# 英语请示作文格式范文(25篇)

来源：网络 作者：花开彼岸 更新时间：2025-07-12

*英语请示作文格式范文1Dear President,I volunteer to join the swimming club, because the club as a whole to the organization, a heal...*

**英语请示作文格式范文1**

Dear President,

I volunteer to join the swimming club, because the club as a whole to the organization, a health organization, a joyful organization! I joined the club the desire long-standing. This desire is not impulse, butfromthe heart of a persistence and belief.

I am a fledgling apprentice, though my contribution to the club rarely, but I will try my best, my meager strength for the club to add brick!

Dear club leaders, please accept my application, I hope you in practice test me!

Yours

Li Yuan

**英语请示作文格式范文2**

Dear Sir/Madam，

Your advertisement for \_\_\_\_\_\_\_\_ (应聘的职位)in \_\_\_\_\_\_\_\_ (看到该招聘广告的地方) interested me because the position that you described sounds exactly like the kind of job I am seeking (简述应聘的原因).

According to the advertisement, the position requires \_\_\_\_\_\_\_\_ (该职位的应聘条件). I feel that I am competent to meet the requirements(表达自信). On the one hand, I \_\_\_\_\_\_\_\_ (本人优势一). On the other hand, I \_\_\_\_\_\_\_\_(本人优势二). My ability to \_\_\_\_\_\_\_\_ (本人优势三) is out of question. If Im lucky enough to have the opportunity to work in your \_\_\_\_\_\_\_\_(对方单位), I would \_\_\_\_\_\_\_\_ (表达决心).

I would appreciate your time in reviewing my enclosed résumé(如有附件，礼貌地请对方过目). Please contact me at \_\_\_\_\_\_\_\_ (你的联系方式一：电话号码) or e-mail me at \_\_\_\_\_\_\_\_ (你的.联系方式二：电子邮箱地址).

I am looking forward to your early reply(表达愿望).

With many thanks.

Yours truly，

Li Hua

**英语请示作文格式范文3**

英语问候语书面

英语问候语书面【1】

hope everything is fine with you.

you enjoy your day.

areyou getting along these days? I miyou very much

do you do? 你好。(初次见面。)

is it going? 过得怎么样呀?

everything well?

a nice day and give my best wishes to you.

hope you enjoy you night and morning!

书信中问候语的习惯用法【2】

1.同志之间通信，结尾常用“敬礼”两字，这样的用词虽简明、朴素，但稍嫌简单。通常文化人的问候语有：文安、撰安、吟安、笔健、撰祺、著祺等(“祺”，系吉祥之意)。

2.给亲属(长辈)的问候语有：金安、钧安、颐安等 (“金”，贵;“钧”，重，古制三十斤为钧;“颐”，保养)。

3.弟子写给授业老师的问候语，有：教安、铎安等(“铎”，为古时执政者传布政教法令时用的大铃。“锋安”，意思是对老师传道授业的铭感)。

4.写给友人信件的问候语，有：日安、时安、近安、福安、大安、金安、时礼、近祺等。

5.同学之间的问候语多用：学安。

**英语请示作文格式范文4**

Dear leaders:

Hello! I am a senior high school student of \_ City No. 1 Middle School\_\_\_. Ihope to realize my dream of studying in \_ university through the of your school! The following is my personal introduction:

When I was very young, I was ignorant of universities, but I knew \_universityis\_ the best university. So I was determined since I was a child that I must beadmitted to the university in the future. As I grew up day by day, I graduallylearned that the university is a prestigious university with a long history, andits educational spirit and academic attitude are among the best in the has strengthened my ideal of heaven.

I love learning. I always believe that practice is the best way to I was a child, I like to experiment, and sometimes I can discover manypatterns inadvertently-even though I learned these in books later. I study hardand earnestly, and I always lead the class before the high school entranceexamination. Due to my excellent grades in the senior high school entranceexamination, I was admitted to No. I came to the No. 1 Middle School to studyharder. In the previous mid-term final exams, most of my scores were in the last mid-term exam in the third year of high school, Iachieved the third best grade in the class, and was praised by teachers andclassmates. In the future, I will make every effort to make further progress,devote all I can to achieve satisfactory results in the college entranceexamination, and enter the university that I dream of.

