The progress we’ve made leaves much to be desired.

Our society is inundated with fraud.

We should not make money at the expense of our healty.

It pays to develop a good habit.

We should spare no effort to make friends.

5/1 p.120

**A lot of children are using mobile phones. Some people think it is a positive development. Do you agree or disagree?**

**Give reasons for your answer and include any relevant examples from your own knowledge or experience.**

In the past 20 years, mobile phone technology has been progressing so much that it has become the necessity in our daily life. Our children are also using mobile phones frequently as a consequence. Some people hold the opinion that this is a benefit. Personally, I am against this idea that it is a positive development to let our children expose too much to mobile phones.

First and foremost, children are mostly in the school during daytime. This makes it unnecessary for them to contact someone via mobile phones at all times. Besides, the most important thing to do at school is studying. With mobile phones that features a great variety of feature, it could most likely distract them from their learning. If they have mobile phones with them at school, they would probably play with the games in the phone or write messages with classmates all the time.

Furthermore, researchers suggest that mobile phone’s radiation might be harmful to our health. Children are especially vulnerable because they haven’t developed a strong immune system like adults. Speaking of health, it is also not advisable to look at small screens for a long time. Likewise, the eyesight of children are not mature yet, which also makes it more damaging for children to pay too much attentions to their tiny mobile phone screens.

To sum up, I strongly disagree with the opinion that it is a merit for children to utilize mobile phone. The reasons are they don’t really need it most of the time and the healthy concerns of using mobile phones. Despite there are some small advantages for them to use it, which are not covered in this essay. The drawbacks overweight the merits greatly in my opinion.

5/2 p.210

**A US university invites you make a speech about your country. Write a letter to the university. In your letter, you should**

**Accept the invitation**

**Make some suggestions**

**Set prerequisites for the equipment**

Dear Sir or Madam,

I have received your letter yesterday that informs me to give a lecture about my country in your university. I am more than happy to accept this invitation and feel really honored to take this request. As Taiwan is my hometown and I have deep knowledge of how to introduce our culture to western students.

As you suggested in the letter, the period of my speech will be limited to 60 minutes.

In order to let the prospective audience make the best out of it, I strongly suggest those who will come to the speech to be prepared in advance. I’m currently planning the outline of my speech. So there are two websites they can take a look beforehand.

The first one is Taiwan’s tourist web site(<http://www.tourist.gov.tw)>. The second one is Contemporary Taiwan introduction web site(<http://www.contemoporary.gov.tw>).

Moreover, since you said your auditorium is very spacious, I would like to ask your help preparing microphone and projector for my convenience to give the best quality of my speech.

Yours sincerely,

Jimmy

5/2 p.216

**You are a client of a building company and you feel unsatisfied with the service. Please write a letter of complaint to the company’s manager.**

Dear Manager,

I am the client of your ongoing building project number AC125. The purpose of this letter is to complain some unacceptable issues during your construction. I hope you can help me out and coordinate your team to solve these problems.

There are several points I would like to mention. First of all, the overall progress has been far behind schedule as promised in our contract. Please pay attention to this as we cannot afford any delay on this project. Besides, my wife has noticed that the layout of our premises is a little different from the original design. I have attached the layout comparison for your reference.

Most importantly, I have discovered an obvious defect that has to be resolved immediately. That is, the ground in the garden is beginning to subside. This is an extremely detrimental finding for this project to be done successfully.

I do need your fully support to figure out the best solutions for above issues.

And I also appreciate the work your team has done for this project.

Yours faithfully,

Jimmy

5/3 p.139

**Some people believe that young people (children and teenagers ) are better at learning a foreign language; others think that adults are more successful in this.**

**Discuss both views and give your own opinion.**

**Give reasons for your answer and include any relevant examples from your own knowledge or experience.**

One of the highly controversial issues today relates to whether young people or adults are better at learning a foreign language. In this essay, I am going to examine this debatable topic and give my own opinion.

On one side some people argue that the prime time to learn a language is in your youths. The main reason for believing this is that children or teenagers tend to have better memory than older people. That is, they are able to memorize things extensively and quickly than seniors. The other notable reason is that there are less distractions in the life of young students. While in the world of grown-ups, sometimes life has become so complicated that they cannot concentrate on learning new languages.

