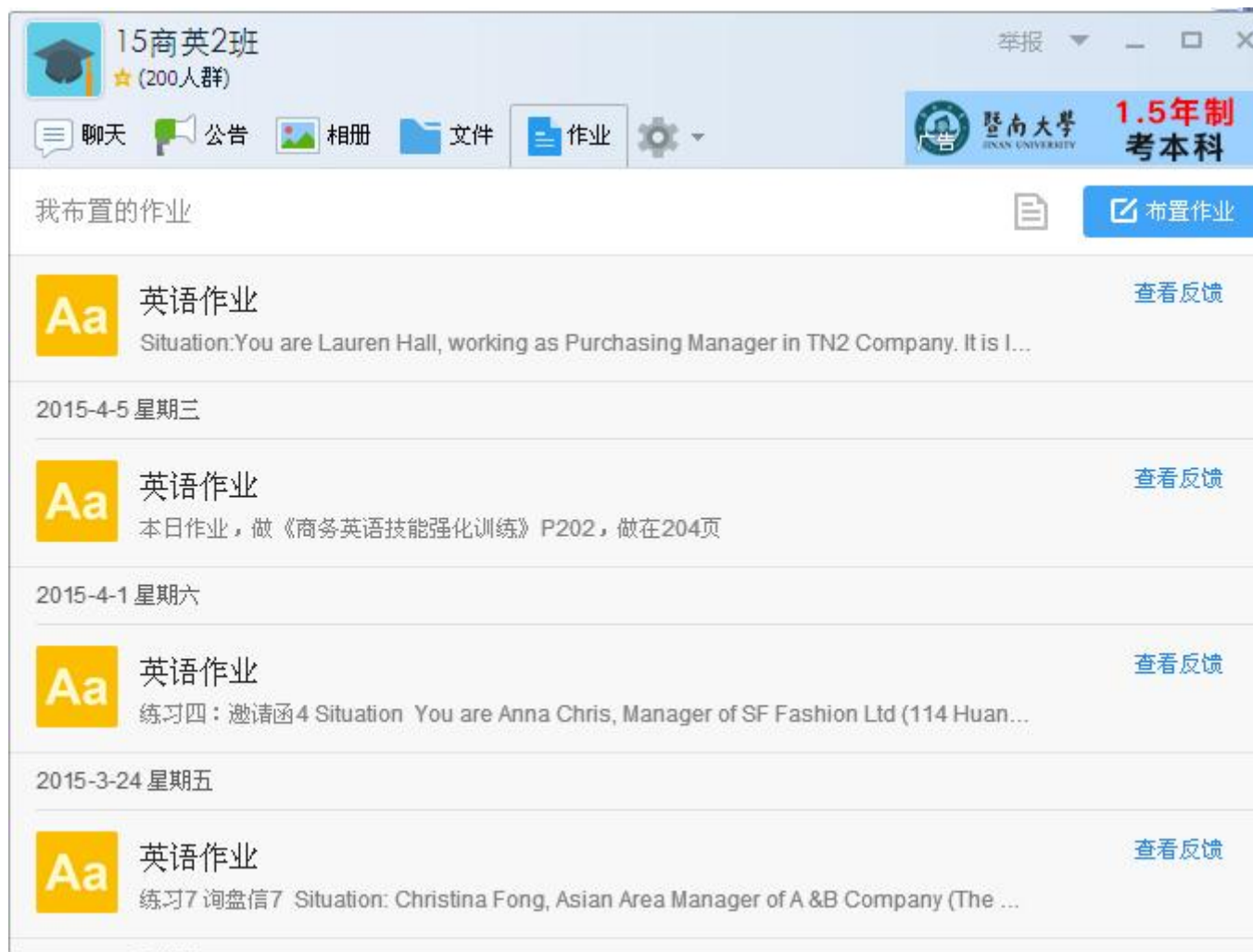


QQ 工具开展商务英语写作教学

一、QQ 功能布置记录












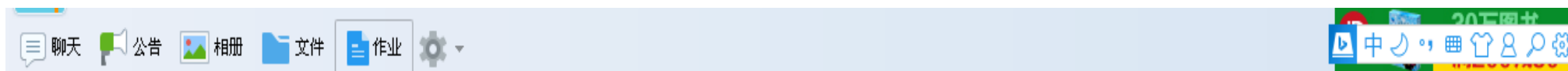
15高英2班 (200人群)

