

# 20条职场英语行话

## 1. Get sth aligned 保持认知一致达成共识

- ① We need to **get our strategies aligned** to achieve our common goals.  
我们需要使我们的战略保持一致，以实现共同的目标。
- ② It's essential for the team to **get aligned** on the project timeline for better coordination.  
团队需要在项目进度上保持一致，以更好地协调工作。
- ③ Let's have a meeting to **get everyone aligned** on the new company policies.  
我们开个会，让大家对新的公司政策保持一致。
- ④ **Getting the team aligned** with the customer's expectations is crucial for project success.  
使团队与客户的期望保持一致对于项目的成功至关重要。
- ⑤ The key to a successful merger is **to get the values of both companies aligned**.  
成功合并的关键是使两家公司的价值观保持一致。

## 2. Go an extra mile 做的比别人期待更多

- ① He always **goes the extra mile** to ensure customer satisfaction by providing exceptional service.  
他总是超额努力，通过提供出色的服务确保客户满意度。
- ② **Going the extra mile** in your work often leads to greater opportunities for career advancement.  
在工作中多付出一些往往会带来更多的职业发展机会。
- ③ The employee **went an extra mile** by working late to meet the urgent project deadline.  
这名员工通过加班工作满足紧急项目的截止日期而超额努力。
- ④ To succeed in this competitive industry, you have to be willing to **go the extra mile**.  
要在这个竞争激烈的行业取得成功，你必须愿意超额努力。
- ⑤ **Going an extra mile** for your colleagues fosters a positive and collaborative work environment.  
为同事多付出一些有助于培养积极而合作的工作环境。

### 3. A lot on the plate 很忙, 很多事情要做

- ① I can't join the meeting right now; I have **a lot on my plate** this afternoon.  
我现在不能参加会议, 今天下午有很多事情要做。
- ② With multiple projects running simultaneously, she always has **a lot on her plate**.  
由于多个项目同时进行, 她总是很忙。
- ③ Balancing work and personal life can be challenging when you have **a lot on your plate**.  
当你有很多事情要做时, 平衡工作和个人生活可能会很具有挑战性。
- ④ Having **a lot on your plate** requires effective time management and prioritization skills.  
有很多事情要做需要有效的时间管理和优先级制定技能。
- ⑤ It's not easy to relax when you have **a lot on your plate**, but taking breaks is important for productivity.  
当你很忙的时候要放松并不容易, 但休息对于提高工作效率很重要。

### 4. Keep me in the loop 有消息随时告诉我

- ① As the project progresses, please **keep me in the loop** with regular updates.  
随着项目的进展, 请随时通过定期更新让我知晓。
- ② It's essential to **keep the team in the loop** about any changes in the project timeline.  
对于项目进度任何变化, 将团队随时纳入讨论是至关重要的。
- ③ Even if there are minor updates, please **keep me in the loop** to stay informed.  
即使是小的更新, 请随时通知我以保持了解。
- ④ The manager always **keeps the employees in the loop** regarding company policies and decisions.  
经理总是让员工知晓公司政策和决策的最新动态。
- ⑤ In a collaborative work environment, it's crucial to **keep everyone in the loop** for effective communication.  
在合作的工作环境中, 让每个人都知晓是为了实现有效的沟通至关重要。

## 5. Call it a day 收工

- ① We've accomplished our goals for today; let's **call it a day** and resume tomorrow.  
我们已经完成了今天的目标，收工吧，明天继续。
- ② After a long and productive meeting, everyone agreed to **call it a day** and reconvene the next morning.  
经过一场漫长而富有成效的会议，大家都同意收工，第二天重新开始。
- ③ It's getting late, and we've completed the main tasks, so let's **call it a day**.  
时间已经很晚了，而且我们已经完成了主要任务，所以收工吧。
- ④ The team decided to **call it a day** after successfully launching the new product.  
在成功推出新产品后，团队决定收工。
- ⑤ Sometimes, it's important to recognize when to **call it a day** and take a break for better productivity.  
有时候，认识到何时收工并休息对于提高工作效率很重要。

