

# Writing Material

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## 1 PRACTICAL WRITING

### 1.1 Complaint Letter

#### 1.1.1 Common Beginning Sentence Pattern

- It is with great reluctance that I must inform you that...
- I wish to draw your attention to the problem/fault...that...

#### 1.1.2 Common Ending Sentence Pattern

- I trust you will take my complaints seriously and...
- I would be grateful if you could...

#### 1.1.3 Example

Dear Sir or Madam,

I am writing this letter to complain about the quality of your product—an electronic dictionary I bought in your online shop last week. Today, I find the dictionary does not operate properly. For some reasons, the battery can work for only two days after last charging. What is worse, the pronouncing button of it does not function. Last but not least, the screen will shut down unexpectedly and randomly.

As the machine is under warranty, I would like to exchange it for another one or get a refund. I am looking forward to your reply at your earliest convenience.

Sincerely yours,  
Ming Li

### 1.2 Suggestion Letter

#### 1.2.1 Common Beginning Sentence Pattern

- I am writing in reply to...
- I would like to suggest that...

### 1.2.2 Common Ending Sentence Pattern

- I hope that my suggestions are helpful for your decision-making anyway.
- Whatever you decide to do, good luck with your studies/work.

### 1.2.3 Example

Dear President,

I am writing this letter to give you some suggestion in how to improve our student's physical condition after my observation of my classmates' poor performance in the annual "Mountain Climbing Festival" held by the local authority.

First of all, the morning exercise is expected to be introduced and promoted as routine regulation so as to help us keep a regular schedule every day. Secondly, more fitness equipment should be installed in the public area of the apartments. Consequently, we can do the building more conveniently and make the best use of our precious time.

I hope you will find these suggestions helpful and practical.

Sincerely yours,  
Li Ming

## 1.3 Apology Letter

### 1.3.1 Common Beginning Sentence Pattern

- I am writing this letter to express my regret...
- I would like to give you my apology for...

### 1.3.2 Common Ending Sentence Pattern

- Once again, I am sorry for any inconvenience I have caused.
- Hope you can accept my apologies and understand my situation.

### 1.3.3 Example

Dear Mr.Wang,

I am very sorry to say that I cannot attend your dinner party, Firstly, thank for your invitation to dinner at your home tomorrow. Unfortunately, it is much to my regret that I cannot join you and your family, because I will be fully occupied then for an important exam coming the day after tomorrow.

I feel terribly sorry for missing the chance of such a happy get-together, and I hope that all of you will enjoy a good time. Is it possible for you and me to have a private meeting afterward?If so, please don't hesitate to give me a call about your preferable time. I do long for a pleasant chat with you.

Please allow me to say sorry again.

Sincerely yours,  
Li Ming

## 1.4 Resignation Letter

### 1.4.1 Common Beginning Sentence Pattern

- This is to inform you that I intend to resign from my current position.
- I feel very sorry for having my decision of resignation.

### 1.4.2 Common Ending Sentence Pattern

- I sincerely hope that you can approve of my resignation. I am sorry for any inconvenience caused.
- My best wishes for the company's continued growth.

### 1.4.3 Example

Dear Mr.Wang

I am very grateful to be employed by you two months ago as an editor for your magazine *Designs & Fashions*. I appreciate the opportunity of having worked here with you and other colleagues. The experiences will be unforgettable in my life.

However, as a young man whose primary interest is in computer science rather than fashion designing, I find my present job doesn't fall in with my previous one and domain. I therefore decide to quit this job for something else that conforms to my former preparation.

I highly appreciate the invaluable experience and happy days working here. Thank you for your patience, understanding and trust. Please accept my sincere apologies for any inconvenience my leaving may cause.

## 1.5 Cover Letter

### 1.5.1 Common Beginning Sentence Pattern

- I am writing in response to your advertisement in *China Daily* of June 8...
- I write this letter to submit my application for...

### 1.5.2 Common Ending Sentence Pattern

- Any favorable consideration of my application will be highly appreciated.
- Thank you for considering my application and I am looking forward to meeting you.

