

四十天突破六级考试写作讲义与笔记(10)英语六级考试 PDF
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https://www.100test.com/kao_ti2020/645/2021_2022__E5_9B_9B_E5_8D_81_E5_A4_A9_E7_c84_645208.htm saozizi"> Directions: For this part, you are allowed thirty minutes to write a letter. Suppose you are Zhang Ying. Write a letter to Xiao Wang, a schoolmate of yours who is going to visit you during the week-long holiday. You should write at least 120 words according to the suggestions given below in Chinese. 1. 表示欢迎来源：考试大 2. 提出过度假安排的建议 3. 提醒应注意的事项 A Letter to a Schoolmate June 23,2001 Dear

Xiao Wang Directions: For this part, you are allowed thirty minutes to write a composition on the topic: A Letter to the University President about the Canteen Service on Campus. You should write at least 120 words, and base your composition on the outline given in Chinese below: 假设你是李明，请你就本校食堂的状况给校长写一封信，内容应涉及食堂的饭菜质量、价格、环境、服务等，可以是表扬，可以是批评建议，也可以兼而有之。

January 12th, 2002 Dear Mr. President, Li Ming 信内格式 日期Date (Aug 5, 2003) 称谓Solution (Dear Sir or Madam\To whom it may concern), Body部分顶格写，段落之间要空格。署名Sincerely Yours, Li Ming 书信题写作五点基本结构 开门见山说意图 咨询建议一二三 不同内容可分段 感谢客气不可少 期盼回信成老套

(一) 开头段： 1、告知对方你的身份（假如对方不认识你） Dear Sir/Mr. Prometheus, I was a student at your college, enrolled in Philosophy Department. / I am a ... at your ... / I am a ... at your college, enrolled in the ... course. / My name is ..., I am 2、问

候收信人（假如他/她是你的朋友） Dear Prometheus, Hello/Hi.
How are you? / I hope everything is fine. / How are things going with
you? / How are you getting on in.....? 3、解释写信的原因（1）

致谢： I deeply appreciate your courtesy and I hope to reciprocate
your favor when the opportunity arises. / I am greatly indebted to
you for (the double) you have gone to on my behalf. / Thank you for
your letter about studying in Canada. / I am writing to you to express
my heartfelt gratitude. / I am writing to tell you how grateful I am for
..... / I would like to thank you most sincerely for.....（2）

抱怨： I am writing to complain about the poor service at your
dining-room. / I am writing to express my dissatisfaction with/at ... /
I wish to make a complaint about..... / I am writing to draw your
attention to..... / I am afraid I have got a complaint about.....

（3）致歉： I would be grateful if you would be so kind as to
provide me with certain essential information regarding the following
aspects. / I am writing to you because I am unable to..... / I am
terribly sorry that..... / I would like to express my apologies for not
being able to.....（4）询问： I would like to

obtain/request/seek/inquire about some information about... / I am
writing to ask if you can do me a favor. / I would like some detailed
information on/about.....（二）结尾段：1、发出请求（1）

） Please give this matter your immediate attention.（2） I would
very much appreciate it if.....as soon as possible.（3） Please
render me some valuable advice which is conducive to my final
decision. 2、提供帮助（1） I hope thesewill be helpful, and
please feel free to contact me for more information.（2）will

be taking over responsibility for you and if you should need any assistance, she/he will be pleased to help you.

3、再次表示歉意或感激

(1) Thank you for your kind assistance. (2) Please accept my heartfelt thanks and deepest gratitude, now and always. (3) I am sorry that I cannot....., and trust that you will understand. (4) In addition, let me apologize for any inconvenience I may have caused. (5) I shall feel obliged by a reply at your earliest convenience. (6) Once again, I am sorry for any inconvenience caused.

4、期盼回信

(1) I look forward to your prompt response. (2) Looking forward to a prompt reply. (3) I expect to hear from you very soon. (4) I hope to receive your reply shortly. (5) I am already eagerly awaiting your reply to this first letter.

2001年6月真题范文 : Directions: For this part, you are allowed thirty minutes to write a letter. Suppose you are Zhang Ying. Write a letter to Xiao Wang, a schoolmate of yours who is going to visit you during the week-long holiday. You should write at least 120 words according to the suggestions given below in Chinese.

1.表示欢迎 2.提出过度假安排的建议 3.提醒应注意的事项

Dear Xiao Wang, Is it really true? Are you coming to visit me for the upcoming holiday? We have not seen each other for such a long time and I have missed you. Do you have any plans for what you would like to do? Since you are not familiar with where I live, I can make some recommendations. There are many scenic spots in the suburbs. When you first get here, we could plan a camping trip with some of my classmates. We can also visit the museums which are very interesting. And, we can go shopping! The shopping malls

downtown are large and many have discount promotions during the holidays. What do you think of my recommendations? I should tell you that the weather here is much colder so you should bring a warm overcoat. Please also take care of your belonging during your travel here as there has been much theft reported. I am looking forward to your visit. My best wishes. Yours, Zhang Ying

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