

英语常用口语表达用语

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一. Greetings

- 1 How are you?
- 2 How do you do?
- 3 How are you doing?
- 4 How's everything?
- 5 How's it going?
- 6 I've been looking forward to meeting you.
- 7 I have heard so much/a lot about you.
- 8 Glad/Nice to meet/see you!
- 9 Fancy meeting you here!
- 10 Long time no see.
- 11 You look great today.
- 12 Give me a hug.

二. Introduction

- 13 I would like to introduce myself. I'm ...
- 14 Mary, let me introduce ...
- 15 Allow me to introduce ...
- 16 May I have your name?
- 17 John, may I introduce Mary to you?
- 18 I'd like you to meet Mary.
- 19 This is my friend John.
- 20 Can I have your business card?
- 21 Here is my business card.
- 22 Melinda, this is Roger. Roger, this is Melinda.
- 23 Sorry, I didn't catch your name.

三. Farewells

- 24 See you (later).
- 25 See you soon.
- 26 See you tomorrow/next year!
- 27 So long.
- 28 Hope to see you again.
- 29 I am afraid that I must be leaving.
- 30 I am sorry but I have to go now.
- 31 I've got to go now.
- 32 Have a pleasant journey.
- 33 Have a good journey, and all the best.
- 34 Take care of yourself and don't forget to keep in touch.
- 35 I am looking forward to seeing you again.
- 36 Remember the good time we shared!

四. Thanks

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- 37 Many thanks.
- 38 I'm much obliged to you.
- 39 Thanks a lot.
- 40 Thanks ever so much.
- 41 I can never thank you enough.
- 42 Thank you for all you've done for me.
- 43 Thanks for the trouble you have taken for me.
- 44 I appreciate your help.
- 45 I'm truly grateful for your help.
- 46 I couldn't have done it without you.
- 47 You saved my life.
- 48 You're one in a million.

五. Apologies

- 49 I'm really sorry.
- 50 I apologize for ...
- 51 Please accept my heartfelt apology.
- 52 I beg your forgiveness.
- 53 I feel really bad/sorry about ...
- 54 I'm really sorry for not keeping my promise.
- 55 I'm not sure how to put it, but I'm sorry that I have done something wrong to you.
- 56 It must have been very embarrassing to ...
- 57 I'll never forgive myself.
- 58 Will you ever forgive me?
- 59 How could I be so thoughtless?
- 60 It's all my fault.
- 61 I didn't mean it.

六. Invitation

- 62 Would you like to join...?
- 63 I am wondering if you'd like to go to the...
- 64 I'll be happy if you can come to the ...
- 65 I'd like to have dinner with you next Tuesday.
- 66 I wonder if you two would like to come to...?
- 67 Let's go and have something.
- 68 We should be delighted if you could ...
- 69 Would you be free to a concert on Sunday?
- 70 What about going to...?
- 71 Why not join...?
- 72 Why don't you come on a holiday with us?

七. Asking for Permission

- 73 Is it all right if I...?

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- 74 Do you mind my doing...?
- 75 Would you mind my doing...?
- 76 Can I possibly have the book for a moment?
- 77 Do you have any objection to my doing...?
- 78 Am I allowed to make a suggestion?
- 79 Would I be in a position to express my opinion on this?
- 80 Would it be possible for me to put off the work till a later day?
- 81 I wonder whether I could take it away?
- 82 I'd like to make a phone call here, if you permit me.

八. Wishes and Congratulations

- 83 Wish you every success!
- 84 Good luck to you.
- 85 Wishing you good luck (forever).
- 86 Wish you peace and happiness (during the holidays).
- 87 Let me wish you the best of everything.
- 88 May you succeed at whatever you try.
- 89 May all your wishes come true.
- 90 I wish you every fortune and every success.
- 91 May your Christmas be filled with joy and warmth!
- 92 Hope the holidays find you happy and healthy.
- 93 If only I had more time, I could do it.
- 94 Keep my fingers crossed that I'll win the first prize.
- 95 I'm sure you'll be happy together.
- 96 You make a great couple.
- 97 Congratulations! I knew you'd pass it with flying colors.
- 98 I want to congratulate you with all my heart.
- 99 I think no one deserves it more than you!
- 100 Please send him my congratulations.
- 101 What marvelous news!

九. Offering or Asking for Help

- 102 What can I do for you?
- 103 Is there anything I can do for you?
- 104 Let me help you with...
- 105 Let me give you a hand.
- 106 Don't worry. I'll do it for you.
- 107 Why don't you use my... ?
- 108 I'll give you a lift if you like.
- 109 I'd like to help if I can.
- 110 Would you please ... ?
- 111 Could you do me a favor?

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十. Making Appointments

- 112 What time is convenient for you?
- 113 What's the best place to meet?
- 114 What about Saturday evening?
- 115 Would tomorrow morning suit you?
- 116 May I expect you at five?
- 117 I'm wondering if you'd like to go to a movie with me.
- 118 I'm going to see the film with a group of my friends. Would you like to join us?
- 119 I'm afraid I won't be able to see you today.
- 120 I'm awfully sorry that I have to postpone my appointment with the dentist on Saturday.
- 121 Something urgent happened. I'd like to change our appointment to the day after tomorrow.
- 122 I really want to, but I have got hundreds of things to do.
- 123 Count me in if you are to meet on Sunday.
- 124 Glad you could make it.

