

参考作文：

【求职】

假定你是李华，将于今年七月从新星外语学校毕业，你将从报纸上得知 B&B 公司要招聘一名英文秘书，你很感兴趣。请给该公司写一封求职信，包括下列要点：

- 年龄；
- 学习情况及英语水平；
- 兴趣和特长；
- 性格特点。

I'm Li Hua, a high school student, who will graduate from Xinxing foreign language school in July. Having learned from the newspaper that your company needs an English secretary, I'm writing to apply for this position.

Firstly being 18 years old, I'm an excellent student, among the top 5 in my class of 50 students. I have a good command of English. In addition, It's reading that fascinates me most during my spare time, for my horizons can be broadened in this process. Lastly, so warm-hearted am I that I always give my hands to others when they are in trouble.

I'd appreciate it if you can give me the opportunity.

【求助】

假定你是李华。请你给笔友 Peter 写封信，告诉他你叔叔李明将去他所在城市开会，带去他想要的那幅中国画，同时询问他是否可以接机。信中还需说明：

- 李明：高个子，戴眼镜
- 航班号：CA985
- 到达：8月6日上午 11:30

I'm writing to tell you that my uncle Li Ming is going to your city for a conference, and I've asked him to bring you the Chinese painting you've asked for before.

Besides, I'm wondering if you can meet my uncle at the airport and take him to his hotel since this is his first visit to the U.S. So tall is he that I'm sure you can recognize him easily. He is wearing glasses and he will be in a blue jacket. His flight number is CA985 and it is at 11:30 am, August 6 that the flight will arrive.

Thank you in advance. Looking forward to your reply.

假定你是李华，你校英文报“外国文化”栏目拟刊登介绍美国节日风俗和中学生生活的短文。请给美国朋友彼得写信约稿，要点如下：

- 栏目介绍；
- 稿件内容；
- 稿件长度：约 400 词；
- 交稿日期：6月28日前。

I'd like to ask you to write an article for our school's English newspaper.

The "Foreign Cultures" section in our newspaper enjoys huge popularity among us students and it carries articles written by foreigners about the cultures of their home countries. I'm wondering if you would like to write something about American festivals and the life of American high school students. By no means will they fail to fascinate young people in China. It is 400 words that will be fine and I'd appreciate it if we can have your article before June 28.

I'm looking forward to hearing from you soon.

【邀请】

假设你是育才中学学生会主席李华。你校将举办一次英语演讲比赛(speech contest),希望附近某大学的外籍教

师 Smith 女士来做评委。请参照以下比赛通知给她写一封信。

主题：人与自然

时间：6月15日 下午 2:00--5:00

地点：501 教室

参赛选手：10 名学生

联系人：李华（电话 44876655）

内容要点：

- 1.自我介绍
- 2.邀请做评委
- 3.演讲主题
- 4.比赛时间
- 5.参赛选手
- 6.联系方式

I'm Li Hua, chairman of the Student Union of Yucai Middle School, which is close to your university. I'm writing to invite you to be a judge at our English speech contest to be held in our school.

The given topic is "Man and Nature" and it is from 2:00 pm to 5:00 pm, June 15 that the contest will take place. Ten students are going to deliver their speeches. So brilliant are they that I think the contest can't fail to fascinate you. Please call me at 44876655 if you have any questions.

We sincerely hope you will accept our invitation if it is convenient for you. Looking forward to your reply.

【道歉】

假设你是新华中学的学生李华，你和在上海上学的英国朋友 Tom 约好下周末去北京旅游，但你因故不能赴约。请根据以下要点用英语给他写一封电子邮件：

1. 表示歉意；
2. 解释原因；
3. 另约时间。

I'm writing to express my apology for not being able to go to Beijing with you next weekend. I feel sorry for it and want you to know what happened.

Just now, my uncle informed me it was next Saturday that he would come to our city for a conference, and asked me to pick him up at the airport. Since this is his first visit here, by no means can I refuse his request. I would appreciate it if you can allow me to make another date to show you around Beijing.

I sincerely hope you can accept my apology and understand me. Looking forward to your reply.

【建议】

假定你是李华，你的英国朋友 Peter 来信向你咨询如何才能学好中文。请你根据下列要点写回信。

要点：

1. 参加中文学习班；
2. 看中文书刊、电视；
3. 学唱中文歌曲；
4. 交中国朋友。

I'm writing to share with you my advice on how to learn Chinese well.

First of all, it is taking a Chinese course that will benefit you a lot, for you can learn from your teacher and practice with your fellow students. In addition, not only should you watch TV and read books in China, you are also supposed to sing Chinese songs. Last but not least, it is of great importance to make Chinese friends and they can tell you more about China.

With time going on, you will be able to speak fluent Chinese if you can do as the above

【投诉】

假设你是李华，请你代表你班同学给校长写一封信，反映你校食堂存在的问题，以引起学校重视，并针对问题提出两条合理建议。

1. 菜价昂贵，菜式单一
2. 排队时间长，浪费午休时间
3. 味道不佳，浪费现象严重

I'm Li Hua, one of the students in our school. On behalf of my classmates, I'm writing to express our dissatisfaction about the canteen, hoping to raise your concern.

Firstly, it is the high prices and limited choices of the dishes that we can't bear. Secondly, we spend too much time waiting in the queue, which occupies much of our rest time. Lastly, so bad does the food taste that most of it has been wasted.

It's high time that measures should be taken to solve these problems. Bring down the prices and add more flavors to the dishes. Besides, more service windows should be opened to reduce waiting time. I would appreciate it if my suggestions can be considered.