



# Business English Phrases

#### 30个 一定要搞懂 的英语语句

#### 华校生的英语也可以很棒!



根据研究,一个人要自修的话, 是要每一天接触学习; 每一天用4小时,在4年内, 才可以把1个语言掌握好。

掌握英语是需要时间与 对的方式学习喔! 要不然就真的浪费时间与金钱。

那李嘉语导师用了20多年的经验, 研究而创了<u>3 步骤</u>, 也把30个 一定要搞懂 的英语语句, 让您在生意或工作上, 可以有信心以英语沟通。

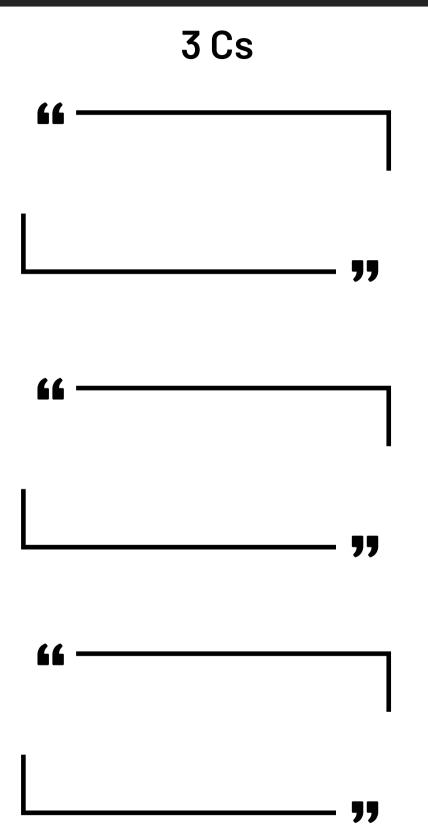
你要好好用心学习吗?

#### 世上没有简单的事,只有用心的事。



李嘉语 • 企业英语导师

- 用 心 就 是 信 心 -我 们 一 起 加 油 吧!



What do you think of the following sentences?

- (1) Thanks again. We couldn't have pulled this off without you.
- (2) I'm so thankful for everything you bring to the table.
- (3) I appreciate your thoughtfulness. You've made my day!



#### **Professional Communication:**

Informal Language

**Formal Language** 

**Received already?** 

Received already.

Not received yet?

Informal Language

**Formal Language** 

Get it or not?

You understand or not?

You don't understand?

Informal Language

**Formal Language** 

I got the email.

I need some help.

We need to talk about it.

Informal Language

**Formal Language** 

We will talk more about it.

We will tell them.

Tell me why.

Informal Language

Formal Language

We will fix the problem.

#### We need some help.

They want it now.

Informal Language

**Formal Language** 

Please help him.

Please help me.

lf you need help, please contact me.

Informal Language

Formal Language

Please go out.

#### Please come in.

Please make sure...

Informal Language

**Formal Language** 

Please give us the quotation.

Please ask for more information.

Please answer my question soon.

Informal Language

**Formal Language** 

Please find out what is wrong.

l need to get more work / sales.

I need to have more money.

Informal Language

**Formal Language** 

I need to learn to earn more.

I need to use the new ideas.

I need to use English to talk to my customers.





#### Learning is an experience. Everything else is information. - Albert Einstein -

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