

“挑战710”系列丛书

应对
最新题型

挑战710

大学英语四级考试
备考攻略、预测试卷二合一

全新版

吴迪 徐明锋 主编



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前言

为了适应新的形势下社会对大学生英语听力能力需求的变化,进一步提高听力测试的效度,全国大学英语四级考试委员会自2016年6月考试起将对四级考试的听力试题作局部调整。

一、试卷描述

调整后四级考试的试卷结构、测试内容、测试题型、分值比例和考试时间如下表所示:

| 试卷结构 | 测试内容 | 测试题型 | 分值比例 | 考试时间 |
|------|--------|---------|------|-------|
| 写作 | 写作 | 短文写作 | 15% | 30分钟 |
| 听力理解 | 短篇新闻3段 | 选择题(单选) | 7% | 25分钟 |
| | 长对话2篇 | 选择题(单选) | 8% | |
| | 听力篇章3篇 | 选择题(单选) | 20% | |
| 阅读理解 | 词汇理解 | 选词填空 | 5% | 40分钟 |
| | 长篇阅读 | 匹配 | 10% | |
| | 仔细阅读 | 选择题(单选) | 20% | |
| 翻译 | 汉译英 | 段落翻译 | 15% | 30分钟 |
| 总计 | | | 100% | 125分钟 |

二、新题型说明

1. 取消短对话;
2. 取消短文听写;
3. 新增短篇新闻(3段);
4. 长对话(2段)由原来的7题变为8题;
5. 听力考试时间由原来的30分钟变为25分钟。

三、成绩报道

成绩报道分为总分和单项分。单项分包括:1)听力,2)阅读,3)翻译和写作。

面对此次题型调整,如何与时俱进、有针对性地提高学生的应试水平,使学生在学习中事半功倍,在尽可能短的时间内考得理想的分数,便成了我们编写这本书的目的。本书紧扣此次的题型调整说明,既便于学生参加大学英语四级统考,又能培养学生的英语综合应

用能力,同时有利于教师有针对性地进行教学。具体说来,本书具有如下特点:

1. 新颖独特

本书充分考虑到了大学英语教学与考试的最新进展,对大学英语四级考试试题的考查特点从新的视角作了仔细的分析研究,并对其考查特征进行了归纳总结。本书各部分的应试策略和技巧讲解具有独创性,全部由各擅所长且具有创新意识的教学一线教师编写。

2. 系统性强

本书严格按照此次题型调整说明的内容编写,仔细分析了试题的新特点,总结归纳了各种题型考生应注意的要点,并且指出了应试的策略,同时配有针对性很强的练习题,部分为真题,模拟题的难度也与四级实考相仿,使考生可以全面熟悉和掌握相关要点,调整思维和提高能力,一气呵成地完成复习。

3. 重点突出

本书不同于一般的练习汇编,而是配有大量具有一定的广度和深度的讲解,注意梳理知识重点,突出考试要点。所有练习都有答案精讲,使考生能够举一反三,透彻了解和应用解题步骤与方法,同时便于教师系统讲解和了解四级考试的要点和试题编写状况。

在本书的编写过程中,我们参考了多种大学英语教材和相关考试辅导用书,查阅了各种英语试卷,如:大学英语四级统考试题、历年研究生入学英语试题,以及 PETS、TOEFL 等试题。因资料烦琐,无法详尽地一一列出,谨向原书作者致以衷心的感谢。本书内容虽然经过反复推敲、仔细斟酌,但疏漏之处也在所难免,欢迎使用本书的广大读者不吝指正,以便我们不断改进。

| | | | | |
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第一章 写作 (Writing)

一、大学英语四级考试作文简介

按照教育部《大学英语》课程教学基本要求及教学大纲有关书面表达能力的表述,大学英语写作的“一般要求(四级写作)”是:所有非英语专业本科毕业生必须能用常见的应用文体完成一般的写作任务,能描述个人经历、事件、观念、情感等,能就一般性话题或提纲在半小时之内写出 120—180 字的短文,内容基本完整、用词恰当、语篇连贯。能在一般或应用文写作中使用恰当的写作技巧。

