

第一节 欢迎推荐信

Directions:

Write a letter to the newly-enrolled international students in your university on behalf of the Student Union to

[1] welcome them, and

[2] recommend them a mobile application for learning Chinese.

You should write about 100 words on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

Do not write your address.

【参考范文】

Dear International Students,

As the president of the Student Union, I am writing this letter on behalf of my schoolmates to convey our heartfelt welcome to you. And it is such an honor for me to recommend you a mobile application for learning Chinese.

The relevant details on this app are as follows. For one thing, this app offers the learners in different levels a diversity of graded articles, which would assist the users to choose their proper learning material with efficiency. For another, it also provides some links to the websites of reference information, so that the users could broaden the insight into their interested topics related to Chinese.

We cordially hope that this app would be of benefit to your Chinese learning. And for more information, please go to our official website.

Yours sincerely,

Li Ming

【参考译文】

亲爱的留学生同学们：

作为学生会主席，我谨代表我的同学们向你们表达我们由衷的欢迎。同时我很荣幸为大家推荐一款汉语学习手机应用。

有关这款应用的相关信息如下。一方面，这款应用为不同水平的学习者提供了各类分级文章，这会辅助用户有效选择适合的学习资料。另一方面，它也提供了一些参考资料网站的链接，以使用户可以在其所感兴趣的汉语相关话题方面扩展视野。

我们真诚地希望这款应用可以对大家的汉语学习有所裨益。欲了解更多信息，请登录官网查询。

你真诚的，
李明

第二节 询问邀请信

Directions:

As the president of Students' Union, you, along with other members, are organizing an Art Festival of 2022 in your university. Write an email to the former president to

[1] ask for some advice

[2] invite him to attend as a special guest

You should write neatly on the ANSWER SHEET

Do not sign your own name at the end of the letter. Use “Li Ming” instead. .

【参考范文】

Dear Friend,

I, the sitting president of Students' Union, am cordially writing this letter to inquire some advice about how to organize Art Festival Show of 2022 in our university and it is honored to have this chance to invite you attend as a special guest.

I have always cared about how to launch this activity and I am sure that you could grant me some approaches. Would you mind telling me how to seek for sponsors to offer funds for our campaign? Besides, might you give me some ideas about the themes of Art Festival suiting modern students' taste and interest? As a special guest, you need give a score to every performer participating in the ceremony.

Our activity will be held in the gym at 8:00 a.m. on Dec. 27th, 2022. If you accept our invitation, please give me a reply. We are looking forward to your participation.

Yours sincerely,
Li Ming

【参考译文】

亲爱的朋友，

我，现任学生会主席，正热诚地写这封信，就如何在我校举办 2020 年艺术节展览征求意见，很荣幸有机会邀请您作为特邀嘉宾出席。

我一直很关心如何开展这项活动，我相信你能给我一些方法。你能告诉我如何寻找赞助商为我们的竞选活动提供资金吗？另外，你能给我介绍一些适合现代学生口味和兴趣的艺术节主题吗？作为一个特殊的客人，你需要给参加仪式的每个表演者打分。

我们的活动将于 2022 年 12 月 27 日上午 8:00 在体育馆举行。如果你接受我们的邀请，请给我答复。我们期待着您的参与。

谨上，
李明

第三节 倡议信

Directions:

Write an open letter, advocating students in your university to refuse wasting and practice thrift. You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use "Li Ming" instead.

Do not write the address. (10 points)

【参考范文】

Dear Students,

Since some of you may have heard that the phenomenon of waste is prevailing on campus, I, on behalf of our school, am writing to call upon all the students of our university to refuse wasting and practice thrift.

The related details are listed as follows. First of all, we had better buy the right amount of food in the canteen and eat it up so that food wastage can be largely eliminated. In addition, it is significant that we should turn off the light and tap when we leave because natural resources are scarce and worth protecting.

Hope you all can join us and contribute to resources protection. Please contact us if you need any other information.

Sincerely yours,
Li Ming

【参考译文】

亲爱的同学们：

你们可能已经听说了浪费的现象正在校园盛行，我代表学校写信呼吁所有学生拒绝浪费，实践节俭。

具体内容如下。首先，我们最好在食堂买适量的食物，把它吃完，这样食物浪费可以很大程度上消除。此外，重要的是，当我们离开时，我们应该关掉灯和水龙头，因为自然资源是稀缺的，值得保护。

希望大家都能加入我们，为资源保护做出贡献。如果你需要其他信息，请与我们联系。

谨上，
李明

第四节 建议信

Directions:

Your professor, Smith Cook, wants you to write some remarks about his lectures. Now write an email to

[1] express your favor to his lecture

[2] give him some your feedbacks

You should write neatly on **the ANSWER SHEET**.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

【参考范文】

Dear Prof. Cook,

I, a crazy fan of your lectures, like your presentations very much and am honored to write this email to give some feedbacks under your requirement.

