**1、邀请介绍Writing task in learning English 27**

**端午节即将来临，你想邀请你的英国好友Alex来中国过端午节，他对中国的传统文化特别是节日很感兴趣。**

**要点：**

1. **发出邀请**
2. **对端午节进行简单介绍：节日由来，庆祝方式等**
3. **期望早日回复**

**Dear Alex,**

**How is it going? Dragon Boat Festival is around the corner. I know you are interested in Chinese traditional festivals and I am writing to invite you to enjoy the celebrations in China.**

**Dragon Boat Festival, falling on the fifth day of the fifth lunar month annually, was first set in memory of Qu Yuan, a great poet in ancient China, who drowned himself in the river for his deep concern about his motherland’s destiny. Legend has it that local people threw** *zongzi***, glutinous rice wrapped inside leaves, into the river to prevent his body from being eaten by fish. Dragon-shaped boats raced to save the poet’s corpse. These customs have been passed down for generations, but the tragic color of the day has been removed over years.**

**You won’t regret if you experience the amazing festival in person. And the celebration will be unforgettable with your participation. Looking forward to your reply.**

**Yours**

**Li Hua**

假如你是李华，你的班级计划举行端午节庆祝活动。请代表本班给外教Mr. Smith发一封英文邀请函，主要内容包括：

活动时间：6月9日早8点到11点；

活动地点：民心公园；

活动内容：用竹叶包粽子、观看龙舟比赛、朗诵诗歌纪念屈原等。

注意：1. 词数100左右；

2. **可以适当增加细节，以使行文连贯**；

3. 开头和结语已为你写好，不计入总词数。

参考词汇：竹叶bamboo leaf 粽子rice dumpling 龙舟dragon boat

**Dear Mr Smith,**

**With Dragon Boat Festival approaching, our class is planning for a series of activities to celebrate it and I am writing, on behalf of my class, to invite you to be with us.**

**The celebration will be held from 8 am to 11 am on June 9 in Minxin Park. We will first enjoy a hands-on activity of making rice dumplings with bamboo leaves and watch an exciting dragon boat race next. Finally, there will be a poetry recitation in memory of Qu Yuan, a great patriotic poet in ancient China.**

**You won’t regret if you experience the amazing festival in person. And the celebration will be unforgettable with your participation. Looking forward to your reply.**

**Yours**

**Li Hua**

1. **介绍Writing task in Best English Unit1**

**每年的三月八日是国际妇女节。人们往往借这一天来表达对母亲的爱，感谢她的养育之恩。今年的三八节即将到来，请写一篇有关的短文。要点如下：**

1. **简单介绍三八妇女节、**
2. **你的活动安排**
3. **谈谈你的感想。**

**International Women’s Day, which falls on March 8 every year, is a special day to express affection and appreciation to our mothers for bringing us up.**

**With this year’s Women’s day approaching, I am planning exceptional activities to make it different. I will spend my pocket money buying a bunch of carnations and have them delivered to my mum, hoping to give her a surprise. I am also designing some greeting cards for my women teachers and will hug them when presenting the cards. I won’t forget my women neighbors who always smile at me. They deserve a big smile back from me.**

**Women’s day is about showing love and care to women who we love and who love us, but this should not only happen on this mere day but every day.**

1. **交流介绍Writing task of Guangzhou Sample Test 1**

**假定你是李华，你要完成一项关于中英学生寒假生活的调查。请给你的英国笔友Bill写一封信，交流相关信息。要点如下：**

1. **写信的原因；**
2. **介绍中国学生的寒假生活；**
3. **时长：约20天**
4. **活动**
5. **询问英国学生的寒假生活。**

**Dear Bill，**

**How is it going? I am recently conducting a survey about how the Chinese and British students spend their winter holidays. I am writing to introduce the Chinese students’ holiday activities and ask you for the British peers’ arrangements.**

**The Chinese students generally have a 20-day winter holiday, during which time the Spring Festival falls, so we often enjoy a family reunion and participate in various traditional celebrations. Meanwhile, we should also work on our assignments and attend extra classes, a routine practice for all. Besides, doing voluntary work for our communities is also an essential part.**

