

BEC真题解析技巧：Writing PDF转换可能丢失图片或格式，
建议阅读原文

https://www.100test.com/kao_ti2020/496/2021_2022_BEC_E7_9C_9F_E9_A2_98_E8_c85_496061.htm

PART ONE You work for a company which produces laser printers. You are visiting another company, Softcell, to buy some company software for your department. They have expressed an interest in your company 's printers and you would like to take twenty brochures and three sample printers with you. Write a short note to Mr. Jim Asano, the Sales Manager. ? Asking for his permission to take these items. ?

Explaining why you want them. ? Mentioning the time and date when you want to collect them. 总体：这是一篇小作文，要求写一个MEMO，字数要求40-50字。本作文难度较大。

1. 审题：本文审题会出现很大问题，大约有70%的考生或多或少对题目产生误解，30%的考生出现严重误读，导致分数不及格。

请理清清楚本文人物关系：你公司生产激光打印机（laser printers），Softcell是另一家生产软件的公司。You are visiting another company, Softcell, to buy some company software for your department. 本句中许多考生对are visiting理解错误，认为是已经访问过或正在访问。事实上高中语法中就学过be doing在某些时候表将来，也就是说你将要去Softcell公司买软件。

而Softcell公司表示对你公司生产的打印机有兴趣，所以你要在买软件的同时带小册子和打印机的样品给Softcell公司。你现在要给你们公司的销售经理写信申请小册子和样品。许多考生容易产生误解，认为自己是给Softcell公司的经理写信，把自己的产品吹嘘了一通，或是申请从别人公司拿小册子和

打印机样品。需要提醒考生的是BEC中级中考到的MEMO一般是公司内部交流的信件，机会不会出现给公司外部的人写MEMO。

2. 字数：字数要求是40-50字，一般要求写三句话，每句话讲明白一个信息即可，不需要展开太多的细节。太多或太少都不好。写作中需要充分利用题干中的信息。许多考生句子写的很短，许多小短句连在一起，这样的写作不符合英语的特点。例如：I would like to attend a seminar. It is about presentation skills. It will be held this Friday. 建议合句：I would like to attend a seminar on presentation skill this Friday. 也有些考生喜欢写长句，句子长了之后不好驾驭，容易出现错误，产生扣分。

3. 错误：语法错误、词汇使用错误都会产生扣分。例如：I was asked to take twenty brochures and three sample printers out because of our products are interested by the Softcell Company. 本句中出现because of和interest的使用错误。Because of后面只能加名词或动名词，不能加句子。Interest的用法：sb. is interested in sth./ sth. is interesting to sb./ sth. interest sb.

4. 范文：Model writing
To: Mr. Jim Asano
From: Diana, Sales Dept.
Date: April 7th
Subject: Asking for brochures and sample printers
I will visit Sfttcell Co. to buy the computer software for our department next Tuesday April 15th. I want to gain your permission to take twenty brochures and three sample printers with me since they are quite interested in our products. If you can approve this, I would like to collect the items before next Monday. Thank you
Diana

评析：本篇MEMO正确理解题目、覆盖所有要点、语言表达清晰流畅、无语法和词汇使用错误。可以得到BAND 5
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