Totally, your lectures are instructive and full of rich knowledge, yet I have a few warm tips to enrich your classes. Interesting classes are of foremost importance for students and therefore we might combine some abstract theories with funny stories in the reality. Besides, in order to make students easily follow your pace of teaching, we might hand out the copies of contents in advance.

I would like to thank you for the interest you take in us students and I am looking forward to your next lecture.

Yours sincerely,
Li Ming

【参考译文】

尊敬的库克教授：

我是你演讲的狂热粉丝，非常喜欢你的演讲，很荣幸能根据你的要求写这封邮件给你一些反馈。

总的来说，你的讲座内容丰富，知识丰富，但我有一些温馨的提示来丰富你的课程。有趣的课程对学生很重要，因此我们可以把一些抽象的理论和现实中的有趣故事结合起来。另外，为了让学生能很容易地跟上你的教学节奏，我们可以提前分发内容的复印件。

我要感谢你们对我们学生的兴趣，我期待着你们的下一堂课。

谨上，
李明

第五节 介绍信

Directions:

Write an email to a foreign friend of yours to introduce a Chinese celebrity.

Your email should include some relevant details you think necessary.

You should write about 100 words on ANSWER SHEET.

Do not sign your own name at the end. Use “Li Ming” instead. (10 points)

【参考范文】

Dear Jack,

I, your Chinese friend Li Ming, am gladly writing this email to you for the purpose of introducing one of the most prestigious Chinese celebrities, Confucius, to you.

The specific information is as follows. Firstly, Confucius, an ancient sage during the Spring and Autumn Period, is the founder of Confucianism. Moreover, his students recorded his words and life story in the *Analects*, which has influenced many people all over the world and helped them understand the culture of the ancient Chinese.

I do hope my introduction would be beneficial to your recent study of Chinese culture, and please do not hesitate to contact me for any further information.

Yours sincerely,

Li Ming

【参考译文】

亲爱的杰克：

我，你的中国朋友李明，很高兴给你写这封电子邮件，向你介绍中国最最负盛名的名人之一，孔子。

相关信息如下所示。首先，孔子是春秋时期的圣人，是儒家思想的创始人。此外，他的学生们将他的文字和生平记录在《论语》中，影响了世界各地的许多人，有助于了解中国古代文化。

我希望我的介绍能对您最近的中国文化学习有所帮助，如有任何进一步的信息，请随时与我联系。

此致，

李明

第六节 投诉信

Directions:

Suppose last month you signed up for a package tour to Beijing and during the trip something dissatisfactory happened. Write an email to the travel agency to

[1] express your dissatisfaction, and

[2] make some suggestions for its improvement

You should write neatly on **the ANSWER SHEET**.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

【参考范文】

Dear Sir or Madam,

I, a tourist who signed up for a package tour to Beijing, venture to write this letter to express my dissatisfaction and disappointment towards the service you provided.

I must account for two key factors for my complaint. The hotel reserved is so poor in sanitary

condition that I have to sleep on the dirty sheet and stand the strange smell in the room and corridor. Besides, the guide is too rude and impolite to help customers to solve problems. Therefore, I have to give a suggestion that satisfaction of customers is of foremost importance for the development of travel agencies and therefore we should choose better hotels and high-quality guides to meet the needs of customers and make customers have a happy travel.

Thus, I wish that you could pay due attention to my problems and improve our service. I am looking forward to your early reply.

Yours sincerely,
Li Ming

【参考译文】

尊敬的先生或女士：

我是一位报名参加北京旅游团的游客，冒昧地写这封信来表达我对你们提供的服务的不满和失望。

我必须说明我抱怨的两个关键因素。预定的旅馆卫生条件太差，我只好睡在脏床单上，忍受房间和走廊里的异味。另外，导游也太粗鲁无礼，无法帮助顾客解决问题。因此，我不得不提出一个建议，即顾客的满意对旅行社的发展至关重要，因此我们应该选择更好的酒店和高质量的导游来满足顾客的需求，让顾客有一个愉快的旅行。

因此，我希望你能对我的问题给予应有的关注，并改进我们的服务。我期待你早日答复。

谨上，
李明

第七节 通知

Directions:

Suppose you are the HR manager at Magazine & Designs and write a notice about recruiting the position of the editor to the graduates majoring in Arts.

