

在工作单位的表达法 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/133/2021_2022__E5_9C_A8_E5_B7_A5_E4_BD_9C_E5_c96_133248.htm 在办公室赶上了

！ I made it ! *可以用于上班、上学和坐车时的情况。 I made it ! (我赶上了！) Not quite. (那可未必。) I ' m on time !

I arrived on time ! (正点到达。) 要严格遵守时间。 Be punctual ! Be punctual ! (要严格遵守时间。) Yes , sir. (是

，知道了。) 你又迟到了。 You are late again. 我只迟到了5分钟。 I was only late by five minutes. I was only five minutes late. 打

出勤卡了吗？ Did you punch in ? *上班时。 Did you punch out ? *下班时。 让我看看我的日程安排。 Let me check my

schedule. Can we meet on Tuesday ? (星期二我们可以见面吗？) Let me check my schedule. (让我看看我的日程安排。)

Let me look over my schedule. Let me confirm my schedule. 我有好多事要干。 I ' ve got so much to do. I ' ve got so much to do. (我有好多事要干。)

Don ' t worry. You can do it. (不用担心，你完全能干好！) I have so much to do. I have many things to

do. I ' m extremely busy. (我非常忙。) 我的时间安排很紧。

I ' m pressed for time. 我是个普通的公司职员。 I ' m an ordinary office worker. *ordinary “ 平凡，普通 ”。 “ 男职员 ”

、“ 女职员 ” 均用an office worker表示。 I do office work. (我是个公司职员。) I ' m a regular office worker. (我是个普通的公司职员。)

这工作不太费事。 The work doesn ' t need much effort. The work doesn ' t need much effort. (这工作不吃力。)

Lucky you ! (那你太幸运了。) It ' s an easy job. (这个工作

不吃力。) 干活别偷懒。 Don ' t neglect your duties ! *neglect “ 不认真对待工作 , 不履行义务 , 马马虎虎的态度 ” 。 Duty “ 义务 ” 。 Don ' t neglect your duties ! (干活别偷懒。) Okay. I won ' t. (好的 , 绝不偷懒。) 西区由我负责。 I ' m in charge of the west side. I take charge of the west side. (西区由我负责。) I ' m responsible for the west side. 我已经结束那项工作了。 I ' m done with the work. I ' m done with the work. (我已结束那项工作了。) Already ? (已经结束了 ?) I ' m finished with the work. I ' m all done with the work. 我还能工作好长时间呢。 I can still work for a long time. I ' ll be able to work for many more years. (我还能工作好多年呢。) I still have many years of work. (我还可以干上好几年。) 我们的上司被解雇了。 Our boss has been fired. *fire “ 撤职 , 解雇 ” 。 Our boss has been fired. (我们的上司被解雇了。) You ' re kidding ! (你不是在开玩笑吧 !) Our boss has been dismissed. Our boss has been let go. Our boss has been canned. *俚语。 Our boss has been sacked. *俚语。 请把这个订在一起。 Please staple these together. *stapler 是名词 , “ 订书器 ” 。 staple为动词 , “ 订在一起 ” 。 能帮我复印一下这份材料吗 ? Would you copy these papers ? 复印机有毛病了。 This copy machine doesn ' t work. This copy machine isn ' t working. This copier is broken. (这台复印机坏了。) 我想复印机是没纸了。 I think it ran out of paper. *run out “ 用完 ” 。 I think it ' s out of paper. 付款截止到什么时候 ? When is this due ? *due “ 已到付款截止日期 ” 。 When do I have to pay this by ? When is the last day I can pay for this ? How long is the pay period ? When is the pay period over ? When does

this have to be finished by? 付款日期截止到30号。 It ' s due on the thirtieth. 我们休息一会儿吧。 Let ' s take a break. Let ' s take a break. (我们休息一会儿吧。) Yes , let ' s. (好吧 , 休息一会儿吧。) Let ' s take a break , shall we ? Shall we take a break. (我们休息一会儿吗 ?) 能帮我倒杯咖啡吗 ? Get me a cup of coffee , will you ? *用于上级对下级。 Would you bring me a cup of coffee ? (能麻烦您帮我倒杯咖啡吗 ?) *这种说法要礼貌得多。 您想喝杯咖啡吗 ? Would you like some coffee ? Would you care for some coffee ? *比较有礼貌的说法。 Do you want some coffee ? How about some coffee ? 那真是太好了。 That would be great. *用于回答别人的邀请和建议。 That would be perfect. That would hit the spot. That would be grand. *比较旧的说法。 快到午饭时间了。 It ' s almost lunchtime. It ' s almost time for lunch. 我们有1小时的午休时间。 We took an hour lunch break. Where were you ? (你去哪儿了 ?) We took an hour lunch break. (我们有1小时的午休时间。) 我们开始吧。 Let ' s get started. Let ' s begin ! *用于任何场合。 Here we go. Let ' s get down to business. *谈生意进入正题时使用。 Let ' s get down to work. (我们开始工作吧。) 现在我不能放下这个工作。 I can ' t leave this job at the moment. Let ' s take a vacation soon. (我们马上休假吧。) I can ' t leave this job at the moment. (现在我不能放下这个工作。) I ' m tied up at the moment. 我太忙了 , 顾不上那么琐碎的事。 I ' m too busy to bother with such details. *detail “ 细小的 , 零碎的 ”。 我忙得四脚朝天。 I ' m so busy , I ' d really appreciate any help I could get. 别偷懒 ! Don ' t slack off ! *slack “ 懒惰 ”、 “ 马马虎虎”

