

# EMAILS FOR COMMUNICATING WITH FELLOW ACADEMICS

## USEFUL PHRASES: ENGLISH - CHINESE

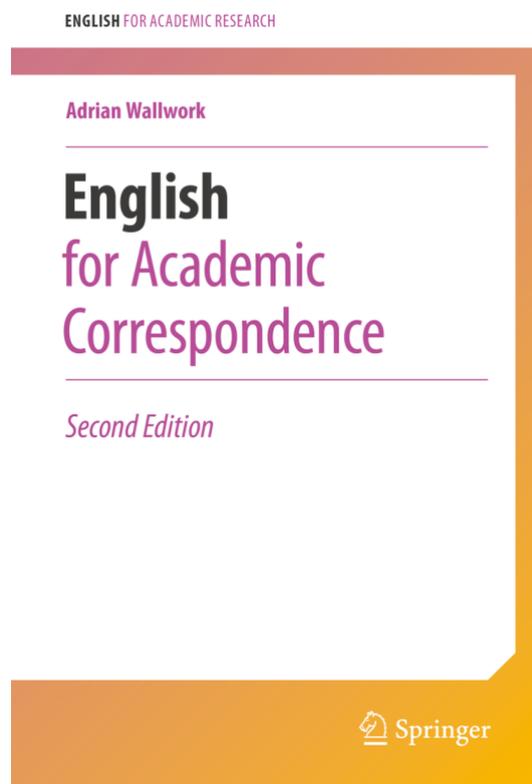
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Please note, we at E4AC do not speak, read or write Chinese. Consequently we were unable to personally check the translations into Chinese. If you find any errors, please let me know:

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<b>1 INITIAL SALUTATION TO PEOPLE YOU KNOW</b>	对认识的人的信件开头称呼
<b>Standard</b>	标准
Dear Jo	致亲爱的乔
Dear Jo Smith	致亲爱的乔 史密斯
Dear Dr Smith	致亲爱的史密斯博士
Dear Professor Smith	致亲爱的史密斯教授
<b>To group / team</b>	致组织/团队
Dear all	亲爱的所有人
Hi all	大家好
Hi everybody	大家好
To all members of the xxx group	致 xxx 小组的全体成员
<b>To someone you know well</b>	致熟人
Hi!	嗨!
Hope you are keeping well.	希望你一切顺利
Hope all is well.	希望你一切安好
<b>2 INITIAL SALUTATION TO SOMEONE / SOME PEOPLE WHOSE NAMES OR JOB POSITIONS YOU DO NOT KNOW</b>	对于你不知道其名字或职称的人的信件开头称呼
Hi	您好
Hello	您好
Good morning	早安

To whom it may concern * <i>but try to find the name of the correct person</i>	致有关人士*要尽量用其人名
Dear Sir / Madam * <i>but try to find the name of the correct person</i>	亲爱的先生/女士*要尽量用其人名
<b>3 FINAL SALUTATION</b>	<b>14.3 结尾问候语</b>
<b>Neutral</b>	<b>通用</b>
Best regards	致以最亲切的问候
Kind regards	致以亲切的问候
Best wishes	致以最美好的祝愿
Regards	致以问候
<b>Informal</b>	<b>非正式</b>
All the best	一切顺遂
Have a nice weekend and I'll write when we're back.	周末愉快，我们回来后我将再次写信给你。
See you on Friday.	周五见。
Hope to hear from you soon.	希望不久就能收到你的来信。
Speak to you soon.	回头再聊。
Cheers	干杯!
<b>Formal</b>	<b>正式</b>
With kind regards	此致敬礼
With best wishes	致以最美好的祝愿
Yours sincerely	谨上
Yours faithfully	您忠诚的
<b>4 PHRASE BEFORE FINAL SALUTATION</b>	<b>14.4 结尾问候前的短语</b>

<b>Very informal excuses for ending</b>	<b>非常不正式的结尾的理由</b>
Must go now because ...	因为……我不能再写了
I've got to go now.	我不能再写了
That's all for now.	到此为止
<b>Sending regards to other people</b>	<b>致其他人问候</b>
Say hello to ...	对……问候
Please send my regards to ...	代我向……问好
Please convey my best wishes to ... *	代我向……转达最美好的祝愿
<b>Wishing people well</b>	<b>美好祝愿</b>
Best wishes for the holidays and the new year from all of us here at ...	我们所有人祝……节日快乐，新年安康
Have a great Thanksgiving!	感恩节快乐!
Have a nice weekend.	祝周末愉快。
Happy Easter to everyone.	祝大家复活节快乐。
May I wish you a ... *	祝你……
I would like to take this opportunity to wish you a peaceful and prosperous New Year. *	借此机会祝大家新年风调雨顺、欣欣向荣。
<b>5 GIVING MAIN REASON FOR MESSAGE</b>	<b>14.5 给予写信的理由</b>
<b>To known person or group of known people</b>	<b>致一个/群认识的人</b>
Just a quick update on ...	只是想更新一下……
Just to let you know that ...	只是想让你知道……
This is just a quick message to ...	有一个快信给……
This email is to inform you that ...	这封邮件是想告诉你……
For your information here is ...	供你参考的有……
This is to let you know that ...	这封信件是想让你知道……

Just a quick message to ask you whether ...	只是想简单地问你是否……
I was just wondering whether ...	我只是想知道……
<b>First contact to unknown person</b>	<b>第一次联系陌生人</b>
I found your name in the references of X's paper on ...	我在 x 论文的参考文献中发现了您的名字。
I am writing to you because ...	我写信给您是因为……
Your address was given to me by ...	您的地址是……告知我的。
Your name was given to me by ...	您的名字是……告知我的。
Your address was given to me by ...	您的地址是……告知我的。
<b>Making reference to previous mail / phone call / conversation</b>	<b>提及之前的邮件/电话谈话</b>
In relation to / With reference to / Regarding ...	关于……
Further to our conversation of yesterday, ...	关于我们昨天的谈话……
Further to our recent meeting, ...	关于我们最近的会议……
As requested I am sending you ...	按您的要求，现奉上……
<b>Making reference to previous meeting at conference</b>	<b>在会议上提及以前的会议</b>
You may remember we met last year ...	您可能还记得我们去年见过面
You may recall that we met at the conference in Beijing ...	您可能记得我们在北京的会议上见过面
<b>Following up telephone call</b>	<b>跟进电话</b>
Thanks for ringing me yesterday.	谢谢您昨天给我打电话
It was good to speak to you this morning.	很高兴今天早上能和您谈话。
As I said / mentioned on the phone ...	正如我在电话中所提到的…
I just wanted to check that I've got the details correctly.	我只是想确认一下细节是否正确。
With reference to our phone call of ... <i>formal</i> *	关于我们……的电话… <i>正式*</i>

