



A letter of asking for help

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How to ask for help



- A. Thank your helper.
- B. Tell the person you're looking for a favor.
- C. Word your request for a favor carefully.

B _____. The sooner you mention your intentions, the better. It's simple - all you need to say is something like, "I was wondering if I could ask you a favor" within your first few sentences.

C _____. Explain the facts of the situation. Then, without hesitation, explain what help you need from this person. Don't allow any chance of misunderstanding. Always get to the point and make it as specific as possible.

A _____. A good regulation is to offer your sincere gratitude. Remember that this person has no obligation to grant your favor. Your thanks doesn't have to be too complicated, maybe a small but heartfelt "Thank you" is enough.

A letter of asking for help

假如你是留学生李华，因英国新冠疫情严峻而打算回国，但目前所有个人回国航班都已取消，请给**中国驻英国大使馆**写一封信，要点如下：

1. 自我介绍，**请求**帮忙顺利回国；
2. **求助**大使馆告知包机航班的相关信息(如航班号、时间**等**)；
3. **咨询**回国的注意事项(如何防护、隔离)。

参考词汇：隔离 quarantine

求助信

Chinese Embassy 中国大使馆
ambassador /æm' bæsədə(r)/ 大使

Dear ambassador/Sir or Madam/(To whom it may concern),

Part 1: state background+ writing purpose--**ask for help**

Part 2: **express your request** for a favor carefully/ in detail
(flight information and dos and don'ts for return)

Part 3: **close the letter politely**

Sincerely yours,
Li Hua



Part 1: Purpose

1. I'm writing (this letter) to you to ask/seek for your help/assistance.
2. I'm writing to ask you a favor /ask you to do me a favor.
3. I'm writing(to you) in search of your guidance.
4. Unluckily / Unfortunately, I 'm encountering / faced with difficulties/ having trouble in doing ..., I wonder if you could help me with ...
5. I ' m sorry to disturb you but I have no alternative but to turn to you .
6. I desperately need your help. Please give me a hand in such a crucial situation.



Part 1: Background + Purpose

I am Li Hua, an international student who wants to return to China in view of the severe epidemic. Unfortunately, most of the individual flights are canceled because of the increasing imported cases. I'm writing to ask for your assistance to return to homeland smoothly. (王一鸣、胡彦哲、俞心瑶)

I'm Li Hua, a student presently studying abroad in England. Sadly learning that all the routine flights have been canceled, so I have no alternative but to turn to you for help as COVID-19 is spreading rapidly. (王梦婷、周逸飏)

I'm Li Hua, a 16-year-old oversea student in Britain. As far as I know, all flights to China have been cancelled I due to the serious epidemic here and I have no idea how to return to China. So I'm writing to you to seek for help from you (罗一茗、洪芊语、陈沂璟)

I'm Li Hua, an exchange student. I'm very sorry to trouble you but owing to the deadly epidemic and cancelation of the flights back to China, I have no choice but to ask you to give me a hand so that I can go back to China. (杨曦皓)

My name is Li Hua, a Chinese student studying in the UK. Due to the cancelation of all regular flights, I'm dropping these few lines in search of your guidance, hoping to go back to China successfully. (黄琪斐、洪宇琪)

Part 2: How to ask for information

疑问句

1. If possible, may I ask ...?
2. Would you please tell me the specific information of...
3. Could you manage to give me some constructive guidance on ...?

陈述句

1. I wonder if you could inform me of ...
2. I'd like to know...
3. Please allow me to enquire about...





Part 2: Flight Information

- | | | | |
|---------|------------------------------|----------|---|
| 1. 航班号 | 1. flight number | 6. 登机时间 | 6. boarding time |
| 2. 航班表 | 2. flight schedule/timetable | 7. 登机口 | 7. boarding gate |
| 3. 包机 | 3. chartered plane/flight | 8. 供餐 | 8. serve meals |
| 4. 出发时间 | 4. departure time | 9. 每周一班 | 9. one flight per/every/each week/ |
| 5. 到达时间 | 5. arrival time | 10. 预订机票 | 10. book/reserve a plane/an air ticket
make an airline reservation |

票价

What is the air fare ?

What is the price of the ticket?

How much should I pay for the ticket?

How much will it cost me to take/board the flight?

How much does the airplane company charge for the ticket?

I'd like to know the expense of the flight.



