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BEC 中级商务英语

Ways of working

flexitime [ˈfleksitaɪm] 弹性上班制 job-sharing 轮班 shift work 换班

socialising ['səʊʃəlaɪzɪŋ] 社交 socialising skills 社交技能 online socializing 网络社交

teleworking 在家办公 temping [ˈtempɪŋ] 临时工 collate 核对

freelance, temping, consultancy:

It's great because I'm my own boss, but I still work with lots of different people.

hot-desking:

I wish I had my own space. I have to carry everything around in my bag and sometimes there's nowhere to sit

temping:

I like it because it's only for a couple of months and I'm saving up to go round the world

shift-work:

The only problem is sleeping. Your body never knows if it's night or day!

teleworking:

It can get a bit lonely at times. And I miss my colleague and all the office gossip

part-time, teleworking:

My children are at school so it lets me spend more time with them.

job-sharing:

When one of us wants a week off, the other person does a few extra days so it's fairly flexible

How to job-share

1. Find the perfect partner

Find someone you like. 'Be prepared to communicate and share credit and blame.' says Carol Savage, the managing director of Flexecutive, a flexible working consultancy.

1. Open your mind

Bosses should consider requests for flexible working from employees with children under six. So embrace the benefits: 'Twice as much experience, skills, brainpower and energy,' Savage says.

1. Plan for disaster

Always discuss the worst-case scenarios.

When Margaret Mills, a teacher, lost her job-share partner because of a family illness, a return to full-time work seemed inevitable 'We had been over-optimistic. I did manage to find someone else who fitted in with me, but I am very lucky.

1. Get organized

Plan the system for handing work over carefully and play to each other's different strengths. Delegate the workload according to each other's particular skills and qualities

1. Set your limits

Managers should clarify what they expect in terms of hours, availability and results, and employees should manage their employer's expectations. Sue Osborn, a job-sharer for 21 years, says, 'We're often asked to do five-day weeks. Eventually you just have to say no.'

1. Put pen to paper

Agree in writing arrangements for holidays, parental leave, retirement, etc. Everyone should know where they stand from the beginning.

1. Don't feel guilty

Don't work until 1am at home to make up for not being in the office every day.

1. Two become one

Clients may not like having to deal with two people working closely together. As Savage says: 'A job-share should be like a marriage -one voice, one unit.'

I: ok, Michela. You work from home now. Can you tell me about a typical day?

M: Sure, I always get up around seven and the first thing I do is get the kids ready for school. I take them at eight thirty and then I always start work at nine.

I: Do you ever have a day where you decide to have the morning off and start work later?

M: No, you can't do that. It's important with home-working to have a timetable and stick to it. If you end up watching TV or doing the cleaning then it's not for you. So I have lunch at twelve and finish work at two thirty to get the children

I: Was that why you gave up your office job?

M: Yes, I wanted to spend more time with the children. It gives me more flexibility. Sometimes I need to work in the evening but usually it isn't a problem

I: So how long have you been doing this kind of work?

M: For about five years, I have been with the same company since I left the school, but with the Internet and technology it is easy now to be at home

I: So your employer doesn't mind

M: No. It means the company saves money on office space and as long as I get the work done, they are happy. Sometimes I still go into work to meet clients and so on. For example, I'm going in nearly every day this week because we have visitors from another company and I can't really invite them over to my house. Besides, it's nice to go in every so often. I like to see people and catch up on the gossip and the news with my colleagues. I miss that side of going into work every day.

I: Is there anything else you miss?

M: Ermm. No, not really. And I'll tell you what I really don't miss and that's having to spend two hours commuting on the bus and train every day

Working from home

Even at home, always set yourself a timetable

You need to find a quiet place to work, where there are no distractions

If you communicate with a client on the phone today rather than face-to-face, it's still important to dress for work as normal.

Now that you have escaped from the office, you'll still need peace and quiet at home. Don't answer the door to neighbors or make social calls

Once you have been working from home for a while, you might feel a bit lonely. It might be worth going into the office once or twice a week.

After you have been at the computer for a few hours, remember to take a break -why not leave the house and go for a walk outside?

Be strong. When a friend calls and asks you out to lunch, say what you would say in any other job: 'Sorry but I am working on something at the moment. How about after five instead?

Make sure colleagues and clients can reach you and answer the phone as though you are in the office

Making contacts

To you, networking might mean **attending a conference** **or trade fair event**(商品交易会) to meet new clients or partners. Or it could be the coffee break at work where you **share ideas with colleagues in other departments**. But nowadays networking have become an event in itself.

For example, Pricewaterhouse Coopers offer its female staff a formal networking group called PwCwomen. With 900 members, it organizes events ranging from informal drinks evenings to coaching events. Tina Hallet, who is responsible for the group, says that she **got involved in** networking because I'd got to a reasonably senior level and I wanted to help other people to maximize their potential.

You don't have to be senior to run a network though. Vicky Wood and Sally Hopkins had the idea for the City Girls Network when they first moved into London's corporate world and **wondered how to get to know other women**. 'We couldn't find anything for people with no experience. So we thought we'd start our own'. From twelve friends meeting regularly, **it rapidly grew to** 250 members from many different organizations. It's a great way to make useful contacts and bring in potential business.

Fiona Clutterbuck is co-chair of a network for the bank ABN AMRO. 'Women **tend to think of networking as socialising and give it low priority**.' But given the chance, women will network - as the bank's last 'speed networking' event demonstrated. 'With over 100 women and men, it was a great success. It is amazing how many people you get to meet from different parts of the organization

I would like to introduce you to Marek.

Hello, Marek, How do you do ?

Do you two know each other already?

Well, we’ve spoken on the phone a few times

I know your company is looking for a partner on this Thai project.

Yes. Is that something you might be interested in …?

Nice to meet you at last. Pleased to meet you too.

Would you like a coffee? Thanks

So have you enjoyed this morning? Yes, it was very interesting.

Is this your first time at one of these events? Yes, it is. And you?

