

建议信

第一段：写信的原因、目的。

第一句：写信的原因

方法一：理解改写 Direction 中的内容；或摘抄 Direction 中的内容，注意改写人称。

方法二：根据写信的目的联想写信的原因。

第二句：写信的目的

I am a student who _____. Generally speaking, the current situation is quite satisfying. However, I have some suggestions for you to adopt.

_____. You have asked me for my advice, and I would like to provide some for you to consider.

第二段：首先，目前的现状或提出建议的原因，具体的建议。建议被采纳后的结果。其次，目前的现状或提出建议的原因，具体建议。建议被采纳后的结果。

First, because _____, I would be delighted if _____. As a result, _____. Second, since _____, I feel it would be beneficial that _____. Consequently, _____.

First of all, _____, so I think it would be very helpful, if _____, which will lead to a favorable result that _____. Second, given that _____, you may consider _____. Therefore, it will happen that _____.

第三段：提出希望。

I really hope that you will take my suggestions into serious consideration. Thank you for your time and patience.

I hope you will take my suggestions into account. Thank you for your time and consideration.

I hope you will find these suggestions practical. I would be more than happy to see your success in this regard.

提出写信建议的句子

if you are so kind as to..., we will be greatly honored.

I feel that it would be beneficial / helpful if ...

I want to ask whether there is any possibility that ...

I would be delighted if ...

I would like to suggest / recommend that ...

you may consider doing...

it would seem to me that you could do ...

it will surely bring about more benefits that ...

I am writing this letter to provide some suggestions.

I have some suggestions for you to adopt.

I would like to make some suggestions.

I think it is my obligation to make some suggestions.

提出写信目的的句子

I am writing a few lines to _____



投诉信

第一段：写信的原因。写信的目的。

第一句：写信的原因

方法一：理解改写 Direction 中的内容；或摘抄 Direction 中的内容，注意改写人称。

方法二：根据写信的目的联想写信的原因。

可用句式： I am a student who _____

I am a customer who _____

第二句：写信的目的

选择一：万能提出写信目的的句子： I am writing a few lines to _____

选择二：用来提出投诉的句子： I am writing to make a complaint.

第二段：包括以下四部分内容

- 1.提出抱怨的具体内容。
- 2.投诉的内容带来的影响。
- 3.表明希望如何解决。
- 4.强调不解决的后果

① Unfortunately, I find the quality of food in our school canteen is getting worse and worse. Many kinds of insects are often seen in dishes. ② I do not think it is good for the students' health. ③ I hope the canteen will provide food with better quality to us. ④ Otherwise, I think that all the students may stop eating in the canteen.

First of all, I would like you to understand problem which is that __投诉内容__, leading me to great trouble that __影响__. However, I would be perfectly satisfied if __解决方案__, or __解决方案__. Otherwise, I will write my experience on the Internet and make the public all aware of the issue.

First, I hope that you can be aware of my problem that __投诉内容__, which exerted great negative influence on me. __影响__. Thus, I request your proper solutions. I think it is necessary that __方案__, or __方案__. Otherwise, I will appeal to the authorities concerned to deal with the issue.

First, I think you should know my experiences that __投诉内容__, which inevitably brought me huge trouble. I mean __影响__. Therefore, I demand the proper solutions from you. I hope that __方案__, or __方案__. Otherwise, I will share my story on the mass media, alerting more people about the issue.

第三段：希望问题尽快得到解决。表示感谢。

I would appreciate it if you could settle this problem at your earliest convenience. Thank you for your time and consideration.

I would like to have this matter settled by the end of this week. Thank you for your time and consideration.

I trust you will take my complaint seriously and have the problem tackled as soon as possible. Thank you for your time and consideration.

【参考范文】

Dear Sir or Madam,

I am writing this letter to make a complaint about the quality of the electronic dictionary I bought from your store the other day.

The reason for my dissatisfaction is that I found the electronic dictionary could not reach my satisfaction. In the first place, the appearance is quite different from what it is placed online. In addition, the number of the vocabulary contained in it is too small. I'd like to buy an electronic dictionary with a large vocabulary.

I appreciate it very much if you could change another satisfying one for me. And I would like to have this matter settled by next Friday. Thank you for your consideration and I will be looking forward to your favorable reply.

Yours sincerely,

Zhang Wei

咨询信

第一段：写信原因、目的。

第一句：改写 Direction 中的内容

第二句：写信目的

可用句式：

I am writing to ask for information about...