I love science. Comrade Deng Xiaoping\'s ^v^Computer should start from the baby^v^has a great influence on me. Therefore, I have developed a keen interest incomputer programming since I was young. To rejuvenate the country throughscience and education, the future of the country is in the hands of high-techtalents. In \_\_ years, under the training of school teachers, I won the secondprize in the high school group in the National Youth Informatics (Computer)Olympiad.

I love art. Served as the bass director in the choir of No. 1 Middle \_\_ year, the chorus of No. 1 Middle School won the first prize in the \_ CityArt Exhibition Competition. We sang ^v^Ode to the Motherland^v^, ^v^Song of theCommunist Youth League^v^ and ^v^Beautiful One Middle School^v^ with passion and wonthe enthusiastic praise of the judges and the audience. applause. If I amadmitted to the university in the future, as long as the school has a choir, Iwill definitely participate and win honor for the school.

I am fascinated by the electrical engineering and automation major of yourschool. I have a certain foundation in science and programming. Electricity is apioneer in the development of the national economy and a capital, technology,and talent-intensive enterprise. My grandfather and parents have worked hard inthe electric power industry. Ever since I was young, I have a deep affection forthe power industry. If I am admitted to your major, I will work hard to learnprofessional knowledge and application skills to contribute to my country\'selectric power industry.

Sincerely

salute!

**英语请示作文格式范文5**

Dear\_ teacher:

Hello!

My name is \_, \_\_ Middle school\_\_\_ student. Me and\_ It originated from themoonlight in the lotus pond that I read when I was young. The vast moonlightfell quietly and the lotus leaves stood in the fields. I was deeply impressed bythe beautiful scenery like a dream. From then on, I was deeply impressed by thesimple, elegant and rich cultural heritage\_ It takes root in my heart andbecomes the holy land of my dreams.

\_ What I pay attention to is the all-round development of talents, so in thestudy of all subjects, I am steady and excellent, and I am among the best in allprevious examinations.

Competition: in 20\_\_ Year\_\_ He won the first prize of Shaanxi competitionarea in the national biology middle school biology Olympic League and won thesilver medal in the national finals on behalf of Shaanxi\_\_ He won the firstprize in mathematics and the second prize in chemistry in Shaanxi Province. HereI would like to talk about my experience of participating in the nationalbiology competition in summer vacation. When I came to Wuhan Middle School,with my smile and affinity, I met friends from all over the country and talkedabout my ideals; I have learned that there are green hills and buildings outsidethe mountain. Compared with the national elites, I still have a lot to improve;I\'ve learned to never give up even in the face of setbacks. It\'s more importantto adjust my mind to meet the next challenge... All these are preciousexperiences that I\'ll never forget in my life, and also make me understand moredeeply\_“ The school motto of ^v^self-improvement^v^.

I have a wide range of hobbies: Although I am a science student, I am veryinterested in history and humanities knowledge. In my spare time, I like towatch the ^v^hundred forum^v^ and watch the knowledge competition of traditionalChinese culture on TV, intending to improve my comprehensive quality. I used tolearn Chinese painting when I was a child. I like to splash ink on Shengxuan,and I like the distant detachment of ^v^landscape stretching thousands of milesaway^v^; I have also studied guzheng. I like to pick on the twenty-one stringedzither. I like to hate each other in high mountains and flowing water. I likethe graceful sadness in Spring River moonlight; When I was in junior highschool, I went to learn Taekwondo. I like to listen to the clear sound ofkicking the foot target when my legs break through the air. I also firmlyremember and practice the spirit of Taekwondo - courtesy, honesty,self-restraint, indomitable.

My ideal: I like to see all kinds of buildings since I was a child, Abu? I amfascinated by the first light of every sun day in the temple of Simbo, thetowering spire of Notre Dame, and the sail shape of Sydney Opera House. I hope Ican be\_ As a member of the Department of architecture, I have formed my ownunique architectural style, so as to realize my ultimate dream - to participatein the design of China Pavilion in the future World Expo and let the world seeChina\'s style!

