作文一

Directions:

A. Study the following paragraph carefully and write a letter in at least 180 words.

B. Your name is Li Ming, a student of the Department of Applied Physics, Tsinghua University. You hope to further your study in Boston University (Massachusetts, USA) upon your graduation next year. Now you are writing to the office of graduate admissions to ask for the Application Form and other relative materials. The following points should also be covered by your letter:

1. your personal information
2. the reason why you choose Boston University
3. a brief study plan

范文一

A Letter

Department of Applied Physics
Tsinghua University
Beijing, China
Sept. 11th, 1999

office of Graduate Admissions
Boston University
Massachusetts, USA

Dear Sir or Madam,

I am writing in the hope that I may obtain an opportunity to further my study in Applied Physics toward master degree in your university.

My name is Li Ming, an undergraduate student of the Department of Applied Physics, Tsinghua University (China). Next year in the summer, I will graduate and get my BS degree. I plan to continue my study and research in this field under the instructions of first-class professors and in a dynamic academic atmosphere. I chose Boston University because there are a congenial team of researchers, an array of databases and research projects in your School of Physics. I believe my interests are extremely congruent with the strengths of the School. And my solid academic background will meet you general entrance requirements for graduate study.

I will appreciate it very much if you could send me the Graduate Application Forms, the Application Form
for Scholarships/Assistantships, a detailed introduction to the School of Physics, and other relevant information. My mailing address is shown on the top of this letter.

I am looking forward to hearing from you soon. (190 words)

Sincerely yours,

Li Ming

作文二

Directions:

A. Title: Examination
B. Suggested time limit: 40 minutes
C. Word limit: about 200 words
D. Your composition should be based on the OUTLINE below and should start with the given opening sentence: "Examinations are an indispensable part of students' learning."
E. Your composition must be written clearly in ANSWER SHEET 2. (20 points)

OUTLINE:

1. Functions of examinations
2. Different opinions on them
3. My comments

范文二

Examinations are an indispensable part of student’s learning. Testing students by examinations has long been regarded as a reliable way to assess students’ competence. Therefore, students are encouraged to work hard so as to do well when tested. Teachers, on the other hand, rely on test results to check the achievements of both students’ learning and their teaching.

Different people have quite different opinions on examinations. Some believe that students should try their best to strive for the highest scores, which are a proof of their abilities and skills acquired. In their eyes, academic achievements are the sole criterion for judging the quality of a student’s work. Clearly, they tend to overestimate the functions of examinations. Others, however, argue that those who get good marks in school are not necessarily qualified for a specific academic field they will pursue in the future. In addition, they contend that the disproportionate emphasis on examinations is the worse form of competition in schools. Teachers and parents should encourage pupils to concentrate on what they do well. And schools have an important duty do try to fit a child’s interest to his possible future employment. So more and more people are now beginning to doubt the reliability of examinations.

As far as I'm concerned, examinations are an effective form of assessment if properly used. I also beliv-
A letter of Thanks

Miss Zhang Ping
Building 2 - 1033, Fu Xing Road
Haidian District, 100018
Beijing, China

Oct. 15 2001

Dear Miss Zhang:

It is a pleasure to write this letter because it gives me an opportunity to tell you how much I enjoyed your hospitality during my seven-day holiday in October. It was my first visit to Beijing. At first, I was very anxious about my trip as I knew little about it. Then I saw you and your parents waiting for me at the station with warm smiles of welcome on your faces. I immediately knew that everything was going to be all right. Your and your wonderful parents put me at ease right away.

There are many happy memories of this holiday that I will keep with me forever. Above all, I will remember that I was offered a lot of delicious food I have ever had. There are so many new and different things in Beijing for me to see and do. I particularly enjoyed driving around the city along the inter-city expressways or flyovers and seeing the big buildings one after another. I also had a very good time at the Great Wall and Forbidden City. They are really something in the world that nothing can be compared with. Another deep impression is that I enjoyed taking a walk with you along the beautiful streets with grass and flowers where I can see people dancing around and children playing hide-and-seek games. I cannot forget how happy and harmonious they felt.
I am back at school again now and I am very happy because I know now I have a very good friend there in Beijing and a nice family. And it is one of the nicest families I have ever met. You don’t know how much I want to thank you and your parents. I hope some day you will visit my hometown and I can return your hospitality.

