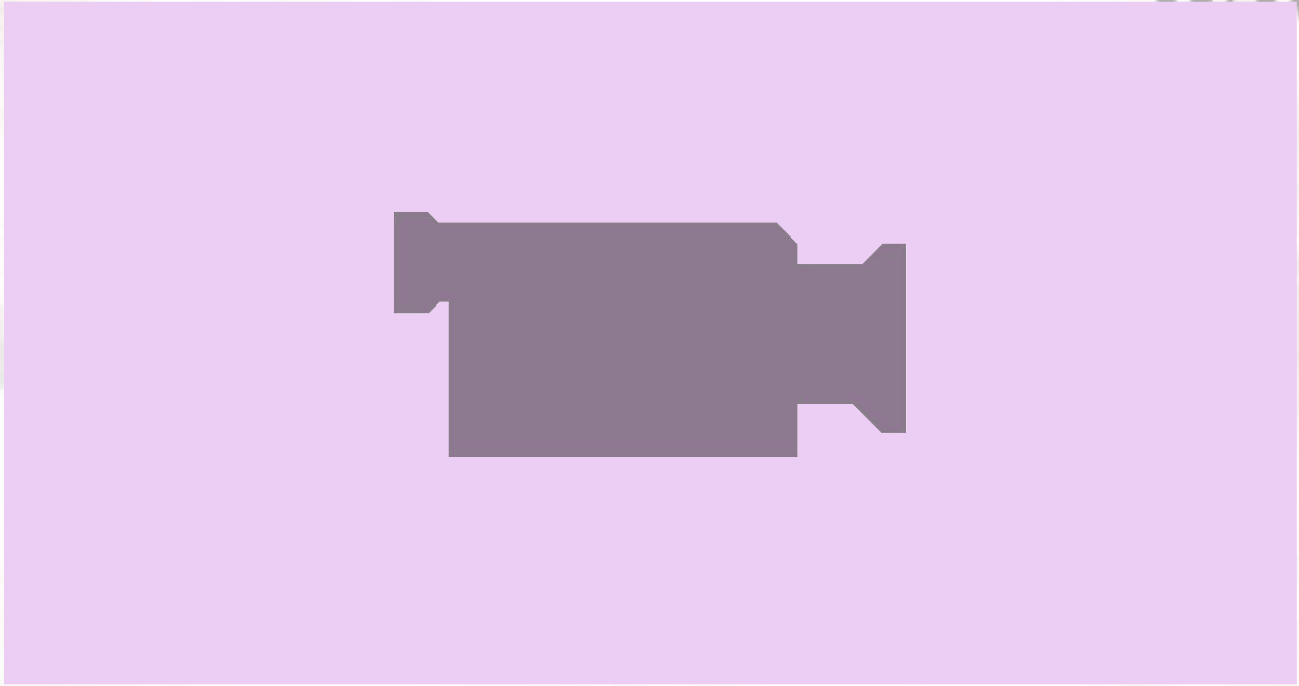


# A Letter of Recommendation

## A LETTER OF RECOMMENDATION

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## Book 3 Unit 5 A Trip on the True North

Here in Vancouver, you're in Canada's warmest part. People say it is Canada's most beautiful city, surrounded by mountains and the Pacific Ocean. Skiing in the Rocky Mountains and sailing in the harbour make Vancouver one of Canada's most popular cities to live in. Its population is increasing rapidly. The coast north of Vancouver has some of the oldest and most beautiful forests in the world. It is so wet there that the trees are extremely tall, some measuring over 90 metres.

location  
climate

scenery

lifestyle

过去分词作状语

动名词作主语

so...that...状语从句

独立主格结构

形容词最高级

# Recommend a City



假如你是高中生李华，你的美国笔友Jack热爱中国传统文化，最近打算来中国工作生活一段时间，但是不确定应该去往哪个城市，写信向你咨询。请你给他写一封回信，内容包括：

