

商务英语其它比较常用口语句型-1 PDF转换可能丢失图片或格式，建议阅读原文

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- 1、 showing interest/surprise really? i ' m surprised to hear that. do you? /did you? /have you?
- 2 asking follow-up questions what did you think of ...? when are you going to...? how do you feel about...?
- 3 using the speaker ' s words in a follow-up question so the meeting ' s been postponed until next march. next march?
- 4 . letting of invitation the following phrases are useful for formal written invitations. 5 inviting/offering we should like to invite you... we should be very pleased if you could... we would be delighted if you could...
- 6 thanking thank you (very much) for your (kind) invitation to... it was very kind of you to invite me to... i was delighted to receive your invitation to...
- 7 accepting i would be very pleased to ... i should be delighted to...
- 8 declining unfortunately, due to... i am unable to...
- 9 . describing duties and responsibilities the following phrases are used for talking about responsibilities. my job is to... i ' m responsible for... my job involves... in this job you have to...
- 9 . report writing the following phrases are useful when writing reports. introduction the aim/purpose of this report is to... this report sets out to... this report aim to...
- 10 conclusion it was decided/agreed/felt that... no conclusions were reached regarding... it was concluded that...
- 11 recommendations we would recommend that... it is suggested that... it is proposed that...
- 12 asking for information we can ask for information using a fixed

phrase followed by a noun. i ' d like to know about availability. what about...? can you tell me about...? 1 3 checking information we can use the following phrases for checking information. sorry, i didn ' t get that. could you say that again? sorry, did you say...? 1 4 . suggesting the following phrases are useful when we make suggestions. let ' s... why don ' t we...? how/what about...? i think we should... perhaps we could... couldn ' t we...? if we...we could/should... 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