May I join you? Sure

You’re a colleague of Martin obach, aren’t you? That is right, he works in our Barcelona office.

How do you know him? We were both at Elcotil together

How many children do you have? Two. Twins.

Have you always lived in Lille? Yes, most of my life.

**Further to our previous meeting**, we are pleased to be able to confirm that the new flexitime system will **come into operation as from 1st August**. The system applies to all administrative and office staff. **May I remind you that** any production staff on the current shift system remain unaffected by these changes.

With regard to your letter dated 12th June, I am writing to confirm that …

And where do you live exactly?

I’m from a small town in northern Switzerland, **but at the moment** I’m studying for a business degree so I live in Zurich.

What types of business are most successful in your town?

Er, well, I suppose that tourism is quite important to the area and there are many small farms so agriculture also. Zurich, where I study, is more famous of course for banking and financial services.

How is working life changing in your country?

**Sorry, can you repeat the question, please?**

Yes, how is working life changing in your country?

I think that more and more people are moving to the city or **they are commuting in every day**. In my opinion, **the biggest change has come from technology** – but then that’s probably true everywhere, not just in my country.

Company benefits

Parental [pəˈrentl] leave 产假 perks 额外津贴 take on 承担,雇佣

Intake (一定时期)纳入的人数

Take with a pinch of salt 将信将颖 incumbent [ɪnˈkʌmbənt] 在职者

Longevity 长寿，持久 distribution centre 配送中心

Turnover 营业额 holding company 控股公司 subsidiary 子公司

A division is a branch of a company

A subsidiary would be another company below a main company which operates independently

**What is most important to you when** choosing a job? **Rank the following in order of** importance from 1 to 10

An impressive job title

I’ve just been promoted from Assistant IT Technician to Chief Operational Network Administrator. **It means I get a bit of a pay rise and** new business cards with my name on. **I’m not sure if I get my own office though.**

Flexible working hours

I thought it wouldn’t change the way I worked after the first six months, but as they got older it actually became more complicated with getting them to school or if they wanted to do activities in the afternoon. But my boss has been really good about it and **some days I can do a half day if I want and then I might work later on other days –or I take work home**, which I don’t like doing, but it’s the only way.

Parental leave

It’s actually the law now so they had to let me have it. It was only two weeks but at least I had time to help my wife out. **Mind you, after all the late nights and crying I was really happy to get back to work for a while and have a rest.**

A pension

The problem for me is that **I won’t have enough to live on when I’m 60** and I can’t afford a private plan. So I‘ll probably **try and keep working for a few more years**, and anyway, I heard the government is planning to raise the age of retirement…

A company car

It’s great because usually it means my wife can use the one at home and we even take mine away at weekends. **I work for quite a relaxed company** and they don’t seem to mind how I use if for leisure [ˈleʒə(r)].

Is working for Xerox [ˈzɪərɒks] too good to be true?

What a lovely place Xerox is to work! Kim Moloney [məˈloʊni], a client service executive, **can’t say enough nice thing about her employer**. ‘It’s a very special environment,’ she says. ‘People describe Xerox as a family and **I was amazed at the number of people who have worked here for so long**.’

It is tempting to **take Moloney’s comments with a pinch of salt**, especially considering that when you’ve been working somewhere for only two years, as she has at Xerox, everyone seems old and established. But there is truth behind her enthusiasm.

Take Carole Palmer, the group resources director. She joined Xerox in 1978 as a temp and has been in her present role for seven years,’ she says. ‘It has supported me through qualifications and last year I took part in the vice-president incumbent programme.’

**Human resources is taken seriously** at Xerox, Palmer says, **and the company has a policy of promoting from within** (which would explain Moloney’s amazement at her colleagues’ longevity [lɒnˈdʒevəti]). The company takes on only fifteen to twenty graduates each year and Moloney was part of intake who joined having already acquired a couple of years’ working experience.

**She started as a project manager** for Xerox Global Services **before moving into sales**. Now her responsibility is to grow and maintain customer relationship.

Moloney is based at the head office in Uxbridge. ‘It’s great **in terms of working environment**,’ she says. ‘We’ve just got a new provider in the canteen [kænˈtiːn] and **we have brainstorming room and breakout areas**.’

Much of Moloney’s role is visiting clients, so she doesn’t have a permanent desk at head office. ‘I’m a hot-desker, which is good because you get to sit with different people in the hot-desk areas. And you’re given a place to store your things.

Head offices staff numbers between 1,200 and 1,500 people. Palmer says. The company has four other main offices in the UK. The nature of organization, which encompasses sales and marketing, global services (the biggest division), developing markets, research and development and manufacturing, means what the opportunities at the company vary from service engineers to sales roles and consultants.

Perks include a final-salary pension scheme and various discount schemes. The reward and recognition [ˌrekəɡˈnɪʃn] scheme is a little different, and rather nice: ‘**Each manager has a budget every year to recognize and reward staff**,’ Palmer says. ‘**It can be in the form of a meal for two, or a bottle of wine. It can up to 1000 pounds**. There is the recognition and then there’s putting money behind it.’

Moloney, however, likes the noncash rewards. ‘Xerox takes care of all its staff but it also **recognizes the people who put in the added effort**,’ she says. ‘It offers once-in-a-lifetime incentive trips, and recently I organized a sailing trip for my team.’

The idea of working abroad with the company appeals to her, and she says that her career goal is to be part of the senior management team. Here’s another employee, it would seem, who is in it for the long haul.

Why do you like the company?

It is like a family.

How long have you been working for the company?

Two years.

When did you join the company?

In 1978.

What was your first job?

A project manager

What are you responsible for?

Growing and maintaining customer relationships

**Where are you based**?

At Uxbridge.

What would you like to do in the future?

Work abroad and be part of the senior management team.

Dear Sir or Madam,

I saw your advert for the post of Client Services Executive in yesterday’s newspaper and I would like to apply for the position.

**As you can see from my attached CV, I have been working for my current company for over two years**. I joined MacKintyre and Co in 2007 and since then, I have had many opportunities to develop my skills. **However, I have been considering a career change with a new challenge for number of months and this seems like the perfect moment to make that move**.