I like Tagore\'s poem: ^v^the sky does not leave traces of birds, but I haveflown.^v^ For my dream, I have accumulated strength for many years, waiting forthe moment of thin hair. No matter what the result is, at least I have workedhard for my dream and my life, so I will never regret it. Perhaps when I thinkof the experience of this period when I\'m gray, I will smile for my originalpersistence and determination when I was young.

^v^There will be times when the wind blows through the waves, and the cloudssail straight to the sea.^v^\_ Yuan, wait for me!

Sincerely

Salute

Applicant:\_\_\_

\_\_ Year\_\_ Month\_\_ day

**英语请示作文格式范文6**

i am writing to express my full support for xiao xiao, who is applying tograduate school at [name of school]. though i am currently a visiting scholar atthe university of california, san diego, i was xiao\'s supervisor at the vvvuniversity school of architecture and civil engineering. in my [number] years inacademia, xiao stands out as one of the best students i\'ve encountered.

as the professor in charge of vvv\'s student union, i spent several yearssupervising and working closely with pan, who served as the union\'s chairpersonand monitor. pan\'s work included managing the routine affairs of his class of 76students and planning many student activities. consequently, through our closecontact, i gained a thorough understanding of and respect for pan\'s character,his strong organizational skills, and his leadership ability. for example, infall 1997, xiao organized an evening party for incoming freshmen. i stillvividly remember the party\'s resounding success, as well as pan\'s unswervingattention to details.

dedication and passion are hallmarks of pan\'s character. although the workhe did as a student leader was time-consuming and tiring, he never simply embraced his responsibilities, and enjoyed the tasks at hand. his devotion to his classmates repeatedly: for four years in a row,the student body elected him monitor and chairperson. xiao felt great warmth notonly for his classmates, but also for society at large.

sincerely,

professor name

department of electrical engineering,

abc university

**英语请示作文格式范文7**

尊敬的校领导：

您好!我是\_\_外语大学\_\_学院英语专业20\_\_届的一名学生，即将面临毕业。经历了四年的高校教育和高校生活，面对新的机遇和挑战，我更坚定了“自信、自强、勤奋、谦虚”的人生信条。

\_\_外语大学是我国的英语人材培养基地，素以治学严谨、育人有方而著称。在这样的学习环境下，我切身地体会到了学习英语的乐趣并立志当一名人民教师将自己奉献给英语教育事业，无论是在知识能力，还是在素质修养方面，我都受益匪浅。

“学高为师，身正为范”是我一直铭记的警言。以此为鉴，我在大学四年中努力学习，不断充实自我，调整自我。在校期间，我从英语专业特点入手，在听、说、读、写、译等方面严格要求自己。各学科成绩良好。大二时以良好的成绩通过了专业四级的考试，大三时又以良好的成绩通过了\_\_外语学院专业六级考试，现在正积极备考全国英语专业八级考试。同时，我大量汲取课外的知识，阅读英文原文著作、报刊、杂志，经常参加各院系的学术报告活动，扩展知识的广度和深度。能够熟练地回复英文商业信函并能及时翻译各种日常文稿，能用英语进行流利的交流。对于第二外语法语也具备了一定的听说能力。计算机方面能熟练运用office办公软件和windows操作系统，熟练处理各种文档。除此之外，我还参加了学校组织的各种英语专业相关培训以及教师资格证培训。在大学四年^v^获得了四次奖学金奖励。

我性格开朗、乐观向上、自信、稳重、幽默、诚恳务实，待人热情、真诚。工作认真负责，积极主动，能吃苦耐劳。有较强的组织能力、实际动手能力和团体协作精神，能迅速的适应各种环境，并融合其中。在学校与同学关系融洽，在各类社会实践活动中，如家教，各种企事业单位的销售和推广工作等，与同事建立了良好的人际关系。这些社会实践工作使我具备了敏锐的洞察力、独立的思考判断能力、果断的行事作风以及团队合作精神，最重要的是学会了为人处世之道。扎实的专业能力和积累的社会实践经验使我自信能胜任贵校所要求的工作。

我的知识、胆识与卓识期待您的赏识!

