

第一章 历年真题与范文

1999.1 真题

Directions: For this part, you are allowed 30 minutes to write a composition on the topic. Don't Be Afraid to Say "No". You should write at least 100 words and you should base your composition on the outline (given in Chinese) below:

1. 别人请求帮助时,在什么情况下我们会说“不”
2. 为什么有些人在该说“不”的时候不说“不”
3. 该说“不”时,不说“不”的坏处

[范文]

Don't Be Afraid to Say "No"

Sometimes we have to say "No" to others when they ask us for help. Why? One situation may be that we are not capable of doing the things they ask us to do. The other situation may be that we are unwilling to do what they ask us to do, because their requests may be unreasonable or even illegal. On both occasions we should say directly to them: "No".

But the case is not always the same in our daily life. Some people are afraid to say "No" when they should say so. On the one hand, they are afraid of losing their faces. On the other hand they don't want to hurt others, such as their family members, relatives, friends or colleagues.

To say "Yes" when you should say "No" will eventually do you some harm. If you say "Yes" but fail to help them in the end because of lack of the ability, they may think you are not worthy of trust. If you help them do something bad or illegal, you will be punished for what you have done. So, don't be afraid to say "No" if necessary.

1999.6 真题

Directions: For this part, you are allowed 30 minutes to write a composition on the topic: Reading selectively or extensively? You should write at least 100 words, and base your composition on the outline (given in Chinese) below:

- 1.有人认为读书要有选择
- 2.有人认为应当博览群书
- 3.我的看法

[范文]

Reading Selectively Or Extensively?

Reading selectively or extensively? What is your choice? Perhaps each of us has our choice.

Some people think we should read selectively, for there are so many books for us to read. Thousands of new books are published every day. How can we cover all these books in our limited time? Besides, not all the books are worth reading.

Some people, on the contrary, choose to read extensively. They think that reading extensively can broaden their horizons. Through reading extensively they can learn something about their ancestors; through reading extensively they can get insight of great men. Reading extensively can also enable us to adapt to the fast developing society. Because we are living in a knowledge exploding society, if we don't read extensively, we can't get enough information about the modern world, and we can't keep pace with the society.

In my opinion, we should read both selectively and extensively. By reading extensively, we can enrich our knowledge of aspects. By reading selectively, we can focus on and learn well the academic knowledge we'll need in our future work.

#### 2000.1 真题

Direction: For this part, you are allowed 30 minutes to write a composition on the topic How I Finance My College Education? You should write at least 100 words, and base your composition on the outline (given in Chinese) below:

1. 上大学的费用可以通过多种途径解决
2. 哪种途径适合我(说明理由)

[范文]

#### How I Finance My College Education?

Every year, thousands of young men enter universities and colleges. It has been a problem for the students and their families how to finance their college education. In fact, the problem can be dealt with in many ways. The most common way is to get all the money from the parents. If their parents can't produce the tuition and the fees, students can apply a loan from the bank. There is still another way. Students can finance their education by doing some part time jobs in their spare time.

As for me, my parents can pay the greater part of the tuition and fees for me. So, I won't have a heavy financial burden, and I can put all my heart into study. I would like to pay the rest by doing a part time job. Although my parents are able to pay all the tuition and fees for me, I just want to know more about the society by my own working experience. Therefore, I choose this way to finance my college education.

#### 2001.1 真题

Directions: For this part, you are allowed 30 minutes to write a composition on the topic How to Succeed in a Job Interview? You should write at least 100 words, and base your composition on the outline (given in Chinese) below:

1. 面试在求职过程中的作用
2. 取得面试成功的因素

\[范文\]

### How to Succeed in a Job Interview?

Nowadays, students must seek jobs by themselves. Job interview is the first step leading to the success of their employment. It is clear that succeeding in a job interview is very important.

There are some ways to ensure your success in a job interview. First, you should be well prepared for all the information about you, such as your diploma certification, your credit records, certification about your awards, publications, if there is any, and the last but not the least, a carefully designed resume, in both Chinese and English.

Second, you must pay much attention to your appearance, including your dress and your behavior. You should dress properly. While talking with the interviewer, you should listen to him attentively, accompanied with proper eye contact and a timely nod of head.

Third, you must be confident about yourself. Your smiling face is the best way to show your confidence and friendliness. You should be also honest, especially when talking about yourself.

Directions: For this part, you are allowed 30 minutes to write a letter. Suppose you are Zhang Ying. Write a letter to Xiao Wang, a schoolmate of yours who is going to visit you during the week long holiday. You should write at least 100 words according to the suggestions (given in Chinese) below:

- 1.表示欢迎
- 2.提出度假安排建议
- 3.提醒应注意的事项

A Letter to A Schoolmate; June 23, 2001; Dear Xiao Wang; Yours, Zhang Ying

\[范文\]

A Letter to A Schoolmate

June 23, 2001

Dear Xiao Wang,

I am glad to hear that you will come to see me during the week long holiday. It has been three years since we graduated from our university. I miss you very much. I even can't wait to see you.

I've made a plan for this holiday. As this is the first time you come to Beijing, I think we'd better have sightseeing around it. We can visit some famous scenic spots and historical sites, such as Summer Palace, The Forbidden City, The Great Wall, etc. We can do some shopping together. There are many splendid markets and plazas in Beijing. The State Library is also a good place for us to go. By the way, since lots of people will go traveling in this holiday, it must be crowded on the train. So you should take care of your luggage. Bring more clothes with you because Beijing is much colder than Kunming at this time. And don't forget to tell me when you will arrive.

I'll pick you up at the airport.

Miss you!

Yours,

Zhang Ying

### 2002.1 真题

Directions: For this part, you are allowed thirty minutes to write a composition on the topic: A Letter to the University President about the Canteen Service on Campus. You should write at least 100 words ,and base your composition on the outline given in Chinese below.

假设你是李明，请你就本校食堂的状况给校长写一封信，内容应涉及食堂的饭菜质量、价格、环境、服务等，可以是表扬，可以是批评建议，也可以兼而有之。

January 12th, 2002

Dear Mr. President,

Li Ming

\[范文\]

A Letter to the University President about the Canteen Service on

Campus January 12th, 2002

Dear Mr. President,

I am a student of computer science in our university. I am writing this letter to you to show about the canteen service on campus on behalf of some students of our department.

Firstly, we feel we need more varieties of foods served to the students, which means every student can get the food that he thinks suitable for his taste and his pocket money allowance. Secondly, we find it essential to prolong the opening hours of the canteen. A student from a class that ends at 12:00 noon may reach the canteen no sooner than 12:30. However, the fact is that the canteen is closed when he gets there. Thirdly, we are greatly concerned with the dining environment. We feel that student diners are entitled to a better dining environment than what they are having now.

We do hope that the university authority will look into the problems and solve them.

Yours Sincerely,

Li Ming

#### 2002.6 真题

Directions: For this part you are allowed thirty minutes to write a composi

tion

on the topic Student Use of Computers. You should write at least 120 words and base your composition on the outline given below:

- 1.上图(图略)所示为 1990 年、1995 年、2002 年某校大学生事业计算机的情况,请描述其变化
- 2.请说明发生这些变化的原因(可从计算机的用途、价格或社会发展等方面加以

说明)

3.你认为目前大学生在计算机使用中有什么困难或问题

[范文]

### Student Use of Computers

Students tend to use computers more and more nowadays. Reading this chart, we can find that the average number of hours a student spends on the computer per week has increased sharply. In 1990, it has less than 2 hours; and in 1995, it increased to almost 4 hours, and in 2000, the number soared to 20 hours.

Obviously computers are becoming more and more popular. There are several reasons for this. First, computers facilitate us in more aspects of life. Also, the fast developments of the Internet enlarges our demands for using computers. We can easily contact with friends in remote places through the Internet. Besides, the prices of computers are getting lower and lower, which enables more students to purchase them.

However, there still exist some problems, such as, poor quality, out of date designs and so on. And how to balance the time between using computers and studying is also a serious problem.

Anyhow, we will benefit a lot from computers as long as we use them properly.

