

广东交通职业技术学院

基础部

实用英语

课程自编教材（讲义）



教 务 处

二〇一三年二月

# 实用英语

## 课程自编教材（讲义）



上册

# 前言

《海事基础英语讲义》是基于广东省交通运输厅科技计划项目《新形势下航海类专业高技能紧缺人才培养方案与培养模式的研究与实践》(项目编号: 2010-02-043)之子项目《外语应用能力培养方案实践》和中国交通教育研究会教育科学研究课题《基于 STCW 公约马尼拉修正案的高职航海类专业基础英语教学改革探索与研究》(课题编号: 交教研 1202-131)成果之一。

为适应我国高职航海教育的发展,满足水上运输行业对高技能人才——操作级船员职业素养与能力的要求,同时推动教学改革的不深入,贯彻高等职业教育“以服务为宗旨、以就业为导向、走产学结合的发展道路”的办学方针,《海事基础英语讲义》的编者认真领会国际海事组织的《海员培训、发证和值班规则》(简称《STCW 公约》)马尼拉修正案的要求精神,以及中华人民共和国海事局对我国船员的培训、考证与发证的规定,结合高职教育英语课程的发展趋势与教学要求,以及高职航海类专业学生的生源特点,组织编写了本讲义,以满足新形势下水上运输行业对高职人才培养的需求。

《海事基础英语讲义》是一本专供高职航海类专业使用的基础英语课程教学教材,贯彻实际运用为本的设计理念,体现新时期高职航海类专业的英语教学要求,符合高职英语课程的教学需要,涵盖了高职航海类专业学生需要掌握的实用英语语言知识和基本技能,并根据专业特点对教学的侧重点偏向于学生在“听”和“说”两个方面的“有效沟通能力”的培养。在编写中注重选材的行业特色、实际场景设计、基础知识的复习与巩固,有效提高学生的英语语言技能、跨文化交际能力与自主学习策略,使学生具备应用英语进行“有效沟通”的能力,以适应未来工作岗位的需要,并为后续的专业英语课程学习打下良好的英语基础。

本讲义还需要在使用中进行不断修改、完善,敬请广大师生在使用本讲义的过程中提出宝贵的意见和建议。

## 编写队伍:

主编: 周电红、阎经娟

主审: 肖兴松

参编: 张彦杰

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# Unit 1 College Life

## Part 1 Reading

### Intensive Reading

#### How to Be Cool at College

Going to college? Lucky you! You'll have a great time and a lot of fun on the way. Yet your education is also very serious business. To a large extent, you will be on your own. True, there will be many people ready to help you, but you will often have to take the first step in whatever you choose to do. Most of you have decided on a career. Even though some of you may change your minds later, you will have to set goals and work hard for them step by step until you graduate.

As a teacher, I always tell my students to work hard and keep up from day one. You should also think about taking other subjects. For a rich full life of college, you should make the most of the opportunities at hand.

I hope you have understood this by now: going to college means a lot more than getting a grade. You know you have a debt to many people. They have worked hard to make these opportunities open for you. Please, don't let them down! Study hard and learn more.

You should also consider this: Are you going to take a course to really learn something or are you going to take it only to have it on your record? I have heard far too many students tell me that they are doing a course to get a certificate for a better chance of "getting a job". Sadly, this is not a good reason to learn anything. Why? Well, firstly, you may not get a job even if you do a course that is likely to get you one. Secondly, you are cheating yourself. If you don't have a real understanding and liking of your course, you may begin to feel very unhappy. You know it will be very difficult for you to respect yourself unless you are proud of your work. The truly happy person is one who is proud of his work and honest with himself. This is true of a worker, doctor, teacher, or whatever.

So, as you begin your college career, make up your mind to learn as much as possible.

