

2022年学位英语12篇短文写作模板

一、演讲稿

Everyone/Ladies and gentlemen/Boys and girl.It's a great honor for me to stand here and give my speech. My name is...The topic of my speech is..As is known to all,（现象）.However,（问题）很荣幸能站在这给大家演讲。我叫...演讲的主题是.

How can we solve these problems then? As far as I am concerned, the best to solve these problems is.（方法）For one thing,（理由1）For another,（理由2）What's more,（理由3）我们如何解决这些问题呢?就我而言，解决这些问题。最好的办法是首先，其次，;另外。

Therefore , let's take the responsibility to（号召）.Come on and join us!让我们负起的责任。

That's all.Thank you for your listening.感谢你的聆听。

二、申请信

Dear,

I am（我是...）from（来自于...Iam writing to apply for（写信目的）

I think I am qualified for the position（我认为我能胜任这个职位），because I positive boy 我是一个积极的男孩.What's more, I can speak English fluently.（此外，我说英语很流利）Last but not least, I often use computer so I can type fast.（最

后但是至关重要的是我经常使用电脑，我打字快）I am confident that I am suitable for the position（我很自信我可以胜任这个职位）.

I will be much grateful if you will offer me a chance to be one of your company.（如果您提供成为你们公司一员的机会，我将不胜感激）

三、介绍某地

It's my honor to give you a brief introduction to,（很荣幸能对...给你一个简短的介绍）located in the east of....（它位于....的东面）.The climate here is pleasant, neither too hot in summer nor too cold in winter.（这里气候宜人，冬暖夏凉）

It is a place with many famous places of interest and tourist attractions（这是一个有着许多名胜古迹和旅游景点的地方）Not only can you pay a visit to....but you can also go.（你不仅可以游览.....你还可以去...）is a must-see for tourists, as it is well-known at home and abroad.....对于游客来说是必看景点，因为它驰名于海内外）What's more, it is very convenient for you to come to our city by bus.（此外，乘坐大巴到我们城市是非常便利的）

So you are sure to have a wonderful time in.and I hope all of you will enjoy 所以你一定会有有一段美好时光，希望你玩的开心.）

四、书面通知

NOTICE

In order to help us deal with/ improve, an activity will be held on the morning of（月）（日）（年）（时间、地点）

The activity/lecture is mainly about (这个活动主要是有关.....) .It will be given by (谁做讲座) .The students who want to take part in the contest/activity should. (想要参与这个比赛/活动的同学应该.....) All the students are welcome to attend it. (欢迎所有学生参与)

Please gather at am/pm in/at. (请在早上/下午 点于 集合)

I am sure you will have a good time.

Students' Union

五、求助信

Dear,

I am..... How are you doing these days? It's almost two months since we met each other last time.I miss you a lot.我是...最近好么?上一次相见已经两个月了。我很想你。

I'm writing a letter to you to ask for some help. I have met with many difficulties in learning English.First, ... Besides,What's more,...Last but not the least.....我写信给你是想寻求你的一些帮助。我在学习英语方面遇到了困难。首先,.其次,.另外,.最后.I really hope that you can give me some good advice on how to do.. I believe I can with yourhelp, I think I can 我真的希望在关于如何...的方面你能给我一些好的的建议。在你的帮助下,我认为我可以.....

I would be grateful if you could give me some advice/help.如果你能给我一些建议我会十分感激。

Best wishes!

六、建议信

Dear,

I am sorry to know that you are having trouble in .However, the situation is easy to change if you take my advice.Here are some tips to help you.（很难过知道你在...方面有困难。然而如果你采纳我的建议这个情况就很容易改变，这有些能帮助你的建议）

To begin with, why not....?In addition, wouldn't it be a good idea if you? Just as a saying goes.Last but not least, ifI were you, I would.....（首先，为什么不.....?此外，如果你这难道不是一个好的主意么?最后但也同样重要的是如果我是你，我会）

I hope you will find these ideas useful.（希望这些建议对你有用）

Your's,

七、投诉信、抱怨信

(1) 投诉信

Dear Sir or Madam,

I feel bad to trouble/ disturb you, but I must write to you to complain about我很抱歉打扰你，但我必须写信向你投诉物体、服务等）I bought /receive from your（地点，商店）on（时间）.I found some problems after using it for only a week.（很抱歉打

扰你，但我必须写信给你向...投诉。我于.....时间从你的买了...但仅仅使用1个星期之后我就发现了一些问题。)

