

商务信函的英文书写规则(4) PDF转换可能丢失图片或格式，  
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[https://www.100test.com/kao\\_ti2020/227/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E4\\_BF\\_A1\\_E5\\_c85\\_227538.htm](https://www.100test.com/kao_ti2020/227/2021_2022__E5_95_86_E5_8A_A1_E4_BF_A1_E5_c85_227538.htm) “简洁”是有客观标准的。虽然西方国家的作者之间在怎样用词才算“简洁”方面还是有争论的，不过他们的一些看法还是有一定参考价值的。现在把他们所做的某些词句的“不简洁”的比较列在下面做参考：不简洁 简洁 enclosed herewith enclosed enclosed you will find enclosed is please be advised that (four wasted words) please don ' ' t hesitate to call upon us please write us please feel free to write prior to please write before this is to advise you (five wasted words) under separate cover separately a long period of time a long time continuous and uninterrupted continuous (or uninterrupted) during the year of 1971 during 1971 endorse on the back of this check endorse this check for a price of \$300 for \$300 grateful and appreciative grateful(or: appreciative) immediately and at once immediately (or: at once) in(for) the moment of \$400 For \$400 in the city of Chicago in Chicago according to our records we find at this time now due to the fact that because during the time that while for the purpose of for, to for the reason that since(or. because) 下面是某些作者认为“应该用”和“不应该用”的：不应该用 应该用 Averting to your favor Referring to your letter Re (your letter) or The writer wishes to acknowledge Thank you for your letter We are in receipt of We have received We beg to acknowledge We are writing to inform you We have to acknowledge We beg to inform you We beg to thank you We thank you Your letter to hand We

have received your letter Yours to hand 怎样才能使商业书信“简洁”？西方国家作者有很多建议，先介绍如下：（一）避免使用陈旧的商业术语 陈旧的与传统的商业术语（Commercial jargon）对信的内容没有什么作用，应该避免使用。例一：Wordy: We wish to acknowledge receipt of your letter of November 14 with the check for Stg.10 enclosed and wish to thank you for same. Concise: We appreciate your letter of November 14 and the check for Stg. 10 you sent with it. 例二：Wordy: We take liberty to approach you with the request that you would be kind enough to introduce to us some exporters of cotton textiles in your cities. Would you please introduce to us some exporters of cotton textiles in your city? 转贴于：考试大\_商务英语考试 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](http://www.100test.com)