

外贸外语指导:商务函电的十点注意事项 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/245/2021_2022__E5_A4_96_E8_B4_B8_E5_A4_96_E8_c28_245327.htm 商业书信通常都非常正式，要求表达一定要非常清晰，否则会给业务来往造成麻烦。下面是有关文法的tips，看看你有没有犯同样的错误哦！

1、切忌主客不分或模糊。例子：Deciding to rescind the earlier estimate, our report was updated to include \$40,000 for new equipment. 应改为 Deciding to rescind our earlier estimate, we have updated our report to include \$40,000 for new equipment. (是We来decide, 不是report.) 2、句子不要零碎。例子：He decided not to audit the last ten contracts, because of our previous objections about compliance. 应该连在一起. 3、对称的结构比较容易让人理解。例子：The owner questioned the occupant ' s lease intentions and the fact that the contract had been altered with ink markings. 应改为: The owner questioned the occupant ' s lease intentions and ink alterations of the contract. 4、单复数不要搞乱，不然会好刺眼，看着不舒服。例如：An authorized person must show that they have security clearance. 5、动词主词要呼应。想想这两个分别：1). This is one of the public-relations functions that are under budgeted. 2). This is one of the public-relations functions, which are under budgeted. 6、时态和语气不要转变太多。看商务英语已经是苦事，不要浪费人家的精力啊。 7、标点要准确。例如: He did not make repairs, however, he continued to monitor the equipment. 改为: He did not make repairs. however, he continued to monitor the equipment. 8、

选词要正确，像affect和effect，operative和operational等等就要弄清楚才好用啦。 9、拼写要正确，有电脑拼字检查功能后，就更加不能偷懒。也许一笔好买卖就因为你的一个错字飞掉了哦! 10、大小写要注意。非必要不要整个字都是大写，除非要骂人。例如: MUST change to OS immediately. 外国人就觉得不礼貌和喝令人一样。要强调的话，用底线，斜字，粗体就可以了。 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