注意：划线部分可以替换，未划线部分是模板句。

建议信

Directions: For this part, you are allowed 30 minutes to write a letter in reply to a friend’s inquiry about applying for admission to your college or university. You should write at least 120 words according to the outline given below:

1) 建议报考的专业及理由：

2）报考该专业的基本条件；

3）应当如何备考。

分析：本题属于情景式命题，要求写一封建议信。

安排段落：根据所给提纲，本文内容应安排成如下三段：第一段点明写信的缘由，说明报考专业及理由：第二段告知该专业的基本条件及应如何备考：第三段表达自己的期望或者祝愿。

A Letter in Reply to a Friend

Nov. 18, 2013

Dear Lynn,

①I am very delighted to know that you are planning to apply for admission to my university. ②You have asked me for advice with regard to choosing a suitable major, and I am trying to make some suggestions here. ③In my opinion, you should major in internal trade. ④On the one hand, mastering both English and Chinese is your main advantage. ⑤On the other hand, you will benefit a lot from the financial knowledge in the future.

⑥As for the admission qualification for this major in my university, I would like to suggest that you pay more attention to international financial affairs. ⑦You will not only need general financial knowledge in the entrance exam, but also in a following interview. ⑧Although professors won’t score your performance in that interview, it would be the occasion that you leave the first impression on them. ⑨In addition, you’ll have to pass a physical test, which is conventional. ⑩I am sure you will succeed in applying for the admission as long as you follow my advice.

⑾Please inform me if there is something else I can do for you. ⑿I am looking forward to meeting you on campus.

Truly yours,

Li Lian

常用句式：

1. I would like to suggest that …/ I am writing with my suggestions/proposals about…/ I am writing to express my views concerning…我想建议……/我写信来想就……一事提出我的建议。/我写信来表达我对……的看法。

2. I feel that it would be beneficial if…/ I would like to suggest that …/ I would recommend that…/ If I were you, I would…我觉得如果……，…...将会十分受益。/我想建议……/ 我想推荐……/如果我是你，我会……

3. I hope you will find these suggestions/proposals/recommendations helpful/practical/useful. 我希望你会觉得这些意见/提议/建议是有帮助的/实际的/有用的。

4. I trust you will take my suggestion into account. 我相信你会考虑我的建议的。

5. I would be ready to discuss this matter to further details. 我会准备和你进一步详谈这件事。