

办公室英语口语第94期:Signing a memo 备忘录签字 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/499/2021\\_2022\\_\\_E5\\_8A\\_9E\\_E5\\_85\\_AC\\_E5\\_AE\\_A4\\_E8\\_c96\\_499837.htm](https://www.100test.com/kao_ti2020/499/2021_2022__E5_8A_9E_E5_85_AC_E5_AE_A4_E8_c96_499837.htm) Signing a memo  
A: Hi, Brad. How are you today?  
B: Just fine, Mr. Emory. Could you please sign this memo? I want to get it out to everybody this afternoon.  
A: No problem. Is this the only one?  
B: Yes. That ' s for today. Thank you.  
备忘录签字  
A：嗨，布莱德。今天好吗？  
B：很好，埃莫里先生。您能在这份备忘录上签字吗？今天下午我想发给大家。  
A：没问题。就这一份吗？  
B：是的，今天就这一份。谢谢。  
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