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情景：你是小学教师。今天一大早醒来，头痛得厉害，家里没有电话。任务：请你用英语给校长写一张50左右的便条。让儿子送去。告诉他：1 你现在感觉如何；2 上午打算做什么；3 下午如果感觉好点了，准备做什么。请用下面格式：Mr. White, Mary Smith 范文：

Mr. White, I ' m not feeling very well this morning . I ' ve got a bad headache . I ' m afraid I have to see a doctor , so I couldn ' t teach my classes in the morning . Please find someone to take my place . If I feel all right in the afternoon , I ' ll go to the school then

Mary Smith 情景：快放暑假了，妈妈让你给上海的爷爷奶奶写一封信。任务：请你用英语给爷爷奶奶写一封50左右的短信。内容包括：1 向他们问候；2 你在学校的情况如何；3 你暑假打算做什么。请用下面格式：Dear grandma and grandpa ,

..... Mimi 范文：Dear grandpa and grandma , How are you ? I ' m doing well at school now . My father and mother are pleased with my marks . Of all the subjects . I like maths best . I ' m also interested in English . Our summer holiday begins on the fourth of July . I want to spend the holiday with you , and my parents agree with me . Now I ' m looking forward to seeing you again . 情景：

班里来了一名新同学，学习跟不上。作为班长要主动帮他补课，放学时，你请同学给父母带一张便条。任务：请你用英语给父母写一封50左右的便条。告诉他们：1 为什么今天回家会晚一些；2 大约补多长时间的课；3 什么时候到家。请

用下面格式： Dear mum and dad , Bingbing 范文： Dear mum and dad , I ' m afraid I have to go home late today , because we have a new classmate . He is very poor in maths and English , so I need to help him to catch up with the class after school . We will stay at school for about an hour . I will get home at about six .Bingbing 情景：你是公司的经理，秘书小李刚出去吃午饭，突然接到上级部门电话，要你马上去一趟，要谈有关职员方面的问题。任务：请你用英语给秘书写一张50左右的便条。告诉她：1 你何时回公司；2 让她通知公司人员下午何时何地开会；3 你在会议上要谈什么 请用下面的格式： Miss Li , Wang 范文： Miss Li , I have to go out at once . And I think I will come back in about two hours . Please tell me all the people in our company that there is going to be a meeting in the hall at four o ' clock . Everybody has to attend the meeting because I have something important to tell them .Wang 情景：你是公司秘书。经理有事刚出去，你就接到他朋友的电话，说有急事要告诉他，让经理回来后速回电话。任务：请你用英语给经理写一封50左右的便条。告诉他：1 你何时接到他朋友的电话的；2 电话内容是什么；3 他朋友的姓名及电话号码是什么。请用下面格式： Mr. Green , Smith 范文： Mr. Green , There was a telephone call for you at two fifteen . It was from your old friend Mr. Caron . He said he had something urgent to tell you . He wanted you to phone him back as soon as you came back . Here is his telephone number , 88186888.Smith 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