

职场常用英语表达和短语

1.Expressing Opinions (表达观点) :

1. In my opinion... (在我看来...)
2. I tend to believe that... (我倾向于相信...)
3. From my perspective... (从我的角度来看...)
4. It seems to me that... (在我看来...)

2.Making Suggestions (提出建议) :

1. I would like to propose... (我想提议...)
2. It might be a good idea to... (也许...是个好主意)
3. Have you considered...? (你考虑过...吗?)
4. Perhaps we could... (也许我们可以...)

3.Negotiating (谈判) :

1. Let's find a middle ground. (让我们找一个折中的办法。)
2. I understand your concerns, however... (我理解你的顾虑, 但是...)
3. Could we revisit this issue later? (我们可以稍后再讨论这个问题吗?)

4.Agreeing and Disagreeing (表示同意和不同意) :

1. I couldn't agree more. (我非常同意。)
2. I see your point, but... (我理解你的观点, 但是...)
3. I'm afraid I have to disagree. (恐怕我不能同意。)

5.Presenting Ideas (提出观点) :

1. What if we tried...? (如果我们试试...怎么样?)
2. I've been thinking about... (我一直在考虑...)
3. This approach could potentially... (这种方法有可能...)

6.Expressing Confidence (表达信心) :

1. I am confident that... (我有信心...)
2. I believe our team is well-equipped to... (我相信我们的团队有能力...)
3. I am certain we can achieve our goals. (我确信我们能够实现我们的目标。)

7.Handling Challenges (应对挑战) :

1. We've encountered a setback, but... (我们遇到了挫折, 但是...)
2. Let's brainstorm solutions. (让我们一起想想解决办法。)

8.Expressing Appreciation (表示感激) :

1. I want to express my gratitude for... (我想表达我的感激之情...)
2. Thank you for your invaluable contribution. (感谢你无价的贡献。)
3. I truly appreciate your effort. (我真的很感激你的努力。)

9.Networking (社交) :

1. It's a pleasure to meet you. (很高兴见到你。)
2. I've heard a lot about your work. (我听说过你的工作。)
3. Let's stay in touch. (让我们保持联系。)

10.Closing a Conversation (结束对话) :

1. It was great talking to you. (和你交谈很愉快。)
2. I look forward to our next discussion. (期待我们下次交流。)
3. Take care and have a great day. (保重, 祝你有个愉快的一天。)

商务会议常用口语表达

开场白 (Opening) :

- Welcome, everyone. Let's begin the meeting. (欢迎大家, 让我们开始会议。)
- Thank you all for being here today. (感谢大家今天参加会议。)
- I appreciate your attendance. (感谢你们的出席。)

自我介绍 (Introductions) :

- Let's go around the table and introduce ourselves. (让我们依次介绍一下自己。)
- Allow me to introduce myself, I am [Your Name] from [Your Company].
(请允许我自我介绍, 我是[你的名字], 来自[你的公司]。)

提出议程 (Setting the Agenda) :

- Let's move on to the agenda for today's meeting. (让我们开始今天会议的议程。)
- First on the agenda, we will discuss... (议程的第一项, 我们将讨论...)

发表观点 (Expressing Opinions) :

- In my opinion, we should focus on... (我认为, 我们应该集中注意力在...上。)
- I strongly believe that... (我坚信...)
- I'd like to share my thoughts on this matter. (我想分享一下我的看法。)

提出建议 (Making Suggestions) :

- I suggest we consider... (我建议我们考虑...)
- Why don't we try...? (我们为什么不试试...呢?)
- Perhaps we could explore other options. (也许我们可以探讨其他选择。)

征求意见 (Seeking Opinions) :

- What do you think about this proposal? (你对这个提议有什么看法?)
- Any comments or suggestions? (有什么意见或建议吗?)
- I'd like to hear everyone's thoughts on this issue. (我想听听大家对这个问题的看法。)

总结讨论 (Summarizing Discussions) :

- So, to summarize our discussion... (总结我们的讨论...)
- In conclusion, we have agreed on... (总之, 我们已经达成了关于...的一致意见。)
- Let's move forward with the decisions we've made. (让我们按照我们的决定继续前进。)

提出问题 (Raising Questions) :

- I have a question regarding... (关于...我有一个问题。)
- Could you clarify this point for me? (你能为我澄清一下这个问题吗?)
- I'm not quite clear about... (关于...我不太清楚。)

结束会议 (Closing the Meeting) :