**The above is the Chinese students’ holiday life, and I am eager to know what the British peers do for their winter holidays. Your information is an indispensable part of my survey. Looking forward to your reply.**

**Best wishes!**

**Sincerely,**

**Li Hua**

**4、通知 Writing task of Learning English 30**

**假定你是学校英语话剧俱乐部（School English Drama Club）的负责人李华，现负责英语话剧《百万英镑》面向全校的演员选拔工作。请你根据一下提示信息拟定一则通知：**

1. **选拔时间：2016年4月20日；**
2. **地点：学校礼堂；**
3. **具体要求：热爱戏剧表演，具有较好的英语口语表达能力，熟悉马克.吐温的小说《百万英镑》；**
4. **写通知时间： 2016年4月13日**

**注意：词数100次左右**

**参考词汇：礼堂 auditorium 标准criteria**

**One Million Pound Bank Note, one of Mark Twain’s masterpiece stories is to be put on stage and the schoolwide casting/ around the campus is on the way. Students who are enthusiastic about drama performance and who have a good command of oral English are welcomed to the auditon. Moreover, familiarity with the storyline is an important criterion to the applicants. The selection will be held in the school auditorium on Apr 20, 2016. We are looking forward to your active participation a week later and wish you the best of luck.**

**School English Drama Club April 13, 2016**

5、2016广州零模

假定你是李华，得知某英文网站组织免费派送《灰姑娘》

音乐剧赠票的竞赛活动，但需要申

请者写信竞票。请你给主办单位写一封信，内容包括：

1. 你得知赠票信息的途径；

2．你对《灰姑娘》故事的喜爱和对该音乐剧的期待；

3．申请赠票并表示感谢；

4. 赠票寄送地址：广州市中山路91号

注意：

1. 词数100左右；

2. 可以适当增加细节，以使行文连贯；

 3. 开头语已为你写好。

4. 参考词汇：《灰姑娘》音乐剧the Cinderella musical

  Dear Sir/Madame,

yours,

Li Hua

6、2016广州二模

英国姐妹学校的老师Dr. Smith将要来你们学校开展教学活动。来华前，他给你们年级的学生写了一封公开信,调查需求情况。

Dear students,

I’m so excited about my trip to China next month. I can’t wait to see your school and give my lessons there. Just a few things I’d like to know . What do you hope to get out of these lessons? What topics do you find most interesting? And what kind of teachers do you like?

I am looking forward to your reply.

Sincerely yours

Paul Smith

假定你是李华，请根据来信内容代表同学们写一封回信，内容包括：

1．表达对Dr. Smith到来的期盼。

2．回复信中提出的问题。

注意：

1. 词数100左右；

2. 可以适当增加细节，以使行文连贯；

Dear Mr Smith,

**We are excited to receive your letter and the whole school are looking forward to your coming. On behalf of my fellow students, I would like to answer your questions.**

**Many students of our school have expressed their eagerness for chances to improve their oral English with your guidance in class. As for topics that we interested in, top of the list are the British students’ school life and the British culture such as literature, history, music and food. When it comes to our expectation of teachers, my classmates and I favor teachers of patience and humor with a lot of knowing. We believe that you are just this type.**

**We expect to spend some productive days with you and we are counting the days for your arrival.**

**Best wishes.**

**Sincerely yours**

**Li Hua**

7、2015 全国高考

假定你是李华，你校英文报“外国文化”栏目拟刊登美国节日风俗和中学生生活的短文。请给美国朋友彼得写信约稿，要点如下：

1.栏目介绍。

2.稿件内容；

3.稿件长度：约400词汇

4.交稿日期：6月28日前天

注意：

1.词数100左右；

2.可以适当增加细节，以使行文连贯的；

3.开头语已为你写好。

Dear Peter,

**I’d like to ask you to write an article for our school’s English newspaper.**

**Aiming to broaden the students’ horizon and nourish their international perspectives, our school paper has set up a column called Foreign Culture, which mainly focuses on the historical development of western cultures as well as foreign cultural phenomena. Now we are expecting an article of around 400 words from you about American festive customs and the middle school students’ life. If it is convenient for you, would you please take the trouble to write and send your work to me via E-mail before June 28th?**

