

2010专四 (TEM4) 写作便条范文精讲专四专八考试 PDF转换
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https://www.100test.com/kao_ti2020/644/2021_2022_2010_E4_B8_93_E5_9B_9B_c94_644816.htm 一年一度的英语专四考离我们越来越近了，为了方便即将参加考试的同学们备考，中国教育在线英语特提供专四专项练习，为大家加加油，助助力，愿大家都能考出好成绩！

1.邀请便条： 发出邀请 发出邀请

a April 20, 2008 Dear Fiona, I am going to hold a dinner party with several other friends of ours. The party will be held in Room 6 of Lijing Hotel at 5:00 p.m. today, I sincerely hope you can attend and we will have a very happy time together. Please let me know whether you can make it. Yours, Amelia 发出邀请

b April 20, 2008 Dear Fiona, Here is a piece of good news for you. The * will give a performance in the * tomorrow evening. I am sure that you will be happy to watch it .The performance will begin at seven o ' clock sharp. I will wait for you at the theater entrance. Please let me know whether you can make it at your earliest convenience. 发出邀请

c April 20, 2008 Dear Professor Zhou, I am Amelia from class 052. I need you to give me some suggestion on my project. If it doesn ' t trouble you too much, shall we have a meet at your office tomorrow? Time is up to you. Respectful yours, Amelia 发出邀请

d (通知)
April 20, 2008 Dear girls and boys in Class 0403, This Saturday evening, from 7 p.m. to 9 p. m., at Singeing dining hall, there will be a ball held by Class 0301. We warmly invite you to take part in it. There you can enjoy yourselves with dance, music and various games. And we ' ll have a chance of communication, which will

enhance the friendship between us. Come and enjoy ourselves together. Yours, Mike Monitor of Class 0301 接受邀请 April 20, 2008 Dear Amelia, It ' s so kind of you to invite me to the dinner party, I would like to come. I will go to the place right after I finish my work at about 5 p.m. this evening. (如果是办在家里 : I shall be very happy to call at your house right after I finish my work at 6:30 this evening.) Thank you again for your wonderful hospitality and I am looking forward to seeing you soon. Yours, Fiona 拒绝邀请 April 20, 2008 Dear Amelia , It ' s so kind of you to invite me to the dinner party, I would like to but I have a meeting to attend this evening, please give my best regards to them all and I hope my absence will not cause you any serious inconvenience, have fun. Yours, Amelia 2 . 请假条 April 20, 2008 Dear Ms. Jiang, I am terribly sorry that I shall be unable to attend this morning two periods of English Class (I ' m terribly sorry to apply for ten days ' leave from the Aug. 23rd to Sep. 3rd) due to a bad cold and high fever. I will show you the certificate from the doctor to support my application. I will go back to school as soon as I recover. (I promise I will do my best to catch the missed lessons on after I come back.) Wish for your allowance. Yours respectfully, Amelia 3 . 请求便条 a . 讲清事情的因由 (为什么请求) b . 请求行为 c . 请求实现方式 d . 致谢 套句 : 请求帮助 : Would you do me a favor? Would you be so kind as to...?/ Could I trouble you to send this book for me?/ If it is not too troublesome, could you...?/ I hope this request will not trouble you too much. 范文 : April 20 , 2008 Dear Professor Hu, I am very happy to have the chance to listen to

your lecture on “ American Literature ” . But it is a pity that I was late that day due to an accident on my way to the lecture and failed to get the handout. Your lecture is really instructive for my English study, so I wonder if you could kindly e-mail the handout to the address: zhang123@yahoo.com.cn .Heartfelt thanks. Respectfully yours, Amelia 4 . 抱怨投诉便条(关键词complain, dissatisfaction)

a . 抱怨投诉行为 b . 投诉内容具体描述 c . 要求弥补纠正赔偿 d . 抱怨投诉者对弥补纠正赔偿等的敦促或威胁 套句：来源：考试大 行为描述I ’ m writing to bring your attention to the problems I have had with Here ’ s the problem... 解决方式的要求：It would be very kind(considerate) of you to...address this problem soon. / take steps to rectify this situation soon. / turn it down a little? 敦促或威胁: Frankly, I really can ’ t put up with the situation any more. You must rectify the situation, or I will take it to the court. / If you can ’ t give me a satisfactory answer, I will complain it to the Consumer Association. 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