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# 口语交流

my watch says 4 o'clock

We get a lot of rain in the summer. 夏天经常下雨

don't make a sound.

Sorry, could you say that again? 再说一遍

I can see that, 看得出来

I have been in touch with some old friends.

I am trying to **get in touch** with some old friends.

We **lost touch** with each other after graduation.

let me get you some coffee 我给你拿杯咖啡

I didn't catch your name 我没听清你的名字

--what have you been up to? 你最近忙什么呢？

--not much, I got a job

he is used to going to bed late他习惯晚睡

It's good to **break off** **the bad habit** 改掉坏习惯

John had a heavy breakfast 吃了很多

John had a light lunch 吃得很少

I gained weight. 我长胖了

you **put on weight** recently 你最近长胖了

lose some weight 减肥 gain some weight 长胖

decide to go on a diet 决定减肥

David is getting addicted to kimchi 吃泡菜，越吃越上瘾

Cheese often upsets Susan's stomach.

The company canteen provides us with free lunches.

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

are you satisfied with your stay here? 您在这里住得满意吗？

Have you found time to see much?

**are there any places of interest here?** 这儿有什么有意思的地方吗？

Time is up, 时间到了

**we must be hurry now 我们必须快点儿了**

I had better hurry.

can't **get home so early** 这么早我到不了家

-Have you ever been there? 你去过那吗

-Yes, I have. I was there in April.

-but the weather was awful, it rained all the time

--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'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.

The blue tie looks good on John 这条蓝色领带非常适合约翰

Carol moved her stuff out today 卡萝今天搬走了她的东西

To tackle this problem

Wasn’t aware, does that mean that …?

However, to our best knowledge

All is right.　一切顺利。

make a slight improvement.

he was quite humorous, and I liked that about him 我喜欢他这一点

not receiving any letter from him, I gave him a call由于没有...

Given more attention, the trees could have grown better.

Given the current state,

Can you see the man in the black overcoat?

John's company has a staff of 80.

People under 19 are not allowed in this club.

I'd like to book a ticket for the three o'clock flight.

**two return tickets to** London, please 买两张到伦敦的往返票

a taxi will take you to the restaurant in 15 minutes.

I was born in the years of the rooster 属鸡

Maria learned many poems by heart 背了许多首诗

It's good to see you in person.

Tom, please **cross the road** with care.

Don't go any closer, it might be dangerous!

back in high school, I had a major crush on you

Tom has a lot in common with David 有许多的共同点

On hearing the news, I changed my mind. 一听到那个消息

by the time Jane got to the hotel(到达酒店), the fireworks had started 到达酒店的时候

I felt sad at hearing my mom's story. 听了妈妈的话感到很伤心

My grandfather retired at the age of 65.

I invited them to dinner, a gesture of goodwill.

**His main concern** is to be able to provide for his family. 他最为关心的事就是能够养家

used for a long time, the book looks old 由于用了很长时间，。。。

using the book, I find it useful 在使用的过程中，。。。

While waiting there, he saw two pretty girls come out of the building.

Weather permitting, we are going to visit you tomorrow.

work done, we went home工作完成后，我们才回家

Much work remains.

When Bill comes, ask him to wait for me.

Time would prove me right. 时间会证明我是对的

Let's not talk of that matter.

It looks as if the weather may pick up very soon.

Better take more clothes in case the weather is cold.

Make up your mind, and you'll get the chance.

One more effort, and you'll succeed.

By this time tomorrow, I'll be lying on the beach.

Your hair wants cutting.　你的头发该理了。

The floor requires washing. 地板需要冲洗。

Only after being asked three times did he come to the meeting.

My idea is that we (should) get more people to attend the conference.

I have no idea when he will return.

The point is whether we should lend him the money.

I am doubtful whether we will be able to be at home before 6 PM.

I worry about whether he can pass through the crisis of his illness.

I'll never forget the days when I worked together with you.

I would rather stay here than go home.

Why do you look grumpy this morning? 为什么今天早上你看起来心情不太好

AI is a transformative technology, and its adoption is **moving past** the hype [haɪp] to the real-world use.

Never **keep company with** dishonest person不要与不诚实的人打交道

The question is not worth discussing again and again.

Tom is on the line汤姆正在打电话.

