

名师点评EBC中级学生用书作文题(3) 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_646409.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：You are a key account manager for a telecommunications company. You are going to be out of the office for a week. Write an e-mail of 40-50 words to your client. *telling them how long you will be away *explaining where you will be *suggesting who they can contact while you are away.

Sample: Dear Mr. Pawlak: I will be out of the office for ten days from 18th November. I will be attending the Telecommunications Trade Fair in London. While I am away my colleague Marry Richards will be looking after my clients, please contact her with any questions or problems you may have. 网友作文：To: sarah, abc company Fr: nono, manager for aa telecommunications company Date: Nov. 7th, 2008 subject: about a week leave for business trip Id like to tell you that

[1] I will be one-week leave for a business trip in England from Nov. 10th to Nov.15th. If you have any problems, dont hesitate to contact with my assistant julie whose extension number is 555 and she will help you to do the operation. Thanks for your cooperation [2]. 修改：[1]去掉 [2]去掉。其他地方很好！相关推荐：名师点评EBC中级学生用书作文题(2) 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

