



Useful Terms and Sentences 过关秘笈



秘笈一 专业术语

negotiable	可通过谈判解决的; 可协商的
bossy	好指挥人的; 专横的
a global perspective	全面的看法
problem-solving teams	问题解决型
virtual teams	虚拟团队
cross-functional teams	多功能型
lord talk	主谈人员
professionals & technical	专业技术人员
business staff	商务人员
legal staff	法律人员
financial staff	经济人员
translator& interpreter	翻译
efficient	有效的
mingle	交往
personality	个性
silly	无聊的
double-team	(1) 用两组牲口拉动一部车 (2) 用两倍兵力或力量
seeded team	种子队
team-based	以团队为基础的
to build a team	建立一个团队
to be a team player	成为善于团队合作的人
to gel	团结
to touch base with someone	同某人联系
to catch up with someone	同某人见面讨论事情
to step on someone's toes	冒犯某人
to bounce ideas off someone	同他人一起谈谈自己的想法

build on	依靠
jell together	团结；凝聚在一起
personality type	性格类型
fit into	适应，协调



秘笈二 常用句式

组建谈判团队常用句型
<p>1. Pull yourself together. 振作起来。</p> <p>2. Take heart, we'll find a way out. 振作起来，我们会有办法的。</p> <p>3. Keep trying! Don't give up the ship. 继续努力！别轻易放弃！</p> <p>4. In order to finish this work on time, it's going to take a real team effort. We're going to need to delegate sections to each person. 为了按时完成工作，需要发挥团队的作用。每个人都会负责一个板块。</p> <p>5. I'd be happy to carry on the number section. 我愿意负责数据这块儿。</p> <p>6. I've done most of it already, and I know it better than everyone else. 我已经做完大部分了，而且我比任何人都更熟悉这项内容。</p> <p>7. Maureen should focus on the layout. She's good at that. 莫琳应该负责版面设计，她擅长这方面。</p> <p>8. James is the best man for the art, and I think Thomas should carry out the last of research, while you focus on the rewrites. 詹姆斯是负责图片部分的最佳人选，还有，我认为托马斯应该进行剩下的调查，而你主要负责重写工作。</p> <p>9. Sounds good to me. If there are no objections, we should get started. 我觉得可以。如果没有异议，我们就开始吧。</p> <p>10. Remember, if anyone doesn't do their job, the whole team will suffer. 记住，如果任何一个人没有做好自己的工作，整个团队都要遭殃。</p> <p>11. Because Anna is pregnant, we have to replace an English translator and stenographer. 由于安娜怀孕了，我们必须更换一位英文翻译兼速记员。</p> <p>12. I will introduce a new member, Mr. Zhang. He is a lawyer and he will be in charge of drafting the contract. 我给大家介绍一位新成员，张律师，他将负责合同文本的起草。</p>

13. Let's discuss the division of the labor.
我们商量一下分工吧。
14. I think negotiation is more conducive to teamwork than quarrel.
我认为商量肯定比争吵更有利于团队合作。
15. I hope our team solidarity and cooperation so as to strive to make the meeting fruitful.
我希望我们这个团队团结协作，力争让这次会谈富有成效。
16. Try to see the issue from a different perspective.
试以不同的角度看待这件事。
17. I know I can count on you.
我知道我可以相信你。
18. We cannot be sure what you want unless you give us directive directly.
希望你能明确下达指示，要不然我们无法确定你想要的是什么。
19. We have done a lot.
我们已经取得了不少进展。
20. Let's recess and return in an hour.
咱们休会，一个小时后再继续。
21. The task will eat up a lot of time.
这项任务将会耗费很多时间。
22. Can you suggest an alternative for team meeting ?
能否告知您其他方便的开会时间？
23. As an alternative, I wish to propose May 3rd for our team meeting.
另一个团队开会的方便时间是 5 月 3 日。
24. Then, let us develop together a marketing plan with yearly forecasts of volume with pricing.
那么，让我们依年度数量预测来共同拟订一个市场销售计划。
25. I love working with Dan. He's a real team player.
我喜欢跟丹一起工作。他是一个善于团队合作的人。
26. We've been working together for a month and the team is starting to gel.
我们已经工作了一个月，团队开始越来越团结。
27. I'd like you to complete this task then we'll touch base on Monday to discuss the next steps.
我想让你去完成这个任务，然后我们周一再联系讨论下一步。
28. Sorry I haven't been around much recently. Can we meet on Monday? I'd like to catch up with you about what you've been doing for the last month.
不好意思，最近我都不在这边。我们能周一见面吗？我想跟您碰个面谈一下你上个月做了些什么。
29. I would love to help you by coding the website but Darren is our web designer and I

don't want to step on his toes.

我非常乐意帮你去建设网站，但是达伦是我们的网站设计师，我不想冒犯他。

30. I've thought about what the poster should look like but can't make up my mind. Can we meet up so I can bounce some ideas off you?

我已经想到了海报应该是什么样子了，但是在我脑海里还没完全成形。我们能碰面吗？跟你谈一下我的想法。

31. We've assigned their best man to the job.

我们指派了最优秀的人担任这项工作。

32. Mr. Zhang is our team leader and he's very good at motivating the members in his team.

张先生是我们的领导，他非常擅长激励她的队员。

33. The plan is designed to motivate team members to work more efficiently.

设计这个计划旨在促使队员们更加卓有成效地工作。