聊天 公告 相册 文件 作业

暨南大学 1.5年制 考本科

< 返回 | 作业详情

 陈嘉瑶	已查阅	16:56
 陈绮琳	已查阅	17:02
 李颖	已查阅	18:59
 王敬漪	已查阅	19:10
 代菲菲	已查阅	20:57
 刘洁文	已查阅	21:14
 陆怡君	已查阅	21:52
 任奕潼	已查阅	22:32
 陈子进	已查阅	20:46



[返回](#) | [作业详情](#)



英语作业

张老师 4月1号 星期六 12:18

练习四：邀请函4

Situation

You are Anna Chris, Manager of SF Fashion Ltd (114 Huanshi Road, Guangzhou, China). You hope to invite Fofar Fashion Store to attend your Autumn Fashion Collection for 2016. They are one of your longtime value d customers. The event will be held on June 28, 2016, in Banquet Hall, China Hotel, Guangzhou, which will begin at 6:30 PM with a fashion show to demonstrate your latest products— two series "Crazy Red" and "Princess". There is a buffet dinner and a brief speech by your chief designer, Ms Janet Fong, who will introduce the designs and features of the two series products during the fashion show. Then the Fashion Collection will end by 9:30 P.M.

Task:

Write an invitation to Lan Wang, President of Fofar Fashion Store (No. 26 Qiansun Park, Chaoyung District, Beijing 100002). Give details of the event, and introduce the two series products. State that the series will be sold in the market in April with the retail price 580 RMB yuan. Tell her to write to confirm and contact you for further information. Enclose an agenda for the event. Let her note that this is a black-tie event.

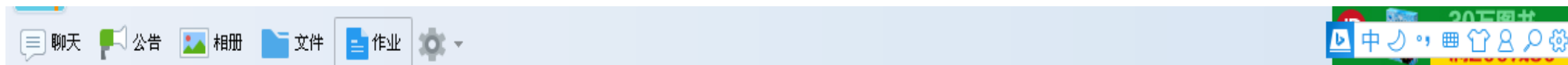
练习十 询盘10

Situation:

You are Michael Waters, working in the Marketing Department of EAG Cars Company (Your address is No.854 Huntley Street, Edinburgh ED10219, United Kingdom.) Founded in 1942, EAG Cars Company is the main specialized company engaged in vehicle assembling and export. Last month, your company got a piece of information from your business partner that AFE Car Factory has developed a kind of car hybrid engine equip ped with a new system which can make the car save fuel and reduce emissions. Now you want to import this type of products.

Task:

Write a letter to Mr Jin Hanes, Manager of AFE Car Factory (138 Donghua Street, Hangzhou, 321017, Zhejiang Province, China.) Express your desire to trade with them and make an introduction of your company. Ask f or a brochure and a price list quoting CIF Edinburgh for your reference. Ask whether they can make shipment by July because of the heavy demand in your city. Emphasize if their products meet your needs, you might p urchase largely. Your contact number is 331-767-3467. Show your expectation of an early reply.



[返回](#) | [作业详情](#)



英语作业

张老师 6月16号 星期五 06:49

本日上午完成以下作文，拍照以邮件发到我的邮箱996971390@qq.com：

Situation:

You are Anna Wang, purchasing manager of Liada Trading Company which is located in No. 223 Baiyun Road, Guangzhou, China. Yesterday, you received an illustrated catalog from Shining Dresses Company. You find their women's silk blouses (Article No. DY 333) are quite satisfactory.