2002.12 真题

Directions: For this part, you are allowed thirty minutes to write a composition on the topic : It Pays to Be Honest. You should write at least 120 words according to the



outline given below in Chinese:

- 1.当前社会上存在着许多不诚实的现象
- 2.诚实利人利己，做人应该诚实

写作指导：写文章之前，应该先花上一分钟时间好好地审一下题。这是一篇

命题作文，题目是 It Pays to Be Honest。其中“pay to”意为“有利、值得”。因此文章应围绕“做人诚实非常值得”这一主题展开。在指令中给了中文提纲，所以按照提纲，第一段应介绍当前社会上存在着许多不诚实的现象，如商人卖假货欺骗顾客，学生考试作弊欺骗老师等等，同时在这一段应表明自己对这种现象的反感。

第二段提出观点：诚实利人利己，做人应该诚实。并用具体的例子来说明这一点，例子可以是正面的，也可以是反面的。如范文中用的就是“狼来了”的反面例子。最后，结尾应强调做人应该诚实，这是人的基本素质。

[范文]

### It Pays to Be Honest

From the mass media and also with our own eyes, we know much dishonest behavior existed in our society. For example, businessmen sell fake products to cheat their customers; students copy others' homework or download illicit papers from Internet to cheat their teachers; and even worse, some people produce fake medicine that harm the patients. Seeing our society is filled with so many dishonest phenomena, I can't help asking myself what's wrong with us.

When we were very young we were taught the importance of being honest. I am sure everyone must still remember that story "A wolf is coming". In the story the child kept cheating other people that a wolf was coming, but when the wolf really come,

nobody trusted his words and he finally suffered his own dishonesty. Also we have heard many stories that people benefit from their virtues of honesty.

So since we have already known being honest benefit both ourselves and other people. Why are many of us still dishonest? I hope everyone must bear in mind that being honest is the basic quality of human beings and then we won't be afraid of any "wolf".

### 2003.6 真题

Directions: For this part, you are allowed thirty minutes to write an eye witness account of a traffic accident. You should write at least 120 words according to the outline given below in Chinese:

假设你在某日某时某地目击一起车祸，就此写下一分见证书。见证书必须包括以下几点：

1. 车祸发生的时间及地点
2. 你所见到的车祸情况
3. 你对车祸原因的分析

\[范文\]

#### An Eye Witness Account of a Traffic Accident

My name is Liming. I am studying at college. A week ago I saw a traffic accident, which is still vivid in my mind.

It was at about 9:00 on Saturday morning, June 15th, when I went out of the

university to visit a friend of mine at another university. I was walking leisurely on the sidewalk when I heard a loud crash of two vehicles just at the T junction about 10 metres away. Two taxis crashed together. It was a traffic accident.

I went up and found that the two taxis were badly damaged. Both hoods were out of shape. One door of a car was knocked off and lying on the road. One driver was bleeding and another was shut in the taxi. Some people were trying to help the driver get out of the damaged car. One man was calling the traffic policeman station. A lot of cars were jammed on the road.

From the stopping track on the road, it is clear that the two taxis were driving too fast. But it is just one of the reasons. In my opinion, the taxi drivers are eager to take more passengers and make a little more money. On the other hand, both drivers don't show concern for one another. Both of them wanted to run in front of another. Therefore, the accident is inevitable. So far, we should let the drivers keep it in their mind that a little slower, a little safer. Taking care of others' lives means taking care of your own life.

### 2003.9 真题

Directions: For this part, you are allowed thirty minutes to write a composition on the topic The Day My Classmate Fell ILL (or Got Injured). You should write at least 120 words according to the outline given below in Chinese:

- 1.简单叙述一下这位同学生病（或受伤）的情况
- 2.同学、老师和我是如何帮助他/她的
- 3.人与人之间的这种相互关爱给我的感受是……

\\范文\\

### The Day My Classmate Fell Ill

During the SARS period in this spring, the year of 2003, one of my classmates, Liming, was struck down by the virus and was immediately sent to hospital.

The news spread quickly on campus. At first, we were terrified and wondered if we were infected too. However, through our government's publicity on mass media, we gradually conquered the fear and set out to try our best to help her. Some teachers provided daily necessities while some students recorded the English class contents for him so that Liming could not be left behind. With our care and concern, Liming recovered quickly.

Such an incident teaches us a good moral. Our society is full of love, warm and peaceful, in which people, from man to woman, from individual to individual, lend others a hand. Just like a famous song goes, "the world will turn into heaven only if everyone contributes a little." And I do believe that it's my great honor to live in this love filled paradise!

### 2003.12 真题

Directions: For this part, you are allowed 30 minutes to write a letter in reply to a friend's inquiry about applying for admission to your college or university. You should write at least 120 words according to the outline given below in Chinese:

1. 建议报考的专业及理由
2. 报考该专业的基本条件
3. 应当如何备考

\[范文\]

A Letter in Reply to a Friend

December 27th, 2003

Dear,

When it comes to which major you should choose, I propose that you apply for the major of English. To begin with, English is the most popular language in the world, which is widely used in all fields such as teaching, translation, and foreign trade and so on. What's more, it goes without saying that English majors are more likely to find a good job in the tighter and tighter job market.

In order to study at English Department, you have to meet the following requirements. In the first place, you have to spend a lot of time on it, just as the old saying goes, "Practice makes perfect". In the second place, the basic skills of reading, listening and speaking are necessary, because they are the foundations for your future study. Last but not the least important, you need an intense interest in learning English since "interest is the best teacher."

As far as the preparation work is concerned, you should first of all review all the required vocabulary. In addition, you'd better spend some time on reading and writing. Only through these measures can you hope to enroll in our university. Yours

2004.6 真题

Part V Writing (30 minutes)

Directions: For this part, you are allowed 30 minutes to write a composition entitled A Brief Introduction to a Tourist Attraction. You should write at least 120 words to the following guidelines:

Your role: a tour guide

Your audience: a group of foreign tourists

Your introduction should include:

1. some welcoming words
2. the schedule for the day
3. a description of the place the tourists will be visiting (e.g. a scenic spot or a historical site, etc.)

You should make the introduction and the arrangements for the day clear to everybody.

\[范文\]

### A Brief Introduction to a Tourist Attraction

Good morning, ladies and gentlemen, welcome to Beijing. To begin with, I would like to introduce myself: I am the tourist guide from China Travel Service and it's great honor to stay here with all of you for a whole day. Just as the old saying goes, "It is always a pleasure to greet a friend from afar". I wish all of you to enjoy yourselves

during this trip.

The following is a schedule of the day. The first spot we are going to visit is the Great Wall, the grandest fortification in ancient China. The next sight to look around is the Ming Tombs, which is one of the best preserved tombs for 13 emperors in Ming Dynasty more than three hundred years ago. In the afternoon, we will go for the Summer Palace, the royal park for Chinese ancient emperors.

Currently we are on the way to the Great Wall. Dating back to the seven century B.C., the Great Wall is constructed by respective states for fortifying against

invasion of neighboring states. By the reasons of long history and its length, it becomes one of the eight wonders in the world and represents the highest wisdom and crafts. From the top of the Great Wall, we can enjoy a magnificent view of continuous, green trees and blooming wild flowers. It is no doubt that one says, “He who has never been to the Great Wall is not a true man”.

Above is my introduction to the Great Wall. If any of you have questions, please feel free to ask me at any time.

2005.1 真题

Part V Writing (30 minutes)

Directions: For this part, you are allowed 30 minutes to write a Campaign Speech. You should write at least 120 words and base your composition on the outline given in Chinese below:



- 1.你认为自己具备了什么条件(能力、性格、爱好等)可以胜任学生会主席的工作
- 2.如果当选,你将为本校同学做些什么

\[范文\]

### A Campaign Speech

Today I am very glad to run for the president of the Students Union. I am junior in Chemical Department. Since I came into the university, I have always been the monitor of my class. I have done a very good job for my classmates, and my classmates and my teacher all give me a good praise. I am good at communication and organizing. And I like to help others. Moreover, I have a variety of hobbies, for example, playing basketball, playing football, playing table tennis, etc. I am sure that I am qualified for this position. If I become the president, I will try my best to do well. I will organize some suitable activities for you. I will do many things for you to reach your demands as well. I sincerely hope you will give me a chance, and please believe me that I will be a good president. Thank you.

### 第二章各种题材练习与范文

在前面的几章中我们从理论和实践两个方面探讨了有关大学英语四级写作的内容。在这一章中我们将为考生提供一些具体的范文，帮助考生更好地理解前面所阐述的内容。考生可以对这些范文进行分析，包括分析作者是怎样安排文章结构的，又是怎样呈现主题句、表达自己的思想的。当然，也别忘了在这些文章中找出它们的闪亮点来，分析一下作者是怎样抓住读者的。同时，也应该注意看看范文是如何造句的，学习用正确、地道、准确的语言来表达自己的思想。

#### 一、环境、健康

\\范文 1\\

Lucky Number

My friend Mary was born on June 13th, 1977. She is always dissatisfied with her birthday because “13” is an “evil” number. There are lots of people who are convinced that good numbers bring good luck and bad numbers bring disasters. Hence, 13, 4 and other so called evil numbers are wiped off from cards, list, menus, etc. Even in some cities, there is no bus No.13 or No.13 Street.

