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The cost of A material has risen from B to C yesterday. (concreteness)

I. Examination

1. 提到具体 data, 例如 50%
2. Resume 里面时态。平行结构。
3. Filler 无实意的词
4. 3 道写作题; 选择题、判断题。

II. invitation

Dear students,

The LOS Moot Court you have signed up will begin at 12:00 am, on Tuesday, 14th, April, in the auditorium, Hubei University. Please prepare yourself with the materials and certificates you need and arrive at the auditorium at 11:30, thirty minutes before the LOS Moot Court starts. Hope to see you and your excellent performance! (concreteness)

III. Business letter(sender)

Cheng Xin Insurance Company

NO.125 Minzhu Rode,

Wuchang District

Wuhan, Hubei

460011, P.R. China

Tel: 5899900

Fax: 2438999

E-mail: chengxin@yahoo.com

IV. time

British:

22 September 2022

22th September, 2022

September 22, 2022

American:

September 22, 2022

另:

Monday, 22 September 2022

2022-09-12

British:

1 June 2020

1st June, 2020

June 1st, 2020

American:

June 1, 2020

V. Address

Nanjing Rd. (W)

静安区南京路 12 号 3 号楼 201 室:

Room 201, Building 3,

Nanjing Rd. NO.12

Jing 'an District

江苏省扬州市宝应县泰山东村 102 栋 204 室:

Room 204, Building 102, Taishan Dong Village,

Bao Ying County,

Yangzhou, Jiang Su

361012 福建省厦门市莲花五村龙昌里 34 号 601 室

Room 601, Longchang Li NO.34,

Lianhua NO. 5,

Xiamen, Fujian (361012)

VI. Punctuations

1. Ellipsis + period (句末) 句中就是三个点
2. I wonder 结尾是用. (叙述思考状态) 还是 (问问题)? 取决于语气。
3. - (hyphen) 用于连接 compound word; 单词写不下需要另起一行时, 在转折处根据音节添加。
4. - (en dash) !!**option+减号键** 用来表示范围 eg. age 3 - 5
—(em dash) !!**option + shift +减号键**
 - a) 表示引用 eg. —Franklin Delano Roosevelt
 - b) 表示解释、括号 —xxx—
5. 如果英文与中文同时存在, 英文单词和中文之间应该加一个半角空格。比如「今天 CNN 的报道我看了。」
6. ()
7. Blah blah apple/banana blah blah. 单词替换不用空
8. Blah blah red apple / yellow banana blah blah. 涉及到换词组就要空

VII. Application Letters (cover letters)

Invited letters(内推型求职信):

- Be specific about the position
- Tell your knowledge of the company

Uninvited letters (海投):

- Describe your interested position or department

Referral opening (提到推荐人):

- On the recommendation of sb

- Sb suggested that I apply for
- ♥ 把推荐人信息写全，以防误认

As an example of my most recent accomplishments, I have improved the English grade of a senior high student in Grade 3 from 50 to 70s. I also reversed her attitude towards memorizing words from repulsive to delightful. Now she even recites words and does exercise autonomously every day.

VIII. Notes informal

24 Oct./10.24

Mr. Renner,
Please comment my dissertation tmr. Convenient?

Mary

Formal

24 October

Dear Mr. Renner,
Could you please comment on my dissertation tomorrow at your convenience? I have made the outline. I would really appreciate your time! /
I was wondering whether we could meet tomorrow to discuss my.... /
Would it be possible for us to talk about....

Mary

♥ 如果称呼人家 title + last name, 本人的名字要写全称;

IX. Descriptive writing

This is a reindeer. With the four legs dipping in the water, it's heading across the lake. Sunshine bathes it, as the brunette fur is reflecting the highlight. The beige antler swirls inwards to form a shape of bowl. It's also stout and brunette in the upper part.

X. Creative writing

1. Flash fiction/the quick twist

XI. Notice

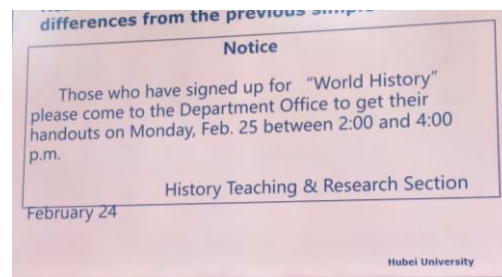
1. Usually printed,
- 2.

PRACTICAL WRITING QUIZ
Monday, Nov. 11
9:30 A.M.
Building 5, Room 602
Bring with Your Textbook

Department Meeting
Wednesday, Feb. 24
10:00 A.M.
Building No. 8, Room 2014

3. Phrase-liked pattern, abbreviation

1. heading: Notice
2. Write in a paragraph



TWO NEW BRANCHES

Place 1: Room 20208, Jianguo Hotel, Jinghua South Road, Xi'an

Place 2: Room 21210, Huaxing Hotel, Renmin South Road, Chengdu

Intention: To extend business relationship and increase business volume of the west

Director: Sales manager Mr. Lee

General Office
20 Oct, 2024

♥ Hotel 饭店

XII. Complaint Letters

[../Downloads/8d18c770d20148a7ba71b5820b653a1b.png](#)

[../Downloads/42d7c6844cfb77fd9c68b2ed0e5855f.png](#)

[../Downloads/423c69fffaab9ec1cd68f375e2bd772.png](#)

对对方的工作表示肯定 + 陈述问题 + 要求补偿

表示抱歉 + 解决方式

We are sorry to learn from your letter of **1 June 2024** that the consignment of the ten cases of the glassware has encountered an accident, which caused you great losses of invoice value.

We are so willing to compensate if we are to blame. However, according to the professional analyses, the scratches and breaking of the altogether 31 pieces are caused by the poor-quality package material which is specifically assigned by your company, even though we recommended you another stronger type.

Thus, **we are sorry to have your complaint** but **regret that we do not accept the responsibility of making compensations.**

XIII. Invitation Card

R.S.V.P. — répondez s'il vous plaît

Regrets only : (只收 regrets) 如出席活动，不必回复；如不能出席请务必回复
可以添加手绘

The Gellers would like to invite you to the Wedding Ceremony(大写)

On Monday, December 9 at 10:00 a.m.

At Banquet Hall of the Yingbin Hotel

Room 201, Building 3

Nanjing Rd. NO.12

Jing 'an District

Wuhan, Hubei

R. S. V. P.

Tel: 88888888888

Dress: Formal

XIV. Invitation Letter

Dear students,

I'm writing to invite you to attend the New Year Gala held by the School of Foreign Languages on Monday, December 9, at 18:00 p.m. in the auditorium above the educational supermarket.

(introduction to the event)

The New Year Gala invites popular student singers and dancers, as well as retired professors, with various programmes, in forms of sketch, talk show, musical, solo, dubbing and such.

Please confirm your attendance before December 1st by filling in the e-form in the QQ group: 88888888. We are looking forward to your attendance and advice!

Yours Sincerely

Zou Yan

Executive Manager

正式文书中用 show gratitude 而不用 thanks

XV. Memorandum

1. MOU 谅解备忘录
2. [memo.doc](#)