

新CET-4写作讲义(六) 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_453667.htm 书信详解 (一) 咨询信：1、订购信：

Directions: You are preparing for an English test and are in need of some reference books. Write a letter to the sales department of a bookstore to ask for:1) Detailed information about the books you want,2) Methods of payment,3) Time and way of delivery. 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 2、求学信：Directions: You want to study at a certain foreign university. Write a letter:1) Inquire about the situations there,2) Ask about qualifications,3) Fees and accommodation. Dear Sir or Madam:I am a Chinese student who wish to study at your prestigious university. My plan is to start my course next term, and I would be grateful if you would be kind enough to provide me with certain essential information.First, what

qualifications do I need to follow a course of study at your university? I already had a bachelor's degree from Beijing University, but I wonder if there are any further academic requirements. Second, how much are the tuition fees? Although I intend to be self-supporting, I would be interested to hear if there are any scholarships available for international students. Third, what is the situation as regards accommodation? I look forward to your reply, and to attend your esteemed institution. Yours sincerely, Li Ming

3、 询问信 : Directions: As part of a student social survey project, you are leading a group to visit an exhibition in a small town. Write a letter: 1) Ask for information regarding such things as the contents of the exhibition, 2) The dates of its opening and closing, 3) Any discounts. Dear Sir or Madam: I am organizing a group of students to pay a visit to the historical exhibition in your town. Therefore, I would be grateful if you could supply me with the following information. First of all, what is the size of the exhibition, what is its theme and what objects are on display? Secondly, what are the dates between which the exhibition will be held, and what are the daily opening hours? Thirdly, are there any other activities being held in connection with the exhibition? I must point out that I hope to bring over students to the exhibition. So I would like to inquire if there is any discount available on entrance tickets for students. I look forward to your reply. Yours sincerely, Li Ming

4、 寻找失物信 : Directions: You have just spent a weekend staying at the St. Regis Hotel in Beijing. When you get home you find that you have left a bag at the hotel. Write to the manager of the hotel: 1) Enquire

whether the bag has been found,2) Give any relevant information about the bag and its contents,3) Ask the manager to contact you immediately if the bag is found and tell him/her how the bag can be sent to you. Dear Sir or Madam:I stayed in Room 603 in your hotel on the 10th of June, 2005. When I arrived home, I discovered that I had left one of my bags at that hotel. Could you please check your Lost and Found Department and see if my bag is there?The bag is a small black, leather document case. Inside it, you will find several business cards, a small address book and a photo of Mr. Old Fish. These things are not very valuable in money terms, but they have a lot of personal value.I would appreciate it if you could contact me as soon as possible. If you could send the bag to me by Express Mail Service, I would be most grateful. Thank you for your help. Yours sincerely, Li Ming 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