On the other hand, some people believe that the advantages significantly outweigh the disadvantages for adults to learn a foreign language. People often have this opinion because they argue that adults are much more intelligent to thoroughly comprehend abstract words. For this reason, it is less probable that young people would understand the more advanced part of a language than adults. The other supporting fact is the determination. Most of the time, adults learn a foreign language for a specific reason or goal. In this regards, adults are definitely more motivated than those who learn a language simply for fun or with reluctance.

In conclusion, both views have its merits that are quite convincing. Speaking for myself, I would say motivation is the most important factor to a successful learning. So I would give my vote to adults as they really understand the benefits of learning a foreign language.

5/4 p.153

**There is too much stress in the workplace. What can employees and employers do about it?**

**Give reasons for your answer and include any relevant examples from your own knowledge or experience.**

In current society, it is a prevalent problem that people are overwhelmed with pressure in workplace. In my opinion, this is mainly because employers have put too much expectation on their employees. In this essay, I’m going to address some points that are probably the solutions to this phenomenon.

First and foremost, I think the best cure for releasing stress is to provide more days off for employees. And this should be done by completely being able to be insulated from their work. To achieve this, employers are highly advisable to offer their employees abundant vacation days. In this way, employees would have more opportunities to relax whenever they are really stressed out.

Secondly, there is another thing employers can do in order to make employees comfortable: flexible working hours. According to research and statics, telecommute has become more and more commonplace among some firms in high technology sector. Because working long and hard in this field doesn’t usually bring more productivity. Ironically, it most likely introduces stressful workplace and low outputs.

Furthermore, employees themselves can also do something on this. It is widely believed that most people’s stress problems come from fierce competition. So here I would recommend the business cultures should emphasize more on solidarity rather than competition. If we take this fact into consideration, the workplace would definitely become more harmonious, which in turn would decrease pressure.

In conclusion, it is both employees and employers responsibility to tackle stress problem in workplace. Firstly, employees should provide more welfare by increasing vacations and flexibility. Secondly, employee should also make themselves more peaceful by reducing the competitive atmosphere.

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5/7 P.171

**There are an increasing number of people using the credit card which seems likely to replace the coins and notes in the future.**

**Do you think it is a positive or negative development?**

**Give reasons for your answer and include any relevant examples from your own knowledge or experience.**

Credit card is definitely one the most convenient tools in modern world. People have adopted it so extensively in their daily life that this invention might completely replace coins and notes in the near future. I generally think it is a positive development, the reasons are as following.

To begin with, the best advantage of credit card is that it facilitate people to get rid of the heavy and sometimes dirty currencies. I personally can’t endure these heavy burdens to occupy my pockets. Keeping out of bacteria is another notable benefit of doing away with using tangible money. It is obvious that diseases are more likely to be spread with the exchange of currencies.

In addition, we don't have to worry about the currency exchange problem when travelling abroad with credit cards on our hands, which is especially beneficial for frequent travelers. Moreover, it is also a significant improvement to our earth by eliminating coins and notes which are composed of metals and woods.

However, there does exist some minor problems with the use of credit card. A noteworthy point is the safety concern. Some one who has malicious intention may record and abuse your credential on your behalf. Nevertheless, this drawback could be mostly avoided by reinforcing your safety level and applying precautions upfront.

To conclude, credit card is generally a wonderful tool because of its convenience and eco-friendly. More importantly, the merits of using it outnumber the demerits. Therefore, I think it is a positive development to use credit card more widely and intensively in the future.

**5/8**

**Some people believe that there should be fixed punishments for each type of crime. Others, however, argue that the circumstances of an individual crime, and the motivation for committing it, should always be taken into account when deciding on the punishment.**

**Discuss both these views and give your own opinion.**

Nowadays, one of the most controversial issues is the extent of punishment for each type of wrongdoing should be predefined or not. In this essay, I am going to discuss the merits of both views and give my own perspective.

Some people hold the opinion that there should be fixed punishments for each type of crime. The main reason they take this stand is that they believe all human beings are created equally, which means there shouldn’t exist any privilege for those who commit crimes with different motivations. For example, if a person murders the other in order to protect his friend, we should convict this person of the same penalty as those who commit homicide with other intentions. These criminals would go outrageous if our law enforcement forgive them because of their protective motives.

On the other hand, there are others who believe that all prosecutions should take the motivations into consideration. They state that current law system should be revolutionized to be more flexible. That is, if someone does something wrong without deliberation, it is advisable a second chance is given to them. Furthermore, some people may kill others accidentally by car. They should not be treated in the same way as those who kill people for their own interests.