**I am sorry for the trouble that I’ve brought to you, but we truly need your help. Looking forward to your reply!**

**Best wishes.**

**Sincerely yours**

**Li Hua**

8. 2013年高考全国卷

假定你是王媛，请你给你在美国的笔友Peter写封信，告诉他你阿姨王佳瑞将去他所在城市开会，带去他想要的那幅中国画，同时询问他是否可以接机。信中还需说明：

王佳瑞：高个子，长头发，戴眼镜

航班号：CA1225

到达：5月27日上午11:30

注意： 1、词数在100左右。

2、可以适当增加细节，以使行文连贯。

3、信件开头和结束已经写好，不计入作文词数。

Dear Peter

**How is it going? I am writing to tell you that my aunt is going to attend a meeting in your city.**

**Since this is the first time that she travels to America, I want to ask you whether you can spare some time to pick her up at the airport. My aunt, Wang Jiarui, is tall with long hair and wears a pair of glasses. Her flight number is CA10003 and it is scheduled to arrive at 11:30am May 27th.**

**I am sorry for the possible trouble that I bring to you and many thanks. By the way, my aunt will take with her the Chinese painting that you have been longing for. Thanks again. Looking forward to your reply.**

**9. 事件介绍**

**假如你叫李华，最近你校组织全体学生进行了一次地震演习（drill）。请根据下表信息给你的英国笔友Peter写一封电子邮件，介绍这次活动的经过，并谈谈你的体会。**

|  |  |
| --- | --- |
| **时间** | **上周五上午十点** |
| **经过** | 1. **提前对学生进行培训** 2. **听到警报声，钻到课桌下；** 3. **警报结束后，跑步到操场集合。** |

**注意：词数100左右**

**可以适当增加细节，以使行文连贯**

**Dear Peter,**

**How is it going? Our school organized an earthquake drill last Friday and I am writing to tell you the story and what I learned.**

**Before the drill started, there was a training program telling us what to do. When the alarm sounded at 10:00 sharp, we immediately hid ourselves under the desks. After the alarm was over, all the students got up and started to run out of the classrooms according to the designated route and gathered on the playground as planned. The 10-minute drill is very successful, from which I learned with proper organization and guidance, injuries and deaths can be largely avoided in case of emergency.**

**Do you have similar activities held in your school? If any, please write to share with me what you do.**

**Best wishes**

**Yours**

**Li Hua**

**10. 建议信（根据课文人教版U4B6改编）**

**假如你是Earth Care杂志社主编。目前某中学正在提倡学生参与实施保护环境的计划。该校学生李华认为个人的力量非常微弱，不足以改变环境状况。因此，你代表杂志社写回信给李华，提出你的建议并对李华同学予以支持和鼓励。具体要点如下：**

1. **不使用电器时请及时关闭；**
2. **回收瓶罐、塑料袋、报纸等物品；尽可能购买由可回收材料制成的物品；**
3. **做一个环保教育者。**
4. **鼓励李华重视个人的环保行为。**

**Dear Li Hua,**

**You are not alone to believe individuals have little power to improve our environment. However, global warming actually comes as a result of many things we do every day. Here are a few suggestions which should get you started with your project.**

**First, remember to turn off the electrical appliances when you are not using them. Next, keep it a habit to recycle cans, bottles, plastic bags and newspapers and if you can, buy things made from recycled materials. Finally and most importantly, be an educator by talking with your family and friends about global warming and telling them what you have learned.**

**Your contribution counts and individuals can make a difference. We do not have to be the victim of global warming but the victor against it.**

**Earth Care**

**11. 劝导建议信（根据课文人教版U3B6改编）**

**假设你是李华, 你从你的同学James的妈妈那里得知James染上了吸烟的坏习惯。你致信James希望能够尽快戒烟同时给他提出戒烟的具体建议。内容如下：**

**1. 确定一个戒烟的日期并且列出戒烟后的诸多好处；、**

**2. 每次想要抽烟的时候做其他事情以分散注意力，如散步、喝水、打扫房间等；**

**3. 如有必要，可以咨询医生；**

**4. 提出希望、培养健康的生活习惯。**

**词数：100词左右;**

**Dear James,**

**I hear from your mother that recently you have started smoking and I am writing to give you a few suggestions to help you get rid of the bad habit.**

