



zoomにも対応

オンライン会議で 使える英語フレーズ集 176選

| 項目 | プロの翻訳案1 | プロの翻訳案2 |
|-------------------------------------|--|--|
| オンライン会議の開催を伝える | | |
| オンライン会議に参加いただきたく、ご連絡しました [1] | I am contacting you to ask you to join us for an on-line meeting. | I am contacting you to ask you to join a web conference. |
| Zoomで〇〇について話し合いたいと思います | I would like to discuss 〇〇 with you via Zoom. | I would like to have a discussion with you about 〇〇 on Zoom. |
| どのツールを使うのがよろしいですか？ [2] | Which platform should I use? | Which platform would you like us to use? |
| 〇〇アプリを使用しますので、事前にインストールをお願いします [3] | Please install 〇〇 beforehand so that we can have an online meeting. | Would you please install 〇〇 beforehand so that we can use it for our web conference? |
| 会議の日程を調整しますので、ご都合のよい日時をお知らせください [4] | Please inform us of a convenient time and date for our web conference. | Would you please inform us of a convenient time and date for our web conference? |
| 1月10日、10時にTV会議を行います | We are going to have an online meeting at 〇 on 〇〇. | We are going to hold a web conference on 〇〇 at 〇. |
| ご都合いかがでしょうか | Would that be convenient for you? | Would that be alright with you? |
| オンライン会議をお願いしてもよろしいでしょうか [5] | Could I ask you to join a web conference? | Would you join our online meeting? |
| 空いている日程を教えてください [6] | Please inform us of a convenient time and date. | Would you please inform us of a convenient time and date? |
| 会議時間の数分前に以下のURLをアクセスしてください [7] | Please click on the following URL a few minutes before the conference. | Please kindly access the below URL a few minutes before the conference. |
| 会議開始前 | | |
| みなさん揃いましたか？ | Is everyone there? | Is everyone here? |
| 他の人が参加するのを待ちましょう | Let's wait until the rest of the members join us. | Let's wait until others join. |
| (出欠確認) 〇〇さん、いますか？ | Are you with us, Mr./Ms. 〇〇? | Are you there, Mr./Ms. 〇〇? |
| (出欠確認に対して) はい、参加しています [8] | Yes, I am with you. | Yes, I am here. |
| 他に待つべき人はいますか？ [9] | Should we wait for anyone else? | Is there anyone else we should wait for? |
| 誰が来ていませんか？ | Who hasn't joined yet? | Who isn't here yet? |
| 〇〇さんがまだ会議に入ってきていません | Mr./Ms. 〇〇 hasn't joined us yet. | Mr./Ms. 〇〇 isn't here yet. |
| 〇〇さんは今日の会議に参加予定ですか？ | Is Mr./Ms. 〇〇 going to be in the conference today? | Is Mr./Ms. 〇〇 scheduled to be in the conference today? |
