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https://www.100test.com/kao_ti2020/454/2021_2022__E5_85_AC_E5_85_B1_E8_8B_B1_E8_c88_454022.htm Writing A certain college lacks some qualified teachers of English. Write a letter of recommendation of Mr.Zhong Yong, a teacher of English at a middle school. Your letter should refer to the following points: 1. Personal data 2. His work experience 3. His qualifications You should write approximately 100 words. Do not sign your own name at the end of your letter. Use "Zhang Ping" instead. You do not need to write the address. 【参考范文】 Name of Applicant: Zhong Yong Mailing Address: Flat 602, Building 98 Sibe Rd. Xiamen, Fujian Province China Email Address: zhyggu@dimk.com Present Occupation: Teaching Employer: the Education Bureau of Xiamen City Programme of Study: English Area of Specialization: Applied Linguistics Degree: M.A. Name of Reference: Lin Long Mr.Zhong Yong graduated from the English Department of the Zhangzhou Teachers College in 1998. During his college years, he achieved excellent results in study. He has some capacity to do research work and shows much promise as a college teacher. Mr.Zhong Yong has a fairly good ability to read and speak English. He is, however, a bit weak in writing and must work harder to improve himself in this respect. I recommend Mr.Zhong Yong and hope that he will be chosen as a college teacher. Yours very truly, Zhang Ping, 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