”、“松散”，slack off 表示“做事松松散散”、“偷工减料”。尽你的全力！Do your best！悠着点儿。Don't work too hard. Good-bye, John. (约翰，再见。) Bye. Don't work too hard. (再见。悠着点儿。) 打起精神来。Pull yourself together. *pull oneself together “打起精神，振作起来”。 Pull yourself together. (打起精神来。) But I just made a big mistake. (可是我出了个很大的差错。) Get a hold of yourself. 你可以找我呀！You can count on me. *count on……“指望”、“依赖”。I need more help with the project. (这个计划还得找人帮忙。) Well, you can count on me. (那，你可以找我呀。) 连喘口气的工夫都没有。I don't even have time to catch my breath. How's work? (工作怎么样?) I don't even have time to catch my breath. (连喘口气的工夫都没有。) I don't have time to breathe. 你怎么耽搁了？What's keeping you? What's keeping you? Hurry up. (你怎么耽搁了，快点儿！) I'll be over soon. (马上就来。) 换个工作是唯一的解决办法。Changing jobs is the only way out. *way out “解决办法”。你应该更加努力工作。You'd better work harder. You should work harder. *这句不如上句语气强烈。我是个工作狂。I'm a workaholic. *这句话既可以是褒义也可以是贬义。它是“工作的”(work)和“酒精中毒”(alcoholic)的混合语。另外可以把喜欢吃巧克力的人说成“chocoholic”，把购物狂说成“shopaholic”。口语中常用。我不知道这张表怎么填。I don't know how to fill out this form. *fill out “在空白处填写”。form是“填写用表”。这张表怎么填？How do I fill out this form? 您能帮我填一下这张表吗？Can you help me

with this form? 看来会议要开很长时间了, 是吧? It looks like it 's going to be a long meeting, doesn 't it? *look like..... “好像要.....”, “看样子.....”。 This is gonna be a long one. (看来要拖长时间了。) 会议开得很成功。 The meeting went well. That went well. (进行得很顺利。) 我已经尽了最大的努力了。 I did all I could do. Why didn 't you help more? (怎么没再帮他一把?) I did all I could do. (我已经尽了最大的努力了。) That 's all I can do. There is nothing more I can do. (我已经使出了浑身解数。) 你觉得印象深刻吗? Are you impressed? Are you impressed? (你觉得印象深刻吗?) Very. (印象很深刻啊。) Isn 't it impressive? 请在重要事项的下面划线。 Please underline the important items. *underline 可用作动词, “在.....下划线”。 好, 没问题! Check. *对方在检查名单时表示满意的用法。 你能把要点说得再清楚点儿吗? Would you get to the point? *get to the point “抓住重点, 进入正题”。 Would you get to the point? (你能把要点说得再清楚点儿吗?) All right, all right. (好的, 好的。) What 's the point? (什么是重点?) Stop beating around the bush. What are you trying to say? (你想说什么?) *比较温和的说法。 全部重做。 Please do it all over again. *all over again “再重新做”, 用于不好的事情。 Please do it all over again. (全部重做。) From the beginning? (从头开始吗?) Please start over from the beginning. 把这个给田中先生传真过去。 Fax this paper to Mr. Tanaka. *fax是facsimile的缩略形式, 用作动词。 请把那份文件交给我。 Please hand the document in to me. *hand in “提交, 交出”。 Please hand the document in to me. (请把那份文

