

英文汇报常用句型

汇报开始		
1	Good morning, everybody.	各位早上好。
2	Good afternoon, ladies and gentlemen.	下午好，先生们、女士们。
3	Hello, everyone. Thanks for joining the presentation.	各位好。谢谢大家来听取这个报告
汇报概要		
4	What I'm going to talk about is...	我即将要谈的是.....
5	I'm going to tell you about...	我将告诉你们关于.....
6	The theme of my presentation is...	我的报告的主题是.....
7	I'd like to give you an overview of...	我想给你们一个关于.....的概要。
8	We're here today to hear about plans for...	我们今天将听到关于.....的计划。
汇报提醒		
9	If you have a mobile, could you please turn it off?	如果你带着手机，可以请你关掉吗？
10	My talk will take about ten minutes.	我的报告大约需要十分钟。
11	The presentation will take about two hours but there'll be a twenty minutes break in the middle.	报告大约是两个小时，不过中间有二十分钟的休息时间。
12	We'll stop for lunch at 12 o'clock.	我们会在十二点停下来吃午餐。
13	Please interrupt if you have any questions.	如果你有任何问题，请中断我的报告。
14	After my talk there'll be time for a discussion and any questions.	在我报告完后，会有时间讨论及发问。

汇报结构介绍		
15	Right, first of all...	好的，首先.....
16	Now let's move to the first part of my talk, which is about...	现在让我们开始报告的第一部分，它是关于.....
17	There are three things to consider. First.... second... third...	有三件事必须考虑。第一.....第二.....第三.....
18	So now we come to...	所以我们现在来到.....
19	As you can see...	如你所见.....
20	My next point is...	我的下一个要点是.....
21	If you look at the next slide...	如果你看下一张幻灯片.....
22	Let's move on to the next point.	让我们前进到下一个要点。
23	This diagram shows...	图上显示.....
24	Now I'd like to hand over to...	现在在我下面做报告的是.....
25	She's going tell you about...	她即将告诉各位关于.....
汇报总结		
26	That's all I want to say for now on...	这就是所有我现在想说的.....
27	So, to summarize...	所以，总结来说.....
28	So, in conclusion...	所以，总结来说.....
29	There are two conclusions.	有两个结论。
30	So, what are the important points I've made?	所以，我谈了哪些重要的观点呢？
31	In conclusion, our efforts have led to a successful outcome.	总的来说，我们的努力取得了成功的成果。

32	To sum up our viewpoints, a customer-centric approach is vital for business success.	总结我们的观点，以客户为中心的方法对于业务成功至关重要。
33	The main discoveries of our research underscore the need for sustainable solutions in the industry.	我们研究的主要发现强调了在这个行业中需要可持续解决方案的必要性。
34	To recap the progress made so far, we have successfully completed phase one of the project.	总结迄今为止的进展，我们已成功完成了项目的第一阶段。
35	The statistical data presented in our report indicates a positive trend in customer satisfaction.	我们报告中呈现的统计数据显示客户满意度呈现出积极的趋势。
汇报提问		
36	Thank you very much for listening. Now, do you have any questions? I'm pleased to answer them.	谢谢你们的聆听。现在，你们有任何问题吗？我非常高兴来回答。
37	So, I think that's all. Now, any questions?	所以，我想我已经谈完了。现在有任何问题吗？
38	Now we can move to the discussion. If anyone has any comments or points, please just raise it.	现在我们可以开始讨论。如果任何人有任何评论或观点，请提出来。
39	Now we have twenty minutes for questions and discussion.	现在我们有20分钟来发问及讨论。
40	So, now I'd be very interested to hear your comments.	所以，现在我很有兴趣想听听你们的评论。
41	Any comments?	有任何评论吗？
42	Are there any questions?	有任何问题吗？

43	I need to think about that one. Could we come back to it later?	关于那个问题，我得再想想。我们可以待会儿再谈吗？
44	I don't really know the answer to that. Could we discuss it later?	我真的不知道这个答案。我们可以待会再讨论吗？
45	Could you share your thoughts on...?	你对于.....有什么看法吗？
46	What are your opinions regarding...?	你对于.....有何看法？
47	In your experience, what strategies have proven effective in similar situations?	根据你的经验，在类似的情况下哪些策略被证明是有效的？
48	What impact do you think this initiative will have on...?	你认为这个举措对于.....会有什么影响？
汇报结束		
49	Thank you for listening.	谢谢你们们的倾听。
50	Well, thank you very much, everyone.	好的，非常谢谢各位。
51	Thanks for your time.	谢谢你们抽时间来听我的报告。
52	Thanks for your coming.	谢谢你们们的到来。
53	Thank you all for your attention and participation.	感谢大家的关注和参与。
54	In conclusion, let me summarize the key points we've discussed today.	总结一下，让我概括一下我们今天讨论的要点。
55	I appreciate the opportunity to share these insights with you today.	我感谢今天有机会与大家分享这些见解。