十一. Making Telephone Calls

- 125 May I speak to... ?
- 126 Speaking.
- 127 Is Roger there?
- 128 Yes, speaking.
- 129 Hi, my hands are tied. I'll get back to you in a minute.
- 130 Can I call back? Something has come up.
- 131 Can I have your name and telephone number?
- 132 I have to take your number and call you back.
- 133 Can you connect me with... ?
- 134 I'm afraid you've got the wrong number.
- 135 Can we continue this later? My other line is ringing.
- 136 Hang on a second/a moment.
- 137 Would you like to hold?
- 138 Hold the line, please.
- 139 He's not here right now.
- 140 He's in a meeting now.
- 141 He's out on his lunch break right now. Would you like to leave a message?
- 142 He's not available now. Can I take a message?
- 143 When he comes back, can you have him call me at ...
- 144 May I leave a message?
- 145 Of course. Hold on for just a second so I can grab a pen and paper.
- 146 Can you put Daisy back on again? I forgot to tell her something.
- 147 Sure. I'll go and get her.
- 148 Long-distance call from ...
- 149 Should I tell him you'll call back, or do you want him to call you?

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- 150 If you leave your name and number, I'll have him call you back as soon as he's available.
151 Have you got the telephone directory? Can you help me get Mr. Li's telephone number?
152 John is on another line now. Can you hold on?

十二. Having Meals

- 153 Could you show us the menu?
154 Would you like to see the menu?
155 Are you ready to order?
156 What do you recommend?
157 Which do you prefer?
158 How would you like that prepared/done?
159 What would you like to drink, tea or coffee?
160 I prefer noodles to rice.
161 I prefer to drink coffee without sugar.
162 What is your favorite... ?
163 What about having western food today?
164 Let's grab something to eat!
165 It is very delicious, but I can't eat any more.
166 We will go Dutch.
167 Tonight's on me.
168 I'll take care of the bill/check.
169 Would I have the bill?
170 We'd like the bill, please.
171 Bring me the bill/check, please.

十三. Seeing the Doctor

- 172 What's the matter?
173 What's the trouble with you?
174 What seems to be the trouble?
175 I don't feel like eating.
176 How long have you been like this?
177 I've been sick for a day.
178 It hurts me when I breathe.
179 I feel feverish.
180 I'd like to run some tests.
181 I'd like to take a blood sample.
182 Have you had this problem before?
183 How's your blood pressure?
184 Give up smoking and keep on taking more exercises.
185 I'm going to write a prescription.
186 What sort of medicine do you take?
187 Take the medicine, and you'll be better.

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188 Take these pills every four hours.

189 He is up and about now.

十四. Shopping

190 May/Can I help you?

191 Are you looking for something particular?

192 We have a clearance sale today.

193 The price will go down.

194 I heard other stores were having great mark-downs on this item.

195 Please try it on.

196 I've seen this cheaper in other places.

197 Could you bring the price down?

198 That is a steal.

199 I'd buy this if it were cheaper.

200 It's a little overpriced.

201 Do you know what size you are?

202 I'm afraid we're out of that item.

203 I'm afraid we don't have it in stock.

204 Where is the men's shop?

205 Do you have this in stock?

206 Do you have this in blue?

207 How are you going to pay, cash, check or charge?

208 How will you pay for this?

209 Cash back?

210 What a deal!

211 Bring your receipt to the customer service, and they will refund you.

212 Can you give me the invoice?

十五. Asking the Way

213 Excuse me, can you tell me the way to ... ?

214 Could you tell me where I can find a hospital?

215 Sorry to trouble you, but can you direct me out of this building?

216 Which direction is it to... ?

217 Excuse me, is this the right way to ... ?

218 Tell me, please, where is No. 27 on this street?

219 Excuse me, how can I get to... ?

220 Excuse me, does this bus go to... ?

221 How long does it take to walk there?

222 How can I find... ?

十六. Talking about Weather

223 Have you heard the weather forecast?

224 What does the weather forecast say?

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- 225 We'll have fine weather for the next few days.
- 226 What will it be after the clear weather?
- 227 It says a storm may come soon.
- 228 How long will this hot weather last?
- 229 I hope it stays nice for the whole month.
- 230 It's wonderful after the rain.
- 231 Autumn (Fall) is the best season here.
- 232 It's hot like oven now in this part of the country.
- 233 The weather is terribly changeable at this time of the year.
- 234 We don't know what's going to be tomorrow until we listen to the latest weather report.
- 235 It has turned out to be a nice day.
- 236 It seems to be clearing up.

