

Part 02 应用文写作

专题 1 建议信

One possible version :

Dear Jim,

Glad to hear you'll take part in the "Studying in China" Chinese speech contest. I'd like to offer you some practical suggestions.

I recommend you talk about the courses on Chinese traditional culture you've attended for the very reason that they introduce the real treasure in human history. Additionally, having taken the courses systematically, you're sure to have a deep understanding of them. To do it well, I think you'd better choose impressive examples to gain the recognition of the judges. Moreover, it would be wise to practise your spoken Chinese to express yourself more clearly and fluently, which can help maximize the effectiveness of your speech.

I really hope my advice will be helpful. Wish you a great success.

Yours,
Li Hua

专题 2 申请信

One possible version :

Dear Mrs Green,

I'm writing in response to your advertisement I read in the local newspaper yesterday. I figure I'm qualified for the job.

First of all, I have a good command of English and received the first prize in the English speech contest held in our school last year. Furthermore, I love being with children. I have two nephews, whom I regularly look after when my sister is otherwise occupied. They also love sports and games, and I would be happy to organize similar activities for your children.

I would be grateful if you could let me know what the pay and work hours would be. If you require any further information. Please don't hesitate to let me know.

Looking forward to your reply.

Yours sincerely,
Li Hua

专题 3 邀请信

One possible version :

Dear Mary,

I'm Li Hua, chairman of the Student Union of our school. I'm writing to invite you to attend a seminar about international trade.

It is scheduled to be held at the school hall from 3 pm to 6 pm on

September 15th. The activity will begin with some videos related to international trade. Then, some experts will make speeches on the recent international trade situation. After that, there will be about one hour for communication between experts and the audience. I'm sure the seminar will benefit you a lot. Not only will you be able to have a better understanding of international trade, but also you will be informed of the latest world trade situation.

I'm looking forward to hearing from you.

Yours sincerely,
Li Hua

专题 4 求助信

One possible version :

Dear Mike,

How is everything going? I am writing to see if it is possible for you to buy me some books.

Recently, I've fallen in love with American custom, for I find it helpful for me to learn more about America. However, it is a pity that I can't put my hand on more original books about it. I wonder whether you could help me to buy five or seven relevant books written by the local famous writers. Just tell me how much you pay for them by e-mail and I will transfer money to your account. I would appreciate it if you could send them to me before April 20th. Please let me know if you have any problems.

I am looking forward to your reply.

Yours,
Li Hua

专题 5 感谢信

One possible version :

Dear Miss Brown,

I'm writing to express my sincere gratitude for your kind help in the school English Drama Festival, which has turned out to be an amazing success.

It's so nice of you to have offered us a class of presentation skills and basic stage techniques. Under your professional guidance, the participants gave such an impressive performance. Some students overcame the fear of acting in front of the audience and gained tremendous confidence. Others developed communication skills and knew how to cooperate in a team. Most importantly, this activity has fueled our passion for English drama.

Many thanks for your time and support.

Yours,
Li Hua