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https://www.100test.com/kao_ti2020/645/2021_2022__E5_9B_BD_E9_99_85_E5_95_86_E5_c29_645370.htm id="swas"

class="wsww"> 一、文法上 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. (We决定呀，不是report.) 2、句子不要凌碎 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、结构对称,令人容易理解. 例子: The owner questioned the

occupant ' s lease intentions and the fact that the contract had been altered with ink markings. 应改为: The owner questioned the

occupant ' s lease intentions and ink alterations of the contract. 4.单

众数不要搞乱,不然会好刺眼,看不舒服. 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 is underbudgeted. 2) . This is one of the

public-relations functions, which are underbudgeted. 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.选词正确. 好像affect和effect, operative和operational等等就要弄清楚才

好用啦. 9.拼字正确. 有电脑拼字检查功能后,就更加不能偷懒.

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. 二、写信提示 1.人家的名字千万不要错.老一辈的看到名字错就干脆撵去垃圾桶. 同样,头衔都不要错. 头衔或学位,任择其一吧.以下是一样的: Howard E. Wyatt, D.D.SPhD. Dr. Howard E. Hyatt 2.多过一个男人,用Messrs,就是Misters的意思,不过不要跟名字,跟姓就行啦.例如: Messrs. Smith, Wyatt, and Fury。 女人呢? 用Mesdames, Mmes., or Mses. 同样不要跟名字. 例子: Mses. Farb, Lionel, and Gray。 男女一齐呢? 弄清楚称呼就行.例如: Dr. and Mrs. Harold Wright ; Mr. Harold Wright and Dr. Margaret Wright ; Mr. and Mrs. Harvey Adams-Quinn。 3.有人有自己头衔就要跟紧,例如有人有荣誉学位就不喜欢用一般的头衔啊~有时大头不知道对方头衔,干脆用Ms.算了. Ms. Sarah Gray 4.地址要低日期至少两行.处名时,职衔短可以一行过,长就下一行吧.例如: Ken Green, President / Ken Green / Vice President of International Operations 但这个就显得有点。。。: Ken Green / Vice President of Unicom China 正确应为: Ken Green / Vice President, Unicom China 5.老外的名字有时有Jr. 或 Sr.,之前的逗点是随你喜欢的,以下都是正确,不要笑人: Michael J. Smith, Jr. / Michael J. Smith Sr. 6.外国国名尽量用大写.是为尊重,也方便邮差叔叔. 7.地址上的数字直接用阿拉伯数字吧,除了One,例子: 127 Ninth Avenue, North 127 E. 15 Street 5 Park Avenue One Wingren Plaza 556 - 91 Street 欢迎进入: 2010年国际商务师课程 免费试听 更多信息请访问: 百考试题论坛国际商务师 100Test 下载频道开通, 各类考试题目直接下载。 详细请访问

