

2010年6月大学英语四六级考试高分写作讲义(2)英语四级考试  
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[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_2010\\_E5\\_B9\\_B46\\_E6\\_9C\\_c83\\_645922.htm](https://www.100test.com/kao_ti2020/645/2021_2022_2010_E5_B9_B46_E6_9C_c83_645922.htm) Directions: You want to invite some friends to a party. Write an invitation letter to them individually: 1) 邀请他们参加晚会， 2) 说明举办晚会的原因， www.

E xamda.CoM考试就到百考试题 3) 为他们安排了什么活动

Dear Snoopy, I am greatly honored to formally invite you to participate in Mr. Guo Jing ' s wedding ceremony with Ms. Fujiwora to be held at Beijing Grand Hotel from 8 to 10 p.m. on April 1, 2008. As you are a close friend of us, we would very much like you to attend the celebration and share our joy. The occasion will start at seven o ' clock in the evening, with the showing of their wedding ceremony. This will be followed by a dinner party. At around ten, we will hold a small musical soiree, at which a band will perform some works by Bach and Strauss. If you do not have any prior appointment on April 1, we look forward to the pleasure of your company. Yours sincerely, Li Ming 5)Speech Mr. President, ladies and gentlemen, Good morning, ladies and gentlemen, welcome to Beijing! To begin with, I would like to make a brief introduction to myself. I am the president of Motorola(China) Electronics Ltd. The following is my introduction to the conference. First, it is my great honor to be here with all of you and declare open the Conference fo International Trade Cooperation. Second, on behalf of our company , I would like to express my heartfelt welcome to all the guests and delegates. Last, I believe our cooperative efforts

are sure to be productive. . I was all of you enjoy yourselves during this conference and hope the above information will help you. If you have any question for me, please feel free to ask at any time. Thank you for your attention.

6) Letter Dear Sir or Madam, I am a senior from the Department of Business Administration of Beijing University. I am writing the letter in purpose of applying for admission into your esteemed institution/your recently advertised position for a staff member. I am sure that I am qualified for it. First, enclosed with this letter is my resume, which further details my previous academic qualifications and work experience. Second, not only do my qualifications and experience make me a perfect candidate for it, my cheerful personality is well suited to studying in your prestigious university/working as a staff member. Last, my hobbies include sports and music. Words fail me when I try to express my heartfelt gratitude to the help you render me. Your prompt and favorable attention to my inquiry would be highly appreciated. Yours sincerely, Li Ming

7) RESUME Li Ming P. O. Box 237, Beijing University 5, Yiheyuan Road, Haidian District, Beijing 100871 Tel: 62768888 Email: Liming@163.com Career Objective: A position with management potential in the banking business specializing in international corporate financing Educational Background: Sept 2003 to Beijing University July 2007 Major in International Business Management Main courses include English, Computer, Business Management, Accounting, International Commercial Law Work Experience: July 2006 to Bank of China June 2007 Internship, Secretary to Deputy Manager of Marketing Draft

business correspondence Schedule deputy manager ' s  
appointments Qualifications: University graduation certificate and  
bachelor degree to be conferred upon graduation (2007) College  
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