

2019考研英语二小作文押题预测

应用文考察类型：书信类和告示类

预测种类：通知，感谢，咨询，建议，投诉，推荐，

1.推荐信

Directions: One of your students, Liu Ming, wants to study for the master's degree under the supervision of Professor Smith in an oversea university, and you are asked to write a letter of recommendation for him in about 100 words.

Dear Prof. Smith,

I am writing to you to recommend one of my best students, Liu Ming, who wants to pursue his graduate study for a master's degree under your supervision.

Liu Ming was an excellent student in our university as can be seen from his straight A grades on all subjects. He has passed the TOEFL test, indicating a good command of his English. More importantly, during the time he worked as my research assistant from July, 2010 to September, 2012, he had displayed great enthusiasm and intelligence on academic research.

I believe with his diligence, intelligence and great passion, Liu Ming has great potential in his future academic pursuits. Therefore, I recommend him to you without any reservation. I am ready to provide any further information upon your request.

Yours sincerely,

Li Ming

2.投诉信

Directions:

Suppose you have found something wrong with the mobile phone that you bought from an online store the other day. Write an email to the customer service center to

1) make a complaint, and

2) demand a prompt solution.

You should write about 100 words on ANSWER SHEET.

Do not sign your name at the end of the letter. Use "Li Ming" instead.

Do not write the address. (10 points)

Dear Sir or Madam,

As one of the regular customers of your online store, I am writing this letter to express my complaint about the mobile phone I bought from your shop last week.

I must explain the reasons for my dissatisfaction. To begin with, when I opened it for the first time, I did not find the battery promised in the advertisement posted on the home page of your shop. To continue, some of the keys on the keyboard cannot work properly, which is beyond my tolerance.

Therefore, I would like you either to change it for another model that works well or to give me a full refund. Please look into this matter as soon as possible. I am looking forward to your prompt reply.

Yours sincerely,

Li Ming

3.建议信

Write a letter to your university canteen, making suggestions for improving its service.

You should write about 100 words on ANSWER SHEET .

Dear Sir or Madam,

I am a student of our university, who often has meals in our canteen. Generally speaking, our canteen provides quite good food. However, I still have some suggestions for you to make our canteen more popular among students.

To begin with, I wonder whether you could provide more varieties of food. We do not have many options when eating in our canteen now. To continue, some

students have complained about the price of the food there, would you please lower it down?

I do hope to have a better canteen. And I would be highly grateful if you could take my suggestions into consideration.

Yours sincerely,

Li Ming

4. 咨询信

Write a letter inquiring a travel agency about the trip to Mount Huangshan. Some necessary details must be included. Do not sign your own name at the end of your letter, using “Li Ming” instead.

Dear Sir or Madam,

I would like to travel to Mount Huangshan this summer. I am writing to ask if it is possible for you to provide me with some information regarding the trip to Mount Huangshan.

First of all, would you mind telling me how much the trip costs for each person? Secondly, how many days will the trip take? Thirdly, I would be highly grateful if you could let me know about the accommodation and detailed plans. If you could send me some relevant booklets on the above-mentioned aspects, I would be more than happy.

Thank you for your kindness, and your prompt attention to this letter will be highly appreciated.

Yours sincerely,

Li Ming

5. 感谢信

Directions:

You have just returned from a visit to a university in Great Britain. And you were warmly treated there by Professor Smith. Please write a letter to express your thanks to him for his hospitality.

Dear Prof. Smith,

I am writing to extend my sincere gratitude to you. I am referring to your warm treatment in Great Britain.

When I arrived in Stanford University, it was you who introduced so many of famous professors and celebrated scholars at your University to me. You also invited me to your home and treated me with delicious food. If it had not been for your assistance, I fear that I would not have had such a pleasant stay in Great Britain. My appreciation to your selfless help is beyond any words.

I sincerely hope that I can repay your kindness in the near future. Once again, please accept my heartfelt gratitude. I am looking forward to your reply.

Sincerely yours,

Li Ming

6.通知:

Directions:

You are supposed to write for the postgraduate association a notice to recruit volunteers for an international conference on globalization, you should conclude the basic qualification of applicant and the other information you think relative.

You should write about 100 words. Do not sign your own name at the end of the letter. Use "postgraduate association" instead.

