

BEC商务英语中级口试指导 ( 56 ) \_ 商务英语考试 \_ PDF转换  
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试话题 : From and To、 Fax it to me、 Fax template、 Followed by  
originals (contract)、 Legally acceptable。 1.From and To 发送者  
和接收者 A:What do you put on the fax cover page other than  
From and To? B:The title, total pages including the cover page, and  
telephone and fax numbers of each party. A:传真首页上除了发送  
者和接收者还写些什么? B:标题,页数包括扉页、双方的电话号  
和传真号。 2. Fax it to me 传真给我 A: Mike, the contract is  
signed by our GM. Do you want me to send it overnight? B: Yes,  
please. Could you also fax it to me now? A:迈克,我们总经理在合  
同上签字了,我要用特快专递发给你吗? B:是的,请发给我。你  
能不能现在就传真一份给我? 3.Fax template 传真格式 A: Do we  
have a fax template of the company? B: We do. Ask Lisa to get an  
electronic copy. A:我们公司有统一的传真格式吗? B:有,去找丽  
莎要一个电子文档。 4.Followed by originals (contract) 续发原  
件(合同) A: Linda, I will fax the letter to you, followed by express  
mail of the originals. B: Thank you so much. A:琳达,我会传真一封  
信给你,再把原件快递续发给你。 B:非常感谢你。 5.Legally  
acceptable 法律承认的 A: Can we use the faxed contract? B: It may  
not be legally acceptable. You can use it temporarily, but you need to  
get the originals ASAP. A: Why? B: ' Cause faxed copy can have  
forged signatures. A:我们能使用传真的合同吗? B:法律上是无效  
的,你可以临时使用,但你应该尽快拿到原件。 A:为什么? B:因

为传真件上的签名可以伪造。 注:ASAP is short for as soon as possible. 相关推荐：BEC商务英语中级口试指导汇总 商务英语（BEC中级）口试指导汇总 BEC商务英语之外贸用语 BEC商务英语中级口语考试问答实例 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](http://www.100test.com)