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阅读原文

[https://www.100test.com/kao\\_ti2020/463/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_463275.htm](https://www.100test.com/kao_ti2020/463/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_463275.htm) 办公室常用语句 ( 1

) 1.Be 100% open 完全推心置腹 A:I will talk to Lisa on the relocation .B:My advice is to be 100% open with her, tell her all your concerns and all your questions. A：我会和莉莎谈谈搬家的事儿。 B：我的忠告是完全和她推心置腹，告诉她你所有的顾虑，提出所有的问题。 2.Dont bother 别管它，别在上面花精力A: I think Mary was mad at me.B: Dont even bother. Shes like that to everybody.A：我想玛丽生我气了。 B：别担心，她对谁都那样。 3.Get back to 给.....回话A: Are you going to check on this issue?B: Yes, Ill get back to you as soon as I can.A：你会跟踪这个问题吗？ B：会的，我一有消息就给你回话。 4.Give it a shot 试着做做A: Do you think its going to work?B: Why dont you give it a shot?A：你认为这行吗？ B：你为什么不去试试呢？ 5.Have you had a chance to ... 您得空儿.....A: Have you had a chance to look at the report?B: Yes, I did. Lets talk about it.A：您得空儿看那个报告了吗？ B：我看了，咱们谈谈吧。 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](http://www.100test.com)