- Thank you all for your contributions. The meeting is adjourned. (感谢大家的贡献。会议结束。)
- Our next meeting will be scheduled for [date]. (我们下次会议定在[日期]。)
- Safe travels, everyone. (大家一路平安。)

面试常用英语口语表达

1. Introduction (自我介绍) :

- "Hello, my name is [Your Name]. I am thrilled to be here for the interview."
你好, 我叫[你的名字]。很高兴能参加面试。
- "Greetings, I go by the name of [Your Name], and I appreciate the opportunity to interview with your company."
大家好, 我叫[你的名字], 感谢有机会参加贵公司的面试。
- "Good day, I'm [Your Name], and it's a pleasure to be considered for this position."
你好, 我是[你的名字], 很荣幸能被考虑担任这个职位。

2. Describing Experience (描述经验) :

- "In my previous role at [Previous Company], I successfully managed [describe your responsibilities] which honed my [mention relevant skills]."
在我之前在[前公司]的工作中, 我成功地管理了[描述你的职责], 这磨练了我的[提到相关技能]。
- "During my tenure at [Previous Company], I oversaw [describe your responsibilities], refining my [mention relevant skills] in the process."
我在[前公司]任职期间, 我负责[描述你的职责], 在这个过程中不断完善了我的[提到相关技能]。
- "Having worked at [Previous Company], I gained valuable experience in [describe your responsibilities], enhancing my proficiency in [mention relevant skills]."
在[前公司]工作期间, 我积累了丰富的[描述你的职责]经验, 提高了我的[提到相关技能]水平。

3. Expressing Enthusiasm (表达热情) :

- "I am genuinely excited about the prospect of contributing to and growing with your esteemed company."
我真心对能为贵公司做出贡献并与之共同成长的机会感到兴奋。
- "The opportunity to be part of your dynamic team is something that truly energizes me."
能成为贵公司充满活力的团队的一员是让我感到真正振奋的事情。
- "I am passionate about the industry, and the chance to be a part of your organization is genuinely inspiring."
我对这个行业充满热情, 能成为贵公司的一员让我感到真正鼓舞。

面试常用英语口语表达

4. Highlighting Strengths (突显优势) :

- "One of my key strengths is my ability to [mention a relevant strength], which I believe aligns well with the requirements of this role."
我其中一个关键优势是我能够[提到一个相关的优势], 我相信这与这个职位的要求非常契合。
- "I take pride in my proficiency in [mention a relevant skill], a strength that has proven valuable in my previous roles."
我为自己在[提到一个相关的技能]方面的熟练程度感到自豪, 这是在我以前的工作中证明过的一项优势。
- "My strong background in [mention a relevant area] has equipped me with the skills necessary to excel in this position."
我在[提到一个相关领域]的深厚背景使我具备在这个职位上脱颖而出所需的技能。

5. Asking Questions (提问) :

- "Could you please elaborate on the company's culture and how employees collaborate here?"
请问您能详细介绍一下公司的文化以及员工在这里是如何协作的吗?
- "I'm curious about the team dynamics. Can you share more about the composition of the team and how they work together?"
我对团队的动态很感兴趣。您能分享一下团队的组成和他们如何共同工作吗?
- "In terms of professional development, does the company have any programs or initiatives in place for employees to enhance their skills?"
在职业发展方面, 公司是否有为员工提升技能而设立的任何计划或倡议?

6. Closing the Interview (结束面试) :

- "I appreciate the opportunity to discuss my qualifications with you. I am enthusiastic about the possibility of contributing to your team."
感谢能够与您讨论我的资格。我对有机会为您的团队做出贡献感到热情。
- "Thank you for your time and consideration. I look forward to the opportunity to contribute my skills to your organization."
感谢您的时间和考虑。我期待有机会为贵公司贡献我的技能。
- "It's been a pleasure speaking with you today. I am excited about the prospect of working together and contributing to the success of the team."
今天与您交流很愉快。我对共同工作并为团队的成功做出贡献的前景感到兴奋。

