

介绍信——孔子

Dear Friends,

I am writing the email to introduce one of the most prestigious Chinese celebrities——Confucius.

Being a great thinker, educator and a founder of Confucianism, Confucius is an ancient sage during the Spring and Autumn Period. His words and life story were recorded by his disciples and their students in *The Analects*. As an enduring classic of Chinese ancient culture, *The Analects* has influenced almost all thinkers, writers and politicians in the over-2000-year-long history of China since Confucius. No scholar could truly grasp the thousands of years of traditional Chinese culture or deeply understand the inner world of the ancient Chinese without this book.

Much of Confucian thought on Heaven and Man represents universal human values. This is perhaps why Confucian thought in the 21st century still remains the interest of not only the Chinese people but also people in other parts of the world.

Yours sincerely,
Li Ming

感谢信

Dear Wang Lei,

Thank you very much for those five wonderful days at your house! Every moment was a delight. I can't remember ever having enjoyed myself so thoroughly elsewhere.

This is again to tell you how much I enjoyed the weekend in Hangzhou. Everything was just perfect: the weather, your company, the beautiful surroundings—no wonder I'm finding it difficult to get down to reading this morning! The classroom life seems so dull and prosaic compared to the days in Hangzhou.

I hope you know how much I appreciate your hospitality and your thoughtful kindness to me. I count myself fortunate indeed to have such a generous and charming friend as you. I hope something will bring you to Beijing soon so that I can reciprocate your great kindness.

Yours,
Li Ming

投诉信

Dear Sir or Madam,

I am writing to express my dissatisfaction with the service I received while staying at your hotel during my vacation this year.

Although your hotel is rated as a five-star one, I found that the rooms were not cleaned on a daily basis, and that my bed was cleaned up only every three days. In addition, the food in the restaurant was similarly disappointing. Not only was it extremely overpriced, but the taste was very poor. I was therefore forced to eat out in the local restaurants.

I trust you will take my complaints seriously, and make every effort to improve your service in the future. I would greatly appreciate a discount on my bill. I look forward to a favorable reply at your earliest convenience.

Yours sincerely,
Li Ming

道歉信

To Whom It May Concern,

I would like to thank you for arranging to meet with me for an interview on Monday.

Unfortunately, I have recently been diagnosed with a serious ear infection which will require a surgery on the same day as our interview. I am sorry to say that I will therefore not be able to take the interview and apologize for any inconvenience this may cause you. If possible, I would like to postpone the interview to another day later this week. I assure you that such a thing does not usually happen.

I am looking forward to hearing from you and, again, I'm sorry for any trouble this may have caused you. Please kindly excuse me for not being able to inform you of my situation sooner.

Yours sincerely,
Li Ming

倡议信—节约

Dear classmates,

The Students' Union is planning various activities to inspire some traditional virtues. And today, this open letter is for the purpose of advocating thrift.

Compared with before, the phenomenon of wasting is more serious: water, foods, money and time might not be cherished any more in daily life. It is this ignorance that leads some youngsters to lose their awareness of saving and respecting others' hard work. Accordingly, it is advisable for us to take actions to reverse this trend, such as turning off the tap after washing, turning off the lights when leaving, working hard every day, valuing foods in canteens.

Please consider our suggestions and we are looking forward to your actions and participation!

the Students' Union

建议信——交通拥堵

Dear mayor,

As a resident who has been living in this city, I am writing to express my opinions on road congestion.

Recently, our city has been characterized by the speedy economic development. Admittedly, it is the economic boom that enables more families to purchase private cars. Thus the main street has become way more crowded compared with before. Accordingly, the vehicle restrictions have been recommended to solve road congestion. **However, restrictions alone is not enough. I deem that it is also necessary to enhance the public transportation.** Only when buses and subways become more convenient and comfortable, can citizens be more willing to choose them and road congestion be solved.

I am convinced that with our shared efforts, every citizen will be satisfied and live a happy life.

Yours sincerely,
Li Ming

告示

Notice

The Student Union **has recently agreed to set up** an English club, to raise students' English level and to prepare for National English Speech Contest.

During the summer, **there will be a large number of English lectures and conferences**, and Professor He Qishen, the writer of New Concept English and a world famous English expert, has agreed to train us. **Anyone in the school may join the club by filling the application form and providing two passport-size photographs by the end of the month.**

The inaugural meeting will be held in the Student Recreation Center at 3:00 pm this Saturday.

The Student Union

通知

Chinese Speech Contest

To enhance international students' ability to speak Chinese and enrich after-class activities for them, the Student Union of Department of Chinese Language and Literature is organizing a school-wide Chinese speech contest for international students, which is to be held on Saturday next week at the auditorium. Those who are interested in taking part in it may sign up with the monitor of their class before Tuesday next week. Five prestigious professors from Peking University will be invited to be the honorable judges. The first six winners will be given awards. If the would-be candidates have any questions, please do not hesitate to contact us at the following address: studentunion@163.com. Everybody is welcome to be present at the contest.

The Student Union of Department of
Chinese Language and Literature.

纪要

Minutes of our class meeting "Contributing to Project Hope"

Time: From 10:00 am to 12:00 am on December 17, 2022

Place: Room 102, the Student Recreation Center

Present: All members of the class

Presided by: Zhang Wei

Summary of the meeting

I am attaching the minutes of the last class meeting for your review. The summary of the meeting on contributing to Project Hope is as follows.

Firstly, moved by the noble cause of Project Hope and encouraged by what has been achieved so far, we agreed to contribute our bit to the project by offering financial aid to a senior high student in a remote area of Sichuan Province. Secondly, we would seek out a girl whose family cannot afford her education. Lastly, our plan is to pay for her tuition on an annual basis until she graduates from high school. We would like to remit our donation directly to bank account opened by her family in her local area.

If you discover any errors or omissions in the minutes, please inform me.

Submitted by: Li Ming
Date: December 24, 2022