

太奇管理类硕士联考辅导指定用书

 **赢家图书**

# 2016

## MBA、MPA、MPAcc

### 联考英语阅读理解

### 90篇名家精解

### 考研英语(二)写作高分范文25篇

全国管理类硕士研究生入学考试命题研究中心 编

**第7版**

### 考研英语(二)各专业适用

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北京航空航天大学出版社  
BEIHANG UNIVERSITY PRESS

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## Part A 写作 A 节 · 应用文

## 1. 询问信

## Directions:

You are going to study at a foreign university. Write a letter inquiring about the specific information as regards accommodation, fees and qualifications there.

## 高分范文

Dear Sir or Madam,

I am a Chinese student who wants to pursue further study at your university. I am writing this letter to inquire about some information concerning the following aspects.

First, how much are the tuition fees? Though I intend to be self-supporting, I would be interested to know if there are any scholarships available for international students. Second, I wonder what qualifications I need to follow a course at your university. Now I have got a master degree at a Chinese university. Third, with regard to accommodations, if possible, I would like to have a single room, but if single rooms are expensive, I would be willing to share.

Thank you for your help, and I am looking forward to your favorable reply at your earliest convenience.

Sincerely yours,

Li Ming

## 参考译文

亲爱的先生或女士：

我是一名中国学生，想要来你们学校进一步深造。我写这封信是为了询问以下方面的一些信息。

首先，学费是多少？虽然我打算自费，但是我也很想知道是否有奖学金提供给国际学生。第二，我想知道在你们学校学习需要什么资格，我已经在中国的一所大学获得了硕士学位。第三，关于住宿，如果可能的话，我想要一个单人间。不过如果单人间比较贵的话，合住也行。

感谢您的帮助，期盼在您最早方便的时候给我一个满意的回复。

您真诚的，

李明

## 亮点词汇

1. pursue [pə'sju:] v. 追求

2. inquire about 询问

3. tuition [tju'ɪʃn] n. 学费

4. available [ə'veɪləbl] a. 可获得的，可利用的

5. qualification [ˌkwɒlɪfɪ'keɪʃn] n. 资格

6. with regard to 关于

7. accommodation [əˌkɒmə'deɪʃn] n. 住宿

8. favorable ['feɪvərəbl] a. 有利的

## 经典句型

1. I am writing this letter to inquire about some information concerning the following aspects.  
我写这封信是为了询问以下方面的一些信息。
2. Though I intend to be self-supporting, I would be interested to know if there are any scholarships available for international students.  
虽然我打算自费,但是我也很想知道是否有提供给国际学生的奖学金。
3. Thank you for your help, and I am looking forward to your favorable reply at your earliest convenience.  
感谢您的帮助,期盼在您最早方便的时候给我一个满意的回复。

## 2. 道歉信

## Directions:

You just come back from Canada and found a music CD in your luggage that you forget to return to Bob, your landlord there. Write him a letter to 1) make an apology, and 2) suggest a solution.

## 高分范文

Dear Bob,

I'm writing to apologize for having forgotten to return a music CD to you when I left Canada. I was in such a hurry that I packed everything in my luggage without checking carefully. Had I paid more attention then, I wouldn't have made such a stupid mistake.

Now something must be done to solve the problem because I understand you cherish the CD enormously. I can either send it to you by express mail or alternatively compensate you at a reasonable price. If you do not mind, I may bring it back to you next time I go to Canada.

Please let me know which solution you prefer at your earliest convenience. Once again, I am sorry for any inconvenience caused. Hope you can accept my apologies.

