

Business Conversations to Practice English Speaking at Workplace | Learn English Story for Listening

Subtitle

Good morning, everyone!

Sorry I'm late.

The traffic was a nightmare.

Alice, Late again?

This is the third time this week.

You know what the boss always says:

"Punctuality is the soul of business."

Wait, what does that mean?

It means being on time is really important.

You should set an earlier alarm.

I know, but my alarm doesn't work well in the winter.

It's like it knows I don't want to get out of bed!

Sounds like you need a New Year's resolution, Alice.

Very funny.

Anyway, has Mr. Carter noticed I'm late?

Not yet, but you should hurry to your desk before he does.

All right, all right.

It would be bad if Mr. Carter came by and found me still here.

Yeah, you don't want to be invited into a room and get scolded.

So, Hanna, are there any plans for the holidays?

Not yet.

I might just sleep and watch a lot of my favorite shows.

What about you?

I'm going skiing with my family.

It's kind of a tradition for us.

That sounds amazing!

Do you rent a cabin or stay at a hotel?

Machine Translation

大家早上好!

抱歉我迟到了。

交通简直是一场噩梦。

爱丽丝, 又迟到了吗?

这已经是本周第三次了。

你知道老板常说的话:

"守时是生意的灵魂。"

等等, 这是什么意思?

这意味着准时非常重要。

你应该设置一个早一点的闹钟。

我知道, 但是我的闹钟在冬天不太好用。

就好像它知道我不想起床一样!

听起来你需要一个新年决心, 爱丽丝。

很搞笑。

无论如何, 卡特先生注意到我迟到了吗?

还没有, 但你应该在他之前赶紧回到你的办公桌。

好的, 好的。

如果卡特先生过来发现我还在这里, 那就糟糕了。

是的, 你不想被邀请进房间然后被责骂。

那么, 汉娜, 假期有什么计划吗?

还没有。

我可能只是睡觉并观看很多我最喜欢的节目。

你呢?

我要和家人一起去滑雪。

这对我们来说是一种传统。

听起来太棒了!

您是租小木屋还是住酒店?

Wendy rents a cabin every year.

She always comes back with funny stories about falling in the snow.

Hey, it's harder than it looks, but it's so much fun.

Hannah, you should try it.

Maybe next year.

Right now, I just want to relax.

Well, make sure you at least join us for the office holiday party.

Oh, right. When is it again?

Next Friday.

And don't forget to bring a gift for the Secret Santa exchange.

I hope I get something fun this year, not another mug!

Jennie, could you come to my office for a moment?

Of course, Mr. Ben.

What's going on?

I've noticed you've been arriving late to work this week.

Is everything okay?

I'm so sorry, Mr. Ben.

There's been a lot of traffic lately, and I'm trying to leave earlier to avoid it

I understand that traffic can be frustrating, but being on time is very important.

You know the saying, "A stitch in time saves nine," right?

Um... what exactly does that mean?

It means that taking care of a small problem now prevents it from becoming a bigger issue later.

In your case, being punctual helps avoid problems for the whole team.

Oh, I see now.

I'll make sure to set two alarms and leave earlier starting tomorrow.

That's a good plan.

I know you're doing your best and your work is appreciated.

温迪每年都会租一间小屋。

她总是会讲一些 在雪地里摔倒的有趣故事。

嘿，这比看起来要难， 但很有趣。

汉娜，你应该尝试一下。

也许明年吧。

现在，我只想放松一下。

好吧，请确保你至少参加我们的 办公室假日聚会。

哦，对了。 什么时候再来一次？

下周五。

别忘了带一份礼物来 参加秘密圣诞老人交换会。

我希望今年我能得到一些有趣的东西，而不是另一个杯子！

珍妮，你能来我办公室一下吗？

当然，本先生。

这是怎么回事？

我注意到你这周上班经常迟到。

一切都还好吗？

非常抱歉，本先生。

最近交通很拥堵， 我试图早点出发来避开它。

我知道交通会让人沮丧，但准时非常重要。

您知道这句俗语“小洞不补，大洞吃苦”吧？

嗯...那到底是什么意思？

这意味着现在解决小问题可以防止它以后变成更大的问题。

就您而言，准时有助于 避免整个团队出现问题。

哦，我明白了。

我会确保从明天开始设置两个闹钟 并早点出发。

这是一个好计划。

我知道你正在尽力， 你的工作也受到赞赏。

Just make sure to stay on top of this, okay?

