

2019年9月公共英语三级真题

You are preparing for an English test and are in need of some reference books. Write a letter to the sales department of a bookstore to ask for:

- 1) detailed information about the books you want;
- 2) methods of payment;
- 3) time and way of delivery.

You should write about 100 words. Do not sign your own name at the end of the letter. Use "Wang Lin" instead.

枪哥讲解

播放

写作训练方法

构思方法：5W1H

who: Dear Sir or Madam;

what: ask for information;

why: need for the test;

how: pay by credit card;

when: SF express, within three days;

where: Beijing University Law school;

中文

亲爱的先生/女士：

我写这封信是希望了解购买书籍的一些信息。

首先我需要获得附件中的这些参考书目的详细信息，比如书籍的作者、出版日期等。这是因为我在准备两周后的一个重要的英语考试，而这些书是我准备考试所需要的。我希望能通过信用卡来支付这些书籍的费用。另外我需要确认您将用顺丰快递来邮寄这些书籍，比便于是我能在三天内收到这些书籍。请将这些书籍邮寄到北京大学法学院。

期待尽快收到您的回复。

此致

范文

Wang Lin

Dear Sir or Madam,

I am writing this letter to get some information about buying books.

First, I need the detailed information of these reference books in the attachment, such as the author of the book or publication date, etc. This is because I am preparing for an important English test in two weeks, and these books are what I need for the exam. I hope I can pay for the books by credit card. In addition, I need to confirm that you will mail these books by SF express so that I can receive them within three days. Please mail these books to Beijing University Law School.

I am looking forward to receiving your reply as soon as possible.

Yours faithfully,

Wang Lin

