

【內容】主題清楚切題，並有具體而完整的相關敘述及細節支持。全文立意新穎、論述充實。

【組織】重點分明，有開頭、發展及結尾。轉承語的使用得當（尤其是最後一段）。

【語言】文句結構饒富變化，且能善用修辭技巧。用字遣詞正確得宜，文法及拼字少有錯誤。

May 5, 2013

Dear Andrew,

I am happy to know that you are going to take a trip to Taiwan for a week in the middle June. As a friend, I am willing to take you to pay a visit to Taipei 101 Building. It is the tallest building in Taiwan. The scenery from the top of the building is beyond description. I would like to take the elevator to the top of the building with you and take a look at the breathtaking scenery of the whole Taipei. There are also various kinds of stores for us to shop in the building such as bookstores, clothing stores and electronic products' stores. We can enjoy making a purchase or just go window shopping. Moreover, there are small parks around the building, we can take a stroll in the parks if you don't want to do the activities that I mentioned above.

Anyway, I am looking forward to your trip to Taiwan. I truly hope that you can have a wonderful time here and bring great memories back to the U.S.. Also, I hope you would like the suggestion about the place to visit. Most importantly, welcome to Taiwan!

Sincerely,

Stacy