

BEC商务英语高级范文汇总（15）_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_ti2020/645/2021_2022_BEC_E5_95_86_E5_8A_A1_E8_c85_645260.htm Sample answer: (250words)

Dear Recardo Further to our conversation of 30 March, I am writing to outline the proposed programme for your visit to our offices (12-15 April). On Thursday morning I will be at the airport to meet your flight and, assuming there are no delays, I will take you straight to your hotel so that you can check in and freshen up. As Mr Wilkins wishes to see you before the meeting, a business lunch has been arranged. We will then travel to the company in time for the meeting, scheduled to run from 14.30 to 18.00. After such a long day I suggest dinner at your hotel. Fridays meeting is due to start at 09.30. A taxi has been arranged to pick you up at the hotel at 08.50. Since the meeting lasts all day, the company will provide a working lunch. After work you will have a chance to return to your hotel before dinner at The Riverside Lodge at 20.00. Your name has been entered for the Golf Tournament (08.30 on Saturday morning). Mr Wilkins will collect you from your hotel at 08.00. After the competition there is a formal dinner with a distinguished speaker at 19.30. I look forward to meeting you on the 12th. In the meantime, please do not hesitate to contact me on 020 755 9800. Yours sincerelyXXX

相关推荐：BEC商务英语高级范文汇总 BEC高级写作：英文电子邮件高频句 BEC高级写作常用套话 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