



沪江英语绿宝书之

【职场英语：办公室口语 300 句】

Lesson 01

精彩口语过山车

1. I'm an office worker. 我是一个上班族。
2. I have a typical 9 to 5 job. 我有一份典型的朝九晚五的工作。
3. Punch in 打卡
4. How's your project going? 你的项目进行的怎么样了?
5. I can handle it myself. 我会自己想办法的。
6. Give it a try! 试一下吧!
7. Which side are you on? 你支持哪一边?
8. I'm pressed for time. 虽然我时间紧迫。
9. You can do it! 你可以的!
10. Do you have any other questions? 你还有什么问题吗?

课文对话

G: Hi, I'm Grace. **I'm an office worker.**

I have a typical nine-to-five job. I work for E&D Company. Every morning at 8:50 I arrive at our office building, **punch in** and get myself a cup of coffee to start a day.

This morning, just as I sat down, my boss Ross came to my desk.

R: **How's your project going?**

G: It's coming along well, but with Lynn's sudden resignation, we need to look for a replacement.

R: Can you settle it?

G: Don't worry. **I can handle it myself.** We've already interviewed a few people.

R: OK. Great!

G: Oh, by the way, we made this test sample of our newest software. **Give it a try!** And let me know what you think.

R: Cool, I'll do that right away.

G: I'm also thinking about whether we should end our agreement with Sunrise Company. Their shipment services have received a lot of complaints. But Jonathan thinks that they are within our budget. **Which side are you on?**

R: I'm on your side, of course. We shouldn't sacrifice quality.

G: It's sure. And I'm sure we could find a better supplier, **although I'm pressed for time.**

R: Don't worry, **you can do it!**

G: I hope so. **Do you have any other questions?**

R: No, not for now. See you later.

G: See you.

Lesson 02

精彩口语过山车

1. Is everything OK? 一切还好吗
2. I can't take it anymore! 我再也受不了了
3. Cheer up! 振作起来
4. Things happen. 常有的事
5. We have to work together. 我们要一起努力工作
6. I couldn't agree more. 我完全同意
7. You shouldn't work so hard. 你不必工作得这么累
8. I'm a workaholic. 我是个工作狂
9. I'll do my best. 我尽力而为
10. He got a pay raise. 他加薪了

课文对话

G: In the afternoon, my good friend Dawn came into the break room. She was in a huff.

(D: slamming some papers down)

G: **Is everything OK?**

D: **I can't take it anyone!** Because of Lynn's resignation, I'm swamped. I have to work twice as hard to get half as much done!

G: **Cheer up!** We've interviewed several new candidates for her position. We'll find a replacement soon. Don't worry, in a few weeks it'll be right as rain.

D: I still don't understand why Lynn had to leave so suddenly. It was so inconsiderate of her.

G: I don't know... **things happen**. The important thing is that **we have to work together** to manage the extra work load.

D: **I couldn't agree more.**

G: Besides, **you shouldn't work so hard**. All that stress can't be good for you!

D: I can't help it! **I'm a workaholic**, but **I'll do my best**.

J : (enters humming a song)Hello ladies, what a BEAUTIFUL afternoon it is!

D: What's with him?

G: **He got a pay raise**.

Lesson 03

精彩口语过山车

1. I think I'm qualified for the position. 我认为我能胜任这份工作
2. I really enjoy my work. 我很喜欢我的工作
3. Why did you leave your last job? 你为什么要辞职
4. The job pays well. 工作收入不错
5. We have 10 paid holidays a year. 我们一年有十天带薪休假
6. Can you make it on Saturday? 可以改到星期六吗?
7. I think so. 我想是可以的
8. Let me check my schedule. 让我看看我的日程安排
9. We will contact you within one week. 我们会在一周之内通知到你
10. I'm looking forward to it. 我很期待

课文对话

G: After Lynn's sudden resignation, my department was overworked and becoming cranky. I had to find a good replacement for her and soon.

G: Hello, Brenda. My name's Grace, welcome to E&D.

B: Hi Grace. It's nice to meet you.

G: Can you tell me a little bit about yourself? Why did you decide to apply for this position at our company?

B: Well, **I think I'm qualified for this position.** I have several years experience in logistics. I am detail-oriented, familiar with customs requirements and **I really enjoy my work.**

G: **Why did you leave your last job?**

B: I wanted to be closer to my family, so I left my previous job and moved here.

G: Do you have any questions for me?

B: Yes, how well do you think your company takes care of its employees?

G: Well, **the job pays well** and **we have 10 paid holidays a year**.

B: That's good to hear!

G: If you are selected to continue in the interviewing process, you might have to come in on the weekend. **Can you make it on Saturday?**

B: **I think so. Let me check my schedule.** Yes, it should be fine.

G: Okay, **we will contact you within one week to let you know.**

B: Thank you, **I'm looking forward to it.**

Lesson 04

精彩口语过山车

1. I don't understand what you're saying. 我不明白你在说什么！
2. You're wasting your time. 你在浪费时间
3. Do something! 想点办法吧
4. Let's figure things out together. 我们来想想办法吧
5. Do me a favor? 帮个忙好吗
6. I can't get along with him. 我和他合不来
7. I'm an easy-going man. 我是个随和的人
8. It's not as easy as it looks. 这可不像看上去这么容易
9. I'll do that. 我这就做
10. Let's get back on track. 让我们回归主题吧

课文对话

G: When there are deadlines there is stress and where is stress there is pressure. And sometimes under pressure we explode!

C: Look Jonathan, **I don't understand what you are saying!** I was told by Ross that it was my responsibility to organize the invoices, that's all! Not input the data into the system. I don't have time for this!

J: Hey, I'm just telling you, **you're wasting your time** if you don't input the numbers while you're at it. Grace, **do something!**

G: Okay, **let's figure things out together.** Christina, **do me a favor?** Take a deep breath and calm down.

C: **I can't get along with him!**

J : **Hey, I'm an easy-going man**

C: Organizing this paperwork, **it's not as easy as it looks**. I don't know what half of these forms are for, this was Lynn's job!

G: Okay, you two, relax. Jonathon, would you consider helping Christina with the invoices?

J : Yeah, **I'll do it**.

G: Good, now let's get back on track!

