

专题 22 应用文写作（新高考）

全国各地历年高考真题全收录

2022 年新高考 I 卷

假定你是校广播站英语节目“Talk and Talk”的负责人李华，请给外教 Caroline 写邮件邀请她做一次访谈。内容包括：

1. 节目介绍；
2. 访谈的时间和话题。

注意：

1. 写作词数应为 80 左右；
2. 请按如下格式在答题卡的相应位置作答。

Dear Caroline,

Yours sincerely,

Li Hua

【答案】Dear Caroline,

This is my first time that I have invited you to attend our program —Talk and Talk. It is ten years since Talk and Talk was established. This is an amazing program where you can share your ideas with students. Now, when having trouble in learning English well, plenty of students urge to know how to deal with it. As our distinguished foreign language teacher, your aid can help us a lot. If you are available on this Sunday, I together with the whole Talk and Talk staff am waiting for your coming. I'd appreciate it if you take my invitation into consideration.

Yours,

Li Hua

【解析】

【导语】本篇书面表达属于应用文，假定你是校广播站“Talk and Talk”的负责人李华，请给外教 Caroline 写邮件邀请她做一次访谈。

【详解】1.词汇积累

建立：establish→set up

了不起的：amazing→fabulous

帮助：aid→assistance

许多：plenty of→a lot of

2.句式拓展

简单句变复合句

原句：As our distinguished foreign language teacher, your aid can help us a lot.

拓展句：You are our distinguished foreign language teacher, whose aid can help us a lot.

【点睛】[高分句型 1] This is an amazing program where you can share your ideas with students.(运用了 where 引导的限制性定语从句)

[高分句型 2] Now, when having trouble in learning English well, plenty of students urge to know how to deal with it.(运用了状语从句的省略)

2022 年新高考 II 卷

假定你是校广播站英语节目“Talk and Talk”的负责人李华，请给外教 Caroline 写邮件邀请她做一次访谈。

内容包括：

1. 节目介绍；
2. 访谈的时间和话题。

注意：

1. 写作词数应为 80 左右；
2. 请按如下格式在答题卡的相应位置作答。

Dear Caroline,

Yours sincerely,

Li Hua

【答案】

Dear Caroline,

This is my first time that I have invited you to attend our program —Talk and Talk. It is ten years since Talk and Talk was established. This is an amazing program where you can share your ideas with students. Now, when having trouble in learning English well, plenty of students urge to know how to deal with it. As our distinguished foreign language teacher, your aid can help us a lot. If you are available on this Sunday, I together with the whole Talk and Talk staff am waiting for your coming. I'd appreciate it if you take my invitation into consideration.

Yours,

Li Hua

【解析】

【导语】本篇书面表达属于应用文，假定你是校广播站“Talk and Talk”的负责人李华，请给外教 Caroline 写邮件邀请她做一次访谈。

【详解】1. 词汇积累

建立：establish→set up

了不起的：amazing→fabulous

帮助：aid→assistance

许多：plenty of→a lot of

2. 句式拓展

简单句变复合句

原句：As our distinguished foreign language teacher, your aid can help us a lot.

拓展句：You are our distinguished foreign language teacher, whose aid can help us a lot.

【点睛】[高分句型 1]This is an amazing program where you can share your ideas with students. (运用了 where 引导的限制性定语从句)

[高分句型 2]Now, when having trouble in learning English well, plenty of students urge to know how to deal with it. (运用了状语从句的省略)

2021 年 1 月浙江卷卷

假定你是李华，在“中国-爱尔兰文化节”活动中结识了爱尔兰朋友 Chris，现在他已回国，请你给他 写一封邮件，内容包括：

1. 回忆活动经历；2. 分享个人收获；3. 希望保持联系。

注意：

1. 词数 80 左右；

2. 可适当增加细节，以使行文连贯。

Dear Chris,

Yours,

Li Hua

【答案】

Dear Chris,

How are you doing these days? It has been a year since you came back to Ireland. I miss you so much. I still remember the very day when we met at China-Ireland Cultural Festival two years ago. It was at that festival that you shared so many interesting things about your country together, through which I learned a lot about your food, culture and history. We really enjoyed ourselves there. What's far more important is that we became good friends

then. Though I felt a little sorry that you left China last year, I am pleased to know you are leading a happy life in your hometown.

I hope we can keep in touch often.

Best wishes!

