**求助信写作模板、写作框架及典型句式（学生版）**

**题型介绍**

求助信（A letter for help）是交际应用类写作中的一种，是指当个人遇到一些自己无法解决的问题或困难时向别人请求帮助的一种书信。通常包括三部分内容：表明写信目的，请求帮助，并向收信人表示感谢。

**审题要点**

首先，要对书面表达的提示信息和题目要求进行审题，然后确定所写书面表达的体裁。注意不同的体裁一般需要采用与之对应的写作格式。求助信为应用文体。

审题后确定框架如下：

求助信的写作框架如下：

第一段：引出话题，说明写信的目的，概括自己遇到的问题；

第二段：清晰陈述自己遇到的具体困难；

第三段：希望对方给与帮助，并表示感谢。

**求助信的拆解分析**

**1、首段：引出话题，说明写信的目的：在哪件事情上遇到了困难。**

**常用首段模板句式：**

**（1）最近我在学英语/数学/物理上遇到了困难，我写信请你帮助我。**

Recently I am having some trouble / difficulty in learning English/math/physics. I am writing this letter to ask you to do me a favor.

**（2）我在一所新学校，发现很难交到朋友，我写信向你寻求帮助。**

I’m in a new school and I find it hard to make friends with others. I’m writing to ask for help.

**（3）我在...方面有困难，这很困扰我。所以我别无选择只能向你求助。**

I have some difficulty in ..., which bothers me a lot. So I have no choice but to turn to you for help.

**（4）不幸的是，我在...上遇到了一些困难。**

Unfortunately, I encounter / am faced with some difficulties in doing...

**（5）我真诚地希望你能在...方面给我一些建设性的建议。**

I sincerely hope that you can give me some constructive advice on how to...

1. **主旨段: 是求助信最重要的部分，在这一段要详细描述一下你遇到的具体的问题，表达自己的无助；**

**主旨段常用句式：**

（1）我发现我的问题主要在两个方面，一方面，我不能...,另一方面，我发现...非常困难。

I’ve found that my problem lies chiefly in two aspects.

For one thing, I can’t ... For another thing, I find it very difficult to do…

1. 使事情更糟的是我在...上也有困难。

What makes the things worse is that I have trouble in doing ...

1. 尽管我努力了，但是我发现还是很难..，这让我难以入眠。

Hard as I try, I still find it difficult to ..., which even makes me fail to sleep.

1. 每次我...时，我就感到无助和无望。

Every time when I ... I feel hopeless and helpless.

**3结尾段：向对方表示感谢，敬盼回复。**

**结尾段常用句式：**

（1）我相信你宝贵而及时的建议会让我受益匪浅。

I believe I will benefit a lot from your valuable and timely advice.

（2）如果你能提供帮助我将不胜感激。

I would appreciate it if you could do me a favor/give me some help.

（3）我急切需要你的帮助。敬盼回复。

I’m eager for your timely help. Looking forward to your earliest reply.

**真题再现及范文点评**

假设你是李华，你的美国朋友Tom上个月来到北京学习。七月份你将去北京参加暑期中学生英语演讲比赛(speech contest)，你在资料搜集、语言运用等方面遇到了困难。请根据以下要点给Tom写一封电子邮件∶

1. 询问Tom的生活和学习情况;
2. 谈谈你的困难并请Tom帮忙;
3. 告诉Tom你打算赛后去看他。

注意∶1. 词数∶不少于100词

2. 可适当增加细节，以使行文连贯。

【优秀满分范文】

Dear Tom,

How is everything going these days? Have you got used to the life in China? I hope everything goes well with you.

I’m going to take part in an English speech contest of middle school students in July during the coming summer vacation. So I’m busy preparing for it. But now I have some difficulty in collecting useful information and choosing English words to express my thoughts. Besides, I really want to improve my spoken English, especially the pronunciation and intonation. I think you can certainly give me some suggestions as a native speaker.

I would be grateful/thankful if you could give me some help. In addition, I' m going to visit you after the contest.

Looking forward to your early reply.

Yours,

Li Hua