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

Could you **think it over**? 认真再想想

we hope that common sense would prevail 占上风

jane looked into the matter and **came up with** a solution仔细调查那个问题，并给出解决方案

David hugged Jane with delight 非常高兴

Do I get paid by the week or by the month?周薪还是月薪？

Tom and Susan walked slowly hand in hand 手拉手

John answered the phone in the middle of driving 在开车的时候

Avoid to use mobile phone during walk, ride or drive,

Slip or fall to cause personal injury.

Cause traffic accident.

I wanna tell you a true story. It **happened to a friend** of mine a year ago.

Bump into others

**Get to** the station= reach the station到达车站

Arrive in 大地方， Arrive at 小地方

Past experience has taught us that...

上下班

**Are you off work？**= Are you off duty? = did you come off work? = Did you get off work? =

Did you knock off (中断，停止) work? 你下班了吗？Let’s go for a hotpot我们约个火锅吧

Let’s call it a day and go to the movies 我们收工看电影去吧

I saw the boy was the first to leave the office 下班

I always leave work on time 我经常准时下班

John is about to **leave the office** 正要下班

**When are you getting off?** = When do you come off duty? = What time do you knock off? 你啥时候下班？ It is raining outside and I will pick you up by car现在外面正下雨，我开车去接你

**Go to work** 去上班 start work 开始干活

I will be on duty tonight 今天晚上是我的班儿

He will work overtime, without pay, to finish a job 他会为了完成工作无偿加班

His illness **has something to do with** his overtime work

Check in (在机场)办理登机手续或(在酒店)办理入住手续

Punch in = clock in上班打卡 punch out = clock out下班打卡

He would get up and get ready for work, eat and punch in at 9 a.m.

他通常起床，准备上班，吃饭，然后在早上9点打卡上班

According to the company rule, employees have to punch out at 6 p.m.

Don’t wait for me, I forgot to punch out and I had to **go back to office**

She is always the first to arrive and the last to leave.

It doesn't suit me at all 不合适我

how did your clothes get into such a mess?

It’s great **in terms of** working environment,

# 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.

# Philips Emails

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 the 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 of 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 in 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)

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).

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.

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.

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

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

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

Put yourself in the other person’s shoes.

Try to put your ego aside.

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

The advice-giver has good intentions.

Don’t be afraid to express your feelings.

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

Keep your email brief and to the point.

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 you regular work:

From ideation to initial app

This concept comes to life.

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

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 arrangement, 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 on 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**…

Looking back on Q1

Looking ahead to Q2

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 make 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 become 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 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 month since you joined the Philips family, what are the things that have impressed you most?

Adopting EcoDesign 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 solution of smart devices, system, software, and service **plays 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 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.

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.

**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.

**We are pleased to announce that** Yinbin **joined Philip**s 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 has 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.

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.

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

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** these trainings.

**I am looking forward to hearing 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 at 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 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 inputs are 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)

**Speaking about** the times, how do you look at the

We are all deeply affected by the …

You may **raise your questions** online during the meeting

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

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 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 ...

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 has 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 in 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 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!

# Office

This is a big towards the project’s completion.

Who will take notes at the meeting? 谁来做会议记录？

John heard about the news at first hand from his boss.

I realize that this is a lot to **take in**, but I want to **stress** again that …

I want to take this opportunity to express how grateful we are for Yinbin’s extensive contributions over his 25 years Philips career.

You could ask questions **centered around** your customers’ experience.

Remember that feedback is a valuable opportunity to understand how other people perceive you and your work.

If, at any point during the conversation, you feel belittled [bɪˈlɪtld] 贬低or humiliated [hjuːˈmɪlieɪtɪd], give yourself a moment to distance yourself and **take control of** your emotions.

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。

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

We would appreciate a reply at your earliest convenience.

如果你能尽早回信，我方将不胜感激

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

请让他尽快给我回电话。

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

I am an **ordinary** employee; I **sigh off** on the above commitment. I **comply with** Philips policy

I shall avoid the potential **conflicts of interest** (利益冲突) between work and personal matters

My near relatives 我的近亲属

In addition to the above 除上述情况外, other specific situations could be referred to …

I shall and must **disclose** to the company timely and the company will **make a judgement**. 及时向公司披露，由公司做出判断

Philips will **dismiss** those employees who commit any **fraudulent** (弄虚作假的) behavior with zero tolerance.

