

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_ti2020/285/2021_2022__E5_A4_96_E8_B4_B8_E5_A4_96_E8_c67_285335.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