

商务英语写作讲解 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_645796.htm 以写一篇备忘录为例

，讲解商务英语中memo的基本格式及写作中需要考虑的因素。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。BEC名师：张梦琳老师，担任商务英语听说、

企业团训听说主讲，曾在知名企业担任首席口译。从事听说教学十年之久，最乐意与同学分享职场经历，她的教学理念是

：Enjoy learning English in the rest of your life! 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。 Suggested answer:(134 words) A comparison of ERS and Worldwide Relocation Introduction The aim of this report is to assess which of the two companies, ERS or Worldwide Relocation, would be the most suitable for the relocation of Fenway employees and their families from Seattle to Dublin. Findings Both ERS and Worldwide Relocation offer an accommodation and school search services. 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