

英文会议常用句型

开会之前		
1	Is this seat taken?	这个位子有人坐吗?
2	He is coming. (He is on the way.) (He will be here shortly/soon.)	他快到了。 ※主席问某人在哪里?
3	How are you today?	你今天好吗?
4	Where would you like to sit?	你想坐哪里?
5	What time are we starting?	我们几点开始?
6	Has everyone got a copy of the agenda?	每个人都拿到会议议程的复本了吗?
7	What's on the agenda?	今天的议程是什么?
Starting		
8	Shall we start/begin?	我们可以开始了吗?
9	Let's get started.	我们开始吧!
10	Hello, everyone. Thanks for joining the meeting.	各位好。谢谢大家来参加这个会议。
11	Good morning everyone. Welcome.	早上好。欢迎各位。
12	Let's brief you on the agenda today.	让我先简单介绍一下今天开会的议程。
13	Let's review our agenda for today.	让我们先看一下今天开会的议程。
14	Let me review/go over the agenda. Firstly...Secondly...Thirdly...Finally...	让我来介绍一下今天会议行程, 首先.....第二.....第三.....最后.....
15	Now, then, the first thing we need to talk about...	现在, 第一件事我们要谈的是.....
16	All right. Now, the first item on the agenda is to...	好的, 现在, 在议程上第一个项目是.....

17	Our objective for this meeting is to...	我们今天会议的主题是.....
18	On the agenda, you'll see three items.	在议程上，你将看到三个项目。
开会期间		
19	Let's take a break.	休息一下吧！
20	It's almost lunchtime.	差不多该吃午餐了。
21	We have an hour lunch break	我们有一个小时的午餐休息时间。
22	May I have your attention, please?	可以请大家注意吗？
23	Get to the point.	请讲重点。
24	Be clear and specific.	请明确且具体一点。
25	Could you be more specific?	你可以再具体一点吗？
26	Could you repeat those figures again more slowly, please?	请你慢慢地再说一次那些数字？
27	Could you write that down for me, please?	你可以帮我记一下吗？
28	Sorry, Mark, could you please let Nadia finish?	抱歉，马克，你可不可以让纳迪亚先讲完？
29	Can we talk about this later?	我们可以等一下再谈这个吗？
30	Okay, go on. (Yes, go ahead.)	好的，继续。
31	Don't you think we should take a short break and have some coffee?	你不认为我们该休息一下，喝点咖啡吗？
32	Mary, any thoughts?	玛丽，有没有任何想法？
33	What's your view?	你的看法是什么？
34	Does anyone have any questions before we move on?	在我们继续之前，有没有人有任何问题？

35	Could you answer that for us?	你可以为我们回答那个问题吗?
36	Shall we move on to the next point?	我们可以进行下一个议题吗?
37	Could I ask everyone to please focus on the relevant issues here?	我可以请大家集中在相关的问题上吗?
38	Tell us about your ideas for this.	告诉大家你对于这个的看法。
39	The next issue I would like to focus on is...	下个议题, 我想把重点放在.....
40	Can you give us more detail in what has happened?	你能让我知道发生的事情的更多细节吗?
41	Can we please stick to the main topic/subject here?	我们可不可以跟进主要的议题?
42	What're you trying to say?	你想说什么?
43	Let me give you an example.	让我举一个例子。
44	Can you explain that in more details?	你可以再解释详细一点吗?
45	Can we leave that to another discussion?	我们可以把那个留到以后讨论吗?
46	Can we leave this until another date?	我们可以改天讨论这个吗?
47	Is that clear now?	现在清楚了吗。
48	I think we need more time to consider this.	我想我们需要更多的时间来考虑这个。
49	What do you think?	你认为如何?
50	Do you agree?	你同意吗?

