

# 英文会议必备60个常用短语+职场例句

## Tips:先看英文，试着翻译并联想例句

- 1.**Call to order:** Start the meeting officially.
- 2.**Roll call:** Checking attendance.
- 3.**Agenda item:** Each topic or point to be discussed.
- 4.**Minutes:** Notes or records from the previous meeting.
- 5.**Action items:** Tasks or actions to be taken.
- 6.**Roundtable discussion:** Each participant shares their thoughts.
- 7.**Open the floor:** Invite participants to speak.
- 8.**Wrap up:** Conclude or finish the meeting.
- 9.**Next steps:** Discussing what happens after the meeting.
- 10.**Follow-up:** Actions to be taken after the meeting.
- 11.**Point of order:** A request for clarification on meeting rules.
- 12.**Raise a concern:** Bring up an issue or worry.
- 13.**Table a motion:** Postpone discussion on a topic.
- 14.**Put it to a vote:** Decide on an issue by voting.
- 15.**Reach a consensus:** Find a general agreement.
- 16.**Action plan:** A plan outlining specific steps to achieve a goal.
- 17.**Feedback:** Comments or opinions on a topic.
- 18.**Status update:** Report on the current progress of a task.
- 19.**Deadline:** The date by which something must be completed.
- 20.**Take the floor:** Begin speaking or presenting.
- 21.**Point of view:** A person's perspective or opinion.
- 22.**Break the ice:** Start a conversation in a relaxed manner.
- 23.**Stay on track:** Stick to the agenda or topic.
- 24.**Off-topic:** Straying from the main subject.
- 25.**Brainstorming:** Generating creative ideas or solutions.
- 26.**Actionable:** Steps that can be taken or implemented.
- 27.**By the same token:** Similarly or in the same way.
- 28.**In the loop:** Having current information or being informed.
- 29.**Wrap-up:** Summarize the main points or conclusions.
- 30.**On the same page:** Everyone in agreement or understanding.

# 英文会议必备60个常用短语+职场例句

## Tips:先看英文，试着翻译并联想例句

31. **Raise a point:** Bring up a specific issue or topic.
32. **On the agenda:** Something scheduled or planned for discussion
33. **Off the record:** Information that is not officially documented.
34. **Bottom line:** The main or most important point.
35. **Touch base:** Briefly connect or check in with someone.
36. **Put on hold:** Temporarily postpone or delay.
37. **Wrap things up:** Conclude or finish the current discussion.
38. **Iron out the details:** Resolve or clarify specific points.
39. **Get on the same page:** Ensure everyone has a shared understanding.
40. **In the pipeline:** Something planned or in progress.
41. **Take the lead:** Assume a leading or guiding role.
42. **Give an update:** Provide the latest information on a topic.
43. **Stay in the loop:** Remain informed about ongoing developments.
44. **Action-oriented:** Focused on taking practical steps.
45. **Time-sensitive:** Something that requires immediate attention.
46. **Run through:** Quickly review or go over details.
47. **Food for thought:** Something to consider or think about.
48. **Back to the drawing board:** Start over or reconsider a plan.
49. **Get the ball rolling:** Start a process or activity.
50. **Step up to the plate:** Take responsibility or accept a challenge.
51. **Hash out the details:** Discuss and work through specific points.
52. **In the weeds:** Dealing with detailed or complex issues.
53. **Hit the ground running:** Start a project or task quickly and energetically.
54. **Flesh out the plan:** Develop or elaborate on a plan.
55. **Stay on the same page:** Ensure everyone has a shared understanding.
56. **Get everyone on board:** Secure agreement or support from all involved.
57. **Cut to the chase:** Skip the irrelevant details and get to the main point.
58. **Bring something to the table:** Contribute valuable ideas or skills.
59. **Square away:** Organize or resolve a matter.
60. **Circle back:** Discuss a topic again at a later time.

**1. Call to order. (开会)**

English: The chairperson will call the meeting to order at 10 AM sharp.

