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职场商务英语 2026年10月29日 出处：BBC Learning English · Office English 转载请注明 chenglish.cn

会议高效学：一集拿走 63 个地道职场表达

BBC Office English 第 03 集。从自我介绍、接话回应到礼貌插话，再用议程守住会议效率——63 个核心表达全部来自对话原文，附中英对照台词。

本篇收获

63 个会议核心表达 | 5 个精选深讲 | 10 个扩展短语 | 完整原声音频 | 中英对照台词全文

这一集聊职场里最躲不掉的事：**开会**。Phil 和 Pippa 把一场会议从头到尾拆了一遍——自我介绍怎么显得专业、别人发言怎么接、不同意怎么委婉说、大人物垄断话题时怎么礼貌插话，最后还讲了怎么用议程（agenda）让会议不白开。63 条表达全部来自对话原文，按会议流程分好组；总觉得会开得没意义？这一集就是解药。

01 精选深讲

1. speak up · 大胆发言 —— 本集题眼。字面是「说出来、说大声点」，比 speak 更具主动性，专指「打破沉默、克服心理障碍去表态」，尤其适用于你本来有点犹豫的场合。BBC 同事在开场语音里就很坦白：*"I do sometimes get nervous speaking up in meetings because I have a bit of a fear of speaking in front of people."*（我在会上发言确实有时会紧张，因为我有点怕当众讲话。）注意别和 speak out（公开表态、抗议）混用：想表达「请发言、别害羞」，用 speak up 才对。

2. I'm responsible for · 我负责…… —— 自我介绍的第二件套。Pippa 的建议是：与其报职位头衔，不如直接解释你实际做什么——*"So, for those who don't know me, I'm Pippa and I'm responsible for the podcasts at BBC Learning English."*。它能快速建立信任，让在场的人知道遇到什么事该来找你。和 in charge of 的微妙差别：responsible for 侧重职责范围，in charge of 侧重权力；平级介绍或跨部门场合，用 responsible for 更谦逊、更聚焦事情本身。

3. I have a background in · 我在……方面有经验背景 —— background 在这里不是「背景资料」，而是「长期的教育与职业积淀」。Phil 解释得很清楚：它说的是 *"an area that you know a lot of or that you've worked in before or that you've studied a lot"*（你很了解、做过或深入学过的领域）。它的真正价值是回答会议上的隐形问题——「你为什么在场」：一句 *I have a background in data analysis, so I can help with the metrics* 出口，大家就知道该拿什么问题来问你。易错点：别说 have a experience in，experience 不可数，用 have a background in 或 have experience in 才对。

4. tripping over your words · 说话磕磕绊绊 —— 画面感极强的习语：本义是「被自己的话绊倒」，专指因紧张、焦虑导致说话不流利、舌头打结。Pippa 描述紧张状态时用的就是它：*"you're tripping over your words, you're getting what you're about to say wrong."*（说得磕磕绊绊，把要讲的话都讲错了。）下次想说自己「卡壳了」，别直译成 forget words——用 trip over my words 才地道。它比 stutter（生理性口吃）更侧重紧张导致的流畅度问题，描述会议里的尴尬时刻非常合适。

5. my thinking is a bit different · 我的思路有点不一样 —— 英式委婉反对的教科书句式，结构是「先肯定，再转折」：*I like that idea, but my thinking is a bit different*——先用 I like that idea 给对方垫底，再用 but 带出不同意见。Pippa 点破了它存在的理由：在会上直接说 "I think that idea is rubbish"（那主意烂透了）真的很不合适，尤其在都是陌生人的场合。它的妙处在于把焦点从「人」移到「思维过程」，比生硬的 I disagree 更能降低对抗性——这是高情商开会的基本功。

02 一、会议是怎么一回事

词条	中文释义	原文例句
a big part of	……的很大一部分	"They're a big part of our time at work."
hate	讨厌	"And some people hate them."
agenda	议程	"So, ideally, there's an agenda."
fill the time	硬撑时间、凑时长	"you're just trying to fill the time."
speak up	大胆发言	"how to speak up in meetings"
get your ideas heard	让你的想法被听见	"get your ideas heard."
native English speakers	英语母语者	"even for native English speakers."
stressful	有压力的	"meetings can be very stressful"
It depends	看情况	"It depends on the meeting."

