



晨英语

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职场商务英语

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邮件得体之道：一集拿走 27 个地道职场表达

BBC Office English 第 02 集。一封邮件从头到尾的得体写法：称呼、正文套语、落款、表情符号的分寸——27 个核心表达全部来自对话原文，附中英对照台词。

本篇收获

27 个邮件核心表达

12 个扩展短语

完整原声音频

中英对照台词全文

这一集聊每个人每天都躲不掉的事：写邮件。Phil 和 Pippa 把一封邮件拆成四段——开头称呼、正文套语、附件说明、结尾落款，每个位置都有「正式版」和「友好版」两套选择。27 条表达全部来自对话原文，按邮件结构分好组；最后还有 BBC 同事们关于「能不能发笑脸」的真实看法，非常坦诚。

01

一、先定基调：正式还是友好

词条	中文释义	原文例句
formal / informal	正式的 / 随意的	"Everything with email depends on the situation, depends on who you're writing to and why."
less formal	不那么正式	"An email is usually a lot less formal than a letter."
mirror it	照对方的风格回	"If someone wrote to me and they used Dear, I'd look at what they've said and sort of mirror it, I'd do the same back."

02

二、开头称呼：第一行的讲究

词条	中文释义	原文例句
Dear + 名字	尊敬的……（偏正式）	"I use it when I'm writing an email to someone I've not written to before, or someone who I'm a little bit scared of."
Hi / Hello	你好（用得最多）	"I think 90% of my emails probably start with Hi."
Hi there	你好呀（不知道名字也能用）	"Just saying Hi or Hi there could work to be really friendly, but mask the fact that you don't know their name."
Good morning / Good afternoon	早上好 / 下午好（两头都占）	"If I'm not sure whether to be formal or informal, I start my email with Good morning or Good afternoon."
To whom it may concern	敬启者（信件套话）	"We've got all these formula for using in letters like To whom it may concern."
Dear Sir or Madam	尊敬的先生/女士	"Or Dear Sir or Madam — but they often sound a bit cold and a bit unfriendly."
on behalf of	代表（公司）	"I use it sometimes if I had to write an email on behalf of a company."

03

三、正文套语：说明来意与附件

词条	中文释义	原文例句
I am writing to enquire about…	我写信是为咨询……（偏信件腔）	"That's kind of a formal way to state what your email is about."
I'm wondering if you can help…	不知你能否帮我……（更友好）	"I might say, if I was trying to be a bit friendlier, I'm wondering if you can help me with..."
Please find attached…	请查收附件……	"We might use Please find attached… in an email to say that we're sending a file or a link."
Here is… the document you asked for	你要的文件在这儿（更亲切）	"A more informal way would just be to say: here is the document you asked for."

04

四、结尾落款：怎么「再见」才得体

词条	中文释义	原文例句
sign off	落款、结尾署名	"How to sign off depending on who you're sending the email to."
Yours sincerely / Yours faithfully	此致敬礼（正式信件专用）	"This is the thing you always get taught — but it's a bit unusual on an email."
Kind regards	顺颂商祺（正式又不失礼貌）	"Something people might use, even in quite a formal email, is Kind regards — it's quite formal, but it still sounds polite."
Regards	祝好（万金油）	"I actually often just use Regards a lot at the end of my emails."
sweet spot	最佳平衡点	"It's in that sort of sweet spot of being a bit formal, but a bit friendly."
All the best / Best wishes	祝一切顺利 / 祝好	"I usually will say All the best or Best wishes, particularly if it's to somebody I don't know well."
switch up	换着用	"It's good to switch up the options, especially if you're emailing back and forth a lot."
Many thanks	多谢	"If it makes sense to say Thanks or Many thanks at the end of the email, I will often do that."
Thank you in advance	提前致谢	"If you've asked for a favour in the email, you can end by saying Thanks in advance."
Looking forward to hearing from you	期待你的回复	"It's kind of a friendly way of saying you're expecting someone's reply — and that you genuinely would like to hear from them."



05

五、分寸感：表情符号与「照着来」

词条	中文释义	原文例句
smiley face	笑脸表情	"If I'm not scared of the other person, I'll often use a smiley face cos it's friendly."
match the way they write	回邮件时匹配对方的写法	"A good rule is, when you're replying to somebody, to try and match the way that they've written their email."
out of place	不合时宜	"In the UK we're more and more informal at work — saying Hi or Hello doesn't feel out of place."
mask the fact	掩饰、不暴露	"Just saying Hi or Hi there could work to be really friendly, but mask the fact that you don't know their name."

