

# 一、答应领导交待的事情

1. I'll make sure to complete the report by the end of the day.  
我会确保在今天结束前完成报告。
2. I promise to follow up with the client and address their concerns.  
我承诺跟进客户并解决他们的顾虑。
3. I'll take care of scheduling the meeting and sending out the invitations.  
我会负责安排会议并发送邀请。
4. Rest assured, I will handle the logistics for the upcoming event.  
请放心，我会处理即将到来的活动的后勤事务。
5. I'm committed to meeting the project deadlines as discussed.  
我致力于按照讨论的计划完成项目的截止日期。
6. I'll ensure that all team members are briefed on the latest updates.  
我会确保所有团队成员了解最新的更新情况。
7. Count on me to coordinate with other departments to streamline the process.  
请相信我会与其他部门协调，使流程更加顺畅。
8. I'll provide a detailed status report during the next team meeting.  
在下一次团队会议上，我会提供详细的工作进展报告。
9. I'm committed to meeting the quality standards set by the company.  
我致力于达到公司设定的质量标准。
10. I assure you that I'll handle the issue with utmost priority and resolve it promptly.  
我向您保证，我会优先处理这个问题并迅速解决。

## 二、传递坏消息时

1. I'm afraid I have some unfortunate news to share regarding the project timeline.  
恐怕我有一些关于项目进度的不幸消息要分享。
2. Unfortunately, there has been a delay in the delivery of the product.  
不幸的是，产品的交付出现了延迟。
3. I regret to inform you that there's been a setback in the budget approval process.  
很抱歉告诉您，预算批准过程中出现了一些问题。
4. It's with a heavy heart that I must report a decline in our sales figures this quarter.  
很遗憾，我不得不报告本季度我们的销售数字有所下降。
5. I want to be transparent about the challenges we're facing with the current project.  
我想对我们当前项目面临的挑战保持透明。
6. I'm sorry to say that we didn't secure the expected partnership for the upcoming venture.  
很抱歉告诉您，我们未能获得即将启动的合作伙伴关系。
7. Unfortunately, the market conditions have impacted our revenue projections negatively.  
不幸的是，市场状况对我们的收入预测产生了负面影响。
8. I need to inform you that there's been a technical issue causing a disruption in our services.  
我需要告诉您，由于技术问题，我们的服务出现了中断。
9. Regrettably, we have to revise our initial estimates due to unforeseen circumstances.  
遗憾的是，由于不可预见的情况，我们必须修改最初的估算。
10. I'm sorry to be the bearer of bad news, but the project deadline will need to be extended.  
很抱歉成为传递坏消息的人，但项目的截止日期需要延长。

### 三、如果你不知道某件事

1. I'm not familiar with that aspect, could you please provide more details?  
我对那方面不太熟悉，请您能提供更多的细节吗？
2. I don't have information on that, but I can certainly look into it for you.  
我对那方面没有信息，但我可以为您查找。
3. I'm not aware of that specific detail; would you like me to find out more about it?  
我对那个具体的细节不了解，您想让我了解更多吗？
4. I don't have the knowledge about that particular topic, but I can find someone who does.  
我对那个特定的话题不了解，但我可以找到了解的人。
5. I'm not up to speed on that, but I can certainly get the necessary information for you.  
我对那方面不了解，但我可以为您获取必要的信息。
6. I'm not well-versed in that area; would you like me to connect with someone who has expertise?  
我在那个领域不太精通，您想让我联系一下专业人士吗？
7. I don't have the specifics on that, but I can investigate and get back to you shortly.  
我对那方面的具体情况不清楚，但我可以调查并很快回复您。
8. I don't have that information off the top of my head, but I can find out and share it with you.  
我脑海里没有那方面的信息，但我可以查找并与您分享。
9. I'm not informed about that; would you like me to do some research and provide you with an update?  
我对那不了解，您想让我进行一些研究并向您提供更新吗？
10. I don't have the details on that, but I'm happy to learn more and keep you informed.  
我对那方面没有详细信息，但我很愿意了解更多并随时向您报告。