#### Words & Expressions

education [ˌedjuːˈkeɪʃən] *n.* [U] 教育; 学业; 培养; 教育学

business ['biznis] *n.* 1. [U] 职责; 任务 2. [U] 商业; 生意; 交易

extent [ɪk'stent] *n.* (singular) 程度; 限度; 范围; 长度

whatever [hwət'evə] *adj.* 不管什么样的

*pron.* 无论什么; 诸如此类

*conj.* 无论什么

career [kə'riə] *n.* 1. 职业; 一生的事业 2. 生涯; 履历

goal [gəʊl] *n.* 1. [C] 目标; 目的 2. [C] (足球、曲棍球的) 球门

3. [C] 进球得分

graduate ['grædjueit] *vi.* 毕业

*n.* [C] 研究生; 大学毕业生

subject ['sʌbdʒɪkt] *n.* 1. [C] 学科; 科目 2. [C] 主题; 题目

3. [C] 主语; 主词

opportunity [ˌɒpə'tju:nəti] *n.* [C; U] 时机, 机会

debt [det] *n.* 1. [C] 债; 债务; 2. [U] 负债的情况; 还债的义务

course [kɔ:s] *n.* 1. [C] 课程 2. [C] 过程; 进程 3. [C] 一道菜

certificate [sə'tɪfɪkeɪt] *n.* [C] 证书; 文凭; 执照

reason ['ri:zən] *n.* 1. [C; U] 原因; 理由 2. [U] 理性; 理智

*v.* 1. 推理; 思考 2. 说服; 劝告

likely ['laɪkli] *adj.* 看来要发生的; 很可能的; 合适的; 有希望的

*adv.* 很可能; 或许

cheat [tʃi:t] *v.* 欺骗; 作弊

*n.* 骗子

understanding [ˌʌndə'stændɪŋ] *n.* [singular; U] 了解; 理解(能)力

*adj.* 能理解的; 通情达理的

respect [rɪ'spekt] *vt.* 尊敬; 敬佩; 尊重

*n.* [U] 尊敬; 敬重

truly ['tru:li] *adv.* 真正地

have a good/great/wonderful time 玩得开心

on the way 在路上; 在旅途中

to a large extent 在很大程度上

on one's own 独自地; 靠自己

decide on/upon 决定

even though/if 即使.....也; 尽管; 就算.....也

change one's mind 改变主意

step by step 一步步地; 逐步地; 循序渐进地

keep up 1. 保持(.....水平) 2. (使.....)继续下去

from day one 一开始; 从第一天开始

make the most of sth 充分利用某事物

at hand 即将到来; 在手边; 在远处

let someone down 令某人失望

be true of 对.....也有效/也一样

make up one's mind 下定决心; 拿定主意

## Exercises

**Task 1** *Complete the following sentences with the correct answers according to the text.*

1. You will be on your own because \_\_\_\_\_.  
A. you will have to make your own decisions  
B. your parents will make decisions for you  
C. many people will be around to help you  
D. you will have a lot of fun on the way
2. The text may be written by \_\_\_\_\_.  
A. a student                  B. a teacher                  C. a reporter                  D. a guard
3. For a rich full life of college, you should \_\_\_\_\_.  
A. have more fun                                  B. study hard  
C. make the most of the opportunities at hand                  D. take other subjects
4. The most important thing is to \_\_\_\_\_.  
A. have a certificate                                  B. have a good grade  
C. take a course  
D. have a real understanding and liking of the course you choose
5. Learning asks a student to be \_\_\_\_\_.  
A. honest                  B. proud                  C. cheating                  D. happy

**Task 2** *There are 10 incomplete statements here. You should fill in each blank with the proper form of the word given in the brackets.*

1. If you think getting a certificate means getting a job, you are (cheat) \_\_\_\_\_ yourself.
2. Try to have a real (understand) \_\_\_\_\_ of the course. Having it on your record doesn't mean much.
3. Not all students (true) \_\_\_\_\_ know what they are going to learn when they take a course.
4. His parents died when he was three, so he had a(n) (happy) \_\_\_\_\_ childhood.
5. They had worked hard to earn more money in order to give their daughter a good (educate) \_\_\_\_\_.
6. I knew it was a difficult (decide) \_\_\_\_\_, but I decided to take a course in history.
7. As a teacher, we need to take (responsible) \_\_\_\_\_ for looking after our students' health.
8. I felt quite (confuse) \_\_\_\_\_ when I was first at college. I didn't know what courses to take.
9. It is (like) \_\_\_\_\_ to rain tomorrow.
10. John is one of the (good) \_\_\_\_\_ students in his class.

