

# Speak like a Pro! 25 Business English Phrases

## Subtitle

Hey, everyone. I'm Alex. Thanks for clicking, and

welcome to this lesson on 25 Essential Business

English Phrases. So, in this lesson, we are going

to learn 25 phrases that you can use in emails,

in everyday communications, whether you are talking to your boss, a client, a customer,

your colleagues. You will hear this in offices

all around the world. So, let's begin with

reach out. So, if you reach out to someone, you

send them a communication, you send them an email

or a message in an attempt to contact them, to make contact with them. So, for example,

your boss might ask you, "Did you reach out to

the client?" Right? "Did you make an attempt

to contact the client? Did you send them an

email?" Now, this is slightly different from the

next two, which are get in touch with someone or

get in contact with someone. If you get in touch,

you get in contact. This means you actually contact the person. Reach out has more of a

meaning of you attempted. You reach. So, I'm

reaching my arm. You reach out. You attempt

to contact them and say, "Hi, I need to talk

to you about something." So, to get in touch,

to get in contact means to contact someone.

So, "I will get in touch with you by Friday."

So, maybe you send someone, you leave a message

## Machine Translation

嘿，大家好。我是亚历克斯。感谢您的点击，

欢迎来到“25个基本商务

英语短语”课程。因此，在本课中，我们将

学习25个可以在电子邮件、

日常交流中使用的短语，无论您是在与老板、客户、顾客还是

同事交谈。您会在世界各地的办公室听到这个消息

。那么，让我们开始

伸出援手吧。因此，如果您联系某人，您会向

他们发送通信，您会向他们发送电子邮件

或消息以尝试联系他们，与他们取得联系。例如，

您的老板可能会问您：“你联系过

客户吗？”正确的？“你尝试

联系过客户吗？你给他们发过

电子邮件吗？”现在，这与

接下来的两个略有不同，接下来的两个是与某人取得联系或

与某人取得联系。如果您联系，

您就联系。这意味着您确实联系了该人。伸出援手更具有

你尝试过的意义。你到达了。所以，我

伸出了我的手臂。你伸出手。您尝试

联系他们并说：“嗨，我需要

和您谈一些事情。”因此，取得联系、

取得联系意味着联系某人。

所以，“我会在周五之前与您联系。”

因此，也许你会派人去找某个人，

on their machine or you send them a message over

a chat program, a messenger service, or an email

and say, "I will get in touch with you by Friday."

Or, "I will get in contact with you by Friday."  
So, you can reach out to clients,

reach out to customers. You can get in touch or you can get in contact with them as well.

Next, to check in with someone. Now, when you

check in with someone, it means that you contact

them for an update on something because you just

want to see the status of the project, the status

of the relationship that you are trying to develop

with a particular client or customer. So, when you

check in with someone, you are just tapping them

on the shoulder and saying, "Hey, how is it going?"

Okay? So, for example, maybe you have checked

in with Rob and Rob contacts you in return. He

returns your email and, or sorry, you are Rob,

and someone contacts you and they contact you in

return and they say, "Hi, Rob. Thanks for checking

in." Right? Like, "Thanks for sending me a message.

Thanks for tapping me on the shoulder."  
Okay?

It's possible if you work in an office that you check in with your boss once a week, maybe, or

you check in with your team on a daily basis.

在他们的机器上留个言, 或者 通过

聊天程序、信使服务或电子邮件给他们发个消息,

说“我会 在星期五之前联系你”。

或者, “我将在星期五之前与您联系。” 因此, 您可以联系客户、

接触顾客。 您可以联系他们, 也可以与他们联系。

接下来, 与某人一起检查。 现在, 当您

与某人联系时, 这意味着您联系

他们以获取 某事的最新进展, 因为您只是

想查看 项目的状态以及

您试图

与特定客户或 客户建立的关系的状态。 因此, 当你

与某人见面时, 你只需拍拍他们的

肩膀 说: “嘿, 最近怎么样? ”

好的? 举例来说, 也许您已经

与 Rob 联系过, 而 Rob 也同样与 您联系。 他

回复了你的电子邮件, 或者很抱歉, 你是 Rob,

然后有人联系 你, 然后他们又联系你,

说: “嗨, Rob。谢谢你

来这里。” 正确的? 比如, “谢谢你 给我发信息。

谢谢你拍我的 肩膀。” 好的?