Yes, sir.

I won't let this happen again.

Thanks for understanding.

You're welcome.

I know you can handle it.

Just remember, being on time makes everything run smoother for everyone.

I'll keep that in mind. Thanks, Mr. Ben.

Sana, you won't believe what happened with the new intern!

Oh no, what did he do?

He accidentally sent a cat meme to the entire company email list.

Oh my God.

Was it a funny meme at least?

It was hilarious.

It was a meme of a cat in a suit with the caption,

"Mondays got me like..."

He has a good sense of humor

Right?

But Mrs. Wilson definitely did not think so.

Oh, I can imagine.

Mrs. Wilson has no sense of humor for these things.

That poor guy.

First impressions really are hard to fix.

Well, at least he gave us all a good laugh.

Hey, Sana, where did you get that sandwich from?

The fast food store down the street.

You should come with me tomorrow.

Their sandwiches are amazing.

Deal!

But you owe me more gossip in return!

Ron, you're terrible!

That's how you keep things interesting, Sana.

只要确保掌握这一点，好吗？

是的，先生。

我不会让这种事再次发生。

感谢您的理解。

不客气。

我知道你能处理好。

请记住，准时可以让 每个人的一切事情都更加顺利。

我会记住这一点。 谢谢，本先生。

Sana，你不会相信新实习生身上发生了什么事！

哦不，他做了什么？

他不小心将一张猫咪表情包发送 给了整个公司的电子邮件列表。

我的天啊。

这至少是一个有趣的模因吗？ 太

搞笑了。

这是一张穿着西装的猫咪表情包，配文是

"星期一让我感觉....."

他很有幽默感，

对吧？

但威尔逊夫人绝对不这么认为。

哦，我可以想象。

威尔逊夫人对这些事情毫无幽默感。

那个可怜的家伙。

第一印象确实很难改变。

好吧，至少他让我们都笑了。

嘿，萨娜，你从哪里弄来的三明治？

街上的快餐店。

明天你应该和我一起去。

他们的三明治很棒。

交易！

但你欠我更多的八卦作为回报！

罗恩，你太糟糕了！

这就是让事情变得有趣的方法，Sana。

Shouldn't we be more focused on work?

But do you agree that working live should have some spice to it?

You'll thank me later.

Whatever you say.

Alright alright.

Next time I will think of some interesting story to tell you.

You should.

What do you think of our holiday decorations this year?

It's good, but I'm pretty sure Team IT has us beat.

Have you seen the snowman they made out of office paper?

Ours is better.

We have lights, garlands, and even a tree!

Wait... is that a stapler hanging on the tree?

We ran out of real ornaments, so we got creative.

Sure, Tom.

If "creative" means a stapler on a holiday tree, then you're nailing it.

Hey, don't knock it!

I think it gives our tree character.

But seriously, I am not losing this decoration contest to IT again.

We need to step it up!

Agreed!

Let's add more lights and maybe even some tinsel.

The brighter, the better!

How about we borrow some of the fairy lights from the break room?

No one's using them anyway.

Ooh, great idea.

Let's make this tree shine like the North Star!

Hey, Emily! Want to join us for a coffee break?

Sure, that sounds great!

我们难道不应该更加专注于工作吗?

但您是否同意现场工作 应该有一些趣味?

你稍后会感谢我的。

不管你说什么。

好吧好吧。

下次我会想一些有趣的故事告诉你。

你应该。

您觉得我们今年的节日装饰怎么样?

这很好, 但我很确定 IT 团队打败了我们。

你见过他们用办公用纸做成的雪人吗?