Remember me to your parents.
All my best wishes,
Li Ying

作文四

Directions:
A. You should spend no more than 30 minutes on this task.
In almost every vocation, college students are supposed to undertake such activities as offering their knowledge to those who need most, performing some social investigations, taking part time jobs, or volunteering to do whatever that the society needs.
Write something you did which was worth mentioning in the previous summer vocation as a letter to one of the editors of a newspaper.
B. Your letter should include the date, the inside name and address, salutation, the main body of the letter and complimentary close.
C. You should write at least 200 words on ANSWER SHEET 2. (20 points)

范文四

A letter to the Newspaper

Miss Zhang Li
University News
Zhong Guancun Road, 100432
Beijing, China

Dear Editor Li:
I feel very honored that I was a Rainbow volunteer in 21st Universiade held in Beijing. I was very busy from early mornings to late evenings during the 11-day Universiade, yet the experiences I have got are so precious that I will never forget in my life.
In the 11 days I had never experienced such a strong passion for our motherland. I felt what I did and
how I performed in my service represent China. Being a volunteer means that one is offering assistance without expecting any economic compensation. "I am here to give, not to take." This is what I said frequently to those athletes abroad who, whenever encountering, would give us such praises as "thank you very much", "I really appreciate it" and so on. I am sure the Universiade in Beijing provided people worldwide with an opportunity to get to know China and what we did disposal them to get a nice image of China and the Chinese people.

The 21st Universiade also offered our college students chances to apply what we have learned to society and learned many things that we could not possibly learn elsewhere. In the service we had undergone various kinds of affairs that require knowledge of language, etiquette, knowledge of sports and knowledge of all sorts of other things related to the sports and the life of athletes. It is quite a different experience from learning at school. It is so impressive when we meet a person from a different culture, when we hear a phrase, frequently used in the classroom, from a native speaker and when we face something challenging us to find the solutions.

I am sure all the university volunteers share a common feeling of being useful and being proud of our contribution to the success of the 21st Universiade.

Sincerely yours,

Zhu Wen

Chairman.

Student Asso.

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**范 文 五（推荐信）**

Remmin University of China
175 Haidian Road
Beijing 100872
June 18, 2000

Business School
Ball State University
Muncie, in 47306

Dear Prof. Trunkemeyer:

Li Yigang was enrolled as a student in my Economics course at the Remmin University of China in 1994. His performance in the class was quite outstanding.

Mr. Li was diligent in his studies and participated in all of the class discussions with his own ideas. He was capable of clear and logical analysis of complex subjects with his keen insight and made valuable contribution.

In addition, Mr. Li has a pleasant personality. He gets along well with his colleagues because of his warm and friendly attitude toward them.

Mr. Li has proved that he can engage in research work as an undergraduate in our university. I am sure that he will perform well in your college.
I recommend him to you with no reservations.

Sincerely yours,
Zhao Ning
(Doctor, Professor)

范文六(证明信)

Euston UK LTD
81 – 85 BARNLEY ROAD
DUNDEE
28th September, 1996
Ref: PVH/11j

Jason & Son Ltd.
Parkside Manor
Burnside
Dumfries

Dear sir:

Thank you for your letter of 20 September, requesting a reference for Clairish Computers Ltd. The answers to your questions are as follows:

1. We have employed Clairish Computers Ltd. since January 1995.

2. Clairish Computers has helped our company rectify a new computer system that had been badly installed by another firm of consultants. It has drawn up a system specification for a replacement system and has chosen appropriate hardware.