Lesson 05

精彩口语过山车

1. Allow me to introduce ... 请允许我介绍一下...
2. It's a pleasure to welcome Brenda Smith. 非常高兴地欢迎 Brenda Smith
3. You may ask me any question you have. 你可以问我任何问题
4. Would you like to add anything? 你想补充什么吗?
5. I'm really honored to be here. 能到这里来, 我很荣幸
6. Let me introduce you to my colleagues. 让我把您介绍给我的同事们
7. Let me show you around the company. 让我带你参观一下公司
8. I'm responsible for sales. 我负责销售
9. Let me help you with ~. 我来帮你吧
10. Don't mention it. 没关系

课文对话

G: After weeks of interviewing, I finally found a suitable replacement for Lynn. Ross introduces our newest employee at the morning meeting.

R: Good morning everyone.

E: Morning, Ross.

R: **Allow me to introduce**, Brenda Smith, our newest employee. Let me start by saying **it's my pleasure to welcome** Brenda to the E&D team. Brenda, **you may ask me any question you have** about E&D or your every friendly co-workers can help you. **Would you like to add anything?**

B: Yes, thank you Ross. **I'm really honored to be here.** I hope to make a positive addition to E&D.

R: I'm sure you will, Brenda. **Let me introduce you to my colleagues**, Grace, Dawn,

Christina, and Jonathan.

B: Nice to meet you all.

C: Hey, Brenda, **let me show you around the company**. You'll spend most of your time with Admin, I'm over there. **I'm responsible for sales**. Here's your desk. Oh, **let me help you with that**.

B: Thanks so much.

C: **Don't mention it**. If there's anything else you need, just ask!

Lesson 06

精彩口语过山车

1. My computer is down again. 我电脑又死机了
2. We'll take care of that. 这一点我们会注意的
3. What seems to be the problem? 问题出在哪里
4. It doesn't work. 它坏了
5. See what I mean? 你明白我的意思了吗?
6. That explains it. 这就说得通了
7. I proposed a plan at the meeting. 我在会上提出了一份计划
8. Good idea. 好主意
9. It never really got off the ground. 事情没有一点进展
10. I did the best I could. 我尽力了

课文对话

G: Brenda just started working at our company and already she is having some problems.

T: Hi, this is the Tech. department. How can we be of assistance?

B: Hi, this is Brenda in Admin. **My computer is down again.**

T: Okay, **we'll take care of that.** Someone will be down there to help you in a moment.

B: Alright, I'll be here.

T: **What seems to be the problem?**

B: The monitor, **it doesn't work. See what I mean?**

T: Let me take a look. Ah, **that explains it.** The connection is faulty. **I proposed a plan at the meeting** to upgrade all of our systems by the end of this year.

B: **Good idea!**

T: Yeah, **it never really got off the ground.**

B: That's a shame.

T: Well, I did the best I could. Let's see if it works

B: Awesome, high five! Hey, thanks for your help.

T: No problem.

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Lesson 07

精彩口语过山车

1. I'm sorry to trouble you. 很抱歉给您添麻烦了
2. Do you have a minute? 你有时间吗
3. I'm new at this. 我还是个新手
4. She deals with many trivial things. 她处理许多琐碎的事情
5. I'll fill you in. 我把一切告诉你
6. It makes no difference. 这不重要
7. It's your turn. 这次看你的了
8. Don't worry about it. 别担心
9. Follow the procedures, you'll get it done. 按照步骤走，你就能完成了
10. It's been nice talking to you. 能和您谈话真好

课文对话

B: Starting a new job can be exciting. There is always so much to learn. Now with Brenda's computer fixed, she's hard at work. But even someone as capable as Brenda will still need help from time to time.

B: **I'm sorry to trouble you**, Jonathan, but **do you have a minute**?

J : Yeah, what can I do for you?

B: Well, **I'm new at this**. Could you show me how the data application works? I would have asked Christina but she seemed preoccupied with other things.

J : Yeah, **she deals with many trivial things**. No problems, **I'll fill you in**. Here, it works like this....

B: Oh, do I have to use the keyboard shortcuts or can I just use the mouse?

J : **It makes no difference**, you can do it either way.

B: Ah I see...

J : Okay now, **it's your turn**.

B: Hahah...gee thanks! I hope I can catch up, there's such a backlog of forms to go through.

J : **Don't worry about it**. Just **follow the procedures, you'll get it done**. Anyway, it's been nice talking to you...

B: Yeah, thanks again.

Lesson 08

精彩口语过山车

1. I have some bad news. 我有些不好的消息
2. It has a look that would sell. 它看起来很有卖点
3. He is in charge of the whole project. 他负责整个项目
4. It's up to you. 由你决定
5. When is the deadline? 最后期限是什么时候?
6. Let me make myself clear. 让我把意思说清楚
7. This is a rush job. 这事刻不容缓
8. You can count on me. 你可以找我
9. Let's get the ball rolling. 我们开始吧
10. They are well received, both at home and abroad. 这些产品在国内外很受欢迎

课文对话

G: Things were running a lot smoother now at E&D company with the help of our new addition Brenda. I was thinking I could finally relax a little, until I saw the look on Ross's face.

R: Grace, **I have some bad news.**

G: What's going on?

R: Our competitors, Lotus Ltd. have pushed their newest software line for an early release.

It has a look that would sell.

G: That can't be good for us. What's our next move?

R: We need a product to match their release date. I discussed things with Jonathan, **he is in charge of the whole project**, but **it's up to you** to keep things moving.

G: **When is the deadline?**

R: **Let me make myself clear. This is a rush job.** I need something ready for production in two months time.

G: Okay...wow...that's a bit of a challenge **but you can count on me.**

R: Good, Grace, **let's get the ball rolling** and remember Lotus's products, **they are well received, both at home and abroad** so we need to do our best on this one.

G: Got it, boss.

Lesson 09

精彩口语过山车

1. She's so hard on me! 她对我很严厉
2. We're in the same boat. 我们处境相同
3. I'm under a lot of pressure. 我压力很大
4. It's up in the air. 尚未确定
5. Let's wait and see. 我们看情况再说
6. I've had a change in my schedule. 我的行程有变化
7. How can I reach you? 我怎么联络您
8. That would be great. 那真是太好了
9. How can I ever thank you? 我该怎么谢谢你
10. Believe me. 相信我

课文对话

G: E&D competition with Lotus Ltd. has everyone in the office a little tense. Even though Brenda is new to E&D, she is feeling a lot of pressure from Ross to learn the ropes quickly. Today, I found Brenda crying in the break room.

