

《高考英语真题作文范文：一张便条》

外籍教师Lynne任教期满准备回国，学校答应派车送她去机场。她在临行前一天写了张便条提醒办公室李老師：

1).请检查(check on)明天的车是否落实，提醒司机(remind sb. of sth.提醒某人做某事)。

2).她之所以要确定一下，是因为太早不好叫出租车。

3).感谢费心，并感谢一年来的关心。

4).在学校一年来，生活愉快、难忘，很可能再来。

5).留下一些英语书给贵校图书馆，希望对学生有用。

字数：100—120个词。

范文：

Dear Mr. Li,

I hope this note finds you well. As you know, tomorrow is my last day at the school and I wanted to make sure that everything is in place for my departure. Could you please check on the arrangements for the car to the airport? Also, kindly remind the driver about the scheduled pick-up time.

I would appreciate your assistance with this as it is quite early to get a taxi. I want to express my gratitude for all the efforts made during my time here. It has been a delightful and memorable year, and I may consider returning in the future.

Before I leave, I would like to leave some English books for the school library. I hope they will be beneficial to the students.

Thank you for your attention to this matter and for your support throughout the year.

Best regards,

Lynne

译文：

亲爱的李先生，

收到这个便条时希望你一切安好。如您所知，明天是我在学校的最后一天，我想确保一切都为我的离开做好准备。您能否请查看一下去机场的车辆安排？另外，请提醒司机按照预定的接送时间行动。

由于现在还很早，打出租车可能比较困难，我非常感谢您的帮助。对于您在我在这里的时候所做的一切努力，我要表示衷心的感谢。这是一个愉快而难忘的一年，也许我未来会考虑回来。

在我离开之前，我希望捐赠一些英语书籍给学校图书馆，希望对学生们有所帮助。

感谢您对此事的关注，并感谢您一年来的支持。

最诚挚的问候，

Lynne