3. We did not select Clairish Computers from several candidates.

4. We were not first time computer users.

5. Our first system is working satisfactorily. The replacement system is still too new to comment on.

6. We are satisfied with the work of Clairish Computers. The various stages were completed on time, and the charges agreed with the quotes.

7. There was continuity of staff at Clairish Computers. Ian Baird managed the work, which was carried out by Alex Johnston and James MacReady.

8. The staff training was effectively carried out.

Yours faithfully,
Peter Haddon, Director
范文七（感谢信）

Dear Mrs. Johnson,

It is a pleasure to write this letter because it gives me an opportunity to tell you how much I enjoyed your hospitality last weekend. It was my first visit to an American family and, at first, I was very anxious about my limited English and my knowledge of American customs. Then I saw you and your children waiting for me at the station with warm smiles of welcome on your faces. I immediately knew that everything was going to be all right. You and your wonderful family put me at ease right away.

There are many happy memories of the weekend that I will keep with me forever. Above all, I will remember that you made me feel at home. There were so many new and different things for me to see and do. I particularly enjoyed driving through the countryside with Mr. Johnson and you and seeing the charming colors of the leaves on the trees. I liked playing baseball with your sons, Jimmy and Joey. They were very patient with me and full of fun. Tell them I will teach them how to play soccer next time. I also had a good time at the community square dancing on Saturday night. It was my first square dance, and I cannot forget how friendly and kind everyone around was.

I am back at school again now and I am very happy because I know now a real American family and it is one of the nicest families I have ever met. Because my English is still not very good, I cannot express my feelings better. I can only say "Thank you" and hope that someday you will visit my country and I return your hospitality.

Sincerely yours

Carlos Gomez

范文八（答复申请）

Office of Graduate Admissions
Boston University Massachusetts, U.S.A.
September 20, 1999

Li Jin
Department of Applied Physics
Tsinghua University
Beijing, China

Dear Li Jin,

Thank you for your letter dated September 11 which we received today.

We are greatly interested in the university where you are studying. Since Tsinghua University is one of the top universities of China, we are convinced that you belong to the first-class group. It is a great pleasure to us if you could manage to pursue your graduate study at our university.
As you mentioned, the Graduate Application Form (triplicate), the Application Form for Scholarships/Assistantships, and an Introduction to the School of Physics, are being enclosed. Please fill up details of your background and send back the Application Forms, then we will be considering further.

For more information, contact us at XXX or fax at XXX.

We extend to you our best wishes and look forward to seeing you at our university.

Yours sincerely,
(Signature)
Administrator

范 文 九 (求职信)

XXXXXXXXX
XXXXXXXXX
August 7, 2001

Dear Sir or Madam:

Do you have any work in your Accounting Department for a part-time employee? Miss Wang, of the University Placement Office, has suggested that I write to you, since I would like to work for your company after I finish my courses at the University. I've heard so much about your company, and I believe it offers a good chance to a man interested in construction work and trained in business.

I'm enclosing a resume that gives details of my life so far. My father died when I was twelve years old, and I've been on my own since fourteen. I'm finishing college plenty late but I've had some experience along the way, with four years in the military.

I could work every afternoon and all day Saturday. Professor He at the university can tell you about my work in accounting. He is Chairman of Accounting Department an my adviser.

Please look over the attached resume. I can come for an interview, if you wish. My telephone number (home) is 5883 - 1552.

Sincerely yours,
(Signature)

Enclosure
Dear Mr. Li:

We are very pleased to receive your inquiry of October 12, 2000 and enclose our illustrated catalogue, together with the revised price list, showing the current prices of our supplies.

Because of durability and saving water, our washing machines are rapidly becoming popular in Asia and America. And when you have examined the catalogue and the price list you will agree that the goods are both excellent in quality and reasonable in price.

We would allow you a discount of 5% on orders of 2,000 or more, and payment is to be made by irrevocable L/C at sight. We should be very pleased to do business with you and let us have the usual trade and bank references.

We hope that the catalogue catalogue gives all the information you need, and look forward to receiving your first order.

Yours sincerely,

Swan Corporation Ltd.