

# 会议英语口语和会议用语及商务用语

## 常用会议英语

Part A 出席会议常用句(会议前 P1, 会议中 P1-P5, 会议后 P5)

Part B 对话 (提出建议 P6 请求补充说明 P6 表示同意 P6 表示反对 P7 说明自己得见解 P7)

Part C 会议常见职位职务英文译名 P8

Part A 出席会议常用句

会议前

*Greetings* ['gri:tɪŋz]

Long time no see、

How ' s business?

How ' s everything?

How's it going?

How are things?

How've you been?

Do you have a good trip in China?

会议中

*Agreeing*

I think so、

I agree、

That's it!

I agree with you on this point、

I think you are right、

That ' s what I feel、

见面时得寒暄

好久不见。

生意如何?

近来如何?

近来可好?

一切都好吗?

近来还好吧?

中国旅途愉快吧?

会议中表示同意

我也就就是这样想得。

我赞同。

就就就是这样!

在这一点, 我同意您得意见。

我认为您就就是对得。

那正就就是我想说得。

我和您想得一样

表示异议

# 会议英语口语和会议用语及商务用语

I'm with you、

## *Disagreeing*

I don't agree、

I don't think so、

I doubt it、

I can't agree、

I don't agree on this point、

I disagree with you、

It's impossible、

## *Neutrality* [nɜ: 'træli ti]

I have no opinion about that、

I see your point, but there's a better way、

I see that, but it may cause trouble、

I understand what you said, but things are not so easy、

That's true, but don't you think it's too late?

## *menting* ['kɒmentɪŋ]

That's interesting、

Good point!

Good thinking、

I see what you mean、

I get your point、

I've never thought that before、

## *Giving Opinions*

我不同意

我不这么认为。

我表示怀疑

我不同意、(语气比 I don't agree、客气)

在这一点上我们意见分歧

我不同意您的意见。

那就就是不可能得、

表示中立

我对此没有任何意见。

我明白您的观点,不过还有更好得办法。

我明白这一点,不过她可能会招来麻烦。您说得我了解,但事情并非那么简单。

这就就是真得,但您不觉得太迟了吗?

做出评论

很有意思。

有道理!

好想法。

我知道您的意思了。

我明白您的意思了。

我还从没那样想过。

表达个人意见

我认为…、

依我之见

在我看来,

坦诚地说, …

# 会议英语口语和会议用语及商务用语

I think ...、

In my opinion, .....

In my view ...、

Honestly...

Personally,...

*Asking for Opinions*

What do you think of the idea?

What do you think about this report?

What's your opinion/view?

Do you agree?

Don't you think so?

Can you tell me your idea?

*Asking for Repetition* [,rɛpi'tiʃən]

I don't catch that、 Can you repeat that?

I miss it、 Can you say it again?

I don't understand、 Can you repeat?

I don't follow you、 Can you say it one more time?

Pardon? / I beg your pardon?

*Asking for Contributions* [,kɒntri'bju:ʃənz]

What do you think about this proposal?

What do you feel about...?

What do you think?

我个人认为.....

征求她人意见

您认为这个主意怎样?

关于这个报告,您觉得如何?

您怎么想得?

您同意吗?

您不这么认为吗?

可以告诉您得想法吗?

请求重复

我没听清楚。重述一下可以吗?

我没听到。能再讲一次吗?

我没有听懂。能不能再重复一次?

我没听懂您得问题。能再说一次吗?

请再说一遍?

请求赐教

您认为这项建议怎样?

您觉得。。。怎么样?

您得意思如何?

您有什么建议?

您得答案就就是什么?

您认为...吗?

插话

打断一下、

抱歉(十名字)。。。

抱歉,我可以讲一句吗?

打断您一会儿,可以吗?

# 会议英语口语和会议用语及商务用语

What do you suggest?

What's your answer?

Do you think...?

*Interrupt* [ ,intə'rʌpt]

Sorry to interrupt [ ,intə'rʌpt]、

Sorry (+name)...、

Excuse me, may I say a word、

May I interrupt you a moment?

Can I say something?

May I e in here?

*Have problems*

I have a question、

I have some questions about your report、

I want to know more details、

I cannot trust your plan at this stage、

Your statement is unbelievable、

*Point out the False*

You're wrong、 / You're incorrect [ ,inkə'rekt]、

You are not correct on this matter、

You are wrong about this proposal [ pərə'pəʊzəl]、

I don't think you're right、

That's not the same as I think、

*Asking for plement* ['kɒmplimənt]

我可以说句话吗?

我可以插几句吗?

有疑问

我有一个问题。

对于您的报告,我有些疑问。

我想知道更多细节。

在此阶段,我无法相信您的计划。

您的陈述让人难以置信。

指出错误

您错了。

关于这件事,您错了。

关于这项提案,您错了。

我认为您搞错了、

我并不就是那么想得。

请求补充说明

可否解释最后一点?

可否解释得更详细一点?

能提供更多进一步得资料吗?

可以进一步说明这件事吗?

请求确认

您的意思就是...?

您就是说...就是不就是?

