

Business English Professional Phrases | Essential Words, Phrases & Real-Life Scenarios

Subtitle

Hello everyone, and a very warm welcome back to Speak Up English! I'm Hope,

and I'm thrilled you've tuned in.

And I'm Mark! It's fantastic to be with you all today. We've got a really practical and,

I believe, incredibly important topic lined up. This is something that can make a big difference not just in your daily professional life, but in your overall career progression.

That's absolutely right, Mark. Today, we're diving deep into a subject that's

essential for anyone who works in an English-speaking environment,

collaborates with international teams, or simply wants to feel more confident using English

at work. We're talking about: Essential Workplace Vocabulary and Communication.

Exactly. In today's globalized world, English is often the common language in multinational

companies and even in smaller businesses that interact internationally. Knowing the right

words and phrases for common workplace situations can significantly boost your

confidence. It helps you communicate more clearly, avoid misunderstandings,

and make you feel much more integrated into your team and company culture.

It's not just about knowing individual words, is it? It's about understanding the context,

the nuances, and how these words string together in typical workplace interactions. Whether you're

writing a professional email, preparing for a performance review, attending a virtual meeting

with colleagues from different countries, or just having an informal chat by the (virtual

Machine Translation

大家好，热烈欢迎大家再次收听“说英语”！我是 Hope，

很高兴您能收看。

我是 Mark！今天能和大家在一起真是太好了。我们已经确定了一个非常实际且

我认为非常重要的话题。这

不仅会对您的日常职业生涯产生重大影响，而且会对您的整体职业发展产生重大影响。

完全正确，马克。今天，我们将深入探讨一个对于

在英语环境中工作、

与国际团队合作或只是想要在工作中更自信地使用英语的人来说至关重要的主题

。我们正在讨论：职场必备词汇和沟通。

确切地。在当今全球化的世界中，英语通常是跨国公司

乃至进行国际互动的小型企业的通用语言。了解

常见工作场合的正确单词和短语可以大大增强你的

自信心。它可以帮助您更清晰地沟通，避免误解，

并让您感觉更加融入您的团队和公司文化。

这不仅仅是了解单个单词的问题，对吗？这是为了理解上下文、

细微差别以及这些词语在典型的工作场所互动中如何组合在一起。无论您是在

撰写专业电子邮件、准备绩效评估、

与来自不同国家的同事参加虚拟会议，还是只是在（虚拟

or physical) water cooler, having a good grasp of workplace English is absolutely key.

Think about it – clear communication can lead to better collaboration, fewer errors,

and stronger professional relationships. On the other hand, not understanding key terms

or using them incorrectly can sometimes lead to confusion or missed opportunities. So, our goal

today is to equip you with the language tools you need to navigate these situations effectively.

So today, we'll break down some of the most common and useful terms, phrases,

and even some idioms that you're likely to hear and will definitely need to use.

We'll look at nouns that define the workplace landscape, verbs that describe your actions,

and phrases that add fluency and professionalism to your speech.

We'll cover nouns you'll encounter daily, verbs for actions you'll perform regularly,

and some common phrases and idioms that will make you sound more natural and professional. We

want to give you the tools to not just survive, but to thrive in an English-speaking workplace,

to express your ideas clearly, and to understand your colleagues better.

We'll also look at how these words are used in context through some mini-dialogues,

and we'll provide plenty of examples. And stick around till the end, because we'll

share some really effective tips on how to learn, remember, and actively practice this vocabulary.

So, if you're ready to upgrade your professional English, perhaps open up a new document on your

computer or grab a dedicated notebook, and let's get started on mastering that

workplace vocabulary! This is going to be a comprehensive session, so let's jump right in.

Part 1: Essential Workplace Nouns

或物理) 饮水机旁进行非正式聊天，掌握良好的职场英语都是绝对关键。

想想看——清晰的沟通可以 带来更好的合作、更少的错误

和更牢固的专业关系。 另一方面，不理解关键术语

或错误使用它们有时会导致 混淆或错失机会。 因此，我们

今天的目标是为您提供 有效应对这些情况所需的语言工具。

所以今天，我们将分解一些 最常见和最有用的术语、短语，

甚至一些您可能 会听到并且肯定需要使用的习语。

我们将研究定义工作场所 景观的名词、描述您的行为的动词

以及为您的演讲增添流利度和 专业性的短语。

我们将介绍您每天都会遇到的名词、 您经常执行的动作的动词，

以及一些常见的短语和习语， 让您听起来更自然、更专业。 我们

希望为您提供工具，让您不仅能够生存， 而且能够在英语工作场所中茁壮成长，

清楚地表达您的想法，并 更好地理解您的同事。

我们还将 通过一些小对话来了解这些词在上下文中的用法，

并提供大量的例子。 请 坚持到最后，因为我们将

分享一些关于如何学习、 记忆和积极练习这些词汇的真正有效的技巧。

因此，如果您准备提升您的专业 英语水平，也许可以在您的计算机上打开一个新文档

或拿一个专用笔记本， 让我们开始掌握

工作场所词汇！ 这将是一次 全面的会议， 所以让我们直接开始吧。 第

1 部分：基本工作场所名词

Alright Hope, let's start with the basics, the foundational elements. Nouns are the building blocks – the people, places, things, concepts, and ideas we talk about constantly at work. What

are some key nouns our B1 learners should definitely know and be comfortable with?

Great place to start, Mark. There are quite a few, but let's focus on some of the most frequent and fundamental ones. First up, a word that many of us are very familiar with: "deadline."

A deadline is the specific time or date by which a task or project must be completed. It's super

important in most jobs, as it dictates workflow and priorities. For example:

"The deadline for this report is Friday at 5 PM sharp."

"I'm working hard to meet the deadline; I might need to work a bit late tonight."

"Can we extend the deadline for this project by a few days? We've encountered some unexpected issues."

"Missing a deadline can have serious consequences for the project's timeline."

Deadlines, yes, a very common source of stress but also a powerful motivator! I

think we've all felt the pressure of an approaching deadline. It's crucial to communicate clearly about them. What's next on our list, Hope?

Next, let's talk about a "task." A task is a specific piece of work that needs to be done, especially one that is part of a larger job or project.

Our workdays are often made up of many different tasks. For instance:

"My manager assigned me a new task this morning: to research competitor pricing."

"I have a long list of tasks to complete today, so I need to prioritize."

好吧, 希望让我们从基础、基础要素开始。名词是构成

要素——我们在工作中不断谈论的人、地点、事物、概念和想法。

我们的 B1 学习者必须知道并熟悉哪些关键词?

马克, 这是一个很好的起点。有很多, 但让我们重点讨论一些最常见和

最基本的。首先, 我们很多人都非常熟悉的一个词: “截止日期”。

截止日期是必须完成任务或项目的具体时间或日期。它

在大多数工作中都非常重要, 因为它决定了工作流程和优先级。例如:

“本报告的截止日期是星期五下午 5 点整。”

“我正在努力工作以赶上最后期限; 今晚我可能需要工作到很晚。”

“我们可以将这个项目的截止日期延长

几天吗? 我们遇到了一些意想不到的问题。”

“错过最后期限可能会对项目时间表造成严重后果。”

是的, 截止日期是一个非常常见的压力来源, 但也是一个强大的动力! 我

想我们都感受到了截止日期临近的压力。

清楚地沟通这些问题至关重要。希望, 我们的下一个目标是什么?

接下来我们来说一个“任务”。任务是需要完成的一项具体工作,

尤其是作为较大工作或项目的一部分的工作。

我们的工作日通常由许多不同的任务组成。例如:

“今天早上我的经理给我分配了一项新任务: 研究竞争对手的定价。”

“我今天有一长串任务要完成, 所以我需要确定它们的优先顺序。”

"Let's break down the project into smaller, manageable tasks for each team member."

"Completing all your daily tasks efficiently is key to productivity."

Makes perfect sense. We all have tasks to do, big and small. How about when

people get together to discuss these tasks or other work-related matters?

That would be a "meeting." A meeting is an event, formal or informal,

where people come together, either in person or virtually, to discuss something,

make decisions, share information, or solve problems. You might hear:

"We have a team meeting scheduled every Monday at 10 AM to discuss weekly goals."

"The client meeting has been rescheduled to tomorrow afternoon."

"I need to prepare some notes and slides for the upcoming meeting with the stakeholders."

"Could you please take minutes during the meeting?" (Taking minutes means writing down the main points and decisions.)

Meetings can be very productive if well-organized. And to keep those

meetings organized and focused, you often need a plan, right?

Exactly! And that plan is called an "agenda." An agenda is a list of items, topics,

or points to be discussed at a meeting, usually in a specific order. For example:

"Please send out the agenda to all participants at least 24 hours before the meeting."

"What's the first item on the agenda for today's discussion?"

"Let's try to stick to the agenda to ensure we cover everything and save time."

"If you have any items you'd like to add to the agenda, please let me know by end of day."

A clear agenda is definitely a lifesaver for efficient meetings! Now, after you do work,

“让我们将项目分解成更小、更易于每个团队成员管理的任务。”

“高效地完成所有日常任务是提高工作效率的关键。”

非常有道理。我们都有任务要做，无论大小。当

人们聚在一起讨论这些任务或其他与工作相关的事宜时会怎样？

那将是一次“会议”。会议是正式或非正式的活动，

人们以面对面或虚拟的方式聚集在一起讨论某事。

做出决定、共享信息或解决问题。您可能会听到：

“我们每周一上午 10 点举行一次团队会议，讨论每周目标。”

“客户会议已重新安排到明天下午。”

“我需要为即将与利益相关者举行的会议准备一些笔记和幻灯片。”

“您能做会议记录吗？”（记录会议纪要意味着写下要点和决定。）

如果组织良好，会议可以非常富有成效。为了使这些

会议井然有序、重点突出，您通常需要一个计划，对吗？

确切地！该计划被称为“议程”。议程是

会议上要讨论的项目、主题或要点的列表，通常按特定顺序排列。例如：

“请在会议开始前至少 24 小时将议程发送给所有参与者。”

“今天讨论的第一项议程是什么？”

“让我们尽量严格按照议程进行，以确保涵盖所有内容并节省时间。”

“如果您有任何想要添加到议程的项目，请在今天结束前告知我。”

清晰的议程绝对是高效会议的救星！现在，在您工作、

research, or complete a project, you often need to present your findings or results in a structured way. What's the noun for that written document?

That would typically be a "report." A report is an official or formal document that gives information about a particular subject, event, activity, investigation, or the results of some work. For example:

"I need to submit my monthly sales report to my manager by tomorrow."

"The financial report shows good progress and increased profits this quarter."

"Could you please review this draft report and provide some feedback?"

"The market research report highlighted several new opportunities for our product."

