



基础句法



猫饼老师

四大金刚

simple sentence

compound sentence

complex sentence

compound complex sentence

adv

hence

thus

therefore

however



conj.

and

when

but

as

or

so

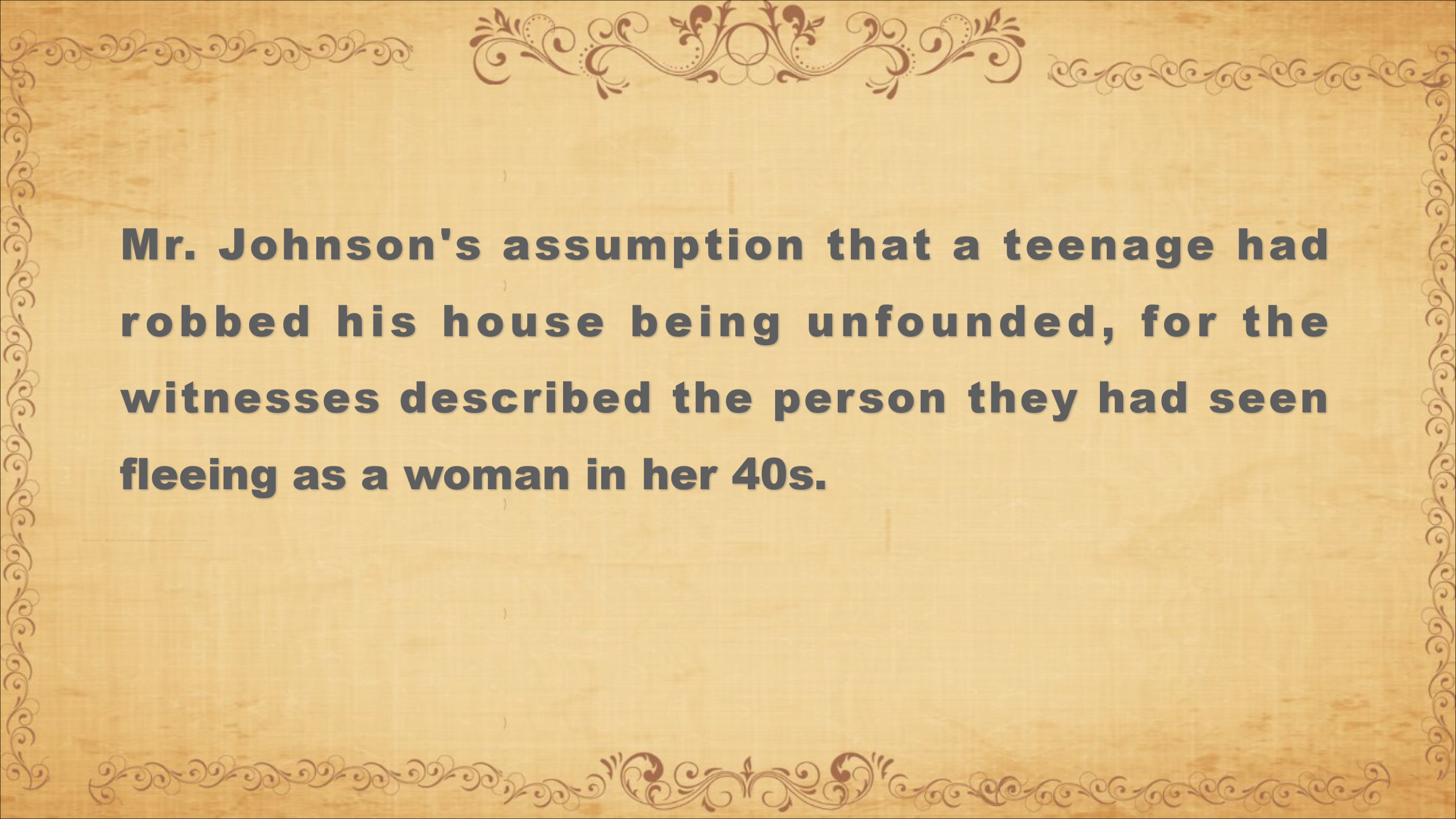
yet

although

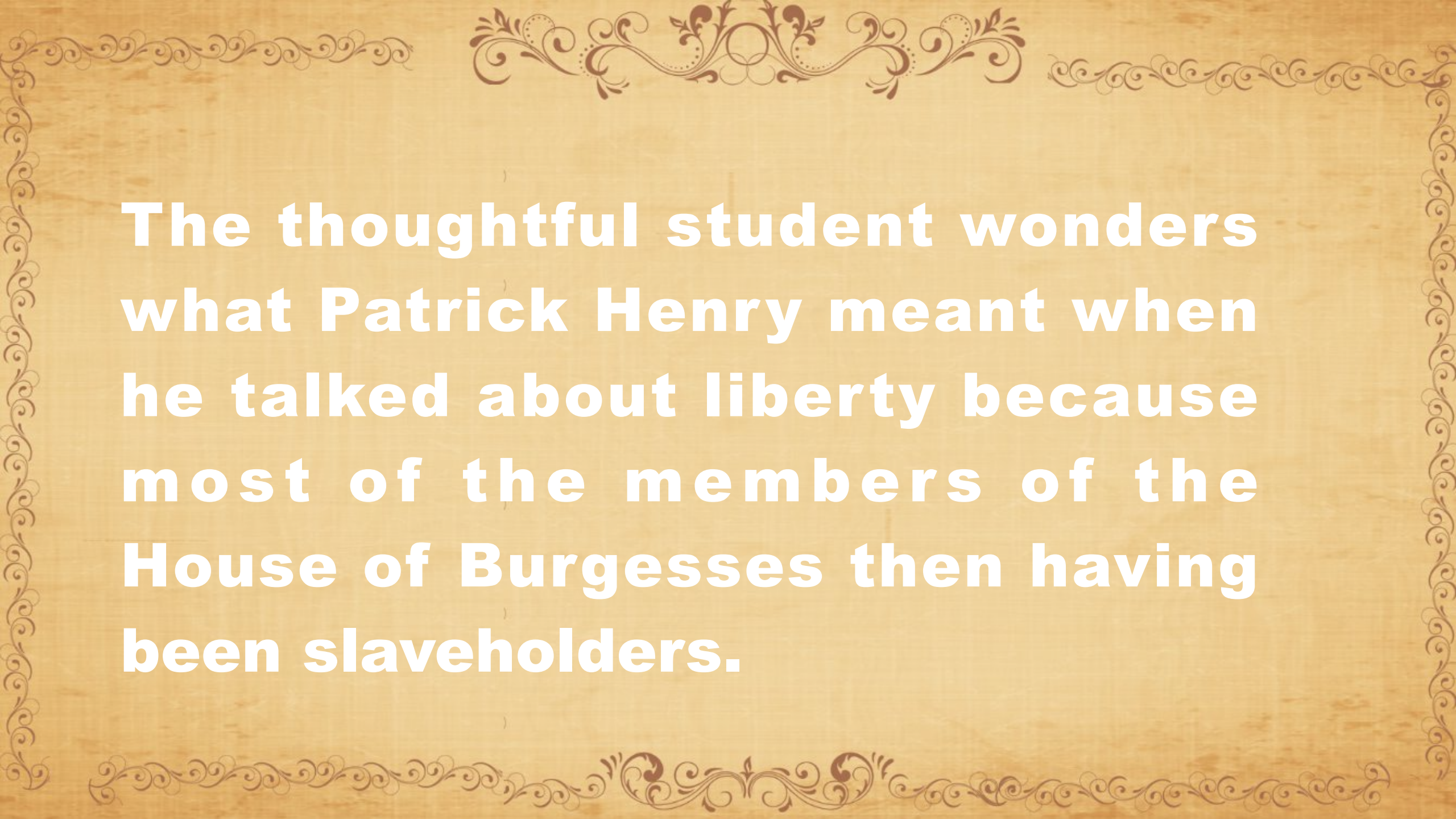
thought

since

while



Mr. Johnson's assumption that a teenage had robbed his house being unfounded, for the witnesses described the person they had seen fleeing as a woman in her 40s.

A decorative border of brown scrollwork and floral patterns frames the text on a light tan background.

The thoughtful student wonders what Patrick Henry meant when he talked about liberty because most of the members of the House of Burgesses then having been slaveholders.

逻辑主语

- ❧ Beaten black and blue, Hugo cried.
- ❧ Beating Tom black and blue, Hugo cried.
- ❧ Sitting at the sofa, I open a bottle of beer.
- ❧ Sitting at the sofa, a bottle of beer is opened by me.

平行结构

门当户对

1. 名词, 名词, and 名词

2. 两者之间平行

not only...,but also...

neither...,nor... / either...,or...

...and/but....

; /whereas/while

3. to do 和 doing不能并列

(尤其注意主系表结构to do is doingX)

4. 比较对象一致

绝不能省略

that of xx

those of xx

xx's

代词

1. 代词一定要确切**指明对象**。
2. 人称代词各种格(**主VS宾/ I VS me**)
3. 代词的**单复数，阴阳性**
4. **one, you**不能相互指代
5. **Which** 物, **who, whom** 人

改错（学生习作）

The number of participants are extremely high in spring for this course with 120,

Besides, reinvesting this year's profits in a financial way to have more interests is another way to gather enough fund.



These occupy much space and let our office feel more messy.

What's more, we have many out-of-date or even broken facilities laying in the corner of the office.

To sum up, as long as we work together to strength our company, any problem can be over come.



BEC 中级写作串讲



书写习惯

齐头式：

每段顶格写，段间空一行。

XXXXXXXXXX

XXXXXXXXXX

XXXXXXX

XXXXXXXXXX

XXXXXXXXXX

缩进式：

段首缩进5 space，段间不空行。

YYYYYYYYYYYYYY

YYYYYYYYYYYYYYYY

YYYYYY

YYYYYYYYYYYYYY

YYYYYYYYYYYYYYYY

YYYYYYYY

书写习惯

齐头式

Youth is not a time of life; it is a state of mind; it is not a matter of rosy cheeks, red lips and supple knees; it is a matter of the will, a quality of the imagination, a vigor of the emotions; it is the freshness of the deep springs of life.

Youth means a temperamental predominance of courage over timidity of the appetite, for adventure over the love of ease. This often exists in a man of sixty more than a body of twenty. Nobody grows old merely by a number of years. We grow old by deserting our ideals.

Years may wrinkle the skin, but to give up enthusiasm wrinkles the soul. Worry, fear, self-distrust bows the heart and turns the spirit back to dust.

Whether sixty or sixteen, there is in every human being's heart the lure of wonder, the unfailing child-like appetite of what's next, and the joy of the game of living.

缩进式

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Part One

Writing Part 1

Producing a concise piece of between **40 and 50 words**.

