

## High Frequency Sentences for International Employees

### 外企高频句型500句(课堂版)

课程开发者：李杰

May I have your name, please?

请问您叫什么名字？

I didn't get/catch your name.

我还不知道你的名字。

How do you spell that?

怎么拼？

What's your name again?

你叫什么名字来着？

I'll be meeting with Tom tomorrow.

明天我要和Tom会面。

We just talked.

我们刚刚谈过。

I've been meaning to talk to you.

我正想找你谈这事。

Where have you been?

你去哪了？

I've been looking all over for you.

我到处找你。

What took you so long?

什么耽误你那么长时间？

I have just been to the bathroom.

我刚刚去了趟卫生间。

My job involves...

我的工作涉及...

I'm heavily involved in...

我大量的参与...

on a daily/weekly/monthly/quarterly/yearly/regular basis

经常/每日/星期/每月/每季度/每年都做

I am solely responsible for this.

我单独负责这个。

How is the project going?

项目进展的怎么样？

It's going well/smoothly.

进行的很好/顺利。

What is the current status of our application for funds?

我们款项申请的状况怎么样了？

Everything is going according to plan.

一切按计划进行。

Everything is going our way.

一切按照我们的预期进行。

Things are moving forward.

事情正在向前进展。

So far, so good.

到目前为止，一切良好。

What time are you off?

你几点下班？

I'm off at 5:00.

我五点下班。

I'm leaving work now.

我要下班了。

I have to leave work early today.

今天我得早点下班。

I have to do/work overtime.

我得加班。

She's not in today.

她今天不在班上。

She's not at her desk.

她不在座位上。

She's away for a moment.

她出去了一会儿。

She's gone to the bathroom/restroom/washroom.

她去卫生间了。

Can you cover for her?

你能暂时代她处理业务吗？

Can you fill in for her?

你能暂时代她处理业务吗？

You got a minute?	能耽误你一分钟时间吗？/ 我找你有点事。
Can I talk to you for a minute?	能耽误你一分钟时间吗？/ 我找你有点事。
May I have a word with you?	我能找你说两句话吗？
Is now a good time to talk?	你现在说话方便吗？
Now is a bad time.	现在不方便。
Come here a minute.	过来一下。
What's up?	怎么了/什么事？
Can I borrow Susan for a moment?	我找Susan有点事要谈。
I'm in the middle of something (important).	我正在忙一些（重要）事情。
I'm tied up right now.	我现在很忙。
I was stuck in a meeting which I couldn't get out of.	当时我有一个会，分不开身。
I'm working on it.	我正在做。
I'm on it.	我现在就去做。
Are you done?	你做完了吗？
I'm almost done (here).	马上就要做完了。
We're not yet done.	我们还没做完。
I'm putting the finishing touches on it.	(主要的工作已经完成)我现在在做扫尾工作。

Mission accomplished.	任务完成了。
I must get this finished/done by today.	我今天必须把这个做完。
There's a lot of work that needs to be done.	有许多工作需要完成。
I have some work to catch up on.	我有一些工作要赶。
I'll have that for you tomorrow.	明天我给你。
I'll do it first thing in the morning.	明天一早我就处理。
I have some business to attend to.	我有事要处理。
There is something I need to take care of.	我有事要处理。
I have a (family) emergency.	我(家里)有点急事。
Something urgent/important has come up.	出了些紧急的/重要的情况。
I got a bit of a situation.	我这出了点状况。
There are some complications.	情况有些复杂。
This can't/can wait.	这个可以/不能等。
I'll be right back.	我马上就回来。
I won't be long.	我不会很长时间。

What's going on?

发生什么事情了？

I'm sorry, but...

不好意思，但是...

I'd love to, but...

我很愿意，但是...

Sorry to keep you.

不好意思要占用你的时间。

Sorry to have kept you.

不好意思占用你时间了。

Sorry to have kept you waiting.

不好意思让你久等了。

Sorry I don't follow/I'm not following.

对不起没听懂。

I'd like to pick your brains.

