

## 英语考前 30 分

### 一、感谢信

#### 【范文原文】

**Dear** Mr.and Mrs.Smith,

I am now back to China safe and sound.**In this letter I would like to convey my heartfelt thanks to** you and your lovely children for your kindness and **hospitality** to host me when I was in New York.Your **generous** help and **tender** care made me feel welcomed and **transformed** my first American trip **into** a beautiful memory.

**I do hope that** your whole family pay a visit to China in future,**so that I could have the opportunity to** repay your friendship.I **assure** you that you would enjoy visiting here as I did at your home.

**I feel obliged to thank you once more.**

**Yours sincerely,**

Li Hua

#### 【范文译文】

亲爱的史密斯先生和夫人:

我现在已经平安回到中国了。在这封信中,我想表达我对你和你可爱的孩子们的衷心感谢,感谢你们在我在纽约时对我的友好款待。你们慷慨的帮助和细心的照顾让我感觉受到了欢迎,并将我的第一次美国之旅变成了一段美好的回忆。

我真的希望你们全家将来都能来中国,这样我就有机会回报你们的友谊。我向你保证,你会喜欢参观这里,就像我在你家一样。

我再次向你表达感谢。

你真诚的,

李华

## 二、祝贺信

### 【范文原文】

Dear Jason,

**I am much delighted to** learn that you have been elected the Chairman of our University Students' Union. **This is a special and happy moment for you and I am very proud of your achievement.**

The Students' Union plays an **essential** role in our campus life. Managing and leveraging such an organization **not only** poses a great challenge to you, **but will also fundamentally** enhance your ability **comprehensively**. I believe this position will be a new beginning, and a chance for you to **embrace** a fuller life and **pave** the way for a **brilliant** future career.

**Please accept my most sincere congratulations!**

Yours sincerely,

Li Hua

### 【范文译文】

亲爱的杰森:

得知你当选为我们大学学生会主席,我非常高兴。这对你来说是一个特殊而快乐的时刻,我为你的成就感到骄傲。

学生会在我们的校园生活中扮演着重要的角色。管理和利用这样一个组织不仅对你来说是一个巨大的挑战,而且会从根本上全面提升你的能力。我相信这个职位将是一个新的开始,也是一个让你拥抱更充实生活的机会,为你未来辉煌的职业生涯铺平道路。

请接受我最真诚的祝贺!

你真诚的,

李华

### 三、邀请信

#### 【范文原文】

**Dear** Sir or Madam,

I am the head of a household **electric** appliance plant, which is a major **manufacturer** of high-quality recorders. **I'm writing this letter for the purpose of inviting you to** the **exclusive presentation** (独家介绍) of our new models and a reception.

**The presentation is scheduled to** take place at the Noble Hotel on the third of January. **I'll feel it an honor if you could come.** There will also be a **reception** at the two p.m. **I hope you will attend too.**

**Since your presence is of vital importance to this occasion,** I do hope you can make it. Just call our office at 010-69985421, and we will be glad to reserve a place for you. **I'm looking forward to seeing you at that day.**

Yours sincerely,

Li Hua

#### 【范文译文】

亲爱的先生或女士：

我是一家家用电器厂的负责人，该厂主要生产高质量的录音机。我写这封信的目的是邀请你参加独家介绍会和招待会。

发布会定于1月3日在诺布尔酒店举行。如果你能来，我将感到荣幸。下午两点还有一个招待会，希望你也能参加。

因为你的出席对这个场合至关重要，我真的希望你能来。只需拨打我们办公室的电话010-69985421，我们将很乐意为您预订一个座位。我期待着那天见到你。

你真诚的，

李华

#### 四、投诉信

##### 【范文原文】

**Dear** Sir or Madam,

**I am writing to express/air dissatisfaction/disappointment/concern** regarding **accommodation**.I would prefer to move into a single room next semester, as I find the present sharing arrangement **inconvenient**.

**I must explain that the reason for my dissatisfaction is** my roommate's **inconsiderate** behavior.For one thing, his friends are constantly visiting him; for another, he regularly holds noisy parties.

**To solve this problem/surmount this difficulty/improve this situation/crack this hard nut, I hope to** draw **the attention of** the authorities concerned.**I am sure you will agree that** the only solution for me is to move into a room of my own.**Therefore**,I would be **grateful** if you could find a single room for me, preferably not in the same building but as near to the college campus as possible.

Yours sincerely,

Li Hua

##### 【范文译文】

亲爱的先生或女士：

我写信是为了表达对住宿的不满/失望/担忧。我希望下学期搬进单间，因为我觉得目前的合租安排不方便。

我必须解释一下，我不满意的原因是我室友的不体贴行为。一方面，他的朋友经常来看他；另一方面，他经常举办喧闹的聚会。

为了解决这个问题/克服这个困难/改善这种状况/解决这个难题，我希望引起有关部门的注意。我相信你会同意，对我来说，唯一的解决办法就是搬进单人的房间。因此，如果你能为我找到一间单人房，我将不胜感激，最好不是在同一栋楼里，而是尽可能靠近大学校园。

你真诚的，

李华

## 五、申请信

### 【范文原文】

**Dear** Director,

**I'd like to apply for** the post of assistant **which was advertised in** the newspaper. I found this position quite appealing to me.

