

2007年度-MPA考试辅导写作作文难点精析四 PDF转换可能丢失图片或格式，建议阅读原文

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8. 咨询信 A letter of Inquiry You wish to study at a certain foreign university. Write a letter inquiring about the situation there as regards accommodation, fees and qualifications. Dear Sir I am a Chinese citizen who wishes to study at your university. My plan is to start my course next term, and I would be grateful if you would be kind enough to provide me with certain essential information. First, what qualifications do I need to follow a course of study at your university? I already have a master ' s degree from a university here in China, but I wonder if there are any further academic requirements. Second, how much are the tuition fees? Although I intend to be self supporting, I would be interested to hear if there are any scholarships available for international students. Third, what is the situation as regards accommodation? I would prefer a single room, which is more conducive to studying, but if single rooms are expensive, I would be willing to share. I look forward to your reply, and to attending your esteemed institution. Yours sincerely, Li Ming

9. 请求信 A Letter of Request You find that your study load is too heavy. Write a letter to your college teacher explaining why you need to withdraw from two courses. Ask if it is possible to obtain a refund. Dear Prof. James, I am writing to formally request to withdraw from two courses: Introduction to Elementary Education (EDU 602) and Teaching Methods (EDU 619). The main reason for

reducing my course load is that I am finding it extremely difficult to manage six courses. In the beginning of the term, I was perhaps overly optimistic about juggling both my full time studies and my part time job (20 hours/week). Because I really must work part time, I have no other choice but to decrease my course load. I am planning on taking the two courses during the summer semester, if they are available, so that I will be able to complete all the courses for the degree program by the following year. I would also like to request a tuition refund, and hope I am not too late to receive the full reimbursement. I am sorry for any inconveniences I have caused by this change in plans. This decision was not taken lightly, and I do appreciate the kind consideration you have shown to me. Thank you for your attention to these requests. If you have any questions, please feel free to contact me at 277-9144. I look forward to hearing from you soon. Sincerely yours, Jane Carter

10 . 建议信 A Letter of Advice/Suggestion You have a friend who is about to enter university, and he wants you to advise him on which subject to specialize in history, in which he is very interested, or computer science, which offers better job prospects. Dear John, You have asked me for my advice concerning whether you should study history or computer science at university, and I will try to make some useful suggestions. You must keep in mind that, above all, your university training is a preparation for your future career. Therefore, your first consideration should be to study a subject which will best equip you to earn a living. There is no doubt that the field of computers offers far job opportunities than history. Besides, we are now in the age of

the high - technology revolution. For the foreseeable future, not only will it be necessary for everyone to be computer - literate, it will also be necessary for them to be equipped with computer skills merely to earn a living! History, I'm afraid, however fascinating it may be, offers few career prospects. Of course, you don't have to devote all your time at university to studying computers and nothing else. On the contrary, I would recommend that you keep up your reading of history in your spare time. That way, you will find that your leisure hours are enriched while you prepare yourself for a worthwhile career in computers. Yours sincerely, James

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