**Suggestion Letter**

**月考作文讲评**

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**☆Teaching objectives：**

\*To learn about the structure and content of letters;

\*To recognize what a good suggestion letter is like;

\*To write appropriate suggestion letters, especially pay attention to the tone and language.

**☆Original version：**

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。

**☆ Task 1: Rewrite the sentence to make it better.**

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.

**☆ Task 2: Tell which one is better and tell the reason.**

学生习作 1:

**Firstly**, the confucius Institute is a significant symbol of Chinese without which hardly can the foreigners know about the ancient Chinese culture. **Not only** will you learn to speak Chinese **but also** you will learn more about confucius. **Moreover**, you will learn to write some Chinese words. **Last but not least**, it's not built for making money, the purpose of the Institute is that we want more friends from all around to learn about our culture. Just show your interest about Chinese culture when you are tested.

学生习作 2:

**The first suggestion** I would like to offer is that you should learn about some Chinese language culture, **which** I think is of great help to understand the meaning of some questions. **Additionally, it is advisable to** take part in Chinese clubs to improve your Chinese skills. **Finally**, **it couldn't be better** if you could read some great books in Chinese. **Not only** can it make yourself wiser, **but also** it can improve your understanding in Chinese, **thus** letting the teacher know you are a good Chinese teacher.

学生习作 3:

**First and foremost**, don't be worried and don't be afraid of anyone. **It is very important for you** to leave them a good impression. It may help you to pass it. **Next**, you ought to start off your first day of it with a good sleep. Being well rested will help you remove any nervousness you may be feeling. **Last but not least**, you need to get ready for it before next Wednesday. **Because** it can help you pass it more easily.

学生习作 4:

**First**, you **are advisable to** calm yourself down. The confucius Institute was designed to help foreign guests know Chinese culture better. **So** be convinced 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.

**☆Comments on the four versions:**

I think example \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (good/bad), because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.