

上海众凯教育

强档巨献

管理类联考

——MBA/MPA/MPAcc/MEM

英语阅读技巧

英语作文讲义

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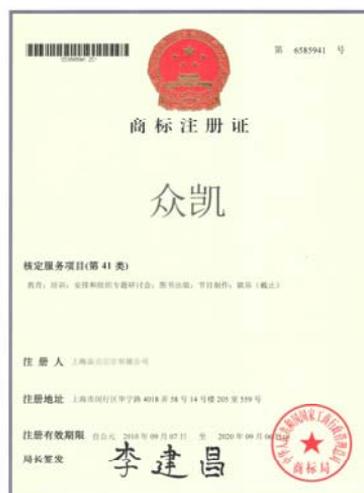
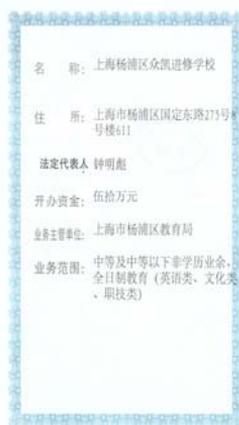
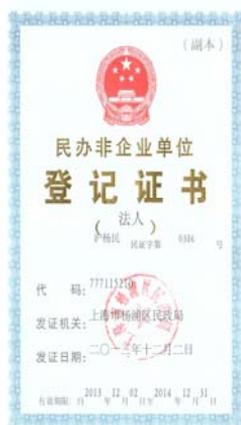
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上海众凯教育是一家主要从事 MBA、MPA、MPACC、GCT、MEM、MTA、MLIS、MAud 考 前辅导的著名培训机构，聘请原交大人文学院院长黄斐华为校长；众凯教育在国家工商管理总局商标局成功注册“众凯”商标，众凯始终坚持“**省时，高效，得高分**”的办学理念，采用“名师策略”，是唯一一家既高薪聘请出题组老师担任英语、数学教研组组长又高薪聘请辅导丛书主编担任主讲老师的学校，聚集一批考研一线知名老师如：周刚（上海交通大学数学系主任，mba，GCT 工程硕士数学老师），孙华明（mba 辅导丛书数学分册主编）陈先元（交大新闻与传媒学院院长）查国生（复旦大学英语组组长，原考研英语出题组老师，现考研主观题翻译和作文阅卷组老师）魏宇宁（中科院博士，长期从事管理类联考逻辑考前辅导工作）董宏乐（复旦大学英语系教授，现考研主观题翻译和作文阅卷组老师）许骏（复旦大学英语老师）陈君华（管理类联考语文写作丛书主编）等复旦、交大，同济、财大名校教授，众凯坚持的“名师辅导策略”让学生轻松备考，节省学生复习时间，提高学生复习效率，进入名校研究生“的理念。【[众凯名师介绍及课程试听](#)】【[众凯历年状元一览](#)】目前在上海地区开设分布在徐汇、人民广场、普陀、杨浦、浦东校区、中山公园校区、莘庄校区，各校区教室地址环境优美，地理位置非常方便，教室宽敞明亮，所有教室配备空调，投影仪等，设备全新，供学员上课使用，用一流的硬件环境和优秀的教学质量为您提供更好的学习服务。参见【[上海地址](#)】



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小作文模板及范文

一、建议信

Dear _____,

I am delighted to learn that 写信的原因. In my opinion, 表述建议内容. On the one hand, 提出的理由一. On the other hand, 建议的理由二.

As to 具体到某一方面, I suggest 建议内容 If 供被建议人选择的条件. It is unnecessary for you to 建议内容的另一方面. In addition, 其他的建议. I am sure 对建议内容所做的承诺.

Please inform me 期望被建议人做出的回应.

范文一:

Direction: 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 of your local newspaper to

(1) give your opinions briefly

(2) make two or three suggestions

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. Do not need to write the address

Jan.4, 2010

Dear editor,

I am delighted to learn that the free use of plastic bags is banned. In my opinion, with the rapid development of science and technology, more and more / an increasing number) of people come to realize that environment(环境) is life. However, the opinions concerning/regarding it vary from individual to individual. Some are in favor of it, while others are against it. I may reasonably reach the conclusion that the disadvantages of using the plastic bags carry more weight than its advantages.