03 二、小会好说，大会难讲

词条	中文释义	原文例句
work closely with	与……紧密共事	"people you work closely with"
contribute	发言、贡献意见	"try and contribute and ask people"
a lot harder	难得多	"That's a lot harder."
tripping over your words	说话磕磕绊绊	"you're tripping over your words"
talk you through	一步步讲给你听	"we're going to talk you through the basics"
get your voice heard	让你的声音被听到	"phrases you can use to get your voice heard."

04 三、自我介绍：让人记住你是谁

词条	中文释义	原文例句
introduce themselves	做自我介绍	"everyone is asked to introduce themselves."
professionally	专业地、得体地	"How can we do this professionally, Phil?"
expectation	预期、默认的默契	"it's sort of an expectation that people might not know you."
job title	职位头衔	"what your job title is"
for those who don't know me	可能有我不认识的朋友（自我介绍开场）	"for those who don't know me, I'm Pippa"
I'm responsible for	我负责……（介绍职责）	"I'm responsible for the podcasts"
I have a background in	我在……方面有经验背景	"you could say I have a background in..."
expertise	专长	"if you've got a particular expertise in something"
bring to the meeting	能给会议带来什么	"what you have to bring to the meeting."
get a chance to	有机会做……	"if you don't get a chance to introduce yourself"
asks you to speak	请你发言时	"the first time when someone asks you to speak."
rehearsed	演练过的	"if you have kind of got that rehearsed"
initial nervousness	最初的紧张感	"You've got over the initial nervousness"

05 四、回应别人的观点

词条	中文释义	原文例句
a few phrases	几个句式	"So we've got a few phrases here."
It makes me think about	这让我想到……（接话句式）	"It makes me think about... and then say our point."
engage with	接住话题、与……互动	"it helps you engage with what someone's saying."
relevant	相关的	"really relevant to what you're trying to sort out"
disagree	不同意	"if we want to kind of disagree with somebody"
my thinking is a bit different	我的思路有点不一样（委婉反对）	"I like that idea, but my thinking is a bit different."
rubbish	烂透了（英式口语）	"I think that idea is rubbish"

06 五、提议与加入讨论

词条	中文释义	原文例句
enter the conversation	加入谈话	"try and enter the conversation"
How about	……如何（提议句式）	"or How about... we try this?"
putting something on the table	把话题摆上台面	"you're putting something on the table for everyone"
direct question	直接的提问	"rather than a very direct question"

07 六、高难度：礼貌插话

词条	中文释义	原文例句
dominating the conversation	主导谈话	"who are all dominating the conversation?"
What if	如果……怎么办	"What if there are lots of important people"
wait for the right moment	等合适的时机	"you kind of sit and wait for the right moment"
interrupt	打断	"you need to interrupt?"
Can I just ask	我能问一下吗（打断开场）	"Can I just ask...?"
apologising for asking	为提问先道歉	"You're almost apologising for asking there"
hesitant	犹豫的、留有余地的	"the I think it's a bit hesitant"
showing respect	表达尊重	"it's a way of showing respect and being polite."
ask permission	征得同意	"sort of ask permission to enter the discussion."
Could I add a thought	我能补充一点想法吗	"Could I add a thought? or Could I say something?"
tend to	往往、倾向于	"we tend to have politeness as a really important thing."
politeness	礼貌	"politeness as a really important thing"
a lot more direct	直接得多	"Some other cultures are a lot more direct"
cultures change	文化习惯会变	"cos these cultures change, don't they?"

08 七、让会议不白开

词条	中文释义	原文例句
haven't talked about	还没聊过	"there's one thing we haven't talked about"
what do we mean by	……到底指什么	"So what do we mean by an agenda, Phil?"
slot	（议程）时段	"you might have a slot at the end"
any other business	其他事项（AOB）	"a AOB, any other business."
prepare in advance	提前准备	"you can prepare in advance."
stay in control	掌控局面	"it helps you stay in control of the conversation"
off topic	跑题	"I think we're getting a bit off topic"
stick to the agenda	围绕议程进行	"please can we stick to the agenda"

09 八、下集预告

词条	中文释义	原文例句
chase them up	催他们、跟进	"or chase them up for a response."
career potential	职业潜能	"unlock your career potential."