### 1.5.3 Example

Dear Sir or Madam,

I am responding to your ad on January 5th, 2011, in the Sunday issue of China Daily, for the position of the office clerk. It prompts me to offer you my qualifications because your requirements closely parallel my qualification and working experience.

I graduated from the English Department of Beijing University. I once worked as an interpreter in a tourist agency for 3 years. I have been working as a manager assistant for one year in New Kevin Co. Ltd. Besides, I have got some editing experiences in a TV station.

I wish you would give me an opportunity to be interviewed. I can be reached at my resume address or phoning 010 - 88888888 after 4 p. m. I would very much appreciate it if you are kind enough to tell me the time and place of a possible interview. Looking forward to hearing from you.

Sincerely yours,  
Li Ming

## 1.6 Recommended Letter

### 1.6.1 Common Beginning Sentence Pattern

- With reference to your requirements, I shall, without reservation, recommend ... as an ideal candidate.
- I am writing to you to recommend...

### 1.6.2 Common Ending Sentence Pattern

- Therefore, I don't hesitate to recommend...as the right person for your consideration
- I would like to thank for your attention to this letter and restate my support to Mr...

### 1.6.3 Example

Dear Professor Cook,

I am Li Ming from Beijing Foreign Studies University. I am happy to hear that you will pay a visit to Beijing this March. I am writing this letter to recommend you some famous and interesting tourist attractions.

As you know, the Forbidden City embodies this nation's profound and diversified ancient culture with its magnificent architectures, splendid frescoes and other precious treasures. Besides, the 798 Art District is one of the landmarks of Beijing urban culture, which exhibits art and culture in fashion.

I hope my recommendation will make your journey more enjoyable. And I am anticipating your visit here. With best wishes!

Sincerely yours,

Li Ming

## **1.7 Thanks Letter**

### **1.7.1 Common Beginning Sentence Pattern**

- I am writing this letter to thank you for...
- I am writing to express my sincere thanks for...

### **1.7.2 Common Ending Sentence Pattern**

- My true gratitude is beyond the word's description.
- Please accept my gratitude as always.

### **1.7.3 Example**

Dear Kevin,

I am writing this letter to thank you for the guidance you have offered me during the past weeks. I was a total stranger when arriving in this city, even not knowing the way to the downtown area. As you know, this is the first time for me to come up to this big city.

I bought a guidance book, but there were still difficulties in going around the city. The streets and shops puzzled me so much that I would rather stay indoors. It is your valuable guidance that has enabled me to go about the city without losing myself. I thank you very much for your kind help. Yesterday I went downtown alone to buy some stationery and other stuff.

Lessons will begin in a few days. I will come over to see you some day next week and tell you everything that has happened to me.

Yours sincerely,  
Li Ming

## **1.8 Congratulations Letter**

### **1.8.1 Common Beginning Sentence Pattern**

- Please accept my sincere/hearty/warm congratulations on...
- It is great pleasure to send you my congratulations on...

### **1.8.2 Common Ending Sentence Pattern**

- All my best wishes for an even more prosperous future/successful career.
- Every good wish to you for much health, happiness and prosperity.

### 1.8.3 Example

Dear Mike

It is my great pleasure to congratulate on your graduation with high honors from China Cartoon University yesterday, which I learned from Smurf yesterday. Your own intelligence and diligence have earned you this achievement.

I can well imagine how proud of your parents are now, who have been anxiously hoping to witness your brilliant success. As I understand, you will continue studies in the United States soon. I wish you greater success in your studies and research work.

By the way, as the New Year is quickly approaching, I take this opportunity to send my greetings and best wished yo you for 2017. I sincerely look forward to continued friendly ties with you.

With best wishes.

your sincerely,  
Li Ming

## 1.9 Invitation Letter

### 1.9.1 Common Beginning Sentence Pattern

- I am writing to invite you to...
- Would you like to join us in...?

