

考生姓名: \_\_\_\_\_

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Section III Writing Part A

51. Dear [收件人称呼]

I am writing to express my dissatisfaction with [投诉的问题或情况]. I believe it is essential to bring this matter to your attention in order to seek a resolution.

Firstly, [解释发生的具体事件或问题]. This has caused me significant inconvenience and frustration. Secondly, the lack of [必要的行动、沟通或质量] has greatly impacted my [具体体验、产品或服务]. Despite [之前尝试解决问题的做法], I have not received a satisfactory response or solution.

I kindly request that [希望的解决方案, 比如退款、更换或解决问题]. I look forward to a satisfactory resolution and a positive response from you within [指定一个合理的时间范围].

Thank you for your prompt attention to this matter.

Yours sincerely,  
[寄件人称呼]

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Section III Writing Part A

51. Dear Sir or Madam,

I am writing to express my dissatisfaction with the electronic dictionary that I received from your online store. I believe it is essential to bring this matter to your attention in order to seek a resolution.

Firstly, upon receiving the electronic dictionary, I noticed several quality issues. The screen was scratched, and some buttons were not functioning properly. This has caused me significant inconvenience and frustration. Secondly, the lack of durability and functionality has greatly impacted my ability to use the electronic dictionary effectively. Despite contacting your customer service department to address the issue, I have not received a satisfactory response or solution.

I kindly request a replacement for the defective electronic dictionary or a refund for my purchase. I look forward to a satisfactory resolution and a positive response from you within the next two weeks.

Thank you for your prompt attention to this matter.

Yours sincerely,

Li Ming

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Section III Writing Part A

51. Dear [收件人称呼],

I am writing to highly recommend [推荐品] as an absolute [must-see/must-read/must-visit/must-experience]. It has left a lasting impression on me and I believe it will captivate anyone who experiences it.

Firstly, [该推荐品] is truly a masterpiece. The [导演/作者/策划者] have done an exceptional job in [创造/叙述/设计] this [作品/目的地/活动]. The [摄影/写作/氛围] is breathtaking and it offers a unique and immersive experience. Secondly, I was particularly impressed by [某个特定的方面/场景/角色]. It [唤起了情感/触发了思考] that have stayed with me long after experiencing it.

I wholeheartedly recommend [该推荐品] to anyone seeking [灵感/文化丰富]. I am confident that it will leave you with a profound appreciation for [艺术/文化/创造力].

Yours sincerely,  
[寄件人称呼]

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Section III Writing Part A

51. Dear Friend ,

I am writing to highly recommend the movie "Inception" as an absolute must-see. It has left a lasting impression on me , and I believe it will captivate anyone who experiences it.

Firstly , "Inception" is truly a masterpiece. The director has done an exceptional job in creating this work. The cinematography is breathtaking , and it offers a unique and immersive experience. Secondly , I was particularly impressed by the mind-bending storyline and the captivating performances. It evoked emotions and triggered thoughts that have stayed with me long after watching it.

I wholeheartedly recommend "Inception" to anyone seeking inspiration and entertainment. I am confident that it will leave you with a profound appreciation for the art of filmmaking.

Yours sincerely,

Li Ming

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Section III Writing Part A

51. Dear Friends ,

I am writing to highly recommend the book "Educated" as an absolute must-read. It has left a lasting impression on me , and I believe it will captivate anyone who experiences it.

Firstly , "Educated" is truly a masterpiece. The author has done an exceptional job in storytelling this work. The writing is captivating and offers a unique and immersive experience.

Secondly , I was particularly impressed by the resilience and determination of the main character , Tara Westover. Her journey from a remote mountain region to obtaining an education against all odds is awe-inspiring. It evoked emotions and triggered thoughts that have stayed with me long after reading it.

I wholeheartedly recommend "Educated" to anyone seeking inspiration and cultural enrichment. I am confident that it will leave you with a profound appreciation for the power of education and the strength of the human spirit.

Yours sincerely,

Li Ming

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Section III Writing Part A

51. Dear Professor Cook ,

I am writing to highly recommend West Lake as a must-visit destination in our city. It has left a lasting impression on me , and I believe it will captivate anyone who experiences it.

Firstly , West Lake is truly a masterpiece of natural beauty. The planners have done an exceptional job in designing this destination. The picturesque scenery and serene atmosphere are breathtaking , offering a unique and immersive experience. Secondly , I was particularly impressed by the tranquility and serenity of the lake. It evoked emotions of peace and reflection that have stayed with me long after visiting.

