As is symbolically portrayed in the left figure above, in front of the desk sits a girl, passionate as well as aggressive, working hard and trying to finish her task as soon as possible, with many books on the desk. While in the right one, a boy lies on the sofa with nothing to do. The drawing, undoubtedly, conveys the meaning that at no time should we underestimate the significance of developing good habits.

There exist plenty of causes accounting for my opinions in various aspects. Firstly, for instance, my classmate, Logan, has a habit of accomplishing the task efficiently, which brings him executive force. During that period, every one of us admired his capacity. Secondly, the majority of people hold that good habits can provide them with a broader platform to achieve success, which may put them in a beneficial position in the future. Lastly, if we failed to cultivate good habits, we would be confronted with an unpromising and fruitless future.

All in all, we should bear in mind that the cultivation of good habits is of great importance to both our life and study. For one thing, we should enhance children and adults’ awareness of cultivating personal habits. For another, parents and teachers can set a good example for children by how they behave themselves. Let us believe that this is the first step toward a brighter future for all of us.

非对话型开头：

As is symbolically portrayed in the figure above, in front of us stands an American girl, graceful as well as confident, wearing Chinese traditional costume, with a sweet smile on her face.

对话型开头：

As is symbolically portrayed in the figure above, in front of us stand two girls, talking about the campus lectures. One holds that campus lectures are not suitable for us, while another one holds that attending lectures is helpful.

There be开头：

As is shown in the picture, there are many cultural elements in the delicious and nutritious hotpot, such as Peking Opera, Kung fu, Shakespeare and so on.

描述人：

lovely（可爱的）、amiable（亲切的）、vigorous（有活力的）、optimistic（乐观的）

品德：

kindness（善良）、感恩（thanksgiving）、society（社交）、calmness（冷静）、reason（理智）、self-confidence（自信）、sincerity（真诚）、responsibility（责任心）、care（细心）、optimism（乐观）、persistence（执着）、patience（耐心）、compassion（同情心）、effort（努力）、grit（毅力）

可能用得到的词：

facilitate（促进）、enhance（提高，加强）、broaden（拓宽）、broaden one’s sight（拓宽某人视野）

开头段：

I am very glad/excited/sorry/disappointed to hear that ...

It is my honor to inform you that ...

I am very glad to inform you that ...

I am writing this letter in order to +

praise...表扬信

complain about...投诉信

apply for a position as an assistant(助理).求职信

request to resign from my present position.辞职信

appreciate your...感谢信

apologize for my...道歉信

inquire something about...咨询信

offer several suggestions about...建议信

invite you to participate in ...邀请信

recommend sth. to you.推荐信

request your ...请求信

Dear Professor:

It is my honor to inform you that an international innovation contest will be hold at my university. I am writing this letter in order to invite you to participate in the contest with your team.

Firstly, the contest is to be held on the playground in Peking University at 8:00 a.m., on Sunday, December 31st. Moreover, a series of competitive projects such as robot competition and aircraft competition will be held to inspire students' enthusiasm for innovation. In the end, the experience will be memorable and our prize will be very valuable.

We would be very pleased if you could honor us with your presence.I am looking forward to hearing from you soon.