

BEC考试写作题型与范例 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_E8_80_83_E8_AF_95_E5_c85_150826.htm Write a short memo to your office administrator *Saying who is starting work and when: *Telling him what Mark McCabe ' s desk should be put. *Suggesting where Mark McCabe ' s job will be Write 3040 words on your Answer Sheet SANPLE To: Office Administrator From: Manager Date: Subject: New Employee A new employee, Mark McCabe, will join us on 10th May. He will take charge of the Sales section. Would you please arrange his desk in the room of Sales section. 考题二 Your company has received a lot of criticism of its telephone service. You looked into the most common complains and made the following notes: *Phone left to ring too long before answering. *Calls answered impolitely, e.g. just ' hello ' . *Transferring calls automatically to colleagueoften colleague doesn ' t know about the transfer, or how long it will be. *Taking massagessome employees not writing messages down (date, time, caller ' s name and number). The Services Director has asked you to write a memo to call staff on recommended telephone procedure. Write the memo in about 100120 words, explaining how staff should use the phone. Use the information in your notes above. Write on your Answer Sheet Sample To: All Staff Subject: Recommended for all staff to know we should use phones, because we have received so many complaints from our customers. The following are some recommended telephone procedure: 1. Do not leave the phone to ting too long

before answering 2. Answering calls politely, instead of just saying ' hello ' . 3. Let colleague know the transfer and how long the call will be when transferring calls. 4. Take down messages including date. time, caller ' s name and number. 考题三 You work for a company, which produces laser printers. You are visiting another company, Soft cell, to buy some computer software for your department. They have expressed an interest in your company ' s printer and you would like to take twenty brochures and three sample printers with you. *Write a short note to Mr. Jim Asana, the sales manager. *Ask for his permission to take these items. *Explain why you want them. *Mention the time and date when you want to collect them. Write 3040 words on your answer sheet. Sample To: Mr. Jim Asano Message: May I have you permission to take twenty brochures and three sample printers with me when visiting Softcell who have expressed an interest in our printers. I will come to collect them at 8 am Thursday morning. 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