

期待你的回复, 祝好!

你真诚的,
李明

闪光点

(1) voice my apologies for... 对于……表达我的歉意

(2) Here are my two suggestions to make up for the inconvenience I may have caused you.
对于我可能给你造成的不便, 我建议两个弥补的办法。

(3) on a business trip 因公出差

(4) I am looking forward to your reply 期待你的回复

三、其他应用文类型

(一) 通知 / 告示

1. 基本概述

通知 / 告示是书信的一种有效变体。书信一般是针对某个人, 而通知 / 告示的对象是一个特定群体或大众。因此, 在具体的写作过程中, 通知 / 告示的写作和书信其实是一样的。但是通知 / 告示一般要写标题, 语言上要言简意赅, 包括必要的细节。

2. 文章架构

(1) 首段: 表明写作意图。

(2) 主体段落: 具体的相关信息, 如时间、地点, 简要说明活动内容。

(3) 尾段: 期待参与和联系方式。

典型例题详解

2016 考研英语 (一) 真题

Directions:

Suppose you are a librarian in your university. Write a notice of about 100 words, providing the newly-enrolled international students with relevant information about the library.

Do not sign your own name at the end of the notice.

Use “Li Ming” instead.

高分范文

Notice

Welcome to our university! As a librarian, I would like to provide you with some detailed information about our library.

The university library opens at 8 a.m. and closes at 10 p.m. from Monday to Friday, but from 9 a.m. to 9 p.m. on weekends. Secondly, if you need to borrow books, bring your student