

職場英文

2018/02/28(三)	Does everybody have a copy of the agenda?	各位都有一份議程表嗎？
2018/02/21(三)	Is this afternoon's meeting still on?	今天下午的會議還會進行嗎？
2018/02/14(三)	The faulty products will be replaced immediately at no charge.	有瑕疵的產品將立即免費更換。
2018/02/07(三)	We will dispatch the order before midday.	我們會在今天中午前送貨。
2018/01/31(三)	Do you offer discounts on bulk orders?	貴公司有針對大宗訂單提供折扣嗎？
2018/01/24(三)	Are there any minimum quantity requirements?	你們有最低訂購量的限制嗎？
2018/01/17(三)	I'll put you through to someone in customer service.	我幫您轉接至客服部的人員。
2018/01/10(三)	I'd like to discuss an order I placed.	我想要討論一筆我下的訂單。
2018/01/03(三)	Iris is busy at the moment. Would you like to hold the line?	愛瑞絲現在正忙。您願意等候接聽嗎？
2017/12/27(三)	How about looking at some possible alternatives?	考慮一些可能的替代方案如何？
2017/12/20(三)	I will consult with my superiors before making a decision.	做決定前，我會先詢問我的主管。
2017/12/13(三)	It would be a privilege to work for such a highly respected organization.	能為如此備受尊敬的機構工作，是一份殊榮。
2017/12/06(三)	Even though I don't have much work experience, I'm very willing to learn.	雖然我沒有太多工作經驗，但我很願意學習。

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2017/11/29(三)	I am capable of working on my own and showing initiative.	我能夠獨立作業並展現主動精神。
2017/11/22(三)	At my current company, there isn't room for growth.	我在目前任職的這家公司，沒有成長的空間。
2017/11/15(三)	My internship has provided me with a working knowledge of product design.	我的實習經驗讓我對產品設計有概念。
2017/11/08(三)	Why do you want to pursue a career in software engineering?	你為什麼會選擇從事軟體工程業？
2017/11/01(三)	Over the years, our company has shipped practically everything under the sun.	這些年來，我們公司運送的東西幾乎無所不包。
2017/10/25(三)	Can we get your input on this matter?	我們能聽聽你對這件事情的看法嗎？
2017/10/18(三)	Can you make time before your lunch break to drop off these reports at HR?	午休前你可以撥時間把這些報告拿去人資部嗎？
2017/10/11(三)	This deal will help us make strides toward expanding our company.	這筆交易對於拓展公司將有很大的進展。
2017/10/04(三)	I appreciate this opportunity and look forward to being part of the exemplary team.	感謝您給予此機會，我很期待成為這優異團隊的一份子。
2017/09/27(三)	Sales languished after the end of the holiday season.	銷售在假期季節的尾聲出現疲弱的情形。
2017/09/20(三)	In order to secure the property, we had to put down an initial investment of 25 percent of the total cost.	為取得此房產，我們得支付總價四分之一的頭期款。
2017/09/13(三)	Rachel received an enormous year-end bonus for all of her hard work.	芮秋因努力工作而獲得豐厚的年終獎金。
2017/09/06(三)	I believe this merger will equate to substantial gains for us.	我相信這起合併案對我們來說，等同可觀的獲利。

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2017/08/30(三)	The launch of our newest product will coincide with the beginning of Q4.	公司推出最新產品的時間將會是第四季季初。
2017/08/23(三)	We are currently undertaking reforms within our employee benefits policy.	我們目前在進行員工福利政策的改革。
2017/08/16(三)	We hope to expand the scope of our services offered by 2018.	我們期望在2018年前拓展公司的服務範疇。
2017/08/09(三)	Be sure to affix the company seal to that contract after both parties have signed it.	兩造簽署合約後，務必在上面蓋上公司的印鑑。
2017/08/02(三)	Is a raise in salary enough enticement for you to stay on with the company?	加薪能成為讓你續留公司的誘因嗎？
2017/07/26(三)	After our online video went viral, our sales numbers exploded.	我們的線上影片獲得熱烈迴響後，銷售數字就爆增了。
2017/07/19(三)	Can I count on you to meet the international clients at the airport and shuttle them to their hotels?	我能仰賴你去機場接外國客戶並載他們到飯店嗎？
2017/07/12(三)	Our decline in sales last month can likely be attributed to our competitor's newest product.	我們上個月銷售下滑可能歸因於競爭對手推出最新產品。
2017/07/05(三)	Investors began jumping ship once the company's stocks plummeted.	一旦公司的股價暴跌，投資者就開始開溜。
2017/06/28(三)	Thank you in advance for your timely response.	預先感謝您的及時回覆。
2017/06/21(三)	I look forward to hearing your thoughts and hope we can go ahead with the proposed changes to the advertisement.	我期待得知您的想法，並希望我們能進行所提議的廣告變動。
2017/06/14(三)	I have attached a file containing the resumes of the most promising applicants for your consideration.	我已附上最優秀應徵者們的履歷檔案，以供您參考。
2017/06/07(三)	The following is a contract from our new supplier which requires your authorization.	以下是我們新供應商的合約，需要您的批准。