1. 你推荐的城市； 2. 推荐的理由 3. 美好祝愿

注意：1. 词数80词左右；

2. 可适当增加细节，使行文连贯。

审题：

1. 体裁：推荐信
2. 写信对象：笔友Jack
3. 推荐对象：一个城市
4. 时态：一般现在时

注意：

1. 推荐理由要有2-3条；
2. 理由涉及中国传统文化、工作机遇或生活便利条件等；
3. 结尾加上美好祝愿。

## The structure of the letter

Dear Jack,

**Part one:** express **the purpose and the background** of writing this letter

**Part two:** list at least **2 reasons** for recommendation

**Part three:** show **best wishes**  
(a complete sentence)

Sincerely yours,

Li Hua

## Part one The purpose and the background

 express the purpose and the background — direct

1. **I've learned from your last letter that** you are at a loss to choose which city to work and live in China, ... ranks/comes first on my recommendation list for the reasons below.
2. **Learning/Hearing that** you will work in China for a period of time and are eager to choose a city to live in, I'm writing to recommend ... to you.
3. Last time you dropped me a few lines **enquiring some information** concerning which city to work and live in. I'm more than delighted to recommend Hangzhou for the following reasons.

## Part two The reasons

### Recommend a city from different aspects

- 
- numerous job opportunities  
convenient transportation  
high living standard
  - delicious local food
  - harmonious atmosphere  
hospitable people  
relaxing lifestyle  
comfortable climate
  - picturesque scenery  
gorgeous landscape  
attractive places of interest
  - traditional culture  
interesting custom  
splendid history
  - magnificent architecture



## Part two The reasons



### List the reasons — detailed

1. Hangzhou is famous for its **picturesque scenery**. When you wander around the city in your spare time, it's undoubtedly a feast for your eyes.
2. Featuring a **long splendid history** and **numerous places of interests**, Nanjing will offer you a good opportunity to gain a better understanding of brilliant Chinese culture.
3. When you live in the city, I'm sure you are bound to be attracted by its **delicious local food**. Don't hesitate to have a good taste and it's a good chance to satisfy your appetite...

## Part two The reasons



List the reasons — detailed

4. The **convenient transportation system** and its **relaxing lifestyle** make it possible for you to live a satisfying life.
5. The **convenient transportation, friendly residents and the comfortable climate** won't make you disappointed.
6. Due to its special political environment, a large quantity of companies choose to locate themselves in Beijing, offering **many job opportunities**.



## Part two The reasons



List the reasons — logical

I recommend you to stay in Beijing, the capital and cultural center of China. **First of all**, the city enjoys a high reputation for its abundance of ancient architecture, which represents the traditional local lifestyles. **Also**, museums of all kinds and historical relics are waiting for you to explore. **Besides**, the exceptional Peking Opera performances there are what you can't miss.

## Part three Best wishes



Show best wishes — powerful

### Specific wishes

- ① Wish you a pleasant stay in ...
- ① I bet you will have a wonderful time in ...
- ① Hope you have a good job and lead a comfortable life in...
- ① Hope you have an unforgettable experience in...
- ① I do hope you will enjoy yourself in...
- ① Hopefully, you can find a suitable job and live happily in...



### General wishes

- ① I do hope my recommendation will be of great help / be beneficial to you.
- ① Hopefully , my recommendation will make sense.
- ① I sincerely hope that my recommendation can be adopted.
- ① I would appreciate it if you take my recommendation into consideration/account.

## Let's appreciate and analyze

Dear Jack,

I'm glad to hear that you're planning to stay in China for some time due to your great love for Chinese traditional culture. As for which city to choose, I would highly recommend Xi'an as a **wonderful destination**.

The first thing to do in Xi'an is to visit Terra Cotta Warriors (兵马俑), **from which you can feel not only Qin's prosperity but also people's excellent skills in ancient times**. Besides the **spectacular** historic site, the famous love story **that happened in Huaqingchi (华清池)** also represents the city's romance. By the way, **various** snacks like Roujiamo are not to be missed for food lovers.

In a word, Xi'an is a **fantastic** place full of cultural atmosphere and really **worth a visit**. So I sincerely wish you a good stay in Xi'an.

