Play critical role

From architecture perspective

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

Your insights are of great value

Indeed left remarkable impacts on the listeners

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

A very intensive week

Make our commitment

Remain our guiding light

Achieve our targets and count on each of you to contribute

As somebody stated in his email earlier

Express your own views, whether positive or negative

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

we are pleased to announce that

joined Philips in the role of …

brings extensive experience in …

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

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

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 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 a hand

我欠你一个人情I owe you one

I wasn't born yesterday 我又不是三岁小孩

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

you will be better off 你的状况会好起来的

再说吧we will see

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？

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 不足挂齿 nothing

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

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

easy come easy go first come first served

report a theft reserve a room == make a reservation

deposit some money

don't worry about it

have you ever been to Japan?

我受不了I can't stand it

言归于好吧let's make up

再接再厉keep up the good work

我自己可以应付I can manage

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

我想是这样I suppose so

我正在努力I am working on it

whatever you think is fine with me我随你

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

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

你经常锻炼身体吗？do you often work out?

你能来吗？ can you make it?

你明白我的意思吗？ have you got that ?

你做什么消遣？what do you do for relaxation?

你需要休息you need a vacation

包你满意 your satisfaction is guaranteed

你说的有道理 you have got a point there

我送你到门口I will walk you to the door

can you accompany me to ...

can you tell me the way to King Street?

the plane will land soon 着陆

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

a taxi will take you to the restaurant in 15 minutes

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

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?

what is on your mind?你在想什么呢？

what are you up to ?你在忙什么呢？

让我这么说吧let me put it this way

言归正传let's get to the point

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

I must end the conversation

I can't hardly bear it

I won't repeat this kind of error

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?

你会习惯的you will get used to it

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

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

你明天有空吗? are you free tomorrow?

边吃边谈let's talk over dinner 晚饭我请客 dinner is on me.

我想请你吃晚饭 I will treat you to dinner

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?

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

我已经吃饱了 I have had enough

I will pick up the tab我来付帐

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?

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

do you have a room available?你们有空房间吗？

how do I look?我看上去怎么样？

how late are you open?你们营业到几点？

how often do you eat out?

who is in charge here?这里谁负责

how is it going?情况怎么样？

would you care for a drink?你要不要来点喝的？

is this seat taken? 这位子有人坐吗？

how long did it last? 持续了多久？

you should give it a try 你应该试一试

I wasn't aware of that我没有意识到

I will be right with you 我马上就来

I am not myself today我今天心神不宁

I am on my way 我这就上路

you must be home at half past ten 在家

can't get home so early 这么早我到不了家

she lost her way 她迷路了

I can ask him the way 问路

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

hese shoes are in fashion now 流行

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

-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

this house is for sale 这房子要出售

We've got plenty of time 我们有大把的时间

I think I passed in English and Mathematic考过

I'm sure I've got a low mark

It doesn't suit me at all 不合适我

I was moved == I was touched

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

hold your horses耐心点儿

I have got my hands full我手头正忙 I assure you 我向你保证

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

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

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

it can happen to anyone 这事可能发生在任何人身上

it drives me crazy 他使我快要发疯了 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

if I were in your shoes如果我站在你的立场上

my phone was out of order 我的电话坏了

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

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

the price is beyond my budget, I can't afford it

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

but my boss want me to do some extra work

everybody admires him for his great sense of humor

we must be hurry now 我们必须快点儿了

do you mind my smoking?

you never know世事难料

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

they drove away the little dog 赶走

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

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

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

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

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

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

the house by the lake is a restaurant

I turned round 我回过头

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

he told them the news in a sad/excited voice

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

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

**Let's just recap the essential points**

我们再来回顾一下要点

Feel free to let me know

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

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** …

**Place an order** for your products

He is **out of the office**

Hello, Lucy speaking

This is Mary speaking

Here is a phone call for you

**To inform you that** …

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?

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

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.

**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.

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

It is okay by me

Postpone our whole schedule one week

Advance our meeting 2 hours

**The flight to Shanghai** is cancelled due to bad weather

He is going to be 15 minutes late

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

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

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

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

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

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

**I might throw up快吐了**

**Recline my seat 椅背放下来**

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

**How do I change 换乘**

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

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

Key card房卡 brush card刷银行卡

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

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

**Busy season 旺季 slack season 淡季**

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

**Home-delivery 送货上门**

Can I have refund? 我能申请退款吗？

Painstaking effort 心血，苦工

Do you have any spare time today?

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

Take the minutes 会议记录

I will email everyone if something new comes up

Get back to the point 言归正传

Impromptu meeting 临时会议

Let’s jump into it 直接开始吧

I would like to extend a warm welcome to our manager

Share 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?

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

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

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

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

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

Let’s turn to next problem

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

We are not yet acquainted with each other

We are inclined to 倾向于

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

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

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

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

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

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

Please let me know what you intent to do about his situation

I will get the result to you as soon as possible

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