



英语国际人 知性英语·自信表达

不再为中式英语尴尬！不再为缺词少句担忧！
200篇信例，1500余条例句，帮助你即刻完成漂亮的英文E-mail。

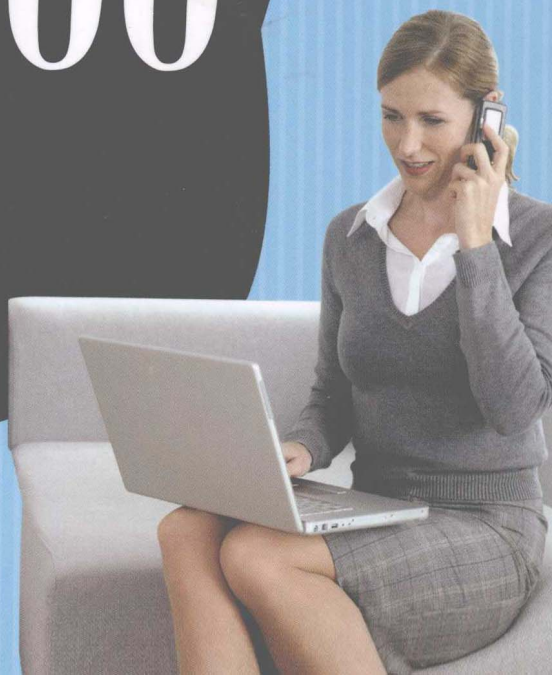
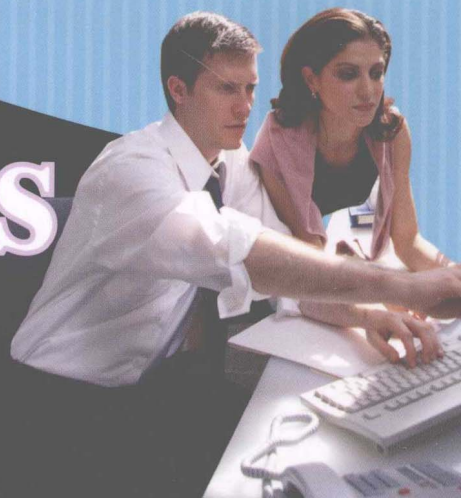
100 Topics for E-mail Writing

英文E-mail 写作100 主题

[加] Matthew Trueman 著
葛欣 王欢 译



外文出版社
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网 址 <http://www.flp.com.cn>

电 话 (010) 68995964/68995883 (编辑部)

(010) 68320579/68996067 (总编室)

(010) 68995844/68995852 (发行部/门市邮购)

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电子信箱 info@flp.com.cn/sales@flp.com.cn

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前言

快速,是 E-mail 沟通的最大特点。一些要紧的事情往往需要你在几分钟之内回应对方。如果这时你的英文跟不上,是不是很抓狂?

如果你因此下定决心提高英文写作能力,买回一本书从头学起,很快你就会更抓狂:“我不要学那么多,我只是需要临时应对的几句话!”

你眼前的这本书,《英文 E-mail 写作 100 主题》将以简单、快捷的方式帮助你解决语言难题。这里不仅有“临时应对的那几句”,还有更多更好的选择——

每个话题下面有两篇信例。话题 1-76 的信例分为“生活类”和“商务类”,话题 77 之后全部是商务、申请类信例。

每个话题下面有丰富的例句。如果信例不能确切表达你的意思,你可以从例句中寻找更贴切的语句。

此外,本书的英文新鲜、地道、生动,能解除你“中式英语”和“古旧英语”的隐忧。

祝你好运!

作者

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第一部分 友好往来 *Personal Correspondence*

1 邮件常用语 *Common e-mail language*

告知 *Providing information*

- | | |
|---|-----------------------|
| ① My new e-mail address is.... | 我的新邮箱地址是…… |
| ② I've forwarded your e-mail to.... | 我已经把你的邮件转发给…… |
| ③ Please e-mail or call to confirm. | 请邮件或电话确认。 |
| ④ Please visit us on the web at http://
www.... | 请登陆我们的网站, 地址是…… |
| ⑤ Please visit our new website at http://
www.... | 请登陆我们的新网站…… |
| ⑥ This is just a test message to see whether
you can receive my e-mails. | 这条信息只是想试一下您是否能收到我的邮件。 |
| ⑦ I sent you the magazine that you wanted
to borrow. | 我给你寄去了你想借的杂志。 |
| ⑧ You should receive it by Friday at the
latest. | 您最迟在周五收到。 |
| ⑨ Please return it to me when you're done
with it. | 请您用完后还给我。 |
| ⑩ I tried calling you at that number, but
the line was busy. | 我给你打这个号码, 但是占线。 |
| ⑪ I'll be away from the office tomorrow. | 我明天不在办公室。 |

