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# Suggestion Letter

## 月考试卷作文讲评

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东阳中学 周英巧  
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## Original material

假定你是李华，你的英国朋友Peter来信就下周三要参加孔子学院（the Confucius Institute）的面试征询你的意见。请你写封回信，内容包括：

1. 写信目的；
2. 提出建议（至少两条）；
3. 表示祝愿。

注意：1. 词数100左右；

2. 可适当增加细节，以使行文连贯

3. 孔子学院是中外合作建立的非营利性机构，致力于增进世界各国人民对中国语言文化的了解，加强中国与世界各国教育文化交流合作。





面试

意见

回信

写信目的  
提出建议  
表示祝愿

interview

面试

interviewer

面试官

interviewee

被面试者

candidate

候选人/考生



面试

意见

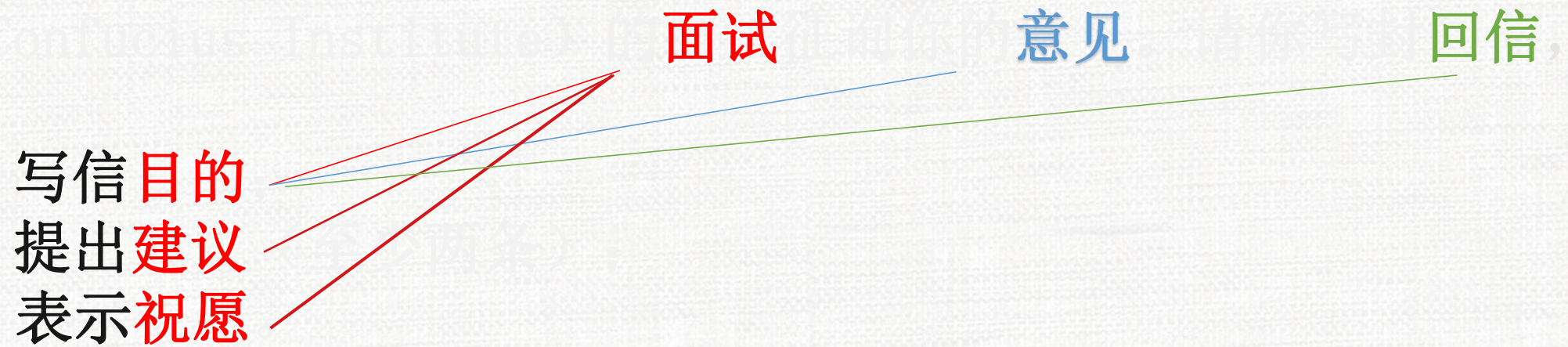
回信

写信目的  
提出建议  
表示祝愿

- |                               |                           |
|-------------------------------|---------------------------|
| 1. Writing style 文体:          | letter                    |
| 2. Theme 主题:                  | suggestions for interview |
| 3. Tense 时态: did? do? will do | do                        |
| 4. Content 要点:                | purpose, suggestion, wish |



**A good understanding of the requirements is half done.**



**What you write should be closely related to the topic.**





Li Hua



Peter



You

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**The information here is listed to help you know what kind of suggestions you can make.**





## Format



Dear Peter,

Para. 1 -----background information+ purpose

Para. 2-----suggestions (> 2)

Para. 3-----conclusion + wishes



Yours,

Li Hua






**A good beginning is half done.**

www.sunedu.com

Para. 1(background information + **writing purpose**):

Learning that you will have an interview for the Confucius Institute which is to be held next Wednesday, I'm writing to give you some suggestions. **schedule**

**Glad to** receive your letter **asking me for some advice on the interview** for the Confucius Institute scheduled for this coming Wednesday. **I'm writing to** remind you of **what to prepare for it.**







## Proper suggestions lead to an excellent version.

*Para.2 :Suggestions  
What suggestions can we give?*

- learn a few Chinese greetings
- wear Han-style clothing
- ...

*Discuss with your partners to give more suggestions.*





## Proper suggestions:

- learn a few Chinese greetings
- wear Han-style clothing
- learn Chinese history and culture
- read some books about Confucius
- learn some Chinese manners
- ◎ arrive on time
- ◎ leave a good impression
- ◎ keep smiling
- ◎ be confident, polite and calm
- ◎ good communication skills
- ◎ dress properly
- ◎ be well prepared
- ◎ sleep well



## Useful sentence patterns:

- Why not ...;
- It's important to do...;
- If I were you, I would...;
- I would like to suggest you should do...;

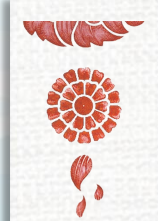
- It is advisable to ...;
- It is a brilliant way to ...;
- It is essential for you to ...
- It couldn't be better than...;
- It should be a good idea to do...;
- It will certainly help a lot if you ...;
- It would be beneficial if you could ...;
- It never fails to be a wise choice to do ...;
- ...



*Proper version:*

**First**, you are advisable to calm yourself down. The confucius Institute **was designed** to help foreign guests know Chinese culture better. **So** believe that you are **capable** of it. **Furthermore**, I can't emphasize the significance of smiling. **It can't be better if** a smile is always on your face **which** will bring others warmth. **In addition**, preparing well is also a good way to help you **stand out** in the group. **Last but not least**, rest well before the interview, **which** will offer you a clear mind in the interview.





# A good ending makes the composition completed.

Para. 3(conclusion + **wish**):

1. I hope my suggestions will be beneficial. **Good luck to you!**

*More versions:*

2. Anyway, I **do/sincerely** hope that my advice will be of great use/help.

I'm convinced that you will make it!

