

英语专业四级便条写作范文 接受邀请
接受邀请

April 20, 2008

Dear Amelia,

It's so kind of you to invite me to the dinner party, I would like to come. I will go to the place right after I finish my

work at about 5 p.m. this evening. (如果是办在家里: I shall be very happy to call at your house right after I finish my work at 6:30 this evening.)

Thank you again for your wonderful hospitality and I am looking forward to seeing you soon.

Yours,

Fiona

英语专业四级便条写作范文:发出邀请

第一种

April 20, 2008

Dear Fiona,

I am going to hold a dinner party with several other friends of ours. The party will be held in Room 6 of Lijing Hotel at

5:00 p.m. today, I sincerely hope you can attend and we will have a very happy time together. Please let me know

whether you can make it.

Yours,

Amelia

第二种

April 20, 2008

Dear Fiona,

Here is a piece of good news for you. The * will give a performance in the * tomorrow evening. I am sure that you will be

happy to watch it .The performance will begin at seven o'clock sharp. I will wait for you at the theater entrance. Please let me know whether you can make it at your earliest convenience.

Yours,

Amelia

第三种

April 20, 2008

Dear Professor Zhou,

I am Amelia from class 052; I need you to give me some suggestion on my project. If it doesn't trouble you too much,

shall we have a meet at your office tomorrow? Time is up to you.

Respectful yours,

Amelia

第四种（通知）

April 20, 2008

Dear girls and boys in Class 0403,

This Saturday evening, from 7 p.m. to 9 p. m., at Singeing dining hall, there will be a ball held by Class 0301. We warmly

invite you to take part in it. There you can enjoy yourselves with dance, music and various games. And we'll have a chance of communication, which will enhance the friendship between us. Come and enjoy ourselves together.

Yours,

Mike

Monitor of Class 0301

英语专业四级便条写作范文 广告(求购与转让)
广告（ 求购与转让）

转让求购的理由。 I will graduate soon. / To improve my listening comprehension, I... ? In need of money for an emergent affair, I would like to sell my computer.

转让求购行为和内容。 I have a computer for sale. / Before I leave this college, I' d like to sell my computer. / I want to buy a secondhand walkman to study English. / In need of money, I want to sell my lovely bag at a low price.

转让/求购事物的具体状况。 The car is still in good condition. / I just bought it last month, and it can work perfectly well.转让/求购的价格商定。 I can pay it for at most 50 yuan. / I will charge only 200 for it.

范文：

Offer to Buy

April 20, 2008

Dear boys and girls,I badly need a ticket for postgraduate entrance examination instruction by the New Oriental School. If you have one to sale, I'd like to pay it for twice the original price, for I have been longing for it and hence have canceled my trip to Hong Kong. Call me at 1234567; my cell phone will be on for 24 hours.

Yours,

Amelia

Offer to sell

April 20, 2008

Dear Schoolmates,I'm a four-year student from the English Department. In two weeks, I will graduate from this university. I've decided not to bring my bike with me when I leave. So I'd like to part with it, and sell it to someone who might need it. It is half new, dark and light. With curved bars, it is mainly for lady's use. As far as the price is concerned, I'd like to sell it for eighty yuan. Those interested in it can come and have a look at it before making a decision.

Add: Room 402, Student Dormitory Building No. 5

Tel: 1668889

英语专业四级便条写作范文 留言条

留言条

谁？时间？ 什么事情？ 要求？

范文：

Apr. 20, 2008

Dear Yang,

A Mr. Liu Bing called you this morning but you were not in. He wanted to meet you this coming Saturday, 9 a.m., at the university gate. If that is not convenient for you, you are requested to ring him up at any time evening from 8 p.m. to 10 p.m. at 123454576.Yours,AmeliaApr. 20, 2008Dear

Fiona,This afternoon, I came to your dormitory to return” Gone with the Wind” that you had kindly lent me last week. Unfortunately, you were not here and your roommates seemed to be out as well. I had no choice but to take the book back. I wonder if you could contract with me anytime in the evening so that I could find appropriate time to visit you.

Sincerely yours,

Amelia

英语专业四级便条写作范文 致谢
致谢便条：

套句：

致谢内容，交代感谢原因： I am writing to tell you how much I enjoyed the weekend in your village./ / I am writing to express my appreciation for all that you did for me during my visit in Shanghai. / I am writing to tell you how much I appreciate your hospitality. Thank you so much for your assistance/ for the information your gave us.