### 1.9.2 Common Ending Sentence Pattern

- I would like to meet you here and please let me know your decision.
- I really hope you can make it.

### 1.9.3 Example

Dear Sir,

I am writing this letter to invite you to be the judge for our English Club sponsoblack by the Foreign Language School on Friday evening in the student center.

You are the most popular foreign teacher among students for you perfect London accent and your dedication to the teaching cause, so your coming to this competition will be our great honor and will make Friday evening a wonderful night.

The contest will begin at 19:00 o'clock. I will wait for you at the center entrance. If you have any question,you can give me a call . We are looking forward to your participation in this contest.

Yours sincerely,  
Li Ming

## 1.10 Advisory Letter

### 1.10.1 Common Beginning Sentence Pattern

- It would be grateful if you could furnish us with the information about...
- I am writing to see if it is possible for you to provide me with information regarding...

### 1.10.2 Common Ending Sentence Pattern

- I'm looking forward to your due attention and quick response.
- Your earliest reply would be mostly appreciated.

### 1.10.3 Example

Dear Sir/Madam,

I'm an engineer working in Beijing and I'm writing to offer aid to Project Hope. Project Hope is a noble cause because children are our country's future. It would be highly appreciated if you'd help me seek out a girl who has dropped out of high school due to financial problems and who is willing to return to her hometown to work after graduation from university.

I would send her money to cover her tuition on an annual basis until she finishes her university education. The money could be directly sent to her bank account. Your prompt reply to this letter would be highly appreciated.

Warm regards.

Yours sincerely,  
Li Ming

## 1.11 Announcement

### Volunteer Recruitment Notice

An international conference on globalization will be held from March 9th to 11th, 2010 on campus. The Postgraduates' Association is now recruiting a special volunteer group to ensure its success. If you are in good health, detail-oriented, have a pleasant personality, can communicate well in English, feel willing to follow directions under general supervision and, most importantly, have an interest in becoming a volunteer for the conference, please send your resume and application letter to us at [recruitment@163.com](mailto:recruitment@163.com). Candidates that have previous voluntary experience or related training, or knowledge regarding globalization are preferred. Your basic English-speaking ability, communication skills, and tremendous working enthusiasm will be highly valued.

The Postgraduates' Association.

## 2 ESSAY WRITING

### 2.1 The First Paragraph

In this paragraph, we focus on image description.

#### 2.1.1 Example

- As is shown above, in the sea floats a fishing-boat, catching fishes, with a number of sea creatures swimming in the ocean, on the contrary in 1995, there was only one fish, with many fishing-boats crowding in the sea.
- As is shown in the cartoon, in the darkness happily stands a candle, spreading brightness around itself.
- As is vividly shown in the photo, in the sunshine stands a pretty American girl, (who is) in Chinese traditional clothes, wearing necklace and its like, with a sweet smile on her face.
- As is shown above, In the black house stands a delicate flower, growing vigorously, with the shelter protecting it from the brush of the storm. When remove out of the protection, the flower cannot stand and quickly dies, with it's leaves falling in the wind.

#### 2.1.2 Pattern

As is shown above, In the...stands/floats/..., growing/wearing..., with...

#### 2.1.3 Common Beginning Sentence Pattern

- As is shown in the picture above...
- The pictures above vividly describe + noun.
- The drawing above does demonstrate a certain thought-provoking social phenomnon.

#### 2.1.4 Common Ending Sentence Pattern

- Certain informative implication is revealed in the picture above.
- The implication is not only informative, but instructive as well.
- The picture, at the first glimpse, seems to be simple, but only a penetrating sight can pierce through its superficial meaning.
- This issue is becoming a matter of concern for more and more people, especially for...



## 2.2 The Second Paragraph

In this paragraph, we put forward argument and prove it.

### 2.2.1 Pattern

1. Put Forward Argument:

The picture demonstrate a common fact that the new technology has changed our ordinary way of life, but many smart devices have adversely affected our interpersonal relationship — we are too dependent on the new digital devices to maintain normal communication between people.