3. With a **sincere** heart, I hope that my advice can be of some value to you. You **are bound to** (一定) make it finally.

4. I hope my advice can make a big difference. And I'm looking forward to hearing your good news.





## Writing sample:



Dear Peter,

Glad to receive your letter **asking me for some advice on the interview** for the Confucius Institute scheduled for **this coming Wednesday**. **I'm writing to** remind you of **what to prepare for it**.

**It would be wise of you** to read some books about Confucius, which helps to better understand traditional Chinese cultures. **It would also be beneficial** to learn a few Chinese greetings. **Additionally**, wearing Han-style clothing will **make you stand out** among the candidates and impress the interviewers greatly.

**I do hope my proposal could be practical.** Wish you good luck!

Yours sincerely,  
Li Hua





1. format      2. choice of words      3. sentence patterns

Dear Peter,

Glad to receive your letter asking me for some advice on the interview for the Confucius Institute scheduled for this coming Wednesday. I'm writing to remind you of what to prepare for it.

**It would be wise of you** to read some books about Confucius, which helps to better understand traditional Chinese cultures. **It would also be beneficial** to learn a few Chinese greetings. **Additionally**, wearing Han-style clothing will make you stand out among the candidates and impress the interviewers greatly.

**I do hope my proposal could be practical.** Wish you good luck!

4. complete information

5. grammatical structure

Yours sincerely,  
Li Hua



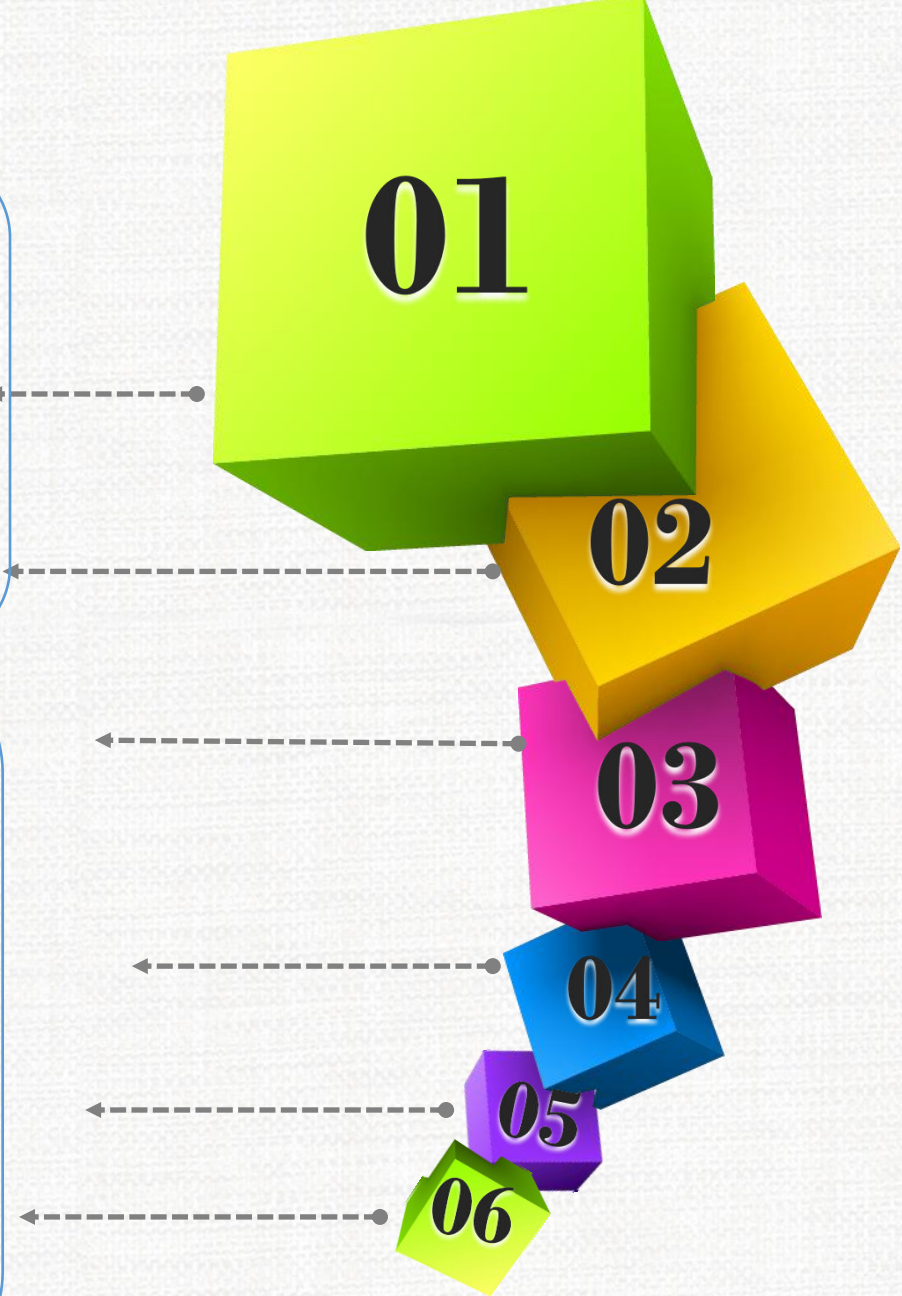


## Evaluation:

Your  
comments:  
3 sentences

**颜值** format  
handwriting

**言值** choice of words  
sentence patterns  
complete information  
grammatical structure





*Homework:*

**Improve your passage and rewrite your composition.**







**Thanks for your attention!**

