

商务英语考试(BEC)倒计时写作冲刺模版--环境 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/503/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_503524.htm](https://www.100test.com/kao_ti2020/503/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_503524.htm) 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. 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. 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。 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](http://www.100test.com)