To sum up, both views have their reasons that are very persuasive. Some state that all human beings should be judged equally without privilege. While others state that law system should be revolutionized to be more flexible. In my opinion, I would vote for the idea that motivation matters when committing a crime. Because only in this way we are able to punish evil people and forgive good-natured people.

5/8

**You travelled by plane recently and your suitcase was damaged.  
Write a letter to the airline and in your letter:**

**• inform the airline of when and to where you travelled  
• describe your suitcase  
• ask what action you expect the airline to take**

Dear Sir or Madam,

I’m writing to complain a customer’s dissatisfaction on my recent trip with your flight. I am a frequent traveler in favor of your company. So I really hope you can take this case seriously and promise me this will never happen again in the future.

The flight was scheduled to take off three days ago at 6 am 7/15 from Taipei to New York. I arrived New York airport only to find my lovely suitcase was completely out of shape. My suitcase is a middle-sized and solid black one with a teddy bear on its back. I believe one of your crews have noticed this tragedy at that time. To my surprise, she didn't do anything to compensate this or ask me for any claim of damage. Instead, she rushed me to leave the waiting room with a mean attitude.

I am very disappointed on your quality of service and that cabin crew. Therefore I request your company to explain this whole accident to me formally. In addition, I think the bad-mannered crew owes me an apology. Most importantly, please make any type of reimbursement if this accident was caused by your crew’s recklessness.

Yours sincerely,

Jimmy

5/10

**[Question]**

**You rented an apartment for a holiday last year and you were happy with it although there was a problem with it. You want to rent it again this year; write a letter about**

**Why you were happy with it?**

**What the problem was?**

**Giving information of the details and dates you require**

Dear Sir or Madam,

I rented an apartment last year and spent my vacation there with cheerful days. Therefore, I’m writing to rent one again despite the fact that there was a flaw on my last stay.

The view of my room was really spectacular that I couldn’t help think of it months after leaving. In addition, I also admire the service of your clerks so much.

However, there was only one problem that bothered me. The air condition didn’t seem to be well-maintained, it sometimes would shut down by itself. The problem comes and goes so I can’t really tell when exactly it will happen.

The main purpose of this letter is to book an apartment for my vacation, which is from the 3rd to the 7th of May. I will arrive no later than 1 P.M. with my wife. We will stay for 5 nights in total. Please let me know if there are vacancies.

Thank you so much and look forward to visiting you again.

Yours sincerely,

Jimmy Huang

5/10

**[Question]**

**Playing team sports can teach young people more than just games themselves.**

**What do young people learn from playing team games?**

**How are they useful in their later life?**

**Give reasons for your answer and include any relevant examples from your own knowledge or experience.**

Play team sports is very popular among young people. It is widely believed that team games can bring young people many advantages at some point in their later life. In this essay, I am going to analyze what lessons they can learn from team sports and also explain why these lessons are beneficial to their later life.

First and foremost, the biggest lesson young people can learn from group sports is that cooperation is vital to win. That is, if a team does not put solidarity as their first priority, they will most likely fail in the competition. In addition, another significant benefit of playing team sports is that they can learn the importance of obeying team leaders. In team sports, having a well-organized leader is essential to win a championship. The team would fall if any of the team members does not have an obedient attitude.

The lessons young people learn are very influential to their later life. For example, I had been in basketball team in elementary school. We had an excellent team leader and had won a championship. After growing up, no matter in the workplace or any kind of activities, I always value the harmony in my group. Moreover, it is very natural for me to have a good relationship with my supervisor.

In conclusion, the most important lessons young people can learn from team sports are cooperation and obedience. They will find it very advantageous in their later life. Furthermore, it is only with what they learn from team sports are they able to contribute to the society in a positive way.

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5/13

**[Question]**

**Some people think traveling abroad is a valuable experience for young people. Others think it wastes too much time and money.**

**Discuss both views and give your own opinion.**

Nowadays, traveling abroad has become one of the most popular activities among young people. Some people state that this is a positive trend while the others don’t.

In this essay, I am going to discuss both views and give my own prospective.