| みなさん、準備はよいですか？ [10] | Is everyone here for the web conference? | Is everyone ready? |
| 本日は参加いただき、ありがとうございます | Thank you for joining today's conference. | Thank you for joining the conference today. |
| 時間ですので、始めてもいいですか？ | It's time for the conference. Shall we start? | It's time to start. Shall we begin? |
| さあ、始めましょう | Let's get started. | Let's start the conference. |
| すみません、遅れます | Sorry, I am going to be late. | I am afraid that I will be late. |
| 彼が10分くらい遅れます | He is going to be late by 10 minutes or so. | He is going to be about 10 minutes late. |
| 10分後に参加できます | I will be there in 10 minutes. | I can join in 10 minutes. |
| 大丈夫ですよ、問題ありません | Everything is fine. | Everything is alright. No problem. |
| こちらは全員そろっています | We are all here. | All of us are here. |
| こちら日本です、聞こえています [11] | This is Japan. We can hear you. | We can hear you in Japan. |
| 〇〇時までWEB会議を終わらせなければならぬことをお忘れなく [12] | Please don't forget to finish this web conference by 〇〇. | Please be reminded that we need to finish this web conference by 〇〇. |
| 途中で画像や音声に問題が出て来たら教えて下さい | Please let me know in case of any image or sound issues during the conference. | Please report to me if any image or sound issues happen during the conference. |
| 自己紹介、導入 | | |
| こんにちは、私は〇〇部署の△△です [13] | Hi, This is △△ from 〇〇department. | Hi, I am △△ from 〇〇department |
| 日本にいる〇〇です | It's 〇〇 from Japan speaking. | This is 〇〇 from Japan speaking. |
| 本日この会議の進行役をつとめます、〇〇です [14] | I am 〇〇, and I am going to facilitate this meeting. | This is 〇〇, and I am going to facilitate this meeting. |
| 私はチームリーダーの〇〇です [15] | I am 〇〇, our team leader. | This is 〇〇, our team leader. |
| 最近の様子、状況はどうですか？ | How are things there lately? | How are things lately? |
| 最近問題なさそうですか？ [16] | Are there any issues lately? | Have there been any issues lately? |
| 会議の進行 | | |
| 本題にとりかかりましょう | Let's get down to business, shall we?. | Let's get down to business. |
| 今日は〇〇について話し合います | Today, we are going to talk about 〇〇. | Today, we are going to discuss 〇〇. |
| 今日の議題はこちらです | Here is today's agenda. | This is today's agenda. |
| では次の議題にうつりましょう | Now let's move onto the next topic, shall we? | Now let's move onto the next topic. |
| お先にどうぞ(話してください) | Mr./Ms. 〇〇, would you speak first? | Mr./Ms. 〇〇, please go ahead. |