Chinese: 主持人将在上午10点准时开会。

**2. Roll call. (点名)**

English: Let's begin with a roll call to ensure everyone is present for the meeting.

Chinese: 我们从点名开始，确保每个人都出席会议。

**3. Agenda item. (议程项)**

English: Each agenda item will be discussed thoroughly during the course of the meeting.

Chinese: 会议期间将详细讨论每个议程项。

**4. Minutes. (会议记录)**

English: Before we proceed, let's review the minutes from the last meeting for accuracy.

Chinese: 在我们继续之前，让我们检查上次会议的记录是否准确。

**5. Action items. (行动事项)**

English: The project manager will assign action items to team members for implementation.

Chinese: 项目经理将为团队成员分配实施的行动事项。

**6. Roundtable discussion. (圆桌讨论)**

English: The roundtable discussion allows each team member to express their views on the project.

Chinese: 圆桌讨论允许每个团队成员表达他们对项目的看法。

**7. Open the floor. (开放发言)**

English: I'll open the floor for any additional comments or questions before we move on.

Chinese: 在我们继续之前，我将开放发言，听取任何额外的评论或问题。

**8. Wrap up. (结束)**

English: As we wrap up the meeting, I'll summarize the key points discussed today.

Chinese: 在我们结束会议时，我将总结今天讨论的要点。

**9. Next steps. (下一步)**

English: Let's outline the next steps to ensure a smooth transition after the meeting.

Chinese: 让我们概述下一步，以确保会议后的顺利过渡。

**10. Follow-up. (后续)**

English: The team will be responsible for follow-up actions to address the issues raised during the meeting.

Chinese: 团队将负责后续行动，解决会议期间提出的问题。



**11. Point of order. (提出议事规则)**

English: Before we proceed, does anyone have a point of order regarding the meeting rules?

Chinese: 在我们继续之前，有人对会议规则有疑问吗？

**12. Raise a concern. (提出关切)**

English: Team members are encouraged to raise any concerns they may have during the discussion.

Chinese: 在讨论中，鼓励团队成员提出任何可能存在的关切。

**13. Table a motion. (搁置动议)**

English: If there's a need for further research, we can table the motion and revisit it next week.

Chinese: 如果需要进一步研究，我们可以搁置动议，并在下周重新讨论。

**14. Put it to a vote. (进行投票决定)**

English: After the discussion, we'll put the proposal to a vote to decide whether to proceed.

Chinese: 在讨论之后，我们将对提案进行投票决定是否继续。

**15. Reach a consensus. (达成共识)**

English: Our goal is to reach a consensus on the project timeline that works for everyone.

Chinese: 我们的目标是达成一个对每个人都合适的项目时间表的共识。

**16. Action plan. (行动计划)**

English: The team will develop an action plan outlining specific steps to achieve the project goals.

Chinese: 团队将制定一个行动计划，详细说明实现项目目标的具体步骤。

**17. Feedback. (反馈)**

English: We value your feedback on the new process; please share your thoughts.

Chinese: 我们重视你对新流程的反馈，请分享你的想法。

**18. Status update. (状态更新)**

English: Each team member will provide a status update on their respective tasks during the meeting.

Chinese: 每个团队成员将在会议中提供有关其各自任务的状态更新。

**19. Deadline. (截止日期)**

English: Let's prioritize tasks to meet the upcoming deadline for project completion.

Chinese: 让我们优先处理任务，以满足项目完成的即将到来的截止日期。

**20. Take the floor. (发言)**

English: If anyone would like to contribute to the discussion, feel free to raise your hand and take the floor.

Chinese: 如果有人想为讨论做出贡献，请随时举手发言。

## **21. Point of view. (观点)**

English: Before we make a decision, let's hear everyone's point of view on the matter.

Chinese: 在我们做出决定之前，让我们听听每个人在这个问题上的观点。

## **22. Break the ice. (打破僵局)**

English: Use a light-hearted question to break the ice and create a positive atmosphere in the meeting.