Okay, reports are very common. And if you're presenting that information verbally, perhaps with slides to an audience?

Then you're giving a "presentation." A presentation is a formal talk, often using visual aids like slides, in which you describe or explain a new product, idea, project, or piece of work to an audience. For instance:

"I have to give a presentation on our new marketing strategy at the conference next week."

"Her presentation was very informative, engaging, and visually appealing."

"He's working on the slides for his presentation; he wants to make sure they are clear and concise."

"The Q&A session after the presentation was very lively." (Q&A means Question and Answer).

Good one. Presentations are a key skill in many roles. Now,

let's talk about the people we interact with every day at work.

Of course. The people you work with are your "colleagues" or "coworkers." Both

研究或完成一个项目之后，您通常需要

以结构化的方式展示您的发现或结果。该书面文件的名词是什么？

这通常是一份“报告”。报告是一份

官方或正式文件，提供有关特定主题、

事件、活动、调查或某项工作成果的信息。例如：

“我需要在明天之前向我的经理提交我的月度销售报告。”

“财务报告显示本季度进展良好，利润增加。”

“您能否审阅一下这份报告草稿并提供一些反馈？”

“市场研究报告强调了我们产品的几个新机遇。”

好的，报告很常见。如果您以口头方式呈现这些信息，也许可以通过幻灯片向观众展示？

然后你就要做“演示”。演示是一种正式的讲话，

通常使用幻灯片等视觉辅助工具，向观众描述或解释新产品。

想法、项目或工作。例如：

“我必须在下周的会议上介绍我们的新营销策略。”

“她的演讲内容丰富、引人入胜、视觉效果极佳。”

“他正在制作演示文稿的幻灯片；他想确保它们清晰简洁。”

“演讲后的问答环节非常活跃。”(Q&A表示问答)。

很好。演示是许多角色的一项关键技能。现在，

让我们来谈谈我们每天在工作中接触的人。

当然。与您一起工作的人是您的“同事”或“同事”。这两个

terms mean essentially the same thing: a person you work with,

typically at the same level or in the same team.

"I enjoy working with my colleagues; we have a very supportive team environment."

"My coworker helped me with a difficult task when I was new to the company."

"She's a respected and experienced colleague in our department."

"I'm going for lunch with a few coworkers today."

And the person who often assigns us tasks, sets deadlines, and guides our work?

That would be your "manager" or "supervisor." A manager

or supervisor is a person who is in charge of a group of people, a team, or a department in a company. They are responsible for overseeing work and performance.

"I need to discuss this important issue with my manager before making a decision."

"My supervisor approved my vacation request for next month."

"She's a very supportive manager who encourages professional development."

"He was recently promoted to a supervisor role in the production team."

Two more very common and important nouns. What about a larger piece of work,

often involving many tasks, different people, and spanning a longer period?

That's a "project." A project is a planned piece of work that has a specific purpose,

defined goals, and that usually requires a significant amount of time, effort,

and resources to complete. For example:

"We're currently working on a new marketing project to launch our latest product."

"The project manager is responsible for ensuring the project stays on schedule and within budget."

"This software development project has a very tight deadline and many complex

术语的含义基本相同：与你一起工作的人，

通常在同一级别或在同一个团队中。

"我喜欢和同事一起工作；我们有一个非常支持的团队环境。"

"我刚到公司时，同事帮助我完成了一项艰巨的任务。"

"她是我们部门一位受人尊敬且经验丰富的同事。"

"我今天要和几个同事一起吃午饭。"

还有经常给我们分配任务、设定截止日期和指导我们工作的人吗？

那就是您的“经理”或“主管”。经理

或主管是负责管理公司中一群人、

一个团队或一个部门的人。他们负责监督工作和绩效。

"我需要和我的经理讨论这个重要问题才能做出决定。"

"我的主管批准了我下个月的休假申请。"

"她是一位非常支持并鼓励职业发展的经理。"

"他最近被提升为生产团队的主管。"

另外两个非常常见和重要的名词。那么更大的工作呢？它

通常涉及许多任务、不同的人，而且跨越更长的时间。

这就是一个“项目”。项目是一项有计划的工作，具有特定目的。

明确目标，通常需要大量的时间、精力

和资源才能完成。例如：

"我们目前正在开展一个新的营销项目来推出我们的最新产品。"

"项目经理负责确保项目按计划进行并在预算之内。"

"这个软件开发项目的期限非常紧迫，而且功能非常复杂。"

features."

"We had a kickoff meeting for the new project last week." (A kickoff meeting is the first meeting to start a project). And finally, for this initial set of nouns, a very common form of written communication in almost every workplace today?

That has to be an "email." An email is a message sent or received through an electronic mail system. It's a primary tool for professional communication.

"I'll send you an email with all the necessary details and attachments."

"Did you receive my email yesterday regarding the upcoming training session?"

"Please check your email regularly for important updates from the team."

"It's important to write clear and professional emails in a business context."

Fantastic, Hope. Those are definitely some core nouns that our listeners will encounter almost daily in an English-speaking workplace. Understanding these is a great first step. But

let's add a few more crucial nouns that are just as important. How about "feedback"?

Oh, absolutely! "Feedback" is incredibly important. Feedback refers to information, opinions, or advice about someone's work, performance, or a product,

which is used to make improvements. It can be positive or constructive.

"My manager gave me some very helpful feedback on my presentation skills."

"We actively seek customer feedback to improve our services."

"Constructive feedback should be specific and actionable."

"It's important to be open to receiving feedback for personal and professional growth."

So true. Learning to give and receive feedback

“我们上周召开了 新项目启动会议。”（启动会议是启动项目的第一次会议）。最后，对于这组初始 名词，

当今几乎每个工作场所中都存在一种非常常见的书面交流形式？那一定是一封“电子邮件”。电子邮件是 通过电子邮件系统发送或接收的消息。 它是 专业交流的主要工具。

“我会向您发送一封包含所有 必要详细信息和附件的电子邮件。”

“你收到我昨天 发的关于即将举行的培训课程的电子邮件了吗？”

“请定期检查您的电子邮件， 以获取团队的重要更新。”

“在商业环境中撰写清晰、专业的电子邮件非常重要的。”

太棒了，希望。 这些肯定是 我们的听众

在英语工作场所几乎每天都会遇到的一些核心名词。 理解这些是迈出的重要一步。 但是

让我们添加一些 同样重要的关键词。 那么“反馈”怎么样？

噢，当然！ “反馈”非常 重要。 反馈是指有关某人的 工作、表现或产品的信息、意见或建议，

用于进行改进。 它可以是积极的，也可以是建设性的。

“我的经理对我的演讲技巧给出了一些非常有用的 反馈。”

“我们积极寻求客户 反馈以改进我们的服务。”

“建设性的反馈应该 具体且可操作。”

“乐于接受 反馈对于个人和职业成长非常重要。”

如此真实。 学习有效地给予和接受反馈

effectively is a skill in itself. Another one: "objective" or "goal."

Yes, "objective" or "goal." These terms are often used interchangeably. An objective or goal is something that you are trying to achieve. In a workplace context, these are often related to performance, projects, or company targets.

"Our main objective for this quarter is to increase sales by 15%."

"Setting clear goals helps to keep the team focused and motivated."

"One of my personal development objectives is to improve my public speaking skills."

"We need to align our individual goals with the overall company objectives."

And what about the financial side of things? A word that often comes up in planning and projects.

You're probably thinking of "budget." A budget is a plan that shows how much

money a person or organization has and how it will be spent over a particular period.

"We need to carefully manage the project budget to avoid overspending."

"The marketing department has a specific budget for advertising campaigns."

"Is there any room in the budget for new equipment?"

"We exceeded our travel budget last quarter, so we need to be more careful."

Exactly, "budget" is key. One more before we move to verbs: "resource."

Good one. "Resource" is a very broad but important term. In a workplace, resources

can refer to many things: money, materials, equipment, staff (personnel), time, or any other asset that can be used to help a company or individual function effectively or achieve a goal.

"We don't have enough resources to take on another large project right now."

"Time is our most valuable resource, so we need to use it wisely."

本身就是一项技能。另一个是“目标”或“目的”。

是的，“目标”或“目的”。这些术语经常互换使用。目标或

目的是您想要实现的事情。在工作环境中，

这些通常与绩效、项目或公司目标有关。

“我们本季度的主要目标是将销售额提高15%。”

“设定明确的目标有助于保持团队的专注和积极性。”

“我的个人发展目标之一是提高我的公开演讲技巧。”

“我们需要将个人目标与公司整体目标结合起来。”

那么财务方面的情况又如何呢？这是规划和项目中经常出现的一个词。

您可能正在考虑“预算”。预算是一种计划，它显示

个人或组织有多少钱以及在特定时期内如何使用这些资金。

“我们需要谨慎管理项目预算，以避免超支。”

“营销部门有专门的广告活动预算。”

“预算中还有购买新设备的空间吗？”

“上个季度我们的旅行预算已经超出，所以我们需要更加小心。”

确实，“预算”是关键。在我们讨论动词之前，再说一个：“资源”。

很好。“资源”是一个非常广泛但重要的术语。在工作场所，资源

可以指很多东西：金钱、材料、设备、员工、时间或任何其他

可用于帮助公司或个人有效运作或实现目标的资产。

“我们目前没有足够的资源来承担另一个大型项目。”

“时间是我们最宝贵的资源，所以我们需要明智地利用它。”

"The company invested in new software resources to improve efficiency."

"Human resources (HR) department deals with employee-related matters."

Excellent additions, Hope. So, listeners, make sure you're familiar with deadline, task,

meeting, agenda, report, presentation, colleague, coworker, manager, supervisor, project, email,

feedback, objective, goal, budget, and resource. That's a solid foundation of workplace nouns!

Part 2: Key Workplace Verbs

Now that we've covered some essential nouns, let's move on to verbs. Verbs are action words, and they

describe what we do at work – the activities, processes, and efforts we undertake. Mark,

what are some key verbs our B1 learners should focus on to describe their professional actions?

Great transition, Hope. Verbs are absolutely crucial for talking about

our responsibilities, actions, and contributions.

Let's start with what you do to arrange a meeting or an appointment. You "to schedule." To schedule

means to arrange for an event or activity to happen at a particular time. For example:

"I need to schedule a meeting with the client to discuss the contract details."

"Can we schedule a call for next Tuesday morning? I'm free then."

"The assistant will schedule all the appointments for the director."

"Please schedule regular breaks to avoid burnout." (Here, schedule means to plan for yourself)

Very common and very necessary. And once a meeting or event is scheduled,

you usually need "to attend." To attend means to be present at an event,

like a meeting, conference, workshop, or training session. For instance:

"All team members are expected to attend the weekly team briefing."