Considering all these reasons, we need to take some (positive) measures. For one thing, it is necessary for us to attach due importance to this problem as a result this issue has come to impose great influence on our life.....; for another, the government ought to /should take actions to pay sufficient attention to this fact.....last but not the least, laws should be made to deal with this kind of affairs. Only in this way can we solve the problem successfully.

Please inform me if my proposals have been accepted.

Yours
Li Ming

Dear editor,

I am delighted to learn that the free use of plastic bags is banned. However, **in my opinion**, strict restrictions should be imposed. **On the one hand**, many local residents think this kind of bags is cheap and convenient. **On the other hand**, to attract their regular customers, many businessmen are still using plastic bags.

As to the low cost and convenience of plastic bags. **I suggest** that more possible alternatives, such as paper or clothing bags be made. **If** the substitute is cheaper and has more advantages, people will stop using plastic bags. **It is unnecessary** to raise the price of plastic bags. **In addition**, the public should keep in mind the negative influence of the “white pollution”. **I am sure** you will find these recommendations useful.

Please inform me if my proposals have been accepted.

Yours
Li Ming

范文二：

Direction: Restrictions on the use of pirated products have not been so successful in some regions. “Piracy” is still going on.

Write a letter to the editor of your local newspaper to

(1) give your opinions briefly

(2) make two or three suggestions

You should write about 100 words. Do not sign your own name at the end of the letter. Use “Li Ming” instead. Do not need to write the address

Jan.4, 2010

Dear editor,

I am delighted to learn that the use of pirated products is banned. However, **in my opinion**, strict restrictions should be imposed. **On one hand**, pirated products often cost much less than the original ones. **On the other hand**, to make more profit, many businesses are still using pirated products.

As to the low cost and convenience of pirated products, **I suggest** that the government should call on everyone to start the battle against piracy. **If** the customers develop our consciousness to resist pirated products, people will stop using pirated products. **It is unnecessary** to raise the price of pirated products **In**

addition, laws should be strictly carried out to ban piracy from spreading any further. **I am sure** you will find these recommendations useful.

Please inform me if my proposals have been accepted.

Yours
Li Ming

二、投诉、批评、抱怨信

Dear _____,

I am 写信人身份. I venture to write you a letter about 抱怨内容.

The focus of the complaint is 抱怨内容的核心点. For one thing 抱怨内容的一个方面, For another 抱怨内容的另一方面. Honestly speaking, 客观的评论. But 抱怨产生的原因

All in all, there is still much room for improvement. Before I take any further action, I do hope 表达本人的愿望. Thank you for your time and kind consideration.

Yours
Li Ming

范文三:

Direction: Your neighbor keeps a lot of animals in his or her garden, which causes problems to you. Write a letter to your neighbor:

- (1) describe the problems
- (2) give the suggestions to solve the problems
- (3) if nothing is done ,what actions you will take

You should write about 100 words. Do not sign your own name at the end of the letter .Use "Li Ming" instead. Do not need to write the address

Jan.4, 2010

Dear Mrs. Smith,

I am Li Ming, your neighbor, a writer. **I venture to write you a letter about** the inconvenience caused by your dogs in your garden.

The focus of the complaint is the noise made by these pet animals. **For one thing**, the fierce dogs make a lot of noise during the day when there is anyone walking past your garden, which seriously distracts my mind while I am writing at home .**For another**, these dogs may frighten the children of the neighborhood when they are playing after school. **Honestly speaking**, I do not want to interfere with your freedom of raising pets. **But** I really can not work since the dogs are

barking all the time.

All in all, there is still much room for improvement. Before I take any further action, I do hope you can give up raising large pets like these dogs. Thank you for your time and kind consideration.

Yours
Li Ming

三、道歉信

Dear _____,

I am excessively sorry to say /tell you that 直接说出道歉事由. Now, I am writing you this letter to apology to show my deep regret. Please accept my sincere apology. I hope you will understand me and excuse me for 请求对方原谅的事由.

The reason for my delay/absence was that 过失的原因. I had no way out because 自己当时的处境和情况. Therefore it's not in my power to 过失导致的结果.

