

英语线上会议必备100句

会议开场

1. It's really good to talk to you.
很高兴和大家交谈。
2. It's really good to see you.
很高兴见到大家。
3. Thank you everyone for attending.
谢谢大家来参会。
4. Are we good to go?
我们可以开始了吗?
5. Hi, **here, Shall we start now?
嗨, **在这里, 我们现在开始吧?
6. Let's get started, shall we? I think everybody is here.
我们开始吧, 可以吗? 我想大家都到了。
7. Let's get the ball rolling. (Let's begin.)
我们开始吧。
8. Let's stick to the agenda.
让我们按照议程进行。

介绍会议主题

9. Welcome, everyone. Today's meeting is about...
欢迎大家, 今天的会议是关于.....
10. Welcome, everyone. The major task today is...
欢迎大家, 今天主要的任务是.....
11. Welcome to today's meeting. These are the issues that we want to talk about...
欢迎大家参加今天的会议。这些是我们要讨论的问题.....
12. Let's kick off the meeting with...
让我们以.....拉开会议序幕。
13. Today, we are going to get started with...
今天我们将从.....开始。
14. Today's meeting is going to last no more than an hour.
今天的会议不会超过一小时。

介绍会议主题

15. Welcome, everyone, to today 's online meeting. The primary focus of our discussion will be [主题]

大家好，欢迎参加今天的在线会议。我们主要讨论焦点是【主题】。

16. I appreciate you all being here. Today, we will delve into the topic of [主题] and explore its various aspects.

感谢大家的出席。今天，我们将深入探讨【主题】，并探讨其各个方面。

17. Thank you for joining us. Our main agenda for today revolves around [主题], and we aim to [目标].

感谢大家的参与。我们今天的主要议程围绕着【主题】，我们的目标是【目标】。

18. Good [morning/afternoon/evening], everyone. Today, our central theme is [主题], and we'll be examining [细分主题].

大家好，早上好/下午好/晚上好。今天，我们的中心主题是【主题】，我们将研究【细分主题】。

19. I'm excited to kick off today's meeting, where we'll be focusing on [主题] and its implications for [相关方面].

我很高兴开启今天的会议，我们将聚焦于【主题】及其对【相关方面】的影响。

20. Today's agenda centers around the crucial topic of [主题], and we aim to [目标] by the end of our discussion.

今天的议程围绕着关键的【主题】，我们的目标是在讨论结束时达到【目标】。

21. Thank you for joining us for this session. We are here to discuss [主题], a topic that is critical for [相关方面].

感谢大家参加这次会议。我们在这里讨论【主题】，这是对【相关方面】至关重要的话题。

22. Hello, everyone. Our central theme for today revolves around [主题], and we'll be exploring how it impacts [影响方面].

大家好。我们今天的中心主题围绕着【主题】，我们将探讨它对【影响方面】的影响。

共享屏幕

23.Can I share my screen with you?

我可以向大家共享屏幕吗？

24.I'm going to share my screen with you now.

我要开始共享屏幕了。

25.Can you see my screen? Can you see it clearly?

大家能看到我的屏幕吗？可以看得清吗？

26.Do you want me to make it bigger?

大家想让我放大屏幕吗？

27.I'm going to put up my presentation now.

我现在就把介绍放上来。

28.Please let me know if you can see my screen.

请让我知道大家能否看到我的屏幕。

29.Please wait for a second while I get ready to share my slide.

请稍等片刻，我在准备我的幻灯片。

30.If the text is too small, please let me know, and I can adjust the zoom level.

如果文字太小，请告诉我，我可以调整缩放级别。

31.I 'll stop sharing my screen momentarily to address any questions before we proceed.

在继续进行会议之前我会暂时停止分享屏幕来解答大家的问题。

32.Let me share my screen so that everyone can see the document.

让我分享我的屏幕，这样大家都可以看到文档。"

33.If you encounter any issues viewing my screen, please let me know.

如果你在查看我的屏幕时遇到任何问题，请告诉我。"

34.I've just initiated screen sharing. Can someone confirm if my screen is visible?