我想听听你的主意。

Let's pick each other's brains.

咱们一起想想主意。

I suggest going in my car.

我建议坐我的车去。

I suggest that we go out to eat.

我建议出去吃。

I'd like to propose that...

我提议...

We'll see what Jeff has to say about that.

咱们看看Jeff什么意见。

How does that sound?

你觉得这个主意怎样？

I like the sound of that.

这个主意听起来不错。

It will never fly.

这种方式行不通。

This idea might work.

这个主意可能行得通。

This option is not viable/doable/workable.

这个选择不切实可行。

Failure is not an option.

只准成功，不准失败。

We don't have a choice.

我们别无选择。

What are the options/alternatives?

都有什么可选方案？

That's a good point.

说的有理。

You got a good point there.

说的有理。

I see your point.

我明白你的观点/意思。

I get the picture.

这件事情我明白了。

That's not the point.

那不是问题所在。

The point is that...

问题/重点是...

Thanks to him.

这都得感谢他。

My bad.

我的错。

I'm truly sorry.

真的非常抱歉。

Sorry about yesterday.

昨天的事对不起。

What's bothering/bugging you?

你有什么烦心事？

This is killing me.

我叫这个折腾毁了。

It's a pain in the neck.

它真烦人。

Can you make it?

你能去吗？

I can't make it (to the meeting).

我(会议)去不了。

I'm afraid I won't be able to make it today.

今天恐怕我去不了。

I'll be there.

不见不散/到时候见。

I've already got something scheduled.

我已经有安排了。

I have a previous engagement.

我已经提前有安排了。

Maybe next time.

下一次吧。

Maybe another time.

下一次吧。

Can I take a rain check?

可以改天吗？

I have three meetings in a row.

我连续有三个会议。

The meeting ran late.

会议拖长了。

I was in conference all day.

我开了一整天的会。

Thank you for coming on such short notice.

不好意思这么急把你叫过来了。

I got here as soon as I could.

我以最快的速度赶到这里。

In case I'm late, start without me.

万一我迟到，你们先开始吧。

Please have/take a seat.

请坐。

Please be seated.

请大家就坐。

We'll touch on that.	我们会涉及/讨论那个问题。
We're not there yet.	还没谈到那。
Can you be more specific?	你能详细点吗？
dive into specifics	涉及具体内容
Sorry to interrupt.	不好意思打断你一下。
Sorry to cut you off.	不好意思打断你一下。
I hope I'm not interrupting anything.	希望没有影响到你们谈话。
Where were we?	我们刚才讲到哪了？
Let's get down to business.	咱们谈正事吧。
Just go about your business.	你去忙你的吧。
This is business. It's not personal.	对事不对人。
Business is business.	公事公办。
set a target	设立目标
meet/achieve/attain a target	实现目标
We're on target.	我们正向目标迈进。
This target should be attainable.	这个目标应该可以达到。



Team building is coming up.	马上就要team building了。
Team building is coming around the corner.	马上就要team building了。
Team building is ahead.	马上就要team building了。
It's two days' away.	还有两天。
We should plan ahead.	我们得提前做好计划。
We should plan in advance.	我们得提前做好计划。
We should plan beforehand.	我们得提前做好计划。
I want everything to be well-planned and to go without a hitch.	我想把一切都规划好，不出任何问题。
We'll stick to the plan.	我们按原计划做。
There's been a change of plan.	计划有了更改。
I don't have any plans yet.	我还没有安排。
I already have plans.	我已经有安排了。
I'll keep you posted.	情况我会随时通知你。
Just fill me in.	说给我听听。
Fill me in on the details.	详细说给我听听。
Just brief me on this.	简单地跟我说听听。
Give it to me in a nutshell.	简要地说给我听听。
Let's touch base tomorrow.	明天咱们讨论一下。
I'm giving you the heads-up.	我给你一些事先告知的注意事项。

I just wanted to bring you up to speed on what you missed at the meeting.

我想把你错过的会议内容向你讲一下。

What's the story?