职场英语常用100句

1. I've come to make sure that your stay in Beijing is a pleasant one. 我特地为你们安排使你们在北京的逗留愉快。
2. You're going out of your way for us, I believe. 我相信这是对我们的特殊照顾了。
3. It's just the matter of the schedule, that is if it is convenient for you right now. 如果你们感到方便的话，我想现在讨论一下日程安排的问题。
4. I think we can draw up a tentative plan now. 我认为现在可以先草拟一个临时方案。
5. If he wants to make any changes, minor alterations can be made then. 如果他有什么意见的话，我们还可以对计划稍加修改。
6. Is there any way of ensuring we'll have enough time for our talks? 我们是否能保证有充足的时间来进行谈判？
7. So our evenings will be quite full then? 那么我们的晚上也会安排得很满吗？
8. We'll leave some evenings free, that is, if it is all right with you. 如果你们愿意的话，我们想留几个晚上供你们自由支配。
9. We'd have to compare notes on what we've discussed during the day. 我们想用点时间来研究一下白天谈判的情况。
10. That'll put us both in the picture. 这样双方都能了解全面的情况。
11. Then we'd have some ideas of what you'll be needing. 那么我们就会心中有数，知道你们需要什么了。
12. I can't say for certain off-hand. 我还不能马上说定。
13. Better to have something we can get our hands on rather than just spend all our time talking. 有些实际材料拿到手总比坐着闲聊强。
14. It'll be easier for us to get down to facts then. 这样就容易进行实质性的谈判了。
15. But wouldn't you like to spend an extra day or two here? 你们不愿意在北京多待一天吗？
16. I'm afraid that won't be possible, much as we'd like to. 尽管我们很想这样做，但恐怕不行了。
17. We've got to report back to the head office. 我们还要回去向总部汇报情况呢。
18. Thank you for your cooperation. 谢谢你们的合作。
19. We've arranged our schedule without any trouble. 我们已经很顺利地把活动日程安排好了。

20. We really wish you'll have a pleasant stay here. 我们真诚地希望你们在这里过得愉快。
21. I wonder if it is possible to arrange shopping for us. 我想知道是否能在我们访问结束时为我们安排一点时间购物。
22. Welcome to our factory. 欢迎到我们工厂来。
23. I've been looking forward to visiting your factory. 我一直都盼望着参观贵厂。
24. You'll know our products better after this visit. 参观后您会对我们的产品有更深入的了解。
25. Maybe we could start with the Designing Department. 也许我们可以先参观一下设计部门。
26. Then we could look at the production line. 然后我们再去看看生产线。
27. These drawings on the wall are process sheets. 墙上的图表是工艺流程表。
28. They describe how each process goes on to the next. 它们描述了每道工艺间的衔接情况。
29. We are running on two shifts. 我们实行的工作是两班倒。
30. Almost every process is computerized. 几乎每一道工艺都是由电脑控制的。
31. The efficiency is greatly raised, and the intensity of labor is decreased. 工作效率大大地提高了，而劳动强度却降低了。
32. All products have to go through five checks in the whole process. 所有产品在整个生产过程中必须通过五道质量检查关。
33. We believe that quality is the soul of an enterprise. 我们认为质量是一个企业的灵魂。
34. Therefore, we always put quality as the first consideration. 因此，我们总是把质量放在第一位来考虑。
35. Quality is even more important than quantity. 质量比数量更为重要。
36. I hope my visit does not cause you too much trouble. 我希望这次来参观没有给你们增添太多的麻烦。
37. Do we have to wear the helmets? 我们必须戴上防护帽吗？
38. Is the production line fully automatic? 生产线是全自动的吗？
39. What kind of quality control do you have? 你们用什么办法来控制质量呢？
40. All products have to pass strict inspection before they go out. 所有产品出厂前必须要经过严格检查。
41. What's your general impression, may I ask? 不知您对我们厂总的印象如何？

43. I'm impressed by your approach to business. 你们经营业务的方法给我留下了很深的印象。
44. The product gives you an edge over your competitors, I guess. 我认为你们的产品可以使你们胜过竞争对手。
45. No one can match us so far as quality is concerned. 就质量而言，没有任何厂家能和我们相比。
46. I think we may be able to work together in the future. 我想也许将来我们可以合作。
47. We are thinking of expanding into the Chinese market. 我们想把生意扩大到中国市场。
48. The purpose of my coming here is to inquire about possibilities of establishing trade relations with your company. 我此行的目的正是想探询与贵公司建立贸易关系的可能性。
49. We would be glad to start business with you. 我们很高兴能与贵公司建立贸易往来。
50. We are happy to be of help. 我们十分乐意帮助。
50. I'd appreciate your kind consideration in the coming negotiation. 洽谈中请你们多加关照。
51. I can assure you of our close cooperation. 我保证通力合作。
52. Would it be possible for me to have a closer look at your samples? 可以让我参观一下你们的产品陈列室吗？
53. It will take me several hours if I really look at everything. 如果全部参观的话，那得需要好几个小时。
54. You may be interested in only some of the items. 你也许对某些产品感兴趣。
55. I can just have a glance at the rest. 剩下的部分我粗略地看一下就可以。
56. They've met with great favor both domestically and internationally. 这些产品在国内外都很受欢迎。
57. All these articles are best-selling lines. 所有这些产品都是我们的畅销货。
58. Your desire coincides with ours. 我们双方的愿望是一致的。
59. No wonder you're so experienced. 怪不得你这么有经验。
60. The textile business has become more and more difficult since the competition grew. 随着竞争的加剧，纺织品贸易越来越难做了。
61. Could I have your latest catalogs or something that tells me about your company? 可以给我一些贵公司最近的商品价格目录表或者一些有关说明资料吗？
62. At what time can we work out a deal? 我们什么时候洽谈生意？

