

(商务英语)-商业信函的7个“C”原则 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/448/2021_2022__EF_BC_88_E5_95_86_E5_8A_A1_E8_c85_448776.htm 商业信函的7个“C”

原则 写信的原则 (Writing Principles) 已从原来的3个“C” (Conciseness, Clearness, Courtesy) 发展到目前的7个“C”

: Completeness, Clearness, Concreteness, Conciseness, Correctness, Courtesy, Consideration 实例: Dear Sirs, With reference to your letter of April 9, we are pleased to accept your offer of 100 tons of Copper Wire as per your Offer Sheet No.8/070/02B. Please go ahead and apply for your Export Licence. As soon as we are informed of the number of the Export Licence we will open the L/C by cable. 信的本文汉译 关于你们四月九日涵，我们高兴地接受你们第8 / 070 / 02 B 号报盘单所报100吨紫色铜丝。请着手办理申请出口许可证。一经接到出口许可证号码的通知，当即电开信用证。 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