(瑶瑶)

Yours,  
Li Hua

优点：1. 首段开门见山地表达写信目的和背景。2. 中段从名胜古迹、文化传统、当地美食三个方面讲述推荐西安的理由，运用了from+which非限定性定语从句和that引导的限定性定语从句，以及not only...but also...句型，句式丰富。原因之间连接合理，逻辑性强。3. 高级词汇被大量运用，如：wonderful destination, prosperity, spectacular, various等。4. 整篇文章行文流畅，结构清晰，内容覆盖全部要点。

## Let's appreciate and analyze

Dear Jack,

Knowing that you tend to live in China for a while, I strongly recommend you to choose **my hometown**, Taizhou, a wonderful city with a **profound history**.

For those **passionate in** Chinese culture like you, Taizhou will surely **live up to your expectation with a wide range of traditional snacks and charming scenery**, including Jiangnan Great Wall, winding its way from east to west across Linhai. Additionally, you can also appreciate Taizhou Luantan, **which is famous as a mixture of various types of opera**.

Obviously, you'll have a great time living here. If you have any question, **feel free to consult** me. Looking forward to your arrival.

(马文鸾)

Yours,  
Li Hua

优点: 1. 首段利用分词作状语表达写信目的和背景。2. 中段从传统小吃、人文景观、特色曲艺三个方面讲述推荐台州的理由, 运用了丰富的句型, 如with结构、现在分词作状语、同位语、和which引导的限定性定语从句。原因之间连接合理, 逻辑性强。3. 高级词汇被大量运用, 如: profound, passionate in, live up to your expectation, a wide range of, a mixture of等。4. 整篇文章行文流畅, 结构清晰, 内容覆盖全部要点。  
注意点: 在文章中不应提到台州是自己的家乡。

## The possible version

Dear Jack,

Hearing/Having heard (hear) that you are struggling choosing the city to live in, I am writing to sincerely (sincere) recommend Beijing, our capital.

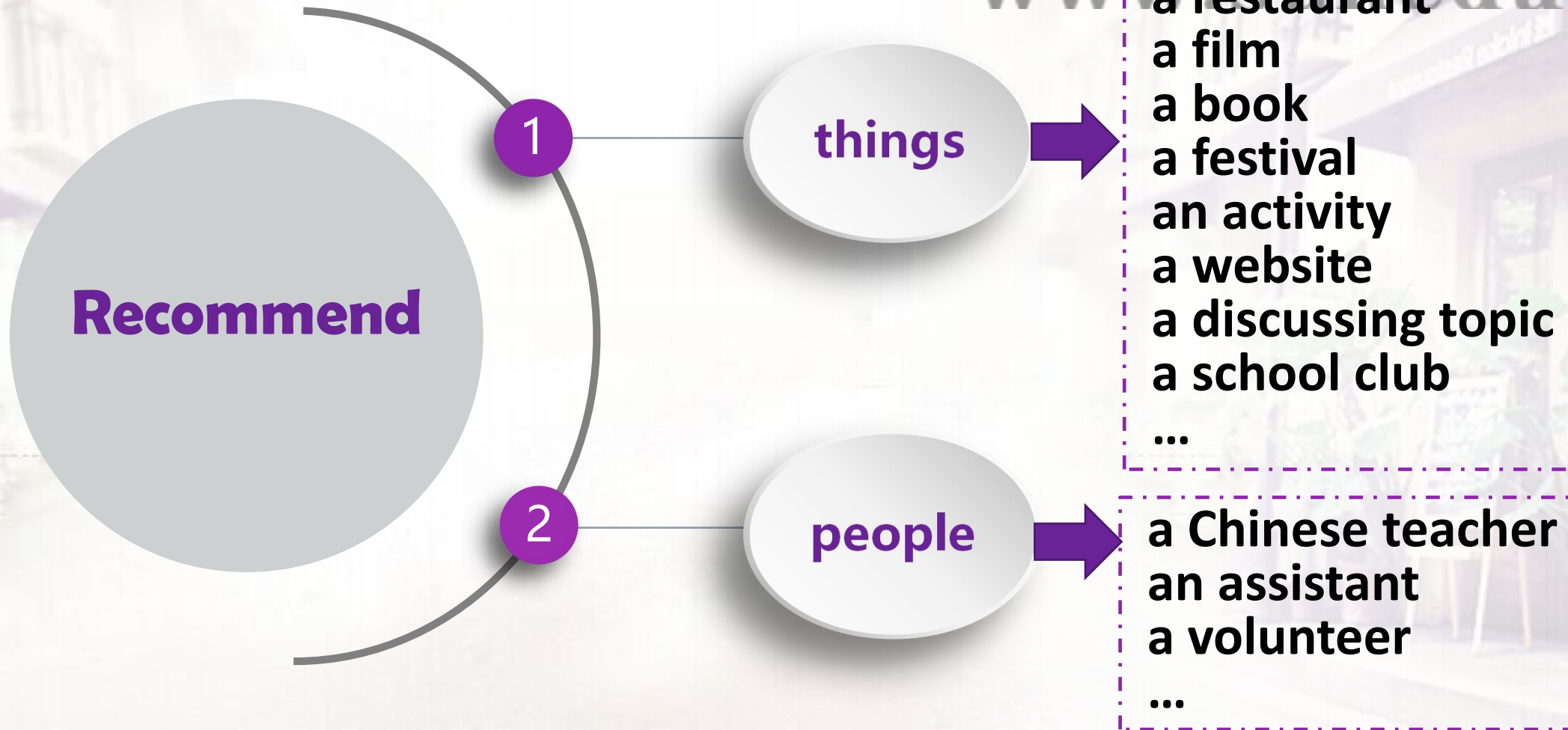
Well equipped (equip) and developed, Beijing is an undeniably livable and international city. Better yet, given that you are fond of Chinese traditional culture, the eye-opening museums and spectacular places (place) of interest will surely enable you to be buried (bury) in our culture.

