

1. 投诉信: (剑 6 Test A)

You and your family are living in rented accommodation in an English-speaking country. You are not satisfied with the condition of some of an electric appliance.

Write a letter to the landlord. In your letter

- introduce yourself
- explain what is wrong with the appliance
- say what action you would like the landlord to take

2. 投诉信:

A night club just opened near where you live. You are very unhappy about the situation because it disturbs the peace of the neighborhood.

Write a letter to your local government official.

- say who you are
- explain why you are unhappy
- suggest what should be done about it.

3. 投诉信:

You have recently made a purchase from the local department store. However, when you arrived home, you found a fault with it.

Write a letter to the manager. In your letter

- explain what the product is
- give details of the problem
- say what you'd like to be done about it.

4. 请求信（剑 9 Test A）

You are working for a company. You need to take some time off work and want to ask your manager about this.

Write a letter to your manager. In your letter

- explain why you want to take time off work
- give details of the amount of time you need
- suggest how your work could be covered while you are away

5. 请求信（此题和第四题重复，在答案中有两个版本的范文）

You are working for a company. You need to take some time off work and want to ask your manager about this.

Write a letter to your manager. In your letter

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- suggest how your work could be covered while you are away

6. 请求信（剑 9 Test B）

On a recent holiday you lost a valuable item. Fortunately you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company. In your letter

- describe the item you lost
- explain how you lost it
- tell the insurance company what you would like them to do

7. 建议信:

A hotel you stayed in recently asked guests to write to the manager and suggest ways in which they could improve their service.

Write a letter to the manager. In your letter

- explain who you are
- say what you liked about the hotel
- suggest ways in which they could be improved.

8. 感谢信

After having been involved in an accident, you were looked after by another person.

Write a letter to this person. In your letter

- recall the accident and how this person helped you
- express your thanks to this person
- tell this person how things are going after the accident.

9. 问询信

You wish to immigrate to a country but you are not sure about the requirements and application procedure.

Write a letter to the immigration officer of this country. In your letter

- explain who you are
- describe your qualifications and experience.
- explain what information you need from the immigration office

10. 谢绝信

Your friend is getting married and he has invited you to his wedding. However, you can't make it for a certain reason.

Write a letter to your friend. In your letter

- express your thanks and congratulations to your friend
- explain why you can't attend his wedding.
- express your apology for not being able to attend the wedding

11. 邀请信

You are arranging a dinner party.

Write a letter to your friend. In your letter

- Invite your friend to the party
- Explain why you are holding the party
- Give the necessary details about the party.

12. 日常信（剑 7 Test A）

You have recently started work in a new company

Write a letter to an English-speaking friend. In your letter

- Explain why you changed jobs
- describe your new job
- tell him/her your other news