**书面表达—应用文写作课后作业答案**

应用文评分原则、写作提示及参考范文

一、评分原则：

1．本题总分为15分，按4个档次给分。

2．评分时，先根据文章的内容和语言质量初步确定其档次，然后以该档次的要求来衡量，

 确定或调整档次，最后给分。

3．评分时应考虑：内容是否完整，条理是否清楚，交际是否得体，语言是否准确。

4．拼写、标点符号或书写影响内容表达时，应视其影响程度予以考虑。英、美拼写及词汇

 用法均可接受。

5．词数少于50，从总分中减去1分。

二、各档次的给分范围和要求：

第一档

(13分~15分) 完全完成了试题规定的任务。

•内容完整，条理清楚；

•交际得体，表达时充分考虑到了交际的需求；体现出较强的语言运

 用能力。

完全达到了预期的写作目的。

第二档

(9分~12分) 基本完成了试题规定的任务。

•内容、条理和交际等方面基本符合要求；

•所用语法和词汇满足了任务的要求；

•语法和用词方面有一些错误，但不影响理解。

基本达到了预期的写作目的。

第三档

(4分~8分) 未恰当完成试题规定的任务。

•内容不完整；

•所用词汇有限，语法或用词方面的错误影响了对所写内容的理解。

未能清楚地传达信息。

第四档

(1分~3分) 未完成试题规定的任务。

•写了少量相关信息；

•语法或用词方面错误较多，严重影响了对所写内容的理解。

0分 未能传达任何信息；所写内容与要求无关。

 1. 2019东城区期末

 〖写作提示〗

 本文是一篇建议信，要求给英国朋友推荐一个北京胡同。主体人称为第三人称为主，第一、二人称为辅，主体时态为一般现在时。写作要点包括： 1.该胡同的名称； 2．该胡同的特点； 3．发出来京邀请。

开头句:

(1) Nice to hear from you. Im glad to know from yourmail that you're interested in hut ongs in Beijing. As for me ，my favourite one is Nanluoguxiang.

 (2)I’m glad to receive your letter. Im happy you're fond of hutongs in Beijing and let me introduce you to my favourite one,Nanluoguxang

文章 主体:

要点一:

(1)Nanluoouxiang is one of the oldest hutongs in an old part of the city centre. It's not very long, only about700 meters, but lined with many traditional buildings and gift shops

(2) Nanluoguxiang is among the oldest hutongs in an old part of the city centre. It's just about 700 meters long, and lined with a lot of traditional buildings and gift shops

要点二:

(1)In addition， many famous Chinese writers used tolive there, which makes the place a special one

(2)Besides, many famous C\inese writers used to live there，making the place a special one.

结尾句：

（1）So welcome to Beijing to experience its magic. I am sure you will love it too. I am looking forward to your visit.

(2)Youare welcome to Beijing and appreciate its beauty.I’m sure you will like it too.I’m expecting your visit.

Possible version

Dear Jim, Nice to hear from you. I’m glad to know from your e-mail that you’re interested in hutongs in Beijing. As for me, my favourite is Nanluoguxiang. Nanluoguxiang is one of the oldest hutongs in an old part of the city centre. It’s not very long, only about 700 meters, but lined with many traditional buildings and gift shops. There, you can not only have a taste of Chinese architecture, but also enjoy local snacks. In addition, many famous Chinese writers used to live there, which makes the place a special one. I have been to Nanluoguxiang many times, but every time I visit it, I always find something fresh. So welcome to Beijing to experience its magic. I am sure you will love it too. I am looking forward to your visit.

 Yours,

 Li Hua

2. 2019西城区期末

〖写作提示〗

本题要求给交换生回复邮件，介绍除夕的安排。主体人称为第一人称为主，主体时态为一般现在时。写作要点包括：１． 很高兴他接受了邀请；２． 介绍你家除夕的安排； ３． 答复他的问题。

开头句:

(1) I’m glad to you hear you will spend Spring Festival Eve with my family.

(2)I am excited that you will spend Spring Festival wih my family.

(3) lt is a great pleasure to hear you will spend Eve with my family!

文章主体:

要点一:

(1) To celebrate the special occasion, we have many activities planned. In the moring, my father ,a calligraphy lover, will write some copies of the Cinese character Fu", meaning good luck, which is a tradition in my family. You may join me in giving them to our neighbours, an act of spreading happiness and joy .

(2) In order to celebrate the special occasion, we have planned various activities. In the moming, my father, who is a calligraphy lover,will write some copies of the Chinese character, which is a tradition in my family. We can give them away together to our neighbours, and it is an act of Joy.

要点二:

(1)Preparations for the big evening feast usually starts in the aftemoon. My mum will cook your favourite Jiaozi. We can help her. Watching Festival Gala is part of the celebration.

 (2)Preparing for the big evening feast usually start in the aftemoon. My mum will cook a variety of delicious food, your favourite jiaozi included. We can help her. In the evening, it is a part of the celebration to watch the Spring Festival Gala.