I exercise personal leadership to drive upmost compliance

I know I can continue to count on you to put quality at the heart of everything you do.

The science movie was **over my head** 看不懂

I **would like to have read** (本打算…) the article, but I was very busy then.

His mother, who loves him very much, is **strict with** him

Who is **knocking at** the door?

what's **the interval between buses**?公交车班次

what is your **first impression of** China? 你对中国的最初印象如何？

what's a good way to **get around the city**？怎么逛这个城市呢？

we get **a lot of rain** in the summer 夏天经常下雨

你的状况会好起来的you will **be** **better off**

言归于好吧let's **make up**

I won't repeat this kind of error

I will **keep my eyes open**我会留意的 = I will **keep that in mind** 我会记住的

I am pressed for time 我赶时间

I know **you two are on bad terms** 关系不好

**Recline my seat** 椅背放下来

I am **stuck in** the elevator and can not get out

**Busy season 旺季** slack season 淡季

Take the minutes 会议记录

Let’s **jump into** it 直接开始吧

We are **inclined to** 倾向于

from the programmer’s perspective, From the perspective of architecture

The meeting was **of** much knowledge and great use to all of us

**Your insights are of great valu**e

As somebody **stated** in his email earlier

Express your own views, **whether positive or negative**

joined Philips **in the role of** …

it is **a valuable opportunity for all of us to** expand our collective knowledge

**To a great extent,** it is not fair.

He has never been overseas 他从未出过国

She seemed **annoyed** by his words

Do you **get** me? 你明白我的意思吗？

If I were **in your shoes**, I would accept the terms 如果我处在你的位置，我就会接受这些条件

If only I were ten years younger 要是

We could not have **done the work well** without their help

All this would have been impossible ten years ago

**My advice is that** you should practice English as often as possible

She really **drove me mad**

You **take that seat** and I will take this one

You can use my bike **on condition that** you return it by Friday 倘若

**Strange to say**, he hasn’t got my letter **up to now**说来也奇怪

Luckily for you, I **happen to** have the key 你运气很好，我正好带了钥匙

我确信你能做到 I bet you can 不能抵挡诱惑 I can't resist the **temptation**

**别误会我 don't get me wrong**. 我给搞糊涂了 I am **lost**

我来帮助你 I will **give you a hand** 我欠你一个人情 I owe you one

我又不是三岁小孩 I wasn't born yesterday

我受不了 I can't stand it I can't hardly bear it

再说吧 we will see **棒极了 awesome** 真糟糕 awful

很容易 a piece of cake 没什么大不了的 no big deal

视情形而定 it all depends 一言难尽 it is a long story 苦不堪言it is a pain in the neck

一言为定 it is a deal 尚未决定 it is up in the air

来得快，去得也快 easy come easy go first come first served

我自己可以应付 I can **manage** 你经常锻炼身体吗？do you often **work out**?

你明白我的意思吗？ have you **got** that ? 你能来吗？ can you **make** it?

再接再厉 keep up the good work 包你满意 your satisfaction is guaranteed

我想是这样I **suppose** so 你说的有道理 you have **got a poin**t there

我也有同感 I feel the same way 我也这样认为 I thought so too

我随你whatever you think is fine with me

我不是故意的 I didn't mean to 不要错失良机don't miss the boat

不要心存侥幸don't **take any chances** 另这么谦虚don't be so modest.

要我传话吗？can I take a message? 不用麻烦了don't bother

你做什么消遣？what do you do for **relaxation**?

你需要休息you need a vacation 我能跟你谈一谈吗？ can I **have a word** with you?

你能给我一些建议吗？can you give me some **feedback**?

你在忙什么呢？ what are you **up to** ? 让我这么说吧 let me **put** it this way

言归正传 let's **get to the poin**t 不要急于下结论 don't **jump to conclusions**

就这样吧 just let it be 我们今天就到这儿吧 let's call it a day

世事难料 you never know

我能请一天假吗？ can I have **a day off**? 你玩得开心吗？did you **have fun**?

你能帮我拍照吗？ could you **take a picture** for me?

你的飞行旅途愉快吗？did you enjoy your flight?

你假期过得愉快吗？did you have a nice holiday?

我看上去怎么样？how do I look?

how often do you **eat out**?

你明天有空吗? are you free tomorrow? 我手头正忙I have got my hands full

情况怎么样？ how is it going? 你要不要来点喝的？would you **care** for a drink?