我们的更好。

我们有灯、花环, 甚至还有一棵树!

等等.....树上挂着的是一个订书机吗?

我们用完了真正的装饰品, 所以我们发挥了创造力。

当然, 汤姆。

如果“创意”意味着圣诞树上的订书机, 那么你就成功了。

嘿, 别敲它!

我认为它赋予了我们的树特色。

但说真的, 我不会再在这场装饰比赛中输给 IT 了。

我们需要加紧努力!

同意!

让我们添加更多的灯光, 甚至一些金属丝。

越亮越好!

我们从休息室借一些彩灯怎么样?

反正没人用它们。

噢, 好主意。

让我们让这棵树像北极星一样闪耀!

嘿, 艾米丽! 想和我们一起喝杯咖啡吗?

当然, 听起来很棒!

We usually take a break around this time. It's a good way to relax.

I'm glad you invited me. I could use a break.

Do you like the coffee here?

Yes, it's pretty good. I like it strong.

Same here! So, how do you feel after working here for a while?

It's going well. There's a lot to learn, but everyone's been really helpful.

We've all been there.

Don't worry, you'll get the hang of it soon.

Thanks! I'm just trying to take it one step at a time.

That's the best way.

And remember, if you ever need help, just ask.

I will, thanks. It's nice to know I'm not alone.

We're a team, Emily. We look out for each other.

Emily, we're starting a new team project today.

I'd like you to be a part of it.

That sounds exciting!

What will we be working on?

We're creating a new marketing campaign for a client.

John and I will lead the project, and you'll help with the research and ideas.

I'm happy to help. Where should I start?

You can start by looking at the client's past campaigns.

We need to know what worked and what didn't.

Okay, I'll gather that information and make notes.

Great. Once you have the research, we'll meet to discuss ideas.

We want to create something fresh and exciting.

I'll do my best to find useful information. When is the meeting?

Let's meet tomorrow afternoon.

我们通常会在这个时候休息一下。这是一种很好的放松方式。

我很高兴你邀请我。我需要休息一下。

你喜欢这里的咖啡吗?

是的, 非常好。我喜欢浓烈的。

同样在这里! 那么, 在这里工作一段时间后您感觉如何? 一切

进展顺利。有很多东西需要学习, 但每个人都非常乐于助人。

我们都经历过这样的情况。

别担心, 你很快就会掌握窍门的。

谢谢! 我只是想一步一步来。

这是最好的方法。

请记住, 如果您需要帮助, 尽管提出。

我会的, 谢谢。我很高兴知道我并不孤单。

我们是一个团队, 艾米丽。我们互相照顾。

艾米丽, 我们今天要开始一个新的团队项目。

我希望你能参与其中。

听起来很令人兴奋!

我们将致力于什么?

我们正在为客户创建新的营销活动。

约翰和我将领导这个项目, 而 你将协助研究和提出想法。

我很乐意帮忙。我应该从哪里开始?

您可以先查看客户 过去的活动。

我们需要知道什么有效, 什么无效。

好的, 我会收集这些信息并做笔记。

伟大的。一旦您完成研究, 我们就会见面讨论想法。

我们想要创造一些新鲜而令人兴奋的东西。

我会尽力寻找有用的信息。会议什么时候举行?

我们明天下午见面吧。

That should give us enough time to prepare.

Emily, do you want to join us for lunch?

We're going to the café nearby.

That sounds nice! I'd love to join.

Great! The café has good sandwiches and salads.

Do you have a favorite?

I like salads, but I'm open to trying something new.

They have a special today. I think you'll like it.

Thanks for inviting me. I wasn't sure where to go for lunch.

No problem. We like to go out together when we can.

It's a nice break from the office.

It's good to take a break and relax.

I'm still getting used to everything.

You're doing great so far, Emily.

It takes time to adjust.

Yeah, everyone feels a bit overwhelmed at first, but you're fitting in just fine.

I'm glad to hear that.

It's always a bit stressful starting a new job.

We've all been there.

