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https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E5_86_99_E4_c85_150253.htm [Directions] : You

are preparing for a field report , please write it in about 100words with such items as following : the current situation of the equipments your reason and suggestion [参考范文] To : Mr.Zhao Minghua , president of Beijing University From : Mr.Li HongJun , Dean of Studies. Subject : Buying computers and videotape recorders. Dear Mr.President : Upon the request of the Equipment Division of the university , we have inspected the laboratory of the Physical Department and found its present equipments unsatisfactory to student , particularly to post graduates.Because there are fourty computers in our laboratory , but there are almost ten times the students and 25 percent are postgraduates. The laboratory material is so shortage that the situation have to be improved at once.In order to enhance the effect of experiments , it is hereby recommended that twenty computers and ten videotape recorders be bought and issued to the laboratory. Li HongJun [范文点评] 这是一份实地考察报告，要求将所看到的状况实事求是的反映出来。upon the request表示在.....的要求下，以request表示要求一般比较正式。postgraduates即研究生。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