

# 2016 管理类联考英语写作资料

——华章提供

## 小作文常用模板

### 1. 道歉信

Dear \_\_\_\_\_,

I am writing this letter in purpose of expressing my sincere apology to you. I feel terribly sorry. But I hope you can forgive me if you know the reason.

Once again, I am very sorry for any inconvenience caused. I will appreciate if you can accept my apologies and understand my situation. In order to compensate for my mistake, I hope you can meet me recently to allow me have the opportunity to say sorry in person. I am looking forward to your prompt response.

Yours sincerely(90words)

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### 2. 辞职信

Dear Manager,

I am writing this letter in purpose of resigning from my present position.

Hereby, I would like to express my sincere gratitude and thanks for all the help and support that I have received from you, and for the enjoyable experience of having worked for our company. In order to fully develop my potential, I will accept the offer from another company. But I will always cherish the wonderful time spent with all of you.

I will appreciate if you can approve my resignation. I feel honored if you can provide me a reference letter. I am looking forward to your earlier reply.

Yours sincerely (105words)

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### 3. 邀请信

Dear \_\_\_\_\_,

I am writing this letter to invite you (to \_\_\_\_\_). I think it would be a great honor for me if you could participate

I hope this invitation is of interest. Please accept my invitation and let me know at your convenience as soon as possible. I am looking forward to your coming with great pleasure.

Yours sincerely (60 words)

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### 4. 感谢信

Dear \_\_\_\_\_,

I am writing this letter in purpose of expressing my heartfelt gratitude to you. It is really kind of you that \_\_\_\_\_.

Words are beyond me to express my thanks to you. In order to extend my gratitude, I would like to invite you to have a dinner together. Please let me know your convenient time. I am looking forward to your prompt response.

Yours sincerely (67 words)

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### 5. 祝贺信

Dear \_\_\_\_\_,

I am writing this letter in purpose of expressing my congratulations to you. You may not imagine how excited I was when I got the news. I am just as proud as you are and send my hearty congratulations.

I am glad that I can share this joyful moment with you. Please accept my warmest congratulations. I wish you a great success and fulfillment in the year ahead.

Yours sincerely (72 words)

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## 6. 投诉信

模板

Dear \_\_\_\_\_,

I am writing this letter in purpose of making a complaint to you. I feel bad to trouble you but I am afraid I have no choice this time.

As a renowned business, your company enjoys a good business reputation on the market. I have been your regular customer for almost 5 years. However, I was very disappointed and had to make a complaint.

I hope you can look into this matter carefully and take steps to prevent it from happening again. ( I will really appreciate if you can change it or refund it for me.) I am looking forward to your reply and thank you for your consideration.

Yours sincerely (116 words)

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## 7. 建议信

Dear \_\_\_\_\_,

I am writing this letter in purpose of providing some constructive suggestions. In my opinion, it is beneficial for you to take the following actions.

I hope you will find these proposals useful, and I would be ready to discuss this matter with your to further details. I am looking forward to your prompt response.

Yours sincerely (59 words)

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## 8. 询问信

Dear \_\_\_\_\_,

I am writing this letter in purpose of inquiring about some detailed information. If you can spare some time and help me with this, I will be really honored.

First of all, \_\_\_\_\_. Furthermore, \_\_\_\_\_. Most important of all, \_\_\_\_\_.

I appreciate if you can provide me some relevant information. I hope this would not trouble you too much. Thank you for your time and attention. I am looking forward to your prompt response.

Yours sincerely (77 words)

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### 9. 申请信

Dear \_\_\_\_\_,

I am writing this letter in purpose of making an application. I think it would be a great honor for me if you can grant this opportunity for me.

I hope my request did not cause you too much trouble. I will be really appreciated if you can give me this chance. Thank you for your attention and consideration. I am looking forward to your reply with great pleasure.

Yours Sincerely (74 words)

## 大作文常用模板

### (一)数据变化类

As can be clearly seen from this ( chart), great changes have taken place in the number of \_\_\_\_\_. \_\_\_\_\_ has been increased/decreased from \_\_\_\_\_ in \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_. While the number of \_\_\_\_\_ remains almost the same.

When it comes to the reasons for the changes, different people give different explanations. I think the following ones are the most important. First of all, thanks to the policy of reform and opening-up, the national economy has been developing at a considerably high speed in the past years, which contributes to these changes. Furthermore, people are increasingly bettering off and have enough money to make their life more convenient and more comfortable. Last but not least, it is obvious that people are attaching greater importance to the quality of their life.

With the development of society, the increasing trend (change) is bound to continue for a few years in the future. As far as I am concerned, it's a positive (negative) trend and should be encouraged (reversed) since it is beneficial (a threat) not merely to individuals but to the whole society.

(177 words)

(二) 问题解决类:

Along with the rapid development of Chinese economy and improvement of Chinese people's living standard, more and more people are coming to realize the serious problem of \_\_\_\_\_主题\_\_\_\_\_. So it is of great importance for us to pay attention to \_\_\_\_\_主题\_\_\_\_\_.

There are several factors which might cause this problem. First of all, there is no doubt that people's ill attitude and improper behaviors become the leading cause of this phenomenon. Furthermore, lack of government policies and supervisions will definitely exert a negative influence on it. Last but not least, there are not enough instructions and regulations to guide people to avoid these problems.

原因一, 二, 三.(First of all, besides, at last)

There is no doubt that attention must be paid and great efforts must be taken. Every one should make a special effort to avoid the bad effect. The government ought to spare no efforts to set up some policies and laws to achieve the goal. As long as we combine our efforts together, there is greater chances that we can solve the problems.

(186words)

(三) 利弊分析类:

Nowadays, It is universally acknowledged that (主题) plays a more and more important role in our lives and society. However, when it comes to (主题), the opinions concerning it vary from individual to individual. Some people are in favor of (主题) , while others are against such choice.

Those who are in favor of (主题) believe that it has following advantages: First of all, it can help broaden our eyes and expand our knowledge. Furthermore, there is no doubt that it can make our lives more convenient and more comfortable than before. On the other hand, it also causes some problems, which can not be ignored by us. If we did not make use of it in the proper way, it will cause great harm to us.

Like everything else, we are all aware that (主题) has both favorable and unfavorable aspects. But I believe that the positive aspects carry more weight than the negative ones. There must be some measures taken to hold back the disadvantages. Therefore, if we make all our efforts to avoid the disadvantages and make full use of the advantage, surely, we will benefit from (主题) (213 words)

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