

BEC信件写作大全(下载) PDF转换可能丢失图片或格式，建议
阅读原文

https://www.100test.com/kao_ti2020/646/2021_2022_BEC_E4_BF_A1_E4_BB_B6_E5_c85_646230.htm 信件 1. 信件的开头：We are writing to enquire about... We are writing in connection with... We are interested in ... and we would like to know... 环境：You want to know the prices of some air conditioners. We are interested in your air conditioner and we would like to know the prices of some air conditioners. You saw an advertisement in the newspaper yesterday and you want further information. We are writing in connection with the advertisement in the newspaper yesterday. You want to know if the company you are writing to organizes holidays to Africa. We are writing to inquire about the holidays to Africa that your company organizes. 2. 回信的开头：Thank you for your letter of (date) We have received your letter of (date) asking if ... enquiring about ... enclosing ... concerning ... 环境：A company wrote to you on 23 July. They wanted to know if you sell photocopiers. Thank you for your letter of 23 July, asking if we sell photocopiers. A man wrote to you on 18 December. He wanted employment with your company. He also sent his curriculum vitae. We have received your letter of 18 December, enclosing your curriculum vitae. A company sent you a fax on 3 June. They wanted to know if you were going to the marketing conference in London. Thank you for your fax of 3 June, asking if I was going to the marketing conference in London. A woman telephoned you this morning. She wanted to know if her order No. 599 had arrived.

Thank you for your telephone call this morning concerning the order No. 599.

3. 信件的结尾：一般结尾：I look forward to receiving your reply/order/products/ect. Looking forward to hearing from you. 如果你在信件中提供了信息：I hope that this information will help you. Please contact me if you need any further information. Please feel free to contact me if you have any further questions. Please let me know if you need any further information.

4. 引入主题：With reference to ... Further to ... With regard to ... I am writing in connection with ... 注：引入主题的句子可以被写在信件的开头，但with regard to不能用于信件的开头。

环境：(how would you start a letter about each of the following?)

- an invoice (No. 679) for a photocopier With reference to Invoice No. 679, we regret to tell you that the product arrived in bad condition.
- a meeting you had with the addressee on Jan. 16th Further to the meeting on 16 January, I am delighted to tell you that we are now able to give you a special offer for our Peach Series computer.
- an advertisement in the times newspaper I am writing in connection with the advertisement in the times newspaper yesterday.
- an application for a post as secretary in your company I am writing in connection with your application for a post as secretary in our company.
- a fax order for six computers that you received today with reference to your fax order for six computer, I regret to tell you that they are out of stock at present.

5. 告知好、坏消息：好消息：I am pleased/delighted/happy to tell/inform/advise you that ... 坏消息：I regret /am sorry to tell /inform/advise you that ... We regret that ...

环境：(complete these sentences using phrases for

referring and giving good or bad news.) a. _____ your order for some cupboards, _____ we have had to increase the price. b. _____ your application for a post as secretary, _____ that we would like you to start work as soon as possible. c. _____ your application for a post as secretary, _____ that you were not successful. d. _____ our telephone conversation this morning, _____ that your car is now ready for you to collect.

6. 说明你所能做的和不能做的 : We are unable to ... We are able to ... We have been forced to ... 环境 : You cannot lower your prices. We regret that we are unable to reduce our prices. You have had to raise your prices because the government has increased the sales tax. We have been forced to raise our prices because the government has increased the sales tax. However, you can give them a discount of 5% if their order is for more than \$8,000. We are able to give you a discount of 5% if your order is more than \$8,000. With regard to their second question, you cannot accept payment in Egyptian pounds but you can accept US dollars or Euros. We are sorry that we are unable to accept payments in Egyptian pounds but we are able to accept US dollars or Euros.

7. 说明原因 : This is owing to ... due to ... a result of ... because of ... 注 : owing to 通常用于不好的消息。 如果想在原因中使用动词, 请加上 the fact that 的从句. 环境 : increase prices --- fall of the dollar We have been forced to increase our prices. This is owing to the fall of the dollar. Delay the delivery of the goods

--- strike by airline pilots We have been forced to delay the delivery of the goods. This is owing to the strike by airline pilots. Increase all salaries by 10% --- rise in sales We are able to increase all salaries by 10%. This is the result of a big rise in sales. Cut all salaries by 10% --- fall in sales We have been forced to cut all salaries by 10%. This is due to the fact that there has been a fall in sales in the past ten months. Cannot deliver your new order --- we have not received your payment from the last order We regret that we are unable to deliver your new order immediately. This is owing to the fact that we have not received your payment for the last order. Cancel the meeting --- a lot of staff have been ill We have been forced to cancel the meeting. This is because some members of our staff have been ill. 下载

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