

商务书信写作的十大注意事项 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__E5_95_86_E5_8A_A1_E4_B9_A6_E4_c85_150804.htm 商业信函有其自身的特点。下面是商务书信写作中的几点注意事项，小心不要在你自己的工作中出现这样的错误哦！

- 1.切忌主客不分或模糊。
例子: Deciding to rescind the earlier estimate, our report was updated to include \$40,000 for new equipment.应改为 Deciding to rescind our earlier estimate, we have updated our report to include \$40,000 for new equipment. (We决定呀, 不是report.)
- 2.句子不要零碎。
例子: He decided not to audit the last ten contracts. Because of our previous objections about compliance. 两个句子应该连在一起: He decided not to audit the last ten contracts because of our previous objections about compliance.
- 3.结构对称,令人容易理解。
例子: The owner questioned the occupant ' s lease intentions and the fact that the contract had been altered with ink markings. 应改为: The owner questioned the occupant ' s lease intentions and ink alterations of the contract.
- 4.单复数不要搞乱，不然会好刺眼，看着不舒服。
例如: An authorized person must show that they have security clearance. 应改为 Authorized persons must show that they have security clearance.
- 5.动词和主语要呼应。想想这两个句子的分别: 1. This is one of the public-relations functions that is under-budgeted. 2. This is one of the public-relations functions, which are under-budgeted.
- 6.时态和语气不要转换太多。看商务英语已经是苦事，不要浪费人家的精力啊。
- 7.标点要准确。
例如: He did not make repairs, however, he continued to monitor

the equipment. 应改为: He did not make repairs. however, he continued to monitor the equipment. 8.选词正确。像affect和effect, operative和operational等等就要弄清楚才好用啦。 9.拼字正确。有电脑拼字检查功能后,就更加不能偷懒。 10.大小写要注意。除非必要不要整个词都大写,除非要骂人。例如: MUST change to OS immediately. 外国人就觉得不礼貌和喝令人一样。要强调的话,用底线,斜字,粗体就可以了。 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