秘书文书写作指导:英文写作--演讲 PDF转换可能丢失图片或格式,建议阅读原文

https://www.100test.com/kao_ti2020/263/2021_2022__E7_A7_98_ E4_B9_A6_E6_96_87_E4_c39_263338.htm 演讲致辞开始一般都 要以Ladies and gentlemen称呼听众。结束时候一般要以Thank you 致谢。下面是一些各种致辞的开头举例:1) 欢迎辞It is my special pleasure to welcome our new staff member, Mr. John Water, who has come here from the United States.2) 欢迎辞It is really a great honor and pleasure for me to attend and speak at the opening ceremony of 1995 Summer Chinese Program for the Canadians. On behalf of Anhui University, I extend my warm welcome to all Canadian friends who ...3) 欢迎辞On behalf of the Organizing Committee of the 1975 Beijing International Swimming Meet, I extend my warm welcome to all of you to this opening ceremony.4) 开幕辞Allow me now to call the meeting to order. First, I welcome you all on behalf of the Executive Committee of the Congress on the Peaceful Use of Atomic Energy.5) 开幕辞Welcome everybody. Merry Christmas to you all! Thank you for coming tonight to celebrate this happy and joyous occasion.6) 开幕辞Happy New Year, everybody. I am very happy to see all of you here to celebrate the arrival of the new year.7) 祝酒辞Id like to propose a toast to Mr. Black on his seventieth birthday.8) 欢送辞 We are very sad to say good-bye to Mr. Brown.9) 欢送辞 We enjoyed every minute that we worked with you.10) 祝贺辞 I am truly happy to speak for all of us in congratulating Mr. Brown, the winner of the contest.11) 祝贺 辞We are all thrilled that you won in such a famous contest.12) 祝福

语: I wish you the best of luck in the new year.13) 祝福语I hope you will have a very enjoyable stay.14) 祝福语I take great pleasure in bidding you all a hearty welcome.15) 答谢辞 Words cannot express how grateful I am to you all. I am truly honored by the kindness and attention you have shown me today.16) 答谢辞 I wish, first of all, to thank my host and hostess for inviting me to this Christmas dinner. 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