

60个职场必备英文行话

Tips: 先看英文，自己试着翻译并联想例句

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3. Get the ball rolling.
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6. Put all your eggs in one basket.
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51. Throw a curveball.
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53. Read between the lines.
54. Elephant in the room.
55. No-brainer.
56. Put lipstick on a pig.
57. Don't reinvent the wheel.
58. Down to the wire.
59. Fish or cut bait.
60. Hit the nail on the head.

1.Think outside the box. (打破常规)

- English: To solve this complex problem, we need to think outside the box and explore unconventional solutions.
- Chinese: 要解决这个问题，我们需要打破常规，探索非常规的解决方案。

2.Touch base. (保持联系)

- English: Let's touch base next week to discuss the progress of the project.
- Chinese: 我们下周保持联系，讨论项目的进展情况。

3.Get the ball rolling. (开始，着手)

- English: We need to get the ball rolling on the new marketing campaign before the end of the month.
- Chinese: 我们需要在月底之前开始新的营销活动。

4.Run it up the flagpole. (请教意见)

- English: Before finalizing the proposal, let's run it up the flagpole to get input from the entire team.
- Chinese: 在最终确定提案之前，让我们请教团队的意见。

5.Hit the ground running. (立即开始)

- English: The new hire was well-prepared and ready to hit the ground running on their first day.
- Chinese: 这位新员工准备充分，已经准备好在第一天就立即开始工作。

6.Put all your eggs in one basket. (孤注一掷)

- English: It's risky to put all your eggs in one basket; consider diversifying your investments.
- Chinese: 孤注一掷是有风险的，考虑将投资分散化。

7.The bottom line is... (最终的结论是...)

- English: After analyzing the data, the bottom line is that we need to streamline our production process.
- Chinese: 分析数据后，最终的结论是我们需要简化生产流程。

8.Move the needle. (产生影响)

- English: Our marketing efforts need to move the needle and increase brand awareness.
- Chinese: 我们的营销工作需要产生影响，提高品牌知名度。

9. **Break the ice.** (打破沉默)

- English: The team-building activity was designed to break the ice and encourage open communication.
- Chinese: 团队建设活动旨在打破沉默，促进开放式沟通。

10. **Get the hang of it.** (掌握要领)

- English: It takes some time, but you'll eventually get the hang of our project management software.
- Chinese: 需要一些时间，但最终你会掌握我们的项目管理软件的要领。

11. **Get the hang of it.** (掌握要领)

- English: It might be challenging at first, but with practice, you'll get the hang of using the new software.
- Chinese: 起初可能有些困难，但通过练习，你会掌握使用新软件的要领。

12. **Bring something to the table.** (为团队贡献)

- English: Each team member should bring something valuable to the table during our brainstorming session.
- Chinese: 在头脑风暴会议上，每个团队成员都应该为团队贡献有价值的意见。

13. **Circle back.** (再联系，回头讨论)

1. English: Let's circle back later in the week to discuss the unresolved issues from today's meeting.
2. Chinese: 这周晚些时候我们再联系，讨论今天会议中未解决的问题。

14. **Cut to the chase.** (言简意赅)

- English: Let's cut to the chase and discuss the key points without unnecessary details.
- Chinese: 我们言简意赅，讨论关键问题，不要过多琐碎细节。

15. **Wrap our heads around it.** (理解，接受)

- English: The new project concept is innovative, and it might take some time for the team to wrap their heads around it.
- Chinese: 新项目概念很创新，团队可能需要一些时间来理解和接受。

16. **Take the lead.** (领导，带头)

- English: In challenging situations, it's essential for a manager to take the lead and guide the team.
- Chinese: 在困境中，领导在必要时要带头，引导团队。

17.Raise the bar. (提高标准)

- English: The company aims to raise the bar in customer service by implementing a new training program.
- Chinese: 公司通过实施新的培训计划来提高客户服务标准。

18.On the same page. (思想一致)

- English: Before proceeding, let's ensure everyone is on the same page regarding the project objectives.
- Chinese: 在继续之前，让我们确保每个人对项目目标有一致的理解。

19.Close the loop. (结束事务)

- English: We need to close the loop on the unresolved issues from the previous project before starting the new one.
- Chinese: 在开始新项目之前，我们需要结束前一个项目中未解决的问题。

20.Give it a shot. (尝试一下)