整件事是怎么个情况？

I'd like to hear your version.

我想听听你的故事版本。

We ran into a problem.

我们遇到了一个麻烦。

Let's see if we can come up with a solution.

我们看看是否能找出解决方案。

We're trying to figure out a solution.

我们正试图找出解决方案。

There is no solution in sight.

目前没有解决办法。

I just can't figure this out.

这个我弄不明白。

We worked it out.

我们解决了那个问题。

There are some complications.

事情有些复杂。

We should take some measures.

我们应该采取一些措施。

Let's just take/adopt/try another approach.

咱们采取另一种方法。

Let's attack one problem at a time.

咱们一次解决一个问题。

Money is not a problem.

钱不是问题。/不差钱。

Money is not an issue.

钱不是问题。/不差钱。

Cost is a big issue.

成本是个大问题。

I'll think about it.

我考虑一下。

We should give it some thought.

我们可以好好考虑一下。

I'll have to give that some serious thought.

我得好好考虑一下。

I'd have to think that through.

我得好好考虑一下。

I need time to think it over.

我需要时间考虑一下。

It's your call.

决定得你做。

It's a tough call.

是个艰难的决定。

Have you come to a decision?

你已做出决定了吗？

I can't decide yet.

我还没法下决定。

I haven't yet decided.

我还没决定。

I'm still deciding.

我还在考虑。

I'm having a hard time deciding.

决定很难做。

It was decided (that)...

决定...

We don't want to make any rash decisions.

我们最好避免轻率的决定。

I can manage.

我自己能行。

I can handle it.

我自己能处理。

I sure can use some help.

我的确需要一些帮助。

You're the sight for sore eyes.

看到你可有救了。（快来帮我！）

This is where we can help.

我们在这方面提供帮助。

I felt compelled to help.

我感到有义务帮忙。

You're a lifesaver.	你是我的救星/你真是雪中送炭。
You saved my day.	今天多亏了你。
You're a big help.	你帮了我大忙了。
Thanks for helping me out.	谢谢你帮我解决了问题。
We're <u>running out of</u> time/paper.	我们时间/纸不够了。
We're <u>out of</u> paper.	我们的纸用完了。
We've <u>used up</u> all the paper.	我们的纸用完了。
That's a tight/grim deadline.	期限太紧了。
I'm working on a very tight deadline right now.	期限太紧了。
When is the deadline?	期限是什么时候？
When is it due?	期限是什么时候？
We're ahead of/on/behind schedule.	我们进度提前/跟上/落后了。
I'm running behind schedule.	我进度落后了。
I have a tight/punishing/rigid schedule for the next week.	我下个星期日程非常紧。
I'll keep my schedule open on Wed.	我把周三的时间空出来。
We're pressed for time/money.	我们时间/资金紧张。
This is the most pressing issue.	这是当下最需要解决的问题。

I'm feeling pressure.	我感到有压力。
I'm under a lot of pressure.	我有很大压力。
I'm very concerned about...	我对...很担心。
I have some concerns.	我有一些担心的方面。
Are you available this afternoon?	你今天下午有空吗？
I'm available.	我有空。
I'm open.	我有空。
When are you available?	你什么时候有空？
When is the most convenient time for you?	你什么时候方便？
Thursday is bad for me.	星期四不行。
In/Just a second/minute.	马上。
I'll be done in a second.	马上就完。
I'll probably be another 20 minutes.	我还得20分钟。
I'll be right there/over/up/down.	我马上就过去/上去/下去。
I'll be there in a second/minute.	我一会就过去。
I'm on my way.	我现在就过去。
I'll stop by this afternoon.	今天下午我过去一趟。
Just come by this afternoon.	下午过来吧。