06

扩展表达（未入选核心清单，但同样值得收）

词条	中文释义
email greeting	邮件开头称呼
sound a bit cold	听起来冷冰冰
nothing wrong with	……完全没问题
ask for a favour	请人帮忙
back and forth	邮件来回往返
senior in a company	公司高层
show a lot of respect	表示尊重
look out for	留意
working from home	居家办公
trickier areas	较难搞定的部分
text messages	短信
Bye for now	先说到这儿

07

串词成段

27 个词放回一封真实的邮件里，是这样的：

Everything with email **depends on** the situation — an email is usually a lot **less formal** than a letter. Nine out of ten of mine start with **Hi**; I use **Dear** for someone I've never written to before, and **Good morning** when I'm not sure which way to go. In the body, **I'm wondering if you can help** sounds friendlier than **I am writing to enquire about**, and instead of **Please find attached**, just say **here is** the document **you asked for**. When you **sign off**, **Regards** sits in the **sweet spot** — and if you've **asked for a favour**, end with **Many thanks** or **Looking forward to hearing from you**.

参考译文：邮件全看场合——它通常比正式信件随意得多。我九成的邮件用 Hi 开头；没联系过的人才用 Dear，拿不准时一句 Good morning 两头都占。正文里，「不知你能否帮忙」比「我写信是为咨询」更亲切；发附件与其「请查收附件」，不如直接说「你要的文件在这儿」。落款用 Regards 刚好卡在正式与友好的最佳平衡点——若是请人帮了忙，就用「多谢」或「期待你的回复」收尾。

一句话带走

邮件的黄金法则只有一条：像你平时说话那样写。拿不准正式度时，记住 mirror it——对方怎么写，你就怎么回。

▼ 完整台词（中英对照）

Pippa: Emails.

电子邮件。

Pippa: Should they be formal?

应该正式吗？

Pippa: Friendly?

还是亲切点？

Pippa: It can be difficult to know.

这确实让人拿不准。

[同事语音] More formal than informal, although at times you might get a smiley face from me.

偏正式些，不过偶尔我也会发个笑脸表情。

[同事语音] If it's someone that I've never spoken to before then it's more formal.

如果是没聊过的人，语气会更正式些。

[同事语音] But I'd still probably say Hi rather than Dear.

但我大概还是会用 Hi，而不是 Dear。

[同事语音] You know, those technicalities of when to write Kind regards and when to write Best wishes.

比如什么时候用「顺颂商祺」，什么时候用「祝好」。

Phil: Today on Office English, we're learning the best language for emails, whoever you're sending them to.

Pippa: Hello and welcome to a brand new business podcast series, Office English, from BBC Learning English.

Pippa: I'm Pippa.

Phil: And I'm Phil.

Phil: And in this series, we'll be guiding you through the trickier areas of business language and discussing some useful words and phrases for you to use in the office or wherever you work.

Pippa: Business language can be tricky.

Pippa: Even for native speakers of English.

Pippa: And the workplace is changing all the time with new technology and more people working from home.

Pippa: So we're here to talk about some of the techniques and phrases that we use at work.

Phil: At BBC Learning English we're all fluent English speakers working in a British cultural context.

Phil: So that's the situation we have the most advice for.

Phil: But we'll try to point out where things might be a bit different in different workplaces around the world.

Pippa: This first episode is all about emails.

Pippa: We've already heard from BBC colleagues that not everyone agrees on how we should write emails.

Pippa: But what do you think, Phil?

Pippa: Should an email sound like a letter?

Phil: Probably not.

Phil: Everything with email depends on the situation, depends on who you're writing to and why.

Phil: But I think an email is usually a lot less formal than a letter.