件交给我。) What document are you talking about? (你说的是哪份文件?) Please submit the document to me. Please hand in the document to me. 这是我的得意之作。 This is a piece of work I can be proud of. *多用于针对论文作品或计划。 I ' m really proud of this. 我找不到我的涂改液了。 I can ' t find my white-out. *white-out “涂改液”。今晚你加班吗? Are you working overtime tonight? *work overtime “加班”。 Are you working overtime tonight? (今晚你加班吗?) Unfortunately , yes. (很遗憾,要加班。) Are you working late tonight? (今天晚上你要工作到很晚吗?) 工作就是工作,不能讲私情。 Business is business. 他是个努力工作的人。 He ' s a hard worker. 你超负荷工作了。 You ' re overworking. 今天必须完成这份报告。 Finish this report today! 报告截止到几号? When is the paper due? 我有很多事要做。 I ' ve got so much to do. 瞧我桌上堆了一堆的事儿。 There ' s a lot of work piled up on my desk. *pile up “堆积如山”。 There ' s a lot of work piled up on my desk. (瞧我桌上堆了一堆的事儿。) I feel sorry for you. (我真同情你。) 差不多就得了。 We ' ll fake it. *fake “敷衍,搪塞”。“伪造”,“做假”。 We ' ll make it up as we go along. 全都做完了。 All done! I ' ve finished it all. 今天忙了一天。 It ' s been a long day. *在这句里long不是“长”而是表示“忙”、“辛苦”的意思。 It ' s time to go home. (该回家了。) It ' s been a long day. (今天忙了一天。) We ' ve worked hard today. It was a very busy day. Today was a rough day at work. 我不能为你破例。 I can ' t make an exception for you. *exception “例外”、“除外”。外边天都黑了。 It ' s dark outside

already. It has become dark outside already. It ' s already dark out.
就干到这儿吧。 Let ' s finish up. * “ (工作等事) 告一段落 ”
、“ 到此为止 ”。 I ' m so tired. Let ' s finish up. (我太累了，
今天就到这里吧。) Good idea. Let ' s go home. (好主意，那
我们回家吧。) Let ' s call it a day ! (今天就到这里吧。)
Let ' s go home ! (我们回家吧。) 正好工作刚做完。 I ' ve
just finished work. I ' ve just finished work. (正好工作刚做完。
) Let ' s go for drink. (那我们去喝一杯吧。) I just got off
work. I ' ve just finished working. 今天发工资。 Today ' s
payday. *payday “ 发工资的日子 ”。 Today ' s payday ! (今
天发工资。) Oh , yeah ? I forgot all about it. (是吗？我都忘
得一干二净了。) 我们一起去喝一杯吧。 Let ' s have a drink.
Let ' s go out for a drink ! 你辛苦了。 Thanks for your hard
work. 我先走了。 I hope you don ' t mind my leaving now. *英文
中没有这种打招呼的习惯，但是也能说得通。 Could you
excuse me , please ? Will you excuse me , please ? 对不起，打
断一下。 Sorry for interrupting. *用于打断别人谈话时
, interrupt “ 插嘴 ”。 I ' m sorry to interrupt. I ' m sorry to
interrupt you. Excuse me for interrupting. Forgive me for
interrupting. 打扰一下可以吗？ May I interrupt (you) ?
Excuse me. 史密斯先生在1号线听电话。 Mr. Smith is on line
one. Mr. Smith is on line one. (史密斯先生在1号线听电话。)
Oh , okay. Thanks. (好的。谢谢。) 我已经和青木先生约好
了。 I have an appointment with Mr. Aoki. Hello. May I help you ?
(您好，您有什么事吗？) Yes , I have an appointment with
Mr. Aoki. (是的，我已经和青木先生约好了。) ABC公司在

几楼？ What floor is ABC on？ What floor is ABC on？（ABC公司在几楼？） The tenth floor.（在10楼。） 电梯在哪儿？ Where are the elevators？ Where are the elevators？（电梯在哪儿？） Around the corner over there.（在那个拐角。） 工作单位的人际关系 我和他很合得来。 I get along well with him. *get along（well）with.....“和.....合得来”、“和睦相处”。 What's John like？（约翰是个什么样的人？） I get along well with him.（我和他很合得来。） I get on well with him. *英式英语。 我跟她合不来。 I don't get along well with her. I don't get on well with her. *英式英语。 我很尊敬他。 I respect him. I highly respect him. *强调说法。 I look up to him. 我瞧不起他。 I despise him. I look down on him. 我想和大家和睦相处。 I want to get along with everyone. I hope I will get along with everyone.（我希望能和大家和睦相处。） 你跟她合得来吗？ Are you getting along with her？ *get along“合得来”、“和睦相处”。 她根本不搭理我。 She ignored me. *ignore“不放在眼里”、“不理”、“假装看不见”。 What did she do？（她怎么了？） She ignored me.（她不搭理我。） She gave me the cold shoulder. She didn't pay any attention to me（at all）。 我不知道他在想什么。 I don't know what he's really thinking. I'm not sure what he is thinking about. I don't really know what is on his mind. 我没有理由让人嫉妒。 I have no reason to be envied. *envy“羡慕他人或物”，“嫉妒”。 There is no reason to be jealous of me. There is no reason to envy me. 我讨厌爱拍马屁的人。 I don't like brownnosers. *brownnosers俚语，“讨好别人的人”、“阿谀逢迎的人”。 They're helping our boss again.（

他们又去帮上司的忙了。) I don ' t like brownnosers. (我可讨厌拍马屁的人了。) I don ' t like flatterers. (我不喜欢爱说恭维话的人。) I don ' t like ass-kissers. *俚语，不太文雅的说法，使用时要注意场合。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com