

一、校园文化节通知信

题目要求：你是学校学生会成员李华，学校将于 12 月中旬举办“校园文化节”，包含书法展、歌曲演唱、传统手工艺体验等活动。请给全体同学写一封英语通知信，内容包括：1. 活动时间与主题；2. 主要活动内容；3. 报名方式与截止时间。

*Dear Fellow Students,*

*I'm writing on behalf of the Student Union to inform you that our*

*school will hold the "Campus Cultural Festival" from December*

*15th to 17th, with the theme "Celebrating Traditional Culture,*

*Showing Youth Vitality".*

*During the festival, there will be a calligraphy exhibition where you*

*can appreciate excellent works, a singing competition featuring*

*traditional and pop songs, and a handcraft workshop where you*

*can learn to make paper-cutting and lanterns. These activities will*

*help you experience the charm of culture and show your talents.*

*If you want to participate in the singing competition or workshop,*

*please sign up at the Student Union office by December 10th. Don't*

*miss this wonderful chance to enjoy and spread culture!*

*Yours sincerely,*

*Li Hua (Student Union Member)*

二、运动会报名通知信

题目要求：你是班级体育委员李华，学校春季运动会将于 4 月 20 日举行，设有跑步、跳远、跳绳等项目。请给全班同学写一封英语通知信，内容包括：1. 运动会时间与地点；2. 可报名的项目；3. 报名截止时间与注意事项。

*Dear Classmates,*

*I'm writing as the class sports committee member to inform you*

*that our school's Spring Sports Meeting will be held on April 20th*

*at the school playground, which is a great chance to show your*

*sports skills and team spirit.*

*You can sign up for various events, such as the 100-meter race, long*

*jump, rope skipping, and the 4×100-meter relay. The relay requires*

*4 team members, so you can form a team with your classmates if*

*you're interested.*

*Please tell me your chosen events by April 10th. Remember to wear*

*sports clothes and shoes on the day of the meeting, and do warm-*

*up exercises before competing to avoid injuries. Let's work together*

*to get good results for our class!*

*Yours,*

*Li Hua (Class Sports Committee Member)*

三、英语讲座通知信

题目要求：你是学校英语社团负责人李华，将邀请校外英语教师来校开展“如何提升英语口语”主题讲座。请给英语社团成员写一封英语通知信，内容包括：1. 讲座时间、地点；2. 讲座内容与讲师简介；3. 参与要求。

*Dear English Club Members,*

*I'm excited to inform you that our club will invite Mr. Smith, an*

*experienced English teacher from an international school, to give a*

*lecture on "How to Improve Spoken English" next Wednesday.*

*The lecture will start at 4 p.m. and end at 5:30 p.m. in the school*

*lecture hall. Mr. Smith, who has taught English for over 10 years,*

*will share practical tips like practicing with native speakers,*

*imitating English movies, and building confidence in speaking.*

*There will also be a 20-minute Q&A session after the lecture.*

*Please arrive 10 minutes early and bring a notebook to take notes.*

*You can also invite classmates who are interested in improving their*

*spoken English to join us.*

*Yours sincerely,*

*Li Hua (English Club Leader)*

四、志愿者招募通知信

题目要求：你是学校志愿者协会成员李华，学校将组织志愿者前往社区开展“旧书捐赠”活动，需招募 20 名志愿者。请给全体同学写一封英语通知信，内容包括：1. 活动目的与时间；2. 志愿者工作内容；3. 招募条件与报名方式。

*Dear Students,*

*I'm writing on behalf of the School Volunteer Association to recruit*

*20 volunteers for our "Old Book Donation" activity, which aims to*

*collect books for children in rural areas who lack reading materials.*

*The activity will take place this Saturday from 9 a.m. to 12 p.m. in*

*the Central Community Square. As a volunteer, you will help collect*

*donated books, sort them by subject (such as storybooks and*

*textbooks), and record the donors' information.*

*We hope you are patient, responsible, and willing to help others. If*

*you want to join us, please send a short message with your name*

*and class to 138xxxx1234 by this Thursday. Let's contribute to*

*helping those in need!*

*Yours,*

*Li Hua*

五、读书分享会通知信

题目要求：你是班级学习委员李华，计划于下周五下午组织班级“读书分享会”，鼓励同学分享自己喜欢的书籍。请给全班同学写一封英语通知信，内容包括：1. 分享会时间与地点；2. 分享要求；3. 准备建议。

*Dear Classmates,*

*I'm writing as the study monitor to inform you that we will hold a*

*“Book Sharing Session” for our class next Friday afternoon from 3*

*p.m. to 4:30 p.m. in our classroom, which is a good opportunity to*

*exchange reading experiences and discover great books.*

*Each participant needs to share a book they have read recently—*

*you should briefly introduce the book's plot or main ideas, explain*

*why you like it, and share one interesting quote from it. The sharing*

*time for each person will be about 3 minutes.*

*To prepare well, you can bring the book to show to everyone and*

*write down key points on a small card. Even if you don't want to*

*share, you're welcome to listen and ask questions. Let's make this*

*session fun and educational!*

*Yours,*

*Li Hua (Study Monitor)*