

《考研英语考前30天狂背作文》1-4 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_111053.htm 感谢信2语言注意点:

感谢信应充分表达自己的谢意，切不可给对方草率的印象。可借助谈对方的帮助来进一步表达感激之情。言辞应真挚、得体。

Directions 8 Suppose your friend lent you a book and gave you some suggestions when you made preparations for CET6. Write a letter in about 100 words to show your gratitude. Do not sign your own name at the end of your letter, using Li Ming

instead. Sample: Dear Sherry, My thanks to you for your help with my preparations for the CET6 are beyond words. Originally I only wanted to ask you for some advice on the coming test, as you were so good at English. But to my surprise, you gave more help to me than I had ever expected. You not only wrote down ten suggestions for me but also showed me how I could arrange my time and what I should do in each month before the test. Besides, you lent me the book I needed very much when you learned that I had not yet got it. It was really kind and considerate of you. Your unreserved help enabled me to make efficient preparations and at last encouraged me to pass the test. So I would like to extend my heartfelt gratitude again. Yours

faithfully, Li Ming 致歉信1结构要点: 致歉信是向收信人表示歉意的信件，包括三个部分：1. 说明为何事而致歉；2. 造成过失或不能履约的原因；3. 再次致歉或提出解决方案。

Directions 9 Suppose you cannot attend your sisters graduation ceremony as expected for some reason. Write a letter in about 100 words to make

an apology to her. Do not sign your own name at the end of your letter, using Li Ming instead. Sample: Dear Linda, Kindly excuse me for my not being able to attend your graduation ceremony next Wednesday as I have promised. You know, there will be a meeting of great importance to my company next week in Nanjing. But the person who was originally appointed to it is now seriously ill in hospital. And I have been asked to take his place to attend the meeting and make a speech on behalf of my company. On the one hand, it is a task assigned by my boss out of his trust in me. On the other hand, I do regard it as an opportunity to both display and enhance my abilities. So I am afraid I cannot be present at your graduation ceremony. Though I have decided to send you a gift to celebrate your graduation, I really regret that I cannot give you my sincere congratulations on the spot, for I know any gift can never parallel a warm word spoken personally by a family member. I do feel terribly sorry. Please forgive me. Cordially, Li Ming

致歉信2语言
注意点:致歉信必须写得坦诚,表达出真心的歉意。来源

: www.examda.com Directions 10 Suppose you have accepted Mr. Zhang's invitation to dinner, but you have to change your plan for some reason. Write a letter in about 100 words to make an apology to him. Do not sign your own name at the end of your letter, using Li Ming instead. Sample: Dear Mr. Zhang, It was very kind of you to invite me to dinner in your house the day after tomorrow and I originally accepted it with great pleasure. But now, much to my regret that I may not be able to keep my promise because my sister was injured in a car accident and I must look after her in the hospital

for several days. The accident happened suddenly and all my family are now busy dealing with it and caring for my sister. So I don't think I will have the time to go to the dinner and even if I go, I am afraid I will hardly be in a cheerful mood, which may spoil the party. I am very sorry for that and really regret that I would miss such an excellent chance of enjoying the perfect dishes with friends. Besides, please give my regards to Mr. and Mrs. Rogers when they come to dinner. Sincerely yours, Li Ming

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