

# 应用文指导——报道（非书信类文体）

## 审题构思



### Possible version

Aimed at equipping residents with crucial emergency response knowledge and skills, our school organized an event themed “First Aid into Community” last Sunday.

During the activity, a speech on the important of first aid was delivered. After that, some student volunteers demonstrated a range of first-aid skills, including caring wounds and performing CPR. Finally, residents were invited to participate in the hands-on training to practice some first-aid skills.

All the residents spoke highly of the event, believing it to be practical and valuable. They expressed gratitude for the school’s efforts in promoting public health and safety.

## 应用文变式训练

### 一、通知

假设你是学生会主席李华，你校将在下周开展急救知识进社区互动，你校需要招聘一些志愿者。请根据以下内容写一则通知，希望有兴趣的学生前来报名。内容包括：

1. 志愿者要求；
2. 报名地点和截止时间。

注意：1. 词数 80 左右；2. 可适当增加细节，以使行文连贯。

### Notice

Volunteers are badly needed for the event themed “First Aid into Community”, which is scheduled to be held next Thursday. Basic requirements are a good understanding of crucial emergency response knowledge and skills. Other requirements include proficiency in interpersonal communication and a sense of responsibility. Preference will be given to those with previous experience as volunteers.

Students who are interested in the work are expected to sign up in the Teacher’s Office before Friday.

## 二、申请信

假定你是李华，你校学生会将在下周四开展急救知识进社区志愿活动，你希望成为其中一员。请按以下提示，写一篇申请信。

1. 写信目的；
2. 自身优势；
3. 希望获准；

注意：1. 词数 80 左右；2. 可适当增加细节，以使行文连贯。

Knowing that Student Union is looking for volunteers, I'm writing to apply to be a volunteer. I have the following advantages. First of all, I have a good understanding of emergency response knowledge and skills. Secondly, I'm friendly and responsible, which allows me to have a good interpersonal communication with residents. More importantly, I have worked as a volunteer in the hospital before, so I can fully demonstrate first-aid techniques.

I would appreciate it if you could give me a chance. Please take my application into consideration.

## 三、邀请信

假定你是学生会主席李华，你校将在下周四开展急救知识进社区活动，请给外教 Caroline 写邮件邀请她参加该活动。内容包括：

1. 活动介绍；
2. 活动时间和安排。

注意：1. 词数 80 左右；2. 可适当增加细节，以使行文连贯。

On behalf of the Student Union, I am sincerely inviting you to take part in the event themed "First Aid into Community", which is intended to promote public health and safety.

It is scheduled to start at 2:00p.m. next Thursday in Sunshine community and lasts for about three hours. To begin with, we will deliver a speech to the residents. Then a range of first-aid techniques will be demonstrated. Finally, residents will be invited to practice some first-aid skills.

I would be greatly honored if you could attend it. Looking forward to your coming.

Yours,

Li Hua