# 三分钟英语演讲稿：Learn How to Say No

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　　we\'ve all been taught that we should help people. it is the right thing to do and will make us popular with others. it may even win us favors in return. however, we must be realistic. we can\'t say yes to every request. if we did, we would fail or go crazy for sure. sometimes we simply don\'t have the time to help. in this case, we must know how to say no politely.

　　when we need to say no, here is one method we can try. first, we should tell the truth. if we really can\'t do something, we should just say so. second, we should remember to refuse requests politely. we must communicate clearly, but must also be sincere and sympathetic. a true friend will understand. finally, we must not feel guilty about saying no. sometimes refusing others is the right thing to do. it can save ourselves, and them, a lot of trouble. in short, we cannot please everyone all the time. refusing favors is a part of life.

　　学习如何说不

　　我们都被教导说，我们应该要帮助别人。这是应该做的事，而且这样做会使我们受人欢迎。它甚至会为我们赢得一些回报。但是，我们必须要实际一点。我们不能答应每一个要求。如果我们这么做，我们就一定会失败或发疯。有时候我们确实没有时间去帮忙。既然如此，我们就必须知道如何有礼貌地说不。

　　当我们需要说不的时候，有个办法我们可以试试。首先，我们应该要说实话。假如我们真的办不到某件事，我们就应该说不。第二，我们应该记得要客气地拒绝对方的要求。我们必须清楚地表达，但态度也必须真诚并且表示同情。一个真正的朋友会谅解的。最后，我们不必为了说不而觉得有罪恶感。有时候拒绝别人才是我们应该做的事。它可以替我们自己和别人，都省下许多麻烦。总而言之，我们无法一直取悦每个人。拒绝请求是人生的一部分。

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