**How to write an opening paragraph and an ending paragraph properly**

**Example 1——A letter to express thanks**

**假设你是李华，刚结束学校安排的“加拿大之旅”返回中国，请给你在加拿大时接待家庭的主人Johnson夫妇写一封信，要点如下：**

1. **你已安全返回长沙；**
2. **感谢他们的盛情款待和照顾。**

**Suggested version:**

**Dear Mr. and Mrs. Johnson,**

**How are you doing? I am writing to tell you that I had a safe journey back to China. Thanks to your kindness and hospitality, I had a wonderful time in Canada. (opening para. )**

**…**

**Hopefully you can come to China some day and I have the chance to repay your kindness. Best wishes to you and your family. (ending para.)**

**Example 2——A letter of invitation**

**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 。**

**Suggested version:**

**Dear Peter,**

**How are you doing? I am writing to invite you to write an article for our school’s English newspaper. (opening para.)**

**…**

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

**Best wishes.**

**yours**

**Li Hua**

One possible version:

第二次英语培优作文（告知美国笔友你的学校正招聘外教）

Dear Peter,

I remember you told me you were interested in teaching in China. Now here is some good news that I hope will appeal to you.

Our school is looking for a native-speaker of English to teach some courses to the senior high school students, who have at least three years of English learning experience. The courses include Speaking, Writing, Britain Today and America Today, from which you are expected to choose three to teach and work 12 hours a week. Apart from teaching, you will also work as an advisor to our students’ English Club or our school’s English newspaper.

Please let me know if you are interested in the job information. Meanwhile, I’d be more than happy to help you with questions you might come up with.

Yours

Li Hua

（高一下学期三段考作文）假定你是李华，从互联网得知国际中学生组织将在新加坡办夏令营，欢迎各国中学生参加。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。

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