Task:

Write a letter to Daisy Lynn the sales manager of Shining Dresses Company (whose address is No. 148 Linna Street, Hanoi, Vietnam, expressing your thanks for their catalog and showing your interest in their items. Ask them to make an offer on CIF and send samples of the material by airmail so that you can examine their texture and quality. Explain in your letter that you hope to be given a 10% discount in total value, and you may place a large order of over 1000 pieces if they grant the discount. Stress your payment by T/T because of the low expense. Urge them to effect the immediate delivery not later than July as you are in urgent need of the products. Indicate that they can contact you at 2390-86543. State that their reply is important to your future long-standing relations.

[收起](#) ^

家长查阅情况

[一键提醒](#)

聊天 公告 相册 文件 作业 设置

[返回](#) | 作业详情



英语作业

Situation:

You are Lauren Hall, working as Purchasing Manager in TN2 Company. It is located on the 151 Huanshan Street in Shanghai. The zip code is 210311. Your firm is going to im conference you met William Linton, who is a marketing manager working for Fed S Company. You learn that his firm is a leading manufacturer of carpets and is planning to in arket. Their new series of carpets M83 interest you and you hope to get more details about the prices, terms of payment, time of shipment, and packing, and insurance. Stress nsider placing a big initial order.

Task:

Write a letter to Mr Linton at 54 Stanton Road, Westerham, Kent TN1 2YG, UK to follow up your conversation with him at the conference in London. Explain what your firm is plai would like his company to do for you. Let him to tell you what discount they allow for large orders, Ask for a prompt attention.

[收起](#) ^

家长查阅情况

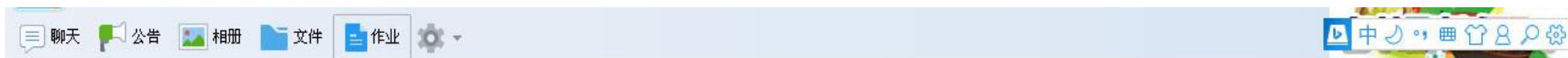


陈梦屏



代菲菲

二、QQ 功能批改作文



[< 返回](#) | [作业详情](#)



