# 书信格式简单短篇范文英语(优选9篇)

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*书信格式简单短篇范文英语 第一篇给彼得的一封信Dear Peter,I\'m glad to receive your know you are planning to come to China by you last letter,so ...*

**书信格式简单短篇范文英语 第一篇**

给彼得的一封信

Dear Peter,

I\'m glad to receive your know you are planning to come to China by you last letter,so I want to invite you to visit the \'\'agritainment\'\'.

\'\'Agritainment\'\' is very popular in my hometown and I think it should be a must for you to experience after you you can feel the truly countryside life and get closer to are so many plants,such as flowers,trees and so fresh air and clear river will make you comfortable and you like,you also can go to the mountion to pick some fuits or wild vegetables by believe that eating the vegetables and food by yourself,it\'s a amusing feeling.

I hope you can go to the agritainment with am looking forward your coming.

Yours,

Li Hua

**书信格式简单短篇范文英语 第二篇**

Dear Ann,

Thank you for your letter. I’m glad you like your school.

I go to school from Monday to Friday. We have four classes in the morning and two classes in the afternoon. We have many things to do after class. On Monday and Thursday afternoon we have sports. On Tuesday afternoon some of us have a singing class and on Wednesday afternoon we practise speaking English. My classmates are very friendly. We learn each other and help each other.

On Saturdays and Sundays I don’t go to school. Very often I go to the parks and have a good time with my family there.

Yours,

Qiaofeng

**书信格式简单短篇范文英语 第三篇**

Dear Sir or Madam,

I learned that your company is seeking a secretary who speaks English. I am very interested in the position. I am going to graduate from New Star English School in July this year. I am good at English and I have won two English contests before. Therefore, I am confident in my English skills. I am an organized person and can multi-task. I am also outgoing and can get along with people very well.

When I have time, I like reading books and hang out with my friends. I believe I am well suited for this position. I look forward to hearing from you soon.

Sincere,

Li Hua

**书信格式简单短篇范文英语 第四篇**

Directions:

For this part, you are allowed thirty minutes to write a letter. Suppose you are Zhang Ying. Write a letter to Xiao Wang, a schoolmate of yours who is going to visit you during the week-long holiday. You should write at least 120 words according to the suggestion given below in Chinese:

1. 表示欢迎

2. 提出对度假安排的建议

3. 提醒应注意的事项

A Letter to a Schoolmate

June 23, XXXX

Dear Xiao Wang,

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Yours,

Zhang Ying

**书信格式简单短篇范文英语 第五篇**

Dear Tom,

How are you doing? How time flies! I have been back to China for half a year. I miss you so much!

Every time I catch sight of our photos taken in America, I can’t help thinking of what you have done for me. It was so kind of you to help me with my spoken English. Besides, you made me master a lot of advanced English grammar, which really surprised me. What’s more, I shall always remember you encouraged me to correct my pronunciation by enjoying American TV programs.

By the way, Could you please tell me how can I get in touch with Mr. Smith? I have some learning problems to ask him.

Besides, I know you are interested in the historical Chinese civilization. Why not come to China to enjoy the Spring festival? I promise you won’t regret!

Looking forward to your reply!

Yours,

Li Hua

**书信格式简单短篇范文英语 第六篇**

Dear Mercy,

How is everything going!Last time you said you are anxious now because you find it hard to learn English ’t think you have to improve your English step by I will right behind my view,you should develop you interest on English to my experience,I think watching English movie,listen to some wonderful English songs and talk in English on the Internet would be have to prepare lessons before class that will help you understand what the teacher says in the know you feel bored in the class,but you have force yourself to be few days later you will feel it a little easy to learn left steps I will tell next the way,we have not seen each other since your family move to Hunan a year you ever thought about going back to visit me and learn English together in the coming Summer forward to your reply.

Best wishes,

Sally

写作素材 滑雪情景对话 Skiing

SUE： I\'m kind of nervous about this.

JOHN： Why?

SUE： What if I go off a cliff?