G: Oh my goodness! What's wrong? Are you ok?

B: Grace! Oh, it's nothing. It's just Ross, **she's so hard on me!**

G: Tell me about it, **we're in the same boat. I'm under a lot of pressure** too. You're not thinking of quitting, are you?

B: To tell you the truth, right now **it's up in the air.**

G: Whoa... Before you do anything drastic, **let's wait and see** how this project turns out. Tell you what, **I've had a change in my schedule** this afternoon. Why don't you tell me when

you're done with lunch and we can get together and talk about splitting up your workload.

B: **How can I reach you?**

G: Just shoot me an email, I'll be at my desk.

B: Wow. **That would be great. How can I ever thank you?**

G: Well there's a great little cocktail bar that just opened up around the corner, and I think we both need a drink.

B: You actually have the energy to go out after work these days?

G: It will do us both some good, **believe me.**

Lesson 10

精彩口语过山车

1. Who's calling please? 请问您是？
2. Please hold on one second. 请稍等
3. I had to use a sick day today. 我今天邀请一天病假
4. Anything wrong? 有什么不对吗？
5. I got promoted! 我升职了
6. Good job! 做得好！
7. It was fine with me. 我没问题
8. Grace has the floor. 请 Grace 发言
9. I'll check it out. 我会去看看的
10. I have a different idea. 我有不同的想法

课文对话

G: Today was quite possibly my best day yet at E&D -- I got promoted! I was not expecting it, and as soon as the clock struck 6pm, I was out the door and on the phone to my mom.

G: Hi, can I speak to Marie?

T: May I ask **who's calling, please?**

G: Tell her this is Grace, her daughter.

T: OK, **please hold on one second**, I'll connect you.

M: Hello? Grace? Shouldn't you be at work?

G: **I had to use a sick day today.**

M: Oh no! Is **anything wrong?**

G: Just kidding. Actually, **I got promoted** today!

M: Oh, sweetie, **good job!** How did you find out?

G: Well, we were in a board meeting, and I was about to give a presentation when my boss Ross asked me to let her make an announcement first. Of course, I said **it was fine with me.** Then she announced it, and I was so shocked that when she said "now **Grace has the floor**" I had completely forgotten I was going to give my presentation! Oh – and guess what? I have my own web page now and everything!

M: Excellent! As soon as I get home, **I'll check it out.** So how are you going to celebrate? So how are you going to celebrate? Did you make any plans with your girlfriends yet?

G: Actually, **I have a different idea.** We've been so busy with this new project at work, that tonight, I have a date with my bed.

Lesson 11

精彩口语过山车

1. That surprises me. 这让我很吃惊
2. What is the real issue? 真正的问题是什么?
3. That's the bottom line. 这是我的底线
4. How much are they asking? 他们要价多少
5. He is not available right now. 他现在不在
6. If you say so. 如果你说的话, 那就是吧
7. I'll give you a call to confirm later. 我一会再打电话确认
8. Go ahead. 说吧
9. Call me whenever necessary. 有需要随时给我电话
10. Let me know as soon as you get an answer. 一有消息就立刻通知我

课文对话

G: Business has been going so well at E&D lately that we've decided to try and buy out one of our competitors. Today I had a meeting with the CEO of that company to pitch Ross's proposal, but it didn't go as smoothly as we had hoped.

(phone ringing, Ross picks up)

R: Hi, this is Ross.

G: Hey Ross, I finished the pitch this morning.

R: Great, how did it go?

G: The mood wasn't that positive, to be honest. I was confused by their lack of enthusiasm, and one of them tried to tell me they were just really busy today.

R: Hmm. **That surprises me.** So **what is the real issue?**

G: I think they want more money, **that's the bottom line.**

R: Well, **how much are they asking?**

G: They wouldn't give me a number. I tried to call the CEO about 10 minutes ago, they said **he is not available right now.** I think it's best to give him some time.

R: **If you say so.** Do you have time to meet up and discuss strategy later this afternoon?

G: I should be free...but **I'll give you a call to confirm later.** I want to talk with some of confirm later. I want to talk with some of their other staff first.

R: OK, **go ahead,** but remember that you can **call me whenever necessary.** Oh, and **let me know as soon as you get an answer.**

G: Of course, you'll be the first person I call.

Lesson 12

精彩口语过山车

1. She is off today. 她今天休假
2. It's all over. 大功告成
3. Will it be OK if I go home early today? 我今天早走一会可以吗?
4. Let's change the subject. 我们换个话题
5. I'm really proud of this. 我对此感到很自豪
6. Do it over again. 全部重做
7. Don't let it get you down. 别灰心
8. I'll do it my own way. 我用我自己的办法
9. Pay me a visit next Monday. 下周一来拜访我
10. I'll put it on my credit card. 我用信用卡付账

课文对话

G: Well, we did it. We finally closed the deal and bought out our competitor. Ross and I decided to treat ourselves to a little celebration lunch at one of the nicer restaurants in the city, where we talked about the future of E&D.

(Ross and Grace sit down at the table and open their menus)

G: Mmm, this place looks great. I'm starving. Hey, where was Brenda this morning? I bought she was going to join us.

R: Oh, **she is off today**. She's really been through a lot during her first month on the job, and now that **it's all over**, I thought she deserved a break!

G: True...so **will it be OK if I go home early today** too?

R: Yeah, I don't think so. Nice try, though.

G: It was worth a shot. Anyway, **let's change the subject. I'm really proud of this** deal, I thought it went really well. How do you feel about it?

R: Honestly, if I could, I'd probably **do it over again**. I was never really happy with the terms of the agreement.

G: Well, **don't let it get you down**. Everyone always goes into these things thinking "oh, I'll **do it my own way**", but there are always compromises and concessions.

R: That's true, and maybe we can still negotiate some of the finer details. The CEO did ask if he **can pay me a visit next Monday**.

G: Great! I'm sure you'll work something out. He seemed like an open-minded guy. By the way, how are we paying for this lunch? I don't have any cash.

R: No worries. I'll **put it on my credit card** and we can write it off as a company expense. Celebrations are necessary at times like this!

