

(MrJin 原创) 小作文 8——祝贺+建议信 (求职面试)

Directions:

Suppose your friend Bob has made it to the final round of a job interview of a multinational, write him a letter to :

- (1) congratulate him, and
- (2) give him suggestions

You should write about 100 words on ANSWER SHEET 2.

DO NOT sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address. (10 points)

亲爱的鲍勃，

你肯定想不到当我听说你获得了一家跨国企业的面试机会时有多么地兴奋。不管怎么说，作为你最好的朋友，我对你表示由衷的祝贺。

在我眼里，你一直都是一个非常细心的人。但是，为了这次面试成功，我必须要给你几点建议。首先，你应该穿戴整齐并且正式一些，给面试官留下一个好印象。其次，你需要调查一下这家公司的背景以及你的工作职责，以便在面试时能够表现得得体。

我真的希望你能够考虑我的建议。同时，我也期待你的好消息。

你诚挚的，
李明

Dear Bob,

You cannot imagine how excited I was when hearing that you were given such a chance to attend the interview of a multinational. Anyway, as your best friend, I would like to express my heartfelt congratulations to you.

In my eyes, you have always been a careful and considerate person. However, in order to make this interview smooth and successful, I must give you some suggestions. First, you should dress yourself neatly and formally to leave a good impression on your interviewer. Second, you are supposed to research the background of this company as well as your job responsibilities so that you can respond appropriately during the interview.

It is my sincere hope that you can take my suggestions into consideration and I am looking forward to your good news. (130 words)

Yours sincerely,
Li Ming

MrJin 写作提示

1. 【字数控制】

小作文要求字数在 100 词左右。本文字数 130 词，尚在合理范围内。尽量不要超过 140 词，写到 120 词为最佳。如果低于 100 词则显得单薄。

2. 【模板覆盖 + 贴题】

这篇小作文可以用模板覆盖三分之二的內容，只有中间段的两句话需要自己灵活应对。事实上，这两句属于平时“素材积累”的范畴。求职面试属于常见话题，应该准备一些表达，如“穿戴整齐”；“给…留下良好的印象”；“面试官”；“公司背景和文化”；“工作职责”；“符合要求”；“表现得体”等。如果平时准备的素材在考试时没能用上，则考虑从小作文模板其他句子或大作文模板中调取。

3. 【逻辑性、连贯性】

如何让文章读起来连贯，且有条理？

第一，注意使用衔接词。如 Anyway, however, first, second, as well as 等。

第二，适当加入内容，承上启下。如 as your best friend, in order to make this interview smooth and successful

第三，背一些常见的句型，这些句型本身就很连贯。如 you are supposed to do; so that you can ...

4. 【用词】

第一，在适当的地方使用大词。如 heartfelt congratulations, considerate, responsibilities, respond appropriately

第二，使用同义词叠加的写作手法。如

(1) successful 叠加成 smooth and successful;

(2) formally 叠加成 neatly and formally;

(3) background 叠加成 profile and background (由于原文句子太长，没有进行叠加)