# 考研英语应用文之信写作指导【三篇】

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*以下是为大家整理的考研英语应用文之信写作指导【三篇】,欢迎品鉴!第1篇: 考研英语应用文之信写作指导考研英语：应用文写作全面指导考研英语的应用文写作，要求考生根据所给情景写出约100词的应用性短文，包括私人和公务信函、备忘录、报告等。因此同...*

以下是为大家整理的考研英语应用文之信写作指导【三篇】,欢迎品鉴!

**第1篇: 考研英语应用文之信写作指导**

考研英语：应用文写作全面指导

考研英语的应用文写作，要求考生根据所给情景写出约100词的应用性短文，包括私人和公务信函、备忘录、报告等。因此同学们在复习过程中应加强对应用文写作特点的了解和针对格式要求的记忆，有意识的掌握各类应用文的写作方法。

在应用文的写作过程中要注意四性：信息覆盖的全面性、结构组织的条理性与逻辑性、语言使用的准确性、文体格式的正确性。要想写作得高分，这四性缺一不可。应用文写作不单单只是针对格式的复习，格式只是最起码的要求，信息是否完全关系到文章是否完整，结构的合理安排才能让文章层次鲜明，而语言使用的准确性也关系到考生的写作水平和得分情况。希望同学们用较高的标准来要求自己，实现应用文写作中质的突破。

下面，简单地介绍一下这几种应用文的写作技巧：

首先是私人和公务信函。私人和公务信函是用以交涉事宜、传达信息、交流思想、联络感情、增进了解的重要工具，与同学们的生活、学习比较密切，也是以后工作中用的最多的一种沟通方式。信函是很重要的一种应用文。

所谓私人信函就是给家人、朋友或者同学等写信，谈事情的同时又交流感情;所谓公务信函就是给亲朋好友之外的人写信，主要是为了办事，比方说给老板或是客户写信都属于公务信函。

信函一般都是由写信时间，信内地址，称呼，信的主要内容和信尾几个主要部分组成。收信人地址要写在左上角，寄信人地址要写在右上角，寄信人地址也可以不写。姓名写在地址上面。地址排列顺序依次为门牌号、街区名、城市和国名。在信的开头人名前一定要加Mr.，Mrs.，Dear等比较尊敬的称呼。信的结尾注意使用常用的客套话如：sincerely yours，faithfully yours或者yours sincerely，yours faithfully。英文书信写作要遵循五个原则，即正确、清晰、简洁、礼貌和体贴。

正确是指信中所谈的事情要准确、具体，不用含糊抽象的词如：本月、明天等。清晰要求的是主题要明确，层次要清楚，让读者看后了然于心。简洁是现代英语发展的一大趋势。书信写作要做到行文简洁流畅，避免迂回冗长的长句，使书信尽可能写得明白清晰。书信交往，同样需要以礼待人。因而在写信过程中，要避免伤害对方感情，措辞上多多使用would，could，may，please等词，要自然得体，彬彬有礼。体谅对方也是写书信时要注意的一个原则。不能以自己为中心，要尊重对方的习俗爱好，即便是拒绝，也要委婉而不失去友谊。书信的写作也要注意格式，避免语法、拼写、标点错误，信中所引用的史料、数据等也应准确无误。

备忘录是一种录以备忘的公文，主要用来提醒、督促对方，或就某个问题提出自己的意见或看法。包括书端、收文人的姓名、头衔、地址，称呼，事因，正文，结束语和署名。备忘录上一定要说明什么时间，谁写的?写给谁?什么事?并且正文、结束语和署名等项与一般信件的格式相同。

报告分为两种，第一种是读书报告。比如读一本书或者看一本小说写一个读书报告。读书报告中首先要交代背景知识，比如作者生平，时代简介等，接下来对书的`内容做一个简单的概括，最后一段可以发表评论，要注意时态。另一种报告就是书面报告，书面报告考试的可行性和可能性更大一些。书面报告与备忘录的写法很类似，所不同的就是书面报告一般是下级写给上级，它也需要交代清楚四件事：什么时间?谁写的?写给谁?什么事?