Naturally, I want to suggest 建议下次再实现愿望. I shall be obliged if you will kindly write and tell me when and where you 约定下次见面的时间和地点. We may meet again and I hope to see you soon.

Yours
Li Ming

范文四：

Direction: You had an appointment with your friend last Friday. Unfortunately, you did not keep the appointment because your mother fell ill at that time. Write a letter to your friend to:

- (1) apologize for not attending the appointment as planned
- (2) explain why you could not meet him/her that day
- (3) make suggestion for another appointment next time

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. Do not need to write the address

Jan.4, 2010

Dear Amy,

I am excessively sorry to say /tell you that I had failed to keep the appointment that we made last Friday. Now, I am writing you this letter to apology to show my deep regret. Please accept my sincere apology. I hope

you will understand me and excuse me for my failing to turn up.

The reason for my delay/absence was that my mother fell ill at that time. I had no way out because I had to send her to hospital and look after her.
Therefore it's not in my power to meet you.

Naturally, I want to suggest that we should make another appointment next time .**I shall be obliged if you will kindly write and tell me when and where you will be at convenience .We may meet again and I hope to see you soon.**

Yours
Li Ming

四、感谢信

Dear _____,

I am now writing these few lines to express my sincere thanks for 感谢事由. I'd like you to know how much your _____ meant to me. You have a positive genius for 对收信人某一方面的赞美 . I not only enjoyed _____ , but also _____ . I shall ever remember _____ as one of the most _____ in my life.

I hope to have the opportunity of reciprocating. I will feel very honored and pleased if you 表达自己回报的心愿 . I am looking forward to seeing you next time!

I repeat my thanks again for your _____. Please give my kind regards to your _____.

Yours
Li Ming

范文五:

Direction: Last week, you were invited to a dinner party in one of your close friend's family. Now write a letter of thanks to your friend. Your letter should include:

- (1) an expression of your gratitude
- (2) offer to return the favor one day
- (3) your expectation for his or her visiting

You should write about 100 words. Do not sign your own name at the end of the letter .Use "Li Ming" instead. Do not need to write the address

Jan.4, 2010

Dear smith,

I am now writing these few lines to express my sincere thanks for your having invited me to a dinner party. I'd like you to know how much your

hospitality meant to me. **You have a positive genius for cooking. I not only enjoyed** the food you prepared, **but also** the chitchat. I shall ever remember the time we got together **as one of the most** valuable moments **in my life.**

I hope to have the opportunity of reciprocating. I will feel very honored and pleased if you have time to come to my house for a good relaxation. **I am looking forward to seeing you next time!**

I repeat my thanks again for your invitation. Please give my kind regards to your wife.

Yours
Li Ming

五、请求信

Dear _____,

I am 介绍自己的身份. I will/am 与请求有关的自身现状. I'd like to 阐明自己的请求. I will appreciate your 有关该请求的详细信息. I'm going to 对方如能帮助实现请求, 自己将要做什么。

Here are the reasons why 承上启下, 开始解释原因: For one thing 请求的原因一; For another 请求的原因二, .Therefore,总结写信的目的.

I shall be much obliged to you if you 对收信人的期望. Thanks for your kind consideration and I look forward to receiving your earliest reply.

Yours
Li Ming

范文六:

Jan.4, 2010

Dear ____Sir or Madam____,

I am a senior university student majoring in vehicle engineering. **I will/am** attend an English test in the near future. **I'd like to** buy a reference book entitled Simulated English Test paper for Postgraduate Qualifications. **I will appreciate your** helping me find one and mail it to me. **I'm going to** refer to it intensively to improve my English

Here are the reasons why I am in so desperate need of the book: **For one thing** I am

busy preparing for the postgraduate examination, which is scheduled in January next year; **For another** the book is written by a lot of famous and experienced professors. **Therefore**, I write to you here to apply for the book

I shall be much obliged to you if you can let me have this book by the end

of this month **Thanks for your kind consideration and I look forward to receiving your earliest reply.**

Yours
Li Ming

六、祝贺信

Dear _____,

I have learned with delight that you 祝贺事由. I would like to extend to you my utmost congratulations on You must be . And I feel very happy for you.