For people who believe oversea traveling is a good phenomenon for youths, obtaining priceless experiences that cannot be learned in school or family is the main reason. They believe that young people can only learn such experiences if they jump out of the school system and stay away from the creature comfort their families support. In addition, this is a generation of global village, only by exposing themselves to exotic culture are they able to communicate effectively with their counterparts in other countries.

However, there are some people who claim that traveling abroad for youths is merely a waste of time and money. The main reason they hold this opinion is that young people tend to have less strong will in controlling themselves, which means they would most likely indulge themselves without really making the most use of traveling abroad. Moreover, people who hold this opinion believe that adults who have more social experience would more likely know what to learn and what to avoid when traveling abroad.

In conclusion, I support the view of traveling abroad benefits young people. This is because young people tend to learn new things more openly and faster. The oversea experiences won’t influence them so much if they start to travel at an older age. More importantly, the traveling experience can help them find out what they are really passionate about and prepare them for a successful life afterwards.

5/13

**[Question]**

**You will move to a new city for one-year work. Your friend said that he would help you find accommodation. Write a letter to your friend. In your letter,**

**Express thanks to your friend.**

**Explain which district you would like to live in**

**Describe what type of room you would like to rent**

Dear Li,

As you know, I am going to relocate to your city for one year. It is very helpful for me to have your assistance in finding a place to live. I want to express my sincere gratitude for your help. I am going to mention some details about my rent as follows.

Firstly, I would like to explain which district that I prefer to live in. It will be more convenient to live near the northernmost part of your city as there is where my workplace is. If it is not easy to find a decent rent there, somewhere approximate to the subway station would be fine as well.

Secondly, I would like to mention about room type. It would be better to have a bathroom for my own use since I am really concerned about the sanitary problem. In addition, my wife will move with me so a double-sized bed us an essential requirement.

I am looking forward to your reply soon. Thank you again for your great help.

Yours sincerely,

Jimmy Huang

==================================================================

**5/27**

**[Question]**

**Nowadays, some people are changing their way of look through hair color, clothes, cosmetics, even plastic surgery.**

**What are the reasons?**

**Is this a good thing?**

With the rapid development of society, people’s lives have greatly improved. Some of them become to emphasize on their appearance after being satisfied with the essential needs. There are a number of reasons behind this interesting phenomenon. In this essay, I will analyze them and provide my own perspective.

To begin with, one of the most notable reasons people tend to enhance their outer beauty is that other people judge them by their appearance. For example, with the influence of mass media, one may perceive the other who has an attractive look as a good-natured person, although this is not necessarily true. The other reason is that people nowadays are too busy to spend more time discovering the inner beauty of others. As a consequence, some of them may only have the impression of others’ attractive appearance without giving too much thought of the essence of their personalities.

Personally, I don't think this is a good development of our society because of the superficial judgement toward people. If we select one who has the most attractive look in a job recruitment, it is very risky and also not a good strategy for the employers to find the best suitable candidate. Furthermore, it is not a good practice if we allocate too many resources on the exterior beauty and neglect other vital facts, such as diligence and intelligence.

In conclusion, the reasons why people nowadays have a strong concern on their appearance are that others judge them by their looks rather than the essence of their personalities. This phenomenon is also caused by the fast-food culture which emphasizes too much on the shallow layer of things without investing time to explore one’s inside. I personally don't perceive this is a positive evolution because it is widely believed that exterior beauty is only skin deep and not able to persist for a long time.

=====================================================================

5/27

**[Question]**

**An international company is going to open a branch in your hometown.**

**Write a letter to the company and say:**

**What kind of job you are interested in.**

**Why you would like to work for the company**

**Ask some questions related to the job**

Dear Sir or Madam,

Recently I have heard that your company is going to open a branch office in my hometown, Taipei. Therefore, I am writing to express my interest toward one of your job vacancies and make some inquiries.

First of all, I am very interested in your job openings of the IT department, the “Software Engineer” in particular. I have been working in the information technology sector for over 5 years, which makes me very confident that I would be qualified for this occupation.

You may wonder why I decide to participate in your organization. As I know, your company has a good history of business winning and own a prestigious brand in this industry. In addition, my brother is one of your senior staff who has been working in the financial department for many years.

Last but not least, I would like to ask a few questions that are relevant to this job.

1. Does it require any certificates to apply?
2. Is there any additional premium of this position?

Thank you very for your answers in advance.