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2017/05/31(三)	It is my professional opinion that transitioning to a paperless office would reduce operation costs.	就我專業意見來看，轉為無紙化辦公室將減少營運成本。
2017/05/24(三)	I recommend we expand employee health care coverage to part-time workers for the following reasons.	我建議我們將員工健保擴及兼職人員，理由如下。
2017/05/17(三)	I'm writing to request the go-ahead to purchase the additional machinery required for our new branch.	我來信是為了請您准許我購買新分公司所需的額外機器。
2017/05/10(三)	The tight deadlines have been putting pressure on everyone in the department.	緊湊的截稿時間讓部門的所有人備感壓力。
2017/05/03(三)	I believe I can win the boss over with my new proposal.	我相信我能用新的提案說服老闆。
2017/04/26(三)	Due to the yen's lowered exchange rate, Albert's exports to Japan became less profitable.	由於日幣調降匯率，艾伯特出口至日本的貨品獲利空間變小了。
2017/04/19(三)	When can we expect to enter production?	我們何時能進入生產的階段呢？
2017/04/12(三)	What's the next product coming down the line?	下一個推出的產品是什麼？
2017/04/05(三)	Our company holds a current market share of 40 percent, which is the second largest percentage.	我們公司目前有40%的市佔率，是第二大。
2017/03/29(三)	Compared to 2016, our international sales in 2017 have progressively shown marked improvement with each quarter.	與2016相比，我們2017年的外銷，每季都有顯著的成長。
2017/03/22(三)	Let's begin with this line graph which presents our sales data for the entirety of 2016.	我們從這張折線圖開始，內容顯示的是我們2016年整體銷售數據。
2017/03/15(三)	After the dust settles, we'll have a better idea of how to move forward on the project.	待一切塵埃落定，我們將有更好的主意來決定如何推動這項企劃。
2017/03/08(三)	I regret to say that we have decided to void our contract with you.	很遺憾，我們已經決定要撤銷與您之間的合約。

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2017/03/08(三)	Perhaps we can concede on an increase in cost, but we'll have a few stipulations.	或許我們在價格調漲上讓步，但我們會有幾項契約條款。
2017/03/01(三)	What's your greatest strength?	您最大的強項是什麼？
2017/02/22(三)	You can't compare these two sets of data as they are like apples and oranges.	你無從比較這兩組資料，因為兩者完全不相干。
2017/02/15(三)	It is with much regret that I must decline on this occasion.	甚感遺憾的是我必須婉拒出席這個場合。
2017/02/08(三)	If you'll agree to sign a contract with the conditions we've outlined, I think we have a deal.	如果你願意就我們概述的條款簽署合同，我想我們就成交了。
2017/02/01(三)	May I suggest an alternative proposal?	我可以建議另一個提案嗎？
2017/01/25(三)	I'm going to cut to the chase and tell you what I'm looking for.	我就直接說重點，告訴你我要什麼。
2017/01/18(三)	The company made significant improvements to its products.	該公司對其產品做了重大改進。
2017/01/11(三)	The proposal garnered the support of key members of the board.	這個提案取得了董事會上重要成員的支持。
2017/01/04(三)	All of the staff played their part in our success this year.	全體員工克盡己職，促成了我們今年的成就。
2016/12/28(三)	Our sales average increased by 20 percent last quarter.	我們上一季的銷售平均數增加了百分之二十。
2016/12/21(三)	The recruitment consultancy firm found people temporary employment in various sectors.	這間招募顧問公司幫人找到各行業的臨時就業機會。
2016/12/14(三)	Let's thrash out the issues over the small print in this agreement.	我們來研討合約附屬細則的問題吧。

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2016/12/07(三)	With such strict guidelines, there is no margin for error with this project.	因為有如此嚴格的方針，這項企劃案沒有誤差的餘地。
2016/11/30(三)	Here is a list of procedures to follow if you are having problems with your computer.	倘若你有電腦上的問題，這裡有份依循的步驟。
2016/11/23(三)	Smoking is not permitted anywhere inside the building.	這棟建築的任何地方都不能抽菸。
2016/11/16(三)	I made a printout of the agenda to hand round to all the participants in the meeting.	我將議程列印出來發給會議裡的全數與會人員。
2016/11/09(三)	If you can't meet next week's deadline, we can always stretch it by a couple of weeks.	倘若你無法趕上下週的截止日期，我們還是能延長個幾星期。
2016/11/02(三)	We need to have a fallback plan in case they don't agree to our first proposal.	我們得有備案以防他們不同意我們的第一項提案。
2016/10/26(三)	Interviewers often ask candidates to outline their career goals.	面試官常會要求應試者概述自己的職涯目標。
2016/10/19(三)	If we are going to get a better price on these items, we will need to change tactics.	如果我們要就這些品項拿到更好的價格，我們勢必得更換策略。
2016/10/12(三)	The conference was split into three sessions over the course of the day.	研討會被分成一天三個時段。
2016/10/05(三)	The customer service department received continual complaints about the product.	客服部一直接到關於該產品的抱怨。
2016/09/28(三)	Let's discuss how things are progressing after we have initiated the first stage of the plan.	啓動計畫的第一階段後，我們就來討論事情如何發展吧。
2016/09/21(三)	Manufacturers of cheap clothing are thriving in the current market.	廉價服飾製造商在當前的市場中茁壯成長。
2016/09/14(三)	This new line of clothes should pull in the customers.	新的服飾系列應該能吸引顧客。