二、大学英语四级考试作文评分标准

1. CET-4 作文评分原则及标准

1) 评分原则。

CET-4 检查考生是否达到大学英语教学大纲规定的四级教学要求,对作文的评判应以此要求为准则。

CET-4 作文题采用总体评分(global scoring)方法。阅卷人员就总的印象给出奖励分(reward scores),而不是按语言点的错误数目扣分。

阅卷人员应从内容和语言两个方面对作文进行综合评判。内容和语言是一个统一体。作文应该表达题目所规定的内容,而内容要通过语言来表达。要考虑作文是否切题,是否充分表达思想,也要考虑是否用英语清楚而合适地表达思想,也就是要考虑语言上的错误是否造成理解上的障碍。

阅卷人员应避免分数趋中倾向。该给高分的给高分,包括满分;该给低分的给低分,包括 0 分。一名阅卷人员在所评阅的全部作文卷中不应只给中间几种分数。

2) 评分标准。

- 本题满分为 15 分。
- 阅卷标准共分 5 等:2 分、5 分、8 分、11 分和 14 分。
- 阅卷人员根据阅卷标准,对照样卷评分,若认为与某一分数(如 8 分)相似,即定为该分数(即 8 分);若认为稍优于或稍劣于该分数,则可加 1 分(即 9 分)或减 1 分(即 7 分)。但不得加减半分。
- 具体评分标准:
 - 2 分——条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多为严重错误。
 - 5 分——基本切题。表达思想不清楚,连贯性差,有较多严重错误。
 - 8 分——基本切题。有些地方表达不够清楚,文字勉强连贯,语言错误相当多,其中

有一些是严重错误。

11 分——切题。表达思想清楚,文字连贯,但有少量语言错误。

14 分——切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。

[注:白卷,作文与题目毫不相干,或只有几个孤立的词而无法表达思想,或出现反动言论,或出现雷同答卷,则给 0 分。]

- 字数不足应酌情扣分。

| | | | | | | | | |
|------|---------|---------|-------|-------|-------|-------|-------|-----|
| 累计字数 | 110-119 | 100-109 | 90-99 | 80-89 | 70-79 | 60-69 | 50-59 | <49 |
| 扣分 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 9 |

- 为便于掌握评分标准,现将各档作文分相当于百分制的得分,列表如下,称为得分率。其中 9 分的得分率为 60 分(百分制的 60 分)。

| | | | | | | | | | | | | | | | |
|-----|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|
| 作文分 | 15 | 14 | 13 | 12 | 11 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| 得分率 | 100 | 94 | 87 | 80 | 74 | 67 | 60 | 54 | 47 | 40 | 34 | 27 | 20 | 14 | 7 |

三、大学英语四级考试作文题型

从作文体裁划分,英文作文主要分为议论文(Argumentative Composition)、记叙文(Narrative Composition)、描写文(Descriptive Composition)和说明文(Expository Composition)等,CET-4 作文最常见的是前两种。但从考试题型看来,则包括以下几种:

据统计,四级考试提纲式作文占 80%,图表作文占 14%,情景提示语作文占 6%。由此可知提纲式作文是常考题型。此种作文是一种控制性作文,一般是带有作者观点的作文。它要求考生紧扣题目中心思想,按照所给提纲要点和思路进行写作。图表作文也是控制性作文范畴,它控制性强,便于评分,为近年我国研究生入学试题(NETEM)常常采用的题型。考生应该做好准备,分析透这类作文的结构,掌握其常用表达法,反复练习模仿。

1. 提纲式作文及其写作方法

用中文或英文给出提纲(outline),要求按照所给提纲写作,目前来说,这些提纲多以三段形式给出,又称三段式作文,这是 CET 作文的主要形式。

下面我们来看一篇样文。

Directions: For this part, you are allowed 30 minutes to write a short essay entitled *Is a Test of Spoken English Necessary?* The first sentence has been written for you. You should write at least **120** words but no more than **180** words, and base your essay on the outline given in Chinese below:

1. 很多人认为有必要举行英语口语考试,理由是……
2. 也有人持不同意见……
3. 我的看法和打算

Is a Test of Spoken English Necessary?

