**专题9 求助信**

【话题导入】

 写求助信的目的是目前遇到困难，需要请求对方帮助。语气要委婉，态度要诚恳，最后要对收信人表达感谢。

【写作指导】

求助信应开门见山,直截了当地把你遇到的难题或者困惑告诉对方,并向对方求助。应注意:①向别人征求意见,态度一定要诚恳,语气委婉;②把握时态,应用一般现在时表明目前自己存在的困难,用一般将来时描述自己得到帮助后的进步。

* 写作步骤

第一段：自我介绍，说明写信目的。

第二段：具体陈述请求的内容并请对方帮忙。

第三段：希望收信人提供帮助并致谢。

* 增色语料

精彩句型：

1.I'm wondering if you could take the trouble to help me with…

2. I have some difficulties with…/in doing..., which bothers me a lot. So I have no choice but to turn to you for help.

3. Faced with so many difficulties, I have to turn to you for help.

4. I' m sorry to bother you, but I have some difficulties here and I need your help.

5. I will be grateful if you could do me a favor and do...

6. I'd appreciate it if you could take my request into consideration.

* 范文赏析

假定你是李华,暑假想去一家外资公司兼职,已写好申请书和个人简历(resume)。给外教Ms Jenkins写信,请她帮你修改所附材料的文字和格式(format)。

注意：

1. 词数100 左右;

2,可以适当增加细节,以使行文连贯。

**任务分析：**这是一篇求助信,写作中,开篇自我介绍并表明写作意图，随后说明求助的具体内容(请对方帮你修改所附材料的文字和格式)，最后表达希望和感激。

**补句成文：** 请根据汉语提示使用恰当的单词、短语或句子补全下面范文中所缺的内容，补全后请通读全文并建议记诵。

Dear Ms Jenkins,

I'm writing to ask you for help.1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(我正在申请一份海外投资公司的兼职工作。)I think it'll be a new challenge to me. Moreover, by doing the part-time job I can get some precious experience so that I can better adapt to the development and changes of society.

I've already written the application and resume.2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(但我害怕单词和格式有一些错误。)So I have no choice but to bother you to correct my mistakes in the material I attach to the letter. 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(如果你能帮我这个忙我会很感激的。)

Sincerely yours,

Li Hua

答案：1.I'm applying for a part-time job in an overseas-funded corporation.

2.But I'm afraid that there are some mistakes about the words and format.

3.I'd appreciate it if you could do me a favor.

【且学且练】

假设你是高三学生李华,想利用暑假做兼职,但你的父母不同意,为此你感到很苦恼。请你用英语给某英语报社Advice专栏的编辑Miss Kind写一封信求助,要点如下:

1,你和父母所持的不同观点及理由;

2·请求对方提出建议。

注意：1,词数100左右;2,可以适当增加细节,以使行文连贯。

Dear Miss Kind,

I'm Li Hua, a Senior Three student. I am sorry to disturb you,but could you be so kind as to do me a favor?

With the summer vacation approaching, I'm planning to find a part-time job. However, my parents do not agree and insist that I should spend more time studying instead of wasting my precious time on a job. However, I think taking a job can not only help me earn some extra pocket money but also gain practical social skills. I don't want to quarrel with them, but what should I do?

I would be grateful to you if you could offer me some advice.

Yours,

Li Hua