进一步解释对方的帮助给自己带来的好处，再次致谢，回馈承诺 Please accept my warmest thanks,I hope I have the chance to reciprocate your kindness.

范文：

April 20, 2008

Dear Peter,

I’m writing to show my gratitude for your invitation to your birthday party. That was a really wonderful party. I appreciate your considerate arrangement and wonderful performance you had prepared. And it also offered me a chance to meet many old friends. I really enjoyed that night and I do hope you will have a wonderful life.

Yours,

Amelia

Dear Professor Chen,

It is just three weeks since I consulted you on how to write a research paper and I’ d like to assure you that I really appreciate your help. Your advice has been very valuable, and I have read the books recommended by you with gratifying results. I have finished my research paper, and I owe it to your help. I would like to express my gratitude, along with my best wishes.

Respectful yours,

Amelia

英语专业四级便条写作范文 祝贺
祝贺

a.祝贺内容

b. 表示祝贺

c. 积极评价

d. 忠心祝福（再次祝贺＋祝福未来）

套句：

祝贺之事和自己的反应：

I’m so happy to learn that you’ve just passed your thesis defense. / I’m so pleased to hear that you’ve got the admission by the Cambridge University to further your graduate study.

祝贺行为: Please accept my warmest congratulations.

对成功的评价和对对方的钦佩; You really deserve it because.../ This meant years of your hard work, and it's an achievement you can well be proud of. / I have been appreciating your excellent performance in study and ability in your work.

美好祝愿; You will have a brilliant future. / I believe our school life will be more colorful under your leadership. / I believe that the knowledge you've acquired will enable you to be successful in whatever aspect of life. Congratulations again and all good wishes for your future study.

范文:

April 20, 2008

Dear Shirley,

I am so excited to learn that you've been admitted by Shanghai International Studies University as a graduate. Warm congratulations on the realization of your dream. This has meant years of your hard work, and you can really be proud of it. Your success is really an encouragement to me and I wish we can meet there next year, Best wishes to you.

Yours,

Amelia

英语专业四级便条写作范文 道歉便条

道歉便条

a 道歉的行为与内容,

b 具体理由,

c 弥补方法,

d 进一步致歉。

套句:

道歉行为: I'm writing to show my apology for.../ I would like to express my apologies for not being able to.../I'm sorry to say that I've not finished reading it through, and have to keep it until next Sunday. / Excuse me for my delaying in turning in my assignment.

道歉理由: I had a minor accident./ I had a minor operation.

弥补纠正及其承诺: I am sure I can make up the loss by.../ I promise it will never happen again. / It would be very kind(considerate) of you to give me another chance to...(to give me another two days

进一步致歉: Many apologies. / Do please forgive me.

范文一:

April 20, 2008

Dear Fiona,

I am writing to you to apologize for the abrupt way I departed just after the exams finished. It was terribly rude of me to have left without saying good-bye to you. The fact is that I was so excited when I learned I had passed the exams with high marks that I couldn't wait to get home and tell my parents. I am sure you will understand my feelings. Please accept my sincere apology, and with you a really happy holiday.

Yours truthfully,

Amelia

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April 20, 2008

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Dear Fiona,

I am sorry I missed seeing you yesterday. I know that you must have been disappointed. I also feel worried and anxious in my heart. The fact is that my manager at the last moment asked me to prepare an urgent plan while I could not get to a phone to call you and yesterday I have worked late until about 8:30 p. m. I am terribly sorry. However, I would like to ask you out this weekend to make up for yesterday. Please give me a chance and I am waiting for your reply.

Sincerely yours,

Amelia

范文三：

Dear Fiona,

I imagine that you must be enjoying your birthday party today. I write this letter to offer my heartiest congratulations and best wishes for many returns of the day. It is a great pity that I cannot be with you. But remember I am thinking of you all the time. I hope that all your years to come will be twice as happy and as merry as those past. Please accept the small gift I am sending you as a token of my best wishes for your happy birthday.

Sincerely yours,

Amelia

英语专业四级便条写作范文 抱怨投诉便条
抱怨投诉便条
(关键词 complain, dissatisfaction)

- a. 抱怨投诉行为
- b. 投诉内容具体描述
- c. 要求弥补纠正赔偿
- d. 抱怨投诉者对弥补纠正赔偿等的敦促或威胁

套句：

行为描述 I’ m writing to bring your attention to the problems I have had with …Here’ s the problem…

解决方式的要求: It would be very kind(considerate) of you to…address this problem soon. / take steps to rectify this situation soon. / turn it down a little? /

敦促或威胁: Frankly, I really can’ t put up with the situation any more. You must rectify the situation, or I will take it to the court. / If you can’ t give me a satisfactory answer, I will complain it to the Consumer Association.

