

說一口道地的英語其實沒有你想的難！



上班族一定要會的 英語實用句

Essential English Phrases for Office Workers

擺脫中英夾雜
說一口流利英文！

這樣說
就對了

my workload has
been really
heavy recently!

我最近的工作
loading 很重！



精選天天用得上的必備句

讓你用對英語，正確表達無障礙

LiveABC

英語數位學習第一品牌

01

你 book 好會議室了嗎？

Did you book the conference room?

⌚ book (預訂、預約) 的近義字：



02

這個 project 的 deadline 是什麼時候？

When is the deadline for this project?

⌚ 詢問時間的不同說法：

what time is this due?

這個什麼時候到期？

which date will that be on?

日期是哪一天？

How much time do we have?

我們有多少時間？



deadline (最後期限；截止日期) 可以這樣搭配使用：

v. + deadline

● **meet a deadline**

如期完成

● **miss a deadline**

錯過截止期限

adj. + deadline

● **final deadline**

最後的期限

● **tight deadline**

緊迫的截止期限

prep. + deadline

● **under a deadline**

在期限內

● **up until the deadline**

直到最後期限

● **past the deadline**

過了期限

有沒有搞錯！這是 common sense 吧！

Are you kidding me? It's common sense!

這裡的「有沒有搞錯？」帶有詫異、譴責的語意，還可以這麼說：

You're joking, right?

你是開玩笑的，對吧？

How could this be?

這怎麼可能？

Are you for real?

你是來真的嗎？

common sense 可以這樣搭配使用：

v. + common sense

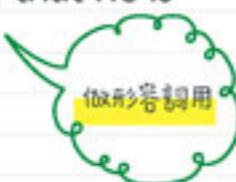
- have common sense
具備常識
- use common sense
運用常識
- show common sense
展現常識

adj. + common sense

- sound common sense
明智的常識
- simple common sense
簡單的常識
- basic common sense
基本常識

来看看 common sense 的用法：

- Be sure to back up all your files. 一定要把所有的檔案備份。
It's just **common sense**. 這只是常識。
- The **commonsense** explanation for his behavior is that he is cheating on you. 他的行為按常理的解釋是他對你不忠。



common sense 的近義字：

He didn't have the **good sense** to tell me the party was cancelled.

他沒意識到要跟我說派對取消了。

good sense

明智；好的判斷力

街頭智慧；(在都市生活的)生存、適應能力

common sense

street smarts

George never went to college, but he does have **street smarts**.

喬治沒上過大學，但他很有一套生存能力。

It's **common knowledge** that the movie won several Oscars.

這部電影拿下好幾座奧斯卡獎是眾所周知的事。

大多數人知道的事

common knowledge

這個 project 已經 delay 很久了。

This project has already been delayed for a long time.

This project has already been delayed for a long time.

這個專案已經延遲很久了。

Do we know what is causing this delay?

我們知道是什麼造成延遲嗎？



說到 delay 就會想到拖拖拉拉或猶豫不決，你知道這些要怎麼說嗎？



這些都是
片語，順便學起來吧！
TOEIC 基本字彙



holdup *n.*

耽擱；延誤



hesitate *v.*

猶豫；躊躇

lag *v.*

落後；趕不上

drag one's feet *v. phr.*

拖拖拉拉

A We're behind schedule. What's the **holdup**?

我們進度落後了。是什麼耽擱了？

B Sorry. We're stuck in the prototype phase.

抱歉。我們還困在原型階段。

A Don't **hesitate**! You have to do something now, or we'll lose the client!

別猶豫了。你現在得做點什麼，否則我們會失去這個客戶！



B We can't **jump the gun** or we might cause even more trouble.

我們不能草率行事，否則可能引起更多麻煩。

A We've been **lagging** a bit recently, but we'll catch up.

我們最近已經有點落後，但我們會趕上。

B You'd better. The boss is getting nervous.

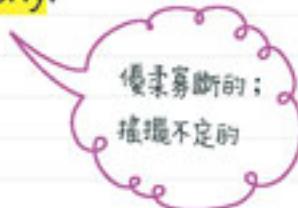
最好是如此。老闆愈來愈緊張了。

A Quit **dragging your feet** and just make a decision!

別再拖拖拉拉，就做個決定吧！

B Sorry to be so **wishy-washy**.

很抱歉這麼優柔寡斷。



不好意思，我遲到了。我的火車 delay 了。

Sorry I'm late. My train was delayed.

