

2007新东方英语六级写作突破笔记(十五) PDF转换可能丢失图片或格式，建议阅读原文

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公文信函 ( Business Letters ) 2001.6 Directions: For this part, you are allowed thirty minutes to write a letter. Suppose you are Zhang Ying. Write a letter to Xiao Wang, a schoolmate of yours who is going to visit you during the week-long holiday. You should write at least 120 words according to the suggestions given below in Chinese.

1. 表示欢迎 2. 提出过度假安排的建议 3. 提醒应注意的事项

A Letter to a Schoolmate June 23, 2001 Dear Xiao Wang

2002.1 Directions: For this part, you are allowed thirty minutes to write a composition on the topic: A Letter to the University President about the Canteen Service on Campus. You should write at least 120 words, and base your composition on the outline given in Chinese below: 假设你是李明，请你就本校食堂的状况给校长写一封信，内容应涉及食堂的饭菜质量、价格、环境、服务等，可以是表扬，可以是批评建议，也可以兼而有之。 January 12th,

2002 Dear Mr. President, Li Ming 信内格式 日期 Date (Aug 5, 2003) 称谓 Solution (Dear Sir or Madam\To whom it may concern), Body部分顶格写，段落之间要空格。 署名左下角 Sincerely Yours, Li Ming

书信题写作五点基本结构开门见山说意图咨询建议一二三不同内容可分段感谢客气不可少期盼回信成老套

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