祝贺人所取得的成绩 is quite exciting news! I know this is surely owing to 被祝贺人过去的努力. It is reward you richly deserve for your 被祝贺人的优点.

Kindly let me know when you 咨询对方何时有空. I hope 表达自己的愿望. My best wishes for your further success.

Yours
Li Ming

范文七:

Direction: One of your classmates has been admitted by a well-established university to get on MBA degree. You write a letter to congratulate him or her on success, including:

- (1) your sincere congratulations
- (2) your best wishes to him or her

You should write about 100 words. Do not sign your own name at the end of the letter .Use “Li Ming” instead. Do not need to write the address

Jan. 4, 2010

Dear Smith,

I have learned with delight that you have been admitted to Beijing Foreign Language University to further your MBA education **.I would like to extend to you my utmost congratulations on** your admission to such a national famous university. **You must be** very proud of your achievements. **And I feel very happy for you**

To study in such a well-established university **is quite exciting news! I know this is surely owing to** years of hard work and effort you have made. **It is reward you richly deserve for your** extraordinary ability

**Kindly let me know when you are free. I hope to pay you a personal visit.
My best wishes for your further success.**

Yours
Li Ming

七、邀请信

Dear _____,

开门见山提出事件（活动）、地点、时间. It would be pleasant/honored to have you here.

During the party/conference, we will have lots of activities you will be interested in. First, 要举行的活动内容之一。Second, 要举行的活动内容二

I know/believe that you will be very interested in _____. First/ For one thing, 受邀请人参加的理由一. Second/ For another, 受邀请人参加的理由二. The conference/party would not be complete without you!

The party/conference will begin at 时间 and we do hope you can come.

Yours
Li Ming

范文八：

Direction: The English Department will hold on academic conference. You, the organizer of the meeting, write a letter to an eminent professor to invite him/her to be present at the meeting. The letter should include:

- (1) time and place of the academic conference
- (2) the reasons why the professor is expected to attend the meeting
- (3) the schedule of the professor in the academic conference

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. Do not need to write the address.

Jan.4, 2010

Dear Professor Brown,

The English Department will hold an academic conference at the lecture hall next month. **It would be pleasant/honored to have you here.**

During the party/conference, we will have lots of activities you will be interested in. First, we will have a series of seminars on the present status of English teaching on Chinese campus **second**, we'll invite the versed professors and experts like you to give a number of lectures on English teaching and research.

I know/believe that you will be very interested in exchanging ideas with other professors in this field. **First/ For one thing**, you are one of the most authoritative and respectable professors in English teaching and research. **Second/ For another**, all the people presenting at the meeting are looking forward to attending your lectures. **The conference/party would not be complete without you!**

The party/conference will begin at 8:30 A.M on September 17 and we do hope you can come.

Yours
Li Ming

八、推荐信

Dear _____,

It affords me much pleasure to recommend _____ to you. During his/her graduate years he/she was my _____. As his/her I found him/her _____

His/Her performance in the school years was outstanding. First, he/she had been _____ and showed great talents in _____. In addition, he/she was very pleasant personality. He was developed a strong sense of _____ and working with him is always _____. I can state that he/she all the qualities of being _____

Therefore, I here recommend him/her to you with all my heart .Should you favor him/her with a position in your company? I am sure that his/her future conduct will prove worthy of your confidence.

Yours
Li Ming

范文九:

Directions: You are a professor in a department. One of your graduates asks you to write a letter of recommendation to a company which he wants to work for. In the letter, you should write according to the following

- (1) a brief introduction of yourself
- (2) the student performance and main strengths
- (3) the main accomplishment at university

You should write about 100 words. Do not sign your own name at the end of the letter .Use “Li Ming” instead. Do not need to write the address.

Jan.4 , 2010

Dear Personnel Manager,

It affords me much pleasure to recommend liu yi to you. During his/her

graduate years he/she was my favorite student in the department of Information Engineering of Tsinghua University. **As his/her teacher, I found him/her** very intelligent and industrious.