⌚ delayed (延遲的、延誤的) 的類似用法：





delay 可指主動或因不可控的因素推遲做某事，你知道還有哪些同義字嗎？



這些都是 TOEFL 基本字彙
片語，順便學起來吧！

postpone *v.*

(主動)推遲、使延期

put off *v.*

延後；拖延

defer *v.*

推遲；使展期

hold off (on) *v.*

推遲；拖延

- Let's **postpone** discussing this until we have more information.

我們把討論延到有更多資訊再說吧。

- Matthew is planning to **defer** college for a year to spend time traveling.

馬修打算延緩一年唸大學，以花時間旅遊。

- If you keep **putting off** your tasks, eventually you'll have to do them all at once.

如果你繼續拖延工作，最後你還是得同時把它們做完。

- We need to **hold off** on the product launch until we complete the safety tests.

我們需要等到完成安全測試之後再來產品發表。

職來職往 說英語



PLAY ALL
TRACK 014

1

爭取更多時間

Managing Extra Time

Maya and Steven are coworkers working on a project together.

瑪雅和史蒂芬是一起合作一項企劃案的同事。

maya: When is the deadline for this project?

這項企劃的最後期限是什麼時候？

超實用趕快記下來

Steven: It's been pushed back until next Friday.

已經延到下星期五了。

這句一定
要學會！

maya: Thank goodness! We could use a little more time.

謝天謝地。我們可以利用多一點的時間。

Steven: I agree. I think we should take another look at our data.

我同意。我想我們應該再看一下我們的資料。

maya: Do you think we need to do any more research?

你認為我們需要再多做一些研究嗎？

Steven: No, just **verify**² the numbers.

不用，只要查核數字就可以。

maya: We can finish that today and then work on the final report tomorrow.

我們今天就可以完成，然後明天再做最後的報告。

Steven: It might take longer than that. We have a lot of data!

可能會需要更長的時間，我們有很多資料。

maya: We'd better get started then!

那我們最好開始進行！

這樣說就對了！

Steven: Let's get to work. How about we **sync**³ with each other again later?

我們開始工作吧。晚一點我們再同步如何？

maya: Sure. Talk to you in a bit.

沒問題。等一下跟你說。

Vocabulary

1 research [ri'sɜ:tʃ] n., v.

研究；調查（作動詞時唸作 [rɪ'sɜ:tʃ]）

2 verify [veər, fər] v.

核實；查證

3 sync [sɪŋk] v.

同步；同時發生

Notes

push sth back

推延；延遲

此片語表示「推延、推遲」，與 delay 用法和意思相同。

01

我最近的工作 loading 很重！

My workload has been really heavy recently!

my workload has
been really heavy
recently!

我最近的工作量很重！

Tell me about it. I've
been totally snowed
under.

可不是嗎。我簡直
忙翻了。

忙得不可開交



用來形容「工作很忙」的說法還有：

be overloaded

負擔過重的

be swamped
(with sth)

(對……) 應接不暇

have a lot on one's plate

有很多工作要做；忙得不可開交



- I've been really **overloaded** by work lately.

我最近工作的負荷真的過重了。

- Can it wait? I'm **swamped** today.

可以等等嗎？我今天忙到應接不暇。

- Sorry I missed your email. I **have a lot on my plate** right now.

抱歉我沒注意到你的電子郵件。我現在忙到不可開交。



load 作名詞也可以指「工作量；負荷」，常見於下列片語中：

a load off sb's mind

如釋重負

- Paying back that debt was a real **load off my mind**.

還掉那筆債務真的讓我如釋重負。

get a load of sth

看看、瞧瞧（用於引起注意）

- If you thought the first video was weird, then **get a load of this**.

如果你認為第一支影片很怪，那就看看這支吧。

take a load off (one's feet)

坐下來休息

- I can't wait to get home and **take a load off**.

我等不及要回家坐下來休息了。

08

我的 FB 帳號被駭了。

My Facebook account has been hacked.

my Facebook
account has been
hacked.

我的臉書帳號被駭了。

You'd better change
your password
immediately.

你最好立刻更換密碼。



帳號密碼被盜用的說法：

my password
has been stolen.

我的密碼被盜用了。

my credit card was
used fraudulently.

我的信用卡被盜刷了。

The personal information of this
company's staff was leaked.

這間公司員工的個資都外洩了。