"公司投资了新的软件 资源来提高效率。"

"人力资源 (HR) 部门 负责处理与员工相关的事务。"

非常棒的补充，希望。所以，听众们，请确保您熟悉截止日期、任务、

会议、议程、报告、演示、同事、经理、主管、项目、电子邮件、

反馈、目标、预算和资源。这是职场名词的坚实基础！第

2 部分：关键工作场所动词

现在我们已经介绍了一些基本名词，让我们继续讨论动词。动词是动作词，它们

描述我们在工作中所做的事情——我们开展的活动、过程和努力。马克，

我们的 B1 学习者应该关注哪些关键动词 来描述他们的专业行为？

伟大的转变，希望。动词 对于谈论

我们的责任、行动和贡献绝对至关重要。

让我们从安排会议 或约会开始。你“来安排”。安排的

意思是安排某个事件或活动 在特定的时间发生。例如：

"我需要安排与 客户会议来讨论合同细节。"

"我们可以安排下 周二早上通话吗？那时我有空。"

"助理将为主任安排所有 约会。"

"请安排定期休息以避免倦怠。" (这里的 schedule就是给自己做计划的意思)

很常见，也很有必要。一旦安排了会议或活动，

您通常需要“参加”。参加的意思是出席某个活动，

例如会议、研讨会 或培训课。例如：

"所有团队成员都应 参加每周的团队简报会。"

"I was unable to attend the workshop last week due to a prior commitment."

"Will you be attending the company's annual party this year?"

"It's important to attend training sessions to keep your skills up-to-date."

Absolutely. Showing up is half the battle, as they say! What about the

person in charge of a project, a team, or even their own time? What do they do?

They "to manage." To manage means to be in charge of, to organize,

to control, or to deal with something effectively – like a project, a team,

a department, your time, or even a difficult situation. You might hear:

"She knows how to manage a large and diverse team effectively, keeping everyone motivated."

"He was hired to manage the new marketing campaign from start to finish."

"It's important to manage your time wisely to meet all your deadlines."

"We need a strategy to manage customer complaints more efficiently."

Good one. "To manage" is a very versatile verb. And

when you finish a task, a report, or a project?

You "to complete" it. To complete means to finish doing, making, or writing something. For example:

"I need to complete this financial report by the end of the day."

"Once you complete the online training module, you'll receive a certificate."

"We successfully completed the first phase of the project on time and within budget."

"Please ensure all sections of the application form are completed accurately."

What about working together with others towards a common

goal? A very important aspect of modern work.

“由于先前已有安排，我无法参加上周的研讨会。”

“今年公司的年会你会参加吗？”

“参加培训课程以保持你的技能最新非常重要。”

绝对地。正如他们所说，出席就是成功的一半！那么

负责项目、团队甚至他们自己的时间的人呢？他们做什么？

他们“去管理”。管理意味着负责、组织、

控制或有效地处理某事，例如项目、团队、

部门、时间，甚至是困难的情况。您可能会听到：

“她知道如何有效地管理一个庞大而多元化的团队，并让每个人都保持积极性。”

“他被聘请来从头到尾管理新的营销活动。”

“明智地管理时间以满足所有截止日期非常重要。”

“我们需要一个策略来更有效地处理客户投诉。”

很好。“管理”是一个用途很广泛的动词。

当你完成一项任务、一份报告或一个项目时呢？

你“去完成”它。完成的意思是结束做某事、制作某事或写某事。例如：

“我需要在今天结束前完成这份财务报告。”

“一旦您完成在线培训模块，您将获得证书。”

“我们按时并在预算内成功完成了项目的第一个阶段。”

“请确保申请表的所有部分均准确填写。”

与他人一起努力实现共同

目标怎么样？现代工作的一个非常重要的方面。

That's "to collaborate." To collaborate means to work together jointly with another person or a group in order to achieve something, often sharing ideas and responsibilities. For instance:

"Our marketing and sales teams need to collaborate closely on this new product launch."

"We collaborated with the design department to create the new company logo and branding."

"She enjoys collaborating with colleagues from other countries on international projects."

"Effective collaboration often requires good communication and mutual respect."

Collaboration is definitely key in most workplaces today. Now, what if you need to give information to your manager, or tell them about your progress on a task or project?

Then you "to report." To report can mean to give a spoken or written account of something

that one has observed, heard, done, or investigated. In a workplace hierarchy,

it can also mean to be responsible to a particular manager or supervisor. For example:

"You need to report your progress on the assigned tasks to the project manager every Friday."

"I report directly to the Head of Sales for all my activities."

"Please report any technical issues or system errors to the IT department immediately."

"The committee will report its findings to the board next month."

That makes sense. And if you're sharing information formally, perhaps to a group, using those presentations we talked about earlier?

You "to present." To present means to show, describe, or explain something (like findings,

a plan, a product) to a group of people in a formal or structured way. For instance:

这就是“合作”。 合作意味着 与另一个人

或一个团体共同努力以实现某件事，通常是 分享想法和责任。 例如：

“我们的营销和销售团队需要 密切合作以推出 这一新产品。”

“我们与设计部门合作 创造了新的公司标志和 品牌。”

“她喜欢与 其他国家的同事合作开展国际项 目。”

“有效的合作通常需要 良好的沟通和相互尊 重。” 当今，

协作在大多数工作场所中无疑是关键。 现 在，如果您需要

向您的经理提供信息，或者告诉 他们您在任 务或项目上的进展，该怎么办？

那你就“去报道”。 报告可以指以 口头或书面形 式描述

一个人观察、听到、做过或 调查过的事情。 在工作场所的等级制度中，

它也可以表示对 特定的经理或主管负责。 例 如：

“你需要 每周五向项目经理汇报所分配任务的 进展情况。”

“ 我的所有活动都直接向销售主管汇报。”

“请立即向 IT 部门报告任何技术问题或系统 错误。”

“委员会将于 下个月向董事会报告调查结果。”

这很有道理。 如果您要 正式分享信息，比如 向一个小组分享，可以

使用我们之前讨论过的演示文稿吗？

你“来呈现”。 展示意味着以正式或结构化的方式向一群人展示、 描述或解释某事物（如发 现、

计划、产品）。 例如：

"I have to present my research findings at the next team meeting."

"She presented the new business strategy to the board of directors with great confidence."

"He's very good at presenting complex information in a clear and understandable way."

"We will present three different design options to the client for them to choose from."

A very important skill for many professionals. What about a very basic but essential action,

like sending that email we mentioned earlier?

Simple but absolutely essential: "to send." To send means to cause a letter, message,

email, document, or parcel to go from one person or place to another. For example:

"I will send you the documents and the meeting agenda via email shortly."

"Did you remember to send the invitation to Mr. Harrison for the event?"

"Please send me the link to that interesting article you mentioned."

"She needs to send the signed contract back by courier service."

And going back to those crucial deadlines, what's the verb phrase

for successfully finishing something on time?

That would be "to meet a deadline." This is a common collocation. It

means to finish something by the agreed or required time.

"It's crucial that we meet the deadline for this important client project."

"We worked extra hours and collaborated effectively to meet the deadline."

"What steps can we take to ensure we meet all our deadlines this quarter?"

"Unfortunately, we were unable to meet the deadline due to unforeseen circumstances."

Excellent. And one last one for this section, a very common activity in any workplace where ideas are exchanged or problems are solved.

"我必须 在下次团队会议上展示我的研究成果。"

"她非常自信地向董事会介绍了新的经营战略。"

"他非常擅长 以清晰易懂的方式呈现复杂的信息。"

"我们将向客户提供三种不同的设计 方案供他们选择。"

对于许多专业人士来说，这是一项非常重要的技能。那么非常基本但必要的操作呢，

比如发送我们之前提到的电子邮件？

简单但绝对必要：“发送”。发送的意思是将信件、信息、

电子邮件、文件或包裹从一个 人或一个地方传送到另一个人或一个地方。例如：

"我将很快通过电子邮件向您发送文件和 会议议程。"

"您记得 向哈里森先生发送活动邀请吗？"

"请将 您提到的那篇有趣的文章的链接发给我。"

"她需要 通过快递将签署的合同寄回去。"

回到那些关键的 最后期限，表示

按时成功完成某件事的动词短语是什么？

那就是“为了满足最后期限”。这是一个常见的搭配。

意思是按照 约定或要求的时间完成某事。

"我们必须按时完成 这个重要的客户项目。"

"我们加班加点， 有效合作，以满足最后期限。"

"我们可以采取什么措施来确保我们在 本季度满足所有截止日期？"

"不幸的是， 由于不可预见的情况，我们无法在最后期限前完成任务。"

出色的。本节还有最后一个要点，这是任何工作场所中 交流想法或解决问题的非常常见的活动。

How about "to discuss"? To discuss means to talk about something with someone or a group of people,

often to exchange ideas, share opinions, or make a decision.

"We need to discuss the budget allocation for the next fiscal quarter in detail."

"Let's discuss these pressing issues in our next team meeting."

"They discussed several different options

and their potential outcomes before making a final choice."

"I'd like to discuss my career development path with my manager."

Perfect. These verbs – schedule, attend, manage, complete, collaborate, report, present, send,

meet a deadline, and discuss – really cover a lot of the common actions in a workplace.

Using them

correctly will definitely help our listeners sound more professional and clear. Now, let's

expand this list a bit, Hope. What about when a manager gives a task to someone in their team?

That would be "to delegate." To delegate means to give a particular job, duty,

or responsibility to someone else so that they do it for you. It's a key skill for managers.

"A good manager knows how to delegate tasks effectively to their team members."

"I'm going to delegate the responsibility for organizing the team event to Sarah."

"Learning to delegate can free up your time to focus on more strategic work."

"He finds it hard to delegate; he likes to control everything himself."

Very important. And when you have many tasks,

what do you need to do to decide which ones are most important?

You need "to prioritize." To prioritize means to decide which of a group of

"讨论"怎么说? 讨论意味着 与某人或一群人谈论某事,

通常是为了交换想法、分享 意见或做出决定。

"我们需要 详细讨论下一财政季度的预算分配。"

"让我们 在下次团队会议上讨论这些紧迫的问题。"

"在做出最终选择之前, 他们讨论了几种不同的选择

及其可能的结果。"

"我想 与我的经理讨论我的职业发展道路。"

完美的。 这些动词——安排、参加、管理、完成、协作、报告、演示、发送、

满足最后期限和讨论——确实涵盖了 工作场所中的许多常见动作。 正确使用它们

肯定会帮助我们的听众 听起来更专业、更清晰。 现在, 让我们

稍微扩展一下这个列表, 希望。 当 经理将任务分配给团队中的某人时会怎样?