Internal company communication, i.e. writing to a colleague or colleagues within a company on a business-related matter.

Dear Sir or Madam	Yours faithfully
Dear Mr/Ms/Mrs/Miss Smith	Yours sincerely
Dear John	Regards Kind regards Best wishes Best

PART ONE

- You are organising a meeting to discuss possible cuts to your department's budget.
- Write an **email** to all staff in your department:
 - giving them the date of the meeting
 - explaining why some cuts have to be made
 - saying why it is important for all staff to attend.
- Write **40–50** words.

All staff

Budget cuts – meeting

I notice that we are having the meeting next Tuesday. Unfortunately, our business has been slow so that why we have made it.

However, please attend all staff, I would like to discuss all staff and tell you about important things.

manager

Band 2

Apart from the fact that one of the content points has not been addressed, the answer contains frequent errors which are distracting, and which have a negative impact on the reader.

Dear colleagues

We are going to have a meeting about the possible cuts in our department's budget on 20th December. This cut is needed because of the loss we made in 2006.

Please attend the meeting because we decide who can take external courses.

Kind regards

Band 4

The answer contains all the necessary information, yet is concise, and the language used is generally accurate. Overall, the impression on the reader is positive.

三句成文

背景告知

拓展

强调/补充

PART ONE

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Dear colleagues

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Please attend the meeting because we decide who can take external courses.

Kind regards

告知

拓展

要求

PART ONE

- The software company you work for has decided to introduce identity cards for certain staff in your department.
- Write an **email** to all staff in your department:
 - saying which staff will need identity cards
 - explaining why the identity cards are needed
 - informing staff how to get a card.
- Write **40–50** words.

The screenshot shows a classic email client interface. At the top, there are three fields: 'To:' containing 'All staff', 'Cc:' which is empty, and 'Subject:' containing 'Identity cards'. Below these fields is a large, empty rectangular area, likely for the email body or attachments. The interface has a simple, functional design with a light background and dark borders.

C4T2W1

Hi,

As you know this department has increased a lot, because of that, we are going to introduce identity cards. Only the employees that entered in the department until 2008, will need this cards. You can get this cards in the administration department.

Band 3

All content points have been addressed, and the organisation and register of the email are on the whole satisfactory. The range of vocabulary and grammar is adequate, and although there are a number of errors, these are minor and do not prevent the message being clearly conveyed.

