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阅读原文

https://www.100test.com/kao_ti2020/496/2021_2022_BEC_E5_A4_87_E8_80_83_E6_c85_496065.htm (一) 概述 风格：两篇写作，1篇是正式，1篇是非正式。 体裁：短篇：memo, note, email 长篇：fax, proposal, letter (诉信、道歉信、邀请信、询价信、感谢信等), report (report on...、introduction、findings、conclusions、recommendations前面四个一个也不能少，至于最后的recommendations要看当时的题目要求) (二) 要求 the purpose of the correspondence references to previous communication factual details the feelings and attitude of the writer the level of formality the opening sentence the closing sentence paragraphing the desired outcome 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