

外企常用英文缩写

1. WFH, working from home 在家办公

- ① I'll be **WFH** tomorrow due to a doctor's appointment.
明天我因为有医生的预约，将在家办公。
- ② WFH has become more common since the pandemic started.
自从疫情开始以来，居家办公变得更加普遍。
- ③ Our company encourages a healthy work-life balance, so **WFH** is an option.
我们公司鼓励健康的工作与生活平衡，因此在家办公是一个选择。
- ④ **WFH** allows employees to save time on commuting.
在家办公使员工节省了通勤的时间。
- ⑤ I enjoy the flexibility that **WFH** offers in terms of setting my own schedule.
我喜欢在家办公能够根据自己的时间表灵活安排工作。

2. PRB, please reply by 请在某日期前回复

- ① We need your input on the project plan by Friday; **PRB**.
我们需要在周五前得到你对项目计划意见，请在此日期前回复。
- ② **PRB**, confirm your attendance for the team meeting next week.
请在下周的团队会议上确认你的出席。
- ③ The client has requested additional information; **PRB** at your earliest convenience.
客户要求提供额外的信息，请在你方便的时候回复。
- ④ **PRB**, let us know if you can meet the revised deadline for the report.
请回复，告诉我们是否能够按照修订后的报告截止日期完成。
- ⑤ This is a time-sensitive matter; **PRB** by end of day.
这是一个时间紧迫的问题，请在今天结束之前回复。

3. SFW, safe for work 可安全使用

- ① The content of this email is **SFW**, so feel free to open it at work.

这封邮件的内容适合在工作中打开，是SFW的。

- ② Always make sure the links you share are **SFW** to maintain professionalism.

始终确保你分享的链接是SFW的，以保持职业素养。

- ③ When sending attachments, ensure they are **SFW** for a corporate environment.

在发送附件时，请确保它们对企业环境是安全的，是SFW的。

- ④ The new website design is visually appealing and entirely **SFW**.

新的网站设计在视觉上很吸引人，完全是SFW的。

- ⑤ Our social media posts should be engaging but always **SFW**.

我们的社交媒体帖子应该引人入胜，但始终要是SFW的。

4. AR, action required 需要采取的行动

- ① **AR:** Please review and sign the attached contract by Friday.

需要采取的行动：请在周五前审查并签署附加的合同。

- ② The project is on hold until we receive AR from the client.

项目暂停，直到我们收到客户的需要采取的行动。

- ③ Boss wasn't happy with last month's performance. **AR:** Create a report of our hours worked.

老板对上个月的业绩不满意。需要采取的行动：创建一份我们工作时间的报告。

- ④ Urgent **AR:** Respond to the security breach incident as soon as possible.

紧急需要采取的行动：尽快回应安全漏洞事件。

- ⑤ **AR:** Attend the mandatory training session scheduled for next week.

需要采取的行动：参加下周安排的强制性培训会议。

5. LET, leaving early today 今日提前离开办公室

- ① I'll be **LET** to attend a family event this afternoon.
今天下午我要提前离开办公室参加家庭活动。
- ② Is it possible for me to **LET** to attend a doctor's appointment in the afternoon?
我今天下午是否可以提前离开去看医生?
- ③ Due to unforeseen circumstances, I need to **LET**; please handle urgent matters.
由于不可预见的情况, 我需要提前离开, 请处理紧急事务。
- ④ I'm planning to **LET** to avoid traffic and ensure I make it to the evening meeting on time.
我计划今天提前离开, 以避免交通, 并确保准时参加晚间会议。
- ⑤ Due to a personal commitment, I'll be **LET** but will complete my tasks in the morning.
由于个人原因, 我今天提前离开, 但我会在上午完成我的任务。

6. NRN, no reply necessary/no reply needed 不必回复

- ① This is just an FYI; **NRN** unless you have specific questions.
这只是一个通知; 除非你有具体问题, 否则不需要回复。
- ② **NRN** to the previous email; it was sent in error.
无需回复上一封邮件; 那是错误发送的。
- ③ Quick update: **NRN**, it's for your information only.
快速更新: 无需回复, 仅供你参考。
- ④ **NRN**, as this is a general announcement for all team members.
无需回复, 因为这是一个所有团队成员的一般性通告。
- ⑤ Your presence at the meeting is required; **NRN** is not an option.
需要你参加会议; 不回复不是一个选项。