Yours sincerely,

Li Ming

## 参考译文

亲爱的鲍勃:

我写这封信的目的是为我离开加拿大时忘了还你音乐 CD 而道歉。当时太匆忙以至于没有仔细检查就把所有东西都打包了。如果当时更加注意的话,我是不会犯这样一个愚蠢的错误的。

现在必须要解决这个问题了,因为我知道你很珍惜这个 CD。我可以用快递寄给你或者以合理的价格补偿你。如果你不介意的话,我可以下次去加拿大时带还给你。

请在你最早方便的时候告诉我你喜欢哪个方案。我为所造成的任何不便再次表示歉意。希望你能接受我的道歉。

您真诚的,

李明



## 亮点词汇

- |   |   |
|---|---|
| 1. apologize for... 为……而道歉                  | 二者择一地                                   |
| 2. cherish ['tʃerɪʃ] v. 珍惜                  | 6. compensate ['kɒmpenseɪt] v. 补偿       |
| 3. enormously [i'nɔ:məsli] ad. 巨大地; 非常      | 7. reasonable [ 'ri:znəbl] a. 合理的       |
| 4. express mail 特快专递                        | 8. inconvenience [ɪnkən'vi:niəns] n. 不便 |
| 5. alternatively [ɔ:l'tə:nətɪvli] ad. 非此即彼, |   |

## 经典句型

- I'm writing to apologize for having forgotten to return a music CD to you when I left Canada.  
我写这封信的目的是为我离开加拿大时忘了还你音乐 CD 而道歉。
- Had I paid more attention then, I wouldn't have made such a stupid mistake.  
如果当时更加注意的话,我是不会犯这样一个愚蠢的错误的。
- I can either send it to you by express mail or alternatively compensate you at a reasonable price.  
我可以用快递寄给你或者以合理的价格补偿你。

### 3. 辞职信

#### Directions:

Two months ago you got a job as an editor for the magazine *Designs & Fashions*. But now you find that the work is not what you expected. You decide to quit. Write a letter to your boss, Mr. Wang, telling him your decision, stating your reason(s), and making an apology.

## 高分范文

Dear Mr. Wang,

I am writing to inform you of my decision to resign from my current position.

Thank you very much for having given me this opportunity to take such a promising position. However, after the two months' work, I have found that my character doesn't meet the requirement of this position. What's more, the shortage of professional knowledge, both in designing and editing, has badly influenced my performance in daily work and my personal development in the future. Therefore, I decided to quit this position after careful consideration.

I hope you will consider my request, and I apologize for any inconvenience I might have caused. I wish all of you a prosperous future.

Yours sincerely,

Li Ming

## 参考译文

亲爱的王先生:

我写这封信是为了告诉您我即将辞职的决定。

非常感谢您给我机会来从事这样一份有前途的工作。但是,经过两个月的工作后,我发现我的性格不能满足这份工作的要求。此外,设计和编辑方面专业知识的缺乏已经严重地影响了我日常工作的表现以及未来个人的发展。因此,经过仔细考虑后我决定放弃这个职位。

我希望您会考虑我的请求,并且我为我可能所造成的任何不便表示歉意。希望你们都有一个美好的未来。

您真诚的,

李明

### 亮点词汇

1. inform sb. of sth. 通知某人某事
2. promising ['prɒmisiŋ] a. 有前途的
3. character ['kærəktə(r)] n. 性格,特性
4. prosperous ['prɒspərəs] a. 繁荣的
5. apologize for... 为……而道歉

### 经典句型

1. I am writing to inform you of my decision to resign from my current position.  
我写这封信是为了告诉你我即将辞职的决定。
2. Thank you very much for having given me this opportunity to take such a promising position.  
非常感谢您给我机会来从事这样一份有前途的工作。
3. I hope you will consider my request, and I apologize for any inconvenience I might have caused.  
我希望您会考虑我的请求,并且我为我可能所造成的任何不便表示歉意。

## 4. 建议信

### Directions:

Restrictions on the use of plastic bags have not been so successful in some regions. "White Pollution" is still going on. Write a letter to the editor(s) of your local newspaper to give your opinions briefly, and make two or three suggestions.

### 高分范文

Dear Editor,

I am writing this letter to attract your attention to the fact that despite restrictions on the use of plastic bags, people in some regions are still using the bags as they used to. As a result, "White Pollution" still keeps worsening our environment.

To prevent this situation from being further aggravated, I would like to offer several practical suggestions. Firstly, it is high time for us to ban the free use of disposable plastic bags. Secondly, degradable and renewable materials rather than plastics should be used to produce bags. Thirdly, the mass media should help to enhance people's awareness of the harm of the plastic bags.

I hope that my suggestions are helpful. Thank you for your attention.

