

Listen and Speak: English Speaking Practice for Work

Subtitle

Oh, hey, sorry.

I was just catching up on my emails.

All right, let's go.

Hey, everyone.

I'm Alex.

Thanks for clicking, and thank you for learning English with engVid.

Today I have a special lesson for you, especially if you work in an office environment.

So today we will look at 10 business English phrases, and I am going to guide you to answer

some questions with these phrases.

So you will get to have some guided speaking practice with today's lesson.

I hope you're ready for it.

If you are on the bus, maybe just say it in your mind, but I really want to encourage you to speak out loud during this lesson.

So first, let's look at the first phrase that we have here.

This says, "I've got a lot on my plate."

So your plate you can think of as the things you have to do, or the things you have to eat during a particular period.

So you can say, "I've got a lot on my plate this week."

I've got a lot on my plate today.

I've got a lot on my plate this afternoon," for example.

Another term for the things on your plate is your workload.

So if you have a heavy workload, you have a lot of work, you have a lot on your plate.

So, let me ask you, and you can just answer yes or no for this one.

Machine Translation

噢，嘿，对不起。

我刚刚 查看了我的电子邮件。

好的，我们走吧。

嘿，大家好。

我是亚历克斯。

感谢您的点击，也感谢 您通过 engVid 学习英语。

今天我要给 你们上一堂特别的课，特别是如果你 在办公室环境中工作。

所以今天我们将学习 10 个商务英语短语，我将 指导您

使用这些短语回答一些问题。

因此，您将 通过今天的课程进行一些指导性口语练习。

我希望你已经做好准备了。

如果你在公交车上，也许只是在心里说出来，但我真的想鼓励

你 在这节课上大声说出来。

首先，让我们看一下这里的第一个 短语。

这句话的意思是“我有 很多事情要做。”

因此，你可以将盘子 视为

你必须要做的事情，或者 你

在特定时期必须吃的东西。

例如，你可以说“ 这周我有很多事情要做。今天

我有很多事情 要做。今天下午

我有很多事情要做”。您要处理的

事情的另一个术语 是您的工作量。

因此，如果你的工作量很大，你就会有 很多工作要做，有很多事情要做。

所以，让我问你一下，你可以 直接回答是或

We'll start off a little easy, and just say the answer, please.

"Do you have a lot on your plate today?"

Okay.

And then I can ask you, "Oh, what's on your plate for today?" or "What do you have on

your plate for today?"

And to answer that question, you don't have to say, like, "Oh, this is on my plate."

You can just say, "Yeah, I have a meeting this afternoon, and then I have to travel

to...

You know, I have to travel downtown to do something," for example.

So, "What do you have on your plate for today?"

Good.

All right.

And I will answer these questions for myself, too, so you can hear some responses.

So, I want you to ask me this question.

Ask me this question.

Go ahead.

"Oh, me?"

Yeah, actually, I do have a lot on my plate for today.

After this lesson, I'm going to record some more videos, and later I have a family dinner that I need to get to.

So, I will literally have a lot on my plate a little later."

All right.

Next we have, "I'm behind on this project."

So, if you are behind on something, you are later than expected.

You are late with something, or you are not at the expected point.

Okay?

否。

我们从简单的开始，请直接说出答案。

“你今天有很多事要做吗？”

好的。

然后我可以问你，“哦，你今天要做什么？”或“您

今天要做什么？”

要回答这个问题，你不必说“哦，这是我的事”。例如，

你可以说，“是的，我今天下午有一个会议，然后我必须

去.....

你知道，我必须去市中心做某事”。

那么，“您今天要做什么？”

好的。

好的。

我也会亲自回答这些问题，以便你们可以听到一些回应。

所以，我希望你问我这个问题。

问我这个问题。

前进。

“哦，我？”

是啊，其实我今天确实有很多事要做。

这节课结束后，我还要录制一些视频，之后还要去参加家庭聚餐。

所以，我接下来会有很多事要做。”

好的。

接下来是“我落后于这个项目了。”

因此，如果您在某件事上落后了，那么您就比预期的晚了。

您迟到了某件事，或者您没有达到预期的程度。

好的？

So, you can be behind on a project.