The team here is really supportive, so don't hesitate to ask.

That's reassuring. I was a bit worried about finding my place, but everyone's been so welcoming.

We're a pretty friendly group and we like to keep things easygoing.

Lunches like this help us stay connected.

It's a good way to get to know each other outside of work.

Emily, we have a client call in 10 minutes. Are you ready?

Yes, I'm ready. I've reviewed the project details.

Good. I believe in you!

I'll try my best.

这应该给我们足够的时间准备。

艾米丽，你想和我们一起吃午饭吗？

我们要去附近的咖啡馆。

听起来不错！我很乐意加入。

伟大的！这家咖啡馆有美味的三明治和沙拉。

你有最喜欢的吗？

我喜欢沙拉，但我愿意尝试一些新的东西。

他们今天有特别活动。我想你会喜欢的。

谢谢邀请我。我不知道去哪里吃午饭。

没问题。只要有机会，我们就喜欢一起出去。

这是一次很好的办公室休息。

休息一下、放松一下是很好的。

我仍在适应一切。

到目前为止你做得很好，艾米丽。

这需要时间来适应。

是的，每个人一开始都会感到有点不知所措，但你很快就适应了。

我很高兴听到这个消息。

开始一份新工作总是有点压力。

我们都经历过这样的情况。

这里的团队非常支持，所以不要犹豫，尽管问吧。

这让人放心。我有点担心找不到自己的住处，但大家都很热情地欢迎我。

我们是一个非常友好的群体，我们喜欢让事情变得轻松。

这样的午餐有助于我们保持联系。

这是工作之外互相了解的好方法。

艾米丽，10分钟后我们会接到一个客户电话。你准备好了吗？

是的，我准备好了。我已经审查了项目细节。

好的。我相信你！

我会尽力的。

Hello! Thanks for taking the time to talk today.

Hello! We're happy to discuss the project with you.

We've been thinking about a project idea that targets a younger audience.

By focusing on social media, eye catching visuals and interactive content.

Perfect. I'm sure we'll come up with something great.

How about we set up another call next week to review our progress?

Sounds good.

I'm looking forward to it.

Thanks again for your time today, Kim.

We'll have some ideas ready for you by next week.

Thank you.

Talk to you soon.

Thank you! Goodbye!

Well done, Emily. You did great on that call.

Thanks! I'm happy to be part of it.

John. Can you help me with the printer?

I'm not sure how to use it.

Sure, Emily! Don't worry, it's easy.

What do you need to print?

I need to print this report for the meeting.

Okay, first, place the paper in the tray here.

Got it. What's next?

Now, go to your computer and click on the "Print" button.

Then, choose the printer from the list.

I see it. Should I click "Print" now?

Yes, but make sure to check the settings first.

Do you need one copy or more?

Just one copy for now.

Alright, then you're ready to print.

Click "Print," and the printer will start.

It's printing!

你好! 感谢您今天抽出时间来接受采访。

你好! 我们很高兴与您讨论该项目。

我们一直在思考一个针对年轻观众的项目构想。

通过关注社交媒体、引人注目的视觉效果和互动内容。

完美的。我确信我们将会想出一些好主意。

我们下周再安排一次电话会议来回顾一下我们的进展怎么样?

听起来不错。

我很期待。

再次感谢您今天抽出时间, Kim。下周

我们将为您准备好一些想法。

谢谢。

很快再和你聊。

谢谢你! 再见!

做得好, 艾米丽。你在那次通话中表现得很好。

谢谢! 我很高兴能参与其中。

约翰。你能帮我修理一下打印机吗?

我不确定如何使用它。

当然, 艾米丽! 别担心, 这很容易。

您需要打印什么?

我需要打印这份报告以供会议使用。

好的, 首先, 将纸放在这里的托盘中。

知道了。下一步是什么?

现在, 转到您的计算机并单击“打印”按钮。

然后, 从列表中选择打印机。

我看到了。我现在应该点击“打印”吗?

是的, 但请务必先检查设置。

您需要一份还是多份?

