

BEC商务英语中级口试指导 ( 56 ) 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\\_BEC\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_c85\\_645886.htm](https://www.100test.com/kao_ti2020/645/2021_2022_BEC_E5_95_86_E5_8A_A1_E8_c85_645886.htm) 导读: BEC商务英语中级口试话题: 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：#0000ff>BEC商务英语中级口试指导汇总 #0000ff>商务英语（BEC中级）口试指导汇总 #0000ff>BEC商务英语之外贸用语 #0000ff>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)