You can say, "Oh, man, we should be here, but we are here, and the project is due in

one month, and we are behind.

We are late with the expectations."

So, you can be behind on a project.

You can be behind on your emails.

You can be behind on just about anything that has a schedule or an expected workload.

So, let me ask you this question.

Are you behind on anything?

Okay.

Me?

I don't think I'm really behind on anything.

No, I'm not behind on my emails.

I'm not behind on a project.

Ah, I am behind on the next book that I am writing.

So, I'm writing my next book.

I'm a little behind on where I would like to be with my next book.

All right.

Let's continue with "catch up".

So, this one says, "I need to catch up on my emails."

So, if you catch up on something, it means that you do something that you were supposed to do earlier.

So, if you are behind, you need to catch up.

Okay?

Very common to be behind on emails if you have a lot of emails in your inbox.

You can say, "Ah, I'm behind on my emails.

I need to catch up on my emails."

Or "I need to catch up on a specific project."

So, let me ask you, do you need to catch up on anything?

因此，您可能会落后于某个项目。

你可以说：“哦，天哪，我们应该在这里，但是我们已经在这里了，项目还有

一个月就要到期了，而我们已经落后了。

我们落后于预期。”

因此，您可能会落后于某个项目。

您可能会延迟发送电子邮件。

您可能会落后于任何有时间表或预期工作量的事情。

那么，让我问你这个问题。

您是否落后了什么？

好的。

我？

我并不认为我在任何事情上真的落后了。

不，我没有拖欠电子邮件。

我并没有落后于任何项目。

啊，我正在写的下一本书已经落后了。

所以，我正在写下一本书。

我下一本书的进度有点落后了。

好的。

我们继续“追赶”。

所以，这条信息说，“我需要查看我的电子邮件。”

所以，如果你赶上某件事，就意味着你做了你

早该做的事情。

所以，如果你落后了，你就需要迎头赶上。

好的？

如果您的收件箱中有很多电子邮件，那么延迟发送电子邮件是很常见的。

你可以说，“啊，我的电子邮件落后了。

我需要赶上我的电子邮件。”

或者“我需要赶上一个特定的项目。”

那么，让我问一下，你需要了解一些事情吗？

Emails?

It's probably emails.

For me, yeah, I'll say my book.

I need to catch up on my book.

So, I need to write a little faster for my next book.

Next, we have, "Could you give me a hand?"

So, here is a hand.

If I give you a hand, I give you help.

I think I have a little marker on that.

Do you see that?

Okay.

So, yes.

So, if I can give you a hand, I give you help.

You can make this a request.

So, hey, could you give me a hand with this box, for example?

Or could you give me a hand with translating this document as another example?

So, let me ask you right now, do you need a hand with anything?

It could be anything.

You know, yeah, I could use a hand with a project that I'm working on.

I could use a hand with translating a document,

or yeah, I need a hand with organizing an event, for example.

Ask me this question.

So, read this question.

Ask it out loud.

Go ahead.

Who, me?

Do I need a hand with anything?

Hmm.

What do I need a hand with?

Yeah, okay.

电子邮件?

可能是电子邮件。

对我来说, 是的, 我会说我的书。

我需要赶上我的书。

所以, 我需要写得 更快一点, 以便写下一本书。

接下来, 我们会问“你能帮我一下吗?”

所以, 这是一只手。

如果我向你伸出援手, 那 我就给予你帮助。

我想我对此有一个 小小的标记。

你看到了吗?

好的。是

的。

所以, 如果我能帮到你, 我就会帮助你。

您可以提出此请求。

那么, 嘿, 你能帮我拿 一下这个盒子吗?

或者您能帮我 翻译

这份文件作为 另一个例子吗?

那么, 我现在问你一下, 你需要帮忙吗?

它可以是任何东西。

你知道, 是的, 我正在 做的项目需要帮助。
例如,

我需要帮忙 翻译一份文件,

或者我需要 帮忙组织一项
活动。

问我这个问题。

因此, 请阅读这个问题。

大声问出来。

前进。

谁? 我? 有

什么需要我帮忙吗?

唔。

我需要帮忙做什么?

