

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:

- 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 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

Dear Mr. Smith,

I am writing this letter to
complain about some of
the furniture in the house
which I rented from you.

We met each other when I signed the rental agreement in your office and I have lived here for 6 months now. As you may remember, the dining table is in very poor condition and has uneven legs. It also does not match the dining chairs as these are too low to be comfortable for a table of that height.

When I first pointed this out to you, you agreed to provide a brand new dining set. However, you have not done so and I would really like to solve this matter as soon as possible.

If it is more convenient for you, perhaps you could simply replace the table by finding one of a suitable height for the chairs. This would solve the problems without too much cost, so I hope you agree to this proposed solution.

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

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

Dear David,

I hope everything is fine with you. I'm writing this letter to express my apology for the noise from my flat.