Sincerely yours,

Li Ming

### 参考译文

亲爱的编辑:

我写这封信目的是想请您关注这样的事实:尽管采取了限制措施,一些地区的人仍然像过去一

样使用塑料袋。结果,“白色污染”仍然在持续恶化我们的环境。

为了阻止当前形势进一步恶化,我想提供一些切实可行的建议。首先,该是我们禁止塑料袋随意使用的时候了。第二,应该用可降解和可再生的材料代替塑料来制造袋子。第三,大众媒体应该帮助提高人们对于塑料袋危害的意识。

希望我的建议是有用的。感谢您的关注。

您真诚的,  
李明

### 亮点词汇

- |  |  |
|--|--|
| 1. restriction [ri'strɪkʃn] <i>n.</i> 限制             | 5. degradable [di'greɪdəbl] <i>a.</i> 可降解的 |
| 2. despite [di'spaɪt] <i>prep.</i> 尽管                | 6. renewable [ri'nju:əbl] <i>a.</i> 可再生的   |
| 3. used to do sth. 过去常常做某事                           | 7. rather than... 而不是……                    |
| 4. disposable [di'spəʊzəbl] <i>a.</i> 可任意处理的,用完即可丢弃的 | 8. enhance [in'hɑ:ns] <i>v.</i> 提高         |

### 经典句型

- I am writing this letter to attract your attention to the fact that despite restrictions on the use of plastic bags, people in some regions are still using the bags as they used to.  
我写这封信目的是想请您关注这样的事实:尽管采取了限制措施,一些地区的人仍然像过去一样使用塑料袋。
- To prevent this situation from being further aggravated, I would like to offer several practical suggestions.  
为了阻止当前形势进一步恶化,我想提供一些切实可行的建议。
- It is high time for us to do...  
该是我们做……的时候了。

### 5. 感谢信

#### Directions:

You have just come back from the U. S. as a member of a Sino-American cultural exchange program. Write a letter to your American colleague to

- express your thanks for his/her warm reception;
- welcome him/her to visit China in due course.

### 高分范文

Dear Smith,

I am writing to extend my heartfelt appreciation to you for your warm reception during my participation in the cultural exchange program in your country.

Your generous help made it possible that I had a very pleasant stay and a chance to know American cultures better. Besides, I believe it is an honor for me to make friends with you and I will cherish the goodwill you showed to me wherever I go. I do hope that you will visit China one day so that I could have an opportunity to repay your kindness and refresh our friendship.



Again, I would like to express our sincere thanks to you.

Yours sincerely,  
Li Ming

### 参 考 译 文

亲爱的史密斯:

我写这封信是为了向你表达衷心的感谢,我在你们国家参加文化交流项目时你给了我热情的款待。

你的慷慨帮助使我可以拥有一段愉快的旅程并且有机会更好地了解美国文化。此外,我认为,和你成为朋友对我来说是一种荣耀,无论身处何处我都会珍惜你的友好。真心希望有一天你能来中国,以便我能有机会报答你的友好并让我们的友谊之树常青。

我想要再一次向你表达我诚挚的谢意。

您真诚的,  
李明

### 亮 点 词 汇

- |  |                                |
|--|--------------------------------|
| 1. extend [ik'stend] v. 延伸;给予            | 4. reception [ri'sepʃn] n. 接待  |
| 2. heartfelt ['hɑ:tfelt] a. 衷心的,真诚的      | 5. cherish ['tʃerɪʃ] v. 珍惜     |
| 3. appreciation [əˌpri:ʃi'eɪʃn] n. 感谢;欣赏 | 6. refresh [ri'freʃ] v. 更新,使恢复 |

### 经 典 句 型

- I am writing to extend my heartfelt appreciation to you for...  
我写这封信是因为……向你表达衷心的感谢。
- I believe it is an honor for me to make friends with you and I will cherish the goodwill you showed to me wherever I go.  
我认为,和你成为朋友对我来说是一种荣耀,无论身处何处我都会珍惜你的友好。
- ...so that I could have an opportunity to repay your kindness and refresh our friendship.  
……以便我能够有机会报答你的友好并让我们的友谊之树常青。
- Again, I would like to express our sincere thanks to you.  
我想要再一次向你表达我诚挚的谢意。

### 6. 道贺+建议信

#### Directions:

Suppose your cousin Li Ming has just been admitted to a university. Write him/her a letter to

- 1) congratulate him/her, and
- 2) give him/her suggestions on how to get prepared for university life.

