**Writing**

**1、邀请信**

**Examples：**

**1）.**

**Dear Prof. Hopkins,**

**It’s my pleasure to invite you to Nanjing University as a visiting professor from April 1 to June 30. We will offer you a salary of $3,000 per month. And all travel expenses can be reimbursed.**

**If you want to know the specifics of your activities during this period, please contact Mr. Li Qing, whose telephone number is025-7620341.**

**Department of English**

**Nanjing University**

**Faithfully yours,**

**Notes:**

**a visiting professor 客座教授**

**2).**

**Dear Dr. Johnson,**

**We are writing this official letter to invite you to our university to give lecture.If you could come, we’ll be very glad.**

**It is reported you have developed a software that can simplify complicated calculations. Could you bring a copy with you?**

**Sincerely yours,**

**Wang Fang, Director**

**2、接受邀请**

**Example:**

**Dear Mr. Peterson,**

**I’m happy to know that you are interested in my research. I would be glad to visit your laboratory next month as you expected.**

**But my visit needs to get official approval, so it would be so kind of you to send me a formal invitation letter. I would appreciate if you can state that: 1) you invite me to your laboratory from June 20 to July 6. 2) you would finance my stay in your country. Actually, I would finance myself during the whole period.If you state like that, the procedure to get a visa would be simple.**

**Yours sincerely,**

**3、通知已办好签证并准备去访问**

**Example:**

**Dear Mr. Peterson,**

**I’m glad to inform you that I have got my passport and visa to the U.S.A.**

**Now I’m preparing all necessary things for the coming trip to visit your university.**

**After I get flight ticket, I will inform you of the time of my arrival.**

**Faithfully yours,**

**4、请求派人接机**

**Example:**

**Dear Mr. Peterson,**

**I’m pleased to tell you that I have booked the flight ticket to Denver on Sep,15 and the flight No. is TS1524.**

**Since I have never been to Denver, I’m afraid I can’t find your university to the airport to meet me?**

**Truly yours,**

**5、通知参加国际会议**

**Example:**

**Dear Mr. Robinson,**

**This is to inform you that the international Conference on Structured Dynamics will be held from Nov.27, 1995to Nov.30, 1995 in Hongkong Polytechnic University.We hope you will be able to attend the conference. If you need additional information concerning the preparation of your paper, please contact me (852)2766-6062.**

**Yours sincerely,**

**(Signature)**

**Notes:Hongkong Polytechnic University 香港理工大学**

**6、邀请加入国际学术机构**

**Example:**

**Dear Colleague,**

**I hope you will take advantage of this invitation to join me as a member of a remarkable organization.**

**Founded in 1849, the XX Academy of Sciences has for more than 150 years played a unique role as an independent institution committed to advancing science and technology and to applying them for the public good.**

**Perhaps your interests, like mine, range far beyond your own specialty field. If so, our Academy is as especially good value. As a geneticist in a university community, I have long been dedicated to fundamental research, and I’m concerned as well within formation technologies, global public health trends, chemical and biological weapons, and space exploration.**

**In the course of my work—over the30 years I have been a member—I have benefited from the Academy’s high quality cross-disciplinary contributions and especially the new initiatives in science and technology.**

**Please join me in this uniquely valuable membership organization and its work to illuminate and improve the contributions of science, engineering, and medicine to global social and economic progress.**

**Sincerely yours,**

**Notes:**

**take advantage 利用**

**benefit from**

**7、求职信**

**Examples:**

**1)**

**Dear Manager,**

**I’m writing to you about the possibility of working as a computer programmer in your company. Though I haven’t held a job before, I feel that my college record shows that I’m a good,energetic and reliable man, and what is more, I did computer programming as apart-time job for some companies in the past two years, and I believe this experience will lead to my competence in your company.**

**I have passed CET-6, and I can speak English smoothly.**

**Should you be interested in my application, I will be available for an interview at your convenience.**

**Sincerely yours,**

**2)**

**Dear Sirs,**

**In reply to your advertisement in China Daily, I should be grateful if you would consider my application for this post.**

**I have been working as an audio-typist for more than six years; my speed in shorthand is 110 words a minute and in typing, 60 words a minute. I have recently updated my qualifications by taking a course in computer studies.**