**I've just graduated from** high school. Luckily I **am good at** English and I can speak English fluently. **In addition, I have previous experience.** During my stay in middle school, I used to be a volunteer and looked after the old people in a nursing home on weekends.

In short, I believe my **experience** and fluent oral English will be a great help for me in doing the work. **I'm available for interview at any time. It would be appreciated if I could get your offer.**

Yours sincerely,

Li Hua

### 【范文译文】

亲爱的导演:

我想申请报纸上广告的助理职位。我发现这个职位对我很有吸引力。

我刚刚从高中毕业。幸运的是,我擅长英语,我能流利地说英语。另外,我有以前的经验。在我上中学期间,我曾经是一名志愿者,周末在一家养老院照顾老人。

简而言之,我相信我的经验和流利的英语口语会对我的工作有很大的帮助。我随时都可以接受面试。如果我能得到这个职位,我将不胜感激。

你真诚的,

李华

## 六、推荐信

### 【范文原文】

**Dear** Prof. Smith

**I am writing to you to recommend** one of my best students, Liu Ming, who wants to pursue his graduate study for a master's degree under your supervision.

Liu Ming was an **excellent** student in our university as can be seen from his straight A grades on all subjects. He has passed the TOEFL test, indicating a good command of his English. **More importantly**, during the time he worked as my research assistant from July, 2010 to September, 2012, he had displayed great **enthusiasm** and **intelligence** on academic research.

I believe with his **diligence**, intelligence and great passion, Liu Ming has great potential in his future academic pursuits. **Therefore, I recommend him to you without any reservation. I am ready to provide any further information upon your request.**

Yours sincerely,

Li Hua

### 【范文译文】

亲爱的史密斯教授

我写这封信是想向您推荐我的一名优秀学生刘明，他希望在您的指导下攻读硕士学位。

刘明在我们学校是一名优秀的学生，这可以从他各科成绩都是 A 看出。他通过了托福考试；表明他的英语很好。更重要的是，在 2010 年 7 月至 2012 年 9 月担任我的研究助理期间，他对学术研究表现出了极大的热情和智慧。

我相信凭着他的勤奋、聪明和极大的热情，刘明在未来的学术研究中有很大的潜力。所以，我毫无保留的向您推荐他。我愿意应你的要求提供任何进一步的信息。

你真诚的，

李华

## 七、建议信

### 【范文原文】

Dear Andrew,

**As for the question about** the transportation to and from school **I'd like to recommend** your riding a bicycle. **Here are some reasons.**

**Firstly**, riding a bike to and from school is very common among the students, for buying or repairing a bicycle doesn't cost a lot. **Next**, parking a bicycle is easy and **convenient** in our school. **Actually/As a matter of fact**, bicycle-riding is also a **practical** way to do exercise and protect the environment. What you should do carefully is just to keep an **appropriate** speed while riding and lock it after you're off it. **In this way, you'll** feel it simple and relaxing to ride a bicycle while you're here.

**Hopefully, these tips could be helpful.**

Yours sincerely,

Li Hua

### 【范文译文】

亲爱的安德鲁：

至于上下学的交通问题，我建议你骑自行车。以下是原因。

首先，骑自行车上下学在学生中很普遍，因为购买或修理自行车花费不多。

其次，在我们的学校停放自行车既容易又方便。事实上，骑自行车也是一种实用的锻炼身体和保护环境的方式。你应该小心地只是在骑行时保持适当的速度，并在下车后锁上它。这样，当你在这里的时候，你会觉得骑自行车很简单，很放松。

希望这些建议能有所帮助。

你真诚的，

李华

## 八、求助信

### 【范文原文】

Dear Tom,

**How is it going these days?** I keep wondering how you feel about your school life in Beijing. Have you got used to the life in China? Are you enjoying your life? I hope you are.

Let me tell you a piece of good news : I'm going to take part in an English speech contest of middle school students in July in the coming summer vacation. So I'm busy preparing for it. **But now I have some difficulty in** collecting useful information and using proper English word to express my thoughts. **Besides**, I really want to improve my spoken English, especially the pronunciation and intonation(语调). Of course, as a native English speaker, you can give me some suggestions.

In addition, I'm going to visit you after the contest. I'm sure we will have a wonderful time together in Beijing!

I can hardly wait to see you! **I am looking forward to your early reply.**

Yours sincerely,

Li Hua

### 【范文译文】

亲爱的汤姆:

最近怎么样? 我一直想知道你觉得你在北京的学校生活怎么样。你习惯中国的生活了吗? 你喜欢你的生活吗? 我希望你是。

让我告诉你一个好消息:在即将到来的暑假里, 我将参加7月份的中学生英语演讲比赛。所以我一直在忙着准备。但是现在, 我在收集有用的信息和使用适当的英语单词来表达我的想法方面有一些困难。此外, 我真的想提高我的英语口语, 尤其是语音语调。当然, 作为一个以英语为母语的人, 希望你可以给我一些建议。

另外。比赛结束后我会去看你。我相信我们在北京会度过一段美好的时光! 我等不及要见你了! 希望能早日收到你的回信。

你真诚的,

李华





SINCE 2001

华图上学  
HUATU.COM