Yours,

Li Hua

【解析】

【分析】本篇书面表达属于应用文。要求考生给在文化节上结识的外国朋友写一封信叙旧。

【详解】1.词汇积累

返回: come back to → return to

思念: miss → yearn

分享: share → exchange

玩得开心: enjoy oneself → have a good time → have fun

开心的: pleased → happy → delight → content

过着快乐的生活: lead a happy life → live a happy life

2.句式拓展

合并简单句

原句: It has been a year since you came back to Ireland. I miss you so much.

拓展句: It has been a year since you came back to Ireland and I miss you so much.

【点睛】【高分句型1】I still remember the very day when we met at China-Ireland Cultural Festival two years ago.

(运用了定语从句)

【高分句型2】It was at that festival that you shared so many interesting things about your country together, through which I learned a lot about your food, culture and history. (运用了强调句型和定语从句)

【高分句型3】What's far more important is that we became good friends then. (运用了主语从句和表语从句)

2021 年新高考 I 卷

你校英文报 *Youth* 正在庆祝创刊十周年。请你写一篇短文投稿, 内容包括: 1. 读报的经历; 2. 喜爱的栏目; 3. 期望和祝福。

注意: 1. 写作词数应为 80 左右;

2. 请按如下格式写字答题卡的相应位置作答。

Youth and Me

【答案】

Youth and Me

It has been 10 years since *Youth* was founded. In my memory, it is *Youth* that accompanies me through my whole high school. When feeling depressed, I often choose to enjoy the novel part which includes a lot of imaginative stories. These stories can relieve my stress and broaden my horizon. Besides, I even submitted my own fiction to *Youth*. Refused as I was, I still received some great encouragement, which gives me confidence to be a writer.

I do expect *Youth* can publish more classic works and have a promising future

【解析】本文是一篇应用文，向校刊 *Youth* 表达自己的经历，并送上自己的祝福。

1.词汇积累

建立：found→establish

沮丧的：upset→depressed

得到：receive→obtain

赏析：enjoy→appreciate

2.句式拓展

同义句改写

原句：These stories can relieve my stress and broaden my horizon.

拓展句：Not only can these stories relieve my stress, but also they can broaden my horizon.

【点睛】

[高分句型 1] When feeling depressed, I often choose to enjoy the novel part which includes a lot of imaginative stories. (运用了 which 引导的限制性定语从句)

[高分句型 2] Refused as I was, I still received some great encouragement, which gives me confidence to be a writer. (运用了 as 引导的让步状语从句还运用了 which 引导的非限制性定语从句)

2021 年 1 月浙江卷

假定你是李华，下周有新西兰学生访问你校，你将作为学生代表致欢迎辞。请为此写一篇 发言稿，内容包括：

1. 表示欢迎；
2. 介绍活动安排；
3. 表达祝愿。

注意：

1. 词数 80 左右；
2. 可适当增加细节，以使行文连贯。

【答案】

Distinguished guests:

On behalf of our school, I would like to convey my sincere welcome for your visiting.

At first, it is of significance to fully understand the school. As scheduled, all of you will visit the museum, which contains the splendid history of our school. Furthermore, our classes are worthy of being attended, because you can appreciate the differences between Chinese and western teaching methods. After that, it is at canteen that you can have a special lunch with our students.

As mentioned above, I extremely expect your coming. May you have an unforgettable experience.

【分析】

本文是一篇应用文，要求考生写一篇发言稿，向即将到校的新西兰学生致欢迎辞。

【解析】

第一步：审题

体裁：应用文

时态：根据提示，时态主要为一般现在时和一般将来时。

结构：总分法

总分法指把主题句作为总说，把支持句作为分说，并以这种方式安排所写内容。

要求：

1. 表示欢迎；
2. 介绍活动安排；
3. 表达祝愿。

第二步:列提纲（重点词组）

on behalf of; would like to; convey; sincere welcome; be of significance; splendid; be worthy of; appreciate;
teaching methods; canteen; extremely expect; unforgettable

第三步：连词成句

1. On behalf of our school, I would like to convey my sincere welcome for your visiting.
2. At first, it is of significance to fully understand the school.
3. As scheduled, all of you will visit the museum, which contains the splendid history of our school.
4. Furthermore, our classes are worthy of being attended, because you can appreciate the differences between Chinese and western teaching methods.

5. After that, it is at canteen that you can have a special lunch with our students.
6. As mentioned above, I extremely expect your coming.
7. May you have an unforgettable experience.

根据提示及关键词（组）进行遣词造句，注意主谓一致和时态问题。

第四步：连句成篇（衔接词）

- 1.表文章结构顺序：at first
- 2.表并列补充关系：Furthermore

连句成文，注意使用恰当的连词进行句子之间的衔接与过渡，书写一定要规范清晰。

【点睛】

[高分句型 1] As scheduled, all of you will visit the museum, which contains the splendid history of our school.

