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2001年5月专业四级考试：
#61548. #61548. . 英语应用文写作之便条写法

(03/02) 便条是一种简单的书信。虽然内容简单，但却有其独特的风格。主要目的是为了尽快地把最新的信息、通知、要求或者活动的时间、地点转告给对方。常见的便条有欠条、留言和请假条等。特点：文内语言尽量通俗口语化，简单扼要，直截了当，无需使用客套语言。In a roundabout way 便条虽简单，但中心务必突出，更要注明活动的时间及地点。便条不需邮寄，不用信封。通常请人代为转交。有时可写在留言板和留言簿上。基本写作格式 便条内容和类型不尽相同，可以灵活变通。但各类便条必须包括以下几个基本要素；

1) Date : 便条日期
2) Salutation : 称呼
3) Body : 正文
4) Signature : 署名
样例 欠条；留下字据，表示欠某人某物。条据上需写明钱物名称和数量、立据人及日期。不得涂改。
。 Sept. 16th, 2002 Borrowed from the Foreign Language

Department Reference Library three books as follows: A copy of English History and Anthology of English Literature by Wu Weiren A copy of A Survey of American Literature by Chang Yaoxin A copy of World Literature by Jiang Chengen. Wu Zhuo For the Office of Social Science Department 留言；用书面留下要说的话。留言涉及的方面很多，包括约会，通知，请求等任何可用便条留下的口信。
Tuesday Dear Li, As the Spring Festival is drawing near, I ' m very glad to invite you to come to a dinner party with several

other friends of ours. I ' m sure we will have a very happy time and enjoy ourselves thoroughly. Would you like to come on time at 5:00 p.m. today, to Room 6 of Lijing Hotel?Yours always, Jiayang

请假条：往往指由于生病或特殊情况不能亲自当面请假，用假条的形式告假。所以，请假条大多是病假条。可以自写，也可请他人代写。写假条最重要的是说明原因和请假的期限。

Jan. 10th Dear Ms. Jiang, I am terribly sorry that I shall be unable to attend this morning two periods of English Class due to a bad cold and high fever. Enclosed is a certificate from the doctor who said I must stay in bed for a few days. I will go back to school as soon as I recover. Yours

respectfully, Tian Ye 英语应用文的常用句型: 一、邀请信 1、 I

' d like ...to come to dinner 非常希望...共进晚餐 2、 request the pleasure of 恭请... 3、 The favor of a reply is requested 敬赐复函 4

、 May I have the honor of your company at dinner? 敬备菲酌，恭请光临 5、 Thank you for inviting us to dinner 谢谢您邀请我们共进晚餐 6、 I hope you ' re not too busy to come. 我期望您会在百忙中光临 7、 The reception will be held in ...,on ... 招待会定于... 在...举行 8、 We sincerely/faithfully hope you can attend.... 我们期待您的光临 9、 We are looking forward to ... 我们期待着.... 10

、 We have decided to have a party in honor of the occasion 为此我们决定举办一次晚会 11、 Please confirm your participation at your earliest convenience 是否参加，请早日告之 100Test 下载频道开通，各类考试题目直接下载。详细请访问

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