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日期可写年、月、日，也可写星期几、上下午，或几点钟。名字一般只用姓或名，如双方不熟悉，也可用全名。语言特点是用词随便通俗，比较接近口语。如：3 p.m.Oct.4

Rose , I arrived in Beijing this morning. At present , I am staying at Oriental Hotel , Room 1204 . I ' ll leave Beijing in five days

. Please come over or ring me up as soon as you read this note .

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