



ARIEL LEE

李嘉语 • 企业英语导师



# 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3步骤，  
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。



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- 用心就是信心 -  
我们一起加油吧！

30 Business English Phrases by Coach Ariel

# Business English

## 3 Cs

“ \_\_\_\_\_ ”

\_\_\_\_\_ ”

“ \_\_\_\_\_ ”

\_\_\_\_\_ ”

“ \_\_\_\_\_ ”

\_\_\_\_\_ ”

# Business English

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!

K  
I  
S  
S



**Professional Communication:**

# Business English 1

**Informal Language**

**Formal Language**

Received already?

Received already.

Not received yet?

# Business English 2

**Informal Language**

**Formal Language**

Get it or not?

You understand  
or not?

You don't  
understand?

# Business English 3

**Informal Language**

**Formal Language**

I got the email.

I need some help.

We need to  
talk about it.

# Business English 4

**Informal Language**

**Formal Language**

We will talk more  
about it.

We will tell them.

Tell me why.



# Business English 5

**Informal Language**

**Formal Language**

We will fix the  
problem.

We need some help.

They want it now.

# Business English 6

**Informal Language**

**Formal Language**

Please help him.

Please help me.

If you need help,  
please contact me.

# Business English 7

**Informal Language**

**Formal Language**

Please go out.

Please come in.

Please make sure...

# Business English 8

**Informal Language**

**Formal Language**

Please give us the  
quotation.

Please ask for  
more information.

Please answer my  
question soon.

# Business English 9

**Informal Language**

**Formal Language**

Please find out  
what is wrong.

I need to get  
more work / sales.

I need to have  
more money.

# Business English 10

**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.



生字 > 发音 > 语法 > 沟通

**F.A.S.T.企业英语速成课程**

FOUNDATION • ARTICULATION • SPEAKING • TRANSFORMATION

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

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