You should write neatly on the ANSWER SHEET.

Do not sign your own name at the end of the notice. Use “Li Ming” instead.

Do not write the address.

【参考范文】

Notice

May 1st 2021

For the purpose of enriching the talent cultivation of our company, we hereby announce the recruitment of an editor position to the outstanding graduates majoring in design.

The related details can be given as follows. To begin with, our recruitment will be held on May 10th at 2 p.m. in our company's conference room 108, lasting about 2 hours. In addition to that, what we expect you to do is to prepare a brief self – introduction, so that I can have a brief understanding of you before the formal recruitment. But most importantly, If you can familiarize yourself with the necessary recruiting procedures and avoid unnecessary mistakes, it will be of great benefit to you.

If you are interested in us or have any questions, you can find more information on our website or please feel free to contact us.

Li Ming

【参考译文】

通知

2021 年 5 月 1 日

为了丰富我公司的人才培养，我们特此向优秀的主修设计专业的毕业生发布一则招募编辑职位的通知。

相关信息列举如下。首先，我们的招聘将于 5 月 10 日下午 2 点在我们公司 108 会议室举行，大约持续 2 个小时。除此之外，我们希望你做到的事是准备一个简短的自我介绍，这样我就可以在正式招聘前对你有一个简短的了解。但最重要的是，如果你能熟悉必要的招聘流程，避免不必要的失误，这将对你有很大的好处。

如果你对我们感兴趣或有任何问题，你可以在我们的网站上找到更多信息或随时与我们联系。

李明

第八节 通知

Directions:

Directions: The city that you lived in will organize a marathon race. Now write a notice to inform all the residents in your community.

You should write neatly on **the ANSWER SHEET**.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

【参考范文】

NOTICE

May 22nd, 2019

In order to improve citizen's physical condition and build up their strength, our city will launch a significant activity, a marathon race.

All the dwellers over the age of 18 and under the age of 55 in our community are welcomed to participate in this race but every applicant need attach importance to the following details. What you are required to do firstly is register your name and upload your personal information such as the household address, state of health, phone number and so on. Besides, we suggest that you should wear sports clothes and prepare a bar of chocolate for fear that you are weak.

Our race will be held beside the river at 8:00 a.m. and you could check the line of race on our website. We are looking forward to your participation.

Li Ming

【参考译文】

通知

2019 年 5 月 22 日

为了改善市民的身体状况，增强市民的力量，我市将开展一项重要的活动，马拉松比赛。

欢迎本社区 18 岁以上 55 岁以下的居民参加本次比赛，但每一位参赛者都需要注意以下细节。你首先要做的是登记你的名字，上传你的个人信息，如家庭地址，健康状况，电话号码等。另外，我们建议你穿运动服，准备一块巧克力，以免身体虚弱。

我们的比赛将于上午 8:00 在河边举行，您可以在我们的网站上查看比赛路线。我们

期待着您的参与。

李明

第九节 道歉推荐信

Direction:

Suppose you are a staff member working in a customer service center, a customer complained about the broken laptop bought from your store and asked for the replacement, but the one he wants was sold out. Please give him a response by email to

[1] apologize

[2] agree to exchange goods and recommend one other type

You should write neatly on **the ANSWER SHEET**.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

【参考范文】

Dear Customer,

I, a staff member working in a customer service center, am cordially writing this letter to express my apology for your terrible shopping experience in our store and we agree to exchange goods for you.

I have always been cherishing your trust. Unfortunately, the laptop you wanted to exchange was sold out. But we have prepared another type for you. The new type of laptop, produced this year, 2019, has a screen of 12.3 inches and includes an assortment of colors such as white, black, pink etc. Besides, it is equipped with a better CPU processor, which can be applied to high-tech fields like drawing, accounting, computing and so forth.

I feel deeply sorry again for any inconvenience we have caused, and we are looking forward to your understanding and accept our solution.

