

Fillers

I. 常用於引言的字句-「起」

As an old English saying goes, “.....”

There is no denying (doubt) that S+ V...

Generally speaking, S + V.....

According to my personal experience, S + V...

In my opinion, S+V

Personally, S+V

Nothing in the world can delight me so much as + Ving.....

As far as I know...

It goes without saying that S+V

No one can deny that S+V

There is no doubt that S+V

Undoubtedly, S+V

(It is) Needless to say, S+V

S+V, not to speak of N/Ving

S+V, not to mention N/Ving

S+V, to say nothing of N/Ving

S+V, let alone N/Ving

As a matter of fact, S+V

To tell the truth, S+V

In fact/ practice/ reality/ truth, S+V

Frankly speaking, S+V

It is said that S+V

People say that S+V

As the proverb goes/runs/says, “S+V.”

As a good (Chinese) saying goes, “S+V.”

When it comes to..., S+V

As far as...is concerned, S+V

Speaking of.., S+V

As far as I am concerned, S+V

To the best of my knowledge, S+V

I am of the opinion that S+V

In general, S+V

On average, S+V

Strange/Sad to say, S+V

II. ※常用於延展的字句-「承」

Indeed;

It is true that + S + V...

Quite true

Rightly so,

To be honest

Frankly speaking

It is widely believed that + S + V...

Belief has it that + S + V...

To take + N+ for an example, S + V...

We have reasons to believe that + S + V.....

In fact

As a matter of fact, S + V.....

Likewise

In a similar fashion

Similarly

In other words

To be specific;

As mentioned from above,

To begin with, S+V

In the beginning, S+V

In the first place, S+V

First of all, S+V

For example/instance, S+V

Take....for example. S+V

As for N/Ving, S+V

As to N/Ving, S+V

As regards N/Ving, S+V

In (relation/ regard/ respect/ reference) to N/Ving, S+V

According to N/Ving, S+V

According as S+V, S+V

In accordance with N/Ving, S+V

To one's surprise/ astonishment/ disappointment/ joy/
delight/ excitement/ relief, S+V

S+V, that is to say, N

S+V, so to speak, N

S+V, what we call, N

(Al)though S+V
 Even though S+V
 Even if S+V
 In spite of N/Ving, S+V
 With all N/Ving, S+V
 Compared with N/Ving, S+V
 In comparison with N/Ving, S+V
 Because /Since S+V, S+V
 Now (that) S+V, S+V
 On account of/ Because of N/Ving, S+V
 Due to/ Owing to/ Thanks to N/Ving, S+V

III. ※常用於語氣轉換的字句-「轉」

However, Nevertheless, Granted that
 Despite +N; Despite the fact that + S + V, ...
 On the other hand, S + V.....
 On the contrary, On the opposite, In contrast
 When compared to A, B + V, .
 (Besides/ In addition/ Moreover/ What's more/ By the way), S+V
 On the one hand, S+V; on the other hand, S+V
 For one thing, S+V; for another, S+V
 In other words, S+V
 That is (to say), S+V
 On the contrary, S+V
 What's worse, S+V
 To make matters worse, S+V
 Without/ But for/ Were it not for N/Ving, S+V
 But that S+V, S+V
 What if S+V
 What 助動詞 + S + VR so as to/ in order/ to VR
 What 助動詞 + S + VR so that S+V

IV. 常用於結論的字句--「合」

Thus/ Therefore, S+V
 As a result, S+V
 From then/ that time on, S+V

From now/ this time on, S+V
 No matter when/ where/ what/ how + adj/ adv/ who/ which S+V, S+V
 Whether (or not) S+V (or not), S+V
 If only/ As long as S+V, S+V
 (At any rate/ At any cost/ At any case), S+V
 (In short/ brief/ conclusion), S+V
 (To sum up/ To make a long story short/ To be short/ brief), S+V
 Above all, S+V
 As we know from above, S+V
 Judging from the above, S+V
 As a whole, S+V
 On the whole, S+V
 Last but not least, S+V
 S cannot overemphasize the importance of ...
 S cannot put too much emphasis on
 ... can never be too much emphasized
 From this point of view, S + V....
 In a word, S + V....
 To sum up, S + V; To conclude; In conclusion
 If we can really put + N + into action, S + V.....
 Last but not least, S + V....
 In all, Over all, All in all, All together,In sum,.....In summary, To
 sum up, In short, In conclusion, In a word, In a few words, On
 balance,On the whole, The long and the short of it, By and large,
 To take it all in all, To make a long story short, All things considered,

