

TASK 1

You borrowed some books from your school or college library. Unfortunately you have to go away to visit a sick relative and cannot return the books in time.

Write a letter to the library. Explain what has happened and tell them what you want to do about it.

在图书馆借了本书不能按时还书，向图书馆写信说明情况和你的解决方案。

考官范文 **Examiner's answer: (179 words)**

解释道歉类书信有一点非常难，就是想出来一个解释符合情理，让对方不得不原谅你。这些个理由需要大家多看多想。

Dear Sir or Madam,

I am writing this letter to explain why I have been unable to return the three books I have out on three-day loan, which are now overdue. After taking the books out on 16th March, I had an urgent phone call from my elderly aunt's neighbour to say that my aunt had had a fall and had been taken into hospital. **I am her only surviving relative in this country**（考官想到了一个非常正当的理由，我是我的阿姨最后的亲人，我必须去马上照顾她），so I felt I had to go and see her immediately. I travelled down to Surrey the following morning, thinking I would stay for only two or three days. Unfortunately, my aunt's condition has only improved very slowly, so I have had to stay here longer than expected. However, the hospital says that if all goes well, she could be able to go home in two or three days' time, in which case I will be back at the beginning of next week.

Bearing in mind the circumstances, I trust you will kindly waive any fines that may be have accumulated.

Yours sincerely,

Jacky Sun