Re our phone call this morning ...	关于我们今天早上的电话…
Further to our telephone conversation, here are the details of what we require.	关于我们的通话，以下是我们所需要的细节信息。
Many thanks for your earlier call. As discussed, details as below:	非常感谢您的来电。经过讨论，具体内容如下：
<b>6 ORGANIZING CONTENT</b>	<b>14.6 组织内容</b>
<b>Stressing main points and drawing attention to something</b>	<b>强调要点，引起注意</b>
What I really want to stress here is ...	我在这里真正想强调的是……
The important thing is ...	重要的是……
The key factor is ...	关键因素是……
Can I draw your attention to ...	请注意……
What I need to know is ...	我想知道的是…
It is crucial for me to ...	对我来说……是很重要的。
I cannot stress how important this is.	我无法描述这有多重要。
<b>Indicating change in subject</b>	<b>表明主题的改变</b>
One more thing ...	还有一件事……
While I remember ...	我记得……
Before I forget ...	趁我还没忘记……
By the way ...	顺便说一下……
Also ...	还有…
<b>Summarizing and concluding</b>	<b>总结和结论</b>
So, just to summarize ...	所以，总结一下……
So basically I am asking you two things. First, ... And second ...	所以基本上我想请教您两件事。第一，…… 第二，……

If you could answer all three of my questions I would be most grateful.	如果您能回答我所有的三个问题，我将不胜感激。
<b>7 ASKING FAVORS / GIVING HELP</b>	<b>请求帮助/给予帮助</b>
<b>Asking</b>	<b>提问</b>
I found your email address on the web, and am writing to you in the hope that you may be able to help me.	我在网上找到了您的邮箱地址，写信给您是希望您能帮助我。
Please could you ...	请您……
I was wondering if by any chance you ...	我想知道您是否可能……
I wonder if you might be able to help me.	不知您是否能帮我个忙。
I would be extremely grateful if you could ...	如果您能……我将不胜感激。
Would you have any suggestions on how to ...	您对如何……有什么建议吗?
It would be very helpful for me if I could pick your brains on ...	如果我能请教您关于……的问题，那么这将对对我有很大帮助。
I would like to ask your advice about ...	我想请教您关于……的建议。
<b>Showing awareness that you are taking up recipient's time</b>	<b>表现出你占用了对方时间的意识</b>
I realize you must be very busy at the moment but if you could spare a moment I would be most grateful.	我知道您现在一定很忙，但是如果您能抽出一点时间，我将非常感激。
If it wouldn't take up too much of your time then I would be very grateful if you could ...	如果不会占用您太多时间的话，我将非常感激，如果您可以……
Clearly, I don't want to take up too much of your time but if you could ...	我不想占用您太多的时间，但是如果您可以……
Obviously, I don't expect you to .... but any help you could give me would be much appreciated.	显然，我不期望您……但如果您能给我任何帮助，我将不胜感激。
<b>Accepting</b>	<b>接受</b>
No problem. I'll get back to you as soon as ...	没有问题。我会尽快给您回复。

I'd be happy to help out with ...	我很乐意帮忙……
I'd be happy to help.	我很乐意帮忙。
<b>Declining</b>	<b>婉拒</b>
I'm sorry but ...	对不起，但是……
I'd like to help but ...	我很愿意帮忙，但是……
Unfortunately ...	不幸的是……
At the moment I'm afraid it's just not possible.	目前恐怕这是不可能的。
<b>8 INVITATIONS</b>	<b>邀请信</b>
<b>Inviting</b>	<b>邀请</b>
In accordance with our previous conversations, I am very glad to invite you to ... *	根据我们之前的谈话，我很高兴邀请您参加……
I sincerely hope that you will be able to accept this invitation, and look forward to hosting you in <i>name of town</i> . *	我真诚地希望您能接受这次邀请，并期待能在……接待您。*
I was wondering whether you might be interested in joining the Scientific Advisory Board of ... *	我想知道您是否有兴趣加入……的科学顾问委员会
I am writing to you to find out whether you would be willing to ...	我写信是想知道您是否愿意……
<b>Accepting</b>	<b>接受</b>
Thank you very much for your kind invitation to ... *	非常感谢您邀请我参加……
I would be delighted to be a member of ... *	我很高兴能成为……的一员。
It is very kind of you to invite me to ...	谢谢您邀请我参加……
<b>Declining</b>	<b>婉拒</b>
Many thanks for your kind invitation, but unfortunately ...	非常感谢您的邀请，但不幸的是……
I am really sorry but I am going to have to turn down your invitation to ...	真的很抱歉，但是我不得不拒绝您的邀请……

Thank you very much for your kind invitation. However, I am afraid that ...	非常感谢您的邀请。然而，我担心……
Thanks very much for inviting me to ... I am really sorry but I am afraid I cannot accept.	非常感谢您邀请我……，但真的很抱歉，我恐怕没办法参加。
I regret that I cannot accept your invitation at the present time because ... *	我很抱歉现在不能接受您的邀请，因为……
I'm sorry to inform you that I do not have sufficient expertise in <i>topic</i> to be able to review the paper. *	很抱歉，我没有足够关于……的专业知识，无法审阅论文。
So it is with great regret that I am afraid that I will have to decline your invitation. *	因此，很遗憾我不得不谢绝您的邀请。
<b>Withdrawing acceptance</b>	<b>撤回接受</b>
I am sorry to have to inform you that I am no longer able to ...	很抱歉，我不能再……
Due to family problems I am sorry to have to inform you that ...	很抱歉，因为家庭原因我……
I am sorry to give you such short notice and I sincerely hope that this won't cause you too much trouble.	很抱歉临时通知你，我真诚希望这不会给您带来太多的麻烦。
<b>9 MAKING INQUIRIES</b>	<b>14.9 做调查</b>
<b>General inquiries</b>	<b>一般调查</b>
Hi, I have a couple of simple requests:	嗨，我有几个简单的请求：
Could you please tell me ...	您能告诉我……
I would like to know ...	我想知道……
Could you possibly send me ...	您能寄给我……
I have some questions about ...	我有一些关于……的问题。
<b>Asking to receive papers</b>	<b>要求接收文件</b>
I would like to receive a copy of your PhD Thesis "Metalanguage in Swahili."	我想要一份您的博士论文“斯瓦希里语的元语言”的复印件。