7. TBD: To Be Determined 待定

- ① The venue for the conference is **TBD**; we are exploring suitable options.
会议的地点尚未确定；我们正在研究合适的选项。
- ② The agenda for the team meeting is **TBD**; we'll finalize it once all topics are confirmed.
团队会议的议程尚未确定；一旦议题确认后我们将最终确定。
- ③ The release date for the new product is **TBD** pending final approval from the regulatory authorities.
新产品的发布日期尚未确定，等待监管机构的最终批准。
- ④ The project timeline beyond the current phase is **TBD** and will depend on the feedback we receive.
当前阶段之后的项目时间表尚未确定，取决于我们收到的反馈。
- ⑤ The guest speaker for the event is **TBD**; we are in discussions with potential candidates.
活动的嘉宾演讲者尚未确定；我们在与潜在的候选人进行讨论。

8. EOD: End of Day 一天结束时

- ① Please submit the quarterly report by **EOD** for review.
请在今天结束之前提交季度报告供审阅。
- ② The task is assigned, and I expect the completed work in my inbox by **EOD**.
任务已分配，我期望在今天结束之前在我的收件箱中收到完成的工作。
- ③ We need your feedback on the proposal **EOD**; our meeting is scheduled for tomorrow.
我们需要在今天结束之前得到你对提案的反馈；我们的会议计划在明天。
- ④ All outstanding issues should be resolved by **EOD** to meet the project deadline.
为了满足项目截止日期，所有未解决的问题应该在今天结束之前解决。
- ⑤ Confirm your attendance for the training session by **EOD** to secure a spot.
请在今天结束之前确认你是否参加培训课程，以确保有名额。

9. AKA, also known as 又叫做, 亦称

- ① John Smith, **AKA** "The Tech Guru," will lead the workshop.
约翰·史密斯, 又叫做“科技大师”, 将主持这个研讨会。
- ② The new product, **AKA** Project Horizon, will launch next month.
新产品, 亦称为“地平线项目”, 将于下个月推出。
- ③ Our department's informal team, **AKA** "The Innovators," welcomes new members.
我们部门非正式的团队, 又叫做“创新者”, 欢迎新成员。
- ④ **AKA** "The Coffee Enthusiasts," our group meets every Friday in the breakroom.
又叫做“咖啡爱好者”, 我们小组每周五在休息室聚会。
- ⑤ The famous artist Pablo Picasso, **AKA** one of the founders of Cubism.
著名的艺术家巴勃罗·毕加索, 又叫做立体主义的创始人之一。

10. ETA: Estimated Time of Arrival 预计到达时间

- ① I'm on my way to the office; **ETA** is approximately 20 minutes.
我正在前往办公室的路上; 预计到达时间大约为20分钟。
- ② **ETA** for the project delivery is set for next Friday; we are on track.
项目交付的预计时间为下周五; 我们进展顺利。
- ③ The package is out for delivery; **ETA** is scheduled for tomorrow morning.
包裹正在派送中; 预计明天早上到达。
- ④ Our flight has a delay, and the new **ETA** at the destination is 2:30 PM.
我们的航班延误了, 到达目的地的新预计时间是下午2点30分。
- ⑤ The software update is in progress; **ETA** for completion is two hours.
软件更新正在进行中; 预计完成时间为两小时。

11. NDA: Non-Disclosure Agreement 保密协议

- ① Before discussing the new project, we need everyone to sign an **NDA** to protect confidential information.
在讨论新项目之前，我们需要每个人签署一份保密协议，以保护机密信息。
- ② The **NDA** prevents employees from disclosing proprietary information to competitors.
保密协议防止员工向竞争对手披露专有信息。
- ③ Signing an **NDA** is a standard practice when entering into business partnerships to safeguard sensitive data.
在建立业务合作关系时签署保密协议是一种标准做法，以保护敏感数据。
- ④ The **NDA** ensures that discussions during the merger negotiations remain confidential until a deal is finalized.
保密协议确保合并谈判期间讨论在交易敲定之前保持机密。

12. ROI: Return on Investment 投资回报率

- ① Our marketing campaign resulted in a 20% increase in sales, demonstrating a positive **ROI**.
我们的营销活动使销售增长20%，显示出积极的投资回报率。
- ② Before launching the new product line, the company analyzed the potential **ROI** to ensure profitability.
在推出新产品线之前，公司分析了潜在的投资回报率以确保盈利能力。
- ③ The management team evaluates all projects based on their **ROI** to prioritize resource allocation.
管理团队根据项目的投资回报率评估项目，以优先分配资源。
- ④ Implementing energy-efficient technologies has not only reduced costs but also shown a significant **ROI**.
实施节能技术不仅降低了成本，还显示出显著的投资回报率。