V. 常用轉折詞

1. 因此；結果：as a result, consequently, as a consequence, in consequence, hence, therefore, accordingly, thus, on this ground, because of this
2. 順序: first/firstly, in the first place, second/secondly, next, finally
3. 此外：in addition, additionally, besides, furthermore, moreover, also, what's more
4. 然而：however, nevertheless ,yet ,nonetheless ,but, still, instead
5. 換言之：that is, that is to say, namely, in other words, to put it differently
6. 同樣地：likewise, similarly, in the similar way
7. 相反地：instead, on the contrary, by contrast, conversely
8. 不只是...而且：not only ...but (also).... 、 not just ...but (also).... 、 not merely ...but (also).... 、 not simply ...but (also)....

VI. Negotiation

1. "If we don't do X, I can always..."
2. "The XXX competitor will give me..."
3. "What I am trying to accomplish here is..."
4. "I have to do X because...I can't do Y because..."
5. "I am really concerned that..."
6. "I want you to..."
7. "If we did... (option), then I could...(interest)"
8. "What if we..."
9. "I would propose that..."
10. "The reason I will/won't do X is that..."
11. "Our policy is..."
12. "Others in the industry do..."
13. "The last time this sort of thing happened..." (Precedent)
14. "The contract says..."
15. "You ought...It is appropriate because..."
16. "If it were you, would you...?" (reciprocity)
17. "The purpose of this..."
18. "I don't have the authority to..."
19. "If I do X, will you do Y?"
20. "I did/didn't agree to..."
21. "If I hear you correctly..."
22. "Let me see if I can paraphrase what you have been telling me..."
23. "It sounds to me like what you are saying is..."
24. "Let me see if I understand you..."
25. "What I am trying to say here is..."
26. "Let me restate..."
27. "Before we do anything, I want to ask to you..."
28. "As we deal with each other, I would like to..."
29. "I feel like doing..."
30. "Can we talk for a minute explicitly about how we work together?"

VII. Compromising

1. We are prepared to..., on condition that...
2. I think we could..., provided that...
3. We are ready to..., on the understanding that...
4. We are willing to..., with the proviso that...
5. We are more than ready to ..., as long as...

6. I believe we can..., if...
7. We see no objection whatsoever, provided that...
8. If we agreed, it would be conditional on...
9. Our agreement is to be reached, if it is conditional on...
10. If we agreed, we hope you would reciprocate by...
11. If you would be prepared to, then we could...
12. We'd be rather reluctant to..., unless...
13. I don't think we could..., unless...
14. We wouldn't be prepared to..., unless...
15. We have certain reservations about..., and unless...
16. Only if you..., would we be prepared to...
17. I think that would be perfectly acceptable.
18. We see no objection to that.
19. That seems to be a reasonable compromise.
20. In a spirit of compromise, we would be willing to accept your offer.
21. To meet you halfway on this, I think we could agree to your condition.
22. We are not entirely convinced that this is a viable solution to the problem.
23. Although we want to avoid a deadlock as much as you do, we find your offer unacceptable.
24. You leave us with little alternative but to...
25. In that case, we should very reluctantly have to...
26. In which case, we should virtually obliged to...

VIII. Defending a point of view:

If you look at the facts, you can see...

It seems clear that...

Perhaps you are overlooking the fact that..

I can't accept that.

I think you are mistaken.

IX. Affirming

I must say, I couldn't agree with you more.



I completely agree with you.

That's a very good point/argument.

X. Interrupting

Do you mind if I say something?

True/Maybe, but could I just point out one thing/something?

The point I am trying to make is that...

Whether we agree or not, the fact remains that...

If we look at...more closely, we find...

XI. Challenging arguments and opinions

If you look at the facts, they would show...

XII. Evaluating different standpoints

While I respect your position, I think...

On the other hand, you need to consider

If you look it from another perspective...

Historically speaking, it was...

Perhaps, it's hard to say

Perhaps I didn't clarify that well enough...

I didn't say that. What I said was...

From what I understand, that's not true

That can't possibly be true

But what about...?



It seems to suggest,..don't you think?

I think most people would agree that...

It's a well-known fact that...

The information I have suggests...

You might be jumping to conclusions.

It's probably best that we don't...

I am convinced that

I know what you are saying, but....