Last week I attended the workshop on X. I was interested in your presentation on "Y." Have you by any chance written a paper on that topic? If so, I would very much appreciate it if you could email me a copy.	上周我参加了关于 x 的研讨会。我对您关于“Y”的演讲很感兴趣。您有没有写过关于这个话题的论文？如果有的话，您能否给我发一份副本？非常感谢您。
I am a PhD student currently doing a review on the link between right-wing politics and the perception of social justice and I am interested in your article "Social Justice: Are you kidding?" I would much appreciate it if you could send me the article if possible.	我是一名博士生，目前正在写一篇关于右翼政治和社会正义之间联系的综述，我对您的文章《社会正义：你在开玩笑吗？》很感兴趣。如果可能的话，能将文章发给我吗？我将不胜感激。
<b>Ordering products, materials, chemicals, etc.</b>	<b>订购产品、材料、化学品等。</b>
What do I need to do to order a ...?	我想要订购……，请问我需要做什么？
I would like to know if I can order an xxx directly from you ...	我想知道我是否可以直接向你订购一个 xxx…
I am looking for an xx. Do you have one in stock?	我正在找 xx。你们有现货吗？
<b>Ending an inquiry</b>	<b>结束调查</b>
Any information you could give me would be greatly appreciated.	如果您能提供给我任何信息，我将不胜感激。
Thanks in advance.	提前谢谢您。
I look forward to receiving ...	我期待着收到……
<b>Following up an inquiry</b>	<b>跟进调查</b>
Thank you for ...	谢谢你……
Would it be possible for you to send me a bit more information on ...	您可以寄给我有关……的更多信息吗？
Could you please describe what is included in the ...	您能描述一下……的内容吗？

<b>10 REPLYING TO INQUIRIES</b>	<b>14.10 回复询问</b>
<b>Thanking</b>	<b>感谢</b>
Thank you for contacting me ...	谢谢您与我联系……
I am pleased to hear that you found my paper / presentation / report / seminar useful ...	很高兴听到您认为我的论文/演示/报告/研讨很有用……
<b>Making reference</b>	<b>参考</b>
Regarding your queries about ...	关于您在……方面的疑问
In response to your questions:	回答您的问题:
Here is the information you requested:	以下是您需要的信息:
As requested, I am sending you ...	按您要求, 现奉上……
Below you will find the answers to your questions ...	您会在下文找到您问题的回答……
With reference to your request for ...	关于您在……方面的要求
Following our telephone conversation about ...	继续我们在电话中所谈的关于……
<b>Asking for details</b>	<b>要求细节</b>
Before I can answer your questions, I need further details re the following:	在回答您的问题之前, 我需要进一步了解以下情况:
Before I can do anything, I need ...	在我开始做之前, 我需要……
Could you tell me exactly why you need x.	您能确切地告诉我为什么需要 x 吗?
<b>Adding details</b>	<b>添加细节</b>
Please note that ...	请注意……
I would like to point out that ...	我想指出的是……
As far as I know ...	就我所知……
I'd also like to take this opportunity to bring to your attention ...	我也想借此机会请您注意……

May I take this opportunity to ...	我可以利用这个机会……吗？
<b>Telling recipients they can ask for further info</b>	<b>告诉收件人他们可以询问更多信息</b>
Please feel free to email, fax, or call if you have any questions.	如有任何问题，请随时发电子邮件、传真或打电话。
Any questions, please ask.	有任何问题，恳请您提出来。
Hope this is OK. Please contact Helen if you need any further details.	希望没有问题。如果您需要更多的细节，请联系海伦。
If you need any further details do not hesitate to contact me.	如果您需要任何进一步的细节，无需犹豫，尽快联系我。
Should you have any questions please let us know.	如果您有任何问题，请告诉我们。
Please do not hesitate to contact us should you need any further clarifications.	如果您需要任何进一步的澄清，无需犹豫，尽快与我们联系。
<b>Ending</b>	<b>结尾</b>
Please let me know if this helps.	请让我知道这是否对您有帮助。
I hope to be able to give you a definite answer soon.	我希望能很快给您一个明确的答复。
Once again, thank you for contacting me.	再次感谢您与我联系。
<b>11 TALKING ABOUT THE NEXT STEP</b>	<b>14.11 谈论下一步</b>
<b>Telling recipient how you want them to proceed</b>	<b>告诉收件人你希望他们如何进行</b>
Could you please go through the manuscript and make any revisions you think necessary.	请您审阅一下手稿，并做一些您认为有必要的修改。
Please have a look at the enclosed report and let me know what you think.	请看看随函附上的报告，并告知我您的想法。
If you could organize the meeting for next Tuesday, I'll send everyone the details.	如果你能组织下周二的会议，我就会把会议细节发给大家。
<b>Telling recipient how you will proceed</b>	<b>告诉收件人你将如何进行</b>

Thanks for your mail. It will take me a while to find all the answers you need but I should be able to get back to you early next week.	谢谢您的邮件。我要花一点时间找到所有您所需要的答案，但是我应该可以在下星期初给您答复。
Re your request. I'll look into it and send you a reply by the end of the week.	根据您的要求，我将调查此事并在周末前给您答复。
I will contact you when I return.	我回来后再跟您联系。
Sorry, but I'm actually going on holiday tomorrow, so I'm afraid I won't be able to get back to you for a couple of weeks.	很抱歉我明天要去度假，所以这两周内恐怕我都不能给您回电话了。
<b>Asking recipient how they want you to proceed</b>	<b>询问收件人他们希望你如何进行</b>
Do you want me to ...?	您想让我……吗?
Would you like me to ...?	您想让我……吗?
Shall I ..?.	我可以……吗?
Do we need to ...?	我需要做……吗?
Let me know whether ...	让我知道是否……
<b>12 GIVING AND RESPONDING TO DEADLINES</b>	<b>14.12 给出并响应截止日期</b>
<b>Telling recipient by when you want a reply</b>	<b>告诉收信人你什么时候需要回复</b>
I look forward to hearing from you in the near future / soon / before the end of the week.	我期待着在不久的将来/不久/周末之前收到您的来信。
Please could you get back to me by the end of today / this morning / as soon as possible.	您能在今天/今天上午/尽快给我答复吗?
I hope you can reply this morning so I can then get things moving before leaving tonight.	我希望您今天上午能回复我，这样我就可以在今晚离开之前把事情办好。
We would appreciate an early reply.	如能早日回复，我们将不胜感激。
Please let me have your feedback by Friday so I can send you a draft schedule next week.	请在周五之前给我您的反馈，以便我下周发给您一份初步日程安排。
I know it is a very sharp deadline. So if you don't have time to answer my question, please don't worry about it.	我知道时间很紧迫。所以如果您没有时间回答我的问题，请不要担心。