我的慧心、爱心与信心也定会助您实现伟业雄心!

随信附个人简历表，盼面谈!最后祝贵校教育事业一浪高过一浪，明天更胜今天!

申请人：

20\_\_年\_\_月\_\_日

**英语请示作文格式范文8**

May I have your attention, please? I have an announcement to make. The Students’ Union is going to hold a party on Saturday evening, August 15, to welcome our friends from the United States. The party will be held in the roof garden of the Main Building (主搂) .It will begin at 7:30 . There will be music, dancing, singing, games and exchange of gifts. Will everybody please bring along a small gift for this purpose? Remember to wrap it up, sign your name and write a few words of good wishes ( 祝愿).

Don’t forget: 7:30 Saturday evening, roof garden, Main Building. There’s sure to be a lot of fun. Everybody is welcome.

Dear Peter,

We’re so glad you’re coming to join us on Sunday. Here is how you can find us. We’ll have our picnic in the People’s park. You know where that is, don’t you? After you enter the park by the main gate, walk straight on till you come to a stream. Cross the stream and turn right. After walking for a while, you’ll come to a hill. Walk round to the other side of the hill. There you’ll see a lake. We’ll have our picnic there in the small woods by the lake. I’m sure you’ll have no trouble finding come.

Today we visited a farm. Early in the morning, we met at the school gate and went there together The farm workers gave us a warm welcome. Then the head of the farm showed us around.

How glad we were to see the crops and vegetables growing well. At noon we had a picnic lunch in the sunshine. After a ten minutes’ break, we had great fun singing and dancing, telling jokes(笑话) or stories. Two of us even played a game of chess. The time passed quickly. Before we knew it,we had to say goodbye to the workers.

Today is the 16th Teacher’s Day. This morning, the headmaster praised the teachers who did well in their teaching work and gave some teachers medals for their having completed thirty years of teaching. Our English teacher was among them. This afternoon some of my classmates and I went to visit him in his office and we were warmly received by him. We had a talk with him for some encouraged us to study hard and be good students. By talking with him we were deeply inspired.

Dear manager,

I learn from the newspaper that a secretary of the English language is wanted in your beg to apply for the post.

My name is Li Hua, a girl of twenty-six. I graduated from the English Department of a university four years ’ve been working as a guide of English for four I take more pleasure in the job as a can speak good English as well as Chinese.

I want very much to be accepted by your give me an answer if these satisfy you.

Yours faithfully,

Li Hua

Ladies and gentlemen,

How time flies! Two years have passed since Mrs Brown came to our school to teach English in September,.Now she’s completed her work successfully and will leave for home tomorrow.

Mrs Brown is very strict with ’s very patient and never tired of helping us in our teaching is so lively and interesting that we can easily remember what she teaches all like to attend her lectures.

Now I will,on behalf of all the students,express our gratitude to Mrs Brown for her remarkable wish her a pleasant journey and good health.

The other day my brother and I went to the cinema by brother was riding with me sitting on the seat we came to the crossroads(十字路口) a young man and a girl came up and stopped “We’ve found you at long last,”they said, “but we didn’t know to a policeman not far away,the young man explained. “He stopped us about half an hour ago and made us catch the come on,stand you don’t have to wait as long as we luck.

My hometown

I was born in a beautiful town with high mountains around mountains are covered with all kinds of green the town runs a small ’s said that a new railway is going to be built to the east of the town and a bamboo factory to the the children of the school age can go to anyone is ill,he can go to see the doctor in the newly-built in the town are

hard-working and never take the backwardness lying they are having a richer and better life,they are not satisfied with what they have are working hard to build their town into a modern one.

My Beloved Teacher

Mr Li is one of my beloved taught us physics when we were in Senior was old,but he taught very could make his classes lively and Li made good preparations for his lessons and was strict with us, we made mistakes in our homework,he would ask us to correct and do it used to be poor in Li often helped me with my lessons very to his help and hard work,I have made good progress and caught up with the a retired teacher,he’s still working hard for our educational cause(教育事业).

