# 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

**Regarding** some questions on …,

**Considering** the COVID-19 outbreak

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

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

# Office

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

我正在努力I am **working on** it

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 **intent 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.

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

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

**From what I hear**, he is a good swimmers

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**

**Put on** shoe穿上

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

**brush** card刷银行卡 sweep his floor 扫地

Home-delivery 送货上门

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

If you won't go, neither will I.

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 you 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？ow 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 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 can not 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

The supply available at present is limited

Cost price 成本价 special price 特价 current price时价

Let’s meet each other half way 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

Sole agent 独家代理

Price hike 涨价

Terms of payment 付款方式

Remit -> remittance 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

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

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 …

I need a little time to think it over

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

Environmental protection sanitary standard

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 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