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今天我们来继续学习

怎样起草和修改信件。 Drafting: How To Do It LETTER TO MR

PERRY: DRAFTING Now that you know what drafting is all about,

you can draft the letter to Mr Perry. To do this, you need to have

your plan with you so you can write according to your plan. You

also need a pen and paper. Remember the two strategies when you

draft: Keep writing Don ' t edit. LETTER TO MR PERRY Use the

information on this screen to draft a letter. Situation: Our customer,

Mr Robert Perry, deposited a cheque through ' Quick Deposit '

into his Premier account. Unfortunately, the name on the cheque

(the bearer ' s name) was not exactly the same as the name on the

account. The name on the cheque was Mr Robert Pery (not Perry).

As a result, the money was not credited to Mr Perry ' s account.

Solution: Mr Perry needs to ask the drawer to write another cheque,

making sure the name is exactly the same as on the account card.

Then, the money can be deposited into this account. Account

Details: Name: Mr Perry Address: Flat 3A, Bayshore Tower, Mary

' s Point, Vancouver Account No.: 613 556556 888 Cheque No.:

60263 Payee Name: Mr R Pery Name on Account Record: Mr R

Perry When you finish, write "First Draft" on the top margin of your

letter. You ' ll work on the draft later in this chapter and also in

Chapters 4-6 and 8. Revising: Why Do It You ' ve now completed

your draft, and you ' re ready to move on to the next stage of the

Writing Process: Revise. Why do you think revising is important? Revising your writing transforms your unfinished draft into an effective letter that gets results. In fact, revising is so important that you often need to revise your writing several times. This is the longest stage in the Writing Process. To see why revising is important, look at the letter below. The writer has forgotten to revise it. As you read the letter, think about the three questions in the box on the right. 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