

商务英语常用口语句型(1) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_151483.htm 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 meetings 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 aims 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... ?

13 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... ?

14. 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...

15. Making presentations The following phrases are used when making presentations.

16 Referring to visuals If you'd like to look at the screen , you'll see... As you can see...

17. Expressing hindsight We can talk about past mistakes in the following ways. With hindsight , we should have/could have... What we should have/could have done is... If we'd... , we wouldn't have...

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