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2016/09/07(三)	However you approach the problem, it will be tricky.	無論你如何處理，這問題還是很難解。
2016/08/24(三)	I've finished my report but it still needs some fine-tuning before I can hand it in.	我已經完成我的報告但在呈交前仍須微調。
2016/08/17(三)	After Jeff has concluded his presentation, we'll all offer our remarks.	傑夫結束簡報後，我們都將提出評論。
2016/08/10(三)	I would like to move from a technical position into management.	我想要從技術職位轉至管理階層。
2016/08/03(三)	Mona applied to the company for a position in the marketing department.	孟娜向這間公司申請行銷部門的職位。
2016/07/27(三)	It would be my pleasure to attend this annual event.	我很樂意出席這項年度盛會。
2016/07/20(三)	The conference was split into three sessions over the course of the day.	研討會被分成一天三個時段。
2016/07/13(三)	In its first year of business, the restaurant barely broke even.	這家餐廳營業第一年勉強打平收支。
2016/07/06(三)	We need to take measures to protect our firm's assets.	我們必須採取方法來保護公司的資產。
2016/06/29(三)	I made a printout of the agenda to hand round to all the participants in the meeting.	我將議程列印出來發給會議裡的全數與會人員。
2016/06/22(三)	If you can't meet next week's deadline, we can always stretch it by a couple of weeks.	倘若你無法趕上下週的截止日期，我們還是能延長個幾星期。
2016/06/15(三)	You usually have to pay a handling fee when making online transactions.	進行線上交易時，你通常都得支付一筆手續費。
2016/06/08(三)	We need to have a fallback plan in case they don't agree to our first proposal.	我們得有備案以防他們不同意我們的第一項提案。

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2016/06/01(三)	Interviewers often ask candidates to outline their career goals.	面試官常會要求應試者概述自己的職涯目標。
2016/05/25(三)	Every morning I need a cup of coffee before I can get into gear.	每天早上我都要喝杯咖啡來讓自己進入狀況。
2016/05/18(三)	How do you handle stress and pressure?	您如何應付緊張和壓力？
2016/05/11(三)	This job is a good fit for my background in online marketing.	這份工作與我線上行銷的背景相符。
2016/05/04(三)	With my interpersonal skills, I believe I am an ideal candidate for the position of PR Manager.	以我的人際關係技巧，我相信我是公關經理這項職務的理想人選。
2016/04/27(三)	As you will see from my resume, I have experience in the area of event planning.	從我的履歷表您可知道，我有活動企劃方面的經驗。
2016/04/20(三)	I think you should take on this project as it is easily within your capabilities.	我認為你應該接這項專案，因為這無疑在你的能力範圍內。
2016/04/13(三)	The conference center was filled to capacity.	會議中心座無虛席。
2016/04/06(三)	I need to take half a day off work to file my taxes.	我得請半天假去報稅。
2016/03/30(三)	I see the euro has just moved to its highest level against the U.S. dollar in weeks.	我注意到歐元這幾週對美元來到了新高點。
2016/03/23(三)	Sales figures for this month have not been as good as last month.	本月的銷售數字沒有上個月這麼好。
2016/03/16(三)	Can we bring forward the meeting by a couple of days to ensure everyone will be present?	我們能將會議提前幾天以確保每個人都會出席嗎？
2016/03/09(三)	The video games developer is bringing out the latest installment in its popular series.	該電玩開發商正推出其人氣系列的最新款遊戲。

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2016/03/02(三)	Following a recent downturn in profits, we're hoping to turn the tide with our new range of products.	隨著近來獲利下滑，我們希望以新的系列產品來扭轉情勢。
2016/02/24(三)	The customer service department received continual complaints about the product.	客服部一直接到關於該產品的抱怨。
2016/02/17(三)	Do you have anything to declare?	您有任何要申報的東西嗎？
2016/02/10(三)	When making a connection, it's always a safe bet to double-check the flight information.	轉機時，再三確認航班資訊絕對是萬無一失的。
2016/02/03(三)	I am flying to Vancouver to meet some clients later this month.	這個月稍晚時我將搭機前往溫哥華拜會客戶。
2016/01/27(三)	Let's see if we can duplicate the last app's popularity with a new educational game.	我們來看看用這款新的教育遊戲是否能重現上款應用程式的歡迎熱潮。
2016/01/20(三)	We'll be launching the international ordering service in 15 countries simultaneously.	我們將同時在15個國家啟動國際訂購服務。
2016/01/13(三)	Although your offer is very tempting, I'll stick with the car I just bought six months ago.	雖然你提出的條件很誘人，但我還是選我六個月前買的這台車子。
2016/01/06(三)	We expect these new machines to boost our productivity by up to 35 percent.	我們預期這些新機器能增加35%的生產力。
2015/12/30(三)	Don't worry. We all had to learn the process and can coach you through it.	別擔心。我們以前全都得學習這個過程，而且我們會指導你。
2015/12/23(三)	It will help your audience immensely to visualize this data by inserting a few simple graphs.	插進幾個簡單的圖表能大大幫助你的聽眾視覺化這些數據。
2015/12/16(三)	The CEO is awaiting the board of director's decision regarding the company's spokesperson.	執行長正在等待董事會對公司發言人的決定。
2015/12/09(三)	As soon as the president arrives, we can raffle off the prizes we prepared for today.	總裁一抵達，我們就可以送出我們今天準備的獎品了。