Volunteers Needed/ Notice

January 9, 2018

To improve students' ability and enrich extracurricular activities, the Postgraduate Association is recruiting volunteers for an international meeting on globalization to be held on April 10, 2018 in Beijing.

To begin with, applicants should have Chinese Nationality, strong professional spirit, cheerful personality and be aged under 35. To continue, candidates must have outstanding skills at English listening comprehension and the ability to speak Chinese and English fluently. Finally, students with relevant professional experience are preferred.

Those graduate students who are interested in taking part in it may sign up with the monitor of their class before February 1, 2018. Everybody is welcome to join in it.

Postgraduate Association

7 : 邀请信

Directions:

Write an e-mail of about 100 words to a foreign teacher in your college inviting him/her to be a judge for the upcoming English speech contest.

You should include the details you think necessary.

You should write neatly on **ANSWER SHEET**.

Do not sign your own name at the end of the e-mail. Use "Li Ming" instead.

Do not write the address. (10 points)

Dear Professor Smith,

I am the chairman of the Students' Union of Foreign language school in Peking University. We are to hold an English speech contest next week. I am writing to ask whether you can honor us to be a judge for the competition.

The contest will be held next Sunday, December 20, 2012 in the Room 200 Teaching Building No. 3. It will begin at 6:30 and last for 3 hours. Participants will be from different majors in our university. Judges to be invited include another three professors who are very familiar with you.

We would be greatly honored if you can show your presence and provide us with your valuable comments. Please contact us at 1234567 if you can come.

Yours sincerely,

Li Ming

8 : 申请信 求职/学信

Directions:

You want to apply for the following job: a personal secretary to the general manager.

Write a letter to Mr. Byron to:

- 1) show your interest,
- 2) describe yourself, and
- 3) explain why you would be suitable for the job.

Dear Mr. Byron,

I learnt from the website of your company that you are looking for a personal secretary to the general manager. I am writing to express my interest in the position.

I am fully confident that I am the right person for the job. To begin with, I major in secretary and will graduate from Beijing University. I have a good academic performance in school and have been the top five students for four years in my grade. What's more, last summer vacation, I worked as a private secretary for a bank manager for about two months. I feel I have the necessary qualifications and experience needed for the position.

Enclosed is my resume to provide additional information. Thank you for your time and consideration. I am looking forward to your reply at your earliest convenience.

Yours sincerely,

Li Ming

9 : 慰问

Directions:

Suppose one of your friends, Smith, is injured in a car accident and now staying in a hospital, write him a letter to comfort him.

Dear Bob,

I'm so sorry to hear that you have been injured in a car accident several days ago.
How are you getting on these days?

Don't worry about the class you missed. I have taken down all the notes for you.
In the next day or two, you will receive a little package from me. I hope it will help
you to pass the time more pleasantly. If there is anything that I can do for you, please
do not hesitate to tell me.

Everyone in the class misses you and hopes you will recover and be back at your
desk soon.

Yours sincerely,

Li Ming

10 : 请求帮助

Directions:

You want to contribute to Project Hope by offering financial aid to a child in a remote area. Write a letter to the department concerned, asking them to help find a candidate. You should specify what kind of child you want to help and how you will carry out your plan.

Write your letter in no less than 100 words. Write it neatly on **ANSWER SHEET 2**.

Do not sign your own name at the end of the letter. Use "Li Ming " instead.

Do not write the address. (10 points)

Dear Sir or Madam,

As a student who can support myself, I am writing to request if you can help me
find a potential beneficiary of Project Hope.

I wonder whether it is convenient for you if two things regarding the child are
taken into account. First, the child should come from Sichuan Province because I
intend to help a child from my hometown. Second, it will be better if he or she is a
primary school student who was forced to drop school because of poverty.

I would like to help the child annually until he or she graduates from college.

Firstly, the money will cover his or her tuition fee and other expenses at school. Besides, I will correspond with the child frequently so that he or she can often seek advice.

Yours sincerely,

Li Ming

2019 考研真题解析直播入口：

方式一：关注微博@跨考考研，考研当天实时观看直播

方式二：考研当天登录一直播平台，搜索“跨考考研”或 ID:79523677

方式三：进 QQ 群 713119235，考研当天群内发布直播链接，各大院校真题抢先看，复试备考资料打包送，学长老师在线答疑。



2019 考研交流群：713119235