**I’m now very proficient in word processing (Window sin Words 6.0) and familiar with data bases such as VFP 2.0. I’m experienced in all kinds of office work and have a good knowledge of up-to-date accountancy programs. I’m 26 and have a clean driving license. I enclose my curriculum vitae and copies of three testimonials. I very much hope that you will give me the opportunity of attending an interview.**

**Yours faithfully,**

**Notes:**

**data base 数据库**

**VFP (Visual Fox Pro) 一种数据库软件**

**8、简历**

**Example:**

**Name: Ji Liang**

**Sex: Male**

**Date of birth: July 15,1972**

**Place of birth: Nanjing,China**

**Nationality: Chinese**

**Height: 175 cm**

**Weight: 64 kg**

**Marital status: Single**

**Religion: None**

**Education:**

**Finished high school at Xuan Wu High School, Nanjing in 1989.**

**Graduated from Nanjing University,receiving the degree of Bachelor in 1993.**

**Experience: Began to work in Manshan Iron & Steel works in July, 1993 as assistant engineer and engineer.**

**Foreign language: Russian**

**Present address: No XX Jinger Street, Jinan,China**

**9、推荐信**

**Examples:**

**1)**

**Dear Mr. Robert,**

**I’m about to apply for the position of Sales Representative at Continental Trade Company in New York. I would very much appreciate it ifI could include your name in my list of references.**

**As you are familiar with my work as Rose Company,you will be able to give Jack Rothwell a fair evaluation of my capabilities.**

**I enclose a stamped, addressed envelope for your reply.**

**Yours sincerely,**

**John Bridges**

**2)**

**Dear Prof. Wang,**

**I’m applying for the position of guide with Youth Travel.**

**As you gave me every encouragement to continue with my study of German and helped me prepare for the final examination, I would very much appreciate it if you would kindly write a letter of recommendation on my behalf.**

**I enclose a stamped envelope addressed to Huang Hua, the personnel manager at Youth Travel Agency.**

**Yours sincerely,**

**Zhang Ling**

**3)**

**Dear Suzanne,**

**Enclosed you will find the resumes for two excellent candidates that you may be able to use in any searches that you are currently concluding. The first is Beverly McDonald who you can see has a diverse background and has recently left AT & T. the second is Tim Vasquez who was formerly the Chief Financial Officer at Rose Medical Center.I’ve personally had the opportunity to work with both of these executives and find them to be beyond what I would consider competent. They have both performed extraordinarily well in all the circumstances that have been presented to them. They present the intelligence, foresight, and creativity that I think is so needed in American business in the future.**

**I would greatly appreciate anything you can to do assist these individuals. Please feel free to contact them directly.**

**With best regards,**

**Barbara Brannen**

**10、辞职信**

**Examples:**

**1)**

**Dear Mr. Richardson,**

**This is to inform you that I have been presented with an opportunity that will enable me to work in the area of my stated preference, marketing.Therefore, I’m tendering my resignation from Kinsley and wish to advise you that July 8, 1998, will be my last day of employment.**

**I would like to thank you for the experience of having worked for Kinsley Manufacturing, a truly outstanding organization.**

**Sincerely,**

**David Matthews**

**2)**

**Dear Mr. Smith,**

**This will confirm my resignation as Director of Human Resources.**

**I have accepted a position as Editor at a growing publishing house in New Jersey. I’m looking forward to my new position and the challenges that await me.**

**My last day of work will be December 10, 1998, which should allow me plenty of time to finish my replacement. Please feel free to contact me at any time should you have any questions regarding my past work. I hope that the transition will go smoothly for everyone.**

**My experience with DBG has been very rewarding. I appreciate having had the opportunity to work for such a fine company. I wish you and the organization continued success.**

**Sincerely Yours,**

**Zhang Hua**

**11、感谢信**

**Examples:**

**1).**

**Dear Aunt Mary,**

**Thank you so much for the beautiful carpet you and uncle sent us! You must have spent a lot of time in choosing it and I think there is no better choice than it.**

**Peter sends thanks, too. And we hope you and uncle will come soon and see how perfectly the carpet fit our bedroom.**

**With love from both of us.**

**Loving yours,**

**Helen**

**2)**

**Dear Carl,**

**Your flowers came this morning and turned our bedroom into a garden. Fifty yellow roses for our fifty golden years! How wonderful are you of your remembering and generosity.**

**George and I are not very rich, but grateful to so many years’ happiness. And we are grateful, too, for so many friends we have made during these years. You ranks the highest among them, Carl, our dear and loyal friends.**