I hope you will soon find the city very suitable (suit) and get accustomed to the brand new life there. And I will be more than pleased if my recommendation (recommend) makes sense.

yours,  
Li Hua

=to be immersed  
=to be soaked 沉浸于

# Recommending objects



## Book 3 Unit 2 Come and Eat Here

Tired of all that fat?  
Want to lose weight?  
Come inside Yong Hui's  
slimming restaurant.  
Only slimming foods  
served here.  
Make yourself thin again!

**location**

**dinning environment**

**service**

**food & specials**

**price**

Want to feel fit and  
energetic?  
Come and eat here!  
Discounts today!  
Our food gives you  
energy all day!

## Recommend a restaurant

假定你是李华，留学生**Simon**发来邮件说他打算周末和朋友外出聚餐，想请你给他推荐一家中餐馆。请你用英语给他回封邮件，内容包括：

1. 餐馆名称；
2. 推荐理由。

注意：1. 词数80左右；2. 可以适当增加细节，以使行文连贯。



Dear Simon, **现在分词作状语**

**Learning that** you would like to eat out with your friends this weekend and is **at a loss** which restaurant to choose, I'm writing to recommend a Chinese restaurant called Judie's Kitchen.

**with结构**

**定语从句&it形式宾语结构**

Judie's Kitchen sits in the center of the town **with easy access to public transportation, which makes it convenient for you to get there.** Besides, the restaurant **is decorated with** green plants and colorful flowers, **creating** a scene of a beautiful garden. When you eat inside, you **are not only awarded with** delicious food **but also** a good view. The specials are duck soup and roast chicken, **with which** I'm sure you will be satisfied. **not only...but also句型**

In a word, Judie's Kitchen is a good choice. I hope you will have a good time with your friends. **介词+关系代词**

Yours'

Li Hua

## Book 4 Unit 4 Communication: No Problem?

The first person to arrive was Tony Garcia from Colombia, closely followed by Julia Smith from Britain. After I met them and then introduced them to each other, I was very surprised. Tony approached Julia, touched her shoulder and kissed her on the cheek! She stepped back appearing surprised and put up her hands, as if in defence ...