I wholeheartedly recommend West Lake to anyone seeking cultural enrichment and a connection with nature. I am confident that it will leave you with a profound appreciation for the wonders of our city.

Yours sincerely,

Li Ming

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Section III Writing Part A

51. Dear David ,

I am writing to highly recommend the art exhibition as an absolute must-visit. It has left a lasting impression on me , and I believe it will captivate anyone who experiences it.

Firstly , the art exhibition is truly a masterpiece. The planners have done an exceptional job in designing this event. The atmosphere is breathtaking , and it offers a unique and immersive experience. Secondly , I was particularly impressed by the captivating artworks. It evoked emotions and triggered thoughts that have stayed with me long after experiencing the exhibition.

I wholeheartedly recommend the art exhibition to anyone seeking inspiration and cultural enrichment. I am confident that it will leave you with a profound appreciation for art and creativity.

Yours sincerely,

Li Ming

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Section III Writing Part A

51. Dear [收件人称呼],

I hope this message finds you well. I am writing to extend an invitation to you for [活动名称]. We admire your expertise and would be honored if you could attend the event.

Firstly, the event is scheduled to take place on the upcoming Sunday at 9:00 a.m. We have carefully chosen the University Gym as the venue, taking into consideration its convenient location and ample space.

Secondly, the event will provide a wonderful opportunity to [简要描述活动的目的或主题]. We have carefully curated a program that includes [一些关键活动].

Thank you for considering our invitation. Please let us know if you are available to attend the event. We look forward to your positive response by tomorrow at 7:00 p.m.

Yours sincerely,  
[寄件人称呼]

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Section III Writing Part A

51. Dear [收件人称呼],

I hope this message finds you well. I am writing to invite you to participate in [活动名称]. We believe this activity will leave you with a memorable and impactful experience.

Firstly, the activity will be held on the upcoming Sunday at 9:00 a.m. We have chosen the University Gym as the venue, taking into consideration its convenient location and ample space. Secondly, the activity will provide a wonderful opportunity to [简要描述活动的目的或主题]. We have carefully planned a series of interactive sessions that include [一些关键活动].

Thank you for considering this invitation. Please let us know if you would be interested in joining us for this activity. We look forward to your positive response by tomorrow at 7:00 p.m.

Yours sincerely,  
[寄件人称呼]

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Section III Writing Part A

51. Dear [收件人称呼],

I hope this letter finds you in good health. I am writing to offer some suggestions regarding [话题].

First and foremost, it would be beneficial to [建议1], which have/has the potential to yield numerous benefits and can be instrumental in [描述带来的好处]. In addition, I suggest [建议2]. By doing so, we can expect to witness [描述带来的好处].

To sum up, implementing these suggestions can contribute to [描述预期的结果]. I hope you find these recommendations valuable and consider incorporating them into your plans.

Thank you for your attention and consideration.

Yours sincerely,  
[寄件人称呼]

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Section III Writing Part A

51. Dear Sir or Madam ,

I hope this letter finds you in good health. I am writing to offer some suggestions regarding the university library.

First and foremost , it would be beneficial to enhance the library's digital resources and online accessibility , which has the potential to yield numerous benefits and can be instrumental in providing a more efficient research experience for students and faculty. In addition , I suggest creating designated study areas within the library that cater to different learning preferences. By doing so , we can expect to witness improved productivity and overall satisfaction among library users.

To sum up , implementing these suggestions can contribute to a more modern and user-friendly university library. I hope you find these recommendations valuable and consider incorporating them into your plans.

Thank you for your attention and consideration.

Yours sincerely,

Li Ming

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Section III Writing Part A

51. Dear Li Ming,

I hope this letter finds you in good health. I am thrilled to offer my heartfelt congratulations on your admission to university. As you embark on this exciting new chapter in your life, I am writing to offer some suggestions regarding the preparation for university life.

First and foremost, it would be beneficial to prioritize your time and develop effective time management skills, which have the potential to yield numerous benefits and can be instrumental in maintaining a healthy work-life balance. In addition, I suggest reaching out to current students or alumni who have attended the same university. By doing so, we can expect to witness a smoother transition into campus life.

To sum up, implementing these suggestions can contribute to your personal and academic growth. I hope you find these recommendations valuable and consider incorporating them into your university plans. Congratulations once again on this significant milestone, and I wish you all the best in your future endeavors.

Yours sincerely,

Zhang Wei

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Section III Writing Part A

51.