本期《职场英语》教你写邮件的最佳措辞，不管发给谁。

大家好，欢迎收听 BBC 英语学习全新商务播客《职场英语》。

我是皮帕。

我是菲尔。

本系列将带你攻克商务用语难点，分享职场实用词汇和短语。

商务用语确实挺让人头疼。

即便是英语母语者也一样。

随着新技术和远程办公的普及，职场环境也在不断变化。

所以我们要聊聊工作中常用的技巧和短语。

在 BBC 英语学习，我们都是精通英语、身处英国文化背景的人。

所以我们的建议主要基于这种情况。

但我们会尽量指出世界各地职场可能存在的差异。

第一集的主题是电子邮件。

BBC 同事们的看法不一，没人能统一邮件写法。

那你觉得呢，菲尔？

邮件应该写得像信件一样吗？

大概不用吧。

邮件全看情况，取决于收件人和目的。

但我觉得邮件通常比信件随意得多。

Pippa: Mmm yes, I agree.

Pippa: I would say I'm quite informal in most of my emails.

Pippa: But, as you say, it depends on who I'm emailing.

Pippa: So, in this episode, we're going to look at how to address emails, some useful email phrases, and how to sign off depending on who you're sending the email to.

Phil: OK, so first off, the email greeting.

Phil: What phrases are we looking at here, Pippa?

Pippa: OK, so the first phrase we could use to start an email would be to say Dear Phil.

Pippa: What do you think about that?

Phil: I do use Dear sometimes.

Phil: It's not the one I use most, but I do use it.

Phil: And I'll tell you when I use it.

Phil: I use it when I'm writing an email to someone I've not written to before or someone who I'm a little bit scared of.

Phil: Or maybe someone who's very important or very serious.

Phil: Or if someone wrote to me and they used Dear, I'd look at what they've said and sort of mirror it, I'd do the same back.

Phil: So I do use, Dear.

Phil: But it's not the one I use most often because I think in an email it sounds a bit formal.

Pippa: Yes, I agree.

Pippa: There's nothing wrong with saying Dear Phil.

Pippa: Nobody would think that that was bad English.

Pippa: I use it sometimes if I had to write an email on behalf of a company.

嗯，我同意。

我觉得我大部分邮件都挺随意的。

但正如你所说，这得看发给谁。

本期我们聊聊邮件称呼、实用短语，以及根据收件人选择结尾。

好，首先说说邮件开头。

皮帕，这里有哪些常用短语？

开头可以说 Dear Phil（亲爱的菲尔）。

你觉得呢？

我有时也用 Dear。

虽不是最常用的，但我确实用。

我告诉你什么时候用。

写给没联系过的人，或让我有点敬畏的人。

或者对方地位很高、很严肃。

若对方用了 Dear，我会模仿，以礼相待。

所以我是会用 Dear 的。

但用得不多，因为邮件里显得太正式。

是的，我同意。

说 Dear Phil 没错。

没人会觉得这英语不好。

代表公司发邮件时，我有时会用。

Pippa: So, you know, a more formal email that's not from me, but from the company that I represent.

也就是更正式的邮件——代表公司而非个人。

Pippa: What I might use for a more personal email to a colleague, or something, is just to say Hi or Hello.

给同事写私人邮件，我只说 Hi 或 Hello。

Phil: Yeah, and actually this is the one that I use the most.

对，这确实是我用得最多的。

Phil: I think 90% of my emails probably start with Hi.

我想 90% 的邮件都以 Hi 开头。

Phil: Definitely with someone I know I'd use Hi.

认识的人，我肯定用 Hi。

Phil: If I'm not worried about who I'm writing to in any big way then I would use Hi.

若不担心对方身份，我就用 Hi。

Phil: It's not formal, but in an email, it's not very informal either, I don't think.

不正式，但在邮件里也不算太随意。

Pippa: Yes.

是的。

Pippa: And certainly, in the UK we're more and more informal at work.

在英国，职场越来越随意。

Pippa: So emails sound more and more like text messages.

邮件越来越像短信。

Pippa: Not completely, but saying Hi or Hello doesn't feel out of place.

虽不完全，但用 Hi 或 Hello 很自然。

Pippa: One thing I like to say sometimes, if I'm not sure whether to be formal or informal, is to start my email with Good morning or Good afternoon.

若不确定正式与否，我会用 Good morning 或 Good afternoon 开头。

Pippa: What do you think about that?

你觉得呢？

Phil: I think that's a really nice way to do it because it, it can sound kind of friendly, but it can also sound kind of formal.

我觉得这方法挺好，既显得友好，又带点正式感。

Phil: You can sort of see it in two different ways.

你可以从两个不同角度来理解它。

Pippa: Yes.