64. I hope to conclude some business with you. 我希望能与贵公司建立贸易关系。
65. We also hope to expand our business with you. 我们也希望与贵公司扩大贸易往来。
66. This is our common desire. 这是我们的共同愿望。
67. I think you probably know China has adopted a flexible policy in her foreign trade. 我想你也许已经了解到中国在对外贸易中采取了灵活的政策。
68. I've read about it, but I'd like to know more about it. 我已经知道了一点儿，但我还想多了解一些。
69. Seeing is believing. 百闻不如一见。
70. I would like to present our comments in the following order. 我希望能依照以下的顺序提出我们的看法。
71. First of all, I will outline the characteristics of our product. 首先我将简略说明我们商品的特性。
72. When I present my views on the competitive products, I will refer to the patent situation. 专利的情况会在说明竞争产品时一并提出。
73. Please proceed with your presentation. 请开始你的简报。
74. Yes, we have been interested in the new system. 是的，我们对新系统很感兴趣。
75. Has your company done any research in this field? 请问贵公司对此范畴做了任何研究吗？
76. Yes, we have done a little. But we have just started and have nothing to show you. 有，我们做了一些，但是因为我们才刚起步，并没有任何资料可以提供给你们。
76. If you are interested, I will prepare a list of them. 如果您感兴趣的话，我可以列表让你参考。
77. By the way, before leaving this subject, I would like to add a few comments. 在结束这个问题之前顺便一提，我希望能再提出一些看法。
78. I would like to ask you a favor. 我可以提出一个要求吗？
79. Would you let me know your fax number? 可以告诉我您的传真机号码吗？
80. Would it be too much to ask you to respond to my question by tomorrow? 可以请你在明天以前回复吗？
81. Could you consider accepting our counterproposal? 你能考虑接受我们的反对案吗？
82. I would really appreciate your persuading your management. 如果你能说服经营团队，我会很感激。
83. I would like to suggest that we take a coffee break. 我建议我们休息一下喝杯咖啡。

84. Maybe we should hold off until we have covered item B on our agenda. 也许我们应该先谈论完B项议题。
85. As a matter of fact, we would like to discuss internally regarding item B. 事实上，我们希望能先内部讨论B项议题。
86. May I propose that we break for coffee now? 我可以提议休息一下，喝杯咖啡吗？
87. If you insist, I will comply with your request. 如果你坚持，我们会遵照你的要求。
88. We must stress that these payment terms are very important to us. 我们必须强调这些付款条件对我们很重要。
89. Please be aware that this is a crucial issue to us. 请了解这一点对我们至关重要。
90. I don't know whether you realize it, but this condition is essential to us. 我不知道你是否了解，但是，这个条件对我们是必要的。
91. Our policy is not to grant exclusivity. 我们的方针是不授与专卖权。
92. There should always be exceptions to the rule. 凡事总有例外。
93. I would not waste my time pursuing that. 如果是我的话，不会将时间浪费在这里。
94. Would you care to answer my question on the warranty? 你可以回答我有关保证的问题吗？
95. I don't know whether you care to answer right away. 我不知道你是否愿意立即回答。
96. I have to raise some issues which may be embarrassing. 我必须提出一些比较尴尬的问题。
97. Sorry, but could you kindly repeat what you just said? 抱歉，你可以重复刚刚所说的吗？
98. Here is a copy of itinerary we have worked out for you and your friends. Would you please have a look at it? 这是我们为你和你的朋友拟定的活动日程安排。请过目一下，好吗？
99. If you have any questions on the details, feel free to ask. 如果对某些细节有意见的话，请提出来。
100. I can see you have put a lot of time into it. 我相信你在制定这个计划上一定花了不少精力吧。