要点三:

As for your questions,I suggest that celebration expenence more s for your question, I suggest you coming early to experience more of the festival. How about 10: 00 a m. ?Some Chinese prefer to wear red,.If you really want to bring something, candies, nuts or fruits will do

 (2)AS for your questions, I suggest that you come early to experience more of the festival. How about 10.00 a m. There is no special dress rule for Spring Festival, but some Chinese prefer to wear red. which represents happiness and good fortune. It is not necessary to buy gifts. If

you really want to bring somethi ng ,nuts or fruits will do

结尾句:

 (1) Join us and have fun together.

 (2) Hope we will have fun together.

Possible version

Dear Jim,

I’m glad to hear you will spend Spring Festival Eve with my family! Now I’m going to tell you our arrangements.

To celebrate the special occasion, we have many activities planned. In the morning, my father, a calligraphy lover, will write some copies of the Chinese character “Fu”, meaning good luck, which is a tradition in my family. You may join me in giving them to our neighbours, an act of spreading happiness and joy. Preparations for the big evening feast usually start in the afternoon. My mum will cook varieties of delicious food, including your favourite Jiaozi. We can help her. In the evening, watching the Spring Festival Gala is part of the celebration.

As for your questions, I suggest you coming early to experience more of the festival. How about 10:00 a.m.? There is no dress code for Spring Festival, but some Chinese prefer to wear red, which stands for happiness and good fortune. Gifts are not necessary. If you really want to bring something, candies, nuts or fruit will do.

Join us and let’s have fun together!

Yours

Li Hua

 3. 2019海淀区期末

 〖写作提示〗

本题要求给英国朋友写回信，介绍自己最大收获。主体人称为第一人称为主，主体时态为一般过去时和一般将来时。写作要点包括：1. 简述你的最大收获； 2. 谈谈该收获对你的影响； 3. 表达对新一年的期待。

开头句:

(1) How is it going? In your email, you mentioned you wanted to know my greatest harvest in the past year, so now I’m very delighted to share it with you.

(2)How is it going? I have received your email, knowing you are interested in my greatest harvest in the past year. I am happy to write about It.

主体:

要点-一:

(1）Last October，I celebrated my18th birthday with my classmates, symbolizing that I have grown up. Learning to take thele responsibility as an adult is the biggest reward for me and it has many positive influences on my life.

(2）I have grown up, with the celebration of my 18th birthday. I realized that my biggest harvest in the past year is the responsibility as an adult and it has many good effects on my life.

要点二:

(1）Firstly，I am much clearer about my goal in life and I feel highly motivated to achieve it. More importantly, I learn to appreciate what I have already had.

(2）First of all. I have a better understanding of my goal and strong motivation to achieve it. What's more, I learn to cherish what I have already had.

 要点三:

(1）When it comes to the coming year, I do hope I can dream and be admitted to my ideal university.Meanwhile, I sincerely hope all your best dreams can come true!

(2)For the coming year, I have a wish that I can be admitted to a good university, broadening my outlook and I also hope your dreams will come true.

结尾句:

(1）Looking forward to your good new news

(2）I’m expecting your good news.

Possible version

Dear Jim,

How is it going? In your email, you mentioned you wanted to know my greatest harvest in the past year, so now I’m very delighted to share it with you.

 Last October, I celebrated my 18th birthday with my classmates, symbolizing that I have grown up. Learning to take the responsibility as an adult is the biggest reward for me and it has many positive influences on my life. Firstly, I am much clearer about my goal in life and I feel highly motivated to achieve it. More importantly, I learn to appreciate what I have already had. The love and dedication of my teachers and parents keep me going, and all I need to do now is to play my part

When it comes to the coming year, I do hope I can achieve my dream and be admitted to my ideal university. Meanwhile, I sincerely hope all your best dreams can come true!

Yours，

Li Hua

 4. 2019朝阳区期末

〖写作提示〗

本文是一篇建议信，要求给你班交换生推荐一份购买礼物。主体人称为第一人称，主体时态为一般现在时。写作要点包括：1. 推荐一份礼物；2. 说明推荐理由；3. 建议如何购买。

开头句:

（1）Learning that you’ll go back home and want to buy your parents a gift, I will give my suggestions.

(2)I would like to give you some advice about buying your parents a gift when you go back home

主体:

要点一:（1）I think Chinese stamps would be a nice choice.

 (2) Chinese stamps stand for Chinese features, so I recommend them

要点二:

（1）Stamps are considered works of art of mini-type,which hold commemorative value and canbe a permanent collection.

 (2) Stamps，regarded as works of art of mini-type, they hold commemorative value and can be a permanent collection.

要点三:

（1） Besides， taking up litle space, stamps are easy to carry.It is convenient to go to any post office or the website of China Philatelic Corporation to choose your favorite stamps

 (2) What's more, stamps take up little space, so they are easy to carry. It is also convenient for you to purchase them.

 结尾句:

（1）I am sure your parents will like the gift. Hope my advice can be of some help.

(2) It is certain that your parents will like the gift.I really hope my advice is helpful and parents will like the gift.