那就是“委派”。 委派 意味着将特定的工作、职责

或责任交给其他人, 以便他们 为你完成。 这是管理者的一项关键技能。

“优秀的经理知道如何 有效地将任务委派给团
队成员。”

“我打算把 组织团队活动的责任委托给莎拉。”

“学会授权可以让你腾出 时间专注于更有战略性的工
作。”

“他发现很难授权他人； 他 喜欢自己控制一
切。”

非常重要。 当你有很多任务时,

你需要做什么来决定 哪些任务是最重要的?

您需要“确定优先次序”。 确定优先顺序 意味着
决定一组

things are the most important so that you can deal with them first.

"With so many tasks, it's essential to prioritize your workload effectively."

"We need to prioritize the issues that are most critical to our customers."

"She uses a to-do list to prioritize her daily activities."

"The project manager will help the team to prioritize features for the next software release."

Crucial for time management. And what's the verb for reaching a goal or objective?

That is "to achieve." To achieve means to succeed

in finishing something or reaching an aim, especially after a lot of work or effort.

"We worked hard as a team to achieve our sales targets for the year."

"She was very proud to achieve her goal of getting a promotion."

"What steps do we need to take to achieve better customer satisfaction?"

"It's important to celebrate when you achieve a significant milestone."

Excellent. And one more: when you provide new information or the latest details about something?

You "to update." To update someone means to give them the most recent information about something. You can also update a document or a system.

"Could you please update me on the progress of the project?"

"I need to update the client list with the new contact information."

"The software will automatically update to the latest version."

"She sent an email to update the entire team on the changes to the schedule."

Wonderful. So, we've added to delegate, to prioritize,

to achieve, and to update. These verbs are all about action and progress in the workplace.

事物中哪些是最重要的，以便您可以首先处理它们。

“任务如此繁多，有效地确定工作量的优先顺序至关重要。”

“我们需要优先考虑 对我们的客户来说最重要的问题。”

“她使用待办事项清单来安排 日常活动的优先顺序。”

“项目经理将帮助团队确定
下一个软件版本的功能优先级。”

对于时间管理至关重要。那么，表示 达到目标或目的的动词是什么？

也就是“达到”。 实现的意思是成功

完成某事或达到某个目标，尤其是经过大量的工作或努力之后。

“我们作为一个团队努力工作以实现 今年的销售目标。”

“她对实现 晋升目标感到非常自豪。”

“我们需要采取哪些措施来 实现更好的客户满意度？”

“当 你达到一个重要的里程碑时，庆祝是很重要的。”

出色的。还有一个：当您提供 有关某事的新信息或最新详细信息时？

您“要更新”。 向某人更新 意味着向他们提供

有关某事的最新信息。 您 还可以更新文档或系统。

“您能告诉我 项目进展情况吗？”

“我需要 用新的联系信息更新客户列表。”

“该软件将自动 更新到最新版本。”

“她发了一封电子邮件向整个 团队通报了日程安排的变化。”

精彩的。因此，我们添加了 委派、确定优先级、

实现和更新。 这些动词都 与工作场所的行动和进步有关。 在

And before we move on to our next section, which is all about common workplace phrases,

we just want to take a moment to say a massive thank you to all of you,

our wonderful subscribers and listeners, for being a part of the Speak Up English

community! Your support, your comments, your likes, and your engagement truly motivate

us to keep creating content that we hope helps you on your English learning journey.

Absolutely! We genuinely love seeing you learn and grow. And if you're finding this episode

on workplace vocabulary helpful – and we really hope you are – and you haven't already, please

take a quick second to hit that 'like' button below the video if you're watching on YouTube,

or give us a positive rating on your podcast app. It really helps other English learners discover

our podcast and this useful information. It tells the algorithms that this is valuable content!

We'd also love to make this interactive and hear from YOU! To practice your English and

share with our amazing community, please leave a comment below. Tell us: What's a common workplace

word or phrase in English that you use often in your job? Or perhaps there's one you've recently

learned that you found particularly useful? Or maybe a word or phrase you find tricky?

Share your thoughts and experiences in English – it's great practice for you,

and we really enjoy reading your contributions and learning from you too!

Great idea, Hope! We look forward to reading your comments and learning about the vocabulary

you find useful or challenging. It helps us tailor future content as well. Now, are you ready to dive

我们进入下一部分，即 关于常见职场用语之前，

我们只想花一点时间 向我们所有的

订阅者和听众表示衷心的感谢，感谢你们 成为“说出来英语”

社区的一部分！ 您的支持、评论、 点赞和参与真正激励

我们继续创作内容，希望这些内容能够 帮助您学习英语。

绝对地！ 我们真心喜欢看到你学习 和成长。 如果您发现这集

关于职场词汇的节目对您有帮助（我们真心希望您是这样）， 如果您还没有发现的话，请

花一点时间点击视频下方的“赞”按钮（如果您在 YouTube 上观看），

或者在您的播客应用上给予我们积极的评价。 它确实帮助其他英语学习者发现

我们的播客和有用的信息。 它告诉 算法这是有价值的内容！

我们也很乐意进行互动并 听取您的意见！ 为了练习您的英语并

与我们出色的社区分享，请在 下面发表评论。 告诉我们：

您在工作中经常使用的常见职场英语单词或短语是什么？ 或者也许您最近

学到了一个特别有用的知识？ 或者也许您发现某个单词或短语比较棘手？

用英语分享您的想法和经历 ——这对您来说是很好的练习，

我们也非常喜欢阅读您的 贡献并向您学习！

好主意，希望！ 我们期待阅读 您的评论并了解

您认为有用或具有挑战性的词汇。 它还可以帮助我们定制 未来的内容。 现在，您准备好

into some common phrases that can make you sound even more like a native speaker in the office?

Let's do it! These can often be the key to unlocking more natural-sounding communication.

Part 3: Common Workplace Phrases & Idioms

Okay, so we've covered some key nouns and a good range of verbs. Now, let's talk about common

phrases and idioms you might hear frequently in an English-speaking workplace. These can sometimes be

a bit tricky because their meaning isn't always literal – you can't always understand them just

by knowing the individual words. But they are used very, very frequently by native speakers.

That's a great point, Mark. Understanding these phrases can really help you follow conversations

more easily, understand the underlying meaning, and sound more natural and fluent yourself.

Let's start with a very common one you might hear when someone wants to connect briefly:

"to touch base." If someone says they want "to touch base," it means they want to briefly talk,

connect, or make contact with you, usually to get an update, share information, or make sure

you have the same understanding about something. It's usually informal and quick. For example:

"Let's touch base next week to see how the project is progressing and if you need any support."

"I just wanted to touch base with you quickly about the

upcoming client meeting – do you have the agenda?"

"Before I leave for my vacation,

I need to touch base with my team to ensure everything is covered."

"Can we touch base for 15 minutes tomorrow morning?"

深入了解一些常用短语，让您 在办公室里听起来更像一个以母语为英语的人了吗？

我们开始做吧！ 这些通常是 实现更自然的交流的关键。 第

3 部分：常见的工作场所短语和习语

好的， 我们已经介绍了一些关键名词和 大量动词。 现在， 让我们来谈谈

你在英语工作场所可能经常听到的常见短语和习语 。 这些有时可能会

有点棘手， 因为它们的意思并不总是 字面意思——你不能只

通过了解单个单词就能理解它们。 但 母语人士使用它们的频率非常高。

马克， 你说得非常好。 理解这些 短语确实可以帮助您

更轻松地跟上对话， 理解潜在含义， 并且听起来更自然、 更流利。

让我们从一个非常常见的说法开始， 当有人想要简短地联系时， 你可能会听到这个说法：

"联系一下"。 如果有人说他们想要"to touch base"， 这意味着他们想与你简短地交谈、

联系或取得联系， 通常是为了 获取最新消息、 分享信息或确保

你们对某事有相同的理解。 它通常是非正式的并且快速的。 例如：

"我们下周联系一下， 看看项目 进展如何， 以及您是否需要任何支持。"

"我只是想 快速与您联系一下

即将举行的客户会议 - 您有议程吗？"

"在我去度假之前，

我需要与我的团队联系， 以确保一切都已安排妥当。"

"我们明天早上可以聊 15 分钟吗？"

Very useful and very common. It's a softer way of saying "let's have a quick meeting or call." What about a phrase for starting a project or an activity, getting things moving?

For that, you might hear "to get the ball rolling." This

idiom means to start something, often a process, a project, or an activity, especially one that involves other people. For instance:

"Okay, we have the plan and everyone's on board. Let's get the ball rolling

on this new marketing campaign first thing Monday morning!"

"Who wants to get the ball rolling with the first idea in this brainstorming session? Don't be shy!"

"We need someone to get the ball rolling on organizing the office charity event."

"It can sometimes be hard to get the ball rolling on a Monday, but once you start, it gets easier."

I like that one, it's quite visual. How about a phrase that means everyone

understands something or agrees on it, which is crucial for teamwork?

That would be "to be on the same page." If people are "on the same page," it means they have a

shared understanding, agreement, or perspective on a situation, plan, or issue. Example:

"Before we make any final decisions, let's have a quick meeting to make sure everyone

is on the same page regarding the project goals and timelines."

"I think we're finally on the same page regarding the design specifications for the new product."

"It's important for the sales and marketing teams to be on

the same page to ensure consistent messaging."

"Could you clarify that point again? I want to ensure we're all on the same page."

非常有用且非常常见。这是一种更委婉的说法，“我们快速开个会或者打个电话吧”。用什么短语来表示启动一个项目或活动，让事情进展起来？

对于这一点，您可能会听到“让事情开始运转”。这个

成语的意思是开始某件事，通常是一个过程、一个项目或一项活动，

尤其是涉及其他人的活动。例如：

“好的，我们有了计划，每个人都同意了。让我们从周一早上开始实施这个新的营销活动！”

“谁想在这次头脑风暴会议上率先提出想法？别害羞！”

“我们需要有人来组织办公室慈善活动。”

“周一开始做某事有时会很困难，但一旦开始，就会变得更容易。”

我喜欢这个，它非常直观。用一句话来表示每个人都

理解某件事或同意某件事，这对于团队合作至关重要，怎么样？

那就是“达成共识”。如果人们“意见一致”，则意味着他们对某种情况、计划或问题有

共同的理解、协议或观点。例如：

“在我们做出任何最终决定之前，让我们先开一个简短的会议，以确保每个人

对项目目标和时间表达成共识。”

“我想我们最终就新产品的设计规格达成了一致。”

“销售和营销团队达成

共识以确保信息传递的一致性非常重要。”

“你能再解释一下这一点吗？我想确保我们都了解情况。”

Absolutely crucial for effective teamwork and avoiding misunderstandings! What about a phrase

that encourages creative thinking, moving beyond the usual solutions?

