# 英语作文范文格式优选12篇

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*英语作文范文格式 第一篇1、英语句子开头的第一个单词的首字母要大写。实例：How are you?你好吗？2、姓名中的姓和名的首字母都要大写。实例：Ann Read安·里德，Zhou Hua周华3、表示称呼语或职务的词首字母要大写。实例：M...*

**英语作文范文格式 第一篇**

1、英语句子开头的第一个单词的首字母要大写。实例：How are you?你好吗？

2、姓名中的姓和名的首字母都要大写。

实例：Ann Read安·里德，Zhou Hua周华

3、表示称呼语或职务的词首字母要大写。

实例：Mr Green格林先生，Dr Li李博士

4、地名、语言名、某国人等词的首字母应大写。

实例：England英国，Beijing北京，English英语，Chinese汉语、中国人

5、表示编号的词要大写。

实例：Lesson Two第二课Row 3第三排

6、星期、月份、节日名称也应大写。

实例：Sunday星期日，September九月，Teachers Day教师节

7、大多数的缩略词要大写。

实例：CCTV(中国中央电视台）, ID(身份证）, CD(光盘）

8.、xxxIxxx和＂OKxxx在句中的任何位置都应大写。

实例：Tom and I are students.汤姆和我是学生。

Thats OK 不用谢

9、文章的标题、书名、报刊名称等，第一个单词和每一个实词的首字母都要大写。

**英语作文范文格式 第二篇**

【摘要】考研英语作文的评分，首先关注的就是单词、句子、格式的正确性。因此，在作文的复习中，不能只关注高端句型，正确的格式也是不容忽视的。

写作格式错误主要包括题目的写法、文章的格式、大小写以及标点符号等四个方面。

>题目的写法

题目是首先映入读者眼帘的，所以要注意题目的书写位置。一定要在试卷作文纸上的上方中间位置书写。同时还应在话题和正文之间留出一定的距离，即比正文行距稍宽一些。

其次，要注意题目的大小写，实词的首字母一定要大写。其它虚词如冠词、连词（但如连词的字母多于5个时则大写)和介词首字母不需要大写。比如：

跳动的心（例子）

误：Attitudes Toward Money

正：Attitudes toward Money

>文章的格式

1、四边留空：卷面的四边一定要留出适当的空白。这样的文章才能整齐、美观，给人以清晰、明快的感觉。

2、空格：文章的每段的首行一定要有统一的空格（一般缩进4-6个字节）。

>大小写方面的错误

在考研文章的评改过程中，有关大小写方面的错误层出不穷，这是考生的一个弱点。一般来说，大写规则有以下几条：

1、大写每句话的第一个字母和直接引语的第一字母

如：He said,He is going to Shanghai next week.

2、大写专有名词，或用作专有名词的部分普通名词，通常是缩略形式

如：DrG .G . East

3、大写缩写字母

如：MPA ,MBA ,BBC

4、文章标题要大写

5、头衔在专有名词前要大写，在专有名词后就小写

例如：Captain SmithSmith, the captain；Uncle GeorgeGeorge ,my uncle

>标点符号

考生在写文章时，一定要注意正确使用标点符号，切忌从头到尾只用逗号的现象。一定要熟练掌握常用标点符号的基本用法，尤其要正确使用逗号和分号。

>三段式作文注意事项

1、作文卷面要保持整洁，不要连笔，不要涂改，这是获取印象分的重点。很多考生由于在考场过于紧张导致作文的单词老是写错，这是致命伤啊，会直接让你越写越没感觉就越没信心了，所以平常要加强练笔！

2、全文的第一句和各段的第一句必须是文章的中心句，最好能用复杂句表达。这是因为阅卷老师一般没有那么多的时间去看作文，所以只能大概浏览下各段的首句，这是获得高分的关键。

3、全文结构布局：全文分为三段，第一段3句，第二段5句，第三段4句，可根据具体情况调整。段落中，第一句是topic ，第二三句是detail ，第三句是conclusion 。

**英语作文范文格式 第三篇**

>英语小作文写作格式

英语小作文的一般都可分为三段，同学们在写作的时候要注意开头和结尾。从第一段中就可得知是何种类型的小作文，说的什么问题。在称呼上，如果是不认识的人，一般称呼为敬词+尊称。例如，DearSirorMadam;如果是写给关系正式的某团体或个人，称呼为敬词+尊称+名。例如，或;对于关系较亲密的人可以直呼其名。

正文格式一般格式为首段开头空四个字母，段落之间不空行;现在流行的格式，每段开头不空格，但是各段之间空一行。考生在格式方面可以根据自己的习惯进行选择。只要让阅卷人看得舒服，且完全符合应用文要求的文体就可以。

