

商务英语(BEC)高级真题范讲二(写作2)商务英语考试 PDF转换可能丢失图片或格式，建议阅读原文

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5\_8A\_A1\_E8\_8B\_B1\_E8\_c85\_558465.htm PART TWO Write an answer to ONE of the questions 2-4 in this part. Write your answer in 200-250 words.

Question 1 You have recently attended the

following one-day courses: Developing Your Potential Trends in

Electronic Commerce Managing People Reducing Costs Your

companys Training Manager has asked you to write a short report

about the training. Write the report for the Training Manager:

describing the two courses which you found most useful explaining

how you benefited from them outlining the specific training courses

you would like to attend next year giving reasons why these courses

would be useful to you. Question 2 Your manager has-asked you to

contact a local business school, inviting their students to apply for a

three-month work placement in your company. Write a letter to the

Principal of the business school: introducing your company and the

idea of the placement describing what work the placement would

involve explaining what skills and qualities the successful applicant

should have saying how the placement would benefit the applicant.

Question 3 The Sales Director of your company wants to improve

customer service and believes that this Can be achieved by extending

the opening hours of the Sales Department. He has asked you to

write a proposal concerning improvements in customer service.

Write a proposal for the Sales Director: summarising current

problems concerning customer service evaluating the Sales Directors

suggestion presenting one or two other measures which could be taken giving reasons for your preferred course of action. 更多信息请访问：百考试题外语站点 百考试题论坛 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)