

写作训练 (一)

A

Dear Sir/Madam,

I'm Li Hua from China, a high middle school student who studies in London during the summer vacation. I'm writing to apply for a volunteer to help with your art gallery which holds the exhibition of Chinese paintings.

I have a good command of English and know well about traditional Chinese culture. Also, being outgoing, energetic and responsible is my great personality. Thus, I can communicate with others in English fluently and help them learn more about Chinese culture. I'm also qualified with extra work you want me to do.

I would be grateful if you could give me a favourable consideration of my application.

Yours,
Li Hua

B

Dear Lucy,

I learn from the Internet that you have set up a club of "Reading Shakespeare", which is really a delight to me.

Crazy about Shakespeare, I am eager to join your club. I want to read more of Shakespeare's works to explore the unknown part of his life and the charm of classic English literature. I do hope to exchange ideas with other club members to better understand this outstanding playwright. I can also make more friends in this way.

I would appreciate it if my application could be taken into account.

Yours,
Li Hua

写作训练 (二)

A

Dear Li Hua,

Congratulations on your entry into senior high school. I've heard that you have problems with the course selection. Since I've been there, I'm writing to offer some suggestions. It's essential that you refer to the required standards of your prospective major and university. Moreover, personal interests and merits/advantages should never go ignored. Only when you combine the two can you design a best blueprint for your future development. To make an informed decision, you are also advised to browse some relevant websites and have more exchanges of information with your classmates.

Hope my advice may help.

Sincerely,
Li Ming

B

Dear Jim,

I'm pleased that you're coming to tour in China.

Considering Beijing is the capital city with a long history, I suggest that you begin from Beijing, and I'll show you around. Tianjin will be your next stop, that way you can tour various places of interest you are interested in. After that, you can go to Shanghai, where you can stay for a week. You can take high-speed trains to both cities.

Summer in these cities is hot and rainy, so take summer wear plus an umbrella with you.

Looking forward to your arrival!

Yours,
Li Hua

写作训练 (三)

A

Dear Michael,

I'm faced with some learning problems in English, so I'm writing this e-mail to ask for help.

With the increase of vocabulary in comprehensive reading, I feel it difficult to understand the passages. Besides, the grammatical patterns seem to be another huge obstacle for me in reading. Not well equipped with rich expressions, I can't do well in writing, which also results in my poor grades.

Thus, would you please be kind enough to offer me some advice? Looking forward to your sincere assistance and instructive guidance.

Yours,
Li Hua

B

Dear Mr Hurst,

I am sorry to disturb you while you are enjoying your vacation. I am writing on behalf of my classmates for your advice.

Recently we have been busy preparing our programme Hamlet for the drama competition to be held next month, which is an important event in our school's English Cultural Festival. With the attached video of our rehearsal, I sincerely hope you could offer your guidance on your performance. I would also appreciate it if you could share your valuable opinion on our costumes, acting skills and onstage light and sound effects.

Any suggestion is highly appreciated and we will make proper adjustments accordingly. I hope you have a pleasant vacation despite my disturbing you.

Yours,
Li Hua

写作训练 (四)

A

Dear Alan,

Our school is arranging an English Salon from 9 am to 11 am on Saturday in the lecture hall. We warmly invite you to make a presentation for it. We would like you to give a lecture about the world soccer, for soccer is an international sport gaining great popularity worldwide. World Cup is the biggest event that arouses the enthusiasm of millions of fans. Soccer is just like the silent language, bringing all races together. That's why we expect your presentation on the topic.

We would really appreciate your participation. Looking forward to your reply.

Yours,
Li Hua

B

Dear Mr Tom,

I'm writing to invite you to be present at the recitation contest organized by the reading club at three next Wednesday afternoon in the lecture hall. If available then, could you do us the favour? And we would appreciate having you as a judge. By the way, it would be very nice if you can recommend some classic English literary works which are suitable for us students. Thanks for considering our request.

I'm looking forward to your reply at your earliest convenience!

Yours sincerely,
Li Hua

写作训练(五)

A

Dear Mr Declan,

I'm writing to express our sincere gratitude for your hospitality and generosity during our stay in Britain. It was so nice and considerate of you to have prepared us so many cuisines of British flavour! We were also deeply impressed by the comfortable accommodations you arranged for us! And the activities you organized not only broadened our horizons but also promoted our mutual understanding. We now have a deeper insight into British culture. Thanks again for all your efforts!

We hope you can come to China and visit us in the near future!

Best regards!