**Task 3** *There are 10 incomplete sentences. You are required to complete each one by deciding on the most appropriate word or words from the 4 choices marked A, B, C and D.*

1. How I spend my money is my own \_\_\_\_\_, not yours.  
A. business      B. opportunity      C. reason      D. understanding
2. Many people are ready to help you, but, to some \_\_\_\_\_, you have to be on your own in most cases.  
A. reason      B. extent      C. amount      D. goal
3. College education provides more \_\_\_\_\_ for a bright future.  
A. lessons      B. courses      C. opportunities      D. subjects
4. Have you made \_\_\_\_\_ your mind what courses you are going to take yet?  
A. on      B. of      C. up      D. at
5. That is not true \_\_\_\_\_ the people I am talking about.  
A. on      B. of      C. up      D. at
6. Ever since she was young, she has \_\_\_\_\_ herself a goal to become a doctor.  
A. set      B. made      C. decided      D. had
7. To learn Chinese cooking, you should practice \_\_\_\_\_.  
A. so much you can      B. so much as you can  
C. much as you can      D. as much as you can
8. John has never been on time, \_\_\_\_\_?  
A. has John      B. hasn't John      C. has he      D. hasn't he
9. You must work hard in \_\_\_\_\_ you choose to do.  
A. whoever      B. whenever      C. whichever      D. whatever
10. Everyone must be responsible \_\_\_\_\_ his own actions.  
A. with      B. for      C. of      D. to

**Task 4 Translation:**

**A. Directions:** *Translate the following sentences into Chinese.*

1. True, there will be many people ready to help you, but you will often have to take the first step in whatever you choose to do.
2. As a teacher, I always tell my students to work hard and keep up from day one.
3. For a rich full life of college, you should make the most of the opportunities at hand.
4. So, as you begin your college career, make up your mind to learn as much as possible.

**B. Directions:** *Translate the following sentences into English.*

1. 你昨晚在晚会上玩得开心吗? (have a great time)
2. 这个学期她选修了英语、计算机和驾驶三门课程。(take a course)
3. 他女朋友帮了他很多忙, 他欠她的情。(have a debt)
4. 我明白了一个道理: 永远不要让你的朋友失望。(let down)



## Extensive Reading

### Hi, I' m New Here

College is a new and different experience for me. I'm away from home, so I have many things to adjust to, e.g. being on my own, talking with friendly people. These are some of the things I like about college.

First of all, living at college gives me a sense of responsibility, of being on my own. My parents aren't around to say, "No, you're not going out tonight." or "Did you finish your homework?" Everything I do has to be my decision, and that makes me responsible for my own life. During the second week I was at college, I had to go out and look for a bank where I could open an account. And when I got to the bank, I had to decide whether to have a current or savings account and whether or not to get a credit card. Decisions! Decisions!

Friendly people, that's another thing I like about college. On my first day I came to Marymount University here in Virginia from New York, I was a bit confused about where I was going. My mother and I drove in. We did not know the building we were supposed to go to, but the guard was very nice. With a smile, he told us what building we were looking for and where we could park our car. My room was on the first floor of New Gerard, and I knew I had to go through some glass doors, but my mother and I didn't know which ones. Some students saw me and asked, "Are you a new student?" When they found out I was looking for New Gerard, one said: "Oh, just follow us; that's where we're going." Even now I feel comfortable in the dorm because there are friendly people around to talk with.

I do like a lot of things about college, but that doesn't mean I don't think about things at home. Although I like college, I can still get homesick: New York is a very good place, too!

