

新航道考研名师李传伟考研英语冲刺30天第十三天 PDF转换
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https://www.100test.com/kao_ti2020/110/2021_2022__E6_96_B0_E8_88_AA_E9_81_93_E8_c73_110706.htm

第十三天：大小写作得分多多---小作文要点 除了格式与语言问题以外，文章是否包含题目中的所有要点也是小作文的重要评分标准之一。首先，字数应达到100词左右；其次，小作文题目中提到的要点（一般为三点）应该在文中全部提及。所以，审题要仔细，不能遗漏问题中的要点。根据这一要求，小作文一般写3-4段。仍然以2005年的小作文题为例说明这一点。来源

: www.examda.com Directions: Two months ago you got a job as an editor for the magazine Designs & Fashions. But now you find that the work is not what you expected. You decide to quit. Write a letter to your boss, Mr. Wang, telling him your decision, stating your reason(s), and making an apology. Write your letter with no less than 100 words. Write it neatly on ANSWER SHEET 2. Do not sign your own name at the end of the letter. use “ Li Ming ” instead. You do not need to write the address. (10 points) 题目中的指令是Write a letter to your boss, Mr. Wang, telling him your decision, stating your reason(s), and making an apology，很明显作文应包括三个要点：告诉老板自己的辞职决定，陈述辞职的原因并表示歉意。范文包含了上述三个要点：第一段告诉老板自己的辞职决定，第二段给出了辞职的三个原因，而未段表示了歉意。 Dear Mr. Wang, I am writing to inform you about my decision to resign from my current position. There are a few factors involved that I find intolerable. 来源：www.examda.com

First of all, the salary has proven to be much lower than you originally promised, and I have a large family to support. In addition, the office is located in the downtown area, yet I live in the suburbs, so it is exhausting for me to spend over three hours commuting every day. Most importantly, I feel rather disappointed and left out on the job itself, as in the past two months I was never given any really important responsibility. I sincerely hope that you approve of my resignation. I am sorry for any inconvenience caused. Yours

sincerely, 来源：www.examda.com Li Ming 综上所述，可以用3-4个段落对应题目中的几个要点，一般是一个段落写一个要点。在阐述要点时，各个段落分工如下：第一段：交代写信的目的；来源：www.examda.com 第二段：从两三个方面谈论信的主体内容，各个方面之间以关联词相呼应，给人层次分明的感觉，像范文第二段中的关联词first of all, in addition, most importantly就使得第二段充分而连贯；第三段：阐述第三个要点，如果有的话；最后一段：从交际的角度来完成此信，如获得恩惠后表示感激、造成麻烦时表示歉意等。来源：www.examda.com 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com