Lesson 13

精彩口语过山车

1. What have you been up to? 你在忙些什么?
2. It must be hard for you. 真是辛苦你了
3. What do you do in your free time? 你有空的时候都会做什么?
4. What a good deal. 真是一桩好买卖
5. How come? 怎么回事
6. Let's drop it. 别提了
7. How do you like your job? 你觉得你的工作怎么样?
8. I can't make ends meet on my small salary. 挣这么点薪水根本没法生活
9. I'll get back to you in a while. 我过会给你答复
10. He has been very helpful. 他很乐于助人

课文对话

G: After our celebratory lunch, I was feeling mighty fine. I decided it was an excellent time to check up on some of my co-workers.

G: Hey, Brenda. **What have you been up to?**

B: Oh not much. I've just been busy with work, recently.

G: **It must be hard for you**, changing jobs and moving to a different city. Have you settled in? **What do you do in your free time?**

B: Well, I used to do pottery on the weekend. I'd buy supplies from a local mom & pop shop, they'd give me a 40% discount on everything.

G: Wow, **what a good deal!**

B: Yeah, but I've stopped since moving here.

G: **How come?**

B: I don't know... I just haven't had the time I guess.

G: Uh sorry... **let's drop it.** What about work? **How do you like your job,** so far?

B: I like it very much. Sometimes, I hear Jonathan complain: "**I can't make ends meet on my small salary.**" but I'm satisfied.

G: Yeah, I usually tell him: "**I'll get back to you in a while.**" I think he gets it. What do you think about Jonathan? Do you get along with him?

B: Yes, **he's been very helpful.**

Lesson 14

精彩口语过山车

1. May I have a word? 我能说一句吗?
2. Sorry to have kept you waiting. 抱歉让你久等了
3. Sorry for interrupting. 对不起, 打断一下
4. I'd like to make a suggestion. 我想提个建议
5. I'm really behind in my work. 我工作落下了很多
6. I'll think about it. 我明白你的意思
7. I see your point. 我考虑考虑
8. Just one more thing. 最后一件事
9. I pulled an all-nighter last night. 我昨晚熬夜了
10. It's a deal. 一言为定

课文对话

G: Business has been steadily picking up since we bought out our competitor, which is a great thing for E&D. It does, however, put a strain on our small staff. We can't hire more people until our profit margin increases, and until then, we're all having to work a little harder. Christina was the first employee to raise the issue with Ross.

(Christina knocks on Ross's door)

C: **May I have a word?**

R: Sure come in, but can you hold on one second? I'm just finishing up a call. (Mmm-hmm, yep, ok, see you Monday then. Yep, you too, Buh-bye...) OK, **sorry to have kept you waiting**, Christina.

C: No problem, **sorry for interrupting**. Anyway, **I'd like to make a suggestion**. The thing

is, like everyone else, **I'm really behind in my work.** So I understand why we need to work overtime. What I don't understand is why that overtime has to be on a Saturday. I would rather come in earlier in the mornings and stay later at night, it would be so much more convenient.

R: Hmm. Yeah, I suppose you do live quite far away. **I see your point. I'll think about it.**

C: Oh, and **just one more thing.** I just want you to be aware of how hard everyone is working. **I pulled an all-nighter last night,** because I had to get those patents sent off by this morning. I can handle working hard during the week, but I need my weekends.

R: I didn't realize people were losing sleep. Ok. If you'd rather do longer hours during the week than come in on Saturdays, that's fine. **It's a deal.**

Lesson 15

精彩口语过山车

1. Pardon me? 请再说一遍
2. Can I get some feedback on my performance? 我可以了解一些关于我的表现得反馈吗?
3. I've made up my mind. 我已经下定决心
4. I'm afraid so. 恐怕是
5. What is your complaint? 你不满什么?
6. You messed it up. 你把事情弄得一团糟
7. It won't happen again. 这个(错误)不会再犯
8. I know. 我知道
9. It's over my head. 太难懂了
10. I can't agree more. 我在赞成不过

课文对话

G: Business is booming and E&D wants to expand. Ross hired some interns to see how well they perform. It's sink or swim time, who will be cut?

J: Uh, **pardon me**, Ross?

R: Yes?

J: Well, you see, I've been here for 2 weeks now and I was wondering if **I could get some feedback on my performance?**

R: Of course, what was your name again? Oh that's right Jerry! I'm sorry to tell you Jerry but **I've made up my mind** and I'm going to let you go at the end of the week.

J: Oh really? At the end of this week?

R: **I'm afraid so**. See, we are not very impressed with your IT skills which as you know, are

integral for success at our company.

J : **What is your complaint**, exactly?

R: Remember when put your bare feet on the desk while typing on your iphone, and you spilled that cup of coffee on the computer? **You messed it up** and now it's not working properly.

J : I'm sorry **it won't happen again**. I just don't know how to use computers very well and I've already been through 3 internships this month and ...

R: I know it was an accident but we can't afford these kind of mistakes here at E&D.

J : I suppose all this computer and software stuff is **over my head** anyway. I should consider a different career.

R: **I can't agree more!**

Lesson 16

精彩口语过山车

1. How is your job-hunting going? 你的工作找得怎么样了?
2. I have a part-time job. 我做兼职
3. That's really impressive! 这真令人印象深刻
4. I'd rather you didn't. 我希望你不要这样
5. Let me put it another way. 让我换个说法吧
6. I agree with you partially. 我同意你的部分观点
7. I'll do it. 我这就做
8. I'll accept your offer. 我接受你的建议
9. We're on our way. 我们已经开始干起来了
10. We'll talk about it later. 再说吧

课文对话

G: While discussing mergers and acquisitions, Ross and I notice an unusual visitor in the office.

G: Oh, hi Jerry. So... **how's the job-hunting going?**

J: Great! **I have a part-time job** at Moon Technologies as Mr. Moon's personal assistant.

G: THE Mr. Moon!? The CEO of our biggest competitor? **That's really impressive!** But, why are you here?

J: Actually I came to talk to Grace. I'd like to offer you an invitation to join me for the Guns and Skulls concert tonight.

G: Uhhh **I'd rather you didn't.**

J: **Let me put it another way.** If you go out with me tonight I might "accidentally" disclose

the secrets of your biggest competitor.

R: Grace, may I speak to you privately for a moment? (whisper) This is a great opportunity to get some vital secrets from our main rival. We need all the help we can get.

