

道歉信

时间:

without delay 没有拖延,

the meeting has been canceled 会议被取消了,

a poorly designed chain of command 效率低下的命令执行效率,

finish the report by the deadline 按规定完成报告,

shorthanded 人手短缺,

reschedule 重新安排

事件:

in print (书) 还在销售,

the limb breaks 树枝断掉,

be banned from 被禁止入内,

tree surgeon 树木修整,

transcribe 转录,

express my ideas and feelings too strongly 观点和感觉表达的太强烈了,

respect your point of view 尊重你的观点,

meet your expectations 满足你的期望,

a rare defect 一个罕见的问题

申请信

求职相关:

excavator 挖掘机驾驶员,

laboratory assistant 实验室助理,

an intern 实习生,

recommendation 推荐信,

computer network administration 电脑网络监管,

graphic design 图型设计,

maintenance of office machines 办公室设备维护,

secure a position 确保一个职位,

a qualified nurse and midwife 一个有资格的护士和助产员,

research fellowship 研究员的职位