

2016 年考研英语作文万能模板

以下内容由凯程辅导老师收集整理，供考研的同学们参考。更多考研辅导班的详细内容，请咨询凯程老师。

我是 14 年考的研，现在在读研一，英语考了七十多，不高。在做英语的时候时间也没有把握好，两个作文只剩下半个小时，这个完全是要不得的，但是最后的结果是可能作文的分数应该还不错，因为我写作文的时候像过电影一样就把作文写的差不多了，也觉得挺顺。有一点点经验，希望能帮到大家。我不知道其他的复习方法是怎样，我直接说我的方法吧。我和其他一大部分人也一样，用的模板。但不同的一点是我不是背网上写出来的模板（我以前也背了很多的真题好作文，也学到了不少的好句子，但到自己写作文的时候还是写不出来），而是自己写两到三篇作文。

1、先说最重要的一个模板：一个比较有涵义图片（是说一个大家都认同的现象），没有好与不好，利与弊的关系。这是一个大类，这个类我写了两到三篇文章。但每篇文章我花的时间都在一个小时以上，也不是说要写很好，只是真的写不出来。在写的时候我不断翻我的作文书，把平时摘抄下来的好句子都排好位子，一点一点把这个类的属于自己的模板定型下来，到遇到同样的文章时，我基本可以不写原因就可以写到文章的五分之二的单词出来。当让这个模板的准确性一定要有，由于自己不大喜欢问老师，我是让我那个考上同济大学的英语系的老乡给我改的，把自己错误降低到最低，而且可以得到建议。

2、一个社会现象的图片（比如老年足球赛，温室效应等，由于一年没碰考研英语了，想不清是零几考的了），这也是一大类，把利与弊的那些结构和好词用好

3、图表类作文，这一类由于自己时间不够用了，没有准备，但建议有时间最好准备好，现在的考研感觉越来越活了，考什么都可能。总的来说，就是自己写的能真的掌握，把自己的文章的结构定型下来，比如一些比较难的副词，比较好的谚语，比较难用好的句型，如倒装，强调都写上去（这些不是滥用，是有一定顺序，我是按照真题作文来的，在自己整合下），到你上考场再去想肯定会迟的，如果在考前你就已经背住了，到考场就顺手拿来用就可以了，老师只是看你的结果，他不会知道你这个作文其实已经写过，背过多少遍了。而到你写作文的时候，即使你不会写作文，你也可以写出一个好的框架了（当时时间不多，我的例子都写的很仓促，但结果好像还行），所以比起其他的考生，你是优秀的，所以作文考好也是大有

可能的。但你必须做出的牺牲的是：花几个下午，费一些精力，自己写几个模板（必须是一篇完整的文章，比如写 13 的真题作文，写全，不要留空，在背的时候也可以全背）。在掌握自己的框架后，在不看自己的模板，在写类似的文章，如另一年的真题（现在想不起来了），自己觉得写一篇就可以了，按自己的情况而定。希望这个方法能帮助像我一样不知道怎么写作的学弟学妹一点帮助，这篇是自己一点一点打出来的，打了好久，有点累了，希望大家支持！也希望能真正的能给大家一点启发！（不知道为什么，发了三四遍都发不上来，终于发上来了）

英语作文模板

第一点：考试情况分析篇分析一：觉得自己没什么思路时间又不够时，虽然构思内容不够丰富精彩，思维短路，举实例！提出一个观点，举实例！提出一个方案，举实例！。至少会得平均分，不要着急。

分析二：在你觉得文章有内容可写，自己观点清晰、分析深刻时，可以尝试写得高分的作文。所以一定要强调构思，这和英语没关系，是思路的问题。但却非常重要。这时套话一定不能作为文章主体。套话要用，但不可多用，并不是看你“因为、所以、例如”这些句子用的有多复杂。但写文章主体时，句式要富于变化！不然文章没有亮点。

第二点：文章模版篇第一部分、开头：

一、结构：

开头图面描述+小的概括，点明图画的意义，揭示的问题。在文章第一段(开头)用一长一短，且先长后短例如 As is indicated in the picture, an adolescent is telling his grandfather a good news—he can go to a state-class university with his University Admission Report, while his grandpa has also received his own Admission Report of the university for the elder. (长句)How exciting and encouraging it is! (短句)二、套话：1、开头图面描述：As is indicated in the picture, an adolescent is telling 例如 As is indicated in the picture, an adolescent is telling his grandfather a good news - 2、小的概括：An overwhelming/A noticeable trend/situation is illustrated in an explicit(直接的)/implicit 暗示的 manner：例如 A noticeable situation is illustrated in an explicit manner: Pollution poses a great threat to our existence. {Pose a great threat to~~(对...造成一大威胁)}

第二部分(主要是原因、举例和措施的写法)一、原因部分:(一)最佳方案:用3、4句话排比,层层深入点明主题。1、套话:…can be attributed to dozens of factors.+The problem is not A but B;the problem is not B, but C;the problem is not C but D.2、注意:原因分析深刻且有递进关系,这是拿高分得关键:{优秀范例:问题不在于孩子是否崇拜,而在于孩子们崇拜什么人;问题不在于孩子们崇拜什么人;而在于这些人是什么样的人;问题不在于这些人是什么样得人,而在于他们代表一些什么品质。我们应该引导孩子们崇拜那些体现美好品德的人物。}

(二)不会用排比时,这样列举原因:1、原因不容易缩成从句或短语时:(1)套话:Why so?In this day and age, 后接原因,在这里用一些精彩的句式表达,词组运用,有能力还可以用一些精彩的词汇。例如:In this day and age, There is no denying that our educational system leaves something to be desired. {There is no denying that...(不可否认的...)} 例如 In this day and age, knowledge of human beings is advancing at an unprecedented rate in a multitude of areas. (短句)Since the advent of the information era, education has been playing a pivotal role in individual development. We will not be abandoned by the society if we keep learning. (2)注意:拿不准还不如不用,以免错用。2. 当原因容易缩成从句或短语时…要先用一个短句解释主要意思,然后在阐述几个要点的时候采用先短后长的句群形式,短句…can be attributed to dozens of factors. 长句 To start with, should take the largest share of responsibility of it. next, in addition, finally

二、举例部分

1、用什么例子,需开拓自己的思路可以举正反两面的例子(以前崇拜毛泽东,现在有人崇拜刘翔。这些都是一些健康的崇拜,当然也有些不健康的,给孩子带来坏的影响。)模版 1) A good case in point is…(2) For instance,

2、也可以举数字。原则上在议论文当中十不应该出现虚假数字的,可是在考试的时候哪管那三七二十一,但编无妨,只要我有东西写就万事大吉了。所以不妨试用下面的句型:

According to a recent survey, about 78.9% of the college students wanted to further their study after their graduation. 三、措施部分:套话: To turn the tide 或 to better the situation, a couple of solutions, based on the in-depth analysis above, have to be implemented.+More importantly, every effort has to be directed to…例如 To

better the situation, a couple of solutions, based on the in-depth analysis above, have to be implemented. We should spare no effort to beautify our environment. {Spare no effort to+V(不遗余力的)} More importantly, every effort has to be directed to...
例句: More importantly, every effort has to be directed to people's awareness. We should bring home to people the value of environmental protection {bring home to+人+事(让...明白...事)}

第三部分. 结尾

1、套话: (1) 可以用一个经典的虚拟语气的句型。Obviously, it is high time that we did.
例如: The environment being worse(独立主格用法), it is high time that we did our utmost to protect the environment. It pays to do it, because the more we do, the more we gain. {So+形容词+be+主词+that+句子(如此...以致于...)} do one's utmost to+V=do one's best(尽全力去...) It pays to+V~~~(...是值得的。)} 注意上句中的独立主格用法, 得高分法宝(2) 展望未来类型: We can cherish the hope that, with these keys, we will unlock the door to a harmonious world. 2、结构: 文章结尾一般用一长一短就可以了第三点常用句子总结篇

一、~~~the+est+名词+(that)+主词+have ever+seen(known/heard/had/read, etc)~~~the most+形容词+名词+(that)+主词+have ever+seen(known/heard/had/read, etc) 例句: Helen is the most beautiful girl that I have ever seen. 海伦是我所看过最美丽的女孩。

二、Nothing is+~~~er than to+V Nothing is+more+形容词+than to+V 例句: Nothing is more important than to receive education. 没有比接受教育更重要的事。

三、三、~~~cannot emphasize the importance of~~~too much. (再怎么强调...的重要性也不为过。) 例句: We cannot emphasize the importance of protecting our eyes too much. 我们再怎么强调保护眼睛的重要性也不为过。

四、There is no denying that+S+V... (不可否认的...) 或 No one can deny that 主要用于描述负面情况 例句: There is no denying that our educational system leaves something to be desired.

五、leaves something to be desired 令人不满意

六、It is universally acknowledged that+句子~~~(全世界都知道...) 例句: It is

universally acknowledged that trees are indispensable to us. 全世界都知道树木对我们是不可或缺的。are indispensable to us. 不可或缺的

八、句中最好使用一个倒装句 only+状语+小倒装如 Only when we develop ourselves in a well-rounded way, can we become productive members of society

九、So+形容词+be+主词+that+句子(如此...以致于...)例句: So precious is time that we can't afford to waste it. 注意此处的倒装时间是如此珍贵, 我们经不起浪费它。

十、Adj+as+Subject(主词)+be, S+V~~~(虽然...)例句: Rich as our country is, the qualities of our living are by no means satisfactory. {by no means 一点也不} 虽然我们的国家富有, 我们的生活品质绝对令人不满意。

十一、The+~er+S+V, ~~~the+~er+S+V~~~The more books we read, the more learned we become. 十二、By+Ving, ~~can~~(借着..., ..能够..)例句: By taking exercise, we can always stay healthy. 十三、On no account can we+V~~~(我们绝对不能...)注意此处的倒装例句: On no account can we ignore the value of knowledge.

十四、~~~enable+Object(受词)+to+V(..使..能够..)例句: Listening to music enable us to feel relaxed. 听音乐使我们能够感觉轻松。

十五、It is time+S+过去式(该是...的时候了)例句: It is time the authorities concerned took proper steps to solve the traffic problems

十六、Those who~~~(...的人...)例句: Those who violate traffic regulations should be punished. 十七、There is no one but~~~(没有人不...)例句: There is no one but longs to go to college. 没有人不渴望上大学。

十八、be+compelled+to+V(不得不...)可以与 Since 搭配例句: Since the examination is around the corner, I am compelled to give up doing sports. 既然考试迫在眉睫, 我不得不放弃做运动。

十九、It is conceivable that+句子(可想而知的)例句: It is conceivable that knowledge plays an important role in our life. 可想而知, 知识在我们的一生中扮演一个重要的角色。It is apparent that+句子(显然的)

二十、is a real idol for 是的典范 He is a real idol for all of Chinese youth

二十一、For the past+时间, S+现在完成式...(过去...年来, ...一直...)例句: For the

past two years, I have been busy preparing for the examination.

二十二、Since+S+过去式, S+现在完成式。“自从——”例句: Since he went to senior high school, he has worked very hard. 自从他上高中, 他一直很用功。

二十三、It pays to+V~~~(...是值得的。)例句: It pays to help others. 帮助别人是值得的。

二十五、Spare no effort to+V(不遗余力的)例句: We should spare no effort to beautify our environment. 我们应该不遗余力的美化我们的环境。美化我们的环境 beautify our environment

二十六、bring home to+人+事(让...明白...事)例句: We should bring home to people the value of working hard. 我们应该让人们明白努力的价值。

二十七、be closely related to~~(与...息息相关)例句: Taking exercise is closely related to health. 做运动与健康息息相关。

二十八、Get into the habit of+Ving=make it a rule to+V(养成...的习惯)We should get into the habit of keeping good hours. 我们应该养成早睡早起的习惯。

二十九、Due to/Owing to/Thanks to+N/Ving, ~~~(因为...)例句: Thanks to his encouragement, I finally realized my dream. 因为他的鼓励, 我终于实现我的梦想。

三十、What a+Adj+N+S+V!=How+Adj+a+N+V!(多么...!)例句: What an important thing it is to keep our promise!How important a thing it is to keep our promise!遵守诺言是多么重要的事!

三十二、Have a great influence on~~~(对...有很大的影响)例句: Smoking has a great influence on our health. 抽烟对我们的健康有很大的影响。

三十三、do good to(对...有益), do harm to(对...有害)例句: Reading does good to our mind.

三十四、Pose a great threat to~~(对...造成一大威胁)例句: Pollution poses a great threat to our existence.

