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https://www.100test.com/kao_ti2020/462/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_462805.htm 日常办公室用语加班

1. At least two people present 至少两人在场 A: I need to work overtime today. B: Make sure that at least two people are present for safety reasons. A: 我今天要加班了。 B: 为了安全起见，至少要有两个人在场。

2. Call if there are any issues 有问题打电话 A: Julian, I'm going to work next Saturday. B: Good, call me if there are any issues. A: 朱利安，我下周要来加班。 B: 好的，有问题给我打电话。注："Issues" are problems and troubles, not simply something.

3. Check all the electricity, fire, gases after done 离开之前检查电、火和煤气。 A: You can go home, we'll finish the job. B: Thank you. Make sure to check all the electricity, fire, gases after done. A: 你先回家吧，我们把事情做完。 B: 谢谢你，（干完）走之前一定要检查电、火和煤气。

4. Exempt 薪水工 A: Do I get overtime pay? B: No, you are an exempt (salaried) employee, and do not get paid for overtime. A: 我有加班费吗？ B: 没有，你是薪水工，加班是没有加班费的。

5. Have to work overtime 不得不加班 A: Can you finish it today? B: No way, I have to work overtime today to get it done. A: 你今天能干完吗？ B: 根本不可能，我今天不得不加班才能干完。

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