

2021 年 英语一小作文 (给外国朋友来中国找工作提建议)

A foreign friend of yours has recently graduated from college and intends to find a job in China. Write him an email to make some suggestions.

You should write about 100 words on the ANSWER SHEET.

Do not use your own name in the email. Use "Li Ming" instead. (10 points)

Dear Jack,

You can't imagine how excited I was when I heard that you wanted to come to China to find a job. In my eyes, you have always been a very diligent and thoughtful person. However, as your best friend, I still want to give you some suggestions.

First, you are supposed to dress yourself neatly and formally so that you can leave a good impression on the interviewers. Second, it would be better if you can speak good Chinese, which allows you to communicate with your colleagues effectively. Last, in order to have a more comprehensive knowledge of your company, you need to do some research job in advance.

I would be very pleased if you could take my suggestions into consideration and I am looking forward to hearing your good news. (134 words)

Yours sincerely,
Li Ming

亲爱的杰克,

(1.心情) 你可能无法想象, (利用题目信息) 当我知道你要来中国找工作时是多么地激动。(3.夸对方) 在我眼里, 你一直都是一个非常勤奋且细心的人。然而, 作为你的好朋友, 我还是想给你提一些建议。

(5.建议) 首先, 你应该穿得正式一些, 这样才能给面试官留下良好的印象。其次, 你最好能说一口流利的中文, 这会让你跟同事们交流时更加有效。最后, 为了更加全面地了解你的公司, 你最好事先做一些调查。

(89.客套结尾) 如果你能认真考虑我的建议我将非常高兴。同时, 我也期待你的好消息。

你诚挚的,
李明