

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_ti2020/264/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c29_264099.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...? 11、 Asking for Spelling 请求拼写 Could you spell that, please? Would you mind spelling that for me, please?

12、 Asking for Contributions 请求赐教 We haven ' t heard from you yet, (name of participant). What do you think about this proposal? Would you like to add anything, (name of participant)? Has anyone else got anything to contribute? Are there any more comments? 13、 Correcting Information 更正 Sorry, I think you misunderstood what I said. Sorry, that ' s not quite right. I ' m afraid you don ' t understand what I ' m saying. That ' s not quite what I had in mind. That ' s not what I meant. 14、 Keeping the Meeting On Target (time, relevance, decisions) 转入正题 We ' re running short of time. Well, that seems to be all the time we have today. Please be brief. I ' m afraid we ' ve run out of time. I ' m afraid that ' s outside the scope of this meeting. Let ' s get back on track, why don ' t we? That ' s not really why we ' re here today. Why don ' t we return to the main focus of today ' s meeting. We

' ll have to leave that to another time. We ' re beginning to lose sight of the main point. Keep to the point, please. I think we ' d better leave that for another meeting. Are we ready to make a decision? 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