I see from recent press reports that your company has been expanding its operations in China and therefore I would like to draw your attention to my degree in Oriental Studies and Mandarin which I completed in 2006. Combined with my current MBA, which I have been studying for part-time at the local university, I feel that I would be an asset to your company.

Please also note that my current manager has agreed to write a reference and can be contacted on 021 2411 5296

I look forward to hearing from you.

Your faithfully

Qizhong Lin

6% of revenue dedicated to research and development

**Good morning and thanks for coming. Today I would like to tell you about** the world’s largest document management company. With a turnover of nearly sixteen billion dollars the Xerox Corporation develops and markets innovative technologies with products and solutions that customers depend upon to get the best results for their business. **In my brief presentation we’ll begin by looking at some of the key figures behind** the company’s success and how the company is structured. **Then I will give an overview of** Xerox around the world **and finally I’d like to talk about some of** the trends affecting our market and its future growth. **If you have any questions, I’ll be happy to answer them at the end. So, here you can see,** the turnover for last year was nearly sixteen billion dollars, with a final income of 978 million dollars. We operated from our headquarters in Rochester New York State in 160 countries with 55,000 employees, with over half of those in the USA. **This next chart shows you** how the corporation is split into four divisions. First of all there’s Xerox Global Services…

And finally there’s Xerox Innovation with five centres in the United States, Canada and Europe. **Note that six percent of revenue was dedicated to research and development last year as the key part of our mission statements is**, and I quote, ‘to help people find better ways to do great work.’ **Ok, let’s move on to look at Xerox around the world in a little more detail. Take a look at this chart, which shows revenue by region. So about half our revenue is from the US market. Then Europe with over five billion dollars and the rest of the world with over two. One thing I’d like to point out is** …

Finally, how is the market for the document industry looking? Well it would be unrecognizable to the people who founded the original company in 1906 and even compared to the second half of the twentieth century. **More and more offices are moving from black and white printing to colour**, and from paper documents to electronic documents. These are clearly the future opportunities and areas of growth in what is a total market worth an estimated 112 billion dollars…

**So that brings me to the end of my presentation**. Thanks for listening. I hope it’s been of interest. Are there any questions?

* Introducing the presentation

Good morning and thanks for coming.

Today I’d like to tell you about…

* Explaining the structure of the presentation

In my brief presentation we’ll begin by looking at…

If you have any questions, I’ll be happy to answer then at the end.

Then I’ll give an overview of …

* Presenting the first part/the second part/ the final part

First of all there’s ...

Here you can see

One thing I would like to point out is …

Take a look at this chart, which shows…

OK, let’s move on to look at…

Finally I would like to talk about…

* Ending the presentation

So that brings me to the end of my presentation.

Thanks for listening

Are there any questions?

Ask students what kind of company they would like to run if they had the chance. Tell them it is their dream company and they are going to create it. Working alone, they make up facts and figures to fill in the first column of the table. The aim of the task is to give controlled practice of the expressions for presenting. Their ideas can be as far-fetched as they like.

To offer staff a better health insurance scheme, we are now working with a new insurance company. Please note therefore that a representative from this company will present the new staff policy **on 9th October at 2PM in the conference room**. All staff are welcome to attend.

Please note that I have booked Rooms 101 and 102 for the seminar next week. Also note that Mr Singh will be one hour late on the Monday morning.

Due to the recent changes in the government laws, the Head of Finance will give a presentation on Tuesday 1 July at 5.30pm in the canteen to outline any effect on current company-based person scheme. Staff with this policy are welcome to attend.

As you are probably aware, the company is currently considering plans for …

Following recent feedback on working hours, the Head of Human Resources will give a presentation on Thursday 2 July at 4.30pm in the conference room to outline proposals for a system of flexitime and home-working. Any staff are invited to attend and share their ideas.

Please note that Spanish classes this year will begin on October 16th on Wednesday lunchtimes. Anyone wishing to participate should inform their line manager.

Starting a business

Branch out 扩展到

I continued studying English, and branched out to other language

Franchise [ˈfræntʃaɪz] 经销权，加盟 franchisor 被加盟商 franchisee 加盟商

Sole trader 专营商

Sole trader: you are self-employed and set up the business on your own.

Partnership: you are self-employed and start the business with another person. You are both equally liable.

Franchise: you buy a license to trade under the name of the franchisor and you benefit from the franchisor’s expertise.

New employee

The new employee introduction letter welcomes your new staff member. It introduces the new employee to his or her coworkers. A nice touch for the employee is to schedule an informal time with food and drinks for coworkers to greet their new teammate, the new employee will feel as if the team has embraced his or her arrival.

other activities to make the new employee feel welcome should include ...

it discourages the new employee from continuing to job search.

submit questions **in advance of** the meeting 在会议之前提交问题

consider giving the new employee access to your employee intranet or wiki.

This also allows the new person to more quickly integrate into the new workplace.

You highlight the new employee's experience and competence with your other employees.

A self-introduction letter will break the ice between you and your new colleagues.

since you have initiated contact

develop and maintain a smooth relationship with them

All of you are friendly with each other.

I anticipate working with all of you ...

concerning experience,

Email to welcome new staff

Dear staff:

I'd like to introduce you to our newest employee. Mike has accepted our offer of employment as a marketing manager, his first day is March 1, please join us at 4PM in the main conference room and welcome him to the company on his first day.

Mike has 15 years of experience in increasingly responsible roles with marketing at several companies.

his experience is enhanced by ...

As Marketing manager, Mike is responsible for the overall leadership of the marketing department and the marketing staff. Specifically researching and evaluating new product opportunities, demand for potential products, and customer needs and insights, working with product development teams to manage new product development

Mike will work closely with the product development teams.

thanks for joining me in welcoming Mike to the team.

