

商务英语常用会议口语：出席会议语 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/150/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_150882.htm](https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_150882.htm) Language Used to

Participate in Meetings 出席会议常用语 The following phrases are used to participate in a meeting. These phrases are useful for expressing your ideas and giving input to a meeting.

- 1、Getting the Chairperson ' s Attention 引起会议主席的注意 (Mister/Madam) chairman. May I have a word? If I may, I think... Excuse me for interrupting. May I come in here?
- 2、Giving Opinions 表达意见 I ' m positive that... I (really) feel that... In my opinion... The way I see things... If you ask me,... I tend to think that...
- 3、Asking for Opinions 询问意见 Are you positive that... Do you (really) think that... (name of participant) can we get your input? How do you feel about...? Commenting 做出评论 That ' s interesting . I never thought about it that way before. Good point! I get your point. I see what you mean.
- 4、Agreeing 表示同意 I totally agree with you. Exactly! That ' s (exactly) the way I feel. I have to agree with (name of participant).
- 5、Disagreeing 表示异议 Unfortunately, I see it differently. Up to a point I agree with you, but... (I ' m afraid) I can ' t agree Advising and Suggesting 提出建议 Let ' s... We should... Why don ' t you.... How/What about... I suggest/recommend that...
- 6、Clarifying 澄清 Let me spell out... Have I made that clear? Do you see what I ' m getting at? Let me put this another way... I ' d just like to repeat that...
- 7、Requesting Information 请求信息 Please, could you... I ' d like you to... Would you mind... I wonder if you

could... 8、 Asking for Repetition 请求重复 I ' m afraid I didn ' t understand that. Could you repeat what you just said? I didn ' t catch that. Could you repeat that, please? I missed that. Could you say it again, please? Could you run that by me one more time? 9、 Asking for Clarification 要求澄清 I don ' t quite follow you. What exactly do you mean? I ' m afraid I don ' t quite understand what your are getting at. Could you explain to me how that is going to work? I don ' t see what you mean. Could we have some more details, please? 10、 Asking for Verification 请求确认 You did say next week, didn ' t you? ( ' did ' is stressed) Do you mean that...? Is it true that...? 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](http://www.100test.com)