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2015/12/02(三)	In order to build customer loyalty, companies need to engage consumers on as many levels as possible.	為了建立顧客忠誠度，公司得吸引越多層級的消費者越好。
2015/11/25(三)	The neighborhood is home to many posh shops and restaurants.	這個社區有許多一流的商店和餐廳。
2015/11/18(三)	Together we will make history.	共同攜手，我們將會創造歷史。
2015/11/11(三)	The economists discussed the underlying causes of the downturn.	經濟學家討論衰退的潛在成因。
2015/11/04(三)	I see what's happening, and we have to reverse it.	我看見時勢變化，而我們必須力挽狂瀾。
2015/10/28(三)	Plans are in motion to merge the two companies.	合併那兩家公司的計畫正在進行中。
2015/10/21(三)	In the face of stiff competition, Apple continues to roll out cutting-edge technology and beautiful design.	面對嚴峻的競爭，蘋果仍持續推出尖端科技與美觀設計。
2015/10/14(三)	Tom is very organized in conducting his personal affairs, but it's quite the opposite when it comes to work.	湯姆在管理個人事務上有條不紊，但在工作方面卻恰巧相反。
2015/10/07(三)	I've written down your suggestions and will revise the draft accordingly.	我已經寫下你的建議並會照著修改草稿。
2015/09/30(三)	Economy class is completely sold out for the 15th. Do you have an alternate travel date?	十五號的經濟艙已全數賣完。您有其他的旅遊日期嗎？
2015/09/23(三)	I like the way you think!	我喜歡你的想法！
2015/09/16(三)	Sounds like an interesting game plan.	聽起來是個很有趣的策略。
2015/09/09(三)	I'll start researching and brainstorming with the marketing team.	我會開始研究並和行銷團隊進行腦力激盪。

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2015/09/02(三)	Sounds good, provided it's planned well.	假如能好好計畫，聽起來是還不錯。
2015/08/26(三)	Let's not hold back in going after exposure. We need to build up hype.	我們在追求曝光率方面不要有所保留。我們需要大肆宣傳。
2015/08/19(三)	How much time can we take for the department presentation?	我們有多少時間可進行部門簡報呢？
2015/08/12(三)	Is there anything I can help you with?	有什麼是我幫得上忙的嗎？
2015/08/05(三)	I couldn't wait to hightail it out of that meeting! What a waste of time!	我等不及要離開那場會議了！真的很浪費時間！
2015/07/29(三)	That simple TV ad went viral on YouTube, so a sequel is a must.	那支簡單的電視廣告在YouTube造成熱烈迴響，所以拍續集勢在必行。
2015/07/22(三)	Be sure to save all your receipts so you can claim a tax refund at the airport.	請收好所有發票，這樣你們才能在機場退稅。
2015/07/15(三)	E-mail me the revised copy tomorrow.	明天把修改好的版本寄給我。
2015/07/08(三)	Please compile this data into a report for the CEO.	請將這些資料統整成報告給執行長。
2015/07/01(三)	If you have your receipt, I can process this refund for you.	如果您有收據的話，我就可以幫您辦理退款。
2015/06/24(三)	Please compile this data into a report for the CEO.	請將這些資料統整成報告給執行長。
2015/06/17(三)	Let's keep the survey short and sweet, with a maximum of 20 questions.	我們讓問卷維持簡短明確，最多20道問題就好。
2015/06/10(三)	Rather than lose money, it would be better to close up the business.	與其賠錢，不如把生意收了。