没错。

Pippa: If you said Good morning to someone when you were speaking that would sound quite formal.

如果你当面说 Good morning，听起来挺正式的。

Pippa: It makes me think of being at school and you would say, sort of, Good morning, Miss or Good morning, Sir to the teacher.

这让我想起在学校，对老师喊「早上好，老师」。

Pippa: What about emails where you don't know the name of the person, Phil?

Pippa: What would you do then?

Phil: Oh, yes.

Phil: We've got all these formula for using in letters like To whom it may concern or Dear Sir or Madam.

Phil: But they often sound a bit cold and a bit unfriendly.

Phil: It does depend on the situation.

Phil: It will be different in different countries.

Phil: It might be different in different industries.

Phil: If you're a lawyer, it might be different.

Phil: But I would probably use...

Phil: If you use Hi, you don't actually need to say who you're writing to you can just say Hi.

Pippa: Yeah, that's really useful because when you say Dear at the start of an email, you need to put the name of the person.

Pippa: You can't just say Dear — I'm writing about... that doesn't make sense in English.

Pippa: So, yeah Hi is really useful.

Pippa: Again, Good morning, Good afternoon work as well because you don't need the name.

Pippa: You can also hide the fact that you don't know the name of the person.

Pippa: Sometimes people like you to know and have researched who you're messaging.

Pippa: Sometimes that's not possible.

Pippa: So, just saying Hi or Hi there could work to be really friendly, but mask the fact that you don't know their name.

菲尔，要是发邮件不知道对方名字，该怎么办？

那你通常会怎么做？

哦，对。

信里常用 To whom it may concern 或 Dear Sir or Madam 这类套话。

但它们往往显得有点冷漠，不够亲切。

这得看具体情况。

不同国家的情况也不一样。

不同行业可能也有差异。

如果你是律师，做法可能就不一样了。

但我可能会用……

用 Hi 的话，不用写收件人，直接说 Hi 就行。

这确实实用，因为用 Dear 开头，后面得加名字。

你不能光说 Dear 然后直接写正文，这在英语里不通。

所以，用 Hi 确实很方便。

同样，Good morning、Good afternoon 也行，因为不用加名字。

这样还能掩盖你不知道对方名字的事实。

有时人们希望你做过功课，知道对方是谁。

但有时这并不现实。

所以，只说 Hi 或 Hi there 既友好，又掩饰了不知名的尴尬。

Pippa: Right, so we've started our email OK.

Pippa: Next, let's look at a couple of popular email phrases and when we might use them.

Phil: OK, yes.

Phil: So we've got this one here: I am writing to enquire about...

Phil: What do you think of that?

Pippa: Well, that's kind of a formal way to state what your email is about.

Pippa: It's something you might write in a letter.

Pippa: We don't tend to use it in emails as much.

Pippa: I might say, if I was trying to be a bit friendlier, I'm wondering if you can help me with... instead of I'm writing to enquire about...

Phil: Yes, no definitely.

Phil: It's something that sounds very normal in a letter, but a bit strange in most emails, I think.

Phil: OK, we've got another one here.

Phil: Please find attached...

Pippa: Ah, yes.

Pippa: This is one that you see a lot.

Pippa: And we might use please find attached... in an email to say that we're sending a file or a link.

Pippa: So that's what it means.

Pippa: A more informal way of saying this would just be to say here is... the document you asked for, here is... the report or here's... the link to the podcast that you wanted to listen to.

好，邮件开头搞定了。

接下来，看看几个常用邮件短语及适用场景。

好的，没问题。

比如这句：I am writing to enquire about（我写信是为咨询……）。

你觉得这句怎么样？

嗯，这是一种比较正式地说明邮件目的的方式。

这是你在信里可能会写的东西。

我们在邮件里不太常用它。

想显得友好点，我会说 I'm wondering if you can help me with（不知你能否帮我……）。

对，绝对是这样。

我觉得这在信里很正常，但在大多数邮件里有点怪。

好，我们再看一个。

请查收附件（Please find attached）……

啊，对。

这个你见得很多。

邮件里用 Please find attached 表示发送文件或链接。

这就是它的意思。

更随意的说法是：你要的文件/报告/播客链接在这里。

Pippa: That would be probably a more friendly way to write an email to a colleague or someone at work that you know well, rather than please find attached... But I think please find attached... has a place in an email occasionally.

