

《考研英语考前30天狂背作文》3-2 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_111048.htm Directions 13

Write a letter to one of your high school classmates who is in a nearby city, and invite him/her to your city at this weekend. Some necessary details must be included. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Sample: Dear Linda, 来源

: www.examda.com We haven ’ t seen each other for six years after graduation. I am so glad to hear that you have graduated from UCLA and come back to work in Suzhou. If you are free this Saturday, please come to Shanghai and have a good time with me. We can first go to the CenturyPark, where the flowers are all in blossom. Let ’ s go boating on the lake isn ’ t it pleasant in the cool breeze? Then I will treat you to dinner at a western restaurant on Huaihai Road it is small but really nice I ’ m sure you will enjoy it. After dinner, let ’ s go to a concert you are a music lover, aren ’ t you? If you couldn ’ t come, please notify me before Friday. If you can, please tell me which train you will take and I will meet you at the railway station. I am looking forward to meeting you. Sincerely

yours, Li Ming 邀请信2语言注意点:来源 : www.examda.com 邀请信叙事一定要清楚、明白。如写给朋友，可选用活泼、真诚的言辞；如写给长辈、上级、名人等，则语言应正式、礼貌。 Directions 14 Write a letter to invite a famous professor to give a lecture to the English postgraduate students in your university. Some necessary details must be included. Do not sign your own

name at the end of your letter, using “ Li Ming ” instead.

Sample: Dear Professor Michael Hutchison, We are very glad to hear that you are attending an international conference in Beijing. We are writing this letter to inquiry the possibility of inviting you to deliver a lecture on American literature for our postgraduate students on the evening of June 16. We have long been noticed that you have done a lot of substantial and creative work in this field. Two of your books have become textbooks for our students for several years. So all of us believe your lecture will benefit our students and teaching staff alike. If you can manage to come, please tell us the number of your flight and we will meet you at the airport. If you can ' t make it, please also let us know. We are looking forward to your coming.

Sincerely yours, Li Ming

投诉信1结构要点: 投诉信是对产品或服务表示不满的信件, 一般分三个部分: 1. 提出投诉内容; 2. 说明具体情况; 3. 提出解决办法。

Directions 15 Suppose that you ordered a television but later found that it has worrying problems. Write a letter of complaint to describe the matter and require settlement. Do not sign your own name at the end of your letter, using “ Li Ming ” instead.

Sample: Dear Sir, The television I ordered from your store arrived on time last Friday, but only three days later I found it could not work properly. On Tuesday evening, when I turned on the television, I was surprised to find that it became a black and white television all of the other colors were simply gone. What made matters worse, the remote control was also out of order. I dialed your service number for several times, but the line was always busy. This problem has affected our normal life. Can you get it

repaired as soon as possible? Thank you for your consideration. I am looking forward to your early reply. Yours faithfully, Li Ming 100Test
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