

书写商务函电的十点注意事项国际商务师考试 PDF转换可能丢失图片或格式，建议阅读原文

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把国际商务师站点加入收藏夹 欢迎进入：2009年国际商务师课程免费试听 更多信息请访问：百考试题国际商务师、百考试题论坛国际商务师 商业书信通常都非常正式，要求表达一定要非常清晰，否则会给业务来往造成麻烦。下面是有关文法的tips，看看你有没有犯同样的错误哦！

- 1、切忌主客不分或模糊。例子：Deciding to rescind the earlier estimate, our report was updated to include \$40,000 for new equipment. 应改为 Deciding to rescind our earlier estimate, we have updated our report to include \$40,000 for new equipment. (是We 来decide, 不是report.)
- 2、句子不要零碎。例子：He decided not to audit the last ten contracts, because of our previous objections about compliance. 应该连在一起.
- 3、对称的结构比较容易让人理解。例子：The owner questioned the occupants lease intentions and the fact that the contract had been altered with ink markings. 应改为: The owner questioned the occupants lease intentions and ink alterations of the contract.
- 4、单复数不要搞乱，不然会好刺眼，看着不舒服。例如：An authorized person must show that they have security clearance.
- 5、动词主词要呼应。想想这两个分别：  
1). This is one of the public-relations functions that are under budgeted.  
2). This is one of the public-relations functions, which are under budgeted.
- 6、时态和语气不要转变太多。看商务英语已经是苦事，不要浪费人家的精力啊。
- 7、标点要准确。例

如: He did not make repairs, however, he continued to monitor the equipment. 改为: He did not make repairs. however, he continued to monitor the equipment. 8、选词要正确, 像affect和effect, operative和operational等等就要弄清楚才好用啦。 9、拼写要正确, 有电脑拼字检查功能后, 就更加不能偷懒。也许一笔好买卖就因为你的一个错字飞掉了哦! 10、大小写要注意。非必要不要整个字都是大写, 除非要骂人。例如: **MUST** change to OS immediately. 外国人就觉得不礼貌和喝令人一样。要强调的话, 用底线, 斜字, 粗体就可以了。 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)