## 高分范文

Dear Li Ming,

I am writing to congratulate you on your being successfully admitted to Peking University. And I would like to give you some suggestions as to how to make preparation for the coming university life.

In order to adapt to the university life, you should get prepared physically and intellectually. First, you should take more exercises to build a strong body for the future academic pursuit. Second, since the study in university is more demanding than that in your secondary school, you are highly suggested to read some introductory books so as to have a good idea of the specialty you are going to take in university. Given your sound ability, you are sure to have a successful university life.

Congratulate you again and wish you a fruitful university life.

Yours sincerely,  
Zhang Wei

## 参考译文

亲爱的李明：

我写这封信是为了恭喜你成功被北京大学录取。并且我想要给你一些关于如何为即将到来的大学生活准备的建议。

为了适应大学生活，你应该在身体 and 知识方面做好准备。首先，你应该多锻炼身体以便为以后的学习生活打下一个良好的身体基础。其次，由于大学对学习的要求比高中要更高，所以强烈建议你读一些入门性的书籍以便对大学将要学习的专业拥有一个清晰的概念。考虑到你突出的能力，你一定会拥有一个成功的大学生活。

再次恭喜你，并且希望你的大学生活硕果累累。

您真诚的，  
张伟

## 亮点词汇

- |                                     |   |
|-------------------------------------|---|
| 1. be admitted to... 被允许进入……，被……录取  | 5. pursuit [pə'sju:t] n. 追求                 |
| 2. congratulate sb. on sth. 就某事祝贺某人 | 6. introductory [ˌɪntrə'daktəri] a. 引导的，介绍的 |
| 3. as to 关于，至于                      | 7. so as to 为了，以便                           |
| 4. adapt to 适应                      | 8. fruitful ['fru:tfl] a. 多产的，富有成效的         |

## 经典句型

- I am writing to congratulate you on your being successfully admitted to Peking University.  
我写这封信是为了恭喜你成功被北京大学录取。
- I would like to give you some suggestions as to how to make preparation for the coming university life.  
我想要给你一些关于如何为即将到来的大学生活准备的建议。
- In order to adapt to the university life, you should get prepared physically and intellectually.  
为了适应大学生活，你应该在身体和知识方面做好准备。

4. Congratulate you again and wish you a fruitful university life.

再次恭喜你,并且希望你的大学生活硕果累累。

## 7. 投诉信

### Directions:

Suppose you have found something wrong with the electronic dictionary that you bought from an online store the other day. Write an email to the customer service center to

- 1) make a complaint, and
- 2) demand a prompt solution.

### 高分范文

Dear Sir or Madam,

As a regular customer of your online store, I am writing this letter for the purpose of complaining about the poor quality of your product—an electronic dictionary I bought in your store the other day.

The dictionary is supposed to be a favorable tool for my study. Unfortunately, I have found something wrong with it. To begin with, when I received it, I detected that its appearance had been scratched. What's more, I did not find the battery promised in your advertisement, which makes me feel that you have not kept your promise. Therefore, I strongly request that a satisfactory explanation be given and effective measures be taken to improve your service and the quality of your products.

I am looking forward to your reply at your earliest convenience.

Yours sincerely,

Li Ming

### 参考译文

亲爱的先生或女士:

我是你们在线商店的一个常客,我写这封信的目的是投诉你们产品(几天前我在你们在线商店买的一个电子词典)差的质量。

这个词典对我来说本来应该是很好的学习工具。遗憾的是,我发现它有些问题。首先,当我收到这个电子词典时,我发现它的表面有刮伤。此外,我没有找到你们在广告里所说的电池,这让我觉得你们没有遵守承诺。因此,我强烈要求你们给一个满意的解释,并且采取有效措施来改进你们的服务和产品质量。