	间回答我的问题，也请不要担心。
Looking forward to your reply.	期待您的回复。
<b>When you will reply</b>	<b>你什么时候回复</b>
I should be able to send you the document tomorrow / within the next two days / first thing Thursday morning.	我明天/两天内/星期四上午就可以把文件给你。
I'll get back to you before the end of the day.	我会在今天之内给您回电话。
I'm sorry but I won't be able to give you any response until ...	很抱歉，在……之前我不能给你任何答复。
<b>Saying what you will do</b>	<b>说你要做什么</b>
I will send you all the details re ... in due course.	我将在合适的时候把所有细节发给您。
With regard to your email dated ..., I will talk to my colleagues and get back to you ASAP.	关于您……发来的邮件，我将和我的同事沟通并尽快给您回复。
<b>Saying what you've done</b>	<b>说出你所做的</b>
Given the new data that we now have available, we have ...	根据我们现有的新数据，我们有……
I have made the following changes: ...	我做了以下修改：……
<b>Asking for confirmation if what you have done is acceptable</b>	<b>要求确认你所做的是否可以接受</b>
I hope that is OK—if not please raise with Mike.	我希望没有问题——如果有，请和迈克提出来。
Is that OK?	这样可以吗？
<b>Asking to be kept informed</b>	<b>要求随时得到消息</b>
Please keep me informed of any developments.	如有任何进展请随时通知我。
Please keep me up to date.	请把最新情况告诉我。
Please let us know the outcome.	请告诉我们结果。

<b>13 CHASING</b>	追踪
<b>Chasing your previous mail</b>	追踪之前的邮件
Did you get my last message sent on ... ?	你收到我在……发的最后一条信息了吗？
I was wondering whether you had received my email (see below).	不知道您是否收到了我的邮件(见下文)。
May we remind you that we are still awaiting your reply to our message dated ... *	我们仍期盼着您回复我们…时的消息。
We would be grateful if you could reply as soon as possible.	若您尽快回信，我们将感激不尽。
Sorry, but given that I have not heard from you I am worried that I did not explain the situation clearly.	抱歉，由于我没有收到您的回信，我担心是我没有说清楚状况。
<b>Empathizing with recipient</b>	应用同理心
Hope this doesn't cause you any problems / too much trouble.	但愿没有给您添麻烦。
Sorry if this adds to your workload.	若增加了您的工作量，我很抱歉。
I know you must be very busy but ...	知道您公务繁忙，但是……
<b>Saying when you will be able to fulfill the request</b>	拒绝他人请求时的措辞
I am afraid I won't be able to start work on it until next week.	恐怕我得等到下周才能处理此事。
I honestly don't know when I'll be able to find the time to do it.	我不知道何时才能有时间去做。
<b>Excusing yourself for not having fulfilled the request yet</b>	当你没有满足他人请求时的解释的措辞
I am sorry, but as I am sure you are aware, I have been extremely busy doing X, so I haven't had time to do Y.	我很抱歉，但我相信您知道我一直在忙着做 X，所以我没时间做 Y。
I am really sorry but I have been extremely busy.	很抱歉，但我真的已经很忙了。
It's been a really hectic week.	我这周已经很忙了。

I've been snowed under with work.	我这周压力已经很大了。
<b>14 MAKING ARRANGEMENTS FOR MEETINGS AND TELECONFERENCES</b>	<b>14.14 安排见面好电话会议</b>
<b>Suggesting the time</b>	<b>建议时间</b>
Let's arrange a call so that we can discuss it further.	让我们打个电话再讨论一下吧。
Can we arrange a conference call for 15.00 on Monday 21 October?	我们能在 10 月 21 日，也就是星期一的下午三点安排一个电话会议吗？
Would it be possible for us to meet next Tuesday morning?	我们能在下周二的早上见一面吗？
How about Wednesday straight after lunch?	周三午饭后怎么样？
The best days for me would be sometime between October 1 and 10, with a slight preference for early in the week of the 6th. Please let me know if that would be possible.	对我来说 10 月 1 号到 10 号哪天都行，但是 6 号那周之前最好不过。请告知我是否可行。
<b>Informing of unavailability at that time</b>	<b>告知非空闲的时间</b>
Would love to meet—but not this week! I can manage Nov 16 or 17, if either of those would suit you.	很愿意跟你见面，但这周不行！我十一月 16 号和 17 号有时间，不知道你有没有时间。
I am afraid I won't be available either today or tomorrow. Would Thursday 11 March suit you? Either the morning or the afternoon would be fine for me. I'd be grateful if you could let me know as soon as possible so I can make the necessary arrangements.	我今天和明天都没有时间。您三月十一日，也就是星期四有时间吗？我早上和下午都有空。愿您尽快告知以安排日程，感激不尽。
Sorry but I can't make it that day.	抱歉，我那天不行。
Sorry but I'll be on holiday then.	抱歉，那时我就休假了。
I'm afraid I have another engagement on 22 April.	我四月二十二日已经有约了。
Thank you for your invitation to attend your technical meeting. However, I am unlikely to be able to attend as I have a lot of engagements that day.	感谢您邀请我参加此次技术会议。可是我那天行程已满，不能出席。

<b>Declining</b>	<b>拒绝</b>
Unfortunately, due to limited resources I am unable to accept your invitation to come to the meeting.	很不幸迫于条件所限，我不能应邀出席会议。
I regret that I will not be able to attend the meeting.	恐怕我不能参会。
<b>Changing the time</b>	<b>调整时间</b>
Sorry, can't make the meeting at 13.00. Can we change it to 14.00? Let me know.	抱歉，我不能在 13:00 参会了。我们可以调整一下时间吗？望告知。
Re our meeting next week. I am afraid something has come up and I need to change the time. Would it be possible on Tuesday 13 at 15.00?	原定于下周开会。恐怕计划有变，需要调整时间。调至周二的 13:00 到 15:00 可以吗？
We were due to meet next Tuesday afternoon. Is there any chance I could move it until later in the week? Weds or Thurs perhaps?	我们原定于下周二下午见面。能不能把时间调到这周的稍晚一点呢？周三或者周四？
<b>Confirming the time</b>	<b>确定时间</b>
The meeting is confirmed for Friday at 10:30 am Pacific time, 12:30 pm Central time. Please send any items you want to discuss, and I will send an agenda earlier in the morning.	会议时间定于太平洋时间的周五 10:30，即中部时间的 00:30。若有异议请尽快指出，上午早些时候我将给您将发送议程表。
<b>Responding to confirmation of the time</b>	<b>回复确定时间</b>
I look forward to seeing you on 30 November.	期待在十一月三十日与您会面。
OK, Wednesday, March 10 at 11.00. I look forward to seeing you then.	好的，三月十日，星期三的十一点，期待与您见面。
OK, I will let the others know.	好的，我将通知其他人。
<b>Cancelling</b>	<b>取消</b>
I am extremely sorry, but I am afraid I will not be able to participate in the teleconference that was arranged for next week.	非常抱歉，恐怕我不能参加下周的电话会议了。