For that, you'll often hear "to think outside the box."

This popular idiom means to think creatively, in an unconventional or

new way, not limited by old, standard, or traditional ways of thinking. For example:

"To solve this complex problem,
we really need to think outside the box and explore some innovative approaches."
"Our manager always encourages us to think outside the box
when we're brainstorming new product ideas."

"She came up with a solution that was completely outside the box, and it worked brilliantly!"

"Sometimes, the best ideas come when you force yourself to think outside the box."

A very popular one in many innovative companies. Now, let's look at a couple of common abbreviations that are used constantly in written communication, like emails, and sometimes in speech too.

Good idea. These are like shortcuts. First, "ASAP". This stands for "As

Soon As Possible." It means something needs to be done very quickly, urgently, or at the earliest opportunity. You'll often see it written in emails, but people say it too:

"Please send me that report ASAP; the client is waiting for it."

"I need those sales figures ASAP, preferably by the end of the day, if not sooner."

"Can you call me back ASAP? It's an urgent matter."

"Reply ASAP if you are interested in this opportunity."

And another very common one, often seen in emails when sharing information: "FYI"?

对于有效的团队合作和避免误解绝对至关重要！那么，

鼓励创造性思维、超越常规解决方案的短语怎么样？

为此，你会经常听到“要跳出框框思考”。

这个流行的习语的意思是，以一种非传统的或

新颖的方式进行创造性思考，不受旧的、标准的或传统的思维方式的限制。例如：

“为了解决这个复杂的问题，

我们确实需要跳出固有思维模式，探索一些创新的方法。”

“

当我们集思广益提出新产品创意时，我们的经理总是鼓励我们跳出固有的思维模式。”

“她想出了一个完全出乎意料的解决方案，而且效果非常好！”

“有时候，当你强迫自己跳出固有思维模式时，最好的想法就会出现。”

在许多创新型公司中非常受欢迎。现在，让我们看几个

在书面交流中经常使用的常见缩写，

例如电子邮件，有时也在口语中。

好主意。这些就像捷径。首先，“尽快”。这代表“

尽快”。它的意思是某事需要非常迅速、紧急

或尽早完成。您经常会 在电子邮件中看到这句话，但人们也会这么说：

“请尽快将该报告发送给我；客户正在等待它。”

“我需要尽快得到这些销售数据，最好在今天结束前得到，如果不行的话。”

“你能尽快给我回电话吗？事情很紧急。”

“如果您 对此机会感兴趣，请尽快回复。”

还有一个非常常见的，在共享信息的电子邮件中经常看到的：“FYI”？

Yes, "FYI" stands for "For Your Information." It's used when you're sharing information with someone that you think they should know or might find interesting, but it doesn't necessarily require any specific action from them. For example:

"FYI, the office will be closed next Monday for a public holiday."

"I'm forwarding you this email from the client

FYI. No action needed from your side at the moment."

"FYI, I've updated the shared document with the latest statistics."

"Just an FYI, the printer on the second floor is out of order."

Very handy for quick, concise emails. What about a phrase used to signal

the end of a meeting or discussion, especially when time is running out?

You might hear, "Let's wrap this up" or "to wrap up." This means let's finish this meeting, discussion, or task. It implies bringing something to a conclusion. For instance:

"We're running out of time, so let's wrap this up in the next five minutes."

"Okay, that was a very productive discussion.

Let's wrap this up for today, and we can continue tomorrow if needed."

"I need to wrap up this report before I leave the office."

"Before we wrap up, does anyone have any final questions or comments?"

Good one. It's a polite way to manage time. How about a phrase to describe what skills, experience, or valuable ideas someone contributes to a team or project?

For that, we can use "to bring to the table."

What someone "brings to the table" are the unique skills, experience, qualities,

or ideas they contribute that are valuable to a project, team, or discussion. Example:

是的, "FYI"代表“供您参考”。当您与某人分享您认为他们应该知道或可能感兴趣的信息时使用这种方式,

但并不一定要求他们采取任何特定行动。例如:

“仅供参考，下周一因公共假日，办公室将关闭。”

“我正在将这封来自客户的电子邮件转发给您，

仅供参考。目前您无需采取任何行动。”

“仅供参考，我已用最新的统计数据更新了共享文档。”

“仅供参考，二楼的打印机坏了。”

对于快速、简洁的电子邮件来说非常方便。那么，用什么短语来表示

会议或讨论的结束，尤其是在时间紧迫的时候？

您可能会听到“我们把这个结束吧”或“结束吧”。这意味着让我们完成这次会议、

讨论或任务。它意味着将某事得出结论。例如：

“我们的时间不多了，所以我们在接下来的五分钟内结束讨论吧。”

“好的，这是一次非常富有成效的讨论。

今天的讨论就到此为止，如果需要的话，明天我们可以继续。”

“我离开办公室之前需要完成这份报告。”

“在我们结束之前，有人还有什么最后的问题或意见吗？”

很好。这是一种管理时间的礼貌方式。用一个短语来描述

某人为团队或项目贡献了什么技能、经验或宝贵想法怎么样？

为此，我们可以使用“to bring to the table”。

某人“带来”的是他们所贡献的独特技能、经验、品质

或想法，这些对项目、团队或讨论都很有价值。例如：

"She brings a lot of experience in international marketing to the table, which will be invaluable for this project."

"When hiring, we look for candidates who can bring fresh perspectives and innovative ideas to the table."

"What unique skills do you think you can bring to the table if you join our team?"

"Everyone on the team brings something different to the table, which makes us very strong."

And finally, for this set, a common term for someone who

works well with others in a group, prioritizing collective success?

That person is a "team player." A "team player" is someone who works well and cooperatively as a

member of a team, often putting the team's goals ahead of their personal ambitions. For example:

"John is a great team player; he's always willing to help his colleagues and share his knowledge."

"Companies often look for candidates who are good team players because collaboration is so important."

"Being a team player means being reliable, supportive, and communicative."

"She was recognized for her contributions as a dedicated team player."

Excellent, Hope! These phrases – to touch base, to get the ball rolling, to be on the same page,

to think outside the box, ASAP, FYI, let's wrap this up, to bring to the table,

and team player – are definitely ones that our listeners will hear and can start incorporating

into their own workplace English. Let's add a few more to this list, as idioms and set

phrases are so prevalent. What about when you need to inform someone about what's happening?

“她拥有丰富的 国际营销经验，

这对这个项目来说非常宝贵。”

“在招聘时，我们寻找

能够带来新观点和 创新想法的候选人。”

“如果您加入我们的团队，您认为您可以带来哪些独特技能？”

“团队中的每个人都能带来不同的东西，这使我们非常强大。”

最后，对于这组人，有一个 常用术语，指的是那些

在团队中与他人合作良好、 优先考虑集体成功的人？

这个人就是一名“团队成员”。 “团队成员” 是指作为团队成员能够出色地合作

， 并且经常将团队目标 置于个人抱负之上的人。 例如：

“约翰是一位出色的团队合作者；他总是愿意帮助他的同事并分享他的知识。”

“公司经常寻找 具有良好团队

合作精神的候选人，因为合作非常重要。”

“成为一名团队成员意味着 可靠、 支持和善于沟通。”

“她 作为一名敬业的团队成员所做出的贡献得到了认可。”

太棒了，希望！ 这些短语——保持联系、 开始行动、 达成共识、 打破 常规、

尽快、 仅供参考、 让我们结束这一切、 拿出成果

和团队合作——绝对是我们的 听众会听到的，并且可以开始融入

到他们自己的职场英语中。 由于成语和固定短语非常普遍，让我们在此列表中添加更多内容

。 当您 需要告知某人正在发生的事情时该怎么办？

A very common one is "to keep someone in the loop." This

means to keep someone informed of the latest developments or to

include them in communication about a particular project or situation.

"Please keep me in the loop on any updates regarding the client's feedback."

"I'll make sure to keep you in the loop as the project progresses."

"It's important to keep all stakeholders in the loop to avoid surprises."

That's a great one for communication. How about when you need to learn about something new quickly?

You might say you need "to get up to speed." This means to learn all the current and relevant

information about something so that you are fully informed and can deal with it effectively.

"I've just joined the project, so I need some time to get up to speed on all the details."

"Can you give me a quick briefing to get me up to speed on what I missed in the meeting?"

"She's a fast learner; it won't take her long to get up to speed."

Very useful, especially when starting a new role or project. And a phrase that

describes a situation where you have a lot of different responsibilities?

That could be "to wear many hats." If someone "wears many hats," it

means they have several different roles or responsibilities, often at the same time.

"In a small startup company, employees often have to wear many hats."

"As a project manager, I have to wear many hats, including planner,

communicator, and problem-solver."

"She's very versatile; she's comfortable wearing many hats."

That perfectly describes many jobs! One last one for this section:

一个很常见的说法是“让某人了解情况”。这

意味着让某人了解 最新进展或让

他们参与有关 特定项目或情况的沟通。

“请让我了解 有关客户反馈的任何更新信息。”

“我会确保让你了解 项目进展情况。”

“让所有利益相关者 了解情况以避免意外非常重要。”

这对于沟通来说非常棒。

当你需要 快速学习新知识时怎么办？

您可能会说您需要“加快速度”。这意味着了解某事的所有当前和相关

信息，以便您 充分了解并能有效地处理它。

“我刚刚加入这个项目，所以我需要一些 时间来了解所有细节。”

“您能否给我做一个简短的介绍，让我 了解一下我在会议上错过的內容？”

“她学得很快； 很快就能跟上进度。”

非常有用，尤其是在开始 新角色或新项目时。用一个短语来

描述你肩负 许多不同责任的情况？

这可以说是“身兼数职”。如果某人“身兼数职”，则

意味着他们往往同时担任几个不同的角色或职责。

“在一家小型初创公司，员工 通常需要身兼数职。”

“作为项目经理，我必须 身兼数职，包括规划者、

沟通者和问题解决者。”

“她非常多才多艺；她 能胜任多种角色。”

这完美地描述了许多工作！本节的最后一句话：

a phrase for when things are uncertain or not yet decided.

You could say something is "up in the air." If a plan or issue is "up in the air," it

means it is uncertain or undecided; no final decision has been made about it.

"Our plans for the new office location are still up in the air;

we haven't found the right place yet."

"The date for the product launch is up in the air until we get approval from management."

"Everything feels a bit up in the air at the moment due to the company restructuring."

Excellent additions! So, listeners,

add "keep someone in the loop," "get up to speed," "wear many hats," and "up in the

air" to your list of useful phrases. Using these correctly can make a big difference

in sounding fluent and understanding the nuances of workplace communication.