Notice

[日期]

We are delighted to announce that our [组织/协会名称] will [举办活动/开展项目]. We are currently seeking enthusiastic and dedicated [所招募人员] for this exceptional opportunity.

First and foremost, applicants are expected to possess expertise in this field, along with strong communication and organizational skills. In addition, responsibilities may include [职责所在]. In this role, you will have the opportunity to work closely with [其他活动参与者] and gain valuable hands-on experience.

If you are inclined to join the team, please fill out the attached application form and submit it to [邮箱号] by [截止日期]. We eagerly anticipate your participation and contribution.

[组织/协会名称]

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Section III Writing Part A

51.

Notice

November 25

We are delighted to announce that our Postgraduates' Association will be hosting a global international conference. We are currently seeking enthusiastic and dedicated volunteers for this exceptional opportunity.

First, the conference is scheduled to commence at 9:00 a.m. on December 28th at Meeting Room 2, with an expected duration of two hours.

Second, applicants are expected to possess expertise in this field, along with strong communication and organizational skills. Third, responsibilities may include registration, assisting with presentations, and providing logistical support. In this role, you will have the opportunity to work closely with renowned professionals and gain valuable hands-on experience.

If you are inclined to join the team, please fill out the attached application form and submit it to [studentunion@163.com](mailto:studentunion@163.com) by tomorrow at 7:00 p.m. We eagerly anticipate your participation and contribution.

Postgraduates' Association

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Section III Writing Part A

51.

Notice

[日期]

We have an exciting announcement for you!  
As a [所任职务], I am delighted to introduce  
you to [活动主题].

First and foremost, our [组织/活动名称]  
offers [某种资源] that presents an opportunity  
for you to [获得好处]. In addition, we provide  
[特色服务], aimed at [预期收获].

We encourage you to [采取行动]. If you  
have any inquiries or require assistance, please  
don't hesitate to reach out to us.

[组织/协会名称]

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Section III Writing Part A

51. \_\_\_\_\_

Notice

September 10

Welcome to our university! As a librarian, I am delighted to introduce you to the resources and services available at our library.

First and foremost, our library offers a wide range of books, journals, and digital resources in various languages that presents you with an opportunity to further your academic studies. In addition, we provide study spaces, computer labs, and printing facilities, aimed at improving your research and information literacy skills.

We encourage you to explore our library and make the most of these valuable resources. If you have any questions or need assistance, please don't hesitate to reach out to our library staff.

Li Ming

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Section III Writing Part A

51. \_\_\_\_\_

Notice

November 25

We have an exciting announcement for you! As a member of the Students Union of our university, I am delighted to introduce you to an upcoming Singing Contest.

First and foremost, the contest will commence at 9:00 a.m. on December 28th in the Lecture Hall. In addition, we provide participants with high-end audio equipment and professional stylists, aimed at creating a captivating event where you can connect with others and enjoy incredible performances.

We encourage you to take part in this visually stunning spectacle. If you are interested in registering for the contest, please fill out the attached application form and submit it to studentsunion@163.com by tomorrow at 7:00 p.m. We warmly welcome everyone to attend and watch the contest.

Students Union

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Section III Writing Part A

51. Dear (收件人称呼),

I hope this letter finds you well. I am writing to introduce to you (介绍内容). In order to provide a comprehensive introduction, I have carefully crafted the following points for your consideration.

First and foremost, the aspect of (内容1) highlights (独特品质/好处1). In addition, another crucial component of (内容2) emphasizes (独特品质/好处2) that delivers enormous benefits to (受益对象).

Thank you for your attention. If you have any further questions or require additional information, please do not hesitate to reach out to us.

Yours sincerely,  
(寄件人称呼)

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Section III Writing Part A

51. Dear (收件人称呼),

I hope this letter finds you well. I am writing to introduce to you (人物名称). In order to provide a comprehensive introduction, I have carefully crafted the following points for your consideration.

First and foremost, (人物名称) has an impressive track record of (显著成就). In addition, (她/他的) expertise in (某领域) has not only garnered recognition but has also contributed to the advancement of (某行业或领域). Aside from (她/他的) professional accomplishments, (她/他) possesses outstanding personal qualities.

Thank you for your attention. If you have any further questions or require additional information, please do not hesitate to reach out to us.

Yours sincerely,  
(寄件人称呼)

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Section III Writing Part A

51. Dear (收件人称呼),

I hope this letter finds you well. I am writing to introduce to you (地点名称). In order to provide a comprehensive introduction, I have carefully crafted the following points for your consideration.