嗯, 好的。

I guess I need a hand with improving my French.

So, I'm still working on that.

I have made it a goal for the next year to become conversant in French.

Maybe not advanced level, but intermediate level, and I could use a hand with my French.

Alright.

Next, the decision is up in the air.

So, if something is up in the air, you see it's in the air, it means it's undecided.

So, it means that you are waiting for something

to happen, for more information, or, you know,

you're just...

You need to wait for time to pass before you can make a decision.

So, for example, if there is a postal strike, right?

A postal strike means the mail is not being delivered because the workers are on strike.

You can say, "Ah, I'm waiting for a letter from my aunt or my aunt."

You can say "aunt" or "aunt", and you can say, "But the delivery date is up in the air because we don't know when the postal strike

will finish, when the workers will go back to work," for example.

So, let me ask you, is anything up in the air for you?

This means, is it, like, undecided, it's, like, anything can happen still.

Is anything up in the air for you?

If you're not sure about an answer to this question, you could say, "Ah, yeah.

My next promotion is up in the air.

My next vacation destination is up in the air."

If you don't know where you're going on your

我想我需要有人帮助来 提高我的法语。

所以, 我仍在努力。

我已将 精通法语作为明年的目标。

也许不是高级 水平, 但也是中级水平, 而且我可以帮助学习 法语。

好吧。

接下来, 决定还 悬而未决。

所以, 如果某件事悬而未决, 你就会看到 它悬而未决, 这意味着它尚未决定。

所以, 这意味着你 在等待某事

发生, 等待更多 信息, 或者, 你知道,

你只是.....

你需要等待时间 过去才能做出决定。

举个例子, 如果 发生邮政罢工, 对吗?

邮政罢工意味着

由于 工人罢工, 邮件无法投递。

你可以说“啊, 我在等 我姑姑或者姨妈的来信。”

你可以说“aunt” 或者“姑妈”, 也可以说“但是送货 日期还不确定, 因为我们不知道 邮政罢工什么时候

结束, 工人们什么时候会回去工作”。

那么, 请允许我问一下, 您还有什么不确定的事情吗?

这意味着, 它是否还未确定, 是否任何事情都可能发生。您还有

什么不确定的事情吗?

如果你不确定 这个问题的答案, 你可以说: “啊, 是的。

我的下一次晋升 还不确定。

我的下一个度假 目的地也还不确定。”

如果你不知道

next vacation, it's like, yeah, it's still
up in the air.

It's a...

Anything can happen.

Anything can happen when it's up in the air.

Next, we need to come up with a solution.

So, to come up with is to invent, create,
produce, make, basically, to think of
something.

So, we need to come up with a solution.

We need to think of a solution to this
problem.

So, let me ask you, what's something your
company should come up with?

Hmm.

So, you can say to this...

Actually, ask me this question.

Okay? Ask me.

Say, "Alex..."

Hmm.

"My company..."

Okay, well, I am my own company a little bit.

So, I should come up with...

I should invent or think of a way...

I should come up with a way to answer this
question faster.

So, no.

Yes, I should come up with a way to write my
quizzes faster or something like this.

So, yeah, I wish I could come up with, think
of, invent, produce a way to do something.

Okay, next, we should get together to discuss
this.

So, this is a common phrase when you are
meeting with someone.

You can say, "Hey, let's get together."

This means let's meet.

Now, this has a double meaning.

下一个假期要去哪里, 那么, 是的, 一切还
悬而未决。

这是...

任何事情都可能发生。当事情悬而未决时,
任何事情都有可能发生。

接下来, 我们需要 想出一个解决方案。

所以, 想出 就是发明、创造、
生产、制造, 基本上就是 思考某事。

所以, 我们需要 想出一个解决方案。

我们需要想办法 解决这个问题。

那么, 我想问一下, 您的公司应该想出什么办
法呢?

唔。

所以, 你可以这样说...

实际上, 问我这个问题。

好的? 问我。

说“亚历克斯.....”

嗯。

“我的公司.....”

好吧, 嗯, 我算是我 自己的公司了。

所以, 我应该想出.....

我应该发明 或想出一个办法.....