最有一段一般是回应第一段，或者再次表达感谢，期待回复等。简练在特别注意的。最后一段不需要含有很多的信息点，侧重固定词语的运用。

>英语小作文写作策略

1，求职信首先要标明信息来源，说明自己的写作意图，然后介绍自己的工作经历，学习经历，以及自己对该职业的看法和规划等，并证明自己能够胜任该职位。

2，投诉信主要写明自己投诉的原因，并展开论述该问题的具体情况和对自己造成的损失，最后表达对上述问题需要及时得到解决的强烈愿望。

3，邀请信开篇表明写作意图，向某人发出邀请。然后说明邀请的具体原因，邀请的内容。最后表明强烈的期盼，并希望尽快得到答复。

4，订购信开篇点出写信的目的，定购你要的东西。接着详细说明你订购货物的规格、大小、颜色、尺寸等。最后表示对方回函以便确认。

5.询问信首先明确写信的目的，说明写这封信的目的`是寻求某信息或帮助。然后询问具体问题，强调所需信息的重要性。最后表达获取信息的强烈愿望，提供联系方式以便收信人与你联系，并对有关人员表示感谢。

同学们在写小作文的时候还要注意简化描述语言。用简短的语句代替冗长的语句。在作文完成的时候，应该检查、修改，以免遗漏一些需要表达清楚的要点和细节。

**英语作文范文格式 第四篇**

>一、英语书信的常见写作模板

开头部分：

How nice to hear from you again.

Let me tell you something about the activity.

I’m glad to have received your letter of Apr. 9th.

I’m pleased to hear that you’re coming to China for a visit.

I’m writing to thank you for your help during my stay in America.

结尾部分：

With best wishes.

I’m looking forward to your reply.

I’d appreciate it if you could reply earlier.

>二、口头通知常见写作模板

呼语及开场白部分：

Ladies and gentlemen, May I have your attention, please? I have an announcement to make.

正文部分：

All the teachers and students are required to attend it.

Please take your notebooks and make notes.

Please listen carefully and we’ll have a discussion in groups.

Please come on time and don’t be late.

结束语部分：

Please come and join in it.

Everybody is welcome to attend it.

I hope you’ll have a nice time here.

That’s all. Thank you.

>三、议论文模板

1.正反观点式议论文模板

导入：

第1段：Recently we’ve had a discussion about whether we should... （导入话题）

Our opinions are pided on this topic.（观点有分歧）

正文：

第2段：Most of the students are in favour of it.（正方观点）

Here are the reasons. First... Second... Finally...(列出2~3个赞成的理由)

第3段：However, the others are strongly against it. （反方观点）

Their reasons are as follows. In the first place... What’s more... In addition...(列出2~3个反对的理由)

结论：

第4段：Personally speaking, the advantages overweigh the disadvantages, for it will do us more harm than good, so I support it.（个人观点） オ

2.“A或者B”类议论文模板：

导入：

第1段： Some people hold the opinion that A is superior to B in many ways. Others, however, argue that B is much better. Personally, I would prefer A because I think A has more advantages.

正文：

第2段：There are many reasons why I prefer A. The main reason is that ... Another reason is that...(赞同A的原因)

第3段: Of course, B also has advantages to some extent... (列出1~2个B的优势)

结论：

第4段: But if all these factors are considered, A is much better than B. From what has been discussed above, we may finally draw the conclusion that ...(得出结论) オ

3.观点论述类议论文模板：

导入：

第1段：提出一种现象或某个决定作为议论的话题

As a student, I am strongly in favour of the decision. （亮明自己的观点是赞成还是反对）

The reasons for this may be listed as follows. （过渡句，承上启下）

正文：

第2段：First of all... Secondly... Besides...(列出2~3个赞成或反对的理由)

结论：

第3段：In conclusion, I believe that... （照应第1段，构成xxx总—分—总xxx结构）

4.xxxHow toxxx类议论文模板：

导入：

第1段：提出一种现象或某种困难作为议论的话题

正文：

第2段： Many ways can help to solve this serious problem, but the following may be most effective. First of all... Another way to solve the problem is ... Finally...(列出2~3个解决此类问题的办法)

结论：

第3段：These are not the best but the only two/ three measures we can take. But it should be noted that we should take action to...(强调解决此类问题的根本方法)

>四、图表作文写作模板

The chart gives us an overall picture of the 图表主题. The first thing we notice is that 图表最大特点 . This means that as (进一步说明).

We can see from the statistics given that 图表细节一 . After 动词-ing 细节一中的第一个变化， the动词-ed+幅度+时间(紧跟着的变化) . The figures also tell us that图表细节二 . In the column, we can see that accounts for (进一步描述).

Judging from these figures, we can draw the conclusion that (结论). The reason for this, as far as I am concerned is that (给出原因). / It is high time that we (发出倡议).