10 扩展表达（未入选核心清单，但同样值得收）

词条	中文释义
pointless	没意义的、白费劲的
get nervous	紧张起来
a fear of speaking in front of people	怕当众讲话
respond confidently	自信地回应
a polite way of disagreeing	礼貌表达不同意的方式
sort out	解决、理顺
in charge of	主持、负责
join in	加入进来
finish on time	准时结束
make sure	确保

11 串词成段

63 个词放回一场真实的会议里，是这样的：

Meetings are **a big part of** our time at work — some people love them, some people **hate** them. The trick is learning to **speak up** and **get your ideas heard**. Start by introducing yourself: "**for those who don't know me**, I'm..." or "**I have a background in**..." Then **engage with** what others say — "**It makes me think about**..." — and if you **disagree**, just say "**my thinking is a bit different**". When senior people are **dominating the conversation**, **wait for the right moment**, or politely **interrupt**: "**Can I just ask**...?" And if the discussion drifts, pull it back — "we're getting a bit **off topic**; can we **stick to the agenda**?"

参考译文：会议占据了我们大量的工作时间——有人爱它，有人恨它。诀窍在于学会大胆发言，让别人听到你的想法。开场先自我介绍：「可能有我不认识的朋友，我是……」或者「我在……方面有经验背景」。然后接住别人的话——「这让我想到……」——如果不同意，就说「我的思路有点不一样」。当高层们主导谈话时，等合适的时机，或者礼貌地打断：「我能问一下吗……？」如果讨论跑偏了，就拉回来：「我们有点跑题了，回到议程上来好吗？」

一句话带走

开会不敢说？记住这套三步法：开场用 for those who don't know me 站住脚，接话用 It makes me think about 顺下去，插话用 Can I just ask 礼貌切入。语言准备好了，胆子自然就大了。

▼ 完整台词（中英对照）

Phil: Meetings.	会议。
Phil: They're a big part of our time at work.	会议占据了我们大量的工作时间。
Phil: Some people love them.	有人爱它。
Phil: And some people hate them.	有人恨它。
[同事语音] Sometimes meetings can feel a bit pointless and you're just trying to fill the time.	有时会议让人感觉有点没意义，你只是在那儿硬撑时间。
[同事语音] So, ideally, there's an agenda.	所以，理想情况下，会前应该有一份议程。
[同事语音] So you know what's going to be talked about and discussed.	这样你就知道会讨论些什么。
[同事语音] I do sometimes get nervous speaking up in meetings because I have a bit of a fear of speaking in front of people.	我在会上发言时确实有时会紧张，因为我有点怕当众讲话。
Pippa: In this episode of Office English from BBC Learning English we're looking at how to speak up in meetings and get your ideas heard.	在本期 BBC《职场英语》中，我们来看如何在会议上大胆发言、让别人听到你的想法。
Phil: Welcome to Office English.	欢迎收听《职场英语》。
Phil: Our guide to the language of the world of work.	你的职场语言指南。
Phil: In this podcast we discuss words and phrases you can use to help improve your business English in the office.	在这档播客里，我们讨论能帮你提升办公室商务英语的词汇和短语。
Phil: I'm Phil.	我是 Phil。
Pippa: And I'm Pippa.	我是 Pippa。
Pippa: Today we're talking about meetings.	今天我们聊会议。
Pippa: We've already heard that meetings can be very stressful, even for native English speakers.	我们已经听到，即使是英语母语者，开会也会很有压力。
Pippa: But what do you think Phil?	但你怎么看，Phil?

Pippa: Do you speak up a lot in meetings?	你开会时常发言吗?
Phil: It depends on the meeting.	看是什么样的会。
Pippa: OK?	好吗?
Phil: Sometimes you have a meeting with people you work closely with, a small meeting, and I find it quite easy to try and contribute and ask people and, and things like that.	有时是和合作紧密的同事开小会，我觉得发言、提问这些都挺容易的。
Phil: Sometimes you're in a bigger meeting with people you don't know so well, or maybe you're meeting people you don't work with, a client or a different department.	有时是和不太熟的人开大会，或者面对不共事的客户、其他部门。
Phil: That's a lot harder.	那就难多了。
Pippa: Mmm, yeah.	嗯，是的。
Pippa: I agree.	我同意。
Pippa: And when you get stressed like that, you maybe don't want to speak, or you're nervous to contribute, or you feel that you're tripping over your words, you're getting what you're about to say wrong.	当你那么紧张时，可能就不想开口，不敢发言，或者觉得自己说得磕磕绊绊、话都说不利索。
Pippa: And so that can be really stressful.	所以那真的会很有压力。
Phil: It's something that I think most people are nervous about.	我想大多数人都会为此紧张。
Phil: And so, today we're going to talk you through the basics of meetings and phrases you can use to get your voice heard.	所以今天我们会带你过一遍会议的基础知识，以及让你的声音被听到的实用表达。
Pippa: So, we've been invited to a meeting.	假设我们受邀参加一个会议。
Pippa: There's lots of people in the meeting who we don't know.	会场上有很多我们不认识的人。
Pippa: And at the start of the meeting everyone is asked to introduce themselves.	会议开始时，每个人都要做自我介绍。
Pippa: How can we do this professionally, Phil?	怎样做才显得专业呢，Phil?
Phil: OK, how about saying for those who don't know me, I'm Phil and I do podcasts about business English?	可以这样说：“可能有我不认识的朋友，我是 Phil，我做商务英语播客。”
Pippa: Yeah.	对。