### Words & Expressions

experience [ik'spiəriəns] *n.* 1. [C] 经历; 体验 2. [U] 经验

*vt.* 经历; 感受; 经验

adjust [ə'dʒʌst] *v.* 调整; 使适合

sense [sens] *n.* 1. [U] 感觉; 意识; 2. [C] 意义; 意思

*vt.* 感觉到; 意识到

responsibility [riˌspɒnsə'biliti] *n.* 1. [U] 责任 2. [C] 职责; 义务

decision [di'siʒən] *n.* 1. [C; U] 决定; 抉择; 判断 2. [U] 果断; 坚决

responsible [ri'spɒnsəbl] *adj.* 1. 应负.....责任的

2. 负有责任的; 需承担责任的

account [ə'kaunt] *n.* 1. [C] 账户 2. [C] 报道; 描述

*v.* 解释; 说明

current ['kʌrənt] *adj.* 1. 通用的; 流通的 2. 当前的; 进行中的

*n.* 1. [C] 流; 水流; 气流 2. [C; U] 电流

savings ['seivɪŋz] *n.* (*plural*) 存款; 积蓄

credit ['kredit] *n.* 1. [U] 信用; 信誉; 2. [C] 学分



5. Which of the following is NOT true?

- A. People in Marymount University are friendly.
- B. The writer likes the new experience in the university.
- C. The writer drove to Marymount University on the first day.
- D. The writer is not homesick.

## Part 2 Listening & Speaking

### Task 1

**Directions:** You will hear 5 recorded dialogues. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken only once. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D).

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| 1. A) Fixing an engine.           | B) Repairing a car.               |
| C) Cashing a check.               | D) Buying some wheels.            |
| 2. A) Visit Japan.                | B) Cook some food.                |
| C) Travel abroad.                 | D) Eat outside.                   |
| 3. A) One of a cheaper price.     | B) One of a different color       |
| C) One of a fashionable style.    | D) One of a smaller size.         |
| 4. A) He has changed his plan.    | B) He has canceled his trip       |
| C) He is arriving this afternoon. | D) He forgot to arrange his trip. |
| 5. A) They had lost their way.    | B) They were told it would rain.  |
| C) They were caught in the rain.  | D) They had taken an umbrella.    |

### Task 2

**Directions:** You will hear 2 recorded conversations. After each conversation, there are some recorded questions. Both the conversations and questions will be spoken two times. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D).

#### Conversation I

- |                       |                        |
|-----------------------|------------------------|
| 1. A) Going shopping. | B) Staying at a hotel. |
| C) Taking a trip      | D) Buying a book       |
| 2. A) By check.       | B) In cash.            |
| C) By credit card.    | D) By mail.            |

#### Conversation 2

- |                            |                             |
|----------------------------|-----------------------------|
| 1. A) Buying an apartment. | B) Repairing her apartment. |
| C) Renting an apartment.   | D) Painting her apartment   |
| 2. A) One near a park.     | B) A large one.             |
| C) A cheaper one.          | D) One with a good view.    |

3. A) The size. B) The furniture.  
C) The location. D) The rent.

### Task 3

**Directions:** *You will hear a recorded passage. After that you will hear five questions. Both the passage and the questions will be read two times. When you hear a question, you should complete the answer to it with a word or a short phrase.*

11. Why did Tina come to the employment agency?  
To look for \_\_\_\_\_.
12. What did she do in the employment agency?  
She filled out \_\_\_\_\_.
13. What was the problem with Tina?  
She had little \_\_\_\_\_.
14. What job did she get at a supermarket?  
A job as a \_\_\_\_\_.
15. How did she feel about her new job a few months later?  
She felt it was very \_\_\_\_\_.

### Task 4 Greetings & Introduction

**Directions:** *Read the following dialogues and then summarize the expressions used to greet people and to make introduction.*

Li Ming: Hi, Zhang Jie! Nice to meet you here.

Zhang Jie: Nice to meet you, too.

Li Ming: I've heard that the famous writer Bai Yang is also at the party. Would you love to introduce me to him?

Zhang Jie: Yes, I'll be glad to. Look! He's over there.

.....

Zhang Jie: Hello, Mr. Bai! How nice to meet you!

Bai Yang: Very glad to meet you, too.

Zhang Jie: Mr. Bai, may I be honored to introduce my friend Li Ming to you?

Bai Yang: Oh, yes, of course. It's a pleasure to meet you, Mr. Li.

Li Ming: I know you very well by reputation, Mr. Bai. I like your writings very much.

Bai Yang: I'm glad to hear that.

