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https://www.100test.com/kao\_ti2020/150/2021\_2022\_\_E7\_BB\_8F\_ E7\_A7\_91\_E7\_89\_88B\_c85\_150560.htm 学习重点1. Homework Review 2. Placing an order3. Discussing and confirming changes4. Managing cash flow5. Improving cash flow6. Reading Passasge7. Vocabulary consolidation on unit 3a and 3b8 Homework I. Homework Review 参考答案一: Dear Mr. JohnsonRe: Repair of Tashita Cassette PlayerThank you for your letter of 12 September 1997 in respect of your Tashita Cassette Player. I wish to offer my sincere apologies for the long delay in returning the machine to you. In fact, our technician was sick, but we should still have kept you informed. Unfortunately, we are unable to repair the two faults because: 1. The volume-control needs replacing and this part is no longer available. 2. The on/off switch can be replaced, but we think the cost would be prohibitive. The major problem is that the manufacturers, Tashita, have been out of business since 1990 and parts for your player (manufactured in 1985) were almost impossible to find. We are really sorry that we cannot help you on this occasion, but we hope we can be of assistance in the future.Yours sincerely (137 words)参考答案二:Dear Mr. JohnsonRe: Repair of Tashita Cassette PlayerThank you for your letter of 12 September 1997 concerning your cassette player. sincerely apologize for having your player in our shop for over a month because our technician was in hospital for over two weeks. Unfortunately, we are unable to repair your player for the

following two reasons. Firstly, the volume control needs replacing but the part is not available. Secondly, even though it is possible to replace the on/off switch, it will cost you too much money. The major problem is that your player, made in 1985, is very old and the manufacturer, Tashita, have been out of business since 1990. Therefore, it is impossible to find the relevant parts in the market. We are really sorry that we cannot help you on this occasion. If we can be of further assistance, please do not hesitate to contact us again. Yours sincerely (144 words) II. Placing an orderUnit 3a Ordering goodsQuestion: How many ways do you have when you buy clothes? Suggestions: in a clothes shop. in a department store. at a market. in a supermarket. over the Internet, by mail order, etc.hamburg-based 总部位于德国汉堡mail order noun [uncountable]a method of buying and selling in which the buyer chooses goods at home and orders them from a company which sends them by post 邮购by mail orderIt is available by mail order from Green Life Products. 你可以通过邮购方式获得"绿色生活 产品"。a mail order catalogue 邮购目录比较finalize 和completefinalize verbto finish the last part of a plan, business deal etccomplete verb [transitive]to finish doing or making something, especially when it has taken a long timeThe students have just completed their course. The building took two years to complete.collection #9664.[countable] the clothes designed by a fashion company for a particular season 某一季服装公司设计的所 有时装Donna Karens new spring collection 多纳凯瑞春季新时装 发布catalogue 1 noun [countable] 100Test 下载频道开通,各类

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