CET-4 （ ）PDF

Directions: You find your study load is too heavy. Write a letter to your college teacher:1) The need to 0drop two courses,2) Explain the reasons,3) Ask if it is possible to obtain a refund. Dear Professor Shakespeare:I am writing to formally request to withdraw from two courses: Introduction to Elementary Education and Teaching Methods.The main reason for reducing my course load is that I am finding it extremely difficult to manage six courses. Because I really have to work part time, I have no other choice but to decrease my course load. I would also like to request a tuition refund. I am sorry for any inconveniences I have caused by this change in plans. This decision was not taken lightly, and I do appreciate the kind consideration you have shown to me. Thank you for your attention to these requests. If you have any questions, please feel free to contact me at 82036600. I look forward to hearing from you soon. Yours sincerely, Li Ming Directions: One of your pen pals will shortly be visiting your city. For some reason, you cannot manage to meet him at the airport on time. Write a letter to him/her:1 Explain the reasons,2 Ask him to wait for you at the airport,3 Tell him how to identify you. Dear Wangcai:I am very much looking forward to your visit to my city. Just think: after all these years of writing to each other, we will finally have the chance to meet! However, I regret to inform you that I will not be able to meet you at the airport as soon as

you arrive.The reason is that your flight will arrive early in the morning, and the quickest I can get to the airport will be about an hour after your land. Please wait for me in the arrival lounge.By the way, as we have never met I must tell you how to recognize me: I am of medium height and have a small mustache. Looking forward to our first meeting. Yours sincerely, Li Ming 100Test