G: (whisper) **I agree with you partially.** But, it's Jerry. How useful can he really be?

R: (whisper) There might be a promotion in it for you.

G: But... uh... OK, **I'll do it.** Jerry, **I'll accept your offer** but on one condition: you can't tell ANYONE about this.

R: Yes! **We're on our way** to the top!

G: By the way Ross, what kind of promotion?

R: **We'll talk about it later,** after the date.

Lesson 17

精彩口语过山车

1. My proposal was accepted at the meeting. 我的策划案在会议中通过了
2. There's something to it. 这事有点不对劲
3. I'm running out of time. 所剩时间不多了
4. It slipped my mind. 我忘了
5. I would like to make an appointment. 我想预约
6. Could you come to my office for a while? 你能来一下我办公室吗?
7. What are we going to do about that? 我们该怎么办?
8. Call me when you're free. 你有空的时候给我打电话
9. It's been a long day. 今天忙了一天
10. Are you working overtime tonight? 今晚你加班吗?

课文对话

G: Life at E&D is not all contracts and deadlines; employees at E&D also know how to have fun. Over the past several years, the office Christmas parties have become legendary. I was put in charge of this year's festivities, and I was determined to throw a party my colleagues wouldn't forget.

----Grace knocks on Ross's door.

G: You wanted to see me?

R: Yeah, I heard you were appointed party planner for this year's festivities! Congrats!

G: Yeah, thanks. The planning committee asked for ideas last week, and **my proposal was accepted at the meeting**. I'm thinking of a 1950s theme, you know, Frank Sinatra, chestnuts on an open fire, that sort of thing.

R: Hmm... yeah... we've never had a retro Christmas party before. It has merit, **there's something to it.**

G: The only problem is, **I'm running out of time!**

R: Well what have you done so far?

G: Nothing! After the meeting, I was going to get started, but I got wrapped up in my work and it totally **slipped my mind.** Before I start planning the decorations though, **I would like to make an appointment** with the caterer so we know what kind of foods are available.

R: Good idea. OK, well tell you what. My 3 o'clock meeting tomorrow cancelled, so if you have time, **could you come into my office for a while?** I can help with the planning.

G: But didn't you want me to meet with that client tomorrow afternoon? **What are we going to do about that?**

R: Don't worry, finish that first and then **call me when you're free.**

G: Oh, thanks Brenda! I mean Ross! Uhhh sorry, **it's been a long day!**

R: Haha, no worries. Hey, **are you working overtime tonight?**

G: No, why?

R: Good, go home and get some sleep!

Lesson 18

精彩口语过山车

1. He has already got off work. 他已经下班了
2. Can I take a message? 我能捎个信儿吗?
3. Let me show you. 我给你看
4. Your prices seem a little high. 你们的价格高了一些
5. Put yourself in my shoes. 你们该为我想想
6. As soon as possible. 尽快
7. Give me a break. 饶了我吧
8. I have a lot of experience in that field. 我在该领域有着丰富的经验
9. We could offer you a discount. 我们可以给您打个折
10. Let's talk some more. 我们再多谈谈

课文对话

G: It's late and Jonathon is out of the office but his newest client is demanding an immediate replay. How do you ladies handle it?

C : Is Jonathon here?

G: No, **he has already got off work. Can I take a message for him?**

C : That new client he was talking to just sent us an email. **Let me show you.** "Dear Jonathon, we are eager to do business with E&D but **your prices seem a little high. Please try and put yourself in my shoes.** We are just a start-up software company and don't have any significant capital yet. I need a replay **as soon as possible.**"

G: **Oh, give me a break!** How much cheaper can we go?

C: It seems like he needs a reply tonight. Do you know anything about business

negotiations?

G: Actually, **I have a lot of experience in that field.** Please type this for me: "Dear Mr. Rogers, **we could offer you a discount** if you buy a large quantity of our product."

C: OK, let's send it to him... Got a reply!

G: Wow, so soon. What does it say?

C: Sounds good. **Let's talk some more.**

G: High five!

C: Yeah!

Lesson 19

精彩口语过山车

1. We'll have a meeting this afternoon. 我们今天下午有个会
2. Thank you for your time. 谢谢你们抽出时间
3. The meeting is closed. 闭会
4. She's too talkative. 她话太多了
5. I'm looking for a new job now. 我现在正在找新工作
6. I was offered the position. 我已经得到那份工作了
7. Manager thinks highly of him. 听说经理对他的评价很高
8. I'll keep that in mind. 我会记住的
9. Don't talk back to me! 别跟我顶嘴
10. Why are you picking on me? 你干嘛老挑我的刺?

课文对话

G: Ross loves having meetings, but she might be the only one.

R: Does anybody have something to say before we end our meeting today? No? OK, then please remember that **we'll have a meeting this afternoon** to discuss fourth quarter earnings. All right everybody, **thank you for your time. The meeting is closed.**

G: Thank god that's over, **she's too talkative.**

J: I'm tired of all these meetings. I'm also tired of always having to get Ross's coffee; I'm not her slave. **I'm looking for a new job now.**

G: Who would hire you?

J: You should know that **I was offered the position** at Moon Technologies as Mr. Moon's personal bathroom janitor. But someone already took the job, I think his name was Jerry. **I**

heard Mr. Moon thinks highly of him.

G: Cleaning toilets? That's a good job for you! I think you would make a great janitor.

J : I'll keep that in mind.

G: Meeting time!

J : Another meeting? We just had one!

R: Hey, don't talk back to me! And, bring me a cup of coffee please.

J : Why are you picking on me?

Lesson 20

精彩口语过山车

1. I'm calling to enquire about flights to New York. 我想询问飞往纽约的航班信息
2. I'd like to book a hotel room. 我想订个酒店房间
3. We made it! 我们成功了
4. It's kind of complicated. 这有点复杂
5. I need it badly. 我急需
6. She got the sack. 她被开除了
7. You're to blame. 这是你的过错
8. Take it easy. 慢慢来
9. Thanks for your advice. 谢谢你的建议
10. Let's call it a day. 今天就到此为止吧

课文对话

G: Jonathan wasn't joking when he said he was looking for a new job. And Brenda was the first to know how serious he was, when she overheard him talking to a travel agent on the phone.