A test of spoken English will be included as an optional component of the College English Test (CET). (首句已经写出, 不计入字数。从第二句话开始计字数, 注意。) This has become a hot topic on campus. Some students hold that it is a sensible choice to adopt such a test. On the one hand, the essence of a language is communication. Without fluent English-speaking ability, one cannot communicate with others smoothly. On the other hand, in this highly competitive society, an excellent command of spoken English counts much when we are in the hunting for an ideal job. Undoubtedly, holding a spoken English certificate will benefit us a lot.

Other students, however, are not in favor of such a test. True, they argue, fluent spoken English plays a critical role in our daily life, whether in school or not. But as far as the test is concerned, they worry that such a test would lack reliability and objectivity because the final mark may depend wholly on human scoring.

As for myself, I welcome the idea if this test, which is an opportunity to improve my oral English and career prospects. Hence I mean to really practice my oral English in the near future.

大家首先纵览全文就不难发现, 提纲式作文也就是三段式作文的结构相当清晰。从下画线的几句话可以看到, 样文恪守提纲行文, 首段先是开门见山提出“有些人”(some students), 并列“理由”(on the one hand; on the other hand), 最后透过副词“undoubtedly”得出有必要举行口语考试的结论; 第二段仍然紧扣题目要求, 立马写到“也有人”(other students)持不同意见(however, are not in favor of such a test), 并清楚地给出这些人的意见和理由; 第三段亦即末段总结了“我的看法(as for myself)和打算(I mean to really practice my oral English in the near future)”。

写作提纲式或三段式文章, 个人认为, 其实是 CET-4 作文中最简单的, 唯一需要把握的就是严格按照提纲, 掌握一些相关写作技巧, 即能写出结构清晰又非常切题的佳作。

具体来说, 怎样写作三段论式的提纲作文呢? 抛开句式、段落发展和不同体类作文写作技巧那些理论不说, 单就简单实用的战略原则来看, CET-4 作文要注意五点: 1) 切题; 2) 整洁; 3) 规避错误; 4) 闪光点; 5) 开门见山。就战术细节而言, 也要注意五点: 1) 首尾句, 尤其第一段首句务必完全地道和正确, 务必使用简单修辞。2) 确保英文的一致性(包括时态、人称、性和数的一致)。3) 绝对避免双/多重谓语。4) 决不使用抽象形容词, 应该使用具体明确的词汇, 做到言之有物。5) 完全放弃陈词滥调, 做到语言鲜活、富于个性。(关于战术细节, 我们将在后面的章节专门讲到, 这里就暂不讨论。)

1) 切题

或许对于“审题”二字, 不少考生觉得是老生常谈, 不就是作文不跑题么。可是, 在实践当中, 不少考生往往连考卷提示(Directions)都不看清就开始匆匆下笔, 比如下题:

Directions: For this part, suppose you are Zhang Ying; you are allowed 30 minutes to write a letter to Xiao Wang, a schoolmate of yours who is going to visit you during the week-long holiday. You should write at least 120 words but no more than 180 words according to the suggestions given in Chinese.