英语作业

作业提交截至：3月20号 星期一 00:00

[展开作业内容](#) ▾

张老师 3月9号 星期四 13:39

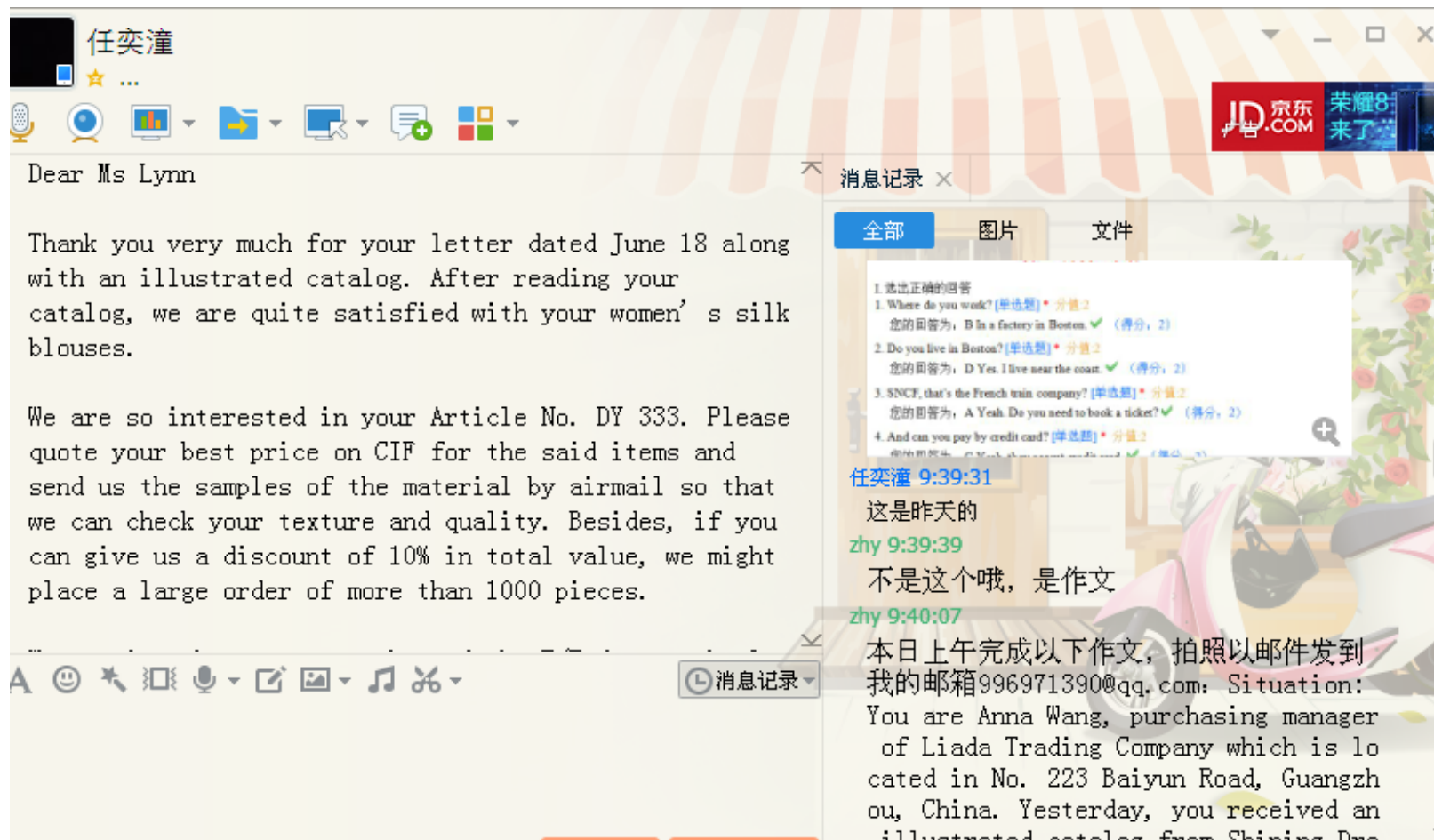
[已提交 32](#) [未提交 10](#) [成绩结果分析](#)