我刚刚开始了屏幕共享。有人能确认我的屏幕是否可见吗？

35.Let me switch to the presentation. Can everyone see the slides now?

让我切换到演示文稿。大家现在能看到幻灯片了吗？"

礼貌地打断发言者

36. Sorry, would you mind if I ask a question?
对不起，你介意我问一个问题吗？
37. Sorry, but just to clarify, are you saying that...
对不起，我想弄清楚，你是说.....
38. Can I interrupt you for a minute?
我可以打断你一下吗？
39. Would you mind if I jumped in here, please?
你介意我在这儿插一下话吗？
40. Can I stop you there quickly?
我可以快速地打断一下你吗？
41. Can I add one point before we move on?
在我们继续之前，我可以补充一点吗？
42. Sorry to jump in, but can I elaborate more on this point?
很抱歉打断一下，我能在这一点上详细说明一下吗？
43. I apologize for interrupting, but may I add a quick point to that?
抱歉打断一下，我可以补充一个简短的观点吗？
44. Sorry to interrupt, but there's a point I think is important to address.
抱歉打断一下，但我认为有一个重要的点需要讨论一下。
45. Hold on a minute, please. We don't seem to have discussed... Could we go back over it?
请稍等一下，我们似乎没有讨论过.....我们能不能再回顾一下？
46. Could you please repeat that? I had a brief interruption.
请再重复一遍好吗？我刚刚中断了一下。
47. Sorry that I didn't get that. Could you say that again?
对不起，我没听清楚。能再说一遍吗？
48. You're breaking up. Can you say that again?
你的声音有点断断续续。你能再说一遍吗？
49. Could you please clarify your point?
请问能否澄清一下你的观点？

你和别人同时开麦发言

50. Oh, sorry for speaking at the same time. Please, go ahead.

哦，抱歉我们同时说话了。请，你先说。

51. Sorry, you go first.

对不起，你先来吧。

52. Sorry, please go ahead.

不好意思，请你先说。

53. XXX, were you trying to say something?

XXX，你是想说什么吗？

54. It's fine. Just go ahead, please.

没关系的，请你先说吧。

55. It looks like we both unmuted at the same time. You were saying?

看起来我们都在同一时间打开了麦克风。你刚才在说什么？

听不清对方说话

56. Could you speak more slowly, please?

能麻烦你说得再慢一点吗？

57. I didn't catch that last part. Could you please repeat what you just said?

我没听清楚刚才的那部分。能不能请你重复一下？

58. I'm sorry, but it's a bit difficult to hear you. Could you please speak up a little?

对不起，但是听你说话有点困难。能不能请你大声点？

59. I'm having trouble hearing you clearly. Could you check your microphone or adjust the volume, please?

我听你说话有点困难。你能检查一下你的麦克风或调整音量吗？

60. "I'm afraid the audio is a bit fuzzy on my end. Could you repeat that, please? "

