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通知 1 结构要点：通知的目的是传递信息或分配工作，包含内容、时间和地点。如果是活动，应包含参加的人员范围；如果是讲座或报告，应包含演讲人的简介。

Directions 25 Write a notice in about 100 words to inform the students and English teachers of a lecture on Australian studies. Sample : NOTICE We are very honored to invite Prof. Richard Gilbert from Sydney University to give us a lecture on SinoAustralian relationship in the new millennium. Prof. Gilbert graduated from Australian National University in 1979 and has been teaching Australian studies for more than 20 years. He has become a leading expert in this field and has published several books and numerous papers on such topics as Australian economy , education and foreign policy. His humorous and thoughtprovoking speech will surely benefit all the audience. The lecture will be given at Yifu Auditorium from 7 to 9 oclock next Thursday evening. All the teachers and students are welcome to attend this lecture. English Department August 27 , 2005

通知 2 语言注意点：通知必须用简练、准确的语言传递信息。如果包含对演讲人、主要参与人或组织者等的介绍，则语言应大方得体，重点突出，切忌长篇大论。

Directions 26 Write a notice in about 100 words for the Student Union to inform of a speech contest. Sample : NOTICE The Student Union has decided to hold a Chinese speech contest to celebrate the coming National Day. The maximum time of each

speaker is eight minutes. We will invite seven experts to serve as judges. Every speaker will be judged from three aspects : script , eloquence , and the reaction of the audience. The results will be announced immediately. All the participants are required to hand in their request form before September 12. The preliminary contest falls on September 18 in the school library. The final contest will be held on September 30 in the cinema of our university. The Student Union

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