



I come, I see, I'll conquer.



## 写作预测点睛：应用文

### Writing 1

Dear Sir or Madam,

I must write this letter to complain about the computer I bought in your store yesterday afternoon. There's something wrong with it. This makes me extremely annoyed.

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It's obvious that you didn't carefully examine the machine before you sold it to me. I don't think that your store takes full responsibility for selling a high-quality product. I insist you give me a satisfactory reply. I do want you to make some compensation for this computer, for example giving back my money.

Yours Respectfully,

Liming

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## Writing 2

Everyone,

I feel so proud to be here as monitor of our class. To be frank, I'm happy to take on the role of our class monitor, and I'll be motivated to work for the benefit of our class of twenty-one English majors.

In my opinion, we should make efforts to run an English corner in this classroom on each Thursday evening. \_\_\_\_\_  
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\_\_\_\_\_

The first meeting will be this Friday afternoon in this classroom. We are going to meet then. Thank you all very much.

Yours Respectfully,

Liming

## Writing 3

I come, I see, I'll conquer.



Dear Mr. Wang,

I am writing to persuade you not to resign from your current post. I believe you would benefit a lot if you face up to the present challenges in your work.

I know you have some difficulty due to the fact that your major has little to do with the present post. \_\_\_\_\_

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I would be very glad if you take my advice and make careful consideration.

Yours Respectfully,

Liming

## Writing 4

*I come, I see, I'll conquer.*



Dear Catherine:

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\_\_\_\_\_

Smith is greatly talented, and he is a man of character and integrity. In the past two years, this intelligent man successfully organized many class activities. This earned him great recognition and respect from the students on school campus.

I have strong confidence in his qualifications and abilities. I deem it a great favor for you to give Smith assistance and guidance in his endeavors.

Yours Love,

Liming

## Writing 5

I come, I see, I'll conquer.



Dear Catherine:

I'm writing this note to tell you that, by accident, the dictionary you lent me was stained. I'm awfully sorry for the trouble.

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\_\_\_\_\_

This morning I went to a bookstore, trying to get another copy for you, but I failed to find one of the same edition.

Will you tell me where you bought the dictionary? I will give you a new copy as soon as I get one. I do apologize again for my carelessness and the trouble I cause you.

Yours Love,

Liming