- English: You might not be familiar with the task, but go ahead and give it a shot—you might surprise yourself.
- Chinese: 你可能对这项任务不太熟悉，但试试看吧，也许你会让自己惊喜。

21.Leverage. (充分利用)

- English: We should leverage our expertise in digital marketing to gain a competitive advantage.
- Chinese: 我们应该充分利用在数字营销方面的专业知识，以取得竞争优势。

22.In the weeds. (陷入细节)

- English: I'm currently in the weeds analyzing the project data to identify potential issues.
- Chinese: 我目前正在深入细节分析项目数据，以发现可能存在的问题。

23.Drill down. (深入了解)

- English: Let's drill down into the customer feedback to pinpoint areas for improvement.
- Chinese: 我们要深入了解客户反馈，找出需要改进的地方。

24.Pick your brain. (向你请教)

- English: I'd like to pick your brain about your experience with client negotiations.
- Chinese: 我想向你请教一下你在客户谈判方面的经验。

25.Put a pin in it. (暂时搁置)

- English: Let's put a pin in the discussion about the new product features until we have more information.
- Chinese: 我们暂时搁置对新产品特性的讨论，直到我们有更多信息。

26.Throw in the towel. (放弃)

- English: Despite facing challenges, our team is not ready to throw in the towel; we will persevere.
- Chinese: 尽管面临挑战，我们的团队还没有准备好放弃，我们会坚持下去。

27.Put on the back burner. (搁置)

- English: Due to budget constraints, we had to put the expansion plans on the back burner for now.
- Chinese: 由于预算限制，我们暂时不得不搁置扩张计划。

28.Get the big picture. (看到全局)

- English: As a project manager, it's crucial to get the big picture and align tasks with overall goals.
- Chinese: 作为项目经理，理解全局并使任务与整体目标一致是至关重要的。

29.Go the extra mile. (额外付出努力)

- English: Employees who go the extra mile often stand out and contribute significantly to the team's success.
- Chinese: 那些额外付出努力的员工通常会脱颖而出，并为团队的成功做出重要贡献。

30.Back to the drawing board. (重新规划)

- English: The initial product design didn't meet expectations, so it's back to the drawing board for improvements.
- Chinese: 最初的产品设计未达到期望，因此需要重新规划以进行改进。

31.Jump on the bandwagon. (跟风)

- English: Many companies are jumping on the bandwagon of sustainable business practices.
- Chinese: 许多公司都在跟风采用可持续的商业做法。

32.Crunch the numbers. (进行数据分析)

- English: Before making any financial decisions, we need to crunch the numbers to assess the feasibility.
- Chinese: 在做任何财务决策之前，我们需要进行数据分析，评估可行性。

33.Play hardball. (采取强硬手段)

- English: In negotiations, we might need to play hardball to secure the best deal for our company.
- Chinese: 在谈判中，我们可能需要采取强硬手段来为公司争取最好的交易条件。

34.Bring to the table. (贡献，提供)

- English: Everyone should bring their unique skills and ideas to the table for the success of the project.
- Chinese: 每个人都应该为项目的成功贡献他们独特的技能和想法。

35.Drink the Kool-Aid. (盲目接受)

- English: Be cautious not to drink the Kool-Aid; always critically evaluate new ideas and proposals.
- Chinese: 要小心不要盲目接受观点；始终要对新的想法和提议进行批判性评估。

36.Synergy. (协同效应)

- English: The collaboration between departments created a synergy that boosted overall productivity.
- Chinese: 部门之间的合作创造了协同效应，提高了整体生产力。

37.It is what it is. (事实就是这样)

- English: Despite our efforts, the project didn't go as planned – it is what it is.
- Chinese: 尽管我们努力了，项目并没有按计划进行，事实就是这样。

38.All hands on deck. (齐心协力)

- English: The deadline is approaching, so we need all hands on deck to complete the tasks.
- Chinese: 截止日期即将到来, 因此我们需要齐心协力完成任务。

39.By the book. (按照规定)

- English: It's essential to conduct the audit by the book to ensure compliance with regulations.
- Chinese: 进行审计时按照规定进行是确保合规的重要步骤。

40.Hit the ground running. (立即开始)

- English: The new team member hit the ground running and contributed to the project from day one.
- Chinese: 新团队成员立即开始并从第一天开始为项目做出了贡献。

41.Out of the loop. (不了解最新情况)

- English: I feel out of the loop; can you update me on the recent developments in the project?
- Chinese: 我感觉不了解最新情况, 你能告诉我项目的最新进展吗?

