

写作指导:询问和提供信息 PDF转换可能丢失图片或格式, 建议阅读原文

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useful expressions : If you require some information you can say :  
-Could you tell me if/when/how much/why..... ? -I wonder if you could tell me..... ? -Id like to know..... -Id like some information about..... Or you can write : We require the following information..... Please let us know whether/when/how much.....

When someone gives you some information , you can reply : -Oh , I see. -Thats interesting. -Really ? -Thanks for letting me know. If someone asks you for information , you can reply : -As far as I know , ..... -Well , in confidence , I can tell you that..... -Im afraid I dont know. -Ive no idea , Im afraid. -I dont have that information available just now. Can I call you back ? -Im not sure , Ill have to find out. Can I let you know tomorrow ? -Im afraid I cant tell you that - its confidential. If you want to give someone some information you can say : -Id like you to know that..... -I think you should know that..... -Did you know that..... ? Or you can write : We should like to inform you that..... Here is the information you required..... If someone hasnt given you enough information you can say : -Could you tell me some more about... .. ? -Id like some more information about..... -Id also like to know..... -When/How much/Why exactly..... ? -Theres something else Id like to know..... -Can you give me some more details about..... ? 100Test 下载频道开通, 各类考试题目直接

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