如果你 在办公室工作, 你可能每周

与你的老板签到 一次, 或者每天

与你的 团队签到一次。

This means every day or maybe once a week. So, if you do, if you do work right now, how often do you check in with your department?

How often do you check in with your boss to just

get the newest information, to get the latest updates? Next, to follow up with someone.

So, this is similar to check in, but the difference is when you follow up with someone,

it doesn't mean that they have caught, that the

communication has been two ways necessarily.

So, for example, if you are someone who is selling

your services to clients or potential clients, potential customers, and you contact them and

you get no response. Okay? You get zero response.

Probably they saw your email. Maybe they deleted it. Maybe they haven't opened it.

Maybe they opened it and said, "I'm not interested." Or, "Oh, maybe later." Your

boss might ask you to, hey, follow up with them. This means contact them again. So,

when you follow up with someone, you send a subsequent communication, another message,

another email, because did you receive my

email? Did you receive my message? Do you have

any questions? These are the types of questions

you ask when you follow up with someone to get

more information, ask if they got your information

in the first place. So, for example, make sure you

follow up with them tomorrow. Now, I mentioned

这意味着每天或者每周一次。那么,如果您现在确实在工作,

您多久会 与您的部门联系一次?

您多久 与老板联系一次以

获取最新 信息和最新

更新? 接下来, 跟进某人。

因此, 这与 签到类似, 但

不同之处在于, 当您 跟进某人时,

并不意味着 他们已经发现问题, 而是

沟通 必然是双向的。

举例来说, 如果您 正在

向客户 或潜在客户销售服务,

并且您联系了他们但

没有得到任何回复。好的? 你得不到任何回应。

他们可能看到了您的电子邮件。也许他们 删除了它。也许他们还没有打开。

也许他们打开后会说“我不 感兴趣”。或者, “哦, 也许以后吧。” 你的

老板可能会要求你跟进 他们。这意味着再次联系他们。因此,

当您跟进某人时, 您会发送 后续通信、另一条消息、

另一封电子邮件, 因为 您收到我的

电子邮件了吗? 你收到 我的信息了吗? 您还有

什么问题吗? 这些 是

您在 跟进某人以获取

更多信息时提出的问题类型, 询问 他们是否首先获得了您的信息

。因此, 例如, 请确保您明天

跟进他们。现在, 我提到

that, you know, with follow up, sometimes the other person hasn't even contacted you about anything. It's possible that you already have been communicating with this person for a while as well. And maybe you're working on something and the person hasn't responded to you in five days about something. And your boss says, "Five days? That's a long time." You should follow up with them. Make sure you follow up with them.

In that case, they could also say, make sure you check in with them. Ask them for an update.

What's the newest information? All right, next. Now, these are some everyday common words, but I want to show you which prepositions they often work with and which of them don't need a preposition. So, some people don't use these correctly. And that's why I want to make sure you have the basics so that you master them and you use them effectively and correctly in your English communications. So, ask about and inquire about. So, you can ask about something. You can ask someone about something. Inquire is a more formal way to say ask. You can inquire with someone about something or just inquire about something.

So, for example, "Hello, I'm writing to inquire about your prices." Or, "Hello, I'm writing to ask

, 你知道, 通过 后续跟进, 有时对方甚至没有就任何事情联系你。您可能已经与此人交流了一段时间。

。也许 你正在做某事, 而对方 五天都没有回复你。

。你的老板说: “五天? 这 时间太长了。” 你应该跟进他们。 确保 你跟进他们。

在这种情况下, 他们 还可以说, 请务必与他们联系。 向他们询问最新情况。有什么最新 资讯? 好的, 下一个。

现在, 这些是一些 日常常用词, 但我想向你展示 它们经常与哪些介词一起使用, 哪些不需要介词。 因此, 有些 人没有正确使用这些。 这就是 为什么我要确保你掌握基础知识, 以便你能够掌握它们并在英语交流中有效、正确地使用它们。

。因此, 多多询问、多多探询。

。所以, 你可以问 一些事情。 你可以向某人询问 某事。 Inquire 是 ask 更正式的说法。 您 可以向某人询问某事, 或者只是 询问某事。

例如, “您好, 我写信是想询问你们的价格。” 或者, “您好, 我写信是想询问

about your prices." So, both of these are possible.

