

2020 年 BEC 剑桥商务英语常用口语表达方式

1. 如何随声附和?

可以说 You're right. Right. Of course. Certainly. Quite right. Exactly.

2. 如何表达得更连贯顺畅?

注意句子衔接, 得体使用过渡词, 使逻辑更清楚易懂。

表递增可以用 also, in addition, not only --- but also, what's more.

表举例可以用 for example, for instance

表同位可以用 that is, in other words

表列举可以用 first, finally

表总结可以用 in conclusion, in summary

表因果可以用 so, therefore, as a result, because of

表让步可以用 despite, although, though,

表对照可以用 on the contrary, while, on the other hand

表选择可以用 rather than, instead of, either---or

3. 如何要求考官或搭档重复提问?

I am sorry I didn't catch you. Could you please say that again?

Pardon, please.

Sorry, I don't quite see what you mean. Could you explain it, please?

4. 如何表达同意, 部分同意, 完全不同意?



同意：I totally agree with you.

部分同意：You may be right, but----?

That may be so, but----?

完全不同意：I'm afraid I don't agree.

5. 如何询问信息？

Could you tell me----?

I'd like to know----.

6. 如何拖延？

Well, let me see---.

That's a very interesting question.

7. 如何与不合作的搭档沟通？

1) 搭档如果口语很好，控制了大部分谈话时间，不给你说话的机会，要毫不犹豫的打断他。

可以说：Excuse me, may I interrupt?

Sorry to interrupt. I think---

May I interrupt for a second? I think in this point we should consider...?

2) 搭档口语很差，一言不发，冷眼旁观。可以说：What's your opinion? What do you think?

3) 搭档随意或恶意打断你的话时，你可以说：Just let finish.

8. 你们的谈话偏离了主题，你想回来，而你的搭档却在错误的道路上越走越远。

这时你可以说：Can we just deal with---?

Let's just deal with---

Let's get back to the main point.



9. 如何给出自己的意见?

I think---

In my opinion

10. 如何要求对方明确观点?

I am not sure /clear what you mean. Could you explain it?

I don't understand what you mean. Could you explain it?