First and foremost, it is brimming with cultural heritage, boasting remarkable architectural structures that exude its captivating allure. In addition, this remarkable destination is renowned for its abundance of local delicacies, which allows visitors to indulge in culinary delights while immersing themselves in its enchanting ambiance.

I cordially invite you to visit (地点名称). Thank you for your attention. If you have any further questions or require additional information, please do not hesitate to reach out to us.

Yours sincerely,  
(寄件人称呼)

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Section III Writing Part A

51. Dear [收件人姓名],

I hope this letter finds you in good health and spirits. I wanted to take a moment to express my utmost gratitude for [对方的付出] during [某一时期]. Your benevolence and support rendered my experience truly memorable.

Firstly, I am deeply appreciative of the opportunity I had to [所做的幸运的事]. The insights and experiences I gained will leave an indelible mark on my personal and professional growth. In addition, I would like to [回馈对方的举动] in the near future. It would be an honor to reciprocate the warm welcome I received and show you [所展示的内容].

Once again, thank you for your warm reception and hospitality. I look forward to the opportunity to [回馈对方的举动] at an opportune time.

Best regards,  
[寄件人姓名]

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Section III Writing Part A

51. Dear Friend ,

I hope this letter finds you in good health and spirits. I wanted to take a moment to express my utmost gratitude for the gracious reception and hospitality you bestowed upon me during my time in the U.S. as part of the Sino-American cultural exchange program. Your benevolence and support rendered my experience truly memorable.

Firstly , I am deeply appreciative of the opportunity I had to immerse myself in meaningful cultural exchanges with you and your colleagues. The insights and experiences I gained will leave an indelible mark on my personal and professional growth. In addition , I would like to extend an invitation for you to visit China in the near future. It would be an honor to reciprocate the warm welcome I received and show you the abundant culture and history of my country.

Once again , thank you for your warm reception and hospitality. I look forward to the opportunity to welcome you to China at an opportune time.

Best regards ,

Zhang Wei

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### Section III Writing Part A

51. Meeting Minutes

Date= [会议日期]

Time= [会议时间]

Location= [会议地点]

Attendees= [与会人员]

Meeting Summary=

1. The meeting commenced with [会议主讲人] providing an overview of the workshop's objective= [会议目标].

2. [会议主讲人] presented statistics and examples of prevalent [会议主题], including [相关细节]. The participants engaged in a detailed discussion on the significance of [有意义的举动].

3. During the brainstorming session, the participants generated ideas for effective strategies, such as [具体措施]. The team assigned tasks and established a timeline to ensure the timely completion of preparations. The next steps involve compiling research findings and scheduling a follow-up meeting to review progress.

Adjournment=

The meeting adjourned at [会议结束时间].

Submitted by= [会议记录人]

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### Section III Writing Part A

51. Meeting Minutes

Date= October 7, 2023

Time= 10:00-11:00

Location= Conference Room 105, Student Center

Attendees= Professor Lee and student representatives

Meeting Summary=

1. The meeting commenced with Professor Lee providing an overview of the workshop's objective= to enhance students' anti-fraud awareness.

2. The professor presented statistics of prevalent scams targeting students, including online phishing and financial scams. The participants engaged in a detailed discussion on the significance of educating students about common scams and frauds.

3. During the brainstorming session, the participants generated ideas for effective strategies, such as collaborating with student organizations. The team assigned tasks and established a timeline to ensure the timely completion of preparations. The next steps involve compiling research findings and scheduling a follow-up meeting to review progress.

Adjournment=

The meeting adjourned at 11:00 as scheduled.

Submitted by= Li Ming

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### Section III Writing Part A

51.

#### Meeting Minutes

#### 会议纪要

Date: October 7, 2023

日期: 2023年10月7日

Time: 10:00-11:00

时间: 10:00-11:00

Location: Conference Room 105, Student Center

地点: 学生中心105会议室

Attendees: Professor Lee and student representatives

与会人员: 李教授和学生代表

Meeting Summary:

会议事项:

1. The meeting commenced with Professor Lee providing an overview of the workshop's objective: to enhance students' anti-fraud awareness.

1. 会议开始时，李教授提出了研讨会的目标：提高学生的防欺诈意识。

2. The professor presented statistics of prevalent scams targeting students, including online phishing, identity theft, and financial scams. The participants engaged in a detailed discussion on the significance of educating students about common scams and frauds.