Inquire is a nice formal word that you can use if you want to sound more professional.

Let's go. Next, we have reply, respond, answer,

get back to. All of these are in the same family

of words. You can use all of them in an email or

when talking with a customer, client, or colleague.

So, you reply to someone. Okay? You reply to a

message. So, don't say, "Thank you for replying me."

Say, "Thank you for replying to me." Don't say, "Thank you for replying my message."

"Thank you for replying to my message." So, you always reply to someone. You respond

to someone. Answer is different. You answer someone or you answer a message. If you use

answer to, this means, like, you are in a subordinate position to someone. So, if someone

asks you, "Whom do you answer to?" This means,

like, "Who is your boss? Who is your superior?"

"Oh, I answer to David. David is my boss. I answer to him." But you can answer a question,

answer a message, answer a person. So, to get

back to someone, this is a more informal way to say, reply to, respond to, answer someone.

So, for example, very common sentence,

"I'll get back to you as soon as I can." Or, "As soon as possible." Or, "ASAP." So,

"I will respond to you. I will reply to you. I will answer you as soon as I can."

Did you respond to her? Did you reply to her?

你们的价格。”所以，这两种情况都是有可能的。

如果您想让自己听起来更专业，可以使用“Inquire”这个正式词语。

我们走吧。接下来，我们有 回复、回应、回答、

回复。所有这些都 属于同一个

词族。您可以在电子邮件中或

与 顾客、客户或同事交谈时使用所有这些。

因此，你回复某人。好的？您回复一条

消息。所以，不要说“谢谢你回复我”。

说“感谢您回复我。”不要说“感谢您回复我的消息”。

“感谢您回复我的消息。”所以，你总是回复某人。你回应

某人。答案不一样。您回答 某人或回复一条消息。如果您使用

answer to, 这 意味着您处于某人的

从属地位。因此，如果有人

问你，“你向谁 汇报？”意思是

“谁是你的老板？谁是你的上级？”

“哦，我向大卫汇报。大卫是我的领导。我向他汇报。”但是你可以回答一个问题，

回答一条消息，回答一个人。因此，要

回复某人，这 是一种更不正式的说法

，即回复、回应、回答某人。

例如，非常 常见的一句话是

“我会尽快回复您”。或者“尽快”。或者，“尽快”。所以，

“我会回复你。我会回复 你。我会尽快回复你。”

你回覆 她了嗎？ 你回覆她了嗎？

Did you answer her? Did you get back to her?

你回答她了吗？ 你回她那边了吗？

So, all of these, as you can see, they talk about returning a message to someone. Okay,

所以，正如您所见，所有这些，都是在谈论 向某人回复消息。 好的，

how is it going so far? Are you listening to this and saying, "Yeah, this is great stuff. Okay, I got more great stuff. So, let's keep going." Okay, next, we are talking about updates or receiving the latest, the newest information about something. So, you can provide an update

目前进展如何？ 你听到这些话是不是会说：“是啊， 这真是好东西。好的，我还有更多好东西。 所以，我们继续吧。” 好的，接下来，我们 讨论更新或接收

on something to someone. You can give an update.

有关某事物的最新信息。 因此， 您可以

Provide is a more formal word. Give is a more

向某人提供某事的最新信息。 您可以提供最新消息。

Provide 是一个更正式的 词。“给予”是一个比较

neutral word. Give an update on something, and

中性的词。 向某人 更新某事的

again, to someone. You can get an update. This

最新情况。 您 可以获得更新。 这是

to receive. Receive an update on something from

接收的。 接收某人 关于某事的更新信息

someone, and you can update someone. You can use

， 并且您也可以向 某人更新信息。 您

update as a verb as well. So, you can update someone on something. So, let's look at the example sentences. "Feel free to use these in

也可以将更新用作动词 。 因此， 你可以向某人更新某事。 那么， 让我们看一下例句。 “请随意在

your emails. Could you please send me an update

您的电子邮件中使用这些。 您能 告诉我

on your availability?" So, your availability means when you are free, when you are available

您的可用时间吗？” 因此， 您的空闲时间是指您何时 有空， 即

in your calendar. What's your schedule like?

