1一些文字和图片

描述已自动生成

Recruitment Advertisement

GM company is looking for two manager assistants because of the company’s development.

The conditions of recruitment are as below:

1.The age is not over 25 preferably , unmarried and healthy.

2.Strong capacity of organization and cooperation.

3.Bachelor’s degree or above.

4.More than two years of work experience.

5.Strong English communication skills in both oral and writing.

Please apply before Aug.24th and send your resume to GMcompany@hotmail.com

2 文本, 信件

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To: Sam Smith

Time: 3:00 PM ,Date: April 6th

Message: Mr. James will visit your office next week in order to discuss a new technology development project. He will take CZ3590 flight at 7:55 and arrive at 10:25 on Tuesday April 11th. Please see if the time is suitable or not and make a phone call to him if necessary.

From: Zhang Qiang

3表格

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手机屏幕截图

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4手机屏幕的截图

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Hello, I’m Li Ming. I’m a student at NO.3 Middle School. Let me give you a brief introduction of my schedule.

I get up at 6:30 every morning and have breakfast at 7:00. After that I start off to school at 7:30.

School classes begin at 8:30 and end at 12:05. And then we can go for lunch after all the four classes in the morning. As usual we can have a break of about two hours after lunch. From 14:00 to 15:40 we have two classes in the afternoon. After class I will play basketball or football with my friends for an hour on the playground. My dinner time is at about 18:00 and after finishing my homework I usually read or watch TV at home. At 22:00 it is my time to go to bed.

5表格

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文本, 信件

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