

最新普通培训类小作文(书信类)(上) PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/256/2021\\_2022\\_\\_E6\\_9C\\_80\\_E6\\_96\\_B0\\_E6\\_99\\_AE\\_E9\\_c67\\_256722.htm](https://www.100test.com/kao_ti2020/256/2021_2022__E6_9C_80_E6_96_B0_E6_99_AE_E9_c67_256722.htm) 1. You are going to London for a visit, and you would like to spend two days in visiting a library as you are doing a research project. Write a letter to the library assistant, asking him/her for help and specifying your requirements.

2. When you were painting your rented apartment, you accidentally damaged something in one of the rooms. Write to your landlord, explaining the reason for writing the letter and how the whole thing happened. Finally, you should suggest how you can compensate for the damages.

3. You are an international student who studies in a college without sports facilities. Write to the manager of a sports club nearby, inquiring about what procedures are needed before you can join the club.

4. During your travel overseas, you left a handbag on the passenger plane. Write a letter to the airline company, explaining the situation and describing the handbag. Also, indicate the way they can possibly solve the problem.

5. You bought a CD player from a local store a few days ago, but now it doesn't work. Write a letter to the manufacturer, asking them what the problems are and complaining about the attitude of the shop assistant. Also tell them how they can handle the situation.

6. You are a local student who has moved to a new neighborhood where there is an extremely large tree just in front of your doorway. Write a letter to the local authority, complaining about the problems the big tree has brought to your life.

7. Write a letter to invite one of your friends to attend a large

celebration at your home. State the reasons why the celebration is held and all the details about the celebration. Also, ask your friend to do a favor for you. 8. One of the pen friends overseas is going to visit you. However, for some reason, you cannot meet him/her as previously arranged. Write about your reason, the place where you want him to wait for you, and how he/she can recognize you. 9. You are a college student taking part in a research project. Write a letter to a local museum, asking them to provide essential materials. Give the details of your project and specify the required materials. 10. During your business trip to another city, you met an attendant on the train who treated you with very impolite manners. Write a letter to the railway authority, complaining about the bad attitude and poor service of that attendant. 11. You have just received good news related with your family. Write a letter to one of your friends, explain the reason for writing. Also, tell him/her the details of the good news and why you are so excited about it. 12. You are an international student who has been arranged by your university to live with a local family. However, for some reason, you are not satisfied with the accommodation. Write a letter to your university, explaining about the situation and asking for a rearrangement. 13. One of the pen friends overseas is going to visit you. However, for some reason, you cannot meet him/her as previously arranged. Write about your reason, the place where you want him to wait for you, and how he/she can recognize you. 14. You are organizing a business meeting, and you should write to people from other companies and tell them the changes of the meeting (time, location, etc.). You can (1) explain

why you have to make changes, (2) tell them the changes, and (3) apologize for the changes. 15. You are going to London for a visit, and you would like to spend two days in visiting a library as you are doing a research project. Write a letter to the library assistant, asking him/her for help and specifying your requirements. 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](http://www.100test.com)