目前只有一份副本。

好的, 然后您就可以打印了。

单击“打印”, 打印机将启动。

正在打印!

Thanks so much, John. I was a bit confused at first.

No problem, Emily.

You'll get used to it quickly.

If you need help again, just ask.

I will. Thanks again for your help.

Sarah, I need to send an email.

Can you help me?

Of course. Emily.

What is the email about?

It's about the team project. I want to share my ideas.

That's great! Start by writing a greeting.

Like "Hello Team"?

Yes, that's good. Then write your message.

I wrote, "I have some ideas for our project. Can we discuss them?"

Perfect! Now, end the email with "Best regards, Emily."

Done! Should I send it now?

Yes, go ahead. You did well!

Thank you. Sarah.

I hope they like my ideas.

I'm sure they will, Emily.

You're doing great!

John, I need help!

My computer shut down, and now my files are gone.

Oh no! Did you save the files before the computer shut down?

I think I did, but I can't find them now.

Don't worry, Emily. Let's try to find them.

Where should I look?

First, check if the files are in your recent documents.

How do I do that?

Open your file explorer, then click on "Recent" on the left side.

I see it! But my files aren't there.

非常感谢，约翰。一开始我有点困惑。

没问题，艾米丽。

你很快就会习惯的。

如果您再次需要帮助，请尽管提出。

我会。再次感谢您的帮助。

莎拉，我需要发送一封电子邮件。

你能帮助我吗？

当然。艾米丽。

这封电子邮件是关于什么的？

这是关于团队项目的。我想分享我的想法。

那太棒了！首先写一句问候语。

像“你好，团队”？

是的，很好。然后写下您的消息。

我写道：“我对我们的项目有一些想法。我们可以讨论一下吗？”

完美的！现在，以“此致，艾米丽”结束这封电子邮件。

完毕！我现在应该发送吗？

是的，继续吧。你做得很好！

谢谢。莎拉。

我希望他们喜欢我的想法。

我相信他们会，艾米丽。

你做得很好！

约翰，我需要帮助！

我的电脑关机了，我的文件也消失了。

噢不！您在计算机关机前保存了文件吗？

我想我找到了，但现在找不到它们了。

别担心，艾米丽。让我们尝试找到它们。

我应该看哪里？

首先，检查这些文件是否在您最近的文档中。

我该怎么做？

打开文件资源管理器，然后单击左侧的“最近”。

我看见了！但我的文件不在那里。

Okay, let's try one more thing.

Check your autosave folder.

Where is that?

It depends on the program you were using.

Let me show you how to find it.

Thanks, John. I hope they're there.

Don't worry, Emily.

If they were autosaved, we can recover them.

Let's go step by step.

Okay, I'm following your instructions.

Hi, Sarah. I need to talk to you about something.

Sure, Emily. What's going on?

I noticed that some of the files in the project folder are missing.

I'm worried because we need them for tomorrow's meeting.

That's a serious problem.

Did you check if they might have been moved to a different folder?

Yes, I looked everywhere I could think of, but I can't find them.

We should let the team know right away.

Maybe someone else has a copy or knows where they are.

Should we send an email to everyone, or should we ask them directly?

Let's start by asking the people who worked on the project.

Okay, I'll ask around and see if anyone knows where the files went.

Good idea.

If we can't find them, we'll need to recreate the missing work as quickly as possible.

I'll do whatever I can to help.

I'm really sorry this happened.

It's not your fault, Emily.

Let's just focus on fixing the problem.

Emily, we need to brainstorm some new ideas for our next campaign.

