

BEC复习指导:保持文章意图的清晰和准确 (清晰) PDF转换可能丢失图片或格式, 建议阅读原文

[https://www.100test.com/kao\\_ti2020/151/2021\\_2022\\_BEC\\_E5\\_A4\\_8D\\_E4\\_B9\\_A0\\_E6\\_c85\\_151131.htm](https://www.100test.com/kao_ti2020/151/2021_2022_BEC_E5_A4_8D_E4_B9_A0_E6_c85_151131.htm) Keep it brief and to the point

..... Look at a clearer specification of what the MD really wanted.

From : The Managing Director To : Personnel Manager Division

A Date : 27 April 19 Subject : Installation of coffee machines for :

ACTION COMMENT INFORMATION DISCUSSION please :

DISPLAY FILE RETURN PASS TO : The Board is thinking of installing automatic coffee machines in the offices of each division.

Before we do this we need to know : 1. how much use our staff will make of them 2. how many we would need 3. whether time now used for making coffee would be saved Can you provide us with

your views on - how the staff will react to the idea and - how we can deal with the union on the matter If possible , I would like to receive your report before the next Board Meeting on 1 June. 100Test 下载

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