



Section 1

學習篇：基礎字串概念

Unit 2

開場白

Set-phrases



回信

電子郵件就像書寫形式的對話，遵照著發話－回話的模式。我將在本節中教你收到一封必須回覆的電子郵件時，可以用來回信的常見 **set-phrases**。現在請做 Task 2.2。記住，做完 Task 後再檢查答案。

Task 2.2

請將下列 **set-phrases** 分門別類，並填入下表中。

- Thank you for sending me n.p. ...
- Apologies for the delay in getting back to you, but ...
- Thank you for purchasing n.p. ...
- Sorry for the delay in Ving ...
- I apologize for the delay in getting back to you, but ...
- We're sorry to learn (from X) of n.p. ...
- Thank you for your message.
- I'm sorry to learn (from X) about n.p. ...
- Thank you for your email about n.p. ...
- Apologies for the delay.
- Sorry for not getting back to you earlier, but ...
- I am very sorry to learn (from X) that + n. clause ...
- I was sorry to hear about n.p. ...
- Sorry for the delay in responding to ...
- Thanks for your reply.
- I was sorry to hear that + n. clause ...
- Thank you for your query about n.p. ...

道謝 Thanking

- ◆ Thank you for purchasing n.p. ...
- ◆ Thank you for your message.
- ◆ Thanks for your reply.
- ◆ Thank you for your email about n.p. ...
- ◆ Thank you for your query about n.p. ...
- ◆ Thank you for sending me n.p. ...

回應壞消息 Responding to Bad News

- ◆ We're sorry to learn (from X) of n.p. ...
- ◆ I'm sorry to learn (from X) about n.p. ...
- ◆ I am very sorry to learn (from X) that + n. clause ...
- ◆ I was sorry to hear about n.p. ...
- ◆ I was sorry to hear that + n. clause ...

對延遲致歉 Apologizing for Delay

- ◆ Apologies for the delay in getting back to you, but ...
- ◆ Sorry for the delay in Ving ...
- ◆ I apologize for the delay in getting back to you, but ...
- ◆ Apologies for the delay.
- ◆ Sorry for not getting back to you earlier, but ...
- ◆ Sorry for the delay in responding to ...

💡 語庫小叮嚀

- Thanking set-phrases 是回信時的基本用語，不須用到其他種類的 set-phrases 時，便能派上用場。
- Sorry 一字可以用作拖延事情時的道歉用語，或者聽到壞消息時的反應。注意，responding to bad news 的電子郵件類型中，that 後面是接 n. clause，n.p. 前面則是接介系詞。
- 注意，apologizing for delay 這一類的電子郵件中，I apologize ... 中的 apologize 是動詞，Apologies for ... 中的 apologies 則是複數名詞。

< 語感甦活區 > opportunity、order

商務電子郵件中的兩個關鍵名詞為 opportunity 和 order。下列的 word partnership 表中，第一欄是最常與商務電子郵件中此兩名詞搭配的動詞，而中間欄是最常搭配的形容詞。發現了嗎？只要利用下表，即可輕鬆又迅速地造出漂亮的句子。請參見表下的例句並練習造出自己的句子。

Unit
2

動詞	形容詞	名詞
be on the look out for come across exploit find get give have lose take advantage of wait for waste	excellent golden great lost missed marvelous rare unexpected unprecedented	opportunity

例 I don't want to wait for another opportunity.

我不想等待另一個機會。

例 We are always on the look out for a rare opportunity.

我們總在留意一個難得的好機會。

Vocabulary

be on the look out for 留意

exploit [ɪk'splɔɪt] v. 利用

marvelous ['mɑːvələs] adj. 令人驚歎的；很棒的

unprecedented [ʌn'presɪdəntɪd] adj. 無先例的；空前的