**假如你是李华，你是学校影视社团的负责人，具有丰富的影视作品制作经验。你的美国笔友Peter所在学校要开展学校宣传工作。Peter所在的学生社团接受了一项任务，要为学校宣传制作一部纪录片。这是Peter的社团第一次为学校活动制作短片，因此他给你写信向你咨询，请你回信为他们的纪录片制作提出建议。**

**Peter的来信：**

**Dear Li Hua,**

**How is it going? Recently the students’ club I am working for have been asked to produce an advertising video of about 15 minutes to show our school. I am writing to ask for your professional advice on making a satisfying production.**

**Since this is the first time for our team to work for the school publicity campaigns, we absolutely expect to make it an impressive success. Therefore, we think we should be cautious from the very beginning of the project, which is the reason why we consult you for advice before we set about doing the script.**

**Many thanks to you and looking forward to your early reply!**

**Yours**

**Peter**

**你（李华）的回信：**

**Dear Peter,**

**Thank you for your trust in me and I feel it a privilege to have a chance to help with your video production.**

**According to my experience in the screen, the following points work through your project. It is essential to set a clear aim of what you want to show by deciding on a story that can best interpret your school’s educational ideal. Besides, your cameras should also record the details of students’ daily lives. As for the setting, I suggest selecting several symbolic spots in your school that represent your emotions toward school life. To make it better, you can consider inviting your teachers to join in the shooting.**

**I wish your job as impressive as you expect and also am ready to work with you on other problems.**

**Yours**

**Li Hua**