Dear colleagues,

I am writing to inform you that everyone being involved in software development will need be provided with an identity card by the service team on next Monday. Due to stolen data the head office decided to prevent unauthorised access to data this way.

Regards,

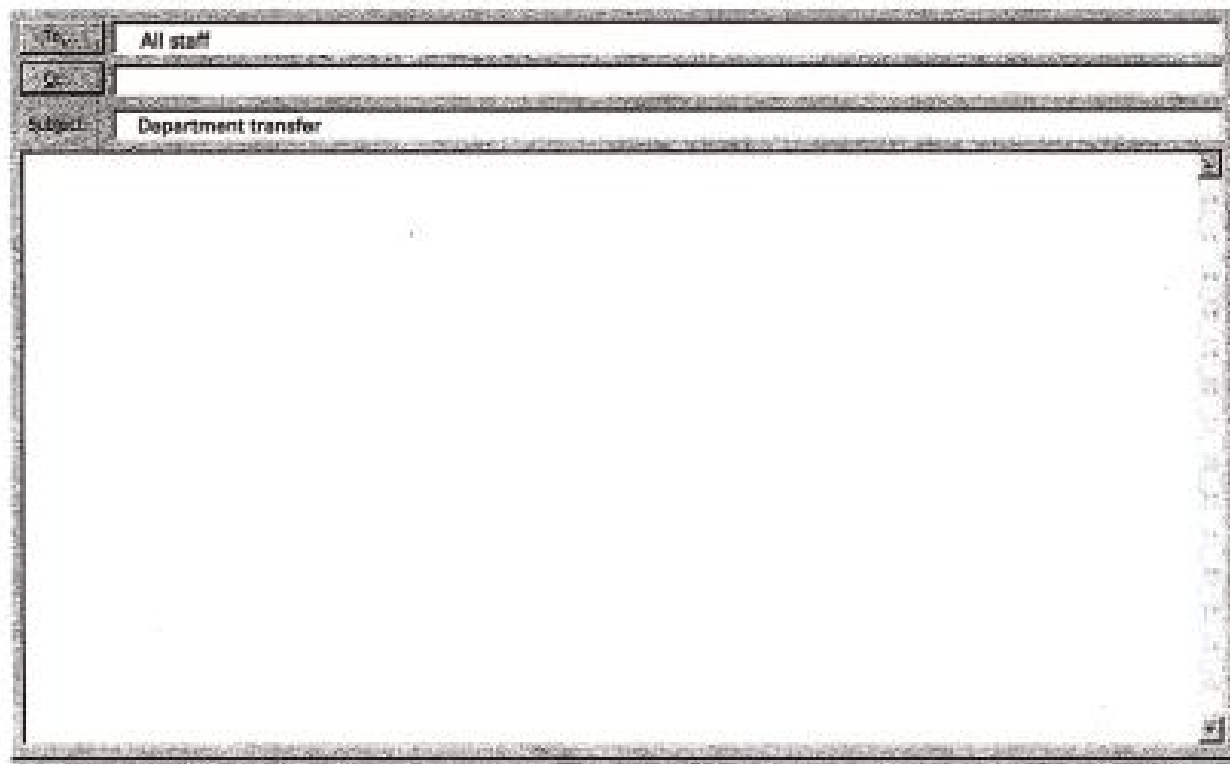
Alex Thierry

Band 4

All points are addressed, and the register and format are on the whole appropriate. The range and accuracy of language are generally good, and the reader would be clearly and fully informed.

PART ONE

- You work for a large company. You are going to be transferred to another department within your company.
- Write an **email** to all staff:
 - telling them which department you are moving to
 - saying when you will be moving department
 - explaining what your new responsibilities will be.
- Write **40–50** words.



A screenshot of an email composition window. The 'To:' field contains 'All staff'. The 'Subject:' field contains 'Department transfer'. The main body of the email is a large, empty white rectangular area for writing the message.

C4T3W1

Dear All

I am writing to inform you that I am going to change a department next Monday 5 May.

In My new position will take place in the Marketing department, where I am going to be responsible of promoting the new products. And also to ensure their productivity.

Regards

Band 3

The candidate has addressed all the content points. The answer is concise, and although it contains a number of errors, these do not impede communication. The overall effect on the reader is satisfactory.

To: all staff
From: Karen Müller / Sales Manager
Date: June 2nd , 2007
Subject: Department Transfer

Dear Colleagues,

I would like you to know that I will leave this department in order to take over a new job in the purchasing department.

My new employment will start on July 1st , 2007 and my main duty will be to negotiate supply contracts.