QizhongLin's introduction

Hi everyone,

my name is Qizhong, actually I had joined Philips for about 7 years, the same month and same year with Dr. Xu in 2011, unfortunately I left our company four months ago, the reason is similar to others "the world is so big that I want to have a look", I thought I would get used to local company, but the answer is no. I can not be too happy during this time our company hire me again.

concerning my experience, I graduated from Fudan University in 2007, my major is bio-medical engineering, my research area is medical image processing. After graduation I went to korea directly, my first job is cardiac vessel analysis based on CT sequence. after two years I come back to Shanghai and join Hitachi, my second job is 3D visualization of medical image, finally I joined Philips research China, I participated in several projects including BI-RADS, LI-RADS, big data analytics, natural language processing, and BAMA.

That is all, thank you.

------------common conversation in office-------------

I haven't seen you around before. 　　　　我以前在这儿没见过你。

Is this your first trip to \_\_\_? 这是您第一次来某地吗？

Have you found time to see much?

Time is up, 时间到了

--Thank you for your help

--Anytime. 　　　　（不用谢）也是英美人用来回答致谢的话

--Thanks for the lovely evening.（谢谢您的款待）

--Glad you enjoyed it.（很高兴你喜欢）。

--sorry, ...

--never mind

--Why don't you join us for a drink?

--Thanks. That's a good idea.（好主意）

--What about going out for a meal after work?

--I'd like to. But I get another appointment tonight.

--I lost the match. （我输掉了比赛）

--Never mind. Better luck next time.（ 没关系，下次交好运。）

I'm afraid that he's not available at the moment.

Let's fix when we will start. (让我们来决定何时动身。)

--Yes, Of course. We've got to discuss next year's order. Just a moment, I'll get my diary... Right, next week...?

--Could you manage Tuesday? 　 （你周二能有空吗？）

I'm fully booked up next week. （下一星期的日程我都排满了）

Anytime between nine and eleven is fine.

Assemble all the relevant information. 　搜集所有的有关资料。

Arrange the points in order of importance. 　按重要性的顺序安排要点，决定哪些是可以省略的观点。

provisional 临时的，暂时的

favorable impression 　　良好印象

daily routine 　　　日常杂务

fix a meeting 　 安排会谈

Please drop me a line whenever you have time.

无论什么时候你有时间,请惠我短信.

Drop me a line once in a while.

有空给我写信.

Drop me a line and tell me how you’re getting on.

给我写封短信，告诉我你过得怎么样了。

We would be grateful if you could

Further to our telephone call this morning. I am writing to inform you of my availability for

Sorry, I couldn’t lay my hands on the address at the time.

很抱歉，我现在找不到那个地址

Since we are one of your loyal customers, please quote us your bestprice.

我们是贵方的忠实客户，请报给我们最优惠的价格

The delay of supply is due to shortage of raw materials.

延期供货是由于原材料短缺。

We would appreciate a reply at your earliest convenience.

如果你能尽早回信，我方将不胜感激

Did you apply for the post of Sales Manager?

你申请销售经理的职位了吗？

I’m writing to inform you of my availability for the above post.

我写信是想告诉你我什么时候能来就任该职。

I’m sorry, the manager is not available at the moment.

对不起，经理这会儿不在。

Please ask him to get back to me as soon as possible.

请让他尽快给我回电话。

Advertisement is a key means of sales promotion.

广告是促销的一个重要手段。

Have you put your application in writing?

你写书面申请了吗？

The annual conference will be taking place at the Metropole Hotel from 24 to 28 July.

年会将于7月24日至28日在蒙特普利饭店举行。

with reference to …现提及……[常用于商务书信中以担及来信 、参考性资料等]

eg. With reference to your letter of 25 May, I’m pleased to accept your invitation.

我很高兴接受你在5月25日信中对我的邀请。

if you enquire any further information, please don't hesitate to get in touch with us

Let’s have a look at the performance of our three main products over the last six years.

We’ve captured 70% of the domestic market.

我们已占有了国内市场的70%

launch a new enterprise 创办一家新企业 launch our new product投放新产品

top-of-the-range product 高质高价产品

middle-of-the-range product 普通产品

cheap product 廉价产品

level off 变平稳

eg. Prices leveled off after the inflation ended.

# Presentation

* Introducing the presentation

Good morning and thanks for coming.

Today I’d like to tell you about…

* Explaining the structure of the presentation

In my brief presentation we’ll begin by looking at…

If you have any questions, I’ll be happy to answer them at the end.

Then I’ll give an overview of …

* Presenting the first part/the second part/ the final part

First of all, there’s ...

Here you can see.

One thing I would like to **point out** is …

Take a look at this chart, which shows…

OK, let’s **move on to look at**…

Finally, I would like to talk about…

Regarding some questions on …,

**Considering** the COVID-19 outbreak

Speaking about the times, how do you look at the

**I will go through it in the coming slides.**

* Ending the presentation

Let me quickly **go over** today’s main points.

**Let's just recap the essential points** 我们再来回顾一下要点

So that brings me to the end of my presentation.

Thanks for listening.

Are there any questions?

You may **raise your questions.**

We’d like to get your opinions on

**Suppose** the news is true, what then? 假定这消息是真的，那又怎样？

you should **give it a try** 你应该试一试

To name a few,

Call me lin for short

**I was taken to be him** 我被当成了他

From a Philips point of view,

I hope you will enjoy a good break, and get ready to start …

I didn’t **catch** you, the **connection** was bad, there was a lot of **echo** and I could not **hear well**. There is a lot of **noise in the background**. I will **hang up** and try again.

**He is going to be 15 minutes late.**

Do you have **any spare time** today?

There are a few points which I would like to **bring up**. 有几点我想提一下

Shall we begin? Do you have everybody? No, we are still **missing** a few guys.

How do you solve the problem **if it comes up to you?**

Before we **close today’s meeting**, let me just summarize the main points.

I am **working on** it我正在努力

He is **out of the office.**

I am **wondering** if you have time to discuss our new proposal.

I must **end the conversation.**

I will **get the result to you** as soon as possible.

Please let me know what you **intend to** do about his situation.

