

BBC Learning English – Q & A of the Week

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Q & A of the Week: Email Sign-Offs 电子邮件结尾

Finn: Hello, I'm Finn and you're listening to Question and Answer of the Week.

Feifei: 大家好，我是冯菲菲。欢迎收听《你问我答》节目。

Finn: And today we'll be saying goodbye quite a lot!

Feifei: Goodbye?

Finn: Yes: goodbye, see you soon, best wishes, best regards! Things like that.

Feifei: Finn 说的这些短语想必大家都很熟悉吧？我们一起来听来自中国大连的 Milton Feng 给我们提出的问题。

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Could you please tell me the difference between kind regards and best regards?

Feifei: Ok, Milton 想知道我们在写电子邮件时两种用来结尾的短语。

Finn: Yes, he asked about two common phrases: best regards and kind regards.

Feifei: Best regards 谨此致意 and kind regards 致意，这两个短语的意思差不多吧？Finn?

Finn: Well, they're not exactly the same – I'd say the sense of kind regards is slightly warmer and more personal than best regards, maybe you'd use it if you know someone a little bit better. I think best regards is slightly more businesslike, but both are very common.

Feifei: Finn 说 kind regards 听起来会更有丝暖意 warmer; 如果你认识这一个人，那么在给他/她写信的时候用 best regards 就有一些太 businesslike 生硬，正式。不过 Finn 也说了这两个短语还是很接近的。

Finn: They are, they're very close. So Milton, thank you very much for your question and I hope our answer helps you. But you know what Feifei, I think people in China might be interested in a few other email sign-offs that we use in English?

Feifei: I think so. 电子邮件结尾 email sign-offs 在如今社会是一个非常重要的礼节 etiquette. 越来越多的邮件交流逐渐代替了以往书信的沟通方式，与此同时信件的新格式和准则也在不断更新以适应当今电子邮件的流行趋势。

Finn: Indeed, so in some ways email is less formal than traditional letter-writing, but you still need to be aware of etiquette 礼节。Or as some people say: 'netiquette', that's internet etiquette.

Feifei: 可不是吗！电子邮件从某种程度上说比起传统的书信交流显得更随便些，当然还要取决于你联系的对象和你的关系等众多方面的因素。

Finn: Yes – there are lots of different ways of signing off an email. But I think it's usually best to be formal at first, and then to mirror the person you are corresponding with.

Feifei: Finn 觉得在最初和某人发邮件是最好用正式点儿的语言结束邮件，之后可以模仿 to mirror 这个人信中使用语言的拘谨程度来给予回复就行了。不过那些短语被视为邮件正式的结尾呢？

Finn: We asked a few Londoners this question.

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Normally kind regards, and then my name.

If it was to a formal person, depends how formal, yours sincerely or kind regards.

But to a formal person it would be like yours sincerely or yours faithfully or something like that.

If it is for somebody, it is very formal, then I sign it off as regards.

For like my supervisor I say best wishes.

Regards, Phil.

Thank you. Usually I say thank you.

Feifei: So we heard a lot of things there.

Finn: Yes – kind regards was mentioned a few times, which we know already. And also yours sincerely.

Feifei: Yours sincerely 通常被用在正式的信函里，通常只有我们知道收信人的名字时，才会用这个短语；相反，当不知道收信人的名字时，我们用 yours faithfully.

Finn: Yes – you don't see either of these very often in emails. But they are very formal – perhaps best for things like job applications and for formal business writing. We also heard regards, thank you and best wishes.

Feifei: 和 best regards, yours sincerely 比起来，上面 Finn 提到的这些邮件结尾方式相对较随便。Regards 致意。Best wishes 这个短语让人听起来既温暖又不是专业正式的感觉。

Finn: And of course thank you is just that: thank you!

Feifei: 我们再来听听几个非正式的邮件结尾方式。

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Bye!

X, probably.

*Normally just my initial and then a kiss actually, depending on who I'm emailing.
Bye, with a little kiss.
I'm going to have to go for bye with a little kiss as well, maybe some more kisses.
If it's to a mate it's probably like cheers, my name, sort of thing, so, maybe a kiss or two, don't know.
I normally write thanks.
For a friend I say thanks, like that.*

Feifei: 刚刚听到的是一些简单但很友好的短语，包括一个让大家多少有点儿惊讶的短语 a kiss 一个吻。

Finn: Yes – many people use this kiss with their friends, not just with people they are going out with.

Feifei: 在英国很多人在邮件的结尾都会用英文字母 X 来代替一个吻，来表示和朋友间的友好。不过在用这个结尾方式时要特别注意使用对象，尽管它已被广泛使用，但有时候还可以被视为接近，靠近某人的一个方法和途径。

Finn: Indeed. Well actually, I expect a kiss on every email! No seriously, be careful with that one! One thing you'll also notice in informal emails is that some people don't write their full name, they just write an initial.

Feifei: 姓名的首字母。

Finn: So I'd just write F.

Feifei: And me – F! Or FF.

Finn: Or FFF?

Feifei: Hmm... depends how I feel!

Finn: Then there's another common way to finish an email - thanks – and an even less formal, more friendly version – cheers.

Feifei: So Finn – how do you like to sign off an email?

Finn: Well that depends, for formal emails, I think the one I use most frequently is best regards. And for friends, I usually use something like thanks or speak soon. How about you?

Feifei: I tend to use more soon or later.

Finn: Later. That's a good one.

Feifei: 邮件结尾太正式或太随便都会让人觉得很不好，记着邮件的结尾要符合整封信的风格。

Finn: Now, I asked Milton Feng how he likes to sign off his emails.

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Two years before I generally write best regards. But when I get contact with an English customer, they always write kind regards at the end of the email. So I changed into kind regards now.

Feifei: 我们今天在节目里讲了很多电子邮件结尾的短语表达，在我们的网站上你也会看到这些短语。我们的网址是：

Finn: www.bbcchina.com.cn. And of course you can email us at:

Feifei: questions.chinaelt@bbc.co.uk

Finn: And we'll be very interested in how you sign off your email! Maybe best regards?

Feifei: Or something more friendly, like thanks?

Finn: Or maybe a kiss?

Feifei: So, until next time, bye!

Finn: Bye!