Pippa: That's nice because it's sort of an expectation that people might not know you.

这很好，因为大家本来就可能不认识你，这样说很自然。

Pippa: Another one you could maybe try is I'm responsible for...

你还可以试试这个句式："我负责……"。

Pippa: So instead of saying what your role is, what your job title is, just explain what you do.

也就是说，与其说职位头衔，不如直接解释你实际做什么。

Pippa: So, for those who don't know me, I'm Pippa and I'm responsible for the podcasts at BBC Learning English.

所以："可能有我不认识的听众，我是 Pippa，我负责 BBC Learning English 的播客。"

Phil: And I think that's really good because, I don't know how it is in other languages, but in English your job title often doesn't really say what you actually do.

我觉得这招很妙，因为——不知道别的语言是不是这样——英语里的头衔往往说明不了你实际干什么。

Pippa: Yeah.

是啊。

Pippa: So it's not very useful to tell people that.

所以光报头衔没什么用。

Pippa: Anything else we can say here Phil?

这里还能说点什么，Phil?

Phil: Perhaps, if you've got a particular expertise in something, you could say I have a background in... and then you're talking about an area that you know a lot of or that you've worked in before or that you've studied a lot.

如果你在某个领域有专长，可以说"我在……方面有经验背景"，指的是你很了解、做过或深入学过的领域。

Phil: And that can be useful, perhaps saying, "Look, this is how I can be useful in this meeting.

这会很有用，相当于在说："看，我在这个会上能帮上这些忙。

Phil: Ask me about these things".

这些方面尽管问我。"

Pippa: Yeah.

对。

Pippa: Because if you don't know people they might be questioning why you're there.

因为大家不认识你，可能会疑惑你为什么在场。

Pippa: And so it's good to kind of say early what your expertise is and what you have to bring to the meeting.

所以最好早点说明你的专长、你能给会议带来什么。

Pippa: What about if you don't get a chance to introduce yourself at the start of the meeting, Phil?

那如果会议开始时没机会自我介绍呢，Phil?

Phil: Well, yeah.

嗯，是的。

Phil: It can be useful sometimes if you can just bring one of those phrases in the first time when someone asks you to speak.

有个办法很好用：第一次被点名发言时，顺带把那个句式带出来。

Phil: So, for those don't know me, I'm [pause] and then you talk about your background and what you're responsible for just so people know who you are and how you can help the meeting.

就说“可能有人不认识我，我是……”，然后讲讲你的背景和负责的工作，让大家知道你是谁、能帮上什么。

Pippa: Yeah.

对。

Pippa: And if you have kind of got that rehearsed it is a good way to kind of start talking.

如果你提前演练过这套说辞，它就是个很好的开场切入点。

Pippa: You've got over the initial nervousness and then you can actually say what you want to say.

等最初的紧张劲儿过去了，你就能真正说出想说的话了。

Phil: Right, so we've introduced ourselves and the meeting has started.

好，自我介绍完毕，会议正式开始。

Phil: What about if somebody else makes an interesting point and we want to respond confidently in the meeting?

那如果别人提出了一个有意思的观点，我们想自信地回应呢?

Pippa: Yeah.

好。

Pippa: So we've got a few phrases here.

这里有几个句式。

Pippa: We could say something like That's a really important point.

我们可以说：“这个观点非常重要。"

Pippa: It makes me think about... and then say our point.

“这让我想到……"，然后说出自己的观点。

Pippa: What do we think about that, Phil?

我们怎么看这个说法，Phil?