Yours sincerely,

Li Hua

B

Dear Mr Smith,

I'm writing to show my great gratitude for your help during my stay in England. I'm glad to tell you that I made great progress in my study after returning from the Summer Camp, when I got more familiar with the native expressions, improved my oral English and got to know more about Western culture as well.

Thanks to your help, I have learnt how to cook Western food. To my delight, I also became more independent and learnt how to make full use of time. Christmas is on the way, and I wish you a merry Christmas and all the best in your life.

Please accept my warmest thanks. Looking forward to your reply.

Yours,

Li Hua

写作训练(六)

A

Dear Tom,

Thank you for your invitation to dinner at your home tomorrow evening. Unfortunately, it is much to my regret that I cannot join you and your family, because I will be fully occupied then for an important exam coming the day after tomorrow. I feel terribly sorry for missing the chance of such a happy get-together, and I hope that all of you enjoy a good time. Is it possible for you and me to have a private meeting afterwards? If so, please don't hesitate to drop me a line about your preferable date. I do long for a pleasant chat with you.

Please allow me to say sorry again.

Yours,

Li Hua

B

Dear Smith,

Much to my regret, I am unable to keep my engagement to meet you at the park gate and watch the movie together. I fear you are displeased at my failing to keep my promise, but I trust you will forgive me. Let me explain: my mother suddenly fell sick early this morning, and I had to send her to hospital.

I shall be obliged if you kindly tell me when and where we may meet again. I hope to see you soon.

Yours,

Li Hua

写作训练(七)

A

Dear Sir/Madam,

I am one of your customers. I ordered two pairs of sports shoes on your website a month ago, but I didn't receive them until today. Much to my disappointment, the shoes were so poorly packed up that the cover of them was torn. To make matters worse, they were of the

wrong size.

I am sorry to have received such poor service, and I believe I have the very right to ask you to deal with this problem. I hope that you either return my money or deliver new ones to me. What is more, I'd like to be informed of the process of your dealing with my complaint.

Looking forward to your reply.

Yours,

Li Hua

B

Dear Sir/Madam,

I hate to complain, but what I experienced in your restaurant is really troubling me.

I paid a visit to Hangzhou on the National Day, during which I had a meal at your restaurant. After the meal, I suddenly felt sick and threw up. The waiter refused to do anything to solve the problem and he even laughed at me. I asked the duty manager to deal with this problem. To my disappointment, he turned a deaf ear to my request. The bad experience in your restaurant influenced my impression of Hangzhou.

Thus, it is my sincere hope that you can look into the case and take some measures to prevent such things happening again. I'd appreciate it if you could let me know what you intend to do on this matter as soon as possible.

Yours,

Li Hua

写作训练(八)

A

The mobile phone and other electric devices have been part of our life, bringing us much convenience. However, more and more phubbers, especially young people, can be seen everywhere, who seldom care about what happens around.

Obviously, while people are riding on a bus, crossing the street, or lying on the bed, etc., phubbing can be harmful to their physical health, their eyes in particular. Therefore, I call on everyone to pay more attention to this and hold your heads up to enjoy your surroundings.

B

Ladies and gentlemen,

Good morning. I'm Li Yue from China. It's my great honour to be here to say something about the global water shortage and ways of dealing with it.

As we know, the global water shortage is becoming increasingly severe mainly due to global warming, environmental pollution and the ever-increasing population. Therefore, it's high time we did something about it.

Firstly, it is effective to reserve water in a scientific way for the future use. Secondly, new methods need to be developed to make full use of the existing water resources, for example, turning sea water into fresh water. Thirdly, we must stop water pollution by law.

In conclusion, let's be aware of the real situation of water shortage, protect the present water resources and explore potential ones scientifically.

That's all. Thank you.

写作训练(九)

A

Dear teachers and friends,

I feel greatly honoured to give a speech here on behalf of all the exchange students.

Living and studying here make us very fulfilled. During our stay, we have a better understanding of the British life, culture, society, and so on, which have not only enriched our knowledge but also

broadened our horizons. Apart from that, our abilities including listening, speaking and writing English have also got greatly improved. And it is all the English teachers and classmates here that we should owe many thanks to. Without your help, we couldn't have achieved so much.

True friendship never ends, so I hope we can keep in touch with each other even after we go back home. And I also sincerely hope that some day you can come to China for a visit.

That's all! Thank you!

B

Good evening, dear teachers and fellow students!