**So we send you our love on our golden anniversary.And we send you our thanks, Carl, for the beautiful roses.**

**Affectionately,**

**Lucy**

**3)**

**Dear Bill,**

**Thank you for the exquisite gift of the Sierra Club calendar for my birthday.**

**It will lift my spirits each time I look at it through the coming year and I’ll remember your thoughtfulness many times over.**

**Best wishes for laughter and peace to you and your family during the holidays and through 2000.**

**Cordially,**

**Mary**

**4）**

**May 22nd, 2000**

**Dear Mr. Robinson,**

**Your letter of May the twentieth, 2000 has been received.**

**I’m so glad to know that I had been admitted to Maryland University.Thank you very much for the acceptance of my application. I’ll enroll for these semester which begins in September.**

**Enclosed is a money order to cover the initial deposit that you have asked for. I’ll make complete payment at the time that I register.**

**Additionally,I’m sending all the forms that you require this time.**

**Thank you again for the admission. I’ll try my best to succeed there.**

**Sincerely yours,** **Li Lin**

**12、祝贺信**

**Examples:**

**1)**

**Dear Handsome,**

**Congratulations on your 18th birthday! From now on, you will be a man. I hope you’ll like the book specially selected for you. It’ll benefit you a lot after your careful reading. I appreciate it very much,I hope you’ll like it, too. We are best friends in the world, aren’t we?**

**Truly yours,**

**Tom**

**2)**

**Dear Wu Yan,**

**I’m so thrilled to hear that you have been admitted to Beijing University.Everyone knows, it’s one of the most prestigious and the most famous university. I still remember when I was a middle-school student. I dreamed for it day and night. Now, you did it.**

**Congratulations on a job well done and good luck to you during the next four years of schooling.**

**Lovingly yours,**

**Wang Gang**

**13、道歉信**

**Examples:**

**1）**

**Dear Johnson,**

**I’m afraid you must have misunderstood me. I remember you have promised a gift for my mother’s birthday. It’s my fault that I don’t remind you before that. Don’t worry,I don’t think mother will care about this. Anyway, you will soon make up,won’t you?**

**Yours truly,**

**Li Li**

**2)**

**Dear Elizabeth,**

**I’m terribly sorry that I forgot to return the dictionary to you. I’ve got such a poor memory. When I tried my best to remind myself of returning it to you, Is till failed to do it. So when you mentioned about it, I said I had returned it to you already!**

**I must thank you for your kindness of not dwelling on it. If you have time, please come for a coffee.**

**Lovingly yours,**

**Mary**

**14、慰问信**

**Examples:**

**1)**

**Dear YaoBao,**

**I’m sorry to hear you are homesick and can’t concentrate on your study. Just have confidence in yourself. Anyway, it’s the first time that you have been away from home. I believe you can make good adjustment to the new surroundings and continue your subjects sufficiently.**

**You are so good a guy and everyone of our family is proud of you. And you are always delighting us with one success and another. The day before yesterday, I also met with Mr. Wang, your middle school teacher. He still considers you as his favorite student. Don’t forget to write him. Be cheered!**

**Lovingly yours,**

**Billy**

**2)**

**Dear Mary,**

**I’m very glad to hear you are making such a rapid recovery that you will soon be out of the hospital and back with your family and friends. I have missed you so much and you have been on my mind ever since you went to hospital. I just can not tell you how sorry I was that you had such a difficult time of it.**

**I hope that by the time this note reaches you, you will be feeling a great deal better. I’m sure that now it will not be long before you are entirely and completely yourself again.**

**By the way, Mary, we are postponing the picnic until you can join us. We think it will be meaningless without you. So hurry and get well.**

**Affectionately,**

**Lillian**

**15、投诉信**

**Examples:**

**1)**

**Dear Sirs,**

**We regret to inform you that our consignment of a set of weight-training equipment was delivered to us in very bad state. You can understand our disappointment.**

**We are now returning the damaged items and would be grateful if you would replace them immediately.**

**2)**

**Gentlemen,**

**We are surprised that our order of the July 16th for Sheeting has not yet come to hand. Our customers are writing to us every day, asking for an explanation, so we are urgently requiring the goods. If you value your trade with us, please get these goods off at once, and wire us that you are doing so.**

**Yours faithfully,**