范文：

April 20, 2008

Dear Sir or Madam,

I went to your store to buy a Radio watch last Sunday. When I mentioned the high price, the No. 5 saleswoman replied in a sarcastic tone, “You can go ahead and buy a cheap fake from other stores”. She didn’t know how to treat a prospective buyer! I hope you can improve your service and give me a face-to-face apology. My telephone number is 010-12345567.

Sincerely yours,

Amelia

英语专业四级便条写作范文 请求便条

请求便条

a. 讲清事情的因由（为什么请求）

b. 请求行为

c. 请求实现方式

d. 致谢套句：

请求帮助： Would you do me a favor?

Would you be so kind as to...?/

Could I trouble you to send this book for me?/

I wonder if you would tell me...?/

If it is not too troublesome, could you...?

/ I hope this request will not trouble you too much.

请求允许： Please give me a few more days./May I have a look at your dictionary? / Would you mind if I opened the window? / I wonder if I could open the door. / Would it be possible to have a talk with you?

请求做事(要求与暗示): Let's go to the bookstore this afternoon./ I want to have a look at your book. / I wish you could.../ I would like ask you to clean the room./ You are making a big mess./ I feel a bit hungry now. What time is it now?

范文：

April 20, 2008

Dear Professor Hu,

I am very happy to have the chance to listen to your lecture on “American Literature”. But it is a pity that I was late that day due to an accident on my way to the lecture and failed to get the handout. Your lecture is really instructive for my English study, so I wonder if you could kindly e-mail the handout to the address: zhang123@yahoo.com.cn .Heartfelt thanks.

Respectfully yours,

Amelia

英语专业四级便条写作范文 请假条

请假条

April 20, 2008

Dear Ms. Jiang,

I am terribly sorry that I shall be unable to attend this morning two periods of English Class （I 'm terribly sorry to apply for ten days' leave from the Aug. 23rd to Sep. 3rd） due to a bad cold and high fever. I will show you the certificate from the doctor to support my application. I will go back to school as soon as I recover. （I promise I will do my best to catch the missed lessons on after I come back.） Wish for your allowance.

Yours respectfully,

Amelia

英语专业四级便条写作范文 拒绝邀请

③拒绝邀请

April 20, 2008

Dear Amelia, It's so kind of you to invite me to the dinner party, I would like to but I have a meeting to attend this evening, please give my best regards to them all and I hope my absence will not cause you any serious inconvenience, have fun.

Yours,

Amelia

英语专业四级便条写作范文 咨询
咨询:

Dear Sir,

I am a freshman of Wanli University and am greatly interested in registering your club membership. So I would be grateful if you would be so kind as to provide me with certain essential information about the qualification fees, available facilities and activities, and other relative details. I am looking forward to your early reply. Thanks in advance.

Yours,

Amelia

英语专业四级便条写作范文 失物招领
失物招领

Lose

Gentlemen,

I took the last bus (No. 406) home last night and got off at Zhejiang Wanli University. After arriving home, I noticed that I had left my bag on the bus. It is a black bag made of leather with a zipper. Inside are some books, a bunch of keys and my photos.

If you happen to find the above bag, would you kindly let me know about it?

My address: Room 321, Dormitory Building Eight, DMU

My phone number: 4720123

Loser,

Amelia

April 20, 2008

Found

I happened to find a bag on the playground yesterday afternoon, in which there are some books, a pencil box and a watch. The loser is expected to come to the office of Foreign Language Department to claim it. The phone number is 4729646.

Finder,

Amelia

March 8, 2000

英语专业四级便条写作范文 申请
申请

April 20, 2008

Dear Sirs:

I have learned from the newspaper that there is a vacancy for a teacher of English during the summer vacation. I wish to be considered as an applicant for the position. Enclosed is my resume. I would be greatly grateful if you would grant me a chance for an interview.

Respectfully yours,

Amelia

Applying for Studying in a University

Dear Sir,

I am seeking an opportunity to study English in your university after my graduation from the Foreign Language Department of Zhejiang Wanli University, Ningbo, the People's Republic of China next year. Please inform me of the application procedure for admission. I intend to support myself financially during the period of my study in your university. I should be grateful if you would kindly let me have the details concerning the eligibility of a student from a foreign country for any scholarship in your English department. I am looking forward to your reply in due time.

Yours faithfully,

Amelia