That's a lot of work.	很麻烦/很费精力。
It's too much trouble.	太麻烦了。
It's very time-consuming.	很耗费时间。
Why bother?	为什么费那个事？
We have a heavy/light workload.	我们工作量很大/小。
I have to run.	我得赶快走了。
I'm (kind of) running late.	我（有点）要晚了。
I gotta go.	我得走了。
OK, I'm off.	我走了哈。
Shall we go?	咱们走吧？
Good to go?	准备好走了吗？
I'm all set.	我都准备好了。
She just left.	她刚走。
She just took off.	她刚走。
I just got here.	我刚到。
Where are you headed/heading?	你要去哪？
Where are you off to?	你要去哪？
Let's head back to the office.	咱们回办公室吧。

Thanks for saying so.	谢谢你这么说。
Thanks for your compliment.	谢谢你的夸奖。
I'm flattered.	过奖。
I'm just doing my job.	这是我应该做的。
I lost track of time.	我把时间都忘了。
If only we had more time!	要是再给我们点时间就好了。
We don't have all day.	我们没有整天的时间浪费在这方面。
It might take ten minutes (or so).	可能得需要十分钟左右时间。
It takes time.	这需要时间。
This is gonna take a while.	这得需要一点时间。
For some time now.	( 这种状况 ) 有一段时间了。
It's been a while.	( 这种状况 ) 有一段时间了。
Just in time	真及时。
Just on time.	真准时。
Perfect timing.	真准时。
Five minutes left/to go.	还剩5分钟。

It's not time yet.

时间还不到。

It's about time.

时间差不多了。

Time's up.

时间到了。

She should/will be here any minute.

她马上就到。

She will be with you momentarily.

她很快就可以见你。

Ms. Stevens is ready for you now.

Stevens女士现在可以见你了。

Could you get her here?

你能叫她过来一趟吗？

I'll just get her.

我去叫她。

Here she is!

她来了！

There she is!

她在那儿！

Speak of the devil.

说曹操曹操到。

It's about time you got here.

你才来啊。/你终于来了。

I have to make a call.

我要打一个电话。

I have to answer a call/this.

我要接一个电话。

I tried calling you.

我给你打电话了。

I just got off the phone with him.

我刚和他通过电话。

I need to get ahold of him.

我需要联系他。

Is there a way I can get ahold of him?

我用什么方式能够联系到他？

You can try his cell.

你可以打他手机。



He is not picking it up.  
He's not answering.  
Try him again.  
She's (talking) on the phone.  
She's on the phone with someone.

他没接。  
他没接。  
再给他打。  
她正在打电话。  
她正在打电话。

I'll see what I can do.  
There's nothing I can do.  
It is beyond my control.  
The situation will get out of hand.

我尽力。  
我无能为力。  
不在我的掌控之内。  
情况将会变得失去控制。

We'll see.  
We'll see about that.  
I can see that.  
You know that (as well as I do).

到时候看看情况吧。  
到时候看看情况怎么发展吧。  
我看出来了。  
你懂的。

Give it a shot/try.  
It's worth a shot/try.  
I'm sure we can pull this off.

试一下吧。  
值得一试。  
我确信我们能够完成这项任务。

I can completely understand.  
That's understandable.

我完全能够理解。  
那样做可以理解。

I'll look into it.

我会查查原因。

I double checked.

我检查了两遍。

Can you help me go over my presentation?

你能帮过一遍presentation吗？

Let's go over these numbers.

这些数据咱们再过一遍。

I need to go over this report one last time.

我需要把report再过一遍。

Have you heard?

你听说了吗？

I didn't know.

我才知道。

Only on a need-to-know basis.

此信息只针对需要知道的人。

This is just between us.

这事就我俩知道就行了。

Please keep a secret.

请保密。

Please keep mum.

请保密。

Please do not pass this information on to anyone.

请不要把这个信息告诉任何人。

I won't tell.

我不会说出去。

(Do we have a) deal?

咱们就这么定了？

(It's a) deal.

就这么定了。/ 一言为定。

I give you my word.

我向你保证。

Do you mean it?

你是认真的吗？

I mean it.

我是认真的。

I didn't mean it.

我这样说你别当真。

I didn't mean to.

我这样做不是故意的。

Think out of the box.