Dear friends,

Though you stay at our school for only a short time,everything you’ve seen,I think,has made a deep impression on you.

You’ve been told the introduction about our school,knowing the great changes and you were shown around our school,you were interested in what you had also you attended our classes and chatted with our teachers and ’m sure you have known more.

Now you are hope that the friendship between you and us will last forever.

Wish you a pleasant journey.

**英语请示作文格式范文9**

I\'m grateful for the opportunity to work for you and I enjoy doing so. I hope you\'ll agree that， in the two years I\'ve worked for you， I\'ve become an integral member of your team and accomplished a great deal. For example， in the last six months alone， I\'ve [List of major accomplishments]

However， I\'m still working for the initial salary on which we agreed two years ago. As I recall， we also agreed to renegotiate my salary in two years based on my accomplishments， and that time has come. In light of my accomplishments and as per our agreement， I\'m respectfully requesting an immediate pay rise of six percent， to be followed in six months by a performance-based pay rise of an additional three percent. I strongly feel that I\'ve earned the immediate pay raise and I\'m confident that I will also earn the six-month raise based on my performance. But I\'m willing to negotiate， as per our agreement. If you would like to meet to discuss this， please let me know.

Thanks again for the opportunity. I look forward to continuing to be a key player on your team in a mutually-rewarding forward to continuing to be a key player on your team in a mutually-rewarding forward to continuing to be a key player on your team in a mutually-rewarding relationship.

**英语请示作文格式范文10**

高中请假申请书面模板参考

高中学生请假条的写法【一】

尊敬的\'\_\_\_\_\_\_老师：

我是\_\_\_\_\_\_\_\_\_\_\_\_\_初高\_\_\_\_\_\_级\_\_\_\_\_班学生\_\_\_\_\_\_\_\_\_\_，因\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_，特向您请假\_\_\_\_\_\_\_\_\_\_\_，请假时间为\_\_\_\_\_\_\_年\_\_\_\_月\_\_\_\_\_日\_\_\_\_\_\_\_\_\_至\_\_\_\_\_\_\_\_\_\_。离校期间一切安全责任由我(学生本人)自负，请您准假! 教师意见：\_\_\_\_\_\_\_\_\_\_\_\_\_\_

请假人：\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_年\_\_\_\_月\_\_\_\_\_日

高中学生请假条的写法【二】

\_\_\_\_\_\_\_\_\_：

我因家中有事，于\_\_\_\_\_\_年\_\_\_\_\_\_月\_\_\_\_\_\_日至\_\_\_\_\_\_年\_\_\_\_\_\_月\_\_\_\_\_\_日，请假\_\_\_\_\_\_天，请批准。

请假人：\_\_\_\_\_\_\_\_\_

年月日

高中学生请假条的写法【三】

尊敬的\_\_\_老师：

您好!我是\_\_\_级\_\_\_专业直属班的学生\_\_\_\_\_\_，因为\_\_\_\_\_\_\_\_\_，需要请假。时间从\_\_\_\_\_\_到\_\_\_\_\_\_，去往地点\_\_\_\_\_\_\_\_\_，请假期间有效联系方式：\_\_\_\_\_\_\_\_\_。

本人保证往返途中的个人人身和财产安全，在不耽误??课程和任何集体活动的前提下，恳请您批准，谢谢!

班长(副班长)意见:

班主任意见：

本人签名：

日 期：

高中学生请假条的写法【四】

尊敬的xx老师：

我是2班的 xx ，因xx ，需要请假\_\_\_\_\_天，时间 至 ，离校期间一切安全责任自负，望批准!

请假人：

二Oxx年 月 日

**英语请示作文格式范文11**

大学英语书面自我介绍

Dear teachers, classmates, Hello, my name is XXX, 20 years old this year, from Shandong, Qilu earth gave me a straightforward character, but not yet stable, then traveled to the city of Nanjing to study.

