

英语必背模板

1、书信

August 30, 2010

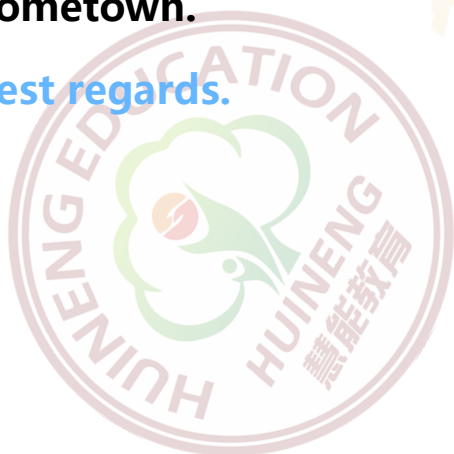
Dear Mr. More,

Thank you for your letter dated August 23, 2010. I was very pleased to learn that you will be visiting Guangzhou from September 25 to 30. Guangzhou is a big and busy city, which has many shopping centers. Furthermore, there are many places of interests which are worth visiting, such as the Baiyun Mountain and the new TV tower. I hope the information above will help you enjoy your stay in my hometown.

Best regards.

Yours,

Li Yang



2、邀请函

Dear Mr. and Mrs. Roy Brown,

We would like to invite you to the ball / dancing party. It will take place at Stars Dance Hall at seven o' clock p.m. on the ninth of April.

We look forward to seeing you then.

Sincerely yours,

Mr. and Mrs. Jack White



3 、电子邮件

Dear Joyce,

How are you recently? My name is Fang Fang. I' m a middle school student in Chongqing. I like collecting stamps. After school, I often play football or some other sports. What' s more, I like English very much and I can sing a few English songs. By the way, some of my classmates want to have net friends, too. Can you help them?

I look forward to hearing from you very soon.

Yours,
Fang Fang



4 、留言条

Wednesday, January 9, 2008

Dear Ms Wang,

A friend of yours, Zhang Peng, made a call from Shanghai this morning while you were out. He asked you to book an air ticket to Hebei at 2:30AM, February 8, and make a reservation for hotel room tonight. I am sorry that I can't pass on the message to you in your presence, because I was ordered to do something urgent.

Zhao Yang



5 、请假条

Sep. 28th

Dear Miss Li,

I' m sorry to tell you that I can' t go to school today because I hurt my leg when I played football with my friends yesterday. The doctor asked me to stay at home and have a good rest, so I want to ask for leave for three days.

I enclose a doctor' s certificate.

Wang Lei

6、寻物启事

May 24, 2015

I lost a bag in the dining room on the afternoon of 22nd this morning. There were two text-books , a dictionary and something else Will the finder please send it to the monitor of Class 1, Grade 2 or to me. Thank you very much!

Wu Yong

7、招领启事

Found

A school bag **was found in** our school campus, **inside of which** are an English book, a key and a wallet. **Loser is expected to** come to the School Office **to** identify it.

The School Office

7、书面通知

Notice

In order to improve the students' ability of listening and speaking in English, an oral English class **will be held from November 25 to December 25, in Room 123, Teaching Building.** New Concept II will be the textbook for the class. **Everyone is welcome to the class. If you are interested, please come to** the teachers'

office to sign your name.

English Section

November 10, 2010