J : Hi, this is Jonathan Walker, and **I'm calling to enquire about flights to New York...**
mmm hmm... yeah, **I'd like to book a hotel room** as well... yep, my cell number is 555-7825. OK, talk to you this afternoon... yep, thank you... buh-bye.

G: Oooh are you going on vacation? Sorry, I couldn't help over-hearing!

J : Oh! Brenda! Don't sneak up on me like that! Actually, don't say anything to anyone, but I'm going to anyone, but I'm going for a job interview.

B: You're leaving E&D? But why? We're just getting off the ground, **we made it** through the

rough part!

J : Well, **it's kind of complicated**, but mostly I just can't take any more of Ross she's so stifling. I need a change of environment, and **I need it badly**.

B: Well why don't you just talk to her?

J : Has anyone ever told you about Joyce? She worked here three years ago, tried to talk to Ross about getting some new computers, and **she got the sack**. I'd rather leave with dignity

B: Jonathan, I have a confession to make. The reason Ross always asks you for coffee is because... I told her you make the best coffee, and that I didn't know how...

J : Aha! So **you're to blame!**

B: Perhaps... But in my defence, I didn't realize she was such a caffeine addict! Anyway, at least take the weekend to think it over and **take it easy**. You owe yourself that.

J : Yeah, I suppose. **Thanks for your advice**. Uhhh, I'm exhausted. **Let's call it a day**.

Lesson 21

精彩口语过山车

1. Would you like to go to the meeting in my place? 你能代表我去参加这个会议吗?
2. Have any advice? 你有什么建议?
3. Got any ideas? 有头绪吗?
4. Let me see. 让我想想
5. We would have had the work done by now. 我们现在已经把工作完成了
6. I'm just following orders. 我就是照吩咐去做的
7. Let's drop it. 别提了
8. You can't take it back! 说话算话!
9. Keep going! 继续干吧!
10. Let's start with the first issue. 让我们开始第一项议题吧

课文对话

G: Jonathan's increasingly bad attitude at work finally collided with Ross's fiery temper at a meeting this afternoon, and the whole company just happened to be there to watch.

R: So, at next week's meeting with the CEO of MacroSun Systems, I'm going to pitch our proposals on behalf of the team. I really think that, um, I'm sorry, Jonathan, is our meeting interrupting your texting conversation?

J: Sorry, I just don't think this meeting was necessary. It's a pretty standard proposal.

R: Well if it's so easy, **would you like to go to the meeting in my place?**

J: No, I just ---.

R: Or do you **have any advice? Got any ideas?**

J: **Let me see...** make the meetings shorter?

R: Well **we would have had the work done by now** if people were actually paying attention and not messing around on their cell phones! You know, you haven't exactly been contributing a lot lately.

J: Excuse me, but I haven't been contributing because you don't give me the chance. You get your coffees every morning, don't you? **I'm just following orders.**

R: Excuse me?! What do my coffees have to do with anything?! Would you mind elaborating on that?!

J: Sorry, I take it back. That was out of line. **Let's drop it.**

R: **You can't take it back!** You're a professional, not some child picking a fight on the playground! By all means, **keep going!** And since we're all adults here, **let's start with the first issue.** Do you want to be here, in this meeting?

J: Fine. No, I don't

R: Do you want to work in this company?

J: Frankly, no.

R: Great, you're fired!

J: You can't fire me. I quit. Didn't you read my text?

Lesson 22

精彩口语过山车

1. There's a good chance. 这是个好机会
2. He has no sense of responsibility. 他没有半点责任感
3. He's a hard-working man. 他是个努力工作的人
4. He was a brown-noser. 他是个拍马屁的人
5. I'm afraid I can't agree with you there. 恐怕在这一点上我不能同意你
6. It's not my job. 这不是我的工作
7. I don't want to get involved. 我不想被卷进去
8. Don't blow it. 别搞砸了
9. Which day is good for you? 你哪天方便
10. I am tied up all day tomorrow. 明天我有事情要做

课文对话

G: After Jonathan's firing in the meeting yesterday, I felt I had to say something to Ross. She needed to hear why Jonathan acted the way he did, and the effects of her no-nonsense management style.

G: So, that was quite the scene in the meeting yesterday, Ross.

R: Yeah, I know. I think **there's a good chance** I scared the rest of the employees into contributing a little bit more, and not being as lazy as Jonathan. **He has no sense of responsibility.**

G: Jonathan wasn't lazy, Ross. You know that. **He's a hard-working man.** In fact, everyone else thought **he was a brown-noser**, bringing you coffee every day.

R: Brown-noser?! Hah! **I'm afraid I can't agree with you there.** Brown-nosers don't talk

back to their bosses in meetings.

G: You know, I know **it's not my job** to run this company, and **I don't want to get involved**, but I think you may have been a little hard on him.

R: What?! Really. You think so?

G: Yeah, he acted like that because he's been unhappy for a long time. He just felt like you didn't care. You can't let employees feel under-appreciated like that, Ross. You've managed to attract a lot of talented people to E&D. **Don't blow it.**

R: I didn't realize I was blowing it. Maybe I should schedule some employee satisfaction meetings, you know, to speak with everyone individually and see how they're doing. Can you be my trail run, you know, so I can practice? **Which day is good for you?**

G: Well, **I'm tied up all day tomorrow**, but Friday I'm free. I'll make sure to get lots of complaints ready for you!

Lesson 23

精彩口语过山车

1. I'll be right with you. 我马上就可以见你了
2. It's a big hit! 这是一个巨大的成功
3. I had a last-minute meeting today. 我今天有个临时会议要开
4. It's great to finally meet you! 很高兴最终与你见面了
5. Where was I? 我说到哪儿了?
6. It was my fault. 是我的错
7. I'm flattered. 过奖了
8. You deserve it. 你应得的
9. I'm sure I can do it. 我确定我能干好
10. I promise. 我保证

课文对话

G: After our discussion, Ross had a change of heart... and decided she couldn't lose Jonathan.

W: Good evening and welcome to La Bella Vita. I'll be your waitress for the evening and **I'll be right with you** in a moment to take your drink orders. May I recommend the house red wine? **It's a big hit** this month.

R: Great, thanks. And thank you, Jonathan, for agreeing to have dinner with me. Sorry I'm a bit late, **I had a last-minute meeting today**. And you must be Jonathan's wife!

