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https://www.100test.com/kao_ti2020/234/2021_2022__E7_94_B3_E8_AF_B7_E4_BF_A1_E7_c73_234986.htm 便笺1 结构要点：便笺也叫做便条，是一种简便的信函，形式简单，可用于询问、道歉、请假、约会、留言、归还东西等很多事由。

Directions 23 Suppose you and two of your friends have decided to go on a selftour to Hangzhou and you want to invite another friend Cathy to join you. Write a note in about 100 words to her. Do not sign your own name at the end of your letter , using “ Li Ming ” instead. Sample : Dear Cathy , We have planned a selftour to Hangzhou next Saturday. I wonder if you would like to join us , Sherry , Alice and me. You know , spring is the season when the scenery around West Lake is the most beautiful and it is very convenient for us to go there for it takes only two hours and a half by train or by coach. We are going by the 8 20 train of Saturday morning and returning on Sunday evening. If you agree to go with us , we plan to book two rooms in the Youth Hostel which cost only 50 yuan a night and from which its only 20 minutes walk to West Lake. Im sure we will have a very good time and find the tour rewarding. Yours , Li Ming 便笺2 语言注意点：便笺语言较简单和口语化，但应注意，说明事由时要简洁、清楚，不需过多的套话。

Directions 24 Suppose your mother has come to see you and tonight you will sleep in the room she has booked in a hotel near your university. Write a note in about 100 words to inform your roommate Linda of that. Do not sign your own name at the end of

your letter , using “ Li Ming ” instead. Sample : Dear Linda , I am afraid that I wont be in our dormitory tonight because my mother has come here to see me and I plan to sleep in the room she has booked in a nearby hotel. I had wanted to tell you that in person but you are not back yet. So I have to leave this note for you. My mother has brought me several bags of beef jerky that are a special product of my hometown. Ive left two of them on your desk. Help yourself and I hope youll enjoy them. Besides I have asked our teacher for a days leave. So I wont be present in tomorrows class. Would you do me a favor by handing in my history assignment to the teacher ? It is on your desk beneath the beef jerky. Thanks. Take care of yourself. Yours , Li Ming

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