

行业英语：出席商务会议的常用英语 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/245/2021_2022__E8_A1_8C_E4_B8_9A_E8_8B_B1_E8_c85_245788.htm The following phrases are used to participate in a meeting. These phrases are useful for expressing your ideas and giving input to a meeting.

Getting the Chairpersons 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?

Giving Opinions 表达意见 Im positive that..... I (really) feel that..... In my opinion..... The way I see things..... If you ask me,..... I tend to think that... ..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** Thats interesting . I never thought about it that way before. Good point! I get your point. I see what you mean.

Agreeing 表示同意 I totally agree with you. Exactly! Thats (exactly) the way I feel. I have to agree with (name of participant).

Disagreeing 表示异议 Unfortunately, I see it differently. Up to a point I agree with you, but..... (Im afraid) I cant agree

Advising and Suggesting 提出建议 Lets..... We should..... Why dont you..... How/What about..... I suggest/recommend that.....

Clarifying 澄清 Let me spell out..... Have I made that clear? Do you see what Im getting at? Let me put this another way..... Id just like to repeat that.....

Requesting Information 请求信息 Please, could you..... Id like you to..... Would you mind..... I wonder if you could.....

Asking for

Repetition 请求重复 Im afraid I didnt understand that. Could you repeat what you just said? I didnt 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?转贴于：考试大_商务英语考试
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