您的日历上有空的时间。 你的日程安排是怎样的？

Maybe I'm scheduling a meeting with you.

也许我正在安排 与您会面。

"I'll update you tomorrow." Right? You can also

“我明天会向你汇报最新情况。” 正确的？ 你也可以

say, "I will send you an update tomorrow. I will

说，“我明天会给你发送 更新信息。我明天

provide you with an update tomorrow." And next,

会给你提供 更新信息。” 接下来是

"Did you get an update on the status of the

“您是否了解付款状态的最新消息

payment?" So, maybe your accounting department is	?" 因此, 也许您的 会计部门正在
asking you this, or you are asking your department,	问您这个问题, 或者您 正在问您的部门,
your accounting department this. "Did you get an update from the customer	您的会计部门这个问题。 “ 你从客户那里收到付款状态更新了吗
on the status of the payment? Have they paid us	? 他们已经付款给我们了吗
yet?" So, again, you can provide or give an update.	? ” 因此, 您可以再次 提供或给出更新信息。
You can get an update to receive one, and you	您可以获取更新 来接收信息, 然后
can just update someone, give them the latest	就可以向某人更新, 向 他们提供最新
information. Next, another common word, "send".	信息。 接下来是另一个 常用词“send”。
So, you can send something to someone, or you can	因此, 您可以 向某人发送某物, 或者您可以
just send something. I put parentheses, which	只发送某物。 我 加了括号, 这
means it's optional. This is absolutely necessary.	意味着它是可选的。 这 是绝对必要的。
So, you send something. You can't just send, you have to send something. Send something,	所以, 你发送一些东西。 你不能只是发送, 你必须发送 一些东西。 发送某物,
or send something to someone. Or you can send	或发送某物给 某人。 或者你可以给
someone something. So, you can send me the details,	某人寄一些东西。 因此, 您可以向我发送详细信息,
send me your availability. Here we go. "Thanks	并告知我您的空闲时间。 开始了。 “感谢您
for sending me the file. I'll send the attachment	发送文件给我。 我将于
this afternoon." And here you could say, like,	今天下午发送附件。” 在 这里您可以说,
"I'll send you the attachment this afternoon.	“我会在 今天下午将附件发送给您。
I'll send the attachment to you this afternoon."	我会在 今天下午将附件发送给您。”
It's also possible. And finally, "to forward something to someone" or "to forward someone	也是有可能的。 最后, “将某物转发给某人” 或“将某物转发给某人
something". So, when you forward something,	”。 因此, 当 您转发某些内容时,
it can be a synonym for the word "send", but	它可以是 “发送”一词的同义词, 但
typically, if you have an email, you know there	通常情况下, 如果您有 一封电子邮件, 您就会知道

is a forward button, which means someone sent

you an email, and you want to send that email

to someone else. So, you just want to forward

that email to a different person. But you can

also just forward someone, meaning send someone

something. So, for example, "Could you forward me

the details?" Like, send the details to me. I

know you have them. Send them forward to me.

Okay, so we have "send", "forward", "update", a

lot of useful language. And it's funny how we have,

like, the word "update", but you can give an

update. You can get an update. You can provide

an update. You can just update someone. So, as

you can see, they're simple words, but they have

so many different uses. And I hope by watching

this video, you are getting that sense,

and you're feeling more informed and more

empowered with your language. So, we're almost

done. We have a few more phrases. These are great.

They're very essential. Let's take a look at them.

So, next we have "according to". So, this means

based on the information we have, or as stated in,

or as stated by someone, or in some documents.