我应该想出一个办法来 更快地回答这个问题。

所以, 不。

是的, 我应该想出一种方法来 更快地编写我的
测验或类似的东西。

所以, 是的, 我希望我能 想出、
想到、发明、创造一种 做某事的方法。

好的, 接下来我们应该 聚在一起讨论这个问
题。

因此, 这是 与某人会面时常用的短语。

你可以说, “嘿, 我们聚聚吧。”

这意味着我们见面吧。

现在, 这有双重含义。

In relationships, you can say, "Oh, they got together last year."

在人际关系中, 你可以说, “哦, 他们去年在一起了。”

If two people get together, this means they start dating.

如果两个人在一起, 这意味着他们开始约会。

They start being exclusive to each other as a romantic couple.

他们开始以浪漫情侣的身份彼此专一。

However, in business, you can just say, "Hey, let's get together on Wednesday."

然而, 在商业中, 你可以直接说, “嘿, 我们周三聚一下吧。” 例如,

This just means let's meet on Wednesday, for example.

这只是意味着我们 在星期三见面。

So, I'm sure you have meetings, so are you going to get together with anyone this week?

所以, 我确信你有 会议, 那么你这周会和任何人聚在一起吗?

And answer this question, say, "I'm going to get together with..."

回答这个问题, 说 “我要和.....聚在一起”

Okay, cool.

好的, 很酷。祝

Good luck with your meeting.

你们会议顺利。

For me, I'm going to get together with, yeah, my family tonight.

对我来说, 今晚我要 和家人聚在一起。

That's not about business, but, yeah, I'm going to get together with my family tonight for a dinner, a nice holiday dinner.

这与 生意无关, 但是, 是的, 我今晚要和家人一起吃

You can guess when I'm recording.

晚餐, 一顿 美味的节日晚餐。

I don't know.

你能猜到 我什么时候录音。

Maybe you don't know.

我不知道。

That's okay.

或许你不知道。

Next, thanks for bringing that up.

没关系。

So, if you bring something up, think of the "that" or "it" as a topic, right?

接下来, 感谢您 提出这个问题。

So, if you bring up a topic, you say, "Hey, I have a subject I would like to discuss."

因此, 如果你提出某件事, 就把 “那个”或“它”当作一个主题, 对吗?

So, if you bring up a subject, a topic, you introduce it into the conversation.

因此, 如果你提出一个话题, 你会说, “嘿, 我有一个话题想讨论。”

So, thanks for bringing that up.

因此, 如果你提出一个主题、一个话题, 你就将它引入到谈话中。

That's an interesting question.

所以, 谢谢你提出这个问题。

You can bring up a question, you can bring up a topic.

这是一个有趣的问题。

So, I'm going to help you with this one.

你可以提出一个问题, 你可以提出一个话题。

What topics should you never bring up with your

所以, 我会 帮助你解决这个问题。

boss, or usually not bring up with your boss?

哪些话题你 永远不应该和你的

老板提起, 或者通常不会 和你的老板提起?

So, you can answer this by saying, hmm, with your boss, okay, you should never bring up...	所以, 你可以 这样回答, 嗯, 和你的老板, 好吧, 你 永远不应该提起...
Okay, so what are some topics?	好吧, 那么有哪些话题呢?
The big three, most people say, sex, politics, religion, right?	大多数人 说三大要素是: 性、政治、宗教, 对吗?
So, at a dinner table, you should never bring up sex, politics, or religion at the dinner table.	因此, 在餐桌上, 你绝对不应该提及性、政治或宗教。
I think this goes for work, too.	我认为这也适用于工作。
Unless you have a close relationship with the person you're speaking to with your boss, then you can bring it up.	除非你和老板谈话的人关系密切, 否则你无法提起这件事。
And then finally, have you heard back...	最后, 你收到回复了吗.....
Not finally, second to last, the penultimate description.	不是最后, 而是倒数第二个, 倒数第二个描述。
Penultimate means second to last.	Penultate 的意思是 倒数第二个。
Have you heard back from the client?	您收到 客户的回复了吗?
So, if you hear back from someone, you receive a response, receive a reply.	因此, 如果您收到某人的回复, 您就会收到回复, 收到答复。
So, to hear back, receive a response.	因此, 要收到回复, 收到答复。
So, let me ask you, speak out loud.	所以, 请允许我问 一下, 大声说出来。
Tell me, tell me, are you waiting to hear back from anyone?	告诉我, 告诉我, 您是否在 等待任何人的回复?
Mm-hmm, okay.	嗯嗯, 好的。
So, for me, you ask me this question, say, "Alex..."	所以, 对我来说, 你问我 这个问题, 说“亚历克斯.....”
Yeah, I am, actually.	是的, 事实上我是。
I'm waiting to hear back from my book designer, right?	我正在等待 我的书籍设计师的回复, 对吗?
So, I'm waiting to hear back from a designer at the moment.	所以, 我 现在正在等待设计师的回复。
Okay, so I'm waiting for a response.	好的, 我正在等待 回复。
Finally, let's call it a day.	最后, 让我们结束这一天吧。
So, when you call it a day, you say, "That's it.	所以, 当你结束一天的工作时, 你会说: “就这样吧。
No more work today.	今天不用再工作了。
I'm finished for today."	我今天的工作已经完成了。”
Check, today is finished.	检查一下, 今天结束了。