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2015/06/03(三)	The boss gave us the green light to go ahead with our new project.	老闆批准我們可以進行新計劃。
2015/05/27(三)	For this group project to be successful, everyone has to contribute.	要讓這份小組作業成功，每個人都要有所貢獻。
2015/05/20(三)	Our company has implemented some new rules that all employees must follow.	我們公司實施了所有員工都必須遵守的新規定。
2015/05/13(三)	I poured all of my energy into making this project as great as possible.	我投注所有的精力在這個企劃案上，為使其盡善盡美。
2015/05/06(三)	There are some risks that accompany signing the contract.	簽下這份合約伴隨著一些風險。
2015/04/29(三)	I don't think your solution is very practical because it will cost too much money.	我認為你的解決方案不實際，因為那會太花錢。
2015/04/22(三)	If the plan fails, we will have no option but to go back to square one.	如果計劃失敗，我們沒有其他的選擇，只能重新開始。
2015/04/15(三)	Occasional setbacks are actually helpful to a company because they're a great opportunity to find new solutions.	偶爾遇到挫折對一間公司來說其實是有幫助的，因為這是一個找出新解決方法的好機會。
2015/04/08(三)	The product is superior to anything else that is currently being sold on the market.	這項產品比目前市場上販售的其他產品都來得優秀。
2015/04/01(三)	Unless we are well-prepared, we can't complete with the other company.	除非我們已經完全準備妥當，否則我們無法和另一家公司競爭。
2015/03/25(三)	The company has to face one challenge after another from its competitors.	那家公司必須面臨競爭對手接二連三的挑战。
2015/03/18(三)	In most cases, working efficiently is far better than simply working hard.	在大多數情況下，工作有效率往往要比只是一昧苦幹好得多。
2015/03/11(三)	The actions we take now will make or break our future.	我們現在採取的行動將決定未來的成敗。

職場英文

2015/03/04(三)	We don't have a broad enough range of expertise to handle all aspects of our business.	我們沒有夠廣泛的專業知識能處理所有的業務。
2015/02/25(三)	The company has decided to outsource some of our operations.	公司已決定要外包部分業務了。
2015/02/18(三)	I'll calling to inform you that your shipment is now on route to New York City.	我打電話是要通知您，您訂的貨已經在送往紐約的途中了。
2015/02/11(三)	This product meets all of our quality control standards.	這個產品符合我們所有的品管標準。
2015/02/04(三)	Our output has been increasing lately.	我們的產量最近一直在增加當中。
2015/01/28(三)	She has to do some legwork if she wants to get the job done.	她想要做好工作的話就得做些外勤工作。
2015/01/21(三)	You need to get on that report right away!	你得馬上動手做那份報告！
2015/01/14(三)	Time is ticking away—the sale will be over soon!	時間分秒必爭，特賣即將結束。
2015/01/07(三)	It's on back order now, so I can't guarantee your shipment date.	這項產品目前沒有庫存，所以我無法保證運送日期。
2014/12/31(三)	I wasn't directly involved with the problem.	我和那個問題沒有直接的關係。
2014/12/24(三)	Everyone in the office received a pay raise this year.	公司的每個人今年都獲得加薪。
2014/12/17(三)	We were given a food allowance when we had to go to other cities to work.	我們得去外地工作時，公司會提供用餐津貼。
2014/12/10(三)	Why did you decide to change careers?	你為什麼決定轉行呢？

職場英文

2014/12/03(三)	Your sales numbers increased by 20 percent last month. Keep up the good work!	你上個月的業績增加了兩成！繼續保持好表現！
2014/11/26(三)	I like working on a team more than working alone.	我喜歡在團隊中工作，勝過獨力作業。
2014/11/19(三)	That company wants to schedule an interview with me!	那間公司想和我安排面試！
2014/11/12(三)	The company is giving out free samples.	公司分發出免費的樣品。
2014/11/05(三)	If you want a job at this company, you have to talk to someone in human resources.	如果你想應徵這間公司的工作，你必須找人力資源部的人。
2014/10/29(三)	I'm sorry, but I'm unable to direct your call at this time.	我很抱歉，但我現在無法為您轉接。
2014/10/22(三)	What options do we have for payment?	關於付款方式我們有什麼樣的選擇呢？
2014/10/15(三)	What's on the agenda for today?	今天的行程是什麼？
2014/10/08(三)	What should I do if I find a piece that is faulty?	如果我發現產品有瑕疵，該怎麼做呢？
2014/10/01(三)	Is there any way to customize the pieces?	有辦法將物件客製化嗎？
2014/09/24(三)	Your payment is due in three days.	您的繳款期限為三日內。
2014/09/17(三)	I'd like to confirm my order.	我想要確認我的訂單。
2014/09/10(三)	We need to finalize the plans for the event today.	我們需要在今天完成那個活動的計劃。

職場英文

2014/09/05(五)	I wasn't able to lower the price for the customer.	我無法為顧客降價。
2014/09/03(三)	The price that was offered didn't fit our small budget.	他們提出的價格不符合我們的微薄預算。
2014/08/29(五)	Are you up for planning the meeting with me?	你想和我一起規劃會議嗎？
2014/08/27(三)	We're pleased to be doing business with you.	我們很開心能和您做生意。
2014/08/22(五)	What options do we have for payment?	關於付款方式我們有什麼樣的選擇呢？
2014/08/20(三)	The products must be delivered before 4:00 pm.	商品一定要在下午四點之前交貨。
2014/08/15(五)	Please send us your newest catalog as well as your current price list.	請將貴公司最新的型錄和價目表寄給我們。
2014/08/13(三)	The meeting was called to order late.	會議較晚才宣布開始。
2014/08/08(五)	We are all set for the presentation this Friday.	本週五的簡報我們已經準備好了。
2014/08/06(三)	Do you know what days you'd like to take off?	您知道您哪幾天想休假了嗎？
2014/08/01(五)	I owe you one.	我欠你一份人情。
2014/07/30(三)	I can't thank you enough.	我真不知道要怎麼感謝您才好。
2014/07/25(五)	There will be two new employees starting this week.	本週有兩名新進員工。