Yours sincerely,

Li Ming

【参考译文】

尊敬的客户：

我是一位在客户服务中心工作的工作人员，我写这封信是为了对您在本店糟糕的购物体验表示歉意，我们同意为您换货。

我一直很珍惜你的信任。不幸的是，你想换的笔记本电脑已经卖完了。但我们为你准备了另一种。这款新型笔记本电脑于今年 2019 年生产，屏幕尺寸为 12.3 英寸，包括白色、黑色、粉色等多种颜色。此外，它还配备了更好的 CPU 处理器，可应用于绘图、会计、计算等高科技领域。

对于给您带来的不便，我再次深表歉意，我们期待您的理解并接受我们的解决方案。

谨上，
李明

第十节 道歉询问信

Direction:

Suppose you forget to go for a lecture about the future development of artificial intelligence given by your professor, so you want to send him an email to

[1] apologize, and

[2] inquire about the points about the content of lecture

You should write neatly on **the ANSWER SHEET**.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

【参考范文】

Dear Professor,

I, a crazy fan of your lectures, am cordially writing this letter to express my apology for I forgot your lecture about the future development of artificial intelligence and meanwhile beg /request you to grant me some key points of your lecture.

I have consistently been cherishing your lectures. Unfortunately, I was on the point of preparing to attend your lecture when my phone rang, told that a serious traffic accident happened to my best friend, Tom. Because he has no relatives and friends in our city, I had to look after him in the hospital. As a result, I forgot your lecture because of business. If it is convenient to you, would you mind sending your contents of your lectures by email?

I feel deeply sorry again and I am grateful if you could forgive me and give me your key knowledge. I am looking forward to your reply.

Yours sincerely,

Li Ming

【参考译文】

尊敬的教授：

我是你演讲的狂热粉丝，我写这封信是为了向你道歉，因为我忘记了你关于人工智能未来发展的演讲，同时请你给我演讲的一些要点。

我一直很珍惜你的讲座。不幸的是，我正要准备去听你的演讲，这时我的电话铃响了，说我最好的朋友汤姆发生了严重的交通事故。因为他在我们城市没有亲戚朋友，我只好在医院照顾他。结果，我因为这件事忘了你的讲座。如果你方便的话，你介意用电子邮件发送你的讲座内容吗？

我再次深感抱歉，如果你能原谅我，并给我关键点，我将不胜感激。我期待您的答复。

谨上，

李明

第十一节 申请信

Directions: suppose you want to apply for the Students' Union in your university, write an email to Students' Union.

You should write about 100 words on the ANSWER SHEET.

Do not sign your own name at the end of the letter. Use “Li Ming” instead. **Do not** write your address.

【参考范文】

Dear Sir or Madam,

The main idea of this letter I to express my great interest in Students' Union, and I am wondering if I can join our organization.

I would like to state my qualifications as follows. Firstly, as a monitor of my own class, I have more organization and communication skills. In addition to that, for the simple reason that I have been working hard these years, I also accumulate much working experience, which makes me could be able to adapt to relevant position immediately. But most importantly, I could always show my patience to all members and other students. Thus, I believe that I would be competent for Students' Union.

Thanks for your time reading my application, and I would be grateful if you can take me into consideration. I am looking forward to your favorable reply.

Yours sincerely,
Li Ming

【参考译文】

亲爱的先生或女士：

我写这封信主要想表达我对学生会的极大兴趣，并且我想知道我是否可以加入我们的组织。

我想陈述一下我的资历。首先，作为自己班级的班长，我有更多的组织能力和沟通能力。除此之外，由于这几年的努力工作，我也积累了很多工作经验，使我能够快速适应相关岗位。但最重要的是，我总是能向所有成员和其他学生展示我的耐心。因此，我相信我能胜任学生会的工作。

感谢您花时间阅读我的申请，如果您能考虑我，我将不胜感激。期待您的好消息。

谨上，
李明

第十二节 建议信

Directions: Write your foreign friend Jack an email to offer some advice about learning Mandarin. You should write about 100 words.

Do not sign your own name at the end of the letter. Use “Li Ming” instead. Do not write the address.

【参考范文】

Dear Jack,

I am so delighted to hear that you are interest in Mandarin, and decide to learn it recently, so I am writing this letter to make some suggestions.

Firstly, it would be better for you to get some basic knowledge on Pinyin. In this way, it is possible to improve your spoken Chinese skill and independent study ability. Second, I suggest that you read more Chinese books, starting from some basic ones. Lastly, watching some Chinese movies is also a good choice, and it will widen your view and brings you more cultural information about Chinese.

Hopefully, my advice would be useful to your study. If you have any further questions, please feel free to contact me.

Yours,
Li Ming

【参考译文】

亲爱的杰克：

我很高兴听到您对普通话感兴趣，并决定最近学习它，因此我写这封信是为了提出一些建议。

首先，最好是掌握一些拼音基础知识。这样，可以提高您的中文口语能力和自主学习能力。其次，我建议您从一些基本的书籍开始阅读更多的中文书籍。最后，看中文电影也是一个不错的选择，它可以扩展您的视野并为您带来更多有关中国的文化信息。

希望我的建议对您的学习会有所帮助。如果您还有其他疑问，请随时与我联系。

谨上，

李明

第十三节 推荐信

Directions: Suppose your boss, Mr. Smith is promoting a new project and recruiting an assistant to work for him. Write him an email to introduce your friend, Zhang Wei.