Thank you.
Karen

Band 5

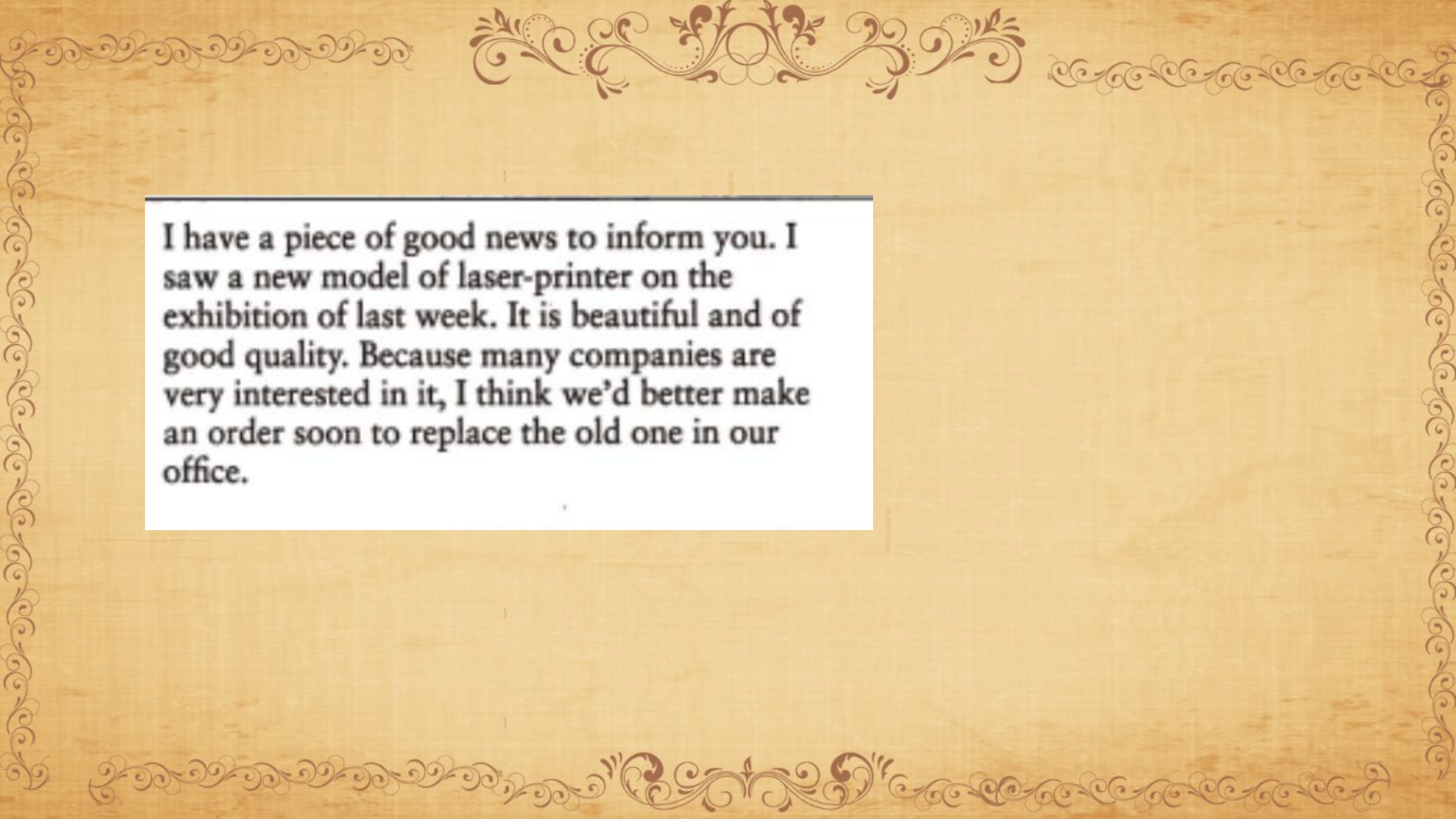
The candidate has fully addressed all the content points. The language is natural and well controlled in its usage. The overall effect on the reader is very positive.

PART ONE

- You recently attended an exhibition and saw some equipment you think your company should buy.
- Write an **email** to your company's Purchasing Manager:
 - saying what the equipment is
 - suggesting how the equipment could benefit the company
 - explaining why it is important to place an order soon.
- Write **40–50** words.

The image shows a screenshot of an email interface. At the top, there is a header bar with a tab labeled "Purchasing Manager". Below this, there is a subject line area with a tab labeled "New equipment". The main body of the email is a large, empty rectangular box with a thin border, intended for the user to write their message. The interface has a classic, slightly dated look with a grey border and small icons in the corners of the main text area.

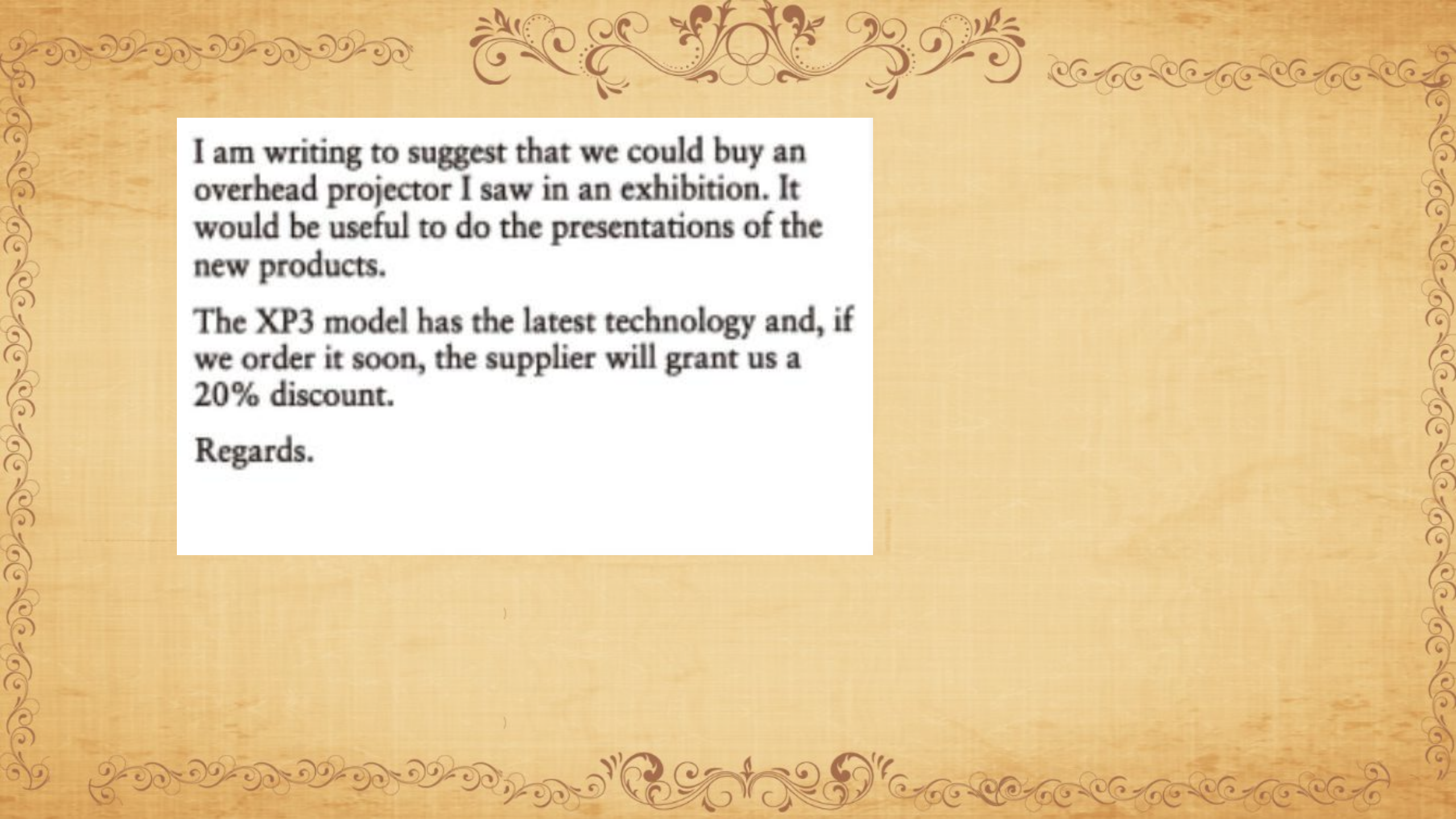
C4T4W1



I have a piece of good news to inform you. I saw a new model of laser-printer on the exhibition of last week. It is beautiful and of good quality. Because many companies are very interested in it, I think we'd better make an order soon to replace the old one in our office.

