



Section 2

工具篇：好用句型及例句

Unit 8

發信的開場白





告知訊息

I am writing in response to n.p.

我來信是因為……

例 I am writing in response to a phone call I received from your company this morning. 我來信是因為今天早上我接到你們公司的來電。

I am writing in response to the misleading statements you made about our company on CNN this morning.

我來信是因為今天早上你在 CNN 新聞針對我們公司發表了不實的言論。

I am writing in regard to n.p.

我來信是因為……

例 I am writing in regard to the **warehouse supervisor** position advertised on your website.

我來信是因為在你們的網站看到倉儲主管職缺的廣告。

I am writing in regard to the problems we've been having with the photocopier we rent from you.

我來信是因為我們向你們租用的影印機一直出問題。

I am writing in connection with n.p.

我來信是關於……

例 I am writing in connection with Judy's request for a promotion.

我來信是關於茱蒂要求升遷的事。

I am writing in connection with the special offer you advertised in the newspaper yesterday.

我來信是關於你們昨天刊登在報紙上的特別優惠。

Vocabulary

warehouse ['weɪ,haʊs] *n.* 倉庫

supervisor [ˌsupə'veɪzə] *n.* 主管；上司



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send/request/convey/clarify information

寄 / 要求 / 傳達 / 釐清訊息

例 Why didn't you send the information to me as soon as you received it?
你為什麼沒有在收到訊息時就馬上寄給我？

The information you requested can be found in our annual report, which is available for download on our website.

你要求的資訊在我們網站可供下載的年報中可以找到。

Please don't convey any information about our production problems to the customers.

請不要傳遞關於我們生產問題的訊息給客戶。

You should include some graphs in your presentation to help clarify the information.

你應該在簡報中包含一些圖表以利釐清訊息。

confirm/make an arrangement

確認 / 安排

例 We agreed to share a hotel room at the conference, but I haven't confirmed the arrangements with her yet.

我們同意在會議期間共用一個旅館房間，但我尚未和她確認這些安排。

I've made arrangements for you to be picked up from the airport.

我已作了安排，有人會到機場接你。

Vocabulary

convey [kən'veɪ] v. 傳達；傳遞

graph [græf] n. 圖表