

题目：Write proposals for the service of school library

参考范文：

Dear Sir or Madam,

As an undergraduate and a frequent library-goer of this university, I highly appreciate your excellent service, from which I have benefited a great deal. For the further improvement of the library, I'd like to put forward the following suggestions.

In the first place, the library should provide a useful platform, on which students can communicate with others about the difficulties encountered in the process of learning, ideas on literature and so on. Additionally, paper and online journals and magazines should be updated in time so as to make the latest academic researches easily accessible to students and professors. Last but not least, it is strongly recommended that the library should lengthen its opening hours on weekends. After all, a lot of students are busy with their classes during the week.

Thank you taking time reading this letter and I hope you will find these proposals useful and practical.

Yours
Li Ming

题目：Write proposals for the service of Students' Union//The Federation of Students.

参考译文：

Dear Students' Union:

I am Li Ming, a freshman who is studying in the department of Electronic Engineering. I am writing this letter in order to give some suggestions on how to improve the service of Students' Union in our school.

First of all, the freshman psychological instruction is expected to be developed and promoted as a routine activity so as to help the freshman keep a good mentality and set reasonable learning goals. Furthermore, more activities of literary and artistic reading should be held every month, which can not only stimulate students' enthusiasm for learning, but also broaden their horizons.

Lastly, the most significant thing that should be taken into consideration is personal safety. Students should be told not to easily trust all kinds of salesmen by mean of lectures held by Students' Union. Thus, it can protect students' safety and avoid property losses.

We sincerely hope you will find these suggestions beneficial and practical.

Yours Sincerely,
Li Ming

题目：Write proposals for the service of school hospital

参考范文：

Dear Sir or Madam,

As a sophomore in the department of Materials and Chemistry, I am writing to put forward some suggestions on how to improve the service of school hospital.

First of all, the medical treatment process of the school hospital should be simplified, and we should establish a health-centered development concept, providing efficient and convenient health services for teachers and students. Moreover, the equipment of the school hospital is old and backward. We should increase investment for updating equipment and improving the medical environment. Last but not the least, high-quality doctors should be cultivated, a good working atmosphere should be created, and school medical management and professional training should be strengthened to change the problem of school medical services.

Thanks for taking time reading this letter and I will be more than happy to see improvements in this regard.

Yours

Li Ming