I am sorry to leave this so late, but it looks like I won't be able to make the conference call tomorrow.	很抱歉这么晚才告诉您，但我可能无法参加明天的电话会议了。
Due to family problems I will not be able to ...	由于家庭原因，我将不能……
<b>15 SENDING DOCUMENTS FOR INFORMAL REVISION</b>	<b>14.15 发送有待商榷的公文</b>
<b>Explaining background</b>	<b>阐明背景</b>
I am currently working on a paper that I would like to submit to ...	我最近在准备论文，所以我申请……
The paper is the extension of the work that I ...	论文工作量很大，所以我……
The draft is still at quite an early stage.	初稿工作仍在起步阶段。
<b>Explaining reason for sending document to this specific person</b>	<b>解释给这个特殊的人发公文的原因</b>
Given your expertise, it would be great if you could take a look at ...	鉴于您的专业，若是您能看看……就太好了。
I would really appreciate your input on this because ...	对于您在……上的投入，我将不胜感激。
I know that you have done a lot of research on this ...	我知道您已在……上做了大量的研究。
<b>Requesting help</b>	<b>请求帮助</b>
When you have a moment do you think you could ... ?	若您有时间，能考虑一下……？
Could you possibly ...	或许您能……？
If you get a chance could you ...	若有机会，您能……吗？
Do you think you might be able to help me with ...?	您认为您能帮我……吗？
I'd be grateful if you could help us with ...	若您能帮我们……，我将感激不尽。
Could you please check these comments and let us know if you still have any issues with ...	能请您审核一下这些评论吗？如果对……还有疑问也请让我们知晓。
I hear you may be able to help out with writing the paper.	听说您在我写论文的时候提供帮助。

Please have a look at the enclosed report and let me know what you think.	请查看附上的论文并告知我您的想法。
<b>Giving specific instructions</b>	<b>给出特定的指示。</b>
It would be great if you could read all of Sections 3 and 4. However, if you are short of time, please just read the last two subsections of Section 4.	如果您能读完第三章和第四章那就再好不过了。若时间有限，请只读第四章的后两段。
Please let me know if you see any need for additions or deletions.	请告知您是否认为有需要删减的部分。
Don't worry about any typos at the moment or minor inconsistencies in the notation.	目前不要担心任何输入或者标点上的小失误。
If you have any comments on x they would be gratefully received.	如果您能对 X 的提供建议，他们将不胜感激。
Just think about general aspects, such as whether I have missed anything vital out, or my reasoning doesn't seem to be very logical.	从综合的方面进行考量，比如是否遗漏了重要的部分，或者推理不符合逻辑。
I'm attaching the draft in two versions: a pdf of the complete manuscript, including the graphs, and a Word file of just the text—this is so that you can write any comments directly on the file using Track Changes.	我在两个版本上附加了草案：一个包括图表的完整手稿的 pdf 版，以及 word 版，以便您可以运用修订功能直接在文件上进行评论。
<b>Giving deadlines</b>	<b>给出截止日期</b>
I know this is a lot to ask, but as I am already behind schedule do you think you could give me your feedback by the end of next week?	我知道你很多要询问的，但我已经延后时间了。你能在下周末前给我反馈吗？
I know you must be very busy but ...	我知道你一定很忙，但是……
Once you have reviewed the document, please forward it to ...	审阅文档后请立即将它转发到……
<b>Resending documents</b>	<b>重新发送文件</b>
Sorry, but I inadvertently sent you the wrong document.	很抱歉，我给您发错文件了。
I have made a few changes to the manuscript. If you haven't already started work on it, please could you use	我在手稿上做了一些变动。如果您还没有开始工作，请您能使用这个版本。如

this version instead. If you have already started, then please ignore the new version.	果你已经开始, 请忽略新版本。
<b>16 RECEIVING AND COMMENTING ON DOCUMENTS FOR INFORMAL REVISION</b>	14.16 接收并对非正式文档评论
<b>Accepting to do revision</b>	接受修改
I would be pleased to read / revise your document for you.	我将愿意阅读/修订你的文档。
I am happy to give you my input on the first draft.	很高兴能参与初稿撰写工作。
I'd be happy to help out with editing some sections of the paper.	我很乐意帮助编辑部分论文。
Thank you for sending the manuscript. I just had a quick glance at it, and it looks very promising.	谢谢你发送的手稿。我刚刚看了一下, 感觉写的很不错。
<b>Declining request to do revision</b>	拒绝帮助修改的请求
I am sorry but I am extremely busy at the moment.	很抱歉, 我现在真的很忙。
I am afraid I simply don't have the time to ...	恐怕我确实没时间去做……
<b>Declining a request for help after an initial acceptance</b>	拒绝最开始同意过的修改请求
I am writing to tell you that unfortunately I no longer have the time to ...	我写这封信是想告诉您我没有时间做……了。
This is because ...	这是因为……
Once again my sincere apologies for this.	再次就此诚挚道歉。
I am extremely sorry about this and I do hope it does not put you in any difficulty.	为此我感到抱歉, 希望这没有让您为难。
<b>Saying when you could begin / complete the work</b>	告知对方 何时可以开始/结束工作
In the next couple of days I will go through it and send you my comments.	在接下来的几天我将通过它把我的评论发送给你。
I am very busy in the next few days, so I won't be able to start till Monday if that's alright with you?	接下来的几天我都非常忙。一直到周一才有时间去做。这不会耽误你吧?
I should be able to finish it by the middle of next week.	我应该可以在下周四前后完成。

I will send you Section 3 tomorrow night, and the other sections over the weekend.	我应该可以在下周完成它。
<b>Making positive comments</b>	<b>做出正面评价</b>
First of all I think you have done a great job.	首先, 我觉得你做得很不错。
I have now had a chance to look at your manuscript, it looks very good.	我看了你的手稿, 觉得很不错。
I was really impressed with ...	我对……印象很深。
The only comments I have to make are:	我只想评价: ……。
<b>Suggesting changes</b>	<b>建议更改</b>
While I like the idea of ... I am not convinced that ...	虽然我赞成……但我不认为……
I'm not sure whether ...	我不确定是否……
It might not be a bad idea to ...	或许对……而言这不是坏消息。
Have you thought about ...?	你有想过……吗?
It seems that ...	看起来……
<b>Asking for clarification</b>	<b>请求解释</b>
I have a few questions to ask.	我有一些问题要问。
Could you just clarify a couple of aspects for me:	您能给我解释一下这几个方面吗:
<b>Replying with revised version attached</b>	<b>回复相关问题</b>
I have read the manuscript carefully and made several changes and corrections.	我仔细阅读了稿件, 并作了一些修改和更正。
I hope I have not changed the sense of what you wanted to say.	我希望我没有改变您想说的话
Attached are my comments.	附件是我的评论。
I think the paper still needs some work before sending to the journal.	我认为在发表到杂志上之前, 这篇论文还有一些地方需要修改。
Please keep me up to date on the progress of this manuscript.	请告知这份稿件的最新进展。