**First, I advise you decide on a day to quit and make a list of the benefits you will get from stopping smoking. Second, every time you feel like smoking a cigarette, do something else like going for a walk, drinking some water or cleaning the house. Third, if you feel desperate, you might consult a doctor for some medical assistance.**

**I know it is not easy to stop smoking, but millions have managed to quit and so can you. We have just one life to live, so let’s do it right from developing a good living habit.**

**Best wishes.**

**Yours truly**

**Li Hua**

**12. 确认事宜（高二上3段考）**

**假设你是李华, 是英国诺丁汉大学的中国留学生。你负责为在该校就读的32名中国学生筹划寒假期间的苏格兰之行, 为期7天, 请你给诺丁汉的STA (Students’ Travel Agency)经理Phil发一封电子邮件, 确认有关事宜。要点如下：**

1. **希望能够派长途客车接送;**
2. **需要一名说标准英语, 并非常熟悉苏格兰的导游;**
3. **请求告知行程安排及住宿、就餐、个人费用等情况;**
4. **你的联系方式：电子邮箱地址：Li** [**Hua@yahoo.com.cn**](mailto:Hua@yahoo.com.cn) **或电话号码：07747745007**

**注意：（1）词数：100词左右;**

**（2）开头已为你写出, 不计入总词数;**

**（3）参考词汇： 长途客车coach; 住宿accommodation.**

**Dear Phil,**

**I’m Li Hua, a Chinese student studying in Nottingham University. I am organizing a seven-day trip to Scotland during the coming winter vacation for 32 Chinese students in our school. Therefore, I’m writing to confirm some relevant details with you.**

**I hope you can arrange for a coach which will take us to Scotland and then bring us back to Nottingham. We also need a guide who can speak standard English and knows Scotland well. I would be very grateful if you could inform me of the scheduling, accommodation, meals as well as how much each of us has to pay.**

**If you have worked out all the above arrangements, please either email me to Jackwang@yahoo.com.cn or call me at 07747745007.**

**Looking forward to your reply at your earliest convenience.**

**Yours truly,**

**Li Hua**

**13. 介绍电视节目An adapted writing task based on the story**

**假如你是李华， 你给你的美国笔友Claire写信介绍最近一档在中国非常受欢迎的电视节目《见字如面》（Letters Alive），并希望和她通过书信方式保持联系。介绍要点如下：**

1. **栏目创意来自英国的一档相似的电视节目**
2. **节目形式和特色：演员朗诵经典名人书信**
3. **节目开播（2016年12月5日）以来引起的反响和意义**

**注意：1. 字数在100词左右 （开头结尾已经给出，不计入总词数）**

**2. 可以适当增加细节，以使行文连贯。**

**Dear Claire,**

**How is everything? I am writing to introduce an amazing TV show, Letters Alive, which is popular with audience of all ages in China.**

**Letters Alive, taking its idea from a similar UK program, features famous actors and actresses reading historic letters selected from a wide time span and a diverse range of subjects. Ever since its first episode aired on Dec 5, 2016, the show has won very good reputation among people from all walks of life. It is the humanity behind the letters that strikes a chord with the audience. The popularity of this TV show indicates that Showbiz is starting to focus on wisdom and intelligence rather than pretty faces.**

**Motivated by Letters Alive, I feel unprecedentedly eager to keep a long term contact with you by means of letters. Looking forward to your reply at your convenience.**

**Yours truly,**

**Li Hua**

**14. 节日介绍**

**假设你是李华。最近，你的英国朋友Nick发来一封电子邮件，询问你最喜欢的中国传统节日。请你根据以下提示，给他写一封回信。内容包括：**

1. **最喜欢中秋节；**
2. **简要介绍中秋节。**

**注意：**

1. **词数100左右；**
2. **可以适当增加细节，以使行文连贯。**

**参考词汇：农历lunar calendar**

Dear Nick,

How is it going? You ask me about my favorite traditional festival in your last letter and now I am writing to introduce the Mid-Autumn Festival to you.