期盼在您最早方便的时候给我一个回复。

您真诚的,

李明

### 亮点词汇

1. complain about 抱怨,投诉

2. be supposed to do sth. 理应做某事

3. to begin with 首先

4. scratch [skrætʃ] v. 抓伤,划破

5. take measures 采取措施  
6. look forward to... 期待……

7. convenience [kən'vi:niəns] *n.* 方便, 便利

### 经典句型

1. I am writing this letter for the purpose of complaining about the poor quality of your product.  
我写这封信的目的是投诉你们产品差的质量。
2. I strongly request that a satisfactory explanation be given and effective measures be taken to improve your service and the quality of your products.  
我强烈要求你们给一个满意的解释, 并且采取有效措施来改进你们的服务和产品质量。
3. I am looking forward to your reply at your earliest convenience.  
期盼在您最早方便的时候给我一个回复。

### 8. 邀请信

#### Directions:

Suppose your class is to hold a charity sale for kids in need of help. Write your classmates an email to

- 1) inform them about the details, and
- 2) encourage them to participate.

### 高分范文

Dear Classmates,

I am writing this letter for the purpose of informing you that our class will hold a charity sale for poor children in remote areas. The detailed arrangements are as follows.

The charity sale will be held in the playground of our university on January 10th, and it will last for 3 hours from 9 to 12 o'clock in the morning. The purpose of the sale is to help the children who have dropped out of school because their families cannot afford their tuition. You can donate anything useful, such as books, clothes and money. I believe with your generous donation, we can help more children in need of help.

Thank you for your kindness, and I am looking forward to your participation.

Yours sincerely,

Li Ming

### 参考译文

亲爱的同学们:

我写这封信的目的是通知你们我们班将要为偏远地区的贫困儿童举行一场慈善义卖。详细安排如下:

这次慈善义卖将于1月10日在我们学校的操场上举行,从上午9点到12点,持续3小时。这次义卖的目的是帮助那些由于负担不起学费而辍学的孩子。你们可以捐赠任何有用的东西,比如书籍、衣服和钱。我相信,有了你们的慷慨捐赠,我们可以帮助更多需要帮助的孩子。

感谢你们的善意,期盼你们的参与。

您真诚的,

李明

## 亮点词汇

- |   |                            |
|---|----------------------------|
| 1. for the purpose of... 目的是……          | 5. drop out 辍学             |
| 2. charity ['tʃærəti] n. 慈善, 慈善         | 6. tuition [tju'iʃn] n. 学费 |
| 3. remote [ri'məut] a. 遥远的, 偏僻的         | 7. donate [dəu'neit] v. 捐赠 |
| 4. arrangement [ə'reindʒmənt] n. 安排, 布置 | 8. in need of... 需要……      |

## 经典句型

- I am writing this letter for the purpose of informing you that our class will hold a charity sale for poor children in remote areas.  
我写这封信的目的是通知你们我们班将要为偏远地区的贫困儿童举行一场慈善义卖。
- The purpose of the sale is to help the children who have dropped out of school because their families cannot afford their tuition.  
这次义卖的目的是帮助那些由于负担不起学费而辍学的孩子。
- Thank you for your kindness, and I am looking forward to your participation.  
感谢你们的善意, 期盼你们的参与。

## 9. 请求信

## Directions:

You want to contribute to Project Hope by offering financial aid to a child in a remote area. Write a letter to the department concerned, asking them to help find a candidate. You should specify what kind of child you want to help and how you will carry out your plan.

## 高分范文

Dear Sir or Madam,

I'm a teacher of Renmin University of China and I'd like to contribute to Project Hope by offering financial aid to a child in a remote part of your province. So I would be most grateful if you could send me information regarding such a child who has met the following standards:

First, he must be very poor and truly in need of help. Second, he must have the strong desire to improve things around him. Third, he must be healthy, happy and optimistic. Last but not the least, he must be willing to return to his hometown to do something for it after graduation from university.

I would send him money every year from this year on until he finishes his higher education. Your prompt attention to this letter would be highly appreciated. I'm looking forward to hearing from you soon.