三十五、do one's utmost to+V=do one's best(尽全力去...)例句: We should do our utmost to achieve our goal in life. 我们应尽全力去达成我们的人生目标。

第四点写作技巧篇

一、更生动的表达法不应该之说 nice 这样空洞的词, 应该使用一些诸如 generous, humorous,

interesting, smart, gentle, warm-hearted, hospital 之类的形象词。小偷走出房间应该说: slip out of the room 老人走出房间应该说: stagger out of the room 二、多变句式原则 1) 加法(串联)都希望写下很长的句子, 像个老外似的, 可就是怕写错, 怎么办, 最保险的写长句的方法就是这些, 可以在任何句子之间加 and, 但最好是前后的句子又先后关系或者并列关系。比如说: I enjoy music and he is fond of playing guitar. 如果是二者并列的, 我们可以用一个超级句式: Not only the fur coat is soft, but it is also warm. 2) 转折(拐弯抹角)我们说话的时候, 只要在要点之前先来点废话, 注意二者之间用个专这次就够了。The car was quite old, yet it was in excellent condition. 或 The coat was thin, but it was warm. 更多的短语: despite that, still, however, nevertheless, in spite of, despite, notwithstanding 3) 因果(so, so, so)表示的是先后或因果关系! The snow began to fall, so we went home. 4) 失衡句(头重脚轻, 或者头轻脚重)有些句子脑袋大, 身体小, 或者有些脑袋小, 身体大, 文章中出现这样的句子, 就更会让考官看到你的句子与众不同。其实就是主语从句, 表语从句, 宾语从句的变形。举例: Whether he can go with us or not is not sure. 同样主语、宾语、表语可以改成如下的复杂成分: When to go, Why he goes away... 5) 附加(多此一举)那就是定语从句和同位语从句或者是插入语。Mr Liu, our oral English teacher, is easy-going. 6) 排比(排山倒海句)引用一个个的排比句, 一个个得对偶句, 一个个的不定式, 一个个地词, 一个个的短语, 将会使文章有排山倒海之势! Whether your tastes are modern or traditional, sophisticated or simple, there is plenty in London for you. We have got to study hard, to enlarge our scope of knowledge, to realize our potentials and to pay for our life. (气势恢宏) 7) 独立主格的句子原理: 在学生的文章中, 很少发现诸如独立主格的句子, 它就是分词的一种特殊形式, 分词要求主语一致, 而独立主格则不然。比如: The weather being fine, a large number of people went to climb the Western Hills. Africa is the second largest continent, its size being about three times that of China. 如果您可一些出这样的句子, 不得高分才怪! 三、文章主体段落三大杀手铜一)、举实例思维短路, 举实例! 提出一个观点, 举实例! 提出一个方案, 举实例! 例如: In order to attract more customers, advertisers have adopted every possible stimulative factor in making ads, such as sound, light, colours, cartoon films and human performance. For instance, to advertise a certain food, advertisers will ask

an actor or actress to sit at a table and devour the seemingly delicious food while they fume him or her. 更多句型: To take...as an example, One example is..., Another example is..., 二)、做比较方法: 写完一个要点, 比较与之相似的; 又写完一个要点, 再比较与之相反的; 相似的比较: likewise 相反的比较: nevertheless, 三、换言之没话说了, 可以换一句话再说, 让你的文章在多一些字。短语: put it more simply

应用文类作文

1. 几种主要信函的写法

英文书信主要分为事务书信和个人书信两种, 前者是单位与单位之间或个人与单位之间来往的信件, 后者是亲朋好友之间的来往信件。事务书信包括申请信、推荐信、求职信、订购信等等; 个人书信包括慰问信、祝贺信、道歉信以及一般的个人信等等。在格式和语体方面, 事务书信比较正规, 而个人书信则比较随便。在这部分中, 我们结合信函的实用程度和考研作文对篇幅的一般要求选取了五种我们认为有可能成为考研作文命题对象的信函。

(1) 求职信

求职信是用来向某一单位求取一份工作的信函, 它属于广义的申请信的一种。之所以将求职信与其他类型的申请信分开来写, 是因为其目前应用的普遍性和重要性, 因此希望考生给予足够的重视。

写求职信时, 要注意以下几点:

首先, 措辞要礼貌, 对求职单位要加以一定的褒扬, 并表示对该单位的向往之情, 希望能到该单位工作。

第二, 简洁、明了、具体地说明自己的能力和条件。因为求职信通常是跟简历一起寄给用人单位的, 所以在信中提到自己的能力和条件时, 不是要简单重复简历中已有的内容, 而是要用简洁、明了、具体的语言提出自己特别突出的或者可能引起用人单位特别的注意的能力和条件。

第三, 对于要求取的工作岗位, 要特别写明, 给用人单位一个考虑选择的机会。

第四, 要突出招聘者的利益, 不要一味强调自己的需要和期望。

求职信一般分为三个部分来写, 至于分成几段, 没有严格的要求。第一部分说明从哪里得到的关于这份工作的信息, 又或者写信人只是投求职信碰碰运气。

第二部分主要是推销自己, 表达自己对应聘职位的兴趣以及介绍自己的最突出的能力和条

件。如果求职者对应聘职位没有太多的了解，可以特别表达一向愿意接受新挑战的愿望，并强调一下自己在适应新环境、处理人际关系方面的能力。

最后一部分当然是表达一下希望，例如希望能得到面试的机会。

下面给出一封齐头式的求职信，省略了信头和信内地址，从称呼开始。

Dear Sir or Madam:

I am writing in response to the advertisement you placed in the Sunday paper for a sales manager in your company. Your company has a reputation for producing high-quality products like Mandolin network system. I am interested in joining such a professional organization.

As you can see from the enclosed resume, my previous work in an export company has provided me with lots of opportunities to contact all kinds of customers and suppliers home and abroad. By communicating with them, I have got very familiar with the international trade and the current market. Besides, my educational training at university concentrated also on international trade which equipped me with a solid foundation in sales and trade.

As such, I believe that my service could be of great benefit to your company in terms of customer relation and new business connections.

I hope to have an opportunity to meet your human resource manager in order to let you know more about me. I enclose a resume and could be available for an interview at your convenience. Looking forward to hearing from you and thank you for your consideration.

Sincerely yours,

J. S. Wu

(2)其他申请信

当一个人想得到某种机会或某些东西，如申请得到奖学金、求学、申请出国签证等，往往通过申请信来请求。

写申请信的时候一般应注意以下几点：

首先，语气要诚挚友好，措辞要严谨，千万不要表现出强求的意思。

第二，对于申请的内容和原因一定要写得非常清楚，不能含糊。

第三，尽管不能表现出强求的意思，但是期望得到的心情一定要表达出来。

申请信如何分段，也没有严格的规定，其内容一般应包括以下几个部分：明确是在写申请；申请的具体内容和缘由；自己的情况和条件；提出要求，如回信、面试等等。每一部分都要做到清晰、简明。

对于不同的申请内容，在介绍自己情况的时候也要有不同的侧重。例如在求学信中，应比较侧重介绍自己已有的学位及专业情况；在申请留学经济资助的信中，应着重介绍自己的学业及学术水平，因为国外很多学校颁发奖学金是以此为标准的。

以下是两封申请信，第一封是求学信，另一封是申请留学资助的，第一封信用的是齐头式，第二封信用的是缩进式，信头和信内地址都已省略。

Dear Sir or Madam:

I am writing to apply for admission to your university to pursue my M.S.degree. I have read the annual prospectus issued by your university and found that it has the best graduate program of chemistry. I am greatly interested in the program.

