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https://www.100test.com/kao_ti2020/124/2021_2022_Pets-1_E4_B9_A6_E9_c88_124788.htm 情景：你是公司的经理，秘书小李刚出去吃午饭，突然接到上级部门电话，要你马上去一趟，要谈有关职员方面的问题。任务：请你用英语给秘书写一张50左右的便条。告诉她：1 你何时回公司；2 让她通知公司人员下午何时何地开会；3 你在会议上要谈什么 请用下面的格式：Miss Li, Wang 范文：Miss Li, I have to go out at once. And I think I will come back in about two hours. Please tell me all the people in our company that there is going to be a meeting in the hall at four o'clock. Everybody has to attend the meeting because I have something important to tell them. Wang 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