恐怕我的这边声音有点杂音。你能再重复一遍吗？

61. I 'm sorry, but your audio is breaking up. Could you try reconnecting or adjusting your microphone?

抱歉，但你的声音有点断断续续。能否试着重新连接或调整下麦克风？

遇到一些技术故障

62. I'm experiencing some technical difficulties. Can everyone hear me okay?

我遇到了一些技术问题。大家能听到我说话吗？

63. It seems there's a glitch with my camera. Let me try to fix that quickly.

好像我的摄像头出了点问题。我尽快修复一下。

64. I'm having problems hearing you.

我听不清你说话。

65. I can't hear a thing.

我什么也听不到。

66. Are you on mute?

你开静音了吗？

67. The screen is blank.

屏幕黑屏（白屏）了。

68. The screen is frozen.

屏幕卡住了。

69. The image and sound are out of the sync.

音画不同步。

70. You're breaking up a little bit.

你的声音有点断断续续。

71. There's a bit of an echo on the line.

线路上有点回音。

72. I think we've lost you./ You've back.

我想你被卡出会议室了/你回来了。

73. My Internet connection is unstable.

我的网络连接不稳定。

74. My WiFi has been a little bit of patchy.

我的WiFi一直不太稳定。

75. There might be a connectivity issue on my end. I'll try to reconnect to see if that resolves the problem.

可能是我这边有连接问题。我会尝试重新连接看看是否能解决问题。

从当前话题跳到下一个话题

76. Let's shift gears and move on to the next agenda item, shall we?

我们来换个话题，进入下一个议程项目，好吗？

77. If there are no further comments on this, let's transition to our next point of discussion.

如果对此没有进一步的评论，我们就过渡到下一个讨论点吧。

78. That concludes our discussion on [current topic]. Now, let's turn our attention to [next topic].

这就结束了我们关于【当前话题】的讨论。现在，让我们转向【下一个话题】。

79. If everyone is ready, we can move forward to the next agenda item.

如果大家准备好了，我们可以继续下一个议程项目。

80. Wrapping up our thoughts on [current topic], let's delve into [next topic].

总结一下我们对【当前话题】的看法，让我们深入研究【下一个话题】吧。

81. Having covered [current topic], let's now direct our focus to [next topic].

在讨论完【当前话题】之后，让我们将注意力转向【下一个话题】。

82. Closing the discussion on [current topic], we're now transitioning to [next topic].

结束对【当前话题】的讨论，我们现在过渡到【下一个话题】。

83. Now that we've addressed [current topic], let's proceed to discuss [next topic].

既然我们已经讨论了【当前话题】，那么让我们继续讨论【下一个话题】吧。

84. We've covered the key points on [current topic]. Next on the agenda is [next topic].

我们已经涵盖了【当前话题】的关键点。议程上接下来是【下一个话题】。

结束本次会议

85. Thank you all for your active participation. That concludes today's meeting.

感谢大家的积极参与。今天的会议到此结束。

86. If there are no further questions or comments, I'll go ahead and wrap up our session.

如果没有进一步的问题或意见，我将结束我们的会议。

87. I appreciate everyone's time and contributions. Have a great day/night, everyone!

感谢大家的时间和贡献。大家有个愉快的一天/晚上！

88. Before we go, does anyone have any last-minute thoughts or questions to share?

在我们离开之前，有人有任何最后的想法或问题要分享吗？

89. Our next meeting is scheduled for [date and time]. Looking forward to seeing you all there!

我们下次会议定于【日期和时间】。期待在那里见到大家！

90. Feel free to reach out if you have any follow-up questions or need additional information.

如果有任何后续问题或需要额外的信息，请随时联系我们。

91. Thanks again, everyone. Let's stay connected, and have a wonderful rest of your day/night!

再次感谢大家。让我们保持联系，祝大家剩下的时间过得愉快！

92. The meeting room will remain open for a few more minutes if anyone wants to continue discussions.

如果有人想要继续讨论，会议室将在接下来的几分钟内保持开放。

93. I'll be sending out the meeting minutes shortly for your reference. Thank you, and take care!

我将很快发送会议纪要供大家参考。谢谢大家，保重！

94. I appreciate your active participation in today's discussion.

我感谢大家在今天的讨论中的积极参与。

95. Thank you all for your time and contributions.

感谢大家的时间和贡献。

下次会议安排

96. Thank you all for today's productive meeting. Our next meeting is scheduled for [date] at [time].

感谢大家参与今天富有成效的会议。我们下次会议定于【日期】，时间是【时间】。

97. I appreciate your contributions today. Our follow-up meeting is set for [date and time].

感谢大家今天的贡献。我们的后续会议定于【日期和时间】。

98. Our next session is planned for [date] at [time]. More details to follow.

我们下次会议计划在【日期】，时间是【时间】。更多详情稍后公布。

99. Before we conclude, a quick reminder: our next meeting is on [date] at [time].

在我们结束之前，快速提醒一下：我们下次会议是在【日期】，时间是【时间】。

100. Please make a note that our next meeting is on [date] at [time]. Agenda items will be circulated beforehand.

请注意，我们下次会议是在【日期】，时间是【时间】。议程将提前分发。