

恩波《07考研英语考前30天狂背作文》之小作文 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/215/2021_2022__E6_81_A9_E6_B3_A2_E3_80_8A0_c73_215724.htm 《考研英语考前30天狂背作文》小作文电子书

编者按：离2007年考研钟声的响起还有一个多月的时间了，大家都准备的如何呢？有没有开始着手复习作文题了呢？最后一个多月的时间，恩波图书特别提醒您该是进行作文复习的时候拉！在此，我们特别制作了《考研英语考前30天狂背作文》的小作文电子书与大家共享，意在帮助大家迅速有效的攻克小作文关！这本书除了继承了前一版选文精准,范文精彩,具有很强的预测性的特点之外,07版还修订了很多内容.在小作文部分,将原来原来的内容替换了60~70%,几乎是每一类更新1~2篇左右.在大作文部分,共增加了十篇文章,全部是图画类作文,这是紧扣大纲和近年来趋势而做出的选择.希望大家在这一个月的时间里，好好利用手中的资料，努力复习，认真背诵，保持良好心态，自信满满的走进2007年考研考场！

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(例如能胜任工作)。

Suppose you work as a parttime translator in a company. Now you are going to graduate and your friend Liang Bo wants to get that job. So you write a letter of recommendation to your boss Mr. Wang in about 100 words. Do not sign your own name at the end of the letter, using “ Li Ming ” instead. Dear Mr. Wang, I ’ m terribly sorry to tell you that I am going to graduate this June and cannot go on to work for

you as a translator. It has been such a pleasant and precious experience to work in your company. In addition to extending my gratitude, here I take great pleasure in recommending to you my friend Liang Bo, a sophomore majoring in English. He particularly desires to get this job when he knows about your company. Liang Bo is a straight A student, good at both Chinese and English. Moreover, being cheerful, considerate and easy-going, he usually gets along well with others. I am convinced that he is very suitable for the job. At last, I ' d like to express my gratitude to you again and wish you a successful career. 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。

You are asked to write a letter of recommendation for Miss Liu Ming who wants to study for the Master ' s 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. 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

密押：陈先奎2007年考研政治模拟试题及答案07考研政治考点归纳 考研英语经典作文20篇 07英语作文万能公式更多资料请访问：考试吧考研栏目建议信1 结构要点建议信是建议收信人采取某种行动的信件，一般分为三个部分：1. 说明建议的内容；2. 提出建议的原因；3. 指出采纳建议的益处。

Suppose two of your friends are going to make a trip to Hangzhou. Write a letter in about 100 words to make a suggestion to them. Do not sign your name at the end of the letter, using “ Li Ming ” instead. Dear Linlin and Xiaochun, What a pleasure it is to hear from you! I just went to Hangzhou last week, so you have asked the right person for suggestion. Hangzhou is a beautiful city. Its fresh air, picture-sque scenery and warm people have impressed me much. If you are going there, I advise you to make a self-tour, for its developed bus system makes the travel between beauty spots very convenient and you can enjoy more freedom on what to and how to see. Besides, you ’ d better book a room and learn about the scenic spots beforehand, with which the related websites will surely help you. Have a good time. Yours ever, Li Ming

建议信2 语言注意点
这类信可写给认识的人，也可写给不认识的人。内容与模式都比较灵活。但总地来说，应言辞恳切，理由充分。

Suppose one of your friends is going to take the CET6 and asks you for suggestions on how to make preparation. Write a letter in about 100

words to him/her. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Dear Helen, What a surprise it is that you are going to take this June ’ s CET-6 since you are only a freshman in Fudan University! Anyway, your courage and efforts are worth praise. To get fully prepared for the test, I think, you need to first enlarge your vocabulary, which is the basis of all parts. Second, you need more exercises, especially exercises of reading comprehension, in order to improve your test skills. Then you should practise writing constantly. You can email your compositions to me and I will correct them for you in time. In a word, every effort is rewarding. I am looking forward to your success. Best wishes.

