

新编剑桥商务英语练习册(中级)第四期 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/460/2021\\_2022\\_\\_E6\\_96\\_B0\\_E7\\_BC\\_96\\_E5\\_89\\_91\\_E6\\_c85\\_460952.htm](https://www.100test.com/kao_ti2020/460/2021_2022__E6_96_B0_E7_BC_96_E5_89_91_E6_c85_460952.htm) ASAP : as soon as possible 尽快

AOB: any other business 任何其他议题(通常在会议议程末),简称AOBenc.:英文单词enclosure的缩写形式，它的含义是在一封信中再另外寄去一件或几件物品。

etc.:and so on其他,等等SAE: Self-Addressed Envelope, 回信用信封 c/o: care of 转交cc: carbon copy 的缩写。

如果将某个收件人的名称添加到邮件的抄送箱，邮件的副本就发送给此收件人，邮件的其他收件人能看到此收件人的名称

re:with reference to 关于练习：下面的缩略语你知道是什么吗？RSVPT/TL/CF.O.I.作业

: Complete the sentences with the correct past simple forms.1.We (reorganise)\_\_\_\_\_ the department last year.2.What time (the clients/arrive) \_\_\_\_\_ this morning?3.(you/take) \_\_\_\_\_

\_\_\_\_\_ the client to the Grand Prix last week?4.The customer (not/be) \_\_\_\_\_ happy with the level of service.5.After some small talk, we (get) \_\_\_\_\_

\_\_\_\_\_ down to business after lunch.6.They (take) \_\_\_\_\_ the visitors shopping yesterday

afternoon.7.We (not/want) \_\_\_\_\_ to lose such a valued customer.8.(you/secure) \_\_\_\_\_ a deal

over dinner last night?9.We (not/finalise) \_\_\_\_\_ the arrangements until yesterday.10.The client (not/ have) \_\_\_\_\_

\_\_\_\_\_ time to go to the theatre on Friday.缩略语答案：

RSVP : Reply,if you please, 请回复 T/T : 电汇 telegraphic

transfer.L/C : letter of credit 信用证 F.O.I. : 免收利息 free of interest  
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