Came to the university to learn the facts and my ideal is very different, it is inevitable that some depressed, but after a period of time, I recognize the fact that the Internet is professional. “Twenty-first Century is the network of the century.” this sentence is not false, as the Internet show, it is ed on twenty-first Century the wings. Later in the process of continuous cultivation of interest, I became interested in the Internet, four years in the future, I will continue to progress in learning them.

“Ten years of sharpening a sharp sword, only Junlai knowledge. Zaikuzailei, I am willing to try,” eat bitter, leading to human “, learn in the future life, I will be one of their best and live a happy and meaningful college life.

Hello, I\'m XXX, and I\'m very excited to be here, because I\'m able to find new friends in the new environment

I am a study in general, general appearance, physical general introverted students. I am calm, relatively good, relatively good, everyone can make friends with me. I love reading, especially love XXX books, hope to be able to make some like-minded friends of the book in the University.

I like here and the students eager to fly, eager to have more room for development in the future, have the talent and the wider world. I think that the work will be harvested. The next four years, the portrait of the teacher to teach you, we will have a more bright future without limit.

My name is xx. had done a lot of colorful childhood dream, when an announcer, or when a television presenter, is my biggest dream. So, I take every opportunity to learn, practice speaking, crosstalk, playing Allegro, dance, hosted the show. I participated in dad\'s army during the Spring Festival Gala, I play fast writing tongue twisters a warm welcome by the soldiers.

I know, as a qualified announcer or TV host is a very easy thing, there will be the joy of success on the road of growing up, but failure is more depressing; will harvest happiness, but more work is arduous. But I have courage, have determination to face all this. So, today, I stand in the middle of the students.

I like here and the students eager to fly, eager to have more room for development in the future, have the talent and the wider world. I think that the work will be harvested. The next four years, the portrait of the teacher to teach you, we will have an infinite and better future.

Hello, my name is XXX. I graduated from XX high school. I was fond of literature, compared to me, wonderful science and digital symbol variable geometry, I prefer a piece of the humanistic spirit in the literature. No, I love reading quietly, immersed even indulge in the Department of literary masterpiece. In the book the rich cultural atmosphere, let me not by gladdening the heart and refreshing the mind, trapped, unable to extricate themselves.

But because of too much in books, but I ignored the interpersonal communication in reality, in an unfamiliar environment and a strange person, I will because of loss is too dull and silent at a loss, it is one of my biggest drawback, so I hope that the University and the students the exchange, to try to overcome the shortcomings.

In the next four years, I hope that in the harvest of good results, but also to harvest a number of precious friendship!

Thank you very much!

**英语请示作文格式范文12**

Dear Sir/Madam，

Im \_\_\_\_\_\_\_\_(自我介绍). Im writing to apply for the position \_\_\_\_\_\_\_\_(说明写信目的).

I really want to obtain this precious opportunity because \_\_\_\_\_\_\_\_(说明自己为什么很想得到这个宝贵的机会).

\_\_\_\_\_\_\_\_. Besides, \_\_\_\_\_\_\_\_.(分层次说明自己的优势)

I am sure that I can perfectly live up to your will be grateful if you could give me a kind consideration.

Looking forward to your reply(表达期望).

Yours truly，

Li Hua

**英语请示作文格式范文13**

Dear Editor-in-Chief,

Congratulations on the 5th anniversary of Global Mirror!

I’m a regular reader of your newspaper. I like it very much mainly for the following two reasons. First, it covers both national and international news so that, by simply turning the pages, I can learn all important things that have happened during the week. Equally attractive are the success stories of world-famous people, which help me understand how a person can work hard to make the world a better place.

As a young student, I suggest that Global Mirror carry articles to guide us in our English learning, and I hope that it will become even more popular.

Sincerely yours,

Li Hua

11. 20\_年福建省书面表达

假设你是李华，福建省某中学高中学生，今年暑假将前往澳大利亚参加主题为WATER FOR LIFE“的交流活动。请你以参访代表的身份，根据以下图片提示，用英语写一篇发言稿。

注意:1.根据图片的内容适当展开，以使行文连贯；2.开头与结尾已写好，不计入总词数；3.文中不能出现考生的具体信息；4.词数：120左右参考词汇：短缺 shortage ; 资源 resource

Ladies and gentlemen, good morning,

I’m Li Hua from Fujian, China. It’s my great honor to be here to say something about the global water shortage and ways of dealing with it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ That’s all. Thank you.