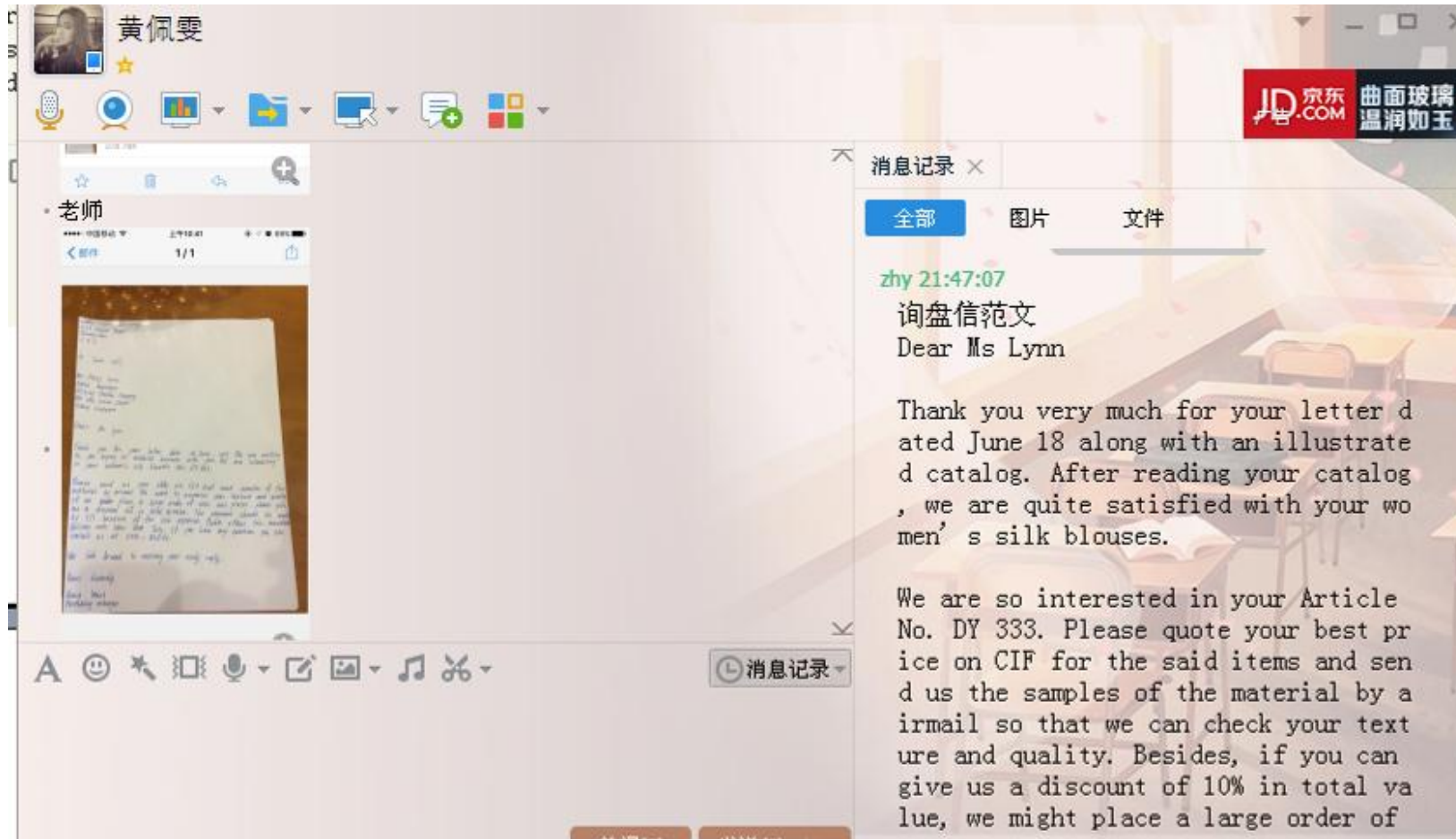
姓名	分数	提交时间
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王文希	86	03-09 16:42
陈嘉瑶	87	03-10 18:14
李颖	86	03-09 17:49
王凯伦	84	03-12 21:37
梁颖琳	84	03-12 19:02
朱颖梨	86	03-10 20:47
麦月霞	81	03-09 20:52
姚靖鸿	77	03-12 15:16
陆怡君	86	03-12 21:07