職場英文

2014/07/23(三)	You can get hot or cold water from the water cooler.	你可以從飲水機裝熱水或冷水。
2014/07/18(五)	You need to do a lot of training before starting this job.	在開始做這份工作之前，你需要接受很多訓練。
2014/07/16(三)	Can you please sign this document?	能請您簽署這份文件嗎？
2014/07/11(五)	The secretary put me through to the manager.	秘書將我轉接給經理。
2014/07/09(三)	Please fill out this form with black ink.	請用黑筆填寫這份表格。
2014/07/04(五)	What benefits will I get if I apply for a membership card?	如果申請會員卡，我可以得到什麼好處呢？
2014/07/02(三)	Would you like to sign up for our membership card?	您想要辦我們的會員卡嗎？
2014/06/27(五)	There is no service charge added.	沒有另外加收服務費。
2014/06/25(三)	We've included a 10 percent service charge on the bill.	我們已經把10%的服務費算進帳單裡。
2014/06/20(五)	Here's your number. I'll bring you the order when it's ready.	這是您的號碼牌。餐點準備好時我會幫您送過去。
2014/06/18(三)	Today we're packed, so I'm afraid that it might take a bit longer to get your order ready.	我們今天顧客很多，所以恐怕會花比平常更久一點的時間做好您的餐點。
2014/06/13(五)	What kind of perm would you like? I want those big curls.	您想要燙什麼樣子呢？ 我想要燙大波浪的。
2014/06/11(三)	What would you like to have done today? I'd like to get my hair cut.	您今天想要怎麼弄您的頭髮呢？ 我想要剪頭髮。

職場英文

2014/06/06(五)	What kind of gas would you like, sir? Unleaded 98, please.	先生，請問您要加哪一種油？ 請給我98無鉛汽油。
2014/06/04(三)	You don't need to wait in line to deposit money. Instead, you can use the cash deposit machine.	您不必排隊存款。相反地，您可以使用存款機。
2014/05/30(五)	In response to your letter, I'm sorry we don't have any job openings now.	敬覆來函，很抱歉我們目前沒有任何職缺。
2014/05/28(三)	The coupons have already expired.	這些折價券已經過期了。
2014/05/23(五)	I want this package sent to Taichung.	我要把這個包裹寄到台中。
2014/05/21(三)	Would you like to register your letter, sir?	您的信件要寄雙掛號嗎？
2014/05/16(五)	Will you be paying by cash or credit card?	您要付現還是刷卡呢？
2014/05/14(三)	Do you have a tax ID number for the receipt?	發票要打統編嗎？
2014/05/09(五)	Congratulations on the grand opening of your new business.	恭賀您的新事業。
2014/05/07(三)	Let me quickly go over today's main points.	我迅速帶過今天討論的要點。
2014/05/02(五)	The marketing campaign really boosted product sales.	這個行銷活動真的提高了產品銷售量。
2014/04/30(三)	To solve this problem, it might be worth your while to talk to your supervisor.	要解決這個問題，去和你的上司談可能會對你有好處。
2014/04/25(五)	Safety is of the essence when you work with dangerous machinery.	你在操作危險的機器時，安全是最重要的。

職場英文

2014/04/23(三)	I would like to move from a technical position into management.	我想要從技術職位轉至管理階層。
2014/04/18(五)	Do you offer a delivery service?	你們有提供外送服務嗎？
2014/04/16(三)	Kelly has been awarded a 5 percent pay raise.	Kelly獲得5%的加薪。
2014/04/11(五)	It is an honor to receive this promotion.	很榮幸能獲得升遷。
2014/04/09(三)	Best of luck in your new position!	祝你新官上任一切順利！
2014/04/04(五)	Just fill out your leave application and I'll sign it.	只要填好你的假單給我簽核就可以了。
2014/04/02(三)	I'm sorry, but I have to take the afternoon off.	不好意思，我下午必須請假。
2014/03/28(五)	Please confirm in writing whether you will be accepting the offer.	請來信確認你是否會接下這份工作。
2014/03/26(三)	You are entitled to a week of annual paid holiday during your first year of employment.	第一年雇用期間你可有一星期給薪年假。
2014/03/21(五)	As a full-time employee, you will be eligible for labor and health insurance.	身為全職雇員的你將享有勞健保。
2014/03/19(三)	The clerk neglected his duties and was eventually fired.	那名職員怠忽職守，最後遭到開除。
2014/03/14(五)	The company conducted a market survey before launching its new product.	這家公司在推出新產品前，進行了一項市場調查。
2014/03/12(三)	I have to represent my office at the conference in Taipei next month.	我必須代表我們公司出席下個月在台北的研討會。