The Mid-Autumn Festival, which falls on the 15th day of the 8th lunar month, is a special day for family reunion. On the day, people go back home to enjoy a family feast, after which they sit together tasting delicious mooncakes and appreciating the full moon. These customs have been performed for thousands of years and the Chinese people have attached profound humanity to the festival.

Besides this amazing day, there are many more Chinese festivals that bear long-standing history and culture. If you are interested, I will be more than happy to include more in the next letter.

Best wishes.

Yours

LI Hua

**15. 建议信---安全提示**

**假定你是李华，你的表弟Mike从小待在国外，他是个“旱鸭子（landlubber）”,最近在学游泳，请你给他写封信,内容包括：**

1. **表达你的敬佩之情**
2. **提醒注意安全事项：充分热身；勿涉深水区；佩戴泳帽泳镜**

**注意：**

1. **词数100左右**
2. **可以适当增加细节，以使行文连贯**

Dear Mike,

I hear that you are learning to swim and I feel amazed that landlubber as you joke about yourself, you’ve in time gathered enough courage to start a fresh experience in water.

To ensure a pleasant learning process, I feel obliged to remind you of some safety tips. Please do adequate warming up on land before you start training in the pool. Once you’re practicing in water, follow the coach’s instructions and do not attempt to swim to the deep area before you are allowed to. Always wear a swimming cap and make sure the swimming lens do not leak.

Swimming is a fun sport which improves physical health and brings spiritual enjoyment. However, both should be built on the top policy---safety. Wish you a pleasant learning process.

Yours

Li Hua

**16. 感谢信**

假定你是李华，做为一名交换生去美国学习，得到布朗一家的照顾，回国后你要写一封感谢信给布朗夫妇，要点如下：

1、感谢他们给予你生活上的关心，帮助你摆脱思乡愁绪。

2、感谢他们对你学习上的帮助，让你的口语能力得到锻炼和提升。

3、欢迎他们来中国做客。

注意： 1、词数在100左右。

2、可以适当增加细节，以使行文连贯。

3、信件开头语和结束语已经写好，不计入作文词数。

Dear Mr. and Mrs. Brown,

How is it going? I am writing to express my sincere gratitude for the love and care I received from your family when staying in America as an exchange student.

The three months I spent in your home was truly unforgettable because of your careful tendance. I will never forget the thoughtful regard you paid to my daily life, from diet to accommodation, making me feel at home and easing my homesickness. Also, I will never forget the time you spent helping with my study, especially the language practice, which had my spoken English substantially improved.

Time passing, friendship remains. I will keep this precious experience in mind. On behalf of my family, I earnestly welcome you to visit China and I am expecting that day to meet you again.

All the best.

Yours,

Li Hua

**17. 申请信---参加活动申请**

假定你是李华，从互联网得知一个国际中学生组织将在新加坡(Singapore)举办夏令营，欢迎各国中学生参加，请你写一封电子邮件申请参加。内容包括：

1、自我介绍: 深圳实验学校高一年级学生、自身良好的英语能力；

2、参加意图：介绍中国，了解其他国家；

3、希望申请获得批准。

注意： 1、词数在120左右。

2、可以适当增加细节，以使行文连贯。

3、信件开头和结尾已经写好，不计入作文词数。

Dear Sir or Madame,

I learn on the Internet that you will organize a summer camp in Singapore, open to students from around the world. And I am writing to apply for a chance to be part of the program.

I am a senior one student from Shenzhen Experimental School, Guangdong, China. I have a good command of English and my oral expression is fluent. I ever won a couple of awards in some English speaking contests. I am eager to take part in this activity with the purpose of introducing China to young people from other countries and learning about different foreign cultures.

This is an important chance for me to make a difference and I sincerely hope that my application can be approved. Thanks for your time with this letter and I am looking forward to your reply.