(运用了 which 引导的非限制性定语从句)

[高分句型 2] After that, it is at canteen that you can have a special lunch with our students. (运用了强调句型)

2021 年 6 月浙江卷

昨天你参观了学校举办的学生国画作品展。请给校英文报写一篇宣传，内容包括：

1. 展览时间、地点；
2. 观展感受；
3. 推荐观展。

注意：1. 词数 80 左右；

2. 可以适当增加细节，以使行文连贯。

【答案】

In order to enrich students' after-school life ,an exhibition of students' traditional Chinese paintings is being held by our school , which sparks a growing love for traditional art .The exhibition is held on the first floor of the school library. Most of the students think highly of this exhibition, which provides a platform for them to explore the beauty of China and experience the charm of Chinese art.

Through the exhibition, not only can you admire wonderful pictures, but also enable you understand the art of traditional Chinese painting better. The exhibition will last for two weeks,every student is welcome to visit.

【解析】

【分析】本篇书面表达属于应用文，要求写一篇关于学校举办的学生国画作品展的宣传稿。

1. 词汇积累

绘画：drawing→ painting

激发：spirit→spark

欣赏：appreciate→admire

欢迎：greet→welcome

2. 句式拓展

简单句变复合句

原句：

The exhibition will last for two weeks,every student is welcome to visit.

合并句：

The exhibition will last for two weeks,during which every student is welcome to visit.

【点睛】

【高分句型 1】

an exhibition of students' traditional Chinese paintings is being held by our school , which sparks a growing love for traditional art .本句是 which 引导的非限制性定语从句。

【高分句型 2】

Most of the students think highly of this exhibition, which provides a platform for them to explore the beauty of China and experience the charm of Chinese art.本句是 which 引导的非限制性定语从句。

【高分句型 3】

Through the exhibition, not only can you admire wonderful pictures, but also enable you understand the art of traditional Chinese painting better. not only...but also 连接的并列句。

2020·山东卷

假定你是李华, 上周日你校举办了 5 公里越野赛跑活动。请你为校英文报写一篇报道, 内容包括:

1. 参加人员:
2. 跑步路线:从校门口到南山脚下:
3. 活动反响。

注意:

1. 写作词数应为 80 左右:
2. 请按如下格式在答题卡的相应位置作答。

A Cross-Country Running Race

【答案】

A Cross-Country Running Race

Last Sunday witnessed an extraordinary cross-country running race, which nearly drew the attention of every student and teacher of our school.

The students selected from every class took part in the competition. The route measured five kilometers, from our school gate to the foot of Nanshan Mountain. Every runner tried their best to finish the task, with their classmates along the way giving them necessarily help as well as encouragement. At last, all the runners managed to arrive the finish line, receiving cheers from all the directions.

The activity was highly spoken of, because not only did it provide chance for us to exercise, but also made us more cohesive.

【解析】这是一篇应用文。本篇要求考生就上周日学校举行的 5 公里越野赛活动写一篇新闻报道。体裁:应用文

时态:根据提示,时态应以一般过去时为主

结构:总分总

要求:

1. 参加人员

2. 跑步路线

3. 活动反响

第二步:列提纲(重点词组)

attend/witness/ draw one's attention/ manage to do sth./ measure/ speak highly of/ provide sth. for sb.

第三步:连词成句

1. Last Sunday witnessed an extraordinary cross-country running race, which nearly drew the attention of every student and teacher of our school.

2. The students selected from every class took part in the competition.

3. The route measured five kilometers, from our school gate to the foot of Nanshan Mountain.

4. Every runner tried their best to finish the task, with their classmates along the way giving them necessary help as well as encouragement.

5. At last, all the runners managed to arrive the finish line, receiving cheers from all the directions.

6. The activity is highly spoken of, because not only does it provide chance for us to exercise, but also makes us more cohesive.

第四步:连句成篇(加入衔接词或从句)

表示并列的连词:and/but/or/so...

状语从句连词:because/ if/ though/ although...

定语从句连词:which/ that/ when/ where...

第五步:修改润色(加入高级词汇或短语)

2020 年 6 月浙江卷

假定你是李华,你校来自爱尔兰的外教 Peter 因病回国休假。请给他写一封电子邮件,内容包括:1. 询

问近况；2. 分享班级最新消息；3. 表达祝愿。

注意:1. 词数 80 左右；2. 可适当增加细节，以使行文连贯。

【答案】

Dear Peter,

I am sorry to hear that you have gone back home on sick leave. How are you feeling now?