附件 *Attachments*

- | | |
|---|-----------------|
| ① Please find attached a copy of the file
you requested. | 请在附件中查收您要的那份文件。 |
| ② Please let me know whether you're able
to open the attachment. | 请告知您是否能够打开附件。 |
| ③ Please let me know if you've received the
attachment. | 请告知您是否收到附件。 |
| ④ I was unable to open the attached file. | 我不能打开附件。 |
| ⑤ I think you might have sent the wrong
attachment. | 我想您的附件可能发错了。 |

- | | |
|--|--------------------------|
| ⑥ I was able to open the attached document, but there was a problem with the format. | 我能打开附件, 但格式有问题。 |
| ⑦ Please resend the file in plain text format. | 请以纯文本格式再发送一遍文件。 |
| ⑧ Please try sending the attachment again. | 请再发送一遍附件。 |
| ⑨ I'm attaching the report in two different file formats. | 在附件中, 我用两种不同的文件格式给您发了报告。 |
| ⑩ For some reason, I didn't receive the file attachment. | 由于某种原因我没能收到附件。 |

回复 Replying

- | | |
|---|------------------------|
| ① Thank you for your e-mail/message. | 谢谢您的来信。 |
| ② Thank you for your inquiry. | 感谢您的咨询。 |
| ③ Thank you for your reply. | 谢谢您的回信。 |
| ④ I'm glad to hear that you're doing well. | 知道你一切都好, 我很高兴。 |
| ⑤ It's good to know that everything is going well at your end. | 得知你一切顺利, 我很高兴。 |
| ⑥ I'll try to answer each of your questions one by one. | 我会按顺序回答您的每个问题。 |
| ⑦ Please let me know if you have any further questions. | 请告知您是否还有其他问题。 |
| ⑧ Please visit the websites below for additional information on this topic. | 请登陆下面的网站查询有关这个话题的更多信息。 |
| ⑨ I have directed your inquiry to our technical staff. | 我已经把你的问题转给我们的技术人员。 |
| ⑩ I forwarded your e-mail to my business partner. | 我已经把你的邮件转发给我的商业伙伴了。 |
| ⑪ I'll contact you as soon as I receive his reply. | 我一收到他的回信就跟你联系。 |
| ⑫ Write back when you get a chance and let me know what's new. | 有空给我写信, 告诉我你的近况如何。 |
| ⑬ Keep/stay in touch! | 保持联系! |

问询 Making inquiries

- | | |
|--|------------------|
| ① Did you receive the e-mail that I sent a few days ago? | 我几天前发给你的邮件你收到了吗? |
|--|------------------|

- | | |
|--|------------------------|
| ② I wasn't sure whether you got it, so I just wanted to check. | 我不知道你收没收到, 所以我只是想确认一下。 |
| ③ Have you received my postcard yet? | 你收到我的明信片了吗? |
| ④ Is it possible to reset my password to log into your website? | 我能重新设置密码登陆你们的网站吗? |
| ⑤ Please confirm whether you have received the itinerary for Friday's meeting. | 请确认你是否已经收到周五会议的日程安排。 |
| ⑥ Please let me know as soon as possible. | 请尽快告知。 |
| ⑦ Did you finish writing the report yet? | 你写完报告了吗? |
| ⑧ What are your plans for this weekend? | 这周末你有什么计划呢? |
| ⑨ I would like to hear any suggestions you might have. | 我想听听你的建议。 |

信例 1 (生活类)

Hey Mike,

How have you been lately? I just wanted to let you know that I switched to a new e-mail account. Look under "Sender" and you should be able to see my new e-mail address. I'll keep checking my old inbox, but you can e-mail me at the new address from now on.