Sincerely yours,

Li Ming

## 参考译文

亲爱的先生或女士:

我是中国人民大学的一名老师,我想通过给你们省偏远地区的一个孩子提供经济帮助来为希望

工程做贡献。因此,如果您能告诉我有关符合以下条件的一些信息的话,我将非常感谢。

首先,他必须非常穷而且真的需要帮助。第二,他必须有强烈的意愿去改善周围的环境。第三,他必须健康、快乐和乐观。最后但不是最不重要,他必须愿意大学毕业后回到家乡为家乡做贡献。

从今年开始我每年都会给他寄钱,直到他完成高等教育。我将非常感谢您对这封信的快速关注。期盼早日收到您的来信。

您真诚的,  
李明

### 亮点词汇

- |   |   |
|---|---|
| 1. contribute to 捐献,有助于                     | 6. in need of 需要                            |
| 2. candidate ['kændidət] <i>n.</i> 候选人      | 7. optimistic [ɒptɪ'mɪstɪk] <i>a.</i> 乐观的   |
| 3. specify ['spesɪfaɪ] <i>v.</i> 详细说明       | 8. prompt [prɒmpt] <i>a.</i> 迅速的            |
| 4. carry out 实行                             | 9. appreciate [ə'pri:ʃieɪt] <i>v.</i> 感谢;欣赏 |
| 5. regarding [rɪ'gɑ:dɪŋ] <i>prep.</i> 关于,至于 |   |

### 经典句型

- I would be most grateful if you could send me information regarding such a child who has met the following standards.  
如果您能告诉我有关符合以下条件的一些信息的话,我将非常感谢。
- Your prompt attention to this letter would be highly appreciated.  
我将非常感谢您对这封信的快速关注。
- I'm looking forward to hearing from you soon.  
期盼早日收到您的来信。

## 10. 欢迎+建议信

### Directions:

Some international students are coming to your university. Write them an email in the name of the Students' Union to extend your welcome and provide some suggestions for their campus life here.

### 高分范文

Dear Friends,

On behalf of the Students' Union, I am writing to extend my warm welcome to all the international students who are coming to our university. And I would like to give you some suggestions for your campus life here.

First of all, it is better to learn Chinese well as soon as possible. Perhaps it's not easy to master a language in a short time, but it is very important in your daily life. Secondly, it is necessary to know some cultural differences between the two countries; otherwise, you will meet some unnecessary troubles. At last, you should know a lot about the weather here and prepare the clothes for each season.



We are looking forward to seeing you soon and wish everything to go well.

Yours sincerely,

Li Ming

### 参考译文

亲爱的朋友们：

我代表学生会写这封信向所有将要来我们学校的国际学生表示热烈的欢迎。并且我想为你们在这儿的校园生活提一些建议。

首先,最好尽快将中文学好。在短时间内掌握一门语言可能不太容易,但是它在你们的日常生活中非常重要。其次,有必要了解一下两个国家之间的文化差异,否则你们将会遇到一些不必要的麻烦。最后,你们应该了解一下这儿的天气并且准备好每个季节的衣服。

期盼早日见到你们,并祝万事如意!

您真诚的,

李明

### 亮点词汇

1. on behalf of... 代表……

2. extend [ik'stend] v. 延伸;给予

3. master ['mɑ:stə] v. 掌握

4. look forward to... 期盼……

### 经典句型

1. On behalf of the Students' Union, I am writing to extend my warm welcome to all the international students who are coming to our university.

我代表学生会写这封信向所有将要来我们学校的国际学生表示热烈的欢迎。

2. I would like to give you some suggestions for your campus life here.

我想为你们在这儿的校园生活提一些建议。

3. We are looking forward to seeing you soon and wish everything to go well.

期盼早日见到你们,并祝万事如意!

### 11. 谢绝信

#### Directions:

You are asked to write a letter to turn down an offer when you get two such offers for your application. You need to include specific reasons to support your refusal.

### 高分范文

Dear Sir or Madam,

I am writing to express my sincere thanks to you for giving me the chance to take such a promising position. Unfortunately, I won't be able to accept this offer.

Before receiving your letter, I had got a similar offer from another company. I think the position offered by that company may be more suitable for me, both in my character and profes-

sional knowledge. In addition, it can provide me with a broader platform to show my capacity. Therefore, I decide to accept that offer after careful consideration.