Band 3

All content points are covered, and the range of language is satisfactory. Both the format and register are appropriate, and although there are some errors, these do not obscure communication of the message.



I am writing to suggest that we could buy an overhead projector I saw in an exhibition. It would be useful to do the presentations of the new products.

The XP3 model has the latest technology and, if we order it soon, the supplier will grant us a 20% discount.

Regards.

Band 5

All points are covered, and language is controlled and concise, and demonstrates a wide lexical range. The register is consistently appropriate, as is the format.



PART TWO

Letter

三句成文 PLUS

背景告知

拓展

强调/补充

Format

salutation ---- part 1

main body

close ---- part 1

PART TWO

- The retail company you work for is considering installing a TV system in its store to give customers information on products and services while they shop. You have seen an advertisement for a company which provides this type of system.
- Look at the information below, on which you have already made some handwritten notes.
- Then, using **all** your handwritten notes, write a **letter** to Chris Taylor at TVInfoSystems.
- Write **120–140** words.

How can in-store TV systems improve your company's sales?

Most buying decisions are made while a customer is in the store. You can use in-store TVs to provide customers with information of your products and services.

- complete TV systems
- any number of screens
- training service provided

Urgent orders a speciality

For further details, contact Chris Taylor at TVInfoSystems

give details of our retail company

say what information we want customers to see

about 20 TV screens needed

ask for more details of this

system must be ready in one month – say why

Dear Mr Taylor,

I'm writing to talk about my scheme of installing TV system project. As we know our company is a retail company, so how to attract more customs and how to satisfy the customs is something we should pay attension to. TV system can provide costoms not only the products information in our store but also the services. There's no doubt that TV system can provide convenience and fun to all the people when they shop.

At the same time, the TV system is also available for multi-screens. Normarly, it can get about 20 TV screens needed. So you can get anything you want from the TV.

I know that the system provider also provide training service. They will train our employees to keep them in good scene of using the TV system in a timely manner.

The important thing we might not forget is that the installing of the TV system should be ready in one month. As we cannot impact our operating, and we cannot close our store for long time. They may work overtime to install our TV system and keep it work properly.

That's all my thinking. I'm looking forward to your replying.

Best wishes!

yours sincerely

Holly White

Dec. 2, 2008

Dear Mr Taylor,

I'm writing to talk about my scheme of installing TV system project. As we know our company is a retail company, so how to attract more customs and how to satisfy the customs is something we should pay attention to. TV system can provide customs not only the products information in our store but also the services. There's no doubt that TV system can provide convenience and fun to all the people when they shop.

At the same time, the TV system is also available for multi-screens. Normally, it can get about 20 TV screens needed. So you can get anything you want from the TV.

I know that the system provider also provide training service. They will train our employees to keep them in good scene of using the TV system in a timely manner.

The important thing we might not forget is that the installing of the TV system should be ready in one month. As we cannot impact our operating, and we cannot close our store for long time. They may work overtime to install our TV system and keep it work properly.

That's all my thinking. I'm looking forward to your replying.

Best wishes!
yours sincerely
Holly White
Dec. 2, 2008

Band 1

Due to misinterpretation of the task, the answer contains irrelevant information and the reader is not adequately informed. Whilst generally being organised satisfactorily, with an adequate range of grammar and vocabulary, there are several errors.

Dear Mr Taylor

I am writing to enquire about your in-store television system we saw advertised in the latest edition of The Daily Mirror. We are a country-wide operating chain of sport shoe shops and are considering to provide our sales rooms with flat screens to entertain our customers and to inform them about our latest inventions.

Due to the fact that we are going to launch a special football shoe next month, we would be pleased if it might be possible for you to install about 20 screens within one month. In addition, we would like to ask further information about your training lessons and we would be grateful if you could send us your detailed brochure as well as your price list.

I look forward to hearing from you and I would appreciate it to receive your information in due course.

Yours sincerely

Christian Van de Watering

Dear Mr Taylor

I am writing to enquire about your in-store television system we saw advertised in the latest edition of The Daily Mirror. We are a country-wide operating chain of sport shoe shops and are considering to provide our sales rooms with flat screens to entertain our customers and to inform them about our latest inventions.

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I look forward to hearing from you and I would appreciate it to receive your information in due course.

Yours sincerely

Christian Van de Watering

Band 5

The candidate's answer is effectively organised, covers all the important information clearly and contains a wide range of vocabulary and structures. There are few errors, and language is well controlled and natural sounding. The overall effect on the reader is very positive.