To begin with, It is very upsetting because I have to. In addition, What's worse, Therefore I would like you to either change for a new one that works well or give me a full refund. I'm writing the letter in the hope that you can consider these problems carefully and make some improvements as soon as possible. (首先，这是非常烦心的，因为我不得不.....。此外，.....另外.....因此，我觉得要么你换一个的给我，要么给我退全款。我写这封信是希望你能严肃考虑这些问题以及尽可能改进。)

Thank you for your consideration and your time. I am looking forward to your reply.
(打扰了。期待你的回信)

(2) 道歉信：将来不能做的事情

Dear,

I am terribly sorry that I am unable to. (十分难过我不参加) Because I have to take care of my sister (I was going to visit my grandfather 看望我的爷爷) at that time, this is not my original plan. 因为在那时我要照顾妹妹，这不是我原来的计划

Therefore, I am very sorry, but I have to adjust my schedule. I sincerely hope you will have a good time. (但我不得不调整我的日程安排，我真诚地希望你会玩得愉快)

By the way, can we have dinner together some time next week? I hope to see you soon.
顺便问一下，下个星期的某一天我们可以一起吃晚餐么？我希望快些见到你。

I am really sorry again and I trust that you will understand.我再次感到非常抱歉，我相信你会理解的。

八、节日写作

Spring Festival/Mid-Autumn Festival is one of the most important traditional festivals in China, (春节/中秋节在中国是其中一个最重要的节日之一) Usually on (月) (日) of the lunar calendar (通常在农历的x月x日)

Not only is it popular in but it is also celebrated in many other places (不仅在中国很盛行，而且在许多其他地方也很受欢迎)

On that day people usually go back home to have family reunion, enjoying a large meal with their (在那一天，人们通常回家与家人团聚，与家人一起享用一顿大餐)

It's a family reunion festival when people express best wishes to the beloved ones at this particular time. (这是一个家庭团聚的节日，人们在这个特殊的时刻向心爱的人表达最美好的祝愿。)

九、不同观点议论文

There is a wide spread concern over./a heated debate on... (人们广泛关注/关于....的激烈辩论.)

But it is well known that the opinion concerning this hot topic varies from person to person. (但众所周知，对这个热门话题的看法因人而异——接不同观点的过渡句)

As far as I am concerned/In my opinion/ (就我而言/在我看来/从我的观点来看)

From my point of view, I firmly support the view that (我坚决支持以下观点)

观点一 : Assaid, we need to seek change, so we should

观点二 : ...is very important and related to our... (是非常重要的, 并且与我们的...)

观点三 : We need to act quickly..... (我们需要赶快行动起来, ...)

It is not only because, but also because.... (这不仅是因为, 也是因为...) If you have different ideas, welcome to discuss (如果你有不同的想法, 欢迎讨论)

十、感谢信

Dear,

How are you getting on with your life and work? I'm writing to express my sincere thanks for.I could not have done without your help. Thank you so much. 你的生活和工作进展如何? 我写这封信是为了表达我对你的真诚感谢。没有你的帮助我是做不到的。非常感谢你。

During, you give me a lot of help. (在这期间, 你给了我很多帮助) First.....Another thing that I can't forget is that you... (我不能忘记的另一件事是你) So it is your kindness and help that... 所以是你的仁慈和帮助...) Now I would like to take this opportunity to express my great appreciation for your timely support and assistance. 现在我想借此机会对你们的及时支持和帮助表示感谢。

Thank you/ Thanks a lot for your help again

Best wishes.

十一、利弊型作文

Nowadays many people prefer A because it has a significant role in our daily life. Generally, its advantages can be seen as follows. 现在很多人喜欢A，因为它在我们的日常生活中有着重要的作用。总的来说，它的优点如下。

First (A的优点之一). Besides (A的优点之二). But every coin has two sides. The negative aspects are also obvious. (但每个硬币都有两面，消极方面也很明显) One of the important disadvantages is--- (A缺点). To make matters worse, (更糟的是-A的第二个缺点).

Through the above analysis, I believe that the positive aspects outweigh the negative ones. (通过以上的分析，我认为积极的方面超过了消极的方面。) Therefore, I would like to (我的看法). From the comparison between these positive and negative effects of A, we should take it reasonably according to the circumstances we are in. Only by this way can we make full use of it. (从A的这些积极和消极影响的比较中，我们应该根据我们所处的环境合理地采取它。只有这样，我们才能充分利用它。)