**附录一**

**英语满分作文一**

**24分（166 words）**

Dear Chris,

I'm Li Hua, your captain. I'm writing to inform you of a volleyball match around the corner, which we are going to attend. Here is some brief information as follows.

As for the detailed information, as is scheduled, it falls on the first Sunday next month. Additionally, the address is the City Park, which provides good sports facilities. When it comes to the preparation, it mainly consists of three main parts. First, regular training is necessary. Including basic physical training and extra improving training, the plan may guarantee us to make fewer mistakes. Then, I'll organize us teammates to watch other teams' previous playing videos, analyse their features , and have a deeper understanding of them. Finally, I'll record your daily performances, thus helping enhance your individual level.

I'd like to express my sincere hope that our joint efforts could be paid off. May the match witness our growth and our success. If you have any question, don't hesitate to contact me.Looking forward to your earliest reply.

**英语满分作文二**

**24分（177 words）**

Dear Chris,

I have been informed that our next game is around the corner. On hearing this, I waste no time in writing this letter to furnish you with details.

The volleyball match is on June 21st at the sports center of our city. We will play with the team from Sunshine High School. Our rival has won the championship three years in a row. So we mustn't underestimate the team. To prepare for it, our coach has organized three training sessions everyday. Please show up on time. Moreover, the weather will be hot and dry, which will greatly increase the possibility of heatstroke, it is highly advisable to bring with you an immense amount of water and some medicine if it is needed in case of emergency.

In the previous games, you have successfully proved yourself to be the most invaluable player with your marvelous performances，As the captain of our team, I place good trust in you to bring all your talents into full play of the coming game. Your early reply will be highly appreciated.