## 6. Close the loop 结束某个讨论

- ① We need to **close the loop** on the budget discussion before moving forward with the project.  
在继续项目之前，我们需要结束有关预算的讨论。
- ② Let's schedule a follow-up meeting to **close the loop** on the unresolved issues from our last discussion.  
让我们安排一个后续会议，结束上次讨论中未解决的问题。
- ③ The team will **close the loop** on the client's feedback by implementing the suggested changes.  
团队将通过实施建议的更改来结束客户反馈的讨论。
- ④ Before finalizing the project plan, it's crucial to **close the loop** on any outstanding concerns or questions.  
在最终确定项目计划之前，结束所有未解决的疑虑或问题的讨论是至关重要的。
- ⑤ **Closing the loop** on the proposal review will allow us to proceed to the next phase of the project.  
结束对提案的审查讨论将使我们能够进入项目的下一阶段。



## 7. Circle back 之后再讨论

- ① I'm not sure about the details right now, but let me check and I'll **circle back** to you shortly.  
我现在对细节不太清楚，让我查一下，稍后我会再与你讨论。
- ② Let's focus on the urgent matters first and **circle back** to this issue in our next meeting.  
让我们先专注于紧急事项，然后下次会议上再讨论这个问题。
- ③ After we gather more information, we can **circle back** to decide on the best course of action.  
我们收集更多信息后，我们可以回过头决定最佳的行动方案。
- ④ We'll address the current priorities and **circle back** to the marketing strategy in the next quarter.  
我们将解决当前重点事项，然后在下个季度再讨论营销策略。
- ⑤ Once everyone has had a chance to review the proposal, we'll **circle back** to discuss any feedback.  
一旦每个人都有机会审查提案，我们将回过头讨论任何反馈。

## 8. Takeaway 划重点

- ① The main **takeaway** from the training session is the importance of teamwork and collaboration.  
培训课程的主要划重点是团队合作的重要性。
- ② Let's summarize the key **takeaways** from the meeting to ensure everyone is on the same page.  
让我们总结一下会议的主要划重点，确保每个人都有相同的理解。
- ③ The main **takeaway** from the report is the need for process improvement in our workflow.  
报告的主要划重点是我们工作流程需要改进。
- ④ After the conference, participants shared their **takeaways** on social media to spread key insights.  
会后，参与者在社交媒体上分享了他们的划重点，以传播关键见解。
- ⑤ Let's discuss the **takeaways** from the project retrospective and plan for future improvements.  
让我们讨论一下项目回顾的划重点，并计划未来的改进。

## 9. Bandwidth 精力

- ① I don't have the **bandwidth** to take on additional tasks this week; my schedule is full.  
本周我没有精力承担额外的任务，我的日程已经排满。
- ② Assess your **bandwidth** before committing to new projects to ensure you can deliver quality results.  
在承诺新项目之前评估你的精力，以确保你能够提供高质量的结果。
- ③ Managers need to consider the team's **bandwidth** when assigning new responsibilities.  
在分配新职责时，管理者需要考虑团队的精力情况。
- ④ Effective time management is crucial for optimizing your **bandwidth** and achieving productivity.  
有效的时间管理对于优化你的精力和实现高效工作至关重要。
- ⑤ What' s your **bandwidth** for next week?  
你下周时间有空闲时间么？

## 10. Touch base 互通信息，联系，沟通

- ① Let 's **touch base** next week to discuss the project milestones and address any challenges.  
下周我们联系，讨论项目里程碑并解决任何挑战。
- ② Managers should regularly **touch base** with their team members to foster open communication.  
经理应该定期与团队成员互通信息，促进开放性沟通。
- ③ Before making any decisions, it 's essential to **touch base** with all stakeholders for their input.  
在做出任何决定之前，与所有利益相关者互通信息以获取他们的意见是至关重要的。
- ④ Let 's **touch base** after the client meeting to discuss their feedback and plan our next steps.  
在与客户会面后，我们联系讨论他们的反馈并计划下一步。
- ⑤ It 's good practice to **touch base** regularly to ensure everyone is aligned on project goals and objectives.  
定期沟通是个好的做法，确保每个人在项目目标上保持一致。

