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The question I am getting increasingly weary about having to sign birthday and leaving cards for colleagues. Other people write funny things and add kisses but I can never think of anything original to say, so I usually write "good luck" or "happy birthday" and do not include kisses. I also never know how much money to put in the envelope. For a birthday for a colleague I dont like much, I only put in pound.5 and then remove rather more than that in change. 给多少钱是最难的。但是，没有必要为你的吝啬而感到烦恼，因为这似乎是惯例。在我的办公室，钱都装进一个大信封，这样，你一般无法看到人们往里面放了多少钱，但如果你看看卡片上签名人数和集到的钱，就会发现钱看上去总是太少。我发誓，我曾经看到一个人装进了5英镑，然后从信封里拿走了比那还多的零钱。 For birthdays I give nothing, as colleagues shouldnt expect to be showered with birthday gifts at work. With leaving collections it depends how much I like the person going. For someone I barely know and dont much like, I give a couple of quid. For someone Ive worked with I give either pound.20, depending mainly on which notes are in my purse at the time. 至于生日，我什么也不给，因为同事不该指望从工作单位得到大量生日礼物。离职礼物则取决于我对要走的这个人有多喜欢。对我几乎不怎么认识、也不太喜欢的人，我就给两英镑。对在一起合作的人，我要么给10英镑、要么给20英镑，主要得看当时我钱包里有哪种

面值的钞票。 The most important rule is to stop worrying. There are so many collections at work that if you fret about them all you'll never get any work done. 最重要的规则是不要再发愁。工作单位里凑份子的事情太多了，如果你要发愁，就什么活儿也干不了了。把商务英语页面加入收藏夹 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