So, "According to our records, the delivery date

is September 7th." So, based on our records,

有一个转发按钮, 这意味着有人向

您发送了一封电子邮件, 而您 想将该电子邮件发送

给其他人。所以, 您只想将该

电子邮件转发给其他 人。但您

也可以转发给某人, 即向某人发送

某物。例如, “您能将

详细信息转发给我吗?” 比如, 把详细信息发给我。我

知道你有它们。将它们转发给我。

好的, 我们有“发送”、“转发”、“更新”等

很多有用的语言。有趣的是, 我们有

“更新”这个词, 但你可以提供

更新。您可以获得 更新。您可以提供

更新信息。您可以直接向 某人更新信息。所以, 正如

你所看到的, 它们是 简单的单词, 但它们有

许多不同的用途。我希望通过观看

这段视频, 您能够 获得这种感觉,

并且对自己的语言有 更多的了解和

掌握。那么, 我们快

完成了。我们还有一些 短语。这些都很棒。

它们非常重要。让我们来看看它们。

因此, 接下来我们有 “根据”。所以, 这意味着

根据 我们掌握的信息, 或如某人所述,

或在某些文件中所述。

因此, “根据我们的 记录, 交货日期

是 9 月 7 日。” 因此, 根据我们的记录,



our records say this, as stated in our records,  
according to our records. According to your  
previous email, you are not available to do  
this  
until September 7th, for example. Why are  
you saying that you can do it earlier now,  
like we weren't ready for you until September  
7th? So, next, "in regard to". This is like with  
attention to, when you are trying to focus the  
topic of conversation. So, with attention to  
something. So, I am writing in regard to your  
late payments. I am writing to you about your  
late  
payments with attention to, with focus on this  
conversation piece, this topic that we are  
discussing. So, I'm writing in regard to your  
late  
payments. Some people write with "in  
regards to".  
The correct form is "in regard to", but "in  
regards  
to" is being used so much that it's probably  
just  
going to become an accepted part of English  
speech. My old boss used to write "in regards  
to"  
all the time, but they say that some bosses  
don't  
have actually really good grammar because  
they  
don't need to. They're the boss. Bosses.  
Okay.  
"Apologize for" and "my apologies for". So, if  
you'd like to be a little more formal, you can  
send your apologies for something. So, here,  
"apologies" is being used as a noun. Here,  
it's a  
verb. I apologize. Now, I'm in Canada, so we  
spell  
it with a Z, and the U.S. also spells it with a Z.

我们的记录是这么说的，正如我们的记录所  
述，  
根据我们的记录。根据您  
之前的电子邮件，您  
直到9月7日才可以执行此操作。为什么你  
说你现在可以早点做，  
好像我们直到9月  
7日才为您做好准备？接下来是“关于”。这就  
像  
当你试图集中注意力在  
谈话主题上时一样。所以，要注意  
一些事情。因此，我写信是为了解决您  
逾期付款的问题。我写这封信是为了谈论您  
的逾期  
付款  
问题，重点是 我们正在讨论的这个话题  
。因此，我写信是为了解决您逾期  
付款的问题。有些人写“in respects to”。  
正确的形式是“in respect to”，但“in respect  
to”的使用太频繁了，它可能  
会成为英语口语中被接受的一部分  
。我以前的老板总是写“in respects to”  
，但他们说有些老板的语法  
实际上并不好，因为他们  
不需要。他们是老板。老板们。好的。  
“抱歉”和“我为……道歉”。因此，如果  
您想要更正式一点，您可以就  
某事表达歉意。因此，这里  
“apologies”被用作名词。在这里，它是一个  
动词。我很抱歉。现在，我在加拿大，所以  
我们用  
Z拼写它，美国也用Z拼写它。

If you are in England, and depending on, actually,

Z or Zed, however you want to say it. In England, you will see this with an S,

"apologize". So, we apologize for the delay.

My apologies for the delay. Our apologies for the inconvenience, for example. So, this one

sounds a little more formal, a little more polite if your company made an error, if you made a mistake and you upset your clients. You can say,

"my apologies for the confusion", "my apologies for the delay", "my apologies for

my previous email". Maybe you send incorrect information or something.