...就是真得吗?

具体一点、

可以解释一下您的意思吗?

更正

# 会议英语口语和会议用语及商务用语

Can you explain your last point?

我想您就是误解了。

Can you explain it in a more detail?

我不就是这个意思

Can you provide us with more further data?

那不正确。

Can you give us your furtherments on this matter?

我不就是那个意思、

还没明白我说得就就是什么。

*Asking for Verification* [,verifi'keiʃən]

道歉

对此我感到抱歉。

Do you mean...?

我为这个错误道歉。

You mean...Right?

对不起,我弄错了。

Is it true that...?

这就就是我得疏忽。

Be more specific,

提出建议

Can you explain what you mean?

我们可以...

*Correcting Information*

为什么不...?

I think you misunderstand,

...怎么样?

I don't mean that,

...会就是不错得主意。

That's not right,

我建议...

That's not what I said,

会议后告别

You don't understand what I'm saying,

再见。

*Apologize* [ə'pɒlədʒaɪz]

再见,保重!

I'm sorry for that,

希望下次再见到您

I apologize for the mistake,

保持联系、

I'm sorry, I made a mistake,

一路顺风。

It's my fault,

旅途愉快。

*Advising and Suggesting*

We should...

Why not...?

# 会议英语口语和会议用语及商务用语

How / What about...

It will be a good idea to...

I suggest / recommend [rekə'mend] that...

会议后

*Leaving*

See you、

Bye、 Take care!

Hope to see you again、

Keep in touch、

Have a nice trip、

Wish you a pleasant ['plezənt]

journey ['dʒə:ni]、

Part B: 对话 提出建议 请求补充说明 表示同意 表示反对 说明自己得见解

提出建议:

A: Now, Mr. Smith, how about your opinion?

B: I think we should investigate [in'vestigeit] customers' opinions、

A: Thank you、 Any other ideas?

C: I suggest we should pay more attention

A: 好了, 斯密斯先生, 您有什么想法吗?

B: 我认为, 我们应该调查客户意见。

A: 谢谢。还有其她得建议吗?

C: 我觉得我们应更多关注我们产品得质量, 而不就是就是听其她人怎么说。

A: 好得, 如果没有其她意见, 我们决定...

A: 我们必须意识到我们所面临得问题, 必须研究问题得每个方面并制定出对策...

# 会议英语口语和会议用语及商务用语

tion to the quality ['kwɒlɪti]  
ourselves instead of the opinion.

A: OK. If there is no other opinion, we decide to...

请求补充说明:

A: We must realize the problems we face. We must study these problems from every aspect ['æspekt], and we must set up a policy to deal with them...

B: Sorry to interrupt you. I want you to explain the questions you just said.

A: OK, I say, "We must realize the problems we face..."

B: I know. I mean this question is a little vague [veɪg]. Can you explain it in more detail?

A: Sure. I mean...

表示同意:

A: I suggest an advertising ['ædvətaɪzɪŋ] campaign [kæm'peɪn] using the Internet homepage ['həʊmpeɪdʒ].

B: That sounds great! I hadn't thought about it, but professional [prə'feʃənəl] illustrations [ɪl'ɪstr'eɪʃəns]

B: 抱歉打断您,您能解释一下您刚提出得问题吗?

A: 好得。我刚才说“我们必须意识到我们所面临得问题...”

B: 我知道。我得意思就是说这个问题听起来有点模糊,您能为我们做更详细得解释吗?

A: 好得,我得意思就是说...

A: 我建议使用网络主页,打广告促销。

B: 好点子!关于这点我没有想到,但就是说,专业得说明将会就是说非常抢眼得。

A: 就是说得,我认为我们在这个问题上达成一致了。

B: 就是说得。

A: 我认为,我们应该引进更多新设备以提高工作效率。

B: 我不同意。

A: 为什么?

B: 很明显,这么做会加重公司得负担。我希望您能提出更好得方案。

A: 我们再重新考虑一下吧。

A: 即使意味得冒失败得风险,我们也要尝试新得事物。

B: 就是说得,最重要得就是说是要令我们客户满意。

A: 这点就是说要点。

B: 一个新得市场策略就是说绝对必要得,

# 会议英语口语和会议用语及商务用语

n] will be very impressive [im'presiv]、

A: Yes, I think we can agree on that、

B: That's true、

表示反对:

A: I think we should introduce more new equipments [i'kwipmənt] to improve work efficiency [i'fiʃənsi]

B: I don't think so、

A: Why?

