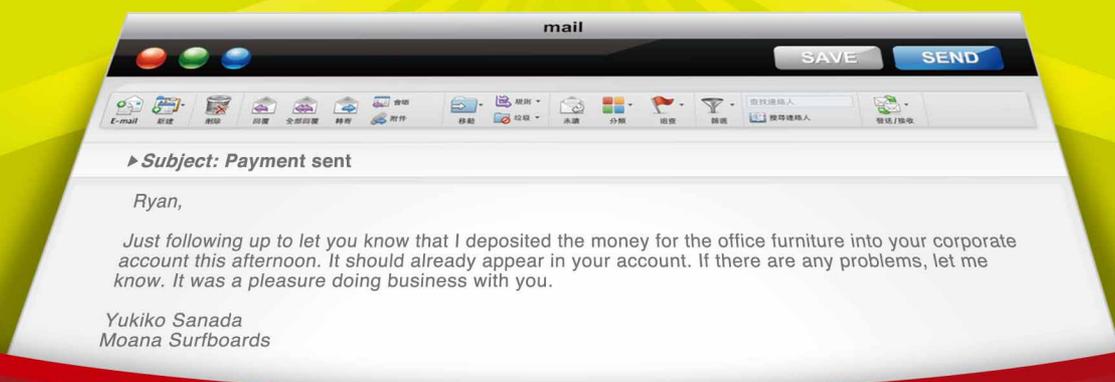


# 5句話搞定 商務E-mail!

100則電郵範本，隨查即用

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SEND出你的競爭力  
10大主題 + 超過400個好用句

- 預約會面
- 合約訂單
- 公告祝賀
- 商務往來
- 客訴處理
- 問候祝福

## 佳句便利貼

- Could you please expedite delivery of the layouts for the new hotel?  
能否請您趕快寄出新飯店的配置圖？
- Could you fedex the documents over immediately?  
能否請您立刻將文件快遞過來？
- This is an urgent matter.  
這是急件。
- We have a strict deadline.  
我們的期限緊迫。
- We are up against a time limit.  
我們的時間非常有限。
- It is important that we act on these contracts.  
依據合約行事是很重要的。
- We need to finalize these contracts immediately.  
我們必須立刻敲定這些合約。

11



## FAQ 11 敲定生意的關鍵

### Question

What is the difference between “could you”, “would you” and “can you”?

「could you」、「would you」和「can you」的差別在哪裡？

### Answer

While the usage of these three expressions is similar, the level of formality and of politeness is different. The most polite of these expressions is “could you”. “Could you” will work in most business situations and is seen as very polite. “Would you” is in the middle. It is somewhat less polite, but is still used in a wide variety of business exchanges. “Can you” is less polite than the other two, but it too is used widely. The tip here is that if in doubt use “could you”.

這 3 種表達的用法很類似，但正式度和禮貌度則有所不同。其中最有禮貌的是「could you」，這在大多數商務場合都適用，且被視為極有禮貌的講法。「would you」則中等，禮貌度低一點，但仍廣泛被運用於各式商務往來場合中。「can you」則沒有另外兩者那麼禮貌，但是使用範圍也很廣。如果不確定該用何者時，用「could you」是最保險的。

Q & A