

《老外发邮件常写“OOO”，可不是“哦哦哦”！到底啥意思呢？》

在外企中，发英文电子邮件是我们每天都常规要做的工作！

????????????????“OOO”????????????“???”??????????????

??so easy!



Candidates look at employment opportunities at a job fair in Nanjing, Jiangsu province. [Photo by Liu Jianhua/For China Daily]

1 "OOO"??out of office????????(??)???

????????????????????????????“?????????” ?????????????????????????????????

I'm OOO for annual leave and I'll deal with it when I get back from vacation.

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3. With reference to our telephone conversation today...

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4. In my previous e-mail on ...

???...(???????)????????...

5. As I mentioned earlier about...

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6. As indicated in my previous e-mail...

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