

第二章 应用写作

■ 考纲解读：

根据 2021 年《福建省中等职业学校学业水平考试公共基础知识（英语）考试大纲》，本部分注重考查考生应用英语词汇、语法等知识进行书面表达的综合能力，要求考生能够根据所提供的情景描述、关键信息完成简单的应用写作。

🖨 水平测试考点

要求考生能够根据所提供的情景描述和关键信息完成简单的应用写作

📄 考试题型

在福建省中等职业学校学业水平考试中，本环节属于综合能力考查范畴，卷Ⅱ英语等级性考试的第二节。共 1 题，满分 10 分。

【解题步骤】

1. 平时要注重英语词汇的积累，掌握简单句、并列句的结构；了解名词性从句、状语从句和定语从句的用法，避免常见的语法错误，通过阅读和写作实践提高语言综合能力。
2. 认真阅读题目给出的中英文提示和参考词汇，细致地审题，确定要完成的是哪种写作体裁，需要补充完成的是哪些信息。
3. 根据对话、表格或中英文提示，按不同应用类语篇的要求完成应用文写作，书写规范、格式正确。

【常见应用文解题指导】

一、名片

【写作要求】

根据要求设计一张名片或根据名片进行人物介绍。

【写作指导】

1. 名片的格式及内容

The Name of Company (工作单位)	
Name (姓名)	Address (单位地址)
Title (职位、职称、头衔)	Tel (联系电话)
	E-mail (电子邮箱)

2. 常见词汇和句型

(1) 常见的表示职务的词汇有 manager, professor, engineer, secretary, director, accountant, dentist, architect 等。

(2) 常见的个人信息介绍句型

I am a... (职位) and I work in... (公司)

My company is located in.../lies at/in...

3. 地址及邮箱的书写格式

(1) 地址的排列顺序要由小到大, 一般按“室号—楼号—街道名—城市—省—国家”顺序书写。如: Room 203, Shimao Building, Zhongshan Road, Huangpu District, Shanghai, China。

(2) 电子邮箱的表达为: 用户名 + @ + 域名。如: guangjia@163.com。

二、个人简历

【写作要求】

根据阅读材料填写一张个人简历表或根据简历表描述个人学习工作经历。

【写作指导】

1. 个人简历表的格式及内容

Resume			
Name (姓名)		Photo (照片)	
Sex/Gender (性别)			
Date of Birth (出生日期)			
Birth Place (出生地)			
Height (身高)		Health (健康状况)	
Education (学历)		Weight (体重)	
Address (地址)		Major (专业)	
E-mail (电子邮箱)		Telephone (联系电话)	
Job Objective/Position Applied for (求职意向)			
Education Background (教育背景)			
Working Experience (工作经历)			
Abilities (个人能力)			

2. 个人信息表达方式

姓名: I am.../My name is...

年龄/出生日期: I am... years old./I was born on...

籍贯/出生地: I am from.../I come from.../I was born in...

身高、体重: I am... cm/kg.

身体状况: I am in... health.

学习专业: I major in.../My major is...

家庭住址: I live in...

求职意向: I want to find a job as.../I want to apply for...

个人能力: I can.../I am good at.../I have... skill.

教育背景: I studied in... from... to...

工作经历: I have worked as... in... for... (一段时间).

兴趣爱好: I like.../I enjoy.../I am interested in.../I am fond of.../... is my favorite.

联系方式: My phone number is.../My e-mail address is.../Contact me at..., please.

三、电话留言

【 写作要求 】

根据一段对话文稿，按要求填写电话留言表，或根据电话留言表内容描述留言信息。

【 写作指导 】

1. 电话留言表的格式及内容

Telephone Message			
To (留言对象)		From (来电者)	
Date (来电日期)		Time (来电时间)	
Telephone Number (来电号码)			
Message (留言内容)			
Taken by (记录者)			

2. 常用电话用语

自我介绍：This is... speaking.