I graduated in 1997 from Beijing University, majoring in Chemistry and holding a B. S. degree. At university, I took many fundamental courses in Chemistry and my English is excellent as I had served as the head of English Association for two years. Since then I have been teaching Chemistry in Beijing Normal University. Through my teaching experience, I have not only deepened my understanding in this field, but mastered many complicated research skills as well.

Two of my former professors and the present dean of our department have kindly written letters of recommendation for me, as enclosed with this letter.

Could you please send me the necessary forms and any information about financial aid in your program?

Thank you very much. I look forward to hearing from you soon.

Sincerely yours,

Fan Wei

Dear Sir or Madam:

I wish to apply for admission to your department as a graduate student. I am writing to ask whether it will be possible for you to grant me a full scholarship, considering my academic record and the fact that I have no relatives or friends in America who can act as my sponsor.

I completed a four-year course in chemistry at Beijing University last June. During my four years in the university, I have passed all the required courses of study with satisfactory marks. With Chemistry as my major, I minored in Physics and Mathematics. Enclosed herewith is my transcript from the department concerned. My English is very good. I have been learning English since early childhood with the help of my father who is a professor of English in Fudan University, Shanghai. I therefore believe that I will not have language difficulties while studying in the United States.

I should be most grateful if you would give my request favorable consideration. Thank you very much and look forward to your reply.

Sincerely yours,

Wu Li

最后列举一些写申请信常用的表达法，供考生参考：

I am writing to you because I wish to...

I am writing to ask whether you could send me some information about your college and the application forms...

I am a graduate from..., I am very interested in...

Please send me all relevant information concerning the program you offer.

I should be most grateful to you if you would send me...

I would appreciate very much if you could send me...

Thank you for your consideration and I look forward to your favorable reply.

Enclosed in this letter please find three letters of recommendation and a certified copy of my transcript.

(3)推荐信

推荐信是求职或者求学所需要的材料。写推荐信的人一般是有身份、有地位的人士，而且必须对申请者比较了解。最好是申请者原单位的领导或资历较深的同事，或者是学校里的教授、本专业的专家等等。

写推荐信应该注意以下几点：

首先，推荐人在写信前应该详细了解聘方或学校的要求、工作性质、专业特点等有关情况，有针对性地介绍并推荐申请者。

第二，推荐信要多写优点，充分肯定成绩，语气要积极、热情。但为了客观起见，也可适当提一下申请者的不足之处，但一定要说明这种不足之处是可以通过学习和锻炼得到克服的。

第三，推荐信的篇幅不宜过长，但也不能三言两语敷衍了事，一般以 250 到 350 字为宜。

第四，推荐信的称呼一般用 To whom it may concern 或者 Dear sir or Madam。而且推荐信通常由推荐人直接寄给用人单位或学校。

推荐信一般分成三段到四段，主要包括三个方面的内容：推荐人与被推荐人之间的关系；被推荐者的能力、品质和优点，在这部分至少应该写两个优点，但最多不要超过四个，而且如果能够用具体的例子来证明，效果会更好；建议录取被推荐者。

下面是一封推荐信：

To whom it may concern:

I sincerely recommend Ms. Zhang Chen to participate in your program and researching group. I am a department manager in Guangyou Trade Company and Ms. Zhang had been worked in my department for nearly three years.

As her direct supervisor, I have a good understanding in her working ability. She was very careful and sensitive to figures. Her monthly statistics and report forms were always the best of the company. And as I knew more about her, I found that she was very much interested in accounting. So I provided her with the opportunity to work with the experienced accountant in our company so that she would be able to learn from him.

What I appreciate most is her diligence and the ability to learn quickly. By self-study, she passed the exam of accountant qualification. I must admit that it was not an easy task, but she managed it through hard work. Since she had already

had a deep understanding in this area, I asked her to be responsible for the computerization of the accounting system in our company. It was within my expectation that she accomplished it successfully.

And now, as she has determined that she would choose accounting as her life career, I would like to lend my full support in her effort. Therefore, I strongly recommend you to accept Ms. Zhang in your program. I believe that thanks to all her virtues, she would make herself a good student in your prestigious program and make a good contribution to it. And I really hope that I will have the opportunity to cooperate with her again after she got the MACC degree.

Thank you very much!

Yours sincerely,

Li Tong

Department Manager of Guangyou Trade Company

最后列举几个写推荐信常用的表达法，供考生参考：

I proudly introduce...to your attention.

I am certain that...will build a bright career with your instruction.

I would safely say that...will be excellent with your program.

I have no doubt that...will make a strong candidate for your program.

...is surely the right person for your program.

(4)邀请信

邀请信分为两种：一种属于个人信函，例如邀请某人共进晚餐、参加宴会、观看电影、出席典礼等。另一种邀请信则属于事务信函，一般是邀请参加会议、学术活动等等。

第一种邀请信邀请的对象一般是朋友、熟人，所以内容格式上的要求都比较松，可以写得随便一些。只要表明邀请的意图，说明活动的内容、时间、地点等等。但既然是邀请信，那么就一定要在信中表达非常希望对方能够参加或者出席的愿望。这种邀请信的篇幅可以非常短，下面以一封邀请看电影的短信为例：

Dear Jane,

We have four tickets for a famous film shown at Guangming Cinema, The Longest Day,

Friday, the ninth. Will you join us? We'll be looking for you at eight sharp Friday night in front of the cinema, so don't disappoint us!

Warmest regards.

Alice

第二种邀请信一般由会议或学术活动的组委会的某一个负责人来写，以组委会的名义发出，而且被邀请者通常也是属于比较有威望的人士。因此，这类邀请信的措辞要相对正式一些，语气要热情有礼。

这一类邀请信通常要包括以下内容：首先表明邀请对方参加的意图以及会议或学术活动的名称、时间、地点；然后要对被邀请者的威望和学术水平等表示推崇和赞赏，表明如果被邀请者能够接受邀请，会给会议或者活动带来很好的影响；接着要说明会议或活动的相关事宜，最好是能引起对方兴趣的事宜；当然不能忘了表达希望对方能够参加的诚意；最后还要请收信人对发出的邀请做出反馈，如确认接受邀请。

下面是一封邀请对方参加学术会议的信函：

Dear Professor Wang,

On behalf of the Ohio State University and the IEEE Computer Society, I would be very pleased to invite you to attend and chair a session of the forthcoming 2004 International Conference on Parallel Data Processing to be held in Bellaire, Michigan, from October 25 to October 28, 2004.

