

that I specially need to pay attention to.

2. 求助信：请求给予帮助。

(2016 全国 I 卷) 如果你能帮我检查一遍所附申请书和个人简历并作必要的修改，我将不胜感激。

I would appreciate it if you could take some time to go through my application letter and resume attached and make some necessary changes.

3. 申请信：请求给予机会。

(2012 全国课标卷) 如果我能被获准成为夏令营的一员，我将不胜感激。

I would appreciate it if I could be accepted as a member of your summer camp.

4. 投诉信：请求给予处理。

如果你能尽快处理这个问题，我将不胜感激。

I would appreciate it if you could deal with the problem as soon as possible.

5. 求助/求职信结尾。

如果你能在你方便时尽早给我回复，我将不胜感激。

I would appreciate it if you could give me a reply at your earliest convenience.

推荐句型：it 做（形式）主语/宾语的相关句型

运用场合：

1. 高兴及其原因。

(2014 四川卷) 感到高兴，因为觉得（高考）并没有想象中那么难。

I feel really happy because it seemed to me that it is not so difficult as I expected.

I feel really happy to find it not so difficult as I expected.

2. 招聘信。

(2010 辽宁卷) 要求顾问每周工作 4 小时。

It is required that the advisor work 4 hours per week.

The advisor is expected to work 4 hours per week.

3. 提建议。

(2009 全国辽宁卷) 提示：带帽子、手套。

It would be better for you to bring a hat and a pair of gloves with you.

It is suggested that you bring a hat and a pair of gloves with you.

4. 活动报道/日记中的评论。

同学们都感到参加这样的活动（义卖）非常有意义，也为能帮助到需要帮助的人而感到非常开心。

All students feel it meaningful to participate in this kind of activity and delighted to do something for those in need.

5. 发言稿或演讲稿：开头客套语。

很荣幸能在此向大家介绍英语周的相关情况。

It is my great honour to deliver a speech here, saying something about/concerning the English Week Activities.

注：若要明确演讲的主题，可用：It is my great honour to

deliver a speech themed with / with the theme of ...here.

6. 强调做某事的迫切性。

是该采取有效措施加强人们的环保意识的时候了。

It is high time that effective measure should be taken to strengthen people's awareness of environmental protection.

推荐句型：it is convenient for sb. (to do sth.)

运用场合：

1. 邀请信。

(2010 全国新课标卷) 如果您方便，我衷心希望你能接受我们的邀请。

We sincerely hope that you can accept our invitation if it is convenient for you.

2. 委婉商量。

(2013 全国 I 卷) 询问他是否方便接机。

I wonder if it is convenient for you to pick up my uncle at the airport and take him to the hotel.

3. 道歉信：约时间。

(2016 全国 III 卷) （与 Bob）另约时间去书店。

① I wonder whether it is convenient for you to go on Saturday morning.

② If it is convenient for you, let's go on Saturday morning.

4. 咨询信。

我写信来获取更多关于……的信息。

I am writing to see if it is convenient / possible for you to provide me with more information concerning...

5. 介绍学校设施。

教室、实验室、活动室都配有先进的设备，我们很容易获取各种信息。

With advanced facilities equipped in our classrooms, labs and function rooms, it is convenient for us to have access to all kinds of information.

推荐句型：it 的特殊句型

运用场合：

1. 投诉信。

正是你对顾客不负责任的态度让我感到生气。

It is your irresponsible attitude towards your customer that makes me angry.

2. 感谢信。

正是你不断的鼓励和耐心的指导让我取得了巨大的进步。

It is your constant encouragement and patient instructions that make me improve a lot.

3. 求助信。

(2016 全国 I 卷) 这是我第一次写申请信和个人简历，因此我对此类文体的语言和格式不是很有把握。

It is the first time that I have written an application and resume, so I am not quite sure of the language and the format I have used.

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