Yours, Li Ming

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考研政治考点归纳 考研英语经典作文20篇 07英语作文万能公式
更多资料请访问：考试吧考研栏目

求职信1 结构要点

求职信是申请具体职位的信件，包括下列三个部分：1. 说明应聘职位；2. 介绍自身情况；3. 请求回复并表示感谢。 Write a letter in about 100 words to apply for a typist advertised in a newspaper. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Dear Sir, Learning from your advertisement for a typist in the newspaper, I hasten to write to seek this vacancy. The reason why I take keen interest in the post is that my training and experiences well meet the requirements you stated in the advertisement. I was born in 1975. After my graduation from high school, I took one year ’ s special training for clerical work and English and then served in Yuxing Company as the manager ’ s secretary until my husband was transferred to Shanghai last July. My

typewriting speed is about 100 words per minute. I am enthusiastic and have organized working habits and good interpersonal skills, as are described in the enclosed recommendation by my former boss. If I were favored with an interview, I would be most grateful. Please contact me at 13827388873. Best wishes. Yours sincerely, Li Ming

求职信2 语言注意点求职信不同于简历。在介绍自己情况时，不可面面俱到，否则篇幅过长，反而不易得到重视。应重点突出与所应聘职位相关的自己的特点及特长。语言要有礼貌，要能体现出诚恳的态度和对工作的渴求。 Suppose you are going to graduate from Shanghai University. Write a letter in about 100 words to a company to apply for a post of salesman. Do not sign your own name at the end of your letter, using “ Li Ming ” instead.

Dear Sir, Keenly interested I am in the post of salesman you have advertised on the job market because I think my major, marketing, and my practical experience particularly matches your requirements of the post. I will graduate from Shanghai University this June and get a B.A. degree. I have always been one of the top ten students in my class. I got excellent grades in not only required subjects but also optional courses such as economics, statistics and Chinese literature. Besides, I have passed CET-6 with a mark over 80. Moreover, during the four years, I took an active part in all kinds of practices of sale promotion, which greatly added to my experience in marketing and interpersonal communication. In a word, I am confident that I qualify for the post. If my application were taken into favorable consideration, I would be most grateful. I am looking forward to your early reply. Enclosed are my score reports and resume. Yours

sincerely, Li Ming 密押：陈先奎2007年考研政治模拟试题及答案
07考研政治考点归纳 考研英语经典作文20篇 07英语作文万能公式
更多资料请访问：考试吧考研栏目 感谢信1 结构要点
感谢信是就某事向收信人表示感谢的信件，分为三个部分：
1. 指出对方帮助自己的事情，表示感谢； 2. 展开叙述这件事；
3. 再次感谢，并可表示希望回报对方。 Suppose you were taken good care of by Aunt Liu when you visited Nanjing where she lived. Write a letter in about 100 words to extend your appreciation. Do not sign your own name, using “ Li Ming ” instead. Dear Aunt Liu, It is a great pleasure to extend my sincere gratitude to you for your considerate and warm treatment when I was in Nanjing during the May Day holiday. Before I went to Nanjing, I had booked a room in a hotel. But when I called on you, as was asked by my mother, you insisted that I stay in your house during the holiday. What ' s more, you asked your daughter to accompany me when I visited the interesting places in Nanjing, which really added to the convenience and joy of the trip. Above all, every day when I finished my sightseeing, you had prepared a big meal for me. What a good time I had in Nanjing! My heart-felt thanks are beyond words. I wish I would have the chance to pay you back for all your kindness. With warmest regards. Yours faithfully, Li Ming 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。 Suppose your friend lent you a book and gave you some suggestions when you made preparations for CET-6. 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. Dear Sherry, My thanks to you for your help with my preparations for the CET-6 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

密押：陈先奎2007年考研政治模拟试题及答案07考研政治考点归纳 考研英语经典作文20篇 07英语作文万能公式更多资料请访问：考试吧考研栏目致歉信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. 解释造成过失或不能履约的原因；3. 再次致歉或提出解决方案。 Suppose you cannot attend the English evening where your sister will give a performance. Write a letter in about 100 words to make an apology to her. Do not sign your own name, using “ Li Ming ” instead. Dear Lily, Kindly excuse me for my not being able to attend the English evening the day after tomorrow. I had promised you to go. But it happens that there will be a meeting of great importance to my company that day in Xi ’ an. And I have been asked to make a speech on behalf of my company. On the one hand, it is a task assigned out of my boss ’ trust in me. On the other hand,

I do consider it an opportunity to display and enhance my abilities. So I am afraid I cannot be present at the English evening. I really regret that I cannot watch your performance on the spot, for I know you are always a smart singer. I ' m terribly sorry. Do 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。 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.