Possible version

Dear Jim,

Learning that you’ll go back home and want to buy your parents a gift. Here is my suggestion.

I think Chinese stamps would be a nice choice. Stamps are considered works of art of mini-type, which hold commemorative value and can be a permanent collection. What’s more, stamps cover natural landscapes, major events and so on. Your parents can get to know about China from them. Besides, taking up little space, stamps are easy to carry. It is convenient to go to any post office or the Website of China Philatelic Corporation to choose your favorite stamps.

I’m sure your parents will like the gift. Hope my advice can be of some help.

Yours,

Li Hua

 5. 2019丰台区期末

〖写作提示〗

本题要求给英国笔友写回信，介绍中国传统节日。主体人称为第一人称，主体时态为一般将来时。写作要点包括： 1.介绍你们打算如何度过春节； 2. 邀请他来中国体验节日气氛。

开头句

I feel so happy to hear that you are intrested in our traditional festivals, among which Spring Festival is the most important one.

I am glad that you show interest in our traditinal festivals , among which Spring Festival is the most important .

主体

要点一：

（1）This year, my parents and I are going to see my parents in the countryside, enjoying the festival together.On that eve... On the morning of the New Year’s Day...

(2)This year, my parents and I plan to see my parents in the countryside, enjoying the festival together.On that eve... On the morning of the New Year’s Day...

要点二：

（1）Then we plan to visit our relatives to give them our greetings.

(2)Then we plan to pay a visit to our relatives to give them our greetings to them.

结尾句：

I sincerely hope, if possible, that you can come here in China to have a real experience about it.

I sincerely wish your coming here in China to truly experience it,if possible.

Possible version

Dear Peter,

 I feel so happy to hear that you are interested in our traditional festivals, among which Spring Festival is the most important one.

 Spring Festival is a great time for family reunions. This year, my parents and I are going to see my grandparents in the countryside, enjoying the festival together. On that eve, we will go outside to light crackers and fireworks, after which we will come home to make dumplings. On the morning of the New Year’s Day, we should get up very early to stick couplets, on which all good wishes are presented. Then we plan to visit our relatives to give them our greetings.

 The short letter here surely fails me to show you my Spring Festival plan. I sincerely hope, if possible, that you can come here in China to have a real experience about it.

 Yours, Li Hua

 6.2019石景山区期末

〖写作提示〗

本题要求给英文网站推荐对国家的祝福语。主体人称为第一人称，主体时态为一般现在。写作要点包括：1. 推荐的祝福语; 2. 推荐的理由。

开头句： I am LiHua, s student from China.

主体

要点一：

Knowing the collection of wishes to our home country in 2019 from your website,I’d like to recommend mine - wish my homeland peaceful progress.

Since I know that collecting wishes to our home country in 2019 from your website is going on , I’d like to recommend mine- wish my homeland peaceful progress.

要点二：

（1）As a young Chinese, I am feeling really proud of the development of my country.I do wish her steady progress in her 70th anniversity. Only with her progress can our dreams of being rich and strong turn into reality.

(2)As a young Chinese student, I real take pride in the development of my country. I do wish her steady progress in her 70th anniversary. On one hand, only when our country makes progress can our dreams of being rich and strong come true.

要点三:

（1）I also believe China's progress will help the development of many peace-loving countries, for we value rising and working together in a peaceful way. I'm eager to share my wish with all the young people around the world

(2) On the other hand, China's progress will contribute to the development of many peeace-loving countries, because we value rising and cooperating in a peaceful way. I’d like to share my wish with all the young people around the world

结尾句:

（1）Hope my recommendation can be picked

 (2) I will feel very lucky if you can pick my recommendation

Possible version one:

Dear Sir or Madam,

I’m Li Hua, a student from China. Knowing the collection of wishes to our home country in 2019 from your website, I’d like to recommend mine – wish my homeland peaceful progress. As a young Chinese student, I’m feeling really proud of the development of my country. I do wish her steady progress in her 70th anniversary. Only with her progress can our dreams of being rich and strong turn into reality. I also believe China’s progress will help the development of many peace-loving countries, for we value rising and working together in a peaceful way. I’m eager to share my wish with all the young people around the world. Hope my recommendation can be picked. Thank you for your time.

 Sincerely yours,

 Li Hua

Possible version two:

Dear Sir or Madam, I’m Li Hua, a student from China. Knowing the collection of wishes to our home country from the website, I would like to express my sincere wish to my motherland, China. I wish China rapid advances in technology. My wish is based on the following reasons. In recent years, China has witnessed a number of technological breakthroughs. As a student, I’m enjoying the convenience the high-tech has brought, such as high-speed rail and online payment. I also swell with pride when the world biggest radio telescope was completed and the grand Hongkong-Zhuhai-Macao bridge was put into use. Besides, the spirits of those devoted scientists have always inspired me to be more committed to my study. Due to these great achievements and dedicated scientists, I am confident that China will become more powerful in science and technology. That is my wish to my nation and I would be more than delighted if it is chosen. Thank you.

 Sincerely yours,

 Li Hua