

BEC商务写作资料(3)：商业信函中的告知及说明 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_BEC_E5_95_86_E5_8A_A1_E5_c85_497577.htm 5. 告知好、坏消息：好消息

：I am pleased/delighted/happy to tell/inform/advise you that ...坏消息：I regret/am sorry to tell/inform/advise you that ... We regret that ...环境：(complete these sentences using phrases for referring and giving good or bad news.) a.

_____ your order for some cupboards,
_____ we have had to increase the price.b.

_____ your application for a post as secretary, _____ that we would like you to start work as soon as possible. c.

_____ your application for a post as secretary, _____ that you were not successful.d. _____

our telephone conversation this morning,

_____ that your car is now ready for you to collect. 6. 说明你所能做的和不能做的：We are unable to

... We are able to ... We have been forced to ...环境：You cannot lower your prices. We regret that we are unable to reduce our prices. You have had to raise your prices because the government has increased the sales tax. We have been forced to raise our prices because the government has increased the sales tax. However, you can give them a discount of 5% if their order is for more than \$8,000. We are able to give you a discount of 5% if your order is more

than \$8,000. With regard to their second question, you cannot accept payment in Egyptian pounds but you can accept US dollars or Euros. We are sorry that we are unable to accept payments in Egyptian pounds but we are able to accept US dollars or Euros. 7. 说明原因：This is owing to .../due to .../a result of ... /because of ...
注：owing to 通常用于不好的消息。 如果想在原因中使用动词，请加上the fact that的从句。 环境：increase prices --- fall of the dollar
We have been forced to increase our prices. This is owing to the fall of the dollar.
Delay the delivery of the goods --- strike by airline pilots
We have been forced to delay the delivery of the goods. This is owing to the strike by airline pilots.
Increase all salaries by 10% --- rise in sales
We are able to increase all salaries by 10%. This is the result of a big rise in sales.
Cut all salaries by 10% --- fall in sales
We have been forced to cut all salaries by 10%. This is due to the fact that there has been a fall in sales in the past ten months.
Cannot deliver your new order --- we have not received your payment from the last order
We regret that we are unable to deliver your new order immediately. This is owing to the fact that we have not received your payment for the last order.
Cancel the meeting --- a lot of staff have been ill
We have been forced to cancel the meeting. This is because some members of our staff have been ill.

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