JOHN： Don\'t worry about that. It\'s impossible.

All the ski runs are carefully marked.

And if there is something that might be dangerous， like a cliff or something，

then they often put a fence around it.

SUE： I think I\'m going to break my leg.

JOHN： No， you\'re not. First I\'ll ski with you for a half-hour or so.

We\'ll go on the bunny hill. Then you have your lesson at 10：45.

SUE： What is the “bunny hill”?

JOHN： The bunny hill is the easiest run on the mountain. It isn\'t steep at all.

It is for first-time skiers. Don\'t worry about this. It will be fun!

SUE： So they have runs for different kinds of skiers?

They have runs for advanced skiers and runs for beginners?

JOHN： Absolutely.

Look at this map. You can see all the runs on the mountain on this map.

The advanced runs are marked with black diamonds

and the beginner runs have green circles.

Look. The intermediate runs have blue squares.

SUE： So why don\'t I get a map like that?

JOHN： I\'ll get you one.

But you don\'t need it right now. Because you will be staying on the bunny hill.

Probably until lunch at least.

SUE： And you， won\'t you be bored on the bunny hill?

JOHN： Yes， I will. But I will stay with you until your lesson begins.

Then I\'ll go take a couple more advanced runs. Then we\'ll meet for lunch.

SUE： I should have invited some friends to come with me.

JOHN： Why?

SUE： I think I\'m going to be lonely on this trip.

You will always want to go to the advanced runs.

JOHN： No. That\'s not true. I will have a good time skiing with you.

I think it\'s good if we spend a lot of time on the mountain together.

I came on this trip with you. But I also think you will get tired quickly，

because you aren\'t experienced as a skier.

So you will probably spend some time shopping in the town， or hanging out in the lodge.

SUE： And then you can get rid of me.

JOHN： Don\'t be so sour! I have no reason to get rid of you.

I will ski on the beginner runs with you，

and then sometimes I will go ski on the advanced runs.

We will have a good time here. You will see.

SUE： Well. Alright.

苏：我有点紧张耶。

约翰：为什么?

苏：如果我掉下悬崖怎么办?

约翰：不要担心那个，那是不可能的。

所有的滑雪道都有清楚地标示出来。

而且如果有什么危险的，像是悬崖或什么的，

他们通常会在附近围上栅栏的。

苏：我想我会摔断腿的。

约翰：不，你不会的。一开始我会和你一起滑半个小时左右，

我们会沿着初学者滑雪道，然后你十点四十五分去上课。

苏：什么是初学者滑雪道?

约翰：初学者滑雪道是山里最容易的滑雪道，一点也不陡，

是给初学滑雪者用的。不要担心，会很好玩的。

苏：那是说他们有滑雪道给不同的滑雪者啊?

滑雪道有分高阶者和初学者吗?

约翰：当然有了。

看这张地图，你可以在这张地图看到山上所有的滑雪道。

高阶者的滑雪道是用黑色方块标示

而初学者的滑雪道是用绿色圆圈。

看，中级者的滑雪道是蓝色方形。

苏：为何我没有拿到像那样的地图?

约翰：我会帮你拿一张。

但你现在不需要，因为你会一直待在初学者滑雪道，

至少可能要到午餐时间喔!

苏：那你呢，你在初学者滑雪道不会觉得无聊吗?

约翰：会啊，但是我要陪着你直到你的课开始。

然后，我再去滑几下高阶的滑雪道，我们午餐时间再碰面。

苏：我应该邀请一些朋友和我一起来的。

约翰：为什么?