不少考生连书信写给谁(当然应该是小王)都不注意看,随便来个称呼;更有甚者居然没看清这是一封书信,把它写成了一篇记叙文。

又如有的考生写“*How to Find a Fine Job*”一文,竟写成自己最喜欢什么工作。此文显然应在“*how*”(“如何”)上做功夫,因此着力点应该而且必须是如何准备面试,如何自我包装和自我推销来打动和征服用人单位,等等。

2) 整洁

从参加 CET-4 阅卷的经验来看,整洁本不该列为战略原则而是战术问题,可是作文是由人批改的,而人是有情感和好恶的。阅卷人员每天面对成堆的试卷,想象一下肮脏潦草和不断涂改甚至擦破的“丐帮”答卷的结局吧,几乎没有一名阅卷人员会愿意静下心来费尽思量地去猜想或揣测一份潦草的或脏兮兮的文章的表达意图的。

一份整齐干净的作文答卷等于表示考生在尊重阅卷老师的辛勤劳动,对于自己作文的得分,是很有帮助的。

3) 规避错误特别是低级语法和表达错误

在写作过程当中,不少考生会碰到某个单词或某种表达拿不准的情况,那么,要不要继续写下去?

建议尽可能规避这种吃不准的表达,可以采用“*play safe*”(避开或使用替代)的原则和方法。

CET-4 作文即使表达上不是特别优秀,也要首先保证减少错误,尽量让你的作文在文法上无懈可击。

例如:表达“事情进行得很顺利”,也许很多考生会说:“*Things are going easily.*”其实地道的英文不存在“*going easily*”这种说法,这是典型的“*Chinglish*”(中式英语),是典型的没有把握就牵强附会的表达。其实我们可以说“*running smoothly*”,请看下面两个例子:

The newly-bought machine is running smoothly.

Though made some measurement errors in our first experiment, our second one is running smoothly.

我们还大可以使用“*going as planned*”来表示相同的意思,比如:“*The bank robbers thought everything was going as planned, until all of a sudden the police stormed in and arrested them.*”

使用近义或同义词可以有效规避拿不准的表达,减少错误。

又如:在描述“上海是一个繁华、欣欣向荣的大都市”时,本来很多考生都怀着美好的表达意愿想正确拼写出:“*Shanghai is a prosperous city whose economy is booming. The people of Shanghai are brave and diligent. People call Shanghai the Pearl in the East.*”尽可能运用大学里新近学习到的一些好词(如下画线部分)这种愿望是好的,但是对于下画线部分的词汇,相信不少考生在考试时无法正确拼写或正确运用,那么,何不用近义词“*busy, uprising and hard-working*”等自己绝对熟悉的词来规避可能出现的错误呢?

需要强调的是,“*play safe*”策略的提出,并不意味着我们不必下苦功夫去识记一些十分必要、常见的词汇,其实上述下画线词汇的使用频率很高,如果写不准,难免让人觉得基本功不踏实。

至于一些考生连基本的人称、数或时态的一致性都常常忽视,阅卷人员对此都甚为反

感,扣分也就在所难免了。

4) 语言闪光点及开门见山

什么是写作语言的闪光点?会在后面的章节里专门具体讲到,这里简单地说,就是要改善你的语言表达,使其闪光,使你的作文语言与众不同、地道而优秀。

什么是开门见山呢?就在三段论的提纲式作文里围绕所给提纲旗帜鲜明地亮出自己的观点,单刀直入,不兜圈子,直截了当,点明主题,重点突出。

开门见山亮出自己的观点之后,很多考生都会在一个问题上犯难,既然已经端出了观点,接着就要给出论据,可是有时想不出事例来证明或支持自己的结论怎么办呢?

这时,考生应该铭记两个在议论文当中非常重要实用的词汇:“with”和“without”。尤其是后者,在论证过程(也就是提供论据、事例)中几乎是一把“万能钥匙”。

利用“without”可以形成“反证法”来论述事情:比方强调“水的重要性”,可以说:“Without water, no living things can maintain their lives.”使用双重否定不仅是在变换单调的句式(有的考生作文清一色的陈述句,从不变换句式),更在论说文中加强了语气,使得论说更加有力。

再比如要表达“金钱很重要,有了钱可以做很多事情;没有金钱是万万不行的,但也要知道金钱不是万能的”,可以这样写:“Money is significant. With money you can do various things — purchase, construction, etc. Money, to a large extent, means wealth or being rich. Without money, it'll be very tough to live on. But we should be also aware that money is not all to us. Money can never buy real love, and it can hardly necessarily bring you true happiness.”

