

作文范文一：（通知类）

考试延期通知

以行政管理部门 (Administration Office) 的名义写一份考试延期的通知，其内容如下：原考试日期、地点；延期至何时、何地；延期的原因；涉及的对象。

EXAM POSTPONEMENT NOTICE

Final Exams in Building 7 on the date of June 20th are postponed because of the electricity problem.

The new- fixed date for the exams is June 23th in building (the same building) and the rooms for each class are not changed.

Students who are going to take your exams in this building please pass the change notice to everyone you know to make sure no one will miss his/her exam.

Repeat: Final exams on June 20th in Building 7 have been changed to June 23th in the same room and the same building.

Sorry for the inconvenience the event brings to all of you.

Thanks

Administration Office

作文范文二：（邀请类）

你（Li Yuan）给你的朋友（Jane）写一封信，邀请她参加你的生日聚会。

Dear Jane,

My parents are going to hold a birthday party for me at 18:00 on May 29th (Sunday) at home. Will you be free and come to my party? I'll be very happy if you are. Besides, Tom, Mary and some other classmates are coming too.

You may take bus No.2 to Qing street and walk straight about 20 meters. There you will see a drug store. At the corner of it, turn right and get into a very narrow path and look for Beijing No.10.

That's my home. We'll wait for you there.

Please call me before the date, if you can not come.

I can't wait for get-together.

Yours,

LI Yuan

作文范文三：（议论文）

根据下面的汉语提示，写一篇题为“ Why Should We Learn English ” 的短文。

- (1) 英语现已成为一种国际语言；
- (2) 现在大多数书籍、报纸和杂志都以英文出版和印刷；
- (3) 学习英语需要耐心。

Why Should We Learn English

English language has now become an international language. Many countries in the world use English and more people are learning English. Many people who attend the international conference, go abroad and do business with foreigners have to speak it.

Nowadays, most of the valuable books, newspapers and magazines are printed and published in English. If we want to obtain more information and knowledge, we have to learn English well. English is certainly regarded as a tool of communication.

Learning English needs patience. It is quite often for anyone to meet with trouble while learning

English. In this case, to be patient is indeed very important. The only way for us to learn English well is to memorize new words, and read English articles patiently and carefully.

