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in the hope of: 希望 assistance: n. 帮助,协助 first and foremost: 首先
declare: v. 声明 possess: v. 拥有 implement: v. 实施 owe to: 因为,
由于 decent income: 不错的收入 as to: 至于 less developed: 欠发达的
万能句型: I am writing in the hope of your assistance to...

Thank you for your time. (2) Directions: You are preparing for your graduation thesis and are in urgent need of some reference materials. Write a letter to the National Library and ask for their help. Provide detailed information, and method of delivery and payment. You should write about 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use Li Ming instead. Do not write the address. 范文： Dear Sir or Madam I am a senior student from Tianjin University, and I wonder if you could spare some time to help me look for two reference books, Communication Principles and Organizational Communication, both published by Foreign Language Press in 2000. The two books are of particular importance to my graduation thesis, but I failed to obtain them from my university library as well as local bookstores. Could you please tell me whether the National Library has the mentioned books? If so, could you please do me the favor of photocopying and sending them to me by EMS? I would like to pay for the relevant expense by cash or credit card. Looking forward to a prompt reply from you. Sincerely yours Li Ming 译文： 尊敬的先生或女士： 我是天津

大学的一名大四学生，不知道是否可以占用您的一点时间帮我找两本参考书？它们分别是《传播学原理》和《组织传播学》，都是由外语出版社于2000年出版。这两本书对于我的正在写作的毕业论文有着特别的重要意义，但是我在我们的大学图书馆和当地书店都没有找到它们。不知道国家图书馆是否藏有着两本书？如果有的话，不知您是否可以帮我复印一下并用特快专递寄给我呢？关于相关费用我会通过现金或者信用卡的形式进行支付。希望能够尽快得到您的答复。您真诚的李明

闪光词汇及词组：senior student: 大四学生 spare some time: 花一些时间 fail to do sth: 没能做成某事 obtain: v. 得到，获得 photocopy: v. 复印 万能句型：I am wondering if you could spare some time to... Could you please do me the favor of... I would like to pay for the relevant expense by cash or credit card. Looking forward to a prompt reply from you.

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