REPORT

Business Report

Report on the additional budget

Introduction

Findings

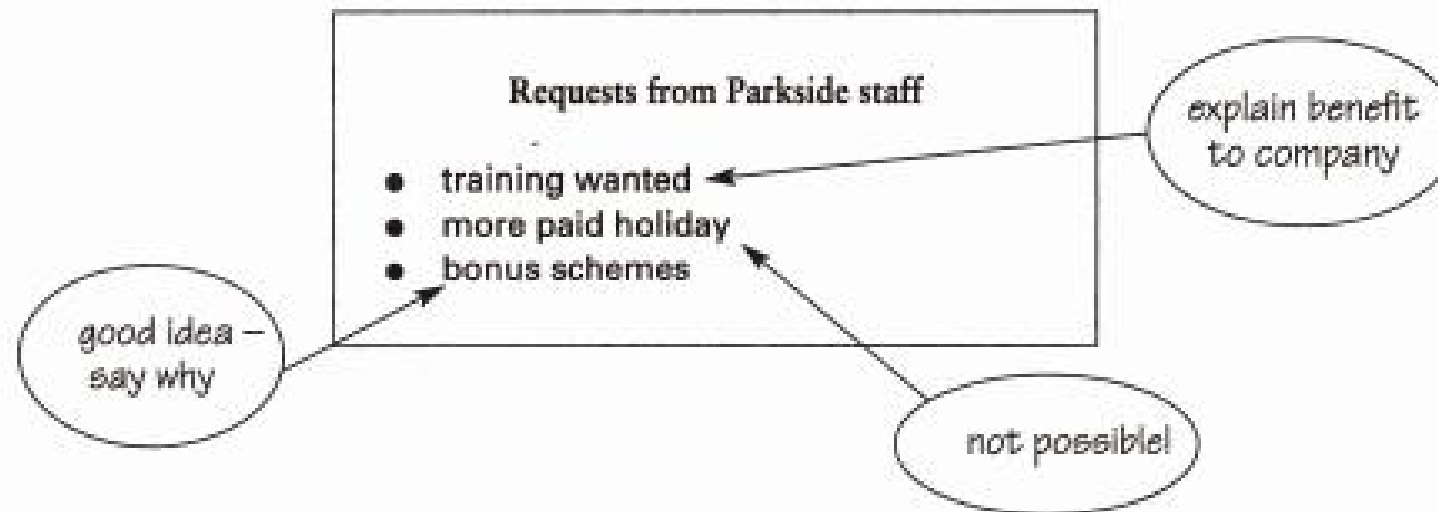
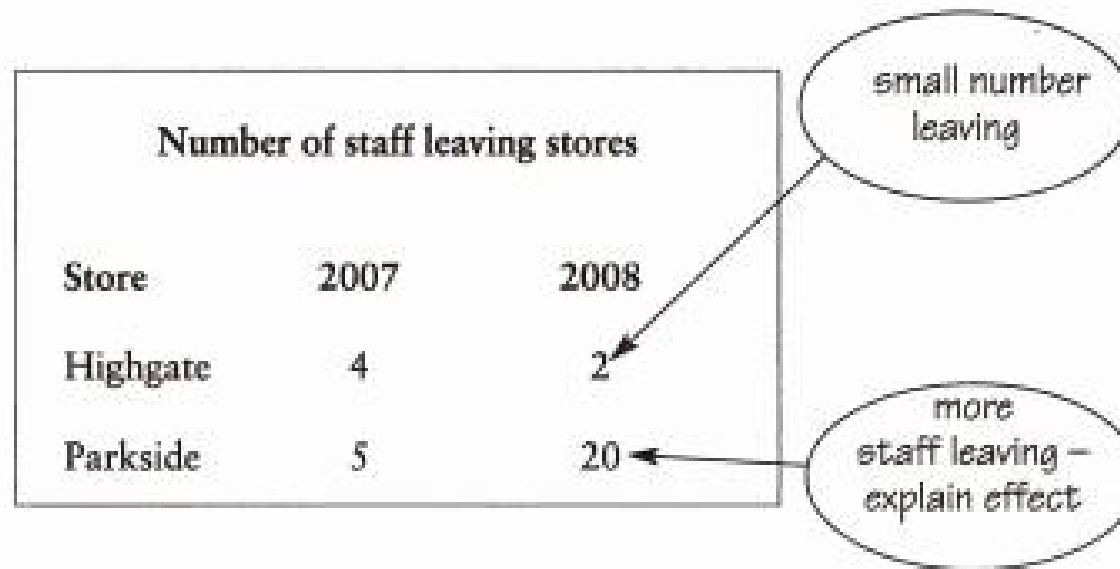
踩点

Conclusion

Recommendations

PART TWO

- The number of staff leaving Parkside, one of your company's retail stores, is high compared to another of its stores. Your line manager has asked you to write a report about the situation.
- Look at the information below, on which you have already made some handwritten notes.
- Then, using **all** your handwritten notes, write your **report**.
- Write **120–140** words.



For number of Parkside staff leaving stores problem, I made a report as follows:

At first, look at draw, from this one you can see, Year 2007. Highgate lost 4 person. Parkside lost 5. Until 2008, Highgate's rate is reduced, but Parkside's rate is grew so high more staff leaving will make the store pay more time & money employ another one instead of this one. This is waste to the manual resource & money.

Through communicate with the Parkside staff, I know there are three point very important.

Firstly, training wanted. The staff want to more training to improve themselves' level. everyday their make the same job, long and long, their will hate this job. I think the company need to provide this benefit to the staff.

Secondly. More paid holiday. I think this is the first, but the staff is not pay attention it, so that is not possible.

Thirdly. Bonus Scheme. if the company can pay more money employ the new staff why cannot pay more salary to the current staff? So I suggest the company provide the double-salary as the bonus pay for the current staff end of the years.

That's all.

Sincerely,

Lucy.

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That's all.

Sincerely,

Lucy.

Band 2

The report is considerably longer than the recommended word length and does not cover all the content points. Although the report is adequately paragraphed, cohesion is weak. The register and format of the report are not always appropriate; errors are numerous and impede clear communication of the message.

Report on staff turnover

Introduction

This report aims to explain the high staff turnover 2008 in Parkside and to propose measures to improve staff loyalty.

Findings

The figures clearly show that the high number of staff leaving the stores is a problem that only affects the Parkside store in 2008. While staff turnover in the Highgate store remained on a low level the number of staff leaving Parkside shoot up from 5 to 20. This unfortunately has a bad impact on customer service.

Research amongst staff revealed their requirements. Firstly staff requires more training what would also benefit the company as the service is likely to improve. Another good idea is the introduction of a bonus scheme for valued staff that would improve staff loyalty. Unlike the mentioned proposals the request for a longer annual leave could not be met.

Recommendations

It is recommended to offer both the requested training opportunities and a bonus scheme for valued staff.