你只是说说而已 you are just saying that == you said it 你算说对了

我向你保证 I assure you

I can't tell 我说不准 I couldn't get through 我打不通电话

I don't know for sure 我不能肯定 == I am **not really sure**我不太清楚

I'd like a refund 我想要退款 I mean what I say 我说话算数

持续了多久？ how long did it last? 这房子要出售 this house is **for sale**

我们有大把的时间 We've got **plenty of** time

这事儿我得想一想再定 I will have to **see about** that

他们笑起来的样子叫我恶心 it makes me sick the way they laugh

it can happen to anyone 这事可能发生在任何人身上

I feel like having some dumplings 我很想吃饺子

you'd better avoid food **containing** fat最好避免含油脂的食物

he mustn't eat **rich food** 油腻的食物

I'm sure I've got **a low mark**

but my boss want me to do some extra work

everybody admires him for his great sense of humor

I prefer to chat during the morning, but I am **open for other time**

the house **by** the lake is a restaurant

he told them the news **in a sad/excited voice**

From my home to office is a 20 minutes’ walk

a taxi will take you to the restaurant in 15 minute

can you tell me the way to King Street?

the plane will **land** soon 着陆

到那儿要多长时间？ how long will it take me to get there?

can you **accompany** me to ...

我送你到门口I will walk you to the door

你能载我到机场吗？could you drop me off at the airport?

可以提前把我行李送到机场吗？could you deliver my luggage to the airport in advance?

让我搭便车 would you give me a lift home tonight?

-Have you ever been there? 你去过那吗

-Yes, I have. I was there in April, but the weather was awful, it rained all the time

我马上就来 I will be right with you 我这就上路 I am on my way

她迷路了 she lost her way 问路 I can ask him the way

we must be hurry now 我们必须快点儿了

Take this train and **get off** at the next station.

Turn to: 求助于，转向

She had no one to turn to for advice

Let’s **turn to** next problem

I do believe that our team will **turn to** be more agile

Turn to the right

Turn to the next page 翻到下一页

I **turned round** 我回过头

it drives me crazy 他使我快要发疯了

they **drove away** the little dog 赶走

we are pleased to announce that

we are delighted to …

Paper 纸张，报纸，论文 tissue 纸巾（多指家中常用的抽纸） napkin 餐巾纸

Kitchen towel, **kitchen roll**(卷轴), paper towel 厨房用纸 handkerchief 手帕

toilet paper, **toilet roll**厕所用纸，卫生纸 Wipe （一次性）湿巾

他拿起腿上的餐巾，放在盘子旁边 He **picked** the napkin from his lap and **placed it alongside** his plate

用这条毛巾擦干手 Use this towel to **dry your hands**

你快点把桌子擦一下行吗？ Can you give the table a quick wipe?

**I am sold** **我被说服了 I am not sold 我才不信呢**

Buy it 信以为真 **I don’t buy it 我才不相信呢**，我不吃那一套

**In an interview**, you have to sell yourself to the employer 想办法打动

Soft touch 软柿子 we have been a soft touch for far too long

**Sold out** adj. (音乐会，比赛等)票已售罄的； 被出卖 (sell out)

The stores are sometimes **sold out of** certain groceries 这些店铺的某些杂货有时会脱销

French farmers feel they have been **sold out** by their government in the negotiations

**Sell yourself short** 小看，低估

Don’t sell yourself short, you have got the skills and the experience

**Sell off** 低价处理

They are selling off last year’s stock at half price. 半价抛售

**This dinner is on her**, she just got the scholarship 晚餐她请

My treat 我请客

晚饭我请客 dinner is on me.

我想请你吃晚饭 I will treat you to dinner

I lost the game, so I will **take the check** today 我买单

我来付帐I will **pick up the tab**

习惯：get used to, be accustomed to, in the habit of, has propensity to

我已经习惯了当地的食物 I **have gotten used to** the local food

你习惯吃这儿的饭菜吗？ **are you used to** the food here?

你会习惯的 you will get used to it

I **get used to** getting up early 我习惯早起 (注意区别：He **used to** drink a lot他过去常喝很多酒)

It will not take you very long to **be accustomed to** the way we do it.

我的同事已经戒掉了吸烟的习惯 He is **in the habit of** rising early.

