

Emails

Les mails



An email address / a website

at (sign)
backslash
dot
dash / hyphen
(forward) slash
underscore

Une adresse email / un site internet

arobase (@)
barre oblique inversée
point
tiret (du 6)
barre oblique
tiret (du 8)



Some useful phrases

Dear Natacha
I've copied Simon in on this
email.
I'm writing about / with regard
to...
Please find attached...
We acknowledge receipt of...
We are pleased to inform
you (that)...
We regret to inform you (that)...
Could you send me...?

Quelques exemples de phrases

Chère Natacha
J'ai mis Simon en copie
de ce mail.
J'écris à propos de / au sujet de...
Veuillez trouver ci-joint...
Nous accusons réception de...
Nous sommes heureux de vous
informer que...
Nous avons le regret de vous
informer que...
Pourriez-vous m'envoyer... ?

Would you mind sending me...?

*Est-ce que cela vous dérangerait
de m'envoyer... ?*

I would be grateful
if you could / would send me...

*Je vous serais reconnaissant
de bien vouloir m'envoyer...*

As far as I am aware,

Pour autant que je sache,

As far as I am concerned,

En ce qui me concerne,

Give me a heads-up when...

Préviens moi quand...

Please keep me up-to-date /
in the loop about...

Veillez me tenir au courant de...

Let me know when...

*Dites-le-moi, faites-le-moi savoir
quand...*

We haven't received our order /
your payment yet.

*Nous n'avons pas encore
reçu notre commande /
votre paiement.*

Kind regards / best regards /
regards,

(Bien) cordialement,



Some useful words

Quelques mots utiles

a draft email

un brouillon (d'un mail)

as for

quant à

attachment

une pièce jointe

further to

suite à

in regard to / with regard to

au sujet de

regarding

concernant

subject

objet

to attach (to)

joindre (à un mail)

to enclose (with)

joindre (à une lettre)

with reference to

en ce qui concerne, suite à



Some English abbreviations

Bcc (Blind carbon copy)
Cc (Carbon copy)
N.B. (nota bene – note)
p.p. (per procuracionem
- by proxy)
P.S. (postscript)
Re (concerning)

Quelques abréviations anglaises

Cci (copie carbone invisible)
Cc (copie carbone)
NB
par procuration
P.-S.
objet, au sujet de



Some example phrases & sentences

Could you please send me your latest price list?
Following our phone conversation last week, I'm writing to confirm our order for 200 computer screens.
I look forward to hearing from you.
I look forward to seeing you again.
Please find attached the updated contract.
Please do not hesitate to contact me should you require further information.
Feel free to get back to me if you have any more questions.

Quelques exemples de phrases

Pourriez-vous m'envoyer votre dernière liste des tarifs ?
Suite à notre conversation téléphonique de la semaine dernière, je vous écris pour confirmer notre commande de 200 écrans d'ordinateur.
Dans l'attente de / j'ai hâte de vous lire.
Dans l'attente de / j'ai hâte de vous revoir.
Veuillez trouver ci-joint le contrat qui a été mis à jour.
Je reste à votre disposition pour tout complément d'information.
Sentez-vous libre de revenir vers moi si vous avez d'autres questions.



To: samanthajones@examplecustomer.com

From: markhampton@examplesupplier.co.uk

CC: nigelslater@examplesupplier.co.uk

Subject: Updating the price list for next year

Dear Ms Jones,

It was a pleasure seeing you once again at the trade fair in London last week.

Further to our conversation at the exhibition, please find attached our price list for the year 2018-19. I've copied Nigel Slater, our production manager, in on this email so if you have any questions about delivery schedules or the like, please don't hesitate to get in touch with him.

We look forward to continuing to do business with you.

Best regards,
Mark Hampton

P.S. Our current price list remains valid until 30th September 2018.

► Compléter les phrases en utilisant le bon terme entre parenthèses :

To: jstevens@examplecustomer.com
From: jsutherland@examplesupplier.com
CC:
Subject: Order: confirmation of quantities

Dear Mr Stevens,

Thank you (much / very much / very many) for your recent order. We have always appreciated doing business with you.

With (regard / regards / regarding) to the second item of your order, (may / must / could) you confirm the quantity you would like please? The quantity indicated does not correspond to what you usually order and we would like to check how many units you need.

We look forward (to hear / hearing / to hearing) from you soon.

Best (regard / regards / regarding),
 Janet Sutherland

PA to the Sales Director (EMEA).