Yours sincerely

Jimmy Huang

5/29

**[Question]**

**Write a letter to the photographer who was employed by you some time ago to take photos for your family, and ask him/her to take photos for your family again, because you will have a family event. In your letter, you should state :**

**Why you like him/her to take photos for you.**

**Describe your family event**

**What specific photos you want him/her to take**

Dear Mr. Wang,

It has been two years since we last met, when you were employed to take some wonderful pictures of my wife. The purpose of this letter is to invite you once again to take photos of my family in our upcoming family event.

As you may know, my wife was fascinated by your artistic works, which might be able to exhibit in a public gallery. Therefore, I am very confident of your expertise of photography and would like to request another cooperation with you.

The event will be held on the 10th of August at my brother’s house, where you have visited before. The purpose of our family gathering is to celebrate the birth of my brother’s first child. My nephew was just born last month. We are all very thrilled about his birth.

There is one special requirement I would like you to keep in mind in advance. That is, we will be holding the party in the evening, so please be sure to bring your flashlight. More importantly, please choose a slightly more faint mode of lightening as my nephew is very vulnerable to light currently.

Thank you very much for your attendance in advance.

Yours sincerely,

Jimmy Huang

5/29

**[Question]**

**Traffic jam is a problem in many towns and cities. Some people suggest that governments build wider roads in order to solve the problem.**

**Do you agree or disagree?**

Along with the rapid development of modern cities, the traffic congestion issue has become one of the most notable topics in our society. To tackle this problem, some people suggest our government to broaden the roads to accommodate more vehicles. From my point of view, I totally disagree with this solution for the following reasons.

First and foremost, the vacant space in the big cities is becoming increasingly scarce, which means it is technically not feasible in most cases even though the government decides to take this measure. For example, some roads that have the most congested traffic are located in downtown area, where it is nearly impossible to expand the roads due to limited space.

In addition, it is reported that some people who have cars choose to take public transportation because of traffic jam. Widening the roads will most likely encourage those people to drive their cars more, which will consequently result in a even worse situation. Furthermore, some roads are constructed nearby the rivers or natural landscapes. That is to say, simply rebuilding the roads without considering the protection of environment will have damaging impact to our natural treasure.

To sum up, traffic jam problem could be attributed to numerous reasons. Widening the roads which will bring more detrimental results as mentioned is definitely not the only approach to cope with this problem. More importantly, there are many more obstacles in the real world, such as scarce free space, that could hinder this solution from carrying out. Therefore, I hold the opinion that widening the roads is not the appropriate method.

6/4

**Money makes people’s life much easier; but too much money can also bring problems.**

**What are the advantages and disadvantages of having lots of money?**

Along with the rapid economic development in the modern world, money has become an essential part of our daily lives. It is widely believed that having a great amount of money can bring us happiness. However, there are some problems come along with having too much money. In this essay, I will discuss the merits and demerits of having a lot of money.

The advantages of having a great amount of money are numerous, including living an extravagant life and not worrying about how much disposable income is left every month. People are also able to enjoy the most out of all the creature comforts in the modern world. If one has a huge amount of savings in the bank, it is not necessary that he has to retain a decent job. Therefore, people with lots of money have the opportunities to pursue their real goals without having to worry about their incomes.

On the contrary, having abundant of money can lead to detrimental consequences. It is reported that some lottery winners lose all the money that have been won after a number of years due to inconsiderate spending, which might include gambling, drugging, and absurd lifestyles. Furthermore, people who are not self-made millionaire tend to spend money without restraint and fool around all day without making positive contributions to our society.

In conclusion, I have the opinion that money can not buy happiness. That is to say, it is perfectly fine to have a great amount of money, but we have to learn how to make the most out of it. In addition, it is advisable to donate the extra money to charities in order to help those who are suffering from famine and war. I believe that only in this way are we able to take advantage of our spare money and live a balanced life without indulgence.

6/4

**You have finished a training course, and write a letter with feedback to the organizer. In your letter, you should include**

**The detail of the course**

**What you enjoyed from the course**

**Suggestion about what can be improved**

Dear Mr. Lee,

It is with great pleasure that I have enrolled in your training course last month. I am writing to express my gratitude as well as share some thoughts I have.

The course that I attended was a general computer training course. The contents is composed of the application of Office software, Email, and the internet browsing. In addition, the teacher educated us about how to write a simple application by ourselves.

