

教你如何用地英语跟上司说话 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__E6_95_99_E4_BD_A0_E5_A6_82_E4_c96_245797.htm 1.申请许可

Wouldnt it be possible for me to take the day off this Friday? (这个星期五，我是否可以休一天假？) 请休假用take the day off。如果是两天以上就用days off。老板会很干脆地答应说thatll be OK，或是会带有不悦意味回答will everything be all right? (一切都安排就绪了吗？)，这些都要看你平时的工作表现而定。 2.提议 I

think we need to buy a new copier. (我想我们需要买一台新的复印机) 说出上句之前，必须说明our copying machine has broken down again. (复印机又出毛病了) 以作为提案的依据。

客气一些的提议，用suggest如I would suggest we buy a new copier. 3.表示了解上司的指示 Yes,of course. (是，我知道了) 也可用I understand (我明白了)，或Yes,right away (好的马上去做)，对上司说OK，或 all right并不恰当。很忙时，说Im sorry, but Im busy now. Could I do it later?

4.确认上司指示的内容 You did say nexy Tuesday at 2:00 P.M.,didnt you? (您是说在下星期二下午 2 点，是不是？) 任何事都必须确认一下。如果对方是外国人更要如此。上句也可直截了当地说let me confirm (让我确认一下时间和日期)

5.报告商谈结果 I had a feeling he was in favor of the plan. (我觉得他赞成那个计划) 记住I have a feeling (that)... (我觉得.....)，及..... (that) he was against the plan. (他反对那个计划) 这两句话都很管用。 100Test 下载频道开通，各类考试题目直接下载。详细请访问

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