I hope my good news for you will sweep away the shadow of disease. Last month, an English festival was held in our school, and our class performed a song which you taught us at the festival. As soon as we finished the song, all the audience gave us warm applause. If only you had been there.

We all miss you very much and wish you a quick and complete recovery.

Yours,

Li Hua

【解析】

本篇书面表达属于应用文，要求考生写一封邮件，向因病假回国休假的外教老师询问近况，分享消息和表达祝愿。第一步：审题

体裁：应用文

时态：根据提示，时态应为一般过去时和一般现在时。

结构：三段式结构。第一段询问近况；第二段告知班级消息；第三段表达祝愿。

要求：1.询问近况（How are you feeling now?）

2.告知班级消息（my good news; performed a song which you taught us）

3.表达祝愿（wish you a quick and complete recovery）

第二步:列提纲（重点词组）

be sorry to do; on sick leave; sweep away; as soon as; give sb. warm applause; recovery

第三步：连词成句

1. I am sorry to hear that you have gone back home on sick leave.
2. I hope my good news for you will sweep away the shadow of disease.
3. As soon as we finished the song, all the audience gave us warm applause.
4. We all miss you very much and wish you a quick and complete recovery.

根据提示及关键词（组）进行遣词造句，注意主谓一致和时态问题。

连句成文，注意使用恰当的连词进行句子之间的衔接与过渡，书写一定要规范清晰，

第五步：润色修改

第五步：润色修改

2020 年 1 月浙江卷

假定你是李华，你校将举办外国学生中文演讲比赛，请给你的英国朋友 George 写封邮件邀请他参加。

内容包括：

1.比赛时间；2.演讲话题；3.报名方式。

注意：

1.词数 80 左右；

2.可适当增加细节，以使行文连贯。

【答案】

Dear George,

I'm writing to invite you to join us in the "Chinese speech contest for foreigners" to be held in our school. The activity is scheduled at 8:00 a.m. on January 20th in the lecture hall.

The theme of the speech contest is "differences between eastern and western customs", through which the foreign students are bound to gain a better understanding of Chinese splendid traditional culture and meanwhile strengthen their love of China.

Immensely fascinated by its mysterious culture and age-old history, you can, undoubtedly give us a wonderful and impressive performance. You are expected to sign up for the contest at www.Chinesespeechcontestforforeigners.com. I'd appreciate it if you could accept our invitation.

Yours sincerely,

【解析】这是一篇应用文写作。

第1步：根据提示可知，本篇为一封电子邮件；假定你是李华，你校将举办外国学生中文演讲比赛，请给你的英国朋友 George 写封邮件邀请他参加。内容包括：1.比赛时间；2.演讲话题；3.报名方式。

第2步：根据写作要求，确定关键词（组）：Chinese speech contest（中文演讲比赛）；be scheduled（安排）；be bound to（必然）；gain a better understanding of（更好地了解）等。

第3步：根据提示及关键词（组）进行遣词造句，注意主谓一致和时态问题。此处文章主要应用一般现在时。

第4步：连句成文，注意使用恰当的连词进行句子之间的衔接与过渡，书写一定要规范清晰，保持整洁美观的卷面是非常重要的。

2019 年 6 月浙江卷

假定你是李华，经常帮助你学习英语的朋友 Alex 即将返回自己的国家。请给他写一封邮件，内容包括：

1. 表示感谢；
2. 回顾 Alex 对你的帮助；
3. 临别祝愿。

注意：

1. 词数 80 左右；
2. 可适当增加细节，以使行文连贯。

【答案】

Dear Alex,

Learning that you're leaving for the United States soon, I'm eagerly writing to express my heartfelt gratitude to you for your help.

Honestly speaking, it's so nice of you to offer me a class of practical learning skills. Under your professional

guidance, I have made such unbelievable progress in English. It's indeed a pleasant surprise for me to even rank first in a recent English speech contest. Whenever I encounter difficulties, you always cheer me up and help me out, which fuels my enthusiasm for English and promotes me to regain tremendous confidence. No words are strong enough to convey how grateful I am.

Thanks again and wish you a pleasant journey home.

