

《考研英语考前30天狂背作文》3-3 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/111/2021_2022__E3_80_8A_E8_80_83_E7_A0_94_E8_c73_111042.htm 投诉信2语言注意点: 投诉信应重点表明投诉的原因，叙事应客观、准确、简洁。最后提出的解决方法应切实可行。在表达自己的不满时，语言要把握分寸，不失风度。来源：www.examda.com

Directions
16 Write a letter to complain about an unhappy experience in about 100 words to describe the matter and ask for the mistake to be corrected. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Sample: Dear Sir, I am writing to you about a most unhappy experience. Last Tuesday morning, we took a long route bus of your company from Dukou to Lijiang. The bus was scheduled to arrive in Lijiang at 7 o ’ clock in the evening, but it stopped midway at four p.m. for mechanical problems. The driver and the ticket seller could neither solve the problem by themselves nor seek help from others. Where we stopped was nowhere near a village. Up until 8 o ’ clock, another bus finally carried us to a shabby rural motel. We had to pay for our accommodation. The room was too small and the quilt was so dirty. To our surprise, when we just managed to sleep at around 2 a.m., the driver came to wake us up the bus had been fixed! I suggest that you look into this matter immediately and deal with it quickly and properly. Looking forward to your reply. Yours, Li Ming

询问信1结构要点: 询问信是希望获取信息的信件，分为三个部分：1．说明自己的计划或目的，也就是询问信息的原因；2．征询具体信息；3．期待回复并表

示感谢。 Directions 17 Write a letter inquiring about a hotel. Some necessary details must be included. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Sample: Dear Mr. Guo, I am going to visit Songpan on July 30 and wish to stay at your hotel. My friend has just come back and warmly recommended it to me. My wife and I want to go horse trekking with the Happy Trails Horse Team. We will choose to go to the Ice Mountain, so it will take four days. We want a double room with a private bath for two nights, July 30 and August 3. Would you please tell us whether we could have such a room and how much it will cost us? I am looking forward to your reply. Sincerely yours, Li Ming

询问信2语言注意点:
询问信应语言简洁、清晰,无歧义。语气礼貌、恳切

Directions 18 You are a tourist and you want to experience a new way of traveling. Write a letter inquiring about such a traveling program. Some necessary details must be included. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Sample: Dear Mr. Guo Chang, My wife and I have read in the traveling book Lonely Planet about your Happy Trails Horse Team. We are very much interested in going horse trekking with your team. We want to choose the Ice Mountain route, which will take four days, from July 31 to August 3. What should we take with us? Will the guides provide accommodation for us? How much will the tour cost each of us? We will reach Songpan on the afternoon of July 30 at about 5 o ' clock. I hope it will not be too late when we arrive at your team. I am looking forward to your early reply. Sincerely yours, Li Ming

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