2. Emphasize Argument:

In other words, we ignore the importance of communication, especially the face-to-face one, suggesting possibility of threatening the normal relationship among us.

3. Prove Argument:

According to a survey conducted by the related research institute recently, the hours spent on the using of phones per-person each day have reached as much as 5.4 hours, which means these new devices the lives of a modern soul from day to night.

4. Example:

As is reported, an old father even overturns the dining table when his children pay a visit to him, annoyed by his children who are indulging in their mobile phones and ignoring the communication with father and mother, even when their old mother has elaborated a great meal for them.

5. Summary:

The symptoms of this kind of phenomenon are not difficult to find.

## 2.3 The Third Paragraph

In this paragraph, we pose the solutions.

### 2.3.1 Common Mode

The general public is supposed to enhance their awareness that ocean resources are essential for the environment. In this issue, researchers, scholars and experts are expected to work out up-to-date solutions to *something*. In view of the complexity of such an issue, we must treat it socially, economically and culturally. In a sense, it is not why *something* exists in today's what we should do to cope with it.

### 2.3.2 Common Sentence Pattern

- To solve this burning problems, it is imperative for people to combine efforts to...to set up...to...by doing so, we can...
- All these measure will help us in solving these important problems and ...
- It is high time we paid due attention to this adverse trend/problem...
- Accordingly, it is imperative for us to take some measures to...We bear in mind that...Everyone should have the ability of...Only in this way can we...and only in this way can...
- From what has been discussed above, we may safely draw a conclusion that...
- My suggestions to deal with the problem are as follows. To begin with, it is urgent to...Secondly...Finally...

## 3 ESSAY RECITE

### 3.1 Negative/Environmental/

As is shown above, on the lake floats a boat, on which one couple of tourist are throwing waste into the lake, which has been in mess and full of various wastes including lunch boxes, fish bones and its like. The primary purpose of the pictures above is that due attention should paid to the urgent problem that people's inappropriate behaviors lead to the severe destruction of environment.

The picture is telling us that the environmental problem is not only harmful but also detrimental. Behind the scene presented above, there lurks a host of problem of some higher level. Smog, acid rain, global warming, and the thinness of ozone layers possibly change of wild species. Industrial sewage dumped into rivers or lakes pollutes water; this may cause the death of fishes and other aquatic species. People living by the river will probably develop strange diseases. Were there no environmental protection, never would we taste the real happiness of life.

To solve this burning problem, it is imperative for people to combines efforts to raise safety standards of all industrial facilities, to set up international cooperated laboratory, to monitor the state of environment and set up an international center for emergency environment assistance. All these measures will help us in solving these important problems and prevent us from dangerous illnesses and disease. We'd better bear the following sentence in mind "Don't blow it — good planets are hard to find."

### 3.2 Positive/Teamwork

As is vividly depicted in the picture, two disabled men are running fast through teamwork although each of them has only one leg. Obviously, it is teamwork that makes it possible for them to go anywhere they want to.

Simple as it is, what the picture conveys to us is though-provoking. With the development of economy and society, competition is becoming increasingly fierce. It is impossible for anyone to finish work all by himself. Hence, people in mounting numbers put great emphasis on teamwork. In fact, it has been universally acknowledged that the ability of teamwork is the most essential qualification that anyone who wants to achieve success should possess.

Accordingly, it is imperative for us to take some measures to enhance the sense of teamwork in our society. We should bear in mind that teamwork is of great significance to both our society and ourselves. Every one should have the ability of teamwork. Only in this way can we achieve success and only in this can our society become harmonious to live in.

### 3.3 Other Essay

#### 3.3.1 Optimistic/Pessimism/Choose/Attitude

As is shown above, in the middle of the picture stand two persons, looking at the dropped/broken wine/milk bottle, showing different reactions, one sighing that “there is nothing left”, and the other being grateful that “there is something left”. Simple as the picture is, a certain informative information is revealed in it.