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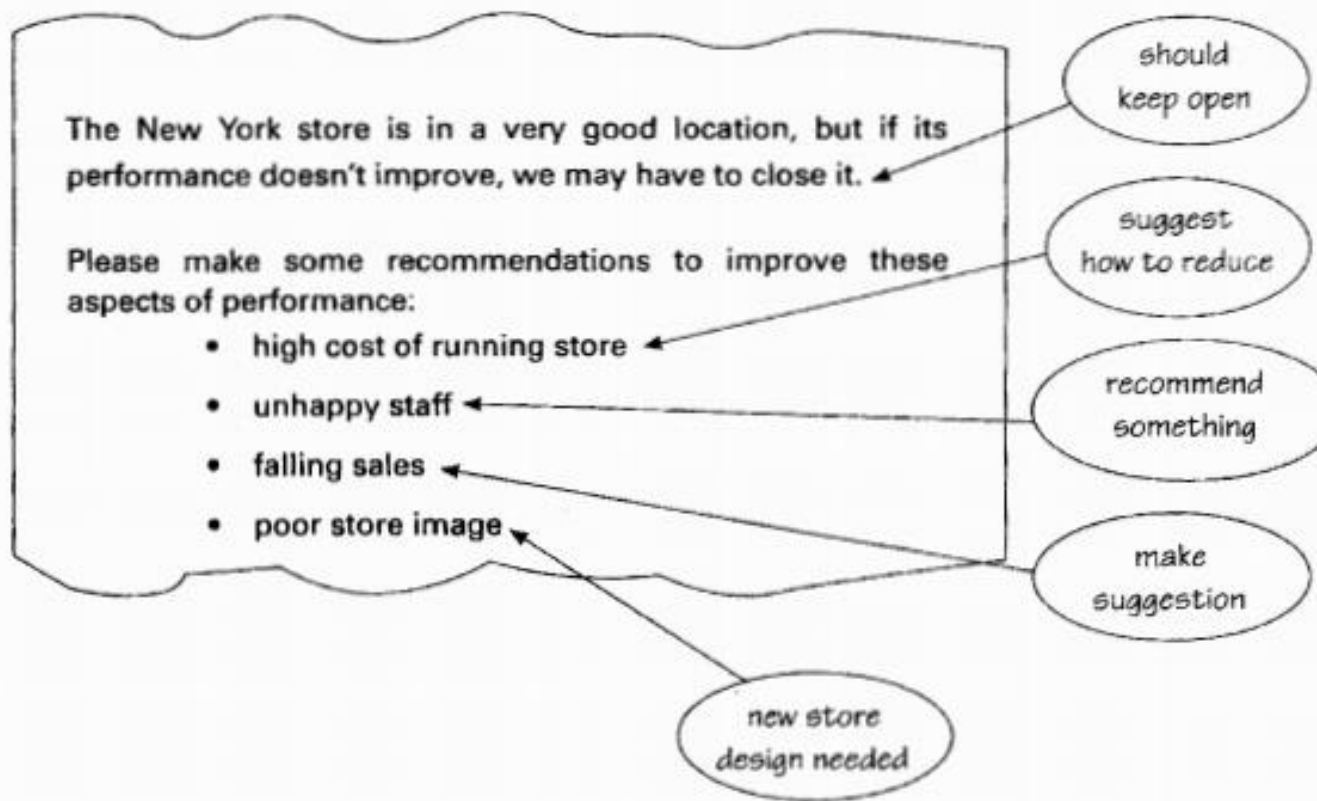
It is recommended to offer both the requested training opportunities and a bonus scheme for valued staff.

Band 5

All content points are clearly covered, and the report is well organised with good cohesion. Both the register and format are consistently appropriate. Generally, the language used is accurate, and a good range of structures and vocabulary is demonstrated.

PART TWO

- The international retail company you work for is concerned about the performance of its New York store. Your line manager has asked you to write a proposal making recommendations for the store's future.
- Look at the information below, on which you have already made some handwritten notes.
- Then, using **all** your handwritten notes, write your **proposal**.
- Write **120–140** words.



C5T4W2

Proposal: "New York store"

After reviewing the activities of our NY store, some measures seem to be necessary to improve the performance of the store and keep it open:

- First of all, we should cut the cost of running the store by optimising the logistics of the store.
- Additionally, the store manager should be replaced and some team building activities should be conducted because the staff is very unhappy with the present management.
- in order to rise sales again, we should invest on the one hand in some advertising and on the other hand in a new store design. This might also improve the poor store image.

All measures should start as soon as possible because otherwise we may have to close this very good located store.

Scales	Mark	Commentary
Content	5	All content is relevant and expanded where appropriate. The target reader would be fully informed.
Communicative Achievement	5	The format, tone and register are all appropriate to the conventions of a proposal (<i>After reviewing; All measures should start</i>) and would have a positive effect on the target reader.
Organisation	5	The proposal is well-organised and coherent, with effective use of a variety of organisational features, including bullet points and cohesive devices, e.g. linkers (<i>First of all; Additionally, on the one hand ... on the other hand</i>) and referencing (<i>keep it open; This might ...</i>).
Language	5	The proposal uses a good range of grammatical structures and vocabulary (<i>optimising the logistics; team building activities should be conducted; otherwise we may have to ...</i>). Errors are minimal and do not impede communication (<i>to rise sales; this very good located store</i>).

Recommendations for the store

I have read some information about the New York store now. It has some troubles but it doesn't matter.

The New York store is in a very good location. This is a big advantage, so it should be kept open.

The high cost of running store is the biggest issue. In my opinion, we should fire some staff to reduce the cost.

From the information I know the staff are unhappy. Therefore, we should build a lively atmosphere. For instance, we should communicate with the staff. Secondly, let green plants all around us is also a great idea. Both will work to make staff feel better.

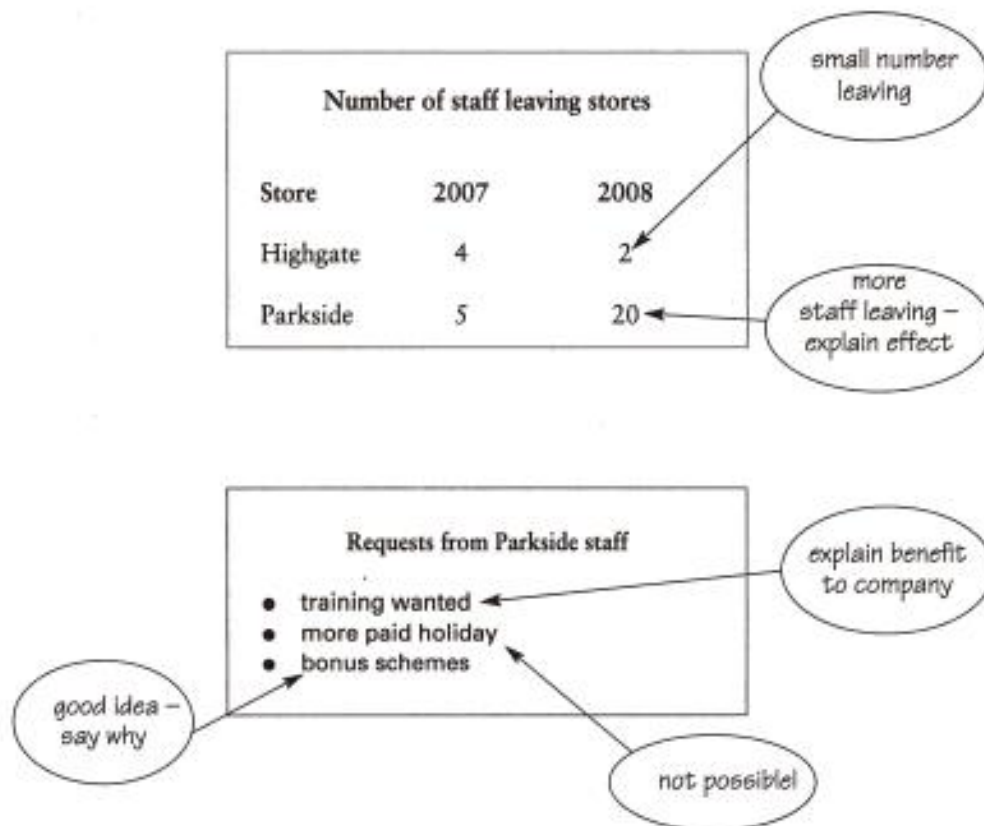
How can we to improve the sales. The discount should be taken into account.