找通话对象：May I speak to...?/I'd like to speak to...

提出留口信：Can I leave a message?

提出捎口信：Can/May I take a message for you?

交代留言内容：Could you please tell... about/that...?

询问来电号码：May I have your phone number?

询问来电者姓名：May I have your name, please?

四、信件

(一) 邀请信

【 写作要求 】

根据中英文提示，按照书信格式撰写邀请函。

【 写作指导 】

1. 邀请信的格式

	Date (写信日期)
Dear... (被邀请人),	
On behalf of..., I'm writing to invite you to... (正文中写清邀请的时间，包括年、月、日、钟点，以及地点、场合)	
We're looking forward to your coming.	
Yours sincerely,	
Signature (邀请人签名)	

2. 撰写邀请信的注意事项

(1) 邀请信日期写在右上角，顺序为：(英式)日、月、年/(美式)月、日、年。如：

15th May, 2022 或 15 May, 2022 (英式)

May 15th, 2022 或 May 15, 2022 (美式)

- (2) 称呼语一般以 Dear 开头, 加称谓, 再加姓或姓名, 左边顶格, 末尾用逗号;
- (3) 正文书写开头通常要空 4 个字母的位置;
- (4) 结束语低于正文一两行, 靠右开始写, 第一个字母大写, 末尾用逗号, 常见的如: “Yours sincerely,” “Yours faithfully,” 等;
- (5) 签名在结束语下一行;
- (6) 邀请信一定要将邀请的时间(年、月、日、钟点)、地点、场合写清楚, 不能使被邀请人存在任何疑问。

3. 邀请信的常用语

(1) 常用开头语

On behalf of..., I have the honor to invite you to...

It is with great pleasure that I'm writing to invite you to...

I'd like you to come to.../attend... at... on...

Would you like to come to... at... on...?

(2) 常用结束语

I do hope that you will be able to come.

I am looking forward to your coming.

(二) 感谢信

【写作要求】

根据中英文提示, 按照书信格式撰写感谢信。

【写作指导】

1. 感谢信的格式

Dear Manager...,

I am writing to tell you that... (被感谢人) from your... (公司名字) is truly an excellent... (职业名称).
She/He is very professional and considerate.

... (描述感谢原因一). I was quite moved. What's more, ... (描述感谢原因二).

My friend and I really appreciate her/his help. Please extend our sincere thanks to her/him.

Yours sincerely,
(感谢人)

2. 撰写感谢信的三要素: 感谢原因, 描述对方给予的帮助, 再次感谢。

3. 撰写感谢信的注意事项

(1) 灵活把握时态

用过去时态描述对方曾给予的帮助; 用现在完成时表达对方的帮助带来的成效; 用一般现在时描述现状; 用将来时表达祝愿。

(2) 感谢信常用句式

第一段: 表达感谢原因

I am writing this letter to thank you for...

I am writing to express my sincere thanks for...

I would like to convey in this letter my heartfelt thanks to you for...

第二段：细述对方的帮助

It was nice/kind/thoughtful of you to...

Without your help, I wouldn't have done...

If it had not been for your help, I wouldn't have...

第三段：再次感谢

Thanks again for your generous help.

I appreciate it more than I can say.

Please accept my sincere thanks for your help once again, which I will never forget.

(三) 道歉信

【写作要求】

根据中英文提示，按照书信格式撰写道歉信。

【写作指导】

1. 撰写道歉信三要素：道歉原因，提出弥补方案，请求谅解。

Dear... (被道歉人),

I am truly sorry that... (道歉原因).

The reason is that... (介绍原因). Hope you can accept my apologies and I would appreciate it if you allow me to show you around Fuzhou when you visit next time. ... (提出弥补方案)

Yours sincerely,

(道歉人)

2. 撰写道歉信的注意事项

(1) 表达道歉语言要诚恳，理由要真实

(2) 道歉信开头段常用句式

I am writing this letter to express my regret...