Part 4: Using the Vocabulary - Mini Dialogues

So, we've learned a lot of nouns, verbs, and useful phrases. Now,

let's try to put some of them into context with a few mini dialogues. This will help

our listeners hear how these words and phrases are used in typical workplace conversations,

making it easier to understand and use them.

Great idea, Hope. Practice through examples is always the best way to solidify learning.

How about we start with a scenario where we're

scheduling a meeting and discussing some tasks for an upcoming project?

Perfect. I'll be Sarah, a project team member, and you can be Tom, the project manager.

Dialogue 1: Scheduling a Meeting & Discussing Project Tasks

Hi Sarah, do you have a moment? I wanted to touch base with you about

the new 'Alpha' project. We need to get the ball rolling on the initial planning phase.

表示事情 不确定或尚未决定的情况。

你可以说某事“尚不确定”。如果某个计划或问题“up in the air”，则

意味着它不确定或尚未决定；对此尚未做出最终决定。

“我们对新办公 地点的计划仍未确定；

我们还没有找到合适的地方。”

“产品上市日期还未确定，需要 等待管理层批准。”

“由于公司重组，目前一切都有点不确定。”

非常棒的补充！因此，听众们，

请将“让某人了解情况”、“跟上 进度”、“身兼数职”和“

悬而未决”添加到您的有用短语列表中。正确使用这些可以使

听起来流利并理解 工作场所沟通的细微差别产生很大的不同。第

4 部分：使用词汇 - 迷你对话

所以，我们学到了很多名词、 动词和有用的短语。现在，

让我们尝试 通过一些小对话将其中一些内容放在上下文中。这将帮助

我们的听众了解这些单词和短语 在典型的工作场所对话中的使用方式，

从而更容易理解和使用它们。

好主意，希望。通过例子练习 始终是巩固学习的最佳方法。

我们从一个场景开始吧：我们正在

安排一次会议并讨论 即将进行的项目的一些任务？

完美的。我将扮演项目团队成员 Sarah， 你将扮演项目经理 Tom。

对话 1：安排会议 和讨论项目任务

嗨，莎拉，你有时间吗？我想和你谈谈

新的“Alpha”项目。我们需要 立即开始初步规划阶段。

Hi Tom, sure. I have a few minutes now.
What's up? I agree, we need to start planning.

Great. I think we need to schedule a meeting with the core design and development teams

ASAP. It's crucial that we're all on the same page regarding the main objectives and the initial deadline for the concept mock-ups, which is approaching fast.

I agree completely. Being on the same page from the start will save us a lot of trouble later.

I can send an email to them to find a suitable time for this week. What specific tasks or topics should be on the agenda for that meeting?

Good question. We definitely need to discuss the key deliverables for phase one. We also need to assign specific research tasks to team members. And importantly,

I want us to think outside the box for the user interface – I'm looking for some really innovative ideas. We should also review the allocated budget for this phase.

Sounds good. I'll also add a point about reviewing the competitor analysis report

I completed last week. It has some useful insights we can collaborate on. I can present a summary of the key findings.

Excellent, Sarah. That would be very helpful. Thanks for taking the initiative to schedule that. Please keep me in the loop on when

it's confirmed. Let me know if you need any resources from my side.

Will do, Tom. I'll aim to get it scheduled by tomorrow and

will share the agenda with everyone once it's set.

So, in that short dialogue, we used several of our target words and phrases:

touch base, project, get the ball rolling, schedule, meeting, ASAP, on the same page,

嗨, 汤姆, 当然可以。我现在有几分钟时间。这是怎么回事? 我同意, 我们需要开始计划。

伟大的。我认为我们需要尽快安排与核心设计和开发团队的会议

。至关重要的是, 我们对主要目标和

概念模型的初始截止日期达成共识, 而截止日期正在快速临近。

我完全同意。从一开始就达成共识将会为我们以后省去很多麻烦。

我可以向他们发送电子邮件, 以找到本周合适的时间。该会议的议程

应该包括哪些具体任务或主题?

好问题。我们肯定需要讨论第一阶段的关键交付成果。我们

还需要给团队成员分配具体的研究任务。重要的是,

我希望我们能够跳出固有的思维模式来思考用户界面——我正在寻找

一些真正创新的想法。我们还应该审查这一阶段分配的预算。

听起来不错。我还要补充一点, 关于审查

我上周完成的竞争对手分析报告。它有一些我们可以合作的有用见解

。我可以对主要发现进行总结。

太棒了, 莎拉。那将会非常有帮助。感谢您

主动安排此事。当确认后请通知我

。如果您需要我这边的任何资源, 请告诉我。

会的, 汤姆。我争取在明天之前安排好日程,

一旦确定下来, 就会与大家分享议程。

因此, 在那段简短的对话中, 我们使用了几个目标单词和短语:

接触、项目、开始行动、日程安排、会议、尽快、达成一致。

objectives, deadline, send, email, tasks, agenda, discuss, assign, think outside the box, budget,

report, completed, collaborate, present, keep me in the loop, and resources.

That's a lot packed in! It really shows how these words and phrases naturally fit into everyday

workplace conversations. These aren't obscure terms; they are the bread and butter of office

communication. Ready for another one? Maybe a project update between a manager and an employee?

Let's do it. This time, you can be the manager again,

and I'll be an employee, let's call her Emily, giving an update on her work.

Dialogue 2: Giving a Project Update & Discussing Challenges

Hi Emily, thanks for coming in. Could you give me an update on the 'Client Connect'

Project? Specifically, how are we progressing towards the main deadline for the beta launch?

Hi David. Yes, overall, we're making good progress. My main task this week was to complete

the user testing phase for the new features, which is now done. I'm currently compiling

all the feedback into a comprehensive report. I plan to send it to you by end of day tomorrow.

That's good to hear about the testing completion. Did any significant issues

or major concerns arise during the testing that we need to prioritize?

There were a few minor usability suggestions, which I've documented in detail. I plan

to present these to the development team in our weekly meeting tomorrow.

I think we can address most of them quickly. My colleague, Ben, who is a great team player,

is already looking into some of the more technical ones. However, we did identify one potential

目标、截止日期、发送、电子邮件、任务、议程、讨论、分配、跳出框框思考、预算、

报告、已完成、合作、呈现、让我了解情况和资源。

内容很丰富！它确实展示了这些单词和短语如何自然地融入日常

工作对话中。这些并不是晦涩的术语；它们是办公室通讯的支柱

。准备好再来一个了吗？也许是经理和员工之间的项目更新？

我们开始做吧。这次，你再次担任经理，

我将成为一名员工，我们叫她艾米丽，汇报她的工作情况。

对话 2：提供项目更新和讨论挑战

嗨，艾米丽，感谢您的到来。您能给我提供一下“客户连接”项目的最新消息

吗？具体来说，我们在 Beta 版发布的主要截止日期前进展如何？

你好，大卫。是的，总体而言，我们取得了良好的进展。我本周的主要任务是完成

新功能的用户测试阶段，现已完成。我目前正在将

所有反馈汇编成一份综合报告。我计划在明天结束前将其发送给您。很

高兴听到测试完成的消息。测试

期间是否出现了任何需要我们优先考虑的重大问题或重大担忧？

有一些小的可用性建议，我已经详细记录下来了。我计划

在明天的每周会议上向开发团队展示这些内容。

我认为我们可以快速解决其中的大部分问题。我的同事本是一位出色的团队成员，他

正在研究一些更具技术性的问题。然而，我们确实发现了

bottleneck with a third-party integration that might impact our timeline if not resolved soon.

Okay, thanks for flagging that. That's important feedback. We need to manage that risk proactively.

What do you propose we do about the integration

issue? Have you discussed it with Ben or anyone else?

Yes, Ben and I collaborated on a preliminary analysis. We think we should schedule a call

with the third-party vendor ASAP to clarify their technical specifications and support. I

can draft an email to them outlining our concerns, FYI for you before I send it.

Good initiative, Emily. Yes, please do that. Keep me in the loop on their response. It sounds

like you have things well managed despite this challenge. Let's touch base again on Friday to

review the vendor's response and our next steps. We need to achieve that beta launch on time.

Will do. Thanks, David. I'm confident we can find a solution.

Another good one! We heard update, project, deadline, task, complete,

feedback, report, send, prioritize, present, meeting, colleague, team player, manage,

discussed, collaborated, schedule, ASAP, email, FYI, keep me in the loop,

achieve, and touch base again. These dialogues show the flow of conversation.

Exactly. These kinds of interactions happen all the time at work,

whether in person or via video calls.

Practicing with these words and phrases

in different contexts will make it easier to participate confidently and understand

what's going on. Let's do one more, perhaps focusing on brainstorming or problem-solving.

Excellent idea. Let's say there's a team trying to come up with ideas for

第三方集成的一个潜在瓶颈，如果不尽快解决，可能会影响我们的时间表。

好的，感谢您的举报。这是重要的反馈。我们需要主动管理这种风险。

您建议我们如何解决整合

问题？你与 Ben 或其他人讨论过此事吗？

是的，本和我合作进行了初步分析。我们认为我们应该

尽快与第三方供应商安排通话，以澄清他们的技术规格和支持。我

可以给他们起草一封电子邮件，概述我们的担忧，在发送之前请先提供一下信息。

很好的倡议，艾米丽。是的，请这样做。请让我了解他们的回应。听起来

尽管面临这个挑战，你还是把事情处理得很好。让我们在周五再次联系，以

审查供应商的回应和我们的下一步行动。我们需要按时完成测试版发布。

会做。谢谢，大卫。我相信我们能够找到解决方案。

又一个好东西！我们听到了更新、项目、截止日期、任务、完成、

反馈、报告、发送、确定优先顺序、演示、会议、同事、团队成员、管理、

讨论、合作、安排、尽快、电子邮件、仅供参考、让我了解情况、

实现并再次联系。这些对话显示了谈话的流程。

确切地。这种互动在工作中时常发生，

无论是面对面还是通过视频通话。

在不同的语境中练习这些单词和短语将使您更容易自信地参与并理解正在

发生的事情。我们再做一次，也许重点是集思广益或解决问题。

好主意。假设有一个团队正在尝试为

a new marketing campaign. I'll be Liam, and you can be Chloe.

Dialogue 3: Brainstorming Marketing Ideas

Alright team, thanks for joining this brainstorming session. Our main objective

today is to come up with some fresh ideas for the new 'EcoGreen Product' marketing campaign. The current market is competitive, so we really need to think outside the box.

Sounds exciting, Liam! I've been looking at what competitors are doing,

and I think we have an opportunity to differentiate ourselves if we focus on the storytelling aspect of our sustainable resources.

I like that, Chloe. Can you elaborate a bit? What kind of stories are you

thinking of? Remember, we also need to consider our budget for this campaign.

