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[https://www.100test.com/kao\\_ti2020/151/2021\\_2022\\_\\_E7\\_BB\\_8F\\_E5\\_85\\_B8\\_\\_E8\\_8B\\_B1\\_c85\\_151465.htm](https://www.100test.com/kao_ti2020/151/2021_2022__E7_BB_8F_E5_85_B8__E8_8B_B1_c85_151465.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。) Im 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。 Ive got so much to do. Ive got so much to do. (我有好多事要干。) Dont 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. Im extremely busy. (我非常忙。) 我的时间安排很紧。 Im pressed for time. 我是个普通的公司职员。 Im 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。) Im a regular office worker. (我是个普通的公司职员。) 这工作不太费事。 The work doesnt need much effort. The work doesnt need much effort. (这工作不吃力。) Lucky you! (那你太幸运了。) Its an easy job. (这个工作不吃力。) 干活别偷懒。 Dont neglect your duties! \*neglect “不认真对待工作，不履行义务，马马虎虎”

虎的态度”。Duty “义务”。Dont neglect your duties! (干活别偷懒。) Okay. I wont. (好的，绝不偷懒。) 西区由我负责。Im in charge of the west side. I take charge of the west side. (西区由我负责。) Im responsible for the west side. 我已经结束那项工作了。Im done with the work. Im done with the work. (我已结束那项工作了。) Already? (已经结束了?) Im finished with the work. Im all done with the work. 我还能工作好长时间呢。I can still work for a long time. Ill 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。) Youre 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 doesnt work. This copy machine isnt 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 its 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。Its due on the thirtieth. 我们休息一会儿吧。Lets take a break. Lets take a break. (我们休息一会儿吧。) Yes, lets. (好吧，休息一会儿吧。) Lets

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. 100Test 下载  
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