Phil: Well, it helps you engage with what someone's saying.

它能帮你接住对方的话。

Phil: You might be linking things that are useful.

你可能在把有用的内容联系起来。

Phil: Yeah, I think it can be useful, particularly if what they've said is really relevant to what you're trying to sort out in the meeting.

是的，我觉得很有用，尤其当对方说的正好和你要解决的问题相关时。

Pippa: Yeah and it's conversational.

对，而且很口语化。

Pippa: Another option we can have, if we want to kind of disagree with somebody, is to say I like that idea, but my thinking is a bit different.	如果想表达不同意，还有一招：“我喜欢这个想法，不过我的思路有点不一样。"
Phil: I guess it's, as you said, it's a polite way of disagreeing.	我猜这就是你说的：礼貌地表达不同意。
Phil: Do you think they really like that idea when they say it?	你觉得他们真觉得那个想法好吗?
Pippa: I don't know.	不知道诶。
Pippa: It depends, I think, on what we're talking about!	我觉得得看在聊什么！
Pippa: But it's just a polite way to say it.	但这只是种客气的说法。
Pippa: It's not really very helpful in a meeting, especially if you don't know people, to say "I think that idea is rubbish and I prefer my idea".	在会上直接说“我觉得那主意烂透了，我更喜欢我的”，尤其在都是陌生人的场合，真的很不合适。
Pippa: So it's all about kind of being friendly and polite with people in meetings.	所以开会时关键是待人友好、有礼貌。
Pippa: Another way you could try and enter the conversation is to just ask a question.	另一个加入谈话的办法就是提个问题。
Pippa: So you can say What about... or How about... we try this?	你可以说“要不……怎么样？”或“我们试试这个如何？"
Pippa: That's a good way to kind of enter into a discussion and a conversation.	这是切入讨论和对话的好方式。
Phil: Yeah.	对。
Phil: It's like you're putting something on the table for everyone to talk about.	就像你把一个话题摆上台面，让大家一起讨论。
Pippa: But sort of saying What about... or How about... rather than a very direct question is just a bit more polite.	用“要不……/……如何？"而不是非常直接地质问，会更礼貌一点。
Pippa: And now a really difficult scenario.	接下来是个高难度场景。
Pippa: What if there are lots of important people in the meeting who are all dominating the conversation?	如果会上全是大人物、都在主导谈话怎么办?
Pippa: The meeting is moving really quickly and you're nervous about speaking but you have some ideas too.	会议节奏飞快，你不敢开口，但你也有想法。
Pippa: What do you do, Phil?	你会怎么做，Phil?

Phil: Well, I think I maybe do this too much.

嗯，我可能太常这么干了。

Phil: But it's you kind of sit and wait for the right moment, so you wait for it to be, there to be a little bit of a pause and then you can say something.

你可以先坐着等合适的时机——等出现一点停顿，再开口说话。

Pippa: Yeah, but what about if you don't get the pause and you need to interrupt?

可要是等不到停顿、必须打断呢?

Pippa: What would you say then, Phil?

那时你会怎么说，Phil?

Phil: We usually start by apologising.

我们通常先道歉。

Phil: So you could say something like I'm sorry.

你可以这样说："不好意思。"

Phil: Can I just ask...?

"我能问一下吗……？"

Phil: And that just is an interesting word there, cos you're kind of saying "I'm not sure about doing it".

这里的 just 很有讲究，它传达的是"我不太确定该不该插话"。

Phil: You're almost apologising for asking there: I'm sorry.

你几乎是在为提问而道歉："不好意思。"

Phil: Could I just ask..., I'm sorry, but I think we need to talk about... this topic.

"我能问一下吗……""抱歉，不过我觉得我们需要谈谈……这个话题。"

Phil: And again the I think it's a bit hesitant, but sometimes that can be useful cos you're showing, it's a way of showing respect and being polite.

这里的"我觉得"听起来有点犹豫，但有时正合适——那是一种表达尊重和礼貌的方式。

Pippa: Mmm, yeah so apologising and then kind of saying I'm sorry, but I think we should talk about this is a really useful way in.

嗯，是的，先道歉再说"抱歉，不过我觉得我们该聊聊这个"，是非常管用的切入点。

Pippa: Another thing we can do is sort of ask permission to enter the discussion.

我们还可以先征得同意再进入讨论。

Pippa: So say something like Could I add a thought? or Could I say something?

