]

三、通知

范文 1: 活动通知

A Notice of the English Speech Contest

An English speech contest will be held on June 8th at the university auditorium to memorize the World Environment Day. Any full-time student in this university is entitled to take part in the speech. Students who are interested in the activity are required to mail a draft of his/hers to X X X@qq. com. The topic must focus on the

world environment. The winner will be awarded the prize by the president of the university and will be recommended to take part in the English Speech Contest among universities in the district of Guangdong Province. For further information, please contact us atXXXXXX.

The Students' Union

May 8, 2015

范文 2：会议通知

Notice

A meeting for all department managers will be held in the conference room on the 5th floor at 9 a.m. on Monday, July 20th. The main topic of the meeting is to discuss the new marketing plan for the next quarter.

Please prepare relevant materials in advance and be present on time. If you have any questions, please contact [Contact Person] at [Contact Number].

Office of the General Manager

四、记叙文

范文 1：一次旅行经历

Last summer, I went on a trip to Mount Tai with my family. We started our journey early in the morning. When we arrived at the foot of the mountain, we were amazed by its grandeur.

The climb was tough but rewarding. Along the way, we saw many beautiful sceneries, such as strange - shaped rocks and ancient temples. We took a lot of pictures to record these wonderful moments.

Finally, after several hours of climbing, we reached the top. The view from the summit was breathtaking. The sea of clouds surrounded us, making us feel like we were in a fairyland. This trip to Mount Tai not only brought us great joy but also strengthened the bond within our family.

范文 2：帮助他人的经历

One day on my way home from school, I saw an old lady struggling to cross the street. She was carrying a heavy bag and looked a bit confused.

I immediately went up to her and offered my help. I held her hand and carefully guided her across the street. The old lady was very grateful and kept thanking me.

At that moment, I felt a strong sense of happiness. Helping others not only brings joy to them but also makes me feel fulfilled. I will always be ready to lend a hand whenever someone needs help.

五、说明文

范文 1：如何制作水果沙拉

Making fruit salad is a simple and healthy way to enjoy various fruits. First, prepare the fruits you like, such as apples, bananas, strawberries, and oranges. Wash them thoroughly.

Next, cut the fruits into small pieces. For example, peel the apples and bananas and cut them into cubes. Hull the strawberries and halve them. Peel the oranges and separate the segments.

Then, put all the cut - up fruits into a large bowl. Add some yogurt or salad dressing to the bowl. Gently mix the fruits and the dressing together until they are

well - combined.

Finally, your delicious fruit salad is ready to be served. It can be a great snack or a side dish for a meal.

范文 2：智能手机的利与弊

Smartphones have become an essential part of our daily lives, but they have both advantages and disadvantages.

On the one hand, smartphones bring us great convenience. They allow us to communicate with others easily through calls, messages, and various social media apps. We can also access a vast amount of information on the internet, such as news, knowledge, and entertainment. Moreover, many useful apps on smartphones help us with work, study, and daily tasks, like note - taking, navigation, and online shopping.

On the other hand, smartphones also have some drawbacks. Excessive use of them can lead to problems such as eye strain, neck pain, and lack of sleep. They may also distract us from real - life interactions and work, reducing our productivity. Additionally, there are privacy and security concerns, as personal information on smartphones may be at risk of being leaked.

In conclusion, while smartphones offer many benefits, we should use them wisely to avoid the negative impacts.

六、日记

范文 1：难忘的一天

[Date] [Day] [Weather]

Today was an unforgettable day. I went to the beach with my friends. The sun was shining brightly, and the sea was so blue. We built sandcastles on the shore, and the waves kept crashing against them, which was really fun.

After that, we swam in the sea. The water was cool and refreshing. We played water games, laughing and shouting all the time.

In the evening, we sat on the beach, watching the beautiful sunset. The sky was painted with orange and pink, making it a truly amazing sight. I'm so glad I could spend this wonderful day with my friends.

范文 2：考试后的心情

[Date] [Day] [Weather]

I just finished my important English exam today, and I'm filled with mixed feelings. During the exam, I was quite nervous at first. But as I started answering the questions, I gradually calmed down.

I think I did well in some parts, especially the reading comprehension. However, I made a few silly mistakes in the grammar section, which I really regret.

Now, I'm waiting anxiously for the results. I hope I can get a good grade, but no matter what, I will learn from my mistakes and study harder in the future.