目录

[生活单词 1](#_Toc103692189)

[家庭英文 2](#_Toc103692190)

[Presentation 4](#_Toc103692191)

[Office 5](#_Toc103692192)

# 生活单词

To tackle this problem

I had better hurry

Wasn’t aware, does that mean that …

Given the current state

However, to our best knowledge

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

Arrive in 大地方， Arrive at 小地方

Give me some sugar 给我个亲亲 sugar baby 包养对象（糖妞）

Sugar daddy 干爹 sugar mom 干妈

Brown sugar 红糖 caster sugar 白砂糖 loaf sugar 方糖 rocky candy 冰糖

sugar the pill 给点甜头

I have to tell my mom about wrecking her car, but I need to find a way to **sugar the pill** first

我不得不告诉妈妈我弄坏了她的车，但首先我需要向她说一些好话

Sweet as sugar 和糖一样甜

He may seem sweet as sugar right now, but **he will turn on you** in an instant if you get in his way

他现在看起来似乎很友善，但只要你着了他的道的话，他会立马翻脸不认人

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

**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

Hot 一般用来形容人的“性感，身材火辣”；（味道）辛辣，（话题）热门，（脾气）暴躁等

She looked incredibly hot in a black red gown 她穿着黑色的晚礼服，身材火辣极了

Hot curries doesn’t agree with my taste 我吃不了辛辣的咖啡食品

Sara has decided to burn bridges with her hot-tempered boyfriend

天气热， 一般通过形象表达

Don’t turn off the air conditioner, I am melting 我快要热化了

I can’t bear it anymore, I am roasting 我要被烤熟了

This room is like an oven

You can fry eggs on the sidewalk 人行道上都可以煎蛋了

**I am sweating like a pig** 热成狗，汗成猪

It is hot with a capital “H” 大写的热 it is cold with a capital “C” 太冷了

It’s Africa 热得像非洲一样

# 家庭英文

what do you want to **wear** today?

Who made such a **mess**? 是谁弄得这么脏的

how was school today? 今天学校如何？

Did you sleep well? Did you get a good night sleep? 睡得好吗？

Do you want some more? 还想要多吃点吗？

Do you have any homework? Are you done with your homework?

Did you do well on your test? What score did you get on the test?

Do you want to **pee/poop** 你要尿尿/便便吗？Is it not coming out 尿不出来吗？

Don’t hold it, **go pee** 不要忍，去尿 did you pee in your pants 你尿在裤子上吗？

Do you want me to **hold you**? 要我抱你吗？

Are you **eating out** with your coworkers? 你要跟同事去聚餐吗？

Dad will **go to work**. 爸爸去上班了

Time to wake up It is time to go to bed it is time to study

don’t be **picky** about your food （不要挑食）

Don’t **fight with** your little brother/ sister? 不要跟弟弟妹妹吵架

Don’t **bother** your sister

Don’t **talk back** 不要顶嘴

Come and eat your breakfast

Wash your face and brush your teeth **Hurry up**, Honey! You will be late

Push button one 按一楼 Watch out for cars 小心车子

**sit properly** 坐好 **Move back from** the TV 从电视那里往后退

Play nicely with your friends 要跟朋友好好玩

Stop **whining** 不要哼唧哼唧了

Let’s **get dressed** 来穿衣服吧

let’s **get out** 我们出去吧 let’s have a snack 我们吃点心吧

Here is the elevator, let’s **get in** 电梯来了，我们进去吧

Can I **go play** outside 我可以去外面玩吗？

Can you read me a story, Let me **read you a story** 我来念个故事给你听

I am leaving 我要出门了 I am home 我回来了

I am sorry, let’s **make up**我们和好吧

Mom, I’m all grown up now 我现在已经长大了

Do I look good? 我美吗？我帅吗？

Play with me Draw me a car 帮我画车

After this TV show 等这个节目结束

Can I play computer games for a little bit

I want to try it 我想试试看

Jim **hit** me 打我

It was not my fault, He started it 是他先开始的

Don’t **get angry** 不要生气 I am really angry

I am sorry, it won’t happen again

I am glad you praised me

Can you **get me milk** please

**I am done 我好了** I am tired 我累了 I am **sleepy** 我困了

I am awake 我醒了 I am already up 我已经醒了

Can you wake up your brother? 你可以叫你弟弟起床吗?

My legs hurt 我腿痛 hold me tight 给我一个拥抱

Can I take a break 我可以休息一下吗？

I can’t keep my eyes open 我睁不开眼睛

You are still **sound** asleep 你还在沉睡 You **slept in** 睡懒觉

Seems like you are in good mood 看起来你的心情很好

If you don’t brush well, you will have **bad breath** 有口臭

Sit at the table 坐餐桌旁

Who wants to help me set the table 谁可以帮妈妈摆餐桌

Don’t you feel like eating? 没胃口吗？ I **don’t feel like** eating 我没心情吃饭

You will be late, **hurry up** and eat 快吃 eat slowly and don’t **rush** 慢慢吃，不要急

It looks like you are **in a rush** 看起来，你很急

Don’t leave your food uneaten 食物不可以剩下

Don’t talk with your mouth full 嘴巴内有东西时，不要说话

Don’t **spill** the milk 不要让牛奶洒出来

I can’t **reach** that dish 我夹不到菜

**Gargle** [ˈɡɑːɡl] and spit 漱口，然后吐掉 don’t **spit out** your food 不要把食物吐出来

Don’t forget to **flush** (冲马桶) phew, it **stinks** (发出恶臭)