I don't think numbers have anything to do with luck. Numbers were created for counting. There is no relationship between a certain number and one's fate. There are many people who succeed in spite of “close relationship” with bad numbers. There are also a lot of people, who should have been blessed by “lucky” numbers, involved in accidents. Take my friend Mary for example. She achieved a good study at the nation's most prestigious university and later gained good reputation in her career. Her luck is not a bit damaged by her “bad birthday”.

In a word, numbers are numbers. They stand for nothing but quantity. Numbers have nothing to do with luck.

\\范文 2\\

On Making Friends

As a human being, one can hardly do without a friend. If we don't have a friend in the world, our life will not be interesting and we cannot live more happily.

But what is true friendship? True friendship can share happiness and sadness with you. A bad friend, on the other hand, only loves you when you are lucky and rich. When you become poor and powerless they will desert you. We all know, “A friend in need is a friend indeed”. So, we need to take the persons who are dedicated to the contribution of our relationship as our real friends.

I choose my friends only when they can share not only my happiness but also my sadness.

\\范文 3\\

### Bicycle An Important Means of Transport in China

China is called the “kingdom of bicycles”, because there are thousands of millions of bicycles in China and bicycles are the most important means of transport in China.

Why are bicycles so popular in our country? On the one hand, its price fits for common people’s income. For example, we only pay three hundred yuan for a quite good bicycle. On the other hand, lots of people go out by bicycles to avoid traffic jam. So bicycles save time and money for Chinese people. Furthermore, riding bicycles recommends an effective way to keep fit for those who work in offices and are lack of exercises.

Many believe that cars are much better than bicycles because cars are far more comfortable, and cars travel much faster and quite a longer distance than bicycles. But cars cause serious pollution as well. According to the present traffic condition, cars often slow down in crowded cities. Owning a car means spending a lot of money not only in buying it but also in keeping it. Sometimes we cannot even afford expensive gasoline. At night, we have to find places to park our cars. Compared with cars, bicycles are clean and cheap, convenient and easy to park.

Following the high speed of the development of China’s economy, I think the number of bicycles may reduce, and that of cars may increase. But we must admit that a bicycle will still remain its important role in Chinese people’s daily life because of its own advantages as well as China’s special national condition.

\\范文 4\\

To Communicate by Letter or by Telephone

In the modern times, there are many ways for people to communicate, among which are telephone calls and writing letters. Some people prefer the former; others the latter.

Compared with the telephone calls, I like letter writing better, because letter writing is much more personal than the telephone. Perhaps it is more practical and convenient to use the telephone in the business world, but you do need to write to some people who are intimate to you. On the one hand, when writing letters, you can take your time and fully express your ideas and feelings. In this way, you and

your friend will get closer emotionally. This can certainly not be achieved by using the telephone.

On the other hand, while people may soon forget what has been talked about on the phone, they can read letters again and again, enjoying the content as well as the everlasting friendship. One more advantage of letters is that they don't disturb them. If a letter is from someone you don't like, you can throw it away without being troubled in any way. Unfortunately, the telephone is our enemy in this aspect.

In short, I think if you have time, it is better to write letters to friends than making telephone calls.

〔范文 5〕

Which Part of the Newspaper Do You Prefer?

I like reading newspapers. Each day after supper, I spend half an hour scanning the content of each page, including information about the weather, national and international news and advertisements of various kinds. But the page I read most often is the sports page.

First, I like reading the sports news. I am a sports fan, but since life is busy and I cannot afford a lot of time watching various games, the newspaper has become an important way for me to get information about sports. I can know what matches are

being held in the world, and who are the winners or losers by reading sports news. What attracts me most is what the Chinese sportsmen and sportswomen are doing. But since participating in a game is more important than winning or losing the game, I am always delighted to know that the Chinese are getting more and more involved in the international sports events.

Second, I also enjoy reading the critical articles written about certain games. If I have watched a football game, for instance, I will have my own opinion on why and how one team had defeated the other. When reading the experts' explanation and comments on the same match, I can learn a lot.

In summary, the sports page is a place where I can find entertainment and learn more about sports. For these reasons, I read this page of the newspaper very often.

#### 〔范文 6〕

##### Pollution Control

There are many cause of pollution. Let us have a look at some of them. First, there are so many cars in our cities, especially large ones. They give off waste, sometimes even poisonous gases. Second, many factories, such as papermaking ones, let their dirty water directly flow into our rivers and lakes. Third, farmers use more and more chemicals and pesticides. So, our fields are polluted.

Of course, these pollutions are harmful to our health. Some rivers have become undrinkable. Some polluted food or vegetables can cause cancer and if we breathe dirty air into our lungs, we may fall ill.

Now, some governments are taking measures to solve this problem. For example, our government is making a policy to punish the factories, which have made the Huai River very dirty. Also, our government is reducing the number of cars in Beijing. I think all these are very necessary. If we all work hard, this problem can be solved in the future.

〔范文 7〕

### Global Shortage of Fresh Water

Many people believe that fresh water will never be used up. They think that fresh water comes from such varieties of sources that it is always sufficient for us. Such opinion leads to surprising waste of water.

As a matter of fact, the earth is short of fresh water. Furthermore, with the rapid growth of the world's population, the rising demand of water by industry, and the serious pollution of our surroundings, the world is facing the danger of running out of fresh water. Actually, in some big cities, fresh water cannot meet the daily needs.

Therefore, it is up to us to find new ways to save water. First, we should make the best use of water, and not waste it. Second, scientists must work even harder to purify seawater, polluted water and try to find solutions in industry to reduce the use of fresh water.

〔范文 8〕

### Men and the Environment

The world we live in is becoming more and more intolerable because of environmental destruction. For example, deforestation results in unpleasant weather. In addition, man is faced with problems of water pollution and air pollution.

Many remedial measures have been taken. Planting trees helps improve and beautify the environment. Forbidding factories from pouring dirty water into rivers help purify and save the precious water resources. Some other plans concerning environment have already been put into practice and they have achieved good results.

However, the problem of environmental pollution and destruction are getting worse and worse in the world. To certain extent, the lack of knowledge about the importance of protecting the environment hinders the solving of the problem. We must educate people to know the importance of environmental protection. In a word, there is a long

way to go before we enjoy a clean and comfortable world.

〔范文 9〕

### No Smoking

Smoking is harmful. This has been proved by scientific experiments. However, many young people are still getting into the habit of smoking even though they have come to realize how serious this problem is.

Smoking does not only harm the smokers but also people around them. Some people who don't smoke have to breathe in dirty air. If they suffer from this too long, they can also become the victims of smoking and develop the same diseases.

Therefore, smoking is a bad habit. Everyone, especially young people, should do their best to get rid of it. The non smokers should persuade their relatives not to smoke or, at least, they should take up fight for cleaner air.

〔范文 10〕

### Good Health

The desire for good health is universal. It is the basis of happiness, wealth and success. A person can hardly always be energetic and enjoy his life. Those who are poor in health often feel sad. A weak sick man can hardly achieve much success in his career no matter what level of education he has received.

What should we do to maintain our health? First of all, we should keep a balanced diet. We should eat plenty of vegetables and fruits, not too much meat and little animal fat. Secondly, regular physical exercise is essential for a healthy mind and body. One can keep fit by taking part in sports activities that fit him. Jogging, running, and swimming are all good exercises. Finally, enough sleep is also important. A tired person will recover soon after a sleep.

As for me, one of my ways to keep fit is to keep a regular lifestyle. I get up early in the morning and go to bed before 11 o'clock. I also take a nap at noon.

## 二、科技、文化、体育

### 〔范文 1〕

#### The Tape Recorder

The tape recorder is one of the most welcome and popular electronic devices ever invented. There are many types of recorders. Some may be as big as a hand box some may be as small as a watch. Now a new type called Walkman has come into being, which is so convenient that you can take it with you wherever you want to go. It is also very cheap, about forty or fifty yuan, and the most expensive one costs only several hundred, and it is very easy to handle even for a child. Therefore, almost each family has one or two recorders.

