

# 《DeepSeek 助力职场英文沟通 DeepSeek Empowered Workplace English Communication》

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## 【课程背景/ Introduction】

在外企或外贸工作场景中，流利的商务英语帮助你脱颖而出。不仅更容易和外国同事、客户、合作伙伴建立联系，还可以降低沟通成本提升工作效率。然而很多人常面临表达不自信、不清晰、沟通效率低等英文沟通困境，但又对英文水平提升所需投入的时间、精力望而却步。区别于传统商务英语课程仅关注语言本身，本课程将从职场实际场景出发着眼于沟通技巧，帮助学员基于当前英文水平实现沟通效果的快速提升。同时，将 DeepSeek 等 AI 工具与职场英文沟通进行有机结合，大大减轻学习负担，提升效率。旨在帮助学员以最少的时间精力投入，实现口语表达、邮件写作、实际工作场景沟通能力的全面提升。

In global business settings, fluent English sets you apart, enabling better connections with colleagues, clients, and partners while boosting efficiency. Many face challenges like unclear expression and inefficiency but fear the massive effort and time needed to learn a language. Unlike traditional courses, this course focuses on real-world communication skills, and leveraging AI tools like DeepSeek to reduce learning effort and maximize results. Achieve confident speaking, polished writing, and effective workplace communication with minimal time investment.

## 【课程收益/Benefits】

通过本课程，学员将能够：

- 建立职场英文表达的正确思维
- 掌握英文口语表达技巧
- 掌握英文邮件写作技巧
- 掌握常见的职场英文场景沟通技巧
- 巧妙借助 DeepSeek 大大减轻职场英文沟通负担
- 实现肉眼可见的现场提升

Through this course, participants will be able to:

- Develop the right mindset for workplace English communication

- Master oral expression techniques in English
- Master Email writing techniques in English
- Master communication techniques in common workplace scenarios
- Smartly use DeepSeek to ease workplace English communication
- Achieve visible on-the-spot improvement

### 【课程对象/Target Audience】

需要在工作中使用英语，或者有提升英语能力需求的职场人士。Professionals who need to use English at work or want to improve their English skills.

### 【课程时间/Duration】

1 天 (6 小时) 1day (6 hours)

### 【课程语言/Language】

中文/ CN

### 【课程大纲/Outline】

- 商务英语表达原则
  - o 用词简单精准
  - o 句子简洁明了
  - o 观点明确易懂
  - o 语气委婉礼貌
  - o 如何用 DeepSeek 帮我们优化表达
  - o **练习：用 DeepSeek 帮我们优化表达的实操练习**
- 英文邮件写作
  - o 常用写作框架
  - o 6C 原则
  - o 注意事项
  - o 如何用 DeepSeek 根据以上原则生成英文邮件
  - o **练习：用 DeepSeek 生成英文邮件的实操练习**
- 英文口语表达
  - o 提升自信
  - o 传递清晰的信息
  - o 避免翻译式思维
  - o 利用非语言信息
  - o **练习：根据给定主题进行口语练习**

- 常见英文工作场景沟通
  - o 非正式场景：快速拉近和同事距离的“茶水间聊天”
    - 话题选择
    - 注意事项
  - o 正式场景：让你被老板看见的“工作汇报”
    - 两种不同的工作汇报思路
    - 注意事项
  - o 如何用 DeepSeek+Kimi 生成工作汇报 PPT
  - o **练习：用 DeepSeek+Kimi 生成工作汇报 PPT 的实操练习**
- 总结与答疑
- 学习计划制定
- **练习：用 DeepSeek 制定个人职场英文提升计划**

### **Expression Principles of Business English**

- o Use simple and precise words
- o Be concise and to the point
- o Be clear and easy to understand
- o Be tactful and polite
- o Use DeepSeek to refine your expression
- o **Exercise: Use DeepSeek to refine your expression in practice**

#### **• Email Writing Techniques**

- o Common frameworks of English email
- o 6C principles of English email
- o Tips for English email writing
- o Use DeepSeek to generate email in English based on above principles

and tips

- o **Exercise: Use DeepSeek to generate email in English**

#### **• Oral Expression Techniques**

- o Boost self-confidence
- o Convey clear information
- o Avoid translation thinking

- o Make use of non-verbal information
- o **Exercise:** speaking practice on specific topics
- **Communication Techniques in Common Workplace Scenarios**
- o Informal scenario: small talk, rapid connecting with coworkers
  - Topic recommendation
  - Practical tips
- o Formal scenario: work reporting, make yourself seen
  - Two different roadmaps
  - Practical tips
- o Use DeepSeek and Kimi to generate work reporting PPT slides
- o **Exercise:** Use DeepSeek and Kimi to generate work reporting PPT

slides in practice

- **Summary & Q&A**
- **Learning Plan Development**
- **Exercise:** Use DeepSeek to generate your personal English

improvement plan