I am looking forward to **hearing your personal experiences with.**

He was -**to me at least, if not to you** – a figure that was worth having pity on.

至少我觉得如此，即使你不这样认为，他是一个值得同情的人

There is **no use waiting** any longer. 再等下去是没有用的

There is **no point in doing** so. 这样做是没有意义的

What is **on your mind**? 你在想什么呢？

I would like to **talk with you over** the question of insurance.

As we **approach** the end of the year

She's **doubtful whether** we shall be able to come.

Could you just **look over** this? 你能帮我看看这个吗？

**From what I hear**, he is a good swimmer.

you are the best in the office, anyone deserve it, you do如果有人该升职的话，那就是你

I wish I have more time to talk with you, but I have a meeting in 10 minutes.

主动形式表示被动意义

The book sells well.　　这本书销路好。

I was to blame for the accident.

**Much work remains.**

This room needs cleaning. 这房间应该打扫一下

Your hair wants cutting.　你的头发该理了。

事物也有生命

my watch says 4 o'clock the map says to turn right.

a yellow sign gives information about a road.

**the pain attacked me on and on**

**The restaurant serves a variety of** soups.

our school provides students with free lunches我们学校无偿为学生提供午餐

**the hotel sleeps 300 guests**

Cheese often **upsets Susan's stomach 拉肚子**

I wasn't **aware of** that. 我没有意识到

The price is **beyond my budget**, I can't afford it.

one of things that **fascinates us most about** cats is the popular belief that they have nine lives.

To inform you that …

The flight to Shanghai is cancelled due to bad weather.

let's **talk over dinner** 边吃边谈

I might **throw up**快吐了

How do I **change** 换乘

I was planning to ask you ... but if you want to **take a rain check**, that's fine

如果你想改天，那也可以

We are not yet **acquainted with** each other.

If you won't go, neither will I.

Another example is resource forecasting: a model-based method to forecast long-term resource requirements.

Looking back on Q1

Looking ahead to Q2

I’ve consulted an ultrasound doctor from …., and below are some notes:

The majority of the patients have liver cirrhosis and are recommended to screen every 3-6 months. These patients routinely get an ultrasound scan during screening.

Thanks a lot for your presence on LOI milestone meeting.

To mitigate the risk of difficulty to adopt and deploy isolated algorithms in ICCA.

Discuss together with Minnan on how China use cases can be landed in

Reflect on your performance throughout 2019, and to look forward to 2020 ahead.

To ensure we can have a smooth and high-quality process, here I’d like to highlight key steps and timeline for you to pay attention to

Speaking about the times, how do you look at the

You may raise your questions online during the meeting

# Philips

Postponed on requests of the speaker.

Due to recent organizational changes to I&S and its impact, this event has been cancelled. We anticipate having our new structure to be announced soon and plan to reschedule the event shortly thereafter. We will keep you updated.

I want to draw your attention to this article.

Travelling to China for business. I will return on Feb 20. In the interim, responses will be delayed.

Welcome back from the holiday season! I hope each of you were able to take time to relax and refresh over the last few weeks. Combing back from the week, I feed energized, needing to hold to healthier eating and ready to tackle 2025.

Your respective MT leader will go to deeper into the priorities this month and how you and your teams align to our goals.

I am currently out of office with limited access to email and extremely limited connectivity. If critical, please contact me via cell/WeChat at (86) 13636477046, but please anticipate a delayed response due to connectivity limitations.

Dear senders,

I will take three days off from Aug 25th to Aug 28th. Responses to your email may be delayed. Please contact me directly via Teams or Phone (+86 13636477046) if critical.

Best Regards,

QizhongLin

I will take annual leave from Aug 25th to Aug 28th. Responses to your email may be delayed. If there is anything urgent, please contact me directly via Teams or Phone (+86 13636477046).

Currently, our team members are fully occupied with multiple tasks. Unfortunately, there is no one available at the moment to take up the project. I recognize the urgency, and we will allocate someone to handle the project as soon as possible. Sorry for inconvenience this delay may cause.

Currently the Marketing leader has decided to leave Philips to pursue opportunities outside the company. Since he joined Philips in 2015, he has been instrumental [ˌɪnstrəˈmentl] in defining the product vision. In this position and in her recent role as

Yinbin has worked for over three decades in the technology industry, playing a number of roles. Prior to joining Philips, Yinbin was …

Yinbin mentored the Solutions team, working closely with multiple markets and strengthening the relationship with …

As Head of PIC, Yinbin has invested in a highly engaged team, which is continuously striving to improve business impact via SW Excellence, Clinical domain knowledge and building strategic capabilities.

We are pleased to announce that Yinbin joined Philips Personal Health, Greater China in the role of Sales Head of MCC, reporting to the undersigned, effective Mar 6th 2019.

Yinbin brings extensive experience in sales & marketing management. Before joining Philips, Yinbin held multiple national sales director positions in various Global Top 500 companies.

I am very happy to have Yinbin take this important role. Please join me in welcoming him to Philips and wishing him success in his new role.

keep abreast of 了解..最新情况

She was instrumental in strengthening ... and improving overall performance in ...

in her new role, she will leverage on her market knowledge in ...

I will report to the department head directly.

I will partner with ... and work closely with ...

I started the career in Philips Greater China Finance in Dec 2009 and has since taken different roles in ...

prior to Philips, Joe spent 3 years in ...

Joe has being playing a critical role for ...and make significant contribution to ...

On behalf of the local ultrasound clinical science team, I am happy to present the clinical science newsletter for December 2024. The purpose of this newsletter is to share the insights and activities of BU Clinical Science specifically in major clinical areas of focus that are aligned with the roadmap.

We have stepped up our consumer centricity in 2024 like never before. 2024 年，我们比以往任何时候都更加重视以消费者为中心

The benefits and pitfalls of generative AI

Hard work is paying off. 努力工作正在回报

If you could spare 5 mins to tell us about your experience with Philips IT, …如果您能花5分钟时间告诉我们您使用飞利浦IT的体验，…

The presentation given in the architecture content meeting gives a short overview of why it is important to manage the risk associated with third-party software technology.

