第一题

I prefer

There are several reasons

One important reason is that +关键词

3-4细节

Another reason being that +关键词

3-4细节

第二题

The school is going to/ The letter suggests that school should do sth

Because A

Also B，

The man agrees/disagrees with it

He thinks

Also he points out that

第三题

Xx means/原句definition

For example

第四题

The professor mainly talks about +题目

The first one is 关键词

For example Ns

3-4细节 Ns怎么怎么样

再用简单句

Another one is 关键词

For example Ns

3-4细节 Ns怎么怎么样

用简单句