

2009年国际商务师辅导：书写商务函电十大注意事项 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/645/2021_2022_2009_E5_B9_B4_E5_9B_BD_c29_645476.htm 商业书信通常都非常正式，要求表达一定要非常清晰，否则会給业务来往造成麻烦。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.

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