2. 教授提供了针对学生的常见欺诈手段的统计数据，包括在线钓鱼、身份盗窃和金融诈骗。与会者对教育学生

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### Section III Writing Part A

5. 有关常见骗局和欺诈的重要性进行了详细讨论。

3. During the brainstorming session, the participants generated ideas for effective strategies, such as organizing awareness campaigns, creating educational materials, and collaborating with student organizations. The team assigned tasks and established a timeline to ensure the timely completion of preparations. The next steps involve compiling research findings, and scheduling a follow-up meeting to review progress.

3. 在头脑风暴环节中，与会者提出了有效的策略，如组织宣传活动、制作教育材料以及与学生组织合作。团队分配了任务，并制定了时间表，以确保及时完成准备工作。下一步工作包括整理研究结果，并安排一次后续会议以审查进展情况。

Adjournment:

会议结束时间:

The meeting adjourned at 11:00 as scheduled.

会议于11:00按计划结束。

Submitted by: Li Ming

提交人: 李明

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考生姓名: \_\_\_\_\_

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### Section III Writing Part A

51. Dear [收件人称呼],

I am writing to express my keen interest in [职位名称] at [组织名称]. With [相关技能和经验], I am confident that I can make a valuable contribution to your team.

First and foremost, with [数值] years of hands-on experience in [相关领域], I have acquired a profound understanding of [具体技能或知识]. Furthermore, I am skilled in [特定工具或软件], and have successfully [成就]. On top of that, my commitment to meticulous organization, coupled with my problem-solving capacity, can ensure [预期结果].

Thank you for considering my application. I have attached my resume for your review. I would be happy to provide any additional information or references upon request.

Yours sincerely,  
[寄件人称呼]

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Section III Writing Part A

51. Dear Sir/Madam ,

I am writing to express my keen interest in volunteering for the upcoming exhibition at the local art gallery. With my passion for art and previous experience in assisting with gallery events , I am confident that I can make a valuable contribution to your team.

First and foremost , with two years of hands-on experience in volunteering for various art events and exhibitions , I have developed a deep appreciation for curating and showcasing artworks. Furthermore , I am skilled in assisting with the setup and takedown of exhibits , interacting with visitors , and providing information about the artworks on display. On top of that , my commitment to meticulous organization , coupled with my problem-solving capacity , can ensure the smooth holding of the exhibition.

Thank you for considering my application. I have attached my resume for your review. I would be happy to provide any additional information or references upon request.

Yours sincerely ,

Li Ming

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Section III Writing Part A

51. Dear Hiring Manager ,

I am writing to express my keen interest in the Marketing Coordinator position at ABC Company. With previous experience in managing successful marketing campaigns , I am confident that I can make a valuable contribution to your team.

Firstly , over the course of my 3-year tenure in the field of digital marketing , I have honed an exceptional acumen for social media marketing and content creation. Furthermore , I possess a profound mastery of various marketing tools and platforms , and have successfully orchestrated and managed several marketing campaigns that resulted in increased brand visibility. On top of that , my commitment to meticulous organization , coupled with my problem-solving capacity , can ensure the seamless execution of marketing initiatives.

Thank you for considering my application. I have attached my resume for your review. I would be happy to provide any additional information or references upon request.

Yours sincerely ,

Li Ming

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### Section III Writing Part A

51. \_\_\_\_\_

hands-on experience 实践经验

acquire a profound understanding of ... 获得对……深刻的理解

on top of that 除此之外

meticulous organization 精心的组织

be coupled with 结合；再加上

problem-solving capacity 解决问题的能力

curate and showcase artworks 策划和展示艺术品

the setup and takedown of exhibits 展览的布置和撤展  
over the course of ... 在……期间

3-year tenure in the field of digital marketing 在数字营销领域的三年任职经验

hone an exceptional acumen for 培养出敏锐的洞察力

possess a profound mastery of ... 牢牢掌握了……

successfully orchestrate and manage several marketing campaigns 成功策划和管理了多个市场推广活动

increased brand visibility 提升的品牌知名度

the seamless execution of marketing initiatives 市场营销计划的无缝执行

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Section III Writing Part A

51. Dear [收件人称呼],

I am writing to offer my sincerest apologies for [因何事表达歉意]. I fully recognize my responsibility in [事情原本应是如何做的], and I deeply regret any inconvenience it may have caused.

To rectify this situation, I would like to [解决方案1]. Alternatively, if you prefer, I am more than willing to [解决方案2]. I kindly request that you inform me of your preferred resolution.

Once again, I apologize for any inconvenience and disappointment caused by my action. I genuinely appreciate your understanding and kind consideration regarding this matter.

