

《考研英语考前30天狂背作文》1-1 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_111063.htm 第一章应用文写作推

荐信1结构要点：推荐信是向收信人推荐某人做某事的信件，一般分为三个部分：1. 指出被推荐的人及推荐的原因；2. 介绍被推荐人的情况；3. 总结说明被推荐人值得被推荐(例如能胜任)。来源：www.examda.com

Directions 1 Suppose you have been a private tutor of Mr. Wang's daughter for two years. But now you are going to graduate and so you recommend your friend Lily who is a sophomore to take the place of you. Write a letter to Mr. Wang in about 100 words. Do not sign your own name at the end of your letter, using Li Ming instead.

Sample: Dear Mr. Wang, I am very sorry to tell you that I am going to graduate this June and cannot go on with my job as a tutor of your daughter. It has really been a pleasant experience to teach your daughter English as she is such a lovely and smart girl. Here I take great pleasure in recommending to you my friend Lily who is a sophomore majoring in English in my university. She is particularly willing to take the parttime job of an English tutor when she knows about your daughter. Lily is an excellent student. Especially her spoken English is both fluent and proficient, which can positively influence the person speaking with her. Moreover, as a lively, cheerful and easygoing girl, she is good at communicating with others. Therefore, I am confident that she is highly competent for the job and will help your daughter make further progress in English. Sincerely yours, Li Ming

推荐信 2 语

言注意点:推荐信应多写被推荐人的优点,肯定其成绩。但内容应真实可信,语言热情得体。切忌夸大其实

。 Directions:2You are asked to write a letter of recommendation for Miss Liu Ming who wants to study for the Masters Degree under the supervision of Professor Smith who was once your supervisor in your graduate study. Write a letter to Prof. Smith in about 100 words.

Do not sign your own name at the end of your letter, using Li Ming instead. Sample:来源 : www.examda.com Dear Prof. Smith, It has always been a great pleasure to write to you since I can never fail to get help, inspiration or enlightenment from you. Now I am writing to recommend to you Miss Liu Ming who wants to pursue her graduate study for the Master ' s Degree under your supervision. Miss Liu Ming was one of my classmates in Tianjin University. She was one of the most excellent students in our university as can be seen from her straight A grades on all subjects. After graduation she worked in Tianyi Biological Company for three years, which considerably added to her practical experience. It is my belief that with her intelligence, diligence and rich experience, Miss Liu Ming has great potential for further development in the field of pharmacology both theoretically and practically. Therefore, I recommend her to you with no reservations. Faithfully yours, Li Ming 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