**英语请示作文格式范文14**

Dear Sir or Madam：

I am writing to apply for admission to your university to pursue my . degree. I have read the annual prospectus issued by your university and found that it has the best graduate program of chemistry. I am greatly interested in the program. I graduated in 20xx from Huabei University， majoring in Chemistry and holding a B. S. degree. At university， I took many fundamental courses in Chemistry and my English is excellent as I had served as the head of English Association for two years. Since then I have been teaching Chemistry in Beijing Normal University. Through my teaching experience， I have not only deepened my understanding in this field， but mastered many complicated research skills as well. Two of my former professors and the present dean of our department have kindly written letters of recommendation for me， as enclosed with this letter. Thank you very much. I look forward to hearing from you soon.

Sincerely yours， Li Ming

**英语请示作文格式范文15**

The burden of students has been a hot topic for years, but the load of parents has received little attention, especially from their own children.

The picture shows us a touching moment when a little girl comes to greet her working mom happily. Realizing her mom must be very tired after a day\'s work, the little girl helps to remove the bag from her shoulder. In response, the mom kneels down to show how thankful and delighted she feels.

All this reminds me of my mother who has been doing whatever she could to let me have the best. But, totally engaged in my own study, I seldom pay attention to what mother needs and feels, and always thinks studying well is the only thing I could do in return. Now I know I can do my bit to help with the everyday washing, bedroom cleaning, or at least prepare breakfast myself, so as to share mother’s daily burden. The picture convinces me it is even more important to be a good daughter than a “good” student.

10．全国高考书面表达

假定你是李华，你所喜爱的Global Mirror周报创刊五周年之际征集读者意见．请你依据以下内容给主编写封信，内容主要包括：

1．说明你是该报的忠实读者；

2．赞赏该报优点：1)兼顾国内外新闻 2)介绍名人成功故事

3．提出建议：刊登指导英语学习的文章。

注意：1．词数100左右，开头语已为你写好； 2.可以适当增加细节，以使行文连贯。

Dear Editor-in-Chief,

Congratulations on the 5th anniversary of Global Mirror!

**英语请示作文格式范文16**

敬爱的：

我热爱英语，但是我的英语不好。也许很多人会说，既然英语不好，怎么能够说明你喜欢英语呢?这也是我自己一直很纳闷的地方，有时候我觉得热爱是发自内心的东西，但是转化为现实的动力时会缺少来自环境的约束，我想这就是主要的原因了。

我喜欢英语，我希望这样的一次机会我能够去尝试，我也明白外语学院的老师肯定是会选拔英语成绩优秀的学生，但是我还是报了，就是出于最初的热爱，我相信有一天我的热爱会幻化为我的力量，也许就是在这样的一次机会。

神秘的外语学院，语言的魅力在这里展现，沟通的技巧在这里熟知，真心的希望老师们能够给这样一位喜欢英语的学生一次机会，我愿意付出自己的后面三年的时光来好好学习它，我也相信我一定能够学好，我一定会让老师们认为选择我是正确的决定，真心的希望自己能由内而外的热爱英语---一门世界性的语言。

**英语请示作文格式范文17**

In the English Reading Week, one of my classmates recommended a quote to us which goes like this: “Your future depends on many things but mostly on you.” I can’t agree more with this view. It\'s true that our future is determined by many things, such as opportunities and help from others, but our own attitude, determination, and hard work play a more important role. In other words, we are the master of our own future.

Take Abraham Lincoln for example. He was born in a poor family, and only received a limited education in his childhood. Yet through his painstaking efforts, he changed not only his own fate but also the history of America. Even to this day, Lincoln is regarded as one of the most inspiring figures in the world.

Therefore, I firmly believe that our future is in our own hands.

