

职场礼节美语：撰写感谢卡片的技巧实用英语 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/624/2021_2022__E8_81_8C_E5_9C_BA_E7_A4_BC_E8_c96_624311.htm 陈豪在北京的ABC美国公司工作，他到美国同事Amy的办公室去找她。(Office ambience) C：Amy, 你有时间吗？ A：I can always make time for you, Chen Hao. What ' s the matter? C：我有个客户，听说我搬家，专门送了我一幅画儿。 A：That doesn ' t sound like a problem. It sounds more like a nice gesture。 C：可是那画的颜色和风格跟我的公寓格格不入。我要收藏 A：That ' s too bad. He probably chose something he would like to have and didn ' t consider your taste. I hope you thanked him for it anyway。 C：我觉得也是，给别人买东西，应该买别人喜欢的才对。不过我还是打算发个电子邮件，谢谢他，但是不知道怎么写，所以来请教你。 A：Well, first of all, you shouldn ' t use e-mail to thank someone for a gift. A proper note of gratitude should be handwritten。 C：什么是 gra--ti--tude? A：Gratitude is the same as thanks or appreciation。 C：那一定要手写吗？ A：E-mail is impersonal and lacks warmth. The effort you make to show your gratitude should match the effort that your client expended in sending you the gift。 C：我能不能买张现成的感谢卡，在上面加上一句，然后签个字呢？ A：I ' m sorry, but that won ' t do either. You need to demonstrate your good manners by composing a personal note in your own words on the appropriate stationery。 C：你能陪我去买合适的卡片吗？ A：I don ' t have time now. But let ' s meet at the stationery store at noon. MC：中午，陈豪

和Amy一起到卡片专卖店。 C : Amy, 这种可以折叠的感谢卡挺大方的。 A : They are acceptable, but not as classy as these correspondence cards that are made of heavier stock paper。 C : 噢, correspondence cards , 就是回复卡。 A : You should order some with your name engraved across the top for future use。 C : 我说有时候收到别人的卡片, 上面还有名字的缩写, 原来是可以订做的呀。好, 就买这个。不过我还是不知道怎么写。 A : It ' s not so hard, and you don ' t have to be dishonest。 C : 你启发启发我。 A : You can tell your client how much you appreciate his thoughtfulness and generosity in sending you a painting by this artist。 C : 有了。我就说“你怎么知道我家到处都是白墙的? 画儿是我最需要的。”这样写, 他也不知道我是不是喜欢那幅画。 A : And you have all the elements of a proper thank you note。 C : Amy, 你能再重复一下写感谢卡的注意事项吗? A : A note of thanks is hand written on quality notepaper. It begins with a specific reference to the gift, remarks about its quality, why you appreciate it and how you will use it。 C : 这么说, 其实也不难嘛。谢谢你, Amy。 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