

考研英语写作范文之经典告示 PDF转换可能丢失图片或格式  
，建议阅读原文

[https://www.100test.com/kao\\_ti2020/454/2021\\_2022\\_\\_E8\\_80\\_83\\_E7\\_A0\\_94\\_E8\\_8B\\_B1\\_E8\\_c73\\_454562.htm](https://www.100test.com/kao_ti2020/454/2021_2022__E8_80_83_E7_A0_94_E8_8B_B1_E8_c73_454562.htm) 写作“三步走” 写明  
相关信息，如时间、地点等>简单说明活动内容或背景>署名

Tips 一般告示类文体都需要写标题，如Notice或

者Announcement. 告示类文体主要用于说明或者传达某件事情  
、某项活动等，重在言简意赅。如果是关于活动的通知，需  
要说明活动的内容、时间、地点、参加人员范围以及其它必  
要细节。在告示结尾一般需要写上贴出告示的单位或者个人

。 Directions Suppose you are an secretary of the English

Department of X University. Write a notice to inform the teachers  
and students of this department of a lecture on crosscultural studies.

You should write about 100 words on ANSWER SHEET 2. Do not  
sign your own name at the end of the letter. Use Li Ming instead. 范

文： Notice There is going to be a lecture, titled Across Cultures:

Digital Media and Literate Activity, in the meeting room of the

English Department from 9 : 00 a.m. to 11 : 00 a.m. on Monday,

July 11th. The lecture will be given by Professor Robert Johnson,

who is from the Department of English Literature of University of

Pennsylvania. Professor Johnson is known for his unique probing of

the many connections between literate activity and new information

technologies. He will present, in his humorous style, the relation he

found between culture and technological development, which you

surely will enjoy very much. All the teachers and students are

welcome to attend this lecture. English Department 译文：通知 7

月11日周一上午9点至11点将在英语系会议室举办一场题为“跨越文化：数码媒体和文化活动”的讲座。主讲人为罗伯特·约翰逊教授，来自宾西法尼亚大学的英语文学系。约翰逊教授对文化活动和新的信息技术之间的关系做了非常独到的研究，并因此而闻名。他将以幽默的风格展示他在文化和技术发展之间关系上的研究成果，相信你们都会很感兴趣。欢迎广大师生来参加本次讲座。

英语系 闪光词汇及词组

title : v. 以.....为标题

literate : adj. 有文化的，都读写能力的

probe : v. 探查、探明

humorous : adj. 幽默的

万能句型

There is going to be a lecture, titled... in the meeting room of ...from 10 : 00 to 12 : 00 on Monday, July 11th. ...which you surely will enjoy very much. All the teachers and students are welcome to attend this lecture.

Directions

The famous opera *Cat* will be presented at the theatre of your university

You should write about 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use Li Ming instead.

范文

Notice

Due to bad weather condition, the badminton competition, organized by the College Badminton Club, will not be held in the May Fourth Field as it was scheduled. Instead, it will be moved to the Haidian Gymnasium, which is about ten minutes walk from the university. All club members, competitors, and audience students will meet in front of the West Gate of the university at 9 : 00 a.m., June 5th, to go there together. For those who will go by themselves, please refer to the map in below. The event will be last from 9 : 30 a.m. to 11 : 30 a. m. Cold drinks and snacks will be provided in the gymnasium.

College Badminton Club

译文 通知 由于天气状况不佳，学院羽毛球俱

乐部举办的羽毛球比赛原定于在五四运动场的计划将取消。活动将转移到距离学校10分钟路程的海淀体育馆举办。所有的俱乐部成员、参赛者、学生观众将于6月5日上午9点在校的西门集合，一起前往体育馆。单独前往的同学，请参考下面的地图。活动时间为9：30到11：30.我们将在体育馆中提供冷饮和零食。学院羽毛球俱乐部 闪光词汇及词组：

badminton：n. 羽毛球 field：n. 运动场 schedule：v. 确定时间

gymnasium：n. 体育馆 snack：n. 零食，小吃 100Test 下载频道开通，各类考试题目直接下载。详细请访问

[www.100test.com](http://www.100test.com)