

Pets-1书面表达范文15 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/124/2021\\_2022\\_Pets-1\\_E4\\_B9\\_A6\\_E9\\_c88\\_124773.htm](https://www.100test.com/kao_ti2020/124/2021_2022_Pets-1_E4_B9_A6_E9_c88_124773.htm) 通知(通告)(Notice) 通知(通告)是要告知某种信息而使用的一种文体。形式有：在通知(通告)上方

居中写上Notice字样作为标题；无称呼语，通知中用第三人称；出通知单位或负责人名字应写在正文最后的右下方，或放在标题之上，作为标题的一部分，这样最后不再署名；出通知的日期写在正文右下方，应在单位名的下一行。如：

Notice All teachers and students are requested to meet in the auditorium at 2:30 on Wednesday afternoon to hear a report on current international affairs by Mr. Liu from the Institute of Foreign Affairs.Be sure to attend on time. The President Office October 8, 2003 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)