习惯拖到最后时刻才作决定 **Has propensity to** put off decision to the last minute

Please **feel free to** respond directly to this email with your comments if any by Aug 14, 2020

Indeed **left remarkable impacts on** the listeners

Achieve our targets and **count on** each of you to contribute

At this point, we have **touched on** most of the members of the cv::Mat class. Of course, there are a few things that were missed. As they did not **fall into** any specific category that was discussed so far. Table 4-9 lists **the leftovers** that you will need in you daily OpenCV programming.

Our approach **outperforms** all other approaches

the plan is **on the shelf** 那个计划被搁置下来

Hot discussion, hearted argument, spirited discussion

We make our commitment in 2012 and we will keep going

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

Present a holistic view of the patient

I appreciate it if you would kindly arrange to meet me on Aug 20th or 21th, whichever is convenient for you.

Please **suggest an alternative date** by return email.

Cross the road very carefully, look both ways, or you might be knocked down

My boyfriend explained again and again **in case** I misunderstand him

**The idea came to his mind that** he had put his key in the drawer

He offered to **give me a lift home** 他提出要我搭便车回家

I **turned to look at** the children, but there weren't any in sight

我转过头去看那些孩子，但一个也不见

**Place an order** for your products

Could we meet on Friday instead? **There comes** a very important customer

I will email everyone if something new **comes up**

We will **manage to** advance the delivery 我们会设法提前交货

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.

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

**came together** to align on the principles

**improve your knowledge and skills on key topics**.

CEO will **call in to** share with us the important information from global

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

The timely and quality communication

A very intensive week

Remain our guiding light

Make our commitment

Able to connect and bring people together

Be positioned as

Which resulted in

Success in Philips depends on our working together

To deliver the highest value to our customers

the expectations we set for ourselves

to satisfy our customer’s need with quality product, services and solutions

to make sure that we are on the right track

brings extensive experience in …

have an appetite for increasing your knowledge on AI, don’t miss it

This is the book **from which** I got the story

Existing schemes are far from perfect目前的方案仍有许多缺陷

The house appears deserted这房子好像没人居住了

He lacked self-confidence

You speak as if you had really been there

We elected him the monitor 我们选他当班长

Must I finish my work on time?

What a lovely view!

How clever the boy is

Let bygones be bygones

As is known to all, China is a developing country

As you know

He remarked what a lovely day it was.

Considering his age, he did very well.

Talking of singing, will you go to the concert with me tonight?

Many a student is doing exercise很多学生都在锻炼

What the hell are you doing there?

Play critical role in

Only in this way, can we finish this job

take an active part in …

hand everything to the police

the weather may **pick up** (好起来) very soon

别客气 be my guest 不必客气don't mention it

算了吧 forget it 别让我失望 don't let me down

相信我的话take my word for it

心情很好 in good mood 身体状况很好 in good shape

**我过一会儿打给你吧let me get back to you** 过会儿再来找我catch me later

他正在开会 he is in conference

can you hang on for a minute? 你能不能稍等一会儿？

不足挂齿 nothing

report a theft reserve a room == make a reservation

deposit some money

don't worry about it

have you ever been to Japan?

非常感谢thanks a million

幸好知道了这件事that is good to know

我一点儿都不知道I haven't the slightest idea

is there any places of interest here? 这儿有什么有意思的地方吗？

is there anything valuable in it? 贵重 -> invaluable无价的 <-> inexpensive 便宜的

who is the landlord of this shop?店主 the shop is owned by my sister 我姐姐开的

请把菜单给我please show me the menu 您要点菜吗？ can I take your order?

在这吃还是带走？ for here or to go?

我已经吃饱了 I have had enough

are you stopping for supper 你要留在这儿吃晚饭吗？

您在这里住得满意吗？are your satisfied with your stay here?

do you have a room available? 你们有空房间吗？

how late are you open? 你们营业到几点？

who is in charge here? 这里谁负责

I am not myself today我今天心神不宁

is this seat taken? 这位子有人坐吗？

you must be home at half past ten 在家

can't get home so early 这么早我到不了家

can you get a pair for me, please? 给我一双

these shoes are in fashion now 流行

I feel awful, I have a terrible toothache 难受极了，牙痛得要命

I think I passed in English and Mathematic考过

It doesn't suit me at all 不合适我

I was moved == I was touched

hold your horses耐心点儿

it will do you good 这会对你有好处

it is a once in a lifetime chance 一生难得的机会

it slipped my mind 我不留神忘了

we can **get by** 我们过得去

my phone was **out of order** 我的电话坏了

I will certainly be more careful 我以后一定会多加注意

do you mind my smoking?

