

写作技巧：商务写作中表达观点的六个句型 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_86_99_E4_BD_9C_E6_8A_80_E5_c85_497648.htm

商务写作是件比较头疼的事情。现在我们就来探讨一些写作技巧上的问题。这次我们就来看看怎样在写作中表达观点。

1. There are some good reasons for... 这是一个用来分析原因的句型。我们看下面的例子：人民生活状况改善的原因有两点。首先，我们一直在贯彻执行改革开放政策。其次，国民经济正在迅速发展，而且出生率已经得到控制。 There are two reasons for the improvement in peoples living conditions. In the first place, we have been carrying out the reform and opening-up policy. Secondly, there has been a rapid expansion of our national economy. Furthermore, the birth rate has been put under control.

2. My suggestions to deal with the problem are as follows. In the first place,... Secondly,... Finally, ... 这是一个提出建议的句型。我们看下面这段文字是如何使用这个句型的：我对解决这个问题的建议如下。首先，迫在眉睫的是建立自然保护区。其次，有些濒临灭绝的珍稀野生动物应该收捕、人工喂养并繁殖。最后，对于捕猎珍稀野生动物的人必须严惩。 My suggestions to deal with the problem are as follows. In the first place, it is urgent to create nature reserves. Secondly, certain rare wild animals that are going to be extinct should be collected, fed and reproduced artificially. Finally, those who hunt them must be punished severely.

3. It is important (necessary, urgent, difficult, easy, expensive, desirable, advisable, convenient, comfortable) for sb. to do sth. 这是一个用来发表意见

的句型。我们看看下面的例文：人们希望建立更多的医院、购物中心、娱乐中心、电影院和其他公用设施来满足人民日益增长的需求。 It is desirable to build more hospitals, shopping centers, recreation centers, cinemas and other public facilities to meet the growing needs of people. 4. As a popular saying goes "Everything has two sides." 这是一个用来引起利弊分析的句型。看看下面的文段是怎么运用它的：常言道：“事物总是一分为二的”。如今人们从科技发明中得到越来越多的好处。另一方面，科技进步也给我们带来了许多麻烦。现在许多国家的人民饱尝公害之苦。 As a popular saying goes, "Everything has two sides." Now people are benefiting more and more from scientific and technological inventions. On the other hand, the progress of science and technology is bringing us a lot of trouble. People in many countries are suffering from public hazards. 5. For example 举例阐述最常用的就是这个了。此外还有for instance, lets take... for example. 例文如下：就拿汽车为例。汽车不仅污染城市空气，而且使城市拥挤不堪。此外，汽车造成许多交通事故。汽车所产生的噪音使居住在街道两旁的居民日夜不得安宁。 Lets take cars for example. They not only pollute the air in cities, but make them crowded. Furthermore, they cause a lot of traffic accidents. The noise made by cars disturbs the residents living on both sides of streets all day and night. 6. It is generally believed that... accepted 引证观点的常用句型。我们看看下面的例文是怎么使用这个句型的：人们普遍认为，在发达国家人口增长的主要原因与其说是出生率的上升，还不如说是由于医疗保健的改善的使死亡率下降了。 It is generally believed that the chief reason for the

increase in population in developed countries is not so much the rise in birth rates as the decline in death rates as a result of the improvement in medical care. 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