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https://www.100test.com/kao_ti2020/111/2021_2022__E3_80_88_E8_80_83_E7_A0_94_E8_c73_111284.htm 通知 1结构要点:通知的

目的是传递信息或分配，包含内容、和地点。如果是活动，应包含参加的人员范围；如果是讲座或报告，应包含演讲人的简介。 Directions 25 Write a notice in about 100 words to inform

the students and English teachers of a lecture on Australian

studies. Sample: NOTICE We are very honored to invite Prof.

Richard Gilbert from Sydney University to give us a lecture on

SinoAustralian relationship in the new millennium. Prof. Gilbert

graduated from Australian National University in 1979 and has been

teaching Australian studies for more than 20 years. He has become a

leading expert in this field and has published several books and

numerous papers on such topics as Australian economy, education

and foreign policy. His humorous and thoughtprovoking speech will

surely benefit all the audience. The lecture will be given at Yifu

Auditorium from 7 to 9 o'clock next Thursday evening. All the

teachers and students are welcome to attend this lecture. English

Department August 27, 2005 通知 2语言注意点:通知必须用简练

、准确的语言传递信息。如果包含对演讲人、主要参与人或

组织者等的介绍，则语言应大方得体，重点突出，切忌长篇

大论。来源：www.examda.com Directions 26 Write a notice in

about 100 words for the Student Union to inform of a speech

contest. Sample: NOTICE The Student Union has decided to hold a

Chinese speech contest to celebrate the coming National Day. The

maximum time of each speaker is eight minutes. We will invite seven experts to serve as judges. Every speaker will be judged from three aspects: script, eloquence, and the reaction of the audience. The results will be announced immediately. All the participants are required to hand in their request form before September 12. The preliminary contest falls on September 18 in the school library. The final contest will be held on September 30 in the cinema of our university.

The Student Union

Sept. 2, 2005

备忘录1结构要点:备忘录是单位内部传递信息的文件,包括抬头和正文,其中抬头包含四个部分: TO: 收阅者 FROM: 撰写者 SUBJECT: 主题 DATE: 日期

Directions 27

Suppose you are the secretary of the Personnel Department of a company and are organizing a farewell party for a colleague who is going to retire. Write a memo in about 100 words to inform your colleagues of the meeting. Do not use your own name, using "Li Ming" instead.

Sample:

TO: All employees of the Personnel Department

FROM: Li Ming, secretary of the Personnel Department

SUBJECT: Farewell Party for Liu Gang

DATE: Dec. 27, 2005

Our colleague Liu Gang is going to retire next month. His retiring is really a pity to us all as he is such an amiable man who is always ready to help others, such an honest man who has won trust and respect from around him, and such a humorous man who can often add pleasure to our work. We have decided to hold a farewell party for him. We are going to use the assembly room of our department for the party. I have organized several programs for entertainment, but they are not enough. So if anyone is willing to give performances, please let me know as soon as possible. Besides,

our general manager and manager will be present, too. All the colleagues of the Personnel Department are invited to attend the party which is scheduled on November 4, next Friday and will begin at 7 o'clock in the evening. By the way, all suggestions on the party are welcome.

备忘录2语言注意点:来源: www.examda.com 备忘录的主要目的是有效、快速地传达信息, 应语言简练、层次清楚, 易于理解。如有并列信息, 可借助项目符号或编号等, 使人一目了然。不宜使用华丽的辞藻或复杂的结构来炫耀自己的写作才能。

Directions 28 Write a memo in about 100 words on behalf of the Student Union to call on students to join in the volunteer activities in Xinhua Community.

Sample: TO: All students of Shanghai University FROM: Student Union SUBJECT: Volunteer activities in Xinhua Community DATE: Sep. 13, 2005

At the beginning of the new term, we plan to organize a series of volunteer activities in Xinhua Community, which is about 200 meters from our university. The activities are scheduled on September 18, this Sunday and include doing housework for the disabled or old people who live by themselves, teaching English to children, and publicizing knowledge about healthy diet and about preventing common diseases. We believe it is a good opportunity to show our love and know more about the society. 100 volunteers are needed. If you are willing and have time to take part in the activities, please come to the office of the Student Union on the third floor of the Administrative Building, where we would ask you to sign your name in a table and tell us what activity you are particularly interested in.

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