While challenges may come our way, 2024 is a year full of exciting possibilities. Wishing you all a fantastic year of the dragon, filled with happiness and good fortune.

We are thrilled to announce the winners of Data Hackathon in China.

While designed primarily for new joiners, the hub is open to anyone and everyone! On it, you can find resources such as …

Most organs like the heart and kidneys fall into this category

Congratulations to the entire team for your tireless effort in making this happen.

I hope you have seen Leslie’s email this week with the ask to fill out the Philips Internal Communications survey; I personally wanted to encourage you to take a few minutes to fill it out. Your feedback is vital to improving how we communicate and collaborate as a global team. In fact, many of the changes we have made in the past years are thanks to your input!

Tao will be succeeded by Ada.

I am **calling on** all 70,000 of us across Philips to take a Timeout for Patient Safety and Quality on October 8, 2024. Patient Safety and quality remains our **number 1 priority** and although we have made progress, we need to continue the focus and momentum.

This year’s timeout will emphasize our personal accountability for patient safety and quality as a key component of our culture of impact with care. We will have the opportunity to stop, reflect, learn and take action for the future. With the timeout, we are following a practice used in hospitals, like how surgical teams, for example, take a timeout before starting a procedure. The practice has been incredibly successful in strengthening awareness, discipline and accountability that’s needed in healthcare.

Join one of two global kickoff sessions and make time for a conversation with your team on the day.

Thank you to the end-to-end teams for all the efforts in these spaces.

As a business, we are still struggling to achieve consistent growth. The downturn in China continues.

Make this a great place to work every day, thank you again for all your efforts.

Thank you for joining us at today’s Q2 R&D Townhall, where we discussed …, and then focused on …, followed by ….

If you would please take a moment and provide your feedback on this simple survey, it would be greatly appreciated.

We will take some time to review all the chat comments and questions, and ensure we reply with answers, so please stay tuned. (敬请关注)

To improve people’s health and well-being through meaningful innovation. Together we will deliver superior, long-term value to our customers and shareholders, while acting responsibly towards our planet and society, in partnership with our stakeholders.

Mr Bin has a propensity [prəˈpensəti] to put off decisions to the last minute.

宾特先生习惯拖到最后时刻才作决定。

Philips is awarded the best workplace where employees trust their leaders, are proud of what they do, and enjoy the people they work with.

A total of 32 winners from various parts of CTO organization received this honorable award as they **achieved exceptional results contributing to our business**, while role modelling the Philips behaviors

Spend some time reflecting on whether there are areas where you often struggle or where you sense there might be a disconnect.

The feedback reveals potential blind spots that could **prevent you from reaching your full potential.**

The advice-giver has good intentions.

Feedback from managers and other leaders is valuable, but don’t discount忽视 colleagues on the same level.

Demand and order growth was very strong, which signals those customers like our strategy, products and solutions. Let’s pull together to finish the year strong!

get vaccinated, provide that helping hand to a colleague.

**I urge you** all to **step up** 舞生人生and integrate the following behaviors into your regular work:

From ideation to initial app

This concept comes to life.

I am extremely happy how we matured our collaboration with Philips via …

Healthcare is accelerating its move to the cloud. Here is an overview of important initiatives.

The one-and-a-half-hour classroom **training gives a short introduction to** the Research Quality Management System and **is intended for every employee** in Research.

Frank Qu has decided to **take up a new role** outside of the company.

Since he took over the role of sales leader, he has achieved significant sales growth in e-commerce.

The 2021 National Day Holiday is just around the corner. According to the latest announcement from the Government regarding public holiday arrangements, as well as the real situation of company, we will conduct the following arrangement for 2021 National Day Holiday. Please be well noted.

The National Day Holiday will be from Oct 1st to Oct 7th, total 7 days. Additionally, Sep 26th (Sunday) and Oct 9th (Saturday) are working days, total 2 days.

Please well arrange your work to ensure the smooth and effective operation of company business.

It is with pleasure to announce that as of August 6th, 2021, Zhou joins Philips to take on the role of … She will be responsible for developing and implementing …

Prior to Philips, Zhou worked in Nutrition for more than 10 years and took different leadership roles across functions including sales and marketing. The recent job in Nutrition is BU head of …

At the same time, I would like to express my big thanks to Kent Cheng act as dual role. Kent made great contribution to lead the team and stabilize [ˈsteɪbəlaɪz] the business.

Leave a comment below or **reach out to me**…

To ensure a smooth transition, Joe Du will take additional responsibility.

Please join us in thanking Joe Du and … for their enormous contributions in the past and wishing them all the best and success in their upcoming roles

It is critical that we don’t re-invent the wheel.

130 years of improving lives is what makes Philips unique and different from most other brands and its competitors. It emphasizes our willingness and ability to innovate, to collaborate, and to change.

Just over a year ago, I share with you our intention to find a new home for our Domestic Appliances business, comprising kitchen appliances, coffee, …

We always knew that this milestone would be both exciting and emotional for all of us. I want to extend a heartfelt thank you to everyone who has given their passion and dedication to making Domestic Appliances a great success over the years, and for all the hard work done in the last fourteen months to prepare for today.

We started to fully integrate the IGT system and IGT devices into ONE IGT, this is **in line with** our strategy to put the customer first.

Your responses to the 10 survey items will take about 5-10 minutes to complete. Your feedback is valuable and will be put to good use. There are no right or wrong answers; choose the response that best represents your opinion based on your experiences.

Thank you for joining yesterday’s R&D update on the status and next steps in Domestic Appliances. I really appreciate your attention and engagement.

We hope that you are as excited as we are about the bright future that is ahead for PH and DA. If you can’t join, please watch the recording. Should you have any additional questions, don’t hesitate to reach out to Bin. We continue the preparation to ensure both PH and DA are set up for success.