At last we need a new store design and that's all.

Scales	Mark	Commentary
Content	4	All the content is relevant and the target reader would be informed but some of the content is not fully expanded e.g. content element 5.
Communicative Achievement	3	Generally uses the conventions of a proposal effectively to hold the reader's attention, although there are some inconsistencies in register (<i>but it doesn't matter; and that's all</i>).
Organisation	3	The proposal is well-organised with a range of linking words (<i>Therefore; Secondly</i>) and use of pronouns to avoid repetition (<i>the New York store ... <u>it</u> has some troubles</i>).
Language	3	Uses a range of lexis and structures (<i>the biggest issue; we should build a lively atmosphere</i>). There are a number of errors (<i>has some troubles; of running store; let green plants all around</i>) but these do not impede communication.

PART TWO

- The number of staff leaving Parkside, one of your company's retail stores, is high compared to another of its stores. Your line manager has asked you to write a report about the situation.
- Look at the information below, on which you have already made some handwritten notes.
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C4T2W2 REPORT

C4T2W2 REPORT

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Number of staff leaving stores		
Store	2007	2008
Highgate	4	2
Parkside	5	20

small number
leaving

more
staff leaving –
explain effect

Requests from Parkside staff	
• training wanted	
• more paid holiday	
• bonus schemes	

explain benefit
to company

good idea –
say why

not possible!

C4T2W2 REPORT

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C4T2W2 REPORT

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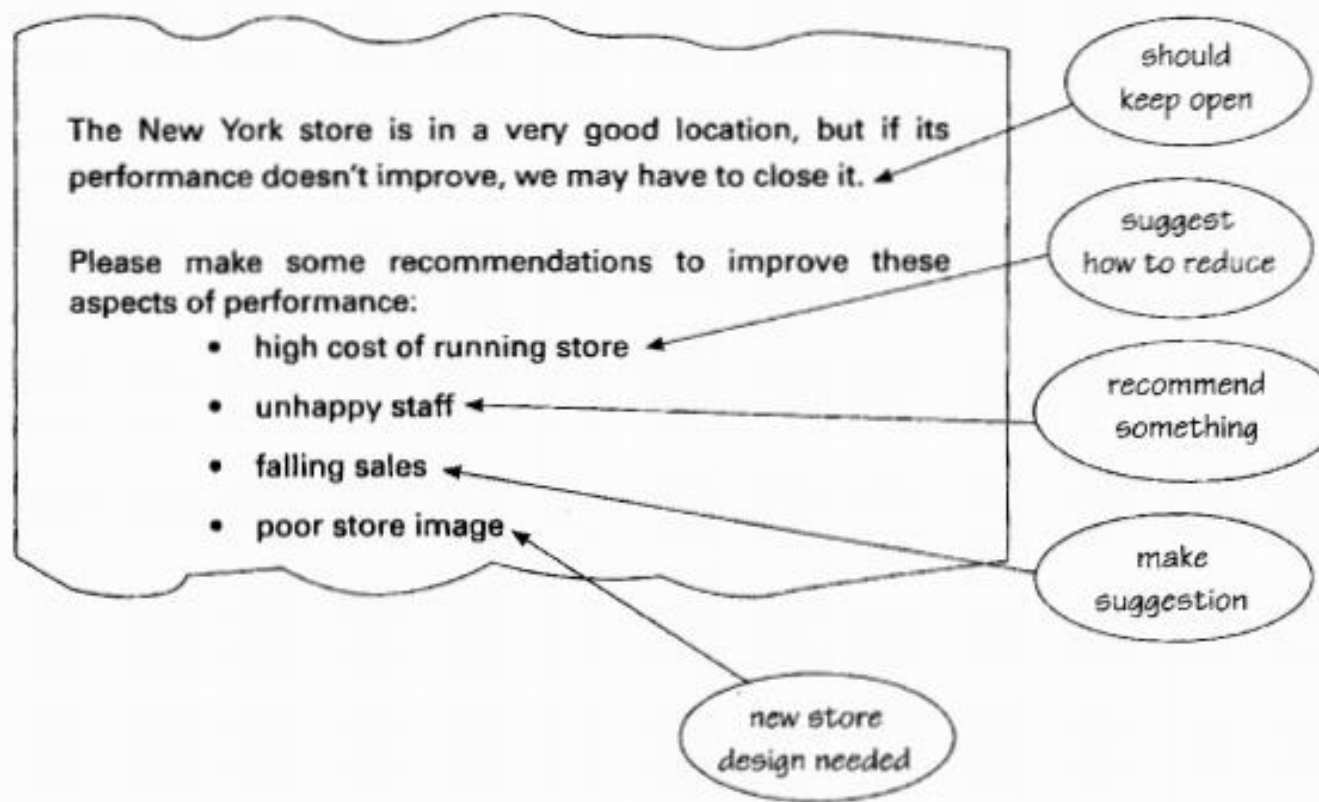
C4T2W2 REPORT



PROPOSAL

PART TWO

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- Look at the information below, on which you have already made some handwritten notes.
- Then, using **all** your handwritten notes, write your **proposal**.
- Write **120–140** words.



C5T4W2

Proposal: "New York store"

After reviewing the activities of our NY store, some measures seem to be necessary to improve the performance of the store and keep it open:

- First of all, we should cut the cost of running the store by optimising the logistics of the store.
- Additionally, the store manager should be replaced and some team building activities should be conducted because the staff is very unhappy with the present management.
- in order to rise sales again, we should invest on the one hand in some advertising and on the other hand in a new store design. This might also improve the poor store image.

All measures should start as soon as possible because otherwise we may have to close this very good located store.

Recommendations for the store

I have read some information about the New York store now. It has some troubles but it doesn't matter.

The New York store is in a very good location. This is a big advantage, so it should be kept open.

The high cost of running store is the biggest issue. In my opinion, we should fire some staff to reduce the cost.

From the information I know the staff are unhappy. Therefore, we should build a lively atmosphere. For instance, we should communicate with the staff. Secondly, let green plants all around us is also a great idea. Both will work to make staff feel better.

How can we to improve the sales. The discount should be taken into account.

At last we need a new store design and that's all.