Let me know if you need any more help.	如果你需要任何帮助，请告诉我。
Please give me a call if I can be of any help.	如果我能帮忙，请给我打电话。
Don't hesitate to contact me if you need any more help.	如果我能帮忙，请随时与我联系。
I hope this helps.	我希望这有帮助。
<b>Replying to comments</b>	<b>回复评论</b>
Bogdan, you did a great job, thanks so much!	博格丹，你干得不错，非常感谢!
Thank you for your comments—they were really useful.	感谢您的评论，我受益匪浅。
I completely understand what you mean when you say ... Thanks for bringing it up.	我完全理解您说的……，感谢您提出来。
Many thanks for this. All points noted.	非常感谢。所有要点都已注意到了。
Yes, I see what you mean.	是的，我明白您的意思了。
Thanks your comments were really helpful.	谢谢您的意见，它们真的很有帮助。
<b>17 REFEREES REPORTS</b>	<b>14.17 参考文献</b>
<b>Making a summary of the paper</b>	<b>总结论文</b>
The paper deals with ...	本文涉及……
The paper gives a good description of ...	本文对……
This manuscript reports some results on the use of ...	本手稿报告了使用……的有关结果。
The aim is to assess the quality of ...	目的是评估……
This paper has many positive aspects ...	本文有很多不错的方面……
<b>General criticisms</b>	<b>一般批评</b>
This paper aims to report the analysis of ... yet the author writes ...	本文旨在报告对……的分析，但作者写道……
The author needs to clarify the following points ...	作者需要澄清以下几点……
Despite the title of the paper, I believe that the paper does not deal with X at all. Specifically ...	除了文件的标题，我认为该文章没有涉及到X，特别是……

The analysis in Section 2 only covers ... Even though these are important parameters, they do not ...	第 2 部分中的分析仅涵盖……即使这些都是重要的参数，但是它们……
Although the description of X and the samples collected seems to be detailed, accurate, and well documented, the analytical work and the discussion on Y are in need of major revision.	虽然对收集的 X 和样本的描述看起来是详细、准确和有据可查的，但分析工作和 Y 的讨论需要大修。
The manuscript does not present any improvement on the analytical procedure already described in the literature; moreover the authors fail to ...	文献中的分析程序没有任何改进；此外，作者未能……
The discussion should be reviewed since it is mainly based on results published in ...	需要再检阅讨论部分，因为它主要以发表在……的结果为基础。
<b>Specific comments</b>	<b>具体意见</b>
Abstract: What is the real advantage of the proposed procedure with respect to ...?	摘要：拟议程序的真正优势是什么？
page 3 line 12: The word <i>definite</i> is misspelled.	第 3 行第 12 行：“确定”一词拼错了。
page 4: Perhaps Figure 2 could be deleted.	第 4 页：也许可以删除图 2。
The following information is missing in Section 2:	第 2 部分缺少以下信息：
There seems to be a missing reference in the bibliography.	书目中似乎缺少参考部分。
<b>Recommending rejection</b>	<b>建议性的拒绝</b>
For the above reasons, I believe that the paper is not innovative enough to be published in ...	出于上述原因，我认为该论文创新性不够，无法发表在……
The paper is not suitable for publication in its present form, since it does not fit the minimum requirements of originality and significance in the field covered by the Journal.	该论文不适合以目前的形式出版，因为它不符合期刊所涵盖的领域对原创性和重要性的最低要求。
<b>18 AUTHOR'S REPLY TO REFEREES AND EDITORS</b>	<b>作者对审稿人和编辑的答复</b>
<b>Asking for extension to deadlines</b>	<b>要求延长最后期限</b>
I am writing to ask whether it would be possible to extend the deadline for final submission of our paper until June 14.	我写信问是想询问是否可以将提交论文的截止日期延长至六月十四日。

The referees asked for several new experiments which will take us an extra two or three weeks to perform.	审稿人们要求做几个新的实验，这需要额外两到三个星期的时间。
I apologize for the inconvenience caused by its late submission.	对于迟交给您造成的不便，我深表歉意。
I am writing to inform you that due to unforeseen circumstances, we have to withdraw our paper.	我写信是想告知您，由于不可预见的情况，我们必须撤回我们的论文。
<b>Enclosing revised manuscript and reply to referees' reports</b>	<b>附上经修订的稿件，并回复审阅人的报告</b>
Attached is the revised version of our paper.	附件是我们论文的修订版。
As requested, we have prepared a revised version of our manuscript, which we hope addresses the issues raised by the two reviewers.	应要求，我们准备了一份修订稿，我们希望该修订本能解决两位审阅者提出的问题。
As requested, I'm sending you the paper with the changes tracked.	应要求，我向您发送已更改过的文件。
<b>Saying how your reply to the referees is organized</b>	<b>说你给对方的回复是如何组织的</b>
Below are our responses to the reviewers. The reviewers' comments are in italics, and our responses are numbered.	以下是我们对审阅者的回复。审阅者的评论是斜体，我们的答复是有编号的。
Rather than going through each report individually, we have organized our response under general areas.	我们没有单独处理每份报告，而是统一给了回复。
<b>Making positive comments about the reviewer's comments</b>	<b>对评论者的评论做出积极评论</b>
Please extend my sincere thanks to the paper reviewers for their helpful comments.	请转达我向论文审稿人的诚挚谢意，感谢他们的有益意见。
The reviewer's suggestion is certainly helpful and ...	审稿人的建议当然是有帮助的……
The reviewer is right.	审稿人是正确的。
These two comments made us realize that ...	这两个评论让我们意识到……

<b>Outlining changes made</b>	<b>概述所做的更改</b>
We have improved the paper along the lines suggested by the Referees.	我们根据审稿人的建议改进了论文。
I have considered all the comments and suggestions made by reviewers of this paper, and I have incorporated most of them in the final version of this paper.	我已考虑了审稿人提出的所有意见和建议，并将大部分纳入本论文的最终版本。
We have amended the paper addressing most of the comments provided in the referees' reports.	我们修订了论文，解决了审稿人报告中提供的主要意见。
The tables have been enlarged and we hope they are now clearer.	表格已经扩大，我们希望现在更清楚了。
The Abstract and the first sections have been improved.	摘要部分和第一部分已改进。
We have amended the paper following the indications that you and the referees gave us.	我们按照您和审稿人们给我们的指导意见修改了这份论文。
There is now a new table (Table 1) reporting the ...	现在有一个新表（表 1）报告……
We have reduced the abstract to 150 words.	我们把摘要减少到 150 个词。
On the basis of Ref 1's first comment, we changed several parts which, as you can see, have been tracked.	根据参考 1 的第一个注释，我们更改了几个部分。如您所见，这些部分已被修订了。
<b>Saying why some changes were not made</b>	<b>说明没有做改变的原因</b>
Reviewer 1 raised some substantial criticisms that would entail an almost completely new version of the paper.	审稿人 1 提出了一些实质性的批评，这需要我们提供几乎全新的论文。
We have tried to address the points he made but we have not been able to completely put into action all the recommendations he suggested. In order to do that, we would have gone beyond the intended scope of our paper.	我们试图解决他提出的观点，但未能完全将他的所有建议付诸行动。完全采纳他的建议会让我们的论文超出预期范围。
Actually, this is not entirely true. In fact, ...	其实这不完全正确。事实上……
I understand what the referee means, however ...	我明白审稿人的意思，但是……
The referee is absolutely right when he says .. Yet, ...	裁判说的……完全正确，但是……
<b>Concluding</b>	<b>总结</b>

