

职场英语口语-高级短语+例句 (一)

1. **Attend a meeting** - 参加会议

I need to attend a meeting at 3 p.m.

我需要在下午3点参加一个会议。

2. **Conduct research** - 进行研究

Our team is conducting research on market trends.

我们的团队正在研究市场趋势。

3. **Collaborate with colleagues** - 与同事合作

I often collaborate with colleagues on various projects.

我经常和同事合作进行各种项目。

4. **Develop a strategy** - 制定战略

We need to develop a strategy to increase sales.

我们需要制定一项增加销售战略。

5. **Implement a plan** - 实施计划

It's time to implement the plan we discussed last week.

是时候实施我们上周讨论的计划了。

6. **Negotiate a deal** - 谈判交易

The two companies are negotiating a deal for a partnership.

这两家公司正在谈判一项合作交易。

7. **Delegate tasks** - 分派任务

As a manager, you should delegate tasks efficiently.

作为经理，你应该高效地分派任务。

8. **Present a proposal** - 提出提案

I will present a proposal at the next team meeting.

我将在下一次团队会议上提出一个提案。

9. **Review performance** - 审查绩效

It's important to regularly review performance to identify areas for improvement.

定期审查绩效是为了找出需要改进的方面。

10.Meet deadlines - 完成截止日期

We must work together to meet the project deadlines.

我们必须共同努力以满足项目的截止日期。

11.Coordinate efforts - 协调努力

The teams need to coordinate their efforts for the event to be successful.

各个团队需要协调努力，活动才能取得成功。

12.Handle inquiries - 处理查询

As the customer service representative, I handle inquiries from customers.

作为客户服务代表，我处理来自客户的查询。

13.Facilitate communication - 促进沟通

Good leaders facilitate communication among team members.

优秀的领导促进团队成员之间的沟通。

14.Resolve conflicts - 解决冲突

The manager played a key role in resolving conflicts within the team.

经理在解决团队内部冲突中发挥了关键作用。

15.Adapt to changes - 适应变化

In today's fast-paced business environment, it's crucial to adapt to changes.

在当今快节奏的商业环境中，适应变化是至关重要的。

16.Contribute ideas - 贡献想法

Everyone is encouraged to contribute ideas during brainstorming sessions.

在头脑风暴会议上鼓励每个人贡献想法。

17.Promote teamwork - 促进团队合作

The manager works hard to promote teamwork and collaboration.

经理努力促进团队合作和协作。

18. Conduct interviews - 进行面试

The HR department is conducting interviews for the new position.

人力资源部门正在为新职位进行面试。

19. Evaluate performance - 评估绩效

It's essential to regularly evaluate performance and provide feedback.

定期评估绩效并提供反馈是至关重要的。

20. Enhance skills - 提升技能

Employees are encouraged to take training programs to enhance their skills.

鼓励员工参加培训课程，提升他们的技能。

21. Implement improvements - 实施改进

After receiving feedback, we are ready to implement improvements to the process.

在收到反馈后，我们准备实施对流程的改进。

22. Optimize efficiency - 优化效率

We need to find ways to optimize efficiency in our daily tasks.

我们需要找到方法来优化我们日常任务的效率。

23. Establish priorities - 确定优先事项

It's important to establish priorities to manage time effectively.

确定优先事项是有效管理时间的重要一环。

24. Delegate authority - 授权

As a leader, it's crucial to delegate authority appropriately.

作为领导，恰当地授权是至关重要的。

25. Maintain records - 维护记录

It's part of the administrative assistant's role to maintain records of meetings and documents.

维护会议和文件记录是行政助理职责的一部分。

26.Develop relationships - 建立关系

Networking events are a great opportunity to develop relationships in the industry.

社交活动是在行业建立关系的绝佳机会。

27.Initiate projects - 启动项目

The manager has the authority to initiate projects that align with the company's goals.

经理有权启动与公司目标一致的项目。

28.Streamline processes - 简化流程

Our goal is to streamline processes to reduce unnecessary steps.

我们的目标是简化流程，减少不必要的步骤。

29.Motivate team members - 激励团队成员

A good leader knows how to motivate team members to achieve their best.

优秀的领导知道如何激励团队成员发挥最佳水平。

30.Conduct training sessions - 进行培训

The company regularly conducts training sessions to update employees on new policies.

公司定期进行培训课程，向员工介绍新政策。

31.Delegate responsibilities - 分派责任

The project manager will delegate responsibilities to team members based on their strengths.

项目经理将根据团队成员的优势分派责任。

32.Coordinate schedules - 协调日程安排

It's challenging to coordinate schedules when team members are in different time zones.

当团队成员处于不同的时区时，协调日程安排是具有挑战性的。

33. Provide feedback - 提供反馈

Managers should provide constructive feedback to help employees improve.

经理应该提供建设性的反馈，帮助员工改进。

34. Promote diversity - 促进多元化

The company is taking steps to promote diversity in the workplace.

公司正在采取措施促进工作场所的多元化。

35. Implement policies - 实施政策

It's the HR department's responsibility to implement company policies.

实施公司政策是人力资源部门的责任。

36. Handle complaints - 处理投诉

The customer service team is trained to handle complaints in a professional manner.

客户服务团队接受专业培训，以专业的方式处理投诉。

37. Generate ideas - 提出想法

During brainstorming sessions, employees are encouraged to freely generate ideas.

在头脑风暴会议上，鼓励员工自由提出想法。

38. Verify information - 验证信息

It's crucial to verify information before making important decisions.

在做出重要决策之前，验证信息是至关重要的。

39. Oversee projects - 监督项目

The project manager is responsible for overseeing multiple projects simultaneously.

项目经理负责同时监督多个项目。

40.Coordinate events - 协调活动

The events coordinator is responsible for coordinating all aspects of the conference.

活动协调员负责协调会议的各个方面。

41.Implement technology - 实施技术

The company plans to implement new technology to streamline operations.

公司计划实施新技术以简化运营。

42.Conduct assessments - 进行评估

Regular assessments help identify areas for improvement in employee performance.

定期评估有助于找出员工绩效需要改进的方面。

43.Promote innovation - 促进创新

Companies that promote innovation often stay ahead in the market.

那些促进创新的公司往往在市场上保持领先地位。

44.Evaluate proposals - 评估提案

The committee will evaluate proposals from different vendors before making a decision.

委员会将在做出决定之前评估来自不同供应商的提案。

45.Implement marketing strategies - 实施营销策略

The marketing team is ready to implement new strategies to reach a wider audience.

营销团队准备实施新策略，以触及更广泛的受众。

46.Delegate authority - 授权

Effective leaders know when to delegate authority to empower their team members.

有效的领导者知道何时授权以赋予团队成员权力。

47.Manage resources - 管理资源

Efficiently managing resources is crucial for project success.

高效管理资源对项目的成功至关重要。

48.Generate reports - 生成报告

The team needs to generate reports summarizing the project's progress.

团队需要生成总结项目进展的报告。

49.Initiate changes - 发起变革

Leadership is required to initiate changes that will benefit the organization.

领导层需要发起有益于组织的变革。

50.Create a budget - 制定预算

Before starting the project, it's essential to create a budget outlining expenses.

在开始项目之前，制定详细的预算是非常重要的。