First of all, please allow me, on behalf of the Chinese delegation, to express our sincere gratitude for your warm welcome and hospitable reception. The beauty of your campus and a variety of school activities have deeply impressed us, and your warmth has made our brief stay here pleasant and memorable.

Here is a Chinese knot for you, a symbol of reunion, friendliness, peace and love in China. With this gift, we wish you greater happiness, prosperity and academic progress.

Finally we'd like to invite you to visit China sometime in the near future.

That's all. Thank you!

写作训练 (十)

A

Notice

Volunteers are badly needed for the reception work of a group of British students, who are scheduled to visit our school for a two-week cultural exchange programme. Basic requirements are higher proficiency in English and interpersonal communication abilities. Other requirements include proper manners and a sense of responsibility. Preference will be given to those with previous experience as volunteers.

Students who are interested in the work are expected to sign up in the Teacher's Office before next Monday.

Students' Union

B

Notice

With the purpose of promoting students' writing skills, a fiction writing contest will be held by the School English Newspaper next week.

Those who intend to participate are required to finish original fiction with no more than 500 words, reflecting the real life of students. Besides, what you are required to keep in mind is that the deadline of this activity is May 30th, 2020, after which all the fiction will be carefully and fairly judged by our foreign teachers.

If you are fortunate enough to win this contest, you will be awarded a certificate as encouragement for your accomplishment. We are looking forward to your participation.

写作训练 (十一)

A

Last Friday, the student delegation from Kelly High School, Australia, visited our school. In order to show a warm welcome, our students' clubs organized various activities, which demonstrated our traditional culture. The foreign friends not only appreciated traditional Chinese calligraphy, paper cuttings, and martial arts, but did some hands-on learning as well. They even tasted *jiaozi* with relish which were made by themselves. Every one of them was totally fascinated by the rich and profound Chinese culture.

In addition to strengthening the friendship between the two school students, these activities also deepened our pride in our own future.

B

Our school has set up a column called "Soul Castle" for Senior 3 students. It is aimed at relieving pressure, and ensuring the health of students. The column has the unique advantage that the experts in psychology can give us the expertise and guidance. It covers the thoughts and feelings of students and the professional suggestions.

From my point of view, not only does our school attach importance to our study but also it puts our mental health at the top of the list. It also provides a platform to communicate with our teachers and parents. Moreover, we can get help and guidance from professionals to solve our mental problems. With their help, we can take the National College Entrance Examination with confidence.

写作训练 (十二)

A

Dear Mr Jiang,

I'm writing to ask for two days' leave, for I have caught a bad cold and run a fever last night with carelessness.

This morning my mother took me to see a doctor, who told me to stay in bed for a few days. So I'm very sorry to be absent from school, especially your interesting lessons. I'm sure to make up for the missed lessons after I recover from my illness. To support my request, the sick leave certificate by the doctor is enclosed here.

I can't thank you enough if I could get your permission.

Yours,

Li Hua

B

Dear Mr Li,

I'm very sorry to say that I will be unable to attend your class tomorrow morning, for the delegation of Confucius Institute will visit our school, and I will work as a volunteer to take them on a tour of our school from 9 am to 10 am, during which I have to be absent from your class. I'm sure to make up for the missed lesson later.

I can't thank you enough if I could get your permission.

Yours,

Li Hua

写作训练 (十三)

"Dad, I am not going," I said. "I have to stay here so the cars won't roll over the nest." Because of so many things to deal with, my dad drove away to tell Mr J the matter. Then the woman reminded me that it was time to come up with a plan to protect the nest. Just then several cars pulled over. That was when a plan took sudden, perfect shape in my head. I ran over to turn to them for help. It was not long before they understood everything. More drivers joined in. They parked the cars in the way to protect the nest.

Soon a ring of vehicles surrounded the nest. Nothing or nobody is allowed to get close to the eggs. All the morning we failed to take part in the balloon festival activities. By noon my stomach rumbled, and the festival was over. People began to leave. When Dad came to pick me up, only the woman and I were stationed there. And, the killdeer, watching over her eggs in the nest, was perfectly safe.

写作训练 (十四)

With less than one minute left, I was able to get the ball. I shouted to Amanda and successfully passed the ball to her. She looked rather nervous at first, but then she began to move swiftly towards the goal. Stopping abruptly, she kicked the ball as hard as she could. It flew high through the air and then right into the net! The audience let out another thundering cheer. A few seconds later, the game ended with the score 2:1 in our favour. Amanda scored her first goal and the whole team gathered around her joyfully.

"Thank you, Julie," Amanda turned to me and said