This device is useful in many ways. It is not only widely used in our daily life, for example, filming, sporting, exercising, but also used in National Security. It is an essential instrument for the young to learn foreign languages, for the old to listen to music or Peking Opera and for English teachers to make their class lively and interesting.

However, it can also become a nuisance if we use it improperly. It will have a bad effect on others or ourselves if we play it too long or too frequently. So we must make good use of it to promote our study and work.

### 〔范文 2〕

#### Computers

The computer is a wonderful machine. It is the most important invention in our modern time. Today it is used a great deal in many ways. In the future the computer will probably touch the life of every one, even people in remote villages.

Computers can do many kinds of work. For example, in big shops, information about the sale is put into a computer. During the night the computer works on the information from all the sales that day. The next morning, the manager has a report on



everything that will soon be sold out. In scientific researches, a scientist can “ask” a computer some questions. This is almost like talking to another scientist.

In the past few years there have been great changes in computers. They now can do most of the things that people do, though most scientists have no idea about what computers of tomorrow will be like. Will they make life better, or will they bring suffering to people? People today have to decide how to use the computers of tomorrow.

√[范文 3]

#### Science and Technology in Modern Life

Human life cannot continue without science and technology. For many centuries, human society develops with the advance of science and technology. So the life we are living now is more civilized than that of our forefathers.

The development of science and technology has brought about many changes in people's life. For example, the invention of television and the space rocket has opened a new era for mankind. Through the use of TV people can hear and see the events, which happened or, are still happening thousands of miles away. Owing to spaceship and the rocket, the dream of man's landing on the moon has now come true.

Science and technology also play an important role in our social construction. We may say that our social construction is like a skyscraper that cannot be built up without the help of science and technology. Therefore, we should try our best to contribute to the development of science and technology so as to provide a more solid base to build our country.

√[范文 4]

#### What Would Happen if There Were No Power

Ever since early this century, electricity has become an essential part of our modern

life. It has played a decisive role in modern industry, agriculture, science and technology, national defense and education. Nobody can deny that the development of our civilization depends on electricity.

If there were no electric power, our modern world would be in great trouble. For one thing, all the wheels would stop because the motors that power the machines would stop. For another, many of our industries would cease production. And all the electrical equipment such as washing machines, refrigerators, TVs would stop working. In short, our modern life would be impossible without electricity.

Therefore, we should make better use of electric power. On the one hand, we should educate people to economically use electricity and not to waste the energy resources for the future. On the other hand, we must do our best to exploit more electric resources to meet the requirements of the human beings and to avoid energy crisis in the future.

[范文 5]

#### My Most Favorite Program

Nowadays radios and TVs play a more and more important role in our daily life. There are many programs shown every day. Some of them are very good. My most favorite program is called the Animal World, which is provided by CCTV every Sunday night.

Born and bred in the city, we can not see any wild animals, and the program just compensates for it. It provides us with natural scenes and life of all kinds of wild animals with the explanation of the narrator. We also learn some knowledge about animals, even some plants. So, in my opinion, it is an interesting as well as instructive program. Besides, the pictures are very beautiful and some of them are also very valuable. It's really a great joy to watch it. If you don't believe it, just watch it yourself.

〔范文 6〕

Newspapers

Newspapers bring us news about current affairs. They help us know what is happening in the world. Stories and sports columns are highly entertaining. And advertisements provide us with various kinds of information.

Newspapers have several advantages over radios and TV. We can read them wherever and whenever we have time; we can keep them for later reference; we may cut out articles and trace developments in certain subjects.

Today newspapers are not as important as they used to be, but they still play a role as a form of mass media. Everyday more newspapers than books are read. Their influence should never be underestimated.

However, the role of the daily press should be to broaden and deepen the reader's view. Instead of moving restlessly and dealing with one event briefly then quickly switching to another, the press should become less restless and dwell on fewer events.

〔范文 7〕

Life Without Music

To me, life without music would not be exciting. I realize that this is not true for everyone. Many people get along quite well without any symphony concerts, jazz festivals or records. But music virtually plays a part in everyone's life, whether he realizes it or not. Try to imagine, for example, what movies or TV dramas would be like without music. The feelings and emotions, the complexities of the plot, and the climax would not be exciting or dramatic.

Now, we have been speaking of music in its more common meaning: the kind of music we hear in the concert hall. But if we look at the elements of music more closely, we discover them in our everyday life, too; the rhythm of the sea, the melody

of a mocking bird, and the harmony of village chimes. So music surely has meaning for everyone, in some way or other. And, of course, it has special meaning for those who have dedicated their lives to its expression through composition and performance.

It is well said, “Through music a child enters into a world of beauty, expresses his inmost self, tastes the joy of creating, widens his sympathies, develops his mind, soothes and refines his spirit and adds grace to his body.”

\\范文 8\\

#### Positive and Negative Aspects of Sports

Sports benefit us in many respects. When taking part in sports, we get the chance to train almost all parts of our bodies. There is no doubt that proper sports activities keep our physical fitness. Furthermore, sports can enrich our life and maintain our psychological health. Through participation, everyone can learn that on the playground he not only struggles for himself but also fights for his team. Sports teach us about consideration, cooperation and optimism to failure.

But sports can do some harm to those people who cannot plan their activities properly. Too hard training may hurt their bodies, exhaust their vigor, and even cause them to be sick.

In general, I love sports; enjoy sports. I feel that I not only gain a well balanced life through going in for sports, but also get more chances to move closer to nature. Sports add happiness to my everyday life when I perform in a decent way.

\\范文 9\\

#### Sports in Our Country

Sports are flourishing in our country now. Table tennis is the most popular sport.

School children start playing it when they are very young. Not only is it played in school but it is also a favorite game for workers and people in other walks of life. In fact, it has become a sort of national game.

There are other favorite sports. For example, badminton is another popular sport, though it is not played as widely as table tennis. A number of Chinese traditional sports such as Taijiquan, Wushu, Sword play and Qigong, are no less popular. Mention should be made of such ball games as football, basketball and volleyball.

In order to keep fit and win honor for our motherland, men and women, young and old, take an active part in sports. And our government takes effective measures to promote physical culture and build up our people's health. More and more people go in for sports because sports can help them to build up a healthy body, to train a strong character and to raise the position of the nation in the world.

[范文 10]

### Jogging Is an Ideal Sport

That jogging is an ideal sport lies in the fact that it is a mild sport. Unlike some sports, such as football and cricket, during which one may easily get hurt, jogging is very safe and especially suitable for those who are not so robust, you may feel exhausted after running because the energy in your body is released too fast, but after jogging you will just feel OK.

Another reason for jogging being an ideal sport is that it has no limit of time or space. You can jog whenever and wherever you want. If it is raining outside, jogging can even be done in a spacious room. How long it lasts depends on your will. So you are less like to be influenced by such factors as time, weather and space when you are jogging.

Last but not least, jogging is a cheap and convenient sport. It is cheap because no extra apparatus is needed, so you can get exercise without spending a penny. It is convenient, for jogging can be done whenever and wherever you want, and it can be done by oneself. In a word, jogging is such an ideal sport that I would like to

recommend it to everyone.

### 三、日常话题

#### 〔范文 1〕

##### Advertising Needs a Real Check

Advertisement is shown everywhere, in big shops, in narrow streets, in city centers as well as in the countryside, on radios as well as on TV screens. All the words used in advertising are charming and fascinating. They are attractive, but not all of them are based on facts. In order to sell their products more quickly, many businessmen use exaggeration, or, sometimes, cheating languages.

Thus, many problems can be caused by the disagreement between reality and advertising. People buy washing machines, but they don't wash. People buy radios, but they don't sing. A person with insomnia, it is said, bought and took some sleeping pills, but he was not drowsy at all.

Of course, the consumers would become very angry and they would go to law against the above merchants. Sometimes, things would become even worse. Some lives would be lost in the disputes.

To avoid these tragedies, we must take some measures. For example, the government should make some laws against the overstatement of some advertisements. If some producers boast too much we should also be on the alert against some false advertisements. Things will become better if we all do our best to correct this phenomenon in our society.

#### 〔范文 2〕

##### My Ideal Job

When people ask us about what we want to be in the future, we usually have different answers. We might want to be teachers, doctors, scientists, sportsmen and so on. To

tell you the truth, my ideal job is on business. This idea came into being when I was a child.