好的，我们再尝试一件事。

检查您的自动保存文件夹。

哪里是？

这取决于您使用的程序。

让我告诉你如何找到它。

谢谢，约翰。我希望他们在那里。

别担心，艾米丽。

如果它们是自动保存的，我们可以恢复它们。

让我们一步一步来。

好的，我按照你的指示去做。

你好，莎拉。我需要和你谈一些事。

当然，艾米丽。这是怎么回事？

我注意到项目文件夹中的一些文件丢失了。

我很担心，因为我们明天的会议需要它们。

这是一个严重的问题。

您是否检查过它们是否已被移动到其他文件夹？

是的，我找遍了所有能想到的地方，但就是找不到它们。

我们应该立即让团队知道。

也许其他人有副本或知道它们在哪里。

我们应该向每个人发送电子邮件，还是应该直接询问他们？

让我们首先询问参与该项目的人员。

好的，我会四处打听，看看是否有人知道文件去了哪里。

好主意。

如果找不到它们，我们就需要尽快重新完成丢失的工作。

我会尽力帮忙。

我真的很抱歉发生这样的事。

这不是你的错，艾米丽。

让我们只集中精力解决问题。

艾米丽，我们需要为下一次活动集思广益，想出一些新点子。

Are you ready to join the team?

Yes. I'm ready.

I have some thoughts to share.

Great! Let's start with the target audience.

Who should we focus on?

I think we should focus on young adults, maybe people aged 18 to 25.

They're active online and like fresh content.

I agree. They're a good group to target.

What about the theme of the campaign?

How about something fun and interactive?

We could use social media challenges or polls to engage them.

That's a good idea, Emily.

It would get people talking and sharing.

I like that too.

What kind of content should we create?

Maybe short videos or stories that are easy to watch and share.

We could also use bright colors and catchy music.

That sounds perfect for the younger audience.

Emily, during the meeting today, I'd like you to take notes.

Is that okay?

Yes, I can do that.

What should I focus on?

Focus on the key points: the tasks we discuss, any deadlines,

and important decisions we make.

Okay, I'll write down the tasks, deadlines, and decisions.

Also, make sure to note who is responsible for each task.

Got it. I'll write down who is responsible for each task too.

If you miss anything, don't worry.

You can ask us to repeat it during the meeting.

Thanks, John. I'll do my best to keep up.

你准备好加入团队了吗？

是的。我准备好了。

我有一些想法想分享。

伟大的！让我们从目标受众开始。

我们应该关注谁？

我认为我们应该关注年轻人，也许是18到25岁的人。

他们在网上很活跃，喜欢新鲜的内容。

我同意。他们是一个很好的目标群体。

这次活动的主题是什么？

一些有趣且互动性强的东西怎么样？

我们可以使用社交媒体挑战或民意调查来吸引他们。

这是个好主意，艾米丽。

它会让人们谈论和分享。

我也喜欢这个。

我们应该创作什么样的内容？

也许是易于观看和分享的短视频或故事。

我们还可以使用明亮的色彩和朗朗上口的音乐。

对于年轻观众来说，这听起来很完美。

艾米丽，今天的会议期间，我希望你做笔记。

可以吗？

是的，我可以这么做。

我应该关注什么？

关注关键点：我们讨论的任务、任何截止日期

以及我们做出的重要决定。

好的，我会写下任务、截止日期和决定。

另外，请务必注意谁负责每项任务。

知道了。我也会写下谁负责每项任务。

如果您错过了什么，请不要担心。

您可以要求我们在会议期间重复该内容。

谢谢，约翰。我会尽力跟上。

Just to confirm, should I also include any questions or concerns that come up during the discussion?

Yes, that would be helpful.

If you need help organizing your notes afterward, I can assist.

It can be tricky at first, but you'll get the hang of it.

I'd appreciate that, Sarah.

It's my first time doing this, so any tips are welcome.

You're doing great, Emily.

Taking notes is a good way to stay focused.

You'll learn how everything works quickly.

You'll get really good at it soon.

Alright. Let's start the meeting now.

Emily, are you ready to give your presentation?

Yes. I'm ready.

I've prepared some slides to show our ideas.

Great! Take your time and explain everything clearly.

Thank you. I'll start now.

Good morning everyone.

Today, I'll present our new marketing campaign.

Our goal is to reach a younger audience.

That's an important goal.

How do you plan to do that?

We'll use social media... to connect with them.

We'll also create short videos that.... are fun and easy to share.