You are an internationally acclaimed scholar and educator. Your participation will be among the highlights of the Conference.

We sincerely hope that you could accept our invitation. As you know, this is the 10th anniversary of the Conference and we plan to make it a truly international meeting. We have accepted many papers from several foreign countries, including two from China. If you can come, please let us know as soon as possible, since we have to prepare the final program soon. We are looking forward to your acceptance.

Sincerely yours,

Peter White

无论是收到哪种邀请信都要复信，明确表示接受与否。而且无论接受与否都要对邀请者表示

感谢。接受邀请的回信一般包含以下内容：首先感谢对方的邀请，并重述邀请信中的主要内容；然后愉快地表示接受邀请，并简要说明自己的打算；最后表示期待赴会和与对方见面的心情。

下面是一封接受邀请的信，与上面第一封邀请信相对应：

Dear Alice,

Thank you very much for your invitation. It will be great pleasure for me to join you on Friday for the wonderful film. I will arrive at the cinema before eight. I look forward to meeting you on Friday.

Thank you for thinking of me.

Yours,

Jane

谢绝邀请的回信一般包含以下几方面的内容：首先还是要对对方的邀请表示感谢；然后具体说明自己无法接受邀请的原因，并对无法出席表示遗憾；最后表达自己的祝愿，即祝愿自己未能参加的会议或者活动能够顺利进行。

下面是一封谢绝邀请的信，与上面的第二封邀请信相对应：

Dear Professor White,

Many thanks for your letter dated 15th August, inviting me to attend and chair a session of the forthcoming 2004 International Conference on Parallel Data Processing to be held in Bellaire, Michigan, from October 25 to 28, 2004.

Much to my regret, I shall not be able to honor the invitation because I have been suffering from a disease since this summer. I am firmly advised that it would be unwise to undertake any distant and long travel in the near future.

I feel very sad to miss the opportunity of meeting you and many others in the field of Computer Science. I wish the conference a complete success.

Faithfully yours,

Wang Xuan

(5)感谢信

感谢信属于个人信函，是用来对馈赠礼物或曾经得到某人的关怀、照顾表示感谢，在西方国

家用得比较普遍。感谢信在格式上没有很严格的要求，主要是要写得真挚，表达诚挚的感激之情，不能给人一种草率的印象。

由于感谢的对象、原因和内容不同，感谢信的内容也会有所区别。例如，对朋友赠送礼物表示感谢的信，一定要提到所赠的礼物以及自己对礼物的喜爱之情；又如因为曾在对方家里小住而写的感谢信，一定要提到在对方家里居住时候的感受。但是，无论如何，一封感谢信通常都包括感谢的原因、内容以及诚挚的感激知情。

下面给出两封简短的感谢信，一封是对朋友赠送礼物表示感谢，另一封是在对方家里小住过一段时间，离开后表达感谢的信。

Dear Sandy,

When you left a package for me yesterday, I had difficulty waiting until my birthday to open it.

I don't know how to thank you for such an attractive present. It is something that will give me pleasure for a long time to come.

Please accept my sincere thanks and best wishes.

Cordially,

Susan

Dear Professor Anthony,

Thank you for a delightful stay.

Your home is lovely, your meals delectable, and I enjoyed the fun and companionship. I am still thinking about it and enjoying it in retrospect.

Many thanks again for your warm hospitality.

Cordially,

Tom

(6) 咨询信

咨询信指的是用于了解信息、资料 and 情况等等的信件。写咨询信要注意以下几个问题：

第一，从措辞上来讲，一定要有礼貌，要比较客气地说清楚你想了解什么或者有什么要求。

第二，所提的问题一定要具体、明确，不能含糊其辞，否则会让对方感到无从回答。

第三，如果同时有好几个问题需要对方回答，可以考虑分段写；如果问题比较简单，则无需

分段，但一定要将每个问题分别写清楚。

第四，一定要记得在信中向对方表示感谢。

写咨询信的时候，一般分三个部分来写。首先说明自己的情况，写咨询信的目的；第二步讲明自己要咨询的问题，要简洁明晰；在新的结尾要向对方表示感谢。此外，记得要注明联系地址与电话，以便对方答复。

下面是一封咨询信的范例：

To: London Woolen Products

From: Angel Clothes Store

As we plan our Fall inventory, we are again in market to buy woolens. We are principally interested in the traditional sweater and would like to request a sample.

Please also send information on any other knitwear that your company produces and a current price list.

If you plan to take part in the Beijing Trade Fair at the end of this month, please inform us of your stand number so that we can contact you at that time. Please note our new address and telephone number.

Thank you in advance for your attention.

Sincerely,

.....

(7) 订购信

订购信一般用于订购某种货物或机票、车票，属于事务信件。在书写订购信的时候，最重要的是要清新明白地说明所要订购的对象的数量、价格、规格等等，如果是机票、车票等，则须说明出发地、目的地、出发时间等。此外，写明你自己的名字、地址、邮编，以及你期望的送货方式等也是非常重要的。要避免写冗长的句子，因为此类信函以传达信息为主，所以能让对方明白你的意图是最重要的。

下面是一封订购飞机票的信函：

Dear Sir or Madam:

I am on an urgent mission and want to get to Hong Kong as soon as possible. Please reserve for me a seat in the plane leaving Guangzhou for Hong Kong at 8 a.m. tomorrow. A

seat by the window in the economic section is preferred. I shall be very grateful if you would deliver the ticket to Room 418 of the Baiyun Hotel where I am staying. If there is no seat available at 8 a.m. tomorrow, please inform me as soon as possible, so that I can change a flight.

Thank you very much!

Yours faithfully,

Steve Brown

(8) 投诉信

投诉信一般是针对质量低劣的产品或者服务，其送寄对象应该是对方主管部门的负责人。写投诉信的目的是为了对方同情你的遭遇或者碰到的问题，继而给出你所期望的解决方法。因此，写这类信件最重要的一点是要实事求是，一定要遵守“简明、公正”的原则，切勿夸大其词，引起对方的反感。

投诉信中应该包含的内容有：你所投诉的问题；该问题给你造成的不良后果；与投诉有关的重要依据，如商品简要说明、购买日期地点等；你所希望的解决方法和最后结果。此外，还可以向对方建议解决问题的最后日期，并表示对所投诉问题的妥善解决充满信心。

投诉信一般可分为三段：第一段说明信的主要意思，即提出要解决的问题，以及解决问题的重要性；第二段可以解释一下详细的情况，提出与投诉有关的重要依据；最后一段一般是提建议，说出你所期望的解决方法。

以下是一封样信：

Dear Sir,

Enclosed is one sample of the envelopes which your delivery truck left in our office yesterday. We wish, however, to exchange them for the correct size, or obtain a refund. When our supply secretary selected and purchased official envelopes in your store last week on December 12, she asked that size L be sent to our office. The size we received is small, and of course it does not serve our needs. The sales receipt is #3968, dated December 12, written by sales clerk #189.

