**应用文06 感谢信**

**真题回顾**

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。

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【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】

【分析】

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



**首段：表达真挚谢意**

1. Thank you so much for your generous help.

非常感谢您慷慨的帮助。

2.1 am sincerely grateful to you for your timely help.

我真诚地感谢你及时的帮助。

3.1t was so kind of you to treat me as your own sister.

谢谢你把我当作自己的妹妹。

4.1 am so grateful to you for what you have done for me.

我很感谢你为我所做的一切。

5.1 would like to convey my thanks to you for your kind help.

我想感谢你的帮助。

6. I’m writing to thank you for the few wonderful days in London.

我写信感谢你帮我在伦敦度过的快乐日子。

7.1 am writing to express/show/convey my sincere thanks to you for your help.

我写信真诚地感谢你的帮助。

8. For this reason, I am writing this letter to express my sincere thanks to you.

为此，我写这封信是为了表达我对你真诚的感谢。

**中间段：解释感谢的原因或对方的帮助给自己带来的好处**

1.Thanks to your help, I have made rapid progress in my English.

多亏了你的帮助，我的英语有了飞速的进步。

2. Without/But for your help(lf it were not for your help) ,I would not have made so much progress in my English.

要是没有你的帮助，我的英语不会取得如此大的进步。

3.1 extend you again a thousand thanks for the great favor.

我太感谢你的帮助了。

**结尾段：再次感谢**

1.Thanks again for helping me.

再次感谢你对我的帮助。

2.Thank you again for your generous help.

再次感谢你的慷慨帮助。

3. 1 would appreciate it if you could accept my sincere thanks.

如果你能接受我诚挚的感谢，我将不胜感激。

4. Your kindness and help will always be remembered.

我将永远铭记你的善意和帮助。

5.1 deeply/greatly appreciate your hospitality(款待)．

我深深感谢你们的盛情款待。

必背模板

模板①

Dear \_\_\_\_\_\_\_\_(对象),

I am writing to extend my sincere gratitude for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(感谢的原因). If it had not been for your assistance in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(对方给你的具体帮助), I fear that I would have been\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(没有对方帮助会产生的后果).

Everyone agrees that it was you who \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(给出细节). Again, I would like to express my sincere thanks to you. Please accept my sincere thanks.

Yours Sincerely,

Li Hua

模板②

Dear \_\_\_\_\_\_,

 How about your life/ study/ work? I’m writing to express my thanks for your \_\_\_\_\_(感谢的原因). If it had not been your assistance in \_\_\_\_\_(对方给你的具体帮助), I fear that I would have been\_\_\_\_\_ (没有对方帮助时的后果).

 During the \_\_\_\_\_\_, you gave me generous help and continuous guidance by \_\_\_\_\_. First, you \_\_\_\_\_.What’s more, you \_\_\_\_\_\_. There is still one thing that I can’t forget. That is \_\_\_\_\_\_\_. (原因)

 Thanks a lot for your kindness again. (再次致谢)

Give my best regards to \_\_\_\_\_\_. (祝愿)

 Yours sincerely

 \_\_\_\_\_\_\_

思路点金

感谢信是用于致谢他人的馈赠、款待、帮助、以及对慰问信和祝贺信的回复。信件不适宜过长，只需写明感谢他人的理由，信文要感情真挚，措辞得体。

感谢信一般分为三个部分：

第一段：表达感谢之情并说明原因；

第二段：细述并赞赏对方给与的帮助；

第三段：再次阐述谢意并表达回报愿望。

感谢信的写作指导

1.有序组织要点

 首先，应当友善地对对方的生活表示关心；其次，应明确陈述写信的目的,即致谢；然后，应肯定对方的帮助恰当好处；最后，应对对方给予的帮助再次表示感谢并表示良好的祝愿。

2.灵活把握时态

 感谢信的正文中的时态灵活多变。通常，在提到对方曾经所给予的帮助时，应用过去时态；在提到对方的帮助所产生的实际效果时，可以使用现在完成时态；在涉及到现状时，应用一般现在时；在表达祝愿或希望时，使用一般将来时态。

3.运用规范的语言

 感谢信有其自身的特色语言，在行文的每一个环节也有一些常用句型。另外表示从对方的帮助中获益时，可以从多种句型表达，要让句式灵活多样，这样更能增强表达效果。

4.表达感激之情

感谢信的主要目的在于向对方致谢，因此语言要诚挚，友善；在信的开头和结尾部分一般会使用Thank you very much for your kindness and deep concern或 Thanks again and wish you all the best之类的语言表达感激之情。

**必背范文**

假如你是李华， 上周在英国参加了“中国学生文化交流周”活动，并住在 Kelly 家里。请你给在英国期间认识的新朋友 Kelly 写封感谢信，内容包括：

1.交流活动中的收获；

2.难忘在 Kelly 家的美好日子；

3.感谢她送你的英文词典。

注意：

1.词数 100 左右；

2.可适当增加细节，以使行文连贯。

参考词汇：文化交流周：Cultural Exchange Week

Dear Kelly,

I’ve been back home safely from England.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Yours sincerely,

Li Hua

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| 【范文】Dear Kelly,I’ve been back home safely from England. Thank you for the warm help during my stay in England.Last week, I participated in the Cultural Exchange Week for Chinese students. I enjoyed myself in your country. We visited the city museum and some places of interest, which made me have a better understanding of the English society, culture and history. Of course, I also made many new friends.What’s more, I was lucky enough to stay at your home. And I’ll never forget the days we spent together. Here I especially thank you for the dictionary you offered me as a gift. It’s a great help for me to learn English well. I will treasure and make full use of it.Welcome to China when it’s convenient for you!Yours sincerelyLi Hua |