B: It's obvious it will impose [im'pəuz] further burden ['bə:dn] on the pany、 I wish you can give an alternative [ɔ:l'tə:nətiv] proposal [prə'pəuzəl]、

A: Let's reconsider ['ri:kən'sidə] that together、

说明自己得见解:

A: We should try new things even if it means failure ['feiljə]、

B: Yes, the most important thing is to satisfy our customers、

A: That's the very point、

但这个主意看起来太冒险了。

A: 我相信新业务会有成功得机会得。

# 会议英语口语和会议用语及商务用语

B: A new market strategy is absolutely ['æbsəlu:tli] necessary ['nesisəri], But it seems too risky ['riski],

A: I believe there will be a good chance of success in the new venture ['ventʃə],

Part C 会议常见职位职务英文译名

# 会议英语口语和会议用语 及商务用语

Administrative [əd'mɪnɪstrətɪv] Director [di'rektə]

行政主管 Administrative Assistant [ə'sɪstənt] 行政助理

Business Manager 业务经理 General Manager/ President 总经理

Chairman 董事长

Chief Operations Officer [ˌɔpə'reɪʃən] Officer (COO)

首席运营官

Chief Executive Officer [ɪg'zɛkjʊtɪv] Officer (CEO)

首席执行官

Branch [brɑ:ntʃ] Manager 部门经理 Vice-President 副总裁

Assistant Vice-President 副总裁助理

Deputy [ˈdepjuːti] General Manager 副总经理

General Manager Assistant 总经理助理 General Manager's Secretary

[ˈsekɹətəri] 总经理秘书

Distributor [dɪs'trɪbjʊtə] 经销商

Executive [dɪs'trɪbjʊtə] Marketing Director [di'rektə]

市场行政总监

Import Manager 进口部经理

# 会议英语口语和会议用语 及商务用语

Export Manager 出口部经理

Management Consultant [kən'sʌltənt] 管理顾问 Market Deve

lopment Manager 市场开发部经理 Marketing Manager 市场销售部经理

Marketing Assistant 销售助理 Marketing Executive [ig'zekjutiv]

销售主管 Marketing Representative [,reprɪ'zentətɪv] 销售代表  
表

Personnel [,pə:sə'neɪl] Manager 人事部经理

Seller Representative [,reprɪ'zentətɪv] 销售代表

Sales Manager 销售经理

Regional ['ri:dʒən(ə)l] Sales Manager 区域经理

Regional Sales Director [di'rektə] 区域销售总监 Sales  
Assistant 销售助理

Marketing Consultant [kən'sʌltənt] 市场顾问 Manufacturer's  
Representative 厂家代表 Sales Representative [,reprɪ'zentətɪv] 销售代表

Export Sales Manager 外销部经理

Product Manager 生产部经理

Sales Executive [ig'zekjutiv] 营销主管

# 会议英语口语和会议用语 及商务用语

Sales Manager 销售经理

Promotional [prəʊ'məʊʃənəl] Manager 推售部经理

Regional ['ri:dʒən(ə)l] Manager 区域经理

Project Manager 项目经理

Purchasing Agent 采购代理

Purchasing Director [di'rektə] 采购总监

Purchasing Manager 采购经理

Purchasing Supervisor ['sju:pəvaizə] 采购主管

Vice-president, Vice-chairman 副主席

Director General 局长, 处长

Deputy ['depju:ti] Director General 副局长, 副处长

商务英语会议口语: 用英语主持会议

Running a Meeting 主持会议

The following phrases are used to conduct a meeting. These phrases are useful if you are called on to conduct a meeting.

# 会议英语口语和会议用语 及商务用语

1、Opening 宣布会议开始

# 会议英语口语和会议用语 及商务用语

Good morning/afternoon, everyone.

If we are all here, let's get started / start the meeting / start.

## 2、Welcoming and Introducing 欢迎和介绍出席人员

Please join me in welcoming (name of participant)

We're pleased to welcome (name of participant)

I'd like to extend a warm welcome to (name of participant)

It's a pleasure to welcome (name of participant)

I'd like to introduce (name of participant)

## 3、Stating the Principal Objectives 阐明会议主要议题

We're here today to ...

I'd like to make sure that we ...

Our main aim today is to ...

I've called this meeting in order to ...

## 4、Giving Apologies for Someone Who is Absent

# 会议英语口语和会议用语 及商务用语

对缺席者表示遗憾

I'm afraid,, , (name of participant) can't be with us today. She is in,, ,

Unfortunately, (name of participant) ,,, will not be with us today because he ,,,

I have received apologies for absence from (name of participant), who is in (place),

5、Reading the Minutes (notes) of the Last Meeting 宣读  
上次会议纪要

To begin with I'd like to quickly go through the minutes of our last meeting,

First, let's go over the report from the last meeting, which was held on (date)

Here are the minutes from our last meeting, which was on (date)

6、Dealing with Recent Developments 询问近期动态

Jack, can you tell us how the XYZ project is progressing?

# 会议英语口语和会议用语 及商务用语

Jack, how is the XYZ project ing along?

John, have you pleted the report on the new account ing package?

Has everyone received a copy of the Tate Foundation report on current market ing trends?

7、Mov ing Forward 转向下一个议题

So, if there is nothing else we need to discuss, let's move on to today's agenda、

Shall we get down to business?

Is there Any Other Business?

If there are no further developments, I'd like to move on to today's topic、

8、Introducing the Agenda 介绍议程

Have you all received a copy of the agenda?

There are X items on the agenda、 First, ... second, ... third, ... lastly, ...

# 会议英语口语和会议用语 及商务用语

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