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建议阅读原文

https://www.100test.com/kao_ti2020/287/2021_2022__E8_80_83_E7_A0_94_E8_8B_B1_E8_c73_287011.htm 范文 Directions:

Someone put forward a proposal to adopt the “ punch in ” system in her memo in June 12, 2006. Write a memo to her with the information below. Your memo should be in no less than 100 words.

To: Mr. Brown manager of operations From: Betty Green Supervisor
Subject: comments on the "punch in" system Date: September 21

This is further to your memo dated back to June 12, 2006, in which you proposed that the employees adopt the “ punch in ” system. I

fully agree with you that we should take measures to increase the productivity and that we would a tighter control over the employees

if the “ punch in ” system is adopted. However, honestly speaking, I dont think that adopting a tighter system will increase productivity.

The most effective way to increase productivity, in my opinion, is to give the employees more incentives to work. I think we could further discuss other possibility of achieving this goal. Your consideration of

this suggestion would be highly appreciated. Yours sincerely, Betty

Green 译文 这是回复你2006年6月12日的备忘录，当时你建议

所有的员工采用打卡考勤制度。我非常同意你的看法，我们

应该采取措施提供工作效率，如果采用打卡考勤制度我们可

以更严格的控制员工。但说实话，我并不认为实行打卡制度

就可以提高工作效率。我认为，提高工作效率最好的办法就

是给员工更多的鼓励。对于实现这一目的的方式我们还可以

继续探讨。希望你能认真考虑这个建议。你真挚的：贝

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