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https://www.100test.com/kao_ti2020/166/2021_2022__E7_96_AF_E7_8B_82_E8_8B_B1_E8_c96_166108.htm 生活和商务

Dear Allen, [1] I just received your letter and I want to let you know my opinion of your plans for the future. I hope you wont take offense, but will accept what I say here as some fatherly advice. [2] I was quite surprised when I read in your letter that you had decided not to finish your studies at the university. I realize that Peter wants you to marry him this summer. But with only one more year to go, you would be well advised to finish. A year is really a short time, and later you will be glad you postponed getting married. [3] As you know, my reaction to Peter was extremely favorable when I met him. Hes an exceptionally fine young man and should be a good husband. But I suggest you complete your education first. [4] You are twenty-one, a grown-up young lady old enough to make up your own mind. This is something youll have to work out yourself. As your uncle, I have always tried not to interfere in your affairs and I dont intend to begin now. But, my dear niece, please do consider my words very carefully before you decide. Whatever you do, though, Allen, you know I only want one thing for you, and that is your

happiness. Affectionately, Uncle John

well-advised /ill-advised
=wise /unwise:明智的/不明智例: You would be well-advised to

stay at home today. Dear Mr. Lee: [1] Please accept my apology for not meeting you for lunch Tuesday. I had the appointment written on my calendar and was looking forward to the occasion, but

somehow I got my days mixed up 〔搞混〕 and didnt realize the mistake until now. Please forgive me. Ill call you on Friday to see if we can reschedule 〔重新安排〕 our luncheon meeting at your convenience 〔在你方便的时候〕 .[2] Im eager to hear about the proposed Stone Project in more detail. Dear Mr. Billet:[1] Thank you for reminding us that you will be in town next Wednesday and would like to discuss your printing services with Ms. Smith.[2] As Ms. Smith has indicated 〔暗示；表示〕 on several previous occasions, we are very pleased with our present arrangements for printing and definitely will not be considering and other services in the foreseeable 〔可预见的；可预知的〕 future. Therefore, Ms. Smith has asked me to tell you that a meeting would not be helpful at this time.[3] We appreciate your interest in our firm, however, and thank you for writing. 〔富有处世技巧的商业信件：留有后路的拒绝〕 下面是一封商业交往中最常见的"询价信"(Letters of Inquiry): Dear Sirs,[1] We have seen your advertisement in Chinese Arts and Crafts 〔手工艺〕 and are interested in Chinese Folding Fans 〔中国折扇〕 .[2] Will you please send us your catalogue 〔商品目录〕 and full details of your export prices and terms of payment 〔付款条件〕 , together with any samples you can let us have?[3] If your prices are competitive 〔有竞争力；便宜〕 , we believe we can place regular orders 〔长期订货〕 with you.[4] We look forward to receiving your reply.

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