Okay, next, "let me". This is a cheat. "Let me"

is not technically a phrase. It is a sentence, like, "let me", "let me do something". So, "let me know if you have any questions",

"let me know if you require more details", "let me know the best time to call", "let me know", whatever it is, right? So, "let me see what I can do", "let me see if I can help",

"let me check my records". So, this is like saying, "allow me", "give me a chance to do this".

And finally, "look forward to", which means to anticipate something in the future, to be excited about something that is to come.

So, "I'm looking forward to hearing from you".

Very common ending for an email. Or simply, "looking forward to your response".

In writing, this is totally fine. In English,

technically, you need a subject. We don't have,

like, implied subjects in most constructions.

However, in certain phrases, certain writing

如果你在英国，实际上，取决于

Z 或 Zed，无论你想怎么说。在英国，你会看到字母 S，代表

“道歉”。因此，我们对延迟表示歉意。

很抱歉 耽搁了。例如，我们对给您带来的不便深表歉意。因此，

- 如果您的公司犯了错误，如果您犯了一个错误并且让您的客户感到不快，这句话听起来会更正式，更礼貌。您可以说

“对于造成的混乱我深感抱歉”、“对于延迟我深感抱歉”、“对于

之前的电子邮件我深感抱歉”。也许您发送了不正确的信息或其他信息。

好的，接下来，“让我来”。这是骗人的。从技术上讲，“让我”

并不是一个短语。它是一个句子，就像“让我”，“让我做某事”。所以，“如果您有任何问题请告诉我”，

“如果您需要更多详细信息请告诉我”，“请告诉我最佳通话时间”，“请告诉我”，

无论是什么，对吗？所以，“让我看看我能做什么”，“让我看看我是否可以提供帮助”，

“让我检查一下我的记录”。所以，这就像说“允许我”，“给我一个机会去做这件事”。

最后，“期待”的意思是期待未来的事情，

对即将发生的事情感到兴奋。

所以，“我期待您的回复”。

电子邮件非常常见的结尾。或者简单地说“期待您的回复”。

从书面上来说，这完全没问题。从技术上讲，在英语中

你需要一个主题。

在大多数结构中，我们没有隐含的主语。

然而，在某些短语、某些写作

constructions, you can just leave out the subject

结构中，您可以 省略主语

and just say, "looking forward to your response".

，只说“期待您的回复”。

"I'm looking forward to your comments", "to your

“期待 您的评论”、“期待您的

likes", "to your shares". "I'm looking forward to

点赞”、“期待您的分享”。“我期待

hearing from you", and to see if you enjoyed this

您的回复”，并 看看您是否喜欢这个

video. If you did, let me know in the comments.

视频。如果你这样做了，请 在评论中告诉我。

What could I have done better? Could I have done

我还能做什么 更好的？我是否可以做得更好

something better? What am I missing? What are some

？我错过了什么？ 还有哪些

other useful phrases? Tell me. Or, if you just want to review everything we have learned here,

有用的短语？告诉我。或者，如果您只是想回顾一下 我们在这里学到的所有内容，

go to [www.engvid.com](http://www.engvid.com). Check out the link in the

请访问 [www.engvid.com](http://www.engvid.com)。查看

description of the video. Maybe here, maybe here,

视频描述中的链接。也许在这里，也许在这里，

here, here. Who knows how YouTube or mmmTube -

这里，这里。谁知道 YouTube 或 mmmTube （

could be a different name when you see this - is

当您看到这个时可能是不同的名称）将来

going to make videos in the future. So, yeah, check out the quiz on [www.engvid.com](http://www.engvid.com) to test your understanding of this material. I hope you

会如何制作视频。是的，请查看 [www.engvid.com](http://www.engvid.com) 上的测验 来测试您 对该材料的理解。我希望你

found it useful. Until next time, thanks for clicking, and good luck with your work, with school, with everything. Use this stuff because

觉得它有用。下次 再见，感谢您的点击，祝 您工作顺利，学业顺利，万事如意。使用这个东西，因为

it's good, and I hope you're good. So, this is too long.

它很好，我希望你也 很好。所以，这太长了。

Take care. Bye. Looking forward to your comments. Bye.

小心。再见。期待您的评论。再见。