| 項目 | プロの翻訳案1 | プロの翻訳案2 |
|-----------------------------|--|---|
| まずはこの企画の予算/担当者/スケジュールを発表します | First of all, I am going to announce the budget/the person in charge/the schedule of this project. | Firstly, I would like to report the budget/the person in charge/schedule of this project. |
| 提案したいことがあれば発言してください [17] | If you have any suggestions, would you speak up? | If you have any suggestions, please speak up. |
| お手元の資料の〇〇ページをご覧ください | Would you please look at page ○○ of your handout? | Please look at page ○○ of your handout. |
| 一度に一人がしゃべるようにしてください | Please speak one at a time. | Would you speak one at a time, please? |
| 〇〇が話しています | Now Mr./Ms. ○○ is speaking. | Mr./Ms. ○○ is speaking. |
| 今日は議題が2つあります | Today, we are going to discuss 2 topics. | Today, we have 2 topics. |
| 我々の観点からしますと... | Based on our viewpoint... | Based on our point of view... |
| 私の理解しているところでは... | As far as I understand... | From what I understand... |
| 少し考えてから返答させてください [18] | Would you give me some time to think before answering? | Let me consider it and get back to you later. |
| その可能性はありません | I am afraid that's not possible. | I am afraid that's not an option. |
| 我々には別のやり方があります | We have another way to do it. | We have another plan to deal with it. |
| いったん落ち着きましょうか | Let's take a moment to calm down. | Let's calm down. |
| 最初のポイントに戻しましょう | Why don't we get back to the original starting point? | Let's get back to the original starting point. |
| つまり、〇〇ということですね？ | Do you mean ○○? | Does that mean ○○? |
| 解決策を提案します | Let me propose a solution. | I would like to propose a solution. |
| この案は現実的ではないと思います | I don't think this suggestion is realistic. | I am afraid that I don't think this suggestion is practical. |
| 予算が足りないと思います | I don't think the budget is enough. | I don't think the budget is sufficient. |
| スケジュールが厳しいと思います [19] | I must say that the schedule is tight. | I think the schedule is too tight. |
| 人数がもっと必要だと思います | I think we require more manpower. | I think we need additional manpower. |
| 営業担当〇〇です。〇〇について発言します | I am ○○, a sales representative. I'd like to speak about ○○. | I am ○○, a sales representative. I am going to speak about ○○. |
| プロジェクトの進捗状況について教えてください | Please share the progress of your project. | Please inform us of the progress of your project. |
| 〇〇について結果を報告します | I am going to share the results of ○○. | I am going to report the results of ○○. |
| 調査してその結果を報告してください | Would you kindly research and report the results? | Please research and report the results. |
| 理解できていますか？/ 意味通じていますか？ [20] | Is this clear to you? | Does this make sense?" |
| お手元にアジェンダが届いていますか？ | Have you received the agenda? | Do you have the agenda with you? |
| ローカルで話す時は、音声をミュートにしておいてください | Would you turn on mute mode when you speak among yourselves? | Please turn on mute mode when you speak among yourselves. |
| 妥協点を探しましょう | Let's find a common ground. | Let's find a point of compromise. |
| 妥協しませんか？ | Would you compromise? | Would you be willing to compromise? |
| 妥協する気はありませんか？ [21] | Do you have any intentions to compromise? | Are you willing to compromise? |
| ～しませんか？(提案) | Why don't we ○○? | Can I suggest ○○? |
| 冒頭お伝えしたように... | As I told you at the beginning of the conference... | As I informed you at the beginning of the meeting... |
| すみません、聞き逃しました | Excuse me, I missed what you said. | Sorry, I missed what you said. |
| 〇〇について、いくつかの問題点が見られます [22] | I found several issues regarding ○○. | There are several issues regarding ○○. |
| 売り上げを伸ばすために、〇〇しませんか？ | Why don't we ○○ to improve sales? | Can I suggest ○○ to improve sales? |
| 〇〇について詳しく教えてください | Would you tell us about ○○ in detail? | Please let us know about ○○ in detail. |
| 別のやり方を考えましょう | Let's consider another way. | Let's figure out another way. |
| あいづち | | |
| なるほど | That makes sense. | I see. |
| わかりました [23] | I got it. | I understood. |
| うーん...(考えている) [24] | Hmmm... (thinking) | Well... |
| そうなんですね [25] | Is that so? | Is that right? |
| すごい | Fantastic! | Great! |
| それはすばらしい | That's great! | That's wonderful! |
| まさにその通りです | Absolutely. | That's exactly right. |
| 事情は十分わかりました [26] | Fair enough. | I fully understand the situation. |
| ご指摘の通り | That's exactly right. | You've got a point there. |
| ...という意味ですか？ | Do you mean...? | Does that mean...? |