J: Yes, I'm Julia. Nice to meet you.

R: Yes, **it's great to finally meet you!** So, Jonathan, let me cut to the chase.

J: I'm sorry, are you ready to order?

R: Oh, why don't bring us a bottle of your house red and give us another few minutes – we

haven't looked at the menus yet. Anyway. **Where was I?** Oh, right. What happened the other day – **it was my fault**. You were one of our most valuable employees at E&D and I didn't treat you like it. So I would like you to come back, but not as a developer. As the assistant manager.

J : Wow... **I'm flattered**.

R: Well, **you deserve it**. The question is – are you up to it? It's a bit more demanding than your former job.

J : Hah, **I'm sure I can do it**. But you know what this means, Ross... if I'm the assistant manager, you'll have to listen to my suggestions and maybe even let me run some of the meetings.

R: Yeah, yeah, yeah. I know. I'll try to be more aware of that. I promise.

J : And... you'll have to get your own coffee.

R: I've already got it covered, I ordered a machine for my office!

Lesson 24

精彩口语过山车

1. May I have your attention please? 请大家注意
2. I owe him. 我欠他的情
3. He has been an asset to our company. 他是我们公司的骨干
4. Good for you. 您找到这里困难吗？
5. Did you have trouble finding the place? 您找到这里困难吗？
6. We didn't see things eye to eye. 我们对有些事情的看法不一致
7. I will keep up the good work. 我会继续努力工作
8. Let's get moving! 快点干！
9. I'm with you. 支持你
10. Let's not get too hasty. 别操之过急

课文对话

G: It's Jonathan's first day back in the office, and his new job title raised more than a few eyebrows...

R: Good morning everyone! **May I have your attention please!** It is with great pleasure that I would like to welcome Jonathan back to our office. **I owe him** an apology for my little display in the meeting last week. **He has been an asset to our company**, and will continue to be so as our assistant manager.

G: Hey Jonathan, long time no see! **Did you have trouble finding the place?!**

J: Good one, Grace. I too would like to apologize for the drama last week. **We didn't see things eye to eye**, and I'm glad we were able to work things out. It's good to be back, and **I will keep up the good work.**

G: OK, great. Now **let's get moving!** We all have jobs to do!

B: Wow, Jonathan, **good for you.** Making your way to the stop! And for the record, if you ever compete with Ross for her job, **I'm with you.**

J : Haha, thanks Brenda, but **let's not get too hasty.** You're assuming I want Ross's job. No way. I like my beer, football and Friday nights too much to be a manager.

Lesson 25

精彩口语过山车

1. Hi, this is Ross Evans from E&D company. 您好，我是来自 E&D 公司的 Ross Evans
2. Can you ask her to give me a call? 你能让她给我打电话吗？
3. How can I help you? 我能帮您什么吗？
4. I'm just putting you through. 我现在帮你接过去
5. We're all set. 我们准备好了
6. I need a definite answer. 我需要一个明确的答复
7. Let's compromise. 我们各退一步吧
8. I doubt it. 我怀疑
9. It's now or never. 现在正是机会
10. Please contact me if there are any further questions. 如果有任何进一步的要求，请跟我联系

课文对话

G: Ross knows how to play hardball. She not only gives her employees a hard time, she's even tougher on the clients.

R: **Hi, this is Ross Evans from E&D Company.** I'd like to speak with a Ms. Evalyn Morris, please. Oh, she isn't available right now? **Can you ask her to give me a call?** Thank you, my number is 555-8282.

W: Hi this is E&D Company, **how can I help you?** Oh yea, Ms. Morris, Mrs. Evans has been expecting your call. Hold on for a moment, **I'm just putting you through.**

R: Hello, Evalyn. It's so good to hear from you. **We're all set** for production on the CyberPhunk education line, but **I need a definite answer** from your buyers.

E: I'm sorry to say, Ross, if you are asking me if they'll go for the current offer I'd have to say, **I doubt it.**

R: Okay, **let's compromise.** I'll give them 10% off if they'll include international distribution.

E: I'm not sure, Ross, there are issues with customs etc. that need to be considered...

R: Sorry, Evalyn. **It's now or never.**

E: Okay, okay. Let me see what I can do. I'll get back to you with an answer soon.

R: Good. **Please contact me if there are any further questions.** Thanks Evalyn.

E: You're one tough cookie, Ross. Bye.

Lesson 26

精彩口语过山车

1. Sorry for being late. 对不起，我迟到了
2. What held you up this morning? 你今天早上怎么晚了？
3. I was caught in traffic. 我今天堵车
4. He can't do two things at the same time. 他只有一双手
5. He is all thumbs. 他笨手笨脚的
6. Since everyone is here, we should get started. 既然大家都到了，我们开始吧
7. I'm all ears. 我洗耳恭听
8. It sounds like we've found some common ground. 我们似乎达成了共识
9. It makes sense! 有道理
10. I don't really know what is on his mind. 我不知道他在想什么

课文对话

G: We all know how Ross loves her meetings. Brenda is running a little late this morning so we decided to postpone until her arrival.

B: **Sorry for being late**, everyone.

G: **Hi Brenda, what held you up this morning?**

B: Oh, **I was caught in traffic**. Jonathan can you pass me some juice and donuts?

G: **He can't do two things at the same time. He is all thumbs!**

J: Hah.....hah.

R: Okay..... **since everyone is here, we should get started**.

G: **I'm all ears**.

J: **Well, it sounds like we've found some common ground**. What? Come on, **it makes**

sense!

G: (whispers to Brenda) **I don't really know what is on his mind.**

Lesson 27

精彩口语过山车

1. She is a smooth talker. 她很会说话
2. When is this due? 这个什么时候截止?
3. Are you going to complete the report on time? 你能按时完成报告吗?
4. I've come across some problems. 我遇到一些问题
5. Don't make any excuses! 别找借口了!
6. Don't jump to conclusions. 别过早就下结论
7. I've managed to sort out the problem. 我设法解决了这个问题
8. Keep me informed. 有事情随时通知我
9. It's a piece of cake. 这事容易得很
10. Need a hand? 需要帮忙吗?

课文对话

G: Jonathan has a strange sense of humor and can be a bit of a pain sometimes, but deep down he has a good heart.

J: Hey Brenda, what's going on? You look stressed!