Now, I am majoring in Industry and Foreign Trade. I'm sure what I am learning now will give me a lot of help and preparation for my future job. So from now on, I must study hard, because my future job requires rich knowledge and skills. On the one hand, I should master some special knowledge; on the other hand, I should have a good command of other knowledge and skills. Besides, I must spend time improving my English because English is very essential in doing business with foreigners. Where there is a will, there is a way. I have confidence in myself that I can be a good businessman.

[范文 3]

#### Job Interview

You may have a job interview first if you want to get a good job before graduation. For an interviewer, he may have a lot of interviewees to choose, and for an interviewee, he may also have many jobs to choose. Therefore, both the interviewee and interviewer should be careful about their decision.

Through the face to face talk, either the interviewer or the interviewee can know a little about each other. On the one hand, the interviewer will make the interviewee know something about the job such as the property, the working conditions, salary, welfare, etc. He may also ask him the reasons of applying for the job in order to know what he is. All these will help the interviewer to decide whether he is fit for the job or not.

On the other hand, the interviewee will try to introduce himself in order to give the interviewer a good impression. He will make the interviewer get some idea of his educational background, ability, character, interest and viewpoint of the job. Remember you should have confidence in yourself. All these will help the interviewer to decide whether you are fit for the job or not.

In short, the job interview has great advantages for both the interviewer and interviewee.

\\[范文 4\\]

#### About People Who Are Laid off Workers

With the readjustment of our economic structure, it is unavoidable that some people will be laid off workers, in the past, we had the so called planned economy. Many of our enterprises were overstuffed. Now we have market economy. We pay more attention to the efficiency. So, the surplus workers will be dismissed. That is quite natural.

Being a laid off worker is not terrible. The only thing that is terrible is you don't know what to do and lose your confidence. In fact, there are many ways leading to success. Here, I want to provide some suggestions for the people who are laid off workers.

First, if they have some money, they can use it to do some business. For example, they can open a small shop, selling food, drinks, ice creams, or even flowers. Second, if they don't have much money, they can learn a skill. For example, they can learn how to sew clothes, how to cook, how to type, etc. Please always remember: "Where there is a will, there is a way."

\\[范文 5\\]

#### On Housing Reform

The old house allotting policy had at least two disadvantages. First, the government spent a lot of money building some houses, but these houses were allotted to people free of charge. Thus, the government would have no money to build more houses for people who badly needed them. Second, the persons who were in power could get more houses than those who were powerless. This was quite unfair.



On the contrary, the new system of house allotment may bring about many new things. For example, the government will have more buildings, which can be sold to people. The chances for them will be equal.

When I enter the society, I would get a loan from the bank to buy my own house. Then, I would try to pay back the loan as soon as possible. After that, I would proudly claim, "Now, I am the master of that house."

[范文 6]

### Wealth and Happiness

Everybody wants to get wealth. In today's material world, making money or becoming wealthy symbolizes a person's success and capability. Many people just make every effort, pay any price to attain greater wealth. With money, they can buy nice, large apartments in nice neighborhood. With money they can own luxurious cars. Wealth seems to bring all happiness in life.

But is wealth the only road to happiness? Not really. There are many things in the world, which are beyond the means of money, such as friendship, love, health and knowledge. Money people are so preoccupied with struggling for money that they have no time or would not take the time to form or maintain friendship. What happiness can they feel living as lonely miserable creatures without love or friends in the world even if they accumulate tremendous wealth?

In my opinion, people can't do anything without money, but money is not everything. What money will bring you depends on your personal belief and goal in life. If you are kind enough to help others, especially the poor, money is a good thing to you. With it, you can do much more for the benefit of people and your country, and it will add to your own happiness. If you want money just for your own needs, you'll never be satisfied or happy. In a word, you should have money spent for more people, only then can money be the source of your happiness.

\\[范文 7\\]

### Problems Brought about by Automobiles

Although the automobile has brought convenience to us, many people have begun to realize that it is the source of trouble as well. Because of too many automobiles, traffic accidents happen again and again all over the world. Worst of all, gases sent out by the automobiles give rise to air pollution and do great harm to people.

In order to solve the problem of air pollution, some automobile manufacturers are trying to build a car that does not pollute environment, and some inventors are working on cars powered by steam and electricity. But now this is only a dream for people.

The governments in some countries, for example, in the United States, are trying to reduce the number of privately owned cars and ask the people to use public transportation. But this is also far from being perfect, so now it is very difficult to make some dramatic changes. We still have a long way to go in order to solve the problems brought by automobiles.

\\[范文 8\\]

### Honesty

Honesty means fairness and uprightness in speech and acts. It's a perfect treasure, and the cultivation of it is the worthiest labor on earth.

Honesty is a "dynamo" that generates the power to lead us to victory. It inspires confidence in others as well as in ourselves. It strengthens our mind, disciplines our faculties, and gives us independence of thought and personality.

Honesty should be practical in small matters as in big ones. Never make such an excuse as "A Little dishonesty is only a small thing." If you are dishonest in small matters, you will be dishonest in large matters, too, and in the end you will be an

entirely dishonest man.

〔范文 9〕

### The One child Policy

In China, most people take a positive attitude towards the one child policy. They think that family with one child is better than with more children. The one child policy tends to control population growth in this county. Besides, parents have much time to show concern about the growth of their child both in his daily life and study.

But here are also some negative views about the one child policy. Some people say that it may result in some social problems in the future. For example, the parents will feel lonely if their child gets married. Furthermore, parents tend to spoil their only child.

Comparing the different views, we can see quite clearly that the one child policy has many more advantages. It benefits people as well as the country. Besides, it is of vital importance to the progress of our whole human beings.

〔范文 10〕

### Hobbies

Almost everyone has some kinds of hobbies. It might be collecting stamps or coins, growing flowers, keeping pet birds, fishing, hunting or painting, etc. He does what he likes to do in his spare time for enjoyment.

Some hobbies are valuable and beneficial while others not. For example, if you like swimming, that will do you good. It will make you healthier both physically and mentally. You will have a stronger heart, stronger lungs and you'll have your mind

refreshed. But if you like playing mah jong, you just sit there, playing everyday, sometimes even until midnight. That will be very bad.

Bad habits often lead to unpleasant results. For example, a friend of mine likes drinking alcohol too much; his wife quarrels with him almost every day. At last, he exhausted all the savings in the family and it led to the family break up. Let's keep good habits and get rid of bad ones.

#### 四、校园生活

##### [范文 1]

##### Examination

There are many arguments about the advantages and disadvantages of examination. Some people think examination is the only way to test how examinees have mastered what they have studied and it is the only measurement for examiners to select which persons they need. While, on the other hand, some object that examination can't measure how the students have really studied. They say it can do nothing but burden the students.

As for me, I think for both examiners and examinees, the examination can show what and how much the examinees have mastered. The results of examinations are just like mirrors for both examiners and examinees. Through examination the examiners can know whether they have done well, so that they'll make much improvement in their work. As far as examinees are concerned, they can not only know how they have studied but also find out what they are still unknown or what they haven't mastered well. Thus, they will be inspired to make greater efforts to improve their studying method so as to make greater progress. Of course, too many examinations are burdens to both examiners and examinees.

In sum, the examination does more good than harm for both examiners and examinees. We must take a correct attitude towards examination. We should take full advantage of it and avoid its disadvantage.

\\范文 2\\

The Two day Weekend

Generally speaking, two day weekends are not only a time for us college students to relax, but also a time to improve ourselves. To test from a week's hard work, we have plenty of recreation opportunities. We can read to our hearts' content, can go sightseeing, and can play games with our friends. Some students find part time jobs at weekends so that they can ease their families' financial burdens.

However, some students are just wasting their time. Some spend their time playing cards, and even drinking and eating with their friends. Some spend the whole weekend going traveling and feel tired when they return to school, so that their studies will be greatly affected.

As a student, I think the first thing I should do is to go over the lessons. Spending two or three hours in going over lessons every weekend will give me great returns. After finishing my schoolwork, I can do many other things, for example, mountain climbing, watching films and skating. In short, if we plan well, we can achieve a bit on weekends. Otherwise, we'll get nothing.

\\范文 3\\

Getting to Know the World Outside the Campus

It's necessary for college students to know the world outside the campus. For one thing, it can make students know themselves so that they can modify their ways in studies. For another, it will lay foundation for their future career. Finally, they can practice their abilities in management, organization and so on.