苏：我想这趟旅行我会很孤单，

你会一直想要去高阶者滑雪道。

约翰：不会，不是这样，我会和你有一段愉快的滑雪时光。

我想如果我们能一起在山上度过一段时间是很不错的。

我是和你一起来旅行的，但是我想你很快就会疲惫不堪，

因为你并不是很有经验的滑雪者。

所以，你可能会花更多的时间在城里逛街购物或在小屋里徘徊吧。

苏：然后你就可以摆脱我了。

约翰：不要这么闹脾气!我没有理由摆脱你。

我会和你一起滑初学者滑雪道，

然后有时滑一下高阶者滑雪道。

我们在这会很愉快的，等着看吧。

苏：好吧。

**书信格式简单短篇范文英语 第七篇**

Dear Admissions Committee:

I was told by Second Lieutenant John Doe of his decision to apply to your esteemed University“s doctoral degree program in international relations, which is his first choice for graduate education, and am therefore writing this letter to support his application. Having been Second Lieutenant Doe”s supervisor at the Army Medical Service School of Republic of China during the past one and half years, I believe that I am justified to provide accurate assessment on his sound educational potential.

Several evidences I have learned from Second Lieutenant Doe convinced me that he will be able to perform outstandingly in his educational and professional pursuits: Firstly, Second Lieutenant Doe is very bright. He presently holds a bachelor“s and master”s degree in international relation from ABC University, and finished school in the first place from both programs. Secondly, although being a young officer, Second Lieutenant Doe has been able to perform independently and effectively, learning quickly on the job and fulfilling his military assignments. I consider the maturity and performance he displays is equivalent to colleagues of three to four years of seniority to him.

I have been impressed by Lieutenant Doe“s ability to come up with innovative ideas to teach classes. As Second Lieutenant and Instructor he never sticks to old rules and is always seeking new methods to pursue further effectiveness and efficiency. The very positive performance made by Second Lieutenant Doe has been constantly repeated throughout his military service. I believe it was his strong ambition to succeed and his willingness to take charge of challenging situations that made him stand out. With his sound creativity, teamwork spirit, communication and interpersonal skills, Second Lieutenant Doe has no difficulty to earn confidence from both his superiors and colleagues in his ability to handle assignments. Based on the recognition of his contribution, Second Lieutenant Doe has been nominated and selected to receive the prestigious ”Outstanding Reserved Military Instructor Award of the Year“ given by the Chinese Army Headquarters. Among more than seventy reserved officers in our school, only five of them were selected to receive this award. I believe this adds another solid evidence of Second Lieutenant Doe”s capability to attain appreciation and recognition in an organization.

I am confident to say, without any reservation, that Second Lieutenant Doe is one of the most commendable young reserved officers I have ever had in many years. Second Lieutenant Doe“s potential is excellent, making him one of the most promising inpidual I have ever seen. I have the least doubt that he will become very successful in his future educational and professional pursuits. In conclusion, I hope this letter can convince your esteemed Admissions Committee of Second Lieutenant Doe”s exemplary potential. I can assure your esteemed Admissions Committee that Second Lieutenant Doe“s attendance will be a mutually beneficial one to both him and your School. I give his my high recommendation and wish his the best in his future endeavors.

Sincerely yours,

**书信格式简单短篇范文英语 第八篇**

Dear Sir，

I noticed an ad. In the paper today you said you were looking for people to join your expedition team. It sounded as if it might be fun so I\'m writing to say I\'d like to e along.

About myself: I left school at 16 because I wanted to earn a bit of money. After that I got a few part-time jobs as a waiter， etc. But I didn\'t stick to any of them for long. Recently I\'ve been doing a bit of hitch-hiking round Europe so I\'ve had some experience of traveling the hard way which should e in handy on the expedition you\'re planning. By the way， I\'m a great guitarist so I can keep you all amused round the campfire at night.

Let me know when I can call in for a chat about dates and other details， etc.

Yours，

David Smith

**书信格式简单短篇范文英语 第九篇**

Dear \_\_\_\_:

l am glad to help you,As for how to study is my way.

You said that you can\'t remember words ,I think you can make word cards to renmember \'s easy to syudy grammer too,You can take notes and ask teacher for help .It\'s very important to handn up in class . It can help you not very shy to have a conversation with make sure to try your best ,you can do every thing you says:“the habit is the best teacher ”so,you must let English to become your habit and must work hard.

I hope my advice will be of some help.

Yours,

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