

商业电子书信在文法的十点注意事项 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/33/2021_2022__E5_95_86_E4_B8_9A_E7_94_B5_E5_c28_33857.htm 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. (We决定呀,不是report.)

2.句子不要凌碎。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.结构对称,令人容易理解。例子: The owner questioned the occupants lease intentions and the fact that the contract had been altered with ink markings. 应改为: The owner

questioned the occupants lease intentions and ink alterations of the contract. 4.单众数不要搞乱，不然会好刺眼，看不舒服。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 is underbudgeted. 2. This is one of the public-relations functions, which are underbudgeted. 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.选词正

确。像affect和effect，operative和operational等等就要弄清楚才好用啦。 9.拼字正确。有电脑拼字检查功能后，就更加不能

偷懒。 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