| 項目 | プロの翻訳案1 | プロの翻訳案2 |
|-----------------------------------|--|--|
| どっちとも言えますね | The answer is yes and no. | It can be either way. |
| こちらと同じ状況です | Our situation is the same as yours. | We have the same situation here. |
| この案に賛成です [27] | I agree to this plan. | I agree to this idea. |
| この案に反対です | I object to this plan. | I object to this idea. |
| 〇〇さんに全く賛成です | I couldn't agree with Mr./Ms. 〇〇 more. | I completely agree with Mr./Ms. 〇〇 |
| 申し訳ないですが、反対します | I am afraid that I must object. | I am afraid that I object to it. |
| 私は違う意見です | My opinion is different from yours. | I have a different opinion. |
| それはいい案ですね | That's a great idea. | That's a good idea. |
| あなたの趣旨は理解できます [28] | I understand your intention. | I understand your point of view. |
| 本当ですか？ | Are you sure? | Really? |
| 会議中のトラブル | | |
| もしも、聞こえますか？ | Hello, can you hear me? | Hello, do you hear me? |
| はい、聞こえます | Yes, I can hear you. | Yes, I hear you. |
| よく聞こえません | I can barely hear you. | I can hardly hear you. |
| 聞こえたら、手を挙げてもらってもいいですか？ | Please raise your hand if you can hear me. | Would you raise your hand if you can hear me? |
| 大きな声で話してもらえますか？ | Would you mind speaking louder? | Would you please speak louder? |
| もう少しマイクに近づいてもらえますか？ | Please get closer to the microphone when you speak. | Would you get closer to the microphone while speaking? |
| すみません、ミュートになっていました | Sorry, mute was on. | Sorry, I was on mute. |
| 〇〇さん、ミュートになっていますよ | Mr./Ms. 〇〇, your mute is turned on. | Mr./Ms. 〇〇, you are on mute. |
| 話す時以外はミュートにしておいてください | Please turn on mute unless you are speaking. | Would you turn on mute unless you are speaking? |
| 〇〇さん、いますか？聞こえていますか？ | Mr./Ms. 〇〇, are you with us? Do you hear us? | Mr./Ms. 〇〇, are you there? Can you hear me? |
| 聞こえませんでした | I couldn't catch you. | I couldn't hear you. |
| もう一度言ってください | Would you say that again? | Would you repeat that again? |
| 声が途切れめます | The sound is on and off. | The sound is breaking up. |
| 電波が悪いようです | We have a bad connection. | I think we've got a bad connection. |
| パソコンがフリーズしました | My PC froze. | My PC is frozen. |
| パソコンを再起動します | I am going to restart my PC. | I am going to reboot my PC. |
| マイクがオフになっていますよ | Your microphone is off. | Your microphone is turned off. |
| 〇〇さん、映っていないので、カメラの角度を調節してくれますか？ | Mr./Ms. 〇〇, you are not on the screen. Please adjust the angle of your web camera. | Mr./Ms. 〇〇, we can't see you. Would you mind adjusting the angle of your camera? |
| 接続が安定しませんね | Our connection is not stable. | Our connection is unstable. |
| 音量が小さすぎます | Your volume is too low. | Your sound level is too low. |
| ノイズがはいります | There are noises. | We can hear noises. |
| カメラ/マイクを確認してもらえますか？ | Would you adjust your web camera/microphone? | Would you check your camera/microphone? |
| 〇〇さんが落ちました | We lost Mr./Ms. 〇〇. | Mr./Ms. 〇〇 has been disconnected. |
| アプリを再起動してみます | I am going to restart the app. | I am going to reboot the app. |
| 恐れ入りますが... | I am afraid... | Sorry... |
| ゆっくり話してください | Please speak more slowly. | Would you speak more slowly, please? |
| ちょっとついていけないので、もう少しゆっくりお願いします [29] | I can't catch you. Please speak more slowly. | I am not quite following you. Would you speak more slowly, please? |
| 回線に問題があるようです | It seems that we have an issue with the connection. | It seems that we have a bad connection. |
| 少々お待ちください | Please wait for a moment. | Would you wait for a moment? |
| もう一度かけなおしてみます | Let me call you back. | I am going to call you back. |
| 音声が少し反響します | The sound echoes a little bit. | The sound is echoing a little bit. |
| 接続しなおします | I am going to reconnect. | Let me reconnect. |
| 画面共有するとき | | |
| 私の画面を共有しています | I am sharing my screen. | I just shared my screen. |
| 見づらいので、資料を拡大していただけますか？ [30] | Would you magnify the document? It is hard to see. | Would you mind magnifying the document? It is difficult to see. |
| 私の画面が見えますか？ [31] | Are you able to see my screen? | Are you seeing my screen? |
| 前の画面に戻してもらえますか？ | Would you switch back to the previous screen? | Please switch back to the previous screen. |
| 〇ページ目のスライドをお願いします | Would you show slide number〇, please? | Please show slide number〇. |
| 次のスライドをお願いします | Would you show me the next slide, please? | Please show me the next slide. |
| こちらの資料をお送りしますね | I will send you this handout. | I will e-mail you this handout. |
| こちらの画面を見てください | Please look at this screen. | Would you take a look at this screen? |

