

PETS五级写作指导：公文写作及范例 - 启事PETS考试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/555/2021_2022_PETS_E4_BA_94_E7_BA_A7_c88_555199.htm 例一：寻物启事A Jacket Lost

In the playground, May12, a Jacket, green in colour and with a zipper in the collar lost, finder please return it to the owner, Krutch. Room 203, Dormitory 9. 寻茄克衫 5月12日本人不慎在操场丢失一件绿色，领口有拉链的茄克衫。拾到者请把茄克衫还给失主克鲁奇。地点九号宿舍楼203房间。 例二：订婚启

事NOTICE OF ENGAGEMENT Mr. and Mrs. Holand Walshman have the honour to announce the engagement of their daughter, Miss Lucy, to Mr. Samual Russell on Saturday, August 11, 1997. 订婚启事 荷兰德沃尔什曼先生及夫人荣幸地宣布，他们的小女露西与塞穆尔罗素先生于一九九七年八月十一日（星期六）订婚，兹特敬告亲友。 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