关于提纲式作文的第三段(即“我的做法”或“我的打算”等要求表述实践的结尾段),不要说空话“I plan to do it as follows...”或“I will do this; I will do that...”,作为实践,考生应写明自己具体的做法。

就提纲式作文我们提供下面这篇样文供大家参考:

Directions: For this part, you are allowed 30 minutes to write a short essay entitled *How to succeed in a Job Interview* following the outline given in Chinese below. You should write at least **120** words but no more than **180** words.

1. 面试在求职过程中的作用;
2. 取得面试成功的因素:仪表、举止谈吐、能力、专业知识、自信、实事求是……

How to Succeed in a Job Interview

Nowadays, in an ever **tighter** job interview, **great importance has been attached to** an interview by both the employer and the applicant. The interview, so to speak, has become **indispensable for** getting a satisfactory job. On the one hand, the interviewer can take their personalities, so as to pick out the right candidates for the company. On the other hand, the interviewee can make use of the opportunity to get to know the job he/she is going to **take up**, the **credibility** of the firm to which he/she has applied, and the working conditions as well. **But how can one succeed in a job interview?**

First of all, the interviewee has to pay attention to his or her appearance. Though we can

never judge a person by the appearance, the first impression is always where we start. Secondly, good manners are **equally important**. The interview has to be neither too proud nor too **timid**. Just be courteous. Thirdly, the interview must demonstrate one's **aptitude** and skills for the job and knowledge about the **job-related** areas; one must express oneself clearly and confidently. Lastly but not the least, the interviewee ought to be honest about his or her personal as well as **academic background**, for honesty is the best policy.

To sum up, the job interview is indeed important. There is no need to be nervous, however, if the interviewee has made full preparations for it and given a fairly confident and honest performance, his or her success can be **ensured**.

值得提醒的是,提纲式作文被称为三段式作文并不就是说考生的作文就应绝对分成三个自然段,而是在文义上划分为三个层次。

就闪光点而言,考生透过上述印成黑体部分的措辞或表达可以看出,语言表达要优美,要具备一定的词汇储存量才能实现。很多同学识记的单词量并不小,可是实际能够投入使用的积极词汇(working vocabulary)非常有限,因此写来写去都还是中学那点有限的简单词汇。

所以,纯粹记忆单词而不会运用单词等于没记。对于作文,要想表达具备闪光点,不仅要挑战词汇的宽度(也就是量),更要挑战词汇的难度(也就是所谓质),那些稍有难度的语汇一旦为你正确把握和使用,也就造就了你的个性化语言,阅卷人员自会给你高分。及人所不及,这就是最简单的成功之道。

关于提纲式作文及其写法,暂且谈到这里。下面讨论图表作文。

2. 图表作文及其写法

图表作文是一种特殊的提示作文,这种提示以图表的形式出现,提示的信息或要求表达的观点隐含在图表当中。其实,任何考生,只要善于或能够解读出所给图表的含意,那么,这类作文的构思就接近于上面的提纲式作文了。写图表作文时,对图表中提供的数据、表格、坐标、曲线、图形等信息当然是绝不可放过的,对它们要仔细研读,攫取那些有利于展开表述的信息。

对于图表作文,一般都含有表层信息和深层含义,考生读图时务必要把握这两方面的内容,仅仅读出表层信息,作出简单肤浅的表述绝非命题目的。命题目的是要考察考生分析、挖掘并最终解决问题的能力,对图表描述的现象,在深层次的原因、根源、发展可能上进行挖掘和作出阐述。