I would like to receive information about...

I am writing to see if you could send me information concerning...

I would be grateful if you would be kind enough to provide me with certain essential information.

第二段：咨询具体内容：要咨询的概括内容，具体细节，咨询的原因。

First, I would like to receive some information about _____. Actually, I hope you could tell me _____. Since _____, information as such is really important for me. Second, I wonder if it is convenient for you to tell me _____, and the detail information would be better to include _____. Because _____, your reply would be very helpful to me.

First, I wonder if you could be kind enough to offer me information about _____ and I would like to require some specific information concerning _____. Because _____, your reply would do me great favor. Second, I am also eager to get information about _____, which should include details like _____. Since _____, that kind of information would be valuable for me.

First, please provide me with information related to _____, and the details should be concerned with _____. Because _____, your specific reply would be a great assistance to me. Second, if you are so kind as to grand some information about _____, the details should include information concerning _____. Given that _____, your kind rely will do me a great favor.

引出概括问询的内容的句子：

I want to ask if it is convenient for you to tell me _____

I am looking forward to information related to _____

I hope that you could be so kind that give some information about _____

I am in hope of receiving information regarding _____

第三段： 盼望回复，表示感谢

I would appreciate it if you could give me a reply as soon as possible. Thank you for your time and consideration.

I should be grateful if you could give me an early reply. Thank you for your time and consideration.

I would like to express my gratitude for your kind consideration of my request. Thank you for your time and consideration.



感谢信

第一段：写信的原因、目的

第一句：改写 Direction 里的内容

第二句：写信的目的

可用句式：

I am writing to express my sincere appreciation for ...

I feel deeply grateful to you for your kind and timely help.

I am writing a few lines to express my sincere gratefulness for your hospitality and concern.

I take this opportunity to express my heartfelt appreciation for your kind assistance.

第二段：回忆往事(过去时)：遇到的具体困难，产生困难的原因，你给我的具体帮助。正因为为你帮助，我克服了困难。

Until now I can still recall those unforgettable days when _____, due to the fact that _____. Fortunately, you were so generous that spent great time and energy offering me assistance. _____. In addition, _____. But for your timely help, I cannot imagine how I would survive those tough days.

Actually, it is not easy for me to forget those tough days when _____, mainly because _____. However, I was lucky enough to meet you who provided me generous assistance. _____. Also, _____. I cannot imagine what things would be like, if you had not helped me.

As I recall those days when _____, I still feel very grateful to you. Since _____, those days were truly difficult to me. Fortunately, you would like to give me great assistance. _____. Besides, _____. Thanks to your timely help, I could finally survive those tough days.

第三段：再次表示感谢

My true gratitude is beyond the word's description, I wish I could repay it one day

Please accept my gratitude, now and always.

I deeply appreciate your courtesy and I hope to have the opportunity of reciprocating.

【参考范文】

Dear xxx,

I would like to convey my heartfelt thanks to you for your kindness to receive me when I participated in the exchange program in USA.

Your generous help made it possible that I had a very pleasant stay and a chance to know American cultures better. Besides, I think it is an honor for me to make friends with you and I will cherish the goodwill you showed to me wherever I go. I do hope that you will visit China one day, so that I could have the opportunity to repay your kindness and refresh our friendship.

I feel obliged to thank you again.

Sincerely yours,

Zhang Wei



道歉信

第一段：写信的原因、目的

第一句：改写 Direction 里的内容

第二句：写信的目的

可用句式：

I am writing to express my regret of ...

I am writing this letter to apologize for...

I would like to give you my apology for...

第二段：重申错误，说明犯错原因，表示歉意，提供解决办法。

First, please allow me to make an explanation. It so happened that _____, because _____ . I feel very sorry for the inconvenience you have gone through. To make it up to you, I would like to offer possible solutions for you to consider _____, or _____.

First, I would like to take the opportunity to make an explanation. The problem that _____, is mainly due to the fact that _____. I feel deeply regretful for the inconvenience that you have experienced. In order to compensate the fault, I would like to propose some solutions. _____, or _____.

First, I need to explain the awkward situation. _____, which is due to the fact that _____. Therefore, I would like to extend my sincere apology to you for all the inconvenience caused. In order to make it up to you, I will provide some solutions for you to consider. _____, or _____. If you have other solutions, please do not hesitate to let me know.