Keep in touch,

Timothy

最近怎么样? 我就是想告诉你我换新邮箱了。在寄件人下面你能看到我的新邮箱地址。我还会继续查看我以前的收件箱, 不过以后你就往我的新邮箱发邮件吧。

信例 2 (商务类)

Dear Joe,

Thank you for your reply. I really appreciate you working late yesterday to finish the proposal. Unfortunately, I wasn't able to open the file attachment for some reason. Could you try saving it in plain text format and resending it? Looking forward to seeing you at next week's meeting.

Best regards,

Margaret

非常感谢你的回信, 你为了完成提案昨天工作到那么晚我不甚感激, 可惜的是不知道什么原因我无法打开附件。你能以纯文本形式保存这份文件, 再给我发一次吗? 期盼着在下周的会议上能与你见面。

2 问候 Greetings

询问近况 Asking the other's situation

- | | |
|--|-------------------|
| ① How are you? | 你(您)好吗? |
| ② How are things going? | 最近怎么样? |
| ③ How is everything? | 最近好吗? |
| ④ How's everything at your end? | 你那边怎么样? |
| ⑤ What's new? | 你怎么样?/你可好? |
| ⑥ What's up? | 出什么事了?/怎么啦? |
| ⑦ What are you up to? | 你最近忙什么呢? |
| ⑧ What have you been up to recently? | 你最近忙什么呢? |
| ⑨ What's going on? | 出什么事了? |
| ⑩ How's your school/university life going? | 学校/大学生活怎么样? |
| ⑪ How did your exam(s) go? | 你考试考得怎么样? |
| ⑫ I'm sure you did an excellent job. | 我相信你做得很出色。 |
| ⑬ I hope you had a pleasant/relaxing holiday. | 希望你度过了一个愉快/轻松的假期。 |
| ⑭ I hope all is well with you and your family. | 希望你们全家平安。 |

说明近况 Describing one's situation

- | | |
|--|-----------------|
| ① I'm doing alright/fine/okay. | 我还行。/我还好。 |
| ② I'm doing very well. | 我挺好的。 |
| ③ I'm keeping very busy. | 我一直很忙。 |
| ④ I'm keeping myself busy with my studies. | 我学习很忙。/我一直忙于学习。 |
| ⑤ I'm keeping myself busy as usual. | 我还像往常那么忙。 |
| ⑥ Everything is fine/okay. | 一切都好。 |
| ⑦ Everything is going very well. | 一切都很好。 |
| ⑧ Everything is pretty much the same as usual. | 一切基本上和往常一样。 |
| ⑨ Not much is new here. | 这边没有什么新鲜事。 |

说明身体状况 Describing one's health

- | | |
|----------------------------------|------------|
| ① I'm not feeling very well. | 我身体不是很好。 |
| ② I think I need a few days off. | 我觉得我得请几天假。 |

- | | |
|--|------------------------|
| ③ I really need some R&R (rest and relaxation). | 我真的需要休息, 好好放松一下。 |
| ④ I've caught a cold. | 我感冒了。 |
| ⑤ I have a sore throat. | 我嗓子疼。 |
| ⑥ I'm feeling nauseous today. | 我今天有点儿恶心。 |
| ⑦ I think I have a slight fever. | 我觉得我有点儿发烧。 |
| ⑧ I've been feeling under the weather all day. | 我一整天都感觉不舒服。 |
| ⑨ I've been feeling lethargic lately. | 我最近总昏昏沉沉的。 |
| ⑩ I've been sick for over a week now. | 我生病一周多了。 |
| ⑪ I can barely get out of bed. | 我差一点儿起不来床。 |
| ⑫ I have a pain in my chest/stomach/back/head/neck/throat. | 我胸口疼/胃疼/背疼/头疼/脖子疼/嗓子疼。 |
| ⑬ My chest/stomach/back/head/neck/throat hurts. | 我胸口疼/胃疼/背疼/头疼/脖子疼/嗓子疼。 |
| ⑭ I have a bit of a (an) headache/stomachache/earache/toothache. | 我有点儿头痛/胃痛/耳朵痛/牙痛。 |
| ⑮ I'm finally starting to get better. | 我终于开始好转了。 |
| ⑯ I've regained my strength/energy. | 我恢复了体力/精力。 |
| ⑰ I've gained/lost some weight. | 我体重增加了/我体重减轻了。 |
| ⑱ I've lost over 5 pounds since getting sick. | 自从生病, 我瘦了5磅多。 |
| ⑲ I feel a whole lot better today. | 我今天觉得好多了。 |
| ⑳ I've never felt better. | 我一直都没好转。 |

信例1(生活类)

Hi Tony,

How's your vacation going? You must be having an awesome time in Europe! Which countries have you visited so far? I got a part-time job as a waitress and I'm enjoying it so far. Anyway, we all miss you and can't wait to see you when you get back. Be sure to write soon.

