

商务英语写作：收据，活动安排，通知 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/34/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c28\\_34170.htm](https://www.100test.com/kao_ti2020/34/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c28_34170.htm) 收据种类很多，有收条、借据、订阅单、订货单等，是在跟对方发生钱和物的关系时写给对方作为凭据的条子，起书面证据作用。在写借据、收条时，写字据的日期写于右上角，然后写明是“借”还是“收到”，“借”、“还”钱或物的名称和数量。立据人写于右下角。

借款。 To Mr. Charles Green, May. 18, 2000 I. O. U. three thousand U.S. dollars (U.S. \$3000) only, within one year from this date with annual interest at four percent (4%). David Smith 兹借查尔斯格林先生叁仟美元 (U.S. \$3000)，年息四厘，自即日算起，一年内归还。借款人戴维史密斯2000年5月18日 I. O. U. = I owe you 也可写成 IOU, 即“我欠你”的意思，译成汉语为“今欠”、“今借到”。

收到物品 June. 8, 2000 Received from Mr. Handel the following things: One typewriter One tape-recorder Bruce 2000年6月8日兹收到汉德尔先生下述物件：打字机壹台 录音机壹台 布鲁斯例三：订阅单。写订阅单时共分四个部分：1、订阅刊物的名称、起止时间；2、订阅人的姓名；3、订阅人的详细地址；4、附言。 SUBSCRIPTION FORM (Write in Block Letters Please) Please enter my subscription to The Times for one year beginning with the January issue of 2000. Name: Niles Palmer Address: 421 Swan Boulevard, Detroit, Michigan, the United States of America Enclosed please find a postal money order in the amount of 7.60 dollars. 订阅单 (请用印刷体书写) 订阅《泰晤士报》一年，自2000年1月刊开始。姓名：奈尔斯帕尔默地址

: 美利坚合众国密执安州底特律天鹅大街第421号随函寄上订  
阅费7.60美元，请查收。 Activity Arrangement 活动安排  
Activity Arrangement Activity Arrangement Dear Mr. / Ms, We are  
very pleased to welcome President William Taylor and Manager  
James Rogers to Beijing and Shanghai in the second half of April for  
about a week. As requested, we propose the following itinerary for  
your consideration. Monday, April 18 4.00 p.m. Arrive in Beijing by  
Flt.xx, to be met at the airport by Mr. President of Asia Trading Co.  
4.15 Leave for Great Wall Hotel 7.30 Dinner given by President x  
Tuesday, April 19 9:30 a.m. Discussion at Asia Trading Co. Building  
2:00 p.m. Group discussion 8:00 p.m. Cocktail reception given by  
the British Commercial Counselor in Beijing Wednesday, April 20  
9:00 a.m. Discussion 12:00 noon Sign the Letter of Intent 1:30 p.m.  
Peking Duck Dinner 3:30 p.m. visit the Summer palace 6:00  
Departure for Shanghai Would you please confirm by fax so that we  
can make arrangements accordingly. Yours faithfully 商用写作：活  
动安排 活动安排尊敬的先生/小姐，我们非常高兴威廉泰勒  
总裁和詹姆斯罗杰斯经理能四月下半月到北京，上海访问一  
周，根据要求我们出下列活动安排供参考：星期一，四月十  
八日 下午4：00乘航班XX到达北京，由亚洲贸易公司的总裁X  
先生到机场迎接 4：15乘车去长城宾馆 7：30总裁X先生举行  
晚宴 上午9:30 a.m.在亚洲贸易公司讨论 2:00 p.m.小组讨论 8:00  
p.m.英国住北京商务领事举行鸡尾酒招待会 上午9：00讨论 中  
午12：00签订意向书 下午1：30吃北京烤鸭 3：30参观故宫 6  
：00乘机去上海 请传真确认，以便我们做相应的安排。 您诚  
挚的 通知是上级对下级、组织对成员或平行单位之间部署工

作、传达事情或召开会议等所使用的应用文。通知的写法有两种，一种是以布告形式贴出，把事情通知有关人员，如学生、观众等，通常不用称呼；另一种是以书信的形式，发给有关人员，次种通知写作形式同普通书信，只要写明通知的具体内容即可。通知要求言简意赅、措辞得当、时间及时。

例一：布告形式的通知：通常此类通知上方正中写Notice或NOTICE(通知)，发出通知的单位的名称可放在正文前，也可放在正文后，右下角处，发出通知的日期写在左下角处。例如：NOTICE All professors and associate professors are requested to meet in the college conference room on Saturday, August 18, at 2:00 p. m. to discuss questions of international academic exchanges. May. 14, 2000 通知 本星期六(8月18日)下午二时，全体教授和副教授在学院会议室开会，讨论国际学术交流问题，请准时出席。

书信形式的通知 Dear Examinee: As you know, due to unfortunate circumstances, ETS was forced to cancel the scores of the October 1992 TOEFL administration in the Peoples Republic of China. At that time, you were notified that you would be able to take another TOEFL without charge up through the October 1993 administration. You should be aware that the TOEFL program has a long standing policy of not refunding test fees when administrations are cancelled. 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](http://www.100test.com)