

G类
Task1

Letter

一、概述

字数 150-200

时间 20

1/3

二、结构 3-5段

1.开头段

2.主体段落 2-3段

3.结尾段

三、两种信

1.正式(不认识、不熟悉的人)

2.非正式（亲戚朋友）

四、写信格式

称呼

正文

落款

如何备考G类Task 1:

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例1：正式信

You have a full-time job and are also doing a part-time evening course.

You now find that you cannot continue the course.

Write a letter to the course tutor. In your letter

- describe the situation

- explain why you cannot continue at this time

- say what action you would like to take

Dear Mr. Smith,

I am writing this letter to explain that I cannot continue the part-time evening course which I am taking.

I am one of the evening class students on Tuesdays and Thursdays from 7 to 9. Like many of the students in the group, I have a full-time job. Unfortunately, last Friday, I was asked to head a new project and I will not be able to continue the course, because the project means I will have to work overtime in the evenings.

The course has been very useful and I really appreciate the help you have given to me. I will not ask for a refund, since there are only a few classes remaining. Could you please give me some materials you will use in the remaining classes so I can do some self-study when I have less work to do.

Thank you for your kind assistance. I look forward to hearing from you soon.

Yours sincerely,
Fan Yang

模板：

称呼和第一段:

Dear Sir/Madam,

Dear Mr. Smith,

I am writing this letter

to_____.

1. I am writing this letter to make
a complaint
about _____.

2. I am writing this letter to
explain _____.

3. I am writing this letter to
express my apology
for _____.

4. I am writing this letter
to express my thanks for

_____.

5. I am writing this letter to
inquire some information
about _____.

主体段落:

没有,需要背一些
常用句子。

结尾段和落款:

Thank you for your kind assistance. I
look forward to hearing from you soon.

Yours sincerely,
Fan Yang

例2：非正式信

You have recently moved to a different house.

Write a letter to an English-speaking friend. In your letter

Explain why you have moved

Describe the new house.

Invite your friend to come and visit.

Dear David,

I hope everything is fine with you. I'm writing this letter to let you know that at last we have moved to a bigger house.

We couldn't go on living in the two-bedroom house because the boys are growing up and the new baby has arrived.

Therefore, we started looking and finally here we are in our new home.

I'm sure you'll like it. Now we have three bedrooms, a very modern bathroom and a kitchen. The kids are happy because there is much more space with the big living room and the garden outside. But Michel is the happiest of all because he doesn't need to do much decorating.

Why don't you come around this weekend and see what you think of our new place? We would all love to see you and if the weather is good we can have a barbecue in the garden. Our new address and phone number are below, so give us a call and let us know when you will come.

I look forward to hearing
from you soon.

Yours,
Fan

模板：
称呼和第一段
Dear David,

I hope everything is fine
with you. I'm writing this
letter to let you know
that .

主体段落：

没有，需要背一些
常用句子。

结尾段和落款:

I look forward to hearing
from you soon.

Yours,
Fan

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2. 背一些常用句子

It did not work properly but
I could not find the problem.
它不能正常运转，但我却无法找出问题所在。

Please give this matter
your immediate attention.
请从速关注此事。

I am really annoyed about it.
真的惹火我了。

Please change a new one for me. Otherwise, I would ask you to give my money back, or I would complain to the Consumer's Association.

请给我换个新的，否则我会要求退款或向消协投诉。

I wish you would look into
the matter for me and talk
to the person responsible
for this mistake.

我希望你们帮我调查此事，
并告知此事故负责人。

I would prefer a single room, as I find the present sharing arrangement inconvenient.

我更倾向于单人房，因为现在安排的合租非常不方便。

I must explain that the reason for my dissatisfaction is my roommate's inconsiderate behavior.

我必须解释现在不满的原因是室友毫不体谅的行为。

In the instruction booklet
you have not mentioned
this defect and neither
have you told the user
how to solve the problem.
在说明书中,你没提及这个
缺陷, 也没告诉用户如何
解决这个问题。

This is very inconvenient,
not to mention
dangerous to the health,
as the weather is
starting to get colder.

这非常不方便，更不用说
危害身体，因为天开始变
冷了。

I am puzzled as to why
you have not paid
attention to this urgent
matter.

我无法理解为什么你们没
有立刻关注此事。

I must remind you that a fully operative heating system is one of the terms of the lease of the house.

我必须提醒你一个完好的供暖系统是租约的一项。

Therefore, I would be grateful if you would send a technician to repair the system as soon as possible.

因此，如果你们尽快派维修人员来维修，我将不胜感激。

Please send me all the relevant
information concerning the courses
you offer.

请发给我你们提供课程的所有相关信息。

I would appreciate it very much if you
could consider my suggestions.

如果你能考虑我的建议，我将不胜感激。

Could you tell me what I have to do to obtain a study visa and how long the process will take? I'd be really grateful if you can give me this information.

你能不能告诉我怎么拿到学习签证，申请过程要多久？如果您能提供一些信息我会不胜感激。

Please let me know if it is possible to become a temporary member of the library.

请让我知道是否可以成为图书馆的临时会员。

I do appreciate your timely
help.

感谢您的及时帮助。

I do apologize for what I
have done.

我对我的所作所为感到抱歉。

I am sorry that I cannot pay
the rent on time, and I trust
that you will understand.

对不起我没能及时付租金，相
信你能给予理解。

I would very much like
you to come to our party.
我非常希望你来参加我们的聚会。

I hope these suggestions
will be helpful. If I can
help in any other way,
please let me know.

我希望这些建议能对你有
所帮助。如果还有什么我
可以帮你的，请告诉我。

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One of your neighbours has recently written to you to complain about the noise from your house flat.

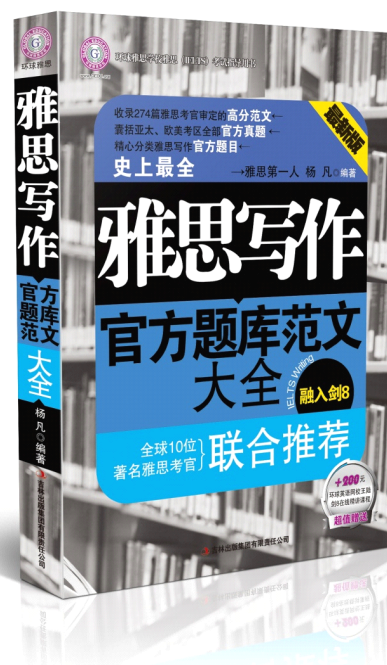
Write a letter to him. In your letter

- explain the reasons for the noise
- apologise
- describe what action you will take

You and your family are living in rented accommodation. You are not satisfied with the condition of some of the furniture.

Write a letter to the landlord. In your letter

- introduce yourself
- explain what is wrong with the furniture
- say what action you would like the landlord to take



blog.sina.com.cn/yangyasi
weibo.com/ieltsyang