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1. Asking for Leave of Absence
To: Ms. Riddle, an Oral English teacher
From: Sam, a sophomore student in Oral English Class Two
Date: June 18th, 2005
Subject: Asking for Leave of Absence
Dear Ms. Riddle, I ' m Sam, a respectful sophomore student of yours in Oral English Class Two. I wonder if I could be excused for absence from your Oral English class this Wednesday morning. Yesterday evening I got a phone call from my cousin, who is now running a small firm in the suburbs of this city. He needs an interpreter for two days but cannot find the most reliable person, so he wants me to have a try. Personally, I regard this as a golden opportunity to put what I have learned in your class into practice, but I need your permission of absence. If you think I may go and help him get over the difficulty, I am confident that I ' ll do a good job and both of us will be grateful. 【您现在阅读的文章来自“中国学习考试网”，请记住我们的永久域名：www.stu88.com】
Earnestly yours Sam

2. On Power Shortage
(1). 很多城市缺电现象严重 (2). 分析原因 (3). 提出建议
Recently, every morning when I wake up, I find my air-conditioner automatically turned off. I didn ' t understand why at first, but soon I learned that there is a great shortage of electricity supply in our city. My air-conditioner turned off because of a power failure midnight. With the rapidly developing industry and the ever increasing population, demand for electricity supply is soaring.

Besides, summers in recent years are much hotter than before, so most working places and households are air-conditioned, which consumes additional electricity. Faced with such a hard nut, we have to find ways to crack it. Above all, in western areas of China, there is surplus of electricity supply. So, cities that are thirsty for electricity may ask for remote help. Then, when we have electricity, we should remember to save it. Set your air-conditioners at 27°C and you won't feel less comfortable than when they are at 26°C. In fact, some factories already shift their working hours to avoid the peak time of electricity-consuming. My parents don't work from Monday through Friday as before they work from Sunday through Thursday and have/take the following two days off instead. This is also a way out, isn't it?

3. We Need Humor (1). 幽默可以帮助我们解决问题 (2). 幽默可以使生活充满快乐 (3). 生活中离不开幽默

We Need Humor A suspicious customer murmured, "I wonder if this milk is fresh." The quick-witted waiter answered, "Fresh? Three hours ago it was GRASS!" See? A humorous response may solve your problem. Someone asked a young artist, "Did you sell any of your paintings at the art show?" "No, but I am encouraged," he replied. "Somebody stole one." And years later he became world known. Humor may sustain us in hard times and bring happiness in everyday life. Once my neighbor told me that he shaves fifty times a day. Was he crazy? Of course not he is a barber. So, my dear friends, remember, we need humor and try to be humorous in your life. Next time, when you are asked, "How can I stop water from coming into my house?" Say, "Don't pay the water bill."

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