Best wishes,

Gabriela

假期过得怎么样? 你在欧洲一定是过得惊心动魄吧。到现在为止你都去过哪些国家了? 我找了份兼职做服务员, 过得很开心。不管怎么说我们很想你, 已经等不及你回来看你了。一定要给我们写信!

信例 2 (商务类)

Dear Jake,

I was so glad to receive your letter. It's been about two weeks since I was transferred to our southwestern branch. The office is a bit smaller and I'm still getting used to the new environment, but my new colleagues are all very friendly. How's everything going at your end?

Warm regards,

Grace

很高兴收到你的来信。我调到西南分公司已经有两周了。虽然办公室有点儿小，而且我还在适应新环境，但我的新同事都非常友好。你那边怎么样，一切顺利吗？

3 表示感谢 Expressing thanks

- | | |
|--|------------------|
| ① Thanks so much. | 多谢。 |
| ② Thank you very much. | 非常感谢。 |
| ③ Thank you for the beautiful gift/present/
card/flowers. | 感谢你的礼物/贺卡/花。 |
| ④ Thank you for the blue sweater you sent
me for my birthday. | 感谢你送给我的生日礼物蓝色毛衣。 |
| ⑤ Thank you for the information on your
products. | 感谢你的产品信息。 |
| ⑥ Thank you for being so considerate. | 感谢你这样体贴。 |
| ⑦ Thank you for the invitation. | 谢谢你的邀请。 |
| ⑧ Thank you for all your help. | 谢谢你的帮助。 |
| ⑨ Thank you again for your kindness and
caring. | 再次感谢你的好意和关心。 |
| ⑩ Thank you for everything. | 谢谢你为我做的这一切。 |
| ⑪ Thank you so much for everything. | 非常感谢你为我做的这一切。 |
| ⑫ Thanks again for everything! | 再次感谢你做的这一切。 |
| ⑬ Thanks for helping me move yesterday! | 谢谢你昨天帮我搬家。 |
| ⑭ Thanks for all your efforts. | 谢谢你所做出的努力。 |
| ⑮ It was so thoughtful of you. | 你真体贴人。 |
| ⑯ It was really kind of you. | 你人真好。 |
| ⑰ It was the most precious gift I've ever
received. | 这是我收到的最珍贵的礼物。 |

- | | |
|---|-----------------|
| ⑮ The earrings you gave me are absolutely beautiful. | 你送给我的耳环真是太漂亮了。 |
| ⑯ You've been so supportive from the start. | 你从一开始就非常支持我。 |
| ⑰ I appreciate your hard work. | 我很感激你的辛苦工作。 |
| ⑱ I truly appreciate it. | 我真地很感激。 |
| ㉑ I really can't thank you enough. | 我实在对你感谢不尽。 |
| ㉓ I can't express my gratitude enough. | 我怎么表达感激之情也不过分。 |
| ㉕ I couldn't have done it without your help. | 没有你的帮助，我是无法完成的。 |
| ㉗ I wouldn't have been able to do it without your help. | 没有你的帮助，我是做不来的。 |
| ㉙ Thank you for the wonderful dinner last night. | 谢谢你昨晚丰盛的晚宴。 |
| ㉛ I appreciate your kindness and hospitality. | 谢谢你的友好和热情款待。 |
| ㉝ We enjoyed meeting with you and your family. | 很高兴见到你和你的家人。 |
| ㉞ You really cheered me up last night. | 昨晚我真的很高兴。 |
| ㉟ I'd like to have you over to our place soon, too. | 我也希望你不久能到我们这儿来。 |
| ㊱ I'll cherish your gift for years to come. | 我会永远珍惜你的礼物。 |
| ㊲ I thank you from the bottom of my heart. | 我衷心地感谢你。 |

信例1 (生活类)

Dear Jen,

Thanks so much for the lovely dinner on Friday night. You're really a wonderful chef! It was so nice to see you and Bob again, and your new cat, too. Shane and I are going on a trip next week, but we'd like to invite you over to our place when we get back.