Yours sincerely,

[寄件人称呼]

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Section III Writing Part A

51. Dear Bob ,

I am writing to extend my sincerest apologies for the oversight in failing to return the music CD that I borrowed during my stay in Canada. I recognize and acknowledge my responsibility in promptly returning it , and I deeply regret any inconvenience that my negligence may have caused.

To rectify this situation , I would like to mail the CD back to you without delay. Alternatively , if you prefer , I am more than willing to reimburse you for the CD's cost. I kindly request that you inform me of your preferred resolution.

Once again , I apologize for any inconvenience and disappointment caused by my actions. I genuinely appreciate your understanding and consideration regarding this matter.

Yours sincerely ,

Li Ming

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Section III Writing Part A

51. Dear Professor Smith ,

I am writing to offer my sincerest apologies for the cancellation of our scheduled meeting due to the sudden change in my travel plans. I fully recognize my responsibility in attending the meeting as planned , and I deeply regret any inconvenience it may have caused.

To rectify this situation , I would like to propose a future meeting to discuss the matters we had intended to address during my visit. I am available on the whole next week and I would greatly appreciate it if we could find a mutually convenient time to reschedule our meeting. I kindly request that you inform me of your preferred resolution.

Once again , I apologize for any inconvenience and disappointment caused by my action. I genuinely appreciate your understanding and kind consideration regarding this matter.

Yours sincerely ,

Li Ming

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Section III Writing Part A

51. Dear [收件人称呼],

I am writing to formally submit my resignation from my position as [职位] at [公司名称]. It has truly been an honor to be a part of such a talented and dedicated team.

I wanted to take this opportunity to express my gratitude for the diverse experiences I have had during [任职时间] at [公司名称]. However, after careful and meticulous consideration, I have decided to pursue a new opportunity that aligns more closely with my long-term career goals.

I apologize for any inconvenience caused by my decision to resign. I will ensure all outstanding tasks are completed or properly delegated before my departure. I am available to assist in training my replacement or providing any necessary handover documentation.

Thank you for your guidance and support throughout my tenure at [公司名称]. I wish you and the entire team continued success and prosperity.

Yours respectfully,

[寄件人称呼]

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Section III Writing Part A

51. Dear Mr. Wang ,

I am writing to formally submit my resignation from my position as an editor at Designs & Fashions. It has truly been an honor to be a part of such a talented and dedicated team.

I wanted to take this opportunity to express my gratitude for the diverse experiences I have had during the past two months at Designs & Fashions. However , after careful and meticulous consideration , I have decided to pursue a new opportunity that aligns more closely with my long-term career goals.

I apologize for any inconvenience caused by my decision to resign. I will ensure all outstanding tasks are completed or properly delegated before my departure. I am available to assist in training my replacement or providing any necessary handover documentation.

Thank you for your guidance and support throughout my tenure at Designs & Fashions. I wish you and the entire team continued success and prosperity.

Yours respectfully ,

Li Ming

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Section III Writing Part A

51. Dear [收件人称呼],

I am writing to extend my heartfelt congratulations to you for [成就]! It fills me with great joy to acknowledge and commend you for this remarkable accomplishment.

Undeniably, your [成就] is a testament to your exceptional talent and unwavering commitment, as it is immensely challenging for a novice to achieve such outstanding results. Furthermore, your extraordinary skills have empowered you to set a shining example for others to emulate. This achievement not only brings you personal satisfaction but also serves as an inspiration to those around you.

May this success mark the beginning of a new chapter brimming with even greater accomplishments and opportunities. I have every confidence that you will continue to excel in all your future endeavors.

Once again, congratulations on this well-deserved accomplishment.

Best regards,

[寄件人称呼]

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Section III Writing Part A

51. Dear [收件人称呼],

I hope this letter finds you well. I am writing to kindly request your assistance with [请求的内容]. As I reflect on my experiences and background, I feel compelled to reach out to you for help in this matter.

First and foremost, I would greatly appreciate it if you could provide your support and guidance in [具体说明你的请求]. Additionally, I have attached all the required documents to this email, including my statement of purpose, CV, and academic transcripts. It would be immensely helpful if you could review these materials and provide any suggestions or corrections that you deem necessary.

If there is any additional information or documentation you need to fully assess my request, please do not hesitate to let me know. I assure you that I will promptly provide any necessary materials.

Thank you for taking the time to consider my earnest request. I look forward to your positive response.

Best regards,

[寄件人称呼]

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