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一、文法上 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我们是主语，不是report。) 2、句子不要凌碎 例子：He decided not to audit the last ten contracts. Because of our previous objections about compliance. 应该连在一起。 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，看不舒服。

例如：An authorized person must show that they have security clearance. 5、动词主词要呼应。想想这两个分别

：1) This is one of the public-relations functions that is underbudgeted. 2) This is one of the public-relations functions, which are underbudgeted. 6、时态和语气不要转变太多。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. 改为：He did not make repairs. however, he continued to monitor the equipment. 8、选词正确 好像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 非必要不要整个字都是大写，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。

二、写信提示

- 1、人家的名字千万不要错。老一辈的看到名字错就干脆撵去垃圾桶，同样，头衔都不要错。头衔或学位，任择其一吧。以下是一样的：Howard E. Wyatt, D.D.SPhD. Dr. Howard E. Hyatt
- 2、多过一个男人，用Messrs，就是Misters的意思，不过不要跟名字，跟姓就行啦。例如：Messrs. Smith, Wyatt, and Fury。女人呢？用Mesdames, Mmes., or Mses. 同样不要跟名字。例子：Mses. Farb, Lionel, and Gray。男女一齐呢？弄清楚称呼就行。例如：Dr. and Mrs. Harold Wright；Mr. Harold Wright and Dr. Margaret Wright；Mr. and Mrs. Harvey Adams-Quinn。
- 3、有人有自己头衔就要跟紧。例如有人有荣誉学位就不喜欢用一般的头衔，有时不知道对方头衔，干脆用Ms.算了。Ms. Sarah Gray
- 4、地址要低日期至少两行。处名时，职衔短可以一行过，长就下一行吧。例如：Ken Green, President / Ken Green / Vice President of International Operations 但这个就显得有点..... Ken Green / Vice President of Unicom China 正确应为：Ken Green / Vice President, Unicom China
- 5、老外的名字有时有Jr. 或 Sr.，之前的逗点是随你喜欢的，以下都是正确，不要笑人：Michael J. Smith, Jr. / Michael J. Smith Sr.
- 6、外国国名尽量用大写。是为尊重，也方便邮差叔叔。
- 7、地址上的数字直接用阿拉伯数字吧，除了One。例子：127 Ninth Avenue, North，127 E. 15 Street，5 Park Avenue，One Wingren Plaza，556 - 91 Street

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