

建议信

【篇章结构】

1. 问题陈述：根据信息点确定句型表达。
2. 提出建议：使用多种句型，避免单一句型表达。
3. 愿望或期望：写信的结尾套句。

【必备词汇】

1. **beneficial** adj.有益的
2. **ask sb. for advice** 向某人征求意见
3. **make some suggestions** 提出一些建议
4. **view** n. 观点
5. **recommendation** n.推荐; **be highly recommended** 强烈建议
6. **be addicted to** 对.....上瘾
7. **significant** adj.有重大意义的
8. **propose** v.建议
9. **give sb. some advice on** 给某人提关于.....的建议
10. **concerning/regarding/as to/with regard to** 关于
11. **express one's views on...** 表达某人对.....的看法
12. **practical** adj.实用的
13. **prefer** 更喜欢
14. **personally** 就我个人而言
15. **learn a lot about** 了解许多关于.....
16. **moreover** 此外,而且
17. **a better choice** 更好的选择
18. **take...into account/consideration** 考虑.....;
19. **as well as** 也, 和

【高分句式】

一、 凤头

1. **Having learnt that** our library is planning to buy new books, **I'm willing to recommend** some books to you.
得知我们图书馆准备买新书, 我愿意向您推荐一些书。
2. **Glad/Pleased/Delighted to know that** you are traveling in Shanghai, **I think it is a good choice to** visit Huangpu River.
很高兴得知你在上海旅游, 我认为参观黄浦江是个不错的选择。
3. I have learned that you **have some trouble in...** and would like to **give/offer you the following suggestions.**
我知道你在.....方面有困难, 因此我想给你提如下建议。
4. **When it comes to/As for...,** the following are my suggestions. /My suggestions are as follows.

当涉及/关于……，我的建议如下。

5. I'm writing to **give you some suggestions/give you a hand**.

我写这封信的目的是给你一些建议/帮助。

6. I'm **extremely delighted** to receive your letter **asking for my advice on** how to fit in the new school life.

很高兴收到你的来信，信上询问我关于如何适应新的学校生活。

7. Here are my some suggestions.

这有我的一些建议。

二、猪肚

1. **The reason why I recommend this book is that** it emphasizes the importance of good habits.

我推荐这本书的原因是它强调好习惯的重要性。

2. It is a good way to **broaden your mind, through which** you can learn different cultures of the world.

这是一个很好的可以拓宽视野的方式。通过这种方式，你可以了解到世界上的不同文化。

3. **First of all**, you should listen to the teacher carefully and **take notes** in class so that you can **go over** your lessons **as soon as you can** after class.

首先，你应该认真听老师讲课。上课做好笔记，以便下课后可以及时复习。

4. I recommend it **mainly for the following two reasons**.

我推荐它主要有以下两个原因。

5. **In my opinion/As far as I'm concerned/Personally**, it would be wise to take the following action.

在我看来，采取如下行动是明智的。

6. I think it would **be of benefit/beneficial** if you...

我认为如果……，将会受益。

7. **Doing...** is a good/great/better choice.

做……是一个好的/棒的/更好的选择。

8. It is also a good idea/also helps to do..., **which can...**

做……也不错，这能……

三、豹尾

1. If you **need further information, don't hesitate to contact me**.

如果你需要更多信息，请联系我。

2. I'll be more than happy if you can **take** my recommendation/ideas **into consideration**.

如果你能考虑我的建议/想法，我会非常高兴。

3. I hope that my suggestions/advice will **be beneficial/of benefit to** you.

我希望我的建议对你有益。

4. I hope you will find my suggestions/advice helpful/useful/ practical/beneficial.

我希望你认为我的建议有帮助/有用/实用/有益的。

读后续写之情感和心理描写

第一组 高兴

v.dance,whistle,jump/leap with joy, feel a surge of happiness/delight/joy, be overcome with happiness/ delight/joy, (one's eyes)twinkle, (one's heart) beat/ pound wildly, be in high spirits 情绪高涨;be in cheerful spirits 心情愉快 adj.happy, delighted, overjoyed, wild with joy 狂喜; one's face lights up 喜形于色; be overwhelmed with happiness 充满喜悦

- 1.He was **happy/delighted/full of joy/all smiles**.他开心得满面笑容。
- 2.His face **beamed** and his bright smile **lit up** the room.他眉开眼笑;笑容照亮房间。
- 3.We **were very pleased to** hear this encouraging news.
听到这个令人鼓舞的消息，我们十分高兴。
4. His face **lit up with pleasure**.他面露喜色。
5. The surface of the calm lake **stirred the waves**, and **my mood was as cheerful as a wave**.
平静的湖面激起了浪花,我的心情也像浪花一样欢腾。
6. I **couldn't contain my joy** and jumped into the house.
我抑制不住内心的喜悦,蹦蹦跳跳地进了家门。
- 7.He **was delighted to** receive such impressive recognition for his achievements.
他的成就获得大家的认可,他很开心。
- 8.She was **in cheerful spirits** and **grinned from ear to ear**.她兴高采烈,笑得合不拢嘴。
- 9.They didn't know what to do with themselves **for joy**.他们高兴得不知道怎么办好。

第二组 激动

excited,thrilled,with excitement, tremble with excitement 激动得发抖, flush with excitement 激动得满脸通红, contain one's excitement 抑制内心的激动, one's eyes shine with excitement 眼里闪烁着兴奋的光芒

- 1.She **felt thrilled**./She was **wild with excitement**.她非常激动。
2. She **couldn't contain her excitement and danced/jumped for joy**.
她无法抑制自己的兴奋,高兴得手舞足蹈。
3. Her eyes twinkled **with excitement**.她激动得两眼放光。
4. Her eyes were shining and **her heart was thundering with excitement**.
她两眼放光,心激动得怦怦跳。
5. Her eyes were **sparkling like diamonds** at the good news.
听到这个好消息，她的眼睛像钻石一样闪闪发光。
- 6.**A wide excitement seized/took hold of her**.她兴奋得不能自己。
- 7.They **were full of/filled with excitement** at the thought of meeting a real movie star.
想到要见一位真正的电影明星,他们就满心激动。
- 8.He woke up that morning **with a feeling of excitement**.那天早晨他醒来时情绪亢奋。
- 9.**Her excitement grew** as the day of the wedding came nearer.
随着婚礼临近,她越来越兴奋。
10. Her hands were **trembling with excitement** as she opened the letter.
她打开信时激动得双手颤抖。
- 11.**In all the excitement**, I left my wallet behind.
我一时激动,忘了拿钱包。