Please send us the correct size L envelopes in exactly the same style and color, or if this is not available now, cash refund of \$50.50. Thank you very much.

Sincerely yours,

以上是八种我们认为有可能考到的信函类型,当然也有可能在考试中出现不在其列的信函类型,但是相信考生可以根据我们所给的这些讲解和示例推出一定的规律来应对。需要指出的是,为了给大家一个比较完整的内容和结构上的示例,以上的样信在字数上并不都符合 100 词的要求。但各位考生在考试时一定不能忽略字数上的要求,因为这也是判分点之一。结构和格式尽可以参考以上的样文,字数上还请考生自行把握。

2. 简历

简历即个人简历,它是个人经历的书面表达式。简历是针对自己想要谋求的学习机会或工作机会,把自己所具备的资格经历简要地列举出来,以达到推销自己的目的。简历不同于自传,它并不要求将所有的经历列出,而是列出主要的、与所申请的学习或工作机会相关的经验、业绩、能力等。

写英文简历的主要目的是为了要争取到面试的机会,所以必须考虑到招聘单位和学校的立场,要做到事实求是、简明扼要、语言规范、格式正确。写简历的时候,要注意以下几个问题:

首先,要有针对性。要围绕要申请的职位和学位来列举自己的经历、资格以及技能,尽量表现出自己的长处,表明自己非常适合这份工作。

第二,要力求简明,篇幅最多不超过两页。

第三,版面设计要清晰简洁,不需要做得很繁杂花哨。

第四,经历要完整,在时间上尽量不要留空缺。

简历属于目录式的书面报告,内容应包括以下几项:

(1) 个人资料

个人资料一项主要包括姓名、地址、电话。至于性别、出生日期、婚姻状况、业余爱好等等并不是必须要写的内容。中文姓名用英语表达时用汉语拼音,可以写成: Cheng, Huang, 姓在前,名在后,用逗号隔开,如 Cheng, Jun (或不用逗号即 Cheng Jun); 姓的字母全部大写,如 CHENG Jun; 三个字的名字,后面两个字的汉语拼音连在一起,第二个字的第一个字母大写,其余都小写,如 Cheng Xiajun。

(2) 应聘职位

一般的英文简历,都要注明应聘职位。

(3)教育背景

教育背景即学历，要依照从近到远的顺序来列，即从最高学历开始倒叙。如果学位较高，如学士、硕士和博士，就不需要写出中小学的学历来。在这一部分中，要写出每个学历所代表的学业的起止时间；在读学校、系别和专业；获得学位的种类。

(4)工作经历

写工作经历也要遵循从近到远的顺序，一般是从目前的工作开始写。要写明每一份工作的服务时间；职位；工作单位；主要职责等。工作经历除了全职工作之外，还包括兼职工作、实习等。

(5)社会活动

社会活动通常指在校期间的课外活动，主要指参加过什么文体活动或担任过何种组织的职务。对于没有什么工作经历的刚毕业的学生来说，社会活动是一个很重要的竞争因素。这部分也要写明每项活动的时间、所担任的职务和主要职责。

(6)资格证书

资格证书是指通过考试或评审所获得的各种任职或证明某政能力的证书，例如英语六级证书。

(7)科研成果

科研成果包括发表的论文、出版的专著和译著和专利等。要列明论文、专著或译著的名称；发表或出版的时间；报刊杂志或出版社的名称；专利项目及获得时间。

(8)荣誉和奖项

荣誉和奖项是指在读书期间和工作期间获得的各种奖励和荣誉，例如奖学金。这一部分要列明奖项的名称和获得时间。

(9)证明人

证明人一般列在简历的最后，以增加可信度。通常可作为证明人的有：学校里的任课老师和同学、单位的领导和同事。也可不列出具体的证明人，但必须说明 Reference will be available upon request.

除了以上列出的九项基本内容之外，还可以根据需要增加一些内容，例如相关技能等；当然如果上述基本内容中有几项不符合实际情况也可以省略，例如没有发表论文或出版书籍的就不需要列科研成果这一项。对于以上各种内容在简历中的顺序安排并没有严格的规定，一般

来说只要包括以上的主要内容，每个人可以根据自己的习惯来排列顺序。

附加模板 1

As is vividly portrayed in the drawing above... This indicates that... There is no denying that the picture does reflect a prevalent phenomenon in our daily life. Why is there such a phenomenon? A couple of reasons could account for it. For one thing, with the miraculous economic take-off brought about by the twenty years of reform and opening-up, It is of significance that... For another, there are increasing number of people who are not realizing X is indispensable to us. If we let the problem go as it is, the nightmare will knock our doors.

As to how to solve the problem, several tentative suggestions are as follows. On the one hand, we should appeal to authorities that explicit laws were worked out (implemented) to control/protect X. On the other hand, people's awareness should be enhanced that X is vital to us. Only when these above-mentioned steps are carried out can we succeed in solving the problem, and make our world dimensional, colorful and vigorous.

附加模板二

I was really shocked by what I have seen in the above thought-provoking cartoon. As is vividly portrayed in the drawing that... There is no denying that the picture does reflect a common phenomenon in our daily life.

What is conveyed in the picture, goes far beyond merely an issue of X. Instead, it carries the message that we should pay attention to X. For one thing, with the miraculous economic take-off brought about by the twenty years of reform and opening-up, X is becoming very significant to us. For another, there are increasing number of people who are not realizing X is indispensable to us. If we let the problem go as it is, the nightmare will knock our doors.

Therefore, it is imperative for us to carry out effective measures. On the one hand, we should appeal to our authorities to work out explicit laws to control/protect X. On the other hand, we should enhance people's awareness that X is vital to us. Only when these above-mentioned steps are carried out can we succeed in solving the problem, and make our world dimensional, colorful and vigorous.

附加模板三

I was profoundly shocked by what I have seen in this picture. As is vividly demonstrated in the drawing above... The cartoon does mirror a prevalent phenomenon in contemporary society.

Obviously, what the drawing symbolically illustrates is that... It would be no exaggeration to say that, in any period or in any conditions that can now be foreseen, X is utmost significance to us humans. Unfortunately, ... There is no denying that due attention should be attached to X. If we turn a blind eye to the problem, our community will go from bad to worse.