Phil: Yeah.

Phil: Again, we were talking about formal ones, maybe if you're representing a company or writing to people that you don't know.

Phil: A bit of a guide for emails can be that emails are a lot more like the way we speak to someone.

Phil: Whereas letters are often... formal letters are often a bit different to the way that you would talk to someone.

Phil: And finally.

Phil: How should we say goodbye at the end of the email.

Phil: What are the options, Pippa?

Pippa: OK, so our first option would be to say something like Yours sincerely or Yours faithfully.

Pippa: What do you think of that, Phil?

Phil: Now, this is the thing you always get taught to put at the end of a formal letter.

Phil: I remember at school being taught this and I think it's probably still true for a formal letter.

Phil: But I think it's a bit unusual on an email, even quite a formal email, I think it's unusual to see this.

Pippa: Yes, something that people might use instead, even in quite a formal email, is to say something like Kind regards because it's quite formal, but it still sounds polite.

Phil: Yeah, I actually often just use Regards a lot at the end of my emails.

给熟识的同事写邮件，这样更友好。不过偶尔用 Please find attached 也行。

嗯。

再说，如果是代表公司或写给陌生人，可能还是得用正式的。

邮件指南之一是：邮件更像我们日常说话的方式。

而信件，尤其是正式信件，往往和你平时说话不太一样。

最后。

邮件结尾该怎么说再见呢？

有哪些选项，皮帕？

好，第一个选项是 Yours sincerely 或 Yours faithfully。

你觉得呢，菲尔？

这是你总被教导要放在正式信件结尾的东西。

我记得学校教过这个，对正式信件来说可能依然适用。

但在邮件里，哪怕相当正式的邮件，这也有点不寻常。

对，人们可能会改用 Kind regards ——既正式又礼貌。

嗯，我邮件结尾其实经常只用 Regards。

Phil: And it's, it's because it's in that sort of sweet spot of being a bit formal, but a bit friendly and it means I don't have to think too much about what I'm putting at the end of an email.

因为它刚好介于正式和友好之间，让我不用太纠结结尾怎么写。

Phil: Cos I'm never sure.

因为我从来拿不准。

Pippa: Mmm, I usually will say All the best or Best wishes, particularly if it's to somebody I don't know well, or it's the first time I've emailed someone, because it's quite formal.

嗯，我通常说 All the best 或 Best wishes，尤其是不熟或第一次联系时。

Pippa: But it's good to switch up the options.

但换个说法挺好的。

Pippa: Especially if you're emailing back and forth a lot with somebody.

特别是跟某人频繁邮件往来时。

Pippa: You don't want to keep writing the same thing.

你不想一直写同样的话。

Pippa: I just find that feels a bit strange to keep saying All the best.

总觉得一直用 All the best 有点怪。

Pippa: Especially when they reply quickly and then you reply.

尤其对方回得快，你也马上回时。

Pippa: It's just like seems like it has no meaning by that point.

这时候感觉这话没啥意义了。

Phil: Now, this might be a very English thing because we do this a lot and often look for opportunities to do it.

这也许很英式，我们常这么做。

Phil: But if it makes sense to say Thanks or Many thanks at the end of the email, I will often do that.

若合适，我常在邮件末尾说谢谢。

Pippa: Yes.

对。

Pippa: Or you could say Thank you in advance.

或者说 Thank you in advance（提前致谢）。

Pippa: If you've asked for a favour in the email you can end by saying Thanks in advance just to remind them that you are asking for something.

若请人帮忙，结尾说谢谢以提醒对方你有所请求。

Pippa: Or if you're just sending a note round to remind someone of something Thanks can be useful as well.

或发提醒邮件时，用 Thanks 也有用。

Pippa: Sort of, thanks for reading.

算是感谢阅读吧。

Phil: And I guess something similar is this phrase here:
Looking forward to hearing from you.

类似的还有: Looking forward to hearing from you (期待你的回复)。

Phil: And it's... you're kind of suggesting that something is going to happen in the future.

这暗示未来会有后续。

Phil: But it's not...

但这并不……

Phil: It's not an impolite way of doing it.

这不算不礼貌。

Phil: It's kind of a friendly way of saying you're expecting someone's reply and that you genuinely would like to hear from them.

这是友好地表示期待对方回复, 而且是真心想收到回音。

Pippa: Yes, I love that.