2021 will be a year which again will bring quite some challenges. Hopefully, with the rise of vaccination, we will slowly return to a new normal. Meanwhile, the progress of our company, which we are all proud to work for, with its great purpose, will make all our hard work worthwhile!

We are well on our way to becoming an agile organization. We see many teams adopting an Agile way of working with success. The reason we have adopted Agile is for the following three key reasons.

The focus of the Agile transformation is on Research. In line with a full Agile spirit, …

We started with Agile in Research in 2015 and have been improving since them.

However, in order to become an Agile company, it is crucial that we all understand the Agile principles and way of working and take ownership to make it work learn by doing. It will be rewarding in the end if you will experience it.

Please be informed that we are encountering WLA-PHI issues in all Greater China offices. In the meantime, please use the wired network.

Consistently raise the bar

Make a positive contribution to society.

Today marks an important milestone for our company.

**I recall vividly** …

As per communicated earlier, we will proceed with removing …

If you have any questions or concerns about this change, please reach out to XiaoFei.

For tips and tricks on how to use Teams efficiently, check out the dedicated section.

We would like to inform you that Rosa Chen has decided to **resign from** Philips to pursue other career opportunities outside of the company.

Under her strong leadership, GC Ultrasound team overcame numerous challenges, gained significant market share, beat the competitions and became market leader in China.

We have already **kicked off** Yang Wei’s replacement hiring process. Meanwhile, to ensure **a smooth transition**, Yang Wei’s can **provide extended support on hand over** in Q4.

To learn more, you can find the recording of the presentation.

Looking at the challenges the world is facing today, the expectations that society is placing on the contribution of multi-national companies have significantly increased.

For example, **in terms of** environmental responsibility, we are enhancing our ambitious to target …

Where we cannot eliminate our … emissions, we will **offset** them via investment in …

**When it comes to** social responsibility, we **commit to improving** the lives of 2 billion people a year by 2025.

Across Philips, we will **step up our efforts** (加快速度) to build and foster an inclusive working environment.

The lab built its capabilities in these fields with strong support from the Eindhoven labs.

**Let me mention two other recent highlights** of innovations coming out of the lab.

**take up** the role of Head of the China Innovation Hub

brings an excellent blend of technical knowledge in SW engineering and Healthcare IT tailored to local customer needs.

We sat down with Ching to learn more about his first impression at Philips and what’s yet to come under his leadership.

firstly, congratulations on your new role as CTO of Philips Greater China. It has been almost two months since you joined the Philips family, what are the things that have impressed you most?

Adopting Eco-design practices is vital to …

If you **have any queries about** this insurance, please contact …

We turned 20, to celebrate and cherish the moment.

Digital is **a household word in recent years**. Integrated solutions of smart devices, system, software, and service **play critical role to unlock the full value** of digital potentials for Philips.

**With full house of people from** China Innovation Hub, head of Chief Architect Office (“CAO”) **delivered an exciting and inspiring speech on**...

Jan’s talk gave China colleagues a broadening view of Philips digital transformation progress **from architecture perspective.**

**After the speech, questions emerged one after another**. Some colleagues were curious about the significance of CAO’s responsibilities and visions.

**The meeting was of much knowledge and great use to all of us** at Philips, **which indeed left a remarkable impact on the listeners.**

uses adaptive intelligence to pull data from various hospital sources to **present a holistic view of the patient.**

ICAP employees are **dispersed** in three main locations.

Apologies for the very late reply – it was **a very intense week**, with too many project reviews.

We **made our commitment** in 2012, and we will **keep going**. Our mission and vision **remain our guiding light** and an inspiration to all of us who work at Philips. I am confident we will **achieve our targets** and **count on each of you to contribute**.

**We would like to invite you to complete** the Philips Business Integrity Survey. As Frans van Houten stated in his email earlier this week, **your insights are of great value.**

Completing this questionnaire will take you twelve minutes. It will close on 12 April. **Please give your honest feedback and express your own views, whether positive or negative**.

During this 12-week program, 4 internal teams from Research and several businesses will be working in a 90-day pressure cooker environment, giving the participating teams the possibility to take their innovations to the next level, ready for business launch.

Head of PIC Bangalore, will retire after leading PIC successfully over the years. Yinbin has been a highly trusted leader, **able to connect and bring people together**. Today under his leadership PIC is a 5000 strong organization contributing to Philips global product lines.

PIC has been successfully **positioned as** Innovation employer brand in the market, **which resulted in** attraction and retention of the best of talent.

**Success in Philips depends on our working together to deliver the highest value to our customers**. Our General Business Principles outline **the expectations we set for ourselves to satisfy our customer’s need with quality products, services and solutions.**

To make sure that we are on the right track, every two years we run the Business Integrity Survey.

By understanding where we need to improve, we can truly deliver on our promise and exceed our customers’ expectations.

I am excited to announce the launch of Philips Talks, a quarterly virtual lecture series aimed at giving you an introduction to the groundbreaking developments in healthcare. **It’s a valuable opportunity for us all to expand our collective knowledge on** trends that shape the future of our company.

If you **have an appetite for** increasing your knowledge on AI, don’t miss it.

We have signed a 10-year innovation partnership with the …hospital group

I want to share some reflections from my recent trip to Brazil where I spent three days immersed with our customers and colleagues.

Before we are going out to have clinical interviews, we would like to …

This will help us to **ensure that our subsequent efforts** in clinical interviews are **on target** (实现目标)

Relinquish his department head role (放弃)

Representing Philips in several roles

CIH presents you an instructional guidance of how to use Sharepoint and facilitate your daily work.

You can find access to documents for …

I will be on a business trip and won’t be able to attend.

We have been keeping a cool head to protect the safety and health of our employees and their families **to the greatest extent**, while minimizing this disruption to our operations and our ability to serve customers, globally and in China.

Echoing with the government’s call, we have resumed work and production immediately during and after the Spring Festival in different ways.

In response to the guidance of the government, **with the purpose to** protect employees to the greatest extent, and to take into account the factors that may bring risks and inconvenience to employees and work, such as commuting, office fresh-air systems, catering, gathering meetings, children care and etc,

Up to today

Once we need to change this model of working, we will **communicate with you two weeks in advance** so that you can well arrange your time.