The picture demonstrates two strikingly different attitudes, pessimism and optimism, when facing the same thing and tells us that the enthusiasm and the optimism are of paramount importance when it comes to the personal growth, especially in this ever rapid changing modern society. Due attention to this quality is attached by individuals and even the whole society. Those with optimistic attitude to the life can relieve not only pressure, but also anxiety and such problems as depression and solitude. Favorable attitude to the life can broaden our mind, enrich our experience and enhance our vigor then create an enthusiastic environment for our society. People with the spirit of optimism can not only accumulate wealth, but will also establish their career, fit into society, and even attain social status. Were there no positive mental attitude, never would we taste the real happiness of the success.

To sum up, one's view and attitude on his life determines his future. Different life attitude may bring about entirely different results. Many psychologically fragile and pessimistic young people around us too easily become discouraged and give up when confronting with difficulties, which makes it hard to believe those youngsters with such mind state can face the challenge and become pillars of the society.

### 3.3.2 Family/Affection/Tradition

As is shown above, three decades ago, in the first picture walked a mother and a daughter, with the young mother holding her lovely daughter's tiny hand. By contrast, in the other picture, now, the little girl has grown up and support her aged mom by taking her arm, with the gratifying smile on the mother's face. The scene is described by the caption: mutual accompanying and supporting.

It is unsurprising that readers may get a warm sensation or feel touched, because the dependable support and unfailing love of family as illustrated by the pictures are endearing and invaluable to every one of us. At the same time, there is no doubt that these pictures remind us that the filial piety, an invaluable Chinese tradition and powerful cohesive force that unites us together, is the steel that forges the supporting structure of our society. If this invaluable asset is ever neglected in any possible manner. Our society will not be able to grow steadily, although some traditions have become the dead symbols or abstract concepts to be found in dusted books.

To make our society a better place, positive examples of this kind shall be made known and followed by people in every profession and in every corner. Our ardent love for life will further guarantee the prosperity of this life-affirming force. It is no exaggeration to claim that the world will become a big loving family if good-willing deeds like this become a common practice that happens daily.

### 3.3.3 Learning/Enterprising/Young/Mentality

In the illuminating picture, on the stairs runs an old man, seeming energetic and vigorous, with a young man, dripping sweat, being fatigued after climbing some stairs. Simple as the picture is, the meaning behind it is virtually thought-provoking. Just as Franklin Roosevelt once said, man is not old as long as he is seeking something.

The picture indicates that youth is not a time of life but a state of mind. A person who is enthusiastic about his life can perpetually retain supreme power. A typical example is Ji Xianlin, a famous scholar in China. He dedicated his whole life to the study of liberal arts and even in his later years, he was still open-minded about new findings and contributed many sagacious ideas. In contrast, if a person has no passion about life, he, even at a young age, may appear lifeless. Without pursuit, people are likely to surrender to obstacles in their lives. For example, many psychologically fragile young people around us too easily become discouraged and give up when confronted with difficulties. It is hard to believe those young people with old minds can meet challenges and become pillars of the society.

As argued above, the two distinct life attitudes bring about entirely different results. Therefore, all of us, both young and old, should keep our enthusiasm to live meaningfully.

### 3.3.4 Food/Society/Safety

As is vividly depicted in the picture, on the playground run two relay race athletes, with a famous chemical component, which is well-known due to the milk powder scandal, being handed from the one, a cow to the other, an egg. There has been a heated discussion on the newspaper about this picture. The author's real purpose is not the fact itself, but to lead us to find what hides behind the iceberg.

The artist who creates this picture intends to draw our attention to the serious social issue of food safety which has sparked nationwide discussions after such well-publicized scandals as the poisonous milk powder. And this discussion has been further fueled by the contaminated eggs. Some famous milk powder manufacturers of our country put melamine in their milk products, causing the damage of organs even the death of hundblacks of children around the nation. So, it's OK(understandable) that people are alert when hearing about the melamine contamination of the eggs.

