



书信的常见写作模板

开头部分:

How nice to hear from you again.

Let me tell you something about the activity.

I' m glad to have received your letter of Apr. 9th.

I' m pleased to hear that you' re coming to China for a visit.

I' m writing to thank you for your help during my stay in America.

结尾部分:

With best wishes.

I' m looking forward to your reply.

I' d appreciate it if you could reply earlier.

一、议论文模板

(1) 正反观点式议论文模板

导入 : 第 1 段 : Recently we' ve had a discussion about whether we should...(导入话题) Our opinions are divided on this topic.(观点有分歧)

正文: 第 2 段 : Most of the students are in favour of it. (正方观点)

Here are the reasons. First... Second... Finally...(列出 2~3 个赞成的理由)

第 3 段 : However, the others are strongly against it. (反方观点) Their reasons are as follows. In the first place... What' s more... In addition...(列



出 2~3 个反对的理由)

结论：第 4 段：Personally speaking, the advantages outweigh the disadvantages, for it will do us more harm than good, so I support it. (个人观点)

(2) 观点论述类议论文模板：

导入：第 1 段：提出一种现象或某个决定作为议论的话题

As a student, I am strongly in favour of the decision.

(亮明自己的观点是赞成还是反对)

The reasons for this may be listed as follows. (过渡句，承上启下)

正文：第 2 段：First of all... Secondly... Besides...(列出 2~3 个赞成或反对的理由)

结论：第 3 段：In conclusion, I believe that... (照应第 1 段，构成“总—分—总”结构)

(3) . “A 或者 B” 类议论文模板：

导入：第 1 段：Some people hold the opinion that A is superior to B in many ways. Others, however, argue that B is much better. Personally, I would prefer A because I think A has more advantages.

正文：第 2 段：There are many reasons why I prefer A. The main reason is that ... Another reason is that...(赞同 A 的原因)

第 3 段: Of course, B also has advantages to some extent... (列出 1~2 个 B



的优势)

结论：第4段: But if all these factors are considered, A is much better than B. From what has been discussed above, we may finally draw the conclusion that ...(得出结论)

二、图画类写作模板

开头：

Look at this picture.

/The picture shows that...

/From this picture, we can see...

/As is shown in the picture...

/As is seen in the picture...

衔接句：

As we all know, ...

/As is known to all,...

/It is well known that...

/In my opinion,...

/As far as I am concerned,...

/This sight reminds me of something in my daily life.



结尾句：

In conclusion...

/In brief...

/On the whole...

/In short...

/In a word...

/Generally speaking..

/As has been stated...