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https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645432.htm The following phrases are used to participate in a meeting. These phrases are useful for expressing your ideas and giving input to a meeting. Getting the Chairpersons Attention 引起会议主席的注意 (Mister/Madam) chairman. May I have a word? If I may, I think... Excuse me for interrupting. May I come in here? Giving Opinions 表达意见 Im positive that... I (really) feel that... In my opinion... The way I see things... If you ask me,... I tend to think that... Asking for Opinions 询问意见 Are you positive that... Do you (really) think that... (name of participant) can we get your input? How do you feel about...? Commenting 做出评论 Thats interesting . I never thought about it that way before. Good point! I get your point. I see what you mean. Agreeing 表示同意 I totally agree with you. Exactly! Thats (exactly) the way I feel. I have to agree with (name of participant). Disagreeing 表示异议 Unfortunately, I see it differently. Up to a point I agree with you, but... (Im afraid) I cant agree Advising and Suggesting 提出建议 Lets... We should... Why dont you.... How/What about... I suggest/recommend that... Clarifying 澄清 Let me spell out... Have I made that clear? Do you see what Im getting at? Let me put this another way... Id just like to repeat that... Requesting Information 请求信息 Please, could you... Id like you to... Would you mind... I wonder if you could... Asking for Repetition 请求重复 Im afraid I didnt understand that. Could you repeat what you just said? I didnt

catch that. Could you repeat that, please? I missed that. Could you say it again, please? Could you run that by me one more time?

Asking for Clarification 要求澄清 I dont quite follow you. What exactly do you mean? Im afraid I dont quite understand what your are getting at. Could you explain to me how that is going to work? I dont see what you mean. Could we have some more details, please?

Asking for Verification 请求确认 You did say next week, didnt you? (did is stressed) Do you mean that...? Is it true that...?

Asking for Spelling 请求拼写 Could you spell that, please? Would you mind spelling that for me, please?

Asking for Contributions 请求赐教 We havent heard from you yet, (name of participant). What do you think about this proposal? Would you like to add anything, (name of participant)? Has anyone else got anything to contribute? Are there any more comments?

Correcting Information 更正 Sorry, I think you misunderstood what I said. Sorry, thats not quite right. Im afraid you dont understand what Im saying. Thats not quite what I had in mind. Thats not what I meant.

Keeping the Meeting On Target (time, relevance, decisions) 转入正题 Were running short of time. Well, that seems to be all the time we have today. Please be brief. Im afraid weve run out of time. Im afraid thats outside the scope of this meeting. Lets get back on track, why dont we? Thats not really why were here today. Why dont we return to the main focus of todays meeting. Well have to leave that to another time. Were beginning to lose sight of the main point. Keep to the point, please. I think wed better leave that for another meeting. Are we ready to make a decision?

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