| 項目 | プロの翻訳案1 | プロの翻訳案2 |
|---------------------------|--|--|
| 資料をアップロードしています | I am uploading the document. | The document is being uploaded now. |
| 図1に注目してください [32] | Would you focus on figure 1? | Please focus on figure 1. |
| こちらの数字が減少/増加しています [33] | This figure is decreasing/increasing. | This figure has been decreasing/increasing. |
| 画面共有を切っていただけますか？ | Would you switch off the screen share mode? | Would you turn off the screen share mode? |
| 画面上の表をご覧ください。 | Would you take a look at the chart on the screen? | Please take a look at the chart on the screen. |
| まとめ | | |
| 他に話すべきことはありますか？ | Is there any other topic to discuss? | Do we have anything else to discuss? |
| これですべてのテーマをカバーできましたか？ | Did we cover all the topics? | Have we covered all the topics? |
| これまでで何か質問はありますか？ | Do you have any questions so far? | Does anyone have any questions so far? |
| 特に質問はありません | I don't have any questions. | Everything is clear to me. |
| いくつかお伺いしてよろしいでしょうか | Could I ask you a few questions? | May I ask you a few questions? |
| 私の理解(認識)であっていますか？ | Am I understanding correctly? | Are we on the same page? |
| 〇〇について詳しく説明していただけますか？ | Would you mind explaining about 〇〇 in detail? | Would you explain about 〇〇 in detail? |
| これで会議を終了してよろしいでしょうか？ [34] | Is it OK to finish this conference at this point? | May we now adjourn the meeting? |
| あと残り〇分です | We have 〇 minutes left. | There are 〇 minutes left. |
| 質問がある方はメールでお願いします | If anyone has any questions, please send me an e-mail. | If anyone has any questions, please e-mail me. |
| 会議を終える前に、数点確認させてください | Let me double-check some points before finishing the conference. | Let me confirm some points before finishing the conference. |
| 時間がないので、手短にお願いします | Since we are running out of time, please be brief. | We are running out of time. Please be brief. |
| 時間がないので、手短にまとめさせてください | Since we are running out of time, let me briefly summarize today's conference. | Since we are running out of time, I'll briefly summarize today's conference. |
| 何か付け加えることはありますか？ | Are there any more things to add? | Would anyone like to add anything? |
| 次の点が引き続き討議の必要な未決事項です | The following undecided points still need further discussion. | The following undecided points need to be discussed further. |
| 何かほかに議論することはないですか？ | Are there any more topics to be discussed? | Is there anymore to be discussed? |
| 会議終了前 | | |
| 時間がきました | Now it's time to close the conference. | Our time is up. |
| この辺にしておきましょう [35] | Let's call it a day. | Let's wrap up the conference here. |
| それでは会議を終わります [36] | We are finishing the conference now. | The meeting is now adjourned. |
| 今日はありがとうございました | We appreciate your participation in this conference today. | Thank you for joining the conference today. |
| 次回の会議は〇月〇日、△△時からです | The next conference will be on 〇〇, at △△. | The next conference will be held on 〇〇, at △△. |
| 次回の会議はいつですか？ | When will the next meeting be held? | When will the next conference be held? |
| 次回も同じ時間ですか？ | Will the next meeting be held at the same time as today? | Will the next conference be held at the same time as today? |
| この後議事録をメールで送ります | I will e-mail you the conference minutes later. | I will send you the conference minutes by e-mail later. |
| 予定されている会議はWeb会議に変更いたします | The scheduled conference will be switched to a web conference. | The scheduled conference will be changed to a web conference. |
| 残念ながらもう時間がありません | Unfortunately, we are running out of time. | I am afraid we are running out of time. |
| 今日はご参加ありがとうございました | Thank you for your time today. | Thank you for joining today's conference. |
| いいディスカッションができたと思います | I think we had a good discussion today. | I think the discussion was successful. |
| 次回の会議でまたお話ししましょう [37] | Let's discuss at the next meeting again. | Let's talk again at the next meeting. |
| 失礼します | Goodybye | I'll excuse myself first. |
| 議事録は会議終了後程なくして配布します | I will e-mail you the conference minutes shortly. | I will send you the conference minutes shortly. |
| 次の機会を楽しみにしています | I look forward to seeing you at the next conference. | I am looking forward to the next conference. |