比如说："我能补充一点想法吗？"或"我能说两句吗？"

Pippa: You're kind of showing that you realise that other people in the room are important.

这其实是在表明：你知道在场的其他人也很重要。

Pippa: And so sort of asking permission to join in as well.

也等于是在请求允许、想要加入。

Phil: Yes, I think that's a really good idea.

是的，我觉得这个建议非常好。

Phil: Of course, we're talking here from a context, we're here in the UK, and in Britain we tend to have politeness as a really important thing.	当然，我们是从英国的语境出发的，在英国大家特别看重礼貌。
Phil: So we say I'm sorry a lot.	所以我们会把“不好意思”挂在嘴边。
Phil: Or can I just do this...	还有“我能就……吗……"。
Phil: But this does differ in different places.	但这在各地确实不一样。
Phil: Some other cultures are a lot more direct and maybe then you don't need to apologise quite so much for saying things.	有些文化直接得多，说话可能就不用道歉那么多。
Phil: So it's... perhaps listen to how people speak in the place where you're working, cos these cultures change, don't they?	所以……不妨观察你工作所在地人们的说话方式，因为这些文化习惯是会变的，对吧?
Phil: They're different in different places.	不同地方各不相同。
Phil: So we've learned some useful phrases to help us speak up in meetings.	我们学了一些帮我们在会上大胆发言的实用句式。
Phil: But let's hear again from our BBC colleagues because there's one thing we haven't talked about and that's how to make sure our meetings are useful.	再来听听 BBC 同事的分享，因为还有一件事没聊：怎么保证会议本身开得有用。
[同事语音] Sometimes meetings can feel a bit pointless and you're just trying to fill the time.	有时会议让人感觉有点没意义，你只是在那儿硬撑时间。
[同事语音] So, ideally, there's an agenda.	所以，理想情况下，会前应该有一份议程。
[同事语音] So you know what's going to be talked about and discussed.	这样你就知道会讨论些什么。
Pippa: Beth talked about having an agenda.	Beth 刚才提到了议程。
Pippa: So what do we mean by an agenda, Phil?	议程到底指什么，Phil?
Phil: An agenda is a... it's a list of things that you're going to talk about in the meeting.	议程就是……一份列出会上要讨论事项的清单。
Phil: And it's very common, definitely in Britain it's very common that you might have a slot at the end that might say a AOB, any other business.	它很常见，尤其在英国，最后常有一个环节叫 AOB——“其他事项"。

Phil: But the idea is that during the, the other slots you only talk about the things that are on the agenda.	但要点是：在其他环节里，只讨论议程上列明的事。
Phil: And it's... ideally you share it before the meeting.	而且……最好在会前就把议程分享出去。
Phil: So everyone knows what you're going to be talking about, why you're talking about those things, and it gives you a chance to think about what you might want to say.	这样每个人都知道要讨论什么、为什么讨论，也有时间想想自己想说点什么。
Pippa: And yes, it's really helpful because you can prepare in advance.	是的，这非常有用，因为你可以提前准备。
Pippa: And if you're in charge of the meeting, making sure you have an agenda is really helpful because it helps you stay in control of the conversation and you make sure that the meeting isn't a waste of time.	如果你主持会议，确保有一份议程特别重要：它能帮你掌控谈话，保证会议不白开。
Pippa: So you can say things like I think we're getting a bit off topic or please can we stick to the agenda and make sure we talk about the important things.	这时可以说：“我觉得我们有点跑题了”，或者“请大家回到议程上来，确保讨论重要事项"。
Phil: Yeah, that gives you nice, efficient meetings that finish on time, hopefully!	对，这样会议就高效，还能指望准时结束！
Pippa: That's the idea, anyway!	理想状态是这样！
Phil: And that's it for this episode of Office English.	本期《职场英语》就到这里。
Phil: Remember you can find courses and activities to help you with your English at bbclearningenglish.com.	记住，你可以在 bbclearningenglish.com 找到帮你学英语的课程和练习。
Pippa: Next time, we'll be talking about how to remind people to do something, or chase them up for a response.	下期我们聊怎么提醒别人做事，或者催他们回复。
Phil: And of course, we'll discuss some essential phrases to help you unlock your career potential.	当然，我们还会讲一些帮你释放职业潜能的必备表达。
Phil: See you, then.	到时见。
Phil: Bye.	拜拜。
Phil: Bye.	拜拜。