

這句英文怎麼寫？

英文email大抄本

Writing Guide to English Emails

**考試、客戶往來、網路社群
英文文書沒問題！**

4 步驟讓你不再害怕寫英文

Step 1 基本結構與寫作技巧

不只抄、更讓你理解文章結構，用字遣詞不出錯！

Step 2 情境必備好用句

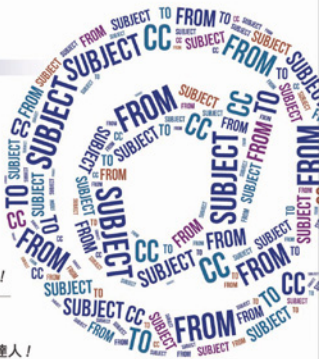
獨家英文寫作技巧大公開，讓你寫英文不再到處求教！

Step 3 句型詞彙詳細解析

單字、用語、文法學齊全，讓你晉升英文 email 寫作達人！

Step 4 實戰範文現學現用

英文寫作能力倍數成長，抄著寫，邊抄邊學，讓老闆都說讚！



Section 4

1-1. 私人節慶祝賀 Personal Holiday Greetings

TRACK 23

照抄好用句型

✓ I wanted to write and wish you ... 我以此信祝你…… (p. 49)

✓ The holiday season always reminds me of ...

節期總是提醒我…… (p. 49)

To: Bob & Anne Veenkamp <Veenkamp99@gmail.com>
From: Jake Cooper
Subject: Happy Holidays
Attachments: house1.jpg; house2.jpg; house3.jpg

Dear Uncle Bob and Aunt Anne,

The holiday season is here once more, and I wanted to write and wish you a Merry Christmas and a Happy New Year! The holiday season always reminds me of what is truly important in life: family and friends. You are such wonderful and loving people, and I want you to know that I will be thinking of¹ you this holiday season with extra warmth² and good wishes.

Where does the time go? It seems like it was Christmas just a short time ago, and here it is again. It has been a busy year for me and my wife. We moved to Seattle, as you know, and it has been an adventure.³ It took a long time to find a suitable⁴ house, but we eventually⁵ got lucky. Our new house is small but in a beautiful neighborhood.⁶ I hope you can come visit us soon.

Wishing you a peaceful holiday.

Your nephew,
Jake

PS: I've attached some photos of our new house. I hope you like them!

Vocabulary & Phrases

1. **think of** 想到；想起
2. **warmth** [wɜ:mθ] *n.* 溫暖
3. **adventure** [əd'ventʃə] *n.* 冒險
4. **suitable** [ˈsutable] *adj.* 合適的；適宜的
5. **eventually** [ɪ'ventʃuəli] *adv.* 最後；終於
6. **neighborhood** [ˈneɪbəˌhʊd] *n.* 鄰近地區；街坊



Section 1

Section 2

Section 3

Section 4 | email 寫作範例

收件者： 鮑伯與安·威坎普 <Veenkamp99@gmail.com>

寄件者： 傑克·庫伯

主旨： 假期愉快

附加檔案： house1.jpg; house2.jpg; house3.jpg

親愛的鮑伯叔叔與安姨：

節期又來臨了，我以此信祝你們聖誕快樂，並祝新年快樂！節期總是提醒我什麼才是生活中真正重要的事——就是家人與朋友。你們如此美好慈愛，我想讓你們知道在這個假期中，我會帶著更多溫暖與美好祝福想念著你們。

時間究竟飛逝到何處去了？感覺聖誕節才剛過不久，現在它又來了。今年對我和我太太來說都是忙碌的一年。如您所知，我們搬到西雅圖，這過程就像是場冒險。我們花了一段時間才找到適合的房子，但我們終究算幸運。我們的新房雖然小，卻位在一個美麗的街坊裡。希望你們很快就會來看看我們。

祝您假期平靜安寧。

姪子，
傑克 敬上

附註：附件是一些我們新家的照片，希望你們會喜歡！

照抄好用句型

- ☒ We would like to take this moment to thank you for your ...

我們想藉此時刻感謝您的…… (p. 97)

- ☒ May your festive season be filled with joy and laughter.

願您的佳節洋溢著喜樂與歡笑。 (p. 59)

- ☒ May you and your loved ones ... 祝您和您的親人…… (p. 211)

To: Mr. Jenkins <jenkins0612@hotmail.com>
From: Wayne Kerr
Subject: Happy New Year

Dear Mr. Jenkins,

The holiday season is the perfect time to remember loyal customers who have made our work such a pleasure over the past year.

With this in mind,¹ we would like to take this moment to thank you for your continued support and to wish you all the best for the holidays and the New Year period. Our business would not be possible without the efforts² of partners³ like you.

May your festive season be filled with joy and laughter, and may you and your loved ones enjoy a New Year blessed with happiness and prosperity.

Once again, thank you for the privilege of cooperating with you.

Warmest regards,

Wayne Kerr
 Managing Director
 E&G Ltd.

Vocabulary & Phrases

1. **with ... in mind** 將……銘記在心
2. **effort** [ˈɛfərt] *n.* 努力；付出
3. **partner** [ˈpɑːtnə] *n.* 夥伴



Section 1

Section 2

Section 3

Section 4 | email 寫作範例

收件者：詹肯斯先生 <jenkins0612@hotmail.com>

寄件者：偉恩·科爾

主旨：新年快樂

親愛的詹肯斯先生：

這個佳節是將過去一年來讓我們工作如此愉快的忠誠顧客銘記在心的最佳時刻。

謹記這一點，我們想藉此時刻感謝您的持續支持，同時祝您聖誕佳節與新年期間事事如意。沒有像您這般付出的夥伴，我們的生意是做不成的。

願您的佳節洋溢著喜樂與歡笑，也祝您和您的親人有個幸福與富足的新年。

再次感謝您讓我們有這個榮幸與您合作。

獻上最誠摯的祝福，

偉恩·科爾

總經理

E&G 有限公司

照抄好用句型

- ☒ I want to share this happy time with one of my best and oldest friends! 我想和我最好的老朋友分享這幸福的時刻! (p. 64)
- ☒ I really hope that you can grace our ... with your lovely presence. 我真的很希望你能出席, 使我們的……增光。(p. 64)
- ☒ Let me know if you can attend. 讓我知道你是否能參加。(p. 67)

To: Jennifer Tremblay <JenniferTremblay@youmail.net>

From: Sharon Muclair

Subject: Wedding!

Dear Jennifer,

I'm happy to tell you that Nicholas proposed to me. After two years together, we are finally **tying the knot**!¹

We discussed several different options, but we **ended up**² deciding to do a small ceremony at the local courthouse. We wish we could have a larger wedding, but for now we can only afford to invite our closest friends and family to bear witness. A **civil servant**³ will officiate. It will be on Saturday, October 17 of this year. *I want to share this happy time with one of my best and oldest friends, so I really hope that you can grace our wedding with your lovely presence.*

Let me know if you can attend.

Love,

Sharon