There are many ways for students to get to know the outside world. First, they can

know the world from mass media, such as newspapers, TV, radios, magazines and advertisements which provide information about political events, social news, the latest development in science and technology and so forth. Second, they can know the world from social services, such as job hunting, private teaching which offer students the opportunities to know the society. Third, students can also make some investigations in factories and villages, talking with the workers or farmers to learn their experiences.

As a student, I think the first thing I should do is to study hard to lay a good foundation for my future job. The other thing I can do is to do some part time jobs to gain personal experience about the world outside the campus.

\\[范文 4\\]

#### Successful Language Learners

Some people seem to have talents for learning languages. They can pick up new vocabulary, master rules of grammar, and learn to write in the new language more quickly than others. Now let's take a close look at these successful language learners to see what we can get from them.

First of all, successful language learners are independent learners. Instead of waiting for the teacher to explain, they try to find the patterns and the rules for themselves. They are good guessers who look for clues and form their own conclusions. When they guess wrongly, they try again. They attempt to learn from their mistakes.

Successful language learning is active learning. Therefore, successful learners do not wait for a chance to use the language; they look for such a chance. They are not afraid to repeat what they hear or to say strange things; they are willing to make mistakes and try again. When communication is difficult, they can accept information that is inexact or incomplete. It is more important for them to think in the language than to know the meaning for every word.

Finally, successful language learners are learners with a purpose. They want to learn

the language because they are interested in the language and the people who speak it. It is necessary for them to learn the language in order to communicate with these people and to learn from them.

What kind of language learners are you? If you are successful, you have probably been learning independently, actively, and purposefully. On the other hand, if your language learning has been less than successful, you might do well to try some of the techniques outlined above.

√[范文 5]

#### Life in the University

Life in the university is not as satisfactory as what we had expected. First of all, we are tightly bound by continual classes, excessive homework and exams; some students complain that we are becoming “exam machines”. Secondly, the teaching method is boring; instead of lecturing. Some teachers just “read” lessons. Finally, living conditions need to be improved; and food in the dining hall is far from being attractive and tasteful.

In spite of all these adversities we still enjoy our life in the university. During the four year university study, we cannot only acquire a lot of book learning, but also various activities, such as speech contests. Different social gatherings and dancing parties can provide opportunities to make friends; many of these friendships may last a long time.

In short, we should value our life in the university. Four years is only a short period when compared with our whole lifetime. In the university we become mature, and we prepare ourselves for the real world, although there is something unsatisfying, the four years in the university is a worthwhile period in our whole lifetime.

√[范文 6]

### A True, Good Student

What is meant by a true, good student? A true, good student is one who possesses good morality, sound health, perfect knowledge and various abilities. To attain this, I shall give a few suggestions as follows:

First, cultivate good morality. One of the best qualities of a student is good behavior. Bad character is easily scorned and disdained. Polite manners and noble ideas make up a true man. Such evil habits as smoking, drinking, gambling, etc. should be got rid of. Whenever you find something wrong, correct it quickly. You should be sincere to your friends, respectful to your teachers and the elder. In short, you should do everything right.

Second, study diligently and put your knowledge to practical use. "Knowledge is power", said Francis Bacon. One will not reach the rich storehouse of knowledge unless he studies carefully: no diligence, no accomplishment. To apply knowledge to practical use is, however, more important. Students ought to apply their learning to something practical to benefit the people.

Third, make your body strong and healthy. Health is the key to success. Broken in health, one can do nothing. A sound mind is found only in a sound body. The healthier your body is, the brighter your mind will be, and the higher learning you can attain. So you should never neglect your health. "Work while you work; play while you play" is a good way for everybody to observe.

With the foregoing three points in mind, you may be "a truly good student".

[范文 7]

### Our English Teacher

Our English teacher, Miss Liang is the best teacher I have so far. She has not only treated us as her younger sisters and brothers, but is also enthusiastic and conscientious in her teaching.



She is thirty six, but she does not look her age for she is attractive and delicate. In class she is dignified and reserved and after class she plays and jokes with us. She is our friend as well as our teacher.

She is never tired of helping us in our work. She patiently answers our questions all in English. Also, we are required to prepare our lessons before coming to class. Furthermore, no matter how many new words there are in the texts, we are told to look up their meanings in the dictionary. She knows how to help her students to achieve the best result in the limited time.

With Miss Liang as our teacher, all of us have made amazing progress in our English study. She is both our best friend and best teacher. We all like her very much.

[范文 8]

### Studying Abroad

Attending schools abroad has many advantages. In the first place, by looking at our own country from the outside, we can clearly see the strong points and weak points of our nation and therefore widen our vision and broaden our minds. Second, while studying in a foreign country, we can travel widely, visiting famous scenic spots and making friends with the local people. Thirdly, we can use the foreign language in our daily life so that our ability in the second language may be improved quickly. But the most important thing in attending a foreign university is to get acquainted with the latest knowledge in science and technology and make use of the first rate facilities available. For all these advantages, it is really worthwhile to go abroad for education.

However, as everything has two sides, there are also some disadvantages in attending a foreign university. The most serious problem is the language barrier. Most of the students who are ready to go abroad do not have adequate proficiency in the language spoken there. Furthermore, the cost of living is much higher than that in our country, so most students have to find part time jobs in order to support themselves. Faced

with these difficulties, many students find themselves unable to pay full attention to their studies and some students may even fail in their courses and learn little.

[范文 9]

Importance of Education

The prosperity of a nation depends on the development of education. Throughout the world whatever advance has been made in science and technology is due to education, which brings forth by scientists and inventors. It is never overdone no matter how one emphasizes the importance of education. There is no doubt that countries with undeveloped education will remain poor.

Education is as vital to the development of an individual as it is to that of a nation. Of all the elements of success in our careers none is more vital than education. It is not the genius that makes the difference between success and failure. Education is the driving power. In fact, most of the famous people in our times spent many years in studies. Can you name any great men you admire who are not educated persons?

Yet some people are still ignorant of its importance. Some parents, especially in the countryside, think that it is unnecessary to send their children to school. Some other parents are so selfish that they have their children work for money. In consideration of the situation, compulsory education must be enforced to ensure that there will be enough educated young people for the future of our country.

[范文 10]

The Importance of Self education

Self education brings success. Though we students have teachers to help us, still we should pay more attention to self study. Here are some suggestions.

First, read outside our class. Every new book one reads will benefit him in one way or another. The more we read, the more we are benefited. As life is short and knowledge is infinite, we should try to read as many books as we can.

Second, improve our memory and reasoning powers. If we read more and more, we can make our memory and reasoning powers improve to some degree. Moreover, we shall be able to write more clearly and correctly.

Third, develop our character. When we have formed the habit of reading, we can put into practice what they have taught and build up a good character.

In a word, if we want to educate ourselves, the most important thing for us to do is to read not only our textbooks, but also any other books that are within our reach.

## 五、图表、信函及其他

### [范文 1]

Should Women Have Equal Job Opportunities with Men?

This table shows the different opinions about whether women should have equal job opportunities in the following three countries, China, the U.S.A. and Japan.

As can be seen in the table, the people who agree with this point exceed those who disagree, especially in China. However, there are still some people in the three countries, especially in Japan who are against women's equal job opportunities with men.

The reason may go as follows: on the one hand, as society develops, women's social position has been raised greatly. In China, certain laws been passed to protect women's rights. In the U.S.A., it is illegal to discriminate against women in employment. On the other hand, women are still considered inferior to men in many aspects as a result of traditional idea as well as physiological differences between men and women. This is more serious in Japan.

In my opinion, women's importance in society should be admitted. They should be provided with more job opportunities rather than be looked down upon.

### [范文 2]

### The Improvement of the Living Standards of the Chinese Citizens

This chart shows the improvement of the living standards of the Chinese citizens from the year 1988 to 1998.

As indicated in the chart, both the income and the living expense of Chinese city residents rose steadily from 1988 to 1998. This makes it clear that the living standards of the Chinese citizens are being improved.

The average monthly income of each family was 1,200 yuan in 1988 and 3,000 yuan in 1998. After deducting the cost brought about by price rises, the income in 1998 increased 250% compared with that in 1988.

And the way in which average citizens spend their income has also changed. Now they spend more money on clothing, housing, articles for daily use and culture life service. This indicates that they pay much more attention to the quality of their life.

Therefore, we can conclude that with the progress of our society and the continuous implementation of the policy of reforming and opening up, the living standards of the Chinese citizens will become higher and higher.