So, usually this is for the end of your workday.

So, if I say, "I'm going to call it a day, guys.

I'm tired."

Or, "It's time to call it a day.

It's 4 o'clock, 5 o'clock, 6 o'clock."

Whenever you finish work.

And actually, that's my final question for you.

What time do you usually call it a day?

Okay, for me, because my kids, well, they have different schedules, but my workday,

I usually call it a day around 4 o'clock.

So, I'm like an 8 o'clock to 4 o'clock schedule kind of person for my work.

So, I usually call it a day at 4 o'clock.

You can use this outside of work as well.

Like, if you're going to bed, you can say, "Okay, I'm going to call it a day.

It has been a long day.

That's it.

I'm done for today."

Check, today is done.

Perfect.

All right, everyone.

So, today you have learned 10 phrases, 10 essential business English phrases that you can use in your office.

You have gotten some speaking practice as well as some listening practice.

And now I want to ask you to do one more thing.

Go to www.engvid.com, e-n-g-v-i-d.com, or

just click the link that is attached to this video if you are watching on YouTube.

And do the quiz, okay?

So, there will be a quiz that tests your knowledge

通常这是 你一天工作结束的时候。

所以, 如果我说, “伙计们, 今天我要结束了,

我累了。”

或者, “该结束一天的工作了。

现在是 4 点、5 点、6 点。”

无论何时你完成工作。

实际上, 这是我要 问您的最后一个问题。

您通常什么时候 下班?

好的, 对我来说, 因为我的孩子们 有不同的日程安排, 但是

我通常在工作日 4 点左右结束一天的工作。

所以, 我的工作时间是早上 8 点到下午 4 点。

所以, 我通常 在四点钟就结束一天的工作。

您 也可以在工作之外使用它。

比如, 如果你要去睡觉了, 你可以说: “好了, 今天就到此为止了。”

这真是漫长的一天。就

这样吧。

今天就到此为止了。”

检查一下, 今天已经完成了。

完美的。

好的, 各位。

所以, 今天你已经学习了 10 个短语, 10 个 你

可以在办公室使用的必备商务英语短语。

您已经进行了一些口语练习 以及一些听力练习。

现在我想请 你再做一件事。 请

访问 www.engvid.com、e-n-g-v-i-d.com, 或者

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如果您正在 YouTube 上观看, 只需单击附加到此视频的链接。

做一下测验, 好吗?

因此, 将会有有一个测验来 测试您

with these 10 phrases, with these 10 idioms

that you can use in the business space.

The business space.

That's correct.

That's good.

Okay, perfect.

Okay.

Now, if you'll excuse me, I am going to continue to catch up on my emails.

I hope you have a great day.

Good luck with your studies and keep practicing.

Bye.

对这 10 个短语和 10 个

可以在 商业领域使用的成语的了解。

商业空间。

没错。

那挺好的。

好的，完美。

好的。

现在，请原谅，我将 继续查看我的电子邮件。

祝您度过愉快的一天。

祝你 学业顺利，继续练习。

再见。