**通知书写作模板、写作框架及典型句式（学生版）**

**题型介绍**

通知书（Notice）是考试中常见的实用交际文体，分为口头通知和书面通知两种，需要把事情通知有关人员，如学生、教师、会员、读者、听众、观众等。书面通知正文上方正中的位置一般写有Notice（或全部大写）一词作为醒目的标志，正文右下角写出通知的部门，口头通知则在最后需要对倾听者表示感谢。

**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。通知书为应用文体。

审题后确定书面通知的框架如下：

开头：明确受众者、将要发生的事情及目的；

主体：介绍事情的具体内容，时间，地点，要求等 ；

结束语：希望大家如期参加并祝福。

**书面通知的拆解分析**

1. **首段（开头&主体）：开门见山说明某个活动即将举办，具体时间，地点，活动内容等；**

**说明某个活动即将举办的模板句式：**

（1）在下周五下午三点学校会议厅将举办一场关于美国文学史讲座。

There will be a lecture on American literature history held at the meeting hall at 3 pm. next Friday.

（2）为了改善学生们的健康状况，我们学校在本周日上午举行一场马拉松。

In order to improve students’ health, our school will hold a marathon this Sunday morning.

（3）为了...,某个活动将在某地于某时举行, 以下是相关详情。

In order to..., ...will be held/given +在某地+在某个时间. Here are some relevant details about it.

（4）常见活动的表达方式

visit the museum/the university...参观某地

organize a school tour/a party/a lecture/a speaking competition 组织某个活动

hold a football match举行某个活动

（5）地点：in/at具体地点；时间：at+钟点，on +具体日期/星期

The lecture will begin in the library at... and end at...on Tuesday.

讲座将于周二在图书馆……点开始……点结束

**2. 结束语常用模板句式**

（1）所有师生请要求准时参加。All the teachers and students are requested to attend the meeting on time.

（2）希望大家准时参加。Everybody is expected to attend it on time.

（3）请按时参加不要迟到。Please come on time and don’t be late.

（4）期待你的积极参与。Looking forward to your active participation.

**口头通知的拆解分析**

1. **口头通知的开头，提醒请听众注意。**

**常用模板句式：**

（1）请大家注意，我有事情要宣布。

May I have your attention, please? I have an announcement to make.

**（2）大家（早上）好，我有事情/好消息要告诉你们.**

Hello/Good morning, everyone. I have good news for you all./something to tell you.

**（3）大家请安静/请注意!**

Please be quite, everyone!/Everybody, attention, please.

1. **口头通知的结尾，提请大家参加并表示感谢。**

**结尾常用模板句式：**

1. 欢迎大家参加，希望大家玩的开心

Everybody is welcome and I hope you can enjoy it.

1. 就是这些内容，谢谢大家/感谢大家倾听/感谢大家的耐心

That's all. Thank you. /Thank you for listening. / Thanks for your patience.

**真题再现及范文点评**

2018全国卷 II

你受学生会委托为校宣传栏“英语天地”写一则英文通知，请大家观看一部英文短片Growing Together，内容包括：1.短片内容：学校的发展；2.放映时间、地点；3.欢迎对短片提出意见。

注意：1.词数100左右；2.可以适当增加细节，以使行文连贯。

**【优秀满分范文】**

Notice

In order to have a better understanding of our school, an outstanding English short movie about our school will be shown in the library from 2:30 to 4:00in the afternoon on June 9th. It is organized by the Student Union. Here are some relevant details about it.

To begin with, the name of the movie is Growing Together, which is about the development of our beloved school. As we all expect, it will be not only meaningful but also interesting. What’s more, everyone of you will be welcome to participate in it, enjoying the movie, having a heated discussion afterwards and giving your own comments.

The Student Union

June 8, 2018