

商务英语精品课程辅导连载UNIT12 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\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_151148.htm](https://www.100test.com/kao_ti2020/151/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_151148.htm) Unit 3 Skills for Writing

Notices Section 1: How to Write Notices As an effective means of written communication, notices are intended to publicize social events. to report on matters of general interest to staff. to inform staff of instructions, change of plan, new systems and regulations. and make the staff conform to certain arrangements, etc. Different from other forms of business writing such as memos, invitations, CVs, etc., notices are aimed to reach a comparatively large number of audience, i.e., to be sent to reach a lot of people. In general, there are two types of notices: notices that are circulated among those who are concerned, and notices that are to be put on the bulletin boards (it is necessary to remove outdated notices off a bulletin board before a new one is pinned on it). Look at the following

samples: (1) Urgent Using Machines Correctly Following an accident on Dec. 15 in which one of our staff had himself burnt, the company would like to remind everyone to follow the company's health and safety instructions. The staff are particularly advised to observe the following safety regulations: ! Do not wear long hair. ! Do wear protective clothing. ! Stay alert while working.

(2) Company Announcement New Corporate Staff, Executive

Appointments Announced Company chairman XXXX today announced the creation of a new corporate staff: technical personnel development. The new group will promote the technical vitality of

the Company's professional, engineering, technological, and scientific communities throughout the world and will work to enhance the exchange of technical information among the Company's laboratories and its business units. Mr. XXX has been appointed to head the new staff. X. X. XXXX [ Typed name ] (3)

Notice pinned on bulletin board

Paid Vacations

1-3 years on job = 1 week

4-8 years on job = 2 weeks

9 years on job = 3 weeks

Answer the Following Questions

1. How many kinds of notices are there? What are they?
2. What may be the subject of both formal and informal announcements?

Words and Phrases

1. staff: the group of workers who carry on a job or do the work of an organization. e.g. The company has a staff of over 10,000.
2. observe: act in accordance with... e.g. We must observe the local people's customs.
3. regulations: rules for doing sth. e.g. As a member of the company's staff, you should abide by the company's regulations.
4. alert: watchful and ready to meet danger. e.g. Be alert while crossing the road.
5. corporate: of or related to a corporation. e.g. Corporate executives usually have high salaries.

Section 2: Guide for Writing Notices

How to Write Notices

As notice is put into a poster, it should be:

- 1) eye-catching in layout.
- 2) clear in content.
- 3) brief in language.

Guide for Writing Notices

Guide 1: The heading of the notice is usually in the middle of the page, in boldfaced words, sometimes in block letters.

1. Basketball Match
2. The Opening of Della Supermarket

Guide 2: The main information such as time, place, should also be made distinct. Sometimes a picture related to the event may make the notice more attractive.

1. We are pleased to

announce that DELLA Supermarket will be open on May 1. This will be a spacious supermarket for the shopper at 56-58 Green Avenue.2. Martin Shop has moved to a new location at 145-147 Marina Avenue. Guide 3: Give the name of the person who gives the notice.1. General Manager ' s Office2. Personnel Department

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