That sounds like a good approach.

What's the next step?

Next, we'll design the content and schedule the posts.

I've already prepared a timeline for this.

Well done, Emily.

Your plan is clear and organized.

Do you have any questions for us?

只是为了确认一下，我是否还应该包括讨论中出现的任何问题或疑虑？

是的，那会很有帮助。

如果您之后需要帮助整理笔记，我可以提供帮助。 —

开始可能会有点棘手，但你会掌握窍门的。

莎拉，我会很感激的。

这是我第一次这样做，所以欢迎提供任何建议。

你做得很好，艾米丽。

做笔记是保持专注的好方法。

您将很快了解一切是如何运作的。

你很快就会变得非常擅长它。

好吧。我们现在开始会议。

艾米丽，你准备好做演讲了吗？

是的。我准备好了。

我准备了一些幻灯片来展示我们的想法。

伟大的！慢慢来，把一切都解释清楚。

谢谢。我现在就开始。

大家早上好。

今天，我将介绍我们的新营销活动。

我们的目标是吸引更多年轻的观众。

这是一个重要的目标。

你打算怎么做？

我们将使用社交媒体...与他们联系。

我们还将制作有趣且易于分享的短视频。

这听起来是个不错的方法。

下一步是什么？

接下来，我们将设计内容 并安排帖子。

我已经为此准备好了时间表。

做得好，艾米丽。

你的计划清晰且有条理。

您还有什么问题要问我们吗？

Yes, I'd like to know if you have any suggestions for improving the campaign.

I think it would be helpful to include some influencer partnerships.

They can help us reach more people.

Can I ask you something?

Sure, Emily. What do you need?

I'm running out of notebooks and pens.

Where can I get more office supplies?

You can find them in the supply closet.

It's down the hall, near the break room.

Thanks! Do I need to ask someone before taking anything?

No, you don't need to ask.

Just take what you need!

Okay. I'll be careful.

What if I need something that's not in the closet?

If it's not there, you can ask Sarah.

She's in charge of ordering more supplies.

Great. I'll do that.

Thanks for your help, John.

Anytime, Emily.

Let me know if you need anything else.

I will. Thanks again!

Hi, Sarah. I need to schedule a meeting for the team.

Can you help me?

Of course, Emily.

When do you want to have the meeting?

I was thinking about tomorrow morning, around 10 a.m.

Does that work?

Let me check the calendar.

It looks like everyone is available at that time.

Great! Should I book a meeting room too?

Yes, you can book Room 3. It's free tomorrow morning.

是的，我想知道您是否对改进该活动有任何建议。

我认为与一些有影响力的合作伙伴建立合作关系会很有帮助。

它们可以帮助我们接触更多的人。

我能问你一件事吗？

当然，艾米丽。你需要什么？

我的笔记本和笔都用完了。

我可以在哪里获得更多办公用品？

您可以在储藏室中找到它们。

它位于走廊尽头，靠近休息室。

谢谢！我服用任何东西之前都需要先询问别人吗？

不，你不需要问。

只拿你需要的东西！

好的。我会小心的。

如果我需要的东西不在衣柜里怎么办？

如果没有的话，你可以问莎拉。

她负责订购更多物资。

伟大的。我会这么做的。

谢谢你的帮助，约翰。

随时都可以，艾米丽。

如果您还有其他需要，请告诉我。

我会。再次感谢！

你好，莎拉。我需要为团队安排一次会议。

你能帮助我吗？

当然，艾米丽。

你想什么时候开会？

我考虑明天早上，大约上午 10 点。

可以吗？

让我看一下日历。

看起来那时每个人都有空。

伟大的！我也应该预订一间会议室吗？

是的，您可以预订 3 号房间。明天早上是免费的。

Okay, I'll book Room 3.

Do I need to send a meeting invite to everyone?

Yes. Send an invite with the time, date and room number.

Don't forget to include the agenda.

Thanks, Sarah. I think I've got it.

I'll send the invites right away.

Make sure to mention if there's anything specific people need to prepare or bring to the meeting.

