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Ending an Email 电子邮件结尾

Feifei: 大家好，又到了《你问我答》时间，我是冯菲菲。

Rob: And hello, I'm Rob. Let's start with a polite question that's been sent to us by email.

Insert

Hello. Is it ok for me to end an email with a single 'best', short for best wishes or best regards, like this one? Best, He Chuan

Feifei: 今天的问题来自听友 **He Chuan**，他想知道英语的电子邮件结尾用语 **to sign off an email**. **He Chuan** 问到，在邮件结尾时，我们应该使用 **best wishes** 最真挚的祝福，**best regards** 致敬，还是就简单的说 **best** 祝好。I tend to end my emails with 'love Feifei'.

Rob: That's because you're such a friendly person. But when you're sending a business email you need to be a bit more formal and use an appropriate tone.

Feifei: 适合的、恰当的口气，口吻。So I should use words that are appropriate to the situation?

Rob: Exactly. This is about email etiquette – or netiquette as some people call it. You can still sign off emails to me with 'love' but the Managing Director of a big company may find your tone a bit informal.

Feifei: 英语电子邮件的结尾其实和邮件书写的礼仪有很大关系。首先，对应邮件的口气，认真的选词。Ok Rob, what can you suggest?

Rob: Well, let's look at some different situations. We'll start with an official business email. Let's just type one here:
Dear Mr Smith, it was good to meet you the other day. Thank you for your time...and to end it I could say, best regards, and add my name. Rob Carter. But I could also just say regards.

- Feifei:** You began your email with 'dear Mr Smith' so that's quite formal. Best regards 致敬是比较正式的用语。 Normally, I like to be a bit friendlier in my email. Like this:
Hello Mr Smith....Thank you for meeting me last week and talking about my ideas for your cheesecake company. It was good to know we had so much in common....mmm, how shall I end this Rob?
- Rob:** Well it seems like you got on very well with him so 'best wishes' is a good ending, or even 'all the best'.
- Feifei:** 一切顺利 all the best Feifei.
- Rob:** Now, occasionally you can combine the phrase 'Yours Sincerely' and 'Best Wishes'.
- Feifei:** 在一封相对正式的邮件结尾时可以使用谨上 yours sincerely 或 best wishes 最真挚的祝福。 But hold on Rob, I need to add a bit more to my email:
It was good to know we had so much in common. It would be good to meet again to confirm the recipe for my blueberry cheesecake. Best wishes Feifei.
- Rob:** The cheesecake sounds tasty and now there's something you can add to the end of the email. A pre-closing.
- Feifei:** 在结尾前的总结陈述。 Such as?
- Rob:** Such as:
- Insert**
- Let me know if you need more details.
I look forward to hearing from you.
I look forward to your reply.*
- Rob:** And then add 'best wishes Feifei'.
- Feifei:** Best wishes Feifei. Great. Thanks. But I shouldn't say 'love Feifei'?
- Rob:** No, not really. It is tricky when we are writing words in an email and not speaking them because the meaning can be interpreted wrongly by the person who is reading the email.
- Feifei:** 还要注意整封邮件口气上的一致性以避免误会。 This is true for the whole of the email isn't it Rob?
- Rob:** Yes. The opening, the main body of the email and the closing all need to create the correct tone. But a good ending will leave a big impression so choose your words carefully.
- Feifei:** Ok, before we go, let's hear a few more examples.
- Rob:** Here are some more formal endings:

Insert

Yours truly

Warmest regards

I remain yours truly

Feifei: And here are some less formal endings:

Insert

Have a great day!

Thanks for your time

All the best

Cheers!

Rob: Well it seems like He Chuan is already using some good email sign offs but hopefully we've given you a few more ideas.

Feifei: Yes, just remember the tone and always be polite.

Rob: Of course! If you have a question about the English language please email us at questions.chinaelt@bbc.co.uk

Feifei: 记得发邮件告诉我们你的问题。感谢收听今天的节目，我们下期再会。

Rob: How shall we sign off Feifei?

Feifei: Bye...lots of love, Feifei!

Rob: Cheers. All the best!