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一、文法上

- 1、切忌主客不分或模糊 例子: Deciding to rescind the earlier estimate, our report was updated to include \$40,000 for new equipment. ” 应改为 : Deciding to rescind our earlier estimate, we have updated our report to include \$40,000 for new equipment. (We决定呀,不是report.)
- 2、句子不要凌碎 例子: He decided not to audit the last ten contracts. Because of our previous objections about compliance. 应该连在一起.
- 3、结构对称,令人容易理解. 例子: The owner questioned the occupant ' s lease intentions and the fact that the contract had been altered with ink markings. 应改为: The owner questioned the occupant ' s lease intentions and ink alterations of the contract.
- 4.单众数不要搞乱,不然会好刺眼,看不舒服. 例如: An authorized person must show that they have security clearance.
5. 动词主词要呼应. 想想这两个分别: 1) .This is one of the public-relations functions that is underbudgeted. 2) . This is one of the public-relations functions, which are underbudgeted.
- 6.时态和语气不要转变太多.看商务英语已经是苦事,不要浪费人家的精力啊.
- 7.标点要准确. 例如: He did not make repairs, however, he continued to monitor the equipment. 改为: He did not make repairs. however, he continued to monitor the equipment.
- 8.选词正确. 好像affect和effect, operative和operational等等就要弄清楚才好用啦.
- 9.拼字正确. 有电脑拼字检查功能后,就更加不能偷懒.
- 10.大小写要注意.非必要不要整个字都是大写,除非要骂人 例

如: MUST change to OS immediately. 外国人就觉得不礼貌和喝令人一样. 要强调的话,用底线,斜字,粗体就可以了. 二、写信提示

- 1.人家的名字千万不要错.老一辈的看到名字错就干脆撵去垃圾桶. 同样,头衔都不要错. 头衔或学位,任择其一吧.以下是一样的: Howard E. Wyatt, D.D.SPhD. Dr. Howard E. Hyatt
- 2.多过一个男人,用Messrs,就是Misters的意思,不过不要跟名字,跟姓就行啦.例如: Messrs. Smith, Wyatt, and Fury。女人呢? 用Mesdames, Mmes., or Mses. 同样不要跟名字. 例子: Mses. Farb, Lionel, and Gray。男女一齐呢? 弄清楚称呼就行.例如: Dr. and Mrs. Harold Wright ; Mr. Harold Wright and Dr. Margaret Wright ; Mr. and Mrs. Harvey Adams-Quinn。
- 3.有人有自己头衔就要跟紧,例如有人有荣誉学位就不喜欢用一般的头衔啊~有时大头不知道对方头衔,干脆用Ms.算了. Ms. Sarah Gray
- 4.地址要低日期至少两行.处名时,职衔短可以一行过,长就下一行吧.例如: Ken Green, President / Ken Green / Vice President of International Operations 但这个就显得有点。。。: Ken Green / Vice President of Unicom China 正确应为: Ken Green / Vice President, Unicom China
- 5.老外的名字有时有Jr. 或 Sr.,之前的逗点是随你喜欢的,以下都是正确,不要笑人: Michael J. Smith, Jr. / Michael J. Smith Sr.
- 6.外国国名尽量用大写.是为尊重,也方便邮差叔叔.
- 7.地址上的数字直接用阿拉伯数字吧,除了One,例子: 127 Ninth Avenue, North 127 E. 15 Street 5 Park Avenue One Wingren Plaza 556 - 91 Street 100

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