三、利用邮箱收发学生作业

操作	发件人	主题	日期	星标
<input type="checkbox"/>	Free!	17_1 - 15商英1班 陈莹洁 31号	6月17日	☆
<input type="checkbox"/>	权式羊羹	商英1 郑婉婷 38号 - Thank you for your firm offer dated 19 June 2017 and we would like to place an order.Aft...	6月17日	☆
<input type="checkbox"/>	Lily	商英1 代丽丽 - Thank you for your letter dated June 18 2017 introducing your products with us. After reading...	6月17日	☆
<input type="checkbox"/>	Sarah ≈	16日星期五上午作文作业 -	6月17日	☆
<input type="checkbox"/>	kelly	商英2 梁沛霖 45 6.17作业 -	6月17日	☆
<input type="checkbox"/>	Sarah ≈	商英2蔡晓彤周六作业 -	6月17日	☆
<input type="checkbox"/>	心诚则灵	老师好! 请查收汪则灵作文2。谢谢!	6月17日	☆
<input type="checkbox"/>	KRJ.	商英2班 李颖 26	6月17日	☆
<input type="checkbox"/>	MY Tiffany	商英2 陆怡君 30 - 发自我的iPhone	6月17日	☆
<input type="checkbox"/>	Shirley	17_1 - 郝淑桦, 37号, 周六作文	6月17日	☆
<input type="checkbox"/>	Denean	商英2班 代菲菲 17号 作文 - Thank you for your latter dated June 18 2017 introducing your products with us...	6月17日	☆
<input type="checkbox"/>	君袅&	商英2班 杨晓彤 27号 6月17号英语作文作业 - 发自我的iPhone	6月17日	☆
<input type="checkbox"/>	changraris	陈嘉瑶 作文	6月17日	☆
<input type="checkbox"/>	2373131240	商英2班 郑嘉怡 36号 6月17号网上作业 -	6月17日	☆
<input type="checkbox"/>	...	商英2 朱颖梨 19	6月17日	☆
<input type="checkbox"/>	...	商英2 朱颖梨 19	6月17日	☆
<input type="checkbox"/>	▲	谢思韵 星期六作文	6月17日	☆
<input type="checkbox"/>	宁愿没拥抱共你可...	商英2 陈绮琳	6月17日	☆

四、利用 QQ 反馈





王文希(1142472092)
来自群: 15商英2班

范文
Dear Ms Lynn


Thank you very much for your letter dated June 18 along with an illustrated catalog. After reading your catalog, we are quite satisfied with your women's silk blouses.

We are so interested in your Article No. DY 333. Please quote your best price on CIF for the said items and send us the samples of the material by airmail so that we can check your texture and quality. Besides, if you can give us a discount of 10% in total value, we might place a large order of more than 1000 pieces.

消息记录

群名片 消息记录 ×

全部 图片 文件



zhy 11:23:29
你要好好复习啊

梦馨婧封 11:23:38
好的。老师

五、将课件、视频等教学资源上传到 QQ 文件夹

专二商英专业LCCI考证
★(200人群)

聊天 公告 相册 文件 作业 设置

共63个文件 (已使用180MB/2GB)

文件

- LCCI商务英语写作重点句型1.JPG
- LCCI商务英语考试同义词替换汇总(答案).doc
- 综合练习 邀请函2.ppt
- 第五讲 回复询盘信.ppt
- 第四讲 邀请信.ppt
- 第三讲 询盘作业.ppt
- 第二讲 开发信写作作业(书本).ppt
- 第三节 询盘.wmv
- 第二讲 开发信复习.ppt
- 写信步骤(如何按题目要求写信).mp4
- 第二讲 开发信(2-1).ppt
- 第二讲 开发信(1).ppt
- 第二讲 开发信.wmv
- 扩展句子.wmv

专二商英专业LCCI考证
★(200人群)

聊天 公告 相册 文件 作业 设置

共63个文件 (已使用180MB/2GB)

文件

- LCCI商务英语试卷答案(6-18)
- 综合练习参考范文 第一部分 开发信
- LCCI试卷 作文范文
- 综合练习参考范文 第四部分 邀请函
- 综合练习参考范文 第三部分 回复询盘信
- 综合练习参考范文 第二部分 询盘信
- 广州市财经职业学校跨境电子商务员考试通知(太和).doc
- LCCI商务英语试卷作文范文(卷6-18).doc
- 幻灯片1.JPG
- 6月12日作业纸质版.doc
- 6月11日作业纸质版:LCCI练习3.doc
- 6月10日作业纸质版:LCCI练习2.doc
- 6月9日作业纸质版:LCCI练习1.doc
- 改错练习(答案).docx
- LCCI商务英语写作重点句型5.JPG