

写作常见题型--书信题型写作 PDF转换可能丢失图片或格式
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6.书信题型写作书信
题型写作是常见的功能性写作形式，考生应该对书信写作的具体细节有整体的把握。1) 书信写作要点：日期写信人应将写信日期（年、月、日）放在书信正文的右上角，如Jan. 20th, 2004. 称呼称呼是写信人对收信人的称谓，称呼可以根据收信人的性别、职务、婚姻状况、姓名等个人信息来写，如：Mr. Williams, Mrs. Bush, Professor Li, Dr. Smith, Dear Mum and Dad.如果写信人不清楚收信人的具体姓名、职务等情况，可以写：Dear Sir or Madam、To whom it may concern. 正文正文是书信的主要部分，在称呼下方隔一或两行处开始。考生写正文时，要分层次进行。书信正文通常由引言、展开段和结尾三个层次组成.....引言引言表明写信人的写信目的和写信背景，一般仅限于一段，一两句话即可... ..展开段展开段内容应详实、具体。可以分为若干段来写，每一段围绕一个主题进行展开.....结尾结尾部分通常比引言部分短，使用一两句话表达一下希望或祝愿。结束语结束语是写信人对收信人的谦称，写在正文下面二至三行处。公务等较正式的信件多采用Yours sincerely, Sincerely yours, Yours faithfully, Yours truly等；私人信件，多采用Yours, With love, Yours affectionately等。 签名签名应写在结束语的下面。2) 书信题型写作实例 试题题目：Directions: A. Write a job application letter of about 200 words B. Your letter should cover these three points: 1. apply for the position of

production coordinator 2. describe your education background 3. state your relevant working experience 参考范文：Dear Sir , I am responding to your ad in the June 20th , 2003 , issue of the Sunday Talent Journal for the position of production coordinator. I feel that my background in electronics and manufacturing will fit in well at your printed circuit board manufacturing facility. I will graduate from the Beijing Science & Technology University in June with a Bachelor of Science degree in Manufacturing Engineering. I have had extensive training on computers while at school. In my Production and Inventory class , I learned about computerized production and material scheduling in a job shop environment. While working for the Ministry of Energy and Transportation , I wrote a program to control the flow of equipment being checked out from the electronics lab. As shown in my resume , I have also repaired and installed fire alarm , security , and patient-signal systems when I worked at Johnson Controls. Most of the time I faced construction deadlines so I know what it is like to work under pressure. My duties as the supervisor for the electronics lab involved assigning jobs , coordinating schedules , training new employees , and working with the department chairman when needed. I am looking forward to hearing from you. Would you please call me to set up an interview ? I can be reached at my resume address or by phoning (010) 2357-7980 after 4 p.m. Sincerely , Li Ming 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 www.100test.com