Well, instead of just listing product features, we could create short video

presentations showing the journey of our materials, or feature testimonials from customers who value sustainability. This could resonate more emotionally. I've jotted down a few initial concepts in a document; I can send it around after this meeting.

That sounds promising. Let's ensure any ideas we develop are aligned with the overall company

strategy. What does everyone else think? Don't hesitate to share any idea, no matter how

unconventional it might seem right now. We want to get the ball rolling with lots of possibilities.

Perhaps we could also collaborate with some environmental influencers? That

might help us reach a wider audience who are already engaged with these topics.

It could be a cost-effective way to generate buzz.

That's a good point, influencer collaboration could be effective.

新的营销活动提出想法。我扮演 Liam，你扮演 Chloe。

对话 3：集思广益营销理念

好的团队，感谢你们参加这次头脑风暴会议。我们今天的主要目标

是为新的“EcoGreen 产品”营销

活动提出一些新想法。当前市场竞争激烈，所以我们确实需要跳出固有思维模式。

听起来很令人兴奋，利亚姆！我一直在关注竞争对手的动向，

我认为，如果我们专注于

讲述我们可持续资源的故事，我们就有机会脱颖而出。

我喜欢这个，克洛伊。你能详细说明一下吗？你在想什么样的故事

？请记住，我们还需要考虑此次活动的预算。

好吧，我们不仅可以列出产品功能，还可以制作简短的视频

演示，展示我们材料的旅程，或者展示重视

可持续性的客户的推荐。这更能引起情感上的共鸣。我

在一份文档中记下了一些初步概念；我可以在这次会议结束后将其发送给大家。

这听起来很有希望。让我们确保我们开发的任何想法都与公司的整体

战略保持一致。其他人怎么想？不要犹豫分享任何想法，无论

它现在看起来有多么不寻常。我们希望事情能够顺利进行，并创造多种可能性。

也许我们还可以与一些环境影响者合作？这

可能有助于我们接触到已经关注这些主题的更广泛的受众。

这可能是一种经济有效的引起轰动的方法。

这是一个很好的观点，有影响力的合作可能会很有效。

We'd need to delegate someone to research potential influencers and their engagement

rates. Let's add that to our list of potential tasks. We need to be

on the same page about the core message before we reach out to anyone, though.

Agreed. Maybe we should schedule a follow-up meeting next week to review the top three ideas in more detail and start outlining a concrete plan with specific deadlines.

Perfect. This has been a great start. Thanks for your input, everyone.

Let's wrap this up for now, and Chloe, please do share that document ASAP.

Great! In that dialogue, we heard objective, think outside the box,

resources, budget, presentations, send, meeting, strategy, get the ball rolling,

collaborate, delegate, tasks, be on the same page, schedule, deadlines, and wrap this up.

It shows how these terms are used in a more creative, idea-generation context.

These dialogues really bring the vocabulary to life. Hopefully,

our listeners can see how they can start using these terms in their own interactions.

Part 5: Tips for Learning & Practicing Workplace Vocabulary

So, Hope, we've introduced a substantial amount of vocabulary today – a wide array of nouns,

verbs, and incredibly useful phrases and idioms. But just hearing them once or twice isn't enough

for them to stick. What are some effective, practical tips for our listeners to really

learn these terms, remember them, and start using them confidently in their own professional lives?

That's the crucial next step, isn't it? Moving from passive knowledge to active use.

It takes conscious effort and consistent practice. Here are a

我们需要委派某人去研究 潜在的影响者及其参与

率。 让我们将其添加到我们的 潜在任务列表中。

不过，在与任何人联系之前，我们需要对核心信息达成共识。

同意。 也许我们应该在下周安排一次后续会议，

更详细地审查前三个想法，并开始制定一个有具体期限的具体计划。

完美的。 这是一个很好的开始。 谢谢大家的意见。

现在我们就结束这个话题吧，Chloe，请尽快分享该文档。

伟大的！ 在那次对话中，我们听到了 目标、跳出框框思考、

资源、预算、演示、发送、会议、策略、开始行动、

合作、委派、任务、达成共识、日程安排、最后期限以及总结。

它展示了如何在 更具创造性、更能激发创意的环境中使用这些术语。

这些对话确实使 词汇变得生动活泼。 希望

我们的听众能够了解如何 在自己的互动中开始使用这些术语。 第

5 部分：学习和 练习职场词汇的技巧

所以，希望，我们今天介绍了大量的 词汇 ——大量的名词、

动词以及非常有用的短语和习语。 但仅仅听一两次还不足以

让他们记住。 有哪些有效、 实用的技巧可以帮助我们的听众真正

学习这些术语、记住它们并 在自己的职业生涯中自信地使用它们？

这才是关键的下一步，不是吗？ 从被动认知转向主动运用。

这需要有意识的努力和 持续的练习。 以下是

few strategies our B1 learners can use, and these apply to any level, really:

Active Listening and Noticing: This is foundational. When you're in real workplace situations – meetings, calls, presentations – or even when watching TV shows or movies that depict workplaces (like "The Office" or business-themed dramas), pay active attention to the language used. Don't just let it wash over you.

Notice how native speakers and proficient non-native speakers use these specific words and phrases in context. What words go together (collocations)? What's the tone?

Actionable step: Keep a small notebook or a note on your phone. When you hear a new or interesting

workplace phrase, jot it down immediately. Later, you can look it up or ask about it.

Read Workplace Communications Extensively: Pay close attention to the language used in authentic work-related materials. This includes emails from colleagues or clients, internal memos, company newsletters, industry reports, articles on professional networking sites like LinkedIn, and official documents within your company (if applicable). This is a fantastic source for real-world examples and professional phrasing.

Actionable step: When you read a professional email that is particularly clear or well-phrased, save it as an example. Highlight phrases you'd like to adopt.

Keep a Dedicated Vocabulary Notebook (or Digital File): Just like we often suggest for general vocabulary, dedicate a specific section of your notebook, or a document on your computer/app, to workplace English. For each new word or phrase:

Write it down clearly.

我们的 B1 学习者可以使用的几种策略，这些策略实际上适用于任何级别：

积极倾听和注意：这是基础。当你处于真实的

工作场合（会议、电话、演示）时，甚至在观看

描述工作场所的电视节目或电影（如“办公室”或商业主题电视剧）时，

要积极注意所使用的语言。不要让它淹没你。

请注意母语人士和熟练的非母语人士如何在上下文中使用这些特定的

单词和短语。哪些词语可以放在一起（搭配）？什么语气？

可操作的步骤：在手机上放一本小笔记本或记事本。当您听到新的或有趣的

工作用语时，请立即记下来。稍后您可以查找或询问。

广泛阅读工作场所通讯：密切关注真实

工作相关材料中使用的语言。这包括来自同事或客户的电子邮件、内部备忘录、

公司通讯、行业报告、LinkedIn 等专业社交网站上的文章

以及公司内部的官方文件（如果适用）。这是

现实世界示例和专业措辞的绝佳来源。

可操作的步骤：当您阅读一封特别清晰或措辞得当的专业电子邮件时，

请将其保存为示例。突出显示您想要采用的短语。

保留专用词汇笔记本（或数字文件）：就像我们经常建议的

一般词汇一样，在笔记本的特定部分

或计算机/应用程序上的文档中专门留出一个用于工作场所英语的部分。对于每个新单词或短语：

清楚地写下来。

Note its part of speech (noun, verb, idiom, etc.).

Write down its meaning in English (try not to translate if you can).

Crucially, write an example sentence that is relevant to your work or the kind of work you want to do. Personalizing it helps memory.

You could also add synonyms, antonyms, or related words.

Actionable step: Review this notebook for 10-15 minutes, 2-3 times a week.

Set Small, Achievable Goals – The "Word of the Week" Approach: Don't try to

learn and use 50 new terms overnight. That's overwhelming! Instead, aim to actively use, say,

two or three new words or phrases each week in a real work situation. This could be in an email

you compose, a comment you make in a meeting, or even in a conversation with a colleague.

Actionable step: At the start of each week, choose 2-3 target items from your vocabulary list. Write them on a sticky note and put it where you'll see it often. Consciously look for opportunities to use them.

Practice with a Colleague, Mentor, or Language Partner: If you have a supportive English-speaking colleague, a mentor, or a language exchange partner, try to practice using these terms in mock workplace scenarios or discussions.

Role-playing can be incredibly effective because it simulates real pressure in a safe environment.

Actionable step: Ask your partner: "Can we practice discussing a project update?"

or "Let's pretend we're in a meeting and need to schedule another one." Give each other feedback.

Use Flashcards for Key Terms and Phrases: For phrases or specific

注意它的词性（名词、动词、习语等）。

用英语写下它的意思（如果可以的话尽量不要翻译）。

至关重要的是，写一个与您的工作或

您想要做的工作相关的例句。个性化有助于记忆。

您还可以添加同义词、反义词或相关词。

可操作步骤：每周 2-3 次，每次 10-15 分钟复习此笔记本。

设定小的、可实现的目标——“每周一词”方法：不要试图在

一夜之间学习和使用 50 个新术语。这太震撼了！相反，目标是

每周在实际工作中积极使用两三个新单词或短语。这可能是

您撰写的电子邮件、您在会议上发表的评论，甚至是与同事的对话。

可操作步骤：每周开始时，

从你的词汇表中选择 2-3 个目标项目。将它们写在便签上并贴在

你经常看到的地方。有意识地寻找利用它们的机会。

与同事、导师或语言伙伴练习：如果您有

支持您的英语同事、导师或语言交换伙伴，请

尝试在模拟工作场景或讨论中练习使用这些术语。

角色扮演非常有效，因为它可以在安全的环境中模拟真实的压力。

可行步骤：询问您的合作伙伴：“我们可以练习讨论项目更新吗？”

或者“我们假设正在开会，需要安排另一个会议。”互相给予反馈。

使用抽认卡记忆关键术语和短语：对于

terms that you find particularly difficult to remember, or for those crucial idioms,

consider making flashcards. You can use physical cards or digital flashcard apps

(like Anki or Quizlet). On one side, write the term; on the other, the meaning and an example.

Actionable step: Use the principle of spaced repetition with your flashcards.

This means reviewing them at increasing intervals, which is proven to help long-term retention.

Don't Be Afraid to Ask for Clarification Politely: If you hear a word or phrase at work

that you don't understand, it's usually okay to politely ask a trusted colleague or your manager

for clarification, especially if it's crucial for understanding a task or instruction. You could say

something like, "Excuse me, could you please clarify what 'on the same page' means in this

context?" or "I'm not familiar with that term, could you explain it briefly?" It shows you're

engaged and eager to learn, rather than pretending to understand and making a mistake later.