十七. Advice and Suggestions

- 237 If I were you, I'd phone him now.
- 238 What do you think I should do?
- 239 I advise you to see a doctor.
- 240 I would try again if I were you.
- 241 You'd better go through your test paper again.
- 242 Should we go now?
- 243 You ought to contact the police.
- 244 Why don't you go to bed earlier?
- 245 Don't you think it might be a good idea to have a picnic this weekend?
- 246 How about going to a concert?
- 247 I don't think it is very practical.
- 248 I recommend you to give up smoking.
- 249 May I suggest leaving a message with his secretary?
- 250 Isn't there anything else I could do?

十八. Showing Attitude

- 251 It's cool! /Cool.
- 252 It is neat!
- 253 It is righteous!
- 254 That's great!
- 255 That's incredible!
- 256 The house is gorgeous!
- 257 You are brilliant /great/ terrific/ ... !
- 258 It is a terrific game.
- 259 I am sick and tired of doing homework.
- 260 The movie was a turn-off.
- 261 You scared me!
- 262 That's so stupid!

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263 It's a piece of cake.

264 No ifs, or buts.

十九. Expressing Anger

265 What do you think you are doing?

266 I simply can't bear to see her behavior.

267 I'm very annoyed at ...

268 I'm fed up with...

269 That's what gets me down.

270 I will not put up with ...

271 It makes me sick the way he laughs/speaks ...

272 You're getting on my nerves.

273 I've had enough of you.

274 Who do you think you are?

275 It makes me sick!

276 I've had enough of your ...

二十. Expressing Disappointment

277 I'd expect it to be more exciting.

278 It wasn't as good as I'd expected.

279 Her performance could have been better.

280 I don't think much of the painting/story ...

281 I was really looking forward to having a good time there.

282 That's a real let down.

283 I must say I had hoped for twelve percent discount at least.

284 I must admit I had expected you to tell me the truth.

285 I wish I'd realized it.

286 The story wasn't up to much.

287 I've never felt so let down before.

二十一. Expressing Complaint

288 I want to make a complaint about...

289 What's the point of talking about it?

290 I've just had enough of that!

291 She is all talking.

292 Couldn't you speak a bit slowly/turn down the radio a little bit?

293 I wish you would come here earlier next time.

294 You should have seen the mess.

二十二. Expressing Sympathy

295 I'm sorry to hear about it.

296 You must be feeling bad/terrible/awful about ...

297 Don't take it too much to heart.

298 Don't let it get you down.

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- 299 It's no use crying over spilt milk.
- 300 It could have happened to anybody.
- 301 You can't win them all the time.
- 302 You must be annoyed about...
- 303 I am deeply sorry to learn/hear about ...
- 304 I do hope it's nothing serious.
- 305 What bad luck!
- 306 Is there any way I can help?

二十三. Expressing Encouragement

- 307 Come on, be a man!
- 308 That's better than I can do.
- 309 I believe you can improve it.
- 310 I think you should go ahead.
- 311 If at first you don't succeed, try, try, and try again.
- 312 You have my whole-hearted support.
- 313 There is no reason to feel discouraged.
- 314 The longest road must have an end.
- 315 Keep it up!
- 316 I'll always be there for you!

二十四. Making a Request

- 317 I was wondering whether you could ...
- 318 May I trouble you to (do) ... ?
- 319 May I have the pleasure of... ?
- 320 Do you mind if I ... ?
- 321 I'd appreciate it if you could help me with ...
- 322 Do you think it would be possible to (do) ...
- 323 Would you be so kind as to ... ?
- 324 It would help me a great deal if you ... ?
- 325 I'd be feeling grateful to you if you... ?

二十五. Expressing Surprise

- 326 My goodness!
- 327 That's incredible!
- 328 What a surprise!
- 329 I can't believe my eyes.
- 330 Wow! What a beautiful lake!
- 331 Good heavens!
- 332 How astonishing/amazing!
- 333 Who knows? God knows!
- 334 It's too good to be true!
- 335 Who could have thought/expected it!

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二十六. Expressing Certainty or Uncertainty

- 336 Are you sure about. ...?
- 337 Is there any doubt about ... ?
- 338 I am sure about...
- 339 I am absolutely positive about...
- 340 I have no doubt about ...
- 341 I'm quite convinced of ...
- 342 There is little doubt in my mind about...
- 343 There is no question about ...
- 344 I'm a hundred percent certain about ...
- 345 I really can't tell about...
- 346 I have no idea about ...
- 347 There is surely some doubt about ...
- 348 It's not likely that ...
- 349 It's hard to say.
- 350 It's obvious that...
- 351 I'm certain/sure that ...
- 352 I couldn't say for certain, but I suspect that ...

二十七. Agreeing and Disagreeing

- 353 Sure./Absolutely.
- 354 You got it.
- 355 By all means.
- 356 That's true/right.
- 357 That's for sure.
- 358 I couldn't agree with you more.
- 359 I don't think so.
- 360 That's not right.
- 361 I couldn't disagree with you more.
- 362 That's out of the question.
- 363 You've got it all wrong.
- 364 I don't think you've got your facts straight.
- 365 Next time get the facts first.
- 366 Don't jump to conclusions.