職場英文

2014/03/07(五)	I missed the meeting because of a traffic jam.	因為塞車，我錯過了會議！
2014/03/05(三)	To conserve electricity, always turn off the lights before you leave the office.	為了要節省電源，務必在你離開辦公室之前把燈都關掉。
2014/02/28(五)	Our company should align itself with that big company.	我們公司應該與那家大公司合作。
2014/02/26(三)	The new app is not compatible with your cell phone.	這個新應用程式和你的手機不相容。
2014/02/21(五)	I think you should take on this project as it is easily within your capabilities.	我認為你應該接這項專案，因為這無疑在你的能力範圍內。
2014/02/19(三)	I've finished my report but it still needs some fine-tuning before I can hand it in.	我已經完成我的報告但在呈交前仍須微調。
2014/02/14(五)	We've forged strong partnerships with several suppliers	我們已和數家供應商建立起深厚的合夥關係。
2014/02/12(三)	The customer service department received continual complaints about the product.	客服部一直接到關於該產品的抱怨。
2014/02/07(五)	Where do you see yourself in five years?	你如何看待五年後的自己？
2014/02/05(三)	The manager will call you to inform you of his decision regarding the job.	關於這份工作，經理將會打電話通知你他的決定。
2014/01/31(五)	Employees get seven vacation days after a year.	員工年資滿一年可享七天年假。
2014/01/29(三)	Let me show you around the office.	我帶你認識一下環境。
2014/01/24(五)	Company benefits include health insurance, labor insurance, and a retirement pension.	公司的福利包含勞健保和退休金。

職場英文

2014/01/22(三)	Remember to punch in when you arrive and punch out when you leave.	上下班記得打卡。
2014/01/17(五)	Your pay may be docked if you're late for work.	上班遲到會扣薪。
2014/01/15(三)	The company adjusts salaries once a year.	公司每年調薪一次。
2014/01/10(五)	This is the report on the findings of our investigation.	這是我們調查結果的報告。
2014/01/08(三)	What do you like best about our new product?	您最喜歡我們新產品的哪個部分呢？
2014/01/03(五)	This is to reconfirm our scheduled appointment for Monday.	此信是要再次確認我們排定會面的時間為星期一。
2014/01/01(三)	It was your dedication that helped us.	你的貢獻幫助了我們。
2013/12/27(五)	I'll ask Tom to cover for me.	我會請Tom代班。
2013/12/25(三)	You are doing an excellent job. Keep up the good work.	你表現得非常好。繼續保持！
2013/12/20(五)	If there are no other comments, we'll wrap this meeting up.	如果沒有其他意見，我們就結束這次的會議吧！
2013/12/18(三)	I know this project is difficult, but you definitely have the skills to handle it.	我知道這個案子很棘手，但你絕對有能力處理的。
2013/12/13(五)	Whatever the challenge is, I can take care of it.	不管是什麼疑難雜症，我都能處理好。
2013/12/11(三)	I'll be in contact with you as soon as I have your information.	我一拿到您的資料就會與您聯繫。

職場英文

2013/12/06(五)	I'm on it. I'll get back to you.	我來處理。我會再回電給您。
2013/12/04(三)	I'll get on it right away.	我馬上就去處理。
2013/11/29(五)	OK, you've convinced me.	好吧，你說服我了。
2013/11/27(三)	When does the contract go into effect?	合約何時開始生效？
2013/11/22(五)	If you work overtime, you get comp time.	如果加班，你會有補休。
2013/11/20(三)	I'd like to make a motion.	我要提出臨時動議。
2013/11/15(五)	What I need from you is your complete cooperation.	我需要您的全力配合。
2013/11/13(三)	Did you meet your quota?	您有達到業績嗎？
2013/11/08(五)	You'll need the receipt and the tags for a refund.	您須保留收據和標價牌才可退款。
2013/11/06(三)	You can return it within 30 days for a refund.	您可以於三十天內退貨退款。
2013/11/01(五)	Should you need to cancel your reservations, please call our customer service.	倘若您要取消預約，請打我們的客服專線。
2013/10/30(三)	I hope we can arrange to meet on October 30 th , if that is convenient.	方便的話，我希望我們可以安排十月三十日見面。
2013/10/25(五)	This job is a good fit for my background in online marketing.	這份工作與我線上行銷的背景相符。

