



BIZ 加分 句型



3.1 總結與扼要重述 —— 強調 Summarizing and Recapping —— Emphasizing

1 It's essential

必要的是……

例 It's essential that everyone knows his or her job responsibilities.

必要的是，每個人都要知道自己的工作責任。

2 The most important thing is

最重要的是，……

例 The most important thing is finishing the project on time.

最重要的是，要準時完成這件案子。

3 It all comes down to

重點是……

例 It all comes down to satisfying the customer.

重點是能讓顧客滿意。

4 In essence,

在本質上，……

例 In essence, the quality of the product is what really counts.

在本質上，產品的品質才是最重要的。

Word List

count [kaunt] v. 有價值；有重要性



3.2 結語 —— 謝辭 Closing Phrases — Thanking

① Thank you all for attending (正式)

謝謝各位的出席……

例 Thank you all for attending today's meeting.

謝謝各位今天出席會議。

② Thanks for taking the time to come. (正式、對他人的時間表示重視)

謝謝各位撥冗與會。

例 That brings us to the end of the meeting. Thanks for taking the time to come.

我們已到了會議尾聲，謝謝各位撥冗與會。

③ I appreciate your attention (表現感謝)

感謝各位的用心……

例 I appreciate your attention during the meeting.

感謝各位在會中的用心。

④ Thank you and goodbye. (較不正式)

謝謝，再會。

例 That's all for today. Thank you and goodbye.

今天就到此為止。謝謝，再會。