

新CET-4写作讲义(五) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/453/2021_2022__E6_96_B0CET-4_E5_86_c83_453666.htm 5) 056 : Directions: For this part, you are allowed 30 minutes to write a short essay in honor of teachers on the occasion of Teachers Day. You should write at least 120 words following the outline given below: 1) 向老师表达节日祝贺，2) 从一件小事来回忆老师的教诲和无私的奉献，3) 我如何回报老师的关爱。 September 10th is the day that every student should bear in mind. It is the time to express our congratulations to our teachers, who have devoted most of their time and energy to us. I am writing to express my heartfelt gratitude. I am referring to that unfortunate accident the other day, when I was knocked off my bike by a taxi. If it had not been for my teacher ' s timely assistance in giving me first aid, I fear that the consequences might have been much serious. Everyone agrees that it was his quick-witted response in that emergency that has led to this satisfactory outcome. I will repay my teacher ' s kindness with my unselfish help to others. Although nowadays people in mounting numbers talk about the need to be unselfish, we see very few people practice what they preach. If there were more people like my teacher, this world would be a much nicer place. (1) Once in front of me, stood an outstanding teacher. Yet, I did not value him. Not until the moment I lost him, did I realize how regretful I was. If God gave me another chance, I would repay him. (2) I sat outside in the hall. Everything inside me has gone away. I didn ' t think. I could not think. I knew

she was leaving me, but I prayed she not. (Ernest Hemingway: The Sun also Rises)

2、写作格式：缩进式：Dear Sir or Madam:As I am planning to take College English Test Band 4 (CET-4), I have decided to place an order of some CET-4 books with due consideration of the good reputation of your bookstore and the high quality of your books. Firstly, please give me particular accounts as regards names, authors, publishing houses and prices of these books. Secondly, I also need to know the terms of payment and after-sell service. Thirdly, I wonder if it is convenient for you to deliver these books by EMS to the headquarters of Beijing New Oriental School by September 1, 2005. I have arranged to pay for the service.I would like to express my gratitude for your kind consideration of my requests. I look forward to hearing from you soon. Yours sincerely, Li Ming

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1) 称呼：(1) 写给机构：A.认识负责人：Dear Sir or Madam, Dear

Sir/Madam, To whom it may concern, B. 不认识负责人 : Dear Mr./Ms. President/Professor/Manager/Editor (Michael) Wang, (2) 写给个人 : A. 关系不亲密 : Dear Mr./Ms.

President/Professor/Manager/Editor (Michael) Wang, B. 关系亲密 : Dear Michael, 2) 正文 : 3) 落款 : (1) 祝福语 : Best wishes!/The best regards! (2) 签名 : Yours sincerely, Li Ming

3、印象原则 : 书写工整、卷面整洁、字迹清晰 4、首段写法 : 1) 自我介绍 : (1) I am a staff member from Microsoft China Corporation. (2) I am a/an

freshman/sophomore/junior/senior/undergraduate/graduate from the Department of Chinese Language and Literature in Beijing University. 2) 写作目的 : I am writing the letter in purpose of expressing/airing dissatisfaction/disappointment/concern regarding/concerning the service of our canteen. 5、尾段写法 : 1)

表示感谢 : (1) My thanks to you for your generous help are beyond words. (2) Words fail me when I want to express my sincere gratitude to you. (3) I take this opportunity to show my heartfelt appreciation for the kind assistance you rendered me. 2)

期待回信 : (1) I am looking forward to your reply/hearing from you soon. (2) I look forward to a favorable reply at your earliest convenience. (3) Your prompt attention to my inquiry would be highly appreciated. 100Test 下载频道开通 , 各类考试题目直接

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