42.Put a stake in the ground. (确立立场)

- English: It's time to put a stake in the ground and make a clear decision on the direction of the project.
- Chinese: 是时候确立立场, 明确决定项目的方向了。

43.Raise a red flag. (引起警觉)

- English: The declining sales numbers should raise a red flag; we need to investigate the cause.
- Chinese: 销售数字的下降应该引起警觉, 我们需要调查原因。

44.Square the circle. (不可能完成的任务)

1. English: Trying to meet such tight deadlines with limited resources is like trying to square the circle.
2. Chinese: 试图在有限的资源下满足如此紧迫的截止日期就像试图做不可能完成的任务一样。

45.Throw under the bus. (置之于不顾)

1. English: It's not fair to throw someone under the bus for a mistake that was a team effort.
2. Chinese: 因为一个团队错误就把某人置之于不顾是不公平的。

46.Jump ship. (离职, 离开团队)

- English: Some team members may jump ship if they feel the project is not progressing as expected.
- Chinese: 如果团队成员觉得项目进展不如预期, 有些人可能会离职。

47.Take it with a grain of salt. (持怀疑态度)

- English: When receiving feedback, it's essential to take it with a grain of salt and consider multiple perspectives.
- Chinese: 收到反馈时, 持怀疑态度并考虑多个角度是很重要的。

48.Ride shotgun. (陪同, 协助)

- English: As a senior employee, I'll ride shotgun with the new hire during their first client meeting.
- Chinese: 作为一名资深员工, 我将在新员工的第一次客户会议中陪同他。

49.Cut corners. (采取捷径)

- English: We can't afford to cut corners on quality; our reputation is at stake.
- Chinese: 我们不能在质量上采取捷径, 我们的声誉岌岌可危。

50.Bite the bullet. (迎难而上)

- English: We have to bite the bullet and implement the necessary changes to improve efficiency.
- Chinese: 我们必须迎难而上, 实施必要的变革以提高效率。

51.Throw a curveball. (使计划受挫)

- English: The sudden change in market trends threw a curveball into our sales projections.
- Chinese: 市场趋势的突然变化使我们的销售预测受挫。

52.Silver bullet. (灵丹妙药)

- English: There's no silver bullet for success; it requires hard work and dedication.
- Chinese: 成功并非有灵丹妙药可言, 需要努力和专注。

53.Read between the lines. (看懂言外之意)

- English: When negotiating contracts, it's crucial to read between the lines to avoid misunderstandings.
- Chinese: 在谈判合同时, 看懂言外之意是至关重要的, 以避免误解。

54. Elephant in the room. (明显的问题)

- English: The budget deficit is the elephant in the room that we need to address in our financial discussions.
- Chinese: 预算赤字是一个明显的问题，在财务讨论中我们需要解决。

55. No-brainer. (显而易见的事)

- English: Choosing the more cost-effective option was a no-brainer for the budget-conscious team.
- Chinese: 对于注重预算的团队来说，选择更经济的选项是显而易见的事。

56. Put lipstick on a pig. (对不好的事物粉饰太多)

- English: Trying to improve an outdated product without addressing its fundamental flaws is like putting lipstick on a pig.
- Chinese: 试图改进一个过时的产品而不解决其根本缺陷就像是对猪抹口红。

57. Don't reinvent the wheel. (不要重复造轮子)

- English: When developing a new project, it's often more efficient not to reinvent the wheel but to build on existing successful strategies.
- Chinese: 在开发新项目时，通常更高效的做法是不要重复造轮子，而是建立在现有成功的战略基础上。

58. Down to the wire. (时间非常紧迫)

- English: We're down to the wire with the project deadline approaching; everyone needs to work efficiently.
- Chinese: 项目截止日期临近，时间非常紧迫；每个人都需要高效工作。

59. Fish or cut bait. (决定是干还是走)

- English: We've given enough time for the team members to catch up; now it's time to fish or cut bait.
- Chinese: 我们已经给团队成员足够的时间来跟进，现在是时候决定是干还是走了。

60. Hit the nail on the head. (一针见血)

- English: Your analysis hit the nail on the head, identifying the core issue affecting our productivity.
- Chinese: 你的分析一针见血，指出了影响我们生产力的核心问题。