5. 20广东省高考书面表达

你接受了一项写作任务，要为英语校报写一篇人物介绍。

【写作内容】 请根据以下信息，介绍一位传奇人物。

\*硕士学位：master’s degree; \*\*博士：doctor

[写作要求] 只能用5个句子表达全部内容

[评分标准] 句子结构准确，信息内容完整，篇章连贯。

**英语请示作文格式范文18**

Dear ,

I am extremely pleased to hear from you. to see your advertisement for the position in .... And I would like to write a letter to tell you that... I am confident that I am suitable for the kind of the job you are advertising.... I feel I am competent to meet the requirements you have listed. On the one hand, .... On the other hand, .... I am enclosing my resume for your kind consideration and reference.

I shall be much obliged if you will offer me a precious opportunity to an interview. I will greatly appreciate a response from you at your earliest convenience/ I am looking forward to your replies at your earliest convenience.

Best regards for your health and success.

Yours sincerely,

xxx

**英语请示作文格式范文19**

Years of school life has taught me a lot of things, of which teamwork is the most important for me.

In fact, I didn’t realize its importance until I was chosen monitor of my class in my senior middle school. At first, I did most of the duties myself while other students cared little about class activities. As a result, I was tired out and depressed. Then I turned to my teacher and he advised me to cooperate with others. Thus I began to recognize the strengths of my classmates and have everyone do their part in class.

It is working in teams instead of on my own that has freed me of trouble and made my work more efficient.

8. 20浙江省高考书面表达

假设你是高中生李越，有感于校园中存在的随意涂写（to scribble）和乱丢垃圾（to litter）的行为，请用英语给校长写一封100-120个词的信。信中应包括以下内容：

1.说明写信目的； 2.对这些行为进行批评； 3.提出建议。

注意：信的抬头、落款及信的第一句已给出（不计词数）。

June 8,

Dear Headmaster,

I’m LiYue, a student from Class1, Senior2.

Your faithfully,

Li Yue

**英语请示作文格式范文20**

Dear Tom，

I am indeed very sorry that I can’t go to Beijing with you next week， which I have promised. I feel badly about it and want you to know what happened。

Just now， my cousin， Li Qiong， who left home to Australia for his further study last year，informed me that he will return this Saturday morning. And ask me to pick him up at the airport with his family. You know， we haven’t seen each other for nearly a year。

I sincerely hope you can accept my apologies and understand my situation. I would appreciate your allowing me to make another date to show you around Beijing. Once again， I’m sorry for any inconvenience caused。

Sincerely yours，

Li Hua

**英语请示作文格式范文21**

In the Song Dynasty, there was a scholar named Wentong, who called himself ^v^Yuke^v^. He was not only knowledgeable, but also famous in sketching. Every day, many people came to his home to ask for a bamboo painting.

Wentong liked bamboo very much. No matter what season, whether it was sunny or rainy, he planted all kinds of bamboo at home. He used to go to the bamboo forest to observe the growth of bamboo poles.

He pondered the length and width of the bamboo pole, as well as the shape and color of the leaves. Whenever he had a new understanding, he would go back to his study, spread a piece of , rub the ink stick on the ink board to prepare the ink. After a long period of accumulation, he drew what he wanted on the , and deeply imprinted the bamboo images in different seasons, different weather and different times in his mind.

Whenever he stood in front of the and concentrated on picking up the brush, he usually observed various forms When people praised his paintings, he always said modestly that he just put the paintings on them. A young man knew that Zhao Buji had a profound research on the painting art of Wentong. He went to Zhao Buzhi for instructions In the poem, he wrote a poem to him.

There are two lines in the poem: when Yuke painted bamboo, he was broken. Later generations summarized its image as ^v^there is a bamboo image in his chest.^v^ it means that before doing something, one should have a ready-made plan or design, so as to ensure its success. This is also used to mean that things should be calm and calm.

This story comes from an article written by Su Shi about the bamboo painting art in Manjusri.

中文翻译：

宋朝有一位书生，名叫文同，自称“玉可”，他不仅学识渊博，而且素描名扬天下，每天都有不少人到他家里来要他的一幅竹画，文同非常喜欢竹子，

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