I have to say that this is the most enjoyable class that I have ever enrolled. Firstly, the teacher was very patient and willing to answer any trivial questions that we had. Secondly, the teaching material was both very comprehensive and well-designed that all the students were able to get a whole picture of what computer software is like.

Other that all the great experience I have gained, there is one suggestion that I would like to propose. That is, it would be better if you can have the course available during the daytime too, as I am working on a night shift, which made me not able to manage my time effectively.

Thank you very much for hosting this course.

Yours sincerely,

Jimmy Huang

6/13 (劍六)

**Using a computer every day can have more negative than positive effects on young children. Do you agree or disagree?**

Along with the rapid development of information technology, computers have become increasingly influential to our daily lives. However, some people state that accessing a computer on a daily basis could have detrimental consequences to young children. Personally, I totally agree with this opinion for the following reasons.

First and foremost, short-sightedness has become a prevalent problem among young children who use computers too frequently. It is reported that young children’s eyes are particularly vulnerable to computer screens. Therefore, if one starts to operate computers every day at a younger age, there is a high chance that he or she will suffer from short-sightedness very soon.

Secondly, children generally have less self-restraint toward addictions than adults. As is known to all, there are all kinds of resources on the Internet. Not all of them are absolutely beneficial to the users. For example, some people tend to linger on social media websites or online games for too long, which might have a damaging impact on their daily lives.

In conclusion, overusing computers in our daily lives could bring harmful consequences to young children both physically and mentally. Short-sightedness and addiction to the Internet are two of the most noteworthy problems. From my point of view, young children should only use computers under the supervision of parents rather than at their disposal for all days.

6/14

**Young people are now less respectful and polite than before.**

**What are its causes and what measures can be taken to solve this problem?**

Nowadays, one of the most noteworthy issues is that younger generation is not as courteous as the older generation used to be. There are some factors that contribute to this phenomenon. In this essay, I will analyze these causes and also propose some possible solutions.

One of the reasons why young people are becoming disrespectful is that they consider themselves superior to others in some aspects. The youths tend to receive more educational resources and gain more travel experience than before. Therefore, they may perceive themselves as being on a par with those who they should respect to and learn from. In addition, the number of children per family is becoming increasingly fewer than before, which naturally makes parents concentrate resources on a single child and spoil them.

To tackle this problem, there are numerous measures can be taken into account. The most fundamental one is to educate young people about the importance of courtesy when they are younger. That is to say, it is paramount to instill the concept of politeness into their minds before they are negatively influenced by the environment. Furthermore, parents should shoulder the responsibility of not being indulgent to their children’s unruly behavior.

In conclusion, young people’s impoliteness and disrespect could be attributed to many factors, such as the advantages of their upbringing and parents’ indulgent attitude. The solutions to this phenomenon are that young people should be educated about the importance of courtesy and parents shouldn’t be too permissive toward their children’s disrespectful behavior.

6/14

**The telephone company has mailed the telephone bill to the wrong address.**

**Write to the telephone company. In your letter, you should**

**Tell them how you find the problem out**

**State what problems it has caused you not receiving the phone bill**

**Tell them what you want them to do**

Dear Sir or Madam,

I’m writing this letter to complain a customer’s dissatisfaction about a wrong delivery of my telephone bill, which has brought me some trouble.

I have opened up a new telephone number two months ago. Strangely, I haven’t received any bills that notify me to pay the phone fee for the last two months. It wasn’t until two days ago my neighbor handed me my bills that I realized they were delivered to my neighbor’s address instead of mine.

I have suffered two problems due to not receiving bills. Firstly, I have been punished for an extra fee because of not paying the bill punctually. Secondly, my line was cut out for delaying payment of two months.

I would like your company to recover my phone access instantaneously as well as withdraw the penalty. Furthermore, please correct my address as 12 Hill Road instead of 14 Hill Road, which is my neighbor’s.

I hope you can take immediate action soon. Thank you very much.

Yours sincerely,

Jimmy Huang

6/16

**You will write a letter to ask your friend to take care of your house during your absence. You should tell your friend**

**What should be taken care of**

**What other things should be paid attention to**

Dear Mary,

As you may know, I am going to have a business trip next month for two weeks. Therefore, I am writing to ask your assistance in looking after my residence during my absence.

There are a few items that might need to have your attention. The first one is my sports car that has been purchased for two months only. I have noticed that some naughty kids in our neighborhood are particularly interested in it. I am fearful that they may leave some graffiti on it.