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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祝贺信1 结构要点
祝贺信是由于某种原因向收信人道贺的信件 , 一般包含三个部分 : 1. 点明要祝贺的事情 , 并向对方道贺 ; 2. 详述祝

贺的事情；3. 再次祝贺。 Suppose your friend Helen has won a prize in a singing contest. Write a letter in about 100 words to congratulate her. Do not sign your own name at the end of the letter, using “ Li Ming ” instead. Dear Helen, Can you imagine what a delight I take in your winning a prize in the singing contest? I regret much that I haven ’ t been able to watch your wonderful performance owing to the long distance between the two cities. But I wish to express my most ardent and earnest congratulations through this letter. For years you have made unremitting efforts to practice singing and your diligence, intelligence and devotion have at last yielded sweet fruits. I ’ m not only happy for but also proud of you from the bottom of my heart. I am convinced that you will use your head and hands to enhance your singing to an even higher level. Wish you greater success in the future. Yours sincerely, Li Ming

祝贺信2 语言注意点祝贺信除了向对方道贺以外，还可表达祝福、期望等。语言应热情洋溢，满怀喜悦。 Suppose your friend Mr. Zhao has recently got a promotion. Write a letter in about 100 words to congratulate him. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Dear Mr. Zhao, I am extremely glad to hear that you have got a promotion in your company. Congratulations! It is excellent of you to get a promotion, for after all you have just been in the company for six months. As we all know, you are always a both hard-working and creative person, which is essential to achieve your goals in work. Moreover, your strong sense of responsibility enables you to win trust from people around you and thus win yourself various opportunities. I think that

is why you can make achievements in such a short time. There is no doubt that you deserve the promotion. Having you as a friend, I really feel both proud and lucky because I can often learn so much from you. Best wishes. Yours faithfully, Li Ming

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邀请信1 结构要点邀请信是邀请收信人参加某项活动的书信，包含三个方面：1. 邀请对方参加活动的内容、时间和地点；2. 与该活动有关的注意事项；3. 期待对方接受邀请，并可表示感谢。 Write a letter to one of your friends and invite him/her to Shanghai Grand Theater to watch the opera, Lion King, on this weekend. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Dear Lisa, We haven ’ t seen each other since graduation from high school. I ’ m very glad to hear that you are going to visit me this Friday and I have prepared a gift for you. Do you know the opera, Lion King is now on at Shanghai Grand Theater? As I know, you are always interested in music and art. Therefore, I have bought two tickets. Would you like to go with me? I have arranged for you to sleep in my dormitory for Friday night so that we can talk freely about anything we like. The opera is at 14: 30 on Saturday. We ’ d better set out immediately after lunch. I ’ m sure you will enjoy the opera. Looking forward to your coming. Sincerely yours, Li Ming

邀请信2 语言注意点邀请信叙事一定要清楚、明白。如写给朋友，可选用活泼、真诚的言辞；如写给长辈、上级、名人等，则语言应正式、礼貌。 Write a letter to invite a famous professor to give a lecture to the English

postgraduate students in your university. Some necessary details must be included. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Dear Professor Michael Hutchison, We are very glad to hear that you are attending an international conference in Beijing. We are writing this letter to inquiry the possibility of inviting you to deliver a lecture on American literature for our postgraduate students on the evening of June 16. We have long been noticed that you have done a lot of substantial and creative work in this field. Two of your books have become textbooks for our students for several years. So all of us believe your lecture will benefit our students and teaching staff alike. If you can manage to come, please tell us the number of your flight and we will meet you at the airport. If you can ’ t make it, please also let us know. We are looking forward to your coming. Sincerely yours, Li Ming

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考研政治考点归纳 考研英语经典作文20篇 07英语作文万能公式
更多资料请访问：考试吧考研栏目
投诉信1 结构要点
投诉信是对产品或服务表示不满的信件，一般分三个部分：1. 提出投诉内容；2. 说明具体情况；3. 提出解决办法。 Suppose you bought a woolen scarf(围巾) by mail order but later found a hole in it. Write a letter of complaint to describe that matter and require settlement. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. To whom it may concern, The woolen scarf I bought by mail order from your company arrived on time the day before yesterday. But when I checked it, I found a hole in the middle. I was astonished because the hole was obvious and I

did not think you should neglect this deficiency when you delivered it. I have dialed your service number for several times and it was always busy. Now this problem keeps worrying me. Can you change a new one for me as soon as possible? How shall I send this scarf back to you? Thanks for your consideration. I am looking forward to your early reply. Yours faithfully, Li Ming

投诉信2 语言注意点投诉信应重点表明投诉的原因，叙事应客观、准确、简洁。最后提出的解决方法应切实可行。在表达自己的不满时，语言要把握分寸，不失风度。 Write a letter to complain about an unhappy experience in about 100 words to describe the matter and ask for the mistake to be corrected. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Dear Sir, I am writing to you about a most unhappy experience. Last Tuesday morning, we took a longroute bus of your company from Dukou to Lijiang. The bus was scheduled to arrive in Lijiang at 7 o ’ clock in the evening, but it stopped midway at four p.m. for mechanical problems. The driver and the ticket seller could neither solve the problem by themselves nor seek help from others. Where we stopped was nowhere near a village. Up until 8 o ’ clock, another bus finally carried us to a shabby rural motel. We had to pay for our accommodation. The room was too small and the quilt was so dirty. To our surprise, when we just managed to sleep at around 2 a.m., the driver came to wake us upthe bus had been fixed! I suggest that you look into this matter immediately and deal with it quickly and properly. Looking forward to your reply. Yours, Li Ming