Accordingly, it is high time that we took measures to tackle the problem. Both the government and citizens should make the efforts. Our authorities, most important of all, need to enact strict law to do... In addition, we may cultivate the people's awareness that X is essential to us. Only in this way can we succeed in pulling through the difficulties and toils. Also, I am confident that the prospect we are looking forward to will be both brilliant and encouraging.

附加句子

I. 用于文章主题句

1. 不用说, ...

It goes without saying that 子句

= (It is) needless to say (that) 子句

= It is obvious that 子句

= Obviously, S. + V.

例: 不用说早睡早起是值得的。

It goes without saying that it pays to keep early hours.

2. ...是不可能的; 无法...

There is no Ving

= There is no way of Ving.

= There is no possibility of Ving.

= It is impossible to V.

=It is out of the question to V.

=No one can V.

=We cannot V.

例：不可否认的，成功的事业关键在于健康的身心。

There is not denying that successful business lies in a healthy body and mind.

3. 我深信…

I am greatly convinced(that)子句

=I am greatly assured(that)子句

例：我深信预防是于治疗。

I am greatly convinced that prevention is better than cure.

4. 在各种…之中，…

Among various kinds of…, …

=Of all the…, …

例：在各种运动中，我尤其喜欢慢跑。

Among various kinds of sports, I like jogging in particular.

5. …是很容易证明的。

It can be easily proved(that)子句

例：时间最珍贵是很容易证明的。

It can be easily proved that nothing is more precious than time.

6. …无论如何强调都不为过

…cannot be overemphasized

例：交通安全的重要性无论如何强调都不为过。

The importance of traffic safety cannot be overemphasized.

7. 就我的看法，…;我认为…

In my opinion, …

=To my mind, ….

=As far as I am concerned, …

=I am of the opinion that 子句

例：就我的看法，打电动玩具既花费时间也有害健康。

In my opinion, playing video games not only takes much time but is also harmful to health.

8. (A) 每个人都知道…

Everyone knows(that)子句

(B) 就我所知，…

As far as my knowledge is concerned, …

例：就我所知，下列方法对我帮助很大。

As far as my knowledge is concerned, the following ways are of great help to me.

9. 毫无疑问地，…

There is no doubt(that)子句

例：毫无疑问地，近视在我国的年轻人中是一个严重的问题。

There is no doubt that near-sightedness is a serious problem among the youth of our country.

10. 根据我个人经验，…

According to my personal experience, …

=Based on my personal experience, …

例：根据我个人经验，微笑已带给我许多好处。

According to my personal experience, smile has done me a lot of good

11. 在我认识的人当中，也许没有一个人比…更值得我尊敬。

Of all the people I know, perhaps non deserves my respect more than…

例：在我认识的人当中，也许没有一个人比我的英文老师张老师更值得我尊敬。

Of all the people I know, perhaps non deserves my respect more than Miss Chang, my English teacher.

12. 在我的求学过程中，我忘不了…

In the course of my schooling. I will never forget…

例：在我的求学过程中，我忘不了学习英文所遭到的大困难。

In the course of my schooling. I will never forget the great difficulty I encountered in learning English.

13. (A) 随着人口的增加, ...With the increase/growth of the population, ...

(B) 随着科技的进步, ...With the advance of science and technology, ...

例: 随着台湾经济的快速发展, 许多社会问题产生了。

With the rapid development of Taiwan's economy, a lot of social problems have come to pass.

14. (A) 在这信息的年代, ...扮演重要的角色。

In the age of information and communication, ...plays an important role.

(B) 在今日工业社会中, ...是生命不可或缺的。

In today's industrial society, ...is indispensable to life.

例: 在这信息的年代, 计算机扮演非常重要的角色。

In this age of information and communication, the computer plays an extremely important role.

15. 在讨论..., 一个人不得不承认...。

In dealing with..., one cannot but admit(that)子句

例: 在讨论未来的职业, 一个人不得不承认尽早决定未来的职业很重要。

In dealing with one's future career, one cannot but admit that it is very important to decide one's future career as early as possible.

16. 世上没有什么比...更令我高兴。

Nothing in the world can delight me so much as...

例: 世上没有什么比到快餐店吃汉堡更令我高兴。

Nothing in the world can delight me so much as having hamburgers in fast-food restaurants.

17. ...是必要的 It is necessary that S(should)V

...是重要的 It is important/essential that S(should)V

...是适当的 It is proper that S(should)V

...是紧急的 It is urgent that S(should)V

例：我们当保持公共场所清洁是应当的。

It is proper that we(should)keep the public places clean.

18. 每当我听到…，我就忍不住感到兴奋。Whenever I hear…，I cannot but feel excited.

每当我做…，我就忍不住感到悲伤。Whenever I do…，I cannot but feel sad.

每当我想到…，我就忍不住感到紧张。Whenever I think of…，I cannot but feel nervous.

每当我遭遇…，我就忍不住感到害怕。Whenever I meet with…，I cannot but feel frightened.

每当我看到…我就忍不住感到惊讶。Whenever I see…，I cannot but feel surprised.

例：每当我想到我家附近那一条清澈的小溪，我就忍不住感到悲伤。

Whenever I think of the clean brook near my home, I cannot but feel sad.

=Every time I think of the clean brook near my home, I cannot help feeling sad.

19. 据说…It is said(that)子句

一般认为…It is thought(that)子句

大家都知道…It is known(that)子句

据报导…It is reported(that)子句

一般预料…It is expected(that)子句

一般估计…It is estimated(that)子句

一般相信…It is believed(that)子句

例：一般相信阅读增加我们的知识、扩大我们的心胸。

It is believed(that)reading increases our knowledge and broadens our mind.

20. …的主要理由是…

The main reason why…is(that)子句

例：青少年犯罪的主要理由是社会环境日一败坏。

The main reason why the juveniles commit crimes is that social environment is becoming worse.

21. 俗语说得好：「…」。

Well goes an old saying, "…"

=As an old saying goes(runs, says), "…"

=An old saying goes, "..."

=It's an old saying(that)子句

例：俗话说得好：「诚实为上策」。

As an old saying goes, "Honesty is the best policy."

22. (A)…用下列方法……in the following ways.

(B)…有三个主要理由。…for three major reasons.

(C)要…，至少我们可做三件事。To…，there are at least three things we can do.

例：(A)我用下列方法增加信心。

I increase my confidence in the following ways.

(B)人们学外语有三个理由。

People learn a foreign language for three major reasons.

(C)为了维护健康，我们每天至少可做三件事。

To keep healthy, there are at least three things we can do every day.