考生们首先要熟悉不同类型的应用文写作格式，注意事项，写作特点等。其次要背诵大量的优秀范文，要整段整段的背，不仅是背会，而且要脱口而出，并且转换成自己的语言，写作时可以随心所欲支配。再次，是要多动手写作，要写出属于自己的文章。多动手写作才能快速写出好文章来。写好的文章要注意检查，看有无语法错误，有无用词不当，能否用其他的句式表达相同的意思。

希望同学们认真复习，取得良好的复习效果!

**第2篇: 考研英语应用文之信写作指导**

考研英语应用文之推荐信写作指导

《全国硕士研究生入学统一考试英语考试大纲》写作部分做了内容扩充，即在保留短文写作的情况下，加考一篇应用文(包括私人或公务信函、备忘录、摘要、报告等)。迄今为止，应用文已经出现了五次(— 年)，每次均以书信形式出现。今天将对推荐信写作进行讲解和说明。

A letter of Recommendation(推荐信)

概述：推荐信是指写给用人单位、向用人单位推荐优秀人才或者向自己的\"熟人和朋友介绍某个人去做某件事以便使之采纳的专用书信。有时候也可以是自荐信，事实上求职信也是推荐信的一种。

常用句型

1. I take pleasure in recommending to you sb.

2. I am of the opinion that sb. is qualified to do / for sth

3. I strongly recommend sb. to one’s application.

4. I know sb. to have been a promising student/employee of intelligence and ability.

5. I have found sb. to be a hard-working person. Who has made some outstanding achievements/success/ accomplishments/ fulfillment.

6. I consider sb. a very dedicated professional. He would be highly eligible to fill the position.

7. I feel very safe in recommending sb. to you.

8. sb. passed with honors in a subject.

9. It will be greatly appreciated if you could give sb. a chance to do sth.

10. Not only I myself but also my colleagues shall deem it a great favor if you could give sb.assistance / guidance.

范文

Directions:

You have taught Zhou Jie for two years. Write a letter of recommendation for Zhou Jie to

1) state your relationship with Zhou,

2) introduce Zhou’s academic achievements,

3) introduce his language proficiency,

4) introduce his sports and social activities,

5) Express your sincere recommendation.

You should write about 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use “Li Ming” instead. You do not need to write the address.

Jan. 30th,

To Whom It May Concern,

It is indeed a pleasure for me to write this letter of recommendation for Zhou Jie, a student of mine for the past two years in Peking University. During his four years study in our university, he has distinguished himself in this university, and shows great potential for future accomplishments.

Zhou is in the Math & Physics Enrichment Program of our university. His achievements in all his subjects place him among the top five percent of students in the grade.

Zhou is equally strong in language. His English proficiency has reached the level of CET 6.

Finally, Zhou is a model student. He is captain of the school basketball team, and a member of several student organizations.

In conclusion, Zhou is one of the most gifted students I have had the pleasure to teach. He is most deserving of any opportunity you can give to him.

Very truly yours,

Li Ming

Dean of Computer Science Department

(162 words)

**第3篇: 考研英语应用文之信写作指导**

You are asked to write a letter of recommendation for Miss Liu Ming who wants to study for the Master?s Degree under the supervision of Professor Smith who was once your supervisor in your graduate study. Write a letter to Prof. Smith in about 100 words. Do not sign your own name at the end of your letter, using “Li

Ming” instead.Dear Prof. Smith,

It has always been a great pleasure to write to you since I can never fail to get help, inspiration or enlightenment from you. Now I am writing to recommend to you Miss Liu Ming who wants to pursue her graduate study for the Master?s Degree under your supervision.

Miss Liu Ming was one of my classmates in Tianjin University. She was one of the most excellent students in our university as can be seen from her straight A grades on all subjects. After graduation she worked in Tianyi Biological Company for three years, which considerably added to her practical experience.

It is my belief that with her intelligence, diligence and rich experience, Miss Liu Ming has great potential for further development in the field of pharmacology both theoretically and practically. Therefore, I recommend her to you with no reservations.

Faithfully yours,

Li Ming

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