Actionable step: Prepare a polite phrase for asking for clarification

so you feel comfortable using it when needed.

Those are all excellent and very practical tips,

Hope. I particularly like the idea of setting small,

achievable goals. It makes the learning process less daunting and more sustainable. I'd also add:

Focus on Collocations: Pay attention to words that frequently go together. For example,

we say "meet a deadline" (not "do a deadline"),

"give a presentation" (not "make a presentation," usually), "schedule

a meeting." Learning these natural pairings will make your English sound much more fluent.

你觉得特别难记住的短语或特定术语，或者那些关键的习语，

可以考虑制作抽认卡。您可以使用实体卡片或数字抽认卡应用程序

(如 Anki 或 Quizlet)。一面写上 术语；另一方面，含义和例子。

可操作步骤：在抽认卡中使用间隔重复的原则。

这意味着以增加的间隔来复习它们，这被证明有助于长期保留。

不要害怕 礼貌地要求澄清：如果您在工作中听到一个

您不明白的单词或短语，通常可以 礼貌地向您信任的同事或经理寻求

澄清，特别是当这对于 理解任务或指示至关重要时。你可以

这样说：“打扰一下，你能否 解释一下‘意见一致’在这种情况下是什么意思

？”或“我不熟悉这个术语，你能简单解释一下吗？”这表明你很

投入并且渴望学习，而不是假装 理解然后才犯错误。

可行的步骤：准备一个礼貌的 短语来请求澄清，

以便在需要时感到舒服地使用它。希望，

这些都是非常好且非常实用的建议

。我特别喜欢 设定小的、

可实现的目标的想法。它使学习过程 不再那么令人畏惧，而且更具可持续性。我还要补充一点：

注重搭配：注意 经常一起使用的单词。例如，

我们说“meet a deadline”（而不是“do a deadline”），

“give a presentation”（而不是“make a presentation”），“schedule

a meeting”。学习这些自然的搭配 会让你的英语听起来更加流利。

Actionable step: When you learn a new noun, look up common verbs that

are used with it. When you learn a new verb, look up common nouns or adverbs.

Immerse Yourself in English Workplace Content: Beyond reading, listen to

podcasts about business or your industry in English. Watch webinars, online courses, or YouTube channels related to professional development or your specific field. The more you expose yourself to authentic workplace English, the more familiar it will become.

Actionable step: Find one or two podcasts or YouTube channels relevant to your

career and listen to/watch an episode each week, specifically listening for workplace vocabulary.

Practice "Shadowing": This technique involves listening to a short piece of audio (like a

line from one of our dialogues) and then immediately trying to repeat it,

mimicking the pronunciation, intonation, and rhythm as closely as possible. This is

great for improving your pronunciation of phrases and sounding more natural.

Actionable step: Record yourself shadowing and

compare it to the original. It can be very insightful.

Use It or Lose It – Create Opportunities: Don't just wait for opportunities to use new vocabulary;

actively create them. If you've learned a new phrase for giving an opinion,

find a low-stakes meeting where you can try it out. If you've learned new email phrases,

use them in your next professional email. The more you use the words,

the more they become a natural part of your active vocabulary.

Actionable step: Before an upcoming meeting or before writing an important email,

可操作的步骤：当你学习一个新名词时，查找

与之一起使用的常用动词。当你学习一个新的动词时，查找普通名词或副词。

沉浸在英语职场 内容中：除了阅读之外，还可以用英语收听

有关商业或您所在行业的播客。观看

与专业发展或您的特定领域相关的网络研讨会、在线课程或 YouTube 频道。

你接触地道职场 英语的次数越多，你就会越熟悉它。

可行的步骤：找到一两个与 您的职业相关的播客或 YouTube 频道，

每周收听/观看一集，专门聆听职场词汇。

练习“影子跟读”：这种技巧包括 听一小段音频（比如

我们对话中的一句台词），然后立即尝试重复它，尽可能地

模仿发音、语调 和节奏。这

对于提高你的 短语发音并使听起来更自然非常有用。

可操作的步骤：记录自己的跟踪并将

其与原始内容进行比较。它可能非常有见地。

用进废退——创造机会：不要 只是等待使用新词汇的机会；

积极地创造它们。如果你学会了一个表达意见的新短语，

请找一个低风险的会议来尝试一下。如果您学会了新的电子邮件短语，请

在下一封专业电子邮件中使用它们。你使用这些词的次数越多，

它们就越自然地成为 你活跃词汇的一部分。

可操作步骤：在即将召开的会议之前 或在撰写重要电子邮件之前，

quickly review your target vocabulary list and see if any items are relevant.

Fantastic additions, Mark! I think the overarching theme is consistency and actively looking for opportunities to engage with and use the new vocabulary.

It's about making these words and phrases a part of your active professional toolkit, not just a list in a notebook. And remember, making mistakes is part of the learning process. Don't be afraid of it. Every attempt is a step forward.

Well, that brings us towards the end of our very comprehensive deep dive into essential workplace English. We've covered a tremendous amount today, and we hope you're feeling more equipped and confident!

We certainly packed a lot in! We started with a detailed look at key workplace nouns – words like 'deadline', 'task', 'agenda', 'colleague', 'report', 'project', 'feedback', 'objective', 'budget', and 'resource'. These are the things and concepts that make up the workplace environment.

Then we moved on to crucial workplace verbs – the action words like 'to schedule', 'to manage', 'to collaborate', 'to present', 'to complete', 'to delegate', 'to prioritize', 'to achieve', and 'to update'. These describe what we do at work.

And we also explored some very common and useful workplace phrases and idioms – expressions like

'to touch base', 'to be on the same page', 'ASAP', 'FYI', 'to get the ball rolling', 'to think outside the box', 'to keep someone in the loop', 'to get up to speed', and 'to wear many hats'. These add color and fluency to your professional communication.

We showed you how these terms can be used naturally in everyday workplace situations

快速查看您的目标词汇列表，看看是否有任何相关的项目。

非常棒的补充，马克！我认为首要的主题是一致性，并积极寻找机会接触和使用新词汇。

这是为了让这些单词和短语成为您活跃的专业工具包的一部分，而不仅仅是笔记本中的列表。请记住，犯错是学习过程的一部分。不要害怕它。每一次尝试都是向前的一步。

好吧，我们对

职场英语基本知识的全面深入探讨就此结束。今天我们就已经讲解了大量内容，希望您感觉更加有准备、更加自信！

我们确实打包了很多东西！我们首先详细了解了关键的工作场所名词，

例如“截止日期”、“任务”、“议程”、“同事”、“报告”、“项目”、“反馈”、“目标”、“预算”和“资源”。这些是构成工作环境的事物和概念。

然后我们转到关键的工作场所动词——动作词，例如“安排”、“

管理”、“合作”、“展示”、“完成”、“委派”、“确定优先顺序”、“

实现”和“更新”。这些描述了我们在工作中所做的事情。

我们还探讨了一些非常常见和有用的职场短语和习语 - 例如

“保持联系”、“达成共识”、“尽快”、“仅供参考”、“开始行动”、“

跳出框框思考”、“让某人了解情况”、“加快速度”

和“身兼数职”。这些为您的专业交流增添色彩和流畅性。

我们通过扩展的迷你对话向您展示了如何在日常工作场合中自然使用这些术语

through our extended mini-dialogues, covering scenarios like scheduling, project updates,

and brainstorming. And finally, we shared a whole host of practical,

actionable tips for actively learning, retaining, and practicing this new vocabulary.

Remember, building your professional vocabulary is an ongoing process, a journey,

not a destination – just like any aspect of language learning. Don't feel pressured

to master everything overnight. That's simply not realistic. Each new word or phrase you learn and,

importantly, use correctly is a significant step towards greater confidence, clarity,

and effectiveness in your English-speaking workplace.

Absolutely. And to help you put this into practice right away, we have a little challenge for you,

our dedicated listeners! This week, try to consciously choose and use at least three to

five new workplace words or phrases that you learned from today's episode. It could be in

an email you write, in a team meeting (virtual or in-person), a comment you make on a work-related

social media platform, or even just practicing a sentence to yourself, imagining a work scenario.

And we'd genuinely love to hear how it goes! Share in the comments section below this episode:

which words or phrases did you choose to practice? In what situations did you use them, or how do

you plan to use them? What was the experience like? Your experiences, your successes, and

even your challenges can inspire and help other learners in our Speak Up English community too!

It truly helps to share and learn together. Your engagement makes this community vibrant.

Thank you all so much for joining us today on Speak Up English for this extensive guide

, 涵盖日程安排、项目更新

和头脑风暴等场景。最后，我们分享了一系列实用且

可操作的技巧，以便积极学习、保留和练习这些新词汇。

请记住，积累专业词汇是一个持续的过程，是一段旅程，而

不是一个目的地——就像语言学习的任何方面一样。不要感到压力，要

一夜之间掌握所有东西。这根本不现实。您学习的每一个新单词或短语，以及

重要的是，正确使用它们，都是在英语工作场所中迈向更大的信心、清晰度

和效率的重要一步。

绝对地。为了帮助您立即将其付诸实践，我们忠实的听众们，我们为您准备了一个小挑战

！本周，请尝试有意识地选择并使用至少三到

五个从今天的节目中学习到的新职场词汇或短语。它可能是

你写的电子邮件、团队会议（虚拟或面对面）、你在工作相关的

社交媒体平台上发表的评论，甚至只是在想象工作场景时练习一句话。

我们真的很想知道事情进展如何！在本集下方的评论部分分享：

您选择练习哪些单词或短语？您在什么情况下使用它们，或者

您计划如何使用它们？那是什么样的体验？您的经历、您的成功，

甚至您的挑战都可以激励和帮助我们“说出英语”社区中的其他学习者！

它确实有助于共同分享和学习。您的参与使这个社区充满活力。

非常感谢大家今天加入我们的“说出来英语”节

	目, 获取这份关于
to workplace vocabulary. We sincerely hope you found it packed with useful, actionable advice that you can start implementing immediately.	职场词汇的详尽指南。 我们真诚地 希望您发现它包含有用且可操作的建议, 您可以 立即开始实施。
Keep learning, keep practicing consistently, and don't be afraid to step out of your comfort zone. You'll definitely see a marked improvement in your professional communication skills. Until next time on Speak Up English...	不断学习, 不断练习, 不要害怕走出自己的 舒适区。 您一定会看到您的专业沟通 技巧有显著的提高。 直到下次在“说英语”节目中.....
Take care, good luck with your workplace endeavors, and happy, confident communicating! Goodbye everyone!	保重, 祝你在职场英语工作中一切顺利, 快乐、自信地 交流! 大家再见!
Bye for now!	暂时再见!