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B_B1_E8_AF_c88_618463.htm 情景：你刚上大学，想给高中班主任写一封信。任务：请你用英语给高中班主任写一封50左右的信。告诉他：1 你对大学生生活的感觉如何；2 大学与高中有什么区别；3 简单谈谈自己的专业，课程情况。请用下面格式：Mr. Zhang, …… Chen Feng 范文：Mr. Zhang,

Everything here is new to me . I think college life is very interesting . But we are busier at college than at middle school . And my classmates come from different parts of our country . The teachers use different ways of teaching too . I study physics . We have many course to attend . And we have to work hard to pass all the them

.Chen Feng 请假条(Request for leave) 请假条常采用书信格式，比较正式，需写明日期、称呼、结尾和请假人的姓名，正文一定要写明请假的原因。如：6th May. 2003 Dear Miss Wang , I ' m feeling very sad today and can not come to work. The doctor advised me to stay in bed for a few days. Now I ' m writing to ask for sick leave of three days. I ' ll come back to work as soon as I feel better. Yours truly, Liu Ying 留言条(Message left) 一般用于熟人之间在某一场合直接留言。留言时往往简明扼要，格式也较简单。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. Jack

通知(通告)(Notice) 通知(通告)是要告知某种信息而使用的一种文体。形式有：在通知(通告)上方居中写上Notice字样作为标题；无称呼语，通知中用第三人称；出通知单位或负责人名字应写在正文最后的右下方，或放在标题之上，作为标题的一部分，这样最后不再署名；出通知的日期写在正文右下方，应在单位名的下一行。如：Notice All teachers and students are requested to meet in the auditorium at 2:30 on Wednesday afternoon to hear a report on current international affairs by Mr. Liu from the Institute of Foreign Affairs. Be sure to attend on time. The President Office October 8, 2003

启事(Notice) 启事是一种公告性的通知，需要向公众说明什么事情，要求什么帮助都可以采用。把启事内容的要点作为标题写在启事的上方正中；启事的日期写在右上方；启事者名称在右下方；不用称呼语。如：A Wallet Found Sep. 8, 2003 A Wallet was found in the lecture hall, inside of it are money and cards. Loser is expected to come to the Office of the Department of Foreign Languages to identify it. The Office of the Department of Foreign Languages

书信(Letter) 书信的格式是：信头(发信人的地址和日期)，位于信纸的右上角；信内地址(收信人的地址，私人信件可省去)，位于信头下两行左边；称呼，位于信内地址下；正文，位于称呼下，缩进两个字符；署名，位于正文下两行右边；签名，位于结尾下。如：No.4, Jianguo Rd, Shanghai May 24th, 2003 Dear Sister, It has been half a year since you left home. I miss you very much. Luckily, I 'll come to Guangzhou to attend a meeting on May 10th. The meeting will last five days. I will

come to see you during my staying in Guangzhou and we can have a good talk. I ' m looking forward to seeing you! Yours, Zhangli

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