要有创新思维。

Think about the big picture.

要有大局观。

It is a top/high/low priority.

它是首要/重要/次要任务。

I have to prioritize my work.

我得按优先性安排工作。

It's not a big deal./No big deal.

没什么大关系。

No biggie.

没什么大关系。

This is a big deal.

这是件大事。

In this situation, time/speed is of the essence.

在这种情况下，时间/速度是关键。

It has a lot to do with money.

跟钱的关系很大。

It has nothing to do with money.

跟钱没有关系。

I need it bad.

我着急要这个东西。

They're expecting it.

他们正等着要。

No need.

用不着。

Don't bother.

不用麻烦了。

No bother at all.

一点也不麻烦。

Forget it.

算了。

That's what we have been looking for.

那就是我们一直想要的。

I'll be in touch.

我会和你联系的。

How can I get in touch with you?

我怎么和你联系？

I'll get back to you ASAP.

我尽快给你回话。

I will have him ping you.

我会让他ping你。

What do you think about...?

你认为怎么样？

How do you like...?

你觉得这个计划怎么样？

What's your view on this?

这个问题你是怎么看的？

How do/should I put it?

怎么说呢？

In my opinion,

依我看来，

As far as I know,

据我所知，

As far as I'm concerned,

据我所知，

To my knowledge,

据我所知，

In my experience,

根据我的经验，

My understanding is that...

我的理解是...

I feel the same way.

颇有同感。

That's what I think.

我是这么想的。

That's the way I look at it too.

我也是这么看的。

You can say that again.

你说的没错。

Agreed? Agreed.

同意吗? 同意。

We should agree to disagree.

我们应该求同存异。

I have some reservations about this proposal.

我对这个提议有保留意见。

In the worst-case scenario,

在最糟糕的情况下，

I've seen worse.

我见过更糟糕的情况。

Stuff happens.

可能会出现意外情况。

We'll keep it under consideration.

把它纳入考虑之内。

We must take it into account.

我们必须把那个考虑在内。

You're the boss!

听你的。

He is a difficult boss.

他是一个难伺候的老板。

She likes to boss people around.

他喜欢对别人发号施令。

We call the shots.

我们说了算。

She has the say.

她说了算。

Shoot!

说吧。

Feel free to call me.

随时给我打电话。

Call me if you're ever in a bind.

有困难了给我打电话。

If you need anything, just let me know/hollar.

需要什么东西，叫我一声。

I won't let you down.

我不会让你失望的。

You can count on me.

你可以依靠我。

I'd rather not answer that.

~~我~~不想回答那个问题。

I don't wanna talk about it.

我不想提这件事。

I don't want to bring it up.

我不想提这件事。

Sorry, no comment.

不好意思，无可奉告。

Two hours tops/max.

最多两小时。

It can be up to 500 people.

能达到500人。

Leave it to me.

交给我处理吧。

I'll leave it to you.

我把它留给你来处理。

I'll leave you with that.

我把它留给你来处理。

He's on a business trip (to Shanghai).

他（去上海）出差了。

He will be away for a few days.

他会离开几天。

I have to go on a business trip (to Shanghai).

我得（去上海）出差。

I'll be back in two days.

我两天之后回来。

Do you travel (abroad) a lot?

你经常（海外）商务旅行吗？

My computer crashed.	我电脑坏了。
My computer won't start.	我电脑无法启动。
The system is down.	系统down掉了。
It's working fine.	（东西的运作）没有什么问题。
Can I have it back, please?	能还给我吗？（我要用）
Please give it back soon.	请快点还回来。
You can have/keep it.	给你了。
This is absurd!	太荒谬了！
It doesn't make sense.	不合逻辑。
It doesn't hold water.	这个观点站不住脚。
She's not reasonable in her demands.	她的要求不合理。
Maybe you can talk some sense into her.	也许你能好好劝劝她。
We should make the first move.	我们应该走出第一步。
It's the right move.	这步策略是正确的。
It is a logical step.	它是明智的一步举措。
What for?	为了什么？
I have my reasons.	我这样说/做是有原因的。

The thing is we ran into a lot of trouble.

