

## 《老外发邮件常写“OOO”，可不是“哦哦哦”！到底啥意思呢？》

在外企中，发英文电子邮件是我们每天都常规要做的工作！

????????????????“OOO”????????????“???”??????????????

??so easy!



Candidates look at employment opportunities at a job fair in Nanjing, Jiangsu province. [Photo by Liu Jianhua/For China Daily]

1 "OOO"??out of office?????(??)???

????????????????????????????“?????????” ?????????????????????????????

I'm OOO for annual leave and I'll deal with it when I get back from vacation.

????????????????????

2 "VCR"????????????????

"VCR"????? "video cassette recorder", ??????????DVD?????R???????????????????? "???" ??????????????????VC??video clip, ??????????

Instead of broadcasting it, however, the VCR sends it straight to the TV.

?????VCR????????????????

3 "LOL"????????????????

????????????????LOL?? "lol" ????????????????????????????????? "lol" ?????? "laugh out loud" ????????

Hello, nice to meet you! lol~ I'm also glad to be your friend!

????????????(???????????????? "??")

4 "PS"??photoshop??????

????????PS???Photoshop?????postscript????????????????????????????????????P.S. I Love You????????????

As a ps to his letter , he added that he loved her.

????????????????

? ???6????????????????

1. I am writing to //confirm//i/enquire/inform you...

????????????/??/???? ??...

2. I am writing to follow up on our earlier decision on the marketing campaign in....

????????????????...????????

3. With reference to our telephone conversation today...

????????????????...

4. In my previous e-mail on ...

???...(???????)????????...

5. As I mentioned earlier about...

????????????...

6. As indicated in my previous e-mail...

????????????????...



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