

名师点评网友BEC初级作文(6) _ 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_90_8D_E5_B8_88_E7_82_B9_E8_c85_645387.htm 本期作文题目 :

You work in the Accounts Department and are responsible for checking employees expenses. Write a 40-50 word memo to staff: reminding them of the importance of receipts telling them how expenses will be paid saying how long expenses payments take to process. 网友作文

一 : to: all staff from: miss Z. subject: expense claim dear sirs or madams[1], please remember to claim your expenses to the company. we would like to collect the relevant receipts to reimburse. [2]as usually, [3] the expenses will be paid with cash or cheque. and it may take one week at most for expenses payment to take to process.

yours, [1]去掉 [2]你让谁报销? 身份错了。 And remember to keep the relevant receipt for us to check. [3]As usual 网友作文二 :

To: All staff From: Jackey Cheng Subject: Expenses May I remind all staff that you need to enclose receipts when you claim all expenses? Claims will not be accepted without receipts. Expenses are paid by cash or cheque which you could choose within two weeks after you claimed them. Thank you. 网友作文三 :

to: all staff from:momo subject: receipt of the expenses i hope to draw your attention that [1]the expenses will be paid by[2] the receipt, thats means you cant claim for the expenses without the receipts. we will check in 4 days

[3] [1]改为please notice that [2]With [3]The whole process will be 4 days at most. 100Test 下载频道开通 , 各类考试题目直接下载。

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