His/Her performance in the school years was outstanding. First, he/she had been the major speaker in my class **and showed great talents in** computer. **In addition, he/she has very pleasant personality. He had developed a strong sense of team work, and working with him is always a joy. I can state that he/she has all the qualities of being** a good technician in your company.

Therefore, I here recommend him/her to you with all my heart .Should you favor him/her with a position in your company? I am sure that his/her future conduct will prove worthy of your confidence.

Yours
Li Ming

九、倡导信

Theme

Dear _____,

I am writing the letter to call on to _____. As _____, I _____

Now I came up with some ideas that might attract you and equip us all with _____. First, I will _____. Apart from that I will try to _____, and make positive efforts to put them into practice.

Actually, we will _____. I have all the reasons to be optimistic that _____

Please join me in the action and extend our _____ into a spirit that dares any possible difficulties! Thank you very much!

Best wishes to _____

Yours
Li Ming

范文十：

Jan.4, 2010

A letter to Citizens of Beijing as to Improving Involvement
in preparation for the 2008 Olympic Games

Dear Countrymen,

I am writing the letter to call on all the people in Beijing **to perk up and do more work for the coming 2008 Olympic Games .As** a common citizen here in the capital of our great motherland, **I jumped over joy when news come saying we won the competition for hosting the great games, the first in our history.**

Now I came up with some ideas that might attract you and equip us all

with sufficient confidence. **First, I will** start studying English, and two or three of other foreign languages if possible, so as to be able to communicate with friends from all corners of the world. **Apart from that I will try to** understand modern concepts about making a city, and a country, more beautiful, for example, environmental protection, community construction, city planning, and above all, the quality of being a citizen in the modern metropolis, **and make positive efforts to put them into practice.**

Actually, we will not be making preparation for preparation's sake. After 2008, **I have all the reasons to be optimistic that** Beijing, and our country, will be taking a strong position in the powers of the world.

Please join me in the action and extend our effort into a spirit that dares any possible difficulties! Thank you very much!

Best wishes to Beijing and our country!

Yours
Li Ming

十、辞职信

Dear _____,

I am writing to inform you about my decision to resign from my current position. I plan to leave my job here _____

There are several reasons involved. First of all, _____ In addition, _____ Most importantly, _____ Therefore, I would like to _____

Please let me take this chance to thank you for the rewarding experience I've enjoyed during my employment. I am sorry for any inconvenience caused to you! My best wishes for the company's continued growth..

Yours
Li Ming

范文十一：

Jan.4, 2010

Dear Manger Wang,

I am writing to inform you about my decision to resign from my current position. I plan to leave my job here one month later.

There are several reasons involved. First of all, I find it absolutely necessary to seek an appointment which can enable me to earn a higher salary to cope with the growing high cost of living **In addition,** I have concluded that I can no longer function effectively when the policies followed by the

headquarters fail to provide the support I need as a regional manager **Most importantly**, it makes me quite disappointed that the vacancy of general manager was filled by someone from outside the company. **Therefore, I would like to** find a more suitable position

Please let me take this chance to thank you for the rewarding experience I've enjoyed during my employment. I am sorry for any inconvenience caused to you! My best wishes for the company's continued growth.

Yours
Li Ming

十一、练习题

英语基础好的同学，未必要用模板来写作文；英语基础差的同学请在以下每个题目旁标注适合哪个模板

1、Directions: *You are asked to write a composition based on the information below.* You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address.

市政府有意在近郊修建一座热电厂以缓解电力供应紧张局面，市民对此有不同的看法。请你以李明的名义就此话题向市长写一封信，表达市民及个人的看法。

2、Directions: You are required to write a paper about the Chinese energy sources security. Write an abstract of your paper to:

- 1) briefly introduce the current situation domestically and abroad,
- 2) specify the problems and their causes,
- 3) explain the discussion

You should write 80-100 words. Do not sign your own name at the end of the abstract. Use "Li Ming" instead. You do not need to write the address.

3、**Directions:** You are a college graduate and try to find a job in a software company. You find from an advertisement that there is a company suit you very well. Write a letter of application based on the following outline:

- 1) a brief information about yourself,
- 2) your ability to take the job.
- 3) other necessary introduction.

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Li Ming" instead. You do not need to write the address.