職場英文

2013/10/23(三)	What are you looking for in your next job?	你對下份工作的期望是什麼？
2013/10/18(五)	What did you like about your previous job?	之前的工作你喜歡的是哪一點呢？
2013/10/16(三)	As you will see from my resume, I have experience in the area of event planning.	從我的履歷表您可知道，我有活動企劃方面的經驗。
2013/10/11(五)	We look forward to participating in the growth of your company.	期盼能與您公司共同成長。
2013/10/09(三)	I'm in the middle of an important meeting. Can I call you back?	我正忙著開一個很重要的會。我再回電給你好嗎？
2013/10/04(五)	As long as you keep your nose clean, you should be in line for a promotion.	只要你避免犯錯，你應該就有機會升遷。
2013/10/02(三)	Let's cut to the chase.	我們就直接切入重點吧！
2013/09/27(五)	I'll ask him to cover for me.	我會請他代班。
2013/09/25(三)	I'm sorry, but I have to take the afternoon off.	不好意思，我下午必須請假。
2013/09/20(五)	I have a point to add here.	這裡我有一點要說明。
2013/09/18(三)	Let's bring this to a close for today.	今天就到這裡為止吧！
2013/09/13(五)	Best of luck in your new position!	祝你新官上任一切順利。
2013/09/11(三)	Congratulations on the promotion.	恭喜您升官。

職場英文

2013/09/06(五)	I'll still need all of your help and support in the future.	未來我仍需要各位的協助與支持。
2013/09/04(三)	It is an honor to receive this promotion.	很榮幸能獲得升遷。
2013/09/01(日)	We should like to be pointed as your agent in our country.	我方很希望貴方能指定我方做在我們國家的代理。
2013/08/30(五)	Our product is rather competitive, so there is no question of profit.	我方的產品及具競爭性，利潤不是問題。
2013/08/28(三)	A personnel manager needs to know how to deal with employees.	一個人事經理必須要知道如何應付員工。
2013/08/26(一)	Our products are surely of standard quality.	我們的產品一定符合質量標準。
2013/08/25(日)	Personally I should say it's so much better to resolve the dispute through friendly negotiations between ourselves.	我個人認為，最好我們自己通過友好協商來解決爭議。
2013/08/23(五)	It is hoped that you would seriously take this matter into consideration and let us have your reply soon.	希望你方能認真考慮這件事，並盡快答覆我們。
2013/08/21(三)	Doing things in-house gives us more control over the quality of our operations.	在公司內部作業讓我們更能掌控營運的品質。
2013/08/19(一)	I hope we can do business together, and look forward to hearing from you soon.	希望我們有合作機會，並靜候你的佳音。
2013/08/18(日)	I'll go to your company tomorrow in person to talk about the claim.	明天我會親自去貴公司洽談賠償一事。
2013/08/16(五)	We will give your request for claims immediate attention.	我方會立刻處理貴方提出的索賠要求。
2013/08/14(三)	We agree to accept all your claim.	我方同意接受貴方的所有索賠。

職場英文

2013/08/12(一)	We are in a good position to be your sole agent.	我方完全能夠做你們的獨家代理。
2013/08/11(日)	We hope that you will deal with our request earnestly.	希望能得到貴方的迅速答覆。
2013/08/09(五)	The customer is always right, as the saying goes.	俗話說得好，顧客永遠是對的。
2013/08/07(三)	I wish that this business will bring benefit to both of us.	希望這筆生意對我們雙方都會帶來好處。
2013/08/05(一)	We hope to receive your immediate answer.	希望能得到貴方的迅速答覆。
2013/08/04(日)	I hope that we can continue our cooperation.	希望我們能繼續合作。
2013/08/02(五)	We look forward to a further extension of pleasant business relations.	希望我們之間有好的業務關係得到進一步的發展。
2013/07/31(三)	We can give you the job only if you do well in the interview.	只有當你面試成功，我們才能給你工作。
2013/07/29(一)	I am looking for a side job to relieve the pressure of the high cost of living.	我正在尋找一個兼職工作好應付高生活費的壓力。
2013/07/28(日)	I hope that we can cooperate happily.	希望我們合作愉快。
2013/07/26(五)	I am merely an employee and have to obey my boss's orders.	我只是一個職員，必須服從老闆的命令。
2013/07/24(三)	What work experience do you have?	你有什麼工作經驗呢？
2013/07/22(一)	We'll call and let you know if we want you to come in for an interview.	會打電話通知你需不需要過來面試。

職場英文

2013/07/21(日)	I have my resume with me.	我有帶我的履歷表。
2013/07/19(五)	Please fill in this application.	請填寫一下這份表格。
2013/07/17(三)	I'd like to apply for the job.	我想應徵這個職務。
2013/07/15(一)	Have you updated your resume?	你履歷表的資料有更新嗎？
2013/07/14(日)	Why did you leave?	你為何離職？
2013/07/12(五)	I'm in the marketing department.	我在行銷部工作。
2013/07/10(三)	Please submit your proposal by tomorrow.	請在明天之前提出您的計畫。
2013/07/08(一)	I was paid extra for overtime.	我拿到了加班費。
2013/07/07(日)	Please put your signature on this contract.	請在這份合約簽名。
2013/07/05(五)	Dressing smart is one of the tips for creating a good impression at a job interview.	面試時，穿著得體是創造好印象的方法之一。
2013/07/03(三)	This is my first appointment for a job interview, and I want to make a good impression.	這是我第一個工作面試，而且要打造一個好形象。
2013/07/01(一)	When applying for a job, you should prepare a resume.	申請工作時，你應該準備一份簡歷。