Good idea.

I'll add a note for everyone to review the latest project updates before the meeting.

Perfect. Also, if you need to make any changes to the meeting time or room,

just update the invite and let everyone know.

Got it?

I'll keep that in mind.

Thanks for the tips, Sarah.

Any time. Emily.

Let me know if you need help with anything else.

Oh dear.... It's getting late, but I still have a lot of work to finish.

Do you need help with anything?

I'm working on the report for tomorrow's meeting.

I want to make sure it's perfect.

That's important, but don't overwork yourself.

How much do you have left to do?

I just need to finish the last section and double check everything.

If you want, I can help you review the report.

Two sets of eyes are better than one.

That would be great, John.

I appreciate your help.

No problem.

Let's go over it together so you can finish up and get some rest.

好的，我会预订 3 号房间。

我需要向每个人发送会议邀请吗？

是的。发送包含时间、日期和房间号的邀请。

不要忘记包括议程。

谢谢，莎拉。我想我已经明白了。

我会立即发送邀请。

请务必提及是否有任何具体事项需要人们准备或带到会议上。

好主意。

我会添加一条注释，以便大家在会议之前查看最新的项目更新。

完美的。此外，如果您需要对会议时间或房间进行任何更改，

只需更新邀请并告知所有人。

知道了？

我会记住这一点。

谢谢你的提示，莎拉。

任何時間。艾米丽。

如果您 需要任何其他帮助，请告诉我。

哦天哪.....时间不早了，但我还有很多工作要做。

您需要什么帮助吗？

我正在 为明天的会议撰写报告。

我想确保它是完美的。

这很重要，但不要让自己过度劳累。

你还剩下多少事要做？

我只需要完成最后一部分 并仔细检查所有内容。

如果您愿意，我可以帮您审查报告。

两双眼睛比一双眼睛好。

那太好了，约翰。

感谢您的帮助。

没问题。

让我们一起复习一下，这样你就可以完成并休息一下。

Thank you.

I didn't want to stay too late, but I also want the report to be good.

It's good to be thorough.

But remember, your health is important too.

You're right. I'll try to manage my time better in the future.

Thanks for the advice.

Hi, Emily. Do you have a moment for some feedback?

Yes. Of course.

Emily, thanks for taking the time.

I'd love to hear your thoughts.

First, I want to say you're doing a great job.

Thank you. I'm happy to hear that.

There are a few areas where you could improve.

For example, try to be a bit more confident during presentations.

Your ideas are good, but speaking more clearly will help others understand them better.

I see. I'll work on that.

I do feel a bit nervous when I present.

That's normal.

But with practice you'll get better.

Also, try to manage your time so you don't have to stay late too often.

It's important to balance work and rest.

I understand.

I'll focus on improving my time management.

Overall, you're doing very well, Emily.

Keep up the good work, and don't hesitate to ask if you need help with anything.

Thank you for the feedback.

I'll work on these areas and keep giving my best.

谢谢。

我不想待得太晚，但我也希望报告能写好。

彻底一点就好。

但请记住，您的健康也很重要。

你说得对。我以后会努力更好地管理我的时间。

谢谢你的建议。

你好，艾米丽。您有时间提供一些反馈吗？

是的。当然。

艾米丽，谢谢你抽出时间。

我很想听听你的想法。

首先，我想说你做得很好。

谢谢。我很高兴听到这个消息。

有几个方面你可以改进。

例如，在演讲过程中尽量表现得更自信一些。

你的想法很好，但说得更清楚一些会帮助别人更好地理解。

我懂了。我会努力的。

当我演讲时我确实感到有点紧张。

这很正常。

但通过练习你会变得更好。

另外，尽量管理好你的时间，这样你就不必经常熬夜。

平衡工作和休息很重要。

我明白。

我会专注于提高我的时间管理能力。

总的来说，你做得很好，艾米丽。

继续努力，如果需要任何帮助，请随时提出。

感谢您的反馈。

我会努力做好这些方面并继续尽我所能。