第三段：再次表示道歉

I am sorry to have put you into so much trouble, and I hope you can accept my apologies and understand my situation.

I trust the settlements of the matter will meet your wishes, and once again I want you to know that I am very sorry.

【参考范文】

Dear Professor Smith,

How have you been recently? I am exceedingly sorry to tell you that although I have promised to visit you this Friday, I have to cancel my travel plan because of the following reason.

Two days ago, I suddenly accepted the notice that there would be an academic meeting this Friday night in our department and everyone was asked to attend. I know that my changing plan has definitely caused some inconvenience to you. I am so sorry for my failing to keep the promise of visiting you. Therefore, in order to make up this situation, I wonder if you could give me another chance and spare some time to meet me next Monday.

I am so sorry for any inconvenience caused by me. Hope you can accept my apology and arrange a new time for me to visit you. I am looking forward to your reply.

Yours sincerely,

Li Ming

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邀请信

第一段：写信的原因、目的。

第一句：改写 Direction 里的内容

第二句：写信的目的

可用句式：

I am writing to invite you to...

I would like to request your presence at...

I think it would be a great honor for me if you could come to

第二段：邀请原因，活动的时间、地点，内容，应做什么准备。

I would really hope that you can participate, mainly because _____. Also, _____. Our activity will be held in the Student Center at Sunday evening. During the event, first _____. Then, _____. At last, _____. If you could grand me the honor to come, I want to ask whether there is any possibility that _____.

I think you have very strong reasons to come. Most importantly, _____. In addition, _____. Our event will be started at 4 o'clock in the Sunday afternoon, and it will be held in the Main Building. In the event, first, _____. Then, _____. At last, _____. If we can be honored enough to have your participation, I hope that _____.

I would like to extend my sincere invitation to you, because _____. Also, _____. The event will be held in the Student Center at Friday evening, 6 o'clock. The event is well planed with following interesting activities. First, _____. Then, _____. At last, _____. If you can make time to come, it will be a great honor, and I hope that _____.

第三段：盼望回复

I would feel honored if you could come, and I am eager to receive your early reply.

I would like to meet you there and please let me know your decision.

I am looking forward to your participation, and please give me a reply at your earliest convenience.

【参考范文】

Dear professors,

I, on behalf of the Students' Union, am writing this letter to invite all of you to attend the graduation ceremony.

The ceremony will be held in the Sports Hall of our university on this Friday morning, from 9 a.m. to 11 a.m. The details about the ceremony are as follows. First and foremost, the president will make a speech for the graduates, blessing them to have a bright future. In addition, several experts will be invited to issuing certificates to all the graduates.

It would be a great honor for us to have the accompany of all of you in the graduation ceremony. Therefore, we all hope that you can spare your time to attend it and we are looking forward to your reply to tell us whether you can attend it or not on that day.

Your sincerely,

Li Ming



华图教育

推荐信

第一段：写信的原因、目的

第一句：改写 Direction 里的内容

第二句：写信的目的

可用句式：

I am writing to make a recommendation about _____

I am writing to recommend _____ as a favorable _____ to _____.

第二段：推荐的原因

In fact, you have every reason to _____. First of all, I think _____ is worth _____, because _____ 原因 _____. I mean by _____, _____ 好处 _____. Another important reason for my recommendation is that _____ 原因 _____. Therefore, if you _____, _____ 好处 _____.

There are two major factors for you to _____. Most obviously, you will not regret by _____, because _____ 原因 _____, which means if you _____, _____ 好处 _____. Also supporting my recommendation is that _____ 原因 _____. Consequently, I think you definitely should _____, and then _____ 好处 _____.

Actually, _____ is really a favorable option for you to consider. Obviously, _____ 原因 _____. Thus, suppose you choose to _____, _____ 好处 _____. There is also another factor that make me eager to recommend you _____ that _____ 原因 _____, which means by _____, _____ 好处 _____.

第三段：期待反馈

I am sure you will make a wise decision by _____. If you want to have further information about _____, please do not hesitate to contact me.

I hope you will find _____ favorable, and please feel free to contact me when you have other related questions.

Therefore, I have full confidence to recommend _____ as a valuable _____ to _____. I hope you will find _____ suitable for you. Please contact me, if you want to have further discussion.

【参考范文】

Dear Prof. Cook,

Warmly welcome you to China. It is my great pleasure to recommend my favorite scenery spot in my hometown to you.

