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https://www.100test.com/kao_ti2020/150/2021_2022_AskingforO_c85_150470.htm Key Sentences (重点句子) 874. What would you suggest I do for the cover page? 你认为我该用什么样的封页好呢? 875. Have you read the presentation I gave? 你看过我给你的样本吗? 876. You need to make some small changes. 你还要做一点小小的修改。 877. If I were you, I would put the production information before the cost so that it sounds justified. 如果我是你的话，我会把生产资料摆在成本之前，让它听起来比较合理一些。 878. Just speak with more confidence in yourself. 还有说话时，要表现得再有信心一点。 879. Now what about the letter for media contact? 那现在这封媒体联络信该怎么写? 880. How do I start it? 我该如何开头? 881. Then put that you will be in charge of coordinating the media for certain events. 然后写上你将为几个活动负责和媒体联络。 882. Should I tell a little bit about the company? 我是否该稍微介绍一下公司呢? 883. Then you tell them that you are looking forward to working with them to help inform the community about our company. 告诉他们你盼望早日与他们合作，通过他们向公众宣传我们公司。 884. It's also good to mention something complimentary about their ability as a journalist. 顺便对他们作为记者的能力赞美几句也很好。 885. Always end the letter on a very positive, confident note. 信的结尾一定要语气坚定，充满自信。 Dialogue A (Before handing in a report, Miss Wang, a junior secretary; asks Miss Huang, a senior secretary, for some advice.) (A: Miss

Wang ; B : Miss Huang) A : I think I need to get this report proofed before I hand it in. B : Good idea ! A : What would you suggest I do for the cover page ? B : I would get an old one from drafting so you dont have to spend a lot of time in it. A : I might do that. By the way , have you read the presentation I gave ? B : It was good overall. But you need to make some small changes. A : What would you suggest I do ? B : If I were you , I would put the preduction information before the cost so that it sounds justified. A : Anything else ? B : Just speak with more confidence in yourself. A : Thank you very much. Dialogue B (Miss Huang is giving suggestions to Miss Wang on a letter for media contact.) (A : Miss Wang ; B : Miss Huang) A : Now what about the letter for media contact ? Miss Huang. how do I start it ? B : First of all , you identify your name , title and company. Then put that you will be in charge of coordinating the media for certain events. And you just wanted to introduce yourself. A : Then should I tell a little bit about our company ? Something like how long its been in business and what kinds of products and services it offers. B : Yes , then you tell them that you are looking forward to working with them to help inform the community about our company. Its also good to mention something complimentary about their ability as a journalist. A : Should I inform them that I will be calling them the next week to introduce myself over the phone and answer any questions they might have ? B : Thats good. By the way , always end the letter on a very positive , confident note. Notes 注释 1. the cover page (书或报告的) 封页 2. spend a lot of time in sth/sb. 在某物或某人身

上花大量的时间如果说在某人或某物上花了很多钱，我们可以说spend a lot of money on sb/sth. 如： They have spent a lot of time and energy in their English study. 他们在英语学习上花了大量的时间和精力。 Our government has spent a great deal of money on the national compulsory education. 我国政府在全民义务教育上投入了大量的资金。 3.I might do that. 我可能会那样做的。 4.It was good overall. 从整体上来讲是不错的。 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