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本次考试的小作文非常简单：要求写一封致图书管理员的建议信。小作文只要能写到100字即可，而它的开头、结尾又有很多句式可以套用，比如第一段开门见山交待写信目的、最后一段表示感谢，高度模式化。在信的中间部分随便凑上两条建议，每条建议后面展开一两句就可以超出最低字数了。文字方面保证文理通顺即可。如果事先能背一两句模式化的正式表达就肯定能达到7、8分标准。如果再能有点句型和用词的变化则大功告成可以稳拿9到10分了。例文：来源：考试大

Dear Sir or Madam: I am Li Ming, a freshman majoring in Computer Science & Application at this university. I am writing this letter on behalf of all the students to offer some advice on your service and management. First of all, I am wondering if you can extend your opening hours. The library is believed to be a paradise for us students in scorching summer and freezing winter. But every morning we have to queue in the biting wind at the gate of the library waiting to be let in. Besides, I would like to draw your attention to the software you are using now it is much too outdated and has proved to be a time waster for its users. It is estimated that we have to spend an hour searching for a book on the average. To make the matter worse, it often breaks down without warning. In that case, we can do nothing but to wait for another hour until it gets started. We would be grateful if you could take measures to improve your service and

management. Thank you for your attention to this letter. Sincerely
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