In the past month, many colleagues have **overcome various difficulties.**

Although we were not able to get together

**The timely and quality** communication based on customer needs enables us to respond to customer needs accurately and swiftly.

It has been proved that the “anti-epidemic new normal” of working is a highly efficient and responsible way to balance employee safety & health and operation & productivity for the company. Facing the sudden outbreak of the novel coronavirus, Greater China team has delivered great results in this new normal of working, demonstrating our strong power. I do believe that our team will turn to be more agile and much stronger out of the big test!

Regarding some questions on …, below is the link to …

Jiaying sent out the … on 02/19/2020

Please feel free to **reach out to** the coaches if you have any questions.

Please be aware that we are currently experiencing … issues. The exact cause is unknown at this moment.

Users are unable to login to application via SafeNet.

We apologize for any inconvenience earlier.

Considering the COVID-19 outbreak, the meeting will be held online with 6000+ employees covering commercial organizations, enabling functions, R&D, …and etc…

The company’s global CEO will call in to share with us the important information from global and communicate with us online.

Kindly please well arrange your time to ensure full participation in the virtual meeting.

Dear Colleagues,

I often hear people say that change is the only constant factor in our lives. With our Innovation2025 transformation in full swing, the need for change is becoming more and more evident and I am personally very excited to be part of Philips in this day and age. We are truly a purpose driven company and we are all part of this mission, no matter how big or small our impact. I am also a strong believer of the fact that organizational transformation goes hand in hand with individual transformation. Whether you are a scientist, business developer or a manager, none of us can afford to stand still from an individual perspective. This means that each of us must constantly adapt and develop. In short, we all have to increase our knowledge, improve our expertise and develop new skills to adapt to today’s needs and be fit for the future.

I believe this is important as it allows you to grow in your work, both on a personal and professional level. I also continue to develop myself almost on a daily basis, e.g by joining the Agile Leadership course, via the masterclass series and on the job, with a focus at the moment to learn more about our digital platforms. It keeps me motivated because I like learning and it enables me to contribute my part to our transformation.

That is why it is crucial to foster a life-long learning community and offer all of you the opportunity to learn new skills and grow your capabilities, both on a professional as well as on a personal level. For this reason, I am excited to share the Learning Menu with you, a selection of courses and other learning materials for all employees within CTO to improve the most relevant competencies for your daily job.

**I want to stress that** some learnings might be more relevant for you than others, so you can choose from this learning menu as you see fit. Many courses are free to use, for some your manager will need to give approval. So I encourage you to take a look at the selection we have created and register for the learnings that you believe can help you advance in your daily job. Also discuss your personal learning and development with your manager so you can **make the most out of** this training.

**I am looking forward to hearing about your** personal experiences with our learning menu. We started with what is currently available in the Philips University, however it is just the beginning of our offering. If you are aware of learning modules that could be relevant for a broader [ˈbrɔːdə] group of people in our organization, let …or myself know. For further deep dives into more specific topics, do check out the Masterclass offering to **improve your knowledge and skills on key topics**.

Together we learn, together we grow.

help us bring the best talent from your network to Philips

The diverse range of stories in this newsletter is reflective of the exhilarating and busy time we are all experiencing in Philips.

There are significant opportunities for us to strengthen Philips as a more competitive and resilient leader in healthcare, and with the right execution, I believe we can step up our long-term performance trajectory.

Our health and safety management system documents will go live soon. For the firstly published 12 procedures, we have received quite a few warm inputs, and we will revise the documents accordingly and formally publish them soon.

For the second batch, we will publish 5 safety procedures, mainly covering the topics of Office Safety. **We’d like to get your opinions on** these documents during the period of 16th Jul – 30th Jul. Your input is very valuable for us!

In just a few short months, COVID-19 **swept through** (横扫)the world. To understand the impact of COVID-19 on the world’s innovators, … we are pleased to share the results with you in the report.

**I will do whatever I can do to** promote good health and prevent unnecessary loss or damage of lives.

Procurement [prəˈkjʊəmənt]采购 and Market Finance Leaders **came together** to align on the principles of Spend Management and the way we could apply the methodology to reduce …

As of date (即日起)

We are all deeply affected by the …

The meeting will **take place** from 16:00~17:00 and please dial in 10 minutes in advance to get well prepared for it.

The 2022 Speak up Dialogue (referring to … in the past years) has been officially launched in March.

To create and maintain a culture where employees can always **speak up** about …in a safe environment. Lead your team to carry out this activity.

So, let’s keep the conversation going, tell us what’s on your mind and don’t shy away from speaking up and **engage in** the dialogue.

The GCMT will supervise your progress.

We’ve got some thrilling product updates we’re excited to share with you. Our platform is continuously advancing, harnessing the latest technology to deliver power and performance so our users can keep trailblazing (开拓创新).

Phishing is criminals **trying to lure you into** giving them access to Philips.

Did you know the shield **started out** with just the waves and stars in 1926? 始于

After the hot summer, now it comes to the most fruitful season of the year

Greater China continued to post double-digit growth

Both sales and B2B business have maintained strong double-digit growth for three consecutive quarters

Our performance in Q3 has laid a solid foundation for our success across the board in 2018

In this quarterly "CEO message", I would like to walk you through the significant progress that we have made this year.

brief digression 离题

Shanghai Software Excellence Conference is the last one of a series of 4 internal software conferences across the globe organized by Software CoE.

Ereze addressed the conference representing Philips' leadership.

During the conference, Adam, as a globally renowned software expert, shared his insights about improving code quality and his latest practice in the field of code quality.

Dear colleagues,

This Thursday 13 June at 14.30 CET, I’m pleased to invite you to a short Innovation & Strategy Webcast. We will cover a few important topics during our time together including reviewing our I&S Priorities and our role at Industry Analyst Relations Day. I really hope you can join at short notice as we’d love to encourage more conversations together!