## 11. Best-in-class 最佳行业典范

- ① Our new product aims to be **best-in-class** in terms of both performance and design.  
我们的新产品旨在在性能和设计方面成为最佳行业典范。
- ② The company's commitment to quality makes it a **best-in-class** player in the automotive industry.  
公司对质量的承诺使其成为汽车行业中的最佳典范。
- ③ Their customer service is often regarded as **best-in-class**, setting a high standard for the industry.  
他们的客户服务常常被认为是最佳行业典范，为该行业设定了高标准。
- ④ The technology company constantly strives to be **best-in-class** through innovation and research.  
这家科技公司通过创新和研究不断努力成为最佳行业典范。
- ⑤ Being **best-in-class** requires a relentless pursuit of excellence and a focus on continuous improvement.  
要成为最佳行业典范，需要不懈追求卓越，并专注持续改进。

## 12. On your radar 你负责

- ① The new project is **on your radar**, so please ensure timely updates on its progress.  
新项目由你负责，所以请确保及时更新其进展情况。
- ② With the upcoming event **on our radar**, coordination among teams becomes crucial.  
随着即将到来的事件在我们的负责范围内，团队之间的协调变得至关重要。
- ③ As the marketing manager, all social media campaigns should be **on your radar**.  
作为市场经理，所有社交媒体活动都应该在你的负责范围内。
- ④ The software development team has the security of the system **on their radar** during the entire project.  
软件开发团队在整个项目过程中一直关注系统的安全性。
- ⑤ It's essential to have potential risks **on your radar** to proactively address them.  
将潜在风险纳入负责范围内是非常重要的，以便主动应对。



### 13. Hard stop 必须离开

- ① I have a **hard stop** at 3 PM for another meeting, so let 's keep this discussion brief.  
我下午3点有一个必须离开的会议，所以保持这个讨论简短。
- ② We need to wrap up the presentation by 5 PM as there is a **hard stop** for the venue.  
我们要在下午5点之前结束演示，场地有必须离开的时间。
- ③ I apologize, but I have a **hard stop** in 15 minutes, so we need to conclude the meeting quickly.  
抱歉，但我在15分钟内有一个必须离开的时间，所以我们需要迅速结束会议。
- ④ Due to a **hard stop**, we'll need to skip the non-essential agenda items for today's meeting.  
由于有必须离开的时间，我们将不得不跳过今天会议上不重要的议程项目。
- ⑤ The conference call has a **hard stop** at one hour, so we should be mindful of the time.  
电话会议在一小时后必须结束，所以我们应该注意时间。

### 14. Pivot 转变、转型

- ① In response to market trends, the company decided to **pivot** its business strategy.  
为应对市场趋势，公司决定转变其业务战略。
- ② The startup had to **pivot** its product offering based on customer feedback.  
这家初创公司必须根据客户反馈调整其产品供应。
- ③ Faced with unexpected challenges, the project team had to **pivot** and adopt a more agile approach.  
面对意外挑战，项目团队不得不进行转变，采用更敏捷方法。
- ④ The industry's evolution required the company to **pivot** and explore new revenue streams.  
行业的演变要求公司进行转变，并探索新的收入来源。
- ⑤ Recognizing shifting market demands, the company decided to **pivot** towards sustainable practices.  
鉴于市场需求的变化，公司决定转向可持续的经营方式。

## 15. Deep dive 深入讨论

- ① Let's schedule a meeting next week to **deep dive** into the project's technical details.  
我们下周安排一个会议，深入讨论项目的技术细节。
- ② The team decided to **deep dive** into the market research findings to uncover hidden opportunities.  
团队决定深入研究市场调研结果，揭示隐藏的机会。
- ③ During the workshop, we'll have a chance to **deep dive** into the challenges faced by each department.  
在研讨会上，我们将有机会深入讨论每个部门面临的挑战。
- ④ The manager encouraged the team to **deep dive** into the customer feedback to improve product satisfaction.  
经理鼓励团队深入研究客户反馈，以提高产品满意度。