### Useful expressions

#### I. Everyday Greetings and Responses

1. Hi./Hello. 你好。
2. Good morning/afternoon/evening! 早上/中午/晚上好!

3. How do you do? 你好!
4. How are you? 你好吗?
5. How are you getting along? / How are you doing? / How are you keeping? 情况怎么样?
6. Fine, thanks. And you? 很好, 多谢。你呢?
7. Very well. 挺好的。
8. Oh, I can't complain. 还可以。
9. Good to see you. 很高兴见到你。
10. How nice to see you again. 很高兴又见到你。
11. Fancy seeing you here! 真想不到在这儿见到你!
12. What a pleasant surprise! 真没想到会遇见你!
13. Small world, isn't it? 世界也真小, 又见面了。
14. How is everything (going) with you? 你近来怎么样? / 一切可好?
15. Everything is all right. / OK. / Not too bad. 还可以。
16. Great. / Super. / Terrific. 很好。/ 棒极了。/ 好极了。

## II. Introducing Oneself 自我介绍

17. Hello! I'm... 你好! 我叫.....。(较随便)
18. I believe we've met before. My name's...  
我想我们以前见过面。我叫.....。(通用)
19. My name is... 我叫.....。(通用)
20. Let me introduce myself, by the way. 顺便自我介绍一下。(较正式)
21. May I introduce myself? I'm... 我介绍一下自己好吗? 我叫.....。
22. If you don't mind, I'd like to introduce myself. I'm ....  
如果你不介意, 我想介绍一下我自己。我叫.....。
23. Excuse me. I don't think we've met before. My name's ....  
打扰, 我想我们以前没见过吧。我叫.....。

## III. Introducing Others 介绍他人

24. I'd like you to know/meet ... 我想让你结识一下.....。
25. I don't think you've met... 我想你没见过.....。
26. Have you met...? 你见过.....吗?
27. ..., do you know...? ....., 你认识.....吗?
28. May I introduce...? 我能介绍.....吗?
29. Please let me introduce... 请让我来介绍.....
30. I'd like to introduce... 我想向你介绍一下.....。
31. May I be honored to introduce... to...? 我能有荣幸向您介绍.....吗?

## IV. Asking Someone to Introduce 请人介绍

32. Excuse me, would you tell me...? 打扰, 您能否告诉我... ..?

33. Could you introduce...? 您能否介绍.....?  
34. Would you like to introduce...? 请引见.....好吗?

## V. Responses to Introductions 应答

35. It's a pleasure to meet you. 见到您很荣幸。  
36. How nice to meet you! 见到您真高兴。  
37. Same here. 我也是。  
38. Nice/ Glad/ Pleased/ Good/ Happy to meet you. 很高兴见到你。  
39. No, I don't think we've met before. 我想我们以前没见过。  
40. I'm honored to meet you. 认识您我感到很荣幸。  
41. It's a privilege to know you. 很荣幸能认识您。  
42. I enjoy the privilege of meeting you. 很荣幸认识您。  
43. I'm pleased to make your acquaintance. 很荣幸认识您。  
44. I know you very well by reputation. 久闻大名。

## Task 5

**Directions:** Make a dialogue with your partner based on the situation given below.

Situation: You meet a person at your friend's home. Greet him/her and introduce yourself. Then ask about his/her family and interests.

## Part 3 Writing—English Letters

书信是人们在日常生活中处理事务、传递信息、交流思想和联络感情的一种有效的交际方式。英文书信在国际交往和人际交往中起着重要的作用。

一封完整的英文信函通常由以下几个部分组成:

- (1) 信头 (Heading/Letterhead)
- (2) 写信日期 (Date)
- (3) 信内地址 (Inside Address)
- (4) 称呼 (Salutation)
- (5) 正文 (Body of Letter)
- (6) 客套结束语 (Complimentary Closing)
- (7) 签名 (Signature)
- (8) 附件 (Enclosure)

书信各个组成部分的写法及内容:

### (1) 信头(Heading/Letterhead)

信头(Heading/Letterhead) 即寄信人的地址(Sender's Address), 通常印在信笺的顶部中间、右上方或者左上方。信头包括寄信人的姓名或单位名称、地址、电话、传真、邮编、电子信箱地