仔细研读图表之后,接下来同样需要构思和确立提纲。无论出现何种形式的图表,我们都可以采用下列统一的标准提纲:

- 1) 现象——图表揭示的表象或现状,即表层信息。
- 2) 原因——引起上述表象的深层次缘由或社会根源,即深层含义。
- 3) 发展趋势或启示——图表所描述的现象的发展可能或前景或我们可以从中得到的启示。

下面我们看看“Changes in People's Diet”的原题及样文。

| Food \ Year | 2006 | 2007 | 2008 | 2009 | 2010 |
|---------------------|------|------|-------|------|------|
| Grain | 49% | 47% | 46.5% | 45% | 45% |
| Milk | 10% | 11% | 11% | 12% | 13% |
| Meat | 17% | 20% | 22.5% | 23% | 21% |
| Fruit and Vegetable | 24% | 22% | 20% | 20% | 21% |
| Total | 100% | 100% | 100% | 100% | 100% |

Outline:

1. State the changes in people's diet from 2006 to 2010;
2. Give possible reasons for the changes;
3. Draw your own conclusions.

You should quote as few figures as possible.

Sample:

This table shows the changes in people's diet from 2006 to 2010. Grain, the main food for the Chinese, is now **playing a less important role** in people's diet. The consumption of grain, fruit and vegetables had decreased, while the consumption of milk and meat is **on the rise**.

There are two major reasons for the changes. To begin with, the living standards of the people are being improved, and they can **afford to buy** more meat and milk. Secondly, nowadays people pay more attention to their diet, and they prefer to live on the most reasonable diet which will do good to their health.

In short, some changes have taken place in the past five years. **With the progress** of the society, there will be more changes in the future.

图表作文当中最常见的句式有以下一些:

- 1) According to the figures given in the table...
- 2) This chart shows that...
- 3) As is shown by the graph/picture...
- 4) It can be seen from the statistics that...
- 5) It is generally believed/accepted/thought/held that...
- 6) ... be on increase/decrease/rise/decline...
- 7) There is slight/slow/steady/rapid rise/increase/decrease/decline/reduction/fall/drop in demand/income/population/prices/production.

一般而言,这些句式肯定是在图表作文中派上用场的。更多的写作原则和策略其实与上面提纲式作文是相同的,这里就不再赘述了。

下面我们转入情境式作文特别是应用文的分述当中。

3. 情境式作文及写法

情境式作文的写作要注重两点:首先是审题,其次是结构或格式。

如下文:

Directions: For this part, you are allowed 30 minutes to write a letter to the University President about the Canteen Service on Campus. You should write at least 120 words but no more than 180 words according to the outlines given in Chinese below:

假设你是李明,请你就本校食堂的状况给校长写一封信,内容应涉及食堂的饭菜质量、价格、环境、服务等,可以是表扬,可以是批评建议,也可以兼而有之。

January 12th, 2015

Dear President,

My name is Li Ming. I am a sophomore of the law school. As the school year is **drawing to a close**, I venture to write a letter to you about the canteen service on campus which has given rise to much complaint among students.

The focus of the complaint is the poor quality of the food. The rice is like bullets and they are too hard for us to chew. And the vegetables are so overcooked as to lose their nutrition. The fish and meat are either too sweet or too salty to swallow. However, the price of the food is surprisingly high. If we have 3 meals all in the canteen, at least 12 yuan is gone to keep our body and soul together. As a result, many of us go out to have meals.

Honestly speaking, the dining environment has been improved, with the wall painted and some Chinese calligraphy works posted up. But there are only two canteens on the campus. As the number of students is ever increasing, there is not enough space and seats to allow us to have meals together. The attitude of the service staff to the students is not hospitable at all.

All in all, **there is still much room for improvement** as far as the canteen service is concerned. I hope we will not suffer for another two years.

Best regards.

