

BEC商务英语教程-写商务信函的7个步骤 PDF转换可能丢失  
图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/150/2021\\_2022\\_BEC\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_c85\\_150520.htm](https://www.100test.com/kao_ti2020/150/2021_2022_BEC_E5_95_86_E5_8A_A1_E8_c85_150520.htm) 1. Write down your AIM: why are you writing this letter? 2. ASSEMBLE all relevant information and documents: copies of previous correspondence, reports, figures etc. 3. ARRANGE the points in order of importance. Decide which points are irrelevant and can be left out. Make rough notes. 4. Write an OUTLINE in note form. Check it through, considering these questions: Have you left any important points out? Can the order of presentation be made clearer? Have you included anything that is not relevant? 5. Write a FIRST DRAFT, leaving space for additions, changes and revisions. 6. REVIEW your first draft by considering these questions: INFORMATION: Does it cover all the essential points? Is the information relevant, correct and complete? ENGLISH: Are the grammar, spelling and punctuation correct? STYLE: Does it look attractive? Does it sound natural and sincere? Is it the kind of letter you would like to receive yourself? Is it clear, concise and courteous? Will it give the right impression? 7. Write, type or dictate your FINAL VERSION. 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)