Thank you again for giving me the chance, and I apologize for any inconvenience that I may have caused.

Yours sincerely,

Li Ming

### 参考译文

亲爱的先生或女士：

我写这封信是为了向你们表示真诚的感谢，感谢你们给我机会来从事这样一个有前途的职位。很遗憾的是，我不能接受这份工作。

在收到你们的信之前，我已经收到了来自另一家公司的一份相似的工作。我认为那个公司所提供的职位不管是在性格还是在专业知识方面都更加适合我。此外，它可以给我提供一个更加广阔的平台来展现我的能力。因此，经过仔细考虑后我决定接受那份工作。

再次感谢你们给了我这个机会，我为我可能所造成的任何不便表示歉意。

您真诚的，

李明

### 亮点词汇

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| 1. turn down 谢绝                       | 4. promising ['prɒmisiŋ] a. 有前途的 |
| 2. application [ˌæpli'keɪʃn] n. 申请；应用 | 5. offer ['ɒfə] v. / n. 提供       |
| 3. specific [spə'sɪfɪk] a. 明确的        | 6. platform ['plætfɔ:m] n. 平台    |

### 经典句型

1. I am writing to express my sincere thanks to you for giving me the chance to take such a promising position.

我写这封信是为了向你们表示真诚的感谢，感谢你们给我机会来从事这样一个有前途的职位。

2. In addition, it can provide me with a broader platform to show my capacity.

此外，它可以给我提供一个更加广阔的平台来展现我的能力。

3. Thank you again for giving me the chance, and I apologize for any inconvenience that I may have caused.

再次感谢你们给了我这个机会，我为我可能所造成的任何不便表示歉意。

## 12. 求职信

### Directions:

A famous company is looking for a manager. This position is promising and what you want. Write a letter to apply for this position. In this letter, you should include specific qualifications to support your application.

## 高分范文

Dear Sir or Madam,

I am writing to apply for the position as a manager that you advertised in yesterday's newspaper.

I graduated from Peking University 5 years ago, majoring in marketing, and now work as a sales manager in a multinational company. Having been in this position for several years, I am good at interpersonal relationships. In addition, I have outstanding skills in computer operation and the ability to speak Chinese and English fluently, which will live up to the requirements of this position. I believe I have not only the qualifications but the right personality for this position.

Should you grant me a personal interview, I would be very grateful. Thank you for your consideration, and I am looking forward to your favorable reply at your earliest convenience.

Sincerely yours,

Li Ming

## 参考译文

亲爱的先生或女士：

我写这封信是为了申请你们在昨天的报纸上所广告的经理职位。

我5年前毕业于北京大学，专业是市场营销，现在在一家跨国公司任销售经理一职。在这个职位上待了几年之后，我擅长处理人际关系。此外，我擅长计算机操作并且能流利说中英文，这些条件都符合这份职位的要求。我相信我不仅条件而且个性都非常符合这份工作的要求。

如果你们能给我面试机会的话，我将非常感谢。感谢你们的考虑，期盼在你们最早方便的时候给我一个满意的回复。

您真诚的，

李明

## 亮点词汇

- |                                     |   |
|-------------------------------------|---|
| 1. apply for 申请                     | 6. live up to 符合，不辜负                    |
| 2. multinational company 跨国公司       | 7. qualification [ˌkwɒlɪfɪˈkeɪʃn] n. 资格 |
| 3. be good at 擅长于                   | 8. personality [ˌpɜːsəˈnæləti] n. 个性，人格 |
| 4. interpersonal relationship 人际关系  | 9. grant [grɑːnt] v. 授予                 |
| 5. outstanding [aʊtˈstændɪŋ] a. 杰出的 |   |

## 经典句型

- I am writing to apply for the position as a manager that you advertised in yesterday's newspaper.  
我写这封信是为了申请你们在昨天的报纸上所广告的经理职位。
- In addition, I have outstanding skills in computer operation and the ability to speak Chinese and English fluently, which will live up to the requirements of this position.  
此外，我擅长计算机操作并且能流利说中英文，这些条件都符合这份职位的要求。
- Should you grant me a personal interview, I would be very grateful.  
如果你们能给我面试机会的话，我将非常感谢。