

商务英语作文：BEC作文备考辅导01_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__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_645311.htm

你是一家国际大公司的人力资源部经理。你刚刚任命弗朗西斯卡女士为公司总部的销售经理。给总部的全体员工写一个字数为40-50的备忘录：

（1）宣布对弗朗西斯卡女士的任命。（2）说明她开始工作的具体时间。（3）要求总部员工准备欢迎她。老师建议：首先，我们要了解一篇memo的基本格式：

MEMORANDUM From: Olive HR Manager To: All staff Date: 12 June, 2008 Subject: Appointment of Francisco Here we announce the appointment of Mrs. Francisco as our new Sales Manager of the Headquarter. She will be starting her job next Monday morning.

There will be a small welcome party by 9:00 that day so everyone please be on time. 其次，写一篇作文，我们说任何形式的BEC作文，都要考虑如下因素：Who is going to read my memo?

What has the reader already known about this? What does the reader need to know? How is the reader going to respond my memo? 第三

，memo尽量使用短句，这样表达清晰，结构紧凑。第四，字数超，memo使用词汇要简短干练，确保大家都看得懂。

第五，写memo前要考虑清楚字句的组织，用精练的语言，有头有尾地把memo完成。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