You should write about 100 words on the ANSWER SHEET. Do not use your own name, use “Li Ming” instead.

Do not write your address. (10 points)

【参考范文】

Dear Mr. Smith,

I, one of your staff, want to recommend Zhang Wei to be your assistant. The details are as follows.

I would like to state his qualifications as follows: Firstly, as a graduate from Heilongjiang University, he is good at selling things. Moreover, due to the experience of working before, he also has rich experience. Most importantly, he could always show his kindness in work. Thus, I believe he is capable to do this job.

Thanks for your time reading my recommendation, and I would be grateful if you can consider him and please feel free to contact me for any further questions.

Yours sincerely,

Li Ming

【参考译文】

亲爱的史密斯先生：

我是你们的一个职员，想推荐张伟做你们的助手。具体情况如下。

我想介绍一下他的资历：首先，他是黑龙江大学的毕业生，擅长销售。此外，由于之前的工作经验，他也有丰富的经验。最重要的是，他总是能在工作中表现出他的友善。因此，我相信他有能力做这项工作。

感谢您花时间阅读我的推荐信，如果您可以考虑他，我将不胜感激。如果有任何问题请随时联系我。

谨上，

李明

第十四节 询问信

Directions: Suppose you are planning to travel. Write an email to a local travel agency to inquire some details related to the recent package tour.

You should write about 100 words on ANSWER SHEET. Do not sign your own name. Use “Li Ming” instead.

【参考范文】

Dear Sir or Madam,

As a tourist, I am planning to order a package tour to Wuhan. Thus, I am writing this letter to inquire some related information.

The information I need is as follows. For one thing, I am interested in the daily travel plan of the package tour, since I intend to visit some of my favorite scenic spots. For another, I would also like to know the ways of payment, so that I can choose the suitable way for me to pay for the fee.

I would be grateful if you would offer me the relevant information above.

Yours sincerely,

Li Ming

【参考译文】

尊敬的先生或女士：

作为游客，我打算预定去武汉的团队游。因此，我写这封信想咨询一下相关信息。

我所需的信息如下。首先，我感兴趣的是旅行团的日程计划，因为我有一些喜欢的景点想去游览。此外，我还想了解的是你们的支付方式，以便我可以选择适合自己的方式来支付团费。

如果您能提供上述相关信息，我将不胜感激。

谨上，

第十五节 介绍邀请信

Directions:

You American friend, Tom, has to hand in an assignment to describe a Chinese traditional festival.

Now write a reply to

[1] introduce this festival

[2] invite him to China

You should write neatly on **the ANSWER SHEET**.

Do not sign your own name at the end of the letter. Use “Li Ming” instead.

【参考范文】

Dear Tom,

I am glad to receive your letter and am happily invited to write the reply to help you describe a Chinese traditional festival.

Totally, China has a lot of traditional festivals such as Spring Festival, Mid-autumn Day, Dragon Boat Festival etc. while I reckon that the lantern festival is well worth introduction. The lantern festival, being the 15th day of the first month in the lunar calendar, dates back to the times of western Han Dynasty, symbolizes the end of Spring Festival and is characterized by the reason for reuniting families or friends to consolidate family tie or enhance friendship. Besides, the main tradition is to appreciate various lanterns and fireworks and taste sweet dumplings made of glutinous rice flour which is often called “YuanXiao” in Chinese.

I do hope that my descriptions will bring some helps and I sincerely invite you to China to have a lantern festival with my family. I am looking forward to your reply.

Yours sincerely,

Li Ming

【参考译文】

亲爱的汤姆：

很高兴收到你的来信，我很高兴地邀请你写一封回信来帮助你描述一个中国传统节日。

总的来说，中国有很多传统节日，比如春节、中秋节、端午节等等，而我认为元宵节很值得介绍。元宵节是农历正月十五，可以追溯到西汉时期，象征着春节的结束，其特点是家人或朋友团聚，以巩固家庭纽带或增进友谊。此外，最主要的传统是欣赏各种各样的灯笼和烟花，品尝用糯米粉做成的甜饺子。

我希望我的描述能带来一些帮助，并且我真诚地邀请你们来中国与我的家人一起过元宵节。我期待着您的答复。

谨上，

李明