

名师点评EBC中级学生用书作文题(4) 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\\_\\_E5\\_90\\_8D\\_E5\\_B8\\_88\\_E7\\_82\\_B9\\_E8\\_c85\\_646408.htm](https://www.100test.com/kao_ti2020/646/2021_2022__E5_90_8D_E5_B8_88_E7_82_B9_E8_c85_646408.htm) BEC作文有很强的实用性，学好了很受用。有名师指点，正好可以对照着纠正自己作文中的错误哦。 本期作文题目：Formulate a smoking

policy for your office which is fair to both smokers and nonsmokers. Write a 40-50 word memo informing all staff of the policy. 老师提示：我们需要确定，如果我是公司职员，我要在这篇memo中获得什么信息？是不是要知道：1.新的吸烟政策从什么时候开始；2.吸烟区划定在什么地方？ 网友作文一：TO: All Employees FROM: CEO, Willan Smith SUBJECT: NEW

SMOKING POLICY #f70909>For all the employees, especially smokers#f70909>,[1] plz be aware that our companys new smoking policy has been formulated as follow: A main smoking areas going to be restricted #f70909>before Next MONDAY[2], #f70909>anyone is not allowed to smoker in non-smoking zone even in the washing room.[3] Plz target the smoking and non-smoking area and stick to the #f70909>companys new policy.[4] Thx. 修改：[1]去掉，抬头已经写过给所有的员工，所以直接从正文开始就行了，费这个事干什么？[2]时间不确切，最好是 from next Monday. Before 这个期限是什么时候？如果不能给出确切信息，就不要说，还不如换成具体的吸烟区域更好: be restricted to the room next to the toilet. [3]你经常在洗手间吸烟吗？或者你们公司有这样的同事？把这句话去掉。 [4]添加：to ensure that it is fair to all of you. 网友作文二：To: All staff From: Hope0068

Everybody know that smoking is dangerous for your health. And the  
The studies didnt just point to the ill effects of smoking on those who  
smoke--non-smokers, too. [1] Notice is hereby given that  
the smoking area is located in the special corner[2] of the  
first floor of this building. This come into force on[3]

September 15th. Thanks. 修改： [1]Memo 的主要作用就是提醒  
同事们注意事项，这和吸烟有多有害不相干，去掉。改为  
： to assure working environment [2]一般的公司都应该给个room  
[3]from 相关推荐： 名师点评EBC中级学生用书作文  
题(3) BEC作文图表描述常用句型 商务计划书  
写作汇总 BEC中级复习资料写作分册下载 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)