Yours,

Li Hua

**18. 2017年广州零模拟---推荐、邀请**

假定你是李华，你的笔友Chris中文学得很好，对中国历史文化很感兴趣。他来信让你推荐合适的中文读物。请根据下面的要求给他写一封回信。内容包括：

1. 推荐读物：《红楼梦》；

2. 推荐理由：四大名著之一；中国传统文化的百科全书……

3. 邀请他来中国体验文化。

注意：1. 词数100左右；

2. 可以适当增加细节，以使行文连贯；

3. 开头语已为你写好,不计入总词数。

4. 参考词汇:《红楼梦》：A Dream of Red Mansions；百科全书：encyclopedia

Dear Chris,

*In your last letter, you asked if I could recommend some suitable Chinese books for you to read.* **Considering your good command of the Chinese language, I think that A Dream of Red Mansions should be a good choice.**

**One of the Four Great Classical Literary Works in China, A Dream of Red Mansions was authored by Cao Xueqin, a notable novelist in late Qing Dynasty. The work is highly praised as an encyclopedia of traditional Chinese culture, from which we can taste ancient Chinese cultural extensiveness including clothing, architecture, festivals and poetry. The book has been translated into different languages and is popular with readers around the world.**

**The Chinese culture is such an infinite treasure house that it cannot be covered by a literary work. Therefore, I sincerely invite you to visit China and have a face-to-face experience with the glorious culture, which will bring you more than you expect.**

**Best wishes。**

**Yours**

**Li Hua**

**19． 2017年深圳1模**

假如你是李华，想毕业后去美国的大学学习。你在网上了解到了Prof. Green, 给他写一封电子邮件，表示对他的研究领域及课题感兴趣。并请他指导如何选择他所在的大学的专业（major）。

注意：1. 词数100左右；

2. 可以适当增加细节，以使行文连贯；

3. 邮件的开头和结尾已经给出，不计入总词数。

Dear Prof. Green,

I am Li Hua, a high school senior from China. I very much want to continue my education in an American university after graduation. I learned from the internet information about you and I am writing to consult you about some relevant details about the application.

Having known about your research and project in bioengineering, which I am very interested in, I am considering attending your prestigious university. Therefore, I am in earnest need of your instructions on what major I can choose and how I should prepare for the paper work that I need to submit. I would appreciate it if you can tell me where I can download an application kit.

Thank you for your time with my letter and I am looking forward to your valuable advice.

Yours,

Li Hua

**20. 建议信—健康生活**

假如你是某英语报社的编辑Sam，有一个名为Li Hua的读者给你写信，询问如何过一种健康的生活。请你给他回一封信，提出你的看法。要点如下：

1. 少吃垃圾食品，多吃新鲜蔬菜水果
2. 养成锻炼的好习惯
3. 每天保持心情愉悦

注意：1.词数100词左右

2. 可适当增加细节，使行文连贯

**Dear Li Hua,**

**I have received your letter in which you consulted me about how to live a healthy life. Now I am writing to give you the following tips, which I hope could be of some help to you.**

**A healthy lifestyle starts from what you eat. Therefore, I suggest that you take more fresh fruits and vegetables and say no to junk food. If you develop a habit of exercising regularly, it also does good to your fitness. Finally, keeping a light heart saves you from stress and anxiety, which do invisible but severe harm to your wellbeing.**

**Health is not built in one day but requires self-discipline and persistence. Your letter of inquiry shows that you are a person of aspiration on the way to a healthy life.**

**Best wishes.**

**Yours**

**Li Hua**

**21. 求助（Asking for help）**

**假定你是李华，正在美国一所高中交流学习。昨天下午因病请假错过一节Mr.Green的历史课。请你写邮件给同桌John询问这节课的相关情况。**

**注意： 1. 词数100左右；**

**2. 可以适当增加细节，以使行文连贯。**

**Dear John,**

**How is it going? I am sorry to have missed Mr. Green’s history lecture yesterday, for I was hit by a serious cold. I am feeling much better and writing to ask you about this missed lesson.**