**There always exist cultural differences. What can be gained from the text is not only language itself but also culture. Get it, taste it, digest it and then spread it in your expression.**

## Recommend a website

假定你是李华，你的英国朋友**Alex**正在学习汉语，希望你推荐一个适合他学习汉语的网站，请你根据以下内容，给他写一封电子邮件。

1. 推荐网站：**www.educhinese.com**;

2. 网站内容;

(1) 中国风俗、中文电影、中文歌曲、成语和唐诗等;

(2) 有在线教师答疑解惑。

注意：1. 词数80左右；2. 可以适当增加细节，以使行文连贯。



Dear friend, **现在分词作状语**

**Having learned that** you're striving to have a good command of Chinese, I'm writing to recommend a website, [www.educhinese.com](http://www.educhinese.com).

It's famous for the **abundant** resources, including Chinese customs, films, songs, idioms and poetry, **which** will surely make you fall in love with **定语从句** Chinese culture and help you **acquire a deeper understanding of** cultural essence. Additionally, on-line guidance from **patient and professional** teachers is also provided **free of charge**, **enabling** you to solve the problems in time. **现在分词作状语**

In a word, I strongly recommend this website without any reservation and sincerely hope you **benefit** from this website. May you **succeed in** learning Chinese!

(周逸扬)

Yours,  
Li Hua

## Book 6 Unit 2 A Few Simple Forms of English Poems

Did you know that English speakers also enjoy other forms of Asian poetry - Tang poems from China in particular? A lot of Tang poetry has been translated into English. This Tang poem is a translation from the Chinese.

Tang poems is the cream of Chinese culture. It is worthwhile to get more people enjoy them.

## Recommend a course

假如你是李华，你校的美国交换生Steven给你发了一封邮件，请你为他推荐一门选修课（**optional course**）。现请你给他回复，推荐白老师的“唐诗”选修课。

内容包括：1. 写信目的；2. 推荐理由。

注意：

1. 词数80左右
2. 可适当增加细节，以使行文连贯。

Dear Steven,

I've learned from your last e-mail that you are **at a loss** which optional course to choose. Mr Bai's Tang Poems comes first on my recommendation list for the reasons below/as follows. **同位语**

First, Tang poetry, **a combination of rhyming charm and literary beauty**, is the cream of Chinese classical literature, **a taste of which** will surely **spark your interest in** learning Chinese. Plus, Mr Bai has a special way to create a **relaxing and harmonious** class atmosphere. I **assure** you Tang Poems is your good choice. **定语从句**

Best wishes!

Yours,  
Li Hua

湖大教育  
www.sunedu.com



# Recommend a Person

## Book 4 Unit 2 A Pioneer for All People

Dr Yuan Longping grows what is called super hybrid rice. This special strain of rice makes it possible to produce one-third more of the crop in the same fields. ...Born into a poor farmer's family in 1930, Dr Yuan graduated from Southwest Agricultural College in 1953. Since then, finding ways to grow more rice has been his life goal. ...He doesn't care about being famous. He enjoys listening to violin music, playing mah-jong, swimming and reading. Spending money on himself or leading a comfortable life also means very little to him.

achievement

experience

personality

hobby

名词性从句

it形式宾语结构

过去分词作状语

动名词作主语、宾语

假定你是某国际学校学生会主席李华，你听说外教Peter下学期要来学校任教，需要一名助理。你写信向他推荐高一学生李民作为他的助理，并陈述你的推荐理由。

注意：1. 词数80词左右；  
2. 可适当增加细节，使行文连贯。

审题：

1. 体裁：推荐信
2. 写信对象：外教Peter
3. 推荐对象：李民
4. 推荐职位：外教助理
5. 时态：一般现在时

Dear Peter,

I'm Li Hua, Chairman of the Student Union. It's great to hear that you are coming to teach in our school next semester. I'm writing to you to recommend Li Min, a Senior 3 student, to be your assistant.

