

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](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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