**According to Mr. Green’s teaching plan, I think he started a new chapter to talk about American Civil War. Would you please tell me how much the teacher has covered and photograph your notes and send them via email to me. Also, I want to know about Mr. Green’s homework assignments and what to prepare for the next lesson.**

**I would appreciate it much if you can send the above information and help me make up the loss. And I am very grateful to you for the kindness that I received over the months.**

**Yours**

**Li Hua**

**22. 祝贺信**

**假定你是李华。最近你的美国好友Jack来信说他设计的职能机器人在他们学校举行的机器人设计比赛中获得一等奖。请你根据以下要点提示给他会一封信。**

**要点： 1. 对它的获奖表示祝贺；**

**2. 肯定他付出的努力；**

**3. 希望他以后有更多的发明。**

**Dear Jack,**

**Learning that the smart robot that you designed won the first prize in your school’s competition, I feel very excited and am writing to add my congratulations to the many that you have received.**

**This winning is more than a recognition of your talent and creation. I would rather take it as a reward of the painstaking efforts that you have made and enjoyed in the past years. You are the very type to choose one course and stick to it throughout. You deserve everything that you are awarded.**

**I truly believe this award is the starter to motivate your greater enthusiasm and wisdom which will contribute to more dazzling creations and inventions.**

**Best wishes.**

**Yours**

**Li Hua**

**23. 介绍海洋馆**

**假如你是李华，你班的交换生Jack想去青岛水族馆参观。请你给他写一封电子邮件，给他介绍相关情况。邮件内容包括：**

1. **馆内主要的海洋动物及表演；**
2. **保护海洋动物的重要性。**

**参考词汇：marine animal 海洋动物**

Dear Jack,

**Knowing that you will pay a visit to Qingdao Aquarium in a couple of days, I am writing to give you a brief introduction of the place.**

**Qingdao Aquarium boasts its large collection of marine animals ranging from large species like sharks, whales and seals to small ones such as turtles, jellyfish, sea horses and so on. One highlight of the aquarium is the shows starred by dolphins and penguins, which appeal to crowds of spectators every day.**

**Marine animals are an indispensable part in the biodiversity of the planet. The educational part of the aquarium allows the visitors to have a better understanding of the importance and measures that ordinary people can take to protect them. You will learn more than you expect from the visit.**

**Wish you a pleasant trip.**

**24. 失物求助**

**假如你是李华， 你在英国旅游乘坐出租车时，把一个背包忘在了车上。请你给出租车公司经理写一封求助信。**

**Dear Sir or Madam.**

**I am Li Hua, a Chinese student travelling in Britain. I am writing to ask you to help me find a backpack that I left on a taxi of your company.**

**I took a black cab to China Town at the side gate of British Museum at around 3 o’clock yesterday afternoon. The driver is an athlete-built man about 40 whose accent does not sound like local Londoners’. When we arrived, I hurried off without my medium-sized black backpack in which are my passport and a brown leather wallet with a credit card, my Chinese ID card and some coins inside.**

**If you have got my backpack, please call me at 07747745007. Sorry for the trouble that I have caused and many thanks.**

**Yours**

**Li Hua**

Dear Wang Qiang,

Having received your e-mail, in which you said you intended to give up the English study for making little progress despite your great efforts, I am writing to share with you some suggestions.

First, whatever difficulty you are in, you should be confident. Confidence is the most important factor leading to success. Second, I advise you to make friends with those who study English well, from whom you can learn valuable experience and effective methods. Last but not least, always keep in mind awarding yourself when you make progress, even if it is a small pace forward.

Success always comes at a price. Follow my advice, and you will make a difference. I am looking forward to your progress. If you have further problems, feel free to contact me.

Best wishes

Yours

Li Hua

**I’m Li Hua from your English writing class last term. I’m writing to ask for your help. I’m applying for a part-time job at a foreign company in my city during the summer vacation, and I have just completed my application letter and resume. However, I am not quite sure of the language and the format I’ve used. I know you have a very busy schedule, but I’d be very grateful if you could take some time to go through them and make necessary changes. Please find my application letter and resume in the attachment.**

**Thank you for your kindness!**