B: Well Christina talked me into doing the quarterly report for our client, CyberPhunk and I'm a little worried about the deadline.

J: Yeah, **she is a smooth talker. When is this due?**

B: Soon.

C: Brenda, **are you going to complete the report on time?**

B: Well... **I've come across some problems...**

J: **Don't make any excuses!** Just get it done!

B: Who... **don't jump to conclusions. I've managed to sort out the problem.** She'll have the report to you on time.

C: Okay, **keep me informed.**

B: Really, Jonathan?

J : Yeah, **it's a piece of cake!** By the way... **need a need?**

B: Oh, thanks so much Jonathan!

Lesson 28

精彩口语过山车

1. I think it's all set for now. 我想现在事情都确定了
2. Where are we going for our business trip? 我们出差要去哪里?
3. That's not what I mean. 我不是那个意思
4. I'm going on a business trip next week. 我下周出差
5. That's not gonna work. 行不通
6. I can't do anything about it. 对这事我无计可施
7. I think that's acceptable. 我认为这能接受
8. I'll see what I can do. 我会看看我能做些什么
9. There's no turning back. 已经不可挽回了
10. It depends. 看情况

课文对话

G: Every year around February, after the holiday season has ended and everyone is back in the daily grind, my colleagues and I start to go a little stir crazy. So when Ross mentioned a business trip, it was music to my ears.

R: Well, **I think it's all set for now.** I'm so excited – white sands, cool ocean breezes, sipping our mojitos by the pool, and only 2 hours of business meetings a day!

G: Oooh, that sounds amazing! **Where are we going for our business trip?**

R: We? Oh, wait a sec. **That's not what I mean.** I meant my husband and I will be sipping our mojitos by the pool. **I'm going on a business trip next week** – the company only budgeted for one hotel room, so I don't think you can come this time.

G: You're kidding. I need a vacation, Ross. How about I come along, stay in a cheaper hotel,

and you can pretend you bought first-class plane tickets.

R: **That's not gonna work**, Grace. I know it's not ideal, but **I can't do anything about it**.

Take a little vacation time at time – a “stay-cation!”

G: Again, you're joking. Can't we at least do something fun as a company – like a day at the ice skating rink or something?

R: A field day, huh? Hmmm, **I think that's acceptable. I'll see what I can do**.

G: OK, but just for the record, you said yes – **there's no turning back!**

R: Right, right – I know. Hey, how about a movie – do you think people would like to take the morning off and go to a matinee instead of going ice skating?

G: **It depends** – which activity takes longer?

Lesson 29

精彩口语过山车

1. Pull yourself together. 打起精神来
2. He's good for nothing. 他一无是处
3. He handles things quickly. 他做事很麻利
4. I'll tell him as soon as he comes back. 他一回来我就告诉他
5. Our manager has been expecting you. 我们经理在等您
6. I bet you're right. 我相信你是正确的
7. What do you think? 你觉得呢
8. It's about time to get going. 我差不多该走了
9. I have to send out my report before five. 我要在五点前提交报告
10. Good luck to you. 祝你好运

课文对话

G: Corporate headquarters has sent an HR representative to check up on E&D after sales dropped last month, and the representative has everyone on their toes. This afternoon, he asked Brenda to have a chat with him in the conference room.

B: Whew. OK, **pull yourself together**, Brenda. He's not testing you – he just wants to know your opinions. Hello, Mr. Beckman! You wanted to see me?

M: Yes, thanks for meeting with me, Brenda. I wanted to talk with you about one of your colleagues – a Mr. Jonathan Walker. To be frank, I've been receiving reports saying that **he's lazy, argumentative – basically that he's good for nothing. What do you think?**

B: Well I wouldn't say he's lazy – I think he gets bored because **he handles things quickly**. Maybe he just needs more responsibilities.

M: Hmm..... **I bet you're right!** But why didn't you mention Jonathan's boredom in your quarterly report last month? **Our manager has been expecting you** to inform corporate headquarters about every issue that arises in this office.

B: Well I didn't think the report was for writing about employee boredom! Sorry for leaving that out. Can you pass that message on to the corporate manager?

M: Well he's away at a conference at the moment, but **I'll tell him as soon as he gets back.** Did you have anything else you wanted me to pass on?

B: Nope – but I will start including more personal information in the reports from now on.

M: Great. **Well it's about time to get going,** because **I have to send out my report before five.** Thanks for meeting with me and **good luck to you,** Brenda.

B: My pleasure – thanks for coming today, Mr. Beckman. Have a safe flight back.

Lesson 30

精彩口语过山车

1. Leave it up to me. 这事就交给我吧
2. Take a break! 休息一下
3. Good point. 说得好
4. What's your point? 你的重点是什么?
5. Let's get back to the point. 请言归正传
6. May I have one day off? 我想请假一天
7. I couldn't help it! 我一点办法也没有
8. I don't think you're listening to me. 你根本没在听我说话
9. I'll finish it somehow. 我会想办法完成的
10. I think you're mistaken. 我觉得你错了

课文对话

G: My workload has been steadily increasing over the past few months. Today it finally hit me – there was only one solution.

G: OK, Jonathan, the new deadline is not going to be a problem – we'll get that paperwork sent out on time – just **leave it up to me**.

J: Are you sure, Grace? I mean, you've been working pretty hard – slow down a bit. You've been looking so run- down lately. **Take a break** for once!

G: (Yeah, I do look pretty tired... **good point**. Maybe you're right. I should speak with Ross...)

Hey Ross, can I talk to you for a minute?

R: Sure, come on in.

G: Well, I just wanted to chat with you quick, you know, I've been thinking lately, about this, and me, and working, and the work I do here, and ---

R: Sorry to interrupt you here, Grace, but time is money. **What's your point?**

G: Right. **Let's get back to the point.** I'm working too hard, Ross. **May I have one day off?**

R: Grace, is this about the MacroSun account? I had to give that account to you – **I couldn't help it.** You were the most capable one for the job.

G: **I don't think you're listening to me.** I can handle the account – **I'll finish it somehow** – but then I'm done with accounts like that. It's not what I was hired to do.

R: With all due respect, Grace, **I think you're mistaken.** You were hired to do whatever is necessary to keep this company successful.

G: Well, I guess that's too much for me then. Ross, I respect you and this company, but it's just not right for me. I'm going to have to resign... Whew. That feels good!