## 16. A-ha moment 恍然大悟的瞬间

- ① When analyzing the data, I had an **A-ha moment** realizing the correlation between customer engagement and sales.  
在分析数据时，我有了一个恍然大悟的瞬间，意识到客户参与度与销售之间的关联。
- ② The **A-ha moment** came during the brainstorming session when someone proposed a groundbreaking idea.  
在头脑风暴会议上，有人提出了一个开创性的想法，这就是我恍然大悟的瞬间。
- ③ My **A-ha moment** occurred when I connected the dots between market trends and our product development strategy.  
我的恍然大悟瞬间是当我联系到市场趋势和我们的产品开发策略时发生的。
- ④ During the team discussion, there was an **A-ha moment** when someone proposed a solution to a long-standing problem.  
在团队讨论中，有一个人提出了一个解决长期问题的方案，那时我有了恍然大悟的瞬间。



## 17. Top of mind 脑海里的第一个

- ① When discussing potential candidates, she is always **top of mind** for leadership roles.  
在讨论潜在候选人时，她总是在领导职位中脑海里的第一个。
- ② When planning the marketing campaign, brand consistency is **top of mind** for the team.  
在制定市场营销活动计划时，团队始终牢记品牌一致性。
- ③ Safety is always **top of mind** in our manufacturing process to ensure the well-being of our employees.  
安全始终是制造过程中首要考虑的问题，以确保员工的健康。
- ④ When designing the user interface, user experience is **top of mind** to create an intuitive product.  
在设计用户界面时，用户体验始终是首要考虑的问题，以创建直观的产品。
- ⑤ Cost-efficiency is **top of mind** for the finance department when evaluating vendor proposals.  
评估供应商提案时，成本效益始终是财务部考虑的重要因素。

## 18. Off the top of one's head 一下子想到

- ① I can provide a rough estimate **off the top of my head**, but I'll need to check the details for accuracy.  
我可以一下子提供一个粗略的估计，但我需要检查详细信息以确保准确性。
- ② **Off the top of my head**, I 'd say the meeting room is available tomorrow, but I' ll confirm the schedule.  
一下子想到，明天会议室是空闲的，我确认一下时间表。
- ③ Can you share some insights **off the top of your head** regarding potential improvements to the process?  
你一下子能分享一些关于可能改进流程的见解吗？
- ④ **Off the top of my head**, I remember a similar case from a previous project that might provide a solution.  
一下子想到，以前项目中有个类似案例，提供一个解决方案。
- ⑤ **Off the top of her head**, she proposed a creative solution to the unexpected problem. –  
她一下子想到了一个创造性的解决方案，应对突发问题。

## 19. Shout out to 重点表扬

- ① I want to give a **shout out to** Sarah for her outstanding performance on the recent project.  
我想向莎拉大声表扬，她在最近的项目中表现出色。
- ② Let's start our team meeting with a **shout out to** celebrate the successful launch of our new product.  
让我们用一个重点表扬开始团队会议，庆祝我们新产品成功上市。
- ③ I'd like to give a special **shout out to** the IT department for resolving the technical issues promptly.  
我想特别向IT部门大声表扬，他们迅速解决了技术问题。
- ④ **Shout out to** John for his innovative ideas that significantly contributed to the team's success.  
向约翰大声致敬，感谢他的创新思路对团队的成功做出了重要贡献。

## 20. Take it to the next level 进入下一阶段

- ① Now that we've established a solid foundation, let's strategize on how to **take our marketing efforts to the next level**.  
现在我们已经建立了坚实的基础，让我们制定战略，将我们的营销工作带入下一个阶段。
- ② Let's implement these improvements to **take our customer service to the next level**. - 让我们实施这些改进，将我们的客户服务提升到下一个水平。
- ③ As we conclude this phase, let's discuss how we can **take our customer service standards to the next level**.  
在完成这个阶段时，让我们讨论一下如何将我们的客户服务标准提升到下一个水平。
- ④ The team's proficiency in the current technology indicates that it's time to **take our IT infrastructure to the next level**.  
团队对当前技术的精通表明是时候将我们的IT基础设施提升到下一个水平了。