Toothpaste 牙膏 spoon 汤匙 chopsticks 筷子

Cavity 蛀洞 If you don’t take care of your teeth, you will get **cavities** 你会蛀牙

Fabulous 惊人的，难以置信的 The food was fabulous 食物相当好吃

Bottom 屁股 can you **wipe my bottom**? 你可以帮我擦屁股吗？

Fart [ˈfɑːrt] 放屁 I keep **farting**, **hold your nose** 我一直要放屁，捏住你的鼻子

Tummy [ˈtʌmi] 胃，肚子 does your **tummy ache**? 你肚子痛吗？

Bring me some **goodies** (好吃的) when you get back

Did you put some **lotion** on your face? 你的脸上擦乳液了吗？

**Recess** is over 休息时间结束了

Do you want a **piggy-back ride**? 要我背你吗？

**Tie** my hair please 请帮我绑头发

I will **tickle** you 挠痒痒

My hair has grown a lot 我的发头长很多了 I don’t like my hair style

Let me **comb** your hair 我来帮你梳头

I need a haircut at a beauty shop/beauty salon/barber shop 理发室

Shorts 短裤 shirt 衬衫 coat 外套 pants 裤子 underclothes/underwear 内心

Put on 穿上，带上 take off 脱掉

This is too thin 这件太薄了 this jacket is too girlish/boyish 这件夹克太女孩子气/男孩子

Let’s get changed 让我们来换衣服吧 fold your sleeves 把袖子折起来

You buttoned your shirt wrong 你的纽扣扣错了

What are you doing not getting dressed? 你不穿衣服，正在做什么？

Take off your **pants** (裤子) first

Polish Dad’s shoes? 擦皮鞋

Today you need to wear your **school uniform** 穿学校制服

Get me my **gym** [dʒɪm] **clothes** 给我运动服

It is **chilly**, so you should wear a **jacket/coat** 天气很冷，你应该穿外套

This pants don’t **match** the shirt 这条裤子跟那件衬衫不搭

It is not fully dry yet, wear it tomorrow 那件还没干，等明天再穿

I got everything ready 我都准备好了

Do you have art class today 你今天有美术课吗？

You should have your art supplies prepared in advance 事先准备好…

You should **stop by** the stationery store on your way to school 顺道进去

Can you give me a ride? 你能开车送我去吗？

I am leaving before you 我要先走了

If you keep on being late, it will be a hard habit to break 这个习惯很难改掉

Shoe rack 鞋架 sneakers, sports shoes 运动鞋 slippers, flip-flops 拖鞋

Sandals [ˈsændlz] 凉鞋 (scandals 丑行)

shoelaces 鞋带 my shoelaces are untied 我的鞋带松开了

Let me buy you a new pair 让我买双新的给你吧

Be good at school, behave. 好好待在学校，要听话

Call me after school 放学后，打电话给我

Come home right after school 放学后，立刻回家

I will go pick you up 我会去接你 come pick me up later 等一下来接我

Don’t walk on the road 不要走到车道

Be careful when you cross the street 过马路时要小心

Look sideways while you are walking 走路时要注意看两边

If you meet a bully, tell me at once 如果你遇到恶霸，要立刻告诉我

get on the bus 上公交车 get off the bus 下公交车

Fasten your seatbelt 系好安全带

Don’t cut in line 不要插队

cross the street 过马路时

take the stairs 走楼梯

Hold the elevator 按扭让电梯停一下

get on the elevator 进电梯

Go and call the elevator 去按一下电梯

The elevator is going up/down 电梯上下/下来了

This elevator moves too slowly. 这电梯太慢了

Wait until everyone gets off 等所有人出来

What floor should we press? 我们要按哪一楼呢？

Be careful, you might get stuck in the door. 小心，你会被门夹住的

Let’s have a race to the first floor我们比赛谁先到一楼吧

Line up 排队 there are a lot of kids already waiting in line 排列等待

I will be the first in line 我会排在第一个

It is fun 这很好玩

Open the window and let the fresh air in 让新鲜空气进来

You need to move the stuff on the floor你必须把地板上的东西移开

Can you move your toys so I can vacuum [ˈvækjuːm]

Let’s wipe the floor 用布擦试 let’s sweep the floor 用扫把扫

I wipe after sweeping 先扫再擦

Can you get me the rag? 你能帮我拿抹布吗？

Turn it over and clean the floor. 把抹布翻过来，然后清洁地板

Wiping the floor is tiring擦地很辛苦

I will clean up after a little while 我等一下会整理

Pick up **the blocks** and the other toys 收拾积木和其他玩具

Should we give away the toys to other babies now? 送给其他小朋友

Empty the trash can 请把垃圾桶清空

You are a big boy now helping me do the dishes

wash the dishes carefully so they won’t break打破

**Put away the dishes** from the table 拿走

There is still some soap on it, it’s slippery 滑的

Place the **dripping** bowls **upside down** on the rack 湿淋淋的碗倒过来

Lunchbox 便当 water bottle 水瓶 art supplies 美术用具 backpack 书包

Get off 弄掉 wash off 洗掉

do/**wash the dishes** 洗碗 Do the laundry 洗衣服 hand-wash 用手洗

**Clear off** your desk 书桌收拾干净 clean up your room clear the table清理餐桌

Wipe the floor 擦地 sweep the floor 用扫把扫

The toys on the floor **are a mess** 地板上的玩具很凌乱

Your bed is **so messy** 你的床太脏乱了

Let’s tidy up the shoes 让我们把鞋子放整齐

I will speed up我会快点 I will hurry up

Do the shoes fit? 合脚吗？

Hand the clothes 晾衣服

Make sure the clothes don’t hit the ground 碰到地上

# 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

To name a few,

Call me lin for short

# 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