Overall we hope we have addressed the main points raised by the reviewers.	总之，希望我们已经讨论了审稿人提出的主要问题。
Once again we would like to thank the reviewers for their very useful input and we also found your summary most helpful.	我们再次感谢审稿人提供的非常有用的意见，我们也发现您的总结是最有帮助的。
<b>19 GENERIC PROBLEMS</b>	<b>14.19 通用问题</b>
<b>Describing</b>	<b>描述</b>
Unfortunately I have a problem with your ...	不幸的是，我有一个关于你的……问题。
There seems to be a problem with ...	似乎有一个问题……
I'm afraid there is a slight problem.	恐怕有一个小问题。
I am not sure I can ...	我不确定我能否……
That might cause us ...	这可能会导致我们……
I think the server may not be working correctly.	我认为服务器可能工作不正常。
I am not sure whether you sent me the right file.	我不确定你是否寄给我正确的文件。
<b>Trying to understand the problem</b>	<b>试图理解问题</b>
I am not completely clear what the problem is.	我并不完全清楚问题出在哪里。
I'm sorry but I don't seem to be able to understand the problem. If possible could you give me more details to clarify the situation.	对不起，我好像无法理解这个问题。如果可以的话，您能给我更多的细节来阐述情况。
I'm not really clear about this—please clarify.	我不太清楚这个，请解释一下。
So if I have understood correctly, the problem is ...	所以如果我理解正确，问题是……
So you are saying that ...	所以你是说……
<b>Showing that you have understood</b>	<b>表明你已理解</b>
Right, I understand.	对，我明白。
OK that's clear now.	好了，现在很清楚了。
OK I am clear now.	好的，我现在清楚了。

Fine.	好的。
<b>Resolving</b>	<b>解决</b>
OK. I'll see what I can do.	好的。我看看我能做什么。
I'm sorry about that. I will look into it immediately.	对此我感到很抱歉。我会立即调查。
Don't worry I am sure we can sort it out.	别担心，我相信我们能解决的。
I'll look into it and get back to you first thing tomorrow morning.	我会调查一下，明天早上尽快回复你。
I will contact you again shortly.	我会尽快再次与您联系。
Let me know if there is anything else I can do for you.	请让我知道我还能为您做些什么。
Just give me a call if you need anything else.	如果你还需要什么，就给我打电话。
<b>Saying that the problem is being resolved</b>	<b>说问题正在解决</b>
I promise I'll have it back to you by the end of this week.	我保证在本周结束之前把它还给你。
Rest assured that you'll have it within the next two days.	请放心，您将在两天内得到它。
I'll do it as a matter of urgency.	我会作为紧急事项去做。
I'll make it my top priority.	我会把它作为我的首要任务。
I'm just writing to assure you that we are working on the problem.	我写信是为了向你保证，我们正在处理这个问题。
<b>Explaining the cause of the problem</b>	<b>解释问题的原因</b>
The reason why this happened is ...	发生这种情况的原因是……
This was due to ...	这是因为……
It was related to ...	这与……有关。
<b>20 ASKING FOR AND GIVING CLARIFICATION</b>	<b>14.20 要求和作出澄清</b>
<b>Asking for clarification when you don't understand</b>	<b>不明白时要求澄清</b>
I'm not sure what you mean by ...	我不知道你的意思……
What exactly do you mean by ...?	你到底是什么意思？

Sorry, what's a "xxx"?	对不起, "x"是什么?
<b>Giving clarification when reader didn't understand</b>	<b>当读者不理解时做出澄清</b>
What I meant by xxx is ...	我的意思是 xxx 是……
My point is that ...	我的观点是……
In other words ...	换言之, ……
So what I'm saying is ...	所以我要说的是……
So what I am asking is ...	所以我要问的是……
So my question is ...	所以我的问题是……
In other words ...	换句话说……
<b>Giving clarification when recipient thought they understood but hadn't</b>	<b>当收件人认为他们理解了但是没有时的解释</b>
Sorry, no what I meant was ...	抱歉, 我的意思是……
Sorry about the confusion, what I actually meant was ...	抱歉让您产生了困惑, 我实际上的意思是……
Sorry I obviously didn't make myself clear.	抱歉, 我没有明显说清楚。
<b>Checking that you've understood</b>	<b>检查你的意思是否被理解了</b>
I'm assuming you mean ...	我猜您是说……
Do you mean that ...?	您的意思是……吗?
So are you saying that ...?	所以您是说……吗?
By xxx do you mean ...?	在……中, 您的意思是……吗?
<b>Checking whether recipient may have misunderstood</b>	<b>检查收信人是否有误解</b>
I am a bit concerned that you may have misinterpreted my email.	我有点担心也许您误解了我的邮件。
You sounded a little annoyed in your last mail. Maybe I had not expressed myself properly.	在上一封邮件里您有点不愉快。也许我没有恰当地表达自己的意思。

<b>Acknowledging misunderstanding</b>	<b>承认误解</b>
OK, I'm sorry—you are right. I misunderstood.	好的，抱歉——您是对的。我误解了。
Sorry about that, we obviously had our wires crossed!	十分抱歉，我们显然误会了！
Sorry for the confusion.	对于误解，十分抱歉。
<b>Hoping you have been clear</b>	<b>表达你希望自己说清楚了</b>
I hope this helps clarify the problems.	我希望这有助于澄清这个问题。
Does this all make sense now?	现在这些都弄清楚了吗？
Have I clarified everything for you?	我把一切都解释清楚了吗？
Do you understand what I mean now?	你现在明白我的意思了吗？
<b>Replying when you have been given clarification</b>	<b>当你被澄清时给予答复</b>
OK, understood.	好的，明白了。
OK, I'm clear now.	好的，我现在清楚了。
OK, but I'm still not clear about ...	好的，不过对于……我还是不清楚。
<b>21 THANKING</b>	<b>感谢</b>
<b>Thanking recipient for responding to your email</b>	<b>感谢收件人回复你的邮件</b>
Many thanks for your email.	非常感谢您的邮件。
Thanks for getting back to me.	感谢您回复我。
Thank you for the quick response.	感谢您的快速回复
<b>Thanking in advance</b>	<b>提前致谢</b>
Thanks in advance.	提前感谢。
Thanks for any help you can give me.	谢谢您给的任何帮助。
Thank you very much for your assistance.	十分感谢您的协助。
I thank you in advance for your cooperation.	提前感谢您的合作。

