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一、倡导信 1. 目的和写法来源：考试大 倡导信一般是为了解决某个普遍关注的问题而以某职能部门、权威人士或广大群众为对象的信函。通常有标题。其内容与本书前文所述的问题解决型考研英语作文题较为相似。

A Letter to Citizens of Beijing as to Improving Involvement in Preparation for the 2008 Olympic Games

Dear Countrymen: I am writing the letter to call on all people in Beijing to perk up and do more work for the coming 2008 Olympic Games. As a common citizen here in the capital of our great motherland, I jumped over joy when news came saying we won the competition for hosting the great games, the first in our history. But after a month-long excitement, I started to think about the question: What can I do for the huge project? I had been left with helplessness for all the past months, like many people did. But now I came up with some ideas that might attract you and equip us all with sufficient confidence. I hope we will start studying English, and two of three of other foreign languages if possible, to be able to communicate with friends from all corners of the world. We could have been making Beijing an international city in the proper sense of the word. I will try to understand modern concepts about making a city, and a country, more beautiful, for example, environmental protection, community construction, city planning, and above all, the quality of being a citizen in the modern city. Actually, we will not be making

preparation for preparation 's sake. After 2008, I have all the reasons to be optimistic that Beijing, and our country, will be taking a strong position in the powers of the world. Please join me in the action and extend our excitement into a spirit that dares any possible difficulties! Thank you! Best wishes to Beijing and our country,来源

: 考试大 Zhong Guan (A common citizen of Beijing) 2.推荐信(Recommendation, Reference) 1. 推荐信的写法 推荐信主要是

由有身份、地位的人士向学校或雇主介绍求学或求职者，是一种证明。主要内容包括：事由，即推荐何人做何事；与被推荐者的关系；被推荐者的介绍等。 1.范例 To whom it may

concern: Fan Zheng was enrolled as a student in my juvenile psychology course at Beijing Normal University in 1992. His performance in the school years was outstanding. Mr. Zheng had been the major speaker for my class discussions and he showed great talents in solving real problems and organizing his thoughts. He was clearly born with a keen mind for the science of psychology and was always coming up with original ideas. He can also express himself effectively in both spoken and written English, thanks to his interests in English and his experiences in U. S. A. as an exchange student for two years. In addition, Mr. Zheng has a very pleasant personality. He has developed a strong sense of humor that attracts people around him, and working with him is always pretty much fun. But he is absolutely hard-working, often being the core of a group. Besides, he has all the qualities of being a group leader, which include his introduction of himself in a low profile and being a man of his words. I have no doubt that Mr. Zheng will be an ideal candidate for the

doctorate studies under your instruction. I strongly recommend him to your attention. Sincerely yours, (Signature)来源：考试大 John Yang Professor of Psychology President of Beijing Normal University 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](http://www.100test.com)