

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 1-3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:

- 1.准备2个模板
- 2.背一些常用句子
- 3.写2篇， 仔细修改

例1：正式信

You recently bought a piece of equipment for your kitchen but it did not work. You phoned the shop but no action was taken.

Write a letter to the shop manager. In your letter

- Describe the problem with the equipment

- Explain what happened when you phoned the shop

- Say what you would like the manager to do.

Dear Sir/Madam,

I am writing this letter to make a complaint about the microwave oven which I bought five days ago in your shop.

I tried it out on the spot and it worked perfectly well. Therefore, I decided to purchase it. However, when I got home and tried it again, it seemed that the knob did not work. In the instruction booklet, you did

not tell the user how to solve the problem. I phoned your shop and explained the problem three days ago, but you have still not sent anybody to address it.

I am sure that you will agree that this is a most unsatisfactory situation.

Therefore, I request you to arrange to replace this microwave oven with another one, which must be in perfect working order. Failing that, I will have to visit on a refund in full of the price which I paid for it.

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 that_____.

4. I am writing this letter to express my thanks that _____.

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 want to sell some of your furniture. You think a friend of yours might like to buy it from you.

Write a letter to your friend. In your letter

- explain why you are selling*
- describe the furniture*
- suggest a date when your friend can come and see the furniture*