

在商务会议上常用的30个口语句型1会议谈判实用英语考试

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1、 Showing interest/surprise Really? I ' m surprised to hear that. Do you? /Did you? /Have you? 2 Asking follow-up questions What did you think of...? When are you going to...? How do you feel about...? 3

Using the speaker ' s words in a follow-up question So the meeting ' s been postponed until next March. Next March? 4 . Letting of invitation The following phrases are useful for formal written

invitations. 5 Inviting/Offering We should like to invite you... We should be very pleased if you could... We would be delighted if you could... 6 Thanking Thank you (very much) for your (kind)

invitation to... It was very kind of you to invite me to... I was delighted to receive your invitation to... 7 Accepting I would be very pleased to ... I should be delighted to... 8 Declining

Unfortunately, due to... I am unable to... 9 . Describing duties and responsibilities The following phrases are used for talking about responsibilities. My job is to... I ' m responsible for... My job involves... In this job you have to... 9 . Report writing The

following phrases are useful when writing reports. Introduction The aim/purpose of this report is to... This report sets out to... This report aim to... 1 0 Conclusion It was decided/agreed/felt that... No conclusions were reached regarding... It was concluded that...

1 1 Recommendations We would recommend that... It is suggested that... It is proposed that... 1 2 Asking for information

We can ask for information using a fixed phrase followed by a noun. I ' d like to know about availability. What about...? Can you tell me about...? 1 3 Checking information We can use the following phrases for checking information. Sorry, I didn ' t get that. Could you say that again? Sorry, did you say...? 1 4 . Suggesting The following phrases are useful when we make suggestions. Let ' s... Why don ' t we...? How/what about...? I think we should... Perhaps we could... Couldn ' t we...? If we...we could/should... 1 5 . Making presentations The following phrases are used when making presentations. 1 6 Referring to visuals If you ' d like to look at the screen, you ' ll see... As you can see... 1 7 . Expressing hindsight We can talk about past mistakes in the following ways. With hindsight, we should have/could have... What we should have/could have done is... If we ' d..., we wouldn ' t have... 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