

商务英语BEC冲刺：模拟试题写作例文 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/497/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_497232.htm BEC模拟试题集写作

例文 PAPER 1PART ONEDear Ms Feng:Can we meet as soon as possible to discuss complaints about the delivery of our carpets? I wonder if we can enlarge our warehouse facilities or send our goods by express rail.(35words)PART TWODear Mr ho.Thank you for you letter of 23 November. We are delighted to know that your customers find our machines useful. The inclusion of business terms is an excellent idea, and we shall develop this idea. We shall also produce special cards which can be fitted the translators to provide more languages in the next model. However , the inclusion of a leather case would add considerably to the price of our machines and might not be necessary as the casing is very robust. Finally, we are taking steps to supply you immediately with 200 electronic and 300 language translators.Yours sincerelyWang Luen fungGeneral Manager (110words) PAPER 2PART ONEBecause of shortage of space, employees have put heavy boxes near fire doors. There should be access to fire doors as workers must leave the building quickly if there is a fire. Fire doors should be unblocked and obstructions removed.(40words)PART TWO This year the company has made a profit of RMB67 million compared with RMB33million last year. This profit has result largely from a reduction of RMB27 million in expenditure, achieved because of two factors. first, the lower cost of raw materials and secondly more efficient methods of production.

Moreover, although sales in the home market have fallen, international sales have more than compensated for this fall. It is thought that sales in the home market have been poor because of the difficult economic situation in our country. In view of this, it is recommended that the company tries to identify more markets abroad and increase its exports. (108 words) PAPER 3

PART ONE I have just heard that an important client is visiting Shanghai next week. He cannot re-arrange his visit, and it is important we meet for discussions. Could we postpone my visit to your office until the week commencing 5 September? (40 words) Part two

Although Nikko tractors are average in price, the people in the survey considered our tractors cheaper. They also commented highly on the standard of servicing we provide. However, the quality and reliability of Nikon tractors were rated much higher than ours, and I recommend working on methods of making our tractors more robust and less prone to mechanical failure. Moreover, since Nikon tractors were considered more attractive in appearance, I suggest experimenting with new designs for our next model. Above all, people were impressed by the availability, particularly in some of the northern rural areas. (119 words) PAPER 4

WRITING PART ONE To all graphics staff: Sales have fallen recently because, although our packaging is functional, it is unattractive. I think we should develop new and appealing designs. Could you please attend a meeting in the boardroom at 10.00 am tomorrow to discuss this matter? (43 words) PART TWO

Mr. Lui, Sales Production Personnel I am sorry that I may be unable to meet at the times arranged on Tuesday and

Wednesday, as I shall now be having urgent discussions with an important visitor from Singapore. Our discussions should last two days, but, if they can be squeezed into less time, I may be able to meet the Production Personnel as previously arranged. However, I shall try to let you know by 5.00 pm on Tuesday afternoon and, if necessary, arrange another time for our meeting. In any case, since I shall definitely be busy on Tuesday afternoon, I wonder if I might now see Mr. Luis at 9.00 am on Thursday. (113 words) PAPER

5WRITING PART ONE TO: ALL Section Heads There are eight vacancies on training courses being given in May and June. The courses provide useful training for junior staff in computers, time management and other aspects of modern office work.. could you kindly recommend suitable staff? (42 words) PART TWO Dear Ms Wu With reference to our company 's exhibition and presentations at the world Trade Center on June 7, I wish to inform you of certain changes which we hope can be made. As the number of participants has increased from 60 to 98, we wonder if we can use Lecture Hall ' A ' as ' B ' will be too small. In addition, since two speakers are now unable to attend, we shall require only 2 Seminar Rooms instead of the 4 booked. Finally, is it possible to provide 7.45 pm? I do hope these changes will not inconvenience you. Thank you very much. (116 words) PAPER 6 按照题目的要求是写一个通告。因此在文章的开头或结尾就应该有一些必要的客套话。另外，题目要求“分析，比较”已提供的数据，所以重复题目中的数据没有意义，而应该通过计算，去寻找更有意义的间接的数据内容。总之，写这种文章，首先要研究透表格数据之间

的关系，以及数据背后所反映出的本质东西，其次，要注意格式和内容的统一。 It is obvious that ITC ' s results this year continue to reflect a healthy trend. The company made steady progress in all its businesses in the Indian market, which we can see clearly from the table. The increasing rate of ITC ' S net Profit has gone up to 32%, much higher than 20%, the average one.

Comparatively speaking, the average cost this year (5.8) is lower than the one (6.4) last year, considering the Net Income and profit Before Tax. From the current development, we believe we will play an abiding role in India as one of India ' s emerging multinational enterprises. PAPER 7 PART ONE Dear Mr Beard, Mr Lee, one of my old clients, has interest in our Pcx phone machine. He would like to bring 10 samples and some brochures back home to make a trial sale. You may contact him directly on Tel 3108881. PART

TWO Nowadays, less people like to spend their holidays at home. More people go camping outside or even travel abroad. The changes are caused mainly by three factors. First, people become more open. Instead of staying at home, they visit foreign countries to know the different races. Secondly, in the 1990s, housewives are more free from the heavy housework with more and more household utensils. Families are very happy to spend holidays outside with mothers or wives. Thirdly, traveling abroad can also mean enjoying comfortable weather in another country. Therefore less people go to crowded seaside, they turn to other ways. 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