写作背景

写作目的

## 写作背景

1. I'm more than glad to hear that you will come to our school as an English teacher.

2. We are thrilled about the fact that you are coming to teach in our school.

3. On behalf of our school/Representing our school, I would like to extend my sincere/heart-felt/warm welcome to your.

Li Hua

Dear Peter,

Li Hua, Chairman of the Student Union. It's great to hear that you are coming to teach in our school next semester. I'm writing to you to recommend Li Min, a Senior 3 student, to be your assistant.

写作背景

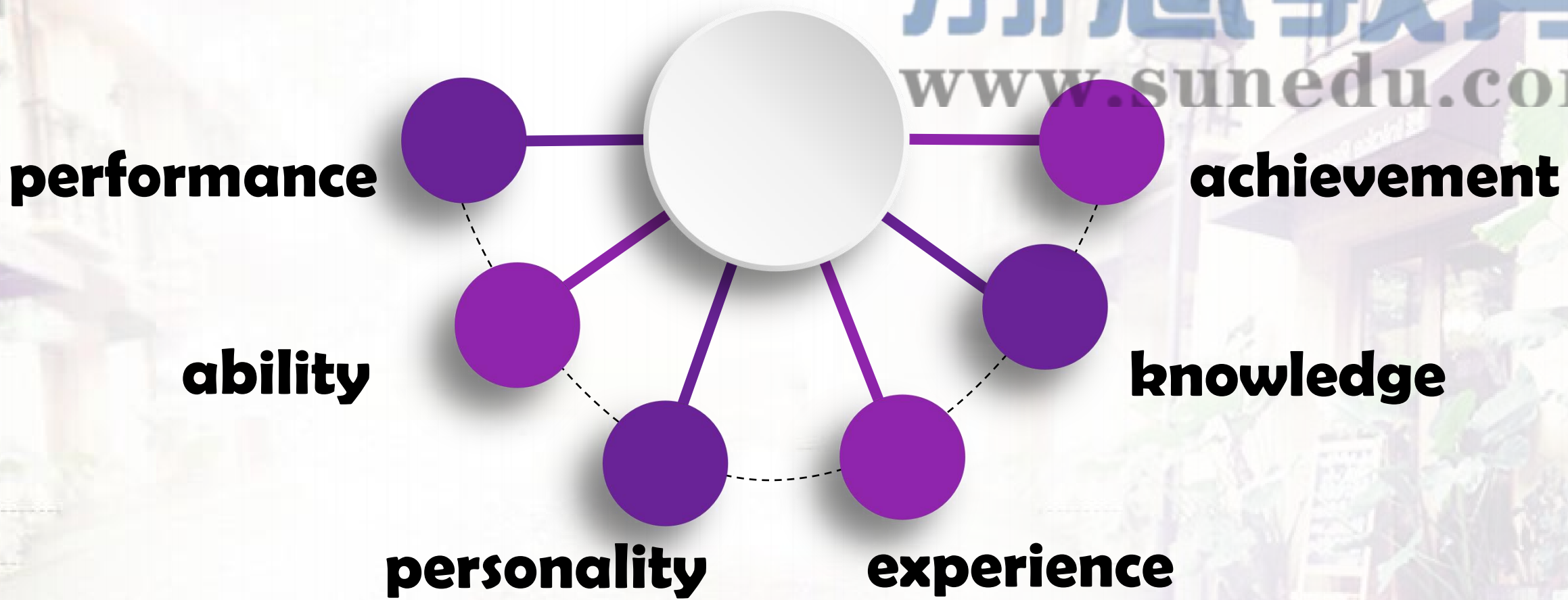
写作目的

推荐理由:

1. 在校表现突出
2. 才能 (英语口语好, 能熟练使用电脑等)
3. 性格特征 (勤奋好学, 热心随和, 善于与人沟通)

Yours sincerely  
Li Hua

Recommend a person from different aspects



**I'll call for pen and ink, and  
write my mind  
——William Shakespeare**

**Thank you!**