Part 2: Information + Dos and Don'ts

If possible, could you please tell me the information about the chartered flight, such as number, time and so on. By the way, I wonder if there's anything that I should **pay attention to** on my way home, like protection and **segregation**. (陈坤、应昂蔚、邱俊渊)

Nothing could be better if you could offer me detailed information about the chartered flight, including flight number, time and cost. Moreover, it would be highly appreciated if you could provide me with some essential notes on protection and **self-isolation**.
(王铭基、王昱翔)

Would you mind telling me if there are any flights available? Meanwhile, it will be of great help if you tell me **the precautions I need to take**, for example, how to protect myself and **quarantine(v.)**.
(王梦婷、尹沁于、周逸飏)

I sincerely hope that you could offer me some relevant information about the chartered flight, along with flight number, schedule, etc. In addition, it couldn't be nicer of you to provide me with the **tips that lay emphasis on** self-protection and **quarantine(n.)**.
(陆之滢、蔡彬倩)

Part 3: Ending (appreciation could be included)



1. Words fail to **express my heartfelt thanks** if you can spend a little precious time replying to my letter. (叶丁铖, 尹沁予)
2. I would **be** very **appreciative/grateful/thankful** if you could reply to me as soon as possible. (陈柯烨)
3. I would highly **appreciate** your timely/ prompt reply. (徐伟强)
4. Your timely/prompt reply to my letter would **be** highly **appreciated**. (一茗) (一芯)
5. Looking forward to your timely/earliest/prompt reply. (鱼米)

Writing Sample 1

Dear Sir or Madam,

I'm Li Hua, a student presently studying abroad in England. As the virus is spreading here, I'm eager to go back to China, which is almost impossible owing to the fact that all the individual flights have been canceled. So I have no choice but to trouble you to help me return to China .

I wonder if you could inform me of some information about the chartered flights, such as flight number, time and cost. By the way, could you please tell me some points I need to pay attention to like protection and quarantine on my way home?

I would be delighted for your timely assistance. Looking forward to your reply.

Yours,
 Li Hua

(written by a senior student: Lisa)



Writing Sample 2

Dear Sir/Madam,

I'm Li Hua, a Chinese oversea student in UK. Due to the rapid spread of the coronavirus in UK, I've arranged to fly back in several days, but the administration has shut down all the flights to China, which brings me into a dilemma. Therefore, I'm writing to seek for your help.

Could you please inform me of the relevant information of the chartered flight in the next few weeks, such as flight number, time and so on? Additionally, I'd like to know dos and don'ts of the coming trip, like protective measures and process of quarantine, in which case I could be fully prepared.

Looking forward to your early reply.

Sincerely yours,
Li Hua

(written by a college student : Anne)



Writing Sample 3

To whom it may concern,

I am Li Hua, a college student studying in Britain. As the coronavirus is going viral here, I eagerly want to go back home. Nevertheless, all commercial flights to China have been cancelled, which makes my return impossible. Therefore, I am asking for your favor to help me who is obliged to stay here under such a horrible circumstance.

Hence, if possible, could you please send me detailed information about the flight, such as flight number, boarding date, departure time and what we should do during the travel to protect myself. What's more, I have learned that China has already taken the virus under control. So I'd also like to know the necessary steps we ought to take once arriving at the domestic airport and how the quarantine will be going on .

Your prompt reply to my letter would be highly appreciated.

(written by a graduate: Scarlet)

Yours sincerely,
 Li Hua



Writing Sample 4: Fill in the Blanks

Dear honorable ambassador,

I am Li Hua, an oversea Chinese student studying in UK presently (present). As you know, the epidemic situation of coronavirus is severe here . I think it's a better decision to return to China . However, all the flights back have been cancelled (cancel). So I'm writing this letter to bother you to help me go back home smoothly.

First of all, could you please keep me informed (inform) of the related information about the chartered flight, which will really help me out, such as flight number, departure (depart) time, the ticket price and so on? Moreover, is it convenient of you to let me know something significant on the plane in advance, for instance, how to protect and quarantine myself from others?

I would appreciate it if you could give me a hand and I am looking forward to your earliest (early) reply.



(Written by a graduate : Victoria)

Yours faithfully,
Li Hua

Writing Model

Dear _____,

My name is _____. I have met much difficulty in _____. Faced with / Facing so much difficulty, I have to turn to you for help.

Firstly, would you like to _____ so that / in order that _____? In the meanwhile / Meanwhile, _____. Also, I would like you to _____.

I'm sure that I can _____ with your help. / I will be much appreciated if you help me to _____.

Thank you for your time.

Yours truly,
Li Hua





Thank you!

--Designed by Celeste