### [范文3]

To Parents

Dear Mother and Father,

I feel very excited and the thought that in another week I shall be with you again on holiday. I have enjoyed my stay in England very much indeed. Mr. Priestley and my fellow students are very nice to me, but, just as they say in England, "There's no place like home".

I am leaving here early on Thursday, the 23rd, and I shall arrive in Sydney on Friday morning, so I shall be at home about lunchtime. Can you meet me at the station, as I shall have a lot of luggage?

How are you all at home? I hope you are all keeping well. See that father always puts on his big coat when he goes out, so that he doesn't catch cold. We don't want him ill

for Christmas.

I can't say how much I want to see you all again. Will you all meet me at the station?

Thursday can't come too soon!

Love and all good wishes,

Rosalie

[范文 4]

Application for a Position of Stockbroker

The Senior Class 2

Dept. of World Economics

Beijing University

Personnel Department

South Securities Agency

Gentlemen,

Your advertisement for stockbrokers in China Daily of May 8 has interested me very much. I feel I can fill one of the vacancies you have.

I am twenty two, and male. I will graduate in July. My specialty at university is securities and business. I have gained some practical experience in brokerage in recent two years acting as a part time broker for Beijing Commodities Exchange. At university, I have participated in a lot of conferences on the business of stock broking.

I am young and energetic and maintain good personal relations with people. Should this application meet with your favorable consideration, I will do my utmost to satisfy the confidence. I look forward to seeing you as soon as possible. Faithfully yours,

Wu Ming

[范文 5]

Application for a Position of English Editor

Dept. of Journalism

Beijing Broadcasting College

Dingfuzhuang, Beijing 100024

May 10, 2001

Personnel Department

Beijing Youth Paper

Dear Sirs,

Having heard from one of my friends that your editorial board is in need of an English editor responsible for editing the English Page, I would like to offer my services for it. After I received my B.A. in English from Beijing University, I worked for two years as a staff editor with "China Daily". In 1998 I began to pursue a M.A. degree in Mass Communication at Beijing Broadcasting College. I expect to earn the degree by the end of the coming July. I think my education and professional experience will enable me to offer helpful services for your newspaper. The enclosed resume will tell you more about my personal information, including my references. Should you entertain my application favorably, I would spare no trouble to acquit myself to your satisfaction. I look forward to your early reply. Sincerely yours,

Wang Ping

[范文 6]

Thanks for Seeing Off

Dear Eve,

It was certainly great of you and Kevin to come and see me off! I know it wasn't easy for you to get to the airport at such an early hour, so I appreciate it all the more. Flying over water can get dreadfully boring after the first few hours, and your book of detective stories came as very handy. It was sweet and thoughtful of you to think of it. The flight was uneventful and we arrived in London on scheduled time. My friend met me at the airport, and we went straight to her charming little house. I know I am going to love it here; I'm looking forward to the two marvelous weeks with my friend!

I'll write to you again, Eve. In the meantime, thanks again to you and Kevin for your kindness to me, and my love to you both, always! Yours faithfully,

Grace

[范文 7]

#### An Invitation for a Short Stay at Home

Dear Angela,

I wonder if you have made any definite plan for the coming Summer Vacation. If not, I want you to come and stay with us for a few days. Every member of my family wants to get together with you. I am certain that you will also have a nice vacation in that case. Would it be all right?

We cordially hope you will be able to come. With best wishes.

Sincerely yours,

Nancy

[范文 8]

An Invitation for a Visit

Director

The International Education Service

New York State University

July 28, 1999

Professor Cheng Zhao

Presidents' Office

Beijing Institute of business and Economics

Dear Professor Cheng,

I was so happy to meet you recently in New York as a member of the Chinese delegation attending the international conference. I would like to learn more about your institute and I hope we might be able to cooperate in the future. Could you please send me more information about your interest in business administration, accounting, and other areas that you think we might have in common? I will then discuss the possibilities for exchanges with the dean of our School of Business and Economics.

I hope you had a safe trip home and that you enjoyed your visit to New York. Now I invite you to return to the State later this year with the vice president of your institute. I would be happy again to set up a meeting here at our university and to show you our campus. I look forward to seeing you soon.

Sincerely yours,

John James



[范文 9]

Congratulations on One's Published Words

March 14

Dear John,

Your new book entitled "Western Economics" is very interesting and instructive. You deal with the subject skillfully and comprehensively.

The details you present and the way you present them captured my attention. It was so fascinating that I could not tear myself away before I finished reading the last word. I think now I have a better understanding of such subject.

It's certain that more and more students and research workers will read your book and derive great benefit from it.

Congratulations on such a good book!

Cordially yours,

Cathy

[范文 10]

Tactful Refusal to an Invitation

Dear Mrs. James,

I've been putting off this note until the last possible moment, hoping Mr. Jackson would get back from London in time for your dinner party. But now I must regretfully write that he'll still be out of town on Thursday, the fifth; and we therefore cannot accept your kind invitation for dinner on that day. It was sweet of you to invite us; and I know Mr. Jackson will be as sorry as I am to miss an evening with you and Dr. James. We know how delightful such evenings at your house usually are. Sincerely yours,

Susan Jackson

### 第三章 大学英语四级考试预测题与范文

#### 1.助学贷款申请信

Directions: For this part, you are allowed 30 minutes to write A Letter Applying for a Bank Loan. You should write at least 120 words following the outline given below in Chinese.

(1)个人情况介绍

(2)申请贷款的原因、数额及用途

(3)如何保证专款专用以及你的还款打算

Dear Sir/Madame,

I am a sophomore in Shanghai University, majoring in computer software. In the previous one and a half years I have been a model student and monitor of my class. However, since I registered here, the expenses have become a burden for my average family. You know, my parents are both laid off workers, and, to make matters worse, my mother has suddenly fallen ill and is expecting a major operation. It will be beyond their ability to finance me through my remaining education. It is now a must for me to help relieve their financial pressure. So I'm applying to your bank for a loan of 10,000 yuan. If my application is approved, all the money will go to my tuition and fees for the coming academic years.

I've made a detailed plan to arrange my school life. A part time job as a family tutor will not be difficult to find and some work study programs for students like me are also provided in our university. From these sources I will be able to earn more than enough to support myself. I guarantee that I will repay the loan within five years, that is, within two years after my graduation. Please have confidence in me: I have a very good credit record.

I would be greatly obliged if my application is granted. Many thanks.

Yours sincerely,

Li Ming

## 2.找工作的时候选择兴趣还是工资高

Salary or Interest

Upon graduation, virtually all college students will confront the problem of the career choice. It is truly a tough choice. Students' opinions differ greatly on this issue. Some hold that priority should be given to their interest in jobs, but others take the attitude that salary is the most critical factor influencing their career choices.

As to myself, I prefer the latter view. A well paid job exerts a tremendous fascination on a great number of people, with no exception to me. Although it might be impossible to measure the value of one's job in terms of money, salary counts most when I choose my future career. In my view, our career choices largely depend on how and where we have been brought up. I come from a poor urban family and my parents were both laid off workers. In order to finance my tuition, they have been working hard over the past four years. As the only son in my family, I have to shoulder the burden of supporting my family. In short, salary is the first and only consideration in my choice of career.

## 3. 拥有手机的优点和缺点

Advantages and Disadvantages of the Mobile Phone

With the rapid economic development, the mobile phone has found its way into campuses and a host of students take advantage of this wonderful gadget to communicate with each other. This phenomenon gives rise to this question: What are the advantages and disadvantages of the mobile phone?

It is widely believed that it greatly facilitates students' campus life. Many instances could be found to support this type of opinion. A graduating student in our university bought a mobile phone in the course of hunting for his job. He told me that through the mobile phone he could easily keep in touch with the employer of the company he intends to work with and would not miss any opportunities.

However, everything has both positive and negative facets. The mobile phone also has many disadvantages. For instance, the ringing of the mobile phone often disturbs the

teacher's teaching and other students' learning.

Personally , the advantages of the mobile phone outweigh the disadvantages of it as long as we don't interfere with others while using it.

4.给中国的航天英雄杨利伟写信，表达你的祝贺和对中国太空事业的看法。 Dear Mr.Yang, June 19, 2004

It is with the most sincere pleasure I write to congratulate you on your becoming the first Chinese greeting to mankind's mother planet from outer space. Today , our country's centuries old dream of journeying to outer space has finally come true. People from all walks of life, with no exception to me, take a pride in being Chinese and your fellow countrymen.

As the rocket soared into the sky, your name joined those figures such as Gagarin in space history. You deserve this honor , for you were subject to unimaginable hardships and challenges before the successful launch of the Shenzhou 5 spacecraft.