Chinese: 使用一个轻松的问题打破僵局，在会议中营造积极的氛围。

## **23. Stay on track. (保持专注)**

English: Let's stay on track and address each agenda item to make the most of our time.

Chinese: 让我们保持专注，逐项处理每个议程项，以充分利用我们的时间。

## **24. Off-topic. (离题)**

English: Sorry to interrupt, but we're going off-topic. Let's bring the discussion back to the main subject.

Chinese: 抱歉打断一下，我们偏离了主题。让我们把讨论重新带回主题。

## **25. Brainstorming. (头脑风暴)**

English: Schedule a brainstorming session to generate creative ideas for the upcoming project.

Chinese: 安排一个头脑风暴的时间，为即将启动的项目产生创意的想法。

## **26. Actionable. (可行的)**

English: Let's focus on developing actionable steps that can be implemented immediately.

Chinese: 让我们专注于制定可行的、可以立即实施的步骤。

## **27. By the same token. (同样地)**

English: We've addressed the concerns of the marketing team, and, by the same token, let's consider IT's perspective.

Chinese: 我们解决了市场团队的问题，同样地，让我们考虑一下IT的观点。

## **28. In the loop. (了解最新情况)**

English: Keep everyone in the loop by providing regular updates on the project's progress.

Chinese: 通过定期更新项目进展，让每个人都了解最新情况。

## **29. Wrap-up. (总结)**

English: As we approach the end of the meeting, let's have a quick wrap-up to summarize the key points.

Chinese: 随着会议接近尾声，让我们快速总结一下，概括一下关键点。

## **30. On the same page. (思想统一)**

English: It's important that we're all on the same page regarding the changes in the project timeline.

Chinese: 对于项目时间表的变更，我们都要保持思想上的统一。

**31. Raise a point. (提出观点)**

English: Feel free to raise a point if you have any concerns or suggestions during the meeting.

Chinese: 在会议期间，如果您有任何顾虑或建议，请随时提出观点。

**32. On the agenda. (在议程上)**

English: Let's review the items on the agenda for today's meeting before we get started.

Chinese: 在我们开始之前，让我们回顾一下今天会议的议程项。

**33. Off the record. (不公开记录)**

English: What I'm about to share is off the record, so please keep it confidential for now.

Chinese: 我要分享的内容是不公开记录的，请目前保密。

**34. Bottom line. (底线)**

English: The bottom line is that we need to increase efficiency to meet the project deadline.

Chinese: 底线是我们需要提高效率，以满足项目的截止日期。

**35. Touch base. (取得联系)**

English: I'll touch base with you later this week to discuss the progress of your assigned tasks.

Chinese: 本周晚些时候，我将与您联系，讨论您分配的任务的进展情况。

**36. Put on hold. (搁置)**

English: Due to unforeseen circumstances, we need to put the project on hold temporarily.

Chinese: 由于不可预见的情况，我们需要暂时搁置项目。

**37. Wrap things up. (结束)**

English: Let's wrap things up for today's meeting and finalize the action items.

Chinese: 让我们结束今天的会议，完成行动事项。

**38. Iron out the details. (解决细节)**

English: We'll have a follow-up meeting to iron out the details and finalize the project plan.

Chinese: 我们将进行后续会议，解决细节并最终确定项目计划。

**39. Get on the same page. (保持一致)**

English: Before we proceed, let's ensure we're all on the same page regarding the project goals.

Chinese: 在我们继续之前，让我们确保我们在项目目标方面保持一致。

**40. In the pipeline. (在计划中)**

English: We have several new initiatives in the pipeline that will be rolled out in the coming months.

Chinese: 我们有几个计划中的新项目，将在未来几个月内推出。



**41. Take the lead. (带头)**

English: In the absence of the manager, John will take the lead in coordinating the team's efforts.

Chinese: 在经理不在的情况下，约翰将带头协调团队的努力。

**42. Give an update. (提供更新)**

English: During the meeting, each team member will give an update on their respective tasks.