五、图画类写作模板：

1.开头

Look at this picture./The picture shows that.../From this picture, we can see.../As is shown in the picture.../As is seen in the picture...

2.衔接句

As we all know, .../As is known to all,.../It is well known that.../In my opinion,.../As far as I am concerned,.../This sight reminds me of something in my daily life.

3.结尾句

In conclusion.../In brief.../On the whole.../In short.../In a word.../Generally speaking.../As has been stated...

**英语作文范文格式 第五篇**

英语的标点符号与汉语的＇标点符号在形式上与使用上大同小异。学生容易疏忽的地方，大致有以下几处：

1、英语句号是实心点，而不是小圆圈，如果英语的句号也和汉语一样，则容易和字母“o”相混淆。

2、英语的省略号一般使用“…”是3点，不是像汉语那样用6点“……”

3、字符号不要写得太长，写长了容易跟破折号混淆。其长度应该与一个字母的宽度相当。破折号的长度约占两个字母的位置。书写破折号时，与前后的单词应有一定的距离。

4、英语中没有顿号“、”。要表示句中较短的并列词语之间的停顿，汉语习惯用顿号，而英语只能用逗号；汉语中连词“和”、“及”等之前不可用顿号，而英语中连接一系列并列项目的“and”或“or”之前往往可以用逗号。

5、使用所有格符号时，要注意放在正确的位置上，以免引起意义上的混淆。如my fathers book不能写成my fathers’book。

6、汉语中直接引语前的“某某说”等词语之后一律用冒号。而英语中既可用逗号，也可用冒号。当“某某说”等词语在直接引语后时，汉语的引语末尾用句号，而英语一般用逗号。如句子xxxIts none of your business,xxx the young men said rudely.的汉语译文是：“这不管你的事。”年轻人粗暴地说。

7、英语中没有书名号《》，书名一般用引号。如：Yesterday she saw an English film xxxGone with the Windxxx

**英语作文范文格式 第六篇**

2、作文中，起承上启下的词语有两种，一种是转换词语（transitional words or phrases），另一种是起转换作用的其他连接手段（linking devices）。

3、前者依次有：first, though, so, in particular, and, because, however, besides, as a result, both…and, consequently, and, finally.后者依次是：he, he, his, his, he, these, them, he, those, his, he, these, his.

所使用的转换词语及其他连接用语也要找到适合的短语中，进行衔接。

**英语作文范文格式 第七篇**

Dear Mercy,

How is everything going!Last time you said you are anxious now because you find it hard to learn English ’t think you have to improve your English step by I will right behind my view,you should develop you interest on English to my experience,I think watching English movie,listen to some wonderful English songs and talk in English on the Internet would be have to prepare lessons before class that will help you understand what the teacher says in the know you feel bored in the class,but you have force yourself to be few days later you will feel it a little easy to learn left steps I will tell next the way,we have not seen each other since your family move to Hunan a year you ever thought about going back to visit me and learn English together in the coming Summer forward to your reply.

Best wishes,

Sally

>拓展：>英语写信作文通用句子

结尾用语;

1;Hope to hear from you soon(as early as posible)

2;Thanks again for writing about....

3;Please give my love /wish/regards to

4;I hope to hear more news about.....

5;I;m praying for your soon recovery.

6;Take care of yourself.

7;I\'m looking forward to your early(favorable) reply.

8;Thank you in advace.

9;Please remember me to your family.

10;Do please write and let me know how you are getting on.

11;As the season grows colder,I hope you will take good care of youreslf.

12;I hope you keeping quite well.

13;I hope you and your family are very well.

14;I shall feel obliged by a reply at your earliest convenience.

[\'blaidd] 1.感激的 2. 迫使;[kn\'vi:njns] 名词 n.方便;合宜

15;An early call or reply would be greatly appreciated.

16;I hope to see you soon ,and tell you all what I would otherwise write.

17;Best wishes for your health and every happiness.

18;You have my best wishes for continued and increasing success.

19;I do hope that you and your family are in good spirits and robust health：[r\'bst]强健的;茁壮的;健全的

**英语作文范文格式 第八篇**

书写要规范，字迹清晰，字迹端正，字迹大小与间距均匀。

写英语作文时要注意段落的分段，不要全部表达为一段，每段的开头要空三个英语字母，也要注意尽可能地不将一个词分割开来移动。如果你想移动的话，你必须按照音节来表示，比如revolution，那么按照音节移动的原则，可以按re-,revo-,revolu-这些方法来移动。

一篇好的英语作文，不但要求内容有吸引力，文章层次清晰，而且卷面要求整齐美观。卷面干净是给人的第一印象，标点使用得当，行款是否得当，这些都直接影响到文章内容的表达，影响读者对文章的评价。所以，书写的格式对于写作来说，非常重要。