I am writing to apologize for...

I would like to give you my apology for...

I'm writing to say sorry for...

(3) 道歉信主体段常用句式

To make up for my fault I will...

We assure (保证) you that such a matter will never happen again.

Could we find a suitable time to... so that I can make up for my careless mistake?

(4) 道歉信结尾段常用句式

Once again, I am sorry for any inconvenience caused.

Please allow me to say sorry again.

I sincerely hope that you can accept my apologies.

(四) 推荐信

【写作要求】

根据中英文提示，按照书信格式写推荐信。

【写作指导】

1. 撰写推荐信的元素:

- (1) 写信人与被推荐人的关系;
- (2) 推荐原因——概述被推荐人的个人信息、品质、能力、性格以及已获取的资格证书;
- (3) 阐述被推荐人能胜任应聘的职位。

Dear...,

It is my pleasure to recommend... (被推荐人) to you. He is my... (介绍与此人关系).

He performed wonderfully in our university. He has got the title of Excellent Graduate. He has great communication skill and is good at... (介绍被推荐人的品质、能力、性格等).

Therefore, ... (被推荐人) would be your good choice. Should you favor him with a position in your company? I would be grateful if you consider my recommendation. I look forward to hearing from you soon.

Yours sincerely,

(推荐人)

2. 推荐信的常用句式

(1) 推荐信开头段的常用句式

It is with great pleasure that I recommend... to you.

I am writing to recommend... to you.

I would like to recommend... to you.

(2) 介绍被推荐人的个人品质、能力、性格等常用句式

He majors in...

He has been given the title of Excellent Student.

He is creative and hardworking.

He is good at...

He has got a part-time job as a manager assistant for a year.

(3) 介绍被推荐人能胜任应聘职位的常用句式

Therefore, ... would be a good choice. I would be grateful if you would like to consider my recommendation.

I would be most grateful if you would consider my recommendation and kindly offer him/her...

(五) 求职信

【写作要求】

根据中英文提示, 按照书信格式撰写求职信。

【写作指导】

1. 撰写英文求职信的元素

- (1) 简单介绍个人情况, 说明应聘职位;
- (2) 简单介绍相关的教育背景;
- (3) 简单介绍工作经验;
- (4) 个人性格特征;
- (5) 希望得到面试机会的愿望与联系方式。

I'm writing this letter to apply for the position of... (应聘职位) advertised in... (报纸名称)... on (广告发布时间). I graduated from... (学校) as... (专业). I worked as... (职业) in ABC Company for a year. I can speak fluent English. I like to communicate with others and I enjoy working under pressure.

Thank you for considering my application, and I am looking forward to meeting you.

Yours faithfully,
(应聘人)

(1) 求职缘由, 表明求职意愿

In today's newspaper, I noticed your advertisement for...

I have had four years' experience as...

(3) 请求答复，提供联系方式

If you agree with me, please contact me by phone... or e-mail...

(六) 电子邮件

【写作指导】

撰写电子邮件的要素：信头（Letter head）、主体（Body of the letter）、结尾敬语（Complimentary close）以及落款签名（Signature）四个部分。

Date:	Aug. 25, 2022 (发邮件时间)
From:	Davidbrown@126.com (发件人邮箱)
To:	Boblin@qq.com (收件人邮箱)
Subject:	Letter of application (邮件主题)
Dear... (收件人), x <div style="text-align: right;">Yours sincerely, (发件人)</div>	

1. 信头部分 (Letter head)

From 和 To 栏分别填上寄信人和收信人的邮箱地址。

主题 (Subject): 简明概括信的内容 (首字母大写)。如: Letter of application

2. 主体部分 (Body of the letter)

2.1 称谓

Dear + Mr./Mrs./Miss/Ms. + 对方姓氏, 后面加上逗号, 如 Dear Mr. Smith; 如对方为关系较好的朋友, 也可以用 Dear + 对方名字, 如 Dear Jim; 不知晓对方姓名的情况下, 可用 Dear Sir or Madam。

2.2 正文

正文内容不宜过于冗长, 尽量简洁明了, 条理清晰。对事情的阐述合理分段, 方便收信人阅读。

表达邮件的目的, 根据邮件类型选择常用的开头句式。

① 邀请函

I am pleased to invite you to attend...