问题/关键是我们遇到了很多困难。

I figure that...

我发现...

I'm not entitled to that.

我没有那个权限。

It must be authorized by your manager.

必须被经理批准。

It has been authorized.

已经被批准了。

I'll skip it.

咱们跳过去不做了。

Can we put it off for a few days?

我们能推迟几天吗？

It might come in handy.

以后可能会用得上。

I don't cut corners.

我做事不糊弄。

We should stay out of this.

我们不应该介入。

He's going too far.

他做得太过分了。

Far from it.

根本不是因为那个。

The project is already underway.

项目已经开始了。

That's out of the question.

那是不可能的。

That's a big no-no.

那是绝对错误的。/ 绝对不允许。

It paid off.

努力有了回报/努力没白费。

The odds aren't very good.

成功的可能性不大。

Is he up for it?

他愿意做吗？

He isn't anything like my first boss.

他一点也不像我的第一个老板。



My manager gave me the green light.

我的经理同意了。

He put forward some excellent ideas.

他提出了一些很好的主意。

Put your mind at ease.

放心吧。

Nobody saw that coming.

没有人预料到会发生那样的事。

It has already taken place.

已经开始了。

There are exceptions.

有例外情况。

It is a must have for everyone.

必须人手一份/个。

We can't do without it.

没有那个不行。

Let's take a vote.

咱们投票表决。

I'll (go) get it for you.

我去给你拿。

Here you are/go.

给你。

Here.

呐。

That's likely to happen.

有可能发生那种情况。

Let's do it then.

咱们就这么做吧。

It was mishandled.

这个问题没处理好。

You're most welcome to come.

很欢迎你参加。

We're two people short.

我们还少两个人。

It's not yet known.

现在还不知道/清楚。

I engaged him in conversation.

我让他也参加会谈。

Please abide by.

请大家严格遵守。

Attendance is mandatory.

必须参加。

Would you mind waiting for a minute?

你介意等一会吗？

You should go right in.

你赶快进去吧。

It was team effort.

都是团队努力的结果。

If I could, I would.

如果我说的话，我会那么做的。

I should be thanking her.

我应该感谢她。

So why wait?

那还等什么？

Go ahead.

请便。

That is something I cannot do.

我不能做那样的事。

That's exactly what we hope to accomplish.

那就是我们所希望完成的。

We just don't have the financial resources right now.

资金不够。

It's too big a risk right now.

现在风险太大。

I might need to ask for an extension on that deadline.

我希望能够把期限延长。

Has she already gone home?

她已经回家了吗？

I just said what I thought.

我只是说出了我的想法。

This is not a good time.

现在不是时候。

Work comes first.

工作第一位。

She is a perfect fit for the position.

她很适合这个职位。

I need something tangible.

我需要一些能够证明的东西。（光嘴上说不行）

The magnitude of the problem is huge.

问题很严重。

He headed the Customer Support Department.

他负责客户支持部门。

He has made many contributions to the team.

他对team作出了很多贡献。

Would you prefer me to stay?	你想让我留下吗？
Sandy will be delighted to see you.	Sandy会很高兴见到你。
I feel deeply honored to have been invited here today.	今天我很荣幸被邀请到这里。
Put the client first.	客户至上。
Standards cannot be overlooked.	标准不能被忽视。
Wouldn't you agree that...?	你难道不同意...?
Can I come in here?	我能插一句话吗？
I have a point to raise about...	我有一个观点要说明关于...
Can I just finish?	听我说完。
Would you like to start?	请开始吧。
I work in the AP division.	我在AP部门工作。
We're on the same project.	我们做同一个项目。
That's about it.	我要说的就这么多了。
This is pretty much it.	我要说的就这么多了。
...will/won't do.	...行/不行。
That depends.	那得看什么事了。
They did it on purpose.	他们是故意的。
I wanted to explain things face to face.	我想见面跟你解释。