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https://www.100test.com/kao_ti2020/287/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_287515.htm 2 e-mail 电子邮件

address book 通讯录 Let me see if I have his number in my address book. 我看一下我的通讯录有没有他的电话号码。

attachment n. 附加档 The attachments are the three files you asked for. 附件是你
要的三个档案。

capacity n. 容量 The capacity of the networks server was recently increased. 网路伺服器容量最近加大了

。 CC (carbon copy) 副件抄送 Please CC me on the e-mail. 请将这封电子邮件用副件转寄给我。

delete v. 删除 I delete at least ten unwanted e-mails every day. 我每天至少要删除十封不想收的电子邮件。

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连络资料。

forward v. 转寄 Please forward me his email and I'll get back to you. 你能不能把他的电子邮件转寄给我, 我再回给他。

junk mail 垃圾邮件 The IT department installed a filter to block junk mail. 资讯部安装了一个过滤器来阻挡垃圾邮件。

mailbox n. 邮件信箱 You can't receive e-mail because your mailbox is over its limit. 你无法收信, 因你的信箱已经塞爆了。

recipient n. 收件者 Enter the recipients e-mail address, choose the file you want to send, and click on the "Send" button. 输入收件者的
网址, 选择要寄送的档案, 接著按「传送」键。

reply n. 回覆 Thank you for your reply. 感谢您的回覆。

salutation n. 称谓 My question is whether to use a colon, comma, or dash after the

salutation.我的问题是：称谓后面是要用冒号、逗点还是破折号。subjectn.主旨Subject: Your order has been shipped.主旨：订
货已运送。 100Test 下载频道开通，各类考试题目直接下载。
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