The other thing that I am worried about is my dog, which is very adorable. Please remember to feed it every morning and walk it every evening if possible. It is very tame so do not worry that it will bite anyone.

Lastly, I have some leftovers and delicious snacks in my fridge. If you don't mind, you can share them with our neighbors so that they won’t become rotten after I come back.

I am very appreciatively of your kindly help.

Yours sincerely,

Jimmy Huang

6/16

**Nowadays, the traditions and customs relating to the food we eat and the way we eat are changing.**

**Why is it happening?**

**Do you think this kind of change is positive or negative?**

With the rapid development of agricultural technology and globalization, people’s dietary habits are changing over time. Some noteworthy causes have contributed to this phenomenon. In this essay, I will analyze the reasons behind it and also give my own perspective about whether this change is beneficial or not.

Globalization is one of the most vital factors that lead to dietary change. With the increasing number of people choosing to immigrate and work in foreign countries, a variety of exotic food has been introduced to other places. For example, one can find nearly all kinds of restaurants in Taipei City, such as Japanese, Italian, Thai, French and Korean food. The diversity of the food we eat can be attributed to the consequences of cultural exchange and convenient transportation.

Apart from the food we eat has varied significantly, the way we consume food has also changed considerably. Firstly, fast food culture has influenced the younger generation’s habit of dining. Secondly, some restaurants nowadays offer the all- you- can-eat scheme, which encourages customers to eat without restraint by paying a fixed price. As a consequence, people overeating them will develop obesity or other chronic diseases.

In conclusion, I have the opinion that this kind of change is somewhat advantageous but somewhat detrimental. For food exchange between countries, I am convinced that this is a positive trend because it is enjoyable to have a great number of choices on food. As for the fast food culture and the all-you-can-eat restaurants, I consider them as a distorted way of consuming food, which can be very unhealthy if people have them without constraint.

6/18

**An increasing level of noise pollution has affected people’s life significantly.**

**What factors caused this problem?**

**How to solve this problem?**

With the rapid development of urban areas, noise has been polluting our lives quite considerably. There are some noteworthy factors that lead to this phenomenon. In this essay, I will discuss these notable causes and make some propositions about how to solve it.

To begin with, human is one of the most important factors that produce noise. For example, outdoor concerts, parades, and election campaigns could be considered a source of noise-making. These activities are more likely to be crowded with excited spectators, who are not concerned about the rights of other people. In addition, the other reason that could cause disturbing noise is building sites, which may construct the houses or land for twenty four hours a day in order to meet the schedule. However, this kind of noise can be very damaging to those who need a good night sleep.

One of the most effective measures of tackling noise from public activities is to restrict the places and times of holding them. Governments should only specify certain areas, where there are fewer residents, and times for these events. If these regulations are violated, a huge punishment should be made in order to moderate these noisemakers. For the building sites, similar means should be taken to prevent them from going outrageous.

In conclusion, noise pollution is mainly a consequence of some inconsiderate people’s behavior. This problem can be attributed to unrestrained public events and building sites that work all day. The solutions to this problem are to set up some laws and rules to regulate these activities. More importantly, everyone should take other people’s rights seriously. I believe only in this way are we able to reduce noise pollution.

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**Your friend will come here and want to live with you. Unfortunately, this is impossible. Write a letter to your friend In your letter, you should:**

**Explain reasons**

**Suggest other alternatives for accommodation**

**Apologize for your refusal**

Dear Jack,

It has been two years since last time we met. I am very thrilled to learn that you will visit my city and would like to stay in my house for three weeks. However, I am afraid that my house is not available for your stay this time.

As you know, my family has lived in this house for thirty years. The house is gradually aging these years. Last month, we surprisingly discovered that the walls of my room had a sign of collapse after a recent earthquake. Consequently, my room is undergoing a renovation for a total of two months. There are only two rooms in my house, so I have to sleep with my parents these days.

Fortunately, I have contacted the church in our community, who are very willing to offer you accommodation. What’s ever better is that they are capable of admitting two people, which means we can share a room and spend more time with each other.

Last but not least, I would like to express my heartfelt apology for not being able to accommodate you. I really hope this will not inconvenience you.

Please let me know if there is anything else that you need my assistance.

I am looking forward to meeting you soon.

Yours sincerely,

Jimmy Huang