



Business Emails in English: Useful Phrases for Requests, Follow-up, and Professional Writing

50 words

ENGLISH	TRANSCRIPTION
subject line	[ˈsʌbdʒɪkt laɪn]
recipient	[rɪˈsɪpiənt]
sender	[ˈsendə]
attachment	[əˈtætʃmənt]
inquiry	[ɪnˈkwaɪəri]
request	[rɪˈkwest]
response	[rɪˈspons]
deadline	[ˈdedlaɪn]
follow-up	[ˈfɒləʊ ʌp]
reminder	[rɪˈmaɪndə]
confirmation	[ˌkɒnfəˈmeɪʃn]
draft	[draːft]
approval	[əˈpruːvəl]
availability	[əˌveɪləˈbɪləti]
clarification	[ˌklærɪfɪˈkeɪʃn]
forward	[ˈfɔːwəd]
reply	[rɪˈplaɪ]
cc	[ˌsiː ˈsiː]
bcc	[ˌbiː ˌsiː ˈsiː]
greeting	[ˈgriːtɪŋ]
closing	[ˈkləʊzɪŋ]
urgent	[ˈɜːdʒənt]
regards	[rɪˈgɑːdz]
available	[əˈveɪləbl]

ENGLISH	TRANSCRIPTION
salutation	/,sælju'teɪʃən/
email thread	/'i:meɪl θred/
body text	/'bɒdi tekst/
signature	/'sɪgnətʃə(r)/
enclosed	/ɪn'kləʊzd/
reply all	/rɪ'plai ɔ:l/
acknowledgment	/ək'nɒlɪdʒmənt/
action required	/'ækʃən rɪ'kwaɪəd/
out-of-office	/,aʊt əv 'ɒfɪs/
mailbox	/'meɪlbɒks/
email address	/'i:meɪl ə,dres/
opening line	/'əʊpənɪŋ laɪn/
closing line	/'kləʊzɪŋ laɪn/
proofread	/'pru:fri:d/
formal tone	/'fɔ:məl təʊn/
polite request	/pə'laɪt rɪ'kwest/
resend	/,rɪ:'send/
attachment link	/ə'tætʃmənt lɪŋk/
distribution list	/,dɪstrɪ'bju:ʃən lɪst/
email chain	/'i:meɪl tʃeɪn/
send later	/send 'leɪtə(r)/
unread	/,ʌn'red/
mark as read	/mɑ:k əz red/
archive	/'ɑ:kɑɪv/
delete	/dɪ'li:t/
attachment size	/ə'tætʃmənt saɪz/

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20 phrases

ENGLISH

I hope you're doing well.

I'm writing to ask about the updated timeline.

Could you please send me the latest version?

Please find the attachment below.

Let me know if you need any clarification.

I'm following up on my previous email.

Could you confirm receipt of this message?

I would appreciate your response by Friday.

Thank you for your quick reply.

Please let me know your availability.

Best regards,

Thank you in advance.

Please let me know if the deadline has changed.

I'm attaching the revised document for your review.

Could we schedule a quick call to discuss this?

Thank you for confirming the details.

I'm just checking whether you had a chance to review it.

Please ignore my previous message.

I've copied the finance team on this email.

Looking forward to your reply.

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