It is my pleasure to invite you to attend...

I would like to invite you to...

② 感谢信

Thank you for your kindness to me.

I can never thank you enough for your generosity.

③ 求职信

I am writing to apply for the position of...

④ 投诉信

I am quite disappointed that...

2.3. 结尾

① 邀请函

It would be an honor to me if you would accept our invitation.

Please confirm by... that you can come.

② 感谢信

I am most grateful for your kindness and generosity.

I hope that I may be able to return your hospitality in the future.

③ 求职信

For your consideration, I am attaching my resume.

④ 投诉信

We expect that you will...

I hope you can solve this problem in an agreeable way.

3. 结尾敬语 (Complimentary close) 和署名 (Signature)

Yours sincerely,/Yours faithfully, (常和 Dear Sir/Madam 相呼应) + 署名

如是较好关系的朋友等, 可以用:

Best regards,/Best wishes, + 署名

五、欢迎辞

【写作要求】

根据要求写一则欢迎辞。

【写作指导】

1. 欢迎辞的格式及内容

Welcome Speech

Hello, everyone! Today we are very happy to have Mr./Ms... with us. He/She is from... (出生地). He/She is your/our... (职务/身份). He/She is good at... (特长). I'm sure... (表达期望). Let's give him/her a warm welcome.

2. 欢迎辞的常用语

(1) 打招呼

Hello, everyone./Good morning, everyone.

(2) 简要介绍欢迎对象

姓名: Today we are happy to have... here with us.

国/户籍: ... is from...

身份: ... is your new English teacher/new classmate.

特长: ... is good at.../... is an experienced teacher.

(3) 表达期望和欢迎

I am sure you will get along and become good friends.

I'm sure you will find him/her very friendly and helpful.

Let's give... a warm welcome.

六、请假条

【写作要求】

根据一段文字材料，书写请假条。

【写作指导】

1. 请假条的书写格式

Asking for Leave

Date (时间)

Dear... (请假对象),

I'm sorry that I can't... (致歉) because I... (阐述请假事由). Will you please give me two days' leave (提出请假并希望获准)? Thanks.

Yours sincerely,
Signature (请假人签名)

2. 请假条中的常用表达

(1) 请假事由并致歉

I'm sorry that I can't... I have a bad cough and I have to go to see the doctor.

(2) 提出请假

I'd like to ask for sick leave for three days.

I beg for a one-day leave.

Now I am writing to apply for a two-day/two days' leave.

Could you grant/allow me half a day's leave?

(3) 希望获准

I hope you can grant me this leave.

Thank you for your kind consideration of my request.

七、通知

【写作要求】

根据一段文字材料，写一则书面通知或口头通知。

【写作指导】

(一) 书面通知

1. 书面通知的写作格式及内容

NOTICE
Date (发通知的时间)
(正文中包含通知的对象、活动名称、内容、时间、地点及要求)
(发出通知的单位)

2. 书写书面通知的注意事项

(1) 书面通知的第二行中央应写上 NOTICE (字母常大写以表示醒目);

(2) 一般情况下，发布通知的日期写在通知正文的左上角 (在 NOTICE 的下一行)，发出通知的单位常写在正文结束的左下角；

(3) 书面通知中被通知的单位或人常用第三人称；

(4) 常以一般将来时态表达通知内容；

(5) 通知的正文首句往往应介绍活动的主题、时间、地点，然后介绍出席活动的对象及要求等。

3. 书面通知的常用表达

(1) 活动内容

... (活动) will be held in... (地点) at... (时间) on... (日期)

There will be/is going to be... (活动) in... (地点) at... (时间) on... (日期)

(2) 活动对象

... are welcome.