One of the most attractive place to visit in Beijing is the Forbidden City, which was once the palace for the Emperors in ancient China. Reasons of recommendation can be listed a lot. Firstly, it is located in the center of Beijing so it is convenient for people to get there by public transportation. Secondly, you will be impressed by the gorgeous scene there, especially in winter. What's more, the palace is also a historic museum with quantity of Chinese cultural heritage to appreciate.

Wish you have a good time there and it will become an unforgettable memory of your life.

Yours sincerely,

Li Ming

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求职信

第一段：说明信息来源，表明应聘职位。

I am writing to recommend myself as a qualified candidate for the position of **sales man** you have advertised in the school newspaper.

第二段：简要介绍自己，表明胜任理由。

_____. Enclosed with this letter is my resume, which further details my qualifications and previous work experience.

第三段：希望得到机会，提供联系方式。

Thank you for your consideration of my application. I am looking forward to meeting you in the near future.



辞职信

第一段：告知决定。

第二段：说明理由。

第三段：表示歉意，希望理解。

【参考范文】

Dear Mr. Wang:

I am writing to tell you my decision to leave my position. During the last two months, I enjoyed myself in the company where the interpersonal atmosphere was pleasant.

However, my job as an editor requires an extraordinarily broad mind and perception, and I find it hard to collect and comb all the materials and finally get a logical organization. What's more, it is routine for people in the position to work late till morning, which exceeds my health condition since my feeble heart needs sound sleep to function.

I want to make an apology for quitting my position so soon and for any inconvenience it might bring to you. I hope you can understand my apprehension.

Yours sincerely,

Li Ming



通知

第一段：说明通知目的。

第二段：说明具体内容。

【参考范文】

To ensure that students from overseas have a better knowledge of our library service,I'm writing to inform you of some relevant information with regard to our university library.

When you get enrolled at our university, you receive a student ID,which would allow you access to the library. Our library houses a vast collection of books,journals, multimedia audio-visual materials both at home and abroad,which accommodates the needs of different users. Furthermore, we have computers available in the lobby for checking any book or document you may need. An orientation program will be offered to you on Wednesday afternoon. You can take a library tour which will last for about 30 minutes. The library opens on weekdays from 9:00 a.m. to 10:00 a.m.. Please feel free to contact us if you need any help via library@xxxuniversity.edu.cn.

Li Ming

September 1st, ×××



华图教育

图表作文

第一段：描述图片（概括图表+细节补充）

第二段：解释含义（具体原因分析）

第三段：对此现象做出评论（归纳总结+评论/建议）

常用句子

1. Emerging from the cartoon is an eye-catching scene that ...
2. The implication echoed by this cartoon can be summarized as a philosophic topic in our daily life: ...
3. I cherish a belief that ...
4. It occurs to many that the most fundamental thing to ...
5. I recommend that ...

【参考范文】

Emerging from the drawing is an eye-catching and enlightening scene. Portrayed in this cartoon is a youngster, who is holding a basket of apples and ready to share his fruits with his neighbors and friends, with a delighted and satisfied smile on their face. What he does not only brings himself happiness but also relieves his burden. The caption below the picture reads, "sharing is also a kind of happiness." This drawing really provides much food for my thought.

This drawing aims to remind us about the significance of sharing spirit. Indeed, it is universally believed that sharing with others and showing love and gratitude for each other will exert a great influence on individuals' happiness and social harmony. To be specific, the willingness to share with others is not only conducive for us to obtain a sense of achievement and satisfaction but also contributes to the establishment of harmonious society. Furthermore, those with sharing spirit tend to win respect and trust from others, and they are more likely to build up harmonious relationship with others. However, without love and helping each other, we may be deprived of chances to taste the sweetness and gratification brought by offering a helping hand to those in need. As a result, we are less likely to obtain help from others when we are in need. Now I would like to take shared bicycles as a case in point: shared bicycles are playing an essential role in our life and bring us much convenience. The widespread use of shared bicycles is of great help to promote a green and low-carbon lifestyle. All in all, we should take a page from the character depicted in the drawing, who is always ready to share with others.

Taking what have been discussed into account, we may arrive at a conclusion that sharing spirit is of vital significance to individuals and society. Just as a popular goes, "love is like a

candle, being brighter in darker places". Our society, as a whole, could not afford to part with the spirit of sharing

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