The milk powder scandal, however, is only the tip of an iceberg with regard to poor quality food in the whole food manufacturing industry. In order to reverse the situation and restore people's confidence and rust in the government, it is imperative that legislative measures(should)be taken to severely punish those who dare to venture consumers' health for their profits. In addition, strict food quality inspection protocols should be established to prevent sub-standards food products from reaching the customers. In this way, hopefully, we may start eating manufactublack food without health damaging effects afterwards.


## 4 SENTENCE STRUCTURE

S — Subject, V — Verb, O — Object.

1. **...the + ~est + *n.* + (that) + S + have ever + seen(known/heard/had/read)**  
**...the most + *a.* + *n.* + S + have ever + seen (known/heard/had/read)**  
E1. Mr.He is the kindest teacher that I have ever met.  
E2. Helen is the most beautiful 🧡 that I have ever seen.
2. **Nothing is + ~er than to + *v.***  
Nothing is + more + *a.* + than to + *v.*  
E. Nothing is more important than to receive education.
3. **...cannot emphasize the importance of...too much.**  
E. We cannot emphasize the importance of protecting our 🧠 too much.
4. **There is no denying that + S + V**  
E. There is no denying that qualities of our living have hone from bad to worse.

5. **It is universally acknowledged that +**  
E. It is universally acknowledged that 🌲 are indispensable to us.
6. **There is no doubt that +**  
E. There is no doubt that our educational system leaves something to be desired.
7. **An advantage of...is that +**  
E. An advantage of using the solar energy is that it won't create (produce) any pollution.
8. **The reason why +...is that +...**  
E. The reason why we have to grow 🌳 is that they can supply fresh air for us.
9. **So + a. + be + S + that + ...**  
E. So precious is time that we can't afford to waste it.
10. **a. + as + S + be, S + V.**  
E. Rich as our country is, the qualities of our living are by no means satisfactory.  
Note. **by no means = in no way = on no account**
11. **The + ~er + S + V, the + ~er + S + V**  
**The + more + a. + S + V, the + more + a. + S + V**  
E1. The harder you work, the more progress you make.  
E2. The more books we read, the more learned we become.
12. **By + doing, ...can...**  
E. By taking exercise, we can always stay healthy.
13. **...enable + O + to + v.**  
E. Listening to music enable us feel relaxed.
14. **On no account can we + V**  
E. On no account can we ignore value of knowledge.
15. **It is time + S + done**  
E. It is time the authorities concerned took proper steps to solve the traffic problems.
16. **Those who...+ V**  
E. Those who violate traffic regulations should be punished.

17. **There is no one but...**  
E. There is no one but longs to go to college.
18. **be + forced/compelled/obliged + to v.**  
E. Since the examination is around the corner, I am compelled to give up doing sports.
19. **It is conceivable/obvious/apparent that...**  
E. It is conceivable that knowledge plays an important role in our life.
20. **That is the reason why...**  
E. Summer is sultry. That is reason why I don't like it.
21. **For the past + time, S + have done**  
E. For the past two years, I have been busy preparing for the examination.
22. **Since + S + done, S + has done**  
E. Since he went to senior high school, he has worked very hard.
23. **It pays to + v.**  
E. It pays to help others.
24. **be based on...**  
E. The progress of the society is based on harmony.
25. **spare no effort + v.**  
E. We should spare no effort to beautify our environment.
26. **bring home to + somebody + something**  
E. We should bring home to people the value of working hard.
27. **be closely related to...**  
E. Taking exercise is closely related to health.
28. **get into the habit of *doing* = make it a rule to v.**  
E. We should get into the habit of keeping good hours.
29. **Due to/Owing to/Thanks to + n./doing**  
E. Thanks to his encouragement, I finally realized my dream.
30. **What a/an + a. + n. + S + V**  
**How + a. + a/an n. + S + V**  
E1. What an important thing it is to keep our promise.  
E2. How important a thing it is to keep our promise.