(3) 活动要求

All are required to...

Please be on time.

For anyone who wants to take part in it, please be there on time.

(二) 口头通知

1. 口头通知的写作格式及内容

Announcement

(通知的对象)

May I have your attention, please? I have an announcement to make... (正文中包含活动名称、内容、时间、地点及要求)

That's all. Thank you.

2. 口头通知的注意事项

(1) 口头通知标题用 Announcement, 常省略;

(2) 口头通知对象称呼常用 “Boys and girls” “Ladies and gentlemen” 等, 注意写称呼语时, 应顶格写;

(3) 常以一般将来时表达通知内容。

3. 口头通知的常用表达

(1) 开头语

May I have your attention, please? I have something important to tell you.

Attention, please! I have an announcement to make.

Please be quiet!

Listen, please!

(2) 结束语

That's all. Thank you.

Thanks for listening.

八、招聘广告

【写作要求】

根据中英文提示写一则招聘广告或根据阅读材料填写一则招聘广告。

【写作指导】

1. 招聘广告的格式及内容

... Wanted/Needed (招聘职位)

Would you like to work in an exciting company? ... (招聘单位名称) is your best choice! We need... (招聘人员及数量). Applicants should... (应聘条件) and should... (应聘条件). If you are interested, please contact... (联系人) at... (联系方式), or you can visit our website at... (招聘单位网址) for/to get more information.

2. 常用招聘广告用语

招聘标题: ... Wanted/Needed; We Are Hiring

招聘单位: Welcome to.../Please join us at...

招聘职位: We need/want/are looking for...
... are needed/wanted.
应聘条件: Applicants should have... skills/be good at...
联系方式: Please contact... at.../email... at.../visit our website at...

九、失物报告单

【写作要求】

根据提供的信息填写失物报告单。

【写作指导】

1. 失物报告单的格式及内容

Lost Article Report
Item Information (失物信息):
The Type of Item You Lost (失物类型):
Description (描写失物明显特征):
Location (丢失场所):
Contact Information (联系方式):
Name (失主名字):
Phone (失主联系电话):

2. 与失物报告内容有关的词汇

物品: cellphone, laptop, digital camera, wallet, watch

失物描述: brand, color, size, features

丢失场所: seat number, seatback pocket on the plane, Room... in the hotel

十、招租启事

【写作要求】

根据提供的信息填写招租启事。

【写作指导】

1. 招租启事的基本格式及内容

... (房子类型) for Rent
... (月租金)/Month
... (几间卧室), ... (几间浴室), ... (房屋面积).
Address: ... (房屋地点)
For more information, call... (房东及联系方式)

2. 与招租启事内容有关的词汇

房子类型: apartment (单元房), house (独立住宅)

租金: \$620/month, \$1,200/month

房间类型: bedroom (卧室), bathroom (浴室), living room (客厅), dining room (餐厅)

十一、日程安排表

【写作要求】

根据一段文字材料，列出日程安排表；根据日程表描述行程安排。

【写作指导】

1. 日程安排表的结构内容

Time (时间)	Place (地点)	What to Do (活动安排)

2. 填写日程安排表的注意事项

罗列活动时间、对应活动地点和具体活动项目。

十二、点菜单

【写作要求】

根据一段点餐对话，按要求填写点菜单。

【写作指导】

1. 点菜单的格式及内容

Order			
Date (日期): _____ Table (桌号): _____ Guest Number (客人数): _____			
Item (菜品)	Quantity (数量)	Unit Price (单价)	Amount (金额)
Total Amount (总金额)			

2. 常见的点餐用语

Can I take your order?

Would you like to order now?

What would you like to eat/drink?

Would you like something to eat/drink?

Anything to eat/drink?

What would you like for the main course?

What's the specialty of the house?

