

200%高联考研

写作最后点题

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• 选材与时俱进

反映当前社会热点

• 范文精彩规范

用语地道长短适宜



英语写作最后点题

[预测版]

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前 言

考试在即,考生惜时如金,我就直奔主题了。本书是我们在分析历年作文和总结命题规律的基础上,严格按照新大纲的要求编写的。

众所周知,一本好的作文书必须做到两点:

- 1. 选材精准。本书根据当前的社会热点问题,并深入分析多年命题趋势,精心构思、精心选题大小作文各 30 篇,具有很强的预测性。特别是在大作文方面,我们突出了"图画为主、图表为辅、兼顾命题"的原则,精选了一些反映当前社会热点的题材。
- 2. **范文精彩**。只有给出高质量的范文,才能让广大考生在最大程度上受益。

我们将多年写作教学和写作阅卷的经验浓缩于本书之中,衷心希望本书能够帮助广大考生取得理想成绩!

本书在编辑出版过程中得到了国家行政学院出版社的大力支持,在此深表感谢。

编者 2006年11月

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上篇 应用文写作预测 30 篇

1. 推荐信

Directions:

You have just left your current job and are recommending yourself for a position in a publishing house. Write a letter stating the following:

- 1) Your reason of leaving the previous job for the new company.
- 2) What do you think makes you a good candidate for a position here?

【参考范文】(118 words)

Dear Sir,

I wish to apply for a position with your publishing house. I'm 35 years old and I am at present employed by Tianjin Publishing House, where I have been for the past five years. Formerly I was employed by Dongfang Press where I was nearly five years.

My only reason for leaving either positions is to seek a promotion and I feel there is no further opportunity in my present position.

The editorial work has always had a great appeal to me as I have some ability in writing and editorial work.

I can give you references from both press houses as to my character and ability as an editor.

Very truly yours, Li Ming





尊敬的先生:

我希望能在贵社谋求一职位。我现年 35 岁。目前受雇于天津出版社,最近 5 年里本人一直在该社工作。在这之前,本人还在东方出版社工作近 5 年。

我打算离开这两个职位的唯一理由就是谋求高升。我觉得目前的职位不利于本人的发展。

由于我在写作和编辑工作方面有些能力,所以编辑工作一直 对我有具大的吸引力。

关于我的人品和能力,我可以请上述两个出版社写介绍信以 供参考。

> 您真诚的 李明



2. 推荐信

Directions:

You are a student of computer science at a university in China and a friend of yours, Ren Ren, is applying to study in an American university. Write a letter of reference that briefly states the following:

- 1) Your willingness to write the letter.
- 2) Your perception of the student's personality and academic capability.



【参考范文】(108 words)

Dear Sir or Madam,

I take great pleasure in recommending Miss Ren Ren, one of my best friends, for admission into your distinguished graduate program.

Miss Ren was admitted in 2002 into our program of computer science for her undergraduate studies. She was admitted with her nearly impeccable academic performance through the years of her elementary and secondary school.

I was deeply impressed by her self-study capability. She also exhibited a keenly whetted mind during class discussions. She also distinguished herself for her ambitions and persistence.

I am sure that Miss Ren will be an outstanding student in your program. I am recommending her without any reservation.

Yours sincerely, Li Ming





尊敬的先生/女士:

我很乐意推荐我的最好的朋友任任小姐去贵校读研。

任小姐小学、中学学习非常出色。2002 年以优异成绩被我校 计算机系录取开始本科学习。

她的自学能力和课堂参与精神非常出色。她很有志气和毅 力。

相信任小姐会成为你们出色的研究生。我在此全力推荐。

您真诚的 李明



3. 建议信

Directions:

You will graduate from university in the summer of 2007 and have experienced ups and downs over the past four years. Write a letter to the freshmen to

- 1) state how to adapt oneself to campus life, and
- 2) stress the importance of English learning.

【参考范文】(119 words)

Dear Freshmen,

I am a senior in the Computer Science Department of Tsinghua University. I'd like to say a few words to you, which I hope would be helpful to you.

To begin with, the change of ideas is important for freshmen to adapt themselves to campus life. In my view, we had better always bear in mind the idea of independence.

What's more, English learning is a must. Without CET 4 certificate, we can not get our degree when we graduate from university. When we hunt for job, English level is a deciding factor. Therefore, I do hope that all of you will have a good understanding of the necessity of learning English well.

Sincerely Yours, Li Ming





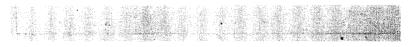
各位新生:

我是清华大学计算机系大四的一名学生。我想和大家讲几句话,希望对大家能有所帮助。

首先新生应该转变观念适应大学生活。我认为学会独立很重 要。

其次,英语学习很重要。没有四级证书,毕业时就拿不到学位。英语水平对找工作也很重要。因此,希望大家能够充分理解学好英语的重要性。

你们真诚的 李明



4. 建议信

Directions ·

You have a friend who is about to enter university, and he wants you to advise him on which subject to specialize in—history, in which he is very interested, or computer science, which offers better job prospects. Write a letter:

- 1) explaining what he could do,
- 2) why he could do this, and
- 3) wishing him luck with his studies.

【参考范文】(120 words)

Dear John,

You asked for advice concerning whether you should study history or computer science at university. I will try making some suggestions.

University is preparation for your career. You should consider studying a subject which will best equip you to earn a living. Computer science offers more job opportunities than history. We are now in a high-tech age. For the foreseeable future, it would be necessary for everyone to be equipped with computer skills merely to earn a living!

Of course, I would recommend that you continue reading of history in your spare time. In doing so, you will find that your leisure hours are enriched.

Whatever you decide to do, good luck with your studies!

Yours sincerely, Li Ming





亲爱的约翰:

你来信询问是学历史专业还是电脑专业好。我来提点建议。

大学是为事业做准备的阶段。你的专业应该是对你未来谋生 最有利的那个。电脑专业的工作机会比历史专业工作机会更多。 我们现在处于高科技时代,在可预见的未来,为了生活每个人都需 要电脑技能。

当然,我建议你利用空闲时间读些历史书。这能充实你的业余生活。

无论你做出什么样的选择,祝你学习好!

你真诚的 李明