as usual, the police try to **keep order** 维持秩序

I wanna tell you a true story. It happened to a friend of mine a year ago

fancy meeting you here! = Imagine meeting you here! 真想不到会在这见到你

our team has entered for the competition 我们队已报名参加比赛

Apart from a few words, I don't know any French at all

don't push me for an answer to your request催促

I am very nervous before I go on the stage上舞台前我很紧张

women always have the last word 女人总是最后说了算的

-can we buy it on instalments?可以分期付款吗？

-of course, you can pay a deposit（预付定金） of thirty pounds, and then fourteen pounds a month for three years

To varying degrees, we all have secrets which we do not want even our closest friends to learn

Feel free to let me know

商务英语

Earpiece 听筒

Trunk call 长途电话 Manual telephone 人工电话 Local call 市内电话

On behalf of

Could you connect me to your department header?

Return Thanasis’s phone call

Would you please tell her to call me back?

I will leave my number just in case

Please hold the line, I will **put you through** …

Hello, Lucy speaking

This is Mary speaking

Here is a phone call for you

I hope I didn’t catch you at a bad time

I am afraid he is out at the moment, can I take a message?

Can we fix the meeting at 10 o’clock on Friday morning?

Let me check, That suits me well. So it is a deal,

I am sorry, there are some special things to deal with.

It is okay by me

Postpone our whole schedule one week

Advance our meeting 2 hours

Let me express my apology

I just received an order from my boss that I would be dispatched to Washington on 18th

There is not one by that name here, are you sure you have the right name? what number are you trying to dial?

I am sorry to have *taken so much of your time*

**I will think about it and call you back**

No trouble at all

Sorry, you are breaking up

I cut you off by accident

Would you slow down please?

There was a mini fault in it.

I really appreciate your effort

Pay a visit to you

All the graphics should be zipped up into one archive?

We have been expecting you

Because he was unexpectedly tied up this afternoon.

I would like to **take you around this city tonight** and show you the night scene if you are up to it.

I feel quite rested, because I have slept on the plane

**Land on 着落 take off 起飞**

Area code

Hang up

Reception

**High-end restaurant** 高级餐厅 Informal dinner **light meal 便餐** **booth 包间**

Distinguished guest 嘉宾

Listed company上市公司

Outperform 胜过

Inferior quality 劣质

It is on me我请客 Formal clothing 正装

Personnel department 人事部 retail outlets专卖店

Put on

You are the host of the party, you determine the menu

I will show you to the hotel

The check-in procedure

I have invited all the important clients to our party next week

Please take the back seat

I like your hair-cut 我喜欢你的发型

How are you doing?你好吗？

Start a partnership

Whether your product is salable or not ?

Every 1 in 5 telephone users

We make up 38% of the toy market

Gain popularity domestic market

**Now let me explain by showing you some graphs, as you can see,** we have maintained a steady growth since 2005

Significantly over

Sales were flat

**Most of this drop can be attributed to**

Reach their sales goals

In the meantime, the most exciting one for me is that

Our product is popular with our customers in that it is superior in quality, attractive in design and reasonable in price

If it is not too much trouble

The plant is operating very well.

How large is the plant?

How long will it take to go through the main plant?

The tour will last about half an hour

Do you have any plan this evening?

Not yet for the moment

The meeting will take place at the conference hall

They are all your acquaintances

Historical interest 名胜古迹 Sightseeing bus 观光巴士 former residence故居

Souvenir 纪念品 musical 音乐剧

In front of the Fountain 喷泉

Could you recommend some interesting places please?

**Could you tell me what to see here?**

There are quite a lot to see here

**Get the falls in the background**, will you?可以把瀑布拍到背景里面吗？

The view is amazing景色太美了

A rewarding trip

Catch a flight

Have a safe trip

See me off为我送行

**Be out of 离开**

On the road most of next week 下周大部分时间出差

The company is sometimes very cheap with the travel expenses

Will the company **reimburse everything?**

**One way ticket round-trip ticket往返票**

Direct flight

Book a double room

Please put the suitcase on the scale行李箱放在秤上

**Counter 柜台**

Lavatory

What time does the flight board?