I'd like..., please.

I'd like... to start with.

No, thanks.

How much is it?

十三、购物清单及单据

【写作要求】

根据中文提示或英文对话列一份购物清单或填写购物单据。

【写作指导】

1. 购物清单及单据的格式和内容

(1) 购物清单

Shopping List	
Item (商品名称)	Number (购买数量)
(书写商品名称多用单数形式)	(描述数量要带上单位)

(2) 购物单据

To: (购物人/单位) _____		Date: (开票日期) _____	
		From: (商家) _____	
Item (商品名称)	Quantity (数量)	Unit Price (单价)	Amount (金额)
Total Amount (总金额)			
Signature (开票人签名)			

2. 填写购物清单和单据的注意事项

- (1) 填写商品名称时, 用单数形式表示;
- (2) 填写数量时, 需要保留单位, 如: 3 boxes, 2 kilos;
- (3) 填写金额带货币单位, 如: ¥15, \$6。

十四、预订单

【写作要求】

根据对话填写酒店预订单。

【写作指导】

1. 与酒店入住有关的词汇

hotel 酒店 check in 入住 check out 退房
wake-up call 叫醒电话 reservation 预订 confirm 确认
payment 付款 receptionist 前台接待员
arrival and departure dates 抵店和离店的日期

房间种类: single room, double room, standard room (标准客房), suite (套房), deluxe room (豪华套房)

2. 酒店预订和入住的常用表达

Welcome to ××× Hotel, sir (madam).

What kind of room would you like (prefer)?

From which date and for how many nights?

How much is the suite, please?
What is the price of the single room?
What services come with that?
May I see your passport, please?
Would you please complete this registration form?
Could you sign your name, please?
We look forward to serving you/your visit.
We hope you enjoy your stay in our hotel.

十五、常规指令

【写作要求】

根据要求介绍常规的指令、标识或条例。

【写作指导】

1. 标识须知的格式及内容

... (问候语). I'm... (自我介绍). Let's start with... (标识). ... (标识 1) means you are not allowed to...
... (标识 2) means you should... When you see (标识 3), you should... ... (标识 4) reminds us to...

2. 常见句型

Let's start with...

... be not allowed to do...

... remind us to do...

3. 常见标识用语

No entry, No smoking, No fire, No touch, Wear hard hats, Dangerous electricity/poison, First Aid,
Slippery when wet...

十六、施工场所的公告

【写作要求】

根据所给信息写一则公告。

【写作指导】

1. 施工公告的格式及内容

... (路名) Road will be closed from... (起始时间) to... (结束时间) for... (原因). ... (施工单位) is in
charge of... (项目). During the construction, ... (注意事项). ... (致歉). If you have any queries, please feel
free to contact us at... (联系方式).

2. 施工公告常用句型

We apologize for any inconvenience caused.

No vehicles are allowed within the construction site.

If you have any queries, please feel free to contact us at...

3. 施工公告常用词汇

in charge of 负责

renovation work 改造工程

the construction project 施工项目

the construction site 施工场所

十七、简讯

【写作要求】

根据所给信息写一则简讯。

【写作指导】

1. 简讯的格式及内容

... (事件) was held... (时间), ... (地点). ... (具体项目) began at... (时间). ... (演讲人) made a speech about... (主题). ... (嘉宾) attended... (活动) as the guest of honor. ... (参与人) took part in... (活动).

2. 简讯写作注意事项

简讯写作五要素 (5W)

What: What happened?

When: When did it happen?

Where: Where did it happen?

Who: Who was involved?

Why: Why did it happen?

3. 简讯常用核心词汇

in honor of 为了庆祝

honored guest/guest of honor 贵宾

make a speech 发表演讲

attend/take part in 参加

十八、宣传册

【写作要求】

根据所给信息写一则宣传介绍。

【写作指导】

1. 宣传介绍的格式及内容

Welcome aboard! ××× (名称) Club helps you... (宗旨). We offer you a series of activities including... (活动项目). ... (报名对象) can sign up. ... (课程) are held... (时间). We are located in... (地点). For more information, please contact us at... (联系方式) or visit our website at... (网站).