Respectfully yours,

Li Ming

这是一份规定情景的作文,显然是书信。这种书信作文在近年的考试中不多见,但以往也曾出现过。英文书信是一种最常见的应用文,有其特殊的格式。它包括开头、正文和结尾三部分,与中文书信在格式上存在差异:它的落款时间是在右上方,而中文是在右下方。所幸 CET-4 作文在考察时已经把格式(开头和信尾)都打好在卷面上了。

通常书信写作的基本格式是:

1. 问候,提出写信目的;或自我介绍引出话题
2. 阐述写作提示或规定的情景
3. 提出解决问题的方案,结语

大家再来参阅一份自荐信:

Outline:

1. Introduce yourself;

2. Tell the receiver your range of knowledge and your valuable personal experience;
3. Asking for the position.

English Department

Nanjing University

Nanjing, 210093

P. R. C.

Dec 18, 2015

Chairperson

Department of Personnel

Microsoft Corporation Ltd.

250 Lincoln Avenue

New York City, 452214

U.S.A.

Dear Sir/Madam,

I learned from/**In answer to** your advertisement on newspaper that your company is in need of/**hunting for** a proficient interpreter (part-time secretary) with English and Chinese culture background. **I am a firm believer in/do believe** that I am competent to meet your requirement.

My name is Li Yang, and I'm 25 years old/aged 25. This July will see me/I will graduate from English Department of Nanjing University with a Bachelor's Degree. During the past four years, I performed very well in all my courses and get/**obtain/achieve/accomplish** scholarship every year for my brilliant academic record. I'm fluent in both written and spoken English. I once attended an oral translation contest held by Jiangsu Province and won the first prize. I'm also very interested in/**keen on/crazy about/enthusiastic about** culture of English-speaking countries. In addition/Besides, working hard on my major/specialty, I took an active part in/**participate** positively in various/a variety of types of activities and took some part-time jobs, which enriched my sight and experience greatly.

Other details on my education background and personal experience are included in my résumé/**enclosed in** my application letter. I'm eager to join your company and become one of your members/come aboard. If an interview is necessary, please inform me when you are convenient.

Thank you very much/**I should be much obliged (appreciated)** for your kind attention. I'm looking forward to your early reply.

Sincerely yours,

Li Yang

下面我们看看两封其他功能性的书信。

Sample 1 询问信 (A Letter of Inquiry)

Directions: *you wish to study at a certain foreign university. Write a letter inquiring about the situation there as regards accommodation, fees, and qualifications.*

Dear sir,

I am a Chinese student who hopes to study at your university. My plan is to start my course next semester, and I should be much obliged if you would be kind enough to provide me with certain essential information.

First, what qualifications do I need to follow a course of study on your campus? I already have a master's degree from a university here in China, but I wonder if there are any further academic requirements. Second, how much are the tuition fees? Although I intend to be self-supporting, I would be interested to hear if there are any scholarships available for international students. Third, what is the situation as regards accommodation? I would prefer a single room, which is more conducive to study, but if single rooms are expensive, I would be willing to share.

I look forward to your reply, and to attending your esteemed institution.

Yours sincerely,

Li Yang

这是一封实用性很强的询问留学事宜的书信,它的格式采用了书面上当前比较流行的齐头格式。

Sample 2 建议信 (A Letter of Suggestions/Advice)

Directions: *You have a friend who is 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 may offers better job prospects.*

May 21, 2015

Dear Amy,

You have asked me for my advice concerning whether you should study history or computer science at university, and I will try to make some useful suggestions.

You must keep in mind that, above all, your university training is a preparation for your future career. Therefore, your first consideration ought to be to study a subject that will best equip you to earn a living. There is no doubt that the field of computers offers far wider job opportunities than history.

Besides, we are now in the age of the hi-tech revolution. For the foreseeable future, it is quite a necessity for nearly everyone to be computer-literate. It will also be necessary for them