[1] "1. 適宜、主語および目的語を変更して使うこと。
2. 会議の相手によって、丁寧な表現を使い分けること。
"

[2] toolがskypeやzoomのようなアプリを指しているならば、"platform"の方が適当です。

[3] 案2は"would you"のみだと少し強い印象です。

[4] 案2は"would you"のみだと少し強い印象です。

[5] 案1は提案としては少し弱気に聞こえます。状況次第で案と使い分けが必要です。

[6] 案2は"would you"のみだと少し強い印象です。

[7] 案1より2の方がプロらしく聞こえます。

[8] 案2の方が自然です。

[9] 案1と2では若干ニュアンスが異なります。案はまだ揃ってないようだけど始めてもいいですか？ というニュアンスに対し、案2は単に揃っているのかの確認です。

[10] 案1は全員揃っていますか？と聞いていて、別に準備ができているかを聞いているわけではありません。案の言い回しが一般的です。

[11] 案2の方が自然です。

[12] 案2の方が丁寧に聞こえます。

[13] HiではなくHelloでもいいですね。Hiの方がフレンドリーです。

[14] "I am"ではなく"My name is"の方が丁寧なので、使い分けが必要かもしれません。

[15] "I am"ではなく"My name is"の方が丁寧なので、使い分けが必要かもしれません。

[16] 2案の方がおすすめ。

[17] 案1より案2の方が良いです。

[18] 案2の方が丁寧でビジネスシーンにはあっています。言い方次第では、案の言い方は親子喧嘩などの口論でも使えるためです。

[19] 案1の方が遠回りな言い回しで、少し弱く聞こえます。使い分けが必要ですね

[20] 案1は少し強く聞こえてしまう可能性があります。"Does this make sense?" だと少し柔らかく確認できます。

[21] 案1は"an intention"ではなく"any intenton"の方が良いです。攻撃性が減り、妥協案を探っているように聞こえますanだと二者択一を迫っているようにも取れてしまいます。

[22] 案1だと自分は気に入らないと言っているように聞こえるため2の方が無難です。

[23] 案1はカジュアルです。"Understood"のほうが良いかと。

[24] "Let me think..."より"Hmmm..."や"Well..."のほうが自然です。

[25] "Really?"でも良いですね。

[26] 案1と2はニュアンスがまるで違います。1は流すような、2は強く共感を示すような言い回しです。

[27] より同意している感を出すなら、"to"ではなく"with"でも良いですね

[28] 案1と2は気持ちニュアンスが異なります。1は実行に移したいこと。2はあくまで考え、考え方というニュアンスです。

[29] 案1は少し強く聞こえます

[30] magnifyも良いですが、enlargeでも良いですね

[31] Can you see my screen? も可

[32] 案2の方がビジネスライクです

[33] 案1と2は少しニュアンスが異なるため、グラフによって使い分けが必要です。唐突に数字が変わったのか、変わり続けているのかによります

[34] May we now adjourn the meeting? が最もビジネス英語です

[35] 案1はビジネスでも使えますが、ある程度顔見知りであったり親しい間柄で使う印象です

[36] The meeting is now adjourned. が最も固い表現です

[37] Let's discuss at the next meeting again. は discuss のあとに話す内容がないと不自然です。"Let's talk again at the next meeting." の方が自然です