

BEC全能精修Unit1b工作交流-Speaking PDF转换可能丢失图片或格式，建议阅读原文

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Speaking 口语练习 Work in pairs. How does your partner use the following forms of communication? Mark them on the graph below. faxes letters e-mail phone calls memos notes What are the advantages and disadvantages of each form of communication?

What do you find difficult about understanding native English speakers? Work in pairs. Look at the samples of telephone calls and choose one of the difficult messages. Make it easier to understand.

Cal 1 Hello Frida. This is Margaret Brock here, Its 9.30 on Wednesday morning. Im ringing about the half year sales report Could you send me a copy of your departments figures, please? Im in Helsinki until Friday, Thanks very much, Bye

Cal2 This is Frank Larsen from Scandinavian Conferences in Copenhagen. Im ringing to tell you that this years Danish Telecommunications Trade Fairs taking place in the week of November 22 If youd like some complimentary tickets, please let me know how many you need. Please call me on 0045 33 346 766, Thank you, Bye

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