

1. 学位论文总体目录和格式要求; (4-6页)
2. 学位论文写作顺序 (7-15页)
3. 学位论文各类型模板精讲 (16-38页)

写作第三次课:

一. 小作文: 信件写作 10分 100-120 words

1. 类型:

申请类: 求职、辞职、推荐

提要求: 询问、请求

礼节类: 邀请、感谢、道歉

反馈类: 建议、投诉

2. 关于格式: (3分)

① 缩进式

Dear James,

Yours sincerely,
Li Ming

② 中文式:

Dear James,

←→

←→

Yours sincerely,
xxx

3. 写作顺序:

① 称呼:

Dear Mr. Xie, * Dear sir or madam,

Dear Dr. Xie, To whom it may concern,

Dear Dr. & Mrs. Xie,

↑
敬启者,

Dear Prof. Xie,

②正文 (body)

Para 1: 说目的

1) I am writing the letter for the purpose of expressing my sincere apology to you.

2) I am writing to extend my heartfelt gratitude to you for the hospitality you offered me.

Para2: 没细节

答: There are several reasons
why I'll quit my current job.

The following is the problems

I found from your products.

过渡词

Firstly, _____.

Secondly, _____.

Finally, _____.

Para3: 礼貌 + 期待

感谢: My thanks for your
generous help are beyond
words.

I take this opportunity to
show my heartfelt appreciation
to the kind assistance you
rendered me.

期待回信:

I am looking forward to
hearing ~~for~~ from you at your
earliest convenience.
* as soon as possible

A.S.A.P.

套话:

Yours sincerely,

"PDA"

"~"

affection!

Yours truly,

"

Yours faithfully,

"Love".

Yours affectionately,
~..

x x x..

4. 分类型模板精讲:

①. 求职信:

Dear XXX,

I'm writing to apply for
in application to

the position of the accountant as

advertised in China Daily. Enclosed

with this letter is my resume
CV

which further details my qualifications.

There are several reasons why I
will make the perfect candidate
of this position. To begin with, I
graduated from the Accounting Department
of Peking University with outstanding
academic performance. Besides, I am
a/an ambitious / innovative / industrious
~~~~~

hardworking / intelligent / optimistic

person with teamwork spirit

(n.)

open mind

broad vision

\* pleasant personality

strong motivation



I would like to extend my  
heartfelt appreciation if you  
could let me know the results  
of my application in due course.

~~~~~  
X X X ,

X X .

② 辞职信:

Dear xxx,

I'm writing to let you know a decision of mine. I've decided to resign from my current position for some personal reasons.

The following is the reasons for my
decision. First of all, the job
position I'm holding is no longer
challenging any more. Therefore,
I need another job offer to expand
my horizons. Secondly, I have been
here for too long and I want to change
my environment. x x x x x x x

Lastly, I have been relocated from
SJ to LJE. Therefore, I prefer
not to spend too much time in
commuting.

I apologize in advance for any
inconvenience it might bring you!

I hope everything goes well!
x x x
x x

推荐信:

Dear sir or madam,

I am writing to recommend one of my students to be a candidate for a postgraduate scholarship at your university. (for the job position as advertised in your Website.)

The following is the reasons which qualified him as the perfect candidate. First of all, I have never met a more reliable and ambitious young man like him. Secondly, I have taught him for three years and I can assure you that his academic grade has been always outstanding.

I would be most grateful if you consider my recommendation and kindly offer him an opportunity at your company.

or offer him this award.

Yours Sincerely,

Li Ming

④ 询问: ask; inquire; wonder

Dear sir or madam,

I am writing to ask you some questions
about the books sold in your online store

With due consideration of the good
reputation ^{among} your readers.

I would be grateful if you could be so kind to provide me with essential information regarding the following aspects.

Firstly, please give me particular accounts of all xxx books by PKU press as their quality is pretty trustworthy.

Secondly, I also need to know the terms of payment and after-sales

services. x x x x x x x.

Thirdly, I wonder if it's convenient
for you to deliver these books by
EMS to me by September 1st.
~~~~~

I would like to express my gratitude  
for your kind consideration of my requests.  
I look forward to hearing from you at  
your earliest convenience.

Yours sincerely,  
Li Ming

课间休息

16:05 回来

5. 请求信: ask for; plead for

Dear XXX,

I am an over seas student from China, majoring in English language and literature. I am writing to ask for / plead for your help / assistance with regard to my course.

I would like to know whether you could do me a favor with the following aspects: First of all, do you have any reference books to recommend because I found there were many terms and theories that I didn't know. Besides, could you send a copy of your notes to me as I couldn't follow what you wrote in class.

I would very much appreciate it if you could approve my request. I'm looking forward to your earliest reply.

Yours sincerely,  
Li Ming

⑥ 邀请信:

Dear xxx,

You are cordially invited to participate  
in the conference entitled to "xxx"  
which is ~~so~~ <sup>o o o o</sup> scheduled on December  
8-9, 2025 in PK university.



For your reference, the following is  
a brief outline / agenda of this  
conference. The conference will start  
with seminars given by outstanding  
professors in PKU. After that, we'll  
arrange several labs to visit together  
with some networking breaks. Finally, there  
will be a recreational activity.



We look forward to seeing you  
as a significant part of this  

---

event.

Yours sincerely,  
Li Ming

~~RSV~~

⑧ 感谢信:

Dear xxx,  
I'd like to take this opportunity to express my heartfelt gratitude for your unselfish assistance during my stay in hospital.

It was your love that got me through the tough period. Your cards, flowers and smiling faces were like a warm fire in dark freezing winter nights, which will always spur me on and give me strength.

Please accept my most cordial thanks for your timely help, which I will always remember.

Yours sincerely,  
Li Ming

⑧ 道歉信:

Dear Sir or madam,

I am writing to apologize for  
the defective goods you found  
in our shipment.

NOW something must be done to solve the problem. Firstly we'll certainly accept the return of these items and send you replacements. Secondly, we'll refund you all your loss due to our mistakes. Thirdly, we are going to give your company another 10% off for future orders you place on us.

And again, I'm sorry for any  
trouble this may have caused  
you.

x x x ,

x x .



⑨ 建議信. ★★★★★

Dear xxx,

I'm writing the letter for the  
purpose of offering my suggestions  
~~~~~

/ thoughts on your lectures.
~~~~~

My thoughts can be outlined as follows. First, I find your lectures very informative but I do feel that you should provide us with more handouts because I often do not have time to take down all important points.

Second, would you please give us more opportunities for class discussions as I find that will deepen our understanding of the subject.

I'd like to thank you for your attention given to us. I look forward to your timely reply.

x x x

x x .

⑩ 投诉信: Complain.

Dear sir or madam,

I'm writing to complain about  
express my dissatisfaction about  
my recent trip to Hainan,  
which was organized by your  
agency.



There are several problems which need to be solved by you. First, your agency promised that the hotel was four-star yet I found it very dirty and uncomfortable. Second, you also reassured us that the price was all-inclusive. However, we were asked to pay for tickets at several scenic spots.



Therefore, we expect to be  
compensated for our extra expenses.  
And your timely reply will be  
appreciated.

Yours sincerely,  
Li Ming