

成人高考 英语书信作文 万能句子

万能开头结尾

一、问候语（寒暄）：

How is it going ? 最近怎么样？

How is everything? 一切还好吧？

二、中间部分（常用短语、句型）：

Thank you for writing to me. 谢谢你给我写信

I'm sorry I took so long to reply. 很抱歉给你回信晚了

I have the pleasure to tell you that 很高兴告诉你

Let me tell you something about the activity. 让我告诉你一些关于这次活动的细节

It is said that... 据说

In my opinion... 在我看来

On one hand... on the other hand 一方面... 另一方面...

first of all 首先 **secondly** 其次 **thirdly** 第三点

三、结束语（祝福、客套话）

Good luck. 祝好 **Best wishes.** 祝你好运

Looking forward to your reply. 期待你的回复.

Please write to me as soon as possible. 请尽快回信

高起专 高起本 书信作文

2020年真题，成考英语作文，书面表达，30分，题目：假设你是李华，写一封电子邮件给你的美国朋友 Peter，请他帮你买一本英文书，邮件的具体内容包括：

- 1.书名和作者：Anne Lindbergh 所著 Gift from the Sea;
- 2.买书目的和原因：写学期论文用作参考，在当地买不到；
- 3.邮寄地址：北京城市大学英语学院，邮编：100000；
- 4.询问付款方式；
- 5.表示感谢。

注意：1.词数应为 100 左右；2.邮件内容须写在答题卡的指定位置上。

答案、范文：

Dear Peter,

How is it going ?

I'm writing to you to ask for a favor.Could you please help me to buy a book,Gift from the Sea,written by Anne Lindbergh? The book is very important for me.I need it to refer to when I write my term paper.I have looked for the book for many days,but I can not find it in local area.Please mail it to School of English,Beijing City University if you get it.The postcode is 100000.Besides,please tell me how I can transfer the money to you.I will be appreciated if you can help me.

Best wishes. Looking forward to your reply.

Yours,

Li Hua

专升本 书信作文

2020 年成考专升本 英语真题 作文

61.你(Li Yuan)收到美国朋友 Thomas 的 e-mail,他提及要来中国留学的想法。请给他回一封 e-mail,内容包括:

- 欢迎他来中国留学;
- 推荐一所学校;
- 介绍该学校所在的城市;
- 表达为他提供帮助的意愿。

Dear Thomas,

How is it going ?

I'm glad to hear from you. I am very excited and pleased to know that you will study in China. Since you asked me to recommend a university to you, I will introduce to you the university I most yearn for -- Peking University.

Peking University is one of the top universities in China, with strong academic atmosphere and strong faculty. There are many famous scholars teaching here. The university is located in Beijing, the capital of China, which is the political center of China and has a very long history and cultural heritage.

Best wishes. Looking forward to your reply.

yours,

Li Yuan