

2010年6月英语四六级考试写作讲义精选(六)英语四级考试

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第一节 23. A Letter to the University

President about the Canteen Service on Campus January, 12th, 2002

Dear Mr. President, I am a sophomore from Department 3 and I am

writing to you about the food and service in the canteen on campus.

To solve the problem, I suggest that another canteen be built and a

mechanism of competition be introduced between the old and the

new. Besides, both the canteens should be subject to the students'

supervision. ...Therefore, I sincerely hope this letter can draw your

attention to the matter and I hope the problems mentioned above

can be solved as soon as possible. Yours respectfully Li Ming 注

: chairman 主席 一、事情的起因. 二、与书店交涉的经过. 三

、呼吁服务行业提高服务质量。邀请信 January 12th, 2003

Dear Sir/Bush, Yours sincerely Li Ming 注：假设你是李明，是学校

英语俱乐部的主席，俱乐部近期要举行一次演讲比赛，请

给本校外教布什先生写一封信，请他来做评委。English Club

英语俱乐部.judge 评委.native speaker 外教 earnestly 诚恳

地.request you 请求您.do somebody a favor 帮某人一个忙 present

出席.happen 恰好.wedding 婚礼 第二节 邀请信 January 12th,

2003 Dear Sir/Bush, Yours sincerely Li Ming 注：假设你是李明，

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地.request you 请求您.do somebody a favor 帮某人一个忙 present

出席.happen 恰好.wedding 婚礼 24. A Letter of Application for a Job January 12th, 2003来源：考试大的美女编辑们 Dear Sir/Madam, I am responding to your advertisement in China .Daily on January 10th , 2003, which invites applications for interpreters. Enclosed with this letter is my resume which details my background. I shall be much obliged if you will afford me an opportunity for an interview, and I appreciate a response from you at your earliest convenience. Thank you for considering this application. Yours sincerely Li Ming Thank you for considering this application. Yours sincerely Li Ming 注：interpreter 口译员.roast duck 烤鸭 (58页)第八篇、第九篇 改错 (51页)真题 改错 02年6月 (52页)02年1月 (53页)01年6月 (54页)00年6月 (55页)00年1月 (64页)03年6月 respond 回信.software engineer 软件工程师.resume 简历 interview 面试.be obliged 感激.afford 提供 整个第二段，从三个方面入手：学习、社会活动和工作经验。 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