I am fully convinced that it makes a lot of sense for our country to attach importance to space exploration. The space industry has had and is going to have a great impact on China in scientific, political and military areas.

May you have health, happiness and outstanding success in all your ventures.

Respectfully yours,

Frank

5. 有一个会议在你所在的城市召开，你想去参加。给会议的组织者写一封信。说一下你想参加的原因，并简单介绍一下自己。并请他提供一些会议的相关信息。

Dear Professor Huang,

I write for information regarding the forthcoming International Education Conference to be held at your prestigious university.

I am a first year student from Nanjing University majoring in Education, and have a particular interest in the teaching of work place skills and employer's perceptions of new graduates.

I plan to attend the conference and would like information about the contributory

speakers, the content of their talks, and their research interests. However, although I have been living in Nanjing in the past four years, I am unfamiliar with Nanjing. Therefore, if you could please also send the details of how to get to your university it would make my arrangements much easier.

In addition, if you could let me have details of the accommodation that is available I would be more than grateful.

I look forward to receiving the information and meeting you in person.

Sincerely yours,

Frank

6.Direction: For this part you are allowed 30 minutes to write a composition on the topic Cars and Air Pollution. You should write no less than 120 words and base your composition on the outline below:

- 1.私家轿车越来越多，有些问题随之产生
- 2.比较明显的大问题有.....
- 3.我对这种现象的看法

#### Cars and Air Pollution

Too many cars have created a lot of serious problems in our world. Besides congestion, accidents and fast fuel consumption, cars are responsible for a good part of air pollution in big cities. All the time, they are pumping huge amounts of waste gases into the atmosphere. These gases are very harmful, causing disease and even death.

One possible solution is to design and develop clean cars and clean fuels. In Shanghai, some of the public buses begin to run on natural gas, which does not give off as much carbon dioxide as the petrol. But it may take decades for the new models of clean cars completely replace the traditional ones. Another solution is to develop modern public transportation systems and restrict the use of private cars. If the price of petrol rises constantly and the public vehicles are efficient and convenient enough, most people will not buy private cars. And the total number of cars in big cities will reduce greatly. On the whole, the elimination of air pollution needs the collective efforts from the

government, the public and the environmentalists.

7.Direction:For this part you are allowed 30 minutes to write a composition on the topic Overseas Study at an Early Age.You should write no less than 120 words and base your composition on the online below:

- 1.目前很多父母在孩子高中毕业前就送他们出国学习
- 2.导致这种趋势的原因是什么
- 3.我对此的看法

#### Overseas Study at an Early Age

Nowadays more and more parents are eager to send their children to study abroad before they finish high school by whatever means and at whatever cost.

It is quite understandable for parents to send their children to study overseas because they place high expectations on their children. They are encouraged by the success stories of those who have completed their overseas study. With the development of economy, companies and institutions at home are giving more and more emphasis on overseas experiences, too. Consequently, pursuing overseas study became a kind of short cut in gaining a better future. Moreover, there is still one underlying reason for this rush economic reason. The rapid economic progress in the past few years in China has enabled more and more parents to afford the huge cost for their children's overseas study.

As for me, overseas study is surely a helpful way to get both advanced knowledge and necessary experiences, but overseas study at an early age is neither necessary nor beneficial. The students may be too young to either tend for themselves or think for themselves. I do think that overseas study can contribute to one's self improvement, but it's better to be pursued after one has finished his college study at home, when he is more capable of learning and living on his own.

#### 8. Statistics of Family Expenses in Shanghai

	1980	1990	2000
Food & Clothing	68%	45%	20%
Recreation	3%	5%	8%

Education	6%	16%	22%
Health Care	6%	10%	16%
Others	17%	24%	35%

- 1.根据上表描述该城市家庭支出的变化
- 2.分析产生这些变化的原因
- 3.说明这些变化对个人和社会产生的影响?

As is shown in the table above, dramatic changes have taken place in family expenses in the City of Shanghai within two decades (from 1980 to 2000). The most obvious change is in expense on food and clothing, which has dropped by 48%, while those on recreation, education and health care have increased respectively by 5%, 16% and 10%. Expenses on other things keep rising from 17% to 35%. The statistics of rise and fall seem to exist in isolation but are in fact closely related to one another. The most likely factors accounting for these changes are as follows:

Development in economy is the fundamental one. The increased income results in the lowering percentage of food and clothing. That is to say, a small percentage of the total income is enough to cover food and clothing expenses.

Another factor lies in the development of people's concept. When people are well fed and well dressed, they begin to interest themselves in recreation and education.

These changes should also be attributed to social reforms. In the 1990 s, college education was not totally free as it was before, which also accounts for the rising expenses on education. Soon after, the government gradually stopped offering houses to its citizens without charges. People had to save a large proportion of their money for housing.

That's partly why the expenses for others doubled. As for the more expenses on health care, I figure there are two main reasons: the cancellation of free medical care and people's awareness of the importance of health. The changes reflect the development of the city and indicate that people are enjoying more.

## 9. On Space Project

给《\*\*周刊》宇航专栏的编辑写一封信，说明你对太空探索项目的态度（支持或反对），并简单陈述你的理由。

Dear Editor,

Thank you for your starting a special column for the discussion on space projects. Frankly, it seems to me that our space projects so far have been in the main a waste of money, time, energy, human lives and resources.

The richer countries are pouring large sums of money into space research programs which are of no benefit to human beings while in underdeveloped countries thousands of people are dying of hunger. Besides, many scientists' time and energy are wasted, which could have been devoted to improving our living condition. What's more, many astronauts have died completely uselessly in space vehicles which have been faulty. They were young people who hadn't enjoyed the fruit of life yet.

Apart from human wastage, there is the wastage of resources which are finite and essential if man is to survive. I think it's high time we stopped these meaningless programs.

10.

#### Turn off Your Mobile Phone

Direction: For this part you are allowed 30 minutes to write a composition on the topic Turn Off Your Mobile phone. You should write no less than 120 words and base your composition on the outline below:

- 1.移动电话给我们的生活带来了便利
- 2.移动电话有时也会影响别人
- 3.在某些场合请关掉你的手机

#### Turn Off Your Mobile Phone

With the development of information technology and reduced price of communication products, the mobile phone has become a necessity for most people. Obviously, it shortens the distance between people and makes our life more convenient. Thanks to it, it's easy for us to contact or be contacted by others anytime and anywhere. We will never miss any important meetings, great deals or admirable opportunities.



But, have you noticed sometimes the mobile phone also brings embarrassment to us? It's not rare to see someone pressing the mobile phone to his ear and shouting loudly in public as if there were no one else present. And I'm sure each one has had such an experience that the mobile phone ring continuously on a formal occasion. Perhaps these People have many life and death reasons to keep the phone working at all times, but it interrupts people around them who have to hear what they don't care when they want to concentrate on what they're doing.

So if you are one of them, please shut off your cell phone in public, especially on a quiet and serious occasion. It's a respect for both others and yourself.

附录 2007 年 12 月试题

#### Part I Writing (30 minutes)

注意：此部分试题在答题卡 1 上。

Directions: For this part, you are allowed 30 minutes to write a composition on the topic Selecting Courses. You should write at least 120 words according to the outline given below in Chinese:

1. 各大学开设了各种各样的选修课
2. 学生因为各种原因选择了不同的选修课
3. 以你自己为例.....

[范文]

#### Selecting Courses

Recently, people in growing numbers show their concern about selecting courses. In some colleges, students are permitted to pick out their course's professors freely. The reasons are listed as follows:

In the first place, students can choose the teacher according to their interests, which will be helpful for their future careers. Besides, selecting courses can reduce the rate of students' absence indirectly for students usually choose their favorite teachers.

As far as I am concerned, every coin has two sides. On the one hand, students may

learn the course better, because they may choose the professor they liked. On the other hand, if the professor who is very popular and a great number of students would like to attend his/her course, the classroom must be overcrowded. It will have a bad impact on the class.

## 附录 2007 年 12 月四级写作真题及答案

### Part I Writing (30 minutes)

注意：此部分试题在答题卡 1 上。

Directions: For this part, you are allowed 30 minutes to write a composition on the topic *Selecting Courses*. You should write at least 120 words according to the outline given below in Chinese:

1. 各大学开设了各种各样的选修课
2. 学生因为各种原因选择了不同的选修课
3. 以你自己为例.....

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