**必背范文（二）**

**作文六: 投诉信**

Dear Sir or Madam，

I am Li Hua, a member of your recent Summer Camp **whose theme** was Exploring British Cultures. I feel bad to trouble you but I am afraid that I have to **make a complaint**. The reasons for my **dissatisfaction** are as follows.

First of all , the activities somehow differed quite a lot from what **were posted** in the advertisement. The Summer Camp itself did not seem to be related to British cultures in every area. **Much to my disappointmen**t, the venues(活动场地) where I participated in relevant activities were **poorly-equipped**. There were no modern **facilities** for us. In addition, **worry aros**e when I saw the poor sanitary(卫生的) and safety conditions. As we all know, **safety** and **hygiene**(卫生) are the most important dimensions for summer camp activities.

Considering these problems, it was impossible for me to have had an enjoyable stay in the camp. Therefore, **I would like to ask for a full refund.** Thank you for your consideration and I will be looking forward to your reply.

**Useful Expressions：**

1)I am writing to **express my dissatisfaction with.**..

2) There are some problems with ..... **that I wish to bring to attention**. For one thing, there is…For another,...

3) I hope that **the authorities concerned**(相关部门) will consider my suggestions and improve the situation as best as they can.

4) I would like to **get this matter settled** by the end of this month.

5) We hope you will give **due** attention to the matter .

6) We will appreciate your willingness to **make up for the los**s.

7) **I could not be more satisfied** if you can kindly...

8) I'd like to **ask for a full refund(要求全额退款).**

9）I am eager to know whether you can **change it for a new one.**

**作文七：申请信**

Dear Sir/Madam,

My name is Li Hua, a girl of 18. **I've learnt（得知） from China Daily that** the Winter Asian Games will be held in my city and **a great many volunteers are wanted**,which excites me a lot. So I am now writing to **apply to be** one of them.(简单介绍自己,说明信息来源, 提出申请)

I firmly believe that I can work well as a volunteer for the Games since I **perfectly meet your requirements**. As a college student **majoring in** English, **I'm highly proficient in(精通)** spoken English, so I have no difficulty in communicating with foreigners. Besides, **with** my strong love for sports and willingness to help others, I think I can serve better. What's more, I'm quite familiar with the local conditions, **which is another plus to** my work. **With all the qualifications above**, I promise I will offer the best service to **whoever participates in** the Games.(说明胜任理由:突出自己的优秀和特点)

I would appreciate it if you take my application into account and I sincerely hope I can be accepted. Looking forward to your reply.(希望对方给予机会和尽快答复)

**作文八：建议信**

Dear John,  
 I'm sorry to hear that you're feeling sad about your **overweight** problem. And you told me that you're desperate to lose weight but **were at a loss what to do,** so I'm writing to offer you some practical suggestions, which I hope are of great use to you.   
 First of all, you'd better take more fresh fruit instead of snacks, since it's commonly known that fresh fruit **is rich in** all sorts of vitamins and fibre while snacks **rarely contain any nutrition but only calorie**s resulting in obesity. Secondly, it is advisable that you should replace **carbonated beverages(碳酸饮料)** with healthy drinks like water, which can not only **contribute to losing weight**, but also **better** your skin. Lastly, **the best and most effective way to *rid* yourself *of* obesity** is to **do a 30-minute workout on a daily basis**. As long as you **keep exercising**, **all your efforts will surely pay off** one day.  
  **Undoubtedly,** losing weight is tough, but if you **follow my advice** above, I'm convinced that you will succeed sooner or later.  
  
**作文九：演讲致词**

假如你是校学生会主席李华，美国一个中学生代表团即将访问你校并出席“文化交流周”活动。请你根据以下要点写篇欢迎辞：

1.表示对客人的欢迎；

2.阐释对文化交流的理解；

3.表达对客人的祝愿。

Dear friends from the States,

Good morning, my **distinguished** guests. I'm Li Hua, chairman of the Student Union. Allow me, first of all, on behalf of our school, to express our warm welcome and **cordial** greeting to you. I **feel greatly honored to** have you here **on** such a special occasion--the Cultural Exchange Week.

**There is no denying that** cultural exchanges are playing an increasingly vital role in the modern world. They’re an efficient way to introduce the profound Chinese culture to the world and in the meantime **offer us a fascinating *glimpse* into(短暂的感受，领略)** the outside world, thus helping us **gain a more complete picture of** the world culture. Besides, communication leads to **closer ties(更密切的关系)**, **enhancing mutual(相互的) understanding and promoting genuine(真诚的) friendship.**

My dear guests, **you are welcome** to **get involved in the activities** of the Cultural Exchange Week. I’m truly convinced that we students will benefit from your presence and sincerely wish you a pleasant time with us.Thank you!