Yours,

Li Hua

【解析】本文是应用文写作任务，要求写一封感谢信。

【详解】

1. 审题立意

本篇书面表达属于应用文。要求考生写感谢信，人称使用第一人称和第二人称，时态用一般现在时。

2. 谋篇布局

书信格式，称呼和落款文中已经给出。首段，写信的目的，中间段回顾 Alex 对你的帮助；最后一段表达祝愿。

3. 关键词和句子

根据写作要点及构思好的提纲我们可以初步确定文章可能使用到的词汇和句子有：leaving for the United States soon, express my heartfelt gratitude, unbelievable progress, cheer me up。通过词汇铺垫，我们就很容易地行文了，文章写完之后要检查文中是否存在拼写或语法错误。

【点睛】

本文开门见山，表达了写信的目的；之后详细介绍了 Alex 对自己的帮助，详略得当，内容完整，同时使用了高级词汇和高级句子。高级词汇：eagerly, heartfelt gratitude, Honestly speaking, professional guidance 等；高级句式：Whenever I encounter difficulties, you always cheer me up and help me out, which fuels my enthusiasm for English and promotes me to regain tremendous confidence.使用了让步状语从句和定语从句。这些都提升了文章的档次

2018 年 11 月浙江卷

假定你是李华，乘坐 FL753 航班抵达伦敦后发现钱包遗失。请给航空公司写一封邮件说明情况并寻求帮助。内容包括：

1. 行程信息；
2. 钱包特征；

3. 联系方式。

注意：

1. 词数 80 左右；

2. 可以适当增加细节，以使行文连贯。

【答案】

Dear Sir/ Madam,

I am writing to report the loss of my wallet. On 1st November, 2018 I flew business class on your flight 753 from China to London.

I clearly remember it was with me immediately I boarded the plane. However, on arrival in London Heathrow Airport, I found it gone. I guess it must have slipped out of my pocket during the flight. It is a black leather one with around 200 dollars, my ID card, and 2 credit cards in it. Along with the items mentioned above, the wallet contains a family photo, my precious memory. As you can imagine, these matter a lot to me.

Has anybody happened to find it? Please email me at xxx@googlemail.com

Thank you for your time and support.

Yours sincerely,

Li Hua

【解析】本篇考查的写作类型是求助信

【详解】

第一步：根据提示可知，本文是一封求助信。李华乘坐 FL753 航班抵达伦敦后发现钱包遗失，要求给航空公司写一封邮件说明情况并寻求帮助。内容包括：1.行程信息；2. 钱包特征；3. 联系方式。

第二步：根据写作要求确定关键词（组），如：I am writing to report the loss of my wallet. boarded the plane, on arrival..., I found it gone. it must have.....Has anybody happened to find it? Thank you for your time and support.

第三步：根据提示和关键词（组）进行遣词造句，注意主谓一致和时态问题。时态以一般现在时为主，一般过去时为辅。

第四步：连句成文，注意使用恰当的连词进行句子之间的衔接和过渡，书写一定要规范清晰，保持整洁美观的卷面是非常重要的。

【点睛】

【高分句型 1】

What's worse, my cash, ID card, and 2 credit cards were in it. 更糟的是，里面有我的现金，身份证和两张信用卡。What's worse 意为“更糟糕的是”，连接并列两个坏的东西，且后面一个更严重。

【高分句型 2】

I'd appreciate it if you could help me to get it back. 如果你能帮我把它拿回来，我会很感激的。I'd appreciate it if...如果.....我会很感激的。

2018 年 6 月浙江卷

假定你是李华，你校英语协会招聘志愿者，接待来访的国外中学生。请你写信应聘，内容包括：

(1) 口语能力；

(2) 相关经验；

(3) 应聘目的。

注意：

(1) 词数 80 左右；

(2) 可以适当增加细节，以使行文连贯。

【答案】

Dear Sir or Madam,

My name is Li Hua. And I am writing to apply for being a volunteer of our school English association.

I have a good command of English and have been to the USA twice. So I can communicate well with native speakers of English. What's more, I am kind and friendly to other people. So I can easily get along with foreign students.

I'm particularly interested in this job because I want to further improve my oral English capabilities and interpersonal communication skills.

Hopefully I can receive your acceptance.

Yours faithfully,

Li Hua

【解析】

本篇书面表达属于应用文，要求写一封申请信。

第一步：根据提示可知，学校英语协会招聘志愿者，接待来访的国外中学生。要求写封应聘信，内容包括：1. 口语能力；2. 相关经验；3. 应聘目的。

第二步：根据写作要求确定关键词、短语和句子：I'm writing to apply for..., a good command of English, communicate with, get along with 等。

第三步：根据提示和关键词（组）进行遣词造句，本文时态应以现在时为主，人称为第一人称。

第四步：连句成文，注意使用恰当的连词进行句子之间的衔接和过渡，书写一定要规范清晰，保持整洁美观的卷面是非常重要的。