31. **...leave much to be desiblack**  
E. The condition of our traffic leaves much to be desiblack.
32. **have a great influence on...**  
E. 🦋 has a great influence on our health.
33. **do good to.../do harm to...**  
E1. Reading does good to our mind.  
E2. Overworking does harm to health.
34. **pose a great threat to...**  
E. Pollution poses a great threat to our existence.
35. **do one's utmost to + v. = do one's best to v.**  
E. We should do our utmost to achieve our  in our life.

## 5 INSPIRATIONAL QUOTES

### 5.1 Education

- The roots of education are bitter, but the fruit is sweet.(Aristotle)
- Cultivation to the mind is as necessary as food for the body. (Cicero)

### 5.2 Thinking

- Humanity needs practical men, but humanity also needs dreamers.
- Science is organized knowledge. Wisdom is organized life.

### 5.3 Life

- Life is a promise. Fulfill it.
- Success is never final.(Winston Churchill)

### 5.4 Difficulty And Courage

- In the middle of difficulty lies opportunity.(Albert Einstein)
- Difficulties increase the nearer we get to the goal. (Goethe)

### 5.5 Diligence

- The expectations of life depend upon diligence.(Confucius)
- Diligence is the mother of good luck.(Thomas Fuller)



## 5.6 Goals

- If you want to live a happy life, tie it to the goal, not the people or the things.(Albert Einstein)
- To strive, to seek, to find, but not to yield.(Tennyson)

## 5.7 Love

- The best and most beautiful things in the world cannot be seen or even touched. They must be felt with heart.(Helen Keller)

## 5.8 Teamwork

- Divided we fall. United we stand.(Lincoln)
- As long as they think alike, a few people can move a mountain.


## 6 VOCABULARY REPLACEMENT

| Common Words     | Replacement         | Common Words | Replacement    | Common Words   | Replacement        |
|------------------|---------------------|--------------|----------------|----------------|--------------------|
| do, make         | achieve             | about        | approximately  | help           | benefit            |
| end, stop        | conclude            | prove, show  | demonstrate    | want           | desire             |
| show             | exhibit             | did not      | failed to      | for            | for a period of    |
| can              | have the ability to | that is      | i.e.           | to             | in order to        |
| soon             | in the near future  | find         | locate         | let me know    | notify             |
| many             | numerous            | get          | obtain         | tell           | advise             |
| try              | attempt             | start, begin | commence       | give           | contribute         |
| leave            | depart              | stop         | discontinue    | skill, ability | expertise          |
| complete, finish | finalize            | these        | the following  | here           | herein             |
| besides          | in addition         | about        | in regard to   | last, finally  | last but not least |
| most             | the majority        | by           | not later than | see            | observe            |
| do               | perform             | people       | personnel      | ready          | prepared           |
| chance           | probability         | buy          | purchase       | about          | relative to        |
| ask              | request             | like         | similar to     | send           | submit             |
| end, stop        | terminate           | send         | transmit       | about          | with reference to  |
| own              | possess             | before       | prior to       | if             | provided that      |
| about            | regarding           | rest         | reminder       | second         | secondly           |
| say              | state               | enough       | sufficient     | so             | therefore          |
| use              | utilize             | I, me        | the writer     | important      | crucial            |
| common           | universal           | abundant     | ample          | difficult      | arduous            |
| show             | demonstrate         | always       | invariably     | boring         | tedious            |
| nowadays         | currently           | only         | unique         | stop           | cease              |
| based on         | derived from        | change       | convert        | ability        | capacity           |
| despite          | notwithstanding     | possible     | feasible       | so             | consequently       |

## 7 THE END

Thank you  
 the authors, Qiyuan  
 Pu, Zhicheng Yin,  
 Yuanmeng Liu, all pa-  
 tients, energy and focus of  
 yours make this created, es-  
 pecially all of you during  
 the preparing for exam.  
 The best wishes  
 for you. 😊

Of course, and you  $\text{\LaTeX}$ , you are really nice typesetting tool yet looking like  
a bit ugly, just a bit. 🤨

And , you always stays with me, my forever friend, thanks for your  
help every time when I puzzled.