## 四、请同事帮忙

1. This planning without you will not do. I need you.  
这个策划没有你真不行啊！
2. I could use some assistance with this task. Would you mind helping me out?  
我在这个任务上需要一些帮助。你介意帮我一下吗？
3. Your insights are always valuable, and I would be grateful if you could assist me on this project.  
你的见解总是很有价值，如果你能在这个项目上帮我一下，我将不胜感激。
4. Given your experience in this area, I believe your input would be invaluable. Could you please help me out?  
鉴于你在这个领域的经验，我相信你的建议将是无价的。你能帮帮我吗？
5. I find myself a bit overwhelmed with this task, and I was wondering if you could share some insights or advice.  
我发现自己在这个任务上有些不知所措，不知你是否能分享一些建议或见解。
6. I'm aware that you have a strong grasp of this subject, and I was hoping you could spare some time to help me understand it better.  
我知道你对这个主题有很好的掌握，希望你能抽出一些时间帮我更好地理解它。
7. I'm facing a technical issue. Would you mind taking a look and providing your insights?  
我遇到了一个技术问题。你介意看一下并提供你的见解吗？
8. I'm stuck on a problem. Can you offer some guidance or share your thoughts on how to approach it?  
我遇到了一个问题。你能给予一些指导，或分享一下你对解决方法的想法吗？



## 五、减轻工作量

1. I know this is very important. Can we rank jobs in order of importance?  
我知道这件事很重要。我们可以先把手头的工作按重要性排出先后顺序吗？
2. I'm feeling a bit overwhelmed with the current workload. Is there any possibility of reducing it or restructuring tasks?  
我对目前的工作量感到有些不知所措。有没有可能减轻一下或者重新安排任务？
3. The workload has become quite challenging, and I'm looking for ways to lighten the load. Any suggestions on task prioritization or delegation?  
工作量变得相当具有挑战性，我正在寻找减轻负担的方法。有没有关于任务优先级或委派的建议？
4. With the upcoming deadlines, I'm concerned about the workload. Can we explore options for prioritizing tasks and possibly delegating some of them?  
面临即将到来的截止日期，我对工作量感到担忧。我们能不能探讨一下优先处理任务的方法，可能还可以委派一些任务？
5. The workload has been demanding lately. Can we discuss ways to optimize our workflow and reduce the overall burden on the team?  
最近的工作量相当大。我们能不能讨论一下如何优化我们的工作流程，减轻整个团队的负担？
6. Given the current workload, I'm exploring ways to enhance efficiency and possibly delegate tasks where appropriate.  
鉴于目前的工作量，我正在寻找提高效率的方法，可能还会适当地委派一些任务。

## 六、承认过失

1. I must apologize for the oversight on my part; I take full responsibility for the mistake.  
对于我的疏忽，我必须道歉；我对这个错误负全部责任。
2. It was an error on my end, and I acknowledge the impact it had on the project.  
这是我方的错误，我承认它对项目产生的影响。
3. I realize I made a mistake, and I want to assure you that I am committed to fixing it promptly.  
我意识到我犯了一个错误，我想向您保证我会迅速解决问题。
4. I take full responsibility for the oversight and will work diligently to rectify the situation.  
我对疏忽负全部责任，并将努力工作以纠正这个情况。
5. I must admit that I overlooked a crucial detail, and I am committed to taking corrective actions.  
我必须承认我忽视了一个关键的细节，我决心采取纠正措施。
6. It's my fault, and I apologize for any inconvenience caused by my oversight.  
这是我的错误，对于由我的疏忽造成的不便，我向您道歉。
7. I'm aware of the issue, and I'm already in the process of developing a plan to address it.  
我意识到问题，并已经在制定解决方案的过程中。
8. Rest assured, I'm actively seeking a solution to the problem I caused, and I appreciate your understanding.  
请放心，我正在积极寻找解决问题的方法，感谢您的理解。
9. I want to be transparent about the situation and assure you that I 'm working diligently to resolve the issue.  
我想对这个情况保持透明，并向您保证我正在努力解决问题。
10. I'm committed to making amends for the error and implementing measures to prevent it from happening again.  
我决心弥补错误，并采取措施防止再次发生。