

2010年BEC初级阅读模拟试题 _ 商务英语考试 _ PDF转换可能丢失图片或格式，建议阅读原文

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You are going to spend holidays in Hawaii in June. Suddenly you received a letter from an important customer, Mr. Elton Deland, who will arrive on 25th June and discuss the claim. You have to delay the trip till July. Write a short message to Ms. Anne Folster, your secretary. . Explain Why you postpone your trip. . Mention the date when Mr. Elton Deland will arrive. . Ask her to arrange your meeting. . Write 30-40 words on your Answer Sheet.

提示：一般不用信头称呼的形式，也不采用在结尾处署上写信人的名字的方式，而是在备忘录的开头处写明收信人To_____，在结尾处写明具体的写信

人From_____以及主题：Re：_____或Subject

：_____。例如：To: Head Office staff From: Tom Beck I have the pleasure of announcing that Ms Sally Jolie has been appointed as the new Sales Manager at Head Office. Ms Jolie is due to join us on Monday 15th. Please give her a friendly welcome when she starts work. Thank you. 参考答案：To : Ms. Anne Folster

From: I have to delay my trip to Hawaii till July, as Mr. Elton Deland will arrive in London on 25th June and discuss the claim face to face.

Please arrange our meeting on 26th June. 100Test 下载频道开通，

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