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语作文万能公式更多资料请访问：考试吧考研栏目询问信1
结构要点询问信是希望获取信息的信件，分为三个部分：1. 说明自己的计划或目的，也就是询问信息的原因；2. 征询具体信息；3. 期待回复并表示感谢。 Write a letter inquiring about a travel agency about the trip to Mount Huangshan. Some necessary details must be included. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Dear Sir, I am writing to inquire about the travel to Mount Huangshan. My friend has just joined the travel to Hangzhou organized by your agency and spoken highly of your service. My family plan to travel there this winter vacation. We would like to go by train and to be accommodated in a double room with private bathroom. Would you please tell me how many days the travel takes, how much it costs, what the scheduling is and whether the scenic spot will be crowded then. I am looking forward to your early reply. Yours faithfully, Li Ming 询问信2 语言
注意点询问信应语言简洁、清晰，无歧义。语气礼貌、恳切。
。 You are a tourist and you want to experience a new way of traveling. Write a letter inquiring about such a traveling program. Some necessary details must be included. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Dear Mr. Guo Chang, My wife and I have read in the traveling book Lonely Planet about your Happy Trails Horse Team. We are very much interested in going horse trekking with your team. We want to choose the Ice Mountain route, which will take four days, from July 31 to August 3. What should we take with us? Will the guides provide accommodation for us? How much will the tour cost each of

us? We will reach Songpan on the afternoon of July 30 at about 5 o'clock. I hope it will not be too late when we arrive at your team. I am looking forward to your early reply. Sincerely yours, Li Ming

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介绍信2 语言注意点 介绍信应措辞礼貌得体，对被介绍人的说明应简洁明了、重点突出。 Write a letter to inform a colleague of a coming visiting scholar in about 100 words. Do not sign your own name at the end

of your letter, using “ Li Ming ” instead. Dear Anna, Please allow me to take this opportunity to introduce a visiting scholar, George Martin, from University of California at Berkeley. He will be a member of our Program of Asia-Pacific Economy for nine months. George is an enthusiastic and enterprising scholar. He has done various researches on American and Asian economies for more than ten years. I am sure that his participation will do a lot of help to our recent research. George will be arriving here on next Friday and he will soon go to visit you after arrival. You can introduce the overall development of our program to him, and then explore the details of cooperation.

Sincerely yours, Li Ming

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申请信1 结构要点

申请信是向收信人提出某个请求的信件，包含三个部分：1. 提出请求；2. 说明原因；3. 请求回复并表示感谢。

Write a letter to apply for a membership in an organization in about 100 words. Do not sign your own name at the end of your letter, using “ Li Ming ” instead. Dear Mr. Peterson, I am writing to apply for a membership in your musical band. My music teacher, Prof. Huntington, strongly recommended that I attend such a renowned organization, telling me that it would benefit me in many years to come. I have been loving music ever since I was in elementary school. I learned piano at eight and flute at twelve. I hope I can grow up into a good saxophone player in your team with so many music lovers around me, I will surely become more creative and enthusiastic. If my application could be taken into favorable

consideration, I would be most grateful. I am looking forward to your early reply. Best regards. Yours sincerely, Li Ming

申请信2 语言注意点
申请信开篇应点明主题，语言简练。接着说明做此申请的原因，即自己所具备的申请条件，这一部分需重点明确，论述充分。最后请求回复并表示感谢时，应采用礼貌、诚恳的措辞。

Write a letter in about 100 words to apply for a membership in a community service team. Do not sign your own name at the end of your letter, using “ Li Ming ” instead.

Dear Sir, I have heard that a service team which aims to help the old and the handicapped will be organized in our community. I am very much interested in it and want to join the team. I now study in Tongji University and my parents live here. It is known to all that it is a virtue to help others in need. As a college student, I am eager to do something for the society. Helping others is meaningful in that we not only bring others convenience and strength but also gain pleasure and satisfaction ourselves. Therefore, please allow me to join the team. I will certainly try my best. Yours sincerely, Li Ming

密押：陈先奎2007年考研政治模拟试题及答案07考研政治考点归纳
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