<b>Thanking for help already given</b>	<b>感谢已经给予的帮助</b>
Thanks for your help in this matter.	感谢您在这件事上帮助我。
Thank you for your help in solving this problem.	感谢您帮助我解决这个问题。
Many thanks for this.	在这件事情上非常感谢您。
Thanks once again for all your trouble.	再次感谢您不辞辛劳的帮助。
<b>22 APOLOGIZING</b>	<b>致歉</b>
<b>For not answering mail sooner</b>	<b>未及时回复邮件</b>
Sorry for the delay in getting back to you.	很抱歉这么晚才给您回复。
Sorry I haven't replied sooner.	很抱歉我没有即使回复。
I apologize for not sending you the information you requested.	我很抱歉没有给您发送您需要的信息。
Apologies for the late reply.	抱歉没有及时回复。
Please accept our apologies for not getting back to you sooner.	很抱歉，我们没有即使回复。
<b>For not answering mail sooner: excuses</b>	<b>未及时回复邮件：解释</b>
Please accept my apologies, I was convinced that I had replied to you.	请接收我的道歉，我确信我已经回复过您了。
Sorry, but I have only just read your message now.	抱歉，但是我刚刚才看到您的邮件。
I have just got back from a conference.	我刚刚开完会回来。
I've been away for the last few days.	过去几天我一直不在。
Sorry, but our server has been down, so we haven't been receiving any mails.	抱歉，我们的服务器出故障了，所以我们还没有收到任何邮件。
Sorry but we've been having emailing problems.	不好意思，我们的电子邮件出问题了。
Sorry but your email must have gone into the spam.	不好意思，您的邮件一定是在垃圾邮件中。

<b>For your email not arriving</b>	<b>你的邮件未投递完成</b>
For some reason my last email had delivery problems. So here it is again just in case you didn't get it first time round.	由于某些原因，我上一封邮件的发送有问题。所以我再发送一次，以防您第一次没有收到。
Please reply to the above address as our regular connection is down. Thanks very much.	请回复到上述地址，因为我们的常规邮箱地址出故障了。非常感谢。
<b>For sending an incomplete email</b>	<b>发送了不完整邮件</b>
Sorry I accidentally hit the send button.	抱歉，我不小心按了发送按钮。
<b>Repeating apology at end of mail</b>	<b>在邮件结尾重复道歉</b>
Again sorry for the delay.	再次为延迟致歉。
Once again, apologies for any trouble this may have caused you.	再次对由此给您带来的麻烦表示歉意。
Thanks and once again sorry for not getting back to you straight away.	非常感谢，并且再次为没有立即回复您致歉。
<b>23 SENDING ATTACHMENTS</b>	<b>14.23 发送附件</b>
<b>Telling receiver about your mail</b>	<b>告诉收件人你的邮件情况</b>
I'm attaching ...	我发送了……的附件
Please find attached ...	请查收附件……
Attached you will find ...	你可以看到附件……
Here is ...	这里有……
As you will see from the attached copy ...	正如你从随信附件中看到……
<b>Asking for confirmation of receipt</b>	<b>请求发送收到确认</b>
Please confirm / acknowledge receipt.	请确认收到。
Let me know if you have received it.	如果收到请告诉我。
I'd appreciate it if you could confirm your receipt via either	如果您能通过传真或电子邮件确认收

fax or email.	到，我将不胜感激。
Please could you acknowledge receipt of this mail as I am not sure we have your correct address.	请您收到邮件后确认，因为我不确定我们是否有您的正确地址。
Let me know if you can't open the file.	如果您打不开文件请告诉我。
<b>Giving confirmation</b>	<b>给予确认</b>
This is just to confirm that I received your attachment. I will get back to you by 9.00 tomorrow morning.	我收到了您的附件，特此确认。我将在明天上午9点以前给您回电话。
I confirm receipt of your attachment.	我确认收到了您的附件
<b>Telling sender you couldn't read the mails / attachments</b>	<b>告诉发件人你打不开邮件/附件</b>
Sorry I couldn't read your mail—it just has a series of strange characters.	抱歉，我无法阅读您的邮件——它只有一串奇怪的字符。
I received your mail, but I'm afraid I can't open the attachment.	我收到了您的邮件，但是我打不开附件。
When I try to open the file the system crashes.	当我尝试打开文件时系统崩溃了。
<b>Telling sender they forgot to send the attachment</b>	<b>告诉发件人他们忘记发送附件</b>
Thanks for your mail but I'm afraid you forgot to send the attachment.	谢谢您邮件，但是可能您忘记发送附件了。
I think you forgot to send the attachment.	我想您忘记发送附件了。
I can't find the attachment.	我找不到附件。
<b>Sending attachment again</b>	<b>再次发送附件</b>
Sorry, I just sent you an email without the attachments.	抱歉，我刚刚发送了一份没有附件的邮件给您。
Sorry about the problems. Here's the attachment again. Let me know if you can read it.	抱歉给您带来了麻烦。这是附件。如果您无法查看，请告诉我。
Oops. Sorry. Here it is.	哦，抱歉，附件在这里。

<b>24 TECHNICAL PROBLEMS WITH EMAIL</b>	<b>14.24 电子邮件的技术问题</b>
<b>Problems with Internet connection</b>	<b>网络连接问题</b>
Sorry our server has been down all morning.	很抱歉，我们的服务器整个上午都宕机了。
Sorry but they are doing maintenance work tomorrow morning and I won't have access to my email.	抱歉，他们明天早上有维修工作，所以我无法访问我的电子邮件。
My Internet service is currently not working at home, which also means I can't call out. But I should still be able to receive incoming phone calls.	我家的网络现在出了故障，所以我没办法打电话。但是我应该还能接电话。
<b>25 OUT OF OFFICE MESSAGE</b>	<b>外出消息</b>
Adrian Wallwork is on leave from Monday 07/08 to Wed 16/08. If you have any problems or queries please contact Anna Southern at <a href="mailto:anna.southern@virgilio.it">anna.southern@virgilio.it</a> .	从8月7日（星期一）至8月16日（星期三）Adrian Wallwork 都在休假。如果您有问题或要求请通过 <a href="mailto:anna.southern@virgilio.it">anna.southern@virgilio.it</a> 联系 Anna Southern。
I'm out of the office all day today but will get back to you tomorrow regarding any urgent messages.	我今天一整天都不在办公室，但如果有任何紧急消息我会明天给您回电话。
If you have any urgent messages you can contact me on my mobile: [0039] 347 ...	如果您有任何紧急消息可以通过电话联系我：[0039]347……