对, 我很喜欢。

Pippa: It's one of my favourites, actually.

这其实是我的最爱之一。

Pippa: Looking forward to hearing from you.

期待你的回复。

Pippa: And I will say that often when I've sent an email to somebody to ask for something, I've not emailed them before and I would like them to reply, but I'm not sure that they will reply.

初次发邮件求人办事时, 我常这么说——想得到回复, 但不确定对方会不会回。

Pippa: So saying Looking forward to hearing from you is a really friendly way to kind of encourage them to reply.

这是友好地鼓励对方回复。

Pippa: And it just kind of creates a strange expectation that they are going to come back to you on, on what you've asked for.

这会让人产生「你会回复」的预期。

Pippa: So, deciding how formal to be in an email is tricky.

所以, 邮件正式程度很难拿捏。

Pippa: Let's listen again to what people at BBC Learning English had to say.

再听听 BBC 英语学习团队怎么说。

[同事语音] If it's someone that I've never spoken to before then it's more formal, but I'd still probably say Hi rather than Dear.

若没说过话, 会正式点, 但仍用 Hi 而不是 Dear。

[同事语音] More formal than informal.

比随意正式些。

[同事语音] Although at times you might get a smiley face from me.

不过我偶尔也会发笑脸表情。

Pippa: Smiley faces in emails!

邮件里用笑脸表情！

Pippa: What do you think, Phil?

你觉得呢，菲尔？

Phil: If I'm not scared of the other person, I'll often use a smiley face cos it's friendly and you can communicate a lot with them.

如果我不怕对方，我常发笑脸——友好，而且能传达很多情绪。

Phil: But if it's a situation where you need to be a bit serious or you need to show a lot of respect to the other person, then it's probably not appropriate.

但若需要严肃或表示尊重，那就不太合适了。

Pippa: Yes, definitely.

是的，绝对如此。

Pippa: I think smiley faces could be useful if lots of people in your office use them because sometimes when you just write something down, people don't quite understand the tone of what you're saying.

如果办公室里很多人用笑脸，那它很有用——纯文字有时看不出语气。

Pippa: So they don't know if you're being friendly, or serious, or you're really annoyed.

所以他们不知道你是友好、严肃，还是真的生气。

Pippa: So a smiley face can sometimes help with that.

所以笑脸有时能帮上忙。

Pippa: But I would not use it frequently with, or at all, with people I don't know, with people who are senior in a company.

但我不会对陌生人或公司高层频繁使用，甚至完全不用。

Pippa: Usually it's kind of about what the other person does.

通常这取决于对方怎么做。

Pippa: So a good rule is when you're replying to somebody to try and match the way that they've written their email.

所以回复时，试着匹配对方的邮件风格是个好规矩。

Pippa: So if they're sending lots of smiley faces, you're probably safe to send them back.

如果他们发很多笑脸，你回发通常也没问题。

Pippa: But if they're being really formal, saying Dear and Kind regards it's useful to kind of match that in your reply.

但如果他们很正式，用 Dear 和 Kind regards，你也该配合。

Phil: Yes, so do look out for those things.

是的，所以要留意这些细节。

Phil: Look at how other people start their emails.

看看别人怎么开头写邮件。

Phil: Look at whether they use smiley faces or not.

看看他们是否使用笑脸。

Phil: Also think: Does it sound like someone talking?

还要想：这听起来像有人在说话吗？

Phil: If it does, it's probably quite informal and you're not going to have any problems doing the same thing back.

Pippa: Yep, unless their email is really rude.

Pippa: Then you might not want to be rude back to them!

Phil: That's all we've got time for on this episode of Office English.

Phil: Remember, you can find courses and activities to help with your English at work at bbclearningenglish.com

Pippa: Next time, we'll be talking about meetings and how to get your ideas heard at work.

Phil: Bye for now.

Phil: Or should I say, All the best?

Pippa: Kind regards!

Phil: Bye!

如果是，那可能比较随意，你照做也没问题。

没错，除非他们的邮件真的很无礼。

那你可别照样无礼回过去！

本期《职场英语》就到这里。

记得去 bbclearningenglish.com 找课程和活动，提升职场英语。

下期我们将谈论会议，以及如何在工作中让大家听到你的想法。

先说再见。

还是我该说 All the best?

顺颂商祺！

再见！