Chinese: 在会议期间，每个团队成员将更新他们各自的任务。

**43. Stay in the loop. (保持了解最新情况)**

English: It's important for everyone to stay in the loop and be aware of any changes to the project timeline.

Chinese: 对于每个人来说，保持了解最新情况并了解项目时间表的任何变化都很重要。

**44. Action-oriented. (注重行动)**

English: The new strategy is action-oriented, emphasizing practical steps to achieve our goals.

Chinese: 新战略注重行动，强调实际步骤以实现我们的目标。

**45. Time-sensitive. (时间敏感)**

English: Please prioritize the time-sensitive tasks to ensure they are completed by the end of the day.

Chinese: 请优先处理时间敏感的任务，确保它们在今天结束前完成。

**46. Run through. (快速浏览)**

English: Before the presentation, let's run through the key points to ensure everything is covered.

Chinese: 在演讲之前，让我们快速浏览一下要点，确保涵盖了所有内容。

**47. Food for thought. (值得思考的问题)**

English: The speaker shared some interesting statistics that are food for thought as we plan our strategy.

Chinese: 演讲者分享了一些有趣的统计数据，这是我们制定策略时值得思考的问题。

**48. Back to the drawing board. (重新开始)**

English: The initial proposal was not well-received, so we need to go back to the drawing board and rethink our approach.

Chinese: 最初的提案没有得到良好的反响，因此我们需要重新开始，重新思考我们的方法。

**49. Get the ball rolling. (开始进行)**

English: Let's schedule a kickoff meeting to get the ball rolling on the new project.

Chinese: 让我们安排一个启动会议，开始进行新项目。

**50. Step up to the plate. (勇敢面对)**

English: When challenges arise, it's essential for the team to step up to the plate and find solutions.

Chinese: 面对挑战时，团队需要勇敢面对，找到解决方案。

**51. Hash out the details. (讨论细节)**

English: Before finalizing the project plan, let's schedule a meeting to hash out the details.

Chinese: 在最终确定项目计划之前，让我们安排一个会议来讨论细节。

**52. In the weeds. (陷入细节)**

English: I've been in the weeds with the technical specifications, but we're making progress.

Chinese: 我一直在处理技术规格的细节，但我们正在取得进展。

**53. Hit the ground running. (迅速开始)**

English: We need to hit the ground running on this new initiative to meet the tight deadline.

Chinese: 我们需要迅速开始这个新倡议，以满足紧迫的截止日期。

**54. Flesh out the plan. (完善计划)**

English: The outline is ready; now we need to flesh out the plan with more details.

- Chinese: 大纲已经准备好了，现在我们需要用更多的细节完善计划。

**55. Stay on the same page. (保持一致)**

English: Regular team meetings are essential to ensure everyone stays on the same page regarding project updates.

Chinese: 定期团队会议是确保每个人在项目更新方面保持一致的关键。

**56. Get everyone on board. (让每个人都同意)**

English: Before we proceed with the changes, we need to get everyone on board and aligned with the new direction.

Chinese: 在我们进行变更之前，需要让每个人都同意并与新方向保持一致。

**57. Cut to the chase. (直奔主题)**

English: Let's cut to the chase and discuss the key factors affecting the project's timeline.

- Chinese: 让我们直奔主题，讨论影响项目时间表的关键因素。

**58. Bring something to the table. (为某事贡献)**

English: Each team member is expected to bring something valuable to the table during the brainstorming session.

Chinese: 在头脑风暴会议期间，每个成员都应该为会议带来有价值的东西。

**59. Square away. (整理)**

English: Let's square away the logistics for the upcoming event to ensure everything runs smoothly.

Chinese: 让我们整理一下即将到来的活动的后勤工作，以确保一切顺利进行。

**60. Circle back. (回过头来讨论)**

English: We'll circle back to the topic of budget allocations in our next meeting.

Chinese: 我们将在下一次会议上回过头来讨论预算分配的问题。