Departure lounge候机室

Change 零钱 large bill

I want to change 200 dollars to RMB

Overhead compartment 位于头顶上的行李架

Food trolley 送餐车

Blanket 毛毯

**Airsickness bag呕吐袋**

My seat is taken

This headache is killing me

Please take the tray away

My headphone is not working

Just follow this group of people

Reception desk 服务台

Balcony sheet bedding bag

Bed panels

Bed cover

Pillow

Pillowcase

Duvet

**Quilt 被子**

Make the bed 铺床

Hair dryer

**Hanger 衣架**

Rush hour 高峰期

**Hard seat 硬座 hard sleeper 硬卧 soft sleeper**

Business-class carriages商务座 first-class seats second-class seats

I am in a hurry, it is the middle of rush hour

Key card房卡

Can I put it on my card? 我能用卡付款吗？

Can I extend my check-out time by just a few hours?

I have got lost on my way to the hotel

**Go on the market 上市** adopt one’s proposal 接受某人的提议

Laundry detergent 洗衣液

On-line shopping physical store

Top-seller selling point

Prime example

How will we differentiate our product from our competitors?

**The distinction** of our product is its light weight

Billboard 广告牌

On sales 打折 buy two, get one free Rock-bottom price 最低价

Amount of sales 销售额 volume of business 营业额

Trade on line

**By means of internet** 通过互联网

We can deliver the goods within 15 days upon the receipt of your order

Could you make an exception in our case

Stands 展台，货摊

Guarantee period 保质期

Malfunction [ˌmælˈfʌŋkʃn]故障

Can I have refund? 我能申请退款吗？

Painstaking effort 心血，苦工

I am sorry, I am all tied up today / I am fully occupied

Get back to the point 言归正传

Impromptu meeting [ɪmˈprɒmptjuː] 临时会议

I would like to extend a warm welcome to our manager

As far as I am concerned, ..

As to me, …就我而言

What points are you trying to make?

I am trying to say that …

**Suppose** the profit is very low… 如果…

Let me hear your candid opinion直言

But I think it only works under certain circumstances

It is still up in the air

I cannot agree with your point of view

Your **viewpoint** is too stereotypical

Follow the fashion 跟风

In a nutshell 简单地说

To sum up, …

I think we can **end here** if there is nothing else

I am afraid we have run out of time

I will make it brief

To summarize, in my view, there are too many uncertainties

I am afraid you misunderstood me. What I was trying to say was …

After so many phone calls,

I can see you have put a lot of time into it

Let’s meet each other halfway 那咱们各让一步吧

Come in line with 与…一致

Clear up some points 弄清楚几个问题

There will be not much point in further discussion

Shall we **take up** the matter point by point? 我们逐点研究一下，可以吗？

Before we sign, let’s go point by point 签约前我们逐条再看一次内容

I need a little time to think it over

The supply available at present is limited

Cost price 成本价 special price 特价 current price时价

Sole agent 独家代理

Price hike 涨价

Terms of payment 付款方式

Remit -> remittance [ˈriːmɪt]汇款

Can we pay in three payments? 分3次付款

Can you accept 30-day payment terms? 30天内付款条件

Paying in installments 分期付款

Cash payment 现金付款

Our contract will **come into effect** from now on我们的合同从现在起正式生效

We require a minimum of 10, 000 at a time 我们要求一次至少订货10,000

Take delivery 收货

A copy of our contract 一份合同

Draw up an agreement 草拟一份合同

Leading exporter 主要出口商 launch events 宣传活动

I am calling to inquire about the possibility of …

We express our desire to trade with you in this line 与…做生意

Environmental protection sanitary standard [ˈsænəteri] 卫生标准

Advance payment 预付款 overdue balance逾期余额

The outstanding balance 未付余款

You did not respond to our first reminder of your overdue balance of $2000

Preserving a fine credit standing means a great deal to us保持良好的信用记录

Hope you can give us a satisfactory explanation and make reasonable compensation to us

Legal means 法律途径

The arbitration shall take place in Beijing [ˌɑːbɪˈtreɪʃn] 仲裁将会在北京进行

We certainly **expect our product to be available** by October 1st 我们的产品可在10月1日前准备好