

外贸业务外语：场景对话如何用英语跟上司交流 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/286/2021_2022__E5_A4_96_E8_B4_B8_E4_B8_9A_E5_c67_286765.htm 1.申请许可 Wouldn't 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that 'll 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I 'm sorry, but I 'm busy now. Could I do it later? 4.确认上司指示的内容 Yor did say next Tuesday at 2:00 P.M., didn ' t 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。

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