II. 用于文章承转句

23. 那就是(说)…;亦即…

That is to say, ...

=That is, ...

=Namely, ...

例：我们生活需有规律。也就是说，早睡早起，戒除烟酒。

We need to live a regular life. That is, we can keep good hours and refrain from smoking and drinking in the daily activities.

24. (A)基于这个理由，…For this reason, ...

(B)为了这个目的，…For this purpose, ...

例：基于这个理由，我已决定把行医作为未来的职业。

For this reason, I have decided to take practicing medicine as my future career.

25. 我们有理由相信…

We have reasons to believe(that)子句

例：我们有理由相信体罚应该严格禁止。

We have reasons to believe that corporal punishment should be strictly prohibited.

26. 事实上, ...

As a matter of fact, ...

=In fact, ...

例: 事实上, 健康才是最重要。

As a matter of fact, it is health that counts.

27. (A) 例如, ...For example, ...

(B) 拿...做例子 Take...for example.

例: 例如, 我们盲目地提高生活水准, 却降低生活品质。

For example, we elevate the living standards blindly, but lower the quality of life.

28. 此外, 我们不应忽视...

Besides(In addition), we should not neglect...

例: 此外, 我们不应忽视每个人都想要一个温馨祥和的社会。

In addition, we should not neglect that everyone wants a friendly and peaceful society.

29. 相反地, ...

on the contrary, ...

=by contrast, ...

例: 相反地, 少数学生似乎还在鬼混。

On the contrary, a few students, it seems, are still fooling around.

30. 另一方面, ...

on the other hand, ...

例: 政府应严格执法, 另一方面, 大众也应该培养减少污染的好习惯。

The government should enforce laws strictly. On the other hand, the public also should develop the good habit of reducing pollution.

31. 然而, 很可惜的是...

However, it is a pity that 子句

例: 然而, 很可惜的是他总是临时抱佛脚。

However, it is a pity that he should always cram at the eleventh hour.

32. 换言之, ...

in other words, ...

=to put it differently

例: 换言之, 我会尽最大的努力达成我的目标。

In other words, I will try my best to attain(gain, live up to)my goal.

33. 别人可能认为这是事实, 但我不是。我认为...

It may be true as assumed by others, but I don't. I believe that 子句

例: 别人可能认为这是事实, 但我不是。我认为...

It may be true as assumed by others, but I don't. I believe that if you have strong determination and perseverance, the success will certainly come to you in the end.

34. 从此之后, 我已发现...

Ever since then, I have found that 子句

例: 从此之后, 我已发现...

Ever since then, I have found smile the best way to avoid any possible conflicts in our daily lives.

35. 这样说来, 假如..., 当然毫无疑问地...

In this light, if..., there can surely be no doubt(that)子句

例: 这样说来, 假如我们能善用时间, 当然毫无疑问地我们会成功。

In this light, if we can make good use of time, there can surely be no doubt that we will get somewhere.

36. 更严重的是, ...。

What is more serious is(that)子句

例: 更严重的是, 我们不珍惜野生动物。

What is more serious is that we do not cherish the wildlife.

37. 鉴于社会的实际需要, ...。

In view of the practical need of society,

例: 鉴于社会的实际需要, 愈来愈多人对学英语有兴趣。

In view of the practical need of society, there are III. 用于文章结论句

38. 如果能实践这三点, …。

If one can really put the three points into action (practice), …

例: 如果能实践这三点, …。

If one can really put the three points into action (practice), he will surely be able to live a healthy and happy life.

39. 做这些简单之事, 我们一定可以…。

By doing these simple things, we surely can….

例: 做这些简单之事, 我们一定可以快乐出门平安回家。

By doing these simple things, we surely can go out of the door happily and come back home safe every day.

40. 如此, 我相信…。

In this way, I believe (that) 子句

例: 如此, 我相信大家能够像我一样, 享受乘坐公车的乐趣。

In this way, I believe that all the people may be able to enjoy the bus ride like me.

41. 实践这些, …。

By putting them (the above) into practice, ….

例: 实践这些, 在智育方面我一直能不断进步。

By putting them (the above) into practice, I have been able to make constant progress in intellectual education.

42. (A) 唯有符合此三项要求, 我们才能…。

Only by living up to the three requirements, can we….

(B) 唯有通力合作, 我们才能…。

Only with combined efforts, can we….

例: 唯有通力合作, 我们才能期望台湾不久有新的面貌。

Only with combined efforts, can we expect Taiwan to take a new face in due course.

43. 最后, 但并非最不重要, …。

Last but no least, ...

例：最后，但并非最不重要，教育上的缺失是助长青少年犯罪的原因。

Last but no least, the shortcoming in education is the cause contributing to juvenile delinquency.

44. 这证据显示~的重要性在怎么强调都不为过。

This evidence shows that the importance of~cannot be overemphasized.

例：这证据显示交通安全的重要性在怎么强调都不为过。

This evidence shows that the importance of traffic safety cannot be overemphasized.

45. 由于这些理由，我...

For these reasons, I...

例：由于这些理由，我认为在台湾接受大学教育是明智的。

For these reasons, I think that receiving college education in Taiwan is wise.

46. 总而言之，...

In conclusion, ...

=To sum up, ...

例：总而言之，好国民应该遵守交通规则。

In conclusion, a good citizen should abide by traffic regulations.

47. 因此，我们能下个结论，那就是...

We can, therefore, come to the conclusion(that)子句

例：因此，我们能下个结论，那就是世上自由最珍贵。

We can, therefore, come to the conclusion that nothing is so precious as freedom in the world.

48. 如果我们能做到如上所述，毫无疑问地，...

If we can do as mentioned above, there can be no doubt(that)子句

例：如果我们能做到如上所述，毫无疑问地，我们就能精通英语。

If we can do as mentioned above, there can be no doubt that we can master English

49. 因此，这就是...的原因。

Thus, this is the reason why...

例：因此，这就是我重感冒的原因。

Thus, this is the reason why I caught a bad cold.

50. 所以，我们应该了解…。

Therefore, we should realize(that)子句

例：所以，我们应该了解学英文不能没有字典。

Therefore, we should realize that in learning English we cannot do without a dictionary.

51. 因此，由上列的讨论我们可以明了…。

We, therefore, can make clear from the above discussion(that)子句

例：因此，由上列的讨论我们可以明了毅力可以克服任何困难。

We, therefore, can make clear from the above discussion that perseverance can overcome any difficulty.

52. (A) 从～观点来看，…。From the～point of view, ….

(B) 根据～的看法，…。According to～point of view, ….

例：从政治的观点来看，这是一个很复杂的问题。

From the political point, it's such a complicate issue.

more and more people interested in learning English.