打断会议		
51	Sorry, I'm (a little) late. (Sorry to be late.)	抱歉我迟到了。
52	Sorry/Excuse me for interrupting. (Sony to interrupt you.)	抱歉打断你们。
53	May I interrupt you?	我可以打断你的话吗?
54	I'm sorry. What did you say?	很抱歉, 你刚才说什么?
55	What do you mean by that?	你是什么意思?
56	I don't follow that.	我没听懂。
57	Excuse me, you mentioned something about...?	对不起, 你刚说的关于.....?
58	Sorry, could you clarify what you meant by...?	抱歉, 你可以再澄清一下, 你的意思.....
59	I didn't mean that.	我不是这个意思。
60	That wasn't what I'm saying	那不是我所说的。
61	Excuse me, Matt, just a moment.	对不起, 马特, 停一下。
62	Sorry, let me finish...	抱歉, 让我说完.....
63	One moment, let's just clarify...	等一下, 让我们先弄清楚.....
64	Let me explain that first.	让我先解释一下。
65	Hold on. I didn't get that/hear. (What did you say?)	等一下, 我没听到。 (你说什么?)
66	Oh, sorry. Let me repeat it.	噢, 抱歉, 让我再说一次。
67	Could I make a suggestion?	我可以做个建议吗?
68	Could I ask a question?	我可以问个问题吗?
69	Excuse me, may I ask for clarification on this?	对不起, 我可以澄清一下这点吗?
70	Sorry, could I interrupt for a moment?	抱歉, 我可以打断一下吗?

71	Like what? Give me an example.	像什么？举个例子。
72	I just want to make sure we are on the same page.	我想确定我们的理解是相同的。
73	When is this due?	什么时候是期限？
74	How long do we have for lunch?	午餐的时间有多长？
75	Well, we're nearly out of time. Can we come to a conclusion?	哎呀，我们快没有时间，我们可以做个决定吗？
开会回复		
76	That's the problem.	那是个问题。
77	It couldn't be better.	没有办法更好了。
78	Good point.	好论点。
79	Good question.	好问题。
80	That's good advice.	这是个好忠告。
81	I agree.	我同意。
82	I agree with what Mary said.	我同意玛丽所说的。
83	On most of the points, I agree.	在大部分的论点上，我都同意。
84	We have partial agreement on some of points.	在某些论点上，我同意。
85	It's the same problem.	这是老问题。
86	That's what I've heard.	那就是我所听到的。
87	Don't worry about it.	不用担心。
88	Think positively.	正面思考。
89	That's not clear.	这不清楚。
90	That's a good idea.	好主意。
91	That's an interesting point.	非常有趣的见解。
92	That's an interesting question.	那是个有趣的问题。
93	Right.	好。
94	Sure.	当然。

95	That's right.	这就对了。
96	I'm afraid I can't answer this question.	我恐怕无法回答这个问题。
97	Mum, let me see.	嗯，让我想想。
98	Could I get back to you on that question? I need to find the answer.	我可以稍后再回答你这个问题吗？我需要找答案。
99	Just a minute, I need to check that.	等一下，我需要核对一下。
100	That seems acceptable.	那似乎可以接受。
101	That's probably all right.	那大概可以。
会议期间遇到挑战		
102	You make it sound so easy.	你说的好像很简单。
103	That's unacceptable.	那是不能接受的。
104	Are you saying we can't do it?	你是说我们无法做到？
105	That's not what I heard.	我听到的不是这样。
106	I'm afraid it's no use.	这恐怕是没用的。
107	It doesn't sound right to me.	听起来好像不太对。
108	I disagree.	我不同意。
109	I don't agree with you	我不同意你的说法。
110	I don't agree with that.	我不同意那个。
111	I'm not sure if it is true.	我不确定它是否是真的。
112	It's not necessary.	这不需要。
113	I see what you mean, but...	我知道你的意思，但是.....
114	You are not comparing apples to apples.	你不是站在同样的基础上进行比较。

会议总结		
115	Okay, let me summarize our discussion here. Firstly... Secondly... Thirdly... Finally...	好的，让我总结我们今天的讨论，首先.....第一.....第二.....第三.....最后.....
116	So we agree that...	所以我们同意.....
117	So, you're going to... and I'm going to...	所以你会去做...而我会去做.....
118	Let me conclude by saying...	让我这么做结论.....
119	So, what we have decided is...	所以我们已经决定的是.....
Ending		
120	Are there any issues?	还有任何问题吗?
121	Is there anything else you'd like to discuss?	还有任何问题你想讨论吗?
122	Is there anything you want to add on?	还有没有什么要增加的?
123	Is there anything we've forgotten?	有没有什么我们遗忘了?
124	Do you have any other suggestions?	你有没有其他建议?
125	Are there any questions?	还有任何问题吗?
126	Let's meet again next month.	让我们下个月再见面。
127	What date would suit you?	哪一天你可以?
128	We'll meet again on the 11th of next month at two o'clock.	我们将在下个月11日2点钟再见面。
129	I will send the meeting minutes to all of you.	我会把会议记录寄给各位。
130	Well, thank you very much, everyone.	好的，非常谢谢各位。