2. 宣传介绍常用句型

××× Club helps you to...

××× Club gives you the opportunity to meet with others who have common interest in...

We are one of the friendliest clubs with open membership.

We offer you a variety/range of activities including...

For more information, please visit our website at...

3. 宣传介绍常用核心词汇

Welcome aboard! 欢迎加入!

open membership 开放会员

activity schedule 活动时间表

meeting schedule 会议时间表

a range of 一系列

a variety of 各种各样

sign up 报名

十九、退换货

【写作要求】

根据信息写一则退货说明。

【写作指导】

1. 退换货模板的格式及内容

... (时间), I ordered the following product: ... (产品描述), ... (地点). ... (退货原因). According to the return policy, I demand a full refund. I hope... (提出诉求).

2. 退换货常用句型

I have received the wrong item/product.

The item/product has arrived in a damaged/defective condition.

I regret purchasing this product.

I ordered the wrong product.

The product is not what I expected/not as pictured/described.

They demand a refund on unsatisfactory goods.

We'll refund your money if you aren't satisfied.

3. 退换货原因

not as pictured (described), doesn't fit, change mind, not satisfied with quality, damaged/defective item (破损的 / 有缺陷的产品), missing parts (配件遗失), wrong item sent

二十、失物招领

【写作要求】

根据信息写一则失物招领启事。

【写作指导】

1. 失物招领启事的格式及内容

FOUND

Date: _____

This is to inform you that... (失物) has been found... (地点)... (时间). The owner can come to... (失物招领处) and claim it back after giving necessary details of... (失物信息).

Signature (招领人或招领单位)

2. 失物招领启事的常用句型

This is to inform you that... (在此通知各位)

Please be aware that/Please note that... (请注意……)

Lost property can be claimed between 10 a.m. and 4 p.m. (失物可以在上午 10 点到下午 4 点

之间认领。)

The owner can claim it back after giving the necessary details. (失主核对完必要信息后方可领回物品。)

3. 失物招领常用词汇

丢失物品: purse (wallet), watch, cellphone, student card, notebook, laptop

丢失物品场所: on the playground, in the library/lab/dinning hall...

自我检测

1. 请根据所提供的名片信息, 把 Linda Smith 的个人信息介绍补充完整。

长沙人民医院
Linda Smith 牙科医生
地址: 长沙嘉明路五号
电话: 0731-8833××68
邮箱: Linda@163.com

Linda Smith _____ from Changsha People Hospital. Linda is her given name and Smith _____. We often call her Dr. Smith. She is kind to her patients, and the patients love her a lot. The hospital she works in _____ No. 5 Jiaming Road, Changsha. If you _____, you can call her at 0731-8833 ×× 68 or _____ at Linda@163.com. She will reply you as soon as she receives your e-mail.

2. 根据所提供的求职申请表, 在空白处补充相关信息, 使求职信息完整、语言通顺。

求职申请表			
姓名	李洁	性别	女
年龄	23	出生地	厦门
健康状况	健康	专业	会计
毕业学校	厦门大学	目标职位	会计师
地址	厦门思明区中山路 1 号		
电话	0592-6365××38		
邮箱	Lijie@sina.com		
工作经历	我在华美公司做了三个月的兼职助理会计。		
个人能力	我能熟练操作电脑, 喜欢和人交流, 我能面对工作压力。		

I'm Li Jie. I'm a hardworking girl. I'm 23 years old. I _____. I am in good health. I just _____, and my major is accounting. I _____ and _____. I'm sure I'm able to work under pressure. I _____ for 3 months. I would like to be an accountant. My address is _____. My phone number is 0592-6365xx38. My e-mail address is Lijie@sina.com.