址或网址等。英语中地址的书写顺序与中文不同,是由小到大:门牌号→街道名→县市、城镇名→省或州名→邮编→国家名。如:

Liaison Office  
Dongfang Hotel  
No. 120 Liuhua Road  
Yuexiu District Guangzhou 510000  
China

## (2) 写信日期 (Date)

日期应写在信头下方,有不同的表达方式。英式英语中日期的顺序通常是日、月、年,美式英语中则是月、日、年。

写日期时要注意的是:

- A. 年份写全,不可省略,即不能用“12”代替“2012”;
- B. 月份要用英文单词表示,不可用数字替代,但可以用缩写;
- C. 日期最好用阿拉伯数字基数词表示。

如:2012年10月21日写作: October 21, 2012 或 21 October, 2012

## (3) 信内地址 (Inside Address)

信内地址即收信人的姓名和地址,应写在信笺左上方,与信封上地址完全一致。

## (4) 称呼 (Salutation)

写信人对收信人的称呼应写在信内地址下,通常有以下几种写法:

- ① 私人信函中的称呼比较随便,通常以名(first name)相称,而正式信件中必须以姓相称,如 Dear Mr./Miss/Mrs./Ms./Prof./Dr....。
- ② 称呼后面的标点符号一般用逗号,按美国人的习惯也可以使用冒号。
- ③ 不明确收信人性别时,可用 Dear Sir or Madam。
- ④ 不明确收信人时,可用 To Whom It May Concern (致有关人士)

## (5) 正文 (Body of Letter)

称呼下面隔一行开始写正文。根据书信内容正文可分成若干段落,语言得体,简单明了,措辞礼貌。

## (6) 客套结束语 (Complimentary Closing)

结束语是写信人对收信人的一种谦称或敬语,或者表示祝愿的短语。结束用语单独成行,一般低于正文一、二行。开头第一个字母要大写,末尾加逗号(如 Yours, Yours lovingly, Yours respectfully, Yours sincerely, Yours truly, Yours faithfully, With best wishes 等)。以上各种形式结束语中以 Yours 开头的结束语的次序可颠倒,如: Respectfully yours, Sincerely yours, Truly yours, Faithfully yours 等。

(7) 签名 (Signature)

签名位于信尾结束语的下。签名最好是写信人亲笔，手写后可附打印的全名（若是写给亲人或熟识的朋友，就不必打印了）。签名下方可注明写信人的职务。

(8) 附件 (Enclosure)

信函中如有附件，在签名后信笺的左下角注明，如 Encl.、Enc.、Enclosure。

**Sample 1:**

**Guangdong Communicaiton Polytechnic**  
**No. 11 Gongyedadao Road, Huadu District, Guangzhou, 510800, P. R. China**  
**Telephone: 020-86863070 Fax: 020-86863070**

October 20, 2012

Director  
Lodging Office  
University of Birmingham  
B15 2TT  
England

Dear Sir or Madam,

I am a Chinese teacher and I am teaching English in the English Department of Guangdong Communicaiton Polytechnic. In the coming November, I will go to your university to further my studies in the English Department.

I have learnt from the magazine of Birmingham University published by the Guild of Students that I must apply for my accommodation in advance. Since I am coming alone, I prefer a room in a flat on the campus. I'd like to share the flat with five students from different countries so that I can gain more cultural background knowledge.

I am just writing to ask a favor of you. If not possible, what kind of accommodation could you offer me?

Your kind help would be greatly appreciated.

Looking forward to your early reply.

Yours sincerely,  
Mary Deng



英文书信最常用的格式有两种：板块式和缩进式。

(1) 板块式又称齐头式(Block Style)，其特点是信内所有部分都从左边顶格写起，每行左边上下对齐，成一条直线。该格式因为便于打字，所以目前比较流行。下面就是 Sample 1 中信函的齐头式板式：

**Sample 2**

Guangdong Communicaiton Polytechnic  
No. 11 Gongyedadao Road  
Huadu District  
Guangzhou 510800  
P. R. China  
October 20, 2012

Director  
Lodging Office  
University of Birmingham  
B15 2TT  
England

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