**应用文写作7 祝贺信**

一、写作指导

Step 1 审题----明确要求: opening衷心祝贺----- body 积极评价+求教/请求----closing再次祝贺/祝愿

step2 架构——填充要点： 内容要点的全面性：覆盖所有

 语法结构与词汇的丰富性，准确性：较多、较复杂、教高级 再上下文连贯性：紧凑

step3 优化

二、常见句型

第一段1. Congratulations on your success in (祝贺事由). We are very proud of you for you remarkable achievement.

2. I am writing to extend/convey/express my sincere/cordial/hearty congratulations on your (祝贺事由), on behalf of (某方).

3. I am exceedingly/more than delighted/pleased to learn that (祝贺事由)! Congratulations!

4. It is such a great excitement that (祝贺事由), so I am writing to send my congratulations to you from the bottom of my heart.

5. What uplifting/thrilling/inspiring news that (祝贺事由)! Congratulations!

6. On hearing (祝贺事由), I can't help feeling exceedingly delighted.

7. Good news travel fast! It was delightful for me to learn that (祝贺事由). Please accept my sincere congratulations!

第三段1. Congratulations again on your success and best wishes.

2. Sincere congratulations to you again and I am looking forward to your further achievement.

3. May each succeeding year bring you great happiness and prosperity.

4. I wish you success and fulfillment in the year ahead.

5. I wish you greater success and I am looking forward to good news from you soon.

6. Please accept our sincere congratulations and best wishes for all the good future.

7. All my best wishes for an even more prosperous future/successful career!

三、写作示例

假定你是李华，你的英国笔友Peter在某电视台举办的汉语演讲比赛中荣获一等奖。现在请你给他写一封电子邮件。内容包括：1. 表示祝贺； 2. 分析其获奖原因； 3. 请教参赛经验。

注意： 1. 词数80左右； 2. 可以适当增加细节，以使行文连贯。

（一）段落分析

Para 1 衷心祝贺 开门见山：事由+祝贺

Para2 分析原因，积极评价+ 请教经验，虚心请教

内因：勤奋 diligence/industry/devotion 毅力 persistence/perseverance

能力 ability/capability 天赋 talent/gift

外因 环境 environment/conditions 机遇 chance/opportunity 运气 good luck/ fortune

Para 3 再次祝贺 强调主题

（二）四个写作窍门

**Tip1: 先内后外，先努力后天赋**

 S1 你获奖我不意外，因为你一直是个努力又投入的人。

 I am not at all surprised at the news because you are always hard-working and devoted.

=It comes as no surprise to me that you have won the first prize due to the fact that you are always so diligent and devoted. (名词性从句)

 小练： 作为你的好朋友，我一直坚信你迟早会成功，因为你勤奋又投入。

——————————————————————————————————————————————————————————————

S2 你的坚持和语言天赋促成了你在汉语学习上的进步。

 You are persistent and talented in language, so you can make rapid progress in Chinese.

=You are persistent and talented in language, which contributes to your rapid progress in

Chinese./ contributing to your…(定语从句/非谓语)

=It is your persistence and talent in language that bring about your rapid progress in Chinese.(强调句）

 小练：你能被北大录取源于你的坚持和付出。

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S3 你的成功令我开心，使我鼓舞。我也将参加英语演讲比赛，能否分享一些成功的经验？

Your success makes me pleased and encouraged. I will take part in an English speech competition. Would you like to give me some advice?

=Not only does your success function as a delight, it also serves as an encouragement to me. I plan to take part in an English speech competition, so I wonder if it is possible for you to share with me your advice. （倒装）

 小练：我为你骄傲，因为你的努力在那一刻终于得到了回报（not until…）。

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

**Tip2: 句型变换 一句多译**

**Tip3: 前后衔接 逻辑清晰** in addition, on top of that, what’s more; for one thing, for another; on the one hand, on the other hand; consequently, accordingly, surprisingly

**Tip4: 繁简搭配 自然流畅**

Dear Peter,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(听闻你在…中获得一等奖的消息) in the Chinese Speech Competition, I am writing to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(向你表示祝贺).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(我一点都不奇怪)you have won the first prize\_\_\_\_\_\_\_\_\_（因为） you are always so diligent and talented in language learning. Your

beautiful pronunciation and fluency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ （一定给…留下了）the audience and the judges a deep impression. I have to say your success makes me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（不仅激动而且受到鼓舞）. Therefore, I also plan to take part in an English speech competition. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（如果…我将不胜感激）you can offer me some advice.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(再次祝福你) and wish you still further success.

 Yours,

 Li Hua

四、练一练

假定你是李华，你的美国网友 Peter参加中国象棋网络挑战赛获得了一等奖，请根据以下提示写一份英文电子邮件向他表示祝贺。

内容：1.祝贺他获奖 2. 肯定他付出的努力 3. 询问何时方便，在网上切磋棋艺

注意：词数80左右， 可以适当增加细节，以使行文连贯

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