

Appendix 1

Basic Technical Communication

1. Letters of Application

- I wish to apply for a place in section / Dept. of college / company
- I have noticed from , I wonder if I could get a place in
- I am a graduate from
- I have obtained A in all the major subjects which
- I have also won distinction for my graduation thesis entitled

- I majored in the (specialty) and I hold a BA degree in(discipline)
- I have written articles on
- I should be grateful if you would let me know your decision as soon as possible
- I am looking forward to hearing from you soon.
- Please let me known if I need to supply any other information.
- I should like to receive an application form if you would be kind enough to forward one to me.

- Your kind consideration and acceptance would be greatly appreciated.
- I should be most obliged if you would send me the necessary application form.
- I am interested in your scholarship schemes. could you send me some details about them?
- Our government has agreed to pay for my living expenses.

2. Biography, Curriculum, Resume

- 1) Name (First name, Family name)
- 2) Sex
- 3) Date of Birth
- 4) Place of Birth
- 5) Nationality
- 6) Permanent address
- 7) Marital status
- 8) Education History
- 9) Work Experience
- 10) Referees
- 11) Publication
- 12) Personal statement

3. Greetings and Congratulation

- Please accept my best wishes for the New Year.
- With love and best wishes for a happy New Year.
- A merry Christmas and happy New Year to you and your family.
- Best wishes for a delightful trip / journey.
- Please accept my heartiest congratulation on your promotion.

4. Envelope

Li Ming

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South China University of Technology
Guangzhou , 510640 , P. R. China

Prof. Richard Miller

502 North Olive Avenue

West Palm Beach , Florida 33402

USA

5. Scientific article (paper)

- Title :
- Authors:
- Abstract:
- Key words
- Introduction
- Materials and Experiment
- Results and Discussion
- Conclusion or Summary
- References

Optimization of Oxygen Delignification of Eucalyptus Kraft Pulp

- Abstract : The factors affecting oxygen delignification of fast-growing eucalyptus kraft pulp with a Kappa number of 17.1 were studied. The results indicate that alkali charge, temperature ,reaction time and oxygen pressure affected the oxygen delignified pulp properties significantly. The optimal oxygen delignification conditions of the eucalyptus kraft pulp were: pulp consistency.....◦

6. Invitation Letter

Dear Professor Basta ,

On behalf of the 3rd International Symposium on Emerging Technologies of Pulping and Papermaking (3rd ISETPP), I am very glad to invite you to attend the 3rd ISETPP which will be held in South China University of Technology, Guangzhou, China from July 3 to 8, 2008 and to chair a session of it. You are an internationally acclaimed scientist. Your participation will be among the highlights of the Symposium.

- We sincerely hope that you could accept our invitation and give an oral presentation on the new technologies in mechanical and chemimechanical pulping. Enclosed please find a copy of the initial program. If you can come, please let us know as soon as possible , since we have to prepare the final program.
- We are looking forward to your reply.

Sincerely yours

Chairman of the Program Committee of 3rd
ISETPP

Professor and Director of State Key Lab of
Pulp & Paper Engineering

South China University of Technology

Guangzhou , P. R. China

7. Oral Presentation

- Good morning , Ladies and Gentlemen ;
- I am very glad to have opportunity to present my
- The topic (or subject) of my presentation is
- The paper is try to summarize
- What I would like to present this morning is
- Thank you for your kind attention !