

BEC商务英语考试之写作指导:活动安排 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_150697.htm Activity Arrangement Dear Mr. / Ms, We are very pleased to welcome President William Taylor and Manager James Rogers to Beijing and Shanghai in the second half of April for about a week. As requested, we propose the following itinerary for your consideration.

Monday, April 18
4.00 p.m. Arrive in Beijing by Flt.xx, to be met at the airport by Mr. President of Asia Trading Co.
4.15 Leave for Great Wall Hotel
7.30 Dinner given by President x
Tuesday, April 19
9:30 a.m. Discussion at Asia Trading Co. Building
2:00 p.m. Group discussion
8:00 p.m. Cocktail reception given by the British Commercial Counselor in Beijing
Wednesday, April 20
9:00 a.m. Discussion
12:00 noon Sign the Letter of Intent
1:30 p.m. Peking Duck Dinner
3:30 p.m. visit the Summer palace
6:00 Departure for Shanghai
Would you please confirm by fax so that we can make arrangements accordingly.
Yours faithfully

活动安排 尊敬的先生/小姐，我们非常高兴威廉泰勒总裁和詹姆斯罗杰斯经理能四月下半月到北京，上海访问一周，根据要求我们出下列活动安排供参考：星期一，四月十八日下午4：00 乘航班XX到达北京，由亚洲贸易公司的总裁X先生到机场迎接4：15 乘车去长城宾馆7：30 总裁X先生举行晚宴上午 9:30 a.m. 在亚洲贸易公司讨论2:00 p.m. 小组讨论8:00 p.m. 英国住北京商务领事举行鸡尾酒招待会上午9：00 讨论中午12：00 签订意向书下午1：30 吃北京烤鸭3：30 参观故宫6：00 乘机去上海请传真确认，以便我们做相应的安排。您诚

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