



비즈니스 미팅에 필요한 필수 영어 표현

윤세영

BUSINESS ENGLISH LESSON 3

Part 1. 회의 진행 및 참석 <컨퍼런스 콜>

(시작)

- **Are** we all **on**? (are you there?)
- Yes, **I'm** here.
- **It's** 00 from $\Delta\Delta$ *or* **It's** 00 in Seoul
- Can you **hear** me? Can everyone hear me?
- Let's **keep** this **short**
- Today's meeting **is scheduled to last** 30 minutes.
It won't **take up** too much of your **time**.

Part 1. 회의 진행 및 참석 <컨퍼런스 콜>

(중간 발언 + 진행)

- It's 00 from ΔΔ. 00 speaking.
- Sorry but the **connection** is not good
- Sorry we had some **technical problems(issues)**
- Sorry I **interrupted** you. **Let me clarify** what you said.
You were saying..
- I'm sorry, but could you **speak up** a little?
/ could you repeat that please?

Part 2. 계약체결 <협상 및 계약체결>

(만남에서 시작)

- Let me introduce you to Jay Lee, our marketing team director
- We've been **communicating by (through)** email.
It's so nice to see you **in person**
- Why don't we (shall we) move on to today's discussion?
Topics?
- Before we begin, shall we have a look at your proposal?
- We have reviewed the **quote** we received last week

Part 2. 계약체결 <협상 및 계약체결>

(의견 묻기)

What are your **views on** ~ Do you **have** any **suggestions for** ~?

Do you have any **alternative** suggestion?

Part 2. 계약체결 <협상 및 계약체결>

(의견 표현하기)

It seems like a good idea = it seems **reasonable**

Maybe it would be better to ...

May we **offer** an alternative? We **propose** that ...

Well, **I'm afraid** we couldn't agree to that

We're **willing to negotiate**, adjust our plans,

Part 2. 계약체결 <협상 및 계약체결>

(마무리 / 확인)

- Let me clarify this, Let me **rephrase** your point,
- We would like to propose/suggest/**seal this contract**
- if you would agree to a few more **conditions**
- We'll accept the proposal **on the condition that** you ~ /
- Would you be able to~

Part 2. 계약체결 <협상 및 계약체결>

(마무리 / 확인)

- I'm afraid that we can not accept that/
I'm afraid those conditions are unacceptable...
- I think we have reached an agreement / a compromise here
- We look forward to having good business relations with you
- I'm glad that we've been able to negotiate terms for this new project with you