

商业英文书信用语(一)商务英语考试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/573/2021_2022__E5_95_86_E4_B8_9A_E8_8B_B1_E6_c85_573218.htm (1) 贵函 Your letter. Your favour. your esteemed letter. Your esteemed favour. Your valued letter. Your valued favour. Your note. Your communication. Your greatly esteemed letter. Your very friendly note. Your friendly advice. Yours. (2) 本信，本函 Our (my) letter. Our (my) respects. Ours (mine). This letter. these lines. The present. (3) 前函 The last letter. The last mail. The last post. the last communication. The last respects (自己的信) . The last favour (来信) (4) 次函 The next letter. The next mail. The next communication. The letter following. the following. (5) 贵函发出日期 Your letter of (the) 5th May. Your favour dated (the) 5th June. Yours of the 3rd July. Yours under date (of) the 5th July. Your letter bearing date 5th July. Your favour of even date(AE). Your letter of yesterday. Your favour of yesterdays date. Your letter dated yesterday. (6) 贵方来电、电传及传真 Your telegram. Your wire. Your cablegram (从国外) . Your coded wire (密码电报) . Your code message. Your cipher telegram. Your wireless telegram. Your TELEX. Your Fax. (7) 贵方电话 Your telephone message. Your phone message. Your telephonic communication. Your telephone call. Your ring. (8) 通知 (Noun) Advice. Notice. Information. Notification. Communication. A report. News. Intelligence. Message. (Verb) (通知，告知) To communicate (a fact) to. To report (a fact) to...on. To apprise (a person) of. To let (a

person) know. To acquaint (a person) with. To intimate (a fact) to. To send word. to send a message. To mail a notice. to write (a person) information. To give notice (预告) . To break a news to (通知坏消息) . To announce (宣布) . (9) 回信 (Noun) An answer. A reply. A response. (Verb) To answer. To reply. To give a reply. To give ones answer. To make an answer. To send an answer. To write in reply. To answer ones letter. (特此回信) Reply to. Answering to. In answer to. In reply to. In response to. (等候回信) To await an answer. To wait for an answer. (收到回信) To get an answer. To favour one with an answer. To get a letter answered. (10) 收讫 , 收到 (Noun) Receipt (收到) . A receipt (收据) . A receiver (领取人 , 取款人) . A recipient (收款人) (Verb) To receive. To be in receipt of. To be to (at) hand. To come to hand. To be in possession of. To be favoured with. To get. To have. To have before (a person). To make out a receipt (开出收据) . To acknowledge receipt (告知收讫) . (11) 确认 To confirm. Confirming. Confirmation. In Confirmation of (为确认...,为证实...) . A letter of confirmation (确认函或确认书) (12) 高兴 , 愉快 , 欣慰 To have the pleasure to do. To have the pleasure of doing. To have pleasure to do. to have pleasure in (of) doing. To take (a) pleasure in doing (something). To take pleasure in doing (something). To be pleased to (with)(by). to be delighted at (in)(with). To be glad to (of)(about). To be rejoiced in (at). (13) 随函附件 Enclose. Inclose. 编辑推荐 : 2009年BEC考试范围介绍 2009年BEC各地报名地点汇总 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