With love,

Carol

非常感谢周五愉快的晚餐，你真是个很棒的厨师。如果能看到你和鲍勃还有你新养的猫，那就太好了。我和谢恩下周要去旅行，回来后一定要请你们到我们这儿来。

信例 2 (商务类)

Dear Mr. Bennett,

We received your gift basket this morning—it was very thoughtful of you! The Swiss chocolate is especially delicious. It's always a pleasure to provide our accounting services to you, and we're honored to have you as both our client and friend. We wish you and your business every success in the new year.

Sincerely,

Joanne Thompson

今天早晨我们收到了你的礼物，你真是太体贴了！瑞士巧克力格外好吃。能够为你提供会计服务我们感到很高兴，同时我们也很荣幸你能够成为我们的客户和朋友。祝你在新的一年里生意兴隆、蒸蒸日上。

4 祝愿和祝贺 Expressing good wishes and congratulations

生日祝福 Birthday wishes

- | | |
|--|------------------------|
| ① Happy birthday! | 生日快乐! |
| ② I hope you have a happy birthday! | 祝你生日快乐! |
| ③ We all wish you a very happy birthday. | 我们都祝福你过一个快乐的生日。 |
| ④ Congratulations on your 20th/30th/40th birthday! | 祝贺你的 20 岁/30 岁/40 岁生日。 |
| ⑤ May your birthday be filled with joy and happiness. | 祝你的生日充满愉悦与快乐。 |
| ⑥ I wish I could be there to celebrate your birthday with you. | 我真希望能和你一起庆祝你的生日。 |
| ⑦ We send you our best wishes for a happy birthday. | 寄予我们最美好的祝愿，祝你生日快乐。 |

节日祝福 Holiday wishes

- | | |
|--------------------------|--------|
| ① Happy Holidays! | 节日快乐! |
| ② Happy New Year! | 新年快乐! |
| ③ Merry Christmas! | 圣诞快乐! |
| ④ Happy Hanukkah! | 光明节快乐! |
| ⑤ Happy Easter! | 复活节快乐! |
| ⑥ Happy Valentine's Day! | 情人节快乐! |
| ⑦ Happy Thanksgiving! | 感恩节快乐! |
| ⑧ Happy Halloween! | 万圣节快乐! |

- ⑨ I wish you a Merry Christmas and a Happy New Year! 祝你圣诞快乐、新年快乐!
- ⑩ I wish you health and happiness in the coming year! 祝你明年身体健康、生活愉快!
- ⑪ I hope you have a wonderful holiday season! 祝你假期过得愉快!
- ⑫ I would like to wish you all the best for a wonderful holiday season. 祝你假期快乐, 一切顺利。
- ⑬ We send you our very best wishes for the holidays. 我们寄去最诚挚的祝福, 祝您假期愉快。
- ⑭ We would like to wish you and your family a happy holiday season. 我们祝您和您的家人假期愉快。
- ⑮ I look forward to seeing you at the New Year's Eve party. 期盼着在新年晚会上见到你。
- ⑯ We're thinking of you and your family and wish you could be here with us. 我们一直很想念你和你的家人, 真希望你能跟我们一起。
- ⑰ We love you and miss you very much. 我们很爱你, 也非常想念你。
- ⑱ May all the joys of Christmas be yours! 祝圣诞节愉快!
- ⑲ May your new year be filled with health and happiness. 祝您在新的一年里身体健康、生活愉快。
- ⑳ May the coming year bring you happiness, health and prosperity. 祝您在新的一年里快乐、健康、兴旺。
- ㉑ I hope that your holiday season is filled with joy and laughter. 祝你假期快乐欢愉。

恭贺入学 *Congratulations on school acceptances*

- ① Congratulations on your acceptance to law/medical school! 祝贺你考入法学院/医学院。
- ② I would like to congratulate you on your acceptance to graduate school! 祝贺你考上了研究生。
- ③ I just heard that you were accepted to the University of Cambridge. 我刚刚听说你被剑桥大学录取了。
- ④ I would like to express my warmest/sincerest congratulations. 我要表达我最诚挚的祝贺。