>英语作文的行款格式：

行间距的距离，对英语单词的距离要把握好，每个单词要留有一个单词的间隔，在句子和句子之间要留有两个字母间隔。

作文题目的写法，在第一行中间写题目，题目左右两侧空白处大致相同。

题首字首字母必须大写。每一个实义词的首字母大写，从第二个单词开始通常是小写。

>英语写作技能：

要学会构思不要着急下笔，仔细地思考问题。

认真阅读题目所需要的内容。构思一幅图画，确定一篇文章的中心思想，不能匆忙下笔，要看懂题意、依据、图表、提纲或短文所提供的资料和信息。

言语清晰，表达准确。

不要说汉语式英语，尽量用熟悉的句型。多个句型可以交替使用，避免重复和生硬。

不会表达的词语换个角度。

若碰到个别观点无法表达或表达困难，可采取改变的办法，化难为易，化繁为简。总而言之，所写的句子应该正确、恰当，符合英语表达的习惯。如果英语不能表达汉语词义，那么可以考虑几个类似于该汉语词汇意义的词。延伸你的思想，然后从英语中找出与其意义相近的替代词。

**英语作文范文格式 第九篇**

is it going?最近怎么样?

am glad to receive your letter.很高兴收到你的来信。

am looking forward to receiving your letter.我期待着你的来信。

you in advance.提前谢谢你。

wirte to me as soon as possible.请尽快回信

luck |Best wishes.祝你好运

7.对…有害do harm to/be harmful to/be detrimental to

8.对…观点因人而异Views on…vary from person to person

9.把时间和精力放在…上focus time and energy on…

10.缓解压力/减轻负担relievestress/ burden

**英语作文范文格式 第十篇**

①口头通知常类

开场白部分：Ladies and gentlemen, May I have your attention, please? I have an announcement to make.

正文部分：All the teachers and students are required to attend it. Please take your notebooks and make notes. Please listen carefully and we’ll have a discussion in groups. Please come on time and don’t be late.

结束语部分：Please come and join in it. Everybody is welcome to attend it. I hope you’ll have a nice time here. That’s all. Thank you.

②图画类

1.开头Look at this picture./The picture shows that…/From this picture, we can see…/As is shown in the picture…/As is seen in the picture…

2.衔接句 As we all know, …/As is known to all,…/It is well known that…/In my opinion,…/As far as I am concerned,…/This sight reminds me of something in my daily life.

3.结尾句 In conclusion…/In brief…/On the whole…/In short…/In a word…/Generally speaking…/As has been stated..

③话题作文

Nowadays， there are more and more \_\_ \_ in \_\_ \_. It is estimated that \_\_\_. Why have there been so many \_\_\_\_? Maybe the reasons can be listed as follows.

The first one is \_\_\_\_\_\_. Besides，\_\_\_\_\_. The third one is \_\_\_\_\_. To sum up， the main cause of it is due to \_\_\_\_\_. It is high time that something were done upon it. For one thing，\_\_\_\_\_. For another thing， \_\_\_\_\_. All these measures will certainly reduce the number of \_\_\_\_\_.

④阐述主题作文

要求从一句话或一个主题出发，按照提纲的要求进行论述.

The good old proverb —————-(名言或谚语)reminds us that —————-(释义). Indeed, we can learn many things form it.

First of all,—————–(理由一). For example, ——————-(举例说明). Secondly,—————-(理由二). Another case is that —————(举例说明). Furthermore , ——————(理由三).

In my opinion, —————-(我的观点). In short, whatever you do, please remember the saying————(引用谚语). If you understand it and apply it to your study or work, you’ll necessarily benefit a lot from it.

⑤说明利弊题型作文

Nowadays many people prefer A because it has a significant role in our daily life. Generally, its advantages can be seen as follows. First —————-(A的优点之一). Besides ——————-(A的优点之二).

But every coin has two sides. The negative aspects are also apparent. One of the important disadvantages is that —————-(A的第一个缺点).To make matters worse,——————(A的第二个缺点).

Through the above analysis, I believe that the positive aspects overweigh the negative ones. Therefore, I would like to —————(我的看法).

(From the comparison between these positive and negative effects of A, we should take it reasonably and do it according to the circumstances we are in. Only by this way, —————(对前景的预测)

⑥解决方案题型作文

n recent days, we have to face the problem—–(提出问题), which is becoming more and more serious. First, ————(说明问题的现状).Second, ———-(举例进一步说明现状)

Confronted with———(问题), we should take a series of effective measures to cope with the situation. For one thing, —————(解决方法一). For another ————-(解决方法二). Finally, ————–(解决方法三).

Personally, I believe that ————-(我的解决方法). Consequently, I’m confident that a bright future is awaiting us because ————–(带来的好处).

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