|  |  |
| --- | --- |
|  | 常用句子 |
| 组织会议 |  |
| 1. 自我介绍 | 简单打招呼   * 1. Good morning / afternoon   2. Let’s begin   3. I’d like to welcome everyone   4. Since everyone is here, let’s get started   5. I’d like to thank everyone for coming today   打完招呼后，自我介绍   * 1. I’m [your name]. I’ll keep this meeting brief as I know you’re all busy people   2. “I’m [your name] and I arranged this meeting because |
| 1. 其他人介绍 | 1. Let’s go around the table and introduce ourselves, [name] do you want to start? 2. Let’s introduce ourselves quickly - please state your name, job title and why you are here |
| 1. 设置会议流程 | 1. I've called this meeting in order to 2. We’re here today to discuss” 3. There are [number] items on the agenda. First… 4. Today I would like to outline our plans for |
| 1. 讨论下次会议前要完成的事 | 1. [Name], can you have these action points finished by next week’s meeting? 2. Before the next meeting, I want [action point] completed so we can discuss the results 3. By the next meeting, we’ll have [action point] in progress |
| 参与到会议中 |  |
| 1. 礼貌的打断 | * 1. “Sorry I didn’t quite hear that, can you say it again?”   2. “That’s an excellent point [person’s name], what about doing [action point] as well?”   3. “Excuse me for interrupting”   4. “I've never thought about it that way before. How does it affect [this point]” |
| 1. 提问 | 1. Can you repeat that please? 2. Can you repeat that in a simplified way? 3. I don't fully understand what you mean. Could you explain it from a different angle? 4. Could you explain to me how that is going to work? 5. Just to be clear, do you mean this [repeat the explained point in the way you understand it] |
| 在会议中展示 |  |
| 1. 介绍主题 | 1. Thank you for getting here on time. Today we’re here to discuss 2. We’re here to discuss the progress on [name of project] project 3. Due to issues identified in [project name], we’re here to come up with a quick resolution 4. We’re going to run through the main points of the agenda 5. The presentation will cover these [number of points] topics |
| 1. 总结 | 1. To summarize then, let me just run through what we’ve agreed here 2. Before we end, let me just summarize the three main points 3. To sum up what I’ve presented 4. That brings me to the end of my presentation, thank you for listening |
| 1. 回答问题 | 1. Any final thoughts before we close the meeting? 2. If you have further questions or want to discuss any of it in more detail, we can meet privately or you can send me an email [have email address on the final presentation slide] 3. I’d like to thank everyone for sharing their time today and any feedback would be valuable 4. So do we think this is the correct way to proceed? 5. Are there any objections to what I covered? 6. Are there any more comments? 7. What do you think about this proposal? 8. Are there any areas of this project we are not thinking about? |
| 其他 |  |
| 1. 会议暂时停止 | 1. Can we come back to that point later? Let me just finish what I was saying 2. Can I just finish making my point? |
| 1. 谈判 | 1. I hear what you’re saying, however our senior manager is very clear on this one 2. I understand that we can’t do that, but can we discuss some other alternatives? 3. I agree with what you are saying, however have you considered [different method]? 4. How about this as an alternative [proceed to explain your alternative method] |
| 1. 迟到 / 早退 | 1. Excuse me for being late, I was 2. Sorry for not getting here on time, I was 3. Excuse me, unfortunately I have to leave early. I need to be [briefly explain] 4. I’ve got to shoot off, I’ve got overlapping meetings 5. Sorry I’m going to have to leave now, [reason for leaving early] |
| 1. 计划未来会议 | 1. I’d like to set up a meeting with you at your earliest convenience. When are you free? 2. I’d love to continue this conversation at a second meeting, when are you next free? 3. We haven’t covered everything we needed to, shall we set up another meeting? |
| 1. 跑题